

**NORTH WHIDBEY POOL, PARK AND RECREATION DISTRICT**  
**MINUTES**  
**JOHN VANDERICHT MEMORIAL POOL**  
**Thursday, May 16, 2019**

**Meeting Called to Order:** Meeting was called to order at 6:34pm by Chairman Sean Merrill. Commissioners in attendance – Merrill, Hardin, Hoffmire, Holly and Shingleton.

**Board Issues:** There are no minutes currently available to approve.

Question about when P&L to be available. Julie Milang answered not later than Friday, May 24, 2019.  
Commissioner Hoffmire reported we are waiting for inspection by Island Co. Health Dept.

**Agenda Changes:** Add Fee Schedule Discussion to Unfinished Business.

**Voucher Review:**

Commissioner Shingleton moved to approve Expense Vouchers 8151-8156, 8152, and 8157-8180 in the amount of \$22,664.65 and Payroll Transfers from M & O Account to Payroll Account in the amount of \$19,765.61 for a total of \$42,430.26. Motion was seconded by Commissioner Hoffmire. After discussion, motion was unanimously approved.

**Unfinished Business:**

1. **Employee Handbook:** Commissioner Holly moved, seconded by Commissioner Hoffmire that the NWPPRD Employee Handbook & Policies be approved with the following provisos (Exhibit A, available from the NWPPRD office):
  - a. Mission Statement to be included where indicated
  - b. Organizational Chart, when it is determined, will be included where indicated
  - c. Section 7.6, Personal Appearance, will be rewritten by the Director and approved separately by the Board of Commissioners no later than July 31, 2019.
  - d. Appendix B, Salary Classification and Pay Scale, needs to be reviewed, discussed, with input from the Director and approved, separately, also by July 31, 2019.
  - e. This document also needs to be reviewed by our insurance company.

After discussion, Commissioner Holly amended the motion, seconded by Commissioner Hoffmire, that we include Point F (below).

- f. Include 5.4 as printed out in red (second paragraph of Exhibit B).

Motion as amended unanimously accepted.

2. **Program Ideas:** Each Commissioner to submit five ideas on how NWPPRD can improve its programing and service to our community to Commissioner Shingleton by Friday, May 24, 2019.
3. **Improvements to Dog Park Fence Line:** Work will be done on May 9, with assistance from Keller Williams Western Realty.
4. **Community /Advisory Board:** Will prepare invitations for Re-Opening the Pool Party.
5. **Pool Shut-Down Schedule & Review of Potential Improvements:** Director: June 14 will become our next target for re-opening the pool. The hot tub will not be completed until some time in July. We replaced the air circulator and old boiler. Water to be in pool by next week. Final inspection date not yet scheduled.
6. **May Day:** May 9<sup>th</sup> – Keller Williams realtors and other volunteers were available to work beginning 8am until about 4pm. Much was accomplished, with great enthusiasm. Keller Williams has graciously agreed to another work day on Wednesday, May 29.
7. **Clover Valley Proposal Review:** An invoice in the amount of \$10,000. was presented for work done.
8. **Fee Schedule:** Special Workshop proposed for July. This meeting will be advertised and open to public.

9. **Lot Sale Status:** No changes to report.

**New Business:**

1. **Interim Director:** See attached Exhibit C. After presentation of Exhibit C, it was moved by Commissioner Shingleton and Seconded by Commissioner Hoffmire that we modify the position of Interim Director Rex Coryell in the following ways:
  - a. Make the position full-time, exempt
  - b. Salary of \$5800 per month beginning June 1 for the remainder of 2019
  - c. Two weeks of paid vacation time
  - d. No medical benefits or retirement contribution (no change)
  - e. Increase spending authority to \$30,000 without board approval required

A discussion was held relating to the scope and length of this change of position. As noted in Exhibit C, it is valid only until end of 2019; pay rate and activities for 2020 will be evaluated in the planning and budgeting process in late 2019. Motion was unanimously approved.

2. **Advertising:** Commissioner Shingleton reported on on-going efforts to get pricing information and study materials feasibility for advertising on panels in swimming pool area.
3. **Public Comment:** Commissioner Shingleton suggested we include public comment at the beginning of each agenda item – and also when we're voting on issues.

**Final Board Comments:**

Commissioner Shingleton: Informed us that the next city auction will take place Summer of 2020.

Commissioner Merrill will research progress on selling vacant lot.

Commissioner Holly mentioned our need to research and highlight Paid Family Leave in our Budget for 2020.

**Next Meetings:**

Program Ideas Workshop – 4pm, Wednesday, May 30, 2019

Next Regular Meeting – 6:30pm, Thursday, June 27, 2019

**Adjournment:**

Motion to adjourn was made by Holly and seconded by Commissioner Hoffmire. Unanimously approved. Meeting adjourned at 7:55pm.

Respectfully submitted,  
Commissioner Hardin

# Exhibit B

## **5.4 SICK LEAVE**

Washington State law requires employers to provide paid sick leave to most employees. Employees with sick leave accrued may, when they are ill, call in to notify the Supervisor that they will be absent and request use of sick leave. Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their supervisor's prior approval, request a leave without pay. Sick leave accrual and use will be explained to employees when they are hired.

An employee is eligible to use their accrued paid sick leave beginning on the 90<sup>th</sup> calendar day of their employment. One hour of paid sick leave is accrued for every forty hours of work. An employee may use their accrued paid sick leave for the following purposes: to care for a child with a health condition that requires treatment or supervision; to care for a spouse, registered domestic partner, parent, parent-in-law or grandparent who has a serious health condition or an emergency health condition; and to care for children 18 years and older with disabilities that make them incapable of self-care. Grandparents-in-law, grandchildren, and siblings are not covered by the Family Care Act.

# EXHIBIT C

## Proposal to Modify Compensation and Authority for Interim Director

In mid-2018, the original plan from the board had been to hire a permanent director in Q1 or Q2 of 2019. This has not occurred and there is currently no plan on the books.

The Interim Director is working a full-time job when he was originally offered a part-time position. Additionally, his scope of responsibilities has reached far past what was originally asked of him.

In effect, he is helping us to rebuild the District, not only the facility improvements we can see taking place, but rebuilding the organization from the ground up which also includes staff, policies, programs, and public interaction.

I propose we modify the relationship in the following ways:

- Make the position full-time, exempt
- Salary of \$5800 per month beginning June 1<sup>st</sup> for the remainder of 2019
- Two weeks of paid vacation time
- No medical benefits or retirement contribution (no change)
- Increase spending authority to \$30,000 without board approval required

If a permanent director is hired prior to 2020, then the Interim Director's services would obviously no longer be needed. He also would be eligible to apply for the position whenever it is posted. But if no permanent director is hired in 2019, there is also no expectation this salary rate would continue into 2020 for either position (permanent or interim).

This time in our district is a unique set of circumstances and activities and I am asking we compensate accordingly. The pay rate and activities for 2020 should be evaluated in the planning and budgeting process in late 2019 and set appropriately.

Wendy Shingleton  
Commissioner