

**South Whidbey Parks and Recreation District
October 17, 2018 – Regular Meeting Minutes - DRAFT**

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Josh Coleman, Mark Helpenstell and Matt Simms

Staff Present: Doug Coutts, Carrie Monforte and Peggy Nelson

Mark called the meeting to order at 5:00 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

No public comment.

III. Approval of Minutes

The minutes of the Regular Meeting on September 19, 2018, were unanimously approved in a motion made by Matt.

IV. Treasurer's Report/Voucher List Approval

Matt reviewed the Treasurer's Report with the commissioners.

Voucher Approval

In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #9125 through #9176 in the amount of \$73,528.94 and electronic tax payments in the amount of \$4,078.45.

V. New Business

A. SWPRD Trail Management Plan Review

Doug reviewed the Trail Management Plan with the commissioners and suggested approval of the Plan at the November Board meeting.

B. Administrative Building Janitorial Services

Doug reviewed the bids received for janitorial services and recommended the low bidder, R&R Cleaning, be awarded the bid. *Matt made a motion to approve the bid from R&R Cleaning pending receipt of all the paperwork from R&R Cleaning and the motion was unanimously approved.*

C. Playground Engineered Wood Fiber Quote

Doug asked the commissioners for approval to purchase wood fiber chips for the playground. *Matt made a motion to approve the purchase of wood fiber chips for the playground and the motion was unanimously approved.*

Matt said the South Whidbey Parks and Aquatics Foundation was struggling to find board members so he has recruited four potential volunteers who have submitted their names to the Foundation.

VI. Adjournment

There being no further business the meeting was adjourned at 5:30 p.m.