

**South Whidbey Parks and Recreation District  
June 21, 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: 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**

James Cuthberwaithe, remote controlled (RC) airplane user, offered public comment regarding finding a field dedicated to RC dedicated flying for safety and control.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on May 17, 2023, were unanimously approved in a motion made by Krista.*

*The minutes of the Special Meeting on May 22, 2023, were unanimously approved in a motion made by Krista.*

*The minutes of the Special Meeting on June 1, 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 #12135 through #12191 in the amount of \$136,720.80, and electronic payments in the amount of \$5,516.93.*

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

Staff reviewed the Staff Report with the commissioners. Additionally, Tom reported on Pickleball parking clearing cut, fill, scrape and rough out the pickleball area for the future pickleball. While this was not specifically budgeted, it was determined that it could be accommodated from the asphalt projects part of the capital budget. Different styles for signage at Trustland Trails were presented.

**VI. Committee Reports**

**A. Governmental Parks Group** – No report.

**B. Interlocal Committee** - Erik reported that he had spoken with School Superintendent, Jo Moccia, and the school principals regarding mutually beneficial use of gyms, future facilities, and improving communication.

**C. Comprehensive Plan Programs** – Report given in unfinished business.

- D. **Campground** – No report.
- E. **Maintenance/Capital Projects** – No report.
- F. **Amphitheater** – No report.
- G. **Sports Fields** – No report.
- H. **Lake Properties** – No report.
- I. **Trails** – No report.
- J. **Swimming Pool** – No report.

## VII. Unfinished Business

### A. Maxwelton Trails Park Access Sign

Carrie reported that the permit was approved for the Maxwelton Trails Park entrance sign and provided an update on the design and install of a carved wooden sign which would be consistent with other District park signage.

*Krista made a motion to move forward with Pat McVay for completing and installing a park entrance sign at Maxwelton Trails Park, and the motion was unanimously approved.*

### B. Comprehensive Plan Programs

#### 1. South Whidbey Aquatics Center

Matt and Carrie provided an update on the design process for the SWAC.

## Grants Update

### 2. Grants – Update

Carrie and Matt provided an update on grants. Matt reported that the \$360,000 had been confirmed for the next phase of the design for the SWAC, and that the remaining funds from the previous award would be reappropriated through June of 2025. Matt indicated that he would draft the application for the *Local Parks Maintenance Program* grant after the staff and board prioritized what to put in the application rolling up to \$100,000.

### C. Executive Director Search

Jennifer provided a statement regarding the Executive Director positions.

*Krista made a motion to empower Jennifer Cox to offer Brian Tomisser the Executive Director position on the terms of Step G, 15 days of front-loaded vacation, and the District's usual benefit package, and the motion passed.*

### D. Property Acquisition Consideration

The board and staff discussed the potential acquisition of property at Maxwelton Rd & Hwy 525 and determined that more exploration and research would be needed.

### E. 2024 Budget

The staff and board discussed their financial priorities for the coming year(s). Staffing and infrastructure were raised as priorities.

### F. Comprehensive Plan Update

The board agreed to schedule a workshop to discuss Level of Service as it pertains to the comprehensive plan.

## **VIII. New Business**

### **A. Concession Stand Roofing**

Tom discussed the benefits of composite versus metal roofing for the concession stand, given the location, ease of maintenance, and cost, and it was determined that Tom would pursue quotes for composite roofing. The cost, which was lower than was budgeted, could make room for other projects in the capital budget, such as pickleball area grading.

## **IX. Adjournment**

There being no further business, the meeting was adjourned at 8:31 p.m.