

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING
JOHN VANDERZICH MEMORIAL POOL
Tuesday, April 27, 2021

Meeting was called to order at 6:32pm. Commissioners in attendance: Brooks-Leete, Chargualaf, Hardin, and Wiegenstein. Absent was Commissioner Merrill.

I. Board Issues - None

II. Agenda Changes – Director would like to change New Business order - Business Manager Job Description to move before Employee Handbook/Resolution 2021-02. Employee Handbook/Resolution 2021-02 would be item IX.B in New Business. Add Shed at Clover Valley Park as New Business IX.C., Executive Session would become IX.D. Also added, Lifeguard Salary as item IX.E.

III. Public Comments – None.

IV. Approval of Minutes – Commissioner Brooks-Leete moves to approve the minutes from 03.23.2021 Regular Meeting as written. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.

V. Voucher Review – Commissioner Hardin moves that we approve expense vouchers #8955 - #8986 in the amount of \$26,625.03 and Payroll Transfers for \$28,384.11 for a total of \$ 55,009.14. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

VI. Staff Reports – **Director's Report** – We did a Clover Valley Park clean-up day Saturday, April 17, 2021. We had 27 Navy personnel volunteers, boy scout troop, Mr. Hardin, Commissioners Wiegenstein and Brooks-Leete came to support the effort. If anyone volunteered time or products, let us know if they did not receive their thank you letter. New Recreation Manager was supposed to start on Monday, May 3rd. She cannot get into her rental until May 20th. She is going to try to get into her rental before that. Looking at Lifeguards and WSI wages. Getting into a hard time with a.m. guards right now. No a.m. guards available from May 11 to 16th for 6-9am swim. Hoping that by making the salary range more competitive, we will be able to get more lifeguards. Got the funding for the roof today from the State. Yay!!! Director joined a mentorship with Washington Parks and Recreation Association. Her mentor is Paul Simmons, the President of WPRA and the Director of the City of Olympia Parks and Recreation.

Admin & Attendance – There have been some challenges with starting our insurance premium payments with the premium finance company. Julie has been working with them on the discrepancies. Attendance has increased from February to March. Volleyball is again allowed with maximum of six players. Website domain has been changed to NWPPRD.org. **Maintenance Report** – Shane has been focusing his time working at Clover Valley Park this past month. We hauled off 15 huge trailer loads of brush, picked up and loaded a very compacted 20 yards of garbage, placed 40 yards of crushed asphalt in the parking area, positioned 75 yards of sand in the off-leash area. We also improved the pedestrian and beast entrance with pressure treated lumber and 3/8 minus crushed rock, installed posts for pet waste disposal bags, repositioned signboard, installed posts for sign board between ballfields. We have prioritized the replacement of the Sump Pump. The replacement pump has been ordered and will arrive this week. Removing the old pumps and installing the new one is quite the project and will save us a

great deal of money doing it in house. Looking at doing the boiler project August 2022. The repairs to our alarm system have been completed.

VII.A. Committee Reports – Park Advisory Committee – ADHOC Committee, Commissioners Wiegenstein and Brooks-Leete, and Director Cochran met once. Will be inviting people to join to get ideas for the Park. Commissioner Wiegenstein again thanked volunteers and companies that donated supplies, and food for their very generous donations. Commissioner Brooks-Leete thanked everyone for the great teamwork; it was great seeing everyone in one place and seeing the transformation. She loves spending time out there now.

VIII.A. – RC Club Update – Had a great time cleaning up and working at the park. The lot to the left is a good spot to do the RC track. Would like to do it without clear cutting the area. Cost to totally clear cut is about \$10,000 and to half clear cut about \$5,000. He heard some interest in a BMX track which could be on the same track as the RC cars, just not at the same time.

VIII.B. – Candidate Filing Week Update – Confirmed Candidate Filing Week is May 17th through 21st, from the notification we received from the County that we passed onto the Chair. The pamphlet says the District will be responsible for paying to have any information submitted to the Island County Local Voters’ Pamphlet for the voting pamphlet they send out before elections. Submissions are due by 4:30pm, Friday, May 28. Commissioner Wiegenstein says we should reach out to the individuals the Monday before to let them know we can submit for them.

VIII.C. – Website Domain Name Change Update – No further discussion.

VIII.D. – COVID Fees, and after COVID Fees for Moving Forward – Presentation and discussion. Commissioner Brooks-Leete motions to approve the current fee structure starting and implementing the proposed structure in the packet. Commissioner Hardin seconds the motion. Discussion. Commissioner Brooks-Leete withdraws her motion. Commissioner Brooks-Leete motions to approve the fee structure to start as soon as possible with Summer Membership and Fees starting June 1. Commissioner Chargualaf seconds the motion. Discussion. Motion passes unanimously.

IX.A. New Business – Business Manager Job Description – Commissioner Brooks-Leete motions that we approve the Business Manager Job Description as written. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.

IX.B. Employee Handbook – Commissioner Brooks-Leete motions to approve the Employee Handbook and Resolution 2021-02 as written. Commissioner Hardin seconds the motion. Motion passes unanimously.

IX.C. Shed at Clover Valley Park – Removed wooden storage box from Clover Valley Park on clean-up day and we need something to replace it with.

IX.D. Executive Session – Board went into Executive Session per RCW.42.30.110(l)(g) at 8:17 pm. Board resumed regular meeting at 9:21 pm.

IX.D. Lifeguard Salary – Discussion.

X. Action/Item Review: 1) Get three bids for shed at Clover Valley Park. 2) When does minimum wage go to \$15. 3) Check to see if we can meet in person for June 22nd meeting, if we are all vaccinated, maybe outside. 4) Staff appreciation in June or July.

Final Board Comments - Commissioner Hardin says how great everything is working out. Commissioner Brooks-Leete hopes that Commissioner Chargualaf continues his position on the Board and continues to be part of this great team. She feels lucky to be a part of it. Lucky we are where we are. Thank you to Jay. Commissioner Wiegenstein thanks staff and Director for all her hard work. Would like to do some staff appreciation for the staff June or July from the Board.

Next Meeting – Tuesday, May 25, 2021.

Adjournment - Commissioner Hardin motions to adjourn at 9:31pm. Commissioner Brooks-Leete seconds the motion. Motion passes unanimously.

Respectfully Submitted,
Patti Caldwell