

South Whidbey Parks and Recreation District
October 20, 2021 – Budget Workshop and Regular Meeting Minutes

NOTE: Due to the COVID-19 virus, this meeting was held remotely via GoToMeeting

Budget Workshop

I. Call to Order

Commissioners Present: Josh Coleman, Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms. Staff Present: Doug Coutts, Skye Dunn, Tom Fallon, and Carrie Monforte

Erik called the budget workshop to order at 6:00 p.m. The attendance sheet is attached for permanent records only.

II. 2022 Budget Workshop Discussion

The commissioners discussed the 2022 budget. Doug highlighted changes to the budget from over the previous draft, updated formatting, establishing a capital projects reserve fund, and proposed Fundamental Principals. It was noted that the 5-year budget projection is for internal planning purposes only and the commissioners would only be approving the 2022 budget at the next Board meeting.

III. Adjournment to Regular Meeting

There being no further business the budget workshop was adjourned to the meeting at 6:38 p.m.

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Josh Coleman, Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms. Staff Present: Doug Coutts, Skye Dunn, Tom Fallon, and Carrie Monforte

Erik called the Regular Meeting to order at 6:38 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 15, 2021, 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 commissioners.

B. Voucher List Approval

In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #11110 through #11156 in the amount of \$84,449.25, and electronic payments in the amount of \$16,261.23, and the Property Fund Voucher #41 in the amount of \$1,356.

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

Doug reviewed the Staff Report with the commissioners. Skye provided updates on getting Pickleball into a Community Center gym, and a new date for the 2022 Triathlon.

VI. Unfinished Business

A. Comprehensive Plan Programs

Doug reported that the campground septic system design draft is completed and included in the board packet and that he will contact the county on this for review and that we still need the small water system plan before we can proceed.

Doug stated that he is waiting on the Easement mapping still for the Maxwellton Trails Park, which is on TMI's schedule and should be done very soon. The temporary entrance sign is up and in place.

Doug reported that he met with the South Whidbey Parks & Aquatics Foundation on the Feasibility Study. Doug shared that the Large On Site Septic Pre Design Report is in the board packet.

Doug presented the amphitheater project to the Rotary Club of South Whidbey on the 12th, and will present to the Rotary Club of Whidbey Westside on the 21st.

Matt reported on the stimulus grant application progress.

B. Compensation Study-Update/Results –

Doug presented and summarized the first draft of the compensation study. A placeholder benefit increase was put in the budget projection starting 2023 under the medical insurance line, for the possibility of adding benefits where the study showed we are lagging behind other entities. Doug stated that he will explore costs of other benefits and the possibility of an a la carte approach to benefit increase where employees could choose between medical, vision, dental for family members, and accidental death and dismemberment, life insurance and long term disability.

C. 2022 Draft C Budget-Directives from Workshop

Matt made a motion to update Fundamental Principle #3 to "Build a Capital reserve fund with 30% of availability capital each year until a target threshold of \$250,000 is achieved", and the motion was unanimously approved.

Matt made a motion to change Fundamental Principle #4 to "End of year transfer of 100% of any amount over and above required Reserve Fund, Beginning Cash amounts to Capital/Project expenditures", and the motion was unanimously approved.

Matt made a motion to approve new Fundamental Principle #5, to "target spend of 50% of annual project capital on Comprehensive Plan programs", and the motion was unanimously approved.

VII. New Business

A. Picnic Shelter Bid-Results

Doug reported that we received three bids for the supply/construction of the proposed picnic shelter and that all bids were over the amount budgeted for the project, so he recommended rejection of these bids at this time and a possible rebid in the future.

PNW	\$61,632.90
Talakai	\$136,726.00
Buntting	\$75,000.00

B. Swimming Pool Update

Matt and Marni Zimmerman presented an update on the pool project. The Foundation Board and the Pool Committee presented a recommended option from the Feasibility Study, a 2-pool model, removing the therapy pool. A cost of \$15.6M was estimated, with funding to be raised from 3 fundraising elements (Public Bond \$5M, State Capital Budget \$5M, and Capital Campaign \$5M).

C. Diamond Dust Infield Mix Quote-Discussion/Approval

Doug reviewed Tom's notes on infield mix expense and availability.

Josh made a motion to approve the quoted purchase of 52 yards at \$6708 plus tax for Diamond Dust infield mix, and the motion was unanimously approved.

D. 2022 Maintenance and Operations Levy-Discussion

Doug reported that staff received the Assessed Value for our District and that calculations for the Maintenance and Operations Levy for next year are included in the board packet. Doug stated that staff will prepare 3 separate resolutions for the next board meeting, based on 4 year term, with options for a levy rate of \$0.20, \$0.21, and \$0.22 per \$1,000.

VIII. Adjournment

There being no further business, the meeting was adjourned at 8:37 p.m.

Approved: 11/17/21



