

Memo



To: Board of Commissioners
From: Staff
Date: 8/12/2023
Re: Staff Report for August 16, 2023

Programs Report

- No Report

Facilities & Grounds Report

- Maxwellton Trail Signage in progress, space cleared.
- Frequent Graffiti in the Parks

Business Manager's Report

- Working on onboarding Brian. I'm pleased to be working with him, and looking forward to handing off all the Director responsibilities to his capable hands. This first board meeting will be a combination of
- We received notice from Island County regarding the termination of our office lease agreement, effective December 31, 2024. More on this in the New Business.
- Attempts to connect with our contact at WA Dept of Fish & Wildlife regarding a number of issues with the lakes have been unsuccessful. I left a message at their office, emailed again, and hope to hear back.
- The Park office will be closed August 25, as Carrie & Skye will be on vacation.
- Overall, costs are increasing significantly for many of our budget lines. For example, social media archiving increased by 40%. Exploring other options, but so far the cost savings don't merit the work (in my opinion) required for switching platforms.
- Much work on our various projects has been done by commissioners (thank you!). In planning for staff turnover and preserving institutional memory, please provide files and documents to the District so they are easily accessible to District Staff. We will likely need to coordinate digital file transfers.
- Wrapping up our audit with the Department of Retirement Services and making corrections.
- Working on the budget for 2024 has many complicating factors and unknowns: potentials for a new lease, property acquisition, timing of future bond ballot items, timing of being invoiced for ballot items, grant reimbursement, inflation, the possibility of future grants.
- I'd like to change how we compile the board packet to a single document with links when possible. The way I've been doing it is inefficient, and the website often glitches while I'm uploading documents.
- Public Meetings for Pool Design need a location. Whidbey Tel big room is not available.
- Bond Items we need to check in on:
 - Scheduling Bond Voter Info Open Houses, where District Commissioners will be available to answer questions. This is distinct from the Public Meetings for the Pool Design (Sept 11 and Oct 19). What we did in the past:

- Oct. 23 at 6pm at Sno-Isle Public Library-Freeland Branch-Freeland
- Oct. 30 at 6pm at the SWPRD Administrative Offices-Langley
- Voter Fact Sheet – Clarify who’s spearheading this. A past one is available on our website on the commissioner’s page.
- Additional items to be reported will follow in the regular agenda.

Upcoming

- August 18-27 Carrie Out of Office
- August 25 Park Office Closed for Staffing Shortage
- September 4 Park Office Closed for Labor Day
- September 11 Comprehensive Plan Workshop 3:30PM
- September 7 Public Meeting for Pool Design
- October 19 Public Meeting for Pool Design