

**South Whidbey Parks and Recreation District  
October 18, 2023 – Regular Meeting Minutes**

**Budget Workshop**

**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 Budget Workshop to order at 6:02 p.m. The attendance sheet is attached for permanent records only.

**II. 2024 Budget Workshop Discussion**

Staff and the SWPRD Board of Commissioners discussed the 2024 Annual Budget.

**III. Adjournment to Regular Meeting**

*There being no further business, the meeting was adjourned at 6:59 p.m.*

**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 7:03 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 September 20, 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 #12397 through #12457 in the amount of \$189,586.01 and electronic payments in the amount of \$5,258.68.*

**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**
- F. Maintenance/Capital Projects**
- G. Amphitheater**
- H. Sports Fields**
- I. Lake Properties**

Krista reported that she, SWPRD staff, and WA Department of Fish & Wildlife (WDFW) staff had met at the three lakes under management agreement between SWPRD and WDFW. Discussion covered options for facility maintenance, dock safety, streamlining and clarifying signage, speed limits, invasive plant removal, erosion, and clarifying roles, responsibilities and partnerships of the various agencies involved with the lakes.

- J. Trails**

- K. Swimming Pool**

Erik and Matt reported on the voter information meetings for the 2023 Bond for the South Whidbey Aquatic Recreation Center (SWARC) and a future operations levy for the SWARC. They also reported on public feedback on the SWARC design progress. Matt reported that the South Whidbey Parks & Aquatics Foundation had raised \$100,000 through private donations to create learn to swim and equity funds to make accessibility to the SWARC possible for all.

## **VII. Unfinished Business**

- A. Comprehensive Plan Programs**

- 1. Campground Update**

Brian updated the board on the request to RCO for an extension for the grant for the Campground Phase 1. Brian provided an update on permitting with Island County for the Campground.

## **VIII. New Business**

- A. Engineered Wood Fiber for Castle Park**

Brian provided quotes for the purchase and freight for wood fiber for Castle Park playground. *Krista made a motion to enter into a contract with Great Western Installation for Wood Fiber for Castle Park not to exceed \$6,000, and the motion was unanimously approved.*

- B. Compensation for Acting Pay / Executive Director**

Brian explained a request to compensate the Business Manager for acting duties of the Executive Director position during the period when the District was without a Director. *Krista made a motion to provide compensation to Carrie Monforte for the acting duties of the executive director in the amount of \$16,919.36 at the recommended Step E level, and the motion was unanimously approved.*

- C. Asphalt New Parking Lot Behind Castle Park, Maintenance Shop**

Brian displayed a plan to expend capital project funds and updated the board of a bid process in progress for asphalt projects at Community Park. *Krista made a motion to authorize the Executive Director to enter into a contract with the lowest qualified bid for the asphalt project with the condition that the bid is less than \$47,000, and the motion was unanimously approved.*

**IX. Adjournment**

There being no further business, the meeting was adjourned at 8:29 p.m.

Approved: 11/15/23

Submitted by: Carrie Monforte

A handwritten signature in black ink, appearing to be 'CM', enclosed within a circular scribble.