

**South Whidbey Parks and Recreation District
July 21, 2021 – Regular Meeting Minutes**

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

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Josh Coleman (left the meeting at 6:24 p.m.), Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms

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

Jennifer 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 June 16, 2021, were unanimously approved in a motion made by Matt.

IV. Treasurer's Report/Voucher List Approval

A. Voucher Approval

In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #10921 through #10987 in the amount of \$78,125.52 and electronic tax payments in the amount of \$9,324.73.

B. Treasurer's Report

Matt reviewed the Treasurer's Report with the commissioners.

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

Doug reviewed the Staff Report with the commissioners.

VI. Unfinished Business

A. Comprehensive Plan Programs

Doug said he and Tom had a meeting with Davido Consulting regarding the septic system at the campground. Doug said the commissioners needed to decide if comfort stations or vault toilets should be installed at the campground, how many of each, and if the old maintenance building should be converted to a comfort station, if possible. The commissioners discussed the septic options and decided to use the old maintenance building as a comfort station, if possible, and install one comfort station for the first phase of the campground.

Matt said the South Whidbey Parks & Aquatics Foundation was working on a budget proposal for the aquatic facility to present to the state legislators that could be included in the state capital budget.

Doug said the School District approved the location of a sign for Maxwellton Trails Park and the cost of a wood sign would be \$200. The commissioners discussed the location of the sign. *Erik made a motion to ask the School District for approval to move the sign closer to the asphalt pathway but if the request was not approved, then proceed with the current approved sign placement. The motion was unanimously approved.*

Doug said he spoke with the architect who is designing the amphitheater and the architect is open to donating his amphitheater design time. Doug said he will be having meetings in August about the amphitheater.

B. Community Park Picnic Shelter Plans

Doug said funds have been budgeted to build a picnic shelter at Community Park, similar to the one at Trustland Trails, and staff is ready to move forward with constructing the shelter. *Matt made a motion to move forward with the construction of a picnic shelter at Community Park and the motion was unanimously approved.*

VII. New Business

A. Long Term Care Insurance – Options

Doug said all employees in Washington State will be required to pay a payroll tax for long term care as of January 1, 2022, and he displayed a spreadsheet of two long term care policy options (Washington State Cares Fund and Nationwide Insurance). The commissioners discussed the options and it was decided that Doug would speak with our insurance representative to obtain more policy options.

B. Winter Trail Work Plans

Doug said staff is preparing for winter trail work at Maxwellton Trails Park to identify the easement and connect to the old log road and at Trustland Trails to continue with the trail construction plan. Doug said staff wants to flag the trails, then start obtaining public input and applying for permits, if needed. The commissioners agreed with moving forward with the winter trail work plans.

C. Compensation Study Update – Quote

Doug said a compensation study should be completed prior to running the next levy on the ballot, which is planned for February 2022, and he presented a bid from Northwest Management Consulting for an amount not to exceed \$5,295.00. *Matt made a motion to approve a compensation and benefit study prepared by Northwest Management Consulting for an amount not to exceed \$5,295.00 and the motion was unanimously approved.*

D. Sports Fields Discussion

Doug said the School District has increased their summer usage of the fields and he is also seeing an increase of private lessons on District property. Doug said he is receiving field requests from the School District to use District fields because theirs are not usable. Doug said he has spoken with the School District athletic director about assisting them with maintenance of their fields. The commissioners discussed the sports fields and Matt recommended that if the Park District took over maintenance of the School District fields, the Park District should also have the authority to assign usage of School District fields.

Regarding private sports instruction, Matt recommended requiring those who are teaching lessons on Park District property to register with the District so that the District could obtain more information about payment, insurance coverage, field scheduling, etc. The commissioners discussed the topic and Doug said he would develop a procedure regarding private sports instruction.

VIII. Adjournment

There being no further business the meeting was adjourned at 8:00 p.m.

Approved: August 18, 2021

A handwritten signature in blue ink, appearing to be "Doug", with a long horizontal stroke extending to the right.

