

North Whidbey Park and Recreation District  
Minutes of the Regular Meeting, April 22, 2010

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on April 22, 2010, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Dennis Jepsen, Vice-Chair Ron Rhinehart, Secretary River Powers, Commissioner Harvey Prosser, and Commissioner Allan McDougall. Staff member present was: Director Craig Carlson.

Public

There were no members of the public in attendance.

Call to Order

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

Changes to the Agenda

There were no changes to the Agenda.

Board Issues

1) Request to provide future end-of-the-year reports in February – C/McDougall began by stating that, according to his understanding of the financial reports, it appears that District finances aren't adding up on a yearly basis. He suggested that the District not do its Annual Reconciliation until February when the County is finished doing its books. The Director explained that there is a difference between the bank balances, which require a "carry over" of certain items (payroll, year-end bills, etc.), and the budget. The Director also added that the County accounts are ongoing, and do not operate on a year-to-year basis, therefore the end-of-the-year balances between the District and the County will always be different. C/Rhinehart stated that businesses do not typically close their books on the last day of the year due to closing-entry items that may still need to be entered. The Director stated that he would try to figure out the financial reports for the last year. C/Rhinehart volunteered to assist the Director with this project in order to provide C/McDougall and the Board with a solution to this problem that makes the numbers more transparent.

2) U.S. Swimming Executive Director Article – C/Rhinehart stated that it might benefit the Community to know that the specific child protective safeguards/standards included in this article have been implemented by the District. He suggested posting this information on the District's website to instill confidence in the District's programs. C/McDougall added that perhaps the website could also include contact information for a Commissioner Ombudsman who would field and help process any potential patron complaints or concerns.. C/Prosser suggested amending the bylaws to state that an individual could not hold the positions of Head Coach and Director at the same time. ***A motion for the Director to post affirmations on the District's website that the District complies with appropriate codes of conduct for swimming and other activities was made by C/Rhinehart, seconded by C/Powers. The motion passed unanimously.*** A motion to have one of the Commissioners act in a non-executive position to hear complaints that relate to the safety and the appropriate behavior of regulations was made by C/McDougall. C/McDougall then stated that more thought should be given to this motion and decided to table it until the next meeting. The Director reiterated that contact information for all Board members can be found on the District website.

Approval of Minutes

***A motion to approve the minutes of the March 18, 2010, regular meeting was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.*** C/McDougall asked for the removal of the line, "All other questions relating to the Budget Report were answered by the Director."

Voucher Review

***A motion to approve the vouchers numbered 4176-4230 in the amount of \$37,567.83 as well as two payroll transfers in the amount of \$40,977.74, for a grand total of \$78,545.57, was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.*** C/Powers asked about the purchase of the new copy machine. The Director informed her that this was the copier he previously mentioned to the Board, but the voucher was just now being approved. C/Powers also asked about the expenses relating to computer maintenance. The Director explained that these services related to the computers and the server maintenance to ensure everything is running as it is supposed to.

Staff Reports

Director's Report

Teen Activity Council Representative Laura Rosen was in attendance to provide an update to the Board. Laura explained that the Council consists of approximately 30 teens and was formed to give teenagers an opportunity to propose their own ideas regarding potential activities. Laura stated that the council meets twice a month, and current ideas include weekly yoga classes, field trips, rock-climbing, and an open gym at North Whidbey Middle School, if financial assistance, as well as volunteer support/sponsorship, could be provided. The Director stated that both the District and the Health Department have been providing financial assistance and adult guidance. Laura added that the Council intends to approach the City about possibly offering assistance as well. C/Rhinehart suggested to Laura that she meet with the Director and discuss if any District funds could be expended to further assist the Council's potential activities. The Board then asked Laura to provide them with a "wish list" of activity ideas, as well as another update, at the next meeting.

The Director followed the points in his written report, providing the Board with information relating to the attendance report for March, Employee of the Month recognition of Rachel Weinstein for all her efforts as a Lifeguard and Swim School Instructor, the utilization of the Clover Valley Park fields by 13- and 14-year-old Little League teams, UV information relating to the reduction of chloramines (with estimated costs falling between \$26,000 to \$34,000 for a new system), a Roller Hockey update—including the Navy's consideration of a request to play at the Saratoga Gate parking lot, as well as the Roller Barn allowing the Roller Hockey program to use the paved area behind their building at no charge—and the Concussion Law, which requirements all athletic teams are meeting.

The Director also informed the Board that Bill Young's John Deere tractor was stolen from the CVP field, and a report for the theft was filed with the Sheriff.

#### Maintenance Report

Maintenance Supervisor Tim Hilliard provided a written report to the Board. The Director added that Tim recently completed the cove base removal and re-installation, which has been receiving positive comments. C/Prosser asked the Director to inform Tim that the Board is very happy with the work he is doing in and around the Facility. The Director stated he would do this, and also reiterated to the Board that Tim recently received Employee of the Month recognition for all his hard work. The Director then informed the Board of a few recent accidents that occurred on the old pool-deck benches. New benches were purchased to prevent any future accidents of this nature.

#### Swim Team Report

Head Coach Neil Romney provided a written report to the Board. The Director added that NWAC is gearing up for an upcoming home meet to be held over the course of a weekend, with new volunteers being trained in the use of the timing system. A replacement for Assistant Coach Jason Hunter is still being sought. NWAC recently presented the District with a donation check to be used for the purchase of an add-on to the scoreboard, which will list events and heats during meets.

#### Running Club Report

Head Coach Catie Rodeheffer provided a written report to the Board. The Director added that the Running Club is still going strong, with approximately 48 participants. Coach Rodeheffer has ensured that all Concussion Law standards are being met and that all background checks have been completed. The Director commented on how lucky the District is to have these athletic programs available to the Community.

#### Budget Report

The Director provided an update on the Budget, which he stated was up-to-date through the first quarter of the year as far as revenues, expenses, and salaries & wages. Revenues are down somewhat, primarily due to the last Swim School registration being held in December. Additional Levy funds were received, with the Director anticipating approximately \$200,000 posted on the next report from Island County. Interest collected on investments has been lower than expected. Expenses are doing well, with the utility bill for gas being almost \$2,000 less than what it was the previous year. The new copy machine was expensed to Capital Outlay, which explains the increase in funds spent for that line item.

#### Public Comments

There were no public comments.

#### Unfinished Business

1) O.R.B. Final Expansion Report – *A motion to table discussion relating to the Final Expansion report from O.R.B. was made by C/Prosser, seconded by C/Jepsen. The motion passed unanimously.*

2) Agreement for Attorney Services/Nathan Manni – Nathan Manni has indicated he would be willing to provide Attorney Services for the District. Mr. Manni provided the Board with an agreement for these services, which required their signatures. The Director added that the District has not needed extensive Attorney services for a couple of years. C/Prosser stated that he felt it was important for the District to have a specified lawyer if and when one was necessary. ***A motion to approve the hourly wage for Mr. Manni vs. the Retainer was made by C/Powers, seconded by C/Rhinehart. The motion passed unanimously.***

New Business

1) Refund Procedures Resolution – This Resolution deals with the District’s refund policies, which had not been previously outlined, and details refund procedures for Swim Lessons, Rentals, Athletic Programs, etc., as well as Administrative Fees to process those refunds (\$5.00 for Passes, Punch Cards, and Swim Lessons, and half the regular fee for pool rentals). ***A motion to approve Resolution 10-02 with amended Administrative Fee changes was made by C/McDougall, seconded by C/Powers. The motion passed with a majority vote. C/Prosser voted against the Resolution.***

Open Discussion

The Director requested either a change of date or a change of time for the next regular Board meeting, to allow him to attend to personal matters. It was decided to hold the next meeting on Thursday, May 20, at 4:00 pm.

Adjournment

***A motion to adjourn the meeting was made by C/Powers, seconded by C/Rhinehart. The motion passed unanimously.*** The meeting adjourned at 9:53 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers  
Secretary

Craig C. Carlson  
Director

Christopher Cross  
Recording Secretary Designee