

**South Whidbey Parks and Recreation District
August 16, 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: Brian Tomisser, Skye Dunn, 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

No public comment.

III. Approval of Minutes

Minutes were not available for approval.

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 #12257 through #12323 in the amount of \$175,576.20 and electronic payments in the amount of \$10,094.22.

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

Staff 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

Krista reported on communication with the County and permit progress regarding the 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. South Whidbey Aquatic Recreation Center

The Board heard a presentation from Architecture Resource Collaborative (ARC) with an update on the Aquatic Recreation Center design and cost estimates.

B. Local Parks Deferred Maintenance Grant

1. Resolution 2023-04 Grant Applicant Resolution/Authorization

Krista made a motion to approve resolution number 2023-04 Grant Applicant Resolution/Authorization for the deferred maintenance grant, and the motion was unanimously approved.

C. Property Acquisition Consideration

The Board briefly discussed the acquisition of the property on the corner of Maxwellton and Highway 525. Jennifer reported that there was nothing new to report.

VIII. New Business

A. Financial Institutions – Updates for Staff Changes

1. Resolution 2023-05 Resolution to Change Designated Auditing Officer

Matt made a motion to approve Resolution Number 2023-05 Resolution to Change Designated Auditing Officer, adding Brian Tomisser and removing Krista Loercher, and the motion was unanimously approved.

1. Update of Authorized Signators & Financial Contacts for District Business

Erik made a motion to authorize Brian Tomisser, by name, as financial contact for our Bank Account for Direct Deposit payroll; adding Brian Tomisser to the Credit Card account; and authorizing Brian Tomisser as a signator for vouchers and investments, and the motion was unanimously approved.

B. Resolution 2023-06 Appointment of Agent to Receive Claims

Erik made a motion to approve Resolution Number 2023-06, appointing Brian Tomisser as Agent to Receive Claims, and the motion was unanimously approved.

C. Concession Stand Roofing Replacement Project

Krista made a motion to proceed with the Valentine Roofing Inc. quote, not to exceed \$23,000 and to pay the 25% deposit per their terms, and the motion was unanimously approved.

D. Playground Parking Expansion Project

Erik made a motion to approve the Morley & Sons Construction quote for a total amount of \$18,146.92, and the motion was unanimously approved.

E. Termination of Lease Agreement

Board was informed that Island County has notified us that they are intending to terminate our lease of the building at 5475 Maxwellton Road effective December 31, 2024. Carrie reported that according to Island County they would be willing to allow us to terminate the lease early if we

found other space. The County also said that if the Island County Commissioners or County admin agreed, a short extension beyond December 31, 2024 could be granted if needed.

F. Recognition of Tom Fallon's 25 Years of Service

The board acknowledged Tom Fallon and his 25 years of employment with the Parks District.

IX. Adjournment

There being no further business, the meeting was adjourned at 9:40 p.m.

Approved: 11/15/23

Submitted by: Carrie Monforte

