

NORTH WHIDBEY POOL, PARK AND RECREATION DISTRICT  
REGULAR MONTHLY MEETING  
JOHN VANDERZICHT MEMORIAL POOL  
Date: 23 AUGUST 2018

**MINUTES**

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

*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 6:30 p.m.

Approval of Minutes No minutes presented for approval. Twenty-two (22) sets of minutes remain outstanding.

Voucher Review - **C/Holly moved to approve the District Vouchers #8004-8008 for the amount of \$642.80 and the transfer from M&O account to payroll account in the amount of \$1,339.67, for a total of \$1982.47. This was seconded by C/Hardin.** Questions were asked and answered. **The motion was unanimously approved.**

Committee Reports:

Clover Valley – no committee report, but Ms. Milang was tasked to confirm if the money promised by Island County to support operations at Clover Valley Park has been invoiced and report back to Chair on that by early next week.

Levy Committee – C/Hardin reported on several planned events for raising funds and awareness of the levy, both past and planned.

Unfinished Business

District Property – had queries out to six individuals on the perk test for the Highland Drive property; heard back from none of them.

Director Vacancy – Received several emails from interested persons. These will be forwarded to the Board. Committee (C/'s Merrill and Shingleton) to come up with questions to ask potential Directors. Other Commissioners to forward any suggested questions to C/Merrill by the following Wednesday.

Employee Handbook - tabled.

Re-opening Budget – nothing new.

New Business

Bios for Website – Commissioners assigned to draft a bio with name, professional background and why serving on the Board; due to Ms. Milang 07 Sep 2018.

Pay for Admin Personnel – Ms. Millang’s pay was discussed. She opted for open, public session vice executive session. Since June, when Ms. Mueller left, she has been paid \$21.50/hour, previously she was paid \$14/hour. Ms. Mueller, whose duties Ms. Millang has assumed, was paid \$15/hr. Due to the critical nature of this issue partial Board felt uncomfortable making any decisions. Therefore, when the Board holds a special meeting on 06 Sep 2018 to discuss potential Interim Director, will also discuss salary review.

Remove Former Director as Signature Authority. After discussion, **C/Holly moved that we remove Steve McCaslin as signature authority from all NWPRD financial accounts. Seconded by C/ Hardin. Approved unanimously.**

Staff Reports

Computer Issues – having problems now that we don’t have an IT contract. Possibly can get a COMCAST connection through beaming which may fix some of the problems.

Insurance Question – broken window in the foyer needs to be fixed. Cost to fix it is only \$175 higher than the deductible; our insurance agent recommends we not put in a claim. Board concurred with the agent’s suggestion.

Total Immersion Swimming – Ms. Millang presented a detailed description of this program.

Next Meeting Thursday September 6, 2018 special meeting. Thursday, September 27, 2018 is the next regular meeting.

Adjournment **C/Holly moved that the meeting be adjourned. C/Hardin seconded. Motion approved unanimously. Meeting adjourned at 7:25 p.m.**

Donna Sue Holly  
Commissioner Position 1