

North Whidbey Park & Recreation District
Minutes of the Regular Meeting, July 16, 2009

The regular meeting of the North Whidbey Park & Recreation District Board of Commissioners was held on July 16, 2009, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Allan McDougall, Secretary River Powers, Commissioner Robert Wilson and Commissioner Dennis Jepsen. Vice-Chair Harvey Prosser was absent. Staff member present was: Director Craig Carlson.

Public

Tom Johnson and Julie Wilson were in attendance.

Call to Order

There being a quorum present, the meeting was called to order at 7:01 p.m. by C/McDougall.

Changes to the Agenda

There were no changes to the Agenda.

Board Issues

There were no Board Issues.

Approval of Minutes

A motion to approve the minutes of the June 18, 2009 regular meeting was made by C/Jepsen, seconded by C/Powers. The motion passed unanimously.

Voucher Review

*A motion to review the vouchers, numbered 3762 through 3809 in the amount of \$30,279.06, as well as ~~2-two~~ payroll transfers in the amount of \$46,587.44, for a grand total of \$76,866.50 was made by C/Powers, seconded by C/Wilson. C/Jepsen asked about ~~the number of refunds in the amount of \$370.00, but was informed that was the accounting code, not the amount of the refunds. C/Jepsen then asked about~~ the various refunds. The Director informed him that these are primarily given out for swim lessons, recreation classes, or pool rentals. **The motion passed unanimously.***

Staff Reports

Director's Report

The Director's report focused on the following items:

- 1) The Facility's attendance report for the month of June – Total – 11,650. This was an increase of 1,470 participants over 2008, and an increase of 734 participants over 2007. ~~The Director added that overall attendance was doing well in all of the various programs.~~
- 2) Clover Valley Park Water Extension Contract – A quote of \$2,983.73 was received from Greenhouse Nursery to extend a water line to the infield and Off-Leash Dog Park at Clover Valley Park. Fetch has also indicated that they will solicit donations to assist with the project. The Commissioners gave their approval for the Director to move ahead with this project.
- 3) The Roller Hockey and Flag Football programs are now underway for the summer. An excellent write-up for the Roller Hockey program was featured in the newspaper. The Roller Hockey members ~~recently~~ participated in the Oak Harbor 4th of July parade and passed out over 200 flyers. Flag Football will be held on Tuesdays and Thursdays at North Whidbey Middle School.
- 4) The new replacement starting blocks have been installed and were utilized for the recent ~~weekend-NWAC Tri~~ swim meet.
- 5) The Director gave special thanks to Tim Hilliard, Vicki Robinson, Fil Jepsen, and other NWAC members for all of their efforts relating to the new Swim Team Bulletin/Record Boards.

Comment [rp1]: Isn't this an acronym? If so, it should be written "F.E.T.C.H."

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6) Office Space – The City Building Department has provided guidelines for the installation of a portable building that could be placed on the premises. A building permit would be required for this project. An 8' x 20' building would meet the guidelines and fit within the space available. The estimated cost for this project is \$15,000 to \$17,000. The office space is intended for the Swim Team and its coaching staff, though it may also be used for additional purposes. The Commissioners gave their approval for the Director to move ahead with this project.

7) Special Events – The “End of School Celebration” had the largest turnout ~~yet~~ever, with over 150 youth and adult participants in attendance.

8) Project Financial Reporting – Suzanne Zettle ~~is scheduled to provide~~d assistance with various Quick Books accounting reports on Wednesday, July 15th. Examples of these reports were provided to the Board members at the meeting.

9) Employee of the Month – Anthony Yockey, for all of his efforts as a Lifeguard and City Beach Safety Monitor.

Maintenance Report

Maintenance Supervisor Tim Hilliard provided the Board with a written report. C/McDougall asked for clarification on item # 17 on the Maintenance Report (Repaired Oakie’s holes). The Director informed him that Oakie is the pool’s inflatable octopus toy. The Director also mentioned that Maintenance Supervisor Tim Hilliard ~~would~~will be away from the Facility for a week while on vacation.

Swim Team Report

Head Coach Neil Romney provided the Board with a written report. There were no questions.

Running Club Report

Running Club Coach Catie Rodeheffer provided the Board with a written report. There were no questions.

Budget Report

The Director began by stating that close to \$3,000 dollars in tax monies were recently received but ~~not shown~~do not appear on the budget report as the financial reports from Island County did not arrive in time for inclusion. Overall expenses, including utilities, are doing as expected, though salaries and wages may be a little higher than anticipated and budgeted due to a greater participation in swim lessons. The Director also added that the monies from the Reserve Fund were recently put in-to a 90-day investment fund. C/McDougall asked if the expenditures listed under ‘Capital Outlay’ were for the ORB Feasibility study. The Director informed him that ORB expenditures were listed under this account. C/McDougall then asked about the amount listed under ‘Bank Fees’. The Director informed him that these expenditures related to the processing of credit card transactions.

Public Comments

Tom Johnson thanked the Board for allowing him to speak -up throughout the meetings. Mr. Johnson also recommended the purchase of a 24-foot extension fiberglass pole to assist in the cleaning of the second story windows during the facility’s annual shut-down maintenance period. The Director stated that an effort would be made regarding this suggestion.

Unfinished Business

1) Resolution 09-02/Sports Team Resolution – This Resolution deals with the accountability of ~~the~~ Sports Teams affiliated with the District, as well as the District’s responsibility to provide the best possible programs for the least cost to the taxpayers. ***A motion to approve Resolution 09-02 was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously.***

2) ORB Conceptual Plan Review – The Director stated that ORB has sent a revised plan which addresses the recent recommendations that they were given. A couple of additional changes were made to ORB’s revised plan relating to the expansion of the reception area as well as the placement of offices in a different area of the building. The Director also stated that 58 stalls would be required for parking purposes (which is an increase of 18 spots over the current amount of 40), though some options relating to this requirement ~~are~~may be available and will be

investigated. After some additional discussion, the Commissioners gave their approval for the Director to move ahead with this project.

New Business

1) Director's Contract Renewal – *A motion to approve the Director's Contract Renewal was made by C/Wilson, seconded by C/Jepsen. The motion passed unanimously.*

2) Review Head Swimming Coach Contract Renewal – The Director stated that the only changes from the Head Coach's previous contracts deals with wages, contributions to retirement, and health benefits. C/Powers pointed out a typographical error in the contract, which the Director stated he would have initialed by the Head Coach. The Director also stated that he wanted to make the Board aware of Head Coach will receive an annual salary increase of 8% for the first year, with a 3% increase per year for the following three years of the four-year contract. The Board had no objections to the Head Coach's new contract.

Open Discussion

C/Powers thanked the Director for his promptness in completing tasks and projects, as well as providing the information that the Board requests at the monthly meetings.

Adjournment:

The meeting adjourned at 8:16 p.m.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers Craig C. Carlson Christopher Cross
Secretary Director Recording Secretary Designee

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