

**Tigard Tualatin Aquatic District
Board of Directors Meeting
Wednesday, October 20, 2021**

The October meeting was called to order at 6:04pm.

Those present: Kathy Stallkamp, Nancy Kraushaar, Tim Esau, Matt Farris; Absent: Becky Herron; Anthony Markey (Aquatic Director)

Guests present via Zoom: Andee Florey (recorder), Catherine Sklut, Kevin Coupe, John Ruzicka (TTAD employees)

Approval of Minutes

The September minutes were reviewed. Nancy motioned to approve the minutes, seconded by Tim and passed unanimously.

Oral communications (3 minutes per guest)

None

OLD BUSINESS

2021-22 Budget Review

LGIP-Large Maintenance: \$850,000.00

Local Gov't Investment Pool: \$425,076.94

Checking: \$219,311.56

Total Current Assets: \$1,494,388.50

- Payroll is a bit high
- Utilities are at 50% of the budget, water cost has gone significantly
- Advertising is high due to hiring efforts
- Janitorial is very high as the Home Depot refund was not reflected yet

Kathy read the board monitoring questions aloud and they were answered.

District Goals – 2020/21 and 2021/22

The board reviewed the 2021-22 TTAD board goals. Nancy suggested TTAD make a ten year strategic plan. Kathy suggested developing a policy for scoreboard advertising which was also added.

Employee Retirement

TTAD paid retirement benefits to three new employees that have since left the company. Eleven total people were paid 12% into their retirement this year. TTAD pays quarterly fees incurred for all of the retirement accounts. There are now six ex-employees which TTAD is paying for their accounts. The board discussed giving the ex-employees three months, then they would be asked to pay the fees going forward. Nancy moved that TTAD require terminated employees to move their retirement money within three months or pay the quarterly fees incurred, seconded by Tim and passed unanimously.

NEW BUSINESS

Commercial Rental Fees

We charge \$40 per day for high school rentals. Anthony will look into what Newberg, Tualatin Hills, Oregon City, and Hillsboro pools charge swim clubs/teams and how often they use the facilities.

Health Reimbursement Account

TTAD has traditionally deposited money into employees' FSA accounts to cover the health insurance deductible for each calendar year. Nancy motioned to continue the \$1000 into the employees' health reimbursement accounts for the next year, Tim seconded and it passed unanimously.

Aquatic Director Report

Hannah Karsseboom is leaving TTAD and will be missed. We posted her job and offered the position to Rae Leifeld. They have been the weekend PC2 at Tigard. We will now have to replace their position at Tigard. The Home Depot refund check was deposited yesterday. We are offering a lifeguard class in November. High school swimming starts November 15 and high school PE is in December. Both of these activities will impact our schedules. Anthony made a big chlorine tablet purchase as he heard prices were going to go up 25%. Anthony thanked the board for the employees' retirement contributions. The new diving board was installed at Tigard today. The Tualatin diving board is not coming off easily. Anthony will look into the water rate increase, TTSC's usage and the security grant from SDIS.

Written Communications

There were thank you emails from employees for the retirement contributions made by TTAD.

Remarks from Directors

- Nancy thanked Hannah for her hard work. She also thanked Tim for his camera work.
- Kathy said the audit was scheduled the week after Thanksgiving. She will be requesting a meeting with the school district soon. More cameras are wanted outside for employees' cars so Kathy is looking into SDIS for a grant. She noted that they should discuss Anthony's review in November at an executive meeting before the board meeting.

Adjournment

Tim motioned to be adjourned at 7:17pm, seconded by Nancy and approved unanimously.

Respectfully submitted,
Andee Florey