

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

## REGULAR MEETING JOHN VANDERZICHT MEMORIAL POOL Tuesday, April 28, 2020

**Meeting Called to Order:** Meeting was called to order at 6:32pm by Commissioner Wiegenstein. Commissioners in attendance on Zoom – Hardin, Merrill, Brooks-Leete, Wiegenstein.

**Board Issues:** None

**Agenda Changes:** Commissioner Brooks-Leete asked about the Dog Park Reopening since Governor Inslee is opening parks in Seattle. Motion made by Commissioner Brooks-Leete to open Dog Park May 5<sup>th</sup>. Motion was seconded by Commissioner Merrill. Motion amended to open May 5<sup>th</sup>, and have users maintain physical distancing. Motion made by Commissioner Brooks-Leete, seconded by Commissioner Merrill. Motion passes unanimously.

**Public Comments:** None

**Approval of Minutes:** Commissioner Merrill motions to approve all minutes as written. Motion was seconded by Commissioner Hardin. Commissioner Hardin would like the name of the writer at the bottom of each set of minutes and a last name and/or title when referring to comments. Accepted as written with the correction listed above. Amended motion made by Commissioner Merrill and seconded by Commissioner Hardin, motion passed unanimously with 4 votes.

**Voucher Review:** No voucher review approval. Special meeting will be set for voucher/payroll approval.

**Staff Reports:** Director - Director Cochran stated that we are busy with maintenance even though we are not open doing repairs and cleaning. Discussion of Opening Plan. Will discuss further at Special Meeting. Phone lines issue continues. Working on updating phone lines. Duct Sox damaged and needs to be replaced. Flat roof section, has drainage issues, and needs repair. She is putting together an application for GSA to have access to the website to be eligible to apply for equipment at a discounted price, specifically for a mower and scissor lift. Employee Handbook Policies need to be updated and sections added. Executive Manual needs to be written. Uniforms – would like staff to wear a logo shirt to market ourselves. Will gather information and costs. Aquatics Director position to include recreation in Youth Programs. 90-day lifeguard training on hold for now. Internet and Security need to get security camera up and running. Discussion followed with Josh from Whidbey Tech. Credit Card Authorization

discussion. Discussion on new location for North Whidbey Pool, Park, and Recreation District monthly meetings. Board Commissioner Training day and time to be determined. Started process of outsourcing Payroll.

Maintenance Director – Mr. Hoffmire provided update on maintenance and repair of changing rooms.

Admin Report – Mrs. Millang reported upcoming audit, staff training, and unemployment claims.

**New Business:** Resolution 20-02, discussed. Commissioner Brooks-Leete motioned to approve, Commissioner Merrill seconded. Motion passed unanimously. Discussed Board training. AFO training moved to unfinished business. Board Position opening, discussed. Commissioner Merrill motioned on approval of Directors Contract amendment. Motion was seconded by Commissioner Brooks-Leete, passed unanimously.

**Final Board Comments:** Commissioners Hardin and Merrill both thanked Director Cochran and entire staff. Discussion of minutes to be processed.

**Next Meeting:** Tuesday, May 26, 2020, location to be determined

Motion to adjourn was made by Commissioner Merrill. Motion seconded by Commissioner Brooks-Leete. Motion passes unanimously and meeting is adjourned at 8:26pm.

Respectfully submitted,

Patti Caldwell