

North Whidbey Park & Recreation District
Minutes of the Regular Meeting, February 15, 2007

The regular meeting of the North Whidbey Park & Recreation District Board of Commissioners was held on February 15, 2007, at the John Vanderzicht Memorial Pool. Board members present were: Sally Dillon, Chairman; Tom Johnson, Secretary; Robert Wilson and Fred Henninger. Staff member present was: Craig Carlson, Director.

Public:

Members of the general public were Julie Wilson and Whidbey News Times Staff Reporter Tim Adams.

Call to Order:

There being a quorum present, the meeting was called to order at 7:00 PM by C/Dillon.

Approval and/or changes to the Agenda

C/Johnson requested an additional item to "New Business" to discuss the Capital Expansion Project Fund Account and to share information from the Island County Treasurer regarding this item. C/Johnson also requested a name correction on the Agenda to replace "Tom Johnson" to "C/Johnson" relating to item number 1 of "New Business".

Board Issues

C/Dillon began by stating that she had recently received a phone call from another Board Member concerning Section 3.6 of the By-Laws, under Article 3, relating to the Board Acting as a Body. C/Dillon then quoted the following: "The Board shall act as a Body in making decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board except as provided in these By-Laws". C/Dillon stated that she believed there have been a number of instances where this has taken place and she feels it is inappropriate and considers it "micro-managing". C/Dillon then cited C/Johnson's correspondence relating to the Capital Expansion Fund, as well as C/Johnson's Emails and inquiries into the District's General Property Tax issues, as examples of this. C/Dillon then stated her opinion that the Director was hired and paid to manage that type of District business and the Commissioners as independent Board Members should not be contacting other entities without being tasked to do so. C/Henninger stated that he was in agreement with C/Dillon's concerns and added that the Director and his assistants are capable of taking care of most of the Board's business. C/Henninger also stated that he believes the Chair should be involved with any communication between Board members and staff. C/Wilson agreed as well, adding that the Board needs to act as a Board, with Commissioners going through the Chair and the Director as points-of-contact. C/Johnson asked which piece of correspondence or which action has given the indication that he was speaking for the Board and then stated that as an elected official he would never give up his First Amendment rights of freedom of speech. C/Dillon replied that the appearance of C/Johnson representing the Board was given by C/Johnson's various Email communications being provided to every Board member and further stated that she has no desire to see all of C/Johnson's correspondence and such conduct implies that C/Johnson may be representing or speaking for the District.

C/Dillon's next issue dealt with Article 6 of the Duties of the Director, item Section 6.2, quoted as: "The Director shall, by Insurance Bond, be authorized to expense up to \$50,000 without Board Resolution or signatures". C/Dillon explained that she was noting this due to the process of changing this amount of approved Capital Improvements expenditures from \$1,000 to \$10,000 at the last meeting. C/Johnson stated that with the District's budget approaching \$1,000,000, with \$500,000 of it being in cash, the Insurance Bond should be increased to match the \$500,000 cash amount. C/Dillon asked the Director to find out how much the Bond is worth and report this information to the Board at the next meeting.

Approval of Minutes:

A motion to approve the minutes of the January 18, 2007 meeting was made by C/Johnson, seconded by C/Wilson. The motion passed unanimously. C/Dillon stated that she would like to see all Board members present at the meeting listed under the "Call to Order" section of the minutes. C/Dillon also stated that she would like to see a correction to item number 4 of "New Business" to change "...April and May as a possible time to perform the annual reviews..." to "April and May as a possible time to perform the Director's review...", as she was not discussing any employees other than the Director. The minutes were approved as amended.

Voucher Review

A motion to review the vouchers, numbered 2396 through 2430 in the amount of \$28,866.25, as well as a payroll transfer in the amount of \$14,981.28, for a grand total of \$43,847.53 was made by C/Johnson, seconded by C/Wilson. The motion passed unanimously. C/Johnson inquired about the vouchers numbered 2402, 2411, and 2414, which were all utility bills. C/Johnson then stated that the combined totals were \$12,413.27 and if that was multiplied by 12 and rounded up, it would

increase the utility amount over what was budgeted for the year. The Director then informed him that the utility bill from the City of Oak Harbor was for a two month period, with the Cascade Natural Gas bill actually being less than the previous year.

Public Comment

There were no public comments.

Staff Reports

Director's Report

The Director's report focused on the following items: 1) The Facility's Attendance Report for the month of January – Total – 8,816, Military – 1,455, 2) The Park and Recreation District's website, <http://www.oakharborpool.com>, which is now linked on the City of Oak Harbor's website, 3) Employee of the Month – Samantha Bowling, for all of her efforts as a cashier, 4) The Facility's Security Alarm Siren, which has recently been tested by the Police Department, 5) The first draft of the Emergency Response Plan, which has been received, with additional safety procedures forthcoming, 6) Approval for the use of the HAZMAT Chlorine Safety Structure by the Fire Department, 7) The success of the Annual Hawaiian Luau event, 8) The upcoming Daddy/Daughter Dessert Dance, which has been rescheduled for March 23 and 9) The recommendation by the Fire Department to purchase an Automated External Defibrillator.

Maintenance Report

Maintenance Supervisor Tim Hilliard provided the Board with a written report detailing the recent projects he has been working on. C/Johnson asked the Director for an update on the pool water temperature problem that occurred early-to-mid-February. The Director informed him that Barron Heating came in to inspect the issue and replaced the thermostat, though minor adjustments may still need to be made. The Director also stated that a proposal from a janitorial service has been received with research and discussions underway to potentially hire such a service for cleaning the Facility. C/Johnson then asked when the new outside spotlight might be installed. The Director stated that he didn't really have a timeline for this project yet.

Budget Report

The Director began by stating that there has been less user participation during the month of January, which he attributed to the bad weather, though February's Swim School sign-ups and Aerobics participation were increasing. The Director also stated that the reports from Island County had recently arrived, with an additional \$837 in General Property Tax monies received. Concerning cash-flow, the Director stated that the District is about \$53,000 ahead of this time last year. C/Johnson inquired about the \$1,000 donation listed on the Budget Report and asked if this donation was received from Trudy Sundberg, which the Director informed him it was. The Director also stated that all donations for the Capital Expansion Fund are received as income, accounted for under donations and then transferred to the separate Capital Expansion Fund account.

Unfinished Business

Swimming Pool Capital Improvements Exploratory Committee – C/Dillon began by asking if there were any members of the Board who would be willing to volunteer as part of this committee and also asked the Director if he had any suggestions for staff or members of the swimming community who might be interested in participating. In addition to himself, the Director had suggested Aquatics Program Coordinator Merrie Pickens and pool patron Rondi Ciminski as potential members of this committee. C/Dillon then stated that she was interested and thought C/Prosser had expressed an interest as well. The tentative plan is to assemble the committee and begin the investigative process by visiting other facilities in the area to see what's out there. C/Dillon then added that while there is no specific timeline, she would like to think that by the end of April a meeting could be arranged to share the information that has been received.

New Business

1) Pool Picture Window Status Update – C/Johnson provided the Board with written information relating to this matter and added that there was no need to reiterate anything from this correspondence other than his disagreement with the opinion that no problem exists. C/Johnson also stated that with an 82 degree building temperature and 75 percent of the windows being energy inefficient warm air is leaving the building and cold air is entering. With utility rates going up, C/Johnson feels it would be prudent to start looking at window replacement to increase the energy efficiency of the facility. C/Dillon stated that she would be interested in having some research done to determine heat-loss calculations on the potential new windows compared to the windows the Facility currently has in place. C/Henninger stated that he is not convinced that this is a worthy project to do just because one Commissioner has had great luck with replacing his home windows, as it potentially requires the repairing of the building frames adjacent to the windows. C/Henninger also added that Puget Sound Energy gives credits for upgrading energy efficiency and imagines the gas company does as well, so he suggested looking into this. C/Johnson stated that his research for residential improvements found that Puget Sound Energy and Cascade Natural Gas give no credit unless their recommended contractors are utilized for window purchase and installation.

2) Request for copies of all District correspondence that contains C/Johnson's name – C/Johnson provided the Board with correspondence relating to this item and added a final comment that as an elected official, it his obligation, right and duty to ensure that his name is not associated with any misstatement of fact or any other personal name association that could lead to litigation either against him or the District, which is why he has requested that any District correspondence without his signature be submitted to him. The Director then apologized for using C/Johnson's name in District correspondence and suggested using the District's name versus an individual Board members' name when a Commissioner makes a request for information.

3) Capital Expansion Project Fund Account – C/Johnson referenced correspondence from Island County Treasurer, Linda Riffe, regarding how these funds are to be allocated. C/Johnson then recommended to the Board a three year minimum investment for the donations to allow more interest and money to accumulate in the account which thereby would require less money from the tax-payers for the proposed Capital Expansion project. C/Johnson then requested that the Director obtain available information relating to this issue for the Board by the next meeting with a decision on how to invest the money to be made at that time. The Director added that a written policy may need to be put into place regarding this fund.

Open Discussion

C/Henninger asked the Director if C/Prosser checked any Director submitted vouchers for payment of his expenses, as this was brought up during the last audit. The Director informed C/Henninger that he does not claim expenses for any travel, therefore the District is not charged.

Regarding the 2007 General Property Tax (GPT) information received from Island County Deputy Assessors, Dan Jones, C/Johnson stated that the District is due to receive \$489,656 from GPT, an increase of \$20,544 from last year based on a District GPT Valuation of \$3,548B, an increase of \$942M from last year.

Adjournment

A motion to adjourn the meeting was made by C/Johnson, seconded by C/Wilson. The motion passed unanimously.
The meeting was adjourned at 8:35 PM.

For the North Whidbey Park & Recreation District Board of Commissioners

Tom Johnson
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee