

Western Ada Recreation District
Meeting Minutes

May 28, 2020 Regular Business Meeting

In Attendance:

Shaun Wardle, Director

Heath Van Patten, Director

Tyler Rountree, Director

Ema Brenneman, Secretary-Treasurer

Laura Urias, Pool Manager

Mark Freeman, Legal Counsel

Matt Bennett, Legal Counsel

Tara Bollwinkel, Community Member

Sam Caminiti, Senior Pool Staff

Willow Spurlock, Senior Pool Staff

The meeting was called to order by Director Wardle at 12:00pm.

Item 1: Approve the Agenda

Director Rountree moved that the board approve the agenda; Director VanPatten seconded. The agenda was approved unanimously.

Item 2: Consent Agenda

Director Rountree moved that the board approve the consent agenda; Director VanPatten seconded. The consent agenda was approved unanimously.

Item 3: Discussion and Review of FY2019 Financial Audit

Ema reviewed the main bullet points of the audit. Cash increased due to a reduction in capital projects in FY2020. Capital assets are down due to the transfer of Fuller Park to the City of Meridian. Overall sales are down but the gross profit percentages are improved for concessions. Labor costs are up due to overtime worked during the summer and a busy summer in general

Item 4: Action Item

a) Approval of Auditors Report and FY2019 Audited Financial Statements

Director Rountree moved that the 2019 Audited Financial Statements be approved; Director VanPatten seconded. The motion passed unanimously.

Item 5: Review of Crane Alarm System Agreement

Ema reviewed the history of the contract with Crane Alarm and noted that a new agreement is needed without Fuller Park on the agreement. Crane Alarm had proposed a ten-year agreement, but the Board

was only favorable to a one-year agreement and Crane Alarm accommodated that request. Director Wardle noted that future capital expenditures were needed from this vendor.

Item 6: Action Item

a) Approval of Crane Alarm System Agreement

Director Rountree moved to approve the 12 month (contract) as presented by Crane Alarm; Director Wardle seconded. The motion passed unanimously.

Item 7: Discussion of 2020 Pool Opening and Procedures

Laura said that the season has been tricky so far. Currently the pool falls under stage 3 to open, which specifies that swim lessons with contact are not allowed. This also includes training staff. Laura is planning to train staff in stage 4. Laura reduced the planned group size from 5 kids to 3 kids in each class and also has plans in place for sanitizing equipment and facilities. She also changed the weekly lesson format to minimize days that have typically large foot traffic at the pool. The board discussed additional procedures and the Governor's Order. Ema said that there are several caveats that are making day to day operations at the pool difficult to work through. Laura presented a schedule to the board for starting hours of operation and staffing. Director Rountree said that the pool should be opened for lessons where constraints and guidance can be in place. Director Wardle and Director Rountree discussed the potential to hold open swim at the pool. Director VanPatten noted that an online reservation sign-up system could be used to manage traffic flow at the pool for open swim. Director Wardle said that Laura needed guidance to move forward with planning the season and opening the pool for lessons.

Item 8: Discussion of Swim Lesson Scholarship Program

Director Wardle discussed the history of swim lesson scholarships at WARD. The West Ada School District and the WARD district boundaries fall into the same geographical area. Director Wardle discussed potentially having a scholarship program for students on free and reduced lunch. Ema said there are roughly 40,000 kids in West Ada School District and 9,000 on free and reduced lunch. There is another level within the school system of children who receive breakfast and lunch and may have more of a need for the swim lesson scholarship program. Mark Freeman said that the district has the power to fix and collect fees for the charges and use of facilities and to reduce or waive charges for people who cannot pay. Director Rountree asked if the district saw a need for a more robust swim scholarship program. Director VanPatten said this is something he would like to consider and review at a later date.

Item 9: Action Item

a) Approval of Swim Lesson Scholarship Program

No action taken at this time.

Item 10: 2020 Standard Pricing Resolution

Ema discussed the current year pricing resolution. Director Wardle noted he suggested no increase in pricing from last year.

Item 11: Action Item

a) Approval of 2020 Standard Pricing Resolution

Director Rountree moved that the board approve the 2020 Rate Schedule; Director VanPatten seconded. The consent agenda was approved unanimously.

Item 12: Discussion of Public Relations Vendor

Ema noted that the formal bidding processes for purchasing starts at \$50,000. It is best practice to get at least three formal bids when soliciting a new service. Director Wardle said he wanted to run this by the board before sending Ema out to get quotes from the vendors.

Item 13: Pool Manager's Report

The pool manager provided a written report. The pool maintenance vendor will be on site at the beginning of June to perform the spring startup. Director Rountree noted some maintenance items that need to be completed at the pool.

Item 14: Secretary/Treasurer Report

Ema provided a written report to the board. Ema noted that a previously noted meeting needing rescheduled is no longer going to be rescheduled.

Item 15: Miscellaneous

Director Rountree thanked the pool manager for her efforts during this difficult season.

Item 16: Executive Session Pursuant to Idaho State Code §74-206(c) to acquire an interest in real property not owned by a public agency.

Director Wardle moved that the board enter into executive session; Director Rountree seconded. Director Wardle called for a roll call vote to enter executive session: Director Wardle, aye; Director Rountree; aye, Director VanPatten; aye. The board entered Executive Session at 12:42pm.

The board returned on the record as an attendee requested to make comments. Tara Bollwinkle asked if the pool could open sooner than the board had discussed. Director Wardle and Laura discussed opening procedures with Tara. Laura said that once the pool opened the swim teams would be able to practice in the morning slots. Tara suggested that the scholarship program being open to free and reduced lunch children could cause more flow than the district could handle. Sam Caminiti asked if the expectation was to have lifeguards trained for swim lessons only or for open swim training as well. Director Wardle said that they should be trained for both.

Director Wardle moved that the board enter into executive session pursuant to Idaho State Code §74-206(c) to acquire an interest in real property not owned by a public agency. Director Wardle called for a roll call vote to exit executive session: Director Wardle, aye; Director Rountree; aye, Director VanPatten; aye. The board re-entered into Executive Session at 12:48pm.

During executive session the board discussed acquiring real property not owned by a public entity.

Director Wardle moved that the board enter come out of executive session. Director Rountree seconded.

Director Wardle called for a roll call vote to exit executive session: Director Wardle, aye; Director Rountree; aye, Director VanPatten; aye.

The board returned to Regular Session at 1:39pm.

Director Wardle noted for the record that legal counsel was present for the executive session.

Hearing no other business, Director Wardle adjourned the meeting at 1:40 pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer, Western Ada Recreation District.