

South Whidbey Parks and Recreation District
August 17, 2022 – Regular Meeting Minutes - DRAFT

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Jennifer Cox, Jake Grevé and Matt Simms (online).
Staff Present: Doug Coutts, Tom Fallon and Carrie Monforte

Jennifer called the Regular Meeting to order at 6:02 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 20, 2022 were unanimously approved in a motion made by Jake.

IV. Treasurer's Report/Voucher List Approval

A. Summary Treasurer's Report

Matt reviewed the treasurer's report with the board.

B. Voucher List Approval

In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #11603 through #11684 in the amount of \$141,270.28, and electronic payments in the amount of \$4,757.97.

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

Doug reviewed the Staff Report with the commissioners.

VI. Unfinished Business

A. Comprehensive Plan Programs

i. Aquatic Wellness Center

1. RFQ Design

Doug reported that the Request for Qualifications (RFQ) for the pool design process was sent out August 8th to 34 firms. The Schedule has responses due by August 22nd. The proposals will then be reviewed by the Joint Pool Committee, narrowed and then up to three firms will be interviewed.

ii. Grant Applications

1. PowerPoint Presentations.

Doug reported that grant applications were submitted, reviewed and revised, and will be presented by Matt August 23-34th. Doug displayed a PowerPoint presentation for the LWCF grant for Amphitheater project.

VII. New Business

A. 2023 Budget

Doug said that staff had begun work on the 2023 budget and provided assumptions/factors that would be used for developing the initial budget draft including Levy Revenues, Wages, Benefits, Elections and Capital Projects.

B. Fields Meeting

Matt reported on the recent Field Committee meeting between Staff, Erik and Matt, the Field Committee board representatives. The meeting addressed increased demand on field usage, communication with user groups, scheduling, private lessons on Park fields, and the relationship with the South Whidbey School District through shared facilities and fields.

C. Seed Spreader – State Bid

Doug provided a State Bid quote for the capital budget expenditure for a Seed Spreader. Doug presented an adjusted schedule for the Capital Budget for 2022 to include the cost of the Well Decommissioning, and the amount which the seed spreader exceeded the budgeted amount. *Matt made a motion to approve Turf Star quote number 8073619-00 for \$22,358.40, and it was unanimously approved.*

D. Maxwellton Trails Park Bond Issue

Doug reviewed the District's intent to pay back bond funds for the purchase of the property for Maxwellton Trails Park with funds remaining from the grant monies. Doug proposed setting aside funds for the purchase of materials for the creation of the access trail and an entrance sign, then use the remainder to reduce the impact of the bond issue on the community.

VIII. Adjournment

There being no further business, the meeting was adjourned at 7:34 p.m.