

**Asotin County Public Facilities District
Board of Directors
August 26, 2014
Regular Meeting**

The Board of Directors for the Asotin County Public Facilities District in the County of Asotin, State of Washington, met this date.

Members present:

Connie Morrow, *Chair*

Greg Fry, *Vice-Chair*

Mary Shannon, *Member*

Charlotte Rodgers, *Member*

Michael Holder, *Member*

Regular meeting opened at 6:01 PM.

(1) Minutes of previous meeting approved at 6:06 PM.

Shannon moved to approve the minutes from last month's regular meeting. Rodgers seconded the motion. Motion passed.

(2) Comments from the Public:

Mike McCroskey suggested that meetings be better suited to entertain the ideas and opinions of the public. Morrow stated that the format of the meetings is based on the guidelines set forth by the AC Commissions. She further stated that it's possible that arrangements be made to include public comments in future meetings regarding agenda items. Shannon and Mike concluded that they would also like to see some input from the public regarding agenda items.

Margaret Hair stated that she liked the suggestion box.

Nick Fiore stated some of the meeting minutes are not posted on the website. Nick Bacon responded that Amanda Armel was hired just before the last meeting and will be in charge of this. She will be adding those within the next few weeks, per her meeting with NW Media to learn how to upload to the ACFAC website.

Fiore further stated that it may benefit the board/ACFAC to meet with an outside organization/facility such as CARF regarding operations and have someone come to facility and perform an "audit", both for training purposes and for furthering the strength of facility operations in the future.

Bill Jacoby stated that he and his "group" who visit the ACFAC regularly, have some concerns regarding cleanliness of the facility, maintenance issues, and the appearance of the grounds. He further stated that he knows of individuals in the community who have

discontinued use of the facility due to these issues. Morrow stated that there have been no funds available to address these issues until a few months ago. In addition, she confirmed that the board has the same concerns, which will be addressed later in the meeting, as those items are on the agenda for discussion this evening.

Jacoby stated that he also has concerns regarding safety of patrons in the fitness room. He suggested that staff regularly check on people using the fitness center to ensure their safety, especially the elderly. Morrow stated that that is a valid concern. Fry agreed and suggested that arrangements would be made with staff.

Junice Kuchmack stated she would like to have the ability to discuss agenda items. Morrow stated she would allow this after the board discusses the agenda items.

Mike Potrosky stated that perhaps the community would be willing to volunteer hours to clean up the facility and that the facility needs better communication with the public. In addition, he has complaints regarding the temperature of the pool. Morrow stated that the pool is between 80 and 82 degrees and only feels colder due to temperature in the room. She added that Bacon has shown her the temperature of the pool and she has verified that it is as warm as stated. Bacon further explained the warmth of the pool and the placement/lack of pool covers. The pool covers have no correlation to the pool temp. Fry suggested a weekly newsletter stating the temp of the pools and cleaning schedules for the people to see upon entering the facility.

Jacoby stated that it would be nice to have squeegees in the showers to clean up the puddles on the floor.

Fiore suggested monthly surveys to patrons. Fry suggested we revisit this topic once the necessary changes to the facility have been made.

(3) Maintenance Technician update

Bacon stated two interviews were conducted of the applicants who applied. A third option canceled the interview. The selection of the maintenance person has been made and he will be starting 08/27/14. He will most likely be scheduled full time and has several years of relatable maintenance experience in pool/spa facilities.

Shannon expressed her concern of where in the facility he would begin his duties. Bacon clarified that he would start with the winterization process of the pools, addressing the more critical issues first. Shannon further stated that she hopes to see changes to the facility quickly. Morrow stated that everyone is excited to have a maintenance person join the team and get started.

(4) Janitorial option recommendation

Bacon clarified that the current/past janitorial responsibilities have been that of the cashiers and lifeguards. Quotes were requested from multiple locations in the LC Valley regarding the costs of hiring a janitorial service to clean the facility, based on specified amounts per year, and are presented in the packet. Bacon further explained that typically, Parks and Recreation facilities have in-house janitors for these types of duties.

Bacon suggested to the board that we hire two part-time employees to take care of the janitorial needs of the facility, allowing for cleaning issues to be addressed daily. He also stated that this would alleviate some of the burden of cleaning from the cashiers/other staff members, allowing them to complete their duties in a timelier manner.

Shannon stated that she would like to see the Natatorium as part of the cleaning schedule. Bacon stated that only lifeguards could clean inside the Nat in the evening, for safety issues, or that a lifeguard must be on duty while the cleaning is taking place.

Rodgers stated she would also like the fitness center cleaned regularly. Bacon stated that a standardized checklist would be generated for janitors to address during their shift, including cleaning various items/areas of the Fitness Center

Morrow stated that the lawn service company needs to address the weeds. Bacon stated that he is working with Scott Stoll, Aquatics Manager, to redo the landscaping and address the weeds issue.

Rodgers moved that we hire two janitors and that Bacon move forward with the hiring process, including developing the job description and posting the position for applications. Holder seconded the motion. Motion passed.

(5) Neptunes' Agreement

Bacon went over the details of the arrangement. Few changes have been made to the new agreement versus the old one. The few changes that were required addressed any liability issues suggested by Enduris.

Fry moved to accept the new agreement with the Neptunes. Rodgers seconded the motion. Motion passed.

(6) ACFAC Financial & Usage Reports

Bacon went over financial reports included in the packets. There is a discrepancy in the July totals due to the power outage and loss of data for two weeks. However, totals still show an increase in revenue compared to last year. District tax amounts are as expected; however, the sales tax revenue exceeds expectations.

Bacon stated that the attendance totals also have a discrepancy due to loss of information caused by the database crash in July. Membership totals still show that numbers are up for the year, even with the loss of information for two weeks.

Per the request of Morrow, Bacon prepared the figures showing the attendance increases due to keeping the facility open later in the evenings, and staying open on Sundays. Every month has resulted in an increase in attendance and a decrease in congestion during other days of the week; therefore, more people are visiting the facility but population is spread more evenly throughout the week.

(7) Comments from Directors

Morrow stated she received a call from Steve Skags regarding trainings that he teaches. She has received suggestions from the public that the staff of the ACFAC receive a communication training, which Skags can provide. In addition, she is aware of someone who would like to provide the financial resources necessary in conducting a training seminar like Skags provides. This person would like to remain anonymous at this time.

Fiore added that he would like to see this also and that it would benefit everyone, both staff and the community.

Morrow stated the course results in certification of the attendees, or that the attendees receive a certificate of completion. Bacon stated he would have to check with Enduris to ensure that this financial contribution from the person paying for this service would not violate the law stating that public officials and employees are unable to accept “gifts” from the public.

Fry stated he would like to see the safety issue met regarding the lack of surveillance in the fitness center. Bacon stated that staff is currently required to check on patron of the Fitness Center, should they go out of sight from the employee. He added that he would address the issue and ensure staff knows to monitor the patrons using the gym regularly and do routine “walk-throughs” throughout their shifts.

Holder included that he has heard from people in the community that Bacon has been doing a good job and that the changes that are occurring are positive and make others hopeful that facility will be even better in the future. Bacon stated that he and his staff are truly dedicated to the success of the facility.

(8) Other Items

The board looked over the voucher listing for approval. Fry moved to approve the vouchers. Rodgers seconded the motion. Motion passed.

The AC Public Facilities District logo needs to have some contrast between the waves and the “C”.

Rodgers moved that the logo be accepted with the changes in color, the waves being a lighter blue than the “C” in county. Fry seconded the motion. Motion passed.

Work Session to discuss Core Values and Comprehensive Plan is scheduled for September 9, 2014 at 5:00pm. A work session regarding the budget and financials will be set at a later date, and will include Bacon.

Upcoming board training opportunities from Enduris include a catalog of information for the Board of Directors, which is currently being prepared by Enduris. The board members will be required to take trainings as part of their positions and involvement. Bacon will be forwarding that information to the members when he receives it. Holden and Rodgers would like to also see the information presented by Skags. Morrow will be getting that information to present at a future meeting.

The next regular meeting is to be held the fourth Tuesday of next month, September 23rd, 2014 at 6:00pm.

Fry moved to adjourn meeting. Rodgers seconded. Meeting adjourned 7:45pm.

The following voucher numbers, (warrant numbers) were approved for payment. ANA00004 - ANA00058 (241947 - 241999) for a total of \$126,216.97.

Amanda Armel, Clerk

Connie Morrow, Chair