

Western Ada Recreation District  
Meeting Minutes

February 22, 2018 Regular Business Meeting

In Attendance:

Colin Moss, Director  
Shaun Wardle, Director  
Tyler Rountree, Director  
Carol White, Secretary-Treasurer  
Rob Cleve, Park Superintendent  
Janea Walker, Pool Manager

Other Attendees:

Bill Garcia, Ewing Company  
Rachelle Bird, Kill Whales Swim Team  
Andrea Puopolo, Buffington Mohr

The meeting was called to order by Director Wardle at 12:02pm

*Director Moss moved that the agenda be amended to add a new item #4 to discuss the Fuller Park restroom project bids and approve the agenda with that amendment as presented. Director Rountree seconded and the motion passed unanimously.*

*Director Moss moved to accept the consent agenda. Director Rountree seconded the motion and it was passed with a unanimous vote.*

Annual investment review by Buffington Mohr representative Andrea Puopolo. Andrea went over the current portfolio, which is invested in CD's as per the district's policy. Some CD's will come due during the current year and those will need a re-investment decision by the board. There was some discussion of moving things into longer term CD's since there are no large expected capital expenditures in the near future. Director Wardle asked if we could re-visit this at the end of 3<sup>rd</sup> quarter/beginning of 4<sup>th</sup> quarter. He also asked if the district has the ability to invest in the government pools. Andrea said she would look into it and Carol said that our investments at LGIP are in the state pool. Andrea said that the long term rates are increasing slightly.

Fuller Park restroom renovation bids: The district followed the state's requirements for bidding. Bill Garcia from Ewing Co was our advisor for the bidding process and helped tremendously in pulling things together for us. The open bid was advertised in the Idaho Statesman on Jan 29 and Feb 5. A mandatory pre-bid meeting took place at Fuller Park on Feb 7 with 12 attendees. Bidding closed at 1pm on Feb 20, with Rob and Carol opening and recording the bids. The district received 6 bids. All the bidders were present at the opening. The bids were pretty consistent. The lowest bid was Triple G Construction for \$387,888. Director Wardle asked if the bids were uploaded to the local agency planning room and Carol said yes, they were also provided to a couple of construction brokers – Construct Connect and Dodge

Analytics. As all the public bid requirements were met and all bids met the bidding criteria, the board voted to accept the low bid by Triple G Construction.

Director Wardle asked the Secretary-Treasurer if our current budget was reflecting the amount currently proposed for the project. Carol said that the budget was completed in August and \$200,000 was still the anticipated amount. Director Wardle asked that she bring an amended budget to the next meeting so that we could reflect the additional amount necessary to complete the renovation. Bill Garcia suggested that a contingency be built into the budget. The budget will be amended to an amount of \$400,000 for the project.

*Direct Moss moved that the board accept and award the bid from Triple G Construction in the amount of \$387,888 as the lowest bid for the Fuller Park restroom project. Director Rountree seconded the motion. Roll call vote: Director Moss – aye; Director Wardle - aye; Director Rountree – aye.*

Pool Renovation Follow-up: Rob reported that he had to be pretty firm with the architect for the irrigation pump at the pool. The lowest bid for this item is \$56,956 with Gingrich Site & Underground. Director Wardle asked if Nampa-Meridian Irrigation District gave us a date we had to get this complete by and Rob said before they open the water in April, but we should be able to get that done. There is a rotting power pole that will probably need to be replaced as part of this project. Carol has asked Rob to check and see if the district owns the pole or whether Idaho Power does. The budget will be amended for this item as well.

*Director Wardle moved that board accept the bid for the irrigation pump project at the pool from Gingrich Site & Underground in the amount of \$56,956. Director Moss seconded. Roll call vote: Director Moss – aye; Director Wardle – aye; Director Rountree – aye.*

Bill Garcia should be done with the downstairs floors by February 23(Friday). The locker room walls are done and the contractor should start putting things back together next week. Still working with the vinyl upstairs. The contractor is working on it during the weekends. Bill asked that everything could be moved out of Carol's office so that they can lay carpet. Also, they are going to try and removed the vinyl in Carol's office to use elsewhere in the building.

Director Moss asked about the drainage on the east side of the building. Director Wardle recalled that we were going to block the east side drains so the ware was force to drain out the west side. Bill said that the only problem with that is that the seepage bed on the west side may be overwhelmed. Rerouting is really just a stopgap. Both sides really just drain to the parking lot. Director Wardle asked why we can't drain to the sanitary sewer system and Bill responded that it is against code. It was suggested that the ultimate solution might be a joint project with the City to address a long term fix.

Pool Manager's report: Janea was unable to attend the meeting, but Carol reported for her. New staff members are being interviewed and has about 24 returning staff. Intends to have a summer staff of about 55 – 60. She will be going next week to Denver for "train the trainer" certification with Ellis. This will make it so we are not reliant on Ellis to come do classes and won't need to overwhelm Roaring Springs staff to get our training done. Dustin Esplin and Jacob Shaner will also have this training.

Director Wardle asked what the travel policy was for the district. Carol was not aware of one. Janea is traveling in March for this training and also she and Laura will be going to Eugene for training on the new swim lesson curriculum. Director Wardle asked that one be drafted but until that time, he would like to review and authorize travel with Carol for any employee travel requests.

Jackrabbit is going to be replaced by Class Bug, which will offer a little more user friendly interface for class registration. The plan is to offer a handful of families a free class session for one child if they will use the software and provide us with feedback.

Regarding signage, we have come up with some other options. It looks like electronic options would be expensive. The dairy board is possibly willing to let us put up a sign, but it looks like the City isn't interested in letting us put up a sign in Storey Park. Options include banners, or additional metal sign out front. A reader board has been discussed. What is needed is some way to inform people when the pool is closed due to weather or known closures. We also talked about a real estate stick in the grass type sign. Director Moss asked whether we are utilizing email and text blasts to notify. Carol said yes, we also put it on facebook and the website, but people still miss it. Director Wardle asked that Janea bring a list of planned closures to the next meeting so the board can review them. Lifeguard training will take place early in May.

#### Secretary/Treasurer Report:

March meeting is set for the 15<sup>th</sup>. Rob will be gone, Ryan will report on the park.

Emails have been received from neighbors to our "Settler's Park" lots regarding trash. Rob is looking at what it could take to set up trash cans out there. Rob said that in the past there haven't been trash cans because the board didn't want to encourage people to dump trash there. Director Wardle said that he tended to agree with that and asked us to work with the HOA. Carol said that there isn't one. Director Rountree asked how significant the issue is? Rob said staff collects trash when they go by to mow, which is at least once a week, less in the winter. Any trash can would need to be anchored. Carol said that she told the neighbor that she promised to discuss it with the board, but that there have never been trash cans on the lot. Director Wardle said we could maybe discuss with regard to next year's budget. This lead into a discussion of what could be done with the lot. It is a double lot that currently is not considered buildable due to irrigation drainage tiles cutting across the lots. Rob said that the tile could be moved and made buildable as a single lot. The last estimated cost to move the drain tile was \$20k. If the lot was sold, it might bring \$65 - \$70k. The board asked Rob to look into the steps and the cost of moving the tile. Carol was directed to ask Mark Freeman what we have to do to take it to auction. The district might not have to actually do the work on the drains, but could put it to auction with the knowledge that someone might be willing to taking that investment risk and get a nice double lot.

Auditors were on site on 2/21 and hope to have the financials ready for the March meeting. There are some control issues, which Carol was aware of, mainly regarding cash handling. Control issues are common in small organizations where separation of duties is difficult. New processes are planned for the upcoming season with more formalized training for the staff. The auditors would like the board to

decide how they would like to capitalize items from the pool renovation. Do we want to break out items like the slides and the fish. The pool would be separated from the building, etc. Director Wardle asked if the auditors could let us know best practice. It really comes down to useful life. The district can set useful lives based on our best guess. Director Wardle thought the district should just have the pool and attached accessories as one item and the building as another. Carol said that we do depreciate individual items and we move the amount allocated for depreciation to a separate asset replacement set aside account annually. There is an existing spreadsheet where the district tracks those items.

Carol will be reviewing our phone and internet service to see if she can find a cheaper plan for us. Rob asked about using cable instead. She will also look for a cheaper credit card processor. Fees are almost \$95 per month. Also will need review the prices that we are going to charge for the 2018 season. A resolution should be ready at the next meeting.

Park Superintendents report: Shop improvements at the park, which were scheduled for this year have started. General maintenance is going on at the park. Jesse Wever has returned to staff for the summer. Only a couple more summer/part-time/weekend workers are needed to be through the summer.

There are a couple of trees that Rob is keeping an eye on. Director Wardle suggested that Rob talk with the city arborist.

Rob is looking at a new sound system for the pool. The existing system was a home use piece meal system and for us to have the appropriate system for our use will be roughly \$3500. There are existing speakers that were low voltage wiring and there is probably too much being pushed through it. Was anything replace during the renovation? No, there was nothing budgeted for that in the renovation. The labor cost is about \$400, the rest is equipment. Director Wardle asked for the bid to be put on the agenda for next month. Let's make sure that this will actually meet our needs before we spend \$4k on this.

Rob asked what was going on with the brick on the pool building. Bill talked to the rep. They wanted us to rip a section off so that they could verify that the installation was correct. Bill said that replacing one little section might be coloring differences. Basically the rep doesn't think it's a product process, but Bill doesn't think its an installation problem. He doesn't think it is settling, but everything moves over time.

Rob said that his truck was probably at its highest value for resale. We paid \$34k for it and he could probably get \$32k for it now. He wanted to know if the board would like for him to move on that this year or wait until next year. Director Wardle asked if this was a budget item for the current year? Carol said that she didn't think so. We have the money in the depreciation fund, but the board thought that if it wasn't called out in the budget for the current year, we should just wait until next year.

*Hearing no other business, Director Wardle adjourned the meeting at 1:35pm*

Respectfully submitted,

Carol White  
Secretary Treasurer  
Western Ada Recreation District.