

NWPRD Board of Commissioners

Regular Meeting

Jan 14, 2016

The meeting was called to order by Secretary Pierce at 7:03 PM with all commissioners present.

Agenda Changes

C/Hoffmire suggested moving Election of Officers to first order of business, and adding Compliance with WAC 162.32.060 to New Business. C./Shingleton added 2015 Budget Review, 2016 District Goals, and Public Records Requests to New Business, and Program Review Subcommittee moved to Unfinished Business. C/Holly added Handicap Lift Update and Clover Valley Water to Unfinished Business.

Election of Board Officers for 2016

C/Hoffmire moved to elect C/Holly as Chairman. C/Holly declined the nomination and C/Holly nominated C/Pierce as Chairman. The nomination was seconded by C/Shingleton. C/Pierce accepted the nomination.

Vote: C. Pierce unanimously elected Chairman.

C/Shingleton nominated C/Holly as Vice Chair. The nomination was seconded by C/Hoffmire. C/Holly accepted the nomination.

Vote: C/Holly unanimously elected Vice Chair.

C/Shingleton nominated C/Hoffmire as Secretary. C/Hoffmire declined the nomination. C/Holly nominated C/Shingleton as Secretary for a six month period. C/Hoffmire seconded the nomination. C/Shingleton accepted the nomination.

Vote: C/Shingleton unanimously elected Secretary.

Public Comment Period:

Former Commissioner S. Hoffmire spoke regarding the new fee schedule. He mentioned that pricing for disabled patrons was not currently listed although it was approved by the board in 2015 to be the same as youth and retiree pricing. At that time there had been discussion about the qualification process for disabled pricing. Mr. Hoffmire mentioned that WA state parks and paratransit have a form for disabled status which requires a doctor's signature that might be a process the district could use.

Board Issues: no topics discussed

Minutes Approval:

Motion by C/Holly to approve minutes of December regular meeting as written with two typos corrected and "Officers" to be replaced with "Commissioners." Motion seconded by C/Hoffmire.

Vote: Motion passed unanimously.

Voucher review:

Motion by C/Holly: Approve vouchers 6961-7006 in the amount of \$41,408.63 and transfer to payroll the amount of \$40,573.94. Seconded by C/Shingleton.

AI (Action Item) from discussion: ED (Executive Director)/McCaslin will investigate opportunities for district credit cards with no annual fee and/or rewards points. (Suggested by C/Fort)

Vote: Motion passed unanimously.

Unfinished Business:

>>Program Review Subcommittee: Subcommittee reinstated by Chm/Pierce to pick up where it left off in 2015. Will continue with membership of C/Holly and C/Shingleton.

>>Handicap Lift: Model is selected and money is budgeted in 2016 to purchase.

AI: ED/McCaslin will look at cash flow to determine best time to purchase new lift.

>>Clover Valley Park water:

Have we addressed or investigated reducing the size of the pipe from the city? (It has been suggested that reducing from 2" to 3/4" may result in savings on the monthly water bill at the park.)

AI: Chm/Pierce will get with Mike @ FRCNW regarding the potential fix and determine if there is a cost to make the change.

New Business:

>>NWAC Booster Club: Update from Allison Paul, Club President

Club received approval from IRS and is now a 501(c)3 non-profit. Provided copy of by-laws to ED.

Currently have no money but having a bake sale fundraiser Feb 13th 10 am -2 pm in front of WalMart.

>>Meeting Dates for 2016

Motion from C/Hoffmire: Hold 2016 regular meetings on the 4th Thursday of the month with three exceptions: May 19th, Nov 21st, and Dec 19th. Meetings to have scheduled start time of 6:30 PM.

Motion seconded by C/Fort.

Vote: Motion passes unanimously.

>>Meeting Duration

Motion from C/Hoffmire: Limit meetings to two and one-half hours with the understanding that with a motion any meeting can be extended as necessary. Motion seconded by C/Fort.

Vote: Motion fails 2-3 [Aye: Fort, Hoffmire; Nay: Holly, Shingleton, and Pierce]

>>Limit Public Comment to 15 minutes: no motion, no discussion

>>RCW compliance for meeting announcements online (RCW 42.30.077)

Motion by C/Hoffmire: Direct administrative staff to make available online all regular meeting agendas of the board no less than 72 hours prior to the start time of such meeting. Motion seconded by C/Shingleton.

AI: ED McCaslin will have board notified via e-mail when agenda is posted online.

Motion was retracted by C/Hoffmire. No vote.

>>WAC 162.32.060 Gender Segregated Facilities

Motion by C. Hoffmire: Direct ED/McCaslin to put an administrative plan in place to fully comply with WAC 162.32.060 and to report back at our next regular board meeting what that plan is and assure we are in full compliance.

Short recess @ 8:18 PM to make and distribute copies of WAC code. Meeting reconvened @ 8:21 PM.

Vote: Motion fails 1-3 (Aye: Hoffmire, Nay: Fort, Holly, Shingleton)

AI: ED/McCaslin will investigate with insurance company what needs to be done for compliance and report back to the board.

AI: ED/McCaslin will provide board with staff training materials when available.

>>MWR rate negotiations

In discussions with MWR regarding an increase in their negotiated rates, MWR asked us to accept a rate of \$3.50 flat fee entry per person for every program through the end of their existing contract, Sept 30, 2016.

Motion by C/Fort: To accept the MWR counteroffer on the contract through Sept 30th. Motion seconded by C/Hoffmire.

AI: ED/McCaslin will get more information re Fidalgo Pool's contract with MWR for FY 2017 contract.

Vote: Motion passes unanimously.

>>Board training dates

Schedule for Thursday Feb 4th from 5:30-8:30PM in the pool viewing room for board training with representatives from the district's insurance company.

>>Update Vision and Mission statement

Key discussion points: Include public input in process, see what other districts have

AI: C/Shingleton will follow up and report on status in February regular meeting

>>Bylaw Review Committee

Chm/Pierce appointed C/Fort, C/Hoffmire, and ED/McCaslin to By-law review committee. These three will determine plan for by-law review and how to include member(s) of the public for their input.

>>2015 Budget Review

AI: ED/McCaslin to research any reporting requirements for exceeding 2015 budget

Meeting Feb 11th @ 6:30 PM

>>2016 District Goals

C/Shingleton suggested that the board should set district goals for 2016. Consensus of board was in agreement with this idea.

AI: All board members and ED/McCaslin will bring two or three annual goals for discussion at the February regular meeting.

>>Public Records Requests

No open PRRs at meeting time.

AI: ED/McCaslin will include the open PRR data in the monthly staff reports ongoing.

>Staff Reports

>>Maintenance

AI: ED/McCaslin will ensure all items on the Maintenance Critical Items List include dollar estimates.

>>Employee of the Month

AI: Chm. Pierce will attend a staff meeting for presentation of the award and take a photo with the Employee of the Month moving forward.

>Board Comments

>Next Regular Meeting: Thursday February 25th @ 6:30 PM

>Adjournment: C/Holly moved to adjourn the meeting at 9: 27 PM, seconded by C/Fort.

Vote: Motion passed unanimously.

**Please note: Only items recorded will typically be agenda topics, motions, votes, and action items.

Additional meeting detail can be found in the audio published on the YouTube channel for John Vanderzicht Pool.