

NWPRD Board of Commissioners

April Regular Meeting

April 28, 2016

The meeting was called to order by Chairman Pierce at 6:35 PM with commissioners Fort, Holly, and Shingleton present.

**Agenda changes**

C. Shingleton added the following to Unfinished Business: Clover Valley Dog Park, 2016 Goals, Booster Club Partner Agreement, Mission and Vision

**Public Comment** none

**Board Issues**

Suggestion to move Staff Reports up on the meeting agenda. Consensus was to leave them where they are presently.

Suggestion to list all committees in Committee Report section on every agenda. Consensus was to do this moving forward.

**Approval of Minutes** n/a

**Voucher Review**

Motion by C. Holly to approve vouchers 7050-7080 in the amount of \$22,854.90 and payroll transfers from M&O account to payroll account in the amount of \$42,342.25. Seconded by C. Fort.

AI: ED Caz to look into finance charges on credit card to determine what happened/how to prevent

AI: ED Caz (& staff) to look into using points for purchasing employee incentives or other items for the district

Vote: Approved unanimously

**\*\*Break at 6:51 PM to make copies of Staff Reports, Reconvened at 6:53 PM\*\***

**Committee Reports**

>Levy Committee:

Planned for meeting the following Friday at 3 PM at the pool.

AI: ED Caz to create public notice for meeting

**Action Item Review**

## **Unfinished Business**

>By Laws Revision Adoption

Motion: by C. Holly to approve the Bylaws committee's changes to the bylaws with the change in title to Executive Director only. Seconded by C. Fort.

AI: C. Holly to propose media policy/standing order in May meeting

Vote: Unanimously approved

>Executive Director Evaluation Process/Scheduling

**\*\*Break at 7:33 PM, Reconvened at 7:36 PM\*\***

Motion: by C. Shingleton to adopt the recommended form for Executive Director Performance Review moving forward. Seconded by C. Holly.

Vote: Unanimously approved

Determined need for special meeting on Thursday May 12<sup>th</sup> @ 6:30 PM Re: Process and timeline of ED Performance Evaluation

AI: ED Caz to publish the special meeting notice

>Clover Valley Dog Park Priority List

Have not received priority list yet

>2016 Goals

AI: ED Caz to add annual goals to quarterly reviews

>Booster Club Partner Agreement

>Mission and Vision

## **New Business**

E-mail from C. Fort re encouraging patrons and staff to shower before entering the pool

## **Staff Reports**

**Public Comment Overflow** (None)

## **Final Board Comments**

**Next Regular Meeting:** Thursday May 19, 2016 @ 6:30 PM

**Special Meeting for ED Performance Evaluation Process:** Thursday May 12, 2016 @ 6:30 PM

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

Vote: Motion passed unanimously. Meeting adjourned at 8:38 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