

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
REGULAR MEETING

Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Thursday, March 28, 2024
6:00 p.m.

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

Roll Call: Commissioners Kraner, Chargualaf, Witmer, and Marrow are present. Commissioner Smith is absent.

Agenda: Item 10.g. City Partnering and item 10.h. Parades and Events were added to the agenda.

Public Comment: Resident Angela McFarland and resident Danielle Bishop gave public comment on the Masters Swim program.

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

1. **Minutes**-2.22.24 Regular Meeting Minutes.
2. **Vouchers & Payroll**-Expense Vouchers #s 10196-10245 in the amount of \$84,807.05, Payroll in the amount of \$73,564.92, and Department of Revenue in the amount of \$2,464.63 for a total of \$160,836.60.
3. **Barron Heating and Maintenance Agreement**.

Staff Reports: Executive Director Cochran presented Staff Reports.

Committee Reports:

1. **Program Committee**
 - a. **Adult Flag Football**-Commissioner Kraner moved to approve the price of \$100 per participant for Adult Flag Football. Commissioner Marrow seconded the motion. Discussion ensued. Motion carried.
 - b. **Atlantis STEAM**-Commissioner Kraner moved to approve the price of \$250 per child, per week, for the Atlantis STEAM Camps. Commissioner Chargualaf seconded the motion. Discussion ensued. Motion carried.
 - c. **Masters Swim Program**-Commissioner Chargualaf moved to approve a 10-visit US Masters Swim punch card with a resident price of \$136 and a non-resident price of \$144.50. Commissioner Kraner seconded the motion. Discussion ensued. Commissioner Chargualaf rescinded the motion. Commissioner Marrow seconded the motion. Motion carried. Commissioner Chargualaf moved to approve a 10-visit US Masters Swim punch card with a resident price of \$136 and a non-resident price of \$144.50. Commissioner Witmer seconded the motion. Discussion ensued. Motion passed with Commissioner Kraner abstaining from voting.

2. **Levy Committee**-An update on the levy committee was given by Commissioner Kraner. Commissioner Marrow resigned from the levy committee. Commissioner Smith was appointed to the levy committee.

Unfinished Business: None.

New Business:

1. **Mid-year Budget Review Committee**-Commissioner Marrow created a Mid-Year Budget Review Committee and appointed Commissioner Witmer and Commissioner Smith to do a mid-year budget review.
2. **F-1 Financial Affairs Disclosure**-The administrative assistant provided yearly information on financial reporting for commissioners.
3. **Field Conditioner**-Commissioner Chargualaf moved to allow staff to proceed with the purchase of 240 bags of Turface field conditioner and amend the budget as presented. Commissioner Witmer seconded the motion. Discussion ensued. Commissioner Chargualaf moved to rescind the motion. Commissioner Marrow seconded the motion. Motion carried. Commissioner Kraner moved to allow staff to proceed with the purchase of 240 bags of Turface field conditioner in the amount of \$3,645.63 from the Clover Valley Ballfield Maintenance line in a budget amendment. Commissioner Marrow seconded the motion. Motion carried.
4. **Employee of the Month**-The district managers chose Custodian Anthony Nichols as March's Employee of the Month.
5. **Lifeguard Trainer Job Description**-Commissioner Chargualaf moved to approve the Lifeguard Instructor job description as presented. Commissioner Kraner seconded the motion. Discussion ensued. Motion carried. Commissioner Chargualaf moved to approve a pay range of \$25-\$35 per hour for the Lifeguard Instructor position. Commissioner Kraner seconded the motion. Motion carried.
6. **Purchase Card for Maintenance Assistant**-Commissioner Chargualaf moved to approve a credit card for the maintenance assistant in the amount of \$500.00 to be used only when the maintenance director is unavailable to make the purchases. Commissioner Marrow seconded the motion. Discussion ensued. Motion carried.
7. **City Partnering**-Commissioner Kraner led a discussion on the formation of a recreation coalition.
8. **Parades and Events**-Parade entries and attendance were discussed.

Executive Session: None.


Action Item/Review:

- The program committee will investigate the possibility of offering a 5-punch Masters swim program punch card.
- Schedule a standing program committee meeting.
- Give the levy committee Rick's info from Masters swim.
- Jay will ask MRSC about the Clover Valley mowing.
- Make a list of local activities for the levy committee to attend to promote the MPD.
- Set a date for the kickoff event.

Final Board Comments: Commissioner Witmer thinks it will be great to do a kickoff event to unify everyone with the same message.

Next Meeting: The next regular meeting is scheduled for Thursday, April 25, 2024, at 6:00 p.m., at the Oak Harbor Chamber of Commerce.

Adjournment: Commissioner Witmer moved to adjourn the meeting. Commissioner Kraner seconded the motion. Meeting adjourned at 9:32 p.m.

Attest  , James P. Marrow, Chair, 4.25.24