

**South Whidbey Parks and Recreation District  
February 28, 2023 – Special Board Meeting Minutes**

**Special Board 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 5:15 p.m. The attendance sheet is attached for permanent records only.

**II. Authorization and Assigning of Financial Responsibilities**

The board and staff discussed the need, in absence of an Executive Director, to update financial contacts and authorize a second auditing officer.

*Erik made a motion to approve Resolution 2023-01: Resolution to Change Designated Auditing Officer, and it was unanimously approved.*

*Erik made a motion to remove Doug Coutts as auditing officer from SWPRD bank accounts, and credit cards; authorize Matt Simms & Krista Loercher as financial contacts for our Bank Account for Direct Deposit payroll; authorize Krista as a signator for vouchers and investments; and provide a new signature sheet on file at the County, and it was unanimously approved.*

**II. Convene to Executive Session**

The South Whidbey Parks & Recreation District Board of Commissioners and Department Heads of the District convened to an executive session to evaluate the qualifications of applicants for the South Whidbey Parks & Recreation District' Executive Director Position. RCW 42.30.110.

Jennifer stated that the board and staff would convene to executive session at 5:26 and reconvene to open meeting after 90 minutes, at 6:56.

**III. Reconvene to Open Meeting**

*The open meeting of the Board of Commissioners reconvened at 6:56.*

**IV. Executive Director Search**

*Krista made a motion to empower Carrie Monforte, Business Manager, to extend an invitation to candidates to complete an exercise to be due March 13<sup>th</sup>, and it was unanimously approved.*

**VI. Adjournment**

There being no further business, the meeting was adjourned at 7:00 p.m.



Approved: 03/15/23

Submitted by: Carrie Monforte