

**Asotin County Public Facilities District
Board of Directors
October 15, 2019
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:

Bruce Devereaux, *President*
Connie Morrow *Vice President*
Doug Higgins, *Member*
Cassandra Groseclose, *Member*

1) Call to order

Bruce Devereaux called the meeting to order at 4:15 p.m.

2) Comments from the Public

3) Approval of minutes and vouchers

The meeting minutes for September 17th, September 23rd, and October 1st were reviewed by the board. Doug Higgins motioned to approve the minutes. Cassandra Groseclose seconded the motion. Motion passed.

The vouchers were reviewed by the board. Morrow motioned to approve the vouchers. Higgins seconded the motion. Voucher batch APPKT02686, totaling \$23,294.55, is approved.

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

Jessica West went over past and upcoming programs and facility events including swim team practices, lane usage, and answered any questions that the board had.

Scott Stoll went over the usage report for August, comments and suggestions, current facility projects, and maintenance issues including sand in the hot tub drainage area. The ADA door is in the process of being replaced by the manufacturer. Stoll and Armel will be participating in a webinar regarding the automated safe since they have not been able to find a vendor with a location to view how the safe works and it's processes. Armel will be scheduling interviews for the two full time positions (maintenance and facility supervisor) for Monday and Tuesday. In the past, a board member has asked to be a part of this process. Stoll spoke with the insurance company and was advised to not include board members in the hiring process, except for upper level management positions. The board agree and will not be participating in the process moving forward.

Swim lessons numbers are slightly lower in 2019 versus 2018. It is common this time of year to see a lull in numbers because of school starting back up for the fall. The board and Stoll discussed options for helping this program be more successful. Groseclose stated that she would like to see more involvement on social media. Stoll is working with Inland Cellular to develop that involvement, expand it, and ensure that it is accurate and posted in a timely manner.

The certificate of occupancy has still not been received. Stoll followed up with Asotin County and was told the job "was forgotten" so they are working on getting it to Stoll and the facility as soon as possible.

Amanda Armel did not receive the financial reports from the county in time to prepare the September financial reports for the board.

5) Comments from the Directors

Higgins stated that he is concerned about the ADA door not working, but he is impressed regarding the large rock withstanding the hillside and staying in place. Stoll stated that maintenance has been diligent in ensuring that when a rock does fall, it is replaced on the hill, however it does appear to be withholding the steep incline of the hillside.

Groseclose again stated that she would like to see more presence on social media and in the chamber, possibly hosting one night. Stoll stated that he would look into this but in the past, the cost of hosting the events were high, alcohol is often expected and not allowed on the facility grounds, and there is also nothing new to show off to the chamber members.

6) Old Business

Stoll and Armel had the closing conference with LNI regarding the recent safety inspection. Most of the topics discussed were relating to the handling of chemicals, safety, and trainings. There were no monetary finds; however, some changes and corrections need to be done. The board reviewed the initial document drafted by LNI with the specified changes. All of the corrections that need to be made are simple fixes that are already being addressed.

Washington State LNI wage change laws regarding salaried employees will be phased into effect over the next few years. Stoll provided the board with information regarding the upcoming changes. The board asked that Stoll reach out to similar districts within Asotin County to compare wages and find out how they are handling the upcoming law changes. Stoll will present that information at the regular meeting in November. A decision will need to be made by the board before adopting the 2020 Budget.

7) New Business

Stoll presented the board with information regarding the roof project and the new bids that were submitted. The price came in higher than predicted; however the warranty will be longer and there are new additions to the project that are beneficial to the longevity of the roof (ex.: additional insulation, removal of rusted hardware, etc.).

Groseclose motioned to authorize Stoll to choose the appropriate vendor for the roof repairs. Morrow seconded to motion. Motion passed.

Devereaux wanted to further discuss changing the monthly meeting days from the first and third Tuesdays of each month to the second and fourth Tuesdays of the month. Armel is going to prepare a resolution for the board to review at a future date, possibly after the beginning of the year. The interest in changing the meeting dates to ensure that the monthly financial reports are prepare and presented to the board in a timelier manner.

Higgins motioned to enter into an executive session for litigation purposes *{RCW 42.30.110 (i)}* for 5 minutes. Groseclose seconded the motion. Motion passed. The executive session began at 5:30 p.m.

The regular meeting resumed at 5:35 p.m.

Higgins motioned to enter into an executive session for personnel issues {RCW 42.30.110 (g)} for 60 minutes. Groseclose seconded the motion. Motion passed. The executive session began at 5:35 p.m.

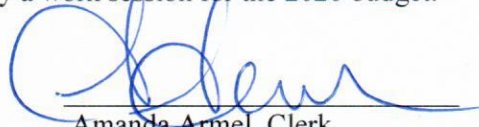
The regular meeting resumed at 6:35 p.m.

The board plans on holding an additional executive session at the board meeting on November 5, 2019 to conduct the personnel review of the facility's director, Scott Stoll.

8) Adjournment

Higgins motioned to adjourn the meeting. Groseclose seconded the motion. Meeting adjourned at 6:35 p.m.

The next regular meeting will be held November 5, 2019 at 4:15 p.m. for voucher approval, public hearing one of two for the 2020 budget, followed by a work session for the 2020 budget.



Amanda Armel, Clerk



Bruce Devereaux, President/CEO