

North Whidbey Park and Recreation District
Minutes of the Regular Meeting, June 17, 2010

The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on June 17, 2010 at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Dennis Jepsen, Vice-Chair Ron Rhinehart, Secretary River Powers, Commissioner Harvey Prosser, and Commissioner Allan McDougall. 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/Jepsen.

Changes to the Agenda

There were no changes to the Agenda.

Board Issues

1) Director's Annual Performance Evaluation/Executive Session – This item was moved to the end of the meeting.

Approval of Minutes

A motion to approve the minutes of the May 20, 2010 meeting was made by C/McDougall, seconded by C/Powers. The motion passed unanimously.

Voucher Review

*A motion to approve the vouchers numbered 4280-4316 in the amount of \$31,351.76 as well as two payroll transfers in the amount of \$45,275.99, for a grand total of \$76,627.75, was made by C/Powers, seconded by C/Rhinehart. C/McDougall asked about the purchase of an exercise bike. The Director informed him that this was purchased by the Head Coach for use with the North Whidbey Aquatic Club. **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 May, Employee of the Month recognition to Christopher Cross, additional research on the \$23,000 low-voltage UV system which will be conducted as a result of a recent article from Aquatics International (the Director added that we would look into questions from the Board relating to wattage, cost-effectiveness, etc.), the completion of the 2010 Annual Equipment Inventory, the addition of sales tax to retail candy products which went into effect June 1st, the Summer Schedule, which begins June 18th, as well as the Windjammer Park Lagoon & Wading Pools, which open June 19th, the Swim Team discount for annual dues, which is not listed in the current fee schedule date January 17th, 2008, and the scheduling of a date & time to review the O.R.B. Expansion Report (it was decided to schedule this meeting for Tuesday, July 20th, at 4:00 pm).

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 informed the Board of the recent hiring of Katelin Fitzgerald as an Assistant Coach for the North Whidbey Aquatic Club. The Director asked for Board approval in regards to Ms. Fitzgerald's pay, asking for a monthly salary of \$1200 for this part-time position, which would increase the Coaching budget for the year by approximately \$2,000. ***A motion to approve the proposal to create a salaried position for an Assistant NWAC Coach at a rate of \$1200 per month was made by C/Rhinehart, seconded by C/McDougall. The motion passed. C/Prosser abstained from voting.***

Running Club Report

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

Budget Report

The Director stated that expenses and revenues were doing very good over-all and were in line with what was expected. A reduction in utilities continues to be seen. Approximately \$60,000 in tax dollars has been received. Discrepancies on the Balance Sheet relating to Payroll Tax Liabilities and Sales Tax Payable have been recognized and are in the process of being corrected. The Director stated that he has scheduled an appointment with CPA Suzanne Zettle to look at the accounts and assist with bringing these line items back to where they should be.

Public Comments

There were no public comments.

Unfinished Business

1) Sign amended Resolution 10-02/Refund Policy – The Director stated that this Resolution was an amended document which had already been approved by the Board. All that was required were signatures from the Commissioners. The Director added that he has reiterated this policy to the Coaching Staff as well as informing all other Staff members of this new policy.

New Business

There was no New Business.

Open Discussion

There was no Open Discussion.

Executive Session

It was determined that an Executive Session was not required. Board members will complete the Director's evaluation and submit it to C/Rhinehart by July 8th. The evaluations will be discussed in an Executive Session at the next regular meeting.

Adjournment

A motion to adjourn the meeting was made by C/Powers, seconded by C/Prosser. The motion passed unanimously. The meeting adjourned at 8:39 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee