



Meeting Notice of the Blaine County Recreation District Board of Directors

Date: Monday, May 6, 2024

Time: 3:00pm

Place: BCRD Conference Room

Agenda of the Regular Session of the Board of Directors

1. Public Comment (3-minute time limit)
2. Review of Prior Meeting Minutes
 - a. 04/03/2024 Regular Session (ACTION ITEM)
3. Department Updates
 - a. Finance:
 - o Recommendation from Board President to approve cash disbursements for April 2024 and authorize payment of bills and payroll for May 2024 when they become due. Consideration of approval of March 2024 credit card statement of Executive Director (ACTION ITEM).
 - o Finance Report – Review and approve March 2024 Balance Sheet and Profit & Loss Statement (ACTION ITEM).
 - b. Development and Communications
 - c. Programs
 - d. Trails
 - e. Executive Director
4. Old Business
 - a. Review and approve the revised Staff Spending Limit SOP. (ACTION ITEM)
 - b. Evaluate the RFP process for the Master Plan and selection of contractors. (ACTION ITEM)
5. New Business
 - a. Consideration and confirmation of date and time for June Board Meeting (ACTION ITEM).

Participation Information:

Anyone needing special accommodations to participate in this meeting should contact the Blaine County Recreation District at (208) 578-2273

Topic: BCRD Regular Meeting

Time: May 6, 2024 3:00PM Mountain Time

Microsoft Teams meeting

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Meeting Notice of the Blaine County Recreation District Board of Directors

Date: Wednesday, April 3, 2024

Time: 9:00am

Place: BCRD Conference Room

Board: Mark Mary, Mat Hall, Mary Fauth

Staff: Mark Davidson, Joan Kino, Eric Rector, Morgan Buckert, Mollie Santo, Mary Rose

Public:

Mark Mary called the Regular Session of the Board of Directors to order at 9:00am.

Agenda of the Regular Session of the Board of Directors

1. Public Comment (3-minute time limit)

No public comment.

2. Review of Prior Meeting Minutes

a. 03/13/2024 Regular Session (ACTION ITEM)

Mary Fauth made a motion to approve the March 13, 2024 Regular Session Minutes. Mat Hall seconded. Motion passed unanimously.

b. 03/15/2024 Special Session (ACTION ITEM)

Mark Mary made a motion to approve the March 15, 2024 Special Session Minutes. Mary Fauth seconded. The motion passed unanimously.

3. Department Updates

a. Finance:

- **Recommendation from Board President to approve cash disbursements for March 2024 and authorize payment of bills and payroll for April 2024 when they become due. Consideration of approval of February 2024 credit card statement of Executive Director (ACTION ITEM).**

Mark Mary made a motion to approve cash disbursements for March 2024 and authorize payment of bills and payroll for April 2024 when they become due and approve February 2024 credit card statement of Executive Director. Mat Hall seconded. The motion passed unanimously.

- **Finance Report – Review and approve February 2024 Balance Sheet and Profit & Loss Statement (ACTION ITEM).**

Programs will have an increase in revenue in the March financial report due to spring sports registrations. Private funds raised for the purchase of

the electric PistenBully Snow Cat are being allocated to Advanced Revenue.

We are almost 6 months into the current Fiscal Year and expenditures are on pace with the approved budget. Mark Mary inquired if BCRD receives income from late fee penalties for property tax. Kino confirm we do receive income from late fees and penalties. Mary Fauth made a motion to approve February 2024 Balance Sheet and Profit & Loss Statement. Mark Mary seconded. The motion passed unanimously.

b. Development and Communications

See written report for details.

c. Programs

See written report for details.

d. Trails

See written report for details.

e. Executive Director

Davidson, Rector and Mat Hall continue to work on Galena Lodge and trails planning and include input from the concessionaires, Kyle and Chelan. This work will inform priorities related to future investments in infrastructure, programming, and maintenance. A draft plan has not been completed but is expected to be available in the coming months.

Regarding Galena Lodge current operations, BCRD staff are committed to meeting on a bi-annual basis with Kyle and Chelan to ensure the terms of the Operating Plan are being met and workflow adjusted as needed.

See written report for details.

4. Old Business

a. Clarify Staff Spending Limit SOP. (ACTION ITEM)

Mark Davidson spoke about the purchase of two new pairs of tracks for two PistenBully cats. Both sets of tracks were budgeted for and cost around \$40,000 per pair. The tracks were purchased in the same order which meant the total cost for the two sets of tracks were above Davidson's spending authority. If purchased individually, they would have been within Davidson's current spending authority. The Board agreed the Staff Spending Limit SOP should be updated and increase the spending authority of the Executive Director for approved budgeted items. Mat Hall recommended the Staff Spending Limit SOP be updated with staff recommendations and presented at the May 6th board meeting.

5. New Business

a. Consideration and confirmation of date and time for Fiscal Year 2024-2025 budget hearing. The proposed date is Wednesday, August 7, 2024 at 9:00AM. (ACTION ITEM)

There was internal discussion on date and time for the Fiscal year 2024-2025 Budget Hearing. Mark Mary made a motion to confirm the Fiscal Year 2024-2025 Budget Hearing date and time as August 7th, 2024 at 5:00pm. The Regular Session board meeting will start at 4:00pm. Mat Hall seconded. The motion passed unanimously.

Mark Mary made a motion to adjourn the Regular Session Board Meeting at 9:57am. Mat Hall seconded. The motion passed unanimously.

Attest:

BCRD Board President

Mark Davidson, BCRD Executive Director

BCRD Financial Summary

Financial Review Period: March 2024

| Total BCRD Income Statement | MTD | YTD | FY 2023-2024 | \$ Over Annual | % of Annual |
|---------------------------------|------------------|------------------|------------------|--------------------|----------------|
| | Actuals | Actuals | Annual Budget | Budget | Budget |
| Revenue | | | | | |
| Property Tax | 16,036 | 1,155,527 | 1,745,098 | (589,571) | 66.2% |
| Programs Fees, Classes Lessons | 37,587 | 127,030 | 395,000 | (267,970) | 32.2% |
| Passes | 50,029 | 1,043,211 | 1,166,000 | (122,789) | 89.5% |
| Fundraising | 16,285 | 295,806 | 1,234,750 | (938,944) | 24.0% |
| Other Revenue | 27,117 | 175,803 | 164,050 | 11,753 | 107.2% |
| Total Revenue | 147,054 | 2,797,377 | 4,704,898 | (1,907,521) | 59.5% |
| Expenses | | | | | |
| COGS | 3,061 | 5,336 | 30,900 | (25,564) | 17.3% |
| Operating Expenditures | | | | | |
| Wages & Benefits | 170,645 | 1,052,945 | 2,636,254 | (1,583,309) | 39.9% |
| Marketing | 4,129 | 44,522 | 144,511 | (99,989) | 30.8% |
| Repair & Maintenance | 9,205 | 116,162 | 193,105 | (76,943) | 60.2% |
| Consulting/Legal | 1,104 | 51,349 | 142,780 | (91,431) | 36.0% |
| Rent | 15,741 | 95,081 | 211,334 | (116,253) | 45.0% |
| Supplies | 1,571 | 13,669 | 64,275 | (50,606) | 21.3% |
| Utilities | 3,966 | 20,071 | 67,974 | (47,903) | 29.5% |
| Other Misc. | 36,753 | 245,883 | 634,423 | (388,540) | 38.8% |
| Total Operating Expenses | 243,112 | 1,639,683 | 4,094,656 | (2,454,973) | 40.0% |
| Capital Expenditures | 81,696 | 115,097 | 731,000 | (615,903) | 15.7% |
| Net Income | (180,815) | 1,037,261 | (151,658) | 1,188,919 | -683.9% |

Notes: As of April 25, 2024, \$213,500 received for purchase of eCat (see Balance Sheet account 2323; \$87,500 received in April).

| Tax Related Income Statement | MTD | YTD | FY 2023-2024 | \$ Over Annual | % of Annual |
|-------------------------------------|-----------------|------------------|----------------------|-----------------------|--------------------|
| | Actuals | Actuals | Annual Budget | Budget | Budget |
| Revenue | | | | | |
| Property Tax | 16,036 | 1,155,527 | 1,745,098 | (589,571) | 66.2% |
| Programs Fees, Classes Lessons | 37,587 | 127,030 | 395,000 | (267,970) | 32.2% |
| Passes | 12,811 | 72,253 | 156,000 | (83,747) | 46.3% |
| Fundraising | 13,235 | 157,364 | 275,000 | (117,636) | 57.2% |
| Other Revenue | 15,860 | 79,423 | 77,050 | 2,373 | 103.1% |
| Total Revenue | 95,529 | 1,591,597 | 2,648,148 | (1,056,551) | 60.1% |
| Expenses | | | | | |
| COGS | - | - | 9,900 | (9,900) | 0.0% |
| Operating Expenditures | | | | | |
| Wages & Benefits | 118,554 | 768,946 | 2,003,853 | (1,234,907) | 38.4% |
| Marketing | 2,785 | 18,869 | 52,111 | (33,242) | 36.2% |
| Repair & Maintenance | 335 | 66,481 | 85,830 | (19,349) | 77.5% |
| Consulting/Legal | 1,104 | 49,886 | 61,280 | (11,394) | 81.4% |
| Rent | 13,067 | 77,402 | 177,950 | (100,548) | 43.5% |
| Supplies | 1,331 | 9,871 | 51,495 | (41,624) | 19.2% |
| Utilities | 1,774 | 12,395 | 51,225 | (38,830) | 24.2% |
| Other Misc. | (7,335) | 2,203 | 126,186 | (123,983) | 1.7% |
| Total Expenses | 131,614 | 1,006,053 | 2,609,930 | (1,603,877) | 38.5% |
| Capital Expenditures | - | 5,165 | 121,000 | (115,835) | 4.3% |
| Net Income | (36,085) | 580,378 | (92,682) | 673,060 | -626.2% |

| Non-Tax Related Income Statement | MTD | YTD | FY 2023-2024 | \$ Over Annual | % of Annual |
|----------------------------------|------------------|------------------|------------------|------------------|----------------|
| | Actuals | Actuals | Annual Budget | Budget | Budget |
| Revenue | | | | | |
| Property Tax | - | - | - | - | |
| Programs Fees, Classes Lessons | - | - | - | - | |
| Passes | 37,218 | 970,958 | 1,010,000 | (39,042) | 96.1% |
| Fundraising | 3,050 | 138,442 | 959,750 | (821,308) | 14.4% |
| Other Revenue | 11,257 | 96,380 | 87,000 | 9,380 | 110.8% |
| Total Revenue | 51,525 | 1,205,780 | 2,056,750 | (850,970) | 58.6% |
| Expenses | | | | | |
| COGS | 3,061 | 5,336 | 21,000 | (15,664) | 25.4% |
| Operating Expenditures | | | | | |
| Wages & Benefits | 52,092 | 283,999 | 632,401 | (348,402) | 44.9% |
| Marketing | 1,344 | 25,652 | 92,400 | (66,748) | 27.8% |
| Repair & Maintenance | 8,870 | 49,681 | 107,275 | (57,594) | 46.3% |
| Consulting/Legal | - | 1,463 | 81,500 | (80,037) | 1.8% |
| Rent | 2,674 | 17,680 | 33,384 | (15,704) | 53.0% |
| Supplies | 240 | 3,797 | 12,780 | (8,983) | 29.7% |
| Utilities | 2,192 | 7,677 | 16,749 | (9,072) | 45.8% |
| Other Misc. | 44,087 | 243,681 | 508,237 | (264,556) | 47.9% |
| Total Expenses | 111,498 | 633,630 | 1,484,726 | (851,097) | 42.7% |
| Capital Expenditures | 81,696 | 109,932 | 610,000 | (500,068) | 18.0% |
| Net Income | (144,730) | 456,883 | (58,976) | 515,859 | -774.7% |

Blaine County Recreation District
Balance Sheet
As of March 31, 2024

| | <u>Mar 31, 24</u> |
|--------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 0105 · Mountain West Bank-Checking | 57,188 |
| 0110 · Mountain West-Imprest | 559 |
| 0115 · Petty Cash | 100 |
| 0120 · Cash On Hand | 200 |
| 0140 · Savings-General Fund #980 | 2,491,213 |
| 0145 · Savings - WRT Fund #3178 | 369,574 |
| 0150 · Savings-Galena #1396 | 2,017,892 |
| 0160 · Savings-Harriman Trail #2273 | 188,061 |
| 0170 · Diversified Fund | 420,943 |
| 0180 · Mtn West Bank-FLEX Acct | 25,716 |
| Total Checking/Savings | <u>5,571,446</u> |
| Accounts Receivable | |
| 0205 · Accounts Receivable | 24,207 |
| 0208 · Altru Credit Card Receivable | 4,441 |
| Total Accounts Receivable | <u>28,647</u> |
| Other Current Assets | |
| 1499 · Undeposited Funds | 19,630 |
| Total Other Current Assets | <u>19,630</u> |
| Total Current Assets | <u>5,619,724</u> |
| Fixed Assets | |
| 1110 · Property/Equip-Rec Dist | 133,444 |
| 1120 · Property/Fixtures-Rec Dist | 128,620 |
| 1130 · Aquatic-Property/Equipment | 759,587 |
| 1140 · Aquatic-Furn/Fixtures | 83,508 |
| 1150 · Aquatic-Design | 54,951 |
| 1160 · Aquatic-Engineering | 15,137 |
| 1170 · Aquatic-Construction | 2,789,947 |
| 1180 · Aquatic-Landscape | 36,704 |
| 1190 · Aquatic-Phase I | 18,073 |
| 1220 · Storage Shed | 8,207 |
| 1230 · Parks | 128,626 |
| 1310 · WRT-Maintenance Equipment | 2,593,259 |
| 1320 · WRT-Construction | 6,944,496 |
| 1330 · WRT-Engineering | 208,403 |
| 1340 · WRT-Land | 308,259 |
| 1360 · Quigley Land | 75,000 |
| 1410 · Galena Lodge | 1,916,442 |
| 1420 · Galena Equipment | 298,309 |
| 1510 · Community Campus Construction | 666,747 |
| 1553 · Construction in Progress | 363,730 |
| 1610 · HUB-Construction | 183,089 |
| 1620 · HUB-Equipment | 11,251 |
| 1700 · Accumulated Depreciation | <u>-9,118,593</u> |
| Total Fixed Assets | <u>8,607,197</u> |
| TOTAL ASSETS | <u><u>14,226,921</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2010 · Accounts Payable | |
| 2011 · Rent Payable | 39,648 |
| Total 2010 · Accounts Payable | <u>39,648</u> |
| Total Accounts Payable | 39,648 |

Blaine County Recreation District
Balance Sheet
As of March 31, 2024

| | <u>Mar 31, 24</u> |
|---|--------------------------|
| Other Current Liabilities | |
| 2130 · PERSI Payable | 10,001 |
| 2140 · PERSI Choice-Payable | 1,331 |
| 2161 · AFLAC Pre-tax Payable | 617 |
| 2162 · AFLAC (After-tax) Payable | 346 |
| 2165 · Life Flight Network | 1,125 |
| 2185 · S. V. Co. Combo Pass Payable | |
| 2185.01 · Combo Season Pass | -204 |
| Total 2185 · S. V. Co. Combo Pass Payable | -204 |
| 2200 · Sales Tax Payable | 4,801 |
| 2323 · Advanced Revenue-NVT/ Harriman | 132,146 |
| 2329 · Advanced Revenue-Other Programs | |
| 2329.03 · Advanced Rev Quigley Developmnt | 62,420 |
| Total 2329 · Advanced Revenue-Other Programs | 62,420 |
| 2350 · Galena Adventure Camp Scholarsh | 520 |
| Total Other Current Liabilities | <u>213,103</u> |
| Total Current Liabilities | <u>252,751</u> |
| Total Liabilities | 252,751 |
| Equity | |
| 3000 · Investment in Fixed Asset | 8,607,197 |
| 3010 · Fund Balance | 4,329,712 |
| Net Income | 1,037,261 |
| Total Equity | <u>13,974,169</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>14,226,921</u></u> |

**Blaine County Recreation District
P&L Budget Performance-All BCRD
March 2024**

| | <u>Mar 24</u> | <u>Budget</u> | <u>Oct '23 - Mar...</u> | <u>YTD Budget</u> | <u>Annual Bud...</u> |
|--------------------------------------|---------------|---------------|-------------------------|-------------------|----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Property Tax | | | | | |
| 4000 · Property Tax | 16,036 | | 1,155,527 | 1,745,098 | 1,745,098 |
| Total Property Tax | 16,036 | | 1,155,527 | 1,745,098 | 1,745,098 |
| Program Fees, Lessons | | | | | |
| 4100 · Program Fees | | | | | |
| 4100.08 · Volleyball | -47 | | 3,066 | | |
| 4100.01 · Baseball | 19,068 | | 19,068 | 17,000 | 17,000 |
| 4100.02 · Track & Field | 6,743 | | 6,743 | 8,500 | 8,500 |
| 4100.04 · Soccer | 0 | | -75 | 27,000 | 27,000 |
| 4100.05 · Basketball | 0 | | 15,035 | 15,000 | 15,000 |
| 4100.06 · Pickleball | 977 | | 7,518 | | |
| 4100.07 · Futsal | 0 | | 155 | | |
| 4100 · Program Fees - Other | 396 | | 3,063 | 157,000 | 157,000 |
| Total 4100 · Program Fees | 27,137 | | 54,572 | 224,500 | 224,500 |
| 4101 · Program Fees (non-taxable) | 9,851 | | 68,830 | 121,500 | 121,500 |
| 4350 · Lessons | 0 | | 0 | 34,000 | 34,000 |
| 4360 · Class Fees | 600 | | 3,628 | 15,000 | 15,000 |
| Total Program Fees, Lessons | 37,587 | | 127,030 | 395,000 | 395,000 |
| Passes | | | | | |
| 4305 · Combo Annual Pass | 105 | | 129,151 | 140,000 | 140,000 |
| 4310 · Annual Passes | | | | | |
| 4310.01 · Adult Season Pass (083) | 0 | | 619,646 | | |
| 4310.02 · Dog Season Pass (083) | 11 | | 47,528 | | |
| 4310.03 · Snowshoe Season Pass (083) | 68 | | 10,064 | | |
| 4310 · Annual Passes - Other | 2,014 | | 16,110 | 784,000 | 784,000 |
| Total 4310 · Annual Passes | 2,092 | | 693,349 | 784,000 | 784,000 |
| 4320 · Day Passes | | | | | |
| 4320.01 · Adult Day Pass (083) | 25,752 | | 113,128 | | |
| 4320.02 · Dog Day Pass (083) | 638 | | 2,523 | | |
| 4320.03 · Quigley Day Pass (086) | 642 | | 1,639 | | |
| 4320.04 · Snowshoe Day Pass (083) | 3,313 | | 11,281 | | |
| 4320 · Day Passes - Other | 1,085 | | 4,670 | 167,000 | 167,000 |
| Total 4320 · Day Passes | 31,429 | | 133,240 | 167,000 | 167,000 |
| 4330 · Weekly Passes | 6,690 | | 35,997 | 40,000 | 40,000 |
| 4335 · Month Pass | 9,713 | | 51,473 | 35,000 | 35,000 |
| Total Passes | 50,029 | | 1,043,211 | 1,166,000 | 1,166,000 |

**Blaine County Recreation District
P&L Budget Performance-All BCRD
March 2024**

| | <u>Mar 24</u> | <u>Budget</u> | <u>Oct '23 - Mar...</u> | <u>YTD Budget</u> | <u>Annual Bud...</u> |
|---|----------------|---------------|-------------------------|-------------------|----------------------|
| Fundraising | | | | | |
| 4700 · Fundrasing - Nordic Pins | 250 | | 37,100 | 40,000 | 40,000 |
| 4710 · Fundraising-Donations | | | | | |
| 4710.01 · Galena Donation | 300 | | 74,970 | | |
| 4710.02 · NVT Donation | 1,000 | | 11,675 | | |
| 4710.03 · Harriman Trail Donation | 0 | | 1,250 | | |
| 4710.04 · WRT Donation | 2,650 | | 2,650 | | |
| 4710.05 · Quigley Trails Park Donation | 0 | | 2,800 | | |
| 4710 · Fundraising-Donations - Other | 11,085 | | 154,714 | 561,000 | 561,000 |
| Total 4710 · Fundraising-Donations | 15,035 | | 248,059 | 561,000 | 561,000 |
| 4711 · Fundraising-Earmarked Donations | 1,000 | | 7,040 | 600,000 | 600,000 |
| 4720 · Fundraising-Sponsorships | 0 | | 0 | 20,000 | 20,000 |
| 4730 · Fundraising-Special Events | 0 | | 0 | 0 | 0 |
| 4740 · Fundraising-Grants | 0 | | 3,607 | 13,750 | 13,750 |
| Total Fundraising | 16,285 | | 295,806 | 1,234,750 | 1,234,750 |
| Other Revenue | | | | | |
| 4200 · Facility Rental | 1,500 | | 4,692 | 4,300 | 4,300 |
| 4201 · Facility Rental (non-taxable) | 0 | | 30,000 | 15,000 | 15,000 |
| 4210 · Equipment Rental | 0 | | 0 | 750 | 750 |
| 4220 · Special Events | 100 | | 100 | 20,000 | 20,000 |
| 4400 · Merchandise Sales | 286 | | 2,899 | 0 | 0 |
| 4410 · Food Sales | 0 | | 4 | 20,000 | 20,000 |
| 4415 · Rounding Adjustment Account | 0 | | 0 | | |
| 4500 · Miscellaneous | 1,225 | | 10,852 | 6,000 | 6,000 |
| 4900 · Interest Income | 24,005 | | 127,257 | 98,000 | 98,000 |
| Total Other Revenue | 27,117 | | 175,803 | 164,050 | 164,050 |
| Total Income | 147,054 | | 2,797,377 | 4,704,898 | 4,704,898 |
| Cost of Goods Sold | | | | | |
| 5010 · COS-Merchandise | 3,061 | | 5,336 | 16,900 | 16,900 |
| 5020 · COS-Food | 0 | | 0 | 14,000 | 14,000 |
| Total COGS | 3,061 | | 5,336 | 30,900 | 30,900 |
| Gross Profit | 143,993 | | 2,792,041 | 4,673,998 | 4,673,998 |
| Expense | | | | | |
| Payroll & Payroll Related | | | | | |
| Salaries | | | | | |
| 6010 · Salaries | 57,155 | 0 | 363,566 | 721,585 | 721,585 |
| 6011 · Salary Sick Leave | 3,377 | | 11,082 | | |
| 6012 · Salary Vacation Leave | 386 | | 15,153 | | |

**Blaine County Recreation District
P&L Budget Performance-All BCRD
March 2024**

| | <u>Mar 24</u> | <u>Budget</u> | <u>Oct '23 - Mar...</u> | <u>YTD Budget</u> | <u>Annual Bud...</u> |
|--|---------------|---------------|-------------------------|-------------------|----------------------|
| Total Salaries | 60,919 | 0 | 389,801 | 721,585 | 721,585 |
| Hourly | | | | | |
| 6020 · Hourly Wages | 44,432 | 0 | 284,438 | 808,951 | 808,951 |
| 6021 · Hourly Sick Leave | 1,324 | | 7,164 | 0 | 0 |
| 6022 · Hourly Vacation Leave | 2,054 | | 8,184 | | |
| 6030 · Overtime | 139 | | 987 | 9,400 | 9,400 |
| Total Hourly | 47,949 | 0 | 300,772 | 818,351 | 818,351 |
| Seasonal | | | | | |
| 6040 · Seasonal Payroll | 30,186 | 0 | 125,751 | 505,431 | 505,431 |
| 6045 · Seasonal Overtime | 133 | | 223 | | |
| Total Seasonal | 30,319 | 0 | 125,974 | 505,431 | 505,431 |
| Payroll Expenses | | | | | |
| 6080 · Worker's Compensation | 1,579 | 0 | 17,030 | 27,498 | 27,498 |
| 6110 · FICA | 10,383 | 0 | 59,736 | 156,468 | 156,468 |
| 6120 · SUTA | 157 | 0 | 1,572 | 15,339 | 15,339 |
| 6130 · PERSI | 12,165 | 0 | 77,547 | 178,000 | 178,000 |
| 6140 · Health Insurance | 6,028 | 0 | 66,774 | 195,073 | 195,073 |
| 6141 · HSA Company Contribution | 801 | | 9,368 | | |
| 6145 · Employee Benefits | 304 | 0 | 1,808 | 3,744 | 3,744 |
| Total Payroll Expenses | 31,416 | 0 | 233,836 | 576,122 | 576,122 |
| 6050 · Bonuses | 0 | | 0 | | |
| 6070 · Employee Relations | 42 | 0 | 2,562 | 14,765 | 14,765 |
| Total Payroll & Payroll Related | 170,645 | 0 | 1,052,945 | 2,636,254 | 2,636,254 |
| Marketing | | | | | |
| 7015 · Advertising-Design | 450 | 0 | 4,924 | 17,500 | 17,500 |
| 7020 · Advertising-Production | 2,103 | | 8,230 | 18,050 | 18,050 |
| 7025 · Advertising-Distribution | 0 | | 0 | 2,405 | 2,405 |
| 7030 · Advertising-Placement | 1,067 | 0 | 9,323 | 25,580 | 25,580 |
| 7035 · Advertising-Other | 0 | | 0 | 0 | 0 |
| 7040 · Advertising Web Developmen | 0 | | 0 | 0 | 0 |
| 7222 · Fundraising Expense | 220 | | 10,620 | 42,500 | 42,500 |
| 7500 · Marketing | 0 | | 1,717 | 2,000 | 2,000 |
| 7520 · Postage | 63 | | 3,636 | 16,006 | 16,006 |
| 7535 · Promotion | 226 | | 6,073 | 20,470 | 20,470 |
| Total Marketing | 4,129 | 0 | 44,522 | 144,511 | 144,511 |
| Repair & Maintenance | | | | | |
| 7410 · Repair/Maintenance - other | 0 | | 0 | 440 | 440 |
| 7420 · Automobiles R/M | | | | | |
| 7421.09 · F350 - 1997 | 0 | | 175 | | |

**Blaine County Recreation District
P&L Budget Performance-All BCRD
March 2024**

| | Mar 24 | Budget | Oct '23 - Mar... | YTD Budget | Annual Bud... |
|--|---------------|----------|------------------|----------------|----------------|
| 7421.15 · Dodge Ram - 2008-RETIRED | 0 | | 23 | | |
| 7421.16 · Ford F250 - 2008 | 0 | | 13 | | |
| 7421.17 · Ford F150 - 2016 | 0 | | 1,519 | | |
| 7421.18 · Dodge Ram 2500 - 2016 | 0 | | 447 | | |
| 7421.19 · Dodge Journey - 2018 | 0 | | 1,039 | | |
| 7421.20 · Ford F250 - 2019 | 67 | | 687 | | |
| 7421.21 · RAM 3500 - 2022 | 40 | | 179 | | |
| 7421.22 · Ford F350 Van - 2012 | 0 | | 3,448 | 0 | 0 |
| 7421.23 · Ford F250 Super Duty XLT- 2023 | 0 | | 1,656 | | |
| 7420 · Automobiles R/M - Other | 0 | 0 | 0 | 10,080 | 10,080 |
| Total 7420 · Automobiles R/M | 106 | 0 | 9,186 | 10,080 | 10,080 |
| 7430 · Buildings Repair/Maint | 4,482 | | 10,325 | 15,875 | 15,875 |
| 7440 · Equipment R/M | | | | | |
| 7441.16 · 2019 Polaris Sportsman 850SP | 0 | | 132 | | |
| 7441.17 · 2021 Polaris Sportsman 850 | 0 | | 168 | | |
| 7440 · Equipment R/M - Other | 425 | 0 | 6,405 | 17,410 | 17,410 |
| Total 7440 · Equipment R/M | 425 | 0 | 6,705 | 17,410 | 17,410 |
| 7450 · Grooming Equipment R/M | | | | | |
| 7451.10 · 2012 PB100 WRT-Lake Creek-(083) | 3,299 | | 11,046 | | |
| 7451.11 · 2017 PB100-NVT (083) | 302 | | 2,976 | | |
| 7451.12 · 2017 PB100-NVT-(083) | 0 | | 9,632 | | |
| 7451.13 · 2020 PB100-(083)-Quigley | 49 | | 4,872 | | |
| 7451.14 · 2022 PB100 - Baker Crk. | 146 | | 4,677 | | |
| 7450 · Grooming Equipment R/M - Other | 293 | | 507 | 43,000 | 43,000 |
| Total 7450 · Grooming Equipment R/M | 4,090 | | 33,709 | 43,000 | 43,000 |
| 7460 · Path Field Grounds Repair/Maint | 101 | | 56,224 | 96,500 | 96,500 |
| 7470 · Snowmobiles Repair/Maint | 0 | | 13 | 2,800 | 2,800 |
| 7480 · WRT Reconstruction | 0 | | 0 | 7,000 | 7,000 |
| Total Repair & Maintenance | 9,205 | 0 | 116,162 | 193,105 | 193,105 |
| Consulting / Legal | | | | | |
| 7400 · Legal Fees | 490 | | 3,990 | 4,900 | 4,900 |
| 7530 · Professional & Consulting Fees | 614 | | 47,359 | 137,880 | 137,880 |
| Total Consulting / Legal | 1,104 | | 51,349 | 142,780 | 142,780 |
| Rent | | | | | |
| 7620 · Property Rent | 15,741 | 0 | 95,081 | 211,334 | 211,334 |
| Total Rent | 15,741 | 0 | 95,081 | 211,334 | 211,334 |
| Supplies | | | | | |
| 7097 · Computer Supplies | 0 | 0 | 200 | 4,020 | 4,020 |

**Blaine County Recreation District
P&L Budget Performance-All BCRD
March 2024**

| | Mar 24 | Budget | Oct '23 - Mar... | YTD Budget | Annual Bud... |
|-------------------------------------|--------------|----------|------------------|---------------|---------------|
| 7510 · Office Supplies | 89 | 0 | 1,202 | 8,810 | 8,810 |
| 7511 · Operating Supplies | 0 | | 0 | 5,620 | 5,620 |
| 7845 · Supplies - other | 1,481 | | 12,267 | 45,825 | 45,825 |
| Total Supplies | 1,571 | 0 | 13,669 | 64,275 | 64,275 |
| Utilities | | | | | |
| 7810 · Sanitation | 1,579 | | 8,148 | 17,515 | 17,515 |
| 7910 · Electric | 1,582 | | 5,240 | 16,760 | 16,760 |
| 7915 · Natural Gas | 184 | | 255 | 8,110 | 8,110 |
| 7920 · Water | 146 | | 3,396 | 22,157 | 22,157 |
| 7925 · Cable TV | 94 | | 566 | 1,200 | 1,200 |
| 7930 · Internet Connection | 380 | 0 | 2,466 | 2,232 | 2,232 |
| Total Utilities | 3,966 | 0 | 20,071 | 67,974 | 67,974 |
| Other Miscellaneous | | | | | |
| 7005 · Accounting & Auditing Fees | 0 | | 19,250 | 19,000 | 19,000 |
| 7050 · Allocated Expenses | 0 | 0 | 0 | -1 | -1 |
| 7055 · Amenities | 0 | | 0 | 5,135 | 5,135 |
| 7060 · Automobile | 0 | | 0 | 5,200 | 5,200 |
| 7085 · Cellular & Satellite Phones | 697 | 0 | 3,610 | 8,914 | 8,914 |
| 7090 · Chemicals | 0 | | 630 | 25,000 | 25,000 |
| 7095 · Computer Services | 12,412 | 0 | 61,694 | 77,976 | 77,976 |
| 7096 · Computer Software | 2,479 | 0 | 32,227 | 27,453 | 27,453 |
| 7099 · Computer Hardware | 675 | 0 | 4,014 | 4,200 | 4,200 |
| 7105 · Credit Card Fees | 2,326 | | 39,862 | 60,817 | 60,817 |
| 7200 · Dues | 0 | 0 | 300 | 2,085 | 2,085 |
| 7205 · Entertainment & Meals | 641 | | 972 | 8,500 | 8,500 |
| 7209 · Equipment Purchase | 985 | | 11,233 | 44,800 | 44,800 |
| 7223 · Furniture & Fixtures | 0 | | 0 | 8,600 | 8,600 |
| 7225 · Gasoline, Diesel & Motor Oil | 11,051 | 0 | 28,956 | 113,310 | 113,310 |
| 7230 · Insurance | 0 | 0 | 19,913 | 40,850 | 40,850 |
| 7250 · Janitorial Services | 0 | | 0 | 15,550 | 15,550 |
| 7310 · Automobile Lease | 0 | | 0 | 0 | 0 |
| 7330 · Equipment Lease | 60 | | 360 | 768 | 768 |
| 7390 · Other | 0 | | 0 | 300 | 300 |
| 7405 · Licenses & Permits | 3,085 | | 3,235 | 45,650 | 45,650 |
| 7505 · Miscellaneous Exp | 0 | | 1 | 720 | 720 |
| 7525 · Printing | 0 | | 0 | 200 | 200 |
| 7610 · Equipment Rent | 1,265 | | 2,695 | 15,000 | 15,000 |
| 7630 · Other Rent | 116 | 0 | 693 | 1,400 | 1,400 |
| 7815 · Security | 120 | | 240 | 560 | 560 |
| 7823 · Signs | 0 | | 4,325 | 8,175 | 8,175 |
| 7825 · Small Tools and Parts | 194 | | 950 | 1,950 | 1,950 |
| 7840 · Subscriptions | 171 | | 495 | 3,430 | 3,430 |
| 7850 · Telephone | 17 | | 219 | 1,950 | 1,950 |
| 7855 · Training | 0 | 0 | 855 | 27,686 | 27,686 |

**Blaine County Recreation District
P&L Budget Performance-All BCRD
March 2024**

| | Mar 24 | Budget | Oct '23 - Mar... | YTD Budget | Annual Bud... |
|----------------------------------|-----------------|----------|------------------|------------------|------------------|
| 7860 · Travel | 0 | 0 | 2,926 | 23,475 | 23,475 |
| 7865 · Uniforms | 111 | 0 | 4,186 | 30,850 | 30,850 |
| 7980 · Web Hosting | 349 | | 2,043 | 4,920 | 4,920 |
| Total Other Miscellaneous | 36,753 | 0 | 245,883 | 634,423 | 634,423 |
| Total Expense | 243,112 | 0 | 1,639,683 | 4,094,656 | 4,094,656 |
| Net Ordinary Income | -99,119 | 0 | 1,152,358 | 579,342 | 579,342 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 9010 · Capital Expenditures | 81,696 | | 115,097 | 731,000 | 731,000 |
| Total Other Expense | 81,696 | | 115,097 | 731,000 | 731,000 |
| Net Other Income | -81,696 | 0 | -115,097 | -731,000 | -731,000 |
| Net Income | -180,815 | 0 | 1,037,261 | -151,658 | -151,658 |

Development and Communications

We hosted a May Day Play Day at Quigley Trails Park on May 1. We had a taco truck, beer, and s'mores, but there are not races or events—this is a spring celebration.

Miles of Smiles bikes have been received and will go out before the end of the school year. We have \$5000 that we are using as a matching gift to raise additional funds through Idaho Gives April 29-May 3.

Bike to School Day is Wednesday, May 15. There are 28 participating groups along the Wood River Trail with food, giveaways, tire checks, and more. BCRD will have a presence at the public elementary schools and will be hosting StoryWalk with the Hailey Public Library in Hailey and The Community Library in Ketchum.

Programs

Youth Sports

The Spring Ball season started April 22nd and Track and Field starts May 6th. Both programs run through the end of May, finishing the week before the end of the public school year.

The 2024 basketball season saw a 10% growth in participation of 4th, 5th, and 6th graders.

Adult Recreation

Registration for Aquatics programming and passes opens May 1st and will be done through our new software, Xplor.

Aquatics:

Summer Camp will be 10 weeks long (two 5 week sessions) and will begin the 17th of the June.

Summer Camp:

Mountain Bike Clinics begin the 18th of May and will run through the middle of June. All sessions will be held at Quigley Trails Park.

The BCRD Will be organizing an adult coed Volleyball League starting the last week in June.

Indoor pickleball will continue through the summer this year, with limited outdoor courts in Hailey. Programming will commence the first week of July after the gymnasium floor is resurfaced in June.

Trails

Wood River Trail

We are working on spring clean-up, Normal spring projects. Seeing lots of use.

Quigley

Spring clean-up. That whole zone is open and busy.

Galena/North Valley Trails

The last day of grooming was 4-23.

Starting some spring projects around the lodge.

Spring clean-up is coming. Still need to transport equipment to the shop.

WRTC/Ashley

Preparing for the mud season. This will be the first spring in a long time without Chris Leaman. Ashley is busy learning the ropes.

Croy system is open.

Lots of projects are in the works.

Shop

We are keeping Ross busy as always. He is staying ahead of it of course.

We will start bringing cats back to the shop.

Pool

The team over there is busy getting ready.

Executive Director

April flew by and with the work of BCRD transitioned from winter activities to spring sports and embracing outdoor trails. Simultaneously, we are progressing with the implementation of new software systems. BCRD staff has been diligently working on implementing two new software platforms for donor management and recreation programming. The meticulous preparation invested in these implementations promises great returns as we move ahead.

I had the privilege of participating in the annual resort city tour organized by Wendy Jaquet, which brought together representatives from various cities, counties, and local organizations. This year's tour took us to North Idaho, where we engaged with community leaders, elected officials, and municipal staff. Discussions included ways communities are tackling workforce housing challenges, managing recreational offerings, leveraging local option taxes, and deploying public funding for infrastructure development. Stops included visits to Missoula, Coeur d'Alene, and Sandpoint.

Of particular significance to BCRD was our observation of the City of Sandpoint's development of sports-related infrastructure. They are in the early stages of constructing a 40,000-square-foot indoor facility, coupled with a comprehensive master plan encompassing fields, parks, and supporting infrastructure, serves as a valuable case study. There is much insight to gain from their strategic planning and execution methodologies, which can inform our own initiatives moving forward.



Spending Authority and Limits SOP

Revised May 2024

The Spending Authorities and Limits policy has been established to provide guidance to staff who expend BCRD funds. Spending authority and limits include any budgeted and unbudgeted expenses as described below. Staff should use their best judgement and integrity when making purchases on behalf of BCRD. Please adhere to the following policy when expending BCRD funds:

Spending authority for budgeted expenses

- Executive Director - Authorization to expend BCRD funds for items exempt from procurement procedures.
- Directors - \$10,000
- Managers - \$5,000
- Coordinators - \$1,000
- All staff - \$150

Staff with spending authority can spend BCRD funds for items only as allowed within annual budgets approved by the Board of Directors in support of BCRD activities. For spending over the authorized limits established above requires approval by their immediate supervisor. Exceptions for spending limits may be approved by the Executive Director.

Spending for unbudgeted expenses

Budget managers are expected to spend according to approved budgets and use their best judgement in managing individual line items. For any unbudgeted expenses, check with your immediate supervisor to ensure unbudgeted expenses do not exceed the total budgeted expenses within a given department code. Any anticipated unbudgeted expense exceeding the total budget within an individual department code must have prior approval from the Executive Director. Any anticipated exceedance of the overall BCRD budget must have approval by the Board of Directors.

All emergency expenses budgeted (exceeding spending authority) or unbudgeted must be approved by the Executive Director and may require approval from the Board of Directors.

Additional Guidelines

- Use local vendors for purchasing supplies whenever possible.

- Purchase from vendors with whom BCRD has an established account. Please check with the Finance Department for a list of current vendors. If you purchase from a vendor who does not have a BCRD account work with the Finance Department to establish an account.
- When using a credit card to make purchases please follow appropriate process for reporting your expenses.



To: Blaine County Recreation District Board Members
From: Mark Davidson, Executive Director
Date: May 6, 2024
Re: Discussion and approval of contract for Master Planning Services

Background:

In March, BCRD published an RFP to request proposals from experienced and qualified planning and consulting firms for professional master planning services including site planning for sports and recreation infrastructure on three sites which include: BCRD Aquatic Center, Quigley Trails Park and possible site plan for the Flying Hat East property.

The schedule below was followed for submissions:

| | |
|--------------------|---|
| February 15, 2024: | Approval date of RFP for Master Planning Services |
| March 29, 2024: | Deadline for submittal of questions or requests for clarification |
| April 17, 2024: | Proposals due and opening of bids |
| April 19, 2024: | Evaluation of proposals |
| April 26, 2024: | Notification of interviews |
| April 26, 2024: | Consultant team interviews |
| April 29, 2024: | Conducted reference checks |
| May 6, 2024: | Anticipated approval of consulting team by BCRD Board |
| May 7, 2024: | Begin contract negotiations |

Five proposals were received by the April 17th deadline. Proposals were reviewed by the Master Plan selection committee consisting of the following individuals: Mark Davidson (Executive Director), Eric Rector (Director of Trails and Infrastructure, Mary Rose (Operations Manger), Jeremy Greenberg (Communications Manager), and Mary Fauth (BCRD Board member).

Cost Information:

| | |
|---------------------------------|-------------------------|
| JUB Engineers, Inc. | \$321,000 |
| The Sports Facilities Companies | \$274,000 |
| JLG Architects | \$238,500 |
| GGLO | \$225,000 |
| The Land Company | Total cost not provided |

The selection committee met on April 19th to review proposals and evaluate if follow up interviews were needed in making a decision. The committee selected J.U.B. Engineers and The

Sports Facilities Company to be interviewed. The Planning committee, conducted interviews on April 26th and used the criteria set forth in the RFP, included below, to inform our decision.

Minimum Qualifications (from RFP)

- Demonstrated knowledge and recent experience in completing similar work successfully for public sector clients within scope and schedule.
- Demonstrated ability to develop recreation facility master plans for indoor and outdoor sports related buildings, fields, courts, and parks.
- Proven ability to assemble a complete and competent team capable of delivering all aspects of Master Planning needs as identified in the Scope of Services above.
- Proven ability to create strong public engagement and participation while incorporating community feedback and data into the process.

Evaluation Criteria (from RFP)

- Experience and knowledge in completing Master Plans for similar recreation districts and for indoor and outdoor recreation infrastructure.
- Creative, timely approach to issues.
- Ability to complete the project within a given timeframe and budget.
- Ability to maintain communication on project development.
- Ability to engage partners and stakeholders during the process.
- Experience and involvement with subsequent implementation phases associated with similar previously completed projects.

After the interviews were conducted Mark Davidson followed up with references provided by each of the consulting teams interviewed by the committee. The information from the reference checks was shared with each of the committee members with further input from the committee based on the feedback. Based on these discussions and deliberations the committee recommends J.U.B. Engineers be selected to implement the Sports and Recreation Infrastructure Master Plan.

Recommended Motion:

To authorize the Executive Director to initiate contract negotiations with J.U.B. Engineers for Master Planning Services. Final approval from the Board will be secured at a future meeting upon successful contract negotiations have been completed with an agreed upon fee schedule.