

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT REGULAR
MEETING

Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Thursday, June 27, 2024
6:00 p.m.

Meeting was called to order at 6:05 p.m.

Roll Call: Commissioners Kraner, Larsen, Witmer, Hartmann, and Guy are present.

Agenda: New items were added to the agenda:

- New Business: d. Executive Director's employee evaluation
- e. Special Meeting topics and review

Public Comment: There were no public comments given.

Consent Agenda: Commissioner Larsen moved to approve the consent agenda. Commissioner Guy seconded the motion. Motion passed.

1. Special meeting minutes: 6/17/24
2. Vouchers and Payroll:

a. Expense Voucher Numbers 10326-10373	\$57,821.60
b. Payroll	\$70,701.79
c. Total	\$128,523.39

New Business:

1. Working on Whidbey: Presentation by Nick Ricci
2. OPMA Training
3. Committee Review/Considerations
4. Executive Director's employee evaluation
5. Special Meeting topics and review

Committee Reports:

1. Program Committee

- b. Proposal for Definitions – *Commissioner Hartmann moved to approve the definitions as described above and list them in the Standing Rules for the North Whidbey Pool, Park, and Recreation District Board of Commissioners. Commissioner Guy seconded. Discussion ensued. Commissioner Larsen moved to amend the phrase under the Service definition from "underprivileged" to "income eligible". Commissioner Guy 2nd the motion as amended. Commissioner Hartmann moved to change the motion to state "To approve the definitions as described above as amended for the purposes of North Whidbey Pool, Park, and Rec. Commissioner Guy 2nd the motion. No further discussion. Motion carried.*
- c. Proposal to Consider Startup Costs Separately from Revenue Expenses –

Commissioner Guy moved to approve that “when a proposal for a new program is presented to the BOC for approval, the proposal shall be evaluated by the Executive Director and/or their designee. BOC will use the currently adopted cost/revenue formula as of the date of the request. Startup expenses and equipment will be considered separately from the operating expenses and expected revenue. Equipment purchases may be logged as minor assets for balance sheet purposes”, Commissioner Larsen seconded. Discussion ensued. Motion carried.

- d. Proposal to Remove 20% markup from 1st Session of New Programs -
Commissioner Guy moved to approve that “the first session of a new program will not include a markup to give programs a better chance at success with a lower expected attendance. Entry costs will be determined using expected attendance at second and subsequent sessions and programs will be evaluated after three sessions to determine feasibility of this pricing structure”, Commissioner Larsen seconded. No discussion ensued. Motion carried.
- e. Proposal for Water Volleyball League – *Commissioner Larsen motioned to approve the implementation of a water volleyball league to be managed by the Recreation Coordinator, Commissioner Hartmann seconded. No discussion ensued. Motion carried.*

2. Levy Committee

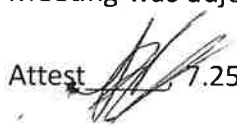
- a. Maintenance and Operation Levy Resolution 2024-02 – *Commissioner Larsen motioned to approve Resolution 24-02 as written, Commissioner Hartmann seconded. No discussion ensued. Motion carried.*

Staff Reports: Staff Reports submitted by Executive Director Jay Cochran.

Action Items:

- Send Nick an email to remind him about the sponsorship research
- Research how to amend minutes
- Work with program committee to look at program planning sheets to figure out how to present program expenses in the planning budget sheets.
- Have numbers for capital projects and reserve by meeting in July
- Have Julie forecasted for staying open after 2024
- Julie to email out Ed goals from last year
- By August 8th meeting list of scheduled meetings for this year and
- Send Melissa the agenda in Word

Meeting was adjourned at 7:55 p.m.

Attest  7.25.24, Brit Kraner, Chair