

NORTH WHIDBEY PARK AND RECREATION DISTRICT  
SPECIAL MEETING  
(BOARD MEMBER SELECTION, CHAIRMAN ELECTION, EXECUTIVE  
DIRECTOR PERFORMANCE REVIEW, BUDGET REVIEW/REVISION)  
JOHN VANDERZICHT MEMORIAL POOL  
Date: 07 SEPTEMBER 2016

**MINUTES**

Board Members present: C/Donna Sue Holly, C/Wendy Shingleton, C/Shane Hoffmire, and C/Richard Fort were present.

*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:** Acting Chairman C/Holly called the meeting to order at 6:22 p.m.

**Board member selection:** C/Hoffmire moved that Michael J. Fraasch be appointed to fill NWPRD Commissioner Position number 2. Seconded by C/Fort. **Approved unanimously.**

**Chairman election:** C/Shingleton moved that C/Holly fill the NWPRD Chairman position, seconded by C/Fort. C/Shingleton amended the motion to be through 2016. Seconded by C/Fort. **Unanimously approved.**

**Executive Director performance review:** Board went into executive session IAW RCW 42.30.110 (1)(g) at 6:28 p.m., scheduled for at least fifteen minutes. Meeting called back to order by Chairman C/Holly at 7:24 p.m. C/Shingleton moved that we extend to the Executive Director twenty additional hours of executive leave for the remainder of 2016. Seconded by C/Hoffmire. Discussion ensued. **Approved unanimously.**

**Budget review/revision:**

It was agreed to combine the budget review and the budget revision into one discussion.

AI: Executive Director (ED) to ensure paper copies of Board meeting preparation notes/papers will be placed in folders at the front desk for us when those documents are emailed to us.

Executive director McCaslin reminded the Board he believes it will be a three to five year process to turn the District around financially. Step one is to get the budget process tightened up, which he is doing. Starting with revenue, the Board reviewed the current budget and discussed potential revisions.

AI: ED was asked if we are charging a 3% fee to those customers who use credit cards to pay for items associated with NWAC which are “pass through” (meaning they are not supposed to cost the District). ED to look into it.

A break was taken from 8:07-8:12 p.m. C/Hoffmire excused himself from the meeting due to a family obligation; we still had a quorum. Discussion moved to budget expenses.

AI: ED to send change to the Employee Handbook re lost paychecks to all commissioners.

AI: ED to remove or list differently on the budget sick pay and executive leave (those benefits which are not actually extra money expended) in order to lessen confusion. Vacation pay is a liability to the District because if not taken the District must pay it to a departing employee. Vacation pay may carry over, so this figure needs to be accurately reflected so the annual budget will reflect the District’s complete potential liability.

AI: ED to check line item #115, medical expenses. Actual expended amount June 30 was \$7902, but the annual amount budgeted, which should (?) be half the June 30 amount was \$13,500.

AI: ED to clearly show offset of NWAC swimsuit expenditures in revenue.

AI: ED to look into archiving the former Commissioners’ emails, rather than maintaining their accounts, in order to save money.

AI: (Re budget line 192) ED to investigate actual expense for last year or for one phone call to a counselor to ensure we have budgeted at least enough for one phone call.

Briefly discussed closing down the pool for the holidays, specifically on the eves and possibly the day after each one. ED McCaslin will analyze cost versus potential revenue (based on actual revenue from previous years).

Next meeting is 24 Sep 2016. We will look at changes to the budget at that meeting and vote whether to approve the revisions or not.

**Adjournment C/Fort moved that the meeting adjourn.** Seconded by C/Shingleton.  
**Unanimously approved.** Meeting adjourned at 9:24 p.m

Donna Sue Holly  
Commissioner, Position 1