



Lava Hot Springs Foundations
Board of Directors
April 21, 2023
Meeting Minutes

The Board of Directors of the Lava Hot Springs Foundation of the State of Idaho met on Friday April 21, 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.

Present

In attendance were Chair Jeff Hough, Vice Chair Ronald Johnson, Board Members Cameron Salt and Lisa Wood, 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.

Director Tyson Koester asked that the agenda be amended to add Executive Session according to Idaho Code 74-206(b).

Ronald Johnson made a motion to amend the meeting agenda to add Executive Session according to Idaho Code 74-206(b), Cameron Salt seconded the motion. The motion carried and the agenda was amended.

Review and Motion on minutes from January 20, 2022 Meeting-Action Item

The January 20, 2023 meeting minutes were emailed to board members for review. Cameron Salt made a motion to approve the January 20, 2023 meeting minutes, Ronald Johnson seconded the motion. The motion carried unanimously.

Portneuf Rapids Lease Extension-Action Item

Portneuf Rapids Tube Rental owner Randy Benglan proposed a five year lease extension for the Portneuf Rapids Tube Rental lease. Randy is asking for the lease agreement to be extend from May 15, 2023 through May 14, 2027

Rent-Base Year 2022 \$ 5,750

2023	\$ 5,875
2024	\$ 6,000
2025	\$ 6,150
2026	\$ 6,300
2027	\$ 6,450

* Current CPI 2.30%, 10 year average

Rent Due (Paid in full) September 30th of each Calendar Year.

* Prior Lease: CPI 1.7%, 10 year average

Either party can terminate the lease at any time with a 30 day notice.

Cameron Salt made a motion to award the Portneuf Rapids Tube Rental a 3 year lease extension with option to renew at the end of 3 year term. If either party chooses to term the lease that it not be done during the busy summer season, Ronald Johnson seconded the motion. The motion carried unanimously.

Review RiverWalk Thai Food Lease Extension Letter-Action Item

Riverwalk Restaurant Owners Robert and Suwannasri Wnukowski sent a letter requesting an extension to their current ground lease signed April 21, 2006, the current lease is due to expire December 31, 2025, for a period of five additional years. The new expiration date would then be December 31, 2030. They respectfully request that the terms and conditions of the current lease be extended to cover the additional years.

The restaurant is located at 695 E. Main Street, Lava Hot Springs, ID 83246. The Riverwalk lease payment is \$653.96 monthly-\$9,996.54 annually.

Tyson Koester suggested not making a decision at this time, that is premature due to it is 2 years before the expiration of the current lease. There has been discussion during the Strategic Plan for other options for the property.

Directors Report

Executive Director Tyson Koester reported.

- Employee Training-Leader U-Angie Lyon with Black River performance. This was one of the single best training courses that he has attended. Employees really enjoyed the training.
- LUMA-New State of Idaho accounting, payroll, accounts receivable and accounts payable program. Payroll will go live July 11 and all of the other programs will go live July 1, 2023. We have been attending trainings for months.
- Parking Issues-The City of Lava Hot Springs City Council Meetings- the Foundation and the City are partnering on a parking study. The Foundation will pay \$10,000.00 towards the parking study. The study will begin on Memorial Day weekend. They are looking for Parking options off main street.
- Olympic Swimming Complex electrical project-estimated cost \$130,000.00. There will be a different design to update all of the technology to be able to view all of the chlorine levels etc. on mobile devices. There will be controllers and BFE's installed. Once implemented, we will be able to go live. Tyson met with ISU, manufacturers and electricians to discuss the project.
- Wi-Fi was installed in the Portneuf kiddie cove.
- Legislation did change the bid level to- goods 15,000, services 20,000.00 and materials 130,000.
DAI form has to be submitted to Division of Purchasing for purchases of 15,000+. Division of purchasing will then put the project out for bid. When they have received 3 bids, they will notify Tyson for the bid award. The Division of Purchasing handles the contract renewals.

Financial Report

Rev vs Expenses Sept 22-March 23

	September	October	November	December	January	February	March
REVENUE	\$ 278,901.05	\$ 215,667.27	\$314,866.41	\$190,558.78	\$359,927.24	\$ 347,537.24	\$ 299,323.92
EXPENDITURES	\$ 361,011.52	\$ 329,909.77	\$208,346.72	\$213,963.26	\$173,777.22	\$ 228,824.69	\$ 236,159.40
Rev vs exp	\$ (82,110.47)	\$(114,242.50)	\$106,519.69	\$(23,404.48)	\$186,150.02	\$ 118,712.55	\$ 63,164.52

The negative cash flow (September & October) is due to shutting down the pool in September which reflected in October as well.

Attendance

The attendance was down as well, which is reflected in the revenue. Historically those are monthly that have a negative cash flow due to repair-improvements. The attendance was down 11% in CY 2022.

The meeting was called into a break at 10:58am and back in session at 11:01am.

Discussion-FY24 CEC and Budget

The Lava Hot Springs Foundations budget is a continuous appropriation. Tyson has been working on our CEC Policy-Employee compensation plan. Tyson has met with DFM (Department of Financial Management and the Division of Human Resources representatives on the process of submitting the CEC plan for the Foundation employees. Tyson has created a CEC pay matrixes for all of the employees at approximately 4.25%-4.75% pay rate increase.

Tyson is in the process of creating a new salary administration policy the starting wage of each pay grade will be 95% of policy and then upon completion of probation 5% additional pay rate increase. The part time seasonal employees pay rate is increasing across the board.

The Department of Financial Management representative Misty Lawrence is monitoring our budget, and we are in good shape. Tyson keeps an in house expense spreadsheet to track the budget on a monthly basis.

Discussion/Update on LHSF Strategic Plan Meetings

The Strategic Planning Committee have met twice to discuss updates-changes to the current strategic plan. One, Three and Five year plans were discussed at the meetings.

Director Tyson Koester asked everyone to bring their ideas for improvements at the Hot Springs, Olympic swimming Complex and Grounds. There was a representative from the City of Lava and the Foundation management team on the committee.

Suggestions

Hot Springs:

- Stabilization of the hottest pool. RFQ process, select engineer, 2 years out for start of construction.
- Additional Parking- large pavilion park.
- Gift Shop expansion.
- Administrative Office expansion.
- New customer service area (tickets) then expand the gift shop.
- Cold Plunge.
- Electronic Lockers.
- Turf installed around the pools.

Olympic Swimming Complex

- Additional Parking (West end of facility.)
- Additional Ticket office (West end of facility).
- Shade Canopies.
- Wave Pool.
- Electronic Lockers.
- Additional Speed Slides.
- Expand the indoor facility, expand the (PKC) Portneuf Kiddie Cove and add attractions. (7year plan).

Grounds

- Parks-rentals-install a security gate system with codes.
- River Tube exit-relocate.
- Ground Leases-conversation whether to continue to lease State property.
- Arched walkway over the entrance road.

Hot Pools Parking Issue (Pavilion Park Area)

Director Tyson Koester is working with IDP&R (Idaho Department of Parks and Recreation) on a parking project. There was a 1970's recreational federal land grant that is holding up the process of turning the large pavilion park (east of the hot pools) into a parking lot. Tyson has been working with Kathy Muir, Susan Buxton and Adam at the Department of Parks and Recreation on getting approval for this project.

Discussion/Update on Rates

The pay structure will be updated and in effect on May 1, 2023. We are trying to keep the weekday rates down and bringing back the twilight rate at the Swimming Pool.

The rates were discussed by the Board of Directors and the Foundation management to arrive at the current proposed rate structure.

Discussion on Olympic Swimming Complex Opening Schedule

The weather has been a factor in getting the Olympic Swimming Complex ready to open for the 2023 summer season.

- The maintenance crew has been pressure washing, scrubbing tiles and will be painting the outdoor pool.
- UV lights were delivered, and the indoor pool should be done by May 17th. The UV system still needs programming.
- There has been a new valve installed on the side of the 50 yard pool so that the pool doesn't have to shut down when there is a leak in the plumbing.
- The retaining wall on the west side of the speed slide foundation has had frost heaving and the water has been running down inside the cement wall. We are replacing all of the

drains on the speed slide foundation. On April 26th Morco Company-Rodger Morris will start on the speed slide foundation repairs, new cement wall and replacing all of the drains.

- Swimming Complex (Outdoor Pool) is scheduled to open on May 20th for the summer season.

Discussion/Update on River Exit stairs

The tube rental owners met with Tyson to discuss the river exit located by the Lava Senior Center. It is in really bad condition and needs to have new exit stairs. The current stairs are a liability. Formation rock will need to be installed then build new stairs.

Waylon Rife a local contractor was hired to build new stairs. Tyson told the tuber owns that we need to have a long term fix. Tube Rental owner Sam Netuschi mentioned that they should apply for a grant through Parks and Recreation to fund a long term fix. There is a concrete pad next to the river, so they built the stairs on top of the cement pad. This is considered a repair project not a permanent structure. Army Corp won't usually approve new concrete, but they are open to the idea of concrete for this project due to using native materials.

The proposed new location for the river exit is further south by the swimming pool employee parking. They haven't decided on a definite location at this time.

Tube Trailers relocated their loading area and changed the flow of traffic around the community center. Traffic congestion is a safety issue in the area by the community center. A couple of the tube rentals are not going to open until June 1st or later due to the high water level of the river and flooding.

We need to redesign our current parking lot with repainting the parking stalls with a different design.

Executive Session

Ron Johnson made a motion to go into Executive Session according to Idaho Code 74-206(b) "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" Cameron seconded the motion. The meeting went into executive session.

Roll Call

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

Ronald Johnson made a motion to go back into regular session at 1:00pm. Lisa Wood seconded the motion. The motion carried. The meeting returned to regular session.

Executive Director Tyson Koester's completion of probation evaluation.

Schedule next meeting

The next meeting will be held in August 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 1:20pm.

Board Chairman-Jeff Hough

Date

9/20/23

Executive Director-Tyson Koester

Date

9/26/2023

Minutes by
Bridget Losee
Management Assistant