

North Whidbey Park & Recreation District
Minutes of the Regular Meeting, July 19, 2007

The regular meeting of the North Whidbey Park & Recreation District Board of Commissioners was held on July 19, 2007, at the John Vanderzicht Memorial Pool. Board members present were: Sally Dillon, Chairman; Harvey Prosser, Vice-Chairman; Tom Johnson, Secretary; Fred Henninger and Robert Wilson. Staff member present was: Craig Carlson, Director.

Public:

Member of the general public was River Powers.

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 asked if the Board would like to move the Executive Session down under Unfinished Business, due to Whidbey News Times Reporter Tim Adams not being present. C/Dillon stated that since Mr. Adams was not present, there was no reason not to have it as scheduled on the Agenda. C/Henninger requested the addition of a "New Business" item relating to a name change for the operation of the North Whidbey Park & Recreation District Facility.

Board Issues

Executive Session for Director's Contract Review - *A motion for the Board to convene to a twenty-minute Executive Session for the purpose of reviewing the renewal of the Director's employment contract was made by C/Dillon, seconded by C/Prosser. The motion passed unanimously.* The meeting resumed at 7:20 PM.

Approval of Minutes:

A motion to approve the minutes of the June 21, 2007, meeting was made by C/Prosser, seconded by C/Johnson. C/Dillon asked for a change from "relationship" to "relation" in the Budget Report section, as well as a change from "there then was then" to "there was then" in item number two of the Unfinished Business section. Regarding the Executive Session portion of the minutes, C/Dillon stated that what was included is "editorializing" from the Secretary, which she does not feel is appropriate. C/Dillon then stated that no motion was made to go into Executive Session due to being sidetracked by last minute questions from the Reporter regarding the window replacement. C/Dillon then stated that the error was not only her own but also other Board members who did not bring it to her attention. It was then decided by consensus to strike out the editorializing and change the sentence to "The Chair proceeded with an Executive Session for the Director's Annual Performance Review". Regarding the Open Discussion relating to the Executive Session, C/Dillon then explained to C/Johnson that she has no problem with his additions to the minutes but found it unfair that C/Johnson failed to include additional comments and rebuttals from C/Prosser and herself. *A motion to table the approval of the minutes of the June 21, 2007, meeting until the Open Discussion paragraph is redone to represent what really happened was made by C/Prosser, seconded by C/Wilson. The motion passed with 3 'yea' votes (C/Dillon, C/Prosser, C/Wilson) to 2 'nay' votes (C/Johnson, C/Henninger).* It was decided that the Recording Secretary Designee would listen to the tapes and re-write the final paragraph of Open Discussion to more fully represent what occurred at the meeting. C/Dillon then asked the Director to research previous Director's

evaluations to see if they were signed off by all Board members. C/Prosser then stated that Board Standard Operating Procedures should be written up for possible inclusion in the District's By-laws.

Voucher Review

A motion to review the vouchers, numbered 2623 through 2668 in the amount of \$29,490.85, as well as a payroll transfer in the amount of \$41,090.25, for a grand total of \$70,581.10 was made by C/Johnson, seconded by C/Wilson. The motion passed unanimously. C/Wilson asked if the payment to T.J. Harmon-Fisher for the Emergency Operations Plan was payment in full. The Director stated that it was and offered to provide copies to the Board. C/Prosser asked what service Wizard Enterprises provides for the District. The Director stated that they dealt with the portable restrooms at Clover Valley Park. C/Henninger suggested looking into changing cell-phone providers to lower the price of communication. The Director said he would look into this.

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 May – Total – 10,916, Military – 2,330 (21%), 2) the Military Contract Update, with Tom Linscott indicating that the Quality of Life Support office is planning on renewing the current contract, 3) the Capital Expansion Fund Investment information, with County Treasurer Linda Riffe indicating that interest from any Local Government Investment Pool must be deposited into the fund account, 4) the window replacement, which is scheduled for the Annual Shutdown week of August 27 through September 3, 2007, and 5) Julia Marriott and Evan Wilson, who will both receive Certificates of Achievement for all of their efforts as competitive swimmers, as well as employees. C/Dillon then asked if the Annual Shutdown Staff party would be happening again this year. The Director stated that it would probably fall on the weekend before the pool reopens, but alternate dates could be discussed.

Maintenance Report

Maintenance Supervisor Tim Hilliard provided the Board with a written report detailing all of the various maintenance projects he has been working on in and around the Facility. C/Prosser asked if the toilet in the men's room had been fixed. The Director stated that it had. C/Johnson asked how the pool's water filtration system was doing. The Director stated that there had been some issues recently but they were planning a super-chlorination of the pool to hopefully solve the problem, which they suspect is a chloramine issue. The Director also stated that a lot of time had been spent this month inventorying the Facility's equipment.

Swim Team Report

Head Swim Coach Neil Romney provided the Board with a written report detailing the various meets and pursuits that both the North Whidbey Aquatics Club and the North Whidbey Masters members have been involved with. Recruitment numbers for all of the Swim Teams, as well as list of current, on-going, and upcoming projects were also detailed.

Budget Report

The Director began by stating that \$1,884 in additional General Property Tax money, as well as \$410.50 in interest, has recently been received. The Director also stated that the District is currently up approximately \$60,000 from the same time period last year, which helps a lot from the standpoint of cash-flow and the District’s ability to invest. Income was down somewhat for the month of June, primarily due to having only one Swim Lesson sign-up, where the previous year had two. The overall budget is doing well and the Director stated that, while the District may not currently be bringing in as much revenue as last year, it’s still up about \$25,000 from 2005. C/Johnson asked if this \$25,000 was comparable to the \$90,000 in program profits from last year. The Director said he would run some numbers and be able to let the Board know at the next meeting. The Director also stated that expenses were not as bad as last year and that utilities costs in particular were not as bad as previously anticipated.

Unfinished Business

There was no unfinished business.

New Business

1) Director’s Contract Renewal - *A motion to renew the Director’s contract was made by C/Prosser, seconded by C/Johnson. The motion passed with 3 ‘yea’ votes (C/Dillon, C/Prosser, C/Wilson) to one ‘nay’ vote (C/Henninger). C/Johnson abstained from voting.* C/Henninger stated for the record that he disapproved of the medical coverage for spouses.

2) Operation Name Change – C/Henninger stated that he was disappointed with all of the advertising going on, and that there was a problem trying to find where the Facility was located. C/Henninger then suggested that the surviving spouse of the Vanderzicht Memorial Pool be approached with the idea of changing the Operation’s name to something that could easily be located in the phone book’s yellow pages. C/Dillon stated that she would never think to look in the white pages for a swimming pool, as she opts for either Government listing, or the yellow pages, where she believes the District’s Facility should be listed. C/Dillon also stated that she doesn’t think this requires a name change, though it would be added to next month’s agenda for further discussion.

Open Discussion

There was no open discussion.

Adjournment

A motion to adjourn the meeting was made by C/Prosser, seconded by C/Johnson. The motion passed unanimously. The meeting adjourned at 8:37 PM.

For the North Whidbey Park & Recreation District Board of Commissioners

Tom Johnson
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee