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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. Feb 20<sup>th</sup>, 2024, AT THE WARC.**

PRESENT: Liffrig, Owens, Jangula, Roness

ABSENT: Heller

OTHERS: Barsh, Ludlum, Lynner, K Cote, J Cote, Iblings, Renee, Patrick, Chris, Emily, Mike, Alexis, Shaleena, Jim, Amanda, Mason White

Liffrig called meeting to order

Additions and Deletions- Table agenda item C: Land Transfer WBSD#7 – Head Start Property:  
Parcel #01-328-00-62-86-000

MOTION by Roness SECONDED by Jangula- we approve the minutes of the previous meeting as received.

MOTION CARRIED.

MOTION by Owens, SECONDED by Jangula, we approve Park District bills and Boys Baseball bills.  
ROLL CALL AYE: Liffrig, Owens, Jangula, Roness. NAY: None. ABSENT: Heller.

MOTION by Jangula, SECONDED by Owens, we approve Park Dist. Financial statement and Boys Baseball financial overview. ROLL CALL AYE: Liffrig, Owens, Jangula, Roness. NAY: None. ABSENT: Heller.

EXECUTIVE DIRECTORS REPORT –  
FINANCIAL REPORT – Jan 2024 Financials

- Revenue/Expense
  - Jan Revenue- \$813,876.09
  - Jan Expense- \$787,436.22
- Sales Tax
  - Dec 1% Sales Tax: \$831,858.23
  - Nov 5% Operations: \$415,929.11
- Cash fund Balance at the end of Dec (Banyon):
  - \$2,823,340.65
- CD's: ASB
  - General Reserve CD
    - \$485,103.56
    - 4.26%
  - WPR CD:
    - \$106,291.80
    - 4.2%
- Total Funds available to WPRD as of Jan 31<sup>st</sup>, 2024: \$3,414,736.01

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#### Admin

IT: First quarter we started with a plan to update all IT infrastructure to put in place a 5-year replacement program – outdated computers are being replaced. We purchased 1 of 2 bulk orders of computers in Jan and will place the 2<sup>nd</sup> next quarter.

Vehicles: RFQ was sent out to all local vehicle dealerships to help transition WPRD into a municipal fleet program. We are waiting to hear back from car dealers with what they want for the cars so that we can move forward with a new fleet. The deadline is March 4<sup>th</sup>.

Masterplans: One meeting left with the advisory committee for the master plan. The next step will be the plan presented to the board. The golf course masterplan is proceeding and is beneficial to quality of life for Williston.

Grants: Heritage grant for SLP for bathrooms and weed control in the lakes. The Garrison grant applications will also go towards SLP the frisbee gold course. CVB grant was informally approved to help finish the Davidson and Harmon park project. Herman oil grant - Joe is meeting with their board to introduce them to what we do.

CAPRA- the visit is scheduled in June they will come check out processes. There are 138 standards that we have to show to the review team. They will do a site review and then turn it into their board.

HR - No staffing updates. Working on CAPRA standards. Getting ready for transition to black mountain.

Marketing- Advertising there are a lot of new ads for spring programs, the website numbers are up.

Public Relations- Working on the ARC 10<sup>th</sup> bday party.

Child Sitting- Still offering stem days and there are 200 more kids on those days.

Parks- Outdoor rinks are being maintained. Parks staff have been busy assisting at the ARC (HVAC) & RFCC (Compressor/electrical). Assisting Joe with Spring Lake Park Grants.

RFCC- is getting updates including new paint and lighting. We are adding a marketing tv there. Painted the locker rooms and new benches in the locker rooms.

Athletic Fields- There is new mulch at the golf course. The ice is very busy with many different groups and private parties. Management is starting to recruit summer staff.

Facility Operations- The building is overflowing with activity. The turf and courts are booked out at all times by baseball, track, and soccer. Pickleball courts are rented for private parties now. The meeting rooms are booked every weekend. Court reservicing in the middle of June. Maintenance of turf and other courts is done weekly. The golf simulator had another upgrade with the screen and is working. We have 5 track meets planned so far.

Maintenance- New padding in golf simulator that is heavy duty material. Nemont came in to do work for the fire panel and is now functioning fully. There was flow rider training for maintenance staff and lifeguards. Received a quote for air handlers on the pool. They were a little high, so we are

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going to fix it in house to save money. The birthday party rooms are also being updated, including fresh paint.

Guest Serviced- Getting ready for Spring events. Member visits have increased by almost 5000 for this time of year compared to last year.

Aquatics- Swim lessons have a wait list but working on new times to get them through. Lessons are full. The Sea Lions hosted 2 swim meets. Angel Fish will start in March and that is adapted lessons for Wonders. The 50M will be moved to long course 3 weeks earlier than planned to help the Sea Lions that have team members going to nationals.

Special Events- Puzzle palooza had 16 teams and is held the 2<sup>nd</sup> Tuesday of every month. Date night weekend was a huge success. Huge thank you to all sponsors for helping with these programs and all staff that came to help set up. Spring Nerf wars are coming up in April and Mother daughter day in May.

Campus Club- Working on summer plans and staffing. Registration will be open in mid-April. All kids in the program now are working on creating a board game WPRD staff will choose a winner. The winning game will be professionally made into a board game.

Recreation- Jan Feb programs are finishing. Spring sports will be starting soon. Travel volleyball has a tournament coming March 2<sup>nd</sup>. All-star baseball tryouts in March. New programs are off season football that will start in April. Lacrosse clinic in April. Esports is coming back with a Madden tournament in March. Soccer, girls run strong, wonders, strider and youth volleyball will start in March.

Fitness- Group numbers are good, averaging 7 people per class. Personal training is steady. All winter programs have started. SilverSneakers had staggering numbers with 877 members checking in.

#### OLD BUSINESS –

- a. Williston Water World- Moving forward with plans. Joe gets a weekly report from the contractor and every other week they have in-person meetings on-site. The anticipated open date is summer 2025.

#### NEW BUSINESS –

- A. WPRD Vision Statement- This is CAPRA associated. We utilized the focus group to create a new vision statement. MOTION by Owens, SECONDED by Roness to approve the new vision statement. NAY: None. ABSENT: Heller
- B. Garrison Diversion Grant board project approval- Having the board support helps the application process for grant funding.
  - a. Projects
    - i. WPRD- Frisbee Golf/Restrooms- Spring Lake Park
    - ii. Clay Target League- WPRD as the Sponsoring agency-
      1. MOTION by Liffrig, SECONDED by Roness to approve the projects as stated. NAY: None. ABSENT: Heller.
- C. Land Transfer WBSD #7- Head staff property: Parcel #01-328-00-62-86-000- Tabled

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- D. New account at ASB: WPRD Capital- The signers: Joe Barsh, Kazuma Kaneko, Kelly Heller and Kate Cote MOTION by Jangula, SECONDED by Owens. To open a new account with signers listed. ROLL CALL AYE: Liffrig, Owens, Jangula, Roness. NAY: None. ABSENT: Heller.
- a. WPRD Capital- We would like to open a new account to use to budget our capital projects/needs, so it is separate from our day-to-day operations budget. An example would be the tennis court resurfacing in the future. The goal is to establish a baseline in the general funds for day-to-day operations, then every month anything above the baseline would go into the capital account and be appropriated into different Capital project funds to align with our financial accounting software. This would be a new way to budget and help to protect WPRD financially.
- E. WPRD future sales tax funding- Seeking board approval for Joe (WPRD Executive Director) to initiate conversations with The City for use of the City Charter for a potential Ballot measure on the June 2024 Primary election to extend the WPRD 1% sales tax collection for a max of 25 years for future planning, debt service, & day-to-day operation. MOTION by Owens, SECONDED by Jangula. ROLL CALL AYE: Liffrig, Owens, Jangula, Roness. NAY: None. ABSENT: Heller.

No correspondence or citizens to be heard.

MOTION by Owens SECONDED by Jangula the meeting adjourn.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager