

**South Whidbey Parks and Recreation District  
February 15, 2023 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Jennifer Cox, Jake Grevé, 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 6:05 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 Annual and Regular Meeting on January 18, 2023, 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 with the board.

**B. Voucher List Approval**

*In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #11938 through #11990 in the amount of \$95,280.94, and electronic payments in the amount of \$9,802.16. and the property fund voucher #44 in the amount of \$2,978.00.*

**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. Maxwellton Trails Park**

Doug reported on the status of the sign permit for Maxwellton Trails Park entrance sign.

**ii. Aquatic Wellness Center**

Doug reported that the Joint Aquatic Committee had initial meetings with the ARC group to kick off the design project. Staff and the Board discussed the process and timing for gaining access to reimbursement of expenses related to the SWAWC from the State Financing.

Doug reported that he and ARC met with Jonathan Lange, Deputy Director of the Island County Planning Department on the SWAWC project and ARC staff had opportunity to go through questions on what would be needed for Site Plan Review for the site. Doug stated that he had reached out to a Geotechnical firm and two Surveying firms on the island for quotes for geotechnical and topographical surveys.

## **1. ARC Discussion**

The board and staff discussed the ARC Contract and fees related to the project.

*Krista made a motion for the confirmation of the contract with ARC Architects and associated vendors for the completion of the schematic design for the proposed aquatic facility to the limit of the state funding authorization, and it was unanimously approved.*

### **iii. Campground**

Doug reported that the County Planners office indicated that the Site Plan review request for the Campground should have been denied as there is no usage provision for a campground in the Parks zone and that we would need to do a Zoning Code Interpretation process with the County to get a ruling on whether the project can proceed without a change in zoning or project design. Doug conveyed to them that the process needed to be expedited as there is over \$100,000 in grant funding (it is actually \$204,000 right now) that we will be lost at the end of the year, due to their mistakes. They agreed and waived the fees associated with the ZCI. The sign is up and comment period opened on February 8<sup>th</sup>.

Doug provided a quote from Davido on designing the water system for the campground in the amount of \$31,159 and noted that Davido had done the Water System Capacity Analysis for this process, and they put together the Small Water System Management. Doug said he asked Davido if this work could be combined with the design of the Water system for the pool and was informed that they are two completely separate systems so combination of the design process would not save any money or time. Doug stated that he discussed with RCO Grants Manager, Allison Dellwo the possibility of asking for an additional extension based on the County mistakes, and she said any additional extension would require Director approval and then Board approval at the RCO.

Doug suggested that the situation be included in any progress reports required for the project and keep Allison informed. Doug said that since the Water System would be for the Campground alone and would provide the water supply needed for the first phase, that it should be eligible for 50% reimbursement from the remaining grant funds.

## **B. Fields Meeting**

Skye provided an update on field usage.

## **VII. New Business**

### **A. Executive Director Search**

Doug provided an update on the Executive Director search process, updated job description and next steps in the process.

The board and staff discussed processes and approvals and who to reach out to for guidance or direction for various tasks or concerns during the absence of an Executive Director.

Matt read a statement of recognition for Doug's service to the community and highlighted the successes of his time with the Park District.

Doug conveyed his gratitude to the SWPRD board, staff and the South Whidbey Community for supporting his efforts and working with him.

**VIII. Adjournment**

There being no further business, the meeting was adjourned at 8:13 p.m.