



**Lava Hot Springs Foundations  
October 21, 2022  
Board of Director's  
Meeting Minutes**

The Board of Directors of the Lava Hot Springs Foundation of the State of Idaho met on Friday October 21, 2022, at the Lava Hot Springs Foundation's Administrative Board Room 430 E. Main Street in Lava Hot Springs Idaho.

**Mission Statement**

To ensure that the public has access to healthful, clean, and inviting facilities for recreation and healing purposes.

Ronald Johnson made a motion to approve the meeting agenda, Cameron Salt seconded the motion. The motion carried unanimously.

**Present**

In attendance were Chair Jeff Hough (teams), Vice Chair Ronald Johnson, Board Member Cameron Salt, Executive Director Tyson Koester and Management Assistant Bridget Losee.

**Welcome and Introductions**

Chair Jeff Hough called the meeting to order and welcomed all in attendance.

**Review and Motion on minutes from August 26, 2022 Meeting Action Item**

The September 23, 2022 meeting minutes were emailed to board members for review. Jeff Hough made a motion to approve the September 23, 2022 meeting minutes, Ronald Johnson seconded the motion. The motion carried unanimously.

**Directors Report**

Executive Director Tyson Koester reported on the following;

- New POS(Point of Sale)System-RFQ (Request for Quote) is in process.
- RFQ-2 ATV's and Olympic Swimming Complex sand filters.  
We have had issues with the 10,000 purchasing limit, there is legislation to change the amount of purchasing limit to \$25,000 or maybe \$50,000.
- The Foundation Christmas Party is scheduled for December 16, 2022. We will get more information-invitations out at a later date.
- Christmas Eve hot pool hours-Tyson looked into historical attendance reports to decide whether to change the closing time. Christmas eve morning there is a rush and then slows down toward evening. Tyson decided to change the closing time from 8:00pm to 6:00pm on Christmas Eve.
- Tyson and the Maintenance and Operations Supervisor Byron Spencer are working on a maintenance plan for the Foundation.

**Lava Senior Center-Community Building Lease Extension**

Tyson met with the Senior Center management about the grant information and rational required for the Board of Directors to decide on the lease terms.

Ronald Johnson commented that an economic recession is in the making in America and this could be a determining factor in lease extensions. This is a good reason to be concerned with long term leases going forward. The consensus is that a shorter term lease would be better than a long term lease.

The Lava Hot Springs Senior Citizens Inc. lease agreement shall be extended for 3 months beginning October 31, 2022 and ending on January 31, 2023. The tenant may have the right to further extend the term or renew the agreement if determined prior to the extension termination date.

Furthermore, the terms and provisions of the previous agreement shall be in the same force and effect except for the terms and conditions within this agreement.

Ronald Johnson made a motion to approve the lease agreement extension, Jeff Hough seconded the motion. The motion carried unanimously.

Jeff Hough made a motion authorized Ronald Johnson to sign the Lease extension, Cameron seconded the motion. The motion carried unanimously.

Board Governance Policy

The Lava Hot Springs Foundations Board of Directors Policies and Procedures was adopted in compliance with Chapter 44, Title 67 Idaho Code on October 21, 2022.

Ronald Johnson made a motion to accept the policy as drafted effective October 21, 2022. Cameron Salt seconded the motion. The motion carried unanimously.

Board Members will sign the policy and then the policy will be sent to the Governor's office for final approval.

Master Plan Discussion

Tyson would like to schedule a walk-through of the Foundation grounds and he could talk about his vision for the Foundation. Then come back together the first of next year for committee discussion. This could be a full year process.

Tyson would like to have one Board Member on the committee-Cameron Salt agreed to be on the committee, and when he can't attend a meeting another board member can attend meetings. Tyson would like to have some Foundation management employees, a person from the City of Lava Hot Springs and one person from the Lava Chamber of Commerce.

On-Call Memo

Tyson worked with DHR (Department of Human Resources) on drafting an On-Call Memo in place of a separate policy. We will adopt the Statewide policy as written effective on Monday October 17, 2022. The Lava Hot Springs Foundation will follow the Statewide On-Call Policy (Section 12: On-Call) per the statewide policy, the agency has the discretion to further established parameters specific to the agency's needs. The Lava Hot Springs Foundation has adopted the statewide On-Call policy in it's entirely.

- The Lava Hot Springs Executive Director will determine classifications required to work on-call shifts as needed.
- Employees designated to be on-call by the Lava hot Springs Foundation must respond to call within 1.5 hours.
- Our facility teams rotate a weekly shift assignment of being on-call. (7 days).
- Each designated on-call shift will accrue as follows.
  - o Four(4) OCE paid hours per shift.
- On call hours balances must be used before any vacation time accruals are to be used.

Schedule next meeting

The next meeting will be held in January 2023 at the Lava Hot Springs Foundation. The day and time will be sent out prior to the meeting.

Adjourn

The meeting was adjourned at 10:46am.

  
Board Chairman Jeff Hough

1/20/23  
Date

  
Executive Director-Tyson Koester

1/20/2023  
Date

Minutes by  
Bridget Losee  
Management Assistant