

**Tigard Tualatin Aquatic District
Board of Directors Meeting
Tuesday, November 21, 2023**

The November meeting was called to order at 6:03pm.

Those present: Kathy Stallkamp, Becky Herron, Alan McAvoy, Matt Farris; Nancy Kraushaar absent; Anthony Markey (Aquatic Director);

Guests present via Zoom: Andee Florey (TTAD employee);

Approval of Minutes

The September and October minutes were reviewed. Matt motioned to approve the minutes, seconded by Alan and passed unanimously.

Oral communications (3 minutes per guest)

None

OLD BUSINESS

2022-23 Budget Review

LGIP-Large Maintenance: \$850,000.00

Local Gov't Investment Pool: \$870,073.89

Checking: \$119,291.11

Total Current Assets: \$1,839,365.00

Board monitoring questions were read aloud and answered.

TTSC/TTAD User Agreement

The contract has been approved by both TTAD and TTSC. The correct contract needs to be signed this week.

TTAD/TTSD Annual Meeting December 14th at 4:00pm

Kathy, Matt, and Anthony will attend this meeting and discuss the following:

- Roof and Security System – reimbursement for repair costs
- Use of TTSD Printing Services
- Parking – stickers and towing and for when Tigard is replastered
- Email addresses for TTAD Employees
- Use of Movie Rights
- Painting the Parking Lot Curbs
- Doors keyed with badges
- Publicity/advertising policy
- IGA Renewal – 2030

Board Goals 23/24

The Board went over the goals. After a discussion, Matt motioned to adopt the 2023-2024 Board goals, seconded by Alan and passed unanimously.

Employee Holiday Gifts

Anthony polled the staff and they indicated they would prefer a gift card from either Jamba, Dutch or Burgerville. The full time employees have traditionally been given a \$150 bonus before taxes. Becky motioned for full time employees to be given a \$150 bonus and the part time staff a \$20 gift card, seconded by Alan and passed unanimously.

TTAD User Fees

Program fees have only increased by 19% in 13 years, while staffing costs have increased 300%. The notice to TTAD users for the proposed fee increase are to be posted at both pools and put online tomorrow. If there are any patrons who want to make a statement, it needs to be submitted in writing before the December 19th Board meeting or individuals can comment at the December 19th board meeting.

NEW BUSINESS

Employee Health Reimbursement Plan

TTAD full time employee health insurance has a \$1000 deductible. TTAD traditionally puts \$1000 in the HRA to cover the deductible. Becky motioned for TTAD to contribute \$1000 into the HRA's of all eligible employees for 2024, seconded by Alan and passed unanimously.

Employee Retention Tax credit

TTAD will get \$288,337.83 refunded from the IRS, minus the fee charged (approx \$7500) to file the paperwork.

Employee Holidays 2024

- New Year's Day – Monday, Jan 1st
- Memorial Day – Monday, May 27
- Thursday, July 4th
- Labor Day – Monday, September 2nd
- Thanksgiving Day – Thursday, November 28th
- Christmas Eve – Tuesday, December 24th
- Christmas Day – Wednesday, December 25th
- New Year's Eve – Tuesday, December 31st
- One Floating Holiday – President's Day (Feb 19th)

Matt motioned the TTAD employee holidays for 2024: New Year's Day – Monday, Jan 1st; Memorial Day – Monday, May 27; Independence Day - Thursday, July 4th; Labor Day – Monday, September 2nd; Thanksgiving Day – Thursday, November 28th; Christmas Eve – Tuesday, December 24th; Christmas Day – Wednesday, December 25th; New Year's Eve – Tuesday, December 31st; and one Floating Holiday, employee's choice, seconded by Alan and passed unanimously.

Aquatic Director Report

A connection broke at Tualatin and the auto filler is now off. The CO2 is out again at Tualatin. Anthony met with a company to get a quote to make the website ADA compliant. We are currently 95% compliant. Anthony presented at ORPA and got TTAD fees refunded. He got a quote for LED lights in the pool at Tigard. It will cost \$11,000 to reseal and change to LED's. He will check on the vending machines.

Written Communications

None

Remarks from Directors

- Matt wished everyone a great Thanksgiving.
- Alan appreciated the work Kathy puts into the Board.
- Kathy said the audit is almost finalized. Anthony is still working on his accomplishment list for his review. She will be working on the retirement distributions.

Adjournment

Matt motioned to be adjourned at 7:21pm, seconded by Alan and approved unanimously.

Respectfully submitted,
Andee Florey