

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT  
REGULAR MEETING  
Oak Harbor Chamber of Commerce  
32630 State Rte. 20, Oak Harbor, WA 98277  
Tuesday, November 21, 2023  
6:00 p.m.

Meeting called to order at 6:00 p.m.

Roll Call: Commissioners Kraner, Chargualaf, Witmer, McCaslin, and Marrow are present.

Agenda: Item 10.F Legal Bill was added to New Business.

Public Comment: Residents Clint Kidder, Travis Smith, and Miguel Francis gave public comments.

Consent Agenda: Commissioner Kraner moved to approve the consent agenda. Commissioner Witmer seconded the motion. Motion passed.

1. **Vouchers & Payroll**: Expense Vouchers #s 10071-10082 in the amount of \$14,394.04, Payroll in the amount of \$64,416.27, and Department of Revenue Transfer in the amount of \$5,480.68 for a total of \$84,290.99.

Staff Reports: Executive Director Cochran presented Staff Reports.

Committee Reports:

1. **Program Committee**- Commissioner McCaslin moved to approve the fees for swim lessons to \$14.00 per ½ lesson per resident and \$21.00 per ½ hour lesson for non-residents. Commissioner Kraner seconded the motion. Motion died. Commissioner McCaslin moved to approve the fees for swim lessons to \$14.00 per ½ hour lesson per resident and \$21.00 per ½ hour lesson for non-residents. Commissioner Kraner seconded the motion. Discussion ensued. Motion passed.
2. **Levy Committee**-Commissioner Marrow stepped down from the levy committee. Commissioner Chargualaf was appointed to the levy committee.

Unfinished Business:

1. **Resolution 2023-05**-Commissioner Marrow moved to approve Resolution 2023-05 Approving the 2024 Budget. Commissioner Kraner seconded the motion. Discussion ensued. Motion passed.

New Business:

1. **Levy Certification**-Commissioner Marrow moved, in accordance with RCW 84.52.020, that the North Whidbey Pool, Park, and Recreation District do hereby certify to the Island County legislative authority that the commissioners of said district request that the following levy amounts be collected in 2024 as provided in the district's budget, which was adopted following a public hearing held on November 21, 2023: general levy

amount of \$1,995,110.00 and administrative refund amount of \$1,558.38. Commissioner Kraner seconded the motion. Motion passed.

2. **Resolution 2023-07**-Commissioner McCaslin moved to approve Resolution 2023-07 authorizing the increase in the regular property tax levy to be collected in the 2023 tax year. Motion died. Commissioner McCaslin moved to approve Resolution 2023-07 authorizing the increase in the regular property tax levy to be collected in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$9,098.99. Commissioner Chargualaf seconded the motion. Motion died. Commissioner Kraner moved to approve Resolution 2023-07 authorizing the increase in the regular property tax levy to be collected in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$9,286.94 which is a percentage increase of 1% from the previous year. Commissioner Marrow seconded the motion. Motion passed.
3. **Whidbey Volleyball Club**-Commissioner Witmer moved to approve the Executive Director signing the contract with the Whidbey Volleyball Club upon completing the review by our insurance company. Commissioner McCaslin seconded the motion. Commissioner Kraner moved to make a friendly amendment to the motion. Commissioner Kraner moved to approve the Executive Director signing the contract with the Whidbey Volleyball Club upon the completion of the review by CIAW and Whidbey Volleyball Club, with no significant revisions to the contract as presented. Commissioner Marrow seconded the motion. Motion passed.
4. **2024 Meeting Dates**-Commissioner Witmer moved to approve Resolution 2023-06 as written. Commissioner McCaslin seconded the motion. Discussion ensued. Motion passed.
5. **Employee of the Month**-The district managers chose aerobics instructor Christine Burton as December's Employee of the Month.
6. **Legal Bill**-Commissioner McCaslin moved to approve payment of Seamark invoice #1011 in the amount of \$5,752.50. Commissioner Kraner seconded the motion. Motion passed.

Action Item/Review:

1. The pool will be closed on New Year's Eve Day. Get information out to staff, Jessica will get information out to NWAC.
2. The levy committee will meet before the Metropolitan Parks Workshop.
3. Look at any additional purchases we can make this year to offset next year's budget.
4. Executive Sessions will be held during February and August meetings for Executive Director's reviews.
5. Discuss policies and guidelines for operations and maintenance.
6. Add Reserves Fund Transfer to next month's agenda.
7. Jay will verify what the bylaws say about the Executive Director paying bills as needed.
8. Commissioner McCaslin would like to see some guidelines at the December meeting for the operations and maintenance fund, specifically a policy written for the Executive Director for handling the reserves fund transfer.

Final Board Comments: Commissioner Chargualaf comments that the staff are doing a stellar job, the pool is welcoming and it's refreshing.

Next Meeting: Staff Leadership Training is scheduled for Saturday, December 2, 2023, at 10:00 a.m., at the Chamber of Commerce. The Metropolitan Parks District Workshop is scheduled for Thursday, December 7, 2023, at 6:00 p.m., at the Chamber of Commerce. The next regular meeting is Tuesday, December 19, 2023, at 6:00 p.m. at the Chamber of Commerce.

Executive Session: The board met in executive session at 7:38 p.m. to review the performance of a public employee in accordance with RCW 42.30.110(g). The regular meeting was called back to order at 8:32 p.m.

Adjournment: Meeting adjourned at 8:33 p.m.