

NWPRD Board of Commissioners

February Regular Meeting

March 24, 2016

The meeting was called to order by Chairman Pierce at 6:30 PM with all commissioners present.

**Agenda changes**

C. Shingleton added 2016 Goals, Clover Valley Dog Park and Ball Fields, Booster Club Partner Agreements, P&L Review, and Action Item Follow-up.

**Public Comment**

AI: Mike etc. will get us a prioritized list of dog park improvements

**Board Issues**

**Approval of Minutes**

Motion by C. Holly to approve the minutes of the February 9th meeting as written. Seconded by C. Fort.

Vote: Approved unanimously

Motion by C. Holly to approve the minutes of the February 25th meeting as amended with correction of meeting date from second minutes approval. Seconded by C. Shingleton.

Vote: Approved unanimously

**Voucher Review**

Motion by C. Holly to approve vouchers 7029-7049 in the amount of \$19,589.43 and payroll transfers from M&O account to payroll account in the amount of \$45,121.14. Seconded by C. Hoffmire.

AI: ED Caz to find out whether individuals pay for Red Cross certification (in addition to facility paying \$300 annually)

Vote: Approved unanimously

>Maintenance Report (Unfinished Business moved forward by Chm. Pierce)

Maintenance Director Morris answered the board's facility maintenance questions. Complete detail available in You Tube recording.

**Committee Reports**

>By Laws:

AI: All board members to review for discussion in Unfinished Business in April regular meeting.

Update from C. Holly that if we want to regulate ED's access to Reserve account could be via by-laws or resolution.

>Levy Committee:

Chm. Pierce sent all board members link to levy training document to learn more.

AI: ED Caz will publish request for two public members of committee after discussion by Levy Committee.

AI: Committee will set up meeting with county in April timeframe.

>Program Review: Proposal to be discussed under New Business

>Employee Handbook: Expect to be ready for board review in April or May timeframe.

### **Unfinished Business**

>Clover Valley Dog Park and Ball Fields

Reviewed action items:

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

Process is that Matt picks them up and places in NWPRD trash container as needed and space available in the trash.

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.

Cable is in place and being used.

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

Still looking at potential alternatives.

AI: Request for handicap parking sign, parking markers, dog waste bags.

Dog waste bags were replenished, temporary solution in place for parking markers, and ED Caz will follow up on handicap parking signage.

>2016 Goals

Motion by C. Hoffmire to approve of the board goals for 2016 as amended. Seconded by C. Shingleton.

Vote: Approved unanimously

AI: C. Holly to make discussed changes to goals document and distribute.

>P&L Review

AI: Questions for ED Caz -

\*Kayak instructor paid although have had no kayak classes. What was it for?

\*Maintenance supervisor sick leave and vacation time over \$6K for 2016 already. Aquatics Director vacation is off as well. Why?

\*Director of Client Services is outpacing it's budget. How will this be handled?

\*How are we tracking for admin time recorded as Lifeguard expense?

>Booster Club Partner Agreements

This is a WIP item.

AI: ED Caz to obtain from Fidalgo Pool their agreement with the TAC booster club.

>Action Item Review

Suggestion to add after Committee Reports for the future. Consensus agreement.

AI: Board requests ED Caz to add county accounts to ED staff reports if county report is incomplete.

**\*\*Break at 8:39 PM, Reconvened at 8:46 PM\*\***

### **New Business**

>Program Review

AI: ED Caz to ensure process in place for special needs private lessons cost relief

Motion by C. Hoffmire to adjourn the meeting. No second.

Motion by C. Shingleton to accept the committee recommendations for the price increases effective May 1st for swim school, private lessons, open swim pool party, private swim pool party, and viewing room rental. Seconded by C. Holly.

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

>Executive Director Evaluation Process/Scheduling

AI: ED to research/propose new evaluation form

AI: Board will need to discuss and make an Executive Leave decision moving forward

AI: C. Shingleton to send additional ED negotiation items to entire board for discussion at future meeting

Further discussion in April regular meeting

>Q1 Budget Review Scheduling

Scheduled for Wednesday April 27 @ 6:30 PM

>Meeting Agenda Process

Suggested timeline for meeting administration items:

- \*1st Friday of the month: Previous month's minutes submitted by Secretary
- \*2nd Friday of the month: Agenda is drafted by Chair and sent board for inputs
- \*3rd Tuesday of the month: Board deadline for submitting additional agenda items
- \*3rd Thursday of the month: Regular board meeting agenda is published
- \*4th Thursday of the month: Regular monthly board meeting

Motion by C. Holly to adopt suggested agenda timeline. Seconded by C. Fort.

Vote: Approved unanimously

#### **Staff Reports**

AI: ED Caz to look into options for private audit as an alternative to state audit

**Public Comment Overflow** (None)

#### **Final Board Comments**

**Next Regular Meeting:** Thursday April 28, 2016 @ 6:30 PM

**Special Meeting for 2016 Q1 Financial Review:** Wednesday April 27, 2016 @ 6:30 PM

**Adjournment:** Motion by C. Fort to adjourn, seconded by C. Hoffmire.

Vote: Motion passed unanimously. Meeting adjourned at 9:39 PM.

Wendy Shingleton

Secretary

\*\*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.

Abbreviations: ED - Executive Director, AI - Action Item, WIP - Work in Process