

Greater Toledo Pool Recreation District
Board of Directors
Meeting Minutes
January 18, 2021

Directors present: Melinda Baxter, Rachael Wallace, Peter Vince, Roy Kinion

Directors absent: Kay Chambers

Staff present: Paul Steenkolk

Visitors present: None

1. **Call to Order:** The meeting was called to order at approximately 6:05 by Roy. A quorum was established.
Adjustments to the Agenda: None
2. **CONSENT CALENDAR:**
 - A. It was moved and seconded (PVince/MBaxter) that the Minutes of the December 4st meeting be approved. Motion passed unanimously.
3. **UNFINISHED BUSINESS/INFORMATION**
 - A. Financial Report – Nothing has really changed budget wise since the last meeting. There’s \$5,051.71 in the checking account and \$1,288,396.67 in the LGIP. The last window for the Covid-19 Relief Fund Grant is this week. It is estimated that around \$15,000.00 of Covid-19 funds will be filed for reimbursement.
 - B. Opening Review – A patron notified the pool on Monday that they tested positive for Covid-19 after frequenting the pool a couple times. They assured us that they had Covid-19 45 days ago and had no signs or symptoms before getting tested. Since this patron wore a mask and did not violate the 6-foot distancing rule for more than 15 min, we feel the staff and other patrons were safe. If Oregon Health Authority contacts the pool, we will follow whatever is advised. Staff were reminded to check their temperature and answer the Covid-19 questionnaire before their shift. The pool has been averaging 20-30 swimmers/day. The flow and safety of the patrons seems to be going well. As long as the numbers don’t exceed the bathroom capacity, showers and changing are being permitted.
 - C. District Leave Policy – Mindy contacted SDAO regarding the pool’s paid and unpaid leave policy. The pool’s: An employee can request leave whenever they want and use their PTO/Sick leave for that leave. When they’ve exhausted their PTO/Sick leave, they can request additional leave that will be unpaid. SDAO recommend Peter Gintner who lives here on the coast that is well versed in general council regarding employment law.
 - D. SDAO's "Government Employer, Employee Handbook" – Mindy contacted SDAO regarding an employee handbook template. SDAO has taken all current laws and everything associated with local governments and small districts, and created a handbook template that the pool can adopt as their own. Mindy will take current pool policy and drop it into this template. Mindy suggested that we change the identifying language to easily differentiate between them, e.g., the District can be called Policies, the pool can be called a manual and the employees can be called a handbook.

E. Strategic Plan Review – Mindy and Paul will meet to review/modify the strategic plan for budget purposes. Meeting will be scheduled sometime next week.

4. **REPORTS AND COMMENTS**

District Manager – Pool water consumption is holding at about 20-30 gallons/hour which equates to 15,000 -20,000 gallons/month. A meeting with the Toledo City Council will be scheduled for March to discuss the pool’s water allowance.

5. **Visitors Comments** – None

6. **Board Comments** –

7. **Adjourn:** The meeting was adjourned at 6:45 p.m. by RKinion

Respectfully submitted,
Paul Steenkolk, District Manager