



BOARD MEETING AGENDA

Tuesday, February 9, 2021
Derby Recreation Center
6:00pm

801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

- A. Consent Agenda *(action required)*
1. Regular Meeting Minutes January 2021
 2. Checks and Vouchers January 2021
 3. USD 260 Treasurer Report
 4. 2021 Swim Club Agreements
 5. OID Maintenance Agreement
 6. Derby Jr Football Agreement

B. Superintendent Report *(receive & file)*

C. Staff Highlights *(receive & file)*

PUBLIC FORUM

PROGRAM HIGHLIGHT

D. KRPA Virtual Conference Opening Video *(receive & file)*
Mykalynn Penny, Director of Marketing

OLD BUSINESS

NEW BUSINESS

- E. 2020 Grant Report *(receive & file)*
Mykalynn Penny, Director of Marketing
- F. 2020-2021 Audit Engagement *(action required)*
Derek Smith, Director of Administration
- G. Purchase Requests *(action required)*
Brian Lees, Assistant Director of Facilities
- a. Mower
 - b. Maintenance Vehicle
- H. Executive Session
Personnel



DERBY RECREATION COMMISSION
Statement of Receipts & Expenditures
For the Six Months Ending Thursday, December 31, 2020

	Actual	Prior	Actual	Prior	Budget	Dollar
	Current Mo.	Current Mo.	YTD	YTD	YTD	Variance
Statement of Receipts						
Mill Levy	\$41,692.10	\$43,128.61	\$208,182.79	\$203,689.42	\$2,891,920.00	(\$2,683,737.21)
Recreation Center	66,697.60	75,446.54	399,183.37	570,936.58	1,177,353.00	(778,169.63)
Oaklawn Activity Center	(52.00)	320.00	1,508.40	3,390.00	4,950.00	(3,441.60)
Hubbard Center	(165.00)	0.00	2,095.00	3,199.24	5,000.00	(2,905.00)
Rock River Rapids	77,648.29	120.00	191,624.48	307,286.79	631,200.00	(439,575.52)
Adult Programs	11,552.90	14,275.20	63,176.33	86,359.66	151,700.00	(88,523.67)
Youth Programs	9,140.55	12,965.97	76,677.76	73,941.77	351,140.00	(274,462.24)
Oaklawn Programs	15,000.00	10.00	18,700.00	45.00	200.00	18,500.00
Special Programs	0.00	40.00	20.00	70.00	3,450.00	(3,430.00)
Other	(266.00)	2,475.00	85,651.07	41,390.00	58,326.00	27,325.07
Interest	368.50	6,002.87	4,501.64	20,559.72	25,000.00	(20,498.36)
Employee Benefit Fund	14,312.74	14,747.45	71,494.98	78,006.87	993,521.00	(922,026.02)
Encumbered Funds	0.00	0.00	0.00	0.00	3,811,639.00	(3,811,639.00)
Total Receipts	\$235,929.68	\$169,531.64	\$1,122,815.82	\$1,388,875.05	\$10,105,399.00	(\$8,982,583.18)

	Actual	Prior	Actual	Prior	Budget	Dollar
	Current Mo.	Current Mo.	YTD	YTD	YTD	Variance
Statement of Expenditures						
Recreation Center	\$69,523.77	\$80,110.37	\$506,105.61	\$567,832.46	\$1,218,870.00	(\$712,764.39)
Capital Fund	17,119.96	18,255.97	154,293.99	217,894.06	4,097,472.00	(3,943,178.01)
Oaklawn Activity Center	11,051.51	24,170.90	53,159.80	107,066.28	304,000.00	(250,840.20)
Hubbard Center	6,449.21	612.16	188,493.05	9,311.68	433,665.00	(245,171.95)
General Operating	83,577.78	75,270.39	512,610.57	558,060.12	1,058,033.00	(545,422.43)
Adult Programing	31,264.24	22,556.76	212,858.51	179,530.74	470,457.00	(257,598.49)
Youth Programing	18,698.26	14,264.87	168,295.07	132,964.23	503,840.00	(335,544.93)
Rock River Rapids	5,274.13	63,517.97	210,499.55	322,773.28	631,200.00	(420,700.45)
Oaklawn Programs	1,339.06	8,234.96	16,368.35	46,652.31	81,450.00	(65,081.65)
Special Programs	0.00	394.91	0.00	1,838.91	4,600.00	(4,600.00)
Maintenance	5,766.81	5,452.55	56,545.27	48,307.93	200,700.00	(144,154.73)
Employee Benefit Fund	71,412.72	71,044.56	448,141.91	455,961.36	1,007,192.00	(559,050.09)
Other	610.24	4,241.56	11,910.55	29,678.91	93,920.00	(82,009.45)
Total Expenditures	\$322,087.69	\$388,127.93	\$2,539,282.23	\$2,677,872.27	\$10,105,399.00	(\$7,566,116.77)
Net overall Rev. vs Exp.	(\$86,158.01)	(\$218,596.29)	(\$1,416,466.41)	(\$1,288,997.22)	\$0.00	(\$1,416,466.41)

DERBY RECREATION COMMISSION
Balance Sheet
For the Six Months Ending Thursday, December 31, 2020

	December	2020
Assets		
Petty /Cash Bags	\$0.00	\$3,750.00
Cash in Bank - Start Up	0.00	(1,300.00)
Cash in Bank	117,286.80	154,515.18
Cash in Bank - Investments	(179,962.37)	2,171,407.92
FSA	(2,758.54)	2,484.59
Accounts Receivable	(4,131.30)	(19,974.96)
Fixed Assets	0.00	9,198,259.61
Rental Holding Account	650.00	(809.28)
Hubbard Center Cost	0.00	0.00
Total Assets	(68,915.41)	11,508,333.06
Liabilities & Funds		
Liabilities		
Clearing Accounts	9,809.73	31,044.16
Accounts Payable	7,010.57	27,306.19
Wage Payable	0.00	0.00
Flex Spending Account Payable	445.19	(13,958.87)
Accrued Benefits Payable	0.00	0.00
KPERS Payable	(0.01)	(10.63)
ICMA Payable	0.00	0.00
Life Insurance Payable	(24.88)	(58.76)
Payroll Taxes Payable	0.00	0.00
FICA Tax Payable	2.00	(27.00)
Federal Income Tax Payable	0.00	(0.33)
State Income Tax Payable	0.00	(1.06)
DRC Remodel Project	0.00	0.00
Total Liabilities	17,242.60	44,293.70
Fund Balance		
Equity - General Fund	0.00	3,613,564.21
Equity - Employee Benefit Fund	0.00	68,681.95
(Over)/Under Expenditures	(86,158.01)	(1,416,466.41)
Total Fund Balance	(86,158.01)	2,265,779.75
Investment in Fixed Assets	0.00	9,198,259.61
Total Liabilities & Funds	(68,915.41)	11,508,333.06



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 1, 2021

RE: 2021 SWIM CLUB AGREEMENTS

These agreements have been adjusted to reflect changed dates 2021.

There are no recommendations for fee increases in 2021.

All costs are calculated to fully compensate Rock River Rapids for its staff used during meets and practices.

Attached
Swim Club Contracts



DERBY SWIM CLUB
POOL AGREEMENT 2021

BY AND BETWEEN

The DERBY RECREATION COMMISSION hereinafter referred to as the “DRC” and the DERBY SWIM CLUB, hereinafter referred to as the “DSC.”

IT IS UNDERSTOOD that to have an effective competitive swimming program for all the residents of Derby, the cooperation of all agencies involved is important.

The intent of this agreement is to establish basic guidelines of responsibilities as they relate to the use of Rock River Rapids Lap Pool. This instrument is not intended to be legally binding and shall be subject to periodic review and modification.

It is in this “Spirit of Cooperation” that the parties acknowledge the following agreements:

DRC AGREES TO:

1. Allow the DSC to share in the use of Rock River Rapids Lap Pool from 6:45am – 9:00am Monday through Friday for the period May 31 2021 (or when the pool is ready, as determined by the DRC) until the conclusion of the season.
2. Allow the DSC the use of Rock River Rapids Lap Pool for up to 4 swim meets from 5:00pm to 11:00pm (as long as the City of Derby allows use until this hour); understanding that weather may cause rescheduling of meets to another evening if this can not be accommodated. Additional meets may be scheduled at the discretion of the DRC.

DSC AGREES TO:

1. Conduct its practices in a manner that does not interfere with swimming lessons or the general public’s use (as determined by the DRC).
2. Have a sufficient number of currently certified, DRC employed lifeguard(s) **in the guard chair** and other appropriate staff available and/or on deck whenever the pool is being used. The designated lifeguard(s) must attend a DRC pre-season pool staff in-service training to be fully familiar with specific emergency procedures. Further, the DSC agrees to reimburse the DRC after the final home meet of the season for wages paid to this guard(s) at a rate of \$12/hr/guard, guest services at a rate of \$12/hr/guest services and managers at a rate of \$15/hr/manager.
3. Ensure that the facility is cleaned and equipment put away in its proper place following all events and after all scheduled practices.

4. That the times of departure are adhered to so as not to interfere with the general public's pool use and in consideration of the neighborhood.
5. Inform the DRC of any cancellations or requested time changes as soon as possible so as not to take away from or interfere with the general public's use of the pool.
6. Provide a liability insurance policy or a hold harmless agreement for all practice times and swim meets, exempting the DRC, the City of Derby and all of its administrators and officers from liability.

IT IS FURTHER UNDERSTOOD that the times and dates requested are for team practices and meets and that the facility is not to be used by individuals or groups of individuals at any time for their personal use.

DATED this _____ day of _____, 2021.

Swim Club President

DRC Superintendent

WICHITA AQUA SHOCKS
POOL AGREEMENT 2021

BY AND BETWEEN

The DERBY RECREATION COMMISSION hereinafter referred to as the “DRC” and the Wichita Aqua Shocks, hereinafter referred to as the “WAS.”

IT IS UNDERSTOOD that to have an effective competitive swimming program for all the residents of Derby, the cooperation of all agencies involved is important.

The intent of this agreement is to establish basic guidelines of responsibilities as they relate to the use of Rock River Rapids Lap Pool. This instrument is not intended to be legally binding and shall be subject to periodic review and modification.

It is in this “Spirit of Cooperation” that the parties acknowledge the following agreements:

DRC AGREES TO:

1. Allow the WAS to share up to three lanes in the Rock River Rapids Lap Pool from 9:00am – 10:30 AM and one lane from 10:30-11:30 Monday through Friday and three lanes on Saturday from 10:00 AM – 12:00 PM from May 31, 2021 (or when the pool is ready, as determined by the DRC) until the end of the season.
2. Allow the WAS the use of Rock River Rapids Lap Pool for a weekend swim meet from 3:00pm to 11:00pm. WAS will be charged \$100 per hour for all normal pool hours during the three days of the meet. WAS will also be charged \$100 per hour for all times outside of normal pool hours that the DRC is providing staff services.

WAS AGREES TO:

1. Conduct its practices in a manner that does not interfere with swimming lessons or the general public’s use (as determined by the DRC).
2. Have a currently certified, DRC employed lifeguard in the guard chair and other adequate staff whenever the pool is being used. The designated lifeguard(s) must attend a DRC pre-season pool staff in-service training to be fully familiar with specific emergency procedures. Further, the WAS agrees to reimburse the DRC after the final practice of the season \$12.00 per lane per hour.
3. Ensure that the facility is cleaned and equipment put away in its proper place following all events.

4. That the times of departure are adhered to so as not to interfere with the general public's pool use and in consideration of the neighborhood.
5. Inform the DRC of any cancellations or requested time changes as soon as possible so as not to take away from or interfere with the general public's use of the pool.
6. Provide a liability insurance policy or a hold harmless agreement for all practice times and swim meets, exempting the DRC, the City of Derby and all of its administrators and officers from liability.

IT IS FURTHER UNDERSTOOD that the times and dates requested are for team practices and meets and that the facility is not to be used by individuals or groups of individuals at any time for their personal use.

DATED this _____ day of _____, 2021.

WAS President

DRC Superintendent



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: January 30, 2021

RE: OID MAINTENANCE AGREEMENT

Attached is the 2021 OID maintenance agreement. It is unchanged from the previous year. The DRC has maintained Idlewild Baseball field and scheduled games there for many years. The OID approved the agreement in their Feb 3rd Meeting.



**OAKLAWN BASEBALL/SOFTBALL
AGREEMENT
2021**

BY & BETWEEN

OAKLAWN IMPROVEMENT DISTRICT,
Hereinafter referred to as "OID"

And

DERBY RECREATION COMMISSION
Hereinafter referred to as "DRC"

It is understood that an effective baseball/softball program for the residents of Oaklawn, USD 260, can be best achieved and administered only through the cooperation of all agencies involved.

The intent and purpose of this agreement is to establish basic guidelines of responsibilities as they relate to parks, recreation and facilities. This instrument is not intended to be legally binding and shall be subject to periodic review and modification.

It is with this "Spirit of Cooperation" that the parties acknowledged the following basic agreements.

LENGTH OF AGREEMENT: This agreement will be reviewed as needed. As an agreement, either party may end this relationship at any time.

DRC AGREES TO:

1. Coordinate all activities and scheduling, so as to make the best use of public held recreation facilities.

2. Negotiate lease agreements when necessary (private tournaments, etc.), and pursuant to a fee schedule attached here as Exhibit 1; DRC staff will notify the OID office.
3. Provide weekly schedules to OID on field use.
4. Hire (from Recreation Commission budget) seasonal help to assist in the proper maintenance of the playing fields.
5. Water, edge, trim, and pick up trash in the ball field areas, in parking lots and along fence lines during the recreational season.
6. Drag and float all infield surfaces to provide safe and adequate playing conditions.
7. Regularly inspect all playing areas for dangerous conditions and promptly correct such conditions or take such action, including but not limited to postponement of scheduled activities, as is necessary to protect users of the facility and the public.
8. Line, stripe, and mark all fields for game preparation.
9. Provide for the minor daily maintenance of bleachers and backstops.
10. Administer a youth baseball/softball program for the residents of Oaklawn/USD 260.
11. Provide proof of insurance for DRC activities.
12. Provide a scholarship program for USD 260 participants.
13. Mow the newly renovated field.
14. Open and close restrooms for event use, when needed.

OID AGREES TO:

1. Mow and maintain all park areas, except playing areas maintained by DRC.
2. Maintain permanent restroom facilities including annual winterizing.
3. Provide equipment on an "as available" basis at direction of OID staff.
4. Provide access to park facilities to the DRC for proper pre-season and post-season maintenance.
5. Pay all utility costs, including water utility and electric utility, associated with park operations.
6. Maintain ball field sprinkler system, start up, and shut down.
7. Provide trash barrels and dumping as needed.
8. Provide all fertilizers and weed killers, as to maintain ball field areas, with approval from OID Board on each individual basis as needed.
9. Provide ag-lime, dirt, sand, and similar materials for ball field, as necessary for proper maintenance, with approval from OID Board on each individual basis as needed.

Date

Director, OID

Superintendent DRC



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: January 31, 2021

RE: DERBY JR FOOTBALL AGREEMENT

Derby Junior Football has elected to renew their flag football sponsorship agreement in the same format as last year. Please find the updated 2021 agreement attached.



DERBY RECREATION COMMISSION PARTNERSHIP AGREEMENT

Wherever possible the DRC develops partnership agreements with individuals and organizations to outline expectations for the partnership.

Partnerships:

- Facilitate communication
- Develop long-term consistency in the working relationship
- Document positive partnerships to pursue grants and intergovernmental financing
- Demonstrate to the citizens local organizations are working together to maximize resources for the best possible outcomes in service delivery

PARTNERING AGENCIES: Derby Recreation Commission (DRC)
Derby Jr. Football, Derby, Kansas (Derby Jr. Football)

GOALS: Outline programming areas Derby Jr. Football will sponsor in 2021.

BENEFITS:

- DRC receives valuable contribution in support of its programming.
- Derby Jr. Football continues its commitment to the community.
- DRC acknowledges that commitment in various forms spelled out in the agreement.
- Youth served by the DRC continue to have high quality, low cost recreational opportunities.

LENGTH OF AGREEMENT: Renewed annually.

Derby Recreation Commission agrees to:

- Place contact information for DJF official in program guide.
- Provide the following acknowledgements for flag football league sponsorship:
 - Place DJF feather banner on site on game days.
 - Title sponsorship of flag football league posted on outdoor LED sign.
 - Place Derby Jr. Football name/logo on all promotional and registration material regarding the Flag Football Program
- Provide DJF with a contact name for relaying any messages for broadcast on “notify me” service.

Derby Jr. Football agrees to:

- Sponsor the Flag Football Program.
- Contribute an amount of \$800 in June 2021 for its combined sponsorship of DRC programs. (Invoiced by DRC in May 2021)

Derby Recreation Commission

Derby Jr. Football

Date

Date



MEMORANDUM

TO: DRC BOARD MEMBERS
FROM: Chris Drum, Superintendent of Recreation
DATE: February 4, 2021
RE: SUPERINTENDENT REPORT

- Met with DRC Board Chairman, Rick Ruff to review the January Board Meeting agenda.
- Met with Director of IT, Rob McDonald and Director of Marketing, Mykalynn Penny to develop facility voiceover recordings for COVID protocol and adherence.
- Attended multiple CivicPlus website redesign meeting for the DRC and RRR websites. Anticipated go live date for the new website is February 25th.
- Worked with staff to develop a video for the KRPA Virtual Conference opening session.
- Attended youth basketball leagues to monitor COVID safety and adherence to protocol measures.
- Met with programming staff regarding the OAC Community Garden. Staff is evaluating the long term feasibility of the garden.
- Met with Director of Marketing, Mykalynn Penny and Director of Administration, Derek Smith to review the RRR marketing budget for 2021.
- Attended the first session of Youth Job Connections and provided opening remarks to the parents and students.
- Met with our Auditor, Eric Meyer to review the 2021 Audit Engagement and implement changes to the agreement for an earlier completion date.
- Attended a KPERS webinar.
- Met with programming staff regarding our Connect program.
- Attended the virtual KRPA Board Meeting on January 15.

- Reviewed monthly financials.
- Met with Aquatics staff regarding wage analysis for lifeguards and aquatic staff.
- Met with Director of Programs, Vanessa Buehne to review the annual fitness schedule.
- Met with Maintenance staff regarding equipment needs including a maintenance vehicle and mower.
- Held a meeting with Art Director, Aimee Geist, Director of Programs, Vanessa Buehne and Asst. Director of Programs, Dee Anna Claytor to evaluate the offering of our summer theater program. Due to the long term planning requirements, structure of the program and uncertainty of COVID conditions this summer staff has elected to not offer this program this summer.
- Attended our annual RRR marketing meeting with City staff to review proposed 2021 marketing budget.
- Attended the KRPA Annual Conference. The conference was held virtually this year.
- Met with DRC Attorney, Randy Pankratz multiple times regarding a personnel matter.
- Superintendent renewed Certified Parks and Recreation Professional certification.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Darcie Parkhurst, Director of Facilities

DATE: February 9, 2021

RE: JANUARY FACILITY HIGHLIGHTS

Director of Facilities

- Held weekly meetings with aquatic and facility staff.
- Total members; 6786.
- Kids Club membership 206, attendance 905.
- DNMS Bus membership 13, usage 203.
- Completed corporate usage reports as well as corporate invoicing for monthly memberships.
- Participated in Exceptional Experience Workgroup monthly meeting.
- Took part in DRC website re-design meetings.
- Continued to monitor Sedgwick County Health guidelines and other Covid Safety requirements.
- Attended the DRC Board Meeting on Jan. 12.
- Participated in OAC Community Garden Discussion with staff.
- Participated in Wellness Committee monthly meeting.
- Attended monthly Perfect Mind meeting.
- Took part in Aquatic Steering Committee meeting Jan. 15.
- Interviewed and hired a new GS employee.
- Taught a Lifeguard Instructor Review class on Jan. 30

Assistant Director of Facilities

- Attended weekly Coordinator and Aquatics meetings
- Developed weekly work schedules for DRC, OAC, and HAC facility staff
- Programmed OAC access for weekly rentals and new staff members
- Programmed HVAC for multiple changes to Fitness Schedules
- Contacted vendors to initiate Annual maintenance planning and timeline.
- Attended Building Controls PM/COVID prevention zoom meeting.
- Attended Programming/Facilities meeting Jan 12th.

- Walked OAC with Johnson Controls Representatives
- Walked all facilities with Maintenance supervisor.
- Interviewed new Fitness Specialist
- Obtained bids for heater replacement/Budgeting costs
- Met with flooring contractors.
- Contacted Bus vendors and updated specifications.
- Assisted USD 260 Maintenance staff with damage investigation
- Initiated bollard replacement estimates
- Acquired more PPE for DRC and RRR
- Met with USD 260 crews for parking lot bulb replacement at OAC

Fitness Center

- Repairs completed by Mid-States on equipment
- Torn pads replaced/resurfaced

Indoor Pool

- Completed filter maintenance as needed.
- Completed weekly schedules for all aquatic staff.
- Attended weekly aquatic management meeting.
- Held in-service on January 10th virtually
- Co-taught LGI Review Course on January 29th
- Prepared information for February Virtual In-service

Oaklawn Activity Center

- January usage, 672
- Derby Wrestling Club utilizing Cafeteria for practices
- USD 260 construction continuing SE of facility.
- Gym used for youth and adult Basketball leagues
- Rentals Facilitated
 - Radio Control Club
 - Girl Scouts
 - Corvair Club
 - China Painters
 - Private Rentals
 - Boy Scouts

Rock River Rapids

- Multiple Calls made to Air-gas for tank Pick-ups at RRR
- Ordered and received Chlorinator for Shallow pool.
- Continued season pass sales and began accepting after hour rentals, and otter party rentals.

Maintenance & Fleet

DRC

- Sanitized all equipment and surfaces
- Jackie Ray continuing repainting/touch-up
- Shut Off valves replaced on Chlorinator
- Pool water fountain Thermostat replaced
- Painting continuing in high traffic areas
- Furnace #2 pressure switches replaced
- Christmas lights removed

OAC

- Routine maintenance
- Sanitized all equipment and surfaces
- Interior painting of high traffic areas by Jackie Ray
- Parking Lot bulbs replaced
- Water heater unions replaced due to leaks
- Boiler coupling replaced
- Tiles replaced in cafeteria and waxed

HAC

- Wire shelves continuing to be added to storage closets
- Sanitized all equipment and surfaces
- Christmas lights removed
- Thermostat covers added

Buses

- Routine maintenance performed on both White and Blue buses
- Interiors sanitized

Fleet

- Routine maintenance performed
- Interiors sanitized
- 2008 F250 had new catalytic converters installed after theft
- 2016 F150 in shop for body damage repairs

DRC Membership Comparison Report

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Jan	4460	3961	5008	7089	7104	7629	7341	7459	9145	6786
Feb	4400	3863	5126	7025	7182	7655	7166	7532	9137	
Mar	4367	4113	5174	7259	7259	7946	5967	7862	8761	
April	4225	3854	4944	7005	7052	7854	7291	7569	8664	
May	4106	3742	4990	6786	7125	7547	6795	7527	8153	
June	4006	3709	4920	6708	7033	7309	6747	7534	7697	
July	3750	3502	4881	6330	6653	6990	6501	7206	7162	
Aug	3268	2940	4129	6512	6572	6087	6620	7681	6869	
Sept	3568	3153	4508	6019	6244	6345	6355	7665	6258	
Oct	3515	3571	4668	6156	6442	6606	6450	7569	6209	
Nov	3501	3963	4766	6397	6640	6886	6717	7730	6231	
Dec	3622	4354	4849	6486	6882	6642	6560	7701	6077	
	46788	44725	57963	79772	82188	85496	80510	91035	90363	6786

construction

membership
promotion

Go Live/new software Mar 15

new software reports

membership
restructure

**MEMORANDUM**

801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

TO: DRC BOARD MEMBERS

FROM: Vanessa Buehne, Director of Programs

DATE: February 2, 2021

RE: JANUARY PROGRAM BOARD HIGHLIGHTS

Program Area Highlights**Director of Programs**

- Attended meetings with Dee Anna and the programmers throughout the month.
- Attended weekly directors meetings.
- Had the initial orientation with the two interns on their first day, and met with them weekly throughout the month.
- Attended internal meetings regarding: program marketing, the Community Garden, Camp DRC, the Camp Center Stage theater program, Exceptional Experiences Workgroup, Wellness Committee meeting, and the aquatic steering committee.
- Took part in making the video for KRPA.
- Met a few times throughout the month with my co-presenters for the KRPA conference to put together our presentation.
- Presented the first night of the Youth Job Connections program.
- Developed signage needs for Gym 3, to help communicate to our members when programs are being held on that court.
- Met with Todd, Darren, and a potential instructor to offer a TGA golf program in the spring.
- Added a few documents to the Program Policies and Procedures manual.
- Reviewed and edited content for the Community Outreach portion on the website.
- Edited content for the January DRC newsletter.
- Dee Anna and I continued working on the comprehensive Community Outreach plan.
- Assisted Aimee with the Homeschool Creation Lab class in the absence of the current instructor.
- Attended a few youth basketball games throughout the month.

- Dee Anna and I met with Burke Jones, with USD 260, regarding the future usage of Panther Stadium.

Assistant Director of Programs

- Attended meetings with Vanessa and the programmers throughout the month.
- Attended internal meetings regarding: program marketing, the Community Garden, Camp DRC, the Camp Center Stage theater program, and the aquatic steering committee.
- Secured the Volunteer of the Year Award and presented the award to Jennifer Cox at the January board meeting.
- Postcards were sent out for volunteers to pick up their volunteer gifts.
- Completed the 2020 Comparison Report and new programs report in preparation for the annual report.
- Spent time in the Kids Club observing staff.
- Checked off personal training sessions throughout the month.
- Emailed with Brock Stuhlsatz of the Lions Club regarding upcoming volunteer opportunities.
- Met with Ashlynn regarding the budget for the Beach grant. Helped clean the OAC cafeteria in preparation for the upcoming cooking club.
- Added a few documents to the Program Policies and Procedures manual.
- Edited content for the January DRC newsletter.
- Completed the 2021 newsletter schedule.
- Met with the 2 new interns and gave them a tour of the OAC.
- Vanessa and I continued working on the comprehensive Community Outreach plan.
- Assisted Aimee with the Homeschool Creation Lab class in the absence of the current instructor.
- Vanessa and I met with Burke Jones, with USD 260, regarding the future usage of Panther Stadium.

Aquatics

DRC Aquatic Programs:

- Scheduled WSI's for winter session 1 lessons which served 43 children
- Assigned instructors to 27 private swim lessons
- Reviewed spring program master report to ensure offerings are correctly entered in Perfect Mind
- Completed summer master list for DRC summer course offerings

- Developed and led the lifeguard in-service on January 10
- Taught LGI course
- Prepared for Valentine Swim
- Prepared presentation for Association of Aquatic Professionals Conference session
- Coordinated with Derby Dive Center to use indoor pool space & invoiced
- Coordinated with Mykalynn to advertise lifeguarding classes
- Created 2021-2022 Unsinkables proposal for Chris to discuss with Ms. Bohaty

RRR Aquatic Programs:

- Completed summer master list for RRR course offerings
- Assisted with staff reminders to reapply and with tracking returning applications
- Reviewed and provided recommendations for webpage updates regarding Aquatic programs and facilities
- Updated financial information through December 2020 for 2020 RRR summit and annual reports
- Coordinated with Mykalynn to advertise lifeguarding classes
- Met with two returning managers regarding summer availability confirmations

Staff Emergency Preparedness (EAP):

- Developed email for Vanessa and/or Dee Anna to send to staff to create a mock drill committee
- Updated RRR Crisis Management Plan

Professional Development & Meetings:

- Attended weekly aquatic meetings
- Attended weekly programmers meetings
- Attended 1-on-1 meeting with Dee Anna and Vanessa
- Met with the interns
- Attended aquatic steering committee meeting on January 15
- Attended Association of Aquatic Professionals Professional Development and Board of Directors meetings

Art

Programs

- 200 students have registered for winter 2021 classes, surpassing winter 2020 registration. Program income has increased by 26% over last winter.
- New programs include: Morning Carve and Coffee, String Art for Adults, String Art Teens, Sewing: Valentine Gnomes, Trucks and Toppers.
- SOLD OUT programs include: Sewing: Valentine Gnomes (added a second class that also sold out), Young Artist: Potter's Wheel for Teens, Hip Hop Dance for 5-9 year olds, Tiny Ballerinas 3-4 year olds (both classes), Potter's Wheel and Handbuilding for Adults.

- Numerous classes are close to capacity including: Sip and Paint: Get Your Paint On!, Free Spirits' Create Abilities, and Tiny Ballerinas 5-6 year olds.
- Cancellation rate of classes due to low enrollment has plummeted to 17% from more than 50%-65% in previous years.
- Received a gift of more than 40 pieces of bisque ware from an estate. Looking forward to using many of the large pieces for our Christmas in July programming.
- Outreach program for Homeschool Creation Lab filled to capacity with 13 very active students.

Attended regular meetings including Exceptional Experiences committee.

Networking

- Continued community work:
 - WSU Art Advocates
 - Chamber Music of Wichita, Board Secretary
 - Derby Arts Council member

Fitness

Personal Training:

- The 10% personal training special ended on January 31.
- Personal trainers are working with a variety of members from ages 8 to 80. They train with social spacing and wear masks at all times. It has been a very successful transition with the Covid guidelines.

Group Fitness:

- Met with Maintenance Director on setting up the wall in the patio area for the Emergency and Tactical classes.
- Created and implemented the Spring Break schedule of fitness classes.
- January schedule offered 88 fitness classes a week.
 - Youth classes-8
 - Aquatics classes-17
 - Cycle classes-7
 - OAC classes-2
 - Land classes -37
 - Mind and Body classes-17
- Created the 2021-22 fitness break schedule with modified weeks.
- New classes in January schedule.
 - Emergency Fitness; this class is taught by our DRC personal trainer and Wichita fire fighter. This challenging class will use the skills needed to be a fire fighter as the workout. Anyone is welcome, fire fighters or even if you ever wanted to be one!
 - Tactical Training; uses the life skills that it takes to be in the police force. A great workout for everyone!

- Soul Fusion- a combination of yoga and strength
- Extreme Sports Agility- a high intensity sports drill class for ages 11-16
- Yoga Yin- this yoga class hold poses longer
- Meditation and Stretch- a class for mental wellness
- Making the Cut- weight lifting class for everyone
- Tone and Sculpt- a new instructor teaching a combination of weight and cardio

Outreach:

Outreach members

- Wayland Associates at Oaklawn Activity Center
 - Stretch and strength 1 x a week
- Senior Center
 - Cardio Core and More
 - Water in Motion (DRC)
- Morton Salt
 - Working on videos and zoom presentation for Morton Salt in Hutchinson, Kansas.
 - Continue to create the fitness videos for the weight loss challenge.
 - Constantly editing of the videos to put on our DRC You Tube channel.
 - Weekly contact with Morton salt employees with videos and encouragement.

Wellness:

- Virtual wellness meeting; prepared for 2021 events.

Marketing:

- Sprout is team management software that we are using to post the fitness classes on Instagram, Facebook, and Twitter.
- Working on the marketing of the classes that have lower attendance. Creating the artwork and wordage to use in Sprout.
- Posted the classes that are new in January.
- Met with Marketing Director on marketing for the fitness instructor's charity.

Special Events and Meetings:

- Maintain no Gain had its final weigh in. The shirts are ordered, received and the members will be able to pick them up at the fitness center desk.
- Instructor charity event; ICT SOS is a local organization that distributes supplies to children of human trafficking. The DRC fitness instructors will be collecting items from members to go into these bags. They will volunteer their time to help with cleaning and packing the items to send to the organization. The Week of Love is from February 8-14, the instructors will be accepting items all through this week.

Health and Wellness

Derby Recreation Commission:

- Completed PM forms for spring.
- Attended staff and programmers meetings.
- Managed timeclock for staff.
- Managed winter wellness and kitchen programs.
- Met with DRC administration, school district and senior center regarding the usage of the garden at the OAC.
- Managed substitute instructors for a variety of classes due to Covid exposure.
- Worked with KRPA to send a nutrition video for KRPA conference.
- Worked with administration to develop DRC video for KRPA.
- Met with interns and worked with them on a few projects.
- Attended going away walking event for DRC member.

Derby Health Collaborative:

- Held zoom meeting with bicycle committee.
- Developed and sent in 6 month report to CDC for Prevent T2.
- Managed logistics for youth job connections; room location, snacks, notebooks, thumb drives, etc.
- Taught Prevent T2, Keto class and youth job connections.
- Updated Facebook pages.
- Updated website.
- Got rooms ready and sanitized for wellness classes.

The Kitchen:

- Cleaned OAC cafeteria kitchen in preparation for Cooking Club.
- Organized 2 middle school cooking classes via the grant.
- Developed Teen Bake-Off Guidelines.
- Held Homeschool Outreach program.
- Communicated regularly with Kitchen staff.
- Cancelled kitchen classes when enrollment was not sufficient.
- Purchased supplies and developed schedule for OAC Cooking Club.
- Developed the Kitchen newsletter and sent out.
- Monitored receipts and expenses.
- Printed recipes and rosters for instructors.

Employee Wellness

- Worked with Wellsteps to present video on 2021 wellness plan.
- Developed Pickleball Palooza event.
- Hosted a “learn to play pickleball” lesson.

- Held Employee Wellness Committee meeting via Zoom.
- Developed and sent out employee newsletter.

Special Events, Special Programs and Oaklawn

- Continued to oversee the OAC Afterschool Program.
- Started registration for Session 3 Connect. Session 3 will run through February.
- Held 2 days of Camp DRC at the Hubbard Arts Center.
- Held Preschool Games in the DRC Pool.
- Continued working on Recreation Station parent registration packet and began looking for field trip ideas.
- Began reviewing Recreation Station summer applications.
- Began working on Kite and Bike Festival and Easter Egg Hunts.
- Free Spirits Basketball and Cheerleading seasons were canceled due to COVID.
- Free Spirits programming began with Create Abilities, Eat Healthy Be Active and Yoga.
- Programmed a second Free Spirits Create Abilities with Aimee.
- Finished and turned in 2021 Free Spirits delegation list.
- Reviewed and updated the Spring Master list and entered programs onto Perfect Mind forms.
- Purchased supplies and planned events for the Valentine's Tea Parties and Date Night Drop Off.
- Held Youth Horseback Riding at WRA with 11 attending.
- Participated in two KCCTO Online Courses for yearly Program Director KDHE requirements.
- Organized and planned for the start of OAC Afterschool clubs in February, March and April.
- Attended regular Exceptional Experiences Work group meeting.

Sports

- Supervised youth and adult basketball leagues.
- Prepared equipment bags and first aid kits for youth basketball teams.
- Scheduled youth and adult sports officials for winter sports leagues.
- Attended outdoor maintenance spring equipment purchase meeting.
- Winter Gymnastics began this month. 59 students are participating.
- Tae Kwon Do classes began this month at the OAC. 25 students are participating.
- Met with Derby Parks Director for complex rules and signage and shed placement at Decarsky Park.
- Supervised youth and adult sports on nights and weekends.
- Completed DRC adult basketball league game schedule.
- Scheduled DRC youth basketball practices at USD 260 school facilities and OAC.
- Held weekly meetings with Outdoor Maintenance staff.
- Attended all staff meetings.



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: February 4, 2021

RE: JANUARY ADMINISTRATIVE HIGHLIGHTS

Accounting/Risk Management

- Reviewed monthly books. Preparing monthly year over year comparisons for review.
- Received partial funding for CARES act requests.
- Assisted on development of RRR budget.
- Met on plan for outdoor maintenance equipment purchases.
- Met on accounting documentation for Beech family grant.
- Presented annual Audit for review.
- Worked with Auditor for annual renewal agreement.
- Conducting open enrollment for voluntary life policy.

Contracts

- Attended meeting on web site update as well as Rock River Rapids portion.
- Met with City on RRR marketing plan.
- Working with OID on annual maintenance agreement.
- Working with Derby Junior Football on annual sponsorship agreement.

Personnel

- Numerous hires.
- Developed summer recruitment material and posted summer jobs.
- Working on several personnel issues.
- Working with staff and customers on Covid safety precautions.
- Attended Employee Wellness Committee.

Other

- Working with marketing and IT on potential program guide revisions.
- Presented two hour training on resumes and interviewing for Youth Job Connections.

Technology

- Worked on the completion of the overhead message system at the DRC. Messages are now being played on the half hour.
- Worked with interns on some organization for the Cove Digital Media Studio.
- Met with interns several times in regard to possible e-sports events and programming.
- Did some upgrades on the OAC Technology Lab computers.

- Worked with a few staff on some individual computer issues.
- Met with Civic Plus in regard to some upcoming web-site upgrades.
- Met with Civic Plus and helped with the upgrade of our new DRC GO app that will be launched later this month.
- Worked with Coalition Computing to upgrade our accounting software Microsoft Dynamics to the latest version.
- Continued to upgrade individual computers in the office to Microsoft Windows 10.
- Spent time setting up a few new computers in the office. An upgraded system for bookkeeping and sports.
- Upgraded our current version of SQL to be able to run the new Dynamics software.
- Worked on some remote issues that a few of our staff were having.
- Met with Cox Communications on a few problems we were having at the OAC.
- Worked with Ron's Sign on some issues with some backlighting at the Hubbard Arts Center.
- Worked with the Derby Rotary Club on a few projects dealing with the KLC grant.

Marketing

Program Support

- Developed script and posted Winter protocol for opening of basketball season.
- Met with Aquatics to redesign department on the web page
- Met with Special pops and aquatics to determine how to promote new Adaptive swim lessons.
- Met with Art about constant contact to send out potential newsletter email
- Fulfilled marketing request to promote ICT SOS for Fitness
- Fulfilled marketing request for Teen Baking Showcase
- Secured sponsor for Teen Baking Showcase with Butler Community College.
- Started Spring Program Guide
- Created Trucks and toppers video for promotion.
- Streamed Basketball games on Facebook Live on January 23 and took photos.

Rock River Rapids

- Completed new website design worksheet, met with CivicPlus.
- Met with City to confirm RRR budget.
- Started 2021 promotion for RRR.

Miscellaneous

- Video Inspirational Wellness Award winner.
- Continued to monitor winter campaign numbers, altering and adding marketing as necessary.
- Contacted contract sponsors to renew for 2021.
- Solidified new website design with CivicPlus, scheduled test launch date.
- Recorded voice over spots for overhead speakers.
- Art directed DRC part in KRPA video for Stronger Together conference.
- Created a video promotion for Winter Campaign.
- Purchased an additional 2 weeks of GDKS sponsorship until Feb 8.

Social Media

DRC Facebook 'likes' – From Jan 5-Feb 1: 74 new page likes, 87 new page followers, 7 actions on page (call now button), 38,874 post reach (seeing our posts on their newsfeed), 619 Story Reach, 1,490 page views, 9,113 post engagements (likes, comments, shares), and 6 recommendations.

RRR Facebook 'likes' – From Jan 5-Feb 1: 4 new page likes, 17 new page followers, 0 actions on page (call now button), 918 reach (seeing our posts on their newsfeed), 25 page views, 21 post engagements (likes, comments, shares), and 0 recommendations



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

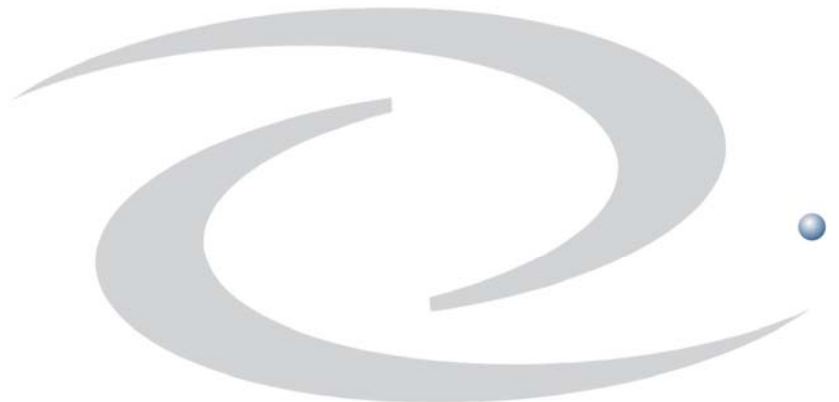
TO: DRC BOARD MEMBERS

FROM: Mykalynn Penny, Director of Marketing

DATE: February 4, 2021

RE: KRPA VIRTUAL CONFERENCE OPENING VIDEO

For the 2021 KRPA Virtual Conference, an invitation was sent to parks and recreation departments throughout the state to submit a short video, "We're All In This Together". At the meeting we will show you the video submitted by the DRC staff.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.



801 EAST MARKET
P.O. BOX 324
DERBY, KS 67037
TEL 316-788-3781
FAX 316-788-6549

MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Mykalynn Penny, Director of Marketing

DATE: February 4, 2021

RE: 2020 GRANT REPORT

Attached is a brief review of all grant funding for 2020.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.

2020 Grant Report

Walmart Stores (Derby) Program Support and Program Guide Sponsorship	\$2,000
CBK Bank Program Support, Program Guide Sponsorship, Notify Me	\$2,545
Kansas Leadership Center Beat the Virus Grant	\$3,000
Derby Jr Football Flag Football Sponsorship	\$800
Pepsi Various Sponsorships	\$3,500
Don Hattan Derby Various Sponsorships	\$8,800
Village Steppers OAC	\$150
Kansas Leadership Center Beat the Virus Grant	\$3,000
El Paso Animal Hospital OAC Afterschool, Various Sponsorships	\$1,406
J Russell Properties Youth Sports Sponsor	\$500
Derby Community Foundation Kids Kitchen Grant	\$750
Derby Community Foundation OAC Afterschool Grant	\$2,500
KDHE State of KS Crib Clinic Cribs Donation	\$4,000
United Health Care* Let's Diabeat This Campaign	\$9,438
Beach Family Foundation OAC Afterschool	\$15,000

Kansas Health Foundation
Stop the Virus Host

\$500

Anonymous Donor
OAC Afterschool

\$1,000

***Annual portion of \$25,000 grant from United Healthcare over three years**



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Derek Smith, Director of Administration

DATE: January 30, 2021

RE: 2020-2021 AUDIT ENGAGEMENT

Fees for last year's audit were \$7,750; the proposed fee for this year would not exceed \$7,750 plus expenses (travel, copies, postage). The DRC has been pleased with the quality of audit reports from George, Bowerman, and Noel, P.A. but expressed concerns about the timeliness. We have negotiated that the audit be returned to the DRC no later than October 15th to deliver to our partners at USD 260 in a timely manner and present the audit to the board in the November meeting.

We recommend the approval of the audit for the year 2020-2021 with George, Bowerman, and Noel, P.A.

Attached
Engagement Letter



GBN, P.A.

*Certified Public Accountants
Management Consultants
Tax Advisors*

12001 E. 13th St. North Wichita, Kansas 67206 Telephone (316) 262-6277 Fax (316) 265-6150

January 28, 2021

Derby Recreation Commission
801 E. Market
P.O. Box 324
Derby, Kansas 67037

Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for the Derby Recreation Commission, for the year ending June 30, 2021. We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements, of the Derby Recreation Commission, as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) and KPERS pension plan information, to supplement Derby Recreation Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Derby Recreation Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Required Supplementary Information for the KPERS Pension Plan:
 - a. Schedule of Commission's Proportionate Share of the Net Pension Liability
 - b. Schedule of Commission's Contributions

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted

accounting principles (GAAP) and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide* and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As a part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Derby Recreation Commission's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements, notes to the financial statements and the required supplementary information schedules and assist with preparation of the depreciation schedules of the Derby Recreation Commission, in conformity with generally accepted accounting principles based on the information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, regulators or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. Unless we are notified otherwise, this individual will be the Superintendent of Recreation.

Engagement Administration, Fees and Other

We expect to begin our audit fieldwork during October and issue our reports no later than October 15, 2021. This timetable is totally dependent on the ability of the Commission's staff to complete the year-end closeout and provide the detail information necessary to complete the audit in a timely manner. Eric W. Meyer is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees are based upon rates applied to time expended in performing services and out-of-pocket expenses. Our fee for the examination of the Commission's basic financial statements for the year ending June 30, 2021 will not exceed \$7,750. You will also be billed for our out-of-pocket costs such as travel, postage, copies, telephone, etc. Billings, based on our estimate of current percentage of completion up to 75% of the total contract, will be made on a periodic basis as work progresses and are due when rendered.

Our estimated fee is based on the premise that Commission personnel will be instructed to provide us with assistance in the preparation of various schedules and locating invoices, statements and other supporting documents that we will require from time to time. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions.

If at any time during the engagement any extraordinary matters come to our attention and an extension of our services appears to be required, we reserve the right to increase our fee, but only after consultation with you.

We will be available for technical assistance throughout the year at no additional cost to the Commission provided that additional time for research or out-of-pocket expenses are not incurred.

Please note that it is our policy to require that master or printers' proofs be submitted to us for review if reproduction or publication of the financial statements, or any portion of them is intended. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of George, Bowerman & Noel, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Kansas, Division of Accounts and Reports, or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of George, Bowerman & Noel, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Kansas, Division of Accounts and Reports or its designee. The State of Kansas, Division of Accounts and Report or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We appreciate the opportunity to be of service to the Derby Recreation Commission, Derby, Kansas, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Board of Directors
Derby Recreation Commission
January 28, 2021
Page 6

Sincerely,

GBN, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Derby Recreation Commission.

Management Signature _____

Title _____

Date _____

Governance Signature _____

Title _____

Date _____



MEMORANDUM

TO: DRC BOARD MEMBERS
 FROM: Brian Lees, Assistant Director of Facilities
 DATE: February 3, 2021
 RE: PURCHASE REQUEST - Mower

The DRC has entered into a new ballfield management agreement with the city of Derby that will require staff to mow and maintain the interior of all ballfields in addition to the current maintenance that the DRC was already providing. The additional workload and mowing demands will require the purchasing of a new mower to maintain our current standards and ballfield operations.

Staff has obtained the following bids for mowers that will meet our needs and specifications:

- Kansas Golf and Turf
 EXMARK Lazer Z X-Series LZX921GKA72600
 31 HP Kawasaki FX921V Gas Engine
 72" Ultracut Series 6 Deck \$11,839.00

- DH Lawn and Garden Equipment
 EXMARK Lazer Z X-series
 31 HP 72" Deck \$12,799.00

- Prairie Land Partners
 John Deere Z970R ZTrak
 35 HP 72" Deck \$12,805.00

Staff is recommending purchasing the EXMARK Lazer Z X-Series for \$11,839.00. This mower offers a larger engine that will give us more cutting power with a heavier duty deck.

The EXMARK Lazer Z X-Series comes with a 2 year no hour limit warranty on the mower and a 3 year warranty on the Kawasaki motor.

Staff budgeted \$13,000.00 for this purchase.

LINE ITEM	BUDGETED	EXP TO DATE	BALANCE
Equipment Maintenance	\$62,900.00	\$1,073.52	\$61,826.48



MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Brian Lees, Assistant Director of Facilities

DATE: February 3, 2021

RE: PURCHASE REQUEST - Maintenance Vehicle

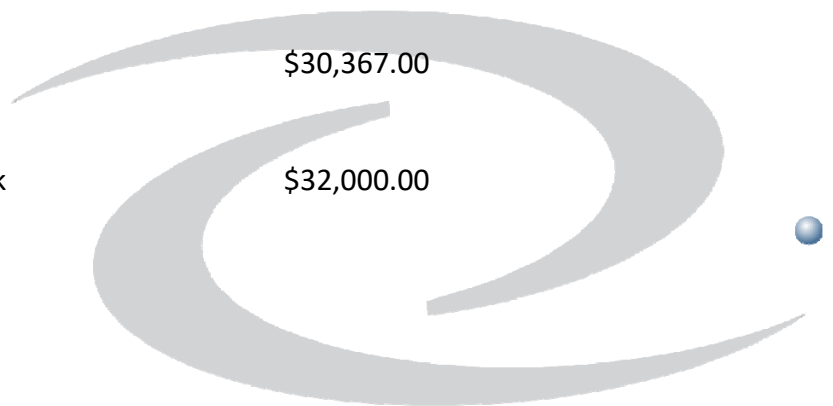
The DRC has entered into a new ballfield management agreement with the city of Derby that will require staff to mow and maintain the grass outfields of the 12 existing ballfields in addition to the 4 new fields at Decarsky Park. This additional grass maintenance on all ballfields and turf maintenance at Decarsky will require additional staff, maintenance, and labor hours to maintain.

The DRC has also added an additional building and grounds to maintain with the Hubbard Art Center operating for a full year. These additional responsibilities have resulted in increased workload on maintenance staff and labor hours, as well as increased transportation needs to and from worksites. This additional maintenance truck will also provide flexibility for DRC facility expansion in the future.

In order to adequately maintain our maintenance standards on current fields plus the additional sites, staff is recommending the purchase of an additional maintenance truck.

Staff has obtained the following bids for vehicles that will meet our needs and specifications:

Robbins Chrysler Dodge Jeep Ram	
Dodge 2500 Tradesman Crew Cab 4x4 Truck	\$30,100.00
Rusty Eck	
Ford F250 Crew Cab 4x4 Truck	\$30,367.00
Don Hattan	
Chevrolet Silverado 2500HD 4x4 Truck	\$32,000.00



Staff is recommending purchasing the Dodge 2500 Tradesman for \$30,100.00. This vehicle meets all our specifications and needs for current and future use. Staff has also met with both city of Derby and USD 260 personnel as both entities currently utilize Dodge vehicles in their fleets and are satisfied with their performance. City mechanics are also equipped to perform maintenance and repairs to the proposed Dodge truck.

Staff budgeted \$31,000.00 for this purchase.

LINE ITEM	BUDGETED	EXP TO DATE	BALANCE
Maintenance Equipment	\$62,900.00	\$1,073.52	\$61,682.48



801 EAST MARKET
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TEL 316-788-3781
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MEMORANDUM

TO: DRC BOARD MEMBERS

FROM: Chris Drum, Superintendent of Recreation

DATE: February 4, 2021

RE: EXECUTIVE SESSION

Executive session for personnel purposes.



OUR VISION:
INSPIRE THE HIGHEST QUALITY OF LIFE THROUGH EXCEPTIONAL EXPERIENCES.