

North Whidbey Park and Recreation District
Minutes of the Regular Meeting, August 18, 2011

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on August 18, 2011, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Ron Rhinehart, Vice-Chair Allan McDougall, Secretary River Powers, Commissioner Dennis Jepsen, and Commissioner Harvey Prosser. Staff member present was: Director Craig Carlson.

Public

Nathan Whalen of the Whidbey News-Times was in attendance.

Call to Order

There being a quorum present the meeting was called to order at 7:02 p.m. by C/Rhinehart.

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 July 21, 2011, meeting was made by C/Powers, seconded by C/Prosser. C/McDougall asked for the removal of the "Open Discussion" paragraph since it was out of context and because it was conversation only and did not represent any specific view on the subject. **The motion passed unanimously.***

Voucher Review

*A motion to approve the review of the vouchers numbered 4925-4963 in the amount of \$82,142.19 as well as two payroll transfers in the amount of \$56,729.07, for a grand total of \$138,871.26, was made by C/Powers, seconded by C/Prosser. C/Rhinehart asked how the Enduris annual payment compared to last year's. The Director stated that he didn't recall, though it was a little higher than what was projected. The Director added that he would look into getting C/Rhinehart an accurate number. C/McDougall inquired about vouchers 4952 and 4953, made payable to the North Whidbey Soccer Club and South Whidbey Parks & Recreation. The Director informed him that this dealt with grants relating to the Healthy Island Youth Initiative, and that this item has been added to the budget. C/McDougall stated that these funds should be placed in a separate account, independent of the NWPRD budget. The Director stated that he would set up a different company file in Quick Books for the Healthy Island Youth Initiative transactions. C/Powers asked about voucher 4962, payable to Colorado Time Systems, Inc. The Director stated that a new system timer needed to be purchased for swim meets, and that the Swim Team will be contributing \$2,000 from their Swim-A-Thon funds to help pay for it. **The motion passed unanimously.***

Staff Reports

Director's Report

The Director followed the points in his written report, providing the Board with information relating to: 1) The attendance report for the month of June, 2) Estimated Recreation Program participation, 3) the pool's shut-down for Annual Maintenance Week, scheduled for August 29th – September 5th. The maintenance list consists of 65 items, including draining/painting the pool as well as some special work in the parking lot, such as repairing cracks and repainting lines. There is also a problem with hot water in the showers, which will be repaired once a part arrives, 4) the Triathlon event, which has been cancelled due to lack of entries. The Director stated that he plans to hold the Triathlon next year, as he anticipates more interest at that time. C/Rhinehart asked when the Triathlon's date needs to be "locked down" to ensure inclusion in event calendars. The Director stated that it would be very helpful to have the dates secured by January, 5) the pool's Annual Dog Day, which is scheduled for Sunday, August 28th, 6) Levy results – "yes" votes equaled less than 60%; the ballot measure for November was approved at the last meeting. The Director stated that he feels the Attorney's opinion should be changed, and "Swimming Pool" should be added, as there may be some confusion with the voters that the Levy includes the pool in addition to the District's other recreation programs. C/Rhinehart stated that he would like to see this before it goes to County and then suggested a special public meeting be held for the Commissioners to discuss options and formulate their "contingency plan" if the Levy fails again in November. It was decided to add the Levy Contingency Planning to "Board Issues" at the next regularly scheduled meeting on September 15th, which will begin at 6:00 pm instead of 7:00 pm to allow time for the discussion, and 7) Employee of the

Month recognition to Brian Silveira, for all of his years as a Lifeguard, Senior Guard, Swim Instructor, Lifeguard/Water Safety Instructor, and City Beach Safety Monitor.

Maintenance Report

Maintenance Supervisor Lloyd Long provided a written report to the Board. C/Prosser asked the Director if he is satisfied with the new Maintenance Director. The Director stated that indeed he is.

Swim Team Report

Head Coach Neil Romney provided a written report to the Board. C/McDougall asked how NWAC became involved in the North American Challenge Cup in Guadalajara, Mexico. The Director informed him that it was a PNS decision to attend the Challenge Cup in place of the Western Zone Championship. Coach Romney opted to attend the meet, though the Director stated that he is unsure about whether the swimmers were subsidized by PNS, or if the parents paid their whole way. C/McDougall stated that Coach Romney should be congratulated for having swimmers participate in Nationals, Jr. Nationals, and the North American Challenge Cup.

Running Club Report

Head Coach Catie Rodeheffer provided a written report to the Board. The Director added that the WIRC participated in Nationals in Wichita, Kansas, with one of the participants – Christina Wicker – placing 2nd in the Steeple Chase. This is a testament to the work that the Rodeheffers are doing with WIRC. C/Rhinehart asked if Coach Rodeheffer would be reimbursed for her expenses relating to the Level 1 Coach Class in Tacoma. The Director informed him that she would.

Budget Report

The Director stated that revenues are holding as anticipated for this time of year, and are close to what was projected for the end of July. Approximately \$1,800 in levy dollars was recently received. Expenses are also as anticipated. Repair and maintenance expenses have been lower than previous years, though \$1,600 will be spent on repair work to the parking lot. C/Rhinehart asked why both Head Lifeguard and Senior Lifeguards are close to approaching 100% of what was budgeted under Salaries & Wages. The Director stated that he may not have budgeted those items quite at the level they should have been. The Director added that there are more expenses relating to Senior Guard hours during the summer, and that he plans on looking into these numbers with the Head Guard. C/Rhinehart asked what the pay difference is between Lifeguard and Senior Guard. The Director stated that the Senior Guard rate is \$10 an hour for most, with the Lifeguard rate for most being the minimum wage of \$8.67. With expenses for repair and maintenance lower than previous years, C/Powers asked the Director if he anticipated spending the entire budgeted amount of \$30,000. The Director stated that it is tough to predict and that there is some roofing work on the horizon. C/Rhinehart asked what expenses fall under the Intergovernmental line. The Director informed him that levy, election, and audit costs are expensed there. The Director then stated that the District's next audit is still anticipated to take place sometime between September and December.

Public Comments

There were no Public Comments.

Unfinished Business

There was no Unfinished Business.

New Business

1) MWR Contract/Authorize Director to sign – The Director stated that this contract is a renewal and continuation of what is already in place. The contract comes directly from MWR, with the same 20-punch pass reimbursement rate (full amount for active duty, and 13 cents for dependents and retirees) in effect. With the contract in effect from October, 2011, until September, 2012, C/McDougall asked if it would prevent the District from potentially increasing fees. The Director stated that all previous contracts included a clause that would increase MWR's reimbursement fee commensurate with any increases in District fees, and that he would contact MWR to have that clause re-inserted into this current contract. The Director pointed out that MWR has more than sufficient money available to cover any potential increases. ***A motion to authorize the Director to sign the contract, after the change to include the exception for a rate increase, was made by C/Powers, seconded by C/McDougall. The motion passed unanimously.***

2) High School Swim Team Contract/Authorize Director to sign – The Director stated that he received information from the Superintendent of Schools that the School District plans on offering their high school swim program, and that the contract will be on the agenda at their next meeting. C/McDougall stated that he has a problem with the District's commitment to scheduled

training hours through February 16th, since there may not be a pool open by January 1st if the levy doesn't pass. C/Prosser stated that there should be enough reserves to go through February. The Director added that a clause could be included that would indicate that "Pool use will be provided from August 22nd through August 27th, and from September 6th through February 16th, providing the facility is operational." C/Rhinehart suggested changing the "or" in the contract's swimming times ("Monday-6:30PM to 7:30PM (3 lanes) or 1:30 to 2:40PM (6 lanes)") to an "and." C/Rhinehart pointed out two grammatical notes to the contract (the capitalizing error of "if" and the inclusion of "PM" after 12:00 under "Swimming Time"). The Director stated he would make these changes. ***A motion to authorize the Director to sign the contract with the stated inclusions/changes was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously.***

Open Discussion

C/Powers asked the Director if he received a letter from a Swim Team parent relating to a payment issue. The Director stated that he had just received a copy of the letter, recognizes the problem and intends to follow-up on it. C/Rhinehart asked the Director to put this item on the agenda for the next meeting, so the Board can be made aware of how everything was handled.

Adjournment

A motion to adjourn the meeting was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously. The meeting adjourned at 8:32 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee