

South Whidbey Parks & Recreation District

October 18, 2023

Budget Workshop @ 6:00pm

Regular Board Meeting Immediately Following

Parks District Headquarters

5475 Maxwellton Rd., Langley WA

Online attendance is available. Visit swparks.org/about/meetingsminutes or email director@swparks.org for more information

Budget Workshop

- I. Call to Order
- II. 2024 Budget Workshop
- III. Adjournment

Regular Board Meeting

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes (08/16/2023 and 09/20/2023)
- IV. Treasurer's Report
 - A. Summary Treasurer's Report
 - B. Voucher List Approval

V. Staff Report

VI. Committee Reports

Where applicable, committee reports may move to unfinished or new business

- A. Governmental Parks Group
- B. Inter-Local Committee
- C. Clinton Community Council
- D. Comprehensive Plan Programs
- E. Campground
- F. Maintenance/Capital Projects
- G. Amphitheater
- H. Sports Fields
- I. Lake Properties
- J. Trails
- K. Swimming Pool

VII. Unfinished Business

A. Comprehensive Plan Programs

1. Campground – Update

VIII. New Business

A. Engineered Wood Fiber for Castle Park - Decision

B. Compensation for Acting Pay/Executive Director – Discussion/Possible Decision

C. Asphalt new parking lot behind Castle Park, also possibly around Maintenance Shop. Discussion/Possible Decision

IX. Adjournment

**Log In Meeting Info for October 18, 2023
Budget Workshop and Regular Board Meeting of the
South Whidbey Parks & Recreation District
Board of Commissioners**

****Please be prepared to be unmuted at Public Comment period.****

SWPRD Board Workshop and Regular Board Meeting October 13, 2023

Oct 18, 2023, 6:00 – 9:00 PM (America/LosAngeles)

Please join my meeting from your computer, tablet or smartphone.

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Memo

To: Board of Commissioners
From: Brian Tomisser, Director
Date: 10/13/2023
Re: 2024 Initial Budget Draft

Included in the board packet is the updated draft of the 2024 Budget. The following items are included in the updated budget:

- \$75,000 for a potential Spring Bond election.

- Updated the Capital budget to include a completely purchasing rather than financing the Toro Groundskeeper mower. We are working on a plan to stop borrowing money and thus paying interest to fund capital projects, but rather invest a portion annually, so the funds are fully in place when replacement is needed.

- Draft of Capital Budget does not meet the Fundamental Principle #5 of spending 50% of annual project capital on Comprehensive Plan Programs. We do not have an approved Comprehensive Plan for 2024 at this time and the need for current (2023) Comp Plan programs was not clear.

- There have been various Admin budget expenses since the last distribution of the budget (highlighted in yellow).

- The 2024 budget looks very strong with an estimated Net Cash available for capital for the following year of \$219,035 and the 5-year Projection remains extremely positive. With these margins, further discussion throughout 2024 (after the new Comp Plan is approved) will be needed to get Board guidance regarding the budget.

- This budget includes one new FTE, a Recreation Attendant, that will work with Carrie and Skye. It also includes an increase in salary for the Parks Seasonal position to assist with recruitment. Another FTE for Parks could easily be justified, especially if the Aquatic Center and/or Campground is approved. However, I felt asking for two FTE's could be too aggressive at this time.

Six-Year Budget Projection 2024 - 2029	2023	2024	2025	2026	2027	2028	2029
	Estimated						
Beginning Cash (Actual)	\$ 392,518	\$909,782	\$775,756	\$696,824	\$937,658	\$1,312,926	\$1,662,731
January transfer from reserve to Achieve Beginning Cash Requirement	\$ -	\$0	\$0	\$0	\$0	\$0	\$0
January transfer to Reserve	\$ 31,623	(\$88,428)	\$0	\$0	\$0	\$0	(\$22,386)
January transfer to Capital Reserve	\$ -	(\$113,016)	(\$93,872)	(\$43,112)	\$0	\$0	\$0
Beginning Cash - FP #1	\$360,895	\$708,338	\$681,884	\$653,711	\$937,658	\$1,312,926	\$1,640,345
Beginning Cash (Required)	\$316,135	\$444,634	\$462,850	\$407,505	\$423,192	\$435,534	\$440,887
Beginning Reserve Balance - FP #2	\$374,422	\$462,850	\$462,850	\$462,850	\$462,850	\$462,850	\$485,236
Beginning Reserve Balance (Required)	\$444,634	\$462,850	\$407,505	\$423,192	\$435,534	\$440,887	\$485,236
Revenues							
Taxes - Total	\$1,590,286	\$1,606,318	\$1,622,381	\$1,638,605	\$1,786,773	\$1,804,640	\$1,822,686.86
Program Revenue	\$205,687	\$207,288	\$211,434	\$215,662	\$219,976	\$224,375	\$228,862.70
Facility Use/Concessions	\$5,000	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412	\$5,520
Interest Income	\$12,300	\$7,000	\$7,070	\$7,141	\$7,212	\$7,284	\$7,357
Campground Revenue 4-7001	\$0	\$15,000	\$20,000	\$47,000	\$48,410	\$49,862	\$51,358
Other Revenues	\$155	\$5,350	\$354	\$357	\$361	\$364	\$368
Revenue Total	\$1,813,427	\$1,845,956	\$1,866,338	\$1,913,967	\$2,068,037	\$2,091,939	\$2,116,153.06
M&O Revenue+ Beginning Cash	\$2,174,322	\$2,554,294	\$2,548,222	\$2,567,678	\$3,005,695	\$3,404,865	\$3,756,497.81
Expenses							
Administration	(\$772,978)	(\$1,076,932)	(\$1,086,276)	(\$1,171,968)	(\$1,171,964)	(\$1,200,154)	(\$1,288,449)
Maintenance	(\$174,725)	(\$175,725)	(\$180,997)	(\$186,427)	(\$192,019)	(\$197,780)	(\$203,713.44)
Programs	(\$154,581)	(\$157,360)	(\$162,081)	(\$166,943)	(\$171,952)	(\$177,110)	(\$182,423.37)
Other Costs	\$0	(\$100)	(\$125)	(\$125)	(\$125)	(\$125)	(\$125)
Projects/Equipment Expense	(\$98,500)	(\$310,000)	(\$376,000)	(\$32,000)	(\$82,000)	(\$90,000)	(\$9,500)
Loan Payments	(\$63,756)	(\$48,421)	(\$35,920)	(\$29,558)	(\$29,558)	(\$29,558)	(\$29,558)
Campground Expense 6-7001	\$0	(\$10,000)	(\$10,000)	(\$43,000)	(\$45,150)	(\$47,408)	(\$49,777.88)
Expense Total	(\$1,264,540)	(\$1,778,537)	(\$1,851,399)	(\$1,630,021)	(\$1,692,768)	(\$1,742,134)	(\$1,763,546)
Total Revenue & Expenses	\$548,887	\$67,418	\$14,939	\$283,946	\$375,269	\$349,804	\$352,607
Beginning Reserve balance (Adjusted for January transfers)	\$374,422	\$462,850	\$462,850	\$462,850	\$462,850	\$462,850	\$485,236
Ending cash	\$909,782	\$775,756	\$696,824	\$937,658	\$1,312,926	\$1,662,731	\$1,992,951
Ending cash required	\$444,634	\$462,850	\$407,505	\$423,192	\$435,534	\$440,887	\$485,236
January transfer from Reserve to achieve cash requirement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted ending cash	\$909,782	\$775,756	\$696,824	\$937,658	\$1,312,926	\$1,662,731	\$1,992,951
Adjusted Reserve balance	\$374,422	\$462,850	\$462,850	\$462,850	\$462,850	\$462,850	\$485,236
Ending Reserve Balance required	\$462,850	\$407,505	\$423,192	\$435,534	\$440,887	\$485,236	\$499,793
January transfer from Adjusted ending cash to Reserve	(\$88,428)	\$0	\$0	\$0	\$0	(\$22,386)	(\$14,557)
Net ending cash - FP #1	\$821,354	\$775,756	\$696,824	\$937,658	\$1,312,926	\$1,640,345	\$1,978,394
Ending Reserve Balance - FP #2	\$462,850	\$462,850	\$462,850	\$462,850	\$462,850	\$485,236	\$499,793
Net capital cash available	\$376,720	\$312,907	\$289,318	\$514,465	\$877,393	\$1,199,458	\$1,493,159
Capital Reserve Fund beginning balance	\$0	\$113,016	\$206,888	\$250,000	\$250,000	\$250,000	\$250,000
Following January transfer to Capital Reserve - FP #3	(\$113,016)	(\$93,872)	(\$43,112)	\$0	\$0	\$0	\$0
Capital Reserve ending balance	\$113,016	\$206,888	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Capital Reserve balance objective	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Net capital cash available for capital project budget following year - FP #4, #5	\$263,704	\$219,035	\$246,206	\$514,465	\$877,393	\$1,199,458	\$1,493,159

Fundamental Principles/Guidelines in Priority Order:

Fundamental principle #1	Beginning Cash (Required) = 25% of the current year's expenses.
Purpose	Fund first 3 months expenses prior to distribution of significant funds to SWPRD from the levy
Fundamental principle #2	Ending Reserve Balance = 25% of the following year's total expenses.
Purpose	Fund Park operations for orderly shutdown in the event of loss of levy
Fundamental principle #3	Build a Capital Reserve Fund with 30% of available capital/cash each year until a target threshold of \$250,000 is achieved
Purpose	Account for crisis situations with existing critical park infrastructure
Fundamental principle #4	End of year transfer of 100% of any amount over and above required Reserve Fund, Beginning Cash and
Purpose	Accomplish Park Maintenance Capital and Comprehensive Plan project objectives
Fundamental principle #5	Target spend of 50% of annual project capital on Comprehensive Plan programs
Purpose	Steadily advance longer-term Comprehensive Plan project and programs

\$ 250,000
capital reserve objective
30%
target funding level

ADMINISTRATION BUDGET 2023		2022 Actual	2023 Budget	2023 Est.	2024 Budget	Notes
4-0000	Income					
	Taxes					
4-2110	Property taxes - M & O	\$983,541	\$1,590,346	\$1,589,671	\$1,605,568	Assumption: Increase of 1%
4-2200	Timber excise taxes	\$1,510	\$750	\$615	\$750	
	Total Taxes	\$985,051	\$1,591,096	\$1,590,286	\$1,606,318	
	Interest					
4-8006	Interest from M & O	\$3,272	\$2,200	\$5,600	\$3,750	
4-8008	Interest from Reserve Fund	\$3,683	\$2,100	\$6,700	\$3,250	
	Total Misc. Revenues	\$6,955	\$4,300	\$12,300	\$7,000	
	Misc. Revenue					
4-8001	Concession Income	\$730	\$250	\$0	\$0	
4-8003	Park Facility & Equip Rental	\$5,783	\$3,500	\$5,000	\$5,000	Picnic Shelter, Field Reservations
4-8005	Other Revenue	\$624	\$350	\$155	\$350	Sale of Surplus Items/Rebates/Reimb
	Total Other Revenue	\$7,137	\$4,100	\$5,155	\$5,350	
	Total Revenue	\$999,143	\$1,599,496	\$1,607,741	\$1,618,668	
6-0000	Expenses					
	Administration					
6-1010	Wages - Executive Director	\$117,240	\$128,678	\$70,467	\$121,389	Inclu. sick leave payout
6-1012	Wages - Business Manager	\$73,208	\$79,899	\$79,899	\$83,654	Inclu. sick leave payout
6-2010	Wages - Park Superintendent	\$92,255	\$96,677	\$96,677	\$101,221	Inclu. sick leave payout
6-2012	Wages - Maint Other Emp	\$118,029	\$142,364	\$134,500	\$155,000	Inclu. sick leave, if applicable. 2FT, Closer, Seasonal
6-4010	Wages - Recreation Supervisor	\$57,639	\$62,099	\$62,099	\$66,968	
	Wages - Recreation Attendant New FT	\$0	\$0	\$0	\$50,650	
6-4012	Wages - Recreation Programs PT	\$0	\$0	\$7,500	\$15,000	
6-1201	FICA District's Share	\$7,362	\$9,500	\$9,500	\$12,500	
6-1202	WA SUI	\$1,620	\$2,600	\$2,600	\$3,250	
6-1203	Industrial Insurance	\$11,187	\$16,300	\$16,300	\$23,200	Workers' Compensation/L&I
6-1204	Health Ins	\$58,732	\$116,275	\$75,000	\$129,000	7 employees & 6 dependents at 80%
6-1205	Retirement-PERS	\$44,758	\$48,750	\$48,750	\$55,000	
6-1206	LTD/AD&D/Life Insurance	\$0	\$3,275	\$3,275	\$5,000	
6-1207	Dental Insurance	\$4,099	\$10,075	\$5,000	\$11,000	Inclu. dependents at 80% \$4,553 employees
6-1208	B&O Tax	\$2,389	\$4,000	\$3,750	\$4,000	Does not include Campground Revenue
6-1209	Deferred Comp (Replaces Soc Sec)	\$26,757	\$30,569	\$25,000	\$34,500	7FT
6-1210	Paid Family & Medical Leave	\$1,806	\$3,100	\$3,100	\$5,000	
6-1301	Accounting Service	\$9,020	\$10,250	\$12,000	\$12,500	Including annual report.
6-1302	Legal Service	\$380	\$600	\$600	\$1,500	Resolutions, explanatory statements
6-1303	Professional Service	\$3,001	\$5,500	\$5,500	\$6,000	Social Media Archiving, Compensation Study in '25
6-1426	Fire & Liability Insurance	\$32,370	\$35,700	\$35,711	\$40,000	May increase due to lakes
6-1427	State Audit	\$4,447	\$9,000	\$10,000	\$0	
6-1428	Election Costs	\$40,237	\$45,000	\$15,000	\$75,000	Incl \$70K single item bond ballot +\$4k mailing
6-1429	Building Lease	\$5,277	\$6,000	\$5,300	\$6,000	If in current space
6-1530	Office Supplies	\$3,654	\$4,600	\$4,600	\$5,500	Copier and misc. office supplies
6-1531	Dues & Publications	\$1,030	\$1,750	\$1,300	\$1,500	NRPA, WRPA, Chambers of Commerce, MRSC, CCC
6-1532	Print & Advertising	\$241	\$550	\$800	\$800	Job ads, legal ads
6-1533	Staff Clothing	\$0	\$300	\$300	\$300	
6-1535	Contracted Services	\$5,141	\$6,000	\$5,500	\$6,000	Janitorial Services
6-1540	Postage	\$283	\$250	\$250	\$250	
6-1541	Telephone	\$7,692	\$8,500	\$7,500	\$9,000	Wired & wireless phone service, web hosting, internet
6-1543	Propane	\$2,012	\$3,250	\$4,000	\$4,250	
6-1549	Moving Expenses	\$0	\$0	\$0	\$10,000	
6-1550	Travel & Vehicle Allowance	\$217	\$250	\$400	\$400	
6-1552	Conferences & Training	\$1,157	\$1,500	\$500	\$1,500	Inclu travel
6-1660	Misc Fees & Charges	\$5,151	\$7,000	\$7,000	\$7,500	Bank fees, credit card fees, property tax assessments. Do
6-1690	Computer Equip & Supplies	\$4,097	\$8,000	\$11,500	\$10,000	Sportsman, Account Edge, GoToMtg, Microsoft, Adobe
6-1691	Office Equipment	\$21	\$600	\$1,550	\$2,000	Increase for moving needs
6-1692	Volunteer Recognition	\$132	\$150	\$150	\$150	
6-8006	Investment Fees Operations Fund	\$0	\$225	\$50	\$225	
6-8008	Investment Fees Reserve Fund	\$0	\$225	\$50	\$225	
	Total Administration	\$742,641	\$909,361	\$772,978	\$1,076,932	
6-2950	Other Interest Expense	\$0	\$100	\$0	\$100	
	Total Expenses	\$742,641	\$909,461	\$772,978	\$1,077,032	
	Transfers In					
6-8008	Transfer from Reserve Fund	\$0	\$0	\$0	\$0	
	Total Transfers In	\$0	\$0	\$0	\$0	
	Transfers Out					

	ADMINISTRATION BUDGET 2023	2022 Actual	2023 Budget	2023 Est.	2024 Budget	Notes
6-8009	Transfer to Reserve Fund	\$73,065	\$31,623	\$31,623	(\$88,428)	
	Transfer to Project Fund	\$0	\$0	\$0	(\$113,016)	
	Transfer to Capital Fund	\$0	\$0	\$0	\$0	
	Total Transfers Out	\$73,065	\$31,623	\$31,623	(\$201,444)	

=Updated figures of \$1,000+ since the first draft

MAINTENANCE BUDGET 2023		2022 ACTUAL	2023 BUDGETED	2023 ESTIMATED	2024 BUDGET	NOTES
	Maintenance Wages					
6-4010	Maintenance Supervisor - FT	\$92,255	\$96,677	\$96,677	\$121,389	
6-2012	Maintenance Wages - Other	\$118,029	\$142,364	\$134,500	\$155,000	
	Total Maintenance Wages	\$210,284	\$239,041	\$231,177	\$276,389	Wages Calculated in Admin
	Maintenance O&M					
6-2303	Professional Services	\$856	\$4,000	\$4,000	\$4,000	
6-2331	Dues & Publications	\$85	\$200	\$200	\$200	
6-2434	Gas & Lube Products	\$12,004	\$11,000	\$11,000	\$12,000	
6-2436	Uniforms/Safety Gear	\$1,953	\$1,000	\$1,000	\$1,000	
6-2550	Travel & Vehicle Allowance	\$195	\$800	\$800	\$800	
6-2581	Garden Maint & Hort	\$3,869	\$5,000	\$5,000	\$5,000	
6-2582	Irrigation & Plumbing Supplies	\$5,646	\$6,500	\$6,500	\$6,500	
6-2583	Sport Field Supplies	\$22,882	\$30,000	\$30,000	\$30,000	
6-2584	Misc Building Repair	\$6,165	\$7,000	\$7,000	\$7,000	
6-2585	Park Building Maint/Jan Supplies	\$7,138	\$7,500	\$7,500	\$7,500	
6-2586	Fertilizer & Turf	\$20,479	\$20,000	\$20,000	\$20,000	
6-2610	Playground Maintenance	\$8,981	\$7,000	\$7,000	\$7,000	
6-2647	Refuse Removal	\$6,307	\$6,500	\$7,000	\$7,000	
6-2649	Electrical	\$12,096	\$13,000	\$13,000	\$13,000	
6-2650	Alarm System Monitoring	\$808	\$600	\$975	\$975	
6-2652	Conferences & Training	\$1,733	\$1,500	\$1,500	\$1,500	
6-2670	Road & Trail Maintenance	\$8,598	\$9,000	\$9,000	\$9,000	
6-2680	Water System Maintenance	\$2,682	\$7,600	\$7,600	\$7,600	
6-2690	Septic	\$0	\$6,500	\$6,500	\$6,500	
6-2760	Contract Services	\$0	\$500	\$500	\$500	
6-2880	Veh/Mach Repair Parts	\$6,214	\$8,000	\$8,000	\$8,000	
6-2881	Veh/Mach In-Shop Repair	\$4,184	\$14,000	\$14,000	\$14,000	
6-2901	Misc. Equipment Rental	\$212	\$400	\$400	\$400	
6-2902	Misc. Equipment Tools	\$1,686	\$1,500	\$1,600	\$1,600	
6-2904	Vandalism Repair	\$0	\$500	\$650	\$650	
6-2905	Sign/Art Work Maintenance	\$364	\$2,000	\$2,000	\$2,000	
6-2906	Trustland Trails	\$736	\$1,500	\$1,500	\$1,500	
6-2907	Lakes	\$0	\$500	\$500	\$500	
	TOTAL Maintenance O&M	\$135,873	\$173,600	\$174,725	\$175,725	

Code	Line	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	Notes
Program Wages						
6-4010	Program Wages - FT	\$57,639	\$62,099	\$62,099	\$66,968	
6-4012	Program Wages - PT	\$0	\$0	\$7,500	\$65,650	New in 2023. Katy. FT/PT Admin Help/Gym Monitor
Total Misc. Revenue		\$57,639	\$62,099	\$62,099	\$66,968	Calculated in Admin. Part time, seasonal workers in respective program lines.
Misc. Program Expense						
6-4532	Print & Advertising - E	\$1,149	\$2,000	\$2,000	\$2,500	Creative Cloud \$250
6-4534	Equipment & Supplies	\$345	\$1,500	\$1,500	\$2,000	
6-4570	Scholarship - E	\$0	\$300	\$300	\$300	
Total Misc. Program Expenses		\$1,494	\$3,800	\$3,800	\$4,800	
Misc. Program Revenue						
4-8100	Scholarship Donations	\$90	\$50	\$135	\$100	
4-1002	Advertising - R	\$0	\$0	\$40	\$0	
Total Misc. Revenue		\$90	\$50	\$175	\$100	
Recreation Programs						
4-4113	Adult Basketball - R	\$0	\$0	\$505	\$600	
6-4113	Adult Basketball - E	\$0	\$0	\$164	\$200	
4-4114	Adult Softball League - R	\$2,800	\$3,000	\$6,205	\$6,000	
6-4114	Adult Softball League - E	\$1,751	\$2,000	\$3,300	\$4,500	
4-4117	Adult Volleyball - R	\$150	\$3,100	\$1,240	\$2,500	
6-4117	Adult Volleyball - E	\$0	\$1,900	\$1,097	\$1,600	
4-4118	Adult Sailing - R	\$4,000	\$4,000	\$4,715	\$4,500	
6-4118	Adult Sailing - E	\$3,200	\$3,200	\$3,720	\$3,500	
4-4119	Pickleball - R	\$17,156	\$11,000	\$23,500	\$25,000	
6-4119	Pickleball - E	\$5,217	\$3,500	\$15,500	\$16,000	Includes PT worker 3 hour/week
4-4120	Adult Soccer/Futsal - R	\$0	\$1,800	\$677	\$1,000	
6-4120	Adult Soccer/Futsal - E	\$0	\$850	\$400	\$800	
4-4129	Miscellaneous Adult Sports - R	\$1,170	\$1,200	\$630	\$800	
6-4129	Miscellaneous Adult Sports - E	\$936	\$90	\$504	\$640	Open Water Swims
4-4131	Tennis Classes - R	\$7,000	\$7,000	\$7,040	\$7,000	
6-4131	Tennis Classes - E	\$5,500	\$5,600	\$5,632	\$5,600	
4-4132	Youth Basketball - R	-\$3,467	\$17,700	\$17,700	\$17,700	
6-4132	Youth Basketball - E	\$1,159	\$14,300	\$14,300	\$14,300	Youth Basketball League, Little Dribblers. Includes Gym Coordinator, Referees and Basketball Coordinator \$7500
4-4133	Contract Sports - R	\$5,561	\$5,000	\$8,000	\$8,000	
6-4133	Contract Sports - E	\$0	\$0	\$0	\$0	Challenger Sports, Skyhawks, Levo
4-4135	Falcon Programs - R	\$0	\$800	\$4,715	\$1,000	
6-4135	Falcon Programs - E	\$0	\$640	\$3,672	\$800	Falcon Basketball Camp, Holiday Hoops Grind, Improve Your Game
4-4191	Triathlon - R	\$18,355	\$22,000	\$21,475	\$22,000	
6-4191	Triathlon - E	\$13,365	\$15,500	\$12,250	\$15,500	
4-4192	Chum Run - R	\$4,395	\$4,000	\$4,000	\$3,000	
6-4192	Chum Run - E	\$3,350	\$3,200	\$3,200	\$2,400	
4-4199	Polar Bear Dive - R	\$1,565	\$1,500	\$1,500	\$1,500	
6-4199	Polar Bear Dive - E	\$2,206	\$1,200	\$1,540	\$1,200	
4-4216	Fitness - R	\$700	\$600	\$0	\$0	
6-4216	Fitness - E	\$504	\$480	\$0	\$0	Outdoor Zumba & Yoga in the Park
4-4219	Adult General Program - R	\$0	\$1,000	\$0	\$1,000	
6-4219	Adult General Program - E	\$0	\$800	\$0	\$800	CPR
4-4252	Cheer - R	\$1,782	\$2,000	\$2,653	\$2,653	
6-4252	Cheer - E	\$0	\$1,600	\$2,300	\$2,300	
4-4259	Model Rockets - R	\$680	\$700	\$0	\$0	
6-4259	Model Rockets - E	\$400	\$400	\$0	\$0	
4-4260	Other Youth Programs - R	\$4,943	\$17,000	\$12,501	\$12,000	
6-4260	Other Youth Programs - E	\$3,876	\$13,600	\$10,000	\$9,600	VolleyKids, Underwater Robotics
4-4263	Archery - R	\$0	\$1,380	\$0	\$0	
6-4263	Archery - E	\$0	\$1,124	\$0	\$0	
4-4264	Aquatics - R	\$37,517	\$37,500	\$32,785	\$32,785	
6-4264	Aquatics - E	\$29,656	\$30,000	\$25,900	\$25,900	No Swim Team
4-4265	Skimboarding - R	\$0	\$4,250	\$3,469	\$3,500	
6-4265	Skimboarding - E	\$0	\$3,400	\$2,700	\$2,800	
4-4266	Youth Sailing - R	\$7,923	\$7,500	\$10,010	\$10,000	
6-4266	Youth Sailing - E	\$6,268	\$6,000	\$8,000	\$8,000	
4-4267	Paddle Sports - R	\$1,350	\$2,025	\$4,150	\$4,150	
6-4267	Paddle Sports - E	\$1,144	\$1,620	\$3,320	\$3,320	Canoeing, Kayak, S.U.P.
4-4282	Cultural Youth Camps - R	\$5,270	\$15,000	\$12,483	\$12,500	
6-4282	Cultural Youth Camps - E	\$4,228	\$12,100	\$9,986	\$10,000	Earth Skills Camp, Magic Camp + Club, Music Camp, Nature Camp
4-4291	Dog Classes - R	\$25,167	\$23,300	\$23,300	\$25,000	
6-4291	Dog Classes - E	\$16,992	\$18,640	\$18,640	\$20,000	K9 Nosework, Reactive Dog Clinic, Canine Life Skills, Modern K9 Training, Reading with Rover, Dog Training. Pulled in items from 4296 New Program Directions
4-4292	Concerts - R	\$1,100	\$1,500	\$1,500	\$1,500	
6-4292	Concerts - E	\$2,803	\$3,500	\$3,055	\$4,000	
4-4296	New Program Directions - R *	\$39,634	\$2,000	\$2,000	\$4,000	
6-4296	New Program Directions - E *	\$32,107	\$2,000	\$1,600	\$3,000	Items from previous years have been moved to other accounts

Code	Line	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	Notes
4-4298	Special Events - R	\$0	\$0	\$0	\$0	Family Ball - Daddy/Daughter Ball
6-4298	Special Events - E	\$0	\$0	\$0	\$0	
Total Programs - R		\$184,750	\$197,855	\$205,512	\$207,188	
Total Programs - E		\$134,661	\$147,244	\$150,781	\$152,560	
Programs - Total Revenue		\$184,840	\$197,905	\$205,687	\$207,288	Not including FT PT Overall Recreation Staff
Programs - Total Expenses		\$136,155	\$151,044	\$154,581	\$157,360	
Programs - Net		\$48,686	\$46,861	\$51,106	\$49,928	

CAPITAL BUDGET 2024

2022 2023 2024 2025 2026 2027 2028 2029 2030 Totals

LOAN PAYMENTS

	Cost basis										
Gabelein Property Loan (2015)	\$500,000	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$265,435
Aerator Weidenmann (2017)	\$41,703										\$9,446
Mini Excavator KX040 (2017)	\$62,049	\$6,933									\$20,798
Kubota Tractor (2018)	\$28,978	\$5,685	\$1,421								\$12,790
Jacobsen Mower (2018)	\$60,590	\$13,980	\$13,916								\$41,876
Maintenance Storage Building (2019)	\$61,733	\$12,117	\$12,117	\$12,118	\$6,362						\$55,438
Toro Workman HDX/Infield Groomer (2020)	\$30,256	\$6,745	\$6,745	\$6,745							\$27,317
New Property Acquisition				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LOAN PAYMENTS		\$75,018	\$63,756	\$48,421	\$35,920	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$433,100

CAPITAL IMPROVEMENTS & EQUIPMENT

Equipment Replacement Plan											
	Estimated Cost										
Mower: Replace Zero Turn Bad Boy (2010)	\$10,000		\$7,000	\$13,000							
Mower: Replace Toro Groundsmaster (2012)	\$170,000			\$175,000							
Mower: Replace Toro Groundsmaster 4500 (2014)	\$100,000				\$100,000						
Utility Vehicle: Replace Kubota (2015)	\$20,000				\$20,000						
Park Truck: Replace Dodge Ram Truck (2013)	\$60,000				\$60,000						
Dump Truck: Replace Dodge Ram (2007)	\$80,000						\$80,000				
Mower: Replace Jacobsen Mower (2018)	\$80,000							\$80,000			
Small Truck/Van: Replace 2014 Ford Transit (2015)	\$30,000					\$30,000					
Utility Vehicle: Toro Kubota Workman (2020)	\$60,000									\$60,000	
Soccer Goals								\$8,000			
Sod Cutter: Replace Turfcutter (2014)	\$3,500								\$3,500		
Wheel Debris Blower	\$4,000								\$4,000		

Misc. Capital Purchases & Projects											
	Estimated Cost										
Picnic Shelter					\$75,000						
Outdoor Secure Storage Container	\$10,000										
Golf Cart	\$15,000				\$15,000						

Existing Infrastructure Maintenance											
	Estimated Cost										
Small Water System Management Plan											
Flail Mower Attachment											
Seeder/Slicer		\$22,358									
Park Improvements/Asphalt Improvements		\$32,065	\$36,000								
Trustland Trails ADA Porta Potty*			\$3,500								
Picnic Tables/Garbage Cans/Benches Replacement		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Sports Complex Parking Area Overlay	\$127,000			\$30,000							

Deferred Maintenance Projects											
	Estimated cost										
Concession Building Roof	\$30,000		\$30,000								
Castle Park Parking Expansion	\$20,000		\$20,000								
Lower Bathroom Renovation - Concession Stand	\$10,000			\$10,000							
Maint Facility Area Paving	\$75,000				\$60,000						
Crow's Nest Elevator Replacement	\$70,000										
Fields #1 & 4 Fence Replacement	\$20,000			\$20,000							
Community Park Gate/Fence/RV Area	\$30,000										
Replacement of existing well pump	\$60,000			\$60,000							
Refurbishment for back-up well	\$38,000										
Park well/water system for public use	\$108,000										
Water treatment equipment	\$50,000										
Pumping system upgrades	\$28,000										
Plumbing system	\$30,000										
Pavement Repairs (Mostly allocated elsewhere)	\$150,000										
Sports Complex Bathroom Renovation	?										
Basketball Court Overlay and Re-Level	?										

COMPREHENSIVE PLAN PROGRAMS											
	Estimated Cost										
Pickleball Court	\$310,000										
Sports Complex Rough Area Regrade/site prep	\$20,000										
Court installation	\$180,000	\$8,700									
Fencing	\$50,000										
All weather equipment storage	\$10,000										
Parking					\$44,000						
Lighting	\$50,000										
Campground	\$300,000										
Old Maintenance Bldg bath/shower conversion	\$50,000										
New bath shower building in campground	\$150,000										
Dedicated septic system	\$100,000										
Public Aquatic Wellness Center	\$300,000										
Well decommissioning*	\$6,576	\$6,576									
Water system extension	\$75,000										
Initial design and engineering	\$225,000										
Public Amphitheater	\$200,000										
Clearing and grading	\$25,000										
Pavilion construction	\$150,000										
Electrical and support systems	\$25,000										
Publicly-Accessible Trails	\$35,000										
Access improvement	\$20,000										
Trail construction	\$10,000										
Kiosks and signage	\$5,000										
All-Season Multipurpose Athletic Field	\$1,650,000										
Site prep	\$250,000										
Field materials and installation	\$1,000,000										
Lighting	\$400,000										
TOTAL CAP IMPROVE, EQUIP, COMPREHENSIVE PLAN		\$71,700	\$98,500	\$310,000	\$376,000	\$32,000	\$82,000	\$90,000	\$9,500	\$62,000	
TOTAL CAP OUTLAY (Incl Loans)		\$146,718	\$162,256	\$358,421	\$411,920	\$61,558	\$111,558	\$119,558	\$39,058	\$91,558	

 =Updated figures of \$1,000+ since the first draft

**South Whidbey Parks and Recreation District
September 20, 2023 – Regular Meeting Minutes**

DRAFT

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Jake Grevé, Erik Jokinen, Krista Loercher and Matt Simms.
Staff Present: Skye Dunn, Tom Fallon and Carrie Monforte

Krista called the Regular Meeting to order at 6:01 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 Regular Meeting on July 19, 2023, were unanimously approved in a motion made by Jake.

The minutes of the Special Meeting on July 26, 2023, were unanimously approved in a motion made by Jake.

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 #12324 through #12396 in the amount of \$164,866.38, and electronic payments in the amount of \$5,868.88; and property fund voucher #46 in the amount of \$3,525.12.

Matt amended the motion to approve the Property Fund voucher #46 in the amount of \$3,372.80, and it was unanimously approved.

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

Brian reviewed the Staff Report with the commissioners.

VI. Committee Reports

- A. Governmental Parks Group**
- B. Interlocal Committee**
- C. Clinton Community Council**
- D. Comprehensive Plan Programs**
- E. Campground**
- F. Maintenance/Capital Projects**
- G. Amphitheater**
- H. Sports Fields**
- I. Lake Properties**
- J. Trails**

K. Swimming Pool

There were no committee reports.

VII. Unfinished Business

A. Comprehensive Plan Programs

i. South Whidbey Aquatic Recreation Center

Matt shared the ARC Architects presentation for the meetings for the public to provide input on the design of the Aquatic Recreation Center. Brian provided an update of the schedule for the Design Public Input meetings and Bond Voter Information meetings.

ii. Campground

Brian reported that a progress report and supporting documents had been submitted to RCO and that RCO would consider the request for a final extension in October. Brian provided an update on permit progress with Island County.

iii. Deferred Maintenance Grant

Brian reported that the deferred maintenance grant had been submitted and, if awarded, would require an additional \$44k estimated from the M&O budget to complete the project.

VII. New Business

A. Preliminary Budget Draft

Brian and commissioners discussed the budget priorities and timeline for the process.

B. Additional Service – Aquatic Recreation Center Traffic Study

Brian displayed an Amendment to the Professional Services Agreement with ARC Architects and explained the proposal to proceed with a traffic study which the County is requiring to determine possible Right of Way improvements for the Aquatic Recreation Center.

Matt made a motion to Amend the Professional Service Agreement with ARC Architects to include within the ARC scope of work the traffic study required for the Aquatic Recreation Center project, and the motion was unanimously approved.

C. Comprehensive Plan 2024-2029

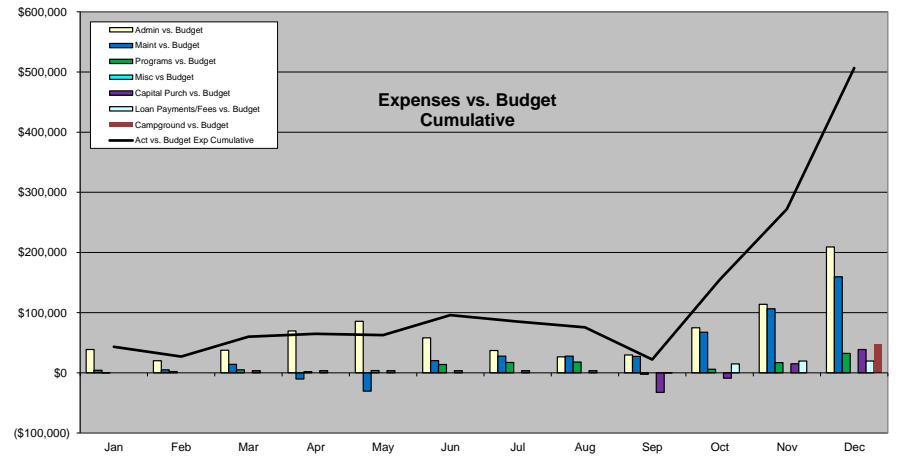
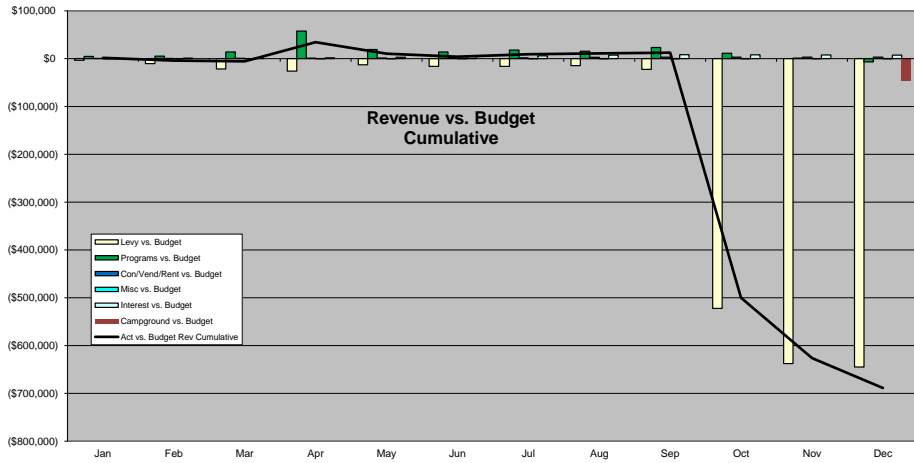
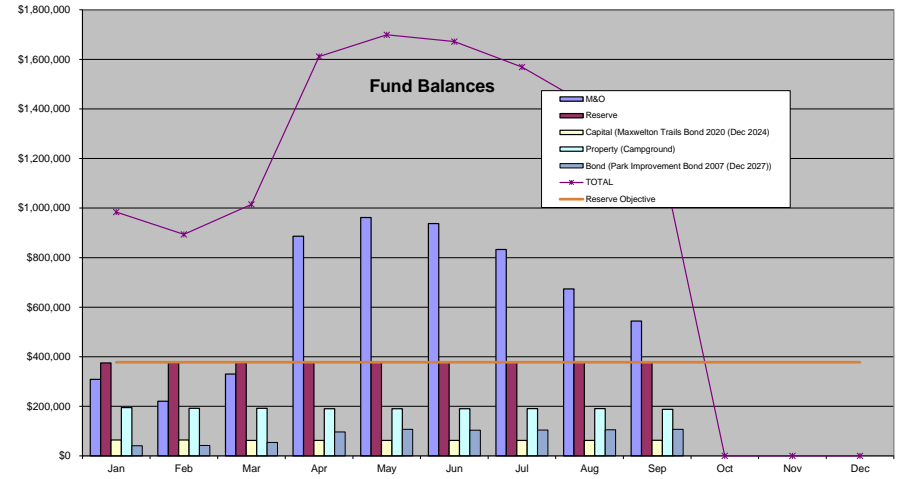
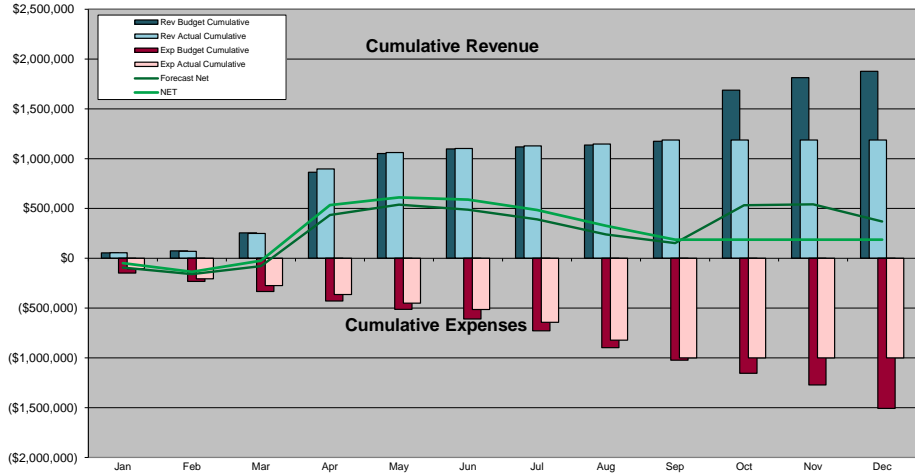
Brian and commissioners discussed the process and timeline for updating the 2024-2029 Comprehensive Plan.

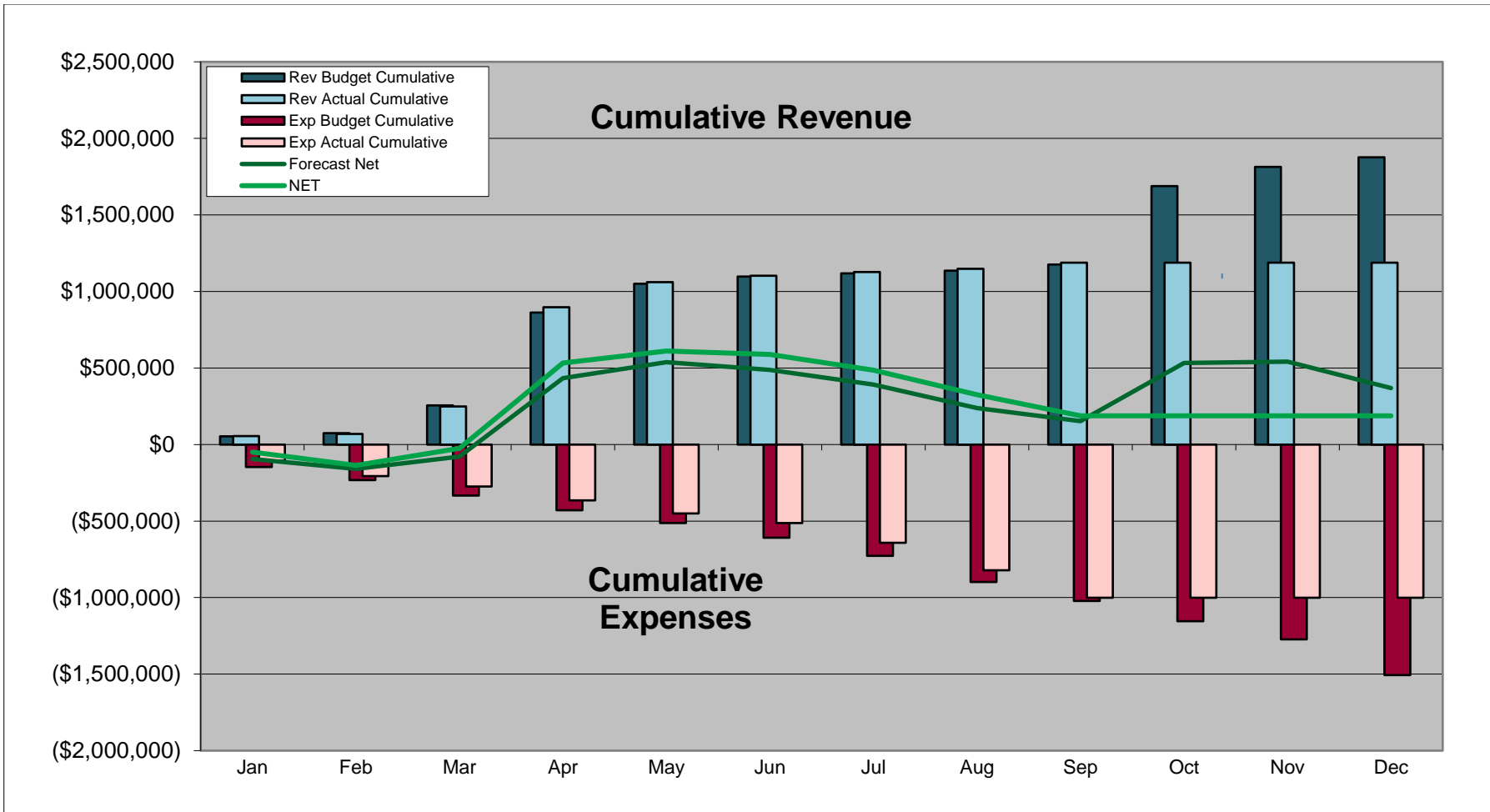
VIII. Adjournment

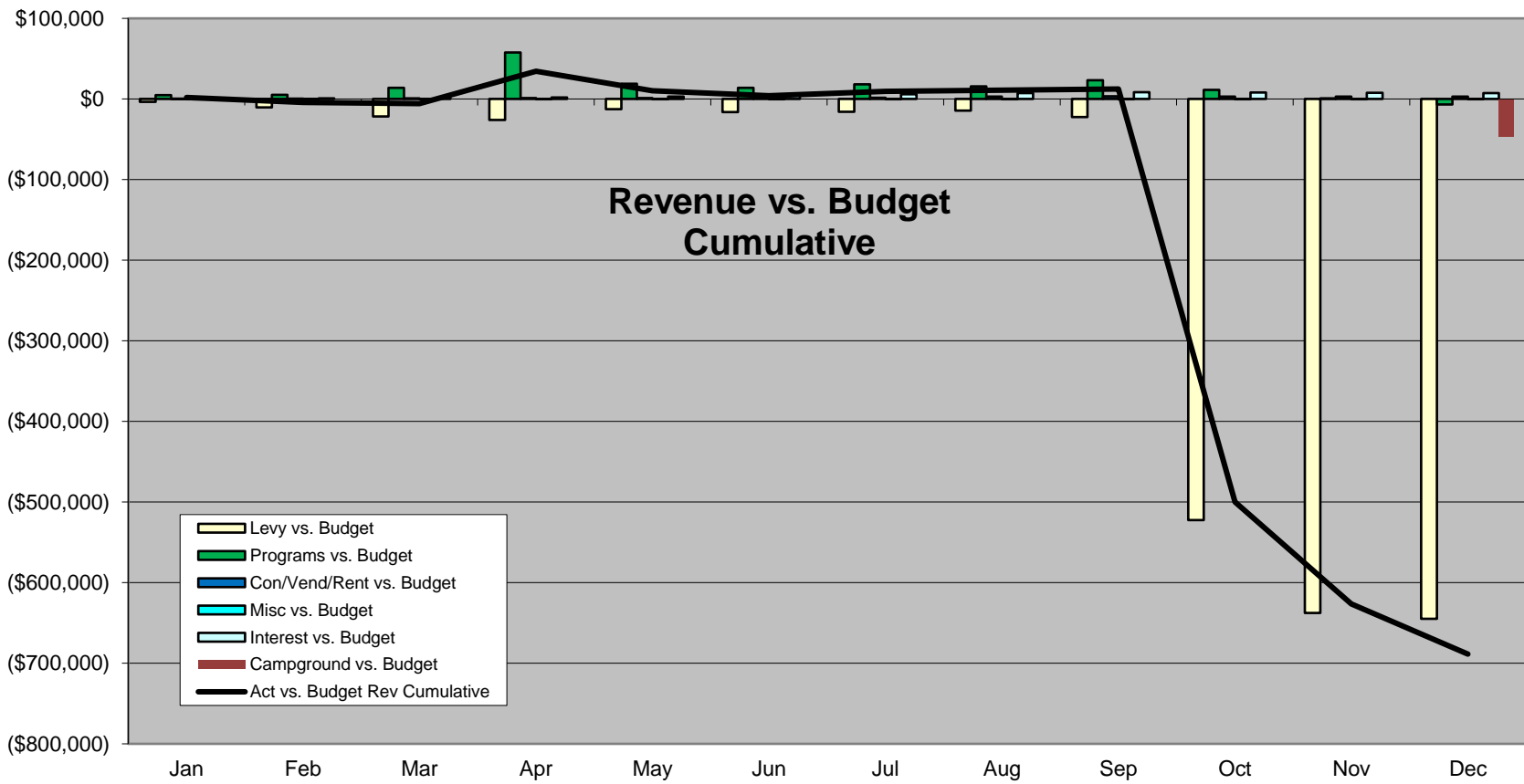
There being no further business, the meeting was adjourned at 7:40 p.m.

Approved: 10/18/23

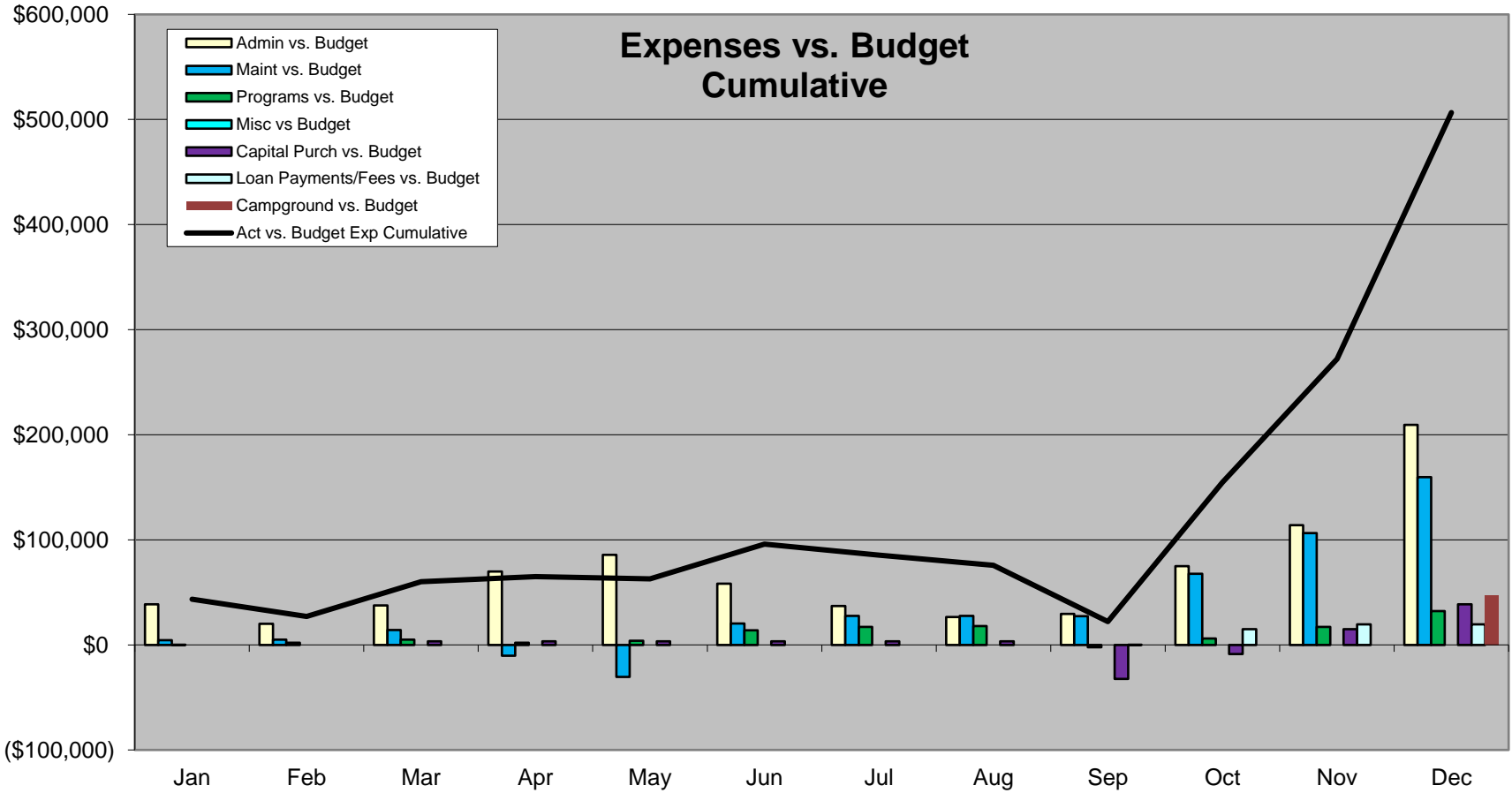
Submitted by: Carrie Monforte







Expenses vs. Budget Cumulative



South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2023-September 2023

10/12/2023
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		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-2000	Taxes			
4-2110	Property taxes - M & O	\$945,678.09	\$968,300.00	(\$22,621.91)
4-2200	Timber excise taxes	\$614.75	\$375.00	\$239.75
	Total Taxes	\$946,292.84	\$968,675.00	(\$22,382.16)
4-4100	Recreation Programs			
4-4110	Adult Sports			
4-4113	Adult Basketball	\$505.00	\$0.00	\$505.00
4-4114	Adult Softball League	\$6,205.00	\$3,000.00	\$3,205.00
4-4117	Adult Volleyball	\$1,270.00	\$1,600.00	(\$330.00)
4-4118	Adult Sailing	\$4,715.00	\$4,000.00	\$715.00
4-4119	Pickleball	\$25,819.80	\$7,520.00	\$18,299.80
4-4120	Adult Soccer/Futsal	\$677.00	\$900.00	(\$223.00)
4-4129	Miscellaneous Adult Sports	\$630.00	\$1,200.00	(\$570.00)
4-4130	Youth Sports			
4-4131	Tennis Classes	\$7,095.00	\$7,000.00	\$95.00
4-4132	Youth Basketball	\$5,256.00	\$1,800.00	\$3,456.00
4-4133	Contract Sports	\$1,625.25	\$2,000.00	(\$374.75)
4-4135	Falcon Programs	\$4,715.00	\$800.00	\$3,915.00
4-4190	Special Event - Sports			
4-4191	Triathlon	\$21,475.00	\$22,000.00	(\$525.00)
4-4192	Chum Run	\$2,310.00	\$4,000.00	(\$1,690.00)
4-4199	Polar Bear Dive Revenue	\$750.00	\$650.00	\$100.00
4-4200	Misc. Programs			
4-4210	Adult Misc. Programs			
4-4216	Fitness	\$0.00	\$600.00	(\$600.00)
4-4219	Adult General Program	\$0.00	\$1,000.00	(\$1,000.00)
4-4250	Youth Misc. Programs			
4-4252	Cheer	\$970.20	\$775.00	\$195.20
4-4259	Model Rockets	\$0.00	\$700.00	(\$700.00)
4-4260	Other Youth Programs	\$11,711.00	\$17,000.00	(\$5,289.00)
4-4263	Archery	\$0.00	\$1,380.00	(\$1,380.00)
4-4264	Aquatics	\$32,785.00	\$37,500.00	(\$4,715.00)
4-4265	Skimboarding	\$3,468.50	\$4,250.00	(\$781.50)
4-4266	Youth Sailing	\$10,010.00	\$7,500.00	\$2,510.00
4-4267	Paddle Sports	\$4,149.50	\$2,025.00	\$2,124.50
4-4282	Cultural Youth Camps	\$12,107.50	\$13,650.00	(\$1,542.50)
4-4290	Special Events			
4-4291	Dog Classes	\$30,955.50	\$21,800.00	\$9,155.50
4-4292	Concerts and Movies	\$1,500.00	\$1,500.00	\$0.00
4-4296	New Program Directions	\$232.83	\$1,503.00	(\$1,270.17)
	Total Recreation Programs	\$190,938.08	\$167,653.00	\$23,285.08
4-8000	Other Revenue			
4-8001	Concession income	\$0.00	\$250.00	(\$250.00)
4-8003	Park Facility Rental	\$6,765.00	\$3,300.00	\$3,465.00
4-8005	Other Revenue	\$154.61	\$260.00	(\$105.39)
4-8006	Interest from M & O	\$6,365.55	\$1,650.00	\$4,715.55
4-8008	Interest from Reserve Fund	\$5,279.36	\$1,575.00	\$3,704.36
4-8009	Reserve Fund - Transfers In	\$31,623.00	\$31,623.00	\$0.00
4-8100	Scholarship Donations	\$135.00	\$50.00	\$85.00
	Total Other Revenue	\$50,322.52	\$38,708.00	\$11,614.52
	Total Income	\$1,187,553.44	\$1,175,036.00	\$12,517.44
5-0000	Cost of Sales			
	Gross Profit	\$1,187,553.44	\$1,175,036.00	\$12,517.44
6-0000	Expenses			
6-1000	Administration			
6-1010	Wages - Director	\$42,326.19	\$92,250.00	(\$49,923.81)
6-1012	Wages - Administrator	\$57,280.14	\$57,280.00	\$0.14
6-1201	FICA District's Share	\$5,782.29	\$7,100.00	(\$1,317.71)
6-1202	WA State Unemployment Ins	\$1,199.87	\$1,975.00	(\$775.13)
6-1203	Labor & Industries Ins	\$7,971.40	\$10,751.50	(\$2,780.10)
6-1204	Health Ins	\$49,889.66	\$87,205.00	(\$37,315.34)
6-1205	Retirement-PERS	\$27,212.55	\$36,562.50	(\$9,349.95)

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2023-September 2023

10/12/2023
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		Selected Period	Budgeted	\$ Difference
6-1206	LTD/AD&D/Life Ins	\$0.00	\$2,457.00	(\$2,457.00)
6-1207	Dental Insurance	\$4,015.26	\$7,551.00	(\$3,535.74)
6-1208	B&O Tax	\$2,482.67	\$3,525.00	(\$1,042.33)
6-1209	DCP Employer Expense	\$17,297.72	\$22,928.00	(\$5,630.28)
6-1210	Family & Medical Leave	\$1,743.51	\$2,250.00	(\$506.49)
6-1301	Accounting Service	\$11,636.64	\$10,250.00	\$1,386.64
6-1302	Legal Service	\$0.00	\$600.00	(\$600.00)
6-1303	Professional Service	\$136,150.10	\$4,750.00	\$131,400.10
6-1426	Liability Insurance	\$35,711.00	\$35,700.00	\$11.00
6-1427	State Audit	\$0.00	\$9,000.00	(\$9,000.00)
6-1429	Building Lease	\$3,958.02	\$3,958.02	\$0.00
6-1530	Office Supplies	\$2,969.25	\$3,600.00	(\$630.75)
6-1531	Dues & Publications	\$440.00	\$850.00	(\$410.00)
6-1532	Print & Advertising	\$773.97	\$550.00	\$223.97
6-1533	Staff Clothing	\$60.20	\$150.00	(\$89.80)
6-1535	Contracted Services	\$4,060.71	\$4,060.71	\$0.00
6-1540	Postage	\$186.00	\$240.00	(\$54.00)
6-1541	Telephone	\$5,137.59	\$6,300.00	(\$1,162.41)
6-1543	Propane	\$2,690.78	\$2,523.60	\$167.18
6-1550	Travel & Vehicle Allowance	\$78.36	\$125.00	(\$46.64)
6-1552	Conferences & Training	\$15.00	\$1,110.00	(\$1,095.00)
6-1660	Misc Fees & Charges	\$4,103.96	\$5,700.00	(\$1,596.04)
6-1690	Computer Equip & Supplies	\$4,611.42	\$6,200.00	(\$1,588.58)
6-1691	Office Equipment	\$881.26	\$450.00	\$431.26
6-1692	Volunteer Recognition	\$0.00	\$120.00	(\$120.00)
	Total Administration	\$430,665.52	\$428,072.33	\$2,593.19
6-2000	Maintenance			
6-2001	Maintenance Wages			
6-2010	Maintenance Supervisor	\$69,308.82	\$69,309.00	(\$0.18)
6-2012	Maintenance Wages - PT	\$95,604.57	\$107,404.00	(\$11,799.43)
	Total Maintenance Wages	\$164,913.39	\$176,713.00	(\$11,799.61)
6-2200	Maintenance O & M			
6-2303	Professional Service	\$289.70	\$1,000.00	(\$710.30)
6-2434	Gas & Lube Products	\$7,545.55	\$7,060.00	\$485.55
6-2436	Safety Gear	\$11.96	\$720.00	(\$708.04)
6-2550	Travel & Vehicle Allowance	\$184.60	\$599.00	(\$414.40)
6-2581	Garden Maint & Hort	\$261.12	\$800.00	(\$538.88)
6-2582	Irrg & Plumb Supplies	\$4,417.64	\$6,500.00	(\$2,082.36)
6-2583	Sport Field Supplies	\$6,238.10	\$15,500.00	(\$9,261.90)
6-2584	Misc Bld Repair	\$5,132.05	\$4,500.00	\$632.05
6-2585	Park Bld Maint/Jan Supp	\$6,119.57	\$5,625.00	\$494.57
6-2586	Fertilizer & Turf	\$18,321.92	\$8,200.00	\$10,121.92
6-2610	Playground Maintenance	\$271.83	\$0.00	\$271.83
6-2647	Refuse Removal	\$5,197.84	\$4,874.00	\$323.84
6-2649	Electrical Utilities	\$11,051.59	\$10,200.00	\$851.59
6-2650	Alarm System Monitoring	\$820.24	\$450.00	\$370.24
6-2670	Road & Trail Maintenance	\$4,122.53	\$6,200.00	(\$2,077.47)
6-2680	Water System Maintenance	\$2,660.60	\$6,940.00	(\$4,279.40)
6-2690	Septic	\$1,911.81	\$4,352.00	(\$2,440.19)
6-2760	Contract Services	\$0.00	\$378.00	(\$378.00)
6-2880	Veh & Mach Repair/Parts	\$3,268.75	\$6,003.00	(\$2,734.25)
6-2881	Veh/Mach In-shop Repair	\$1,757.17	\$10,503.00	(\$8,745.83)
6-2901	Misc Equip Rental	\$0.00	\$302.00	(\$302.00)
6-2902	Misc. Equipment/Tools	\$1,584.61	\$1,125.00	\$459.61
6-2904	Vandalism Repair	\$647.88	\$374.00	\$273.88
6-2905	Sign/Art Work Maintenance	\$5,804.00	\$1,554.00	\$4,250.00
6-2906	Trustland Trails	\$565.92	\$0.00	\$565.92
	Total Maintenance O & M	\$88,186.98	\$103,759.00	(\$15,572.02)
	Total Maintenance	\$253,100.37	\$280,472.00	(\$27,371.63)
6-2950	Interest Expense	\$0.00	\$100.00	(\$100.00)
6-3000	Capital Equipment/Projects			
6-3001	Projects/Equipment	\$27,867.39	\$27,250.00	\$617.39
	Total Capital Equipment/Projects	\$27,867.39	\$27,250.00	\$617.39
6-4000	Programs			
6-4009	Program Wages			
6-4010	Programs Wages - FT	\$46,573.92	\$46,574.25	(\$0.33)

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2023-September 2023

10/12/2023
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		Selected Period	Budgeted	\$ Difference
6-4012	Programs Wages - PT	\$1,842.34	\$0.00	\$1,842.34
6-4100	Recreation Programs			
6-4110	Adult Sports			
6-4113	Adult Basketball	\$164.46	\$0.00	\$164.46
6-4114	Adult Softball League	\$3,202.99	\$2,000.00	\$1,202.99
6-4117	Adult Volleyball	\$1,096.90	\$1,900.00	(\$803.10)
6-4118	Adult Sailing	\$3,720.00	\$3,200.00	\$520.00
6-4119	Pickleball	\$10,250.53	\$2,500.00	\$7,750.53
6-4120	Adult Soccer/Futsal	\$394.83	\$425.00	(\$30.17)
6-4129	Miscellaneous Adult Sports	\$0.00	\$90.00	(\$90.00)
6-4130	Youth Sports			
6-4131	Tennis Classes	\$5,641.60	\$5,600.00	\$41.60
6-4132	Youth Basketball	\$4,453.33	\$7,350.00	(\$2,896.67)
6-4135	Falcon Programs	\$3,672.00	\$640.00	\$3,032.00
6-4190	Special Event - Sports			
6-4191	Triathlon	\$12,726.88	\$15,200.00	(\$2,473.12)
6-4192	Chum Run	\$180.12	\$3,200.00	(\$3,019.88)
6-4199	Polar Bear Dive Expense	\$1,539.57	\$1,200.00	\$339.57
6-4200	Misc. Programs			
6-4210	Adult Misc. Programs			
6-4216	Fitness	\$0.00	\$480.00	(\$480.00)
6-4219	Adult Programs	\$0.00	\$800.00	(\$800.00)
6-4250	Youth Misc. Programs			
6-4252	Cheer	\$2,296.80	\$1,600.00	\$696.80
6-4259	Model Rockets	\$0.00	\$400.00	(\$400.00)
6-4260	Other Youth Programs	\$9,356.00	\$13,600.00	(\$4,244.00)
6-4263	Archery	\$0.00	\$1,124.00	(\$1,124.00)
6-4264	Aquatics	\$25,900.00	\$30,000.00	(\$4,100.00)
6-4265	Skimboarding	\$2,700.00	\$3,400.00	(\$700.00)
6-4266	Youth Sailing	\$8,096.00	\$6,000.00	\$2,096.00
6-4267	Paddle Sports	\$2,668.00	\$1,620.00	\$1,048.00
6-4282	Cultural Youth Camps	\$9,490.00	\$11,020.00	(\$1,530.00)
6-4290	Special Events			
6-4291	Dog Classes	\$20,920.00	\$11,080.00	\$9,840.00
6-4292	Concerts	\$3,064.57	\$3,500.00	(\$435.43)
6-4296	New Program Directions	\$0.00	\$1,499.00	(\$1,499.00)
6-4500	Misc. Program Expenses			
6-4532	Print & Advertising	\$863.39	\$1,440.00	(\$576.61)
6-4534	Program Equipment & Supplies	\$125.73	\$900.00	(\$774.27)
6-4570	Unfunded Scholarships	\$0.00	\$250.00	(\$250.00)
	Total Programs	\$180,939.96	\$178,592.25	\$2,347.71
6-6000	SWARC Expenses			
6-6010	SWARC Architectural Services	\$31,901.62	\$0.00	\$31,901.62
6-8000	Miscellaneous Costs			
6-8006	Investment Fee Operations Fund	\$0.00	\$225.00	(\$225.00)
6-8008	Investment Fees Reserve Fund	\$0.00	\$225.00	(\$225.00)
6-8009	Tsf to Reserve Fund from M&O	\$31,623.00	\$31,623.00	\$0.00
	Total Miscellaneous Costs	\$31,623.00	\$32,073.00	(\$450.00)
	Total Expenses	\$956,097.86	\$946,559.58	\$9,538.28
	Net Profit / (Loss)	\$231,455.58	\$228,476.42	\$2,979.16

Account Transactions

1/1/2023 To 9/30/2023

Page 1

ID#	Src	Date	Memo/Payee	Debit	Credit	Job No.
2-2100	Mortgage Loans					
00012018	PJ	3/14/2023	Purchase; Heritage Bank - Oly	\$14,779.00		
				<u>\$14,779.00</u>	<u>\$0.00</u>	
2-2200	Bank Loans					
00011898	PJ	1/4/2023	Purchase; Heritage Bank - Sea	\$3,495.48		
00011969	PJ	2/15/2023	Purchase; Heritage Bank - Sea	\$6,115.36		
00012017	PJ	3/14/2023	Purchase; Heritage Bank - Sea	\$3,495.48		
00012114	PJ	5/16/2023	Purchase; Heritage Bank - Sea	\$4,715.33		
00012172	PJ	6/19/2023	Purchase; Heritage Bank - Sea	\$3,495.48		
00012296	PJ	8/15/2023	Purchase; Heritage Bank - Sea	\$4,715.33		
00012368	PJ	9/19/2023	Purchase; Heritage Bank - Oly	\$3,422.27		
				<u>\$29,454.73</u>	<u>\$0.00</u>	

Fund Balances

Fund Balances as of September 30, 2023

M&O	\$ 543,942.02
Reserve	\$ 379,701.26
Capital (Maxwelton Trails Bond)	\$ 62,711.75
Property (Campground)	\$ 187,753.51
Bond - (Park Improvement Bond)	\$ 106,950.98
TOTAL	\$ 1,281,059.52

**South Whidbey Parks & Recreation District
Vouchers for October 18, 2023**

Maintenance & Operations Fund

Vouchers scheduled prior to the October Board meeting:

<u>VENDOR</u>	<u>AMOUNT</u>	<u>TOTAL</u>	<u>DESCRIPTION</u>
<u>Semi-Monthly Payroll</u>			
Caldwell, Chance - Payroll	\$1,330.20	\$1,330.20	
Carter, Austin - Payroll	\$2,127.76	\$2,127.76	
Dunn, Skye - Payroll	\$1,767.99	\$1,767.99	
Fallon, Tom - Payroll	\$2,886.78	\$2,886.78	
Handran, Kathleen - Payroll	\$553.00	\$553.00	
Monforte, Carrie - Payroll	\$2,366.84	\$2,366.84	
Raymond, Marcus - Payroll	\$185.28	\$185.28	
Sachs, Kathleen - Payroll	\$398.37	\$398.37	
Tomisser, Brian - Payroll	\$3,571.10	\$3,571.10	
Total Semi-Monthly Payroll	\$15,187.32	\$15,187.32	
<u>Brim Tractor</u>			
Invoice #SM10829	\$1,692.32		Service, oil, filter, fluids, elements
Total Brim Tractor		\$1,692.32	
<u>Freeland Ace Hardware</u>			
Invoice #132856	\$214.28		Chain Saw Repair
Total Freeland Ace Hardware		\$214.28	
<u>Gabelein Brothers Septic</u>			
Invoice #29103	\$840.00		Porta Potties for Triathlon
Total Gabelein Bros.		\$840.00	
<u>Island Disposal</u>			
Invoice #7780506S144	\$360.65		Refuse Removal - Park
Invoice #7780612S144	\$180.32		Refuse Removal - Office Building
Total Island Disposal		\$540.97	
<u>Kitsap Tractor & Equipment</u>			
Invoice #0130302	\$3,481.17		In-Shop Repair
Total Kitsap Tractor		\$3,481.17	
<u>Modern K9 Training</u>			
Invoice dated 09/18/23	\$1,128.00		Modern K9 Training
Total Modern K9 Training		\$1,128.00	
<u>Puget Sound Energy</u>			
Acct #200010294276	\$40.31		Electrical Service
Acct #300000003172	\$291.76		Electrical Service
Acct #200020863003	\$45.80		Electrical Service
Total Puget Sound Energy		\$377.87	
<u>RnR Cleaning</u>			
Invoice #46	\$451.19		Office Building Janitorial Service
Total RnR Cleaning		\$451.19	
<u>Sebo's Do-It Center</u>			
Invoice #A1531102	\$69.59		Cleaner for Playground
Invoice #A1532252	\$63.09		Tube Lights
Total Sebo's Do-It Center		\$132.68	
<u>Simplot Turf & Horticulture</u>			
Invoice #212121170	\$4,569.60		Grass Seed
Total Simplot		\$4,569.60	

Invoice #Parks-2023-12	<u>\$1,507.20</u>	Fuel for August
Total South Whidbey School District	<u><u>\$1,507.20</u></u>	
<u>Specialty Mining & Infield Supplies</u>		
Invoice #2090	<u>\$7,206.91</u>	Diamond Dust Infield Mix
Total Specialty Mining	<u><u>\$7,206.91</u></u>	
<u>Verizon Wireless</u>		
Invoice #9945218971	<u>\$164.98</u>	Phone Service
Total Verizon	<u><u>\$164.98</u></u>	
<u>VISA - Heritage Bank</u>		
Primo Crystal Springs	\$42.40	Water Service
Amazon	\$73.45	Office Supplies
Office Depot	\$183.34	Office Supplies
Skagit Country Store	\$289.38	Boots & Gloves
Sebo's	\$8.16	Supplies for Chum Run
Casey's Crafts	\$29.95	Supplies for Chum Run
PosterMyWall	\$3.25	Flyer Graphics
Amazon	\$37.20	Gym Supplies for Pickleball, Basketball
Amazon	\$10.85	Office Supplies
Amazon	\$34.79	Mic Stand
Amazon	\$54.35	Speaker Stands
Amazon	\$1,083.62	Conference Speaker/Mic, TB Wall Mount, TV
Jim's Hardware	\$20.29	Zip ties
Minuteman Press	\$1,850.97	Bulk Mailer
Amazon	<u>\$35.89</u>	HDMI Cable
Total VISA - Heritage Bank	<u><u>\$3,757.89</u></u>	
<u>Washington State Ferries</u>		
Invoice #RK414551	<u>\$25.60</u>	Maintenance Trips
Total Washington State Ferries	<u><u>\$25.60</u></u>	
<u>Western Equipment</u>		
Invoice #7301381-00	<u>\$126.73</u>	Cable-Throttle
Total Western Equipment	<u><u>\$126.73</u></u>	
<u>Whidbey Telecom</u>		
Account #116982	<u>\$468.84</u>	Telephone, Internet, Web Hosting & Alarm Monitoring
Total Whidbey Telecom	<u><u>\$468.84</u></u>	
<u>WA State Dept. of Retirement - PERS</u>		
Employer Portion	\$1,804.88	Semimonthly Retirement Contribution + Corrections
Employee Portion	<u>\$1,259.88</u>	Semimonthly Retirement Contribution + Corrections
Total WA Dept of Retirement Services	<u><u>\$3,064.76</u></u>	
<u>WA State Dept. of Retirement - DCP</u>		
Employer Portion	\$1,174.21	Retirement Contribution
Employee Portion	<u>\$1,294.29</u>	Retirement Contribution
Total WA DRS - DCP	<u><u>\$2,468.50</u></u>	
<u><u>\$47,406.81</u></u>	<u><u>\$47,406.81</u></u>	Total M & O Fund Vouchers prior to October 18, 2023

Vouchers to be approved at the October 18, 2023 Board meeting:

M&O FUND

Semi-Monthly Payroll

Caldwell, Chance - Payroll	\$1,330.20	\$1,330.20
Carter, Austin - Payroll	\$2,127.76	\$2,127.76
Dunn, Skye - Payroll	\$1,767.99	\$1,767.99
Fallon, Tom - Payroll	\$2,886.78	\$2,886.78
Handran, Kathleen - Payroll	\$553.00	\$553.00
Monforte, Carrie - Payroll	\$2,366.84	\$2,366.84

Raymond, Marcus - Payroll	\$185.28	\$185.28	
Sachs, Kathleen - Payroll	\$398.37	\$398.37	
Tomisser, Brian - Payroll	\$3,571.10	\$3,571.10	
Total Semi-Monthly Payroll	\$15,187.32	\$15,187.32	
<u>ARC Architects, Inc</u>			
Invoice #2022021.000-7	\$75,854.08		Architectural & Engineering Services for SWARC
Total ARC Architects		\$75,854.08	
<u>Delta Dental</u>			
Invoice #NOV2023	\$640.90		Dental Insurance for November
Total Delta Dental		\$640.90	
<u>Freeland Chamber of Commerce</u>			
Invoice #2022-0472	\$100.00		Chamber Membership
Total Freeland Chamber		\$100.00	
<u>Great American Financial Services</u>			
Invoice #34990944	\$142.73		Copier Lease + Copies
Total GAFS		\$142.73	
<u>Heggenes Arboreal</u>			
Invoice #INV-0097	\$1,305.60		Tree Service
Total Heggenes Arboreal		\$1,305.60	
<u>Heritage Bank - Olympia</u>			
Account #100632140	\$14,779.00		Property Payment for Campground
Total Heritage Bank		\$14,779.00	
<u>Integrated Underwater Services</u>			
Invoice #2113	\$4,886.21		Water Reservoir Inspection & Cleaning
Total Integrated Underwater Services		\$4,886.21	
<u>Island County Facilities Management</u>			
November 2023	\$439.78		Office Building Lease
Total Island County Facilities Mgmt		\$439.78	
<u>Island Rowing Association</u>			
Invoice #Summer 2023	\$680.00		Learn to Row Instruction
Total Island Rowing Association		\$680.00	
<u>King Water Company, Inc</u>			
Invoice #244	\$190.00		Water Management Services & Testing
Total King Water		\$190.00	
<u>Puget Sound Energy</u>			
Acct #3000000011068	\$720.65		Electrical Service
Total Puget Sound Energy		\$720.65	
<u>Regence Blue Shield</u>			
November Insurance	\$7,558.16		Health Insurance
Total Regence Blue Shield		\$7,558.16	
<u>RnR Cleaning</u>			
Invoice #October 2023	\$451.19		Office Building Janitorial Service
Total RnR Cleaning		\$451.19	
<u>Sebo's Do-It Center</u>			
Invoice #A1532678	\$20.97		Cleaning Supplies
Invoice #A1532502	\$60.45		Spray Paint Fluorescent Tubes
Invoice #A1534340	\$8.68		Misc Tools
Total Sebo's Do-It Center		\$90.10	

Simmons Towing

Invoice #8403	\$451.52	Towing Services
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Total Simmons Towing	<u>\$451.52</u>	
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Simplot Turf & Horticulture

Invoice #212121239	\$4,080.00	Fertilizer
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Total Simplot	<u>\$4,080.00</u>	
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Tomisser, Brian

Reimbursement - Minuteman Press	\$1,850.96	Reimbursement for Postard Bulk Mailer
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Total Brian Tomisser	<u>\$1,850.96</u>	
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VISA - Heritage Bank

Skagit County Parks & Recreation	\$1,150.00	Girls Swish Fees
Microsoft	\$122.40	Microsoft Online Services
Amazon	\$380.79	Conference Speaker & Mic
Microsoft	\$122.40	Microsoft Online Services
USPS	\$66.00	Stamps
Walmart	\$11.96	Office Supplies

Total VISA - Heritage Bank	<u>\$1,853.55</u>	
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WA State Dept. of Retirement - PERS

Employer Portion	\$1,804.88	Semimonthly Retirement Contribution
Employee Portion	\$1,259.88	Semimonthly Retirement Contribution

Total WA Dept of Retirement Services	<u>\$3,064.76</u>	
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WA State Dept. of Retirement - DCP

Employer Portion	\$1,174.21	Retirement Contribution
Employee Portion	\$1,294.29	Retirement Contribution

Total WA DRS - DCP	<u>\$2,468.50</u>	
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\$184,201.82**\$184,201.82****TOTAL Maintenance & Operations Fund
Vouchers for October 2023****ELECTRONIC PAYMENTS****EFTPS - 941 Payment**

10.15.23 Payroll Tax	\$2,431.89	Semimonthly Payroll Taxes
10.31.23 Payroll Tax		Semimonthly Payroll Taxes

Total EFTPS 941 Payment	<u>\$2,431.89</u>	
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Heritage Bank

Bank Account	\$250.00	Bank Fees - 09/26/23
Bank Account	\$100.00	Bank Fees - 10/11/23

Total Heritage Bank	<u>\$350.00</u>	
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Point & Pay

Credit Card Fees	\$104.64	August Fees
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Total Point & Pay	<u>\$104.64</u>	
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WA State Dept of Revenue

Confirmation 0-035-794-618	\$5.00	Business License Minor Endorsement
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Total WA State Dept of Revenue	<u>\$5.00</u>	
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\$2,891.53**\$2,891.53****TOTAL Electronic Payments for October 2023****\$187,093.35****\$187,093.35****TOTAL M&O Fund for October 2023**

* Denotes a change to the original Voucher Listing prepared October 13, 2023, which was posted on the website.



Memo

To: Board of Commissioners
From: Staff
Date: 10/18/2023
Re: Staff Report for October 2023

Recreation

- Increased pickleball offerings to (16) 2-hour sessions per week.
 - o 40 monthly pass purchases
- Working with the former SWHS boys' basketball coach, Kevin Tempest, to offer more skill sessions and open gym opportunities in the fall. He is also helping coordinate SWISH travel teams for girls and boys in the upcoming seasons.
- Little Dribblers for 1st & 2nd grade will be offered in November. Waiting for some confirmations to nail down exact times/dates.
- Working with recreation assistant, Katie Sachs, to hand off the coordination of pickleball and other drop-in sports. We are hoping to move to a non-cash system for drop-in sports to eliminate some time-consuming processes and allow for money transactions to be focused within our office.
- Met with Brian McLeary with SWYSC.
 - o We agreed to create a shared Google calendar that will allow us to not need multiple forms of communication when there are changes within their schedule. Makes it easier for us to post the field schedule weekly.
 - o Agreed for them to have a Lost & Found box that they can have out during practices/games and then put away when finished. A lot of leftover equipment & clothes were being left on picnic tables or outside next to their storage shed, and it was becoming an eyesore.
- Will be creating added policies and procedures for instructors. The goal is to streamline communication with needs & requests while setting expectations for what is required.

Facilities and Grounds

- The water tank was cleaned last week. There were 2 to 3 inches of sediment in the bottom and we will be getting back on a yearly schedule with the new remote tank cleaning company.
- The clearing and grading portion of the playground parking expansion with Morley and Sons has been completed and turned out great. Asphalt bids are going out as we speak to finish that project off with a couple alternate locations if bids come in under the budgeted amount.
- Early field maintenance has begun at the school North campus athletic field. We have started to mow, look at irrigation problems, fertilize, aerate and over seed. Everybody is

excited we are going to be helping and putting that athletic field back in the rotation for the community.

- The roof replacement at the Crow's Nest is slated to begin the week of October 23rd, if the weather cooperates.

Director's Items

- Planning to switch from GoTo meetings to Teams by the end of the year. Also going to be switching emails all over to swparks.org.
- We have come to an agreement with the School District regarding the soccer field at the elementary school. In exchange for our maintaining the field, we will be able to schedule the field during off school hours. I'm setting up a meeting with Susie Richards, the principal, to discuss scheduling parameters.
- Still planning to have a draft of the Comp Plan for you by the November meeting.
- Met with Gail LaVassar at the Community Center last week. A lot of potential to build some additional programming at that location. She also mentioned the possibility of moving our offices to that location. No decision on that until after the election.
- We had a mini staff retreat in late September. At this meeting the topic of communication with the Board came up and how it would be nice if any of you were available to sit in on one of our staff meetings. No agenda here, just a chance to hear from each other. If interested, let me know and we'll schedule our staff meeting around your schedule.

Upcoming Events

10/1	Budget Workshop, followed by Regular Meeting	6:00pm
10/19	Aquatic Center Public Meeting at Trinity	6:00pm
11/15	Budget Hearing	6:00pm
11/15	Regular Board Meeting	After Budget Hearing



Memo

To: Board of Commissioners
From: Carrie Monforte
Date: 10/13/2023
Re: Comprehensive Plan Programs

Campground

Funding: RCO will hold its quarterly board meeting October 24-25. The morning of the 25th they will vote whether to extend the funding we received for the campground through May 2024. Currently the item is on the consent agenda. If they deny another extension, we would have until the end of the calendar year to spend any money from the funding.

Permits: I received an email this week from Cambria Edwards, Island County Public Works Development Coordinator with updates as to requirements to move the permitting forward. This was included in your packet. I will be submitting the application for the new requirement of the Clearing and Grading Permit this week. I was told it would likely be 30-90 days for approval.

I also received an email from Patty Shults, Island County Land Use Coordinator. This too was included in your packet. I will be working through her requirements.

I have also requested a meeting with Malene Garcia, Island County Planning and Community Development and included Mary Engle, Island County Planning Director so we can sit down and clarify any additional steps that could be required. Even if the extension is awarded, the timeline for completion (May 2024) is still very tight.



Island County Public Works

Connie Bowers, P.E., Director and County Engineer

1 NE 7th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: ConnieB@islandcountywa.gov | www.islandcountywa.gov

October 2, 2023

TO: Malene Garcia-DeBoard, Planning and Community Development
FROM: Cambria Edwards, Public Works Development Coordinator
SUBJECT: Permit #: 398/19 PL-SPR-NR-II
Parcel No.(s): R32910-091-3750

Summary:

The applicant proposes to clear and grade for a campground on a 148.51 acre parcel. Parcel is zoned as "Parks," and proposed area for campground is forested.

Public Works has reviewed subject application and has the following comments:

A. TRANSPORTATION CONCURRENCY (ICC 11.04)

Per Island County Code (ICC) 11.04.030; *"The test for concurrency shall be performed for all development activities, unless exempted from the test for concurrency as provided in this chapter."*

The proposed development is not exempt from the test for transportation concurrency. Certificate of Transportation Concurrency (10082019 CC) was issued June 4, 2019, and expired on June 3, 2020. Applicant applied for site plan review prior to expiration of concurrency certificate, a new certificate will not be required.

B. ACCESS (ICC 12.12)

Access to the campground will be via an existing access driveway used by SW High School within an easement roadway across the South Whidbey High School property. Said easement was noted by applicant as contained within a Statutory Warranty Deed recorded 10/30/2015 via Auditor's File Number 4388745. The existing access driveway used by SW High School gains access to the public roadway at an existing approach onto Maxwellton Road that was approved under a previous commercial Permit to Access County Right of Way Number A-20898.

C. CLEARING AND GRADING (ICC 11.02)

Per ICC 11.02. *A grading permit shall be required for all land disturbing activities, unless exempted by this chapter. Examples of regulated land disturbing activities include, but are not limited to:*

- i. Accumulative filling and/or excavation exceeding 500 cubic yards.*
- ii. Clearing, filling, or excavation, in any quantities, within 200 feet of a regulated shoreline area, on steep slopes as defined herein, or within a geologically hazardous area, as herein defined, in wetlands or their associated buffers, or into*

or next to any body of water, including streams or their associated buffers, or any other critical areas, as herein defined.

- iii. Class IV forest practice permits, Class IV platted forest practice permits, and conversion option harvest plans and their associated forest practices permit.*
- iv. Clearing to bare earth if greater than two (2) acres in size.*

A Class IV-special forest practice permit from the Washington State Department of Natural Resources is required prior to timber harvest for campground construction.

Per ICC 11.02.080 & ICC 17.03.270, a Clearing and Grading Permit is required prior to application for Class IV-Special with the DNR. Application can be found on Island County website under "Land Use Applications," linked below.

[CGP - Clearing and Grading Permit Fillable \(islandcountywa.gov\)](http://islandcountywa.gov)

Grading for proposed work was indicated on the subject application materials to be 3,994 cubic yards. It is the Public Works Development Coordinator's opinion that this amount is consistent with scope and scale of the proposal.

D. STORMWATER AND SURFACE WATER (ICC 11.03)

Low Impact Development BMPs are required to manage stormwater on site. No runoff off site is permitted.

The Public Works Development Coordinator has no objections to approval subject to the following conditions:

1. The applicant obtains a Clearing and Grading Permit and Class IV-Special FPA prior to timber harvest. Clearing and Grading Permit will not be issued until subject Site Plan Review has been approved. Applicant may apply for Clearing and Grading Permit at any time but will be put on hold until SPR 398/19 is approved. Applicant must wait until Clearing and Grading Permit is issued prior to applying for Class IV-Special Forest Practices Permit with Washington State DNR.
2. Low Impact Development BMPs are employed to manage stormwater on site. No runoff off site is permitted.
3. The project is limited to the work as proposed.
4. The proposed development shall not result in the diversion of surface water, or create new drainage channels, increasing runoff and/or hazard to downslope properties, roads, or critical areas.
5. Disturbances to Critical Areas or their buffers are not authorized without first obtaining the appropriate permits from the Island County Planning and Community Development Department.
6. Appropriate Erosion and Sedimentation Control Best Management Practices shall be employed during all ground disturbing construction activities.

Please feel free to call me at 360-678-7938 or e-mail me at c.edwards@islandcountywa.gov if you have any questions regarding the above comments.



Memo

To: Board of Commissioners
From: Brian Tomisser, Director
Date: 10/18/2023
Re: Engineered Wood Fiber- Castle Park

Staff reached out to King County Directors Association (KCDA) for pricing to add wood fiber to the playground at Castle Park. The pricing from KCDA from Great Western Installations included around \$12,000 in freight costs. This was more than four times the price of the product. So, staff called Great Western Installation directly can found that they can have it shipped much more reasonably. Their quote is \$5,809.92 for product and freight.

Staff recommend approval to enter into a contract with Great Western Installation for a total of \$5,809.92, to complete this project.

Quotes are included in your packet.



Great Western Installations, Inc
 975 S. State Hwy 89
 Logan, UT 84321
 Cell: 435-901-9544
 Office: 435-245-5055
 Fax: 435-245-5057
 quinn@gwpark.com
 www.gwpark.com

09/22/2023
 Quote #
 110434-01-01

South Whidbey Island Community Park EWF Option 1 - Blown In

South Whidbey Parks & Recreation
 Attn: Tom Fallon
 5495 Maxwellton Rd
 Langley, WA 98260
 Phone: 360-221-7181
 Fax:360-221-7323
 trfallon@hotmail.com

Ship to Zip 98260

Quantity	Part #	Description	Unit Price	Amount
60	EWF	Aardvark Bark - Engineered Wood Fiber - Blown In - Prevailing Wages Includes Freight	\$89.00	\$5,340.00
			Sub Total	\$5,340.00
			Tax	\$469.92
			Total	\$5,809.92

Comments

Your Sales Rep is Quinn Connell. Please reach out to Quinn at 435-901-9544 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

OPTIONAL-To include a Payment and Performance Bond, please add \$** plus tax if applicable.

Shipping to Site Address:
 5495 Maxwellton Rd
 Langley, WA 98260

*Freight charges are based on listed zip code and are subject to change if shipping information changes.

*Deposit may be required.

Prevailing Wages

TERMS & CONDITIONS:

Remittance Address:

975 S. Hwy 89
 Logan, UT 84321

- **PRICING:** Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **PAYMENT TERMS:** Net 30 days subject to approval by Credit Manager. A signed P.O. made out to Great Western Recreation or this signed quotation is required for all orders unless otherwise noted. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Checks should be made payable to Great Western unless otherwise directed.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or as permitted by law) will be added to invoices over 30 days past due.
- **TAXES:** Taxes will be shown as a separate line item when included. Any applicable taxes not shown will be added to final invoice. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.
- **MINIMUM ORDER:** Our minimum order is \$50 (USD) Any order less than \$5000 requires cash with order or payment by major credit card.
- **SHIPMENT:** Multiple shipments may be required based on point of origin. Above costs assume one shipment for each vendor quoted.
- **DELIVERY:** It is the responsibility of the owner to offload and inventory equipment, unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery.



Great Western Installations, Inc
975 S. State Hwy 89
Logan, UT 84321
Cell: 435-901-9544
Office: 435-245-5055
Fax: 435-245-5057
quinn@gwpark.com
www.gwpark.com

09/22/2023
Quote #
110434-01-01

South Whidbey Island Community Park EWF Option 1 - Blown In

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Purchase Amount: **\$5,809.92**

Date: _____

Signature

Please fill out this [ORDER FORM](#), this is required to process the order.



Great Western Recreation
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 Fax: 435-245-5057
 quinn@gwpark.com
 www.gwpark.com

09/26/2023
 Quote #
 110434-01-03

South Whidbey Island Community Park EWF Option 1B - 100 CY Delivered

South Whidbey Parks & Recreation
 Attn: Tom Fallon
 5495 Maxwellton Rd
 Langley, WA 98260
 Phone: 360-221-7181
 Fax: 360-221-7323
 trfallon@hotmail.com

Ship to Zip 98260

Quantity	Part #	Description	Unit Price	Amount
100	EWF	GT-Impax - Engineered Wood Fiber - Delivered Only	\$31.28	\$3,128.00
Contract: King County Director's Association			Sub Total	\$3,128.00
			Discount	(\$470.00)
			Freight	\$12,720.00
			Tax	\$1,353.26
			Total	\$16,731.26

Comments

Your Sales Rep is Quinn Connell. Please reach out to Quinn at 435-901-9544 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

Shipping to Site Address:
 5495 Maxwellton Rd
 Langley, WA 98260

*Freight charges are based on listed zip code and are subject to change if shipping information changes.

*Deposit may be required.

Installation not included

Pricing on this quote includes KCDA discount on all applicable items, based on the 2022 KCDA Playground Contract #22-315. All prices include KCDA service charges, with no additional service fees to the purchaser. If this project requires a Payment and Performance Bond and the amount of the bond is not listed in the line item cost above, the cost of the bond and sales tax (if applicable) will be added to the invoice. *Purchase order needs to be made payable to "King County Director's Association" and submitted directly to KCDA for processing; for more information, please contact Karri Wyman by email: kwyman@kcda.org or by phone: 435-251-8155 ext. 133.





Great Western Recreation
975 S. State Hwy 89
Logan, UT 84321
Cell: 435-901-9544
Office: 435-245-5055
Fax: 435-245-5057
quinn@gwpark.com
www.gwpark.com

09/26/2023
Quote #
110434-01-03

South Whidbey Island Community Park EWF Option 1B - 100 CY Delivered

TERMS & CONDITIONS:

Remittance Address:

975 S. Hwy 89
Logan, UT 84321

- **PRICING:** Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
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- **DELIVERY:** It is the responsibility of the owner to offload and inventory equipment, unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery.

SUPPLY ONLY:

- All items are quoted supply only.
- Installation services are not included.
- Customer is responsible for coordinating delivery, receipt, unloading, and inventory equipment.
- Missing or damaged equipment must be reported within 60 days of delivery.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Purchase Amount: **\$16,731.26**

Date: _____

Signature

Please fill out this [ORDER FORM](#), this is required to process the order.





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 Fax: 435-245-5057
 quinn@gwpark.com
 www.gwpark.com

09/26/2023
 Quote #
 110434-01-02

South Whidbey Island Community Park EWF Option 1A - 50 CY Delivered

South Whidbey Parks & Recreation
 Attn: Tom Fallon
 5495 Maxwellton Rd
 Langley, WA 98260
 Phone: 360-221-7181
 Fax: 360-221-7323
 trfallon@hotmail.com

Ship to Zip 98260

Quantity	Part #	Description	Unit Price	Amount
50	EWF	GT-Impax - Engineered Wood Fiber - Delivered Only	\$31.28	\$1,564.00
Contract: King County Director's Association			Sub Total	\$1,564.00
			Discount	(\$235.00)
			Freight	\$11,780.00
			Tax	\$1,153.59
			Total	\$14,262.59

Comments

Your Sales Rep is Quinn Connell. Please reach out to Quinn at 435-901-9544 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

Shipping to Site Address:
 5495 Maxwellton Rd
 Langley, WA 98260

*Freight charges are based on listed zip code and are subject to change if shipping information changes.

*Deposit may be required.

Installation not included

Pricing on this quote includes KCDA discount on all applicable items, based on the 2022 KCDA Playground Contract #22-315. All prices include KCDA service charges, with no additional service fees to the purchaser. If this project requires a Payment and Performance Bond and the amount of the bond is not listed in the line item cost above, the cost of the bond and sales tax (if applicable) will be added to the invoice. *Purchase order needs to be made payable to "King County Director's Association" and submitted directly to KCDA for processing; for more information, please contact Karri Wyman by email: kwyman@kcda.org or by phone: 435-251-8155 ext. 133.





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09/26/2023
Quote #
110434-01-02

South Whidbey Island Community Park EWF Option 1A - 50 CY Delivered

TERMS & CONDITIONS:

Remittance Address:

975 S. Hwy 89
Logan, UT 84321

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- **PAYMENT TERMS:** Net 30 days subject to approval by Credit Manager. A signed P.O. made out to Great Western Recreation or this signed quotation is required for all orders unless otherwise noted. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Checks should be made payable to Great Western unless otherwise directed.
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- All items are quoted supply only.
- Installation services are not included.
- Customer is responsible for coordinating delivery, receipt, unloading, and inventory equipment.
- Missing or damaged equipment must be reported within 60 days of delivery.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Purchase Amount: **\$14,262.59**

Date: _____

Signature

Please fill out this [ORDER FORM](#), this is required to process the order.





Memo

To: Board of Commissioners
From: Brian Tomisser, Director
Date: 10/18/2023
Re: Compensation for Acting Duties/Executive Director

From February 13 – September 6, 2023, the SWPRD was without a full time Executive Director. During this time Carrie Monforte assumed the majority of the Director's duties. This included attending meetings, preparing and participating in Board meetings, and overall day to day oversight of programs and operations. Carrie regularly worked late hours and weekends. She also lost over 100 vacation hours, because she was capped out on what she can accrue and there was no ability to take time off. I am recommending compensating her for the work she has completed, at a total of \$26,533.24. Normal payroll taxes, etc. would be deducted from this number. To be clear, this is not a gift or a 'thank you', this is simply paying her the correct wage for the work she completed.

The following is how this number is calculated:

Executive Director Position Step A:	\$59.13/hour
Carrie's Current Step:	<u>\$36.72/hour</u>
Difference:	\$22.41/hour

Taking this number and multiplying it by the number of workdays (148) times 8 hours a day, so
 $\$22.41 \times 148 \text{ days} \times 8 \text{ hours} = \$26,533.24$.

Also attached is a summary of savings to the District caused by the vacancy of the Executive Director position. So even after paying her for the work she completed, there still is a net savings of over \$35,000.

Savings by not having Full Time Director February 10-September 6

Number of Months 7

Savings

Salary while no director	\$ 58,211	
Sick Leave Payout	\$ -	
DCP	\$ 3,609.08	
PERS	\$ 6,048.12	
Dental Employee	\$ 426.00	
Dental Spouse	\$ 340.80	
Medical	\$ 5,792.00	
Medical Spouse	\$ 4,634.00	
FICA	\$ 844.00	
Payroll taxes L&I, SUI, PFML etc.		Not worth calculating

Total Savings	\$ 79,905
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Excess Expenses

Pay-Out of Accruals (Vacation, Sick Leave)	\$ -	Calculated in salary savings
CPA ETC.	\$ 1,750	
Desk	\$ 700	
Chair	\$ 250	
Computer	\$ 1,500	
Upgrade A/V Equipment	\$ 2,000	
Hourly Director Wages	\$ -	Calculated in salary savings
Office Help	\$ 4,350	
Recreation Assistant	\$ 7,500	
Back Pay- Acting Director -Carrie	\$ 26,533	

Total Expenditures	\$ 44,583
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NET	\$ 35,322
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Memo

To: Board of Commissioners
From: Brian Tomisser, Director
Date: 10/18/2023
Re: Asphaltting of Parking Lot behind Castle Park

Staff are currently soliciting bids to asphalt the new parking lot behind Castle Park. At this point, the lot is crushed gravel. If there are funds left over, there are two alternative bids for paving the entry way to the maintenance shop and paving the parking area in the maintenance shop.

The 2023 capital budget contains \$47,000 for this project, broken down below:

\$36,000	Budgeted Amount for Asphalt
\$10,000	Savings on Roofing
\$7,000	Not Purchasing Toro Replacement
-\$5,000	Retaining Wall for New Parking Area
<u>-\$1,000</u>	Porta Potty for Trustland Trails increase in cost, rounded.
\$47,000	Available for Asphalt or other capital purchase/project

Due to time restrictions caused by weather and holidays and the need to get this done by the end of the year, staff is recommending that the board authorize the Executive Director to enter into a contract with the lowest qualified bid received on October 24, 2023, with the condition that that bid is lower than \$47,000. If not, we would wait on this project until approval could be sought at the November 15th board meeting, or a Special Meeting would need to be called.