

**WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION  
MINUTES OF THE December 14, 2023 MEETING OF THE BOARD OF DIRECTORS**

- I. CALL TO ORDER** – Chairman Brad Wilson **called the meeting to order** at 2:01 p.m. The meeting was held at Roselle Park District, 10 N Roselle Rd, Roselle, Illinois

**ROLL CALL:** Those participating:

Bloomington Park District	Joe Potts	Warrenville Park District	Tim Reinbold
Carol Stream Park District	Shane Hamilton	West Chicago Park District	Gina Radun
Glen Ellyn Park District	Dave Thommes	Wheaton Park District	
Naperville Park District	Brad Wilson	Winfield Park District	Tom Bower
Roselle Park District	Lynn McAteer		

A quorum was established.

WDSRA Staff also present: Executive Director Dan Leahy, Superintendents Natalie Principe, Tammy Kerrins, Lea Jackman and Jorie Meyer, Executive Assistant Ann Kennedy

- II. INTRODUCTION OF GUESTS** – Mike Wold Superintendent of Recreation at Roselle Park District and Nick Leone, Parks and Facility Manager.

- III. PUBLIC COMMENT** – None

**IV. CONSENT AGENDA**

- A. Regular Board Meeting Minutes – October 5, 2023
- B. Treasurer’s Report – September and October 2023
- C. Disbursement Reports – September and October 2023
- D. Tax Contribution Payment Report – As of November 30, 2023

Reinbold/McAteer **moved to approve the Consent Agenda.** The motion passed with a voice vote.

**V. MEMBER DISTRICT UPDATES**

Radun said that We Go Together for Kids DuPage Health coalition is giving free AEDs if you host CPR classes. She will send out information.

**VI. DIRECTOR’S REPORT –**

- **Building:** A round table meeting was held at the end of November to establish the order of events and reach some understanding with PDRMA. There is a bit of unknown on what will be done under the building. Hague Engineering team was onsite 12/5 and we are still waiting for the study. Wight Construction estimates \$50,000 for core samples and pipe repair.
- Meanwhile we are proceeding with building rehab including ceiling repair, sprinkler line and fire suppression code, exterior wall dry wall, interior design elements, paint, flooring, cabinetry, furniture. Still looking at 6-month range assuming nothing crazy is under the building.
- What won’t be covered, our out of pocket, could be \$100,000-\$150,000. PDRMA is handling the bulk of the claim, which could be near 1 million.
- The design permitted by the Village is to bring the water into the building on a different path, up the front of the building, over and down into mechanical.
- Work could start as early as next week to bring water and heat back into the building.
- We are looking at temporary office space. PDRMA has confirmed that if we will be displaced 6-8 months, and we determine that teams need to work together, then they would cover that. It is a question of how many times we want to move.

- Reinbold asked what additional improvements WD is looking to make? One on the agenda today is an item to replace ceiling tiles. Other items include design plans to remove walls and doors, a new water heater, and LED lighting. We can gain work efficiencies with everyone out of the building.

Paid Leave for All Workers Act: HR is working on a policy and Legal is looking at it. WDSRA is not exempt as Park Districts are. We will have a plan soon.

**VII. OLD BUSINESS**

**A. Other** – There was no Old Business to come before the Board.

**VIII. NEW BUSINESS**

**A. Approve 2024-2025 Budget Assumptions** – Reinbold/Thommes moved to **approve the 2024-2025 budget assumptions as amended which include changes to the Salary Bands**. The motion passed with a roll call vote.

Principe asked to amend the Assumptions to remove the AC replacement at a total of \$95,000.

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Shane Hamilton
Yes	Glen Ellyn Park District	Dave Thommes
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
	Wheaton Park District	
Yes	Winfield Park District	Tom Bower

**B. Approve West Chicago Park District Special Request for reimbursement of special recreation expenditures not in their 2023-2024 Budget** – McAteer/Thommes moved to **approve the special request for reimbursement for use of SRA funds by the West Chicago Park District**. Motion passed with a roll call vote.

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Shane Hamilton
Yes	Glen Ellyn Park District	Dave Thommes
Yes	Naperville Park District	Brad Wilson
Yes	Roselle Park District	Lynn McAteer
Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
	Wheaton Park District	
Yes	Winfield Park District	Tom Bower

**C. Approve Resolution 23-03 Emergency Expenditures** - Potts/McAteer moved to approve **Resolution 23-03 declaring an emergency and waiving the need for competitive bidding for certain water damage remediation and repair costs**. Motion passed with a roll call vote.

Crafted by Andrew Paine at Tressler to waive going out to public bid. Wight Construction, the general contractor, will secure competitive bids and put those before PDRMA. Anything over 30K will be ratified at a future meeting.

Reinbold suggested that WDSRA should have a policy authorizing the Executive Director to make purchases over the threshold if he reaches out to the Board President for authorization and then brings it to the board to ratify. The only contract to-date is remediation by ServePro which is still being discussed with PDRMA. The Board should see that in February.

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Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
	Wheaton Park District	
Yes	Winfield Park District	Tom Bower

**D. Authorization for Ceiling Tile replacement – Thommes/Reinbold moved to authorize WDSRA to solicit and accept bids for the replacement of all ceiling tiles at a cost not to exceed \$72,000. Motion passed with a roll call vote.**

We have the funds this year with cost savings from being out of the building. It does not fall under the resolution as an emergency. Plan to go to full bid process.

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Yes	Warrenville Park District	Tim Reinbold
Yes	West Chicago Park District	Gina Radun
	Wheaton Park District	
Yes	Winfield Park District	Tom Bower

**E. Other – There was no other New Business to come before the Board.**

**IX. STAFF REPORTS**

**A. Administration – Superintendent Natalie Principe reported:**

- The budget process has begun. The timeline of items needed from member districts was reviewed

**B. Recreation – Superintendent Jorie Meyer reported:**

- Families don't realize that we don't have an office. Thank you to everyone for providing working space. This will hopefully continue at least through April.
- Synergy merged with Lincoln Way SRA for the adapted sports wheelchair program. We are able to form 4 teams, 2 varsity and 2 up and coming. They participated in a tournament this past weekend.
- All hands on deck for recruitment of staff. They have been out at high schools and universities.
- Biggest challenge we face is getting use of facilities. We need facilities confirmed before Park Districts have finished their own schedules. We have a manager now working as Facility coordinator who works with the park districts. She is building relationships and getting answers.

**C. Staffing and Support Services – Superintendent Tammy Kerrins reported:**

- The numbers in Inclusion continue to rise. They have exceeded fall 2022 by 20%. There are currently 582 registrations going into holiday break. Working hard to staff as quickly as possible. Preschool, before and after care requests are going up.
- Santa’s Workshop had 223 participants over the course of 2 nights. He’s super nice and kids aren’t judged when they come. Families are greatly appreciative.
- Alexia is back from maternity leave. Have not had viable candidates for the open position.
- EdApp: survey was sent out to staff members. Overall they think it’s a great format for training.

**D. Communications and Development – Superintendent Lea Jackman reported:**

- Thank you to all for support of the Bash. Things are looking really good.
- Multi-year pledges for Possibilities Society continues to grow. Latest member is an employee of one of our bigger donors. Jackman and Hansen met with First Trust with the intent to ask for additional funds. The intent of First Trust to increase contribution by 10K allowing us to use as we see fit.
- In talking to other donors, Jackman has shared the situation we are in. Always says that programs weren’t impacted and that member districts are supportive.
- No shortage of water puns these days.
- Publicity: notice on social media that we are keeping people abreast of what’s going on. Not asking for anything directly at this time but may have to later. People don’t comprehend the extent of the damage.

Congratulations to Tom Bower at his first official meeting

Leahy started Boad visits last week. If have anything you want him to specifically touch on, get in touch.

**X. Closed Session:**

Potts/McAteer moved to go into Closed Session at 2:35 pm in accordance with 5 ILCS 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06. Motion passed by roll call vote.

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The Board returned from Closed Session at 2:37 pm. Roll Call

Yes	Bloomingtondale Park District	Joe Potts
Yes	Carol Stream Park District	Shane Hamilton
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- XI. Action Items Resulting from Closed Session** – Potts/Reinbold moved to approve and release the Closed Session minutes of June 8, 2023. Motion passed unanimously with a voice vote.
  
- XII. Adjournment:** McAteer/Potts moved that the Board adjourn at 2:38 pm. Motion passed unanimously with a voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dan Leahy".

Dan Leahy, Board Secretary