

North Whidbey Park and Recreation District
Minutes of the Regular Meeting, November 12, 2009

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on November 12, 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 7:01 p.m. by C/McDougall.

Changes to the Agenda

There were no changes to the Agenda.

Board Issues

~~1)~~ Executive Session/Pending Claims for Damages – The Executive Session was moved to the end of the meeting.

Approval of Minutes

A motion to approve the minutes of the October 29, 2009, regular meeting was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously.

Voucher Review

A motion to approve the vouchers numbered 3985-4000 in the amount of \$35,020.81 as well as a payroll transfer in the amount of \$21,848.33 for a grand total of \$56,869.14 was made by C/Powers, seconded by C/Prosser. 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 the attendance report for October, an update on the ~~m~~Mobile ~~o~~Office ~~s~~Space, ~~with-in which~~ electrical work begins ~~naing~~ on Wednesday, November 11th, an update on District ~~l~~Legal ~~r~~Representation—~~Mark~~, ~~with Mark~~ Theune ~~will be~~ providing a written proposal to the Board, an update on the Roller Hockey Program, which currently has approximately 25 participants, Employee of the Month recognition for Jason Hunter, as well as special recognition for John Hu, information from Puget Sound Energy relating to thermal imaging, and an Audit update.

Maintenance Report

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

Swim Team Report

Head Coach Neil Romney provided a written report to the Board. The Director also took an opportunity to thank the Swim Team members and parents who assisted with the recent Haunted Swamp event. C/Jepsen suggested creating and posting a "Thank You" list to recognize those who volunteer their time to assist with the special events. The Director stated that he would do this in the future.

Running Club Report

~~Running-Head Club~~ Coach Catie Rodeheffer provided a written report to the Board. The Director stated how impressed he was with the attendance numbers and recognition of the program. C/Jepsen suggested that the Director provide MWR with information on the Running Club as a way to potentially increase participation.

Budget Report

The Director presented an update on the budget. He informed the Board that the majority of the remaining Levy monies should show up on the monthly report from Island County, which had not yet been received. Adjustments to the Budget will be made in December ~~to stay within the appropriate numbers if necessary~~. A surplus of carry-over monies for the year is also anticipated. C/Jepsen asked if the expenses and revenues for ~~the~~ Special Events balance out. The Director stated that he ~~looks at~~ views the Special Events as more of a Community Service rather than a means to make money, though they usually end up coming close to paying for themselves. C/McDougall asked the Director to provide the numbers relating to the ORB expenses at the next meeting.

Public Comments

There were no Public Comments.

Unfinished Business

1) Resolution 09-03/2010 Annual Budget – The Director provided the Board with an overview of the Budget, as well as information regarding an increase in health insurance, which he does not anticipate being more than 10%. He also stated that \$529,000 was budgeted for Levies if the “substantial need” was approved. A 3% salary increase for the Maintenance Supervisor was also factored into the Budget. All additional questions from the Board relating to the 2010 Budget were answered by the Director. *A motion to approve the 2010 Budget was made by C/Prosser, seconded by C/Powers. The motion passed unanimously.*

New Business

- 1) Resolution 09-04/Establishment of the 2010 Regular Property Tax Levy – *A motion to approve Resolution 09-04 was made by C/Jepsen, seconded by C/Powers. The motion passed unanimously.*
- 2) Resolution 09-05/Declaration of Substantial Need for 1% Property Tax Increase – *A motion to approve Resolution 09-05 was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.*
- 3) Resolution 09-06/Credit Card Procedures – Minor spelling errors and typos were corrected and the name "Purchasing Administrator" on the final page was changed to "District Director." *A motion to approve Resolution 09-06 as amended was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously.*
- 4) Resolution 99-79 (CH 9)/Overtime Policy – *A motion to approve Resolution 99-79 was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.*

Executive Session

The Board met in Executive Session to discuss potential litigation. The estimated time of deliberation was 10 minutes. Executive Session was held from 8:30-8:39 pm.

Open Discussion

There was no Open Discussion.

Adjournment

A motion to adjourn the meeting was made by C/Powers, seconded by C/Jepsen. The motion passed unanimously. The meeting adjourned at 8:43 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee

