

North Whidbey Park & Recreation District  
Minutes of the Regular Meeting, June 18, 2009

The regular meeting of the North Whidbey Park & Recreation District Board of Commissioners was held on June 18, 2009 at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Allan McDougall, Vice-Chair Harvey Prosser, Secretary River Powers, and Commissioner Dennis Jepsen. Commissioner Robert Wilson was absent. Staff member present was: Director Craig Carlson.

Public

Tom Johnson was in attendance.

Call to Order

There being a quorum present, the meeting was called to order at 7:03 p.m. by C/McDougall.

Changes to the Agenda

C/Prosser made a recommendation that the Executive Session to discuss the Director's Annual Performance Evaluation/Contract Review be moved to the end of the meeting. The Director also added that he would like to discuss an item dealing with a potential litigation issue during the Executive Session.

Board Issues

1) Director's Annual Performance Evaluation/Contract Review – Moved to the end of the meeting.

Approval of Minutes

*A motion to approve the minutes of the May 21, 2009 regular meeting was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.*

Voucher Review

*A motion to review the vouchers, numbered 3715 through 3761 in the amount of \$40,066.81, as well as 2 payroll transfers in the amount of \$43,010.51, for a grand total of \$83,077.32 was made by C/Prosser, seconded by C/Powers. C/Powers inquired about a refund made to NWPRD Lifeguard Kristen Ross. The Director informed her that this dealt with a reimbursement made to Lifeguards when they have reached a certain amount of working hours for the District; ~~they receive a partial refund of their lifeguard training expense.~~ C/Jepsen asked about the purchase of a new battery for the timing system. The Director informed ~~him~~ that this was purchased as a back-up battery. *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 May – Total – 9,836. This was a decrease of 669 participants over 2008, and an increase of 121 participants over 2007. ~~The Director explained that~~ one of the factors in the attendance decrease could have been related to the 3-day ~~i~~n~~s~~u~~l~~ta~~n~~tional ~~s~~Swim ~~m~~ee~~t~~ held at the beginning of the month.
- 2) The Fire Department recently conducted their annual inspection and, ~~for the first time ever~~, did not find any deficiencies.
- 3) The new Summer Youth Activity Guide was distributed to all ~~e~~Elementary schools as well as ~~the~~ Home Connection.
- 4) The Pirates Plunge Special Event on May 30<sup>th</sup> was well attended. Whidbey News Times also ~~provided~~ published an article on the event.
- 5) The Summer Schedule will begin on Friday, June 19<sup>th</sup>. Annual maintenance week is scheduled for August 30<sup>th</sup> through September 7<sup>th</sup>.

6) Oak Harbor High School has agreed to have their home swim meets after 5:30 p.m. on Monday and Wednesday nights for the boys and girls competitive swimming program.

7) ~~A request to~~ The Director recommends purchasing new competition starting blocks for the swimming pool. The current blocks are 25 years old and one of the blocks recently required significant welding repair. The estimated replacement cost is \$12,000. Three bids will be obtained as per purchasing requirements. There were no objections from the Board relating to this request. While researching this item, the Director will check to see if there are such things as "add-on" bars to put on the backstroke start bars for pull-ups.

8) Employee of the Month – Catie Rodeheffer for all of her efforts in developing and coaching the Whidbey Island Running Club program.

9) Congratulations to the following District employees who recently graduated from Oak Harbor High School: Alexa Ennis, Erika Gregory, Lindsey Hall, John Hu, Kristen Ross, Bryce Vagt, Carolyn Vasquez, Nichole Veaser, KeriAnne Wright, and Anthony Yockey.

**Comment [rp1]:** Didn't KeriAnne graduate from Coupeville High School?

#### Maintenance Report

Maintenance Supervisor Tim Hilliard provided the Board with a written report. There were no questions.

#### Swim Team Report

Head Coach Neil Romney provided the Board with a written report. There were no questions. The Director added that the Whidbey News Times recently published a very favorable article about the Swim Team.

#### Running Club Report

Running Club Coach Catie Rodeheffer provided the Board with a written report. There were no questions. C/McDougall asked for a definition of "advanced team members" in relation to Running Club. The Director explained that this was similar to the "Junior" or "Senior" team status of Swim Team. C/Jepsen asked if the expenses for the Coach's background screening check would be reimbursed. The Director said that he would contact Coach Rodeheffer to let her know that these expenses would be reimbursed as they are for the swim coaches.

#### Budget Report

The Director began by stating that he included a copy of the Quick Books 'Budget vs. Actual' report in the Commissioner's packets, ~~which. He added that this~~ is the report that he uses to create the more simplified report that is usually presented to the Board. The Director ~~went on to explain~~ stated that revenues are ahead of what was collected last year by approximately \$36,000 due to levies in addition to over-the-counter transactions. Expenses are holding well, ~~though the Director explained that the report is missing one cycle of payroll information.~~ C/McDougall had questions regarding ~~the 975.3% of the Budget allocated for the~~ Swim Team meet revenue, which is shown as 975.3% of the budgeted amount. The Director explained that he did not budget for meet revenue this year due to no meet revenue being collected during previous years, which explains the high percentage of income in this column. C/Prosser asked for a change in verbiage on the report from "Gross Profit" to "Gross Revenue." The Director then asked if the Board would like a copy of the 'Budget vs. Actual' report in future packets. The Board agreed that they would like to see this report on a regular basis in lieu of the report the Director usually provides, which will now be provided quarterly.

#### Public Comments

There were no public comments.

#### Unfinished Business

1) Expansion Committee Recommendations – The Director provided the Board with a list of cumulative comments/recommendations to be given to ORB from the Expansion Committee meeting after being revised and corrected by Expansion Committee member Sally Dillon. The Director also provided the Commissioners with a reworked drawing which ~~spells out~~ shows the recommendations that the Expansion Committee would like to submit to ORB. C/McDougall asked about the 'capture rainwater' feature. The Director stated that this is a feature

provided for ecology reasons. C/Powers stated that there didn't appear to be any emergency exits in the hallway. The Director stated that ORB will provide the final drawing and that such exits should be present in the final design. Tom Johnson asked about the length of the lap lanes. He was informed that the length would be 25 meters. ~~Tom Mr.~~ Johnson then asked how far offset the future workout room would be from the Daybreak building next door. The Director stated that he believes the Daybreak building might need to be removed. The Director also pointed out that the reason for the angling of the pool mechanical room ~~dealt deals~~ with ~~being able to still~~ the intent of accommodating the existing building. *A motion to approve the list for submission to ORB was made by C/Jepsen, seconded by C/Powers. The motion passed unanimously.*

2)Commission/Sports Team Relationship Draft – C/McDougall stated that he has done a lot of homework on this issue and has provided some answers for the perceived problems, as well as giving the Board some things to think about. A copy of his thoughts and suggestions was provided to the Board. C/McDougall proposed that the Head Coach and Director review the current NWAC handbook and present it to the Board for approval, once amended. C/McDougall also mentioned a need to establish a template for the sports clubs that wish to operate under the NWPRD umbrella. A copy of a spreadsheet created by Running Club Coach Catie Rodeheffer was provided to illustrate this template. The template includes columns for ~~m~~Members, monthly dues, uniform expenses, meet fees, miscellaneous expenses, totals, amounts paid, balances, and the amount owed to NWPRD. C/McDougall also proposed a program or activity-based budgeting approach for NWAC to establish a simple format that the clubs could use. The Director stated that he would contact Suzanne Zettle, the accountant who had originally set-up the District's Quick Books program, to assist with the set-up for these changes. All Board members were in agreement with C/McDougall's suggestions. Resolutions relating to these issues will be presented at the next regular Board meeting.

New Business

There was no New Business.

Open Discussion

C/Powers stated that she hopes discussions for the Head Swim Team Coach's contract renewal could begin before it is time to start voting on it. The Director stated that he is open to Board input relating to the Coach's contract renewal, which he will discuss with Coach Romney, but that the Board is not actually required to vote on it as the Head Coach is an employee under the Director's supervision. Once both parties are satisfied with the conditions of the contract, though, the Director will present it to the Board for approval review. C/Powers then asked about the possibility of somehow making additional office space for the Head Coach and his coaching staff as the current situation is not working well. The Director stated that he was beginning to research the possibility and costs involved in providing a portable office for the coaching staff. C/Powers then mentioned that she has noticed attendees of the Farmer's Market parking on the Roller Hockey courts extremely close to the ~~Roller Hockey goals posts~~. The Director stated that he would look in to obtaining some portable fencing for the area.

Executive Session

The Director's Annual Evaluation/Contract Review and a potential litigation issue were discussed. The Board anticipated the Executive Session to last approximately 30 minutes. The Executive session lasted from 8:40 pm to 9:24 pm.

Adjournment:

*A motion to adjourn the meeting was made by C/Prosser, seconded by C/Powers. The motion passed unanimously.* The meeting adjourned at 9:28 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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