

NWPRD Board of Commissioners

February Regular Meeting

Feb 25, 2016

The meeting was called to order by Chairman Pierce at 6:31 PM with all commissioners present.

Agenda changes

C. Hoffmire added Clover Valley Ball Fields & Dog Park to New Business

C. Shingleton added Booster Club Partner Agreements and P&L Review to New Business

Will discuss moving Staff Reports to just after Committee Reports

Public Comment: (None here but some later interspersed in minutes as occurred. Public was unaware of meeting time change and board wanted to hear their comments.)

Board Issues

Minutes Approval

Motion by C. Holly to approve the minutes of the January 14th meeting as written with addition of secretary signature. Seconded by C. Hoffmire.

Vote: Approved unanimously

Motion by C. Holly to approve the minutes of the January 14th meeting as written with addition of secretary signature. Seconded by C. Fort.

Vote: Approved unanimously

Voucher Review

Motion by C. Shingleton to approve vouchers 7007-7028 in the amount of \$23,838.12 and payroll transfers from M&O account to payroll account in the amount of \$40,023.91. Seconded by C. Holly.

AI: ED Caz to follow up on why county Treasurer's Report and internal voucher report do not match

AI: ED Caz to follow up on duplicate hotel expense on employee CC statement

AI: ED Caz to publish NWAC Travel balance monthly

AI: Employee names will no longer be redacted on voucher report

Vote: Approved unanimously

****Public Comment**

Clover Valley Dog Park requests for Handicapped parking sign, parking markers, and dog waste bags

Committee Reports

>By Laws: Committee has not yet met. Will meet prior to next regular meeting.

>Establish Levy Committee: Chm. Pierce appointed himself, ED Caz, and C. Holly to the committee. C. Fort will serve as alternate if needed.

>Program Review: Committee format will change. C. Holly and Shingleton will now meet with ED Caz monthly for program review.

>Employee Handbook: Revisions are drafted and being reviewed by staff, no need for committee

AI: C. Shingleton to forward handbook template to ED Caz

>Maintenance Committee: Proposed but currently no committee will be formed

Unfinished Business

>2015 Budget

AI: ED Caz to resume sending entire Treasurer's Report to board

Motion by C. Hoffmire to approve 2015 budget as spent; no second

>Pool Summer Schedule

Motion by C. Hoffmire to approve recommended summer schedule; seconded by C. Holly

Motion withdrawn

Motion by C. Holly to approve summer schedule with changes to add maintenance period and NWAC break period; seconded by C. Hoffmire

Vote: Approved unanimously

>Goals for 2016

Motion by C. Fort that board reads their individual goals and then decide where to go from there; seconded by C. Hoffmire

Vote: Approved unanimously

Motion by C. Shingleton for C. Holly to compile and summarize individual commissioner & ED goals and present for next steps discussion at the March regular meeting, seconded by C. Holly.

Vote: Approved by majority 3-1. Aye (Holly, Shingleton, Fort), Nay (Hoffmire)

>Mission and Vision: No update this month. Update in March.

****Break at 8:07 PM, Reconvened at 8:16 PM****

New Business

>Clover Valley Dog Park and Ball Fields

AI: ED Caz will research the most cost effective way to remove the illegally dumped items

AI: ED Caz will have condition of existing cable assessed and resume use. Babe Ruth folks will also have key and control vehicle access to ball field according to their schedule.

AI: Board will meet at 5:30 PM at Clover Valley Park to walk the property prior to March regular meeting

AI: ED Caz will look at options for closing the park at night

*Updates on these items in March regular meeting

Update on open item: Chm. Pierce reviewed bill for water and we are currently billed at 5/8" rate, which is the smallest/least amount possible. No further action or research is needed.

>Spring Clean Up Day

-Scheduled for April 2nd with April 16th as a back-up

-Would like to get community help in addition to staff and commissioners

AI: ED Caz to create public notice for board presence at the event

AI: ED Caz to determine any liability/insurance requirements

>Holland Happening Booth

-Requesting Cmr. participation in staffing the booth

AI: AD Miller will send board the materials for the booth ahead of time

>Booster Club Partner Agreements

AI: ED Caz will research and develop partner agreement with booster club(s)

Items mentioned: rights and responsibilities, logos and name usage, financial commitment

>P&L Review

AI: ED Caz to send Levy readout for past 3 years to board

AI: ED Caz to follow up on C. Holly's questions re medical and payroll processing

Staff Reports

AI: ED Caz to review previous audit to ensure items are compliant

AI: ED to add Open Public Records Requests to reports as requested

AI: C. Holly will do research to determine proper process to follow regarding potential changes to draw from reserves

Public Comment Overflow (None)

Final Board Comments

Thanks to Tom Johnson for his generous donation to the district. It is much appreciated.

Next Meeting: Thursday March 24th 2016 6:30 PM; will be preceded by a board gathering at Clover Valley Park to walk the property at 5:30 PM

Motion by C. Hoffmire to adjourn, seconded by C. Holly.

Vote: Motion passed unanimously. Meeting adjourned at 9:29 PM.

**Please note: Items recorded will typically include agenda topics, motions, votes, and action items. Complete meeting detail can be found in the audio published on the YouTube channel for John Vanderzicht Pool.

Wendy Shingleton

Secretary