

North Whidbey Park and Recreation District
Minutes of the Regular Meeting, October 29, 2009

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The regular meeting of the North Whidbey Park and Recreation District Board of Commissioners was held on October 29, 2009, at the John Vanderzicht Memorial Swimming Pool. Board members present were: Chair Allan McDougall, Vice-Chair Harvey Prosser, Secretary River Powers, Commissioner Robert Wilson, and Commissioner Dennis Jepsen. Staff members present were: Director Craig Carlson, and Co-Head Lifeguard Suzanne Meehan.

Public

Tom Johnson and Ron Rhinehart were 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

There were no changes to the Agenda.

Board Issues

There were no Board Issues.

Approval of Minutes

A motion to approve the minutes of the September 17, 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 3918-3984 in the amount of \$42,741.94 as well as two payroll transfers in the amount of \$38,251.27 for a grand total of \$80,993.21 was made by C/Prosser, seconded by C/Wilson. 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 September, School District swim lessons, the Oak Harbor Elementary School parking lot investigation, an update on the Head Coach's modular office, District Legal Representation, a Roller Hockey Program update, a Clover Valley Off-Leash Dog Park update, an update on the District's Audit, a recent Health Department Inspection, and the Director's upcoming Jury Duty in November.

Comment [rp1]: Excellent, Chris! I love the brevity with just enough detail to send someone to the report if they are interested in finding out more information. Good job. =>

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Maintenance Report

Maintenance Supervisor Tim Hilliard provided a written report. The Director also informed the Board of a recent repair that was made to the HVAC System.

Swim Team Report

Head Coach Neil Romney provided a written report to the Board. The Director reported that participation numbers were down slightly from the previous year. Scheduling conflicts with the High School Swim Team were also discussed. The Director also stated-noted that he would-will be re-evaluating the Facility's sound system before the upcoming Swim Meets.

Running Club Report

Running Club Head Coach Catie Rodeheffer provided a written report to the Board. The Director added that the website for the Running Club was-is linked to the District's website. The Director also stated that he and Coach Rodeheffer were are both overwhelmed-very pleased with the participation of number of participants in this the Running Club program.

Budget Report

The Director presented an update on the budget. He reported that \$5,000 in Levy money was received for the month. There was-is quite a bit of income still anticipated for this fiscal year and i- \$5,000 in Levy money was received for the month. Income is expected to be above what was budgeted for the year. Expenses relating to Swim Lessons, Private

Lessons, and Lifeguard Training will be up due to an increase in participation for these programs. The Director also stated that he expects NWAC/NWM revenue to exceed what was budgeted for the year.

Public Comments

Co-Head Lifeguard Suzanne Meehan was present to discuss a personnel issue relating to another District employee. C/McDougall and C/Prosser both stated that the Board would not get involved with personnel issues. C/Prosser stated that personnel issues need to go through the proper channels. The Director ~~stated-clarified~~ that this type of issue should first ~~go through~~ be taken to the employees' Supervisor, then ~~through to~~ him. If the issue required further discussion it would then be brought up during an Executive Session.

Tom Johnson provided the Board with an "Energy Saving" review from PSE and recommended that the facility be looked at for any places where costs could be cut. He also suggested the facility's duct work be vacuumed to improve energy efficiency.

Unfinished Business

There was no Unfinished Business.

New Business

1) 2010 Proposed Annual Budget Review and Public Hearing – The Director stated that there were no significant changes or increases from last year's Budget. The Property Tax Levy is budgeted for \$524,000. Pool Revenue is expected to remain about the same as projected for 2009. The Rate and Fee schedule for admissions will remain the same. A \$25,000 Facility Depreciation Reserve line item is recommended for 2010 to provide for replacement costs and facility upkeep. Minimum wage will remain the same through 2010, though a salary increase of 3% is recommended for the Maintenance Supervisor. Guarding, Safety Monitoring, and Recreation Boat Services at Windjammer Park will continue to be provided for by the City of Oak Harbor. Health Insurance costs have been budgeted for a 20% increase. Budget amounts for utility costs include \$73,000 for natural gas, \$43,000 for electricity, and \$24,000 for water, sewer, and garbage. \$35,000 is budgeted for ongoing repair and maintenance concerns. There are no Capital Outlay expenditures budgeted for 2010. Revenue projections for Recreational programming include \$15,000 for Running Club, \$8,000 for Soccer, and \$1,000 for Special Events. A fee increase for Running Club is recommended. \$1,000 is budgeted to provide support to the Off-Leash Dog Park at Clover Valley Park. After some discussion, it was decided that \$5,000 will be added to Capital Outlay ~~for~~ ORB services before the budget is approved in November.

2) MWR Contract Renewal – The new contract increases the daily admission fee for Dependents and Retirees to \$2.50, with MWR reimbursing the District 13 cents per admission. The reimbursement fee of \$2.63 for Active Duty admissions remained the same. ***A motion to approve the new MWR Contract was made by C/Powers, seconded by C/Wilson. The motion passed unanimously.***

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 9:00 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers
Secretary

Craig C. Carlson
Director

Christopher Cross
Recording Secretary Designee