

**South Whidbey Parks and Recreation District  
January 17, 2024 – Annual Meeting and Regular Meeting Minutes**

**Annual Meeting Minutes**

**I. Call to Order**

Commissioners Present: Jennifer Cox, Jake Greve, Erik Jokinen, Krista Loercher and Matt Simms.  
Staff Present: Skye Dunn and Brian Tomisser

Jennifer Cox called the Annual Meeting to order at 6:02 p.m. The attendance sheet is attached for permanent records only.

**II. Election of Officers for 2024 Board of Park Commissioners**

The commissioners approved the following positions for 2024 Board of Park Commissioners:

Chair: Jennifer Cox

Vice-Chair: Erik Jokinen

Secretary: Krista Loercher

Treasurer: Matt Simms

At Large: Jake Grevé

*Matt made a motion to extend board officer assignments through 2024, and it was unanimously approved.*

**III. Commissioner Committee Assignments**

*In a motion made by Matt, the board unanimously approved the following committee assignments through the completion of the comp plan in 2024:*

| <b>Committee</b>             | <b>Commissioner 1</b> | <b>Commissioner 2</b> | <b>Alternate</b> |
|------------------------------|-----------------------|-----------------------|------------------|
| Governmental Parks Group     | Grevé                 | Loercher              | Cox              |
| Inter-local Committee        | Jokinen               | Cox                   | Grevé            |
| Comprehensive Plan Programs  | Simms                 | Loercher              | Cox              |
| Campground                   | Loercher              | Grevé                 | Simms            |
| Maintenance/Capital Projects | Grevé                 | Cox                   | Loercher         |
| Amphitheater                 | Cox                   | Grevé                 | Loercher         |
| Sports Fields                | Jokinen               | Simms                 |                  |
| Lake Properties              | Jokinen               | Loercher              | Grevé            |
| Trails                       | Cox                   | Simms                 | Grevé            |
| Swimming Pool                | Simms                 | Jokinen               | Loercher         |

**IV. Adjournment**

There being no further business, the meeting was adjourned at 6:06 p.m.

**Regular Board 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 Brian Tomisser

Jennifer called the Regular Meeting to order at 6:06 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

There was no public comment.

**III. Approval of Minutes:**

*The minutes of the Regular Meeting on December 20, 2023 were unanimously approved in a motion made by Erik.*

*The minutes of the Special Meeting on January 3, 2024 were unanimously approved in a motion made by Erik.*

**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 #12590 through #12636 in the amount of \$175,431.61 and electronic payments in the amount of \$11,006.17.*

**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:** Jake reported that the committee met on 1/9/24 to discuss how to move forward even if we do not accomplish getting permits. The group identified possible ways to use the grant funds to advance the project.

**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**

**a) Discussion of funding/budget prior to release of bond funds**

Brian explained the timing of the audit and possible receipt of the bond funding. Brian recommended that we pause our contract with ARC for the Aquatic project by 1 month (February), which would work well for ARC and their process. However, Davido would continue their work because of the project timeline.

**b) Paul Curtis/ARC Update**

Paul Curtis did not attend due to illness.

**2. Campground**

The campground was discussed during the committee reports.

**VIII. New Business**

**A. Field Usage – Select Teams**

*Matt made a motion to amend our field use fee policy for select teams to a \$50 flat fee per month to be paid in full at the beginning of their season beginning on June 1<sup>st</sup>, 2024 and the motion was unanimously approved.*

**B. Wind Phone Trustland Trails**

*Matt made a motion to approve the wind phone structure at the designated spot, and the motion was unanimously approved.*

**C. Comprehensive Plan Community Feedback and Next Steps**

Brian stated that he would keep the survey open for another 2 weeks and would present a draft comp plan to the board at the February meeting for them to review and vote on at the March meeting.

**D. Budget Amendment – Parks Position**

*Matt made a motion to take the \$75,000 previously budgeted for elections to hire a new full time parks staff person and the motion was unanimously approved.*

**E. Maxwellton Trail – New Trail Proposal**

*Matt made a motion to approve construction of the proposed connection trail to complete the loop, and the motion was unanimously approved.*


**F. Executive Director – Establish Check-In Schedule**

The Commissioners discussed establishing regular check-ins between the Commissioners, Directors and Staff.

**IX. Adjournment**

There being no further business, the meeting was adjourned at 8:10 p.m.

Approved: 02/21/24

Submitted by:  Carrie Monforte