

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

## REGULAR MEETING

### JOHN VANDERZICHT MEMORIAL POOL

Tuesday, October 27, 2020

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

- I. **Board Issues:** Commissioner Hardin commented on the timing of getting everything. Commissioner Chargualaf commented that he would like to see that when patrons are attending the meetings, the topic important for the public move to beginning of meeting.
- II. **Agenda Changes:** Commissioner Wiegenstein would like Pool Opening Discussion as first unfinished business after Staff Reports. Commissioner Merrill moves that we make the unfinished business #4 on the agenda and move everything down after that. Commissioner Merrill amended his motion to move unfinished business to #5, staff reports to #4 on the agenda changes, and move everything else, approval of minutes, voucher review, down. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.
- III. **Public Comments:** M. Martin made a comment regarding pool reopening.
- IV. **Staff Reports:**

Director - School District will allow us to do programming for recreation programs. Director plans to meet with them tomorrow to go through budget to see if there is anything, that she can utilize at the School District so we can cut some more expense out of that budget. **Christian School** did not make decision about letting us use facility but tabled it to see where numbers would end up with COVID.

**Capital Projects** – Maintenance plan to prioritize what our projects would be for 2020 based on deferred maintenance that has happened in the facility over the past 10 years. So far just in equipment and some labor it is almost \$87,000 not including electric work. Two Commissioners met with Barron regarding the boiler replacement weighing out options. There are plumbing issues throughout the building. Applying for an **Energy Efficiency Grant** which is opening the end of November that would help us replace the boiler. Grant is specific about reducing energy and water consumption. So far, the estimated boiler costs are anywhere from \$45,000 to \$235,000. **Roof RFP** – Competitive bid will close on November 6. **Budget Review** will be scheduled for the week of the 9<sup>th</sup> to give everyone a chance to look at the bids. **Tentative Pool Opening Plan** based on lifeguards available. Reaching out to guards to see what their availability is. Calendar we have planned shows opening limited hours, not being open in the middle of the day (slow period), opening a.m., opening afternoons and evenings, opening on Saturday in the morning and closing on Sundays, Looking at how we staff because we must have a COVID Supervisor. **Master Plan** – We need to get a Master Plan. Director reached out to two companies for information because we do not have one in place, we have never done it, it is going to cost anywhere from \$60,000 to \$100,000 for a Master Plan. **Recreation** - Kickball has ended. We had 25 kids participate. We had lots of fun costumes and capes showing up on last day. Looking to start basketball in January through the School District Facilities.

Maintenance Report – Maintenance Director included information that does show up in capital plan. We added, for budget purposes, another \$26,000, on top of the big projects that we are doing. Basically, when we are looking at Clover Valley, we had a discussion about the dog park, and I think it's important to be pulling back some of the dirt along the fence line by the parking lot. It is pushing that fence out, so we need to rent equipment to move the dirt, fix exposed fence footers, do some rehab

work to the sign in there. Maintenance Director also did some tree removal. He moved about 30 trees that were dead, falling, or had just been there. He is going to put a tree maintenance plan in place where we are moving trees as they fall. Thank you to Mr. Hardin for using his vehicle to help remove trees and branches from Clover Valley Park. We got a lot of positive feedback from users coming into the park that day. Maintenance Director is now able to see pool chemical alerts on his cell phone, so he can correct it quickly and help decrease the number of shutdowns because the chemicals are not where they need to be. Admin. Report – Julie attended a conference, via Zoom, Washington Association of Public Records Officers. She will also attend a Webinar on Washington State Annual Bars Workshop. She is working with Department of Retirement Services at reactivating the Districts account. It is going to be a process, but it has been started. Staff change at Island County Auditor's Office, and there will be a new person processing the vouchers. Still waiting on MWR Contract with requested changes to come back. We should receive contract shortly.

V. **Unfinished Business:**

A) Pool Opening Discussion – Discussion. Commissioner Merrill made a motion that we go ahead and open the pool, with the proposal from the director, with the cost increase to \$5:00 per session to the general public starting next week. Commissioner Chargualaf seconds the motion. Discussion. Commissioner Merrill amended the motion to open on the proposed soft opening by the Director, with a fee increase of \$5.00 per 30-minute session. Commissioner Chargualaf seconds the motion. Discussion. Motion passes unanimously.

B) Barron Heating Contract – Discussion. Commissioner Hardin moves that we accept the contract from Barron for the maintenance contract on our boiler in the amount of \$7856.00 plus sales tax. Commissioner Chargualaf seconds the motion. Discussion. Commissioner Hardin amends motion for the Barron contract to be \$7552.00 plus sales tax. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

C) Maintenance Plan -- Discussion. No motion needed.

D) MWR Contact – No further discussion.

VI. **Approval of Minutes:** Commissioner Merrill made a motion that we approve the minutes from the Regular Board Meeting 09.22.2020 as written. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.

VII. **Voucher Review:** Commissioner Brooks-Leete moved to approve expense vouchers #8769 to #8799 in the amount of \$22,868.90 and Payroll Transfers for \$10,500.65 for a total of \$33,369.55. Commissioner Merrill seconds the motion. Discussion. Motion passes unanimously.

VIII. **Committee Reports:** Director received an update at 3:40 today regarding by-Law project about the Surety Bond. Insurance Broker here last week for the annual review of what we want to see going forward. Waiting for answer of how the bond works. We have insurance policy in place. Bond is not the same as insurance policy. Bond required by the State Statute RCW which is part of our by-laws. Surety Bond is a line of credit. Insurance policy protects us more.

IX. **New Business:** Budget Review Workshop. Date set for Monday November 9, 2020, at 2 pm.

X. **Final Board Comments:** Commissioner Chargualaf recognized the staff. Commissioner Brooks-Leete stated how far we really have come and how much we have accomplished. Commissioner Hardin said

she is thankful for the staff, the Director, and other Commissioners. Commissioner Wiegenstein is super proud of who we are as a district, reaching out to have a relationship with NWAC, and High School. Expressed gratitude to community of North Whidbey and Island County for the support it has given us.

**Next Regular Meeting:** Tuesday, November 24, 2020.

Commissioner Merrill made a motion to adjourn. Commissioner Hardin seconds the motion. Motion passes unanimously. Meeting is adjourned at 8:57pm.