

South Whidbey Parks & Recreation District

May 15, 2024 6:00pm

Regular Board Meeting

Parks District Headquarters

5475 Maxwellton Rd., Langley WA

Online attendance is available. Visit swparks.org/about/meetingsminutes or email director@swparks.org for more information.

Regular Board Meeting

I. Call to Order

II. Public Comment

III. Approval of Minutes (04/17/2024)

IV. Treasurer's Report

A. Summary Treasurer's Report

B. Voucher List Approval

V. Staff Report

A. Recreation Seasonal Report

VI. Committee and Community Meeting Reports

Where applicable, committee reports may move to unfinished or new business.

VII. Unfinished Business

A. Comprehensive Plan Programs

1. Lakes Property

a) Dock at Deer Lake

2. Campground

a) Island County Permit Update

3. Aquatic Recreation Center

a) Incentive for SWPAF pool donors

B. Authorization for ARC to proceed with their work on the Aquatic Recreation Center.

VIII. New Business

A. Policy Updates- Sections 1,2,3, and 4.

B. Diamond Dust Infield Mix Purchase – Discussion/Decision

IX. Adjournment

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

DRAFT

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, Carrie Monforte and Brian Tomisser

Jennifer called the Regular Meeting to order at 6:03 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 3/20/24, 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. Matt updated the board on the audit status.

B. Voucher List Approval

In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund vouchers #12764 through #12839 in the amount of \$115,665.23 and electronic payments in the amount of \$26,370.02.

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

Brian reviewed the Staff Report with the commissioners.

VI. Committee & Community 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

J. Trails – Jennifer reported that she received positive feedback re. signage and the wind phone at Trustland Trails.

K. Swimming Pool

VII. Unfinished Business

A. Comprehensive Plan Programs

1. Lakes Property

a) Dock at Deer Lake

Brian reported that he was notified by the WA DFW that the dock removal project would need to go through a SEPA review, with no projection for how long it would take.

2. Campground

a) Island County Permit Update

Brian stated that he was contacted by Island County from a new Planner in charge of the campground permit, who indicated that County management stated that it should be a priority to get closed it out as soon as possible. Brian emailed him back asking for a meeting to discuss next steps and did not receive a response.

b) RCO Funding Update

Brian reported that RCO confirmed that, as requested by the District, they would convert the campground grant to an acquisition grant to cover the purchase of the property for the campground and close out the grant.

B. Financial Audit Update

Brian reported that the three-year financial audit had been completed and there were no findings. The audit report was provided to the board.

C. Authorization for ARC to proceed with their work on the Aquatic Recreation Center.

Staff and the board discussed continuing the pause for ARC’s work. Brian stated that he would schedule another meeting with the Joint Aquatic Recreation Center Committee in the coming month to bring recommendations to the board at the May board meeting.

VIII. New Business

A. Commissioner Committee Assignments

Brian stated that in the January 2024 Board Meeting, it was decided to wait until after the Comprehensive Plan was approved to finalize the 2024 committee assignments. Brian displayed proposed 2024 Committee Assignments:

Committee	Commissioner 1	Commissioner 2	Alternate
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
Sports Fields	Jokinen	Simms	
Lake Properties	Jokinen	Loercher	Grevé
Trails	Cox	Simms	Grevé
Aquatic Recreation Center	Simms	Jokinen	Loercher

Krista made a motion to approve the 2024 committee assignments as stated, and the motion was unanimously approved.

B. Policy Review-Sections 1, 2, 3, and 4

Brian outlined a plan to review and update the SWPRD Policy Manual over the coming months. Brian highlighted significant areas of a draft of sections 1-4, and invited the board to provide feedback, with the possibility of approval at the May meeting.

IX. Adjournment

There being no further business, the meeting was adjourned at 7:26 p.m.

Approved: 05/15/24

Submitted by: Carrie Monforte

South Whidbey Parks & Recreation Dist

5475 Maxwellton Road
Langley, WA 98260

Purchases [Vendor Detail]

May 2024

5/10/2024
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ID#	Date	Item/Acct	Description	Amount	Status
Bank Account Fees 00012869	5/1/2024	6-1660	Bank Account Fees for Direct De	*None \$5.00	Closed
Bank Account Fees Total:				\$5.00	
Bank Card Fees 00012870	5/1/2024	6-1660	Credit Card Transaction Fees	*None \$218.32	Open
Bank Card Fees Total:				\$218.32	
Bay City Supply 00012840	5/1/2024	6-2585	Building and janatorial supplies	4001460 \$685.45	Closed
Bay City Supply Total:				\$685.45	
Caldwell, Chancelor 00012855	5/1/2024	1-1120	Wages from 04/16/24-04/30/2	4000384 \$1,605.06	Open
Caldwell, Chancelor Total:				\$1,605.06	
Carter, Austin L. 00012856	5/1/2024	1-1120	Wages from 04/16/24-04/30/2	5007725 \$2,249.95	Open
Carter, Austin L. Total:				\$2,249.95	
City of Langley 00012841	5/1/2024	6-4191	Event permit for triathlon	4000488 \$110.00	Closed
City of Langley Total:				\$110.00	
Diamond Rentals 00012842	5/1/2024	6-2690	Inv# 1-637208Porta Potty Servic	4000539 \$81.75	Closed
00012842	5/1/2024	6-2690	Inv# 1-635553-5 Porta potty ren	\$180.00	Closed
Diamond Rentals Total:				\$261.75	
DRS - Deferred Compensation Program 00012866	5/1/2024	2-1435	DCP Employer Portion	4000537 R3 \$1,529.08	Closed
00012866	5/1/2024	2-1485	DCP Employee Portion	\$1,688.93	Closed
DRS - Deferred Compensation Program Total:				\$3,218.01	
Dunn, Skye P 00012857	5/1/2024	1-1120	Wages from 05/01/24 to 05/15	4000982 \$1,961.47	Open
Dunn, Skye P Total:				\$1,961.47	
EFTPS 00012868	5/1/2024	2-1430	FMed/FSoc Payable	*None \$3,135.94	Closed
EFTPS Total:				\$3,135.94	
Fallon, Thomas R. 00012858	5/1/2024	1-1120	Wages from 05/01/24 to 05/15	5001388 \$3,050.60	Open
Fallon, Thomas R. Total:				\$3,050.60	
Handran, Kathleen M 00012859	5/1/2024	1-1120	Wages from 04/16/24 to 04/30	*None \$298.05	Open
Handran, Kathleen M Total:				\$298.05	
Hanson's Building Supply 00012843	5/1/2024	6-2582	Irrigation supplies	4000593 R2 \$76.30	Closed

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

May 2024

5/10/2024
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ID#	Date	Item/Acct	Description	Amount	Status
Hanson's Building Supply				4000593 R2	
Hanson's Building Supply Total:				\$76.30	
Lubchuk, Shelby L 00012860	5/1/2024	1-1120	Wages from 04/16/24 to 04/30	*None \$1,672.91	Open
Lubchuk, Shelby L Total:				\$1,672.91	
Monforte, Carrie E. 00012861	5/1/2024	1-1120	Wages from 5/01/24 to 05/15/24	4000837 \$2,471.67	Open
Monforte, Carrie E. Total:				\$2,471.67	
Myres, Jacob 00012862	5/1/2024	1-1120	Wages from 04/16/24 to 04/30	*None \$1,552.98	Open
Myres, Jacob Total:				\$1,552.98	
NW Natural Water Services, LLC 00012854	5/1/2024	6-2680	Water Testing	4000873 R2 \$202.80	Closed
NW Natural Water Services, LLC Total:				\$202.80	
Puget Sound Energy 00012844 00012844 00012844	5/1/2024 5/1/2024 5/1/2024	6-2649 6-2649 6-2649	Acct #200010294276 - Electrica Acct #300000003172 - Electrica Acct #200020863003 - Electrica	4000705 R1 \$60.82 \$340.11 \$128.15	Closed Closed Closed
Puget Sound Energy Total:				\$529.08	
Raymond, Marcus 00012863	5/1/2024	1-1120	Wages from 04/16/24 to 04/30	5010240 \$116.02	Open
Raymond, Marcus Total:				\$116.02	
RnR Cleaning - Royce Wellman 00012845	5/1/2024	6-1535	Monthly Janitorial Service - Office	4001171 \$451.19	Closed
RnR Cleaning - Royce Wellman Total:				\$451.19	
Sachs, Kathleen 00012864	5/1/2024	1-1120	Wages from 04/16/24 to 04/30	*None \$668.15	Open
Sachs, Kathleen Total:				\$668.15	
Sebo's Do-It Center 00012847 00012847 00012847 00012847	5/1/2024 5/1/2024 5/1/2024 5/1/2024	6-2880 6-2584 6-2610 6-2880	Inv#A1586129 Vehicle repair pa Inv#B1366229 Misc. bld repair Inv#A1589616 Playground main Inv#A1588626 Vehicle repair pa	4000731 \$48.48 \$27.06 \$59.77 \$167.57	Closed Closed Closed Closed
Sebo's Do-It Center Total:				\$302.88	
South Whidbey Record 00012846	5/1/2024	6-1531	Annual subscription renewal	4000748 R4 \$80.00	Closed
South Whidbey Record Total:				\$80.00	
Tomisser, Brian 00012865	5/1/2024	1-1120	Wages from 05/01/24 to 05/15/24	4001346 R1 \$3,724.59	Open
Tomisser, Brian Total:				\$3,724.59	
Verizon Wireless 00012849	5/1/2024	6-1541	Cell phone service	4000790 \$160.14	Closed

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

May 2024

5/10/2024
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ID#	Date	Item/Acct	Description	Amount	Status
Verizon Wireless				4000790	
				Verizon Wireless Total:	\$160.14
VISA - Heritage Bank				4000793 R4	
00012848	5/1/2024	6-1530	Amazon - office supplies	\$48.40	Closed
00012848	5/1/2024	6-1690	Amazon - speakers & chair	\$138.70	Closed
00012848	5/1/2024	6-2585	Amazon - wastebasket	\$14.93	Closed
00012848	5/1/2024	6-1530	Amazon - office supplies	\$41.51	Closed
00012848	5/1/2024	6-1530	Amazon - office supplies	\$10.87	Closed
00012848	5/1/2024	6-4296	Amazon - outdoor speaker	\$124.57	Closed
00012848	5/1/2024	6-4191	Amazon - outdoor speaker	\$124.58	Closed
00012848	5/1/2024	6-4191	Amazon - chalk spray	\$78.16	Closed
				VISA - Heritage Bank Total:	\$581.72
WA State Dept of Retirement				4000531	
00012867	5/1/2024	6-1205	PERS Employer Portion	\$2,350.38	Closed
00012867	5/1/2024	2-1480	PERS Employee Portion	\$1,630.04	Closed
				WA State Dept of Retirement Total:	\$3,980.42
Washington Design Co.				4001498	
00012852	5/1/2024	6-1533	Staff uniforms	\$79.34	Closed
00012852	5/1/2024	6-2436	Maintenance uniforms	\$687.88	Closed
				Washington Design Co. Total:	\$767.22
Washington State Ferries				4000536 R4	
00012851	5/1/2024	6-2550	Ferry trips for maintenance	\$21.50	Closed
				Washington State Ferries Total:	\$21.50
Western Equipment Distributors Inc.				4000818 R2	
00012853	5/1/2024	6-2880	Hydraulic Hose	\$223.42	Closed
				Western Equipment Distributors Inc. Total:	\$223.42
Whidbey Telecom				4000828	
00012850	5/1/2024	6-2650	Alarm Monitoring	\$48.97	Closed
00012850	5/1/2024	6-1541	Telephone Web Hosting, Interne	\$574.15	Closed
				Whidbey Telecom Total:	\$623.12
				Grand Total:	\$35,005.71



Memo

To: Board of Commissioners
From: Staff
Date: 05/15/2024
Re: Staff Report for May 2024

Recreation/Programs

- Chum Run has tentatively been scheduled for September 14th and is moving to Windjammer Park in Oak Harbor.
- The seasonal Recreation and Special Events Coordinator position is open. First review of applications will be May 24th.
- Starting tonight we will be having the Recreation Supervisor do a full Recreation report every four months. This will occur after the Staff Report.

Facilities and Grounds

- Nothing new to report. Just normal spring projects.

Director's Items

- We have created a schedule for standard annual staff training, using virtual training provided by Enduris, our insurance provider.
- I reached out to the Dakin's to discuss their property and have not been able to connect to see if they are still interested in selling.
- Thanks to Matt for the work in getting two grants submitted by the May 1st deadline. One was a Land and Water Conservation Fund (LWCF) and one was a Washington Wildlife and Recreation Program (WWRP).
- We have signed an agreement with the School District to move our offices across the street starting September 1, 2024. Monthly costs are about the same as we are currently paying. We will see a saving if we choose to do custodial work in-house.
- Skye and I met with Heidi Walter from the State Auditor office. As part of our Financial Audit, we were made aware of a free Cyber Security Check-up available. We will be completing this over the next month and will report back to the Board with the results.
- I'll be doing a general program presentation for the Whidbey Westside Rotary on May 16th.
- We will be going out to bid this week for the overlay of the Sports Complex parking lot.
- Sections 5 and 6 of the Policy Manual have been moved to the June agenda for review. I mentioned last month that I had hoped to have those ready for you at this meeting.

Upcoming Events

06/18/24 Regular Board Meeting (Tuesday) 6:00 pm



SUMMER 2024
PROGRAMS

YOUTH SPORTS

- Challenger Sports International Soccer Camp – 2x
- Future Falcon Basketball Camp
- Skyhawks Camp
 - 3 – Sessions
 - 3 – Age groups
- Multisports Camp
 - 3 – Sessions
 - 3 – Age groups
- Track & Field Camp
- Flag Football Camp
- Tennis Camp
 - 4 - Sessions
 - 3 - Age Groups
- VolleyKids Camp 2x
 - Indoor & Outdoor
- Admirals Basketball
 - 2 days/wk
 - 5 weeks
- LEVO Sports Soccer Camp 2x
- Wrestling - TBA



AQUATICS

- Swim Lessons
 - 3 – 2-Week Sessions
 - 18 – Classes per sessions
 - 7 – Swim Levels Offered
- Whidbey Island Kayaking
 - Kayak Camp for Teens
 - Paddle Sport Camp
 - Paddle Board Camp for Teens
- Skim Skool - 2x
- Rowing Clinic
- Youth Sailing
 - Beginner – 3x
 - Intermediate – 3x
- Adult Sailing
 - Beginner – 3x
 - NEW – Intro to Laser Sailing



OTHER YOUTH CAMPS

- Magic Camp 2x
- Atlantis STEAM – Underwater Robotics Camps
 - 6 Classes
 - NEW – 3D Printing with Tinkercad or Onshape
- Nature Camp with Whidbey Watershed Stewards
 - Feathered Friends Day Camp at Outdoor Classroom
 - Salish Sea Jr Scientist School at Environmental Learning Center & Langley



ADULT PROGRAMS

- Ballroom Dance w/ Jules
 - 1x/week
 - Different dance taught each month
- Groove Dance Fitness w/Jules
 - 3x/week
 - Punch cards available
- COED Adult Softball
 - Pickleball
 - 10 sessions/wk during summer
 - Skills classes
- Volleyball – 2x/week
- Adult Sailing
- Basketball - TBA
- Intro to Disc Golf - TBA





TUESDAY

CONCERTS IN THE PARK

★ DOCTOR SAVAGE ★

JULY 30

All shows start at 6:00 pm

★ ONE ISLAND DROP ★

AUGUST 6

★ MOONLIGHT SWING ORCHESTRA ★

AUGUST 20

★ WWW.SWPARKS.ORG ★ 360-221-5484 ★

South Whidbey Community Park
5495 Maxwellton Rd
Langley

EVENTS

- Tuesday Concerts in the Park
 - July 30 – Doctor Savage
 - August 6 – One Drop Island
 - August 20 – Moonlight Swing Orchestra
- Whidbey Island Triathlon
 - Saturday, July 20th
- Chum Run
 - Moving event to North Whidbey this year.
 - Tentatively scheduled for Sept 14

Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 05/15/2024
Re: Comprehensive Plan Programs

Lakes Property

- I reached out to the Department of Fish and Wildlife early last week to see if there was an update on the SEPA work being done at Deer Lake. As of 5/10/24, it is now going through the Hydraulic Project Approval process, which was unclear if this was in addition to or in lieu of the SEPA process. Our contact said he would have another update in 2-3 weeks.

Campground

- I met with Austin Hoofnagle from Island County regarding the permit for the campground. Highlights from that meeting
 - We need an updated site plan. They currently have 3 different site plans from us.
 - Once they have a site plan, Austin will get me a detailed 'to do' list.
 - Permits are good for 5 years, with extensions possible.
- Campground committee will be meeting June 10th to discuss this further.

Pickleball

- Land survey results were received May 9th. Next steps are the initial conceptual plans and a review of the initial cost estimates. The public meeting date has not been set.

Aquatic Recreation Center

- We were approached by a member of the SWPAF regarding incentives that could be offered to individuals that made monthly donations to support swimming programs. One was the opportunity to tour the building prior to opening. I approved this, as this is something that could be offered at little to no inconvenience. The second was the possibility of a 'pre-swim' where donors were given an exclusive time to swim prior to opening. I told them that I didn't support this option, but that I would inform the Board so they could discuss it if they chose.

Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 05/15/2024
Re: Authorization for ARC to move to Contract Document

In the January Board meeting, it was decided to not authorize ARC to move to the next phase of the Aquatic Recreation Center project, due to the anticipated release of the \$15,000,000 in bond funds to be released in June or possibly July of this year.

Jim Nelson, of DA Davidson, sent an updated 'Schedule of Events'. He is now projecting the District will receive the \$15,000,000 payment on or around July 16th. This is not a firm date yet, but his best current estimate.

The JACC has additional feedback towards the design that they still want to be processed with ARC. If the Board agrees, the decision will need to be made rather to pay ARC to remain in the DD phase or to authorize them to enter CD, with an add service for continued design input. ARC says that either of these options would have no difference in terms of costs or impact on the timetable. ARC will need an updated list of items that we want vetted to get us a quote for these services.

At this meeting, you can

1. Do nothing at this time. Wait for JACC to make recommendations to ARC and for ARC to get us a quote for the add service of continued design work. This would then be voted on in the June meeting. At that time you could stay in DD or move to CD.
2. Authorize ARC to proceed into CD, with the understanding that we would hope to approve an add service at the June meeting.
3. Authorize ARC to proceed into CD with no desire for further significant design input.

The only significant downside of not authorizing them to proceed is the risk of escalating costs.



Memo

To: Board of Commissioners
From: Brian Tomisser, Director
Date: 05/15/2024
Re: Updated Policy Manual Sections

Sections 1,2,3 and 4 of the District Policy Manual have been updated in draft form and were presented to the Board in the April Regular Board Meeting.

The only change to what was presented is a section added regarding staff training, specifically:

4.63 Staff Training

Staff are required to go through regular training on issues related to safety, ethics, and the workplace. The Director, or his/her designee, will maintain a spreadsheet of required trainings and record when staff have completed the training. Supervisors will be responsible for ensuring that staff have time and have completed the required training.

Link to draft of Policy Manual Sections 1,2,3,4 here:

[SKM C300i24050813570 \(swparks.org\)](https://swparks.org)

<https://swparks.org/wp-content/uploads/2024/05/Policy-Sections-1234-Final-Copy.pdf>



Memo

To: Board of Commissioners
From: Brian Tomisser
Date: 05/15/2024
Re: Diamond Dust Infield Mix Purchase

Staff have identified the need for a shipment of Diamond Dust infield mix and have requested a quote from the provider. Last year we paid \$7,206.91 including taxes for this shipment. Staff are recommending authorizing a purchase not to exceed \$8000.00.

This is a sole source provider for this specific product that we use in all our baseball infields. No other provider offers this mix so additional quotes are not available. There are sufficient funds available in the budget line item for this purchase.