

**South Whidbey Parks and Recreation District  
August 18, 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: Jennifer Cox, Erik Jokinen and Matt Simms

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

Jennifer called the Regular Meeting to order at 6:23 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 July 21, 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 #10988 through #11061 in the amount of \$160,697.57, Property Fund Voucher #40 in the amount of \$4,864.00, and electronic tax payments in the amount of \$10,963.33.*

**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 updated the commissioners on the status of the campground and said he did not have any updates on the aquatic facility. Doug said he was working on a sign for Maxwelton Trails Park and he met with those interested in the amphitheater to discuss the project.

**B. Long Term Care Insurance – Options**

Doug displayed a chart of the long term care insurance options and the commissioners discussed the options. It was decided that the choice would be left up to the individual employee as to which option they wanted to choose for long term care insurance.

**C. Winter Trail Work Plans**

Doug said staff would be working on flagging future trails at Maxwelton Trails Park and Trustland Trails as time allows.

## **VII. New Business**

### **A. Social Media Archiving**

Doug said the District was in need of a company to archive social media records and he recommended using Archive Social for the archiving. *Matt made a motion to use Archive Social for social media archive tracking and the motion was unanimously approved.*

### **B. Financial Institution – Updates for Staff Changes**

Doug stated that the Recreation Supervisor position had been filled by Skye Dunn and because Peggy Nelson was retiring and Carrie Monforte was the new Business Manager, Heritage Bank was requiring approval by the Board to update the bank and Visa accounts. *Matt made a motion to make the necessary financial changes to replace Peggy Nelson on the Heritage Bank account for payroll and Visa account with Carrie Monforte added to the Heritage Bank account for payroll and to add Skye Dunn to the Visa account.*

Doug read a Proclamation honoring Peggy Nelson upon her retirement. *Matt made a motion to approve the Proclamation honoring Peggy Nelson upon her retirement and the motion was unanimously approved.*

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:28 p.m.