

**Greater Toledo Pool Recreation District**  
**Board of Directors**  
**Meeting Minutes**  
**February 6, 2018**

**Directors present:** Jerry Prkjdiekjdyor, Mindy Baxter, Roy Kinion, Racheal Wallace, and Peter Vince by phone.

**Directors absent:**

**Staff present:** Paul Steenkolk, District Manager

**Visitors present:** Joan Brown, Stephanie Frenock, Melany Burchett, Jim Chambers

1. **Call to Order:** The meeting was called to order at approximately 6:00 pm by RKinion. A quorum was established.
2. **Adjustments to the Agenda:**
3. **Unfinished Business:**
  - A. SDIS Resolutions for Workers' Compensation

**Action:** it was moved and seconded (MBaxter/RWallace) that the District adopt a Special Districts Insurance Services, Group Self Insurance Resolution as a prerequisite to becoming a participant in the Special Districts Workers' Compensation Self Insured group. Motion passed unanimously.

**Action:** it was moved and seconded (MBaxter/JPryor) that District adopt a resolution extending Workers' Compensation coverage to District Board Members for administrative and clerical functions while performing their authorized duties as elected officials. Motion passed unanimously.
  - B. Welcome and Orientation for Paul Steenkolk
    1. Reviewed To Do lists presented by RWallace and MBaxter with District Manager. Planned for 3 days' pool closure, March 1,2, and 3 for the purpose of staff meetings and team building, and cosmetic improvements (painting, cleaning, etc). The Pool Party Grand Opening will be on Sunday, March 4<sup>th</sup>.
    2. Begin process of selecting an architect with architectural plan.

**Action:** it was moved and seconded (PVince/JPryor) that PSteenkolk be authorized to start the process by contacting architects and schedule presentations to the Board. Motion passed unanimously.
    3. PSteenkolk authority to make purchases with Board debit card.

**Action:** it was moved and seconded (JPryor/RWallace that PSteenkolk be authorized to make one time purchases up to the amount of \$2,500 without Board approval. The exception will be in the event of an emergency. RKinion his designee will make the determination of what constitutes an "emergency." Motion passed unanimously.
  - C. Special Meeting will be held February 27, 2018 at 6:00.

- D. To be added to the Agenda for next meeting:
  - 1. Develop release for transferring medical and personnel files to District.
  - 2. Discuss PERS/sick time rollover for pool employees.

**4. Reports and Comments:**

- 5. Adjourn:** The meeting was adjourned at 7:40 p.m. by RKinion.

Respectfully submitted,  
Mindy Baxter, Secretary