

**RECREATION CENTER AUTHORITY BOARD**  
**Minutes – December 18, 2008**

The meeting was called to order by Theresa Bailey at 7:03 p.m. Members present included: Theresa Bailey, Justin Marcum, Tom Morse, and T.A. Whitsitt. Shirley Chancellor was absent.

Motion was made by T.A. Whitsitt, second by Justin Marcum, to approve and waive the reading of the minutes from the November 12th meeting. Motion carried 4-0.

Project Manager, David Jenkins, informed the RCA board of construction progress during the Replex site viewing, which took place before the meeting. Jenkins also reported that the construction of the indoor pool is nearly complete.

Jeff Clawson reported that reductions in the contract for indoor lighting of the Replex facility, which were previously being considered, cannot be made without compromising the quality of the lighting in the gymnasium portion of the facility.

Jeff Clawson presented information concerning the Jeff Ellis and Associates and the Red Cross lifeguard training organizations. Clawson reported that Jeff Ellis and Associates has more extensive training requirements of lifeguard candidates than the Red Cross. Clawson also mentioned that Jeff Ellis and Associates has an excellent record concerning safety, and is currently being used in most of the recreational facilities in this area. The service contract includes training, inspection, and lifeguard safety. Clawson will contact a representative from the Jeff Ellis and Associates lifeguard training to explain the services and answer questions by the Replex board of directors at the next meeting.

Motion was made by T.A. Whitsitt, second by Justin Marcum, to approve spending \$10,500 for a two year contract with the Jeff Ellis and Associates lifeguard training company. Motion carried 4-0.

Jeff Clawson reported that RecTrac by the Vermont Systems is the facility management software being considered for purchase. The software is a system that provides organizing and maintaining membership, programs, activity scheduling, and point of sales. Clawson will present more information concerning this software system at the next meeting.

Jeff Clawson presented the board a current membership list. Many of the memberships were purchased as a result of the Christmas membership drive.

Jeff Clawson reported that he has a rough draft of the 30 second community commercial. The commercial highlights all aspects of the community, including the Replex Facility. In addition, a 30 second commercial focusing exclusively on the Replex facility will be made. The project will begin in mid-December and run through mid-April. The advertising will air on WYZZ Fox channel 43 and WMBD CBS channel 31.

Jeff Clawson presented a preliminary staff layout and hiring scheme. The staff would include an executive director, receptionist, concessions staff, lifeguard staff, lifeguard supervisors, lifeguard manager, maintenance staff, supervisor staff, and program staff. The total annual cost to hire the complete staff would be approximately \$190,000. Clawson will present more information to the board at the next meeting.

Jeff Clawson presented to the RCA board invoices to be paid totally \$2,248.38.

Motion was made by Justin Marcum, second by T.A. Whitsitt, to approve the payment of \$2,248.38 for the invoices. Motion carried 4-0.

Jeff Clawson presented preliminary information concerning the phone system to be considered for the Replex facility. Clawson recommended a three or four line system which would include a public address system. One phone would be located outside the concession area which could be used by members at the facility.

David Jenkins will contact State Farm Insurance Company in regards to donating furniture to equip the Replex facility. Jeff Clawson indicated that employees of City of LeRoy will be able to transport the furniture to a temporary storage facility until construction of the recreational facility is complete.

Jeff Clawson presented a preliminary concessions equipment budget to the RCA board of directors. The total cost is estimated to be \$29,000.

Theresa Bailey reported that the LeRoy Park District will provide funding for the outside playground which will be located on northeast section of the Replex property.

Jeff Clawson reported that he has been in contact with the S & S Hardware Company concerning the door configuration of the Replex facility. Clawson mentioned that there will be a total of 38 doors in the facility and recommended that the front doors be unlocked during the operating hours.

Jeff Clawson presented information concerning the bank accounts and the breakdown of bonds to the RCA members. No action was taken on this information.

Jeff Clawson presented information concerning the RCA consulting contract and work plan to the RCA members. No action was taken concerning the information that was presented.

The next meeting will take place Wednesday, January 14, 2009, at 7:00 p.m.

Motion was made by Justin Marcum, second by T.A. Whitsitt, to adjourn the meeting. Motion carried 4-0. The meeting adjourned at 9:03 p.m.

Respectfully submitted,  
Tom Morse