

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

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