

North Whidbey Park & Recreation District
Minutes of the Regular Meeting, June 21, 2007

The regular meeting of the North Whidbey Park & Recreation District Board of Commissioners was held on June 21, 2007, at the John Vanderzicht Memorial Pool. Board members present were: Sally Dillon, Chairman; Harvey Prosser, Vice-Chairman; Tom Johnson, Secretary and Fred Henninger. Staff member present was: Craig Carlson, Director.

Public:

Member of the general public was 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 asked for two additions to Unfinished Business, specifically item number 3 regarding an update on the District's swim contract with the Navy, as well as item number 4, dealing with the results of the Lap Swim survey being forwarded to the Navy.

Board Issues

Executive Session for the Director's Annual Performance Review - Moved to the end of the meeting before adjournment. C/Johnson advised the Board that a Motion was required to hold this Executive Session.

Approval of Minutes:

A motion to approve the minutes of the May 10, 2007, meeting was made by C/Prosser, seconded by C/Johnson. The motion passed unanimously. C/Dillon pointed out a typographical error in item number 4 of Board Issues that required correcting. The minutes were approved as amended.

Voucher Review

A motion to review the vouchers, numbered 2562 through 2622 in the amount of \$41,681.26, as well as a payroll transfer in the amount of \$55,639.04, for a grand total of \$97,320.30 was made by C/Prosser, seconded by C/Johnson. The motion passed unanimously. C/Prosser asked how many payroll cycles were included in this current amount. The Director stated that it included three pay cycles, due to the extra length between Board meetings. C/Henninger questioned voucher number 2622, payable to Island Partners Painting Company, if there was more than one bid for this project. The Director stated that there were three bids, with this particular vendor's being the lowest.

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 – 9,715, Military – 2,191 (22%), 2) Employee of the Month – Suzanne Meehan, who was recognized for all of her efforts as a Lifeguard, Senior Lifeguard and Swim School Instructor, 3) the Dragon Boat Club, which will not require District sponsorship, as the City of Oak Harbor has developed a new policy to provide for Community Benefit Groups such as theirs, 4) the new stainless steel exhaust flues, which were recently installed on the HVAC system at a cost of \$3,868, 5) the painting of the building exterior cement walls, which was recently completed and 6) the City Beach Lagoon and wading pools, which are now open.

Maintenance Report

Maintenance Supervisor Tim Hilliard provided the Board with a written report detailing the various maintenance projects he has been working on in and around the facility. The Director informed the Board of recent problems with the water temperature of locker room showers which Tim has been working on. C/Johnson suggested having a shower attendant in the locker rooms to make sure that young swimmers are not taking extra long showers which could deplete the hot water supply. The Director stated that he tries to regularly check the locker rooms and that he has not seen much of this happening. The Director also stated that other options for this problem have been looked at, such as turning up the heat, turning down the flow and looking into shower water savers with restricted flow.

Swim Team Report

Head Swim Coach Neil Romney provided the Board with a written report detailing the membership and recruitment numbers for both the North Whidbey Aquatics Club and the North Whidbey Masters. Recent Swim Meet placements, as well as a list of projects that the Coach has recently worked on or has overseen, were also included in the report.

Budget Report

The Director began by stating that Pool revenues are holding steady and that an additional \$43,000 in General Property Tax dollars have recently been received. An investment in the amount of \$100,000 has been made, with around \$257 in interest received between the M&O and Capital Expansion Fund investments. Overall income from fees totaled approximately \$33,000 for Swim Lessons, Daily Admissions, etc. Expenses are holding well, with Utilities as expected in relation to what was budgeted. Salaries and Wages were also holding well, though the Director informed the Board that a recent two-week pay period was not included on the current Budget report.

Unfinished Business

1) Insurance Coverage Information from WGEP – The Director provided the Board with a copy of the WGEP Policy Outlook for 2008, which details the District’s insurance coverage. The Director also added that the policy includes full value/replacement coverage. C/Johanson asked if the current Building Structure value of \$4,176,214 was based on the original structure cost adjusted with the Consumer Price Index inflation factor and if so why wasn’t the building Content value of \$137,138 increased accordingly. In addition there have been over \$100,000 in building Content upgrades over the years that should be factored into the total replacement valuation. The Director stated that a WGEP representative would have to come in to determine the value of the contents, though according to the Director’s figures, the District currently has adequate coverage. C/Johanson then requested that this reevaluation of the contents and building structure be conducted. The Director stated that he would take this matter for action.

2) South Side Deck Level Windows – The Director stated that he has been looking into the best options available as well as looking for companies that would make recommendations or provide data relating to this project. The Director then stated that, at a previous meeting, it had been decided to look into windows that would not reduce as much of the heat gain as the Low-E 366 windows and then added that the Low-E 272 windows allows for more light and heat to come in with minimum heat loss. The Director also stated that the Low-E 272 appeared to be the best product for energy efficiency, as well as the most affordable at a cost of \$14,052. C/Prosser then suggested to just select the Low-E 272 windows and forget about everything else. C/Johanson stated that sunlight coming into the building should not be a prime consideration for the glass selected and that he still recommends the Low-E 366 windows which would provide the most energy and cost efficient option. There was then a Board consensus for the Director to proceed with the Low-E 272 window purchase.

3) Navy Lap Swim Contract Update - The Director stated that he had heard nothing from Tom Linscott relating to the Navy contract and would continue trying to reach him for further contract details.

4) Lap Swim Survey Results to Navy – The Director stated that he had not forwarded the results of the Lap Swim Survey to the Navy, though he stated that there may be some openings for additional lap swim times in the fall season, potentially from 7:30 - 9:00 PM. C/Johanson stated that he feels that this correspondence should be forwarded to the Navy as a courtesy stating that there was not enough participation interest to justify changing the Facility’s current hours of operation.

New Business

There was no New Business.

Executive Session

The Chair with neither a consensus nor a Motion called for and proceeded with an Executive Session for the Director’s Annual Performance Review.

Open Discussion

C/Prosser stated that he liked the current swimming schedule and felt that lap swimmers appreciated the fact that they now have six lanes available for lap swim at 12:00 PM. C/Dillon observed that the schedule no longer says “General Swim” and that the Lifeguards should be more aware of what kind of swim is taking place in the lanes, especially when it gets crowded. C/Johanson then stated, for the record, that Alan McDougall and River Powers would be running respectively for Commissioner position numbers 1 and 3. C/Johanson also added that the Fidalgo Pool would be voting on a \$7,500,000 Capital Expansion Bond on August 21, with pictures and proposals provided at their website:

<http://www.pioneernet.net/poolandfitness/renovation.htm>.

Regarding the Executive Session, C/Henninger stated that Commissioner's comments are not necessarily filtered through any other Commissioner, which he considers a poor policy that assumes the Chair speaks for the Board. C/Henninger also stated that he greatly disrespects the idea that the Chair is a filter for Commissioner's communication. C/Dillon responded that a filter implies that she weighed what was said and decided to use part of it and not all of it. C/Dillon also stated that she used everybody's comments without filtering, did not change punctuation or grammatical errors, and even included C/Johnson's evaluation verbatim even though it didn't fit the format that was set aside. C/Dillon then told C/Henninger that he was given an opportunity to provide evaluation comments/suggestions, as well as being welcome to talk with the Director, which had been discussed in previous meetings. C/Dillon then stated that it was inappropriate for the District to go year after year without having a formal evaluation as a group, and that this evaluation was a compilation of everyone's combined reviews. C/Prosser stated that the Director has a right to know what his status is and that a yearly evaluation is an important, common procedure. C/Johnson concurred with C/Henninger and stated that the Chair is supposed to be the Moderator of the Board meetings and compiler of the Board Meeting Agendas only. C/Johnson also voiced his disapproval of the Chair's autonomous action of consolidating the Commissioner's Performance Evaluations of the Director; then signing a consolidated evaluation for the Board without their specific concurrence for authorization of this action. C/Johnson also stated that if the Chair is going to take on additional duties, it should be via an approved revision of the District's By-laws. C/Dillon then stated that she had asked for volunteers for the evaluation sub-committee and everyone declined except for C/Prosser and herself, so she was essentially forced into doing it. C/Dillon then pointed out that this evaluation was a private document between the Board and the Director and copies should not be circulated.

Adjournment

A motion to adjourn the meeting was made by C/Johnson, seconded by C/Prosser. The motion passed unanimously. The meeting adjourned at 8:32 PM.

For the North Whidbey Park & Recreation District Board of Commissioners

Tom Johnson
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee