

**Tigard Tualatin Aquatic District
Board of Directors Meeting
Tuesday, January 21, 2025**

The January meeting was called to order at 6:06pm.

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

Guests present via Zoom: Andee Florey, Catherine Sklut (TTAD employees), Forrest Russell with Tapin, Angela Baker

Approval of Minutes

The October & November 2024 minutes were reviewed. Matt motioned to approve the minutes from October & November 2024, seconded by Alan and passed unanimously.

Oral communications (3 minutes per guest)

Angela Baker, who is not employed with TTAD, asked the Board for pool privileges to bring her private lesson clients during open swim and just pay the pool drop in fees.

OLD BUSINESS

2024-25 Budget Review

LGIP-Large Maintenance: \$1,000,000.00

Local Gov't Investment Pool: \$1,479,494.40

Checking: \$166,611.62

Total Current Assets: \$2,646,106.02

- \$37,392 in delayed invoices from Crown pools for lights & gutters at Tigard, and chemicals for the pools.
- Hydro blast of the drains was done for \$9,000 at Tigard. Tualatin hydro blast will be \$5000.
- The previous Aquatic Director talked to Crown Pools about replacing the chemtrol units and CO2 tanks at both pools. The chemtrol units are estimated to cost \$20,000 per pool and the CO2 tanks are estimated at \$7000 per pool. No quotes were obtained for these projects and nothing was put in writing, yet Crown Pools believes there was an understanding they would be supplying the equipment and ordered equipment and materials. Kathy recognized that Crown Pools is a vendor who is highly valued by TTAD but is concerned about the District complying with state contracting laws and District policies. She will contact the District attorney for guidance.

Tualatin Tile Repair Project

John got three bids for the tile project for the men's and women's showers at Tualatin. Revivify was \$12,000, Oregon Grout Pro was a no bid, and \$9,000 bid from Grout Master. Rivivify has done other pools in the area, very professional, good customer service and great communication. Tualatin may have to close for a week for the work to be done. Matt motioned to use Revivify for the Tualatin shower tile project seconded by Nancy and passed unanimously.

NEW BUSINESS

Liability Insurance Review

The insurance policy was automatically renewed at the end of the year. The deductible is \$10,000 per incident. \$250,000 coverage limit for crimes. \$5000 coverage limit for ethics violation for the whole Board.

2023/24 Annual Audit Results

No significant deficiencies were found. Noted: no segregation of duties, checks are at Kathy's house, more money in cash than liability coverage, Quickbooks is not preferred software. The auditors were concerned that stop payments were not placed on lost checks.

CO2 Tank Replacement

NuCO2 installed tanks years ago and was filling them. They have not delivered on time and had bad business practices. The tank at Tualatin corroded and leaked. John is going to move the tank's location. This was not in the budget. The Board has agreed to have the tanks replaced.

Credit Card Payments on Activenet - Tapin

Forest Russell from Tapin presented to the Board how Tapin could save the District money on credit card processing fees. Tapin's proposal would be passing the credit card processing fee onto the customer. Tapin is not BBB accredited. The Board asked Tapin for references. After a lengthy discussion, the Board will do some more research and discuss the issue in a future meeting.

Refund Policy

A customer bought a pass, used it a few times and a week and a half later got notification he's being relocated by his employer. The District policy is you may receive credit or your money back within 48 hours of purchase. After a discussion, the Board is abiding to the refund policy in place.

SDAO Bylaws Amendment

SDAO sent a letter proposing to change some bylaws: extending board member terms to 4 years; past presidents can serve as voting board members; and to establish chapters and their authority. Matt is going to the SDAO conference in Bend and will have an opportunity to vote on that amendment.

May Elections - Board of Directors Position 1,2,3

Three positions are up in May: Matt, Alan and Kathy. Those that wish to run must file by March 20, 2025. March 24, 2025 the pamphlet information is due. Please let Kathy or John know if you will be running again.

Spring Schedule Review

Kathy asked John to do an overview of both pool's spring schedules. The spring schedules start March 16, 2025.

User Fees Review

This will be reviewed at a future meeting.

Aquatic Director Report

John got an email that the Oregon Health Authority is rewriting their rules and regulations. Twality Robotics wants to use the Tigard pool for two hours. Durham Elementary emailed asking for someone to go to the school and teach water safety. The school would like to bring the kids to the Tigard pool afterward for playtime. We started taking Renew Active and One Pass. We have 49 people signed up so far. John gave Jan Pro a bad review and the regional manager came in to see him. Jan Pro employees left the doors at Tigard unlocked on more than one occasion. Someone tried to break into the Tigard pool on New Year's Day. It was reported to the police. John and Kathy met with ADP to see about lowering payroll costs. They also met with Mike from SDAO Safe to see if repairs were needed or potential safety issues at Tualatin. He will go to Tigard and check there as well.

Written Communications

- Angela Baker emailed for consideration of time/space for her to teach private lessons in the Tigard pool.
- Thank you from independent exercise ladies at Tualatin for the no cell phone use in locker rooms policy.
- Andee sent a thank you to the Board for the two bonuses this year.
- Catherine sent a thank you to the Board for the holiday bonus she and her staff received.
- Diane Lancon has been using Tualatin pool for rehabilitation of her leg. She asked for an Active and Fit program to be considered at TTAD.

Remarks from Directors

- Nancy thanked the staff and John for keeping the pools running smoothly.
- Matt thanked John, along with the other staff, for all they do for the pools.
- Alan said they appreciate what a great job John is doing.
- Kathy got a letter from PGE. They changed our schedule so we are getting a reduced bill. The private family leave program needs to be approved every year by the state. Kathy did a transfer of funds to the checking account and due to the holiday a couple of checks bounced. It is all cleared up.

Adjournment

Matt motioned to be adjourned at 8:55 pm, seconded by Nancy and passed unanimously.
Respectfully submitted,
Andee Florey