



**Lava Hot Springs Foundations  
September 23, 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 September 23, 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, Vice Chair Ronald Johnson, Board Member Cameron Salt, Executive Director Tyson Koester and Management Assistant Bridget Losee. Guests: Mike Hansen, Martha Faye Frymire, Rosie Scott, Tesse Avery, Darren and Joyce Bosen.

**Welcome and Introductions**

Chair Jeff Hough called the meeting to order and welcomed all in attendance at 10:00 am.

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

Ronald Johnson made a motion to approve the August 26, 2022 meeting minutes, Cameron Salt seconded the motion. The motion carried unanimously.

**Community Building Lease Discussion**

The Community Building-Senior Center Lease expires in October 2022.

Martha Faye Frymire presented a proposal to extend the Senior Center Community Building lease for an additional 25 years. The Senior Center has new Board members and employees. There have been rumors that the Community Center is not viable and that is not true. The Senior Center Board is energized and wants to reach out for more activities and a person to coordinate activities.

- The center has been in place for 40+ years.
- They want to make it a place for community use.
  1. Health Fairs
  2. Fit n Fall Classes
  3. Commodities
  4. Entertainment-Movies for Families
  5. American Legion Mtgs
  6. Chamber of Commerce rents the back room for office.
  7. Lions Club Mtgs
  8. Educational Classes
- Fitness Center for a healthy place for public.
- They serve approximately 400 meals per months.
- The facility be used for public activities and meetings. They plan to increase activities and events.

Funding Assistance-stopped from;

- SEICOG
- Endowments

Grants and endowments are dependent on the Senior Center being a stable center. A shorter term lease would affect them being able to receive endowments and grants. The Senior Center would use endowments and grant funds to purchase food, pay taxes, utilities, insurance, maintenance, etc.

Senior Center have funded the following repairs-improvements during their lease.

- New windows
- Furnace-fireplaces inserts
- Kitchen repairs-appliances
- Front entry stairs
- Paved parking lot
- New Light fixtures
- New Roof

Foundation Board comments-concerns

- building-water and sewer line replacement cost-water contamination. Where would they relocate to if there was a sewer-water issue.
- Rocks in the flower beds need replaced-repaired.
- Fitness Center repairs.
- Structural Improvements.
- Possibly consider a 10 year lease not 25 years.
- Would consider cash match for grant for structural improvements-maintenance of building.

The Senior Center will need to present more information on their grant specifics and application process.

Executive Director Tyson Koester will check on the CDBG grant process and the possibility of the Foundation (State) partnering (cash match) with the Senior Center. Decision tabled.

### Break

The meeting was called into a break at 11:05am and back in session at 11:15am.

### Director Report

- Indoor Aquatic Center has been closed for maintenance from September 6-30, 2022. The maintenance project is on schedule. The employees are painting the pool today. They will apply a 2<sup>nd</sup> coat tomorrow.
- Curly Slides-gel coating on the red slide was done yesterday and green slide will be done tomorrow. Both slides should be done by Monday. Wish we would have done the tower but will have to do it later.
- Speed Slides-gel coat was done two years ago. The gel coat started to fail last year and got rougher this year. It was bad weather when the gel coat was originally done. It has a five year warranty, and the warranty will cover the cost of the repairs, which could cost \$95,000. They will get back to Tyson with a date to complete the gel coat. The project will happen next spring and will need to be done by May 15, 2023 before the facility opens for the summer season.
- The Portneuf Kiddie Cove metal beams were painted approximately a year ago but have started to rust. The company warranty will cover the cost to repaint the beams.
- Rock Work at the Hot Pools will be done on September 29, 2022. Employees are coming in at 11:00pm to replace the rocks in the hot pools, painting and applying non-slip sand on main outside walkways-sidewalks.
- World Waterpark Conference will be held in Las Vegas October 3-5, 2022. Aquatic Program Manager Karen Bartlett and Maintenance-Operations Supervisor Byron Spencer will be attending the conference.
- Website-online sales. Online sales are working but the redemption part is the issue. We are looking at a QR code system.
- Strategic Plan Committee will consist of Management Staff, a Board Member and a couple of Lava business owners from the community.
- Cabanas-Olympic Swimming Complex
  - Test cabana ideas and start with 5 cabanas on the north side of the facility between the speed slides and the PITA concession?
  - No power/electricity-install later.

- › Rental Fee? Wristbands for cabana rentals.
  - › Provide food service?
  - › Add advanced amenities later.
  - › No Music
- Future Projects
  - › Additional Parking by the condos-maintenance shop
  - › New slides
  - › Wave pool
- ITD (Idaho Transportation Department)-relocation of the entrance road from Highway 30 to Center Street by the Olympic Swimming Complex. Tyson spoke with ITD Director, and he was informed that the relocation project is not funded or approved by ITD at this time.
- Tyson would like to bring back the twilight rate for the last two hours of the day at the Olympic Swimming Complex.

#### Update and Discussion on Board By-Laws

Tyson drafted up a set of By-Laws for the Foundation Board of Directors and sent to Andy Snook at the Attorney General's Office. Andy informed Tyson that there is a lot of legal jargon that goes into bylaws. He recommended drafting a Board Governance Policy. The policy approval process would be Attorney General's Office, Board of Directors and then the Governor's Office. Once approved the policy will be adopted and enforced as Foundation Policy.

#### Discussion on food trucks for the summer of 2023 at the Swimming Pool

Summer Season May-September 2023

Food Trucks

- Mandatory-Lava Hot Springs City business permit (temporary permit not allowed)
- Contract with 2 Food Trucks and PITA.
- Bid would go out to all food trucks. Contract would require entire season-4 months.
- Move location of food trucks to the west end of pool area. Remove the berm behind the towers and move the fence back to relocate the food truck to that area.
- Food Trucks must commit for the entire season.
- Food Trucks that are awarded the contract can set their hours-days.
- Minimum bid set at \$1000.00 per month plus electricity and garbage.
- Metered power and garbage.
- Last year the trucks were located to close to the pool area. Customers would set up canopies and fill the area in front of the food trucks.

Discussion about bringing back twilight rate for the last two hours of the day at the Olympic Swimming Complex.

#### Discussion on On-Call Policy

The State of Idaho adopted a Statewide On-Call policy in April 2022. The State On-Call policy has a shift defined as a full week (7days) with a max of 4 hours of on-call. Currently Foundation maintenance employees are getting up to 9 hours of on-call hours per week. The OCE on-call hours earned for FLSA non-exempt employees can be paid out when the employee terminates employment or every six months but not for FLSA exempt employees.

Tyson has been working with DHR (Division of Human Resources) on an On-Call Policy for the Foundation.

- 4 hours per shift (Weekly)
- Respond within a timeframe of 1.5 hours.
- Set a timeframe to use the on-call accrued hours (6 months).

Tyson will bring a draft copy of the Foundation's On-Call Policy to the Board of Directors for review and approval.

#### Report from meeting with Park and Recreation

Tyson Koester, Bridget Losee and Destiny Egley met with Susan Buxton Director of the Department of Parks and her staff at Jaker's Restaurant in Pocatello September 15, 2022.

Discussion:

- Lava Hot Springs Foundation is an agency under Division of Parks and Recreation.

- Continuous Appropriation Budget
- Purchasing limits
- P&R purchasing manual
- Park-Property conversion process and contact.

Update Discussion on Audit

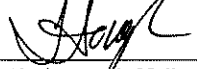
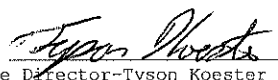
Tyson contacted the State of Idaho Legislative Office about an annual audit for the Foundation. They don't conduct audits at the time of authority change. An Audit was completed in CY 2021. The Board agreed that an audit doesn't need to be conducted annually or at the change of authority in the agency.

Schedule next meeting

The next meeting will be held on October 21, 2022 at the Lava Hot Springs Foundation.

Adjourn

Ronald Johnson made a motion to adjourn the meeting, Cameron Salt seconded the motion. The motion carried unanimously the meeting was adjourned at 12:34pm.

	10/25/22		10/25/2022
Board Chairman-Jeff Hough	Date	Executive Director-Tyson Koester	Date

Minutes by  
Bridget Losee  
Management Assistant