

Western Ada Recreation District
Meeting Minutes

October 18, 2018 Regular Business Meeting

In Attendance:

Shaun Wardle, Director
Tyler Rountree, Director
Colin Moss, Director
Ema Brenneman, Secretary-Treasurer
Laura Urias, Pool Manager

Other Attendees:

Andrea Puopolo, Buffington Mohr McNeal
Debra Pence, Settlers Village Neighborhood
Rachelle Bird, Killer Whales Swim Team
Amanda Bidwell, neUdesign Architecture
Mike Barton, City of Meridian Parks & Recreation Department

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

Item 1: Approve the Agenda

Director Moss moved that the board approve the agenda as presented; Director Rountree seconded. The agenda was approved unanimously.

Item 2: Consent Agenda

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

Item 3: Presentation of Investments/Plan from Buffington Mohr McNeal

Andrea Puopolo discussed the current WARD investment policy and guidelines. The current investment policy looks out 3-5 years, Andrea would suggest going out three years. Andrea noted the annual WARD depreciation deposit. Andrea reviewed current holdings and said everything is currently in highly rated FDIC insured CD's. Andrea said WARD could increase investment yields by investing in corporate offerings and presented some sample rates. The state pool is available for WARD to participate in. Andrea said longer term investments are beneficial to WARD's investment yield. Director Wardle said that in the past WARD had tried to keep investments liquid in case they needed to be drawn on for capital expenditure projects. WARD is about to close out the final project soon and will no longer have this need. Director Wardle asked about the ability for WARD to invest in corporate bonds. Andrea said that generally quasi governments she had seen were not able to invest in corporate bonds. Andrea said that they use highly investment grade products. Our holdings are very liquid and easily traded. Director Wardle asked the board members for input. Director Moss said that it sounded good. Director Wardle said WARD would keep the investments very conservative. Director Wardle asked if each transaction was approved or if Andrea followed a policy provided to her. Andrea said she would follow the directive or policy that was given to her and that would be in contact with WARD as investment items matured.

Director Wardle said that WARD used to have CD's in several places but has consolidated these investments. Director Wardle said that WARD does not have any items planned in the next fiscal year that would not be covered in the operating budget. Andrea said she would be in contact and touch base as items matured and things came up.

Item 4: Action Item

A. Approval of Investment Plan for FY2018

Director Rountree moved to approve the investment plan for fiscal year 2018 depreciation fund transfer and maturing CD's; Director Moss seconded. The motion passed unanimously.

Item 5: Tammy Street lot discussion with Settlers Village neighbors

Deb Pence has lived across the street from the Tammy Street park for 30 years. Neighbors are interested in the future of the park. The lot cannot be built on because a canal runs under it. Deb said WARD has greatly improved the appearance and maintenance of the park in the last few years. WARD put playground equipment at the park at one point, but local teenagers vandalized it and WARD removed it and did not put more back. The park doesn't have a lot of activity except for the occasional lunch, GPS treasure hunting and vandalism. Deb asked what the future for the park would be. Director Wardle said that the city has taken over parks and that this park sits back off of Cherry Lane. Director Wardle said that typically this type of property is owned and managed by a neighborhood association. Director Wardle asked if the neighborhood association would like the park. Deb Pence said that there is no neighborhood association. Director Wardle asked if the neighbors would like to form some sort of association so that the park could be donated back to them. Director Wardle said WARD has allocated resources to see what it would take to move the lateral. Deb said that the property was offered for sale a number of years ago and the interested parties in the lot said that it was going to be \$1,000,000 to develop the lot. Director Wardle said that our engineering study would clarify what it would cost to develop. Director Wardle said that WARD has recently given Fuller Park to the City of Meridian. WARD will continue open communications and discussion on the topic of the Settler's Village park. Director Wardle asked if the neighbors would be willing to form an association to take the park. Deb said that it would be weak, and she didn't think so. Deb asked how the neighborhood would fund this. Director Rountree said that the neighborhood association would maintain the lot and that funding would come from dues and association fees. Deb said that she didn't think this would ever happen. Director Wardle asked that Deb let WARD know if there were nuisance behaviors at the park. Deb said that the vinyl fence that runs along the back of the property belongs to the shopping center on the back side. Deb said that the development ideas were a covered picnic area, a walking path track the outside or an exercise area. Director Wardle said that WARD would invite Deb back when WARD had additional information. Deb said that the irrigation grate on the back corner of the property could be pulled open by kids. Deb had not been back to check but believed she had seen kids lifting it up in the past. Mike Barton said that the irrigation canal belonged to Nampa Meridian Irrigation District. Director Wardle said that WARD would contact Deb when the Tammy Street park was back on the agenda.

Item 6: Update on Fuller Park Restroom Project from Amanda Bidwell (neUdesign Architecture)

Amanda Bidwell said that Fuller Park reached substantial completion at the end of September on the 24th and a Certificate of Occupancy was issued that week. neUdesign did a walkthrough and Triple G completed punch list items that neUdesign had noted. There was also a walkthrough with the City of

Meridian Parks & Recreation Department and they noticed some additional ADA items that needed corrected. neUdesign has been working with Rick at Triple G to find solutions to those items and get them taken care of. Director Wardle asked Amanda to clarify that the items were on the plan but not completed to ADA specifications. Amanda said that this was correct. Amanda said that they had come up with solutions to the majority of the items but that flush buttons in the restrooms was still an outstanding issue. Director Moss discussed the proper location of flush buttons for ADA requirements. Mike Barton said that recessing the buttons will not solve the ADA issues and discussed the ADA requirements for flush button placement. Director Wardle asked if the understanding of the architect was that the plan as drawn met ADA requirements. Amanda said yes. Mike Barton said that there were no flush buttons on the plan. Amanda said yeah. Mike said that Rick would say the flush buttons weren't identified on the plans and that's correct. Director Wardle said the reality is that it needs to be fixed and we are looking at a change order, but we don't know who is going to pay for it. Director Rountree said that he can give an answer and that WARD is probably going to have pay for it and that we are going to have to do whatever we have to do to meet the (ADA) requirement. Mike Barton said unless there is a note buried in the contract that says all construction must meet 2010 ADA code that there isn't much we can do. Director Rountree said that the ADA piece is the only piece that isn't identifiable on the plan. The other change order items were an error on the plan. Amanda said that they have standard ADA sheets. Director Wardle asked that Amanda address the issue. Director Wardle asked that Mike Barton work with Rick and Amanda to get the flush buttons correctly placed. Director Wardle asked if there were any other outstanding items on the restroom that needed to be addressed before final completion. Amanda said that substantial completion had been met by definition but that final completion is pending the ADA correction items. Director Rountree said that each of the issues have value and that WARD can withhold a set value before we turn over substantial completion. Director Rountree said we need to discuss what we are going to hold back until this issue gets mitigated. Director Wardle said that WARD has two change orders and retainage to approve and release.

Item 7: Discussion of water pooling issue at Fuller Park Restroom Building

Director Moss said there were issues with water pooling up at the back of the restroom and that the building is a foot or so too low. There is nothing in the plans about the height of the building. Director Rountree asked if it would be possible to have Colin and Mike find a contractor and present a cost to WARD to get the issue taken care of. Mike Barton suggested getting a civil engineer involved to do an evaluation of grades, roof water and suggest a solution. Mike discussed thoughts for potential solutions. Director Rountree asked for Mike to present a cost to the board to get the project correct and finished.

Item 8: Action Items

- A. Approval of change order #2 for Fuller Park Restroom Project**
- B. Approval of change order #6 for Fuller Park Restroom Project**

Director Wardle asked Amanda to discuss change order #2 and #6. Amanda said change order #6 was discussed at the last board meeting for trim at the top of the wall attaching to soffit.

Director Wardle moved to approve change order #6; Director Moss seconded. Director Wardle; aye, Director Moss; aye, Director Rountree; no. The motion passed.

Director Wardle asked Amanda to discuss change order #2. Ema said that the change order may have been approved by an employee but had not been approved by the board. Amanda said that this was for

a floor sink that was added when the plans were updated to new code based on where lines were run into the storage area for condensation lines. Director Rountree clarified that there was a set of plans and an updated set of plans. Amanda said yes, there was a set of plans and then there was a new set of codes adopted in between plan approval and construction. Director Moss asked if there was a new set of building codes adopted between the first set of plans and the start of construction. Amanda said yes.

Director Rountree moved to officially approve change order #2; Director Moss seconded. The motion passed unanimously.

Director Wardle asked about current payment requests from Triple G. Ema said that payment draw #6 is pending for \$113,069.48. The final retainage payment will close out change orders and retainage for \$21,391.31. Director Wardle

Director Wardle moved to approve the draw request \$113,069.48. Director Moss seconded; the motion passed unanimously.

Director Wardle discussed the retainage. Pursuant to the contract WARD can withhold an amount to ensure completion of ADA items. Director Wardle asked what value to put on these items. Director Rountree said his opinion was to hold the entire retainer until the project was completed. Director Moss said he agreed. Director Wardle said WARD would hold retainage. Director Rountree said that WARD needed to get the project buttoned up and turned over to the city exactly the way it needs to be. Director Wardle said WARD would hold a special meeting when the flush button bid was ready. Director Rountree and Director Wardle asked where the miss was on the architectural side and who owned the error.

Ema asked Amanda to clarify the surety release paperwork that she sent over. Amanda said that this form is typically sent with final retainage. Director Wardle said we do not have the final project costs as of today.

Item 9: Discussion of Shade Structure Project at Pool

Ema said she had been contacted by KB Fabrication and the contractor wants to know if the project is still going to be done. Originally the pricing for option 1, which was the board preference, was \$6,500. This cost has been increased to \$8,450 to include concrete work. The bid for the cover is \$2,700. The total cost for the project is now \$11,150. Director Wardle had said that the total cost was not to exceed \$10,000 at the budget workshop. Also, KB Fabrication said we need to have an architect or engineer assess the structural integrity of their proposed design. Director Rountree asked if the shade cover is really needed. Laura asked where it was going to be put. Director Wardle recommended that the current pool manager work with Ema to decide if this is needed, where the right placement is, and if this is the right product. Director Moss said that he is supportive of the need for a shade structure and is fine with the direction of taking a step back.

Item 10: Annual Contract Review

Director Wardle said that WARD has had many different vendor situations. Director Wardle prefers to do a review of all of our vendors. Ema discussed the small park on Tammy Street and getting the park maintained through the fall and into the winter. Director Wardle said we did not need multiple bids based on the contract amount and timing of the project. Ema said that a different lawn care company is

currently working at the pool. The contract was entered into by the parks superintendent and is about done. We can review our lawn care needs as an entire package in the spring. WARD has a service agreement on the elevator at the pool building and the board can review that when it expires in January 2019. WARD has an agreement for trash and recycling services and reduces those services every fall to maximize cost efficiency. Ema asked for the board to brainstorm and think of any other agreements that could be in place at the park or the pool. Director Wardle mentioned the security system. Director Moss mentioned the swim team contracts. Ema said she only looked at vendor contracts. Director Wardle said to add receivable contracts to the list for annual review. Director Moss asked about contracts with cleaning services and window washing services. Director Wardle said that his was something we would be reviewing and monitoring going forward. Director Moss asked about fire extinguisher contracts and first aid supplies. Director Wardle said that we needed to review our Ellis contract and requirements. Laura asked about CPO certifications. Director Wardle said that WARD needed to be in compliance and asked Laura to get an assessment on CPO requirements and costs. Director Wardle said that WARD has a travel policy and that essentially preapproval is needed.

Item 11: Action Items

A. Approval of Lawn Co. contract for Tammy Street lot maintenance through November 2018

Director Wardle motioned to approve the Lawn Co. contract. Director Moss seconded; the motion passed unanimously.

B. Approval of CMIT MOU for IT services

Ema discussed CMIT solutions computer backups and network issues. WARD has had different IT contractors and WARD needs one solid company to handle all IT issues. This is not a binding contract but is a MOU.

Director Wardle motioned to approve the CMIT MOU for IT services. Director Rountree seconded; the motion passed unanimously.

Item 12: Pool Managers Report

Laura clarified that it was her understanding that the pool only needed one CPO and that the pool operator and Ellis are different categories. Director Wardle asked if we were required to have someone on site at all times that is CPO certified. Laura said pool operator is the maintenance of the water temperature and chemicals and Ellis is lifeguard and first aid certifications. Director Wardle asked for clarification on both items. Laura discussed maintenance at the pool and some gas leaks that had been remedied. The pool is set to 80 degrees; however, the swim teams would like warmer water. Director Wardle asked about the capacity and lifespan of the pool heater as well as the increased cost. Laura said that she had taken an inventory on concessions and had some leftover items that she wanted to use for a Halloween event. Director Wardle and Director Moss said that the City of Meridian Trunk or Treat event would be a great use of the goods. Laura discussed winterizing of the pools and a rough floor on the kiddie pool. The issue of the rough floor on the kiddie pool could be due to not having a cover. Director Wardle asked if the kiddie pool was drained completely. Laura said that the pool company told her the kiddie pool was winterized and it not fully drained now. Director Wardle said that if the professional recommendation was for a cover that WARD should proceed with getting one. Director Moss said he was confused as to how not having a cover could cause sharp edges at the bottom of the

pool. Director Wardle asked if we had a contract with H2O pools. Ema said that we needed to do an estimate as to how much WARD is going to spend with H2O pools and said it is going to need to go out to bid if it is over \$25,000 annually. Director Wardle said that this may be a sole source contract and that the pool needs an operational plan that would clarify what items staff would handle and what items an outside contractor would handle. Laura said that the pool would need to hire 60-70 employees in the spring. Director Wardle said that there had been some challenges with annual recruiting in the past.

Item 13: Secretary- Treasurer Report

Ema said that Roger Norberg, maintenance foreman at the City of Meridian offered to manage the pool sprinkler Baseline database. Director Wardle said we would prefer to take Roger up on the offer. Director Moss said he thought that Roger would be switching to the Maxi-Com system and would switch over the pool also. Lawn Co. works with the city regularly and has experience with these systems; they may be a good vendor to look at for maintaining the pool footprint next year. Ema is working with Gem Environmental for the environmental impact study at Fuller Park. The annual insurance appraisal has been made and WARD's premiums will not be increased until next fiscal year. Ema is going to meet with the insurance company on November 7th to go over the policy. Ema has been working with city employees to get everything transferred over for Fuller Park. Ema has met with Crane Alarm and reset all of the master passwords on the security system and gotten a crash course on how to operate the system. Ema is going to be transitioning to winter hours on November 1st but is always available via cell phone and email. The board does not have any preference on the winter hours of the secretary-treasurer.

Item 14: Miscellaneous

No miscellaneous items were discussed.

Item 15: Executive Session

Hearing no further regular business, Director Wardle moved that the board enter into Executive Session pursuant to Idaho Statute 74-206(b) to consider and discuss employee related issues. Director Rountree seconded. Director Wardle called for a roll call vote to enter executive session: Director Wardle, aye; Director Moss, aye; Director Rountree; aye. The board entered Executive Session at 1:24pm.

The board returned to Regular Session at 1:43pm.

Hearing no other business, Director Wardle adjourned the meeting at 1:44pm

Respectfully submitted,

Ema Brenneman
Secretary Treasurer
Western Ada Recreation District.