

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

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on February 17, 2011, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Ron Rhinehart, Vice-Chair Allan McDougall, Secretary River Powers, and Commissioner Dennis Jepsen. Commissioner Harvey Prosser 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 7:03 p.m. by C/Rhinehart.

Changes to the Agenda

C/Jepsen asked for an inclusion under "New Business" to discuss a swimming program issue.

Board Issues

Executive Session Request/Civil Court Case - Approximately 20 minutes was requested by Director Carlson to discuss a Civil Court Case issue. The Executive Session began at 7:03 pm and ended at 7:14 pm.

Approval of Minutes

A motion to approve the minutes of the January 20, 2011, meeting was made by C/McDougall, seconded by C/Powers. The motion passed unanimously.

Voucher Review

A motion to approve the vouchers numbered 4656-4694 in the amount of \$52,039.37 as well as two payroll transfers in the amount of \$41,699.53, for a grand total of \$93,738.90, was made by C/Powers, seconded by C/Jepsen. C/McDougall asked about the change in medical coverage from Regency to Group Health. The Director informed him that he made this change in order to keep the costs of the medical coverage within the District's budget. C/McDougall then asked about the advertising costs to Sound Publishing. The Director informed him that this dealt with an ad placed in the newspaper to advertise District programs. C/McDougall then asked about the delivery surcharges to Costco. The Director informed him that these charges have been instituted on all orders due to increased ferry rates as Costco delivers from Lynnwood. C/Rhinehart asked about the charges to Diamond Rentals. The Director informed him that lifts were rented to replace indoor lights and sound panels as well as outdoor lights. *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 January, 2) Estimated Recreation Program participation, 3) a Special Event update—the Daddy/Daughter Dessert Dance is scheduled for February 26, and the Goldfish Extravaganza is scheduled for March 19, 4) a UV System update—the system has been up and running for approximately 24 hours. C/Jepsen asked if the newspaper has covered the UV system installation. The Director plans to contact the paper about such an article, 5) a Swim Coach request—Coach Romney has requested a pool closure from 5:30 pm on October 21 through 2:00 pm on October 23, 2001,,in order to provide a competitive swim clinic for NWAC members. Well-known coach and author, Bob Steele, would be providing the clinic, 6) a WRPA Membership update—all Commissioners have been registered to receive this agency membership, and 7) the development and reinstitution of a Triathlon in conjunction with the Navy's Recreation group.

Maintenance Report

Maintenance Supervisor Tim Hilliard provided a written report to the Board. There were no questions. The Director added that problems with the spa's bromine levels have been resolved after replacing the solenoid valve.

Swim Team Report

Head Coach Neil Romney provided a written report to the Board. There were no questions. The Director informed the Board that the High School girls Swim Team will have a new Coach next year. The Director also added that the High School will be looking into the requirements for special needs swimmers to receive a "letter."

Running Club Report

Head Coach Catie Rodeheffer provided a written report to the Board. C/McDougall asked C/Powers where Coach Rodeheffer would like to establish her meeting place for the Tuesday/Thursday Advanced Running Club participants. C/Powers stated that Coach Rodeheffer hasn't mentioned any place in particular, though she is looking for a place with a protected area for stretching, as well as a place to store Running Club gear. The Director stated that he will discuss some options with Coach Rodeheffer regarding developing a storage unit for Running Club equipment at the pool. C/McDougall suggested looking at Clover Valley Park for such a space. C/Powers stated that there might not be enough room out there to conduct running practices. The Director stated that he will also contact the City to see if any space might be

available out at Fort Nugent Park. Additionally, he will discuss with Coach Rodeheffer the idea of finding volunteers to assist with the coaching of the Running Club as its participation has increased to approximately 65 kids.

Budget Report

The Director informed the Board that overall revenues are about equal to what they were this same time last year. Expenses are also comparable to last year, with the exception of Salaries & Wages, which ran about \$1,000 over. The Director added that the nighttime janitorial crew has been cut back, with only two janitorial workers employed. One of the primary expenses under Capital Outlay is for the UV System, with an additional \$1,400 expensed toward additional electrical work. C/Rhinehart asked about the whole years' worth of vacation expense accrued in the first month of the year. The Director stated that the amount on the Profit & Loss statement reflects the maximum amount that can be paid out, which is ten days' worth. This is different than C/Rhinehart's interpretation of how vacation expenses should be recorded for the period. The Director stated that the Vacation expense could be presented on the Profit & Loss statement on a month-to-month basis. C/Rhinehart stated that this is a step in the right direction and that the amount of accrued vacation presented on the balance sheet appears correct. C/Rhinehart then added that he will meet with the Director to discuss this further sometime after the meeting. In addition to the financial reports for the month of January 2011, the Director also provided reports for the entire year of 2010. C/McDougall asked why the District received only 61% of the budgeted income from the Masters swim program. The Director informed him that the monthly payment to NWPRD from NWAC to cover Swim Team dues is a combined amount for both NWAC and Masters, and that this is reflected on the report by condensing both NWAC and Masters dues under the heading of "Coaching Fees." Both C/Powers and C/Rhinehart stated that it would be nice to see what both teams are bringing in. The Director stated that he will create a report which separates NWAC from Masters. The final report presented by the Director was a District "Cost Analysis" for 2010, detailing expenses, revenues, and the difference between the two.

Public Comments

There were no Public Comments.

Unfinished Business

There was no Unfinished Business.

New Business

1) Running Club Coach/Consider Wage to Salary Change – The Director suggested to the Board that Running Club Coach Catie Rodeheffer be changed from an hourly wage employee to a salaried employee. The Director informed the Board that the Coach's hourly wage is \$15.21 per hour for administrative work and \$20.28 per hour for coaching. The Director proposed that Coach Rodeheffer be given a monthly salary of \$1,450 per month with no benefits. ***A motion to approve the Director's request to make Coach Catie Rodeheffer's wage to salary change was made by C/Powers, seconded by C/McDougall. The motion passed unanimously.***

2) Program Issue – C/Jepsen stated that he recently learned that the Bellingham Swim Team Treasurer (and USA Swimming Referee) is currently in jail for embezzling funds from the BBST club. He asked if the District has any safeguards in place to prevent such an occurrence. The Director informed him that all District transactions go through the Island County Auditor's office and are scrutinized thoroughly. The only programs where money comes in that does not go through the District first are the Swim Team and the Running Club. Both programs keep their own financial records, and while he has not seen anything questionable regarding their revenues, he would be more than happy to have an accountant take a look at the books.

Open Discussion

There was no Open Discussion.

Adjournment

A motion to adjourn the meeting was made by C/Powers, seconded by C/Rhinehart. The motion passed unanimously. The meeting adjourned at 8:50 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee