

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING

JOHN VANDERZICHT MEMORIAL POOL

Tuesday, September 22, 2020

Meeting Called to Order: Meeting was called to order at 6:33pm by the Chair Commissioner Wiegenstein. Commissioners in attendance, Brooks-Leete, Chargualaf, Hardin, Merrill, and Wiegenstein. Also, in attendance: Wanda Grone, Island Country Treasurer; Director of Finance and Administration; and Director of Maintenance.

- I. **Board Issues:** None
- II. **Agenda Changes:** Amend Section 9, Item IX, Section C, Unfinished Business, to say Employee Manual Update and I move to add Quotation Response & Award MWR to New Business. Director of Finance and Administration will discuss MWR quote.
- III. **Public Comments:** None
- IV. **Approval of Minutes:** Commissioner Merrill motioned to approve the minutes from August 14, 2020 and August 25th, 2020 as written. Commissioner Hardin seconds the motion. Commissioner Merrill amends his motion that we approve minutes as changed by Commissioner Hardin for August 14 and 25, 2020. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.
- V. **Voucher Review:** Commissioner Hardin moved that we approve expense vouchers #8736 to #8768 in the amount of \$34,126.95 and Payroll Transfers in the amount of \$21,723.25 for a total of \$55,850.20. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.
- VI. **Staff Reports:** Director of Maintenance reported that the pool chemistry is being kept up during the closure. All showers are working. Still sourcing ADA slide bars. All the toilets have been remounted. Some minor work remains on a few with reinstalling the flushing assemblies. We continue to work towards becoming fully code compliant. On September 14, he met with the city's cross connection and backflow compliance officer and has learned of two urgent issues needing rectifying for Department of Health standards. Spa modification is completed and perfectly operational. Island County Department of Health has inspected the modernization and they approve and are very impressed. The jet nozzles will need replacing at some point in the future. He is putting together pricing for equipment replacement in the mechanical room for next year's budget. Roofs are bad, flat roofs are really bad. Rainy season is coming. We need to deal with it. Dog Park and Baseball Field needs maintenance. Maintenance Assistant is going out once a week for about 1 hour for cleanup. Would like to go out more often, but with reduction in hours makes it difficult. Commissioner Merrill stated that we need a Comprehensive Maintenance Plan.

Director reported that she has been working on the Roof Repair/Replacement Project (RFP). We need to have a Small Works Roster for public works and consultants as required by the State. Contracting with MRSC is the most cost-effective way to accomplish this. MRSC will check that they are bonded, licensed, following licensing as they should be with the State, and in this area. They have enrollment periods twice a year. Need to adopt a resolution. We have received the bond from the Insurance company. After going back and forth for a couple of weeks, they conceded that the Director is an employee of the district. Originally, we were told that Director was not covered as Commissioners

are. We cancelled the bond and will not need to pay separately. MWR requested a quote for the next five years. We will get recommendations on pricing structures when we go through the Master Plan process. Employers Council Contract has been included in your packet. This is a cost-effective resource of a pool of lawyer's that deal with HR, policies, etc. There is no one in Washington to do this. Ryan Nelson, from Employers Council has suggested going with their sister company Archbright. They are based out of Seattle, more expensive per year but provided a deal to do our employee manual. If we join this week, they will wave September payment. We would pay October, November, and December and end contract to get Employee Manual done by end of year. Cost would be about \$1038.00 total. More cost effective than working with our attorney. The school district has given the green light to create an agreement where we share facilities. Director will create an IGA. Meeting with them tomorrow to discuss marketing. CARES Act - We have applied for \$12,400 part of that was to cover our cost to refund participants who started swim school and could not finish due to COVID; unemployment expenses from being closed; COVID related supplies; and zoom meetings. Turned it in yesterday. Started a second recreation program Kickball in one week's time, contacted 234 parents, ad on Facebook, flyers, School District website. First day was last Saturday. It was a lot of fun. We asked parents to dress children in costumes on October 17th. Applied for waiver through County, only changes were grammatical errors. Moving Forward – Director of Finance and Administration and Director of Maintenance will not be involved in meetings from tonight forward to use their time more effectively. Let Director know how the blue sheets work for you. Any feedback appreciated. Questions.

Director of Finance and Administration – Received a rate increase effective October 1. Puget Sound Energy 2.14% also about 50% of the time we get “estimated read”. The goal is to obtain statements showing only actual reads in the future. She spoke with Ms. Grant at the Employment Security Department (ESD) regarding our Benefit Charging Statement at the end of August. ESD is still in the process of applying credits and directed her to pay the statement balance and if there is a credit will be refunded. Five individuals have applied for unemployment benefits. Refund for the first quarter will be 50%. She also created a new template for the P&L. MWR contractually runs October through September. In the past, we received a draft contract. This year they have asked for a request for quotation from us. Asking for up to a 5-year quote.

Investment Presentation with slideshow given by Wanda Grone, Island County Treasurer. Discussion.

VII. **Committee Reports:** Commissioner Chargualaf discussed Bylaws and Insurance Bond issues. Amount of Insurance Bond is not the issue, the issue is what does it cover?

IX. A) No additional Discussion.

B) Special Event and Facility Use Application – Change made to “Conditions of Use”, page 4, B. Fees, 3rd section down. Attorney said looks good. Route we should be going.

Commission Merrill motioned to approve Special Event and Facility Use Application form as written. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

C) Employees Manual Update

Commissioner Hardin moves that we contract with Archbright until the end of year, so we can get our Employees Manual completed. Commissioner Merrill seconds the motion. Discussion. Motion passes unanimously.

D) Resolution 2020-06

Commissioner Merrill motioned to approve Resolution 2020-06 authorizing the investment of North Whidbey Pool, Park, and Recreation District monies in the Island County Treasurer Investment Pool. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

D.2) Investment Authorization Form

Commissioner Brooks-Leete motioned to approve that the investment Authorization Form authorizing the withdrawal of authorized funds out of the Investment Pool as needed, be approved as written. Commissioner Merrill seconds the motion. Discussion. Motion passes unanimously.

X.A) Review Resolution 99-71 because Director Cochran is recommending repealing and replacing this resolution with Resolution 2020-07, and then a purchase resolution in the future that she is currently working on.

B) Discussion and review of Resolution 2020-07.

Commissioner Hardin moves that we approve the MRSC Contract as written. Commissioner Merrill seconds the motion. Discussion. Commissioner Hardin moves to withdraw the motion to approve the MRSC Contract. Motion withdrawn. Commissioner Hardin moves to accept the MRSC Resolution 2020-07. Commissioner Merrill seconds the motion. Motion passes unanimously.

C) Review the contract for MRSC.

Commissioner Brooks-Leete motioned to approve the Contract with MRSC to have our Small Public Works and Consulting Services Roster posted on their online database. Commissioner Merrill seconds the motion. Discussion. Motion passes unanimously.

D) Request for Proposal, Roof Repair/Replacement Services at John Vanderzicht Memorial Pool.

Commissioner Merrill motioned to approve going out for Request for Proposal, Roof Repair/Replacement Service at John Vanderzicht Memorial Pool. Commissioner Chargualaf seconds the motion. Discussion. Motion passes unanimously.

E) Approval of Yearly Barron Heating and Air Conditioning Contract.

Commissioner Chargualaf motioned to approve the Barron Heating and Air Conditioning Contract as written. Commissioner Brooks-Leete seconds the motion. Discussion. Commissioner Chargualaf withdraws his motion to approve Barron Heating and Air Conditioning Contract as written.

XI. **Final Board Comments:** Commissioner Wiegenstein thanked everyone for hanging in there tonight.

Next Regular Meeting: Tuesday, October 27, 2020.

Commissioner Hardin moves that we adjourn. Commissioner Merrill seconds the motion. Motion passes unanimously. Meeting is adjourned at 9:08pm.