

Greater Toledo Pool Recreation District
Board of Directors
Meeting Minutes
March 14, 2022

Directors Present: Roy Kinion, Peter Vince, Rachael Wallace, Kay Chambers and
Amanda Hockema (by video)

Directors Absent: None

Staff Present: Nyles Toguchi-Program Manager (Interim GTPRD Director)

Visitors: Rob Duprau-City of Toledo Council Member, Mindy Baxter-patron, Deb Hite-patron

1. **Call to Order:** The meeting was called to order at 6:10pm by Roy Kinion. A quorum was established.

Adjustments: 4. H Paul Steenkolk - Consulting

2. **CONSENT CALENDAR:**

- A. It was moved and seconded (R. Wallace, P. Vince) that the Minutes from the February 15, 2022, February 28, 2022 and March 7, 2022 meetings be approved. Motion passed unanimously.

3. **UNFINISHED BUSINESS/INFORMATION**

- A. Financial Statement: Tabled until the next meeting.

- B. Pool Utilization Count: (See attached.)

- C. Founder's Day Plaque: R. Wallace reported that she continues to investigate founder information.

- D. Construction Update, Chris Walkup of GLAS Architects, Inc. Follow Up: P. Vince reported that C. Walkup had contacted him regarding a draft of the square footage of the proposed pool facility. (See attached.)

4. **A. & G. Management Chart and Nepotism rule/policy:** N. Toguchi discussed the Management Chart he brought to the Board during the last meeting. Board asked N. Toguchi to contact the Human Resource Consultant through SDAO to review the Management Chart and guidance for meeting nepotism rules as N. Toguchi's son, Toshio Toguchi, is currently on staff.

- B. N. Toguchi's Job Title: Board was in favor of keeping the title of Greater Toledo Pool and Recreation District Manager.

- C. N. Toguchi's Contract: N. Toguchi will contact the Human Resource Consultant for SDAO and ask the consultant to review our current District Manager contract and ask for guidance as we develop a proposed contract for N. Toguchi.

- D. Lead Job Descriptions (Administrative): N. Toguchi ask the Board for input regarding the position description he is developing for Administrative (Tiger Doyle). K. Chambers asked that Board meeting Agendas & Minutes be added to this Job Description. Board agreed. (See attached.)

- E. Pay Increase Impact and Discussion: N. Toguchi presented a spread sheet showing the cost

impact giving staff a \$.50 per hour increase beginning April 1, 2022. The Board also took under consideration a pay increase of \$.10 per hour, available quarterly to staff who receive a positive evaluation each quarter (wage raise to begin April 1, 2022 also) as detailed in the proposal. R. Wallace motioned to approve, P. Vince seconded. Motion passed unanimously. (See attached.)

F. Budget Committee Application: P. Vince developed an application form. N. Toguchi has posted the information on Facebook. There is one opening needed at this time. (See attachment.)

G. See A & G above.

H. Paul Steenkolk – Consulting: R. Wallace motioned and P. Vince seconded hiring Paul Steenkolk to consult N. Toguchi as he prepares to become the District Director, not to exceed 10 hours beginning March 15, 2022, ending April 4, 2022 at the rate of \$20.00 per hour. Renewal of this contract may be considered at the next Board meeting, April 4, 2022. Motion approved unanimously.

5. **DISTRICT/PROGRAM MANAGER REPORTS AND COMMENTS**

A. Easter Event: N. Toguchi has planned a special Easter event at the pool April 9, 2022, 12:00 noon to 1:00pm. A coin treasure hunt and other activities are planned. No charge for admission.

6. **Action Items**

A. Authorize Payment for Burchett’s Settlement: K. Chambers motioned that the Board settle with Melany Burchett for back wages in the amount of \$15,000. Payment to be made through SDAO/SDIS/PACE, R. Wallace seconded. Motion passed unanimously.

B. Add Roy Kinion and Nyles Toguchi to the Bank of the West account: N. Toguchi will present Board meeting minutes approving the addition of R. Kinion and N. Toguchi to our account and removing Paul Steenkolk’s name. N. Toguchi will sign this week and R. Kinion will sign as soon as possible.

7. **PUBLIC COMMENT – None**

8. **BOARD/FRIENDS OF THE POOL COMMENT**

R. Kinion reported that Judy Richter, Toledo City Manager, contacted him regarding the development of restrooms immediately below the swim pool near the current basketball court. This area is currently part of the City leased swim pool land. R. Kinion will contact J. Richter about attending a city council meeting to discuss the plan further.

R. Wallace gave kudos to swim pool employees staffing her recent pool rental. She said the party was a great success and a great opportunity to promote pool rentals, swim lessons and show off the facility in general.

9. **Adjourn:** Meeting adjourned at 7:43pm.

UPCOMING MEETINGS/WORK SESSIONS/EVENTS

Next regular meeting set for April 4, 2022, 6:00pm, Toledo Library meeting room.

Respectably Submitted,
Kay Chambers
Board Member