

**Asotin County Public Facilities District
Board of Directors
February 17, 2015
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, *President*

Doug Higgins, *Vice President*

Mary Shannon, *Member*

Ed Ausman, *Member*

1) Call to order

The meeting is called to order at 5:00pm.

The minutes from the January 20th meeting have been reviewed by the Board. Connie Morrow asked if any changes needed to be made.

Ed Ausman motioned to approve the minutes. Mary Shannon seconded the motion. Motion passed.

The vouchers for the Aquatic Center have been reviewed by Shannon and Ausman. Shannon stated that she noticed in the vouchers a repayment to Scott Stoll for a recreation conference in April. She asked if only one person usually goes to the conference. Scott Stoll stated that sometimes multiple people go, however this year the staff is going to be doing other trainings. Doug Higgins asked if there is a way for the Board to review the bills in a list rather than the individual vouchers. Shannon stated that the Voucher Approval Listing shows this information.

Ausman motioned to approve the vouchers. Shannon seconded the motion. Motion passed.

2) Aquatic Center Reports

Scott Stoll: The usage numbers from January are down a little but not significantly. Overall, the facility had 800 members in January, 4559 total visits to the facility through member scans, swim lessons, daily admission, etc.

The Board asked questions regarding the process/accuracy of the system and tracking activity. Stoll explained the issues with the current software and ways in which the new software would improve tracking attendance. He is currently researching and gathering information for new recreation software from different companies and getting bids but Asotin County is part of a state program that allows for pre-negotiated contracts for goods and services that we can access. Morrow asked if he thinks the service is beneficial. Stoll replied yes, we want to use it for projects and purchases. It's a way to ensure the best value. This is what the majority of the districts in the state use. The new server is a good example. We got a \$7000 quote, but through this service, the price is already negotiated at \$5000 with a company and

we can go with that without needing to get bids- the state has already met the bidding requirements and set prices.

Morrow asked if this needed to be approved by the Board. Stoll said he would just need a signature. Ausman asked if the County also uses this process. Stoll said yes and that he could talk with Chris Kemp, Asotin County CFO, about it because she handles these things for the County. The PFD would have its own account.

Ausman asked Morrow if the Board could simply authorize Scott to be able to access this system for future projects if needed, through a motion. Morrow stated that she would like as much business as possible to stay within the local community. Stoll said he would abide by that. Ausman moved to allow Stoll to use the system provided by the State. Mary seconded the motion. Motion passed.

Stoll stated that the generator will be here next week. Things will be set up with Tad Berry to get it installed. Higgins asked if the generator went through the bidding process. Stoll replied yes, this was discussed at the last board meeting and he proceeded from there. There is a little money left in the County fund for the Aquatic Center equipment and facility improvement. The County wants to get that fund emptied out by using the money to pay for upgrades. Money cannot be used for maintenance and operations- only new equipment. The Board will use County procurement policy.

Morrow inquired about the new pool heater and if it has come in. Stoll stated that it has not arrived yet. Someone else tried to buy the same heater and they got to it first. Our supplier had to go back to the factory and get another made for us. It was supposed to be shipped already; we are calling Mike's daily to see if the heater is coming. The current heater is heating the pool but much slower than normal. We don't know exactly when the new heater will arrive.

Stoll stated that the leak patch is working and we will drain and repair the lap pool during maintenance week.

Higgins stated that he liked the ads that have been placed in the paper; good information. Stoll stated that we wanted to put out more information for people who don't know what we have.

Shannon asked if there would be expanded summer hours. Stoll stated that maybe next fall but budgeting and staffing needs to be considered. Sunday afternoons are very popular right now for birthday parties. He is looking at streamlining hours more for consistency throughout the week.

Higgins asked about the Swim Meet. Stoll stated that he heard a lot of positive things. There were 281 swimmers, plus family and officials meant 400 - 500 people at the meet.

Stoll stated that May 1st is the deadline to leave Enduris and go somewhere else. Enduris may discontinue with us. Morrow stated that the Board would need to have a chance to talk about this. Stoll said the March meeting might be a good time to look at options before the deadline and suggested a work session. Morrow said the district was with Enduris and developed committees, so maybe we need to get our stuff together that Enduris might not know about- like the committees- once Charlotte is back.

Shannon suggested a document be put together to send to Enduris that explains the roles of the Board and such. Stoll said Enduris needs information about recent changes to the facility and leadership. Higgins

asked if Enduris is a local company and how it was chosen. Stoll stated that it's a risk pool of counties, districts, and cities that pooled together with dues and membership. Our dues last year were \$35,000 for Enduris. Before that it was Stonebreaker McQuarrie. Morrow asked Stoll to contact Stonebreaker and see if they are interested in being our new company. Stoll included that when the Aquatic Center was with the County, it went through Canfield and Associates. Morrow said to contact Stonebreaker and start talking. Shannon asked when a work session would be possible. Morrow stated that there is legislative committee, an auditor, etc. now, and to pass that information on to Enduris.

Maryssa Spencer: Swim lessons start Saturday and attendance is much larger this month. The swim meet was successful and a lot of parents gave positive feedback. Mike Graham from the LCN Booster Club said the meet was awesome and gave a lot of positive feedback. Only criticism: the pool was dark in the evenings. Officials said it was hard to see feet, and there was no meet mobile. Otherwise, mostly happy feedback was received. IES paid for meet rental - they gave an additional \$1000 for meet so \$3000 total was paid for the rental. We are going to put in for the meet next year too.

3) Administrative Assistant Report

Amanda Armel is at a training seminar in Spokane. Morrow went over the financial report that Armel provided to the Board in their packets. Morrow stated that the format of the numbers is nice and asked if anyone had any questions. Ausman inquired about the totals spent for the month and if that is consistent with previous months. Stoll stated that there were some unusual purchases last month but the income information is not present. Shannon stated that Armel informed the Board that she did not have that information from the County when preparing the spreadsheet, but would report it soon.

4) Committee Reports

There are no reports at this time.

5) Comments from the Directors

Mary Shannon went over the comments in the suggestion box. She said she did not copy off the comments but had a list: a broken toilet was reported and has been fixed. A bosu ball was requested for fitness center. They are on sale at Costco and Scott is looking at prices with suppliers. Cleaning the floor drains was mentioned but it looks great now and pool tiles will also be cleaned. There was request to lower the water temp to 80 degrees in the Lap Pool. The current set point is between 82-83 degrees as a compromise between water aerobics and lap swimming.

6) Comments from the Public

Junice Kuchmak asked the Board if the budget is public record and if Amanda Armel has that. Morrow said yes to both and that she could get a copy if she would like. Kuchmak stated that staff should be informed that watching swim meets is free to the public. She knows of someone who was told only members could watch the meets. Stoll stated that he is trying to improve staff communication/methods and that meets are free for everyone to watch.

7) Old Business

Spencer presented ideas from the staff regarding ways to meet the District's Core Values. Morrow stated that the Board would like to see the administrative staff implementing those ideas.

8) New Business

Morrow stated she was concerned with the wording on Resolution 15-29. She had Armel take it to Darla and Jane (Auditor and Legal Counsel for the County) to be verified. The resolution was not thought well written. The Asotin County Auditor and Treasurer handle our money and this resolution does not use the job descriptions that the Board wrote. Morrow discussed the purposed of the new resolution (15-32). Morrow further stated, the PFD intends to continue using the county provided resources.

Ausman motioned to approve Resolution 15-32: *A RESOLUTION REPEALING RESOLUTION 15-29, A RESOLUTION AMENDING RESOLUTION 14-22, ESTABLISHING NON-BOARD OFFICER POSITIONS AND ESTABLISHING ADDITIONAL POSITIONS FOR THE DISTRICT AND FOR THE ASOTIN COUNTY FAMILY AQUATIC CENTER FOR EMPLOYMENT WITH AND BY THE DISTRICT.* Shannon seconded the motion. Motion passed.

9) Executive session

Morrow stated that the Board would now go into Executive Session for 35 min to discuss correspondence received from Scott Broyles. Higgins motioned to enter Executive Session. Shannon seconded the motion. Executive Session began at 6:40pm.

Regular meeting continued at 7:15pm.

Ausman moved to accept letter of resignation received from legal counsel and approve response letter to Scott Broyles. Shannon seconded the motion. Motion passed. Letter is signed by the Board and to be mailed tomorrow by Amanda Armel.

Ausman motioned to adjourn the meeting. Higgins seconded the motion. Board meeting adjourned at 7:20pm.

***These minutes were taken by Maryssa Spencer in the absence of Clerk of the Board, Amanda Armel.



Amanda Armel, Clerk



Connie Morrow, Chair