

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

**DRAFT**

**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 6:03 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 Workshop Meeting on February 7, 2023, were unanimously approved in a motion made by Erik.*

*The minutes of the Regular Meeting on February 15, 2023, were unanimously approved in a motion made by Erik.*

*The minutes of the Special Meeting on February 28, 2023, were unanimously approved in a motion made by Erik.*

**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 #11991 through #12401 in the amount of \$67,790.53 and electronic payments in the amount of \$3,522.98.*

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

Staff reviewed the Staff Report with the commissioners.

**VI. Unfinished Business**

**A. Comprehensive Plan Programs**

**1. South Whidbey Aquatic Center (SWAC)**

Jim Nelson of D.A. Davidson & Co. provided a presentation on the bond process, voter education, and timing for a bond for the South Whidbey Aquatic Center. The board discussed the timing of a bond issue for the design and development of the SWAC.

*Krista made a motion to open the meeting to public comment and it was unanimously approved.*

Marni Zimmerman made public comment requesting that the board determine as best they can when a bond issue might be on the ballot, whether November or April. Matt and Carrie provided an update on the grant with the Department of Commerce, which required a Change of Scope in order to meet the requirements of the contract and proceed to reimbursement of expenditures related to the schematic design for the SWAC.

The board and staff discussed the SWAC design status and the need for preliminary survey work to be completed in order to keep the project moving forward, and the possibility of adding survey work to the scope of the ARC Architect agreement.

Staff and board discussed the need for final decisions and actions for the SWAC to be approved by the board.

*Krista made a motion to begin the campaign of voter information and education in support of the proposed aquatic facility on the November 2023 ballot, and it was unanimously approved.*

*Erik made a motion to establish for ARC Architects a maximum total construction cost not to exceed \$27 million, and it was unanimously approved.*

Staff and board discussed the absence of a director and the increased workload in projects in progress, and the need for additional assistance.

*Krista made a motion to authorize the Business Manager to engage the District's current CPA to expand their deliverables in an amount not to exceed \$20,000.*

Carrie clarified that the amount was intended to be above and beyond the amount budgeted for the CPA services.

*Matt made a motion to approve document G802-2017 Amendment to Professional Services Agreement #001 with ARC Architects.*

*Matt made a motion to make ARC Architects responsible for required hydrology surveys associated with the schematic design phase of the aquatic wellness center not to exceed \$12,500 pending final review by legal resources.*

## **2. Campground**

Krista provided an update on the Campground zoning status. Krista reported that the County says that we can put a campground in the park, with certain stipulations. Site Plan Review still needs to be completed. Staff and board discussed the need to request an additional extension on our grant for the campground.

## **3. Amphitheater**

*Krista made a motion to open up the floor to public comment regarding the amphitheater and it unanimously approved.*

Jan-Marc Jouas addressed the board regarding \$15,000 in support that the Rotary Club was holding for the amphitheater for at least 6 years. He noted that the funds were part of the sponsor match in recent LWCF and WWRP grant applications and the project did not rank high on the grant lists and club members now want to direct those funds to other projects in the community. Jan-Marc indicated that no decision had been made to withdraw the \$15,000 commitment to the amphitheater project at this time.

#### **4. Maxwellton Trails Park Signage**

Carrie reported that the permit request for signage at Maxwellton Trails Park had had been passed on for future permit approval, and that it sounds like the sign will be permitted at the road/entrance to the trail. She stated that the remaining process of approval may take up to 16 weeks.

### **VII. New Business**

#### **A. Fee Schedule for Rentals**

Skye proposed the possibility of adding the Doghouse (an old maintenance building) to the facility rental list and the schedule of fees, to be rented at the discretion of Park staff. Included in your packet is the 2020 schedule of fees and a draft update for 2023. Changes are highlighted in yellow, including the possibility of adding the Doghouse.

*Krista made a motion to approve the updated schedule of fees, and it was unanimously approved.*

#### **B. Committee Reports**

The staff and board discussed modifying the typical agenda to incorporate Committee Reports into the regular board meeting agenda while the District is without an Executive Director and the Board has been hands-on, keeping the District and projects moving forward.

Jake reported that Emi Gunn and the City of Langley were interested in partnering on a trail from Community Park to Langley, off the main road.

Krista conveyed an idea to have an off-leash time on District trails, during a specified time.

### **VIII. Adjournment**

There being no further business, the meeting was adjourned at 9:24 p.m.