

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING
JOHN VANDERZICHT MEMORIAL POOL
Tuesday, July 28, 2020
6:30pm

Meeting Called to Order: Meeting was called to order by the Chair Commissioner Wiegenstein at 6:31pm. Commissioners in attendance – Merrill, Hardin, Chargualaf, Brooks-Leete, and Wiegenstein.

Board Issues: None

Agenda Changes: None

Public Comment: None

Approval of Minutes: Commissioner Merrill moves to approve all minutes as listed on the agenda. Commissioner Hardin seconds the motion. Motion passes unanimously.

Voucher Review: Commissioner Merrill motions to move that we approve vouchers #8627-#8698 for \$30,660.32 and payroll for \$17,862.33 for a total of \$48,522.365. Discussion. Commissioner Merrill thanked Julie for thorough voucher review notes. Commissioner Hardin seconds the motion. Motion passes unanimously.

Staff Reports:

- 1) Maintenance Directors Report – Shane updated staff on plumbing and hot tub issues. WMS here next week. Commissioner Merrill thanked him for his hard work on hot tub. Would like to put together plan for CVP.
- 2) Director – Director has given the financial data to Whidbey Island Bank and are still waiting for their feedback regarding loan for roof. Checking into WA Commerce Grants. Some Grants are based on audit standing. Patti is tasked with ensuring that there are minutes for every agenda. Insurance company recommends that we use a Facility Rental Agreement for all user groups and Director has been updating it. Hopefully, she will have a draft Facility Use Agreement to Commissioners by end of week. Date for Auditor Exit Conference will be set for August 14th. The Contract Committee: Commissioner Merrill, Commissioner Wiegenstein, and Director met with NWAC. It was a good meeting. Some things were easily agreed upon. We will be using Facility User Agreement with NWAC. Phone system is up and running. Director explained “Bonding the Director” as legal standard as per RCW statute. Discussion. Purchasing Policies should be in one document for internal control. Anyone wanting to do a project or volunteer at the park needs to talk to Director. We need to follow state laws and do a contract. We are now PCI compliant. Recent pool guidelines, per the County, are currently at 25% capacity and maintaining social distancing. CVP Park, no more than 10 people may gather. Larger signs will be put up at dog park due to County mandate. Pool will remain closed until guidelines change. Discussion on CVP field usage during phase 3. The gazebo at the dog park is finished. Will meet with Island County to get the final permit.
- 3) Aquatics – Valerie gave updated information regarding her Aquatics Department.

- 4) Admin – Using ESOF to utilize marketing options and sending out email. P&L at fifty percent point Jan-June 2020. Correction to Pacific Grace deduction was caught.

At 7:46pm Commissioners went into Executive Session to review and evaluate the performance of a public employee.

At 8:15pm Commissioners return from Executive Session.

Commissioner Hardin moves that \$1,000 will be allocated on a monthly basis to the Director to secure healthcare package, retroactive to date of employment. Commissioner Merrill seconds the motion. Commissioner Hardin makes friendly amendment to motion that we move to allocate \$1,000 on a monthly basis, in lieu of healthcare package, retroactive to date of employment. Commissioner Merrill seconds the motion. Motion passes unanimously.

New Business:

- 1) Facility Use Agreement – Discussion. Commissioners asked for rough draft of Special Event/Facility Use Agreement. All Commissioners will receive by end of week.

Final Board Comments: Commissioner Wiegenstein says thank you to Director and all the staff for hard work and everything they do for us.

Next Meeting:

Tuesday, August 25, 2020 6:30pm

Commissioner Merrill made a motion to adjourn. Commissioner Hardin seconded the motion. Motion passes unanimously. Meeting is adjourned at 8:26pm.

Respectfully submitted,
Patti Caldwell