

**South Whidbey Parks and Recreation District  
March 18, 2020 – Regular Meeting Minutes**

NOTE: Due to the COVID-19 virus, this meeting was held remotely via GoToMeeting.

**I. Call to Order**

Commissioners Present: Josh Coleman, Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms

Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

Josh called the Regular Meeting to order at 6:00 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 February 19, 2020, were unanimously approved in a motion made by Jennifer.*

**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 #10106 through #10167 in the amount of \$104,360.61, Property Fund Vouchers #31 and 32 in the amount of \$15,922.55 and electronic tax payments in the amount of \$4,447.89.*

**V. Staff Report** (to be attached for permanent records)

Doug reviewed the Staff Report with the commissioners. Doug discussed plans for staff potentially working from home due to the COVID-19 virus. Doug said all programs scheduled during the end of March were cancelled until March 31, 2020.

**VI. Unfinished Business**

**A. Comprehensive Plan Programs**

Doug stated that the Park District could potentially receive LWCF grant funds and would be responsible for the match portion of the grant. Matt recommended the Park District submit a grant application for the 2020 RCO grant cycle for the match portion of the LWCF grant. Action item: Doug will determine when the RCO grant application is due and gather the paperwork necessary to file a grant application.

Doug stated that the meeting with WhidbeyHealth regarding the pool was a positive meeting and the committee will be following up with WhidbeyHealth in the future.

Doug said the trails committee met and discussed new trails at Trustland Trails along with the Volunteer Trail Steward job description.

Josh suggested the Park District install hand sanitizer stations at the playground due to the COVID-19 virus and Doug said he was exploring sanitizing options.

## **VII. New Business**

### **A. South Whidbey Parks and Aquatics Foundation Memo of Understanding (MOU)**

Doug discussed the MOU with the commissioners and suggested adding 'park staff' to the definition of who would be occupying office space within the aquatic facility. Doug recommended signing the MOU once this change was made and Matt agreed. Action item: Doug will update the MOU with the addition of 'park staff' occupying office space at the aquatic facility and have the document available for approval at the April Board meeting.

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:05 p.m.

Approved: April 15, 2020

