

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION  
MINUTES OF THE DECEMBER 9, 2014 MEETING OF THE BOARD OF DIRECTORS**

- I. **CALL TO ORDER** - Chairman Carrie Fullerton **called the meeting to order** at 2:00 p.m. at the WDSRA office, 116 N Schmale Road, Carol Stream, Illinois.

**ROLL CALL:** Those Present:

Bloomington Park District	Carrie Fullerton	Warrenville Park District	Diane Dillow
Carol Stream Park District	Jim Reuter	West Chicago Park District	Gary Major
Glen Ellyn Park District	Dave Harris	Wheaton Park District	Absent
Naperville Park District	Ray McGury	Winfield Park District	Mark Pawlowski
Roselle Park District	Absent		

A quorum was established.

WDSRA Staff: Executive Director, Sandy Gbur, Superintendents Sharon Gedvilas, Lea Jackman, Nancy Miner, Athletics Manager, Becky Prince & Adam Kramer, Synergy Adaptive Athletics Supervisor.

- II. **INTRODUCTION OF GUESTS** – Mark Trieglaff, ACT Services, Inc.

- III. **PUBLIC COMMENT** – None

IV. **CONSENT AGENDA**

1. Minutes of Meeting – October 23, 2014 – REGULAR SESSION
2. Treasurer's Report – September and October 2014
3. Disbursement Report – September and October 2014
4. Tax Payment Report – As of November 21, 2014

Reuter/Pawlowski **moved to approve the Consent Agenda**. All in favor; none opposed; motion passed.

- V. **MEMBER DISTRICT EVENTS/INFORMATION** – Gbur reported that Phase 1, the 2-5 year old play area and garden is in and we continue to raise funds for Phase 2.

- VI. **CORRESPONDENCE** – Asked board members to make sure contact information was correct for Statements of Economic Interest.

- VII. **DIRECTOR'S REPORT** – Gbur introduced Mark Trieglaff who reintroduced his professional background and experience and gave a few updates on the ADA and items that the park districts should be aware of. Gbur commented that there is a 20% discount for Mark's services because WDSRA has a contract with him. He reminded board members that he can assist with plan review, and approve contract work before its completion. The transition plans conducted for the member districts under a contract with WDSRA were based on the old standards and should be updated. Trieglaff showed a power point to provide details on access problems that he sees and encouraged board members to confirm the completion dates of their ADA modifications in their plans. Trieglaff reminded board members that before they sign off on an improvement the districts might want to ask him to review the work. He agreed to share the presentation with the member districts.

- VIII. **OLD BUSINESS** - None.

**IX. NEW BUSINESS**

**A. Approve Fund Balance Policy** - Gedvilas talked with auditors and asked their recommendation for our retention limit for capital. They recommended a 3 year average of the past 7 years of our capital plan. That would equal \$423,000 and we are currently at \$490,000. Gbur asked for approval of the Fund Balance Policy as presented in the packet.

Dillow/Pawlowki **moved to approve the recommended Comprehensive Revenue Policy**. The motion was unanimously approved.

**B. Approve 2015-2016 Budget Assumptions** – Gbur reminded the board what was typical practice under key expense areas within the budget and then reviewed specific recommendations for discussion. Staff recommended a merit of 2.5 % increase an average of the member districts and in consideration of what the SRAs are planning to give. Salary Band adjustments to be increased by 1.95% per the Management Association across all classifications. Major commented that he is opposed to the increase and not supportive of the Salary study from the beginning. He is not comfortable accepting the report and therefore expanding the bands doesn't make sense based on who they compared our positions to. Pawlowski asked what the bands had to do with the Assumptions. Gbur said it would only impact those staff who were frozen or for any new positions to be posted. Reuter said he supported the work done by staff in regards to the study as long as the budget could handle it. Gbur recommended under Staff changes that we hire 1.5 new staff to help with programming load and clerical and provided rationale for that recommendation. Pawlowski asked in light of Inclusion balances did we want to reconsider inclusion at 9% and just put it on the districts and reduce their shares paid to WDSRA. Staff shared a 5 year history and what each member district's fund balance is. Dillow reminded the board when inclusion dollars were taken and given to others who needed them. Dillow said she is now in need of those dollars due to the volume of inclusion expenses she has. Pawlowski provided some history explaining that it was determined that it was important to charge the districts for some inclusion so that member district staff understood the need to work together to support inclusion. Dillow said she now could benefit from a pool of dollars as she has many non-residents in her programs needing inclusion support. McGury asked for excess inclusion funds to be given back to the individual district for ADA capital funding needs.

Gbur reviewed staff ideas for how to intentionally and responsibly spend down excess reserves. Items that come out of excess reserves were the Strategic Plan process, additional tech equipment not covered by grant, and some Synergy start up expenses. The board was open to these suggestions. Pawlowski reported he would like to see electronic message boards at all of the member districts to get the word out of WDSRA programs. The board discussed WDSRA's tech needs not funded by a grant and discussed the importance of spending the money to stay current.

Dillow expressed a concern about vehicle replacement being deferred knowing how important vehicles are to the Association.

**C. Member District Special Recreation Budgets** - Fullerton said that she noticed inconsistencies in the requests and suggested a task force be formed to clarify uses for the special recreation levy by the member districts. Major shared his frustrations that the rules seemed to have changed with the new executive director and legal counsel. Major said that some districts already have 3 year plans and Reuter said he needs some transition time to change their budgets.

McGury/Dillow **moved to accept the Carol Stream Special Recreation Budget 2014**. Motion passed unanimously.

D. Reuter/Dillow moved to approve the West Chicago PD Special Recreation Budget for 2014. The motion passed unanimously.

E. McGury/Dillow moved to approve the Wheaton Park District Special Recreation Budget for 2014. Motion was unanimously approved.

F. Reuter/Pawlowski moved to Resolution 14-01 to Amend the Flex 125 Plan. . A roll call vote showed unanimous approval.

G. The Board discussed releasing Inclusion balance for ADA Capital projects to allow excess dollars to go back to the member district. **Pawlowski/Dillow moved that staff create a draft policy that allows surplus dollars to go back to the district for capital projects.** The motion passed.

X. **Recreation Report** – Miner introduced Becky Prince, Athletics Manager who introduced Adam Kramer. Prince highlighted the Synergy Adaptive Athletics program and the impact it will have on our participants.

XI. **Communication & Development Report** – Jackman said to mark your calendar for February 28 Annual Black & Red Bash. Jackman reported on the success of Giving Tuesday and our efforts to get new donors whose donations would be matched by the Coleman Foundation up to \$15,000. She thanked all of the board members for their support and creativity to leverage the donations.

XII. **Closed Session** – Pawlowski/Dillow moved to go into closed session under 5ILCS 120/2(c)(21) Discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the board of the minute or semi-annual review of the minutes as mandated by section 2.06 at 3:45 p.m. The motion passed with a Roll Call:

Yes	Bloomington Park District	Carrie Fullerton
Yes	Carol Stream Park District	Jim Reuter
Yes	Glen Ellyn Park District	Dave Harris
Yes	Naperville Park District	Ray McGury
	Roselle Park District	
Yes	Warrenville Park District	Diane Dillow
Yes	West Chicago Park District	Gary Major
	Wheaton Park District	
Yes	Winfield Park District	Mark Pawlowski

Reuter/Pawlowski moved to arise from closed session at 3:52p.m. All in favor; none opposed; motion passed.

XIII. **ACTION ITEMS RESULTING FROM CLOSED SESSION** – Dillow/Major moved to release the semi-annual review portion only of the 06/10/2014 minutes. The motion was passed with one abstention from Reuter.

XIV. **ADJOURNMENT** –Pawlowski/Reuter moved to adjourn at 3:54 p.m. The motion passed unanimously.

Respectfully submitted,



Sandra Gbur, Board Secretary