

**South Whidbey Parks and Recreation District**  
**December 15, 2021 – Budget Workshop and 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, Krista Loercher and Matt Simms.

Staff Present: Doug Coutts, Skye Dunn, Tom Fallon, 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**

Public comment pertaining to trail development were made by way of emails and letters, to be attached to the permanent record. John Bush commented regarding trail plans for Trustland Trails.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on November 17, 2021, were unanimously approved in a motion made by Krista.*

**IV. Treasurer's Report/Voucher List Approval**

**A. Summary Treasurer's Report**

Matt reviewed the treasurer's report.

**B. Voucher List Approval**

*In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #11209 through #11262 in the amount of \$94,284.72, and electronic tax payments in the amount of \$7,428.57.*

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

Doug reviewed the Staff Report with the commissioners. Matt and Jennifer reported on the progress of the 2019-2020 Accountability Audit.

**VI. Unfinished Business**

**A. Comprehensive Plan Programs**

Doug reported on the Campground, Aquatics Facility, Maxwellton Trails Park and Stimulus applications. Matt reported that the Parks & Aquatics Foundation received a \$20,000 grant to allow the committee to move forward with a Capital Campaign.

**B. Trails Plan Decision**

Doug reported that staff met with the trails committee re. the trails plan. Matt presented a trails plan prioritizing: 1) Maxwellton Trails access path connecting to Community Park, followed by additional Class 2 trails, then 2) Trustland Trails when time and bandwidth permits, completing the Challenge Loop by extending existing trail with a Class 2 trail.

Doug discussed requests for additional wayfinding signs.

*In a motion made by Matt, the Board unanimously approved the Trails Plan as presented.*

**C. 2022 Levy-Fact Sheet**

Doug displayed and discussed the Levy Fact Sheet.

**i. Online Open House Scheduling**

Doug and the board discussed the February 2 ballot and identified tentative dates and times for online open houses:

- January 18 – 7pm
- January 27 – 7pm
- February 2 – 7pm

## **VII. New Business**

### **A. Administrative Building Lease - Approval**

Doug displayed the updated building lease agreement addendum with Island County.

*Matt made a motion to approve the Administrative Building Lease Amendment as presented by Doug of \$439.78 per month, and the motion was unanimously approved.*

### **B. 2022 Meeting Schedule – Schedule Approval**

Doug provided a schedule for the 2022 board meetings, workshops and hearings.

*Krista made a motion to approve the 2022 Meeting Schedule as presented by Doug, and the motion was unanimously approved.*

### **C. January Board Annual Meeting – Reminder**

Doug reminded the board of the upcoming Annual Meeting and discussed board officer positions and committee assignments.

### **D. Public Comment – Information**

The board was provided with documents regarding guidelines for public comment.

## **VIII. Adjournment**

There being no further business, the meeting was adjourned at 7:17 p.m.



Approved: January 19, 2022