

NORTH WHIDBEY PARK AND RECREATION DISTRICT
REGULAR MONTHLY MEETING
JOHN VANDERZICHT MEMORIAL POOL
Date: 21 NOVEMBER 2017

MINUTES

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

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 6:33 p.m.

Public Comments Several public comments.

Board Issues Chair C/Hoffmire announced he would be setting up a community outreach and user group, to be headed by himself until C/Hardin takes her seat on the Board at which time she will replace him as the Board representative to the group.

Approval of Minutes **C/Holly moved to approve 28 Sep 2017 minutes as written and amended, both seconded by C/Shingleton. Unanimously approved.** Nine sets of minutes remain outstanding.

Voucher Review - **C/Shingleton moved to approve the District Vouchers #7765-7785 for the amount of \$8,507.58 and the transfer from M&O account to payroll account in the amount of \$37,133.10, for a total of \$45,640.68. This was seconded by C/Holly. Discussion ensued. The motion was unanimously approved.**

Committee Reports

Clover Valley Committee reported that a user group had met to discuss ideas on funding the needs of the dog park and ball fields (water, port-a-potty, and garbage pick up). Members of the group have been actively fundraising.

Program Review Committee will be revisited with new Board members in the new year.

Unfinished Business

Clover Valley Park No-Smoking Resolution 17-05: **C/Fraasch moved that the resolution be approved as written; seconded by C/Fort.** Discussion ensued and a few changes were made to the recommended text; **C/Fraasch changed his motion to include the amendments, seconded by C/ Fort. Unanimously approved as amended.**

Approved wording is below in italics.

(NWPRD Resolution 17-05) WHEREAS, second-hand smoke has been determined to cause or significantly contribute to a number of serious health problems; and

WHEREAS, enough individuals dispose of their cigarette butts on the ground which is not only unsightly but dangerous to the health of the dogs who insist on ingesting these butts; and

WHEREAS, the District Board of Commissioners has determined that the health and safety of the citizens of the District and others who may use the Clover Valley Park facilities require that the Clover Valley Park be smoke-free; and

WHEREAS, it is the will North Whidbey Park and Recreation District (District) Board of Commissioners to institute a no-smoking policy for the Clover Valley Park to help protect the public from the dangers of second-hand smoke; and

WHEREAS, there will be a designated smoking area for citizens of the District and others who may use the of Clover Valley Park; and

NOW, THEREFORE BE IT RESOLVED by the District Board of Commissioners that Clover Valley Park is hereby declared a smoke-free area, and smoking shall not be permitted at Clover Valley Park outside of the designated smoking area to include the Off-Leash Dog Park and the Ballfields and shall become effective on December 01, 2017.

Refund Policy Resolution 17-03: C/Fort moved that the resolution be approved as written and added amendments after discussion; seconded by C/Fraasch.

Unanimously approved. Approved resolution and the policy are below:

RESOLUTION 17-03

(Supersedes Resolution 10-02)

(In the matter of establishing procedures for providing monetary refunds or fee credits to patrons of the North Whidbey Park and Recreation District's programs, services and facilities.)

WHEREAS, patrons of the North Whidbey Park and Recreation District withdraw or transfer from registered programs or cancel facility reservations due to dissatisfaction, illness, or other reasons, or when the activity is cancelled by the District. These patrons have paid fees and wish to have those fees transferred, credited, or refunded and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the North Whidbey Park & Recreation District hereby approves the Refund, Credit, and Transfer Policy.

North Whidbey Park and Recreation District Refund / Credit / Transfer Policy

PURPOSE

This policy establishes procedures for providing monetary refunds or fee credits to patrons of the North Whidbey Park and Recreation District's programs, services and facilities.

BACKGROUND

Periodically, patrons of the North Whidbey Park and Recreation District withdraw or transfer from registered programs or cancel facility reservations due to dissatisfaction, illness, or other reasons, or when the activity is cancelled by the District. These patrons have paid fees and wish to have those fees transferred, credited, or refunded.

REFUND/CREDIT POLICY

North Whidbey Park and Recreation District strives to maintain sound programs and guarantee customer satisfaction. A 100% refund/credit will be made when the activity is cancelled by the North Whidbey Park and Recreation District. No administrative fee will be charged if the District cancelled the activity. In all other cases, refunds will be charged a \$5.00 administrative processing fee unless waived by the Executive Director.

* Private Swimming Pool Rental/Party Refund, Credit or Transfer Procedures: Patrons may cancel or reschedule up to 14 days before the date of the party for a full monetary refund or full credit for a rescheduled rental. One half of the paid rental fee will be charged for a monetary refund with less than a 14-day notice. Patrons are required to complete a Refund/Credit/Transfer Request Form and receive approval from the NWPRD Executive Director before a refund check or credit will be processed. Credit toward a future service or program is valid for one year. Refund checks may require up to two weeks to be processed by the Island County Treasurer.

* Swimming School Refund, Credit, or Transfer Procedures:

Patrons may receive a monetary refund, credit, or program transfer through completion of the first lesson. Prorated credit may be given for program transfers or with a physician's written medical verification in the case that the swimmer is unable to participate for medical reasons. Patrons are required to complete a Refund/Credit/Transfer Request Form and receive approval from the NWPRD Executive Director before a refund check or credit will be processed.

• Passes and 10-Punch Pass Refund, Credit or Transfer Procedures:

Pass holders may receive a prorated credit or monetary refund for long-term illness or injury beyond 30 days with a physician's medical verification. Monetary refunds are not given for any other reason. Pass holders may transfer prorated credits to another NWPRD program or service. Patrons are required to complete a Refund/Credit/Transfer Request Form and receive approval from the NWPRD Executive Director before a refund check or credit will be processed.

2018 Proposed Fee Structure: staff recommendations were discussed; consensus of the Board was overall negative (for different reasons from different Commissioners).

C/Holly asked that the proposed out-of-District rates be increased to 15% and shown to the Board at the next meeting. Somehow this turned into a motion, and was unanimously approved.

Executive Director Goals: nothing new

New Business

7:25 p.m. – five minute recess called. Called back to order by the Chair at 7:38.

District sponsorship: C/Shingleton discussed a sponsor program to create new revenue, but not just advertising revenue. Consensus of the Board was to move forward with this idea and develop a written policy for approval.

Election Results Discussion: 58.68% of the voters voted in favor of the NWPRD levy – needed 60% plus one vote. We were 96 votes short of levy approval.

NWPRD Youth Representative Program Introduction – tabled indefinitely.

8:08 p.m. – five minute recess called. Called back to order by the Chair at 8:15 p.m.

2018 Budget – ED said he is considering quitting after April in order to save the District his salary. The Maintenance Director will take a 25% cut in salary. C/Shingleton expressed concern with a budget that would spend over \$200K in 2018 and provide no services to the taxpayers. **C/Fraasch moved that we approve the proposed 2018 budget without levy money and the [Maintenance Director] 75% salary. Seconded by C/Holly. C/s Holly, Hoffmire, Fort and Fraasch voted Aye; C/Shingleton voted Nay. Motion passed.**

Note: Board got off topic and talked about the Levy and lessons learned. Concurred we should create a lessons learned document from this experience for future Boards. Note for that document: according to a member of the public, the high school stadium vote got passed because they went after “yes” voters through voter registration.

Final Board Comments: C/Fort asked if he resigns after certification of the election, can Pat Hardin take his/her seat in December? Most of the Board thought that was legal and possible.

Next Meeting Thursday, December 21, 2017.

Adjournment **C/Fort moved that the meeting be adjourned. C/Fraasch seconded. Motion approved unanimously. Meeting adjourned at 9:12 p.m.**

Donna Sue Holly
Commissioner Position 1