

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING  
JOHN VANDERZICHT MEMORIAL POOL  
Tuesday, November 24, 2020

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

**I. Board Issues:** None

**II. Agenda Changes:** None

**III. Public Comments:** None

**IV. Approval of Minutes:** Commissioner Hardin moves that we approve the minutes from October 27, 2020, and November 9, 2020 as written. Commissioner Brooks-Leete seconds the motion. Motion passes unanimously.

**V. Voucher Review:** Commissioner Brooks-Leete moves to approve expense vouchers #8800 to #8825 in the amount of \$15,928.29 and Payroll Transfers for \$15,388.02 for a total of \$31,316.31. Commissioner Chargualaf seconds the motion. Discussion. Motion passes unanimously.

**VI. Staff Reports:** Director updated staff on Employer Handbook received back from Archbright. We are reviewing their suggested changes and should have it before the Board by the next meeting. She also created a Working with Minors-Child Abuse Prevention Policy and asked Archbright to review it. They saw no issues with it. She wants to add it to the employee handbook. This policy would be for any staff, volunteers, or contractors, working with the District or on District property. Director would like two Commissioners to volunteer for this committee. Commissioners Hardin and Brooks-Leete volunteered. Outside lighting – two temporary outside lights were ordered for outside the backdoor. They are nice and bright. Shane will look at a more permanent solution. Lifeguards – Director had a conversation with Insurance Company regarding using certified lifeguards, who are not employees of the District in place of District Lifeguards. Attorney does not recommend doing this. MRSC – Roster information received. Our account is active December 1<sup>st</sup>, 2020 and we will begin pointing people wishing to work on projects with us to that roster. Investing – The paperwork has been submitted to Island County and the investment of our Bond Account, Reserve, and Capital has begun. Resolution 2020-10 – She was not aware that we needed to approve by resolution the adoption of our budget. This is now done. MWR – We have not received the paperwork back from MWR regarding adding the new COVID pricing to the paperwork. Alarm Monitoring – Director received two quotes for Alarm Monitoring at the pool. The third company did not provide a quote. She feels we should go with Washington Alarm Company. Punch Cards – the prices for the General facility Use punch card still gives a 15% discount but reflect COVID prices. The Aerobics punch card was based on a \$5.50 fee but have also been adjusted for COVID pricing.

**Admin** – ESoft “soft” attendance numbers for past three weeks. Week one, 158 swim blocks were reserved. Week two, 233 swim blocks were reserved. Week three, 205 swim blocks were reserved. We will have more numbers for the next meeting. We advertised, on a Friday, lane availability on Facebook and received 10 reservations for same night. Will continue doing this for future slow days. Julie updated ESoft registration. Patrons can reserve and pay online and just show receipt when they arrive. This will speed up patron registration process when they arrive. We put in credit card scanner at front desk to speed up credit card payment process. Patrons can phone in reservations without paying and we can have online reservations without paying if patrons prefer to pay when they get here. Should we have a cancellation or no-show fee policy so people would still be charged? Update on DRS, there are two options. Option A, Retirement with Employee/Employer contribution must be made available for everyone. Option B, Deferred Compensation, voluntary to each employee. Two people currently receiving unemployment. One returned to work already, the other will return to work shortly. Old punch passes being uploaded into ESoft so patrons can make online reservations.

**Maintenance** - We had an issue with HVAC when the power went out and we lost communication with the program that takes care of our HVAC. Took 3-5 days to get it back up. Looking into options to fix problem. Pool is working at perfect temperature; it was a little off when the power went down. Working on smaller projects. Acid washed locker room floors. Patrons are noticing and commenting on the improvements and cleanliness of the facilities.

#### **VII. Committee Reports (A) By-Laws – Director Spending Amount for By-Laws.**

The District is better covered with our insurance than with our bond. We have a \$1M per year policy to protect for faithful discharge of services, which means if the Director did anything illegal, the District would be covered. There are some instances that have a \$1,000 deductible.

#### **VIII. Unfinished Business**

**A. MWR Contract** – No further discussion.

#### **B. Unfinished Business - Budget Resolution**

Commissioner Hardin moves that we approve Resolution 2020-10 adopting the North Whidbey Pool, Park, and Recreation District Budget that was presented, reviewed, and approved at our November 16, 2020, Special Meeting. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

#### **IX. New Business**

#### **A. Alarm Monitoring Contract**

Commissioner Brooks-Leete motioned to approve the Washington Alarm Company Service Agreement to authorize the District Director to enter into a Service Agreement for Alarm Monitoring as they deem necessary, not to exceed with tax, \$2,500.00 per year. Commissioner Hardin seconds the motion. Discussion. Motion passes unanimously.

#### **B. COVID Fee Discussion**

Commissioner Hardin discusses her concern of COVID prices and would like to find a way to help those who indicate they cannot afford the cost. Suggest getting some Community Support and help from a foundation to help offset costs. Perhaps School District or Opportunity Council could help identify

families in need. Would like options to review. Options and impact of options. Suggested use of Chamber for advertising.

**C. Punch Cards**

Commissioner Hardin motioned that we approve the Punch Card Pricing for Aerobics and Lap Swimming as written. Commissioner Brooks-Leete seconds the motion. Discussion. Motion passes unanimously.

**X. Action Item/Review:** None

**XI. Final Board Comments:**

Commissioner Brooks-Leete motions to adjourn. Commissioner Chargualaf seconds the motion. Motion passes unanimously.

Meeting adjourned at 8:02pm.

Respectfully submitted,  
Patti Caldwell