

North Whidbey Park & Recreation District  
Minutes of the Regular Meeting, March 20, 2008

The regular meeting of the North Whidbey Park & Recreation District Board of Commissioners was held on March 20, 2008 at the John Vanderzicht Memorial Pool. Board members present were: Chair Sally Dillon, Vice-Chair Harvey Prosser, Secretary River Powers, and Commissioner Allan McDougall. Commissioner Robert Wilson was absent. Staff member present was: Director Craig Carlson.

Public:

Carol Chaplain was in attendance.

Call to Order:

There being a quorum present, the meeting was called to order at 7:04 PM by C/Dillon.

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 February 21, 2008 regular meeting was made by C/Prosser, seconded by C/McDougall. C/Powers asked for a punctuation change in the Director's report, as well as the insertion of "the" to a sentence regarding credit card payment options for the Team Unify Program. C/Dillon asked for a correction to the Swim Team Report to correct the spelling of "breaststroke", as well as a correction in "Unfinished Business" to change "interested" to "interest". C/Dillon also asked for a change from "feel the need" to "asked" in a paragraph referencing the Team Unify Program. A motion to approve the amendments to the minutes was made by C/Powers, seconded by C/Prosser. The motion passed unanimously. The motion to approve the minutes also passed unanimously.***

Voucher Review:

***A motion to review the vouchers, numbered 2983 through 3021 in the amount of \$25,065.43, as well as a payroll transfer in the amount of \$33,436.17, for a grand total of \$58,501.63 was made by C/Powers, seconded by C/Prosser. The motion passed unanimously.***

Public Comments:

There were no public comments.

Staff Reports:

Director's Report:

The Director's report focused on the following items:

- 1) The Facility's Attendance Report for the month of February – Total – 9,507, which was an increase of 1,021 visits from the same time period the previous year. C/Dillon asked if there were any Special Events held in February. The Glow-In-The-Dark event was held in February. C/Dillon suggested adding the dates of the Special Events to the Attendance Report.
- 2) Maintenance Director Tim Hilliard has decided to stay with the District instead of moving to Florida. Letters were sent to the applicants for the position indicating that their applications will remain on file.
- 3) Employee of the Month – Brad Vagt, for all of his efforts as a Lifeguard and Senior Lifeguard.
- 4) The Daddy/Daughter Dessert Dance and the Glow-In-The-Dark events were both well attended. The upcoming Goldfish Extravaganza Event is scheduled for March 29th, 2008. C/Dillon asked the Director to check with the

Anacortes to see how they run their Daddy/Daughter event. C/Dillon and C/McDougall both suggested putting the word out for the Special Events in a special column of the Whidbey News-Times. The Director will look into this. Additionally, C/McDougall asked the Director to speak with the City of Oak Harbor regarding the District's desire to discuss usage of the current Senior Center if the city builds a new one in the future.

5) The Kidz Love Soccer Program currently has 46 participants for the Winter session. Fliers for the next session will go out to the Oak Harbor and Coupeville schools the last week of March. The District receives 10% of the collected fees.

6) The new shower water heater has been installed, and the ability to provide warm water during peak usage times has been noticeable. It ended up costing a little more than originally thought.

7) Roller Hockey Rink Update: It is likely that the School District will authorize the use of their abandoned tennis courts for this activity. The District's insurance provider does not have a problem with this activity from a liability standpoint. The City of Oak Harbor has expressed an interest in being involved as well. C/Prosser suggested soliciting help from the Navy Seabees for the project, once approved.

8) Water Consumption Research: The Fidalgo Pool does not have separate meters for their shower and pool water. Their rates are about one third what the District's are.

9) There are 3 replacement valves on order to replace the unreliable valves in the women's locker rooms.

10) New Leaf has increased its landscaping fees by 15% as a result of the increase in gas prices.

#### Maintenance Report:

Maintenance Supervisor Tim Hilliard was absent from the meeting but provided the Board with a written report. C/Dillon inquired about item number 4 on the list relating to the removal of an orange and brown substance off of the walls in the locker rooms. It could have been a possible combination of orange peels, shampoo, soap, or chocolate. C/Powers asked if the shower heater in item number 9 was the old heater. It was. C/Powers also had a question regarding item number 12's mention of Oakie. Oakie is the pool's giant inflatable octopus.

#### Swim Team Report:

Head Coach Neil Romney was absent from the meeting but provided the Board with a written report. C/Dillon suggested that the Swim Team report be a required report on the Agenda. The Board concurred. C/Dillon mentioned that NWAC Swimmer Laura Rosen recently made the National Top 16 list, which is a huge accomplishment. C/McDougall commented on the recent Swim Clinic held at the pool, stating that there were some complaints of over-crowding in the pool, with some pool patrons leaving. He added that this type of event would be a good thing to include in the Whidbey News-Times Special Pool Events column that was previously suggested. The Director stated that all efforts are made to not have any conflicts in the pool's scheduling. C/McDougall recommended having a consistent place to let the pool's patronage know of any upcoming events or schedule changes. C/Dillon suggested a traditional sign of the same color each week that lists any schedule changes posted in one specific place. It was decided to list all schedule changes on the black board by the entrance to the locker rooms. C/Powers also suggested making up strips of paper, with an announcement of upcoming special events that would affect normal pool usage, for the cashiers to hand out to patrons.

#### Budget Report:

C/Powers asked what programs were under the 'Recreation Revenue' heading. The Director informed her that this dealt with revenues received from the Kidz Love Soccer program, as well as the Daddy/Daughter Dessert dance. C/Powers asked who paid the District for the use of Clover Valley Park. The Director stated that the Babe Ruth Baseball League pays for this. C/Powers inquired about the revenues received under 'Soda'. The Director informed her that the District receives a portion of revenues from the soda and candy vending machines. C/Powers asked about the fees related to Copy Machine Maintenance. The Director explained that the District has a quarterly maintenance contract with the copy machine provider that also includes toner and an allotted amount of copies. Referencing the Local Real & Personal Property Taxes by Taxing District & Levy for 2008 report provided by the

Director, C/Prosser asked what the budgeted Levy income was for this year. The Director stated that the amount was \$502,000, which included additional monies for improvements.

Unfinished Business:

1) Expansion Committee Report – C/Dillon reported that 150 surveys had been received, with approximately one week left before the end of the month. C/Dillon suggested that the Director ask the Instructors to remind their students to fill out the survey. The Director stated that he tried to call attention to the survey during Swim School Registration though he didn't see too many people interested. C/Powers suggested that the Cashiers try to call attention to the surveys as well.

2) TeamUnify Program Request – The Director provided a copy of an email correspondence from Tom Fristoe of the TeamUnify company, which answered and addressed the questions and concerns of the Board members when the item was brought up at the previous meeting. C/Dillon stated that, from her point of view, the questions were all answered and resolved to her satisfaction. C/McDougall stated that he was happy with what he heard and gave his approval to go ahead and try it. C/Prosser asked if it was legal to release personal data to another company. C/Dillon informed him that no information would be released. C/Powers stated that she had talked to Mr. Fristoe regarding this concern, and he informed her that TeamUnify only stored the information and did not release it. C/Powers went on to explain that it was an expected piece of functioning business to know that if a registration form is filled out, not all of NWAC or NWPRD is on paper, but rather in the program's database. C/Prosser also had a concern regarding the amount of personal information that could be viewed by other swimmers. C/Powers informed C/Prosser that TeamUnify comes with a "member-to-member queries" feature that could be disabled when signing up for the program to ensure that personal information is not accessible to other members. C/Powers also informed the Board that the entire NWAC website only used 203MB so storage space concerns wouldn't be a problem. ***A motion to approve the use of the TeamUnify program for NWAC and NWM use was made by C/Powers, seconded by C/McDougall. The motion passed with 3 'yea' votes (C/Dillon, C/Powers, and C/McDougall). C/Prosser abstained from voting.***

New Business:

1) Warrant Cancellation/Resolution 08-03 – The Director informed the Board that he periodically receives information from County regarding checks that have not been cashed, and that a Resolution is required to cancel these un-cashed checks. ***A motion to approve Resolution 08-03 was made by C/Prosser, seconded by C/Powers. The motion passed unanimously.***

Open Discussion:

C/Prosser asked for a periodic status update on the Kayak Program to inform the Board how many kayaks are owned, their relative value, the programs offered, and whether or not the programs are making or losing money. C/Dillon stated that she thought this was a good idea. C/Powers had a question regarding the policies of the evening maintenance crew swimming and using the hot tub unsupervised. The Director stated that they were not supposed to be doing that, but that he would reiterate this issue to the Staff. C/Prosser suggested having this policy in writing to prevent any potential future legal issues. The Board asked the Director to have employees sign the policy.

Adjournment:

***A motion to adjourn the meeting was made by C/Prosser, seconded by C/Powers. The motion passed unanimously.*** The meeting adjourned at 8:59 pm.

For the North Whidbey Park & Recreation District Board of Commissioners

River Powers  
Secretary

Craig C. Carlson  
Director

Christopher Cross  
Recording Secretary Designee