

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

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Jennifer Cox, 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 6:02 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

Paul Ringsrud addressed the board regarding a request for a Mountain Bike Skills Park on District property.

III. Approval of Minutes

The minutes of the Regular Meeting on Aug. 21, 2024, 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.

B. Voucher List Approval

In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #13161 through #13231 in the amount of \$98,643.88, electronic payments in the amount of \$20,288.13, and Construction Fund Voucher #5 in the amount of \$22,591.50.

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

A. Quarterly Recreation Report

Skye provided a quarterly recreation report.
Brian reviewed the Staff Report with the commissioners.

VI. Committee & Community Meeting Reports

Krista reported that she would be attending the State of Washington Responsible Outdoor Travel Summit.

VII. Unfinished Business

A. Comprehensive Plan Programs

Pickleball Courts

Brian reported on the pre-application and permitting progress with Island County.

Aquatic Recreation Center

Brian reported that the RFQ for a project manager would close shortly.

Campground

Brian reported on a campground committee meeting. Brian and the board discussed how to expend the funds available, and repaying the loan for the property. The board directed Brian to

get a figure for updating the Campground Site Plan, and to confirm the cost to get to construction documents, with the intent of using the remaining funds available toward principal payments for the property loan.

B. South Whidbey Aquatics Center

Brian provided an update for the SWARC budget estimate. Brian and the board discussed budget items that could be deductive alternative bid items.

Krista made a motion to approve the proposed 3 items as deductive alternative bid items, and the motion carried.

Brian revisited the expanded deck space change and the possibility of returning to the original deck size.

Krista made a motion to go back to the original size of the deck, and the motion carried.

VIII. New Business

A. Asphalt of Maintenance Shop

Brian and the board discussed substituting the \$60,000 well pump replacement in the capital budget with alternate expenditures, including asphaltting the maintenance parking lot, and paying off a loan for the maintenance shop early.

Krista made a motion to authorize Krieg Construction to asphalt the maintenance shop at the cost of \$33,110 plus tax, and to use savings from the capital budget to pay of the maintenance shop at a cost of approximately \$6,300, and the motion carried.

B. 2025 Budget Draft

Brian provided an initial draft of the 2025 budget and highlighted some items of interest. Brian provided a timeline for the 2025 budget process.

C. Custodial Services at New Office Location

Brian proposed adding a Custodial 1 employment position to provide custodial care at the new District offices.

Erik made a motion to approve the creation of a Custodial 1 employment position, and the motion was unanimously approved.

D. Resolution – Updates to Policy Manual

Brian provided a resolution to finalize prior agreed upon updates to the policy manual.

Krista made a motion to approve Resolution 2024-07 adopting Updates to the SWPRD Policy Manual, and the motion was unanimously approved.

E. 2025 Park Maintenance Capital Purchases

Brian provided quotes and proposed placing orders for two equipment items which are in the equipment replacement schedule and the 2025 budget draft, to be received and paid for in 2025.

Erik made a motion to place an order for the replacement of the Jacobsen Mower and the Kubota, and the motion was unanimously approved.

IX. Adjournment

There being no further business, the meeting was adjourned at 8:22p.m.

Approved: 10/16/24

Submitted by: Krista Loercher, Secretary

Signed: 