



Board of Directors
DRAFT Meeting Minutes
May 18, 2022

1. Call to Order (time not recorded)
Present: Kathy Stallkamp, Tim Esau, Nancy Kraushaar, Anthony Markey (Aquatics Director)
Absent: Becky Herron, Matt Ferris
Guests present via Zoom: Catherine Sklut (staff), Kevin Coupe (staff)
2. Approval of Minutes
 - Tim moved to approve the minutes as written; seconded by Kathy; passed 2-0; Nancy abstained.
3. Oral Communications from Audience
None
4. Old Business
 - 4.1 2021-22 Budget Review
 - Kathy reported there was not much activity over the last month, we are at >100% of revenue budgeted for taxes; we received \$21,855 income for the month from Lessons and Program Fees; this puts us at 119% of revenue budgeted for this category; the interest received is higher/ better; Payroll (Contract Services) is high for the year, but Contract Services looks okay overall for the year; this month's Legal Counsel expenses are for reviewing contract information; the Materials and Supplies budget is okay. She added that the Balance Sheet shows \$2,052,779.72 for both Assets and Liabilities/ Equity.
 - She reviewed the Board Questionnaire and indicated it is in good shape.
 - She reported that the audit is underway and close to being complete.
 - 4.2 Public Contracting Rules
The Board reviewed Resolution No. 21-04 that will amend the district's current public contracting rules by:
 - a) Identifying Small Procurements as Public Contracts less than \$10,000 rather than less than \$5,000;

- b) Identifying Intermediate Procurements as those with an estimated cost between \$10,000 and \$150,000 rather than an estimated cost between \$5,000 and \$150,000; and
- c) Defining Surplus Property as property whose estimated replacement value exceeds \$1,000 rather than \$500.
 - Nancy moved to approve and adopt Resolution No. 21-04; seconded by Tim; passed 3-0.

5. New Business

5.1 Employee Health Care Benefits

Kathy reported that she and Anthony met with SDIS (Small District Insurance Services) and learned that our health insurance cost will increase 5 percent this next year. The Board discussed different options for health and dental insurance that could result in saving premium costs but would yield a higher deductible cost for the employees. Kathy recommended and the Board concurred that we continue with the Regence Medical and Delta Dental (which is the best plan SDIS offers) and provide a \$1,000 medical reimbursement plan for employees to cover their individual deductible cost.

- Tim moved to approve we continue with Regence Medical and Delta Dental insurance plans and provide a \$1,000 health reimbursement plan for employees; seconded by Nancy; passed 3-0.

5.2 2022-23 Budget Hearing and Adoption

Kathy reported that the proposed 2022-23 Budget has been forwarded from the Budget Committee.

- Tim read the resolution aloud and moved to approve Resolution No. 21-05 that adopts a total budget of \$3,675,453 with a permanent tax rate of \$0.09/\$1,000, imposes the tax, and categorizes the tax; seconded by Nancy; passed 3-0.

5.3 Employee Salary Review

Kathy raised the topic of whether the Board should review employee salaries and hourly rates. The State-mandated minimum hourly wage for the Portland area will increase to \$14.75 on July 1. Nationwide, the workforce has seen wage rates impacted by the "Covid" labor market and inflation. The Board discussed possible scenarios. Kathy and Anthony will detail out scenarios to bring back to the Board at next month's meeting.

6. Aquatics Director Report

- Anthony reported continued short staffing and concerns about summer staffing. He is offering a lifeguard class in June in hopes of recruiting new lifeguards.
- He informed the Board that a pump at the Tualatin pool had failed but they had it repaired in one day. He expressed interest in obtaining videos to share with the staff during in-service training.
- He presented information about the postcard that will be mailed out to advertise summer registration. The Board discussed and recommended adding the City of Wilsonville (97070 zip code) to the mailing list to expand the marketing area.
- He has met with several contractors to repair the Tigard women's bathrooms and showers. The low bid so far is around \$49,000.

7. Written Communications

None

8. Remarks from Directors

Nancy notes "good job" on the Tualatin pool pump repair, expressed appreciation for our staff, and wishes Anthony good luck hiring new staff.

9. Adjournment

Tim moved to adjourn; seconded by Nancy; passed 3-0. Kathy adjourned the meeting (time not recorded).

- Respectfully submitted by Nancy Kraushaar on June 9, 2022.