

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING JOHN VANDERZICHT MEMORIAL POOL Tuesday, January 26, 2021

Meeting Called to Order: Meeting was called to order at 6:31pm by Chair, Commissioner Wiegenstein. Commissioners in attendance – Brooks-Leete, Hardin, Merrill, Wiegenstein. Commissioner Chargualaf joined the meeting during staff reports.

- I. Board Issues: Commissioner Chargualaf will be a few minutes late to tonight's meeting.
- II. Agenda Changes: Mark Saia, RC Club, may join the meeting. If he does, he will be at the end of unfinished business.
- III. Public Comments: None
- IV. Approval of Minutes: Commissioner Brooks-Leete moves to approve the minutes from 12.22.2020 Regular Meeting and 01.11.2021 Special Meeting as written. Commissioner Merrill seconds the motion. Discussion. Commissioner Hardin noticed that the adjourned time of the Special Meeting should be a.m. instead of p.m. Commissioner Brooks-Leete made an amendment to the motion to change the meeting on 01.11.2021 adjournment time from p.m. to a.m. Commissioner Merrill seconded the amended motion. Motion passes unanimously.
- V. Voucher Review: Commissioner Hardin moves that we approve expense vouchers #8853 to #8885 in the amount of \$45,494.78 and Payroll Transfers for \$26,268.32 for a total of \$71,763.10. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.
- VI. Staff Reports: **Director's Report** – Spoke with Mark Saia at proposed RC location. He thought it was a great space. Looking at raising funds. Suggested a Clover Valley Park Committee. There is trash and oil along that space. Looking at doing a collaborated cleanup day with the Military in April. Working with Centimark to have the language in Winter Freeze Agreement be more specific to what was talked about. Still looking for funding for the roof project. Would like to hire Martin and Nelson as our consultant for this project. Integrity Energy Solutions visited the pool and is working on an audit update for the grant. I worked on the grant proposal and if we can get the audit paperwork finished by then, we will submit it on January 29. 99Design competition went well. We will need to choose a design to finish the competition. Barron came and did the quarterly maintenance. The exhaust to the boiler is about to blow away. Trying to hold off to see if we can get the boiler replaced. MWR contract came through. Director has sent both the Working with Minors Policy and the Employee Handbook for review to our insurance company. **Aquatics Report** - We have 8 guards on staff. Admin has posted a listing to hire lifeguards. **Admin. Report** - Punch Card sales continue to be strong, 34 punch cards sold so far in January. Our property tax distribution was more than projected. Swim attendance data is in agenda packet. We have implemented the Cancellation/No Show Policy. The reservation system was temporarily on hold as we awaited guidance from the state regarding potential new restrictions in early January. Once we knew the restrictions would not necessitate

a change to our capacities, reservations were turned back on. **Maintenance Report – 3”** Backflow preventor was installed and passed all testing. Boiler was also inspected today and passed also. Shane is going to continue in his reports what he monitors daily. A couple of grates by diving board are cracked and we will be replacing those. Lights have been installed and have already decreased the amount of hanging out by the side of the building. Cost was about \$600. Shane has been working hard to get procedures into place and getting them into binders. We are also looking at keeping extra items in the building that tend to need replacing. The comprehensive maintenance plan shows when equipment is expected or even required to be replaced and estimated replacement cost. For instance, the VGB drain covers, as required by law, must be replaced every 5 years.

- VII. Committee Reports: Working with Minors – Commissioner Brooks-Leete had an employment attorney look at it and she found it to be adequate. We ran it by our Insurance Company. No motion at this time.
- VIII.A. COVID Fee Structure: Discussion.
- VIII.B. MWR Contract: Commissioner Hardin moves that we approve the MWR Contract as written. Commissioner Brooks-Leete seconds the motion. Discussion. Commissioner Merrill recluded himself from the discussion and the vote on the motion. Commissioner Chargualaf did not vote. Motion passes 3-0.
- VIII.C. Employee Handbook: Discussion. Commissioner Merrill thought it was fantastic. Commissioner Wiegenstein liked it too. Insurance Company had only three changes, so there will be very little change when it goes to Board. Clear Risk is going to use it as a model moving forward for other entities.
- IX. A. Nomination of Board Officers: Four positions according to the By-Laws. Open for nominations. Commissioner Merrill would like to nominate Commissioner Hardin for Secretary and Commissioner Juli Leete as Vice Chair. Both Commissioners accept. Passes unanimously. Commissioner Hardin nominates Commissioner Wiegenstein to be the Chair. Commissioner Merrill seconds the nomination. Commissioner Wiegenstein accepts. Passes unanimously. Commissioner Wiegenstein nominates Commissioner Chargualaf for Auditor. Commissioner Merrill seconds. Commissioner Chargualaf accepts. Passes unanimously.
- IX.B. Martin & Nelson: Commissioner Brooks-Leete motions to hire Martin and Nelson as our consultants for the roof funding project. Commissioner Merrill seconds the motion. Discussion. Motion passes unanimously.
- IX.C. North Whidbey Pool, Park, and Recreation District Logo Selection: Commissioner Merrill made a motion that we accept number 23 as the new North Whidbey Pool, Park, and Recreation District Logo. Commissioner Brooks-Leete seconds the motion. Discussion. Business cards and shirts will be printed, and it will be on Facebook page. Motion passes unanimously.
- X. Action Items: Action items were discussed.
- X.I. Final Board Comments: Commissioner Brooks-Leete stated that the pool looks great. She was here today. Disappointed how hard it is to get a loan for the roof. Ready for this year to end and

us to get back to normal. Commissioner Hardin appreciates what all the staff is doing to make things as good as possible under the circumstances. Commissioner Merrill says thank you to Jay and the entire staff for doing all they do. Commissioner Wiegenstein cannot thank Director and staff enough for making the Board Commissioners jobs so much easier. And Jay, all the hard work you do and the teambuilding that you have and what you are getting out of our staff is just a testimony to your dedication to what your cause is for us. We greatly appreciate it. Ready for 2021 to end too. 26 days into it!!

Commissioner Merrill made a motion to adjourn. Commissioner Hardin seconds the motion. Motion passes unanimously.

Meeting is adjourned at 7:46pm.

Respectfully submitted,
Patti Caldwell