

**South Whidbey Parks and Recreation District
February 21, 2024 – Regular Meeting Minutes**

DRAFT

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Jennifer Cox, Jake Grevé, Erik Jokinen, and Krista Loercher.

Staff Present: Tom Fallon, Carrie Monforte and Brian Tomisser

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

The minutes of the Annual Meeting and Regular Meeting on January 17, 2024 were unanimously approved in a motion made by Krista.

IV. Treasurer's Report/Voucher List Approval

A. Summary Treasurer's Report

Brian reviewed the treasurer's report with the board.

B. Voucher List Approval

In a motion made by Erik, the Board unanimously approved the Maintenance and Operations Fund Vouchers #12637 through #12700 in the amount of \$183,698.07, and electronic payments in the amount of \$6,115.16.

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

Brian reviewed the Staff Report with the commissioners.

VI. Committee Reports

A. Governmental Parks Group – No report.

B. Interlocal Committee – No report.

C. Clinton Community Council – No report.

D. Comprehensive Plan Programs – No report.

E. Campground – No report.

F. Maintenance/Capital Projects – No report.

G. Amphitheater – No report.

H. Sports Fields – No report.

I. Lake Properties – No report.

J. Trails – No report.

K. Swimming Pool – No report.

VII. Unfinished Business

A. Comprehensive Plan Programs

1. Lakes Property

a) Signage at Lakes

Brian shared that SWPRD had received permission from WA Department of Fish and Wildlife to replace and/or remove signage at the lakes.

b) Dock at Deer Lake

Brian reported that DFW is working with permitting for removing the concrete and gangway at the dock at Deer Lake.

2. Campground

a) New Island County Contact

Brian stated that there is a new contact for Island County regarding campground permitting.

b) J.A. Brennan Update

Brian reported that he reached out to Drew Coombs at J.A. Brennan regarding finishing design plans for the campground, which could utilize grant funding.

VIII. New Business

A. Commissioning Agent

Brian presented proposals received in response to an RFP for prospective Commissioning Agents, which is a state requirement for the Aquatic Recreation Center project. Brian stated that the proposals were rated by the four categories listed in the RFP: experience and qualifications, the proposal quality, references, and the proposed fee.

Krista made a motion to enter into a contract with Engineering Economics Inc. as the commissioning agent for the Aquatics Recreation Center in the amount not to exceed \$37,240, and the motion was unanimously approved.

B. Pickleball Design Company

Brian provided an update on bids received for the design of the pickleball court project. Interviews had been conducted with two, and references were contacted. He reported that the staff selected RWD Landscape Architecture would return in March with specific contract terms for the board to consider.

C. 2024-2029 Comprehensive Plan Draft

Brian reviewed a draft of the Comprehensive Plan with the commissioners and noted it would be shared with key stakeholders in the community for feedback.

D. Financial Policy – Financial Audit

Brian displayed a proposed financial policy addition regarding financial audits.

Krista made a motion to adopt the financial policy that states that South Whidbey Parks and Recreation District will undergo 2-year financial audits with the State of Washington every two years, and the motion was unanimously approved.

E. Property at 5555 Maxwellton Road

Brian reported that the District had been contacted regarding the possible purchase of property adjacent to Community Park. The board directed Brian to set a meeting between him, Jennifer, Tom and the property owner to gather more information.

F. Master Land Development Permit

Krista made a motion to approve the Master Land Development Permit in the amount of \$6,320.08 and the motion was unanimously approved.

IX. Adjournment

There being no further business, the meeting was adjourned at 7:31 p.m.