

**Saint Charles Parks and Recreation Board
Executive Committee Meeting
Minutes of Meeting Held
May 30, 2014**

The Executive Committee meeting was called to order by President Slattery at 9:00am in the Conference Room at the Administration Office in Blanchette Park. Roll Call noted the following present:

Executive Committee: Present: Valerie Lanning, Sandy Bichel, & TJ Slattery

Others: Maralee Britton, Director, Chris Atkinson, Assistant Director & Ron Steinkamp (Brown, Smith & Wallace)

A. Discussion of a Fraud Risk Assessment and Internal Control Review

Britton introduced Ron Steinkamp from Brown Smith & Wallace (BSW) to the members of the Executive Committee. Mr. Steinkamp explained the process and timeline of the assessment and review. Currently staff is in the data collection process. BSW will then go over the information requested. Time is also being allocated for supervisory staff to meet one on one with BSW for interviews. Mr. Steinkamp then asked the Executive Committee Members several questions about their knowledge of the operations and any concerns they may have that BSW should focus upon. The Committee asked that their findings and recommendations be presented to the entire Park Board and the City Council at a Joint meeting once the review was completed.

B. Discussion of Wapelhorst Aquatic Center Sand Filter Solution.

Britton updated the Board on the emergency filter replacement at Wapelhorst Aquatic Facility. Since the leak in the filter was discovered on Monday May 26th staff has been working with our Consultant Councilman Hunsaker and Westport pools to come up with a scope of work to resolve the issue. Multiple options were discussed from patching the leaking filter complete filter replacement. Staff decided the best option was to replace the damaged filter with a series of smaller commercial filters. This was the most cost effective option and also the option that could be completed in the shortest amount of time and minimize any down time. Staff solicited three quotes from vendors and received two quotes. Westport pool was the lowest and best bidder. Due to the Emergency nature of the issue the Emergency Purchase Policy adopted by the Board was put into place. Britton contacted President Slattery to get his approval to move ahead with the project.


C. Discussion of Office Elections.

President Slattery said that he had interest from several members of possible serving. Slattery reviewed the process in case there were to be more than one person interested in an elected position. The elections will take place at the June Regular meeting.

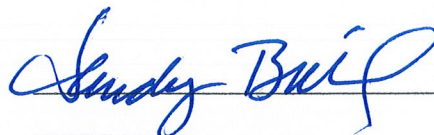
D. Board Member Announcement and Reminders- None

As there was no further business for discussion, Lanning made a motion to adjourn the meeting at 10:04am. Seconded by Bichel. Passed unanimously.

Respectfully Submitted,



T.J. Slattery - President



Valerie J. Quinn, Secretary
Sandy Bichel
Secretary