

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

## REGULAR MEETING

JOHN VANDERZICHT MEMORIAL POOL

Tuesday, December 22, 2020

Meeting Called to Order: Meeting was called to order at 6:30pm by Commissioner Merrill. Commissioners in attendance; Commissioner Brooks-Leete, Commissioner Hardin, Commissioner Chargualaf, Commissioner Wiegenstein, and Commissioner Merrill.

I. Board Issues: None.

II. Agenda Changes: Director Cochran would like to add Winter Freeze Sales to New Business as item IX.D. RC Club (Mr. Saia) moved to VIII, Unfinished Business first item.

III. Public Comments: None.

IV. Approval of Minutes: Commissioner Brooks-Leete moves to approve the minutes from the 11.24.2020 Regular Meeting. Commissioner Wiegenstein seconds the motion. Discussion. Motion passes unanimously.

V. Voucher Review: Commissioner Hardin moves that we approve expense vouchers #8826 to #8852, in the amount of \$16,284.28 and Payroll Transfers for \$20,858.05 for a total of \$37,142.33. Commissioner Brooks-Leete seconds the motion. Discussion. Commissioner Merrill would like regular reoccurring payments (i.e.: Airgas and equipment purchases) on a spreadsheet to track purchases month to actual basis. Action Item #1. Motion passes unanimously.

VI. Staff Reports: **Director** - Guidelines for Working with Minors – clarification about staff working with minors and volunteer adults working with minors. Employee Handbook Update – Most of the changes are at the recommendation of Archbright. We have some policies and procedures that were pulled out thinking they were not needed. Putting them back in. Adding Guidelines for Working with Minors. Took out pay scale, so not in manual. Basketball has been delayed due to COVID19. Director does not want to accept registrations until she is sure we can open. Would like a new logo – more professional. MWR – have got some feedback from them but we are countering back to them. They do not want to pay the full price, and recommending \$7 for active duty enlisted, retirees, and reservists but not family members. We are proposing that we still add a family rate for when/if they do start allowing families to come and proposing language that if we reduce COVID19 pricing, that it allows us to do that without going back to them. Insurance – We have received the insurance premiums. Cost is \$80,035.77. Director feels we should do the monthly due to other projects. Our attorney is starting his own practice due to Skinner Law offices closing. The frame for deck bathroom will go in on Monday December 28<sup>th</sup> since we will already be closed for the installation of the backflow preventor with is arriving tomorrow between 10-12. No admin staff will be working. A permanent light has been installed at the backdoor and we have ordered another one for by the picnic area but in the interim, we have put up a temporary light. We did an in-service on Friday with guards. It included exit procedures, permanent light installed over back door, temp light is installed by picnic tables,

updated cleaning procedure, storage. Nine guards, one just resigned. Need to hire new lifeguard. **Aquatics** – The Staff is glad to be getting into the swing of things and constantly adapting to any new COVID19 protocols. We currently have nine guards on staff including herself. We are running lap swim, hot tub, training pool, water aerobics, and volleyball reservations as well as high school swim and NWAC. **Admin** – The addition of punch cards has been well received. Sold 17 punch cards in the first two weeks of December. For November 2020, our property tax distribution was more than projected. Attendance – lap swim shows a deficit of three swimmers per day, water aerobics is averaging three per class, open swim continues to struggle. Hot tub – patrons are thrilled it is open but are concerned about the 30-minute blocks. Suggest a longer period for open swim may increase interest. Several have requested 15-minute time block option. We may want to consider this with a \$3 fee. Planning on having a design logo contest. If we do not like any of them it does not cost us anything. **Maintenance** – Pool water chemistry is spot on without fail. Our chemicals are the most stable than they have been in years. We have installed new lights on the back and have ordered ones for the side of the building for added visibility for under \$700. The Spa has drain has been plumbed in completing the spa project. We are getting the operational procedures created and in writing. I created the legally required Corrective Procedures Plan along with the Water Contamination Response Log. There are a lot of capital projects necessary to complete over the next 18 months. We will be installing the steel double doors to the maintenance storeroom since we again have patrons in the building regularly.

VII. Committee Reports: Update on Working with Minors with Commissioner Hardin and Commissioner Brooks-Leete. It is currently being reviewed and Commissioner Brooks-Leete has forwarded it to Ms. JoAnna Brooks, who is an employment attorney, for review. Commissioner Hardin stated that the sooner we can get a good policy in place the better. She wants us to be known as a safe place that takes action against anyone who is predatory in any way. Commissioner Merrill suggested checking into USA Safe Swim as a reference for his policy.

RC Club – Mr. Mark Saia, a local Contractor and Founder of the Maritime Heritage Association, is trying to develop an indoor/outdoor RC track to get families and kids out and off their phones. He used to be part of the Whidbey Island Radio Control Society and used to fly planes at OLF Field in Coupeville. He has been looking for a place to develop courses for RC Vehicles. Would really like to work together with us and provide an opportunity for kids. He was thinking about the dog park to the west. He will look at specified property and get back to the Board next meeting.

VIII.A. Unfinished Business COVID19 Fee Structure: Commissioner Wiegenstein wanted more data showing what the impact would be if we lowered the price of admission, and we see more people coming in the door. We compared open swim and lap swim during the same time periods. Revenues do not include military personnel. Revenue for November 2019, \$467.00. Revenue for Summer 2020, \$305.50. Revenue for November 2020, \$270.00. Commissioner Wiegenstein wants to keep this on the agenda and continue ongoing discussion. Commissioner Merrill would like to see what we use for COVID19 cleaning supplies with this to show impact. Commissioner Brooks-Leete would like to see per month, what are we really bringing in during COVID19. COVID19 supplies, masks, sanitizer, gloves, etc., purchased so far have cost us \$2,978.50. Would like to finalize fee structure in January for after COVID19. Discussion.

VIII.B. Unfinished Business Reservation, Cancellation/No Show Policy: Commissioner Hardin moves that we approve Resolution 2020-12 the Cancellation/No Show Policy. Commissioner Wiegenstein seconds the motion. Discussion. Motion passes unanimously.

VIII.C. Unfinished Business MWR Contract: Discussion & clarification of pricing.

VIII.D. Unfinished Business Employee Handbook: Discussion. View and discuss in January. No further action.

IX.A. New Business Resolution 2020-11 – In the Matter of Scheduling 2021 Meetings: Commissioner Brooks-Leete motions that we accept the 2021 Board of Commissioners Meeting Schedule, as written. Commissioner Wiegenstein seconds the motion. Discussion. Commissioner Brooks-Leete made a motion that we amend the current motion on the table for the Board of Commissioners Meetings to include change the November 23, 2021 meeting to November 16, 2021. Commissioner Wiegenstein seconds the motion. No further discussion. Motion passes unanimously.

IX.B. New Business Insurance Payment Options: Commissioner Hardin moved that we pay the insurance payment monthly with a down payment of \$30,413.59. Commission Wiegenstein seconds the motion. Discussion. Commissioner Hardin amends the motion that we choose the monthly payment plan. Commissioner Wiegenstein seconds the amended motion. Motion passes unanimously.

IX.C. New Business RC Club: Moved to before Unfinished Business. No further discussion.

IX.D. New Business Winter Freeze Sales Agreement: Director Cochran discussed the details of this agreement with a maximum of \$2500. Commissioner Hardin moves that we approve the Winter Sales Agreement, which would get our facility water-tight and if we fail to go through with roof project our maximum cost would be \$2500. Commissioner Brooks-Leete seconds the motion. No further discussion. Motion passes unanimously.

X. Action Item Action Item Review Sheet: District Secretary discussed how action items will be reviewed at the end of each Board Meeting and send out via email after each meeting to staff working on each item.

XI. Final Board Comments: Starting a new year. If you have Chair or Co-Chair interest, please let Director or Chair Commissioner Wiegenstein know.

Next Meeting: Tuesday, February 23, 2021.

Commissioner Wiegenstein motions to adjourn the meeting. Commissioner Chargualaf seconds the motion. Motion passes unanimously.

Meeting is adjourned at 8:18pm.

Respectfully submitted,  
Patti Caldwell