

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT REGULAR MEETING

Oak Harbor Chamber of Commerce 32630 State Rte. 20, Oak Harbor, WA 98277

Thursday, July 25, 2024

6:00 p.m.

Meeting was called to order at 6:01 p.m.

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

Agenda: New items were added to the agenda:

New Business: C. Meeting Minutes for June 5, 2024

D. Meeting Minutes for June 27, 2024

Commissioner Guy moved to add both to New Business 10.C and 10.D respectively. Seconded by Commissioner Witmer. Motion carried unanimously.

Public Comment: There were no public comments given.

Consent Agenda: Commissioner Guy moved to remove item 6a from the agenda, Commissioner Witmer seconded, motion carried.

## b. Vouchers & Payroll

i. Expense Vouchers #s10374-10400	\$25,435.78
ii. Payroll:	\$76,923.98
iii. DOR	\$4,551.12
TOTAL:	\$106,910.88

Commissioner moved to approve consent agenda as amended, seconded by Commissioner Guy. No discussion, motion carried unanimously.

Staff Reports: Staff Reports submitted by Executive Director Jay Cochran. Jay presented updates. She emailed Elexis Fredy of the National Park Service regarding the deed for Clover Valley Park for steps needed in the event that the District would restructure to a Metropolitan Park District. She received a reply and forwarded the information to the District's attorney and will update once she has one.

There will be a lifeguard appreciation on July 31<sup>st</sup>. This will be an all-staff potluck and will be held after hours.

Julie presented the reconciliation of Jay's credit card statement that was not included in the original packet. Julie acknowledged that the vendor booths for the 4<sup>th</sup> of July did not go as we would have liked, but staff reported that interactions with the community were seemingly better due to less crowding. She reports that there will be a couple of Oak Harbor back to school events that will help further our outreach opportunities.

Jay reports that there will be an open house for the pool scheduled for October 4, 2024. Staff is working on obtaining sponsorships for the event so that we can provide a free swim event. They want to do a red, white, and blue balloon drop in light of the election.

#### Committee Reports:

##### **a. Program Committee**

- i. School Group Swim Lesson Pricing- Commissioner Guy reports that the committee has not met regarding the matter yet, but it is coming up. Also on the agenda for the Program committee is: general swim lessons, Halloween 5k with a Couch to 5K program, the US Masters Program, and Saturday morning aerobics. The HIYI event was cancelled by the organization, but they have requests that they would like the Board to consider. Jay requests that if there is anything additional that Commissioners would like to add, please submit the information to her.

##### **b. Levy Committee**

- i. Levy rate discussion- Jay presented a needs and wants list for the District so the Board can evaluate when making their decision on the levy rate. She noted that there is a request particularly for an expansion for office space, addition of staff, and there is a reserve goal for the future.

Jay discussed possible grants and loans that the District could use. Jay expressed that the list she gave was taking a conservative approach.

Shane Hoffmire discussed that the maintenance requests for both the pool and Clover Valley, while at \$1.5 million, is the bare minimum. He also emphasized the difficulty of onboarding new staff is impacted by the lack of benefits.

Commissioner Guy moved to amend Resolution 2024-02 to remove the \$0.25 per \$1,000 assessed property value (APV) and replace with \$0.20 per \$1,000 APV. Motion was seconded by Commissioner Witmer and carried unanimously.

##### **c. Budget Committee**

- i. Julie requests that a date be set for the Budget Committee. Commissioners Kraner and Witmer agreed, with Julie, to meet on August 5, 2024 at 5 p.m. at the pool.

#### Unfinished Business:

- a. Working on Whidbey-Funding Tiers- Jay passed around a worksheet that presented the options for Working on Whidbey. Jay recommended waiting until after the Budget Committee meeting to make a decision. The Board agreed to revisit the topic at a later time once it was discovered that these were sponsorship levels and would not be an episode about the pool or District. No action was taken.
- b. Action Item Updates- Jay presented a list of action items that have historically been given to provide a cumulative update. Commissioner Kraner stated that she would like to see some sort of standard in regard to due dates. Commissioner Hartmann suggested routine monthly updates on what is outstanding. The Bylaw Committee will meet to discuss. No action taken.

#### New Business:

- a. ILA for City of Oak Harbor Public Auction- Shane explained that this would be an option to enable the District to get rid of excess items that have been in our inventory to include an Astro van and some older kayaks. The auction will be held in September. The Board requests clarification on what our expenses would be to participate. No action was taken.
- b. Website Discussion- Discussion ensued as to suggestions on making our website more updated and more user friendly. Jay will send out information regarding color schemes to the Board to gather opinions.
- c. Meeting Minutes for June 5, 2024- Commissioner Witmer moved to approve the June 5, 2024 minutes as written. Commissioner Hartmann seconded the motion. Motion carried unanimously.
- d. Meeting Minutes for June 27, 2024- Commissioner Witmer moved to approve the June 27, 2024 minutes as written. Commissioner Hartmann seconded the motion. Motion carried unanimously.

#### Executive Session:

RCW 42.30.110 (g) to review the performance of a public employee.

Executive Session was entered into at 7:41 p.m.

Regular meeting was called back to order at 8:54 p.m.

#### Action Items/Review:

- Monthly update on action items;
- Take baseball club to the Program Committee;

- Shane to find out how school district disposes of surplus items;
- Get CivicPlus quote;
- Julie to provide Board with colors/themes for website;
- Update Resolution 2024-02;
- Commissioner Kraner to send Resolution to Jay;
- Commissioner Hartmann to submit comments on website to Jay.

Final Board Comments:


None.

Next Meeting: Thursday August 22, 2024, 6:00 p.m. Oak Harbor Chamber of Commerce

Adjournment:

Commissioner Guy motioned to adjourn meeting; motion seconded by Commissioner Hartmann. Motion carried unanimously.

Meeting was adjourned at 9:03 p.m.

Attest , 8.22.24, Brit Kraner, Chair