

# **RFCCA Board of Managers**

## **Regular Meeting**

### **Tuesday, June 20, 2023**

The meeting of the River Forest Civic Center Authority (RFCCA) was called to order on June 20, 2023 by Manager Herrman at 7:00 PM following the Township Board of Trustees meeting. This meeting was conducted in person and electronically by Zoom.

#### **Roll called:**

- Present: Managers Carla Sloan, Deana Herrman, Keith Strom (via Zoom), Karen Taubman,
- Helene Connolly was excused absent from the meeting.
- RFCCA Facilities Administrator Dick Chappell and Secretary John Becvar were also present.

#### **Public Participation:**

- Public was not in attendance.

#### **Approval of Minutes**

- A motion was made by Manager Traubman and seconded by Manager Herrman to approve the minutes of the May 16, 2023 meeting.
  - Roll was called. Ayes: Managers Sloan, Strom, Taubman and Herrman. Nays: None.  
The motion passed unanimously.

#### **Approval of Bills:**

- A motion was made by Manager Sloan and seconded by Manager Herrman to approve RFCCA Operating Fund bills as of June 30, 2023 in the amount of \$1904.58.
  - Roll was called. Ayes: Managers Sloan, Strom, Taubman, and Herrman. Nays: None.  
The motion passed unanimously.

#### **RFCCA Facilities Administrator's Report - Dick Chappell**

- There have been an increased number of inspections. Recently there was a state-mandated door inspection (for the first time in 30 years) to confirm the fire-rated labels on the sides of doors. To rectify, a state inspector will need to come out and verify at a cost of \$1500. This is in addition to the elevator, sprinkler and alarm inspections.
- Some vents will need to be replaced to be fire-rated so they automatically close in the event of a fire.
- HVAC has had some bigger ticket items (e.g. compressor on the roof) given some components are 50 years old and parts are hard to find. The roof compressor repairs will cost about \$20,000 which is cheaper than replacing the unit. WestTown has been out several times per year.
- There have been several mini power outages (i.e. under 15 minutes). The building has surge protectors but something may not be right because they are not resetting after the power returns. Dick's team is working through solutions.
- At the end of April 2023, there was a joint training seminar with the Village of River Forest that was well attended with Police, Fire and Schools. Skynet, the organization that the Village Police Department has partnered with, and Dick did a walk through at the RFCCA building to assess what is needed. The report will include items such as what cameras are needed where; how to tie the RFCCA building into the Village Police Department; and the height of the fence.

### **RFCC Executive Director's Report - Dick Chappell**

- Summer Camp started in June. Enrollment is lower than historically due to the building renovations which take out two (2) rooms at a time and there is a trend for less grades 2-7 kids. Manager Sloan speculated that with parents working from home, would that lead to less sending of kids to camp. The older camps are now one (1) week long while the younger kids are three (3) weeks long. Dick reported some staff are working four (4) days instead of five (5) days.
- There have been brief Internet outages. As RFCC changes out the phone system, they will upgrade the Internet using AT&T shared fiber lines. Once both are working, Dick will monitor the Comcast line and evaluate to maximize uptime. With the upgrade, the total cost for both lines will be lower than what they are currently paying.
- RFCC changed auditors last year. There are some minor, suggested changes and some new state mandates to address.
- Dick is expecting to make a decision on the first phase of renovations soon. He has been meeting with contractors discussing scope and pricing. The plan is to do two (2) rooms at a time. Phase two will be the second floor.

### **Unfinished Business:**

- None.

### **New Business:**

- None.

### **Announcement of the next regular meeting:**

The next meeting will take place Tuesday, July 18, 2023, following the regular monthly meeting of the River Forest Township Board of Trustees.

### **Adjournment**

A motion was made at 7:29 PM by Manager Taubman and seconded by Manager Sloan to adjourn the meeting.

Respectfully submitted,  
John Becvar, Secretary