

Policy and Procedure Committee minutes

May 22, 2018

Present: Gwen Norris, Allan Riga, Barbara Greenberg, Dan Rawlinson, Adam Hange

Meeting called to order at 7:00PM

Discussed the new pool rules and putting up gate and fob system and what to do in the interim. Will have concession stand attendants man the gates and send people into the office to get their pass and sign waiver. Do not need sign in sheet at the pool. Discussed the gate and the idea Gwen had to put the walk thru gate on the pool side of the rolling gate and could use both to secure the pool at night. Going to get prices on entry systems that would include the Marina with the pool. The areas would be kept separate for purpose of entering the marina or the pool. Randy says that putting post in concrete for gate is not Maintenance work.

Gate/fob idea OK. Sealed Bids will be ready for approval at BOT Meeting 6/19/18.

Like the idea of new walk through gate inside big sliding gate. Can chain-off access if needed.

The cost may be \$450

Should have enough life guards by June 1st. Need a gate guard at pool at 8:00 am on 6/1/18 to open /close gate and get people to sign waiver 1010W.

Docks need repaired. Cross-members rotten. Center pier reworked last.

Dan Rawlinson (uses a finger on south side) had placed rope on pier for safety.

Went over the rules for the Auditor Selection Committee. June 6 – Auditor Committee Meeting. 1016D & P. All welcome, but no interaction with Committee.

Talked about surveys and having surveys available at the marina and pool to find out how many people are using the facility. A survey is going to be started in the Banner on a monthly basis to determine what the residents want.

Discussed the Office policy that has been in place. Just put in index format. The complaint form was addressed without comment. These documents will go forward to Work Session. Complaint Form 1014F- Place it in the Banner?

Complaint Log 1014FL

Complaint Procedure- approved October 2017 now has a number.

Discussed changing the office hours with a number of suggestions including, 4 days a week with 9 to 4 and district manager starting at 8. Opening one day a week 10 to 6, and maybe adding Saturday morning.

Discussed the district manager roles as well as the accountant.

Office Manager average pay is \$21.00

Assistant Manager average pay?

Discussed Accounting Updating. Was suggested 8/wk. Goal is to have books up and running smoothly by September 1st.

Can we get better rates?

Thursday CHECK on Sally – does she need to use 1099? Is she OK with a 1099?

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Discussed the salaries of the Maintenance and office staff. Going to write a job description for Maintenance supervisor and add duties to relieve the office and give more responsibility to Maintenance supervisor. The person would have to agree to take classes provided by the District and maintain certification. He/she would do reviews. Set up First Aid and CPR classes for all employees. Suggest stocking normal items from Home Depot for fewer trips (less mileage) by Randy. Suggest incentives for training
Salaries- Maintenance. Dan has a list

Qualifications

Randy is certified for Pool.

Current top BG pay (supervisor) is \$17 or \$18/hr.

There is a biweekly subsidy of \$50 for health insurance for employees. Maybe be a stipends?

All start at \$11.25.

Actual – Todd (PT) \$11.25

Austin \$12.50

Phil (PT) \$13.50

Randy \$16.50

Area average for Building Supervisor is \$19.50 plus benefits

Wishes:

5- year and 10- year plan...

Recreation Committee

Teen Board

Meeting adjourned at 9:00PM

Sharon Denson and Gwen Norris