

NORTH WHIDBEY POOL, PARK AND RECREATION DISTRICT

REGULAR MEETING

JOHN VANDERZICHT MEMORIAL POOL

Thursday, December 19, 2019 – 6:30pm

Meeting was called to order by the Chair Commissioner Merrill at 6:33pm. All commissioners are present – Holly, Hardin, Shingleton and Merrill. Commissioner Hoffmire is absent. Commissioner Hardin is taking minutes.

Board Issues: None

Agenda Changes:

- 1) Selection of Admin. Specialist moved to Unfinished Business.
- 2) Add #7 to Unfinished Business, Budget Adjustments if needed.

Public Comments: None

Approval of Minutes: None to Approve

Voucher Review: (5:46) Commissioner Holly motioned to approve expense vouchers 8414-8440 in the amount of \$25,369.61. Commissioner Shingleton seconded the motion. Discussion. Commissioner Holly wishes to add to her motion that we also move from the M&O Payroll account \$37,441.45. Commissioner Shingleton seconded the motion. Further discussion. Motion passes unanimously.

Committee Reports: Clover Valley Committee – None
Community Action Board – None

Unfinished Business:

- 1) (12:42) Interim Director Pete Stevens will be back January 12th. He is willing to continue as Interim Director for as long as the Board saw fit. We have started the process of hiring a Director. Narrowed down to two candidates, one of those withdrew.

Commissioner Holly made a motion to move forward with candidate “Tango”, at least bringing him up for in face interview. Commissioner Shingleton seconded the motion. Discussion.

Commissioner Holly amended her motion to say continue forward with the process with an interview with incoming Board members. Commissioner Shingleton seconded the motion. Further discussion. Motion carries.

- 2) Commissioner Merrill stated that the Board is going into Executive Session to discuss OPMA in accordance with RCW.42.30.110 paragraph 5.60.060i, for at least 10 minutes.

Meeting is adjourned at 7pm and will reconvene after 7:10pm.

Meeting reconvened at 7:11pm and called to order by Commissioner Merrill.

- 3) Outsourcing Proposal: Commissioner Shingleton has four items.

- a) Website Design Project Proposal (set up, transfer, training and user manual is included in 2020 budget).
 - b) Bookkeeping – cost estimate based on NW Bookkeeping rate. Onboarding activities and 8 hours per week. Board made proposal, that Director will carry out.
 - c) Anti-Harassment training, 59 classes offered.
 - d) HR Functions – Streamlining onboarding and admin processes, knowledge of current HR best practices. Estimate \$300 per month plus \$1000 onboarding. Employee handbooks. Reducing our risk. Commissioner Merrill asked that Commissioner Shingleton send this information electronically to Interim Director Pete Stevens.
- 4) Employee Handbook – It is not 100% updated. Commissioner Shingleton modified the process. Proposed redesign of the organization. Job descriptions need finalizing.

Commissioner Shingleton moves that we accept the proposed org. flow chart and the job description for Admin. Specialist, Director, Client Services Specialist, Director of Aquatics, Aerobics Instructor, Senior Lifeguard, Lifeguard, Swim School Instructor, Director of Maintenance & Facilities, Grounds Keeper, Maintenance Assistant, Custodial Crew Member, Adult Swim Instructor, and Kayak Instructor. Commissioner Holly seconds the motion. Discussion. Minor changes to description. Motion passed unanimously.

Commissioner Shingleton also moves that we create placeholder job descriptions for Recreation Program Manager, Recreation Instructor and Marketing Specialist as well as changing the title of Director of Client Services to Client Services Supervisor. Commissioner Holly seconds the motion. Discussion. Commissioner Shingleton amends motion to include Office Administrator job description. Commissioner Holly seconds the motion. Discussion. Motion passes unanimously.

- 5) Strategic Plan Development – Commissioner Shingleton presented 3-year and 5-year plan.
- 6) Reserves and Cash Flow – District should have 1 month of expenses into reserve account \$70,000-\$80,000. Advocating earmarking at least another month of expenses to the reserves in the 2020 budget.

Commissioner Shingleton moves that we transfer an additional \$30,000 into reserves. Commissioner Holly seconds the motion. Discussion. Motion passes unanimously.

New Business:

- 1) January-March 2020 Pool Schedule – Aquatics Director presented schedule. Commissioner Shingleton moves that we accept the swim schedule as proposed for January 2 through March 31st. Commissioner Holly seconded the motion. Discussion. Motion passes unanimously.
- 2) Resolution 19-04 Assistant Auditing Officer – Commissioner Shingleton moves that we approve resolution 19-04 for making Commissioner Hardin an Assistant Auditing Officer. Commissioner Holly seconded the motion. Discussion. Motion passes unanimously. A comma was omitted, and motion made by Commissioner Shingleton to amended motion to approve Resolution 19-04 with correction as stated. Commissioner Holly seconded the amended motion. Motion passes unanimously.

Staff Reports: No additions

Final Board Comments: Commission Holly thanked Commissioner Shingleton for all the hard work she did for the meeting tonight especially her knowledge on business stuff. Commissioner Holly suggested increasing prices and decreasing spending. It is an interesting experience being on the board. Commissioner Shingleton wished her good luck. Commissioner Merrill thanked Commissioners Shingleton and Holly for all they have done for the Pool. They will be missed.

Next Meeting: Thursday, January 23, 2020 at 6:30pm. Think about dates for next year meetings.

Commissioner Shingleton motioned to adjourn. Commissioner Holly seconded the motion. Motion passes unanimously. Meeting is adjourned at 8:08 pm.

Respectfully submitted,
Patti Caldwell