

**South Whidbey Parks and Recreation District
December 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, Carrie Monforte and Brian Tomisser

Erik called the Regular Meeting to order at 6:03 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

Suzie Reynolds provided public comment regarding her intent to present a detailed proposal to the Board of Commissioners at the January meeting to install a wind phone at Trustland Trails. Martin Coombe and Annie Mah provided public comment regarding the field reservation fee structure for field usage for Select Soccer teams.

III. Swearing in of re-elected Commissioners Jennifer Cox and Krista Loercher

Krista Loercher was sworn in as South Whidbey Parks & Recreation District Commissioner, Position 1. Jennifer Cox was unable to be at the meeting due to illness.

IV. Approval of Minutes

The minutes of the Regular Meeting on November 15, 2023 were unanimously approved in a motion made by Krista.

V. 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 #12521 through #12588 in the amount of \$251,555.98, and electronic payments in the amount of \$6,651.05.

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

Brian reviewed the Staff Report with the commissioners.

VII. Committee Reports

- A. **Governmental Parks Group** – There was no report given.
- B. **Interlocal Committee** – There was no report given.
- C. **Clinton Community Council** – There was no report given.
- D. **Comprehensive Plan Programs** – There was no report given.
- E. **Campground** – There was no report given.
- F. **Maintenance/Capital Projects** – There was no report given.
- G. **Amphitheater** – There was no report given.

- H. **Sports Fields** – There was no report given.
- I. **Lake Properties** – The condition of the dock at Deer Lake was discussed.
- J. **Trails** – Matt expressed gratitude to the maintenance crew for updating trail signage.
- K. **Swimming Pool** – There was no report given.

VIII. Unfinished Business

A. Comprehensive Plan Programs

1. South Whidbey Aquatic Recreation Center

Brian updated the board on changing requirements for the District's audit and they affect the audit schedule, timing of bond rating, and the availability of funds for the SWARC project. Brian and the board discussed the hiring of a Commissioning Agent for the SWARC project. Matt reported that the South Whidbey Parks and Aquatics Foundation had raised \$200,000 from private sources for an equity fund for SWARC accessibility. Brian reported that, beginning in January, ARC would begin attending Board Meetings remotely every 2-3 months to give updates and be available for questions.

2. Campground

Brian reported that no movement had occurred on the campground project.

IX. New Business

A. Switching to Microsoft Teams / Emails

Brian explained the plan for switching to Microsoft Teams and utilizing new District email addresses.

B. Comprehensive Plan Partial Draft

1. Section 3 – Looking Forward/Board Input

Brian displayed a status update on the timeline for the development of the 2024-2029 Comprehensive Plan and reviewed the status of objectives on the current plan with the board. The board provided feedback on future objectives.

C. New Trail – Maxwelton Trails Park

Brian displayed a proposed trail addition to the Maxwelton Trails Park system. The board advised staff to review the proposed trail with the trail committee and the South Whidbey School District, as an adjacent property stakeholder.

D. ARC Water Supply to the Site Add Service Request

Brian briefed the board on an Add Service Request from ARC Architects for Water Supply to the Site.

Matt made a motion to approve the ARC additional service request for water not to exceed \$135,525 and the motion was unanimously approved.

E. 2024 Board Meeting Calendar

Brian displayed a proposed District board meeting calendar for 2024.

Krista made a motion to approve the board meeting calendar for 2024, and the motion was unanimously approved.

F. Staff Bonuses

Brian and the board discussed a proposal to provide a bonus for staff in recognition of the exceptional work by staff in 2023, especially in regard to working without an Executive Director.
Matt made a motion to approve a staff bonus as proposed by Brian.

X. Adjournment

There being no further business, the meeting was adjourned at 8:38 p.m.