

**South Whidbey Parks and Recreation District
September 15, 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, Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms

Staff Present: Doug Coutts, Skye Dunn and Carrie Monforte.

Jennifer called the Regular Meeting to order at 6:01 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 August 18, 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 #11062 through #11100 in the amount of \$85,299.86, and electronic payments in the amount of \$4,174.92.

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

Campground Phase 1-Update

Doug said he is waiting on documents to be processed, so we can proceed with next steps. Doug talked to Davido about water system design that will be required by the state before proceeding with initial construction.

Aquatics Facility-Update

Doug met with Chris Patano of Patano Architects, now EED, on next steps in initial drawings and plans. Programming document from the foundation's process with B*K and their group is in final stages. Matt presented layout options for an aquatic center.

Maxwelton Trails Park-Signage Update

Doug received two quotes on marking out the easement for access and is working with the RCO manager and County to get it all wrapped up as soon as possible including signage.

Amphitheater-Update

Doug is scheduled to present information to both Rotary Clubs in October, looking to get backing from Rotary Club of Whidbey Westside and additional funding from Rotary Club of South Whidbey to match grant funds next year.

B. Winter Trail Work Plans

Staff has secured two quotes on survey work to mark the easement, toward getting county approval of the access trail to Maxwelton Trails Park. Once marked, they would flag the route, start a plan and get county permits as needed to construct the main access trail. Doug will go whichever contractor that can get it done in the shortest time.

Matt made a motion to approve Doug up to the amount of \$6,250 to execute survey work on the Maxwelton Trails Property and the motion was unanimously approved.

VII. New Business

A. Rotary Club of Whidbey Westside – Little Libraries Request

Doug was approached by the RCWW with a request to install two little libraries in the parks, one in Community Park and one in the Sports Complex. The Rotary Club would maintain the little libraries, and rotate and changed out books. *Matt made a motion to approve the Rotary Club's Little Libraries plan to be executed by Doug and the motion was unanimously approved.*

B. Personnel – Salary Increase Approval

Doug was notified that the Parks Maintenance Labor II, Auston Carter, had been offered a position with the School District and would like to stay with SWPRD but was being offered more money and additional benefits to go there. Staff recommended moving Austin to Grade 9/Step J in the Salary scale for his position effective October 1st in order in order to keep him with the Park District.

Erik made a motion to approve the salary increase for Austin Carter and the motion was unanimously approved.

C. 2022 Budget – Initial Draft

Doug presented the 2022 budget draft to the commissioners and asked that the commissioners review the budget and ask any questions they have regarding the budget before the next board meeting. A budget workshop is scheduled for 6:00 p.m. on Wednesday, October 20, to be immediately followed by the regular board meeting. This initial draft will be updated once we receive the Assessed Valuation information from the County, reviewed with the treasurer, then circulated to other board members.

D. Infield Mix Quote – Approval

Staff solicited a quote of \$7,398.89 for infield mix for the baseball fields. Doug stated that this is a sole source provider as we are unable to get the specific infield mix our fields need from any other vendor. The appropriate amount is budgeted for this purchase. Doug will explore other options with Tom to get other quotes for the future.

Matt made a motion to approve the expenditure for the infield mix in the amount of \$7398.89 and the motion was unanimously approved.

E. Island County Stimulus Funding Request

Matt presented a proposal to apply for Island County Stimulus Funding. One of the goals of the funding is to get people outside and into the community. The plan will be presented to Melanie Bacon.

Matt made a motion to proceed with the proposal for the Island County Stimulus Founding request using the document that Doug and the Commissioners received in the meeting preparation packet and the motion was unanimously approved.

VIII. Adjournment

There being no further business the meeting was adjourned at 7:27 p.m.

Approved: October 20, 2021

A handwritten signature in blue ink, appearing to be the initials 'CW' or similar, enclosed in a circular scribble.

