

**Greater Toledo Pool Recreation District**  
**Board of Directors**  
**Meeting Minutes**  
**February 1, 2021**

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

**Directors absent:**

**Staff present:** Paul Steenkolk

**Visitors present:** Billie Jo Smith

1. **Call to Order:** The meeting was called to order at approximately 6:05 by RKinion. 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 January 18 meeting be approved with the addition of Peter Gintner to item C. Motion passed unanimously.
- B. Terry Johnson will be unable to attend the meeting and will need to be removed from the agenda.

3. **UNFINISHED BUSINESS/INFORMATION**

A. Financial Report - \$20,000 was transferred from the LGIP to the checking account to cover payroll for the month of January. The LGIP account was reconciled on 2/1/21 and the closing balance for the month of January was \$1,224,178.38. The LGIP interest rate is .75% which earned a dividend of \$781.81 for the month. Personnel Services is well under budget for the year and Material Services is .50% over budget for the year. The pool was denied grant funds from the SDAO's last round of distributions. There are no more Covid-19 funds available and was directed to FEMA to complete the last round of funding. A request for Covid-19 related funds will be submitted to FEMA this week. Billie Jo shared with the Board some grant opportunities and the likelihood of securing funds from the Christmas Tree Bill is highly unlikely due to the volume of organizations that were denied funds from 2019. Billie Jo and Paul will meet over the next two weeks to discuss possible grant opportunities to pursue.

B. Handbook/Manual – Mindy and Peter met and made great progress on adapting the new SDAO handbook to the new District Policies. Mindy would like to use this template as the new employee handbook. Mindy and Peter have agreed to meet and divvy up the responsibility of converting the SDAO handbook to the District. Mindy will mail out the edits to be discussed at the March 1<sup>st</sup> meeting.

C. Strategic Plan Review – The strategic plan was last revised on April 20<sup>th</sup> of last year. Mindy and Paul met on January 27 and removed everything that had been completed on the strategic plan. Some addition were added to the plan e.g., merchandise, roof repair, front desk replacement, HVAC replacement and door closures. Signage for the pool was discussed. We will

ask the Toledo High School for a mockup of the sign on a 1/16 scale. It was discussed to have the logo painted on the walls of the bathroom and the pool.

**4. REPORTS AND COMMENTS**

**District Manager** – The patron usage of the pool has been between 20 and 30 per day. New policy and procedure were created for the front door monitor and social distancing monitor positions. Patrons are now allowed to reenter the bathroom after their swim. Bathroom volume is capped at 4 people. Aerobics class is scheduled to begin in 2 weeks, lifeguarding class in 3 weeks and swim club in 4 weeks. Parent Tot swim to be added to the schedule next week.

**5. Visitors Comments** – None

**6. Board Comments** – More information about the pool being open needs to be added to the Facebook page. Look to see if the open information can always be on the top of the page.

Board of Director bios need to be added to the webpage.

**7. Adjourn:** The Board recessed into Executive Session.

**8. Recess into Executive Session**

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

**Directors absent:**

**Staff present:** None

**Visitors present:** None

Roy Kinion called the Executive Session to order at 7:10 p.m. under the provisions of ORS 192.660 (2)(i).

No decisions were made in Executive Session.

Respectfully submitted,  
Paul Steenkolk, District Manager