

**Tigard Tualatin Aquatic District  
Board of Directors Meeting  
Tuesday, July 16, 2024**

The July meeting was called to order at 6:02 pm.

**Those present:** Kathy Stallkamp, Becky Herron, Alan McAvoy, Matt Farris; Nancy Kraushaar, arrived late;  
**Guests present via Zoom:** Andee Florey, Catherine Sklut, John Ruzicka, Kevin Coupe (TTAD employee);

**Approval of Minutes**

The June minutes were reviewed. Becky motioned to approve the minutes, seconded by Matt and passed unanimously.

**Oral communications** (3 minutes per guest)

None

**OLD BUSINESS**

**2023-24 Final Budget Review**

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

Local Gov't Investment Pool: \$935,376.81

Checking: \$68,018.58

Total Current Assets: \$2,003,392.58

- Total income exceeded the budgeted amount
- A bit over budget for workers comp insurance as \$18,000 was paid early for next fiscal year
- Deck equipment over budget due to purchasing pool lane lines, very expensive
- Pool chemicals over budget due to vendor not billing on time

**2024-25 Budget Review**

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

Local Gov't Investment Pool: \$935,376.81

Checking: \$77,616.34

Total Current Assets: \$2,012,993.15

**Outside Advertising Policy**

Matt motioned to adopt Resolution 24-01 a resolution adopting an outside advertising policy, seconded by Becky and passed unanimously.

**SDAO Best Practices - Video**

SDAO will release the video soon & all Board members have to watch. Kathy will send a link once it's available.

**NEW BUSINESS**

**2024-25 Board Officer Elections**

Nancy motioned to approve the TTAD Board Officers for 2024-2025: Kathy Stallkamp as President, Matt Ferris as Vice President, Becky Herron as Secretary, seconded by Alan, and passed unanimously.

**Staff Scheduling App**

When 2 Work's free trial expired so another month was purchased for \$275. Most cost effective is \$1800 for the year. Nancy motioned to purchase a year subscription of When 2 Work, seconded by Alan and passed unanimously.

**Janitorial Services**

Tigard is cleaned two times a week. The contract for Tigard's service is up in September. There is currently no janitorial service at Tualatin. The Board will put the janitorial service out to bid for both pools.

**Rules and Regulations Relating to Chaperoning of Swimmers**

Currently a child under 48 inches has to have a guardian 12 or older in the pool. After a discussion, one guardian to three kids under 48 inches tall was an acceptable ratio. This is a safety issue so it can be immediately adopted.

Nancy read the ordinance aloud. Becky motioned to adopt Ordinance 24-001 effective immediately and adopted July 16, 2024, seconded by Matt and passed unanimously. Kathy will get it notarized.

#### **Minimum Wage Increase/Employee Wage Rates**

Matt motioned to approve 2024/2025 employee wage ranges, seconded by Nancy and passed unanimously.

#### **Surplus Property Disposal**

Nancy motioned to dispose of the broken property discussed, seconded by Alan and passed unanimously.

#### **Senate Bill 4673 Support for Recognition of Special Districts**

Matt motioned to support Senate Bill 4673, Special District Grant Accessibility Act, seconded by Becky and passed unanimously.

#### **Board Goals**

Vending machines got installed at Tigard. The Board went over a draft of the goals for 2024-2025.

#### **Marketing Plans - Survey and Committee**

John would like to survey the district patrons to see what improvements they would support. One suggestion was to send out a postcard with a QR code to the survey. The newspaper was also suggested. John will put a draft survey together and present it to the Board. There was also a discussion of forming a committee for this task with a Board member, some staff and community members.

#### **Aquatic Director Report**

Catherine reported that Tualatin had a pump break that heats the air and pool. Tualatin also has a broken hydraulic system on the front door. Performance was out to help with the pulled fire alarm. Shout out to Taylor Crane and Chloe Farris for making a video on how to disarm it. John and Catherine have met with the new coach for TTSC and talked about fall schedules. There are lingering questions about dual meets. Tigard pool has two chip tiles that have to lower the water to fix. Roofers have not been at Tigard for a while. The old banners at Tualatin were taken down. Movie night is this Friday at Tigard. Allie is signed up for CPO and Becky is going to take it in September. Diving board handle broke so John fixed it. There was mention of implementing an employee recognition program.

#### **Written Communications**

There were emails from Barb Cecchini, Lindsay Darr, Gayle Sherman and Luan Barth saying that John Ruzicka is amazing and to please make him Aquatic Director with commensurate pay. Another email Kathy will forward to the Board was from an individual that was upset that the Board has not approved a new medicare program yet.

#### **Remarks from Director**

- Matt said John and Catherine have stepped up tremendously as leaders. He sees them going above and beyond and is extremely happy.
- Nancy said big thanks to the staff, everyone is doing amazing. It's appreciated by the Board.
- Alan appreciates the consistency. He was in on the weekend and the staff were professional and friendly.
- Becky said ditto and appreciates all that the staff has done.
- Kathy went to the all staff training at Tualatin. She was very impressed with all of the staff. They were attentive and full time employees were on and instructed guards well. Catherine, John and Andee are a pleasure to work with as they are prompt, loyal, trustworthy and have the pool's best interest at heart. Head guards and PC2's are also amazing. Vending machine feedback has been very positive. She is looking into a new online platform for the Board meetings. Audit is August 1st & 2nd. She is going to try and get retirement calculations done by the end of the month.

#### **Adjournment**

Becky motioned to be adjourned at 8:08 pm, seconded by Alan and passed unanimously.

Respectfully submitted,  
Andee Florey