

North Whidbey Park and Recreation District
Minutes of the Regular Meeting, October 13, 2011

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on October 13, 2011, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Ron Rhinehart, Vice-Chair Allan McDougall, Secretary River Powers, and Commissioner Harvey Prosser. Commissioner Dennis Jepsen was absent. Staff member present was: Director Craig Carlson.

Public

Butch Lorean 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

A motion for the Board to enter into an approximately ten minute Executive Session to discuss some litigation the District is involved in was made by C/Prosser, seconded by C/Powers. The motion passed unanimously. It was decided to enter the Executive Session after the Staff Reports and before the Budget.

Board Issues

Butch Lorean was in attendance to discuss a recent visit to the Rotary Club by C/McDougall and Julie Wilson. Mr. Lorean stated that he was flabbergasted that the levy did not pass during the last election, and suggested that the District should “think outside the box” in relation to the upcoming November election by offering an annual pool membership to voters, whether they use it or not, to make the levy more palatable to those who are paying taxes. C/Prosser stated that this is an excellent idea though he isn’t sure if it could be done. The Director stated that this idea would be worth looking into. C/Rhinehart asked where the line would be drawn on who gets the membership card: voters or tax payers? Mr. Lorean stated that the membership should go to property owners who pay taxes, with renters paying a non-resident fee. C/Rhinehart stated that there is some merit to the concept that is worth exploring, but he feels the District’s mission is to serve the community, not just the tax payers. C/Rhinehart then stated that the voting community seems to be heavily comprised of retirees and those on a fixed income, who are often in opposition to any tax; this creates a scenario where the people who vote are opposed to taxes, while the people who use the facility don’t tend to vote. Mr. Lorean then stated that he hopes the pool remains open, because it’s too important not to. C/Rhinehart thanked Mr. Lorean for his support and ideas.

Approval of Minutes

A motion to approve the minutes of the September 15, 2011, meeting was made by C/Prosser, seconded by C/Powers. C/Powers stated that she did a bit of comment re-positioning, as the original draft of the minutes was impossible to follow due to the conversation jumping around so much. C/Prosser asked if the minutes could be re-arranged to make more sense, or if they have to actually follow the conversation of the meetings. The Director stated that the only things that are really required in the minutes are any motions made, as well as the passing of Resolutions. C/Rhinehart asked for a clarification in the minutes to reflect that the City has an option to take over the facility if the District closes the pool. C/McDougall stated that the minutes should be passed and an additional motion should be made to include a note in the minutes pointing out any clarifications. ***The motion passed unanimously. A motion to clarify that the ILA between the District and the City provides the City with an option to take over the facility if the levy fails and the District closes the pool was made by C/Rhinehart, seconded by C/Powers. The motion passed unanimously.***

Voucher Review

A motion to approve the review of the vouchers numbered 5008-5048 in the amount of \$27,672.34 as well as a payroll transfer in the amount of \$17,826.49, for a grand total of \$45,498.83, was made by C/Powers, seconded by C/Prosser. C/Rhinehart asked about the expenses for boiler repair paid to Barron Heating. The Director stated that this was for the boiler inspection and the re-building of the shower boiler’s firing coil pan. C/McDougall asked about the payment to the Department of Personnel. The Director informed him that this expense was for the Employee Advisory Counseling Service. C/Prosser asked if the District has received the bill from the previous election. The Director stated that the bill has not yet been received. C/Rhinehart asked about a payment to NWAC in the amount of \$1,359.39. The Director stated that he could pull the voucher and provide C/Rhinehart with a detail of the payment at a later time. ***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 September. C/Rhinehart asked how difficult it would be for the staff to check patrons' driver's licenses for residency when they come in. The Director stated that it could be done, but many patrons don't bring their licenses into the facility, and based on his past experience, some patrons feel offended by it, 2) Estimated Recreation Program participation. The Director added that the Kidz Love Soccer program will be offering its first indoor session in November, 3) Employee of the Month recognition to Lloyd Long for all of his efforts as the District's new Maintenance Supervisor, 4) Upcoming Special Events—the 9th Annual Haunted Swamp is scheduled for October 29th, and the Masters SCM Meet is scheduled for November 13th, 5) The November meeting, which can be changed from November 10th to November 17th, as the resolutions for the budget and levy are not due until November 30th this year. It was decided to keep the November 10th date for the next meeting, and 6) The state auditors, who will be performing the District's audit, are scheduled to begin on or around November 10th.

The Director added that Swim Team Treasurer Vicki Robinson is out of the hospital, back at work, and doing surprisingly well. The Director also made the Board aware that NWPRD Lifeguard Jacob Jepsen has been accepted to the Naval Academy, and NWPRD Senior Lifeguard Holly Gubernath has passed her RN testing and is now officially an RN.

Maintenance Report

Maintenance Supervisor Lloyd Long provided a written report to the Board. The Director pointed out that the water condition has been good and that the water filters have not needed to be cleaned in over a month, due to chemical adjustments in the chlorine, ph, and total alkalinity. The Director also added that the chlorinator pump has had some leaks and a new one has been installed.

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. C/Rhinehart asked if there were any scheduling issues between Running Club and the High School Cross Country team. C/Powers informed him that those who are participating on the High School Cross Country team and can't make the Running Club practices are on punch-cards and only come to practices when they can make it. C/Powers added that the WIRC Coaches understand that some of their athletes are not runners first, but rather run to help them stay fit for whatever their primary sport is.

Budget Report

The Director stated that the report for September is incomplete due to not having received all of the information for the month. C/Powers asked if the Board will be presented with a revised September report at the next meeting. The Director assured her he would make one available. The Director also added that \$15,000 in additional levy monies has been received. C/McDougall asked why the Capital Outlay line item is at 380% of its budget. The Director reminded him that this is because of the purchase of the UV System. Regarding the report for the Healthy Island Youth Initiative, C/Rhinehart asked about the variance of what is being paid to the scholarship recipients. The Director informed him that the amount is based on what they ask for and what they're participating in.

Executive Session

Approximately 10 minutes was requested by C/Prosser and the Director to discuss District Litigation. The Executive Session began at 8:20 pm and ended at 8:28 pm.

Public Comments

There were no Public Comments.

Unfinished Business

There was no Unfinished Business.

New Business

2012 Proposed Annual Budget – The Director began by stating that he worked with all Staff to evaluate 2012’s budget. The Director added that the District is looking to operate and offer the same programs that were offered this year, as well as provide additional monies in the event that new Recreational Programs can be added.

Levy Income – The Director stated that the estimated amount of levy income from property taxes for 2012 should be \$600,000.

Swimming Pool Revenue – The Director stated that he projected this amount at about 9% more than what was received in 2011. The Director also proposed that the Board consider an optional rate increase in 2012 of between approximately 8% and 15%, depending upon the particular category and fee. C/McDougall asked why the fees would need to be increased. The Director stated that it would give the District an opportunity to do some things that cannot be done at the present time. C/Prosser suggested not discussing a rate increase with the public until after the levy. C/Powers stated that she feels a rate increase would be underhanded after putting so much effort into passing the levy. Both C/Rhinehart and C/McDougall agreed. C/Prosser stated that a rate increase should not be considered until sometime after the beginning of next year. C/Rhinehart stated that was a very good idea.

Expenses – The Director informed that Board that the minimum wage will soon be increased by 4.258%, bringing the minimum wage from \$8.67 to \$9.04, and that this increase has been factored into Salaries & Wages for all Staff as a Cost of Living Adjustment, with the exception of those under contract, as well as Swim Lesson Instructors. C/Prosser asked for no further discussion on this subject until next year, stating that it could be a deathblow to the levy. The Director stated that this is only a preliminary budget, which the Board has the ability to change, correct, and adjust accordingly. C/Rhinehart asked if any thought was given to employee wages being adjusted by merit instead of COLA. The Director stated that there is no merit system in place though he certainly would consider it.

Personnel Benefits – A 15% increase has been figured into Health Insurance, though with both the Director and his wife soon eligible for Medicare, the costs can be reduced.

Facility Reserve – The Director has looked at putting \$40,000 into this fund based on the potential income from a rate increase, but this could be reduced or deleted.

Advertising – This has been increased by an additional \$2,500 to try to create more Recreation Resource Guides for the community and to try to encourage more participation at the pool.

Travel Budget – This has been increased by \$2,000 based on projected expenses for two National swim meets.

Utility services – These have been anticipated to be about the same, even though utilities have been less this year.

Repair & Maintenance – This has been increased to have the ability to make repairs to the facility and to address anything else that may come up.

Capital Outlay – This includes some optional improvements, such as a disabled portable lifter, a PA system, an automated pool vacuum, acoustical panels, and shower module improvements.

Intergovernmental – These costs have gone down by 82% due to there being no election or audit costs in 2012.

Direction from the Board relating to 2012 Budget changes included the removal of the fee increase and the reduction of the Facility Reserve budget by the same amount, to ensure that the Budget remains balanced.

Open Discussion

There was no Open Discussion.

Adjournment

A motion to adjourn the meeting was made by C/Powers, seconded by C/Prosser. The motion passed unanimously. The meeting adjourned at 9:04 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee