

North Whidbey Park and Recreation District
Minutes of the Regular Meeting, May 17, 2011

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on May 17, 2011, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Vice-Chair Allan McDougall, Secretary River Powers, Commissioner Harvey Prosser, and Commissioner Dennis Jepsen. Chair Ron Rhinehart was absent. 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 7:00 p.m. by C/McDougall.

Changes to the Agenda

C/McDougall suggested moving up item #2 of Unfinished Business, relating to the Levy Ballot Title Correspondence, after the Voucher Review and before the Staff Reports. There were no objections.

Board Issues

There were no Board Issues.

Approval of Minutes

A motion to approve the minutes of the April 21, 2011, meeting was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.

Voucher Review

A motion to approve the review of the vouchers numbered 4789-4823 in the amount of \$34,575.50 as well as two payroll transfers in the amount of \$44,649.38, for a grand total of \$79,224.88, was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.

Levy Ballot Title Correspondence – The Director began by stating that the initial Resolution for the Ballot Title had been reviewed by Chief Civil Deputy Prosecuting Attorney Dave Jamieson, who changed the wording of the District's original request. Correspondence from Mr. Jamieson relating to the reasons for the change was included in the Commissioners' packets, along with a possible Revised Ballot Title. Both C/Powers and C/Jepsen stated that they did not like seeing "60 cents" on the Ballot Title. C/Jepsen stated that if the 17 cents remains on the Ballot Title, and the property values decrease, the Commissioners will need to take a hard look at how the District is operating, and services may need to be cut. He suggested keeping whatever is on the ballot as simple as possible, as too much verbiage could result in the voters declining the levy. C/Prosser agreed. The Director stated that this is basically the same verbiage that was used six years ago, minus the mention of property values being assessed lower. The Commissioners then agreed that there should be a heading – not just a title – on the Ballot. *A motion to place a heading on the Ballot Title for the Special Election which reads "North Whidbey Park & Recreation District Operation & Maintenance Levy" was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously. A motion to pass the simplified version of the Ballot Title as included on page 24 of the Agenda, with the addition of a heading, was made by C/Prosser, seconded by C/Powers. The motion passed unanimously.* C/McDougall asked if the Director has talked to anyone to help raise public awareness about the levy. The Director stated that there is a "Committee to Save the Pool," which worked on promoting the levy six years ago and will be reconvening... C/McDougall then asked how limited the Commissioners are relating to this process. The Director stated that, as far as he is aware, the Board is limited to not doing much of anything.

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 April, which was significantly higher than last year, 2) Estimated Recreation Program participation, with attendance figures for the Roller Hockey, Creative Kids Club, Running Club, and Kidz Love Soccer programs, 3) a Special Event update – the Pirates Plunder Special Event is scheduled for Saturday, May 28, from 5:30 p.m. to 7:15 p.m., 4) a Triathlon update – approval from the Navy has just been received to hold the Triathlon on August 21, 2011, 5) a High School Swimming Update – the School District has developed and implemented a fee structure and budget plan to ensure that High School swimming will be available next year, and 6) Wi-Fi installation, which has recently been completed at the swimming pool. The Director also informed that Board that outgoing Maintenance Supervisor Tim Hilliard's replacement has been hired and is in the process of learning the intricacies of the District's operation. C/McDougall asked about the new Maintenance Supervisor's salary and benefits. The Director informed him that the salary is \$35,000 a year, with medical benefits worth approximately \$600 per month.

Maintenance Report

Maintenance Supervisor Tim Hilliard provided a written report to the Board. C/Prosser asked if any of the pool's patronage have commented on the new UV system. The Director stated that he has indeed received comments, and all of them have been positive.

Swim Team Report

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

Running Club Report

Head Coach Catie Rodeheffer provided a written report to the Board. There were no questions.

Budget Report

Property Tax monies for the month of April have been received. The Director stated that they were about \$40,000 less than last year, which he believes is a result of some communication issues with Island County relating to sending out notices. He believes the monies will catch up within the next month in comparison to last year. Revenues are doing well according to what was anticipated, with Swim Lessons and Passes above last year's income. Expenses also seem to be in line with what was anticipated in all areas.

Public Comments

There were no Public Comments.

Unfinished Business

1) NWAC and WIRC Accounting Procedures Review – The Director provided the Board with a list of recommendations relating to the accounting procedures of NWAC and WIRC, as reviewed by Accountant Suzanne Zettle. C/Powers stated that she is surprised that this is even an issue, as Ms. Zettle's recommendations have been very minor and more like common sense recommendations than any actual change in accounting practices. The Director stated that the only recommendations that have been implemented thus far have been the purchase of duplicate checks, as well as the purchase of a receipt book, in the event that cash is received. The Director also added that he signs off on receipts from the bank relating to bank deposits, as suggested by the State Auditors during the District's last audit. C/McDougall stated that he feels that these recommendations add an unnecessary layer of "bureaucracy." C/Powers stated that she does not agree with this. C/Prosser stated that he agrees that there needs to be procedures to ensure that records of all financial transactions are in place. The Director stated that he is more than confident that there is no money being taken and that the accounting procedures that are currently in place are fine and can remain as is, but reiterated that Ms. Zettle's recommendations do fall in line with what is expected of the District according to the State Auditors and the BARS Manual. The Director added that Ms. Zettle's recommendations might take a bit more time initially but would be a benefit for the Swim Team Treasurer in the long run as far as being able to address whatever shortcomings the District may have in place now. After almost 40 minutes of discussion, it was decided to suspend action relating to most of these items until next month's meeting when C/Rhinehart will be in attendance; he has additional questions/concerns regarding Ms. Zettle's recommendations and was absent from this meeting's discussions. ***A motion to follow #2, #5, and #6 (minus the purchase of a second computer) of Ms. Zettle's recommendations was made by C/Powers, seconded by C/Jepsen. The motion passed with two votes for the motion (C/Powers, C/Jepsen), one vote against (C/Prosser) and one vote abstained (C/McDougall).***

2) Levy Ballot Title Correspondence – This item was moved up in the meeting, immediately following the approval of the Vouchers.

New Business

There was no New Business.

Open Discussion

There was no Open Discussion.

Adjournment

The meeting adjourned at 8:19 p.m.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee