

NORTH WHIDBEY POOL, PARK AND RECREATION DISTRICT  
REGULAR MONTHLY MEETING  
JOHN VANDERZICHT MEMORIAL POOL  
Date: 17 MAY 2018

**MINUTES**

Board Members present: Chairman C/Sean Merrill, C/Donna Sue Holly, C/Shane Hoffmire, C/Wendy Shingleton, C/Pat Hardin.

*A sound file of this meeting may be accessed for a full transcript of the discussion. That file is recorded and available on the NWPRD YouTube channel.*  
<http://www.youtube.com/channel>.

Call to Order Chairman called the meeting to order at 6:33 p.m.

Public Comments William Young (Babe Ruth Baseball) asked for permission to remove dead rhododendrons from around the pool building (consensus was yes) and further proposed new drain lines for Clover Valley ballfields. The drain lines would be done summer/fall 2018 at no cost to the District. He also recommended various improvements to the fields, such as new fencing, batting cage and scoreboard. See Attachment 2.

**C/Holly moved that NWPPRD allow Babe Ruth/Mr. Young to go forward with the drainage project. Seconded by C/Hoffmire and approved unanimously.**

New Business – Eagle Scout Project – moved this up in the agenda so the young man could get home. Prospective Eagle Scout Zach Moore wished to build a 10'x14' gazebo with a 12'x14' overhang at the dog park. **C/Shingleton moved that we approve the plan for the gazebo at the Clover Valley dog park. C/Hoffmire seconded.** Questions were raised about the engineering. **Motion passed unanimously.**

Approval of Minutes No minutes submitted for approval. Fourteen sets of minutes remain outstanding.

Voucher Review - **C/Holly moved to approve the District Vouchers #7960-7968 for the amount of \$1,675.94 and the transfer from M&O account to payroll account in the amount of \$5,192.91 for a total of \$6,868.85. This was seconded by C/Hoffmire.** Questions were asked and answered. **The motion was unanimously approved.**

7:27 – five minute recess called.

7:33 – meeting called back to order by the Chair

Unfinished Business

District Sponsorship/Advertising Policy – **C/Shingleton moved to approve it as proposed. Seconded by C/Hoffmire.** Discussion ensued. **Motion approved.** Ayes were C/'s Shingleton, Hoffmire, Merrill and Hardin. **C/Holly voted Nay.**

Employee Manual – tabled for several months.

Mission Statement: - Commissioners tasked with sending their top three priorities to Admin by 25 May thence to Chair. Chair to meld them into a harmonious whole.

#### New Business

NWPPRD logo – C/Shingleton designed a potential new logo for NWPPRD. **C/Holly moved that NWPPRD adopt the logo, seconded by C/Hoffmire. Unanimously approved.**



Director vacancy/positions: Due to loss of the Executive Director, **C/Holly moved that we appoint Matt Morris as Auditing Officer IAW Resolution 18-01 (later changed to Resolution 18-02). Seconded by C/Shingleton, motion unanimously approved.** Discussed volunteer or part-time Director position. C/Hoffmire volunteered to review Executive Director position description for the part-time position.

District property – C/Shingleton ran expense and income projection and according to her numbers, the District will be not be solvent, i.e. will be completely out of money, by December 2018. Because of the dire financial situation, Board discussed the option of selling the Highland Drive lot. C/Shingleton knows a realtor who is looking into the value of the lot, which failed a perk test in 1981 and is extremely steep.

Into this discussion fell the side issue of JoAnn Mueller, who does the books and is leaving the District. In order for the Board members to better know the financial ins and outs of the District, we set a special meeting to sit down with Ms. Mueller to discuss the P&L, the accounts and her job. Special meeting for this set on 31 May 2018. Commissioners tasked to get questions to Ms. Mueller by 25 May.

Cleaning staff/unemployment –this unemployment cost \$3549/quarter for the two people affected. Their unemployment benefits will end in July.

Programming – C/Holly was concerned about programs still beng carried on that cost money to the District. She noted the Safe Kids Class. Ms. Millang reported that class had not only paid for itself, but made money (\$400) for the District. She averred that she will not hold a special class/program without running the numbers and ensuring revenue

will exceed costs. Chair reiterated the order that the Board be given a one page note on all special programs that shows the cost and revenue.

Next Meeting Thursday, May 31, 2018 (special meeting), June 28, 2018 (regular meeting).

Adjournment **C/Hardin moved that the meeting be adjourned. C/Hoffmire seconded. Motion approved unanimously. Meeting adjourned at 8:32 p.m.**

Donna Sue Holly  
Commissioner Position 1

Attachment 1 – NWPPRD Advertising Policy

Attachment 2 – Letter from William Young re Clover Valley Park Ballfields

Attachment 1

North Whidbey Pool, Park, and Recreation District

Advertising Policy

1.0 POLICY

1.1 It is the policy of the North Whidbey Pool, Park, and Recreation District (also referred to in the content of this document as NWPPRD or “district”) that:

1.1.1 Advertising agreements will exist in accordance with guidelines and procedures set forth in this policy.

1.1.2 Advertising agreements will not result in any loss of NWPPRD authority.

1.1.3 Advertising signage will not detract from the integrity of the district’s recreational resources.

1.2 Exclusions

1.2.1 In general, the following industries and products are not eligible for sponsorships with NWPPRD: Religious and political organizations; or companies whose business is substantially derived from the sale of alcohol, tobacco, marijuana, firearms, or pornography.

1.2.2 Content not eligible for sponsorship display include: (a) Obscene, indecent, or discriminatory content; (b) Political or public issue advocacy content; or (c) Products, services, or other materials that are offensive, insulting, disparaging, or degrading.

2.0 SIGNAGE

2.1 Where applicable, the type, location, size, design, content and duration of any advertising or advertising display must meet City of Oak Harbor Sign Code or Island County Land Use Code and is subject to approval.

2.2 Allowed signage display details, including type, location, size, design, content, and duration of display, will be a component of the advertising agreement; additional signage requests require approval by the Board of Commissioners.

2.3 Freestanding billboards will not be allowed in district facilities.

3.0 ADVERTISING MATERIALS:

3.1 Commercial advertising, including product placement, is permitted on printed materials within or outside of district property, on district web sites, and on electronic social media.

3.2 All advertised products, materials, and services require district approval and must meet the specifications and standards used by NWPPRD in the purchase of similar materials.

Attachment 2

May 17, 2018

From: William K. Young, Oak Harbor Baseball Association/ Oak Harbor Babe Ruth Baseball

To: North Whidbey Parks and Recreation District (NWPRD)

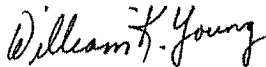
Subj: Clover Valley Park Ball Fields; proposals for

Encl: (1) Clover Valley Park Ball Fields Diagram

1. The current coaching staff for the Oak Harbor Babe Ruth team have been making improvements at Clover Valley Park to remove trash, brush and weeds. The baseball field was rolled earlier in the Spring and the softball field has been graded and dragged.
2. Looking to the future, there are several improvements and/or proposals that the Babe Ruth coaches would like to see implemented:
  - a. The baseball field drainage on the first base side of the infield needs to be addressed, especially during the months of March and April each year when pools of water leaves portions of the field unusable due to standing water or muck. Installing a series of drain lines in the area could alleviate the problem. The best time to address the problem is before the winter weather sets in around October/November timeframe in order for grass to establish itself along the drainage installation lines. Volunteer cost and installation would be provided at no cost to the NWPRD. This proposal should be approved in the near future to permit the procurement of materials and planning to not interfere with NWLL fall ball.
  - b. During installation of the baseball field in 2005, a section of fence along the third base line was made using existing available surplus fencing in a fifty-two (52) foot section. The poles were recycled from the previous softball backstop and installed such that a ten foot high fence could be installed at a later date. Should funding become available in the future, whether by Babe Ruth or NWPRD, an upgrade would provide increased protection for cars and spectators.
  - c. The existing softball field has issues that need to be addressed for safety reasons as well as providing flexibility for users. Currently during a baseball game, we must curtail all activity on the softball infield as unsuspecting and unprotected spectators have been struck by errant foul softballs. One proposal is to replace the existing backstop with one similar to the baseball field; i.e. a twenty or preferably thirty foot high fence/net system. Funding and installation would most likely require public support and McBride fencing per the original baseball field proposal submitted in 2004 and approved in March 2005.
  - d. A second softball field proposal is to move the home plate out to a standard twenty-five feet from the backstop, supplemented by installation of base foundations at 60, 70/80 and 90 foot field dimensions. The permanent softball pitching rubber would be reinstalled at 45 feet, and a portable mound could be provided for pitching at the 50 or 54 or 60 foot distances. The infield would remain all dirt and could provide flexible use for NWLL/Adult softball, NWLL major or junior baseball, select baseball (Oak Harbor currently has no 50/70 or 54/80 ball diamonds). By using existing and available base foundations, the movement and installation of base foundations can be accomplished by Oak Harbor Babe Ruth coaches and volunteers at no cost to NWPRD. The

- procurement of a portable pitching mound could be included in future Oak Harbor Baseball Association budgeting plans.
- e. Neither ball field currently has an operational scoreboard. One concept is to procure a portable scoreboard and another would require electrical access for a permanent scoreboard.
  - f. There is currently limited access to a batting cage facility in Oak Harbor. One idea being looked at is to install a batting cage between the two fields or in the area currently used for parking alongside the Navy fence. This is a lower priority for Babe Ruth as some access has been permitted to use the OHHS facility on a limited basis.
3. The volunteer efforts and funding by the Babe Ruth coaches and volunteers is contingent upon having long term access to the field(s) for Babe Ruth/Select Baseball. One proposal is for a twenty-five year contract to assure Babe Ruth use of the field(s). Due to the levy dilemma, another proposal would be to sell the ball fields to the Oak Harbor Baseball Association or have the right to first refusal should the long- term availability of the fields come into question; i.e. should a levy fail to gain the required public support. The non-profit Oak Harbor Baseball Association, a collection of baseball coaches in the high school, Babe Ruth Baseball, American Legion Baseball (when active) and select baseball programs, is in the process of applying for 501©3 status. The head of the Oak Harbor Baseball Association is the Oak Harbor High School Varsity Baseball Coach, currently Cody Anderson with Tyson Van Dam the treasurer.
  4. The aforementioned proposals are supported by Brad Gisvold, Head Babe Ruth Coach at 360-320-9814, email: [Ondemandhandyman@gmail.com](mailto:Ondemandhandyman@gmail.com) ; Justin Ronning, Asst Babe Ruth Coach at 425-501-8390, email: [jronning@ohsd.net](mailto:jronning@ohsd.net) and Bill Young, Vice President of the Skagit Valley Babe Ruth League and volunteer at 360-679-4843 or email: [capthawk@whidbey.net](mailto:capthawk@whidbey.net) .

Respectfully Submitted:



William K. Young

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