

South Whidbey Parks & Recreation District

December 18, 2024

Regular Board Meeting @ 6:00pm

Parks District Headquarters

5476 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. Treasurer's Report

A. Summary Treasurer's Report

B. Review of Voucher List

IV. Consent Agenda

A. Approval of Minutes (11/20/2024)

B. Voucher List and Construction Fund

V. Staff 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

VIII. New Business

A. 2025 Meeting Schedule- Schedule Approval

B. Board of Commissioner Policy Review

IX. Adjournment

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

M+O / Reserve

January 2024-November 2024

12/13/2024

1:34:40 PM

		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-1000	Misc. Revenues			
4-1002	Advertising Income	\$50.00	\$0.00	\$50.00
	Total Misc. Revenues	\$50.00	\$0.00	\$50.00
4-2000	Taxes			
4-2110	Property taxes - M & O	\$1,602,085.28	\$1,615,345.00	(\$13,259.72)
4-2200	Timber excise taxes	\$900.56	\$750.00	\$150.56
	Total Taxes	\$1,602,985.84	\$1,616,095.00	(\$13,109.16)
4-4100	Recreation Programs			
4-4110	Adult Sports			
4-4113	Adult Basketball	\$0.00	\$600.00	(\$600.00)
4-4114	Adult Softball League	\$5,000.00	\$6,000.00	(\$1,000.00)
4-4117	Adult Volleyball	\$1,294.95	\$0.00	\$1,294.95
4-4118	Adult Sailing	\$5,522.50	\$4,500.00	\$1,022.50
4-4119	Pickleball	\$35,306.00	\$22,500.00	\$12,806.00
4-4120	Adult Soccer/Futsal	\$1,849.00	\$800.00	\$1,049.00
4-4129	Miscellaneous Adult Sports	\$0.00	\$800.00	(\$800.00)
4-4130	Youth Sports			
4-4131	Tennis Classes	\$4,900.00	\$7,000.00	(\$2,100.00)
4-4132	Youth Basketball	\$18,932.50	\$10,000.00	\$8,932.50
4-4133	Contract Sports	\$3,383.05	\$8,000.00	(\$4,616.95)
4-4135	Falcon Programs	\$20.00	\$1,000.00	(\$980.00)
4-4136	Youth Soccer/Futsal	\$600.00	\$0.00	\$600.00
4-4190	Special Event - Sports			
4-4191	Triathlon	\$17,565.00	\$22,000.00	(\$4,435.00)
4-4192	Chum Run	\$0.00	\$3,000.00	(\$3,000.00)
4-4199	Polar Bear Dive Revenue	\$1,600.00	\$750.00	\$850.00
4-4200	Misc. Programs			
4-4210	Adult Misc. Programs			
4-4219	Adult General Program	\$0.00	\$1,000.00	(\$1,000.00)
4-4250	Youth Misc. Programs			
4-4252	Cheer	\$1,495.00	\$0.00	\$1,495.00
4-4260	Other Youth Programs	\$12,506.00	\$12,000.00	\$506.00
4-4264	Aquatics	\$33,347.00	\$32,785.00	\$562.00
4-4265	Skimboarding	\$2,825.00	\$3,500.00	(\$675.00)
4-4266	Youth Sailing	\$12,337.50	\$10,000.00	\$2,337.50
4-4267	Paddle Sports	\$3,412.50	\$4,150.00	(\$737.50)
4-4282	Cultural Youth Camps	\$11,377.50	\$12,500.00	(\$1,122.50)
4-4290	Special Events			
4-4291	Dog Classes	\$12,150.00	\$23,000.00	(\$10,850.00)
4-4292	Concerts and Movies	\$2,250.00	\$1,500.00	\$750.00
4-4296	New Program Directions	\$11,289.00	\$3,600.00	\$7,689.00
	Total Recreation Programs	\$198,962.50	\$190,985.00	\$7,977.50
4-6000	SWARC Revenue			
4-6010	SWARC DOC Grant Funding	\$352,380.74	\$273,200.00	\$79,180.74
	Total SWARC Revenue	\$352,380.74	\$273,200.00	\$79,180.74
4-8000	Other Revenue			
4-8003	Park Facility Rental	\$8,932.50	\$4,900.00	\$4,032.50
4-8005	Other Revenue	\$932.12	\$350.00	\$582.12
4-8006	Interest from M & O	\$13,441.51	\$3,437.50	\$10,004.01
4-8008	Interest from Reserve Fund	\$11,638.75	\$2,981.00	\$8,657.75
4-8009	Reserve Fund - Transfers In	\$151,169.00	\$151,169.00	\$0.00
4-8010	Transfer from Reserve to M&O	\$31,623.00	\$31,623.00	\$0.00
4-8018	Transfer in to Capital Reserve	\$14,325.00	\$14,325.00	\$0.00
4-8100	Scholarship Donations	\$170.00	\$90.00	\$80.00
	Total Other Revenue	\$232,231.88	\$208,875.50	\$23,356.38
	Total Income	\$2,386,610.96	\$2,289,155.50	\$97,455.46
5-0000	Cost of Sales			
	Gross Profit	\$2,386,610.96	\$2,289,155.50	\$97,455.46
6-0000	Expenses			
6-1000	Administration			
6-1010	Wages - Director	\$111,273.36	\$111,273.25	\$0.11
6-1012	Wages - Administrator	\$74,444.98	\$76,681.00	(\$2,236.02)

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2024-November 2024

12/13/2024
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		Selected Period	Budgeted	\$ Difference
6-1014	Wages - Admin Assistant 2	\$34,016.95	\$45,585.00	(\$11,568.05)
6-1201	FICA District's Share	\$9,998.90	\$13,040.00	(\$3,041.10)
6-1202	WA State Unemployment Ins	\$1,906.84	\$3,020.00	(\$1,113.16)
6-1203	Labor & Industries Ins	\$14,975.27	\$23,200.00	(\$8,224.73)
6-1204	Health Ins	\$91,996.75	\$112,750.00	(\$20,753.25)
6-1205	Retirement-PERS	\$47,539.96	\$49,712.00	(\$2,172.04)
6-1206	LTD/AD&D/Life Ins	\$4,839.07	\$4,775.00	\$64.07
6-1207	Dental Insurance	\$7,688.36	\$9,163.00	(\$1,474.64)
6-1208	B&O Tax	\$2,237.59	\$4,500.00	(\$2,262.41)
6-1209	DCP Employer Expense	\$32,234.86	\$33,425.00	(\$1,190.14)
6-1210	Family & Medical Leave	\$3,314.99	\$5,250.00	(\$1,935.01)
6-1301	Accounting Service	\$25,187.76	\$31,579.00	(\$6,391.24)
6-1302	Legal Service	\$0.00	\$1,500.00	(\$1,500.00)
6-1303	Professional Service	\$2,132.69	\$6,000.00	(\$3,867.31)
6-1426	Liability Insurance	\$38,499.00	\$40,000.00	(\$1,501.00)
6-1427	State Audit	\$15,877.45	\$8,000.00	\$7,877.45
6-1428	Election Costs	\$9,106.35	\$9,106.00	\$0.35
6-1429	Building Lease	\$10,018.24	\$5,500.00	\$4,518.24
6-1530	Office Supplies	\$4,502.17	\$5,042.00	(\$539.83)
6-1531	Dues & Publications	\$990.20	\$1,350.00	(\$359.80)
6-1532	Print & Advertising	\$125.06	\$800.00	(\$674.94)
6-1533	Staff Clothing	\$79.34	\$275.00	(\$195.66)
6-1535	Contracted Services	\$4,511.90	\$5,500.00	(\$988.10)
6-1540	Postage	\$167.57	\$330.00	(\$162.43)
6-1541	Telephone	\$6,781.71	\$8,250.00	(\$1,468.29)
6-1543	Propane	\$1,428.43	\$3,187.50	(\$1,759.07)
6-1549	Moving Expenses	\$7,050.94	\$10,000.00	(\$2,949.06)
6-1550	Travel & Vehicle Allowance	\$306.40	\$550.00	(\$243.60)
6-1552	Conferences & Training	\$2,006.03	\$2,500.00	(\$493.97)
6-1660	Misc Fees & Charges	\$4,529.66	\$6,875.00	(\$2,345.34)
6-1690	Technology	\$7,415.86	\$10,087.00	(\$2,671.14)
6-1691	Office Equipment	\$498.18	\$1,850.00	(\$1,351.82)
6-1692	Volunteer Recognition	\$240.44	\$300.00	(\$59.56)
	Total Administration	\$577,923.26	\$650,955.75	(\$73,032.49)
6-2000	Maintenance			
6-2001	Maintenance Wages			
6-2010	Maintenance Supervisor	\$90,078.29	\$92,785.00	(\$2,706.71)
6-2012	Maintenance Wages - PT	\$161,406.70	\$195,674.00	(\$34,267.30)
	Total Maintenance Wages	\$251,484.99	\$288,459.00	(\$36,974.01)
6-2200	Maintenance O & M			
6-2303	Professional Service	\$1,131.06	\$0.00	\$1,131.06
6-2331	Dues & Publications	\$0.00	\$200.00	(\$200.00)
6-2434	Gas & Lube Products	\$10,739.99	\$11,000.00	(\$260.01)
6-2436	Safety Gear	\$1,174.34	\$1,000.00	\$174.34
6-2550	Travel & Vehicle Allowance	\$199.90	\$737.00	(\$537.10)
6-2581	Garden Maint & Hort	\$2,381.14	\$3,000.00	(\$618.86)
6-2582	Irrg & Plumb Supplies	\$5,629.66	\$4,500.00	\$1,129.66
6-2583	Sport Field Supplies	\$24,023.50	\$30,000.00	(\$5,976.50)
6-2584	Misc Bld Repair	\$3,242.18	\$6,050.00	(\$2,807.82)
6-2585	Park Bld Maint/Jan Supp	\$7,425.45	\$6,875.00	\$550.45
6-2586	Fertilizer & Turf	\$24,833.11	\$20,000.00	\$4,833.11
6-2610	Playground Maintenance	\$10,659.62	\$7,000.00	\$3,659.62
6-2647	Refuse Removal	\$6,633.77	\$6,450.00	\$183.77
6-2649	Electrical Utilities	\$12,352.57	\$12,250.00	\$102.57
6-2650	Alarm System Monitoring	\$685.56	\$1,581.25	(\$895.69)
6-2652	Conferences & Training	\$0.00	\$1,000.00	(\$1,000.00)
6-2670	Road & Trail Maintenance	\$9,820.63	\$4,000.00	\$5,820.63
6-2680	Water System Maintenance	\$8,662.41	\$6,950.00	\$1,712.41
6-2690	Septic	\$4,523.12	\$7,150.00	(\$2,626.88)
6-2760	Contract Services	\$0.00	\$450.00	(\$450.00)
6-2880	Veh & Mach Repair/Parts	\$14,577.02	\$7,150.00	\$7,427.02
6-2881	Veh/Mach In-shop Repair	\$8,471.30	\$12,837.00	(\$4,365.70)
6-2901	Misc Equip Rental	\$123.58	\$400.00	(\$276.42)
6-2902	Misc. Equipment/Tools	\$2,077.69	\$1,250.00	\$827.69
6-2904	Vandalism Repair	\$0.00	\$650.00	(\$650.00)
6-2905	Sign/Art Work Maintenance	\$1,126.64	\$1,900.00	(\$773.36)

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2024-November 2024

12/13/2024
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	Selected Period	Budgeted	\$ Difference	
6-2906	Trustland Trails	\$0.00	\$600.00	(\$600.00)
6-2907	Lakes	\$509.73	\$500.00	\$9.73
	Total Maintenance O & M	\$161,003.97	\$155,480.25	\$5,523.72
	Total Maintenance	\$412,488.96	\$443,939.25	(\$31,450.29)
6-2950	Interest Expense	\$0.00	\$100.00	(\$100.00)
6-3000	Capital Equipment/Projects			
6-3001	Projects/Equipment	\$339,584.23	\$408,000.00	(\$68,415.77)
6-3002	Pickleball Court Expense	\$32,160.00	\$439,250.00	(\$407,090.00)
	Total Capital Equipment/Projects	\$371,744.23	\$847,250.00	(\$475,505.77)
6-4000	Programs			
6-4009	Program Wages			
6-4010	Programs Wages - FT	\$64,160.36	\$61,391.00	\$2,769.36
6-4012	Programs Wages - PT	\$17,991.62	\$13,750.00	\$4,241.62
6-4100	Recreation Programs			
6-4110	Adult Sports			
6-4114	Adult Softball League	\$3,359.52	\$4,500.00	(\$1,140.48)
6-4117	Adult Volleyball	\$703.90	\$0.00	\$703.90
6-4118	Adult Sailing	\$4,580.00	\$3,500.00	\$1,080.00
6-4119	Pickleball	\$16,586.74	\$15,750.00	\$836.74
6-4120	Adult Soccer/Futsal	\$1,137.70	\$0.00	\$1,137.70
6-4129	Miscellaneous Adult Sports	\$0.00	\$640.00	(\$640.00)
6-4130	Youth Sports			
6-4131	Tennis Classes	\$3,884.00	\$5,600.00	(\$1,716.00)
6-4132	Youth Basketball	\$11,577.96	\$12,800.00	(\$1,222.04)
6-4136	Youth Soccer/Futsal	\$60.00	\$0.00	\$60.00
6-4190	Special Event - Sports			
6-4191	Triathlon	\$14,980.74	\$15,500.00	(\$519.26)
6-4192	Chum Run	\$0.00	\$2,400.00	(\$2,400.00)
6-4199	Polar Bear Dive Expense	\$2,390.00	\$1,200.00	\$1,190.00
6-4200	Misc. Programs			
6-4210	Adult Misc. Programs			
6-4216	Fitness	\$20.00	\$0.00	\$20.00
6-4250	Youth Misc. Programs			
6-4252	Cheer	\$2,138.40	\$2,300.00	(\$161.60)
6-4260	Other Youth Programs	\$9,996.00	\$9,600.00	\$396.00
6-4264	Aquatics	\$26,728.00	\$25,900.00	\$828.00
6-4265	Skimboarding	\$2,260.00	\$2,800.00	(\$540.00)
6-4266	Youth Sailing	\$9,600.00	\$8,000.00	\$1,600.00
6-4267	Paddle Sports	\$2,776.00	\$3,320.00	(\$544.00)
6-4282	Cultural Youth Camps	\$8,100.00	\$10,000.00	(\$1,900.00)
6-4290	Special Events			
6-4291	Dog Classes	\$12,065.00	\$20,000.00	(\$7,935.00)
6-4292	Concerts	\$4,500.00	\$4,000.00	\$500.00
6-4296	New Program Directions	\$8,545.77	\$3,000.00	\$5,545.77
6-4500	Misc. Program Expenses			
6-4532	Print & Advertising	\$1,484.77	\$2,310.00	(\$825.23)
6-4534	Program Equipment & Supplies	\$901.15	\$1,925.00	(\$1,023.85)
6-4570	Unfunded Scholarships	\$100.00	\$275.00	(\$175.00)
	Total Programs	\$230,627.63	\$230,461.00	\$166.63
6-6000	SWARC Expenses			
6-6005	SWARC Professional Services	\$1,121.32	\$0.00	\$1,121.32
6-6010	SWARC Architectural Services	\$259,217.88	\$197,200.00	\$62,017.88
6-6020	SWARC Legal Services	\$1,719.50	\$0.00	\$1,719.50
	Total SWARC Expenses	\$262,058.70	\$197,200.00	\$64,858.70
6-8000	Miscellaneous Costs			
6-8006	Investment Fee Operations Fund	\$0.00	\$225.00	(\$225.00)
6-8008	Investment Fees Reserve Fund	\$0.00	\$225.00	(\$225.00)
6-8009	Tsf to Reserve Fund from M&O	\$151,169.00	\$151,169.00	\$0.00
6-8010	Reserve Fund - Transfers Out	\$31,623.00	\$31,623.00	\$0.00
6-8018	Transfer from MO to Cap Reserv	\$14,325.00	\$14,325.00	\$0.00
	Total Miscellaneous Costs	\$197,117.00	\$197,567.00	(\$450.00)
6-9000	Misc.	\$500.64	\$0.00	\$500.64
	Total Expenses	\$2,052,460.42	\$2,567,473.00	(\$515,012.58)
	Net Profit / (Loss)	\$334,150.54	(\$278,317.50)	\$612,468.04

Account Transactions

1/1/2024 To 11/30/2024

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ID#	Src	Date	Memo/Payee	Debit	Credit	Job No.
2-2100			Mortgage Loans			
00012737	PJ	3/20/2024	Purchase; Heritage Bank - Oly	\$14,779.00		
00013214	PJ	9/17/2024	Purchase; Heritage Bank - Oly	\$14,779.00		
				<hr/>	<hr/>	
				\$29,558.00	\$0.00	
2-2200			Bank Loans			
00012676	PJ	2/20/2024	Purchase; Heritage Bank - Sea	\$4,715.33		
00012874	PJ	5/16/2024	Purchase; Heritage Bank - Sea	\$4,715.33		
00013119	PJ	8/19/2024	Purchase; Heritage Bank - Sea	\$4,715.33		
00013355	PJ	11/18/2024	Purchase; Heritage Bank - Sea	\$10,518.00		
				<hr/>	<hr/>	
				\$24,663.99	\$0.00	

South Whidbey Parks & Recreation Dist

Construction Fund 741

5495 Maxwellton Rd

Langley, WA 98260

Profit & Loss Statement

January 2024-November 2024

12/12/2024

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Construction Fund 741.myo

4-0000	Income		
4-1000	Bond Proceeds	\$15,023,000.00	
	Total Income		\$15,023,000.00
5-0000	Cost of Sales		
	Gross Profit		\$15,023,000.00
6-0000	Expenses		
6-1000	SW Aquatic Recreation Center		
6-1010	Legal Services	\$1,510.00	
6-1030	Architectural & Design Fees	\$200,817.71	
6-1050	Accounting Services	\$702.00	
6-1070	Project Management	\$8,185.50	
6-1080	Permits	\$1,333.00	
	Total SW Aquatic Recreation Center	\$212,548.21	
	Total Expenses		\$212,548.21
	Operating Profit		\$14,810,451.79
8-0000	Other Income		
8-1000	Interest Income	\$158,228.04	
	Total Other Income		\$158,228.04
9-0000	Other Expenses		
9-2000	Cost of Issuance	\$23,000.00	
	Total Other Expenses		\$23,000.00
	Net Profit / (Loss)		\$14,945,679.83

Fund Balances

November 30, 2024

M&O	\$846,379
*Reserve	\$512,999
**Capital Fund (Maxwelton Trails)	\$60,213
**Capital Fund (Campground)	\$190,801
Bond - (Park Improvement Bond)	\$1,149,372
Construction Fund	\$14,945,680
*Capital Reserve	\$14,325
TOTAL	\$17,719,769

NOTES

**Reserve & Capital Reserve are combined at the County, but continue to be tracked separately.

**Capital Fund & Property Fund are combined at the County, but continue to be tracked separately.

South Whidbey Parks & Recreation Dist

5495 Maxwelton Road
Langley, WA 98260

Purchases [Vendor Detail]

December 2024

12/9/2024
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ID#	Date	Item/Acct	Description	Amount
All Whidbey Topsoil & Construction				4000830
00013386	12/3/2024	6-2670	Crushed Rock & Delivery (Less \$	\$900.86
All Whidbey Topsoil & Construction Total:				\$900.86
ATCO International				4001400 R1
00013387	12/3/2024	6-2585	Germ-Aid	\$162.00
ATCO International Total:				\$162.00
Carter, Austin L.				5007725
00013400	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	\$2,023.90
Carter, Austin L. Total:				\$2,023.90
Diamond Rentals				4000539
00013388	12/3/2024	6-2690	Porta Potty Pumping at Trustlan	\$81.75
Diamond Rentals Total:				\$81.75
DRS - Deferred Compensation Program				4000537 R3
00013412	12/4/2024	2-1435	DCP Employer Portion	\$1,485.09
00013412	12/4/2024	2-1485	DCP Employee Portion	\$1,714.00
DRS - Deferred Compensation Program Total:				\$3,199.09
Dunn, Skye P				4000982
00013401	12/4/2024	1-1120	Wages from 12/01/24 to 12/15	\$1,961.47
Dunn, Skye P Total:				\$1,961.47
EFTPS				*None
00013411	12/4/2024	2-1430	FMed/FSoc Payable	\$2,951.00
EFTPS Total:				\$2,951.00
Fallon, Thomas R.				4001635
00013402	12/4/2024	1-1120	Wages from 12/01/24 to 12/15	\$3,050.60
Fallon, Thomas R. Total:				\$3,050.60
Great America Financial Services				4000584
00013389	12/3/2024	6-1530	Copier Lease	\$177.14
Great America Financial Services Total:				\$177.14
Handran, Kathleen M				4001618
00013403	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	\$250.70
Handran, Kathleen M Total:				\$250.70
Hanson's Building Supply				4000593 R2
00013390	12/3/2024	6-2670	Basing & Grates	\$496.00
Hanson's Building Supply Total:				\$496.00
Henry, Tyson				4001615
00013404	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	\$1,397.14
Henry, Tyson Total:				\$1,397.14
Island Auto Supply				4000648
00013399	12/3/2024	6-2880	Vehicle & Machine Repair Parts	\$60.31

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

December 2024

12/9/2024
09:17:57 AM

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ID#	Date	Item/Acct	Description	Amount
Island Auto Supply				4000648
Island Auto Supply Total:				\$60.31
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Island Disposal, Inc. 00013391	12/3/2024	6-2647	Refuse Removal for Park	4000643 \$692.28
Island Disposal, Inc. Total:				\$692.28
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Lubchuk, Shelby L 00013405	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	4001439 \$1,528.34
Lubchuk, Shelby L Total:				\$1,528.34
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Monforte, Carrie E. 00013406	12/4/2024	1-1120	Wages from 12/01/24 to 12/15	4000837 \$2,471.67
Monforte, Carrie E. Total:				\$2,471.67
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Myres, Jacob 00013407	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	4001617 R2 \$1,672.91
Myres, Jacob Total:				\$1,672.91
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NW Natural Water Services, LLC 00013392	12/3/2024	6-2680	Water Testing & Water Managem	4000873 R2 \$650.33
NW Natural Water Services, LLC Total:				\$650.33
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Pacific Golf & Turf 00013393	12/3/2024	6-2880	Vehicle & Machine Parts	4001074 \$486.21
Pacific Golf & Turf Total:				\$486.21
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Puget Sound Energy 00013394 00013394	12/3/2024 12/3/2024	6-2649 6-2649	Electrical Service - Acct #200010 Electrical Service - Acct #200020	4000705 R1 \$35.34 \$156.51
Puget Sound Energy Total:				\$191.85
<hr/>				
Raymond, Marcus 00013408	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	5010240 \$266.20
Raymond, Marcus Total:				\$266.20
<hr/>				
Sachs, Kathleen 00013409	12/4/2024	1-1120	Wages from 11/16/24 to 11/30	4001619 \$333.55
Sachs, Kathleen Total:				\$333.55
<hr/>				
Sebo's Do-It Center 00013395 00013395	12/3/2024 12/3/2024	6-2436 6-2584	Gloves - Inv #A1653089 Building Supplies - Inv #A16505	4000731 \$12.60 \$38.70
Sebo's Do-It Center Total:				\$51.30
<hr/>				
SW Park & Rec Petty Cash Fund Custodian Carrie 00013396 00013396	12/3/2024 12/3/2024	6-2434 6-4114	Country Store - Fuel - Reimburse Lind's - Softball Trophy Engravin	4001315 R2 \$40.00 \$32.64
Park & Rec Petty Cash Fund Custodian Carrie Total:				\$72.64
<hr/>				
Tomisser, Brian 00013410	12/4/2024	1-1120	Wages from 12/01/24 to 12/15	4001346 R2 \$3,724.59
Tomisser, Brian Total:				\$3,724.59

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

December 2024

12/9/2024
09:17:57 AM

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ID#	Date	Item/Acct	Description	Amount
VISA - Heritage Bank				4000793 R4
00013397	12/3/2024	6-1690	Amazon - Laptop & Docking Stat	\$1,192.92
00013397	12/3/2024	6-1531	Canva - Annual Subscription	\$119.99
00013397	12/3/2024	6-1690	Amazon - Monitor	\$156.67
00013397	12/3/2024	6-1530	Amazon - Office Supplies	\$16.61
00013397	12/3/2024	6-1549	Amazon - Photo Frames for New	\$33.50
00013397	12/3/2024	6-1549	Wal-Mart - Photos for New Office	\$42.55
00013397	12/3/2024	6-1541	Verizon - Cell Phone Service	\$160.44
00013397	12/3/2024	6-1203	Wa St Dept of L&I - Elevator Oper	\$46.95
VISA - Heritage Bank Total:				\$1,769.63
WA State Dept of Retirement				4000531
00013413	12/4/2024	6-1205	PERS Employer Portion	\$2,182.14
00013413	12/4/2024	2-1480	PERS Employee Portion	\$1,584.91
WA State Dept of Retirement Total:				\$3,767.05
Whidbey Telecom				4000828
00013398	12/3/2024	6-2650	Alarm Monitoring	\$38.09
00013398	12/3/2024	6-1541	Telephone Web Hosting, Internet	\$450.50
Whidbey Telecom Total:				\$488.59
Grand Total:				\$34,879.10

**South Whidbey Parks and Recreation District
November 20, 2024 – Budget Hearing and Regular Meeting Minutes**

DRAFT

Budget Hearing

I. Call to Order

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

Staff Present: Skye Dunn, Tom Fallon, Shelby Lubchuk, Carrie Monforte and Brian Tomisser.

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

There was no public comment.

II. 2025 Budget Hearing

Brian reviewed the 2025 budget with the commissioners and highlighted the updates in the budget.

There was no public comment on the budget.

III. Adjournment to Regular Meeting

There being no further business, the meeting was adjourned at 6:11 p.m.

Regular Meeting Minutes

I. Call to Order

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

Staff Present: Skye Dunn, Tom Fallon, Shelby Lubchuk, Carrie Monforte and Brian Tomisser.

Jennifer called the Regular Meeting to order at 6:11 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

No public comment.

III. Treasurer's Report/Voucher List

A. Summary Treasurer's Report

Brian reviewed the treasurer's report with the board.

B. Review of Voucher List

Brian reviewed the voucher list with the board.

C. Credit Card Limits

Brian discussed the purchasing limits were increased a few meetings ago, however, the credit card limits don't reflect that and have been maxed out a couple months in a row causing staff to be unable to make needed purchases.

With feedback from the Board, Brian proposed raising the credit card limit to \$10,000 for the Director's card and \$5,000 for the other staff credit cards.

Krista made a motion to increase the credit card limit to \$10,000 for the Executive Director and \$5,000 for the other three staff credit cards for a total of \$25,000 and the motion was unanimously approved.

IV. Consent Agenda

A. Approval of Minutes (10/16/2024)

B. Voucher List Approval and Construction Fund

Vouchers #13305 - #13331 in the amount of \$45,848.90; Vouchers #13347 - #13370 in the amount of \$54,569.77; Direct Deposit payroll payments in the amount of \$40,017.54; Electronic payments in the amount of \$21,140.48; and Construction Fund Vouchers #8 - #11, in the amount of \$79,240.65.

Erik made a motion to approve the consent agenda, and the motion was unanimously approved.

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

Brian reviewed the Staff Report with the commissioners.

Krista asked about triathlon committee meetings. Brian answered there have been a couple so far, and the next meeting is set for January.

VI. Committee & Community Meeting Reports

A. Clinton Community Council – Brian reported attending the Clinton Community Council public meeting. Island County did a presentation about the Clinton sub area plan as part of their comprehensive plan and noted how they're going to engage Clinton as part of that plan.

B. Trails – Krista reported Island County is working on a comprehensive plan update and are looking at their parks and trails plans and they have a survey out right now – the South Whidbey District is mentioned in this. Please take the survey and give feedback or send in comments.

Krista had reported on an online book event she attended last winter for the disabled hikers' guide. She now has a meeting with this author, Syren, to discuss a project where they would do a disabled hikers guide to Island County through the tourism department – it would not be an exhaustive guide. They plan to select certain trails for the disabled hiker's guide – making sure there is good distribution between Camano and Whidbey. Their work may be able to be expanded or continued then by students or an intern then through Whidbey Camano Land Trust or through Woodhaven High School.

There were no further committee reports.

VII. Unfinished Business

A. Comprehensive Plan Programs

Pickleball Courts

Brian reported that permit documents had been submitted to the County and that if the responses from the county were positive and affirmative, hopefully it will go out to bid in January or February.

Fields

Brian reported he and Skye had a positive meeting with the soccer club president and vice-president, in response to their public comments during last month's board meeting.

Campground

Brian reported that the updated quote to get the site plan completed was higher than originally anticipated due to extra steps they had to take - \$9450. He reported things are moving forward and he expects the site plan to be started in December and completed in December or January.

Pool

Brian reported a change in the pool filter system (from a regenerative pool filter system to a sand-based filter system) after getting feedback from ADG, the pool designers. This was also agreed upon by ARC and Bloom.

B. 2025 Budget Approval

Brian highlighted changes in the Levy Certification and Budget Narrative to reflect the latest numbers provided for bond payments.

1. Budget Narrative

Krista made a motion to approve the budget for 2025, and the motion was unanimously approved.

2. Resolution 2024-08 2025 Budget

Krista made a motion to approve resolution No. 2024-08 for the 2025 budget, and the motion was unanimously approved.

3. Levy Certification

Krista made a motion to approve the levy certification for the 2025 budget, and the motion was unanimously approved.

VIII. New Business

A. Bloom Projects LLC, Introduction of Marc Bloom

Marc Bloom introduced himself, spoke about Bloom Projects LLC, and answered questions from the Board.

Brian highlighted key upcoming project dates:

- Nov. 25th – 75% set – at this point all the subs have given ARC and all of them their information – and it will then be our chance to scrutinize the document to get it to 100% and a completed set
- Dec. 2nd – JACC committee meeting to meet Marc
- Dec. 11th – Cost estimates

X. Adjournment

There being no further business, the meeting was adjourned at 7:14 p.m.

Approved:

Submitted by: Krista Loercher, Secretary



South Whidbey
**COMMUNITY
PARK**



Memo

To: Board of Commissioners
From: Staff
Date: 12/18/2024
Re: Staff Report for December 2024

Recreation/Programs

- Basketball registration is ongoing. We are doing co-ed teams this year at all levels.
- Futsal Clinic January 2nd and 3rd, Ages 7-13
- We will be looking at new fitness options and classes going into 2025

Facilities and Grounds

- Trustland Trails was closed on Dec 11th to fall several dangerous trees.
- New fixtures were installed in the park restrooms
- The crew took down the berm as you enter the main Community Park entrance and have created a walking patch that extends to the crosswalk across from Maxwellton Trails. This now connects to the trail across from the basketball court. All of this will work seamlessly with the Aquatic Recreation Center project.

Director's Items

- Shelby Lubchak, our Admin 2, has submitted her resignation effective December 27th. We have opened her position. The first review of new applications will be January 2nd.
- The RFP for our Class and Compensation Study (Salary Survey) closes December 30th.
- We are hiring Michael McGinnis, through Sherwood Community Services, as our new Custodian 1. His schedule at this time will be 1-2 hours every week at our main office and then one hour weekly at the Community Center sweeping and mopping floors.

01/01/25	Polar Bear Dive	12:00pm
01/22/25	Regular Board Meeting	6:00 pm

Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 12/18/2024
Re: Comprehensive Plan Programs

Pickleball Courts

- Permit documents have been submitted and paid for to the County. Hoping to be able to go out to bid in January.
- I met with Barry Haworth from Whidbey Pickleball on 12/12. They have raised approximately \$42,000 of their \$50,000 matching pledge towards this project.

Aquatic Recreation Center

- We received the 75% CD set and have had a lot of ongoing meetings to work through the set. These meetings have been with ARC, all of the sub-contractors who submitted components, and our project manager. If we stay on schedule, CD will be completed in February.
- We are still waiting on the updated estimates from the cost estimator. If we receive prior to the board meeting, I will share out pertinent information.
- I've requested a meeting with Island County regarding the stretch of land on the north side of this project, that is next to the parking lot of our old office. We'd like to come to terms with how this stretch of land will be dealt with (or not), once the other trees are cleared.

Campground

- I have begun working with JA Brennan on the new site plan. Reminder that after this is completed, we will be making a significant payment towards the debt on this property.



South Whidbey Parks and Recreation District Board Meeting Calendar 2025

Wednesday, January 22*	Annual Meeting 6:00 p.m., Regular Meeting to Follow
Wednesday, February 19	Regular Meeting 6:00 p.m.
Wednesday, March 19	Regular Meeting 6:00 p.m.
Wednesday, April 16	Regular Meeting 6:00 p.m.
Wednesday, May 21	Regular Meeting 6:00 p.m.
Wednesday, June 18	Regular Meeting 6:00 p.m.
Wednesday, July 16	Regular Meeting 6:00 p.m.
Wednesday, August 20	Regular Meeting 6:00 p.m.
Wednesday, September 17	Regular Meeting 6:00 p.m.
Wednesday, October 22*	Budget Workshop 6:00 p.m., Regular Meeting to Follow
Wednesday, November 19	Budget Hearing 6:00 p.m., Regular Meeting to Follow
Wednesday, December 17	Regular Meeting 6:00 p.m.

*Irregular Schedule; 4th Wednesday of the month.

This will be the base meeting schedule for 2025.

Additional workshops or special meetings may be added as topics and circumstances warrant.



Memo

To: Board of Commissioners
From: Brian Tomisser, Director
Date: 12/18/2024
Re: Board of Commissioner Policies

In talking with the Chair, we agreed that a discussion of Board policies and expectations would be appropriate, as we are entering a couple years of intense work, as we approach the opening of the SWARC in 2027.

To that end, we will be reviewing policy manual section 2. I understand that we just recently approved all of our policy manual, so this is not intended to be time to make great changes, but rather review the section related to the Board and discuss any implications with the upcoming increased workload. If the Board decides to make changes, they can do so.

Attached in the Board packet is a copy of section 2 of the policy manual. I have highlighted a few sections that I would like to discuss and feel free to bring to the meeting any areas you feel relevant to review.

CHAPTER II BOARD AND ADMINISTRATION

2.00 ORGANIZATION AND OPERATION OF THE BOARD OF COMMISSIONERS

2.00.1 Government. South Whidbey Parks & Recreation District shall be governed by a board of five commissioners.

2.00.2 Term of Office. The five Commissioners shall be elected in accordance with RCW 36.69.090, as well as Title 29A RCW. All Commissioners shall be elected for a term of four years, except elections to fill unexpired terms as set forth in RCW 42.12.030. The term of office of all Commissioners shall begin on the first business day in January following their respective elections.

2.00.3 Qualification. Candidates for district commissioners must have the qualifications set forth in Title 29A RCW. Employees of South Whidbey Parks & Recreation District are precluded from serving on the Board of Commissioners.

2.00.4 Vacancies in Office. All vacancies on the Board of Commissioners will be filled according to RCW 36.69.100 and Chapter 42.12 RCW.

2.00.5 New Commissioner Orientation. The Director may prepare and present to all newly elected commissioners a Commissioner Orientation to include information on the specific duties, and responsibilities of commissioners, resources for commissioners, and information on the district operation. As a part of the orientation, a packet of information should be given to each newly elected commissioner to include items such as a commissioner guide, organizational charts, budgets, recent brochures and any other appropriate items.

2.00.6 Compensation/Reimbursement. Commissioners of South Whidbey Parks and Recreation District may not receive compensation for their services to the District, but they may be reimbursed for necessary expenses while attending meetings of the Board or when otherwise engaged on District business as indicated in RCW 36.69.110.

2.01 ETHICS AND CONDUCT

2.01.1 Public Disclosure Law. Each Commissioner or Candidate must comply with the provisions of chapter 42.17A with regards to campaign disclosure and contribution.

2.01.2 Legal Authority. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

2.01.3 Representation. Board members represent all of the residents of the District and should avoid representing other agencies. It is permissible for Commissioners to be involved with other organizations, and public agencies, however any commissioner so involved should not in any way, contact the district on that agency's behalf nor contact that agency on the district's behalf. In addition, to avoid the perception of preferential treatment any commissioner so involved should recuse themselves from any district decisions, or votes that would affect said organization or public agency.

2.01.4 Board Decisions. Board members should make nonpartisan decisions regarding District policies and operations based upon reports, facts and study.

2.01.5 Conflict of Interest. As a municipal Entity, the district is subject to section 42.23 RCW which covers the area of conflict of interest for municipal officers and their assistants or deputies. No member of the Board may vote on a matter in which he/she has direct personal or financial interest that is not common to other members of the organization. Immediately upon becoming aware that such a conflict might exist, the member must disclose the existence of the potential conflict to the Board and withdraw from further deliberations of the issue. Any such disclosure and withdrawal shall be fully documented in the minutes.

Certain conflicts of interest identified under RCW [42.23.030](#) and RCW [42.23.070](#) are prohibited, meaning that a commissioner is not allowed to have certain financial and contract interests with the district while they serve as a commissioner.

2.01.6 Relationships of the Board. The very nature of South Whidbey Parks and Recreation District, as an elected Board of Commissioners for a municipal corporation, necessitates that there be a variety of relationships established among itself, its Director and professional staff, related community organizations and agencies, special interest groups and the taxpaying citizens of the District. The following gives some specific guidelines as to how to ensure that these relationships can best be developed and maintained.

2.01.6A Relationship with the Director. The Director is responsible for the day-to-day administration of the District and supervision of its employees.

The formulation and adoption of written policies shall constitute a basic method by which the Board shall exercise its leadership in the operation of the District. The development of such policies is recognized as being a primary function of the Board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the District.

2.01.6B Relation of Individual Commissioners to the Whole Board. Individually, Commissioners have no legal authority except 1) as they contribute to any action by the entire Board or a legal quorum thereof, which consists of three members 2) in their duties as officers elected by the board or 3) as a board designated representative to other outside groups or entities. Recognizing that

individual Board members are usually contacted by parents, users or patrons of the District, who want and expect immediate action, such problems or suggestions should be brought before the entire Board or to the attention of the Director of the District.

2.01.6C General Relationships. It shall be the policy of this Board to maintain an open, cooperative, working relationship with those interest groups which utilize the Parks and Recreation Districts lands and facilities.

2.01.6D Relationships with other Agencies. It shall be the policy of the District Board to work cooperatively with other public agencies to the mutual benefit of the District, the other agency and foremost the citizens of Whidbey Island.

2.01.7 Communication. The very nature of South Whidbey Parks and Recreation District necessitates communication from the Director to the Board and the Board to the Director between regularly scheduled board meetings. The most efficient method of communication for a board such as this is via email. In addition, it is vital that the public have access to their elected officials for comments, questions and concerns.

In order to facilitate the flow of information necessary between the Director and the Commissioners as well as offering a contact point for the commissioners for the community, each commissioner will be assigned a specific Park District email address that can be linked to a personal email address of their choice. This Park District email address will be posted on the Park District website as a public form of contact for each of the commissioners. Each Commissioner should check the Park District email either directly or through the link to their personal email at least once every 24 hours.

Each commissioner shall strive to respond within one business day of receipt to any and all emails, calls, texts or other communication from the Director, other district staff, or the public regarding the district even if just to acknowledge receipt or inform a member of the public that they are referring the matter to the Director for response. The Director will, if appropriate to the format and/or content of the communication, copy all commissioners on any responses made on the request of a specific commissioner.

(Section 2.01.7 Communication approved via Resolution 2014-07 on May 21, 2014)

2.02 PRIMARY FUNCTIONS OF THE BOARD

Although the Board is empowered to make all decisions affecting the operations of the District, it should normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board may perform the following specific functions:

2.02.1 Elect Officers. Elect its officers including a Chairperson, Vice-chairperson, Secretary, and such other officers as it may determine it requires in accordance with RCW 36.69.160.

2.02.2 Meetings. Hold Regular meetings at least monthly in accordance with RCW 36.69.160.

2.02.3 Policies. Adopt policies governing transaction of Board business, keeping of records, resolutions, transaction, findings and determinations, which shall be of public record in accordance with RCW 36.69.160.

2.02.4 Hire a Director. Employ a Director as its chief administrative officer in accordance with RCW 36.69.160.

2.02.5 Budget. Compile annually a budget in accordance with RCW 36.69.160.

2.02.6 Development. Develop a well-rounded and broadly-based park system which recognizes the diverse needs and interests of the community it serves.

2.02.7 Participation in District Programs and Activities. Board members are encouraged to participate in District programs and utilize District facilities. As any discount on programming fees could be construed as a form of compensation, commissioners cannot receive any reduced rates on any fees that they would not normally receive based on their status as a regular citizen.

(Section 2.02.7 Revised via Resolution 2014-03 on February 19, 2014)

2.03 OFFICERS OF THE BOARD

In accordance with RCW 36.69.120, the Board of Commissioners, at its first public meeting following the beginning of each year, shall elect from among its number, a Chairperson, Vice-Chairperson and Secretary whose terms of office shall run for one year beginning when elected, and until the election of a successor. Vacancies in an office arising from any cause may be filled at any Regular or Special meeting of the Board. The Treasurer of Island County is the statutory Treasurer of the District. The Board may elect a Treasurer for its Board whose authority shall not conflict with the County Treasurer.

203.1 Chairperson. The Chairperson shall preside at all public meetings of the Board of Commissioners and shall sign all resolutions, contracts and other instruments on behalf of the Board as authorized by the Board. The Chairperson may also appoint Committees and shall perform all such other duties as are incident to the office or are properly required by the Board.

2.03.2 Vice-Chairperson. The Vice-Chairperson shall, during the absence or disability of the Chairperson, exercise all functions of the Chairperson. In addition, the Vice-Chairperson shall have such powers and discharge such duties as may be assigned to him/her from time to time by the Board of Commissioners.

2.03.3 Treasurer. The Treasurer shall function as one of the two auditing officers and be responsible for the review and, by signature, approval of monthly vouchers prepared and compiled by District Business Manager. The Treasurer shall prepare a report of the District financial activities

to be presented at the monthly Board meetings. The Treasurer shall also share the responsibility of the Auditing Officer with the District Director.

2.03.4 Secretary. The Secretary shall attest all resolutions, minutes, expenditures and authorize the issuance of notices for all meetings of the Board of Commissioners. The Secretary shall also be responsible for the minutes of all meetings, shall make and retain a record of all motions and resolutions adopted by the Board, and shall supervise the safekeeping of the minute books, and shall otherwise perform such further duties as are incidental to the office as are properly required by the Board. Although the Secretary is ultimately responsible, many of these duties may be delegated to members of the District staff.

2.04 APPOINTED PERSONNEL

2.04.1 Director. The Director will strive to be subject to and act in accordance with the policies, rules and regulations, and directions of the Board at all times.

The Director is the chief administrative official of the District and may be responsible for the administration of the District and its programs: the maintenance, construction and repair of the Park system and the employment of such other employees as are required for same.

The Director may develop a succession procedure delineating the chain of command when the Director or any other member of the Administrative Staff is incapacitated, out of town, ill or unable to perform his/her duties.

The Director may recommend to the Board such rules, regulations and operating policy for the District as is deemed necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations and statements of operating policy are approved and adopted by the Board, then the Director will strive to promulgate and enforce them.

The Director may issue permits and grant permission in accordance with applicable ordinances, policies, rules and regulations of the District. He/she will strive to attend all meetings of the Board and report on his/her actions and the operation and activities of the District since the previous Board meeting.

The Director should be a nonvoting member of all Board committees.

The Director is encouraged to reside within the boundaries of the District.

The Director should:

- A. Fully and constantly keep the Board members informed of the important aspects of the day-to-day operation of the District in a straightforward manner.
- B. Prepare all information, which is necessary for the Board to become fully informed. The Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and the financial impact of same, if necessary. This information should be accompanied by a recommendation. The Director should be prepared to justify the recommendation and discuss the rationale attendant to it.
- C. Respect the judgment and ideas of each Board member realizing that the Board and its Commissioners are the democratic representatives of the community.
- D. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies that have been agreed upon by the Board. The Board should recognize that countless situations will arise which are not explicitly covered by adopted policies and which, therefore, require an administrative decision.
- E. Strive to respond within one business day of receipt to any and all emails, calls, texts or other communication from the Commissioners, other district staff, or the public regarding the district even if just to acknowledge receipt and state that he/she will look into the matter and reply within a certain timeframe. The Director will, if appropriate to the format and/or content of the communication, copy all commissioners on any responses made on the request of a specific commissioner.

(Section 2.04.1 E Approved via resolution 2014-07 on May 21, 2014)

2.04.2 Attorney. The Attorney may advise the Board concerning all legal matters and may be responsible for the prosecution and defense of all litigation in which the District is interested. The Attorney may draft ordinances, resolutions and other instruments as may be required by the Board.

2.04.3 Additional Duties of Appointed Officers. In addition to the duties herein above specified, each officer will strive to perform other duties as may be required of him by the Board by law.

2.05 BOARD COMMITTEES

From time to time, the Board may establish standing and advisory committees for the purpose of assisting the Commission in carrying out its responsibilities as well as in an effort to obtain the broadest possible community involvement and representation. Any of the board's committees that are empowered to act on behalf of the board are subject to chapter **42.30** RCW, the Open Public Meetings Act.

2.05.1 Standing Committees. The Board of Commissioners may appoint by resolution such standing committees for such purposes and with such authority as it shall determine. Standing committees of the Board shall be made up of the members of the Board, whose function would be to act as a sub-committee of the Board and to report back to the Board for final action. Such a committee shall have long-term responsibilities as set forth by the Board.

2.05.2 Advisory Committees. The Board may appoint by resolution such advisory committees as it shall determine. An advisory committee shall be made up of non-Commission members to study, monitor, develop or maintain a specific function which the Commission sets forth in delegating its responsibility to such a committee. Such responsibilities shall be set forth by resolution and with the understanding that overall responsibility of such a committee continues to reside with the Board of Commissioners. One member of the Board shall be appointed as the permanent representative to such an advisory committee. Advisory committees are advisory only and are not delegated any of the board's legal authority. These committees are established to merely collect information and provide input in a purely advisory role to the board.

2.05.3 Committee Responsibility. The established committees of the Board shall advise the Board on matters of policy concerning their responsibility areas and shall have such further duties as shall from time to time be assigned to them by the Board and/or Chairperson.

2.06 MEETINGS

2.06.1 Annual Meeting. The annual meeting of the Board shall be the first regular meeting subsequent January 1st. This shall be the organizational meeting of the Board where new Commissioners are generally inaugurated. The officers shall be elected; and the standing committees of the Board shall be established. Other business may be transacted at this meeting.

2.06.2 Regular Meetings. Regular meetings of the Board shall be held on the third Wednesday of each month. This meeting shall be a business meeting at which Commissioners may take official actions. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. All Regular Meetings of the board shall be held in accordance with RCW42.30.070.

2.06.3 Special Meetings. Special meetings may be called by the Chairperson or by a majority of the Commissioners. Notice must be provided to each local newspaper of general circulation at least 24 hours in advance of the meeting. Such notice must specify the location, time and business to be transacted. All such meetings will be held in accordance with RCW 42.30.080.

2.06.4 Place of Meeting. The meetings of the Board shall be held at the Parks District Headquarters 5476 Maxwellton Rd., Langley WA. 98260, unless otherwise provided by the Board.

2.06.5 Open Meetings. All Regular and Special meetings of the Board of Commissioners shall be open to the public and media in accordance with chapter [42.30](#) RCW, the Open Public Meetings Act.

2.06.6 Executive Sessions. All executive sessions conducted by the Board of Commissioners shall comply with all of the requirements of RCW [42.30.110](#), including with respect to the required duties of the presiding officer set forth in RCW [42.30.110](#)(2). These required duties include, for example, that the presiding officer publicly announce the purpose of the executive

session and the time when the executive session will be concluded and what time the public meeting will resume.

2.06.7 Schedule and Notice. The schedule and public notice of all regular, rescheduled or reconvened Board meetings for each calendar year shall be made available in accordance with chapter 42.30 RCW the Open Meetings Act

2.06.8 Quorum. All meetings require at least three Commissioners present throughout the meeting to constitute a quorum. If a quorum is not in attendance the members of board present may still meet, but it will not be a board meeting and no official action may be taken.

2.06.9 Attendance/Punctuality. As an elected official representing the community of South Whidbey, attendance at all Regular Board meetings is critical. In the event that a Board Member is unable to attend a scheduled meeting, it is their responsibility to notify the Board Chair and Director as early as possible.

2.06.10 Agenda/Order of Business. All regular and special meetings shall be conducted from a written agenda. The agenda will be prepared by the Director of Parks and Recreation in consultation with the Board Chairperson. Additional materials will be assembled which further supports the agenda, including, previous meeting minutes, pending resolutions, voucher summary, proposals, etc. In the case of a Regular meeting, Board members will be provided with these materials at least 48 hours in advance of the scheduled meeting. Each Commissioner is expected to study these materials in advance of the meeting so that meetings may proceed as expeditiously as possible. Emergency matters may be placed on the agenda by the Board Chairperson, waiving requirements of advance notice.

Items of business at the Regular meeting shall appear on the agenda. The order of business shall be as follows:

- A. Call to order
- B. Establishment of Quorum
- C. Public Comment
- D. Treasurer's Report
- E. Voucher Review
- F. Consent Agenda (Minutes and Vouchers)
- G. Staff Report
- H. Unfinished Business
- I. New Business
- J. Adjournment

2.06.11 Requests Submitted by Residents. All requests which are directed toward the District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity. The request shall be placed on the Agenda of a regular or special meeting and be discussed by the Board. The individual(s) responsible for the request shall be notified at the earliest

possible date that the Board has received the request, as well as any action which has been decided upon.

2.06.12 Public Comment.

During any board meeting public comment will be limited to the Public Comment agenda item with a time limit of 5 minutes per individual commenting. No individual will be allowed to give their time to another individual for the purposes of extending their comment period. Extensions of any time for any individual's public comment would apply to all commenters and must be approved by a majority of the Board of Commissioners.

The allowance of Public Comment during any other agenda item requires a vote of the full board to suspend Robert's Revised Rules of Order to allow the public comment. The Commissioner requesting this shall make a motion to suspend Robert's Rules of Order to allow a specific person's public comment on an agenda item including a particular time limit for the public comment. If no limit is specified, the limit defaults to 5 minutes per individual as stated prior.

2.06.13 Discussion. The Chairperson shall limit discussion to matters pending before the Board and may suggest time limitations on discussion. In order to promote efficiency and equal opportunity in the discussion, the process should be to allow each board member an opportunity to speak on a topic once, followed by any follow up points /discussion between Commissioners and Staff after all Commissioners have had the opportunity to speak.

2.06.14 Voting. Board decisions shall be determined by voice or written vote. The Chairperson may vote, unless wishing to abstain, as any member may do.

2.06.15 Rules of Order. Meetings shall follow the standard Robert's Revised Rules of Order, amended by Board bylaws.

2.06.16 Official Minutes. In accordance with RCW 42.32.030, the Board Secretary shall be responsible for accurately recording the proceedings of all Regular and Special meetings. Confidential minutes or notes of Executive sessions may be prepared at the discretion of the Chairperson. The Board Secretary shall maintain in the Park Office, available for public inspection, a master file of all approved minutes and supporting documents.