



**Lava Hot Springs Foundations
Board of Directors
January 20, 2023
Meeting Minutes**

The Board of Directors of the Lava Hot Springs Foundation of the State of Idaho met on Friday January 20, 2023 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.

Jeff Hough made a motion to approve the meeting agenda, Ronald Johnson 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. Guests MarthaFae Frymire, Rosie Scott, Tess Avery, Darwin and Joyce Bosen.

Welcome and Introductions

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

Review and Motion on minutes from October 21, 2022 Meeting Action Item

The October 21, 2022 meeting minutes were emailed to board members for review.

Ronald Johnson made a motion to approve the October 21, 2022 meeting minutes, Cameron Salt seconded the motion. The motion carried unanimously.

Community Building Lease Discussion

Lava Community and Senior Center Strategic Plan-January 2023

Meal 10-15 meal per day was 2-3.

Objective: Invest and improve in the Lava Community and Senior Center through collaboration and involvement of our community members and those who visit our community. The Center is the flagship of historical Lava as our visitors arrive and we want to represent our community with pride.

Justification: Over the past 40 years the Lava Senior Center has been providing nourishment and connection to the greater Lava Community. Through the gracious support of the Lava Hot Springs Foundation, we have been able to continually supply nourishment, connection and care to our homebound neighbors and older adult community. Our center has continued to ensure our older adults are provided a meal and a personal connection multiple times per week. We continue to see increased demand for our services as we experience change in our community and its economy. Our services are critical to many of the people we serve. Literally thousands of our neighbors would have gone without a meal and the nourishment it provides if it weren't for the tireless efforts of the seniors meal team and the Lava Foundation.

- **Years 0-1:** Capital Campaign, Awareness and Revenue Campaigns, Financial Stability.
- **Years 1-3:** Capital Campaign and beautification.
- **Years 3-5 (and beyond).**
Sustainability campaign.
- Program Campaign
 - o Expand educational and social opportunities.

Kitchen Coordinator

Darwin Bosen mentioned that their area of focus is to increase the revenue coming into the center with events, activities and meals.

- Date night with a movie and a live band fundraiser.
Attendance was 85
Fundraiser grossed \$4,000.00.
Expenses \$1,200.00
Net income \$2,800.00
- The meals program objective is to get seniors-people out of the house and get involved in the community.
- To promote the meals on wheels program, food bank and outreach to the community to build the meals program. They are promoting the programs to all age's groups.

- Recruit more and more people to come into the center for meals and events.
- Seniors volunteered fifteen hours in the last week. In the past seniors would work at the center.
- They are trying to get the locals to participate in the activities.
- The Menu Calendar will go out in the City of Lava utility bills.
- The center is promoted on social media.

The Senior Center is asking for a 5 year lease. This would give them time to identify more programs for growth.

Executive Director Tyson Koester mentioned that he would be open to a 5 year lease. He is seeing the energy that is being put forth by the Senior Center management toward growth.

Rosie mentioned that in the past there used to be forty in house meals served, then it went to twenty then covid hit and it hit the center hard all but the delivery of meals to homes. They are trying to rebuild the participation at the center.

- The prior lease cost was \$1.00 annually for the last 10 years.
- Require the Seniors management staff to report to the Foundation Board of Directors every 6 months.

Cameron Salt made a motion to award the Lava Senior Center a 3 year lease with an option to extend to 5 year lease with senior management reporting every 6 months to the Foundations Board of Directors with an annual lease cost of \$1.00, Ronald Johnson seconded the motion. The motion carried unanimously,

Food Trucks for Summer of 2023 Discussion-Action Item

After Board Discussion the following requirements for Food Trucks at the Olympic Swimming Complex were decided.

- 2-Food Trucks.
- Be open 90% of the season.
- Variety of Food.
- Minimum Bid \$3,000.00 for the season.
- Location will be on the west end of the outdoor pool area (west of the speed slides)

The two vendors will receive space inside the Swimming Pool complex from May 26th -September 4th, 2023. The Swimming Pool is open seven days a week during this period. Vendors must be onsite and open 90 percent of the season, or they will be asked to leave, and we will reopen for bids for the remainder of the season.

We encourage them to have a variety in menu. Also, points will be given for a different variety of food than what is currently offered at the onsite food vendor.

The process for selecting the two vendors will be a closed bid. The following will be used for the selection process.

- Minimum bid will start at \$3,000.00.
- There will be a scoring matrix used from there.
 - o Bid price- 35 Points.
 - o Variety of menu -40 Points.
 - o Appearance of Food Truck or Trailer -10 points.
 - o Social Media presence (Advertising Location) 10 points.
 - o Local Presence 5pts to 1 pt

Vendors will also be having to provide garbage and power or pay the Lava Hot Springs Foundation for the use.

In the bid packet vendor will need to submit: Price, Menu, Pictures of truck or trailer. Social Media information and location that the vendor is from. Awarded vendors will need to provide proof of license's before entering the facility. A City of Lava Hot Springs business license will be required.

Cameron Salt made a motion to approve the food truck minimum amount of \$3000.00 for the 90 day period and authorize Tyson to begin the bid process and open the bids for two weeks, Ron Johnson seconded the motion. The motion carried unanimously.

Director Report

Executive Director Tyson Koester reported the following.

2-Polaris Ranger UTV's were delivered last week. They are fully enclosed with a roof, doors and windshield.

Hot Pool Facility-Hottest Pools project-RFQ (request for qualifications) engineer-architect for the hottest pool repairs. Tyson's goal is to get the RFQ out in February. Score the requests. The estimated timeline for the project is three years.

- Advertising the project will start tentatively by February 6, 2023.
- Informational meeting February 13, 2023.
- Received submittals February 20, 2023.
- Evaluate RFQ submittals.
- Interviews by end of March.
- Award contract end of April.
- Site testing in January 2024.
- Hydrologist on staff will be a requirement.
- Construction is projected to start in the spring of 2025.
- Cost design-engineering \$100,000.00.
- The estimated project cost \$750,000.00 to 1 million. There is 1.1 million dollars earmarked for this project.
- We have started the improvement of the bottom two stairs into the hottest pool. Maintenance is building the stairs out of metal at a cost of approximately \$20,000.00.

Options discussed:

- Do we put an island in the middle of the pool for more seating?
- Do we remove the north wall by the pool?
- Expand the pool into the sunken garden area.

Olympic Swimming Pool-The Olympic Swimming Complex will be closed April 28- May 19, 2023 for repairs. The UV parts for the pool basement are becoming available. The final cost for the project is unknown at this time waiting for the total cost. Hopefully we will be able to do the project in April 2023.

- **Electrical**- design the motor size with the capacity to go up in size to accommodate future needs.
- **UV Light system** will be installed during the closure.
- **Concrete Work**- we are having a hard time finding a contractor.
- **Outdoor Pool** weather permitting we plan to drain the outdoor pool first of April to prepare for painting-repairs.
- **Cabanas:** Planning to install 5-10'x 12'cabanas before the summer season. In the future install larger cabanas on the west side of the facility. Add more options to the cabanas throughout the years such as electricity, table, chairs, etc.
- **Staff** The facilities are currently fully staffed. Only down a couple part time fill-ins at the hot pools.
- **Black River-Leadership Training.** The full time classified employees attended the training. We enrolled management in the Leader U training at a cost of \$400.00 annually per person.

Financial Report

Attendance Report

Total Attendance

CY 2022 464610

CY 2021 498155

CY 2020 344223 Covid

CY 2019 444565

Revenue vs Expenditure.

December 31, 2022

Revenue \$2,450,760.69

Expenditures \$1,770,639.32

Difference \$ 680,121.37

Statement of Cash Position by fund

0410-03 \$3,878,129.80

0410-04 \$4,527,922.92

Total \$8,406,052.72

Wage Compensation Update

Tyson submitted a wage compensation plan four days after he started at the Foundation. The current Lava Hot Springs Foundations Salary Administration Policy's starting pay rate is 100% of the DHR's (Division of Human Resources) compensation schedule policy. The new hires pay rate is sometimes equal to or more than the full time employees that have been working for years at the Foundation. This has caused employee heartburn and a compression of wages. Tyson and Bridget have been working with DFM (Department of Financial Management) and DHR (Division of Human Resources) on a salary

increase plan. DFM & DHR say that we are currently ahead of the state with our hiring wages. The state hires at 80% and we are hiring at 100% of policy. As the economy has gotten tougher it has affected interest in hiring for all positions. The raises are based on employee evaluations and longevity-years of service. The CEC plan proposed by Executive Director Tyson Koester would raise the cost of the personnel budget annually by approximately \$80,000.00.

JFAC (Joint Finance Appropriation Committee) Idaho is trending in a good track. The proposed CEC is looking like an 8.5% pay rate increase across the board on the pay scale. And an extra 4.5% on top of that. Law enforcement is looking at 17% increase in pay rate.

LHSF Strategic Plan Update

Tyson Koester would like to put together a committee to meet to discuss a Strategic Plan for suggested updates. It is really hard to get everyone together in December.

- Chair Jeff Hough and Tyson Koester will meet with the city of Lava Hot Springs to discuss a traffic/parking plan for Lava Hot Springs that the Foundation can work with the city.
- Tyson will set a date for a strategic planning committee meeting.
- Discuss the current strategic plan that is in place and innovative ideas for the future of the Foundation.
- Parking Plan Project for the Large Pavilion Park just east of the Hot Pools. The pavilion was built with an historic grant-funds from LWCF (Land and Water Conservation Fund) back in the 1970's. There has been discussion about tearing the pavilion down and putting parking in that area. Property acquired or developed with LWCF assistance shall be retained and used for public outdoor recreation. To use this property for parking it would have to be released-purchased at the federal yellow book price.

Jeff Hough is going to Washington DC; he will meet with contacts at the federal level to discuss the situation of the property. Susan Buxton of Parks and Recreation has been helping Tyson to get the property released for a parking structure. It has to be within the boundaries of the original mapping of the grant. Tyson will put the information together for Jeff and a summary of what we are asking.

LHSF Board Officer Nominations and Elections

Chair Jeff Hough opened the floor for officer nominations.

Ronald Johnson made a motion to nominate Jeff Hough as Chair, Cameron Salt seconded the motion. The motion carried.

Cameron Salt made a motion to nominate Ronald Johnson as Vice chair, Jeff Hough seconded the motion. The motion carried.

Board Member vacancies can be posted on the Foundation website.

Executive Session I.C. 74-206 (b)

Cameron Salt made a motion to go into Executive Session "to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student, Ronald Johnson seconded the motion.

Roll Call:

Jeff Hough-Aye
Ronald Johnson-Aye
Cameron Salt-Aye

The meeting went into Executive Session.

Ronald Johnson called the meeting back into regular session at 12:30pm. Cameron Salt seconded the motion. The meeting was back in regular session.


Executive Director's completion of probation evaluation.

Schedule next meeting

The next meeting will be in April 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 12:33 pm.



Board Chairman-Jeff Hough

04/21/2023

Date



Executive Director-Tyson Koester

04/21/2023

Date

Minutes by
Bridget Losee
Management Assistant