

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING  
JOHN VANDERZICHT MEMORIAL POOL  
Tuesday February 23, 2021

**Meeting Called to Order:** Meeting was called to order at 6:30pm by Commissioner Wiegenstein. Commissioners in attendance – Brooks-Leete, Hardin, Wiegenstein. Commissioners absent – Chargualaf and Merrill.

**I. Board Issues:** None to report.

**II. Agenda Changes:** Add to New Business - Discussing IX.B. Park Advisory Committee. Executive Session is now IX.C. Move Staff Reports to VIII.B(2) after Martin Nelson and Company. VIII.A. RC Club will be item VIII.B.(1).

**III. Public Comment –** None.

**IV. Approval of Minutes:** Commissioner Hardin moves to approve the minutes from 01.26.2021. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

**V. Voucher Review:** Commissioner Brooks-Leete moves to approve expense vouchers #8886 to #8925 in the amount of \$35,045.73 and Payroll Transfers for \$24,106.68 for a total of \$59,152.41. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.

**VIII.A. Martin Nelson and Company Presentation –** Presentation by Jim Blumenthal of Martin Nelson and Company on roof project and boiler replacement. Martin Nelson and Company has been in business over 60 years. Only work in Washington State. Discussed finances, interest rate in present market would be 2.55% including costs, length of loan 15 ¾ years and prepay options without premium. Not requiring us to work with USDA. Board Secretary will send email address for Jim Blumenthal to Commissioner Wiegenstein per his request.

**VIII.B.(1) RC Club Update -** Discussion led by Mr. Mark Saia. Liked the Clover Valley Dog Park triangular area for a potential RC Club track. He projects facilitating more than one track due to the size. His friend Richard from San Diego would like to help and be on the design committee. As a non-profit, RC Club can apply for grants. Maybe can get Oak Harbor School District, Island Thrift and Rotary support.

**VIII.B.(2) Staff Reports - Director's Report –** This month has been busy with school and high school sports starting back up. We have had guards reduce their hours or turn in their resignations. We are looking to hire ten lifeguards and a swim test will be included in the interview process. Scheduling our own in-house training. The Recreation Manager position has been posted. Received 5 applications so far. Employee Handbook – Found the old employee manual in a box at the storage unit. Last handbook was not adopted by resolution. Director

compared the old one with the new one she was working on. Attorney is reviewing some of the policies including benefits for full time or exempt. Director cannot review it as it is a conflict of interest. Board needs to decide if they want the Directors benefits the same. Director went through IT Training – passwords should be 13 digits long as software commonly used to steal passwords takes less than 10 minutes. They recommend using a phone number never associated with you but sticks in your head and throw in some symbols and letters throughout it. Software Installation Policy – Software installation should be handled by our IT Department. We should not be downloading software from the website. Director found iPads for government use for \$399 each plus shipping and tax. Something to consider. Trailer Removal – We found a dumped 1969 Terry Camper Trailer at Clover Valley Park and are working towards getting it removed. Cost for the dump is \$155 per ton. We do not know how much towing will be through Christian's Towing. We have contacted Chief John Clark from Fire District #2 regarding our joint bush and trash removal with Naval Air Station Whidbey Island at the Clover Valley Off-Leash Dog Park. We plan to obtain a burning permit for April 17 or April 24. Director worked on a grant application for the Legislative Session Capital Program and submitted this week for the roof and the boiler. It is an opportunity to get funding for the boiler and roof project directly into the State's capital budget. Director joined Washington Parks and Recreation Association. There are some legislative bills they are looking to get funded. They want to create a state-wide information database for residents and to fund ParkRX pilot programs here in Washington. Comprehensive trail database that would map every trail in Washington State and get it into one database.

Maintenance Directors Report – The LED floodlights on the front of the building are completed. The installation of a boiler pressure reducing valve and corresponding plumbing has been replaced following failure. We also replaced the pedestrian grating sump covers over the basins near the diving board and training pool ramp. The recently installed door for the pool deck bathroom has been painted, a second coat will be applied to the adjoining walls once in stock. Over the coming months we will replace the men's room urinals and replace the domestic hot water recirculation pump. We have an overhead natatorium light with a failed ballast so we will be bringing in the scaffolding to make this repair as well. Imminent failure of our main basin drain sump pump is closer than ever. We are planning to order the replacement part in April. We will handle this installation in house along with the removal of the two failed pumps. This will free up some budget. Maintenance Director got together with the lifeguards to answer any questions as to what chemicals to use and when. Maintenance Director followed up with a memo to the lifeguards for clarity.

Admin. & Attendance Report – With the renewal of the MWR contract, front desk staff has worked to notate accounts for the Active Duty and Reserve patrons. An MWR punch card is assigned to each individual once they show their military ID, this allows them to make online reservations. Our property tax distribution was higher than projected. This leaves us in a better position to replace the sump pump and the UV Project. NWAC reserved one less lane for each of their practice time slots for February. This allowed us to open additional lap space for patrons. We have experienced a few issues with "lost" reservations in the eSoft system, which seemed to be when they were registering from home. Believe it was a browser issue that has been fixed. Patron accounts have been updated to allow them to go online and reschedule

themselves as well. Punch card sales continue to do very well. We had began contacting patrons on Monday, February 15, to reschedule any reservations that were impacted by the snow day closures. We have one shovel and will order another. We were able to get sidewalk clear and open for 5pm on Friday following snowfall.

**VIII. Committee Reports** – Submitted the Working with Minors Policy. Director has made the final revision to the policy.

**VIII.C. – COVID Fee Structure** – Discussion. Director and Commissioners Hardin and Brooks-Leete will work on proposal for a non-COVID Fee Structure, daily use, and a membership recommendation for April meeting. Also getting requests for swim lessons. Looking to start swim lessons this summer.

**VIII.D. – Resolution 2021-01** – Resolution 2021-01 Designation of Alternate Auditing Officer Commissioner John Chargualaf. Commissioner Hardin moved that we approve the designation of Commissioner John Chargualaf as the District’s Alternate Auditing Officer. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

**VIII.E. Employee Handbook Update – Resolution 2021-02** – Director needs some direction from the Board on the Sick and Vacation Policy. Exempt, full time, part time, etc. Currently being reviewed by our attorney. Commissioner Wiegenstein recommends doing a comparison of exempt and full time. Old handbook will be voided in its entirety when new one is adopted by resolution.

**IX.A. HB 1332 Property Tax Deferral During COVID19 Pandemic** – Discussion. Commissioner Brooks-Leete motions to approve that we send a letter of support opposing HB 1332 Property Tax Deferral during COVID19 Pandemic. Commissioner Hardin seconds the motion. Motion passes unanimously. Board Secretary will send email addresses for our Elected Representatives.

**IX.C. – Executive Session** – Board went into Executive Session at 8:19pm. Pursuant to RCW 42-30-110 (g) “to review and evaluate the performance of a public employee” may be reviewed in Executive Session.

Board returned from Executive Session at 8:47pm.

**Final Board Comments:** None.

Commissioner Brooks-Leete motioned that we adjourned. Commissioner Hardin seconds the motion. Motion passes unanimously. Meeting was adjourned at 8:49pm.

Respectfully Submitted,

Patti Caldwell