

**ASOTIN COUNTY PUBLIC FACILITIES DISTRICT  
BOARD OF DIRECTORS  
1603 Dustan Loop  
Clarkston, WA 99403**

**TEL: 509.758.0110**

**FAX: 509.758.2452**

**Regular Meeting  
*December 18, 2018 at 4:15pm***

1. Call to Order
  - a. Pledge of Allegiance
2. Consent: *Agenda*
  - i. Approval of Minutes –November 20<sup>th</sup> and December 4<sup>th</sup> meetings
3. Comments from the Public
4. **Public Hearing: Amending 2018 Budget**
  - a. Resolution 18-04: Amending 2018 Budget
5. Aquatic Center Reports:
  - a. Aquatics Manager - *Jessica West*
  - b. Director - *Scott Stoll*
  - c. Business Services Manager – *Amanda Armel*
6. Comments from the Directors
7. Old Business
  - a. 2019 Salary Schedule
  - b. Resolution 18-05: Adopting 2019 Salary Schedule
8. New Business
9. Adjournment

The Board may add and/or delete and take action on any item not included in the above agenda. Any subject placed on the agenda, regardless of how the matter is stated on the agenda, may be acted upon by the Board.

ASOTIN COUNTY PUBLIC FACILITIES DISTRICT BOARD OF DIRECTORS  
December 18, 2018

**Asotin County Public Facilities District  
Board of Directors  
November 20, 2018  
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:**

Doug Higgins, *President*  
Bruce Devereaux, *Vice President*  
Kathie Mattoon, *Member*

**1) Call to order**

Doug Higgins called the meeting to order at 1:00 p.m.

**2) Comments from the public**

No public is present.

**3) Executive Session**

Doug Higgins called an executive session at 1:05 p.m. for 15 minutes for legal counsel [RCW 42.30.110 (i)].

The executive session is extended for an additional 15 minutes.

The meeting resumed at 1:35 p.m.

**4) Approval of minutes and vouchers**

The meeting minutes for October 16<sup>th</sup> and November 6<sup>th</sup> were reviewed by the board. Bruce Devereaux motioned to approve the minutes. Kathie Mattoon seconded the motion. Motion passed.

The vouchers were reviewed by the board. Mattoon motioned to approve the vouchers. Devereaux seconded the motion. Vouchers batch APPKT01571, totaling \$32,692.58, is approved.

**5) Aquatic Center Reports: Jessica West, Scott Stoll, Amanda Armel**

Jessica West is currently running the building so Scott Stoll went over upcoming events at the facility. Pass sale is going to be December 7, 8, 9. Swimming with Santa is December 14 and Flick and Float is December 15. Stoll also went over the usage numbers for October 2018.

The financial reports from Asotin County for October 2018 were not ready in time for today's meeting so Amanda Armel was not able to prepare a financial report for the board.

**6) Comments from the Directors**

Higgins stated that he has heard from multiple people that they do not use the facility due to the chlorine. Stoll explained that this is a Washington State requirement, which differs from Idaho so the facility will be continuing to use chlorine in the foreseeable future.

**7) Old Business**

None

**8) New Business**

None

**9) Adjournment**

Devereaux motioned to adjourn the meeting. Mattoon seconded the motion. The meeting adjourned at 1:45 p.m.

The next regular meeting will be held December 4<sup>th</sup> at 4:15 p.m.

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Amanda Armel, Clerk

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Doug Higgins, President/CEO

**Asotin County Public Facilities District  
Board of Directors  
December 4, 2018  
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:**

Doug Higgins, *President*  
Bruce Devereaux, *Vice President*  
Connie Morrow, *Member*  
Kathie Mattoon, *Member*  
Charlotte Rodgers, *Member*

**1) Call to order**

Doug Higgins called the meeting to order at 4:15pm.

The vouchers were reviewed by the board. Connie Morrow motioned to approve the vouchers. Charlotte Rodgers seconded the motion. Vouchers batch APPKT01606, totaling \$11,859.72, is approved.

**2) Public Hearing #2: 2019 Budget**

The board has reviewed Resolution 18-03 Adopting the 2019 Fiscal Budget. Scott Stoll discussed that there was a significant difference in the cost of insurance premium for 2019 and that increase is reflected in the new draft, which is different than the draft at the initial public hearing for the 2019 budget. Stoll discussed the increase with the insurance reps and due to the facilities payouts/losses the insurance premium has increased to just under \$55,000 annually. Stoll and Amanda Armel went over the budget again with the board and answered any questions that the board had.

Kathie Mattoon motioned to adopt Resolution 18-03 Adopting the 2019 Fiscal Budget. Rodgers seconded the motion. Motion passed.

Armel presented the board with the October 2018 financial report. Stoll assisted in answering any questions that the board had.

**3) 2018 Budget Amendment Draft**

The board reviewed Resolution 18-04 Amending the 2018 Fiscal Budget draft. The final draft and public hearing will be held at the December 18, 2018 meeting (next regular meeting).

**4) Adjournment**

Rodgers motioned to adjourn the meeting. Mattoon seconded the motion. Meeting adjourned at 5:42 p.m.

The next regular meeting will be held December 18, 2018 at 4:15 p.m.

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Amanda Armel, Clerk

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Doug Higgins, President/CEO

**ASOTIN COUNTY PUBLIC FACILITIES DISTRICT  
RESOLUTION NO. 18-04**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ASOTIN COUNTY  
PUBLIC FACILITIES DISTRICT, AMENDING THE 2018 FISCAL YEAR BUDGET.

WHEREAS, Asotin County Public Facilities District is required to prepare a budget for the fiscal year and file the same and hold public hearings; and

WHEREAS, the Board of Directors did by Resolution 17-02, adopt the Asotin County Public Facilities District 2018 Fiscal Budget; and

WHEREAS, certain operational expenditures have exceeded those items outlined in the 2018 Fiscal Year Budget and said budget is in need of amending to account for additional expenses; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Directors of the Asotin County Public Facilities District, that the 2018 Fiscal Year Budget is amended as follows:

<b>Expenditures</b>	<b>Projected Total</b>	<b>2018 Budget</b>	<b>Difference</b>
Insurance	(44,000)	(40,000)	(4,000)
Legal Fees	0	(2,000)	2,000
Audit Fees	(12,000)	(8,000)	(4,000)
Board Stipends	(7,500)	(7,200)	(300)
Board Travel	(1,300)	(1,500)	200
<b>District Expense Total</b>	<b>(64,800)</b>	<b>(58,700)</b>	<b>(6,100)</b>
Sales Tax Remittance	(60,000)	(40,000)	(20,000)
Aquatic Center Refunds	(1,700)	(2,000)	300
<b>Misc Payments Subtotal</b>	<b>(61,700)</b>	<b>(42,000)</b>	<b>(19,700)</b>
Wages - Safety and Service	(670,000)	(700,000)	30,000
Social Security	(54,000)	(50,000)	(4,000)
Medicare	(13,000)	(12,000)	(1,000)
Retirement	(40,000)	(45,000)	5,000
Medical Insurance	(58,000)	(60,000)	2,000
Dental Insurance	(8,500)	(9,000)	500
Labor & Industry	(26,000)	(35,000)	9,000
Travel & Training	(16,000)	(12,000)	(4,000)
Unemployment	(1,200)	0	(1,200)
<b>WAGES &amp; BENEFITS SUBTOTAL</b>	<b>(1,078,400)</b>	<b>(1,114,700)</b>	<b>36,300</b>
Professional Services	(21,000)	(15,000)	(6,000)

Contract Instructor	0	(1,500)	1,500
Communications	(15,000)	(6,000)	(9,000)
Advertising	(21,000)	(15,000)	(6,000)
Service Charges	(33,000)	(25,000)	(8,000)
Supplies - Operating	(63,000)	(60,000)	(3,000)
Supplies - Pool Chemicals	(27,000)	(25,000)	(2,000)
Supplies - Rental	(5,600)	(7,000)	1,400
Supplies Retail	(16,000)	(10,000)	(6,000)
Supplies - Uniforms	(4,200)	(3,500)	(700)
Supplies - Concession	(21,000)	(25,000)	4,000
Supplies - Small Tools	(500)	(1,500)	1,000
<b>Goods and Services Subtotal</b>	<b>(247,300)</b>	<b>(214,500)</b>	<b>(32,800)</b>
Utilities - Electric	(92,000)	(100,000)	8,000
Utilities - Gas	(54,000)	(70,000)	16,000
Utilities - Water	(20,000)	(12,000)	(8,000)
Utilities - Sewer	(6,000)	(7,000)	1,000
Utilities - Solid Waste	(2,500)	(3,500)	1,000
<b>Utilities Subtotal</b>	<b>(176,900)</b>	<b>(194,900)</b>	<b>18,000</b>
Building/Equipment Repair	(104,000)	(100,000)	(4,000)
Landscape	(13,000)	(10,000)	(3,000)
<b>Maintenance Subtotal</b>	<b>(117,000)</b>	<b>(110,000)</b>	<b>(7,000)</b>
<b>Operating Expenditures</b>	<b>(1,746,100)</b>	<b>(1,734,800)</b>	<b>(11,300)</b>

ADOPTED by the Board of Directors of the Asotin County Public Facilities District at a regular open meeting thereof this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST: AMANDA ARMEL, Clerk

\_\_\_\_\_  
Doug Higgins, President

\_\_\_\_\_  
Bruce Devereaux, Vice President

\_\_\_\_\_  
Charlotte Rodgers, Member

\_\_\_\_\_  
Kathie Mattoon, Member

\_\_\_\_\_  
Connie Morrow, Member

<b>Membership Census</b>													2018 Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Indoor	4717	4952	5120	5266	5642	6423	6244	6383	6448	6751	6888		64834	
Waterpark	0	0	0	0	0	2333	2913	1963	0	0	0	0	7209	
Silver & Fit	275	304	346	349	391	426	492	524	562	585	628		4882	
Silver Sneakers	194	195	201	203	209	210	222	224	226	224	236		2344	
FACILITY TOTAL	5186	5451	5667	5818	6242	9392	9871	9094	7236	7560	7752	0	79269	
<i>Difference from 2017</i>	<i>3,096</i>	<i>2,953</i>	<i>2,875</i>	<i>2,814</i>	<i>2,928</i>	<i>4,283</i>	<i>4,277</i>	<i>3,897</i>	<i>2,983</i>	<i>3,135</i>	<i>3,193</i>	<i>-4,712</i>	<i>31,722</i>	
<b>Indoor</b>														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 TOTAL	
Pass Scans	6421	5591	5751	5211	4949	4551	6244	4960	4241	4702	4746		57367	Pass Scans
Daily Admissions	1896	1388	2645	1925	2027	1270	1440	1896	722	870	1012		17091	Daily Admissions
LCSC	270	328	353	329	61	0	0	0	243	192			1776	LCSC
TOTAL VISITS	8587	7307	8749	7465	7037	5821	7684	6856	5206	5764	5758	0	76234	TOTAL VISITS
<i>Difference from 2017</i>	<i>2,014</i>	<i>655</i>	<i>1,040</i>	<i>337</i>	<i>1,084</i>	<i>2,050</i>	<i>3,706</i>	<i>2,453</i>	<i>-89</i>	<i>267</i>	<i>-23</i>	<i>-5,747</i>	<i>7,747</i>	
<b>Waterpark</b>														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 TOTAL	
Pass Scans	0	0	0	0	0	1686	3077	1264	0	0	0	0	6027	Pass Scans
Opening Day	0	0	0	0	0	1500	0	0	0	0	0	0	1500	Opening Day
Daily Admissions	0	0	0	0	0	4555	10135	4841	0	0	0	0	19531	Daily Admissions
TOTAL VISITS	0	0	0	0	0	7741	13212	6105	0	0	0	0	27058	TOTAL VISITS
<i>Difference from 2017</i>						<i>-2,301</i>	<i>-1,167</i>	<i>-2,230</i>						
<b>Swim Lessons</b>														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 TOTAL	
Group	47	46	60	64	61	115	206	129	3	24	35		790	
Private	14	15	16	17	28	61	91	68	32	20	18		380	
Boys and Girls Club	0	0	0	0	0	0	0	0	0	0	0	0	0	
School District	0	40	200	0	0	0	0	0	0	0	0	0	240	
TOTAL LESSONS	61	101	276	81	89	176	297	197	35	44	53	0	1170	
<i>Difference from 2017</i>	<i>-14</i>	<i>-21</i>	<i>125</i>	<i>-187</i>	<i>35</i>	<i>-18</i>	<i>80</i>	<i>36</i>	<i>-6</i>	<i>-17</i>	<i>15</i>	<i>-6</i>	<i>-18</i>	
<b>Attendance</b>														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 TOTAL	
Indoor	8587	7307	8749	7465	7037	5821	7684	6856	5206	5764	5758	0	76234	
Waterpark	0	0	0	0	0	7741	13212	6105	0	0	0	0	27058	
Swim Lessons	61	101	276	81	89	176	297	197	35	44	53	0	1170	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 TOTAL	
<b>TOTAL</b>	8648	7408	9025	7546	7126	13738	21193	13158	5241	5808	5811	0	104702	TOTAL
<i>Difference from 2017</i>	<i>2,000</i>	<i>634</i>	<i>1,165</i>	<i>150</i>	<i>1,119</i>	<i>-269</i>	<i>2,619</i>	<i>259</i>	<i>-95</i>	<i>250</i>	<i>-8</i>	<i>-5,753</i>	<i>2,071</i>	

## **December 2018 Comments/Suggestions**

Comment:

**10/22/2018 – 6pm**

I constantly use the lap pool to swim laps. I've used the Aquatic Center for over a year and see that it's a benefit and is used by all ages. I see that there could be benefits to building a new pool.

ACFAC – We're glad you are enjoying the facility

Comment:

**10/22/2018 – 6:10pm**

Please!

Build another indoor pool for lap swim. To decongest the current overload.

ACFAC – Thank you for the idea! Unfortunately we do not have the funding available at this time to build another pool.

Comment:

**11/06/2018**

Dear ACFAC (Scott Stoll and Board of Directors),

I meant to write this letter a few months ago but perhaps it can still serve to bring about a change in how your annual pass price information is organized on your flyers and handouts. I always buy an annual pass even though we move away for four months in the winter-I consider that a donation to help the aquatic center.

I like to purchase an annual pass but the cost is not made clear on the information you provide to the public. When I asked a couple of employees working at the desk how much the pass was, they pointed out that all I had to do was to multiply the monthly pass price by 12-and be sure and include the discount for being a county resident.

They came up with a dollar amount and I brought a check the next day for that amount. A different employee told me that I should have included tax, so the check was not for the right amount. The next day I brought in \$25 ? cash to pay the tax.

I feel that employees should receive better training so they know the correct amounts to tell people when asked. It would be super if your printed information would actually state that the prices do not include tax. Seems like it would not be too difficult to put the cost of an annual pass somewhere on the paperwork-and include the message that tax will be added. I have heard others express frustration with the confusion caused by how your pricing information is presented.

If you already have addressed this issue on your latest flyers, etc. I have not seen that information. I love the Aquatic Center and receive great benefits from regular attendance at



water aerobics classes. We all appreciate the instructors, life guards, management and all other employees who greet us as we enter and leave with "have a good day!" Thanks for all you do to make our community and this valley a healthier, happier place to live.

Sharon Mudra, Clarkston

ACFAC – Thank you for the feedback, we're glad to hear that you are enjoying the facility. We're always looking for ways to communicate more effectively with our members. We've made a few changes to the new booklets that we hope will help.

Comment:

**07/13/2018 – 8am**

Please consider later hours for the outside area during the summer the hot remainder of the summer. Enjoy the inside pool(s) but would like some gentle evening sun as well.

ACFAC – Our operating hours are driven by attendance, unfortunately the usage numbers drop significantly once school begins and it is not feasible to remain open.

Comment:

**11/06/2018 – 2pm**

1. Give carpets
2. Need rails
3. Floor non-slip strips
4. Outdoor openers

ACFAC –

Comment:

**11/19/2018 – 8:55a**

Water aerobics has been a very high-quality class

With the instructor leaving please have the new instructor do aerobics with music not the radio.

ACFAC - Thank you, we'll pass on the recommendation to the new instructor.

**ASOTIN COUNTY PUBLIC FACILITIES DISTRICT**

**RESOLUTION NO. 18-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF ASOTIN COUNTY PUBLIC FACILITIES DISTRICT, ADOPTION OF THE 2019 SALARY SCHEDULE**

WHEREAS, the Asotin County Public Facilities District has adopted the 2019 budget to include the minimum wage increase in accordance to Initiative 1433;

WHEREAS, the part time salary schedule will include all part time staff and is expanded to ten annual steps while the full time salary schedule is now reduced to ten annual steps;

WHEREAS, the board of directors approves the changes to the salaries of full time staff to include an annual merit increase of three percent;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Directors of the Asotin County Public Facilities District, that the 2019 Salary Schedule is approved and attached;

ADOPTED by the Board of Directors of the Asotin County Public Facilities District at a regular open meeting thereof this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Doug Higgins, President

\_\_\_\_\_  
ATTEST: Amanda Armel, Clerk

\_\_\_\_\_  
Bruce Devereaux, Vice President

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Charlotte Rodgers, Member

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Kathie Mattoon, Member

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Connie Morrow, Member

## Asotin County PFD 2019

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