



**Lava Hot Springs Foundation's  
August 26, 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 August 26, 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.

**Present**

In attendance were Chair Jeff Hough-zoom, Vice Chair Ronald Johnson. Board Member Cameron Salt. Executive Director Tyson Koester, Management Assistant Bridget Losee and Hot Pool Manager Emilee Vaden. Guest: Vickie Hansen.

**Welcome and Introductions**

Chair Jeff Hough called the meeting to order and welcomed all in attendance at 10:00 am. Jeff Hough asked for a motion to approve the meeting agenda. Ronald Johnson made a motion to approve the meeting agenda, Cameron Salt seconded the motion. The motion carried.

**Review and Motion on minutes from May 6, 2022, June 10, 2022, June 22, 2022 and July 22, 2022. Action Item**

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

**Directors Report**

Executive Director Tyson Koester

- Tyson has been the Executive Director of the Foundation for one month now.
- Indoor pool will be closed September 6<sup>th</sup> through October 1<sup>st</sup> for annual maintenance. The closure is posted on social media and Foundation website.
  - Paint the 25 yd pool and tile repair.
  - Portneuf Kiddie Cove toys repairs (paint).
  - New pump in the swimming pool basement is fixed. Power is still in process of repairing.
  - Meter for concession stand will be in stage 2. Currently fixing the circuit that is running at 200+ degrees. New configuration of the electrical circuit. Repair what we have and try to make through the season. If parts don't show up until mid-summer, then we will hold the parts and complete the repair after end of summer. September is a good time to close for repairs due to low attendance normally.
- Slide Pro will be gel coating the curly slides at the Olympic Swimming Complex next week.
- Hot Pool steps repair-rock work is scheduled for September 29<sup>th</sup>. Employee are going to come in during off hours and work on rock repair-painting etc.
- SP Chain Link fence-getting bids to remove the berm behind the diving towers and move the chain link fence back towards the Hot Springs Village Condos roadway. Then install cabanas in that area.
- The compensation request of \$2.00 per hour for the Foundations Classified Employees was denied by DHR (Department of Human Resources). Tyson met by teleconference with DHR and now they are reconsidering the compensation request. DHR Representative Chrystelle Zimmerman will send Tyson a compensation proposal to consider.
- Department of Parks and Recreation has a continuous appropriation budget the same as Foundation. Tyson reached out to Parks and Recreation to discuss the continuous

appropriation budget process and their Board Bylaws. Tyson is going to try to set up a meeting with them.

- Pavilion Park-Playground: The Pavilion needs to be relocated and rebuilt. Impact material needs to be placed under the playground equipment. Tyson would like to move the pavilion to the West end of the Majestic Park and then install parking in the area where the pavilion is currently. Due to a 1970's Grant the land where the pavilion is currently is to be used only for public outdoor recreation. Tyson will look into the grant specifications and conversion of use regulations. The area is almost two acres.
- The employee "End of Summer Party" will be held 6-8pm on September 6, 2022.
- The entrance sign on the east end of Lava Hot Springs needs replaced with a new Sign.
- The Lava Hot Spring Senior Center-Community Building Lease: The facility manager asked what the Foundation plans to do with the lease, the lease expires in November 2022. The Senior Center would like a 3 year lease extension. They would need the three years so that they can apply for grants. The Senior Center has new Board members. They are trying to get Bingo back running at the Center.
  - Chairman Jeff Hough said that he is comfortable with a 2-year lease not 3 years.
  - Vice Chairman Ronald Johnson agrees with 1 year lease with possible 1 additional year renewal.
  - Board Member Cameron Salt agrees with 2-year lease.
  - What does the Foundation want to do with the property in the future? The Community Building is a Historical building. Community members don't want the building to be demolished.
- Maintenance-projects: Tyson would like to expand both facilities, complete maintenance projects and address parking. Then in 5 years have a discussion on Community Building and Hot Springs Village Condos leases.
- World Waterpark Conference: Maintenance and Operations Supervisor Byron Spencer and Aquatic Program Manager Karen Bartlett will be attending this conference in Las Vegas on October 3-5, 2022.
- All the Foundation employees receive CPR, First Aid, AED, and Oxygen Administration training.
- Lilypad POS (point of sale) program has the capability to use bar codes and scanners. Hot Pool Manager Emilee Vaden is implementing bar code scanners for the gift shop sales. Tyson went to Roaring Springs this summer; he bought tickets online and they were in the facility within 3 minutes. We received a complaint that our online sales and entry system sucks. Tyson wants to look at the full process and if Lilypad doesn't meet our needs then we need to get another system. We have to keep the customers in mind when evaluating the online sales, entrance and exit into our facilities. We are going to look at POS systems to find one that will work better for customers.
- When customers bring shade structures into the Olympic Swimming Complex, they can't have metal stakes. We are going to rent plastic stakes for the shade structures.
- Snow Plowing contract-Rex Baker has been hired each year to plow the Foundation's parking lots. Tyson is creating a snow plowing contract that will be signed by both parties.

#### Financial Report Update on FY23 Budget

- Cash Balance report as of July 2022

Payroll and Operating Fund 0410-03	\$ 3,770,797.25
Capital Outlay Fund 0410-04	\$ 4,493,584.46
Total	\$ 8,264,381.71
- Attendance numbers are down but revenue is up due to the rate structure increase.
  - ❖ Olympic Swimming Pool attendance is down, total attendance to date is 136967.
  - ❖ Hot Pools attendance to date is 210615.
  - ❖ Hot Pools are down 15%.
  - ❖ We are getting back to the growth of 2018-2019 after covid. During covid we had record attendance.
- We are implementing a marketing/advertising plan to promote the off season.
- The City of Lava Hot Springs Mayor John Thompson approached Tyson about partnering with the city on a parking study for Lava Hot Springs.

Chair Jeff Hough made a motion to authorize Tyson to spend up to \$10,000.00 for a parking study with the City of Lava Hot Springs. Ronald Johnson seconded the motion. The motion carried unanimously.

#### Discussion on by-laws for the Board of Directors

We need to have by-Laws in place for the Foundation's Board of Directors. Tyson got a copy of the Planning and Zoning's Board bylaws for a starting point.

Board of Director Bylaws.

1. Member participation/attendance-absent from 3 meetings you lose your position.
2. Governor appointed positions
3. Board Statutes
4. Attorney General help draft the bylaws.

Tyson will work with the Attorney General Office to put together a draft copy of Lava Hot Springs Foundation Board of Directors Bylaws. The Board members can review-approve the Bylaws at the September meeting.

#### Discussion about Board of Directors expectations for Executive Director, and the Director's interaction with the Board.

##### **Board Expectations**

The Executive Director is the head of the Foundation operations and in charge of communications with the public.

- Promote great customer's service.
- Open door policy.
- Litigation complaints should go to the Board Chairman and then he can notify the other board members.
- Inform the Board Members so that they have a deep understanding of Land Leases and contracts.
- Manage the Foundation in a safe and sound manor.
- Budget Management and accountability.
- Enforce Human Resources regulations/laws. Notify Chairman of classified employee employment changes (terminations-separations).
- Build relationship between the Foundation and the City of Lava Hot Springs and community. Be willing to listen to the community.
- Landscaping team to clean up the facilities.
- Safety of patrons and staff.
- Prioritize maintenance and appearance of the facilities.
- Be a walking leader in the facilities.
- Active with the Lava Hot Springs Chamber of Commerce.
- Reach out to the Board anytime.
- Board Members attend Chamber Meetings occasionally.

##### **Executive Director Tyson Koester**

- Open communication with the Board of Directors.
- Guidance from the Board with the Strategic Plan. Put together a Strategic Plan Committee to create 3yr, 5yr, and 10yr plans for the facilities.
- Build a bridge not a wall between the city and the foundation.
- Create a team atmosphere-all employees are part of a team.
- Communication is very important.
- Safety Policy-a safety policy will be created, and all Foundation policies will be reviewed and updated during the winter months.
- Tyson attended the August Lava Hot Springs City Council meeting.
- There was a sink hole along Main Street across from the Hot pool's facility. Tyson and the City worked together to patch the sink hole.
- Parking garage concept is great, but it needs to be put on hold for now because we need to maintain what we have before expansion. The hottest pool needs major maintenance work. Employees will be coming in on September 29<sup>th</sup> after closing (11:00pm) to repair rocks in the pools and paint railing posts etc.
- Microsoft Teams-communication for meetings etc.

#### Discussion about having an audit on the books

Management Assistant Bridget Losee reported that The Lava Hot Springs Foundation undergoes a State of Idaho Legislative Audit every three years. The last audit was in CY2021 for FY2018-2020.

