

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
REGULAR MEETING
Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Thursday, December 19, 2023
6:30 p.m.

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

Oath of Office: Commissioner Kraner sworn in as Commissioner Position 1.

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

Agenda: Item 10.F Video Conference Software and Item 11.Executive Session pursuant to RCW 42.30.110(g) added to the agenda. Commissioner Steven McCaslin resigned from the North Whidbey Pool, Park, and Recreation District Board of Commissioners effective immediately.

Public Comment: None

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

1. Vouchers & Payroll: Expense Vouchers #s 10083-10120 in the amount of \$44,638.27, Payroll in the amount of \$65,236.09, and Department of Revenue in the amount of \$3,313.05 for a total of \$113,187.41.

Staff Reports: Reports were presented by the Executive Director, Recreation Manager, Business Manager, and Maintenance Manager.

Committee Reports

1. **Program Committee**-Commissioner Kraner moved to approve the purchase of the basketball hoops in the amount of \$7516.54. Commissioner Witmer seconded the motion. Motion passed. Commissioner Kraner moved to approve the private swim lesson fee structure for 2024 as written. Commissioner Witmer seconded the motion. Motion passed.
2. **Levy Committee**-Commissioner Kraner moved that the MPD be put on the ballot for the August Primary Election. Commissioner Marrow seconded the motion. Motion passed 3-0 in favor, with Commissioner Chargualaf abstaining. Commissioner Witmer moved that the M&O Levy go on the ballot for the November General election. Commissioner Marrow seconded the motion. Discussion ensued. Motion failed 0-3, with one abstention from Commissioner Chargualaf. Commissioner Kraner moved that the MDP go on the ballot for the November general election. Commissioner Marrow seconded the motion. Discussion ensued Motion passed 3-0 in favor with an abstention from Commissioner Chargualaf.

Unfinished Business: None

New Business:

1. **Employee of the Month**-The district managers chose lifeguard Shawn Calobee as January's Employee of the month.
2. **CIAW**-Commissioner Kraner moved to approve the Levitt Group 2024 Insurance Renewal for \$126,849.00. Discussion ensued. Motion passed.
3. **Job Description**-Commissioner Witmer moved to approve the Senior Lifeguard, Maintenance Assistant, Recreation Specialist, and Client Service Specialist Coordinator as written. Commissioner Kraner seconded the motion. Discussion ensued. Commissioner Kraner moved to approve the Senior Lifeguard, Maintenance Assistant, Recreation Specialist, and Client Service Specialist Coordinator as amended to read "Have the ability to implement environments that are diverse, equitable, and inclusive." Commissioner Marrow seconded the motion. Motion passed.
4. **JMVP 2024 Facility Closure Schedule**-Commissioner Witmer moved to adopt the 2024 JVMP Facility Closure Schedule as presented. Commissioner Kraner seconded the motion. Discussion ensued. Commissioner Kraner moved to adopt the 2024 JVMP Facility Closure Schedule as amended to include the day after Thanksgiving. Commissioner Marrow seconded the motion. Motion passed.
5. **Employee Pay Schedule**-Commissioner Witmer moved to approve the Employee Pay Schedule as written for 2024. Commissioner Marrow seconded the motion. Motion passed.
6. **Video Conference Software**-Alternative attendance options for meetings will be discussed at the next meeting.

Action Item/Review:

1. Go through the processes of replacing Commissioner McCaslin. Report back to the Vice-Chair with a 1-month timeline. Get info to other commissioners.
2. Schedule a special meeting during the first week of January to appoint candidates.
3. Post a job description for the vacant commissioner position tomorrow, December 20.
4. Add appointment of new Chairperson to the January agenda.
5. Jaemee Witmer will fill the vacant Program Committee seat.
6. The Program Committee will review party rentals in February or March.
7. Check the spring election cycle for the deadline to be on the ballot and the date when it ends.
8. Add Online Meetings to the January agenda.

Executive Session: The board met in Executive Session pursuant to RCW 42.30.110(g) to review the performance of a public employee at 8:27 p.m. for a period of 20 minutes. The regular meeting was called back to order at 8:51 p.m.

Final Board Comments: none.

Next Meeting: Special Meeting January 3, 2024, at 6 p.m. at the Chamber of Commerce. The next regular meeting is January 25, 2024, at 6 p.m. at the Chamber of Commerce.

Adjournment: The meeting was adjourned at 8:51 p.m.

