

## NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

SPECIAL MEETING - Amended  
JOHN VANDERZICHT MEMORIAL POOL  
Oak Harbor, WA 98277  
Friday, August 14, 2020  
2:30pm

**Meeting Called to Order:** Meeting was called to order by the Chair Commissioner Wiegenstein at 2:33pm. Commissioners in attendance – Brooks-Leete, Chargualaf, Hardin, Merrill, and Wiegenstein.

### Agenda:

- 1) State Audit Exit Conference – Review and discussion of letter to the State Auditor. Director of Finance and Administration, and Commissioner Chris Wiegenstein will sign letter. Next scheduled audit 2022 and will cover two years from January 1, 2020 through December 31, 2021. Also reviewed and discussed suggestions from the State Auditor to review audit report, processes, compliance, and recommendations. Open Public Meetings, Regular and Special - Auditor recommended District ensure written meeting minutes are drafted, and approved promptly, following all open public meetings and that at Special Meetings, action is taken only on matters in the meeting notice. Cash handling, cash reconciliation, credit cards, cash accounts, were all reviewed. Recommended there is supporting documentation and approval process. Audit survey will be sent out. Local Government support team – help desk. Received auditors contact information, for Jordan Helms and Kelly. Commissioners are grateful for the time and effort auditors have put in.
- 2) Updated By-Laws – Attorney would like to see by-laws a little more formal. He is working on that. Director of Finance and Administration updated Board of Commissioners on Director’s contract and job description. Clarification on \$30,000 spending limit. Attorney changed the wording on contract. Recommended updating the by-laws from time to time.
- 3) Executive Session – was not used or needed.
- 4) Director’s Contract – Commissioner Hardin asked for clarification of wording of vacation time. Commissioner Hardin moves to change the wording under vacation, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, “The employee shall be allowed to be on vacation no more than 14 days”. Commissioner Brooks-Leete seconded the motion. Discussion. Agreement made that vacation cannot exceed 14 consecutive days at one time. Commissioner Hardin removes previous motion. Commissioner Brooks-Leete seconded the motion to remove the motion. Commissioner Hardin moves that under vacation, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, “The Employee shall be allowed to use no more than ten (10) days’ of vacation at one time and may use vacation time only after a midterm evaluation satisfactory to Employer”. Commissioner Brooks-Leete seconded the motion. Motion passed unanimously. Changes to contract approved. Final Contact – Commissioner Brooks-Leete makes a motion that we approve the Director’s Contract as written on

08.14.2020. Commissioner Hardin seconded the motion. Discussion. Motion passes unanimously.

**Adjournment** – Commissioner Hardin moves that we adjourn. Commissioner Brooks-Leete seconded the motion. Motion passes unanimously. Meeting adjourned at 3:42pm.

Respectfully submitted,  
Patti Caldwell