

**Asotin County Public Facilities District  
Board of Directors  
May 25, 2021  
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*  
Brady Arnone, *Member*  
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**

No public comment was made.

**3) Approval of minutes and vouchers**

The meeting minutes for April 27th and May 11th were reviewed by the board. Doug Higgins motioned to approve the minutes. Cassandra Groseclose seconded the motion. Motion passed.

While reviewing the vouchers which includes payment to DRS for \$79,965.89, Bruce Devereaux asked Scott Stoll to revisit the DRS topic of what happened and remind the board about the employee owed balances. Stoll and Amanda Armel answered questions that the board had regarding the employee debt being paid by the district, the different scenarios for the debt being collected from prior employees, what would happen if the debt was not received, etc. Armel stated that it was under the board's discretion whether or not to seek reimbursement for the employee portion; termination dates only needed to be provided to DRS for former employees to grant them access to funds once the money is received by DRS, the payment that is paid with the voucher this evening. The board discussed the topic further.

Groseclose motioned to not seek reimbursement from current or former employees for the employee portion of the DRS payment, and to provide DRS with termination dates for former employees, granting all employees access to both their employee and employer contributed funds. Connie Morrow seconded the motion. Motion passed.

The vouchers were reviewed by the board. Brady Arnone motioned to approve the vouchers. Groseclose seconded the motion. Voucher batch APPKT04519 for \$123,295.80, is approved.

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

Jessica West went over past and upcoming programs, pass sale and the opening of the waterpark. Armel asked West if she currently had enough lifeguards to staff the waterpark for opening/Memorial Day weekend. West stated that opening day was covered but that Saturday and Memorial Day were concerning to her because she did not enough staff. Armel asked the board if they would be willing to give West the authority to offer holiday or incentive pay to part-time staff for the three-day weekend, as



an incentive to get lifeguards to work. The board discussed the topic and stated that the incentive should be offered to all staff, and not just lifeguards.

Groseclose motioned to pay all part-time staff “incentive pay” for all three days of Memorial Day weekend as an incentive to work. Arnone seconded the motion. Motion passed.

Stoll went over comments and suggestions, the usage report for April 2021.

The board discussed with Stoll the staff shortage.

Morrow made a motion that we hire and consistently have three full time facility supervisors. Higgins seconded the motion. Motion passed.

Amanda Armel stated that the financial reports from the county were not available in time for the meeting. She will prepare the financial reports for the board and present those at the next meeting. The district’s audit with the state was finalized and there were no findings. Armel updated the board with other legal and business services matters.

Morrow stated that the board contacts Armel mostly through Armel’s cell phone, often outside of business hours including nights, weekends, and at her home. Three of the five board members prefer to contact Armel via text due to work. Armel does not currently receive a phone stipend but due to changes in phone usage and demand, the board feels it necessary to now reimburse her for that usage.

Groseclose motioned to give Amanda Armel the ACPFD monthly phone stipend of \$50 per month. Morrow seconded the motion. Motion passed.

Stoll discussed the changing WA state mask mandate which now states that vaccinated patrons are not required to wear face coverings in certain business. He answered questions that the board had.

Higgins made a motion that staff will continue to wear face masks, while patrons are not required to wear masks. Arnone seconded that motion. Motioned passed.

**5) Comments from the Directors**

There were no comments from the directors.

**6) Old Business**

Per request of the board, Armel presented the list of currently tabled items. The board decided to retable these items. They will revisit this list at a future meeting/work session.

**7) New Business**

The board discussed the elementary schools that utilize the facility for their end of year swim parties and the rates they are charged. Groseclose stated that she would like to see the schools receiving some free passes to help with their costs for the amount of parent volunteers that are coming to help the schools with supervision of the students at the waterpark. She feels as though the facility’s community involvement should have a large part to do with the local schools. The board discussed the topic.

Groseclose motioned to provide each Asotin County elementary school with 50 free day passes to be used during their individual school day rental. Arnone seconded the motion. Motion passed.

Higgins motioned to have an executive session for 60 minutes to discuss personnel issues. Arnone seconded the motion. Executive Session began at 6:00 pm.

The regular meeting resumed at 7:00 pm.


**8) Adjournment**

Arnone motioned to adjourn the meeting. Groseclose seconded the motion. Meeting adjourned at 7:04 p.m.

The next regular meeting will be held June 8, 2021, at 4:15 p.m. for voucher approval.



Amanda Armel, Clerk



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Bruce Devereaux, President/CEO