

**South Whidbey Parks and Recreation District
May 17, 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: Skye Dunn, Tom Fallon and Carrie Monforte

Jennifer called the Regular Meeting to order at 6:01p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

John Bush offered public comment encouraging continued online attendance of the board's meetings.

III. Approval of Minutes

The minutes of the Regular Meeting on March 15, 2023, were unanimously approved in a motion made by Krista.

The minutes of the Special Meeting on March 20, 2023, were unanimously approved in a motion made by Krista.

The minutes of the Special Meeting on April 14, 2023, were unanimously approved in a motion made by Krista.

The minutes of the Special Meeting on May 5, 2023, were unanimously approved in a motion made by Krista.

The minutes of the Regular Meeting on May 15, 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 #12089 through #12134 in the amount of \$83,857.44, and electronic payments in the amount of \$8,401.60.

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

Staff reviewed the Staff Report with the commissioners. Skye briefed the board on the organization *Backroads'* use of Community Park as a gathering location for their tours. The board and the staff discussed property which had come up for sale which adjoins District properties. Carrie reported that the County reached out regarding final steps before issuing a permit for the sign at Maxwellton Trails Park.

VI. Committee Reports

- **Governmental Parks Group** - No report

- **Interlocal Committee** - No report
- **Comprehensive Plan Programs** - No report
- **Campground** - Krista reported that a new contact at Island County had reached out to her and that she would pull together a meeting with Island County health, the new planner, commissioners, and staff.
- **Maintenance/Capital Projects** - Staff and board discussed getting quotes for Capital Projects.
- **Amphitheater** - Update in Comprehensive Plan Programs
- **Sports Fields** - No report
- **Lake Properties** - No report
- **Trails** - No report
- **Swimming Pool** - Update in Comprehensive Plan Programs

VII. Unfinished Business

A. Comprehensive Plan Programs

1. South Whidbey Aquatics Center

Carrie stated that the contract with the Department of Commerce had been fully executed. Matt reported that Representative Paul's office has indicated that the Department of Commerce grant funds will be reappropriated effective 7/1/2023 to push the end date to June 2025. Carrie reported that the topographic survey will be ready soon and that an agreement on the geotechnical survey and hydrology survey had been reached with ARC Architects and PalmerGeo. Matt presented 3 designs for the South Whidbey Aquatic Center for feedback and provided an update on the progress of the Design process. Matt discussed the South Whidbey Parks & Aquatic Foundation's fundraising plan to create an endowment fund and support equity and safety.

2. Grant Applications & Project Funding

a. Overall Grant Application Status

The overall grant application status was displayed.

b. Outdoor Pickleball Courts

Matt stated that the Pickleball Court project was in the funding range for the YAF grant, and first alternate and highly likely to be funded for the WWRP grant.

c. Amphitheater – Discussion/Decision

Matt explained the status of the Amphitheater grants, which are not in the funding range. Carrie stated that she will indicate to RCO that we will not be pursuing the grant further.

Helo Carrie,

d. Turf Field – Discussion

Matt explained that although the YAF Turf Field grant is likely to be funded, as it required matching funds that we have been unable to secure, so the District would pursue other funding opportunities.

B. Bond Election Resolution No. 2023-02

Matt reviewed a draft of a bond resolution for putting a bond for an aquatic center on the ballot and the commissioners discussed the timing.

Krista made a motion to revise the campaign of voter information and education in support of the proposed aquatic facility which will be on the April 2024 ballot, and it was unanimously approved.

C. Executive Director Search

Nothing to report.

D. Comprehensive Plan Update – Levels of Service

Matt reviewed the Level of Services for the purpose of updating the Comprehensive Plan for 2024 Appendix C: Level of Service Determination of the current Comprehensive Plan.

VIII. New Business

A. Credit Card Limits

Carrie discussed the need to increase credit card limits due to the need to pay bills more often by credit card in order to be paid on time with slower postal service; increased situations in which credit card is the only accepted method of payment; current credit limits have impeded purchasing items in a timely manner; and inflation.

Erik made a motion to increase SWPRD’s Master line of Credit from \$6000 to \$10,000, and it was unanimously approved.

Krista made a motion to authorize Carrie Monforte to Administer the Credit Card Program, and it was unanimously approved.

B. Video Equipment for Conference Room

Staff and board discussed that viewing materials projected on the wall at board meetings has been challenging for commissioners, staff, and the public to clearly see the subject matter, and discussed purchasing video equipment for the conference room.

Matt made a motion to purchase and install video and audio equipment for the conference room, not to exceed \$2,000.

C. Online Meetings/Live Streaming/Meeting Links

Staff discussed difficulties with the online component of District board meetings. In order to increase public access to board meetings, and to improve ability to view materials and staff suggested improvements, including publishing a direct link to the meeting to the press and public on the meeting page of the District’s website and uploading the recording of the meeting to YouTube after the meeting.

D. 2024 Budget

Carrie stated that the 2024 Budget would be on the agenda for the June board meeting, focusing initially on the capital budget, updating the budget projection, increasing staffing, and commissioner priorities.

E. Office Furnishings & Computer Equipment

Carrie reported that there was a need to upgrade office equipment for a new director, including the computer, desk & chair, and that the expense was in excess of the budget.

IX. Adjournment

There being no further business, the meeting was adjourned at 9:45 p.m.

Approved: 06/21/23

Jennifer A Cox
Board Chair



Submitted by: Carrie Monforte