

South Whidbey Parks & Recreation District

February 19, 2025

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 (01/18/2025)

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

None

IX. Adjournment

South Whidbey Parks & Recreation Dist

5495 Maxwellton Road
Langley, WA 98260

Purchases [Vendor Detail]

2/1/2025 through 2/15/2025

2/5/2025
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ID#	Date	Item/Acct	Description	Amount
A1 South Island Lock & Key 00013537	2/3/2025	6-2584	Key Services	4000404 \$417.90
A1 South Island Lock & Key Total:				\$417.90
Bank Card Fees 00013536	2/3/2025	6-1660	Credit Card Transaction Fees for	*None \$196.25
00013536	2/3/2025	6-1660	Credit Card Transaction Fees for	\$240.39
Bank Card Fees Total:				\$436.64
Bay City Supply 00013538	2/3/2025	6-2670	Dogipot Litter Bags	4001460 \$765.94
Bay City Supply Total:				\$765.94
Brim Tractor Company Inc. - Lynden 00013539	2/3/2025	6-2880	Tensioner	4000449 \$5.97
Brim Tractor Company Inc. - Lynden Total:				\$5.97
Carter, Austin L. 00013524	2/3/2025	1-1120	Wages from 01/16/25 to 01/31	5007725 \$2,626.62
Carter, Austin L. Total:				\$2,626.62
Diamond Rentals 00013540	2/3/2025	6-2690	Personal Can Pumping at SWES	4000539 \$81.75
Diamond Rentals Total:				\$81.75
DRS - Deferred Compensation Program 00013533	2/3/2025	2-1435	DCP Employer Portion	4000537 R3 \$1,524.12
00013533	2/3/2025	2-1485	DCP Employee Portion	\$1,624.79
DRS - Deferred Compensation Program Total:				\$3,148.91
Dunn, Skye P 00013529	2/3/2025	1-1120	Wages from 02/01/25 to 02/15	4000982 \$2,229.72
Dunn, Skye P Total:				\$2,229.72
EFTPS 00013535	2/3/2025	2-1430	FMed/FSoc Payable - Tax Liabilit	*None \$3,324.65
00013535	2/3/2025	2-1430	FMed/FSoc Payable - Ammended	\$198.56
EFTPS Total:				\$3,523.21
Fallon, Thomas R. 00013530	2/3/2025	1-1120	Wages from 02/01/25 to 02/15	4001635 \$3,266.22
Fallon, Thomas R. Total:				\$3,266.22
Fire Chief Equipment 00013541	2/3/2025	6-2584	Fire Extinguisher Maintenance	4000904 \$339.25
Fire Chief Equipment Total:				\$339.25
Foothills Auto Center 00013542	2/3/2025	6-3001	Balance Due on 2024 Toyota Tru	*None \$56,548.26
Foothills Auto Center Total:				\$56,548.26
Freeland Ace Hardware 00013543	2/3/2025	6-2880	Saw Chain Loop	4000572 R1 \$213.20

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

2/1/2025 through 2/15/2025

2/5/2025
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ID#	Date	Item/Acct	Description	Amount
Freeland Ace Hardware				4000572 R1
			Freeland Ace Hardware Total:	\$213.20
Handran, Kathleen M 00013527	2/3/2025	1-1120	Wages from 01/16/25 to 01/31	4001618 \$360.26
			Handran, Kathleen M Total:	\$360.26
Harbor Plumbing South, LLC 00013544	2/3/2025	6-2303	Repairs to Men's Bathroom	4000594 \$1,589.84
			Harbor Plumbing South, LLC Total:	\$1,589.84
Henry, Tyson 00013525	2/3/2025	1-1120	Wages from 01/16/25 to 01/31	4001615 \$1,377.50
			Henry, Tyson Total:	\$1,377.50
Island County 4-H Teen Leadership Club 00013546	2/3/2025	6-4199	Polar Bear Dive	4001537 \$1,513.00
			Island County 4-H Teen Leadership Club Total:	\$1,513.00
Island Disposal, Inc. 00013545	2/3/2025	6-2647	Refuse Removal for Park	4000643 \$706.80
			Island Disposal, Inc. Total:	\$706.80
Kitsap Tractor & Equipment - Marysville 00013547	2/3/2025	6-2880	Oil	4001236 R2 \$543.95
			Kitsap Tractor & Equipment - Marysville Total:	\$543.95
Monforte, Carrie E. 00013531	2/3/2025	1-1120	Wages from 02/01/25 to 02/15	4000837 \$2,695.10
			Monforte, Carrie E. Total:	\$2,695.10
Myres, Jacob 00013526	2/3/2025	1-1120	Wages from 01/16/25 to 01/31	4001617 R2 \$1,980.75
			Myres, Jacob Total:	\$1,980.75
Pacific Golf & Turf 00013548	2/3/2025	6-2880	Vehicle & Machine Repair/Parts	4001074 \$1,901.78
00013548	2/3/2025	6-2880	Vehicle & Machine Repair/Parts	\$224.94
			Pacific Golf & Turf Total:	\$2,126.72
Raymond, Marcus 00013528	2/3/2025	1-1120	Wages from 01/16/25 to 01/31	5010240 \$290.20
			Raymond, Marcus Total:	\$290.20
Sachs, Kathleen 00013523	2/3/2025	1-1120	Wages from 01/16/25 to 01/31	4001619 \$875.77
			Sachs, Kathleen Total:	\$875.77
Sebo's Do-It Center 00013549	2/3/2025	6-2584	Misc Hardware - Inv A1667347	4000731 \$35.78
00013549	2/3/2025	6-2584	Caution Tape - Inv B1396735	\$16.73
00013549	2/3/2025	6-2904	Goof Off - Inv B1396735	\$19.89
			Sebo's Do-It Center Total:	\$72.40

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

2/1/2025 through 2/15/2025

2/5/2025
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ID#	Date	Item/Acct	Description	Amount
South Whidbey Youth Select Hoops				4001610 R1
00013550	2/3/2025	6-4132	Admirals Winter Basketball	\$804.00
South Whidbey Youth Select Hoops Total:				\$804.00
Tomisser, Brian				4001346 R2
00013532	2/3/2025	1-1120	Wages from 02/01/25 to 02/15	\$4,051.59
Tomisser, Brian Total:				\$4,051.59
VISA - Heritage Bank				4000793 R4
00013551	2/3/2025	6-1540	USPS - Postage	\$4.39
00013551	2/3/2025	6-1690	Aatrix - E-filing 1099-MISC	\$27.99
00013551	2/3/2025	6-1690	Aatrix - E-filing 1099-NEC	\$78.12
00013551	2/3/2025	6-1690	Aatrix - E-filing W-2	\$44.64
00013551	2/3/2025	6-1690	Aatrix - E-filing W-2	\$25.11
00013551	2/3/2025	6-1690	Aatrix - E-filing W-2	\$41.85
00013551	2/3/2025	6-1541	Verizon - Cell Phone Services	\$196.08
00013551	2/3/2025	6-3001	Foothills Toyota - Deposit on To	\$1,030.00
00013551	2/3/2025	6-2584	Home Depot - Door Closer	\$129.71
00013551	2/3/2025	6-4119	Amazon - Pickleball Hopper	\$58.74
VISA - Heritage Bank Total:				\$1,636.63
WA State Dept of Retirement				4000531
00013534	2/3/2025	6-1205	PERS Employer Portion	\$2,239.47
00013534	2/3/2025	2-1480	PERS Employee Portion	\$1,633.14
WA State Dept of Retirement Total:				\$3,872.61
Washington State Ferries				4000536 R4
00013552	2/3/2025	6-2550	Maintenance Trips	\$22.40
00013552	2/3/2025	6-2550	Maintenance Trips	\$28.65
00013552	2/3/2025	6-2550	Maintenance Trips	\$11.20
Washington State Ferries Total:				\$62.25
Whidbey Telecom				4000828
00013553	2/3/2025	6-2650	Alarm Monitoring	\$38.09
00013553	2/3/2025	6-1541	Telephone Web Hosting, Internet	\$450.36
Whidbey Telecom Total:				\$488.45
Grand Total:				\$98,651.41

**South Whidbey Parks and Recreation District
January 22, 2025 – Regular Meeting Minutes**

DRAFT

Annual Meeting Minutes

I. Call to Order

Commissioners Present: Jennifer Cox, Jake Greve, Erik Jokinen, Krista Loercher and Matt Simms.

Staff Present: Tom Fallon, Carrie Monforte and Brian Tomisser

Cox called the Annual Meeting to order at 6:02 p.m. The attendance sheet is attached for permanent records only.

II. Election of Officers for 2025 Board of Park Commissioners

The commissioners approved the following positions for 2025 Board of Park Commissioners:

Chair: Jennifer Cox

Vice-Chair: Erik Jokinen

Secretary: Krista Loercher

Treasurer: Matt Simms

At Large: Jake Grevé

Erik made a motion to maintain the current board officer assignments through 2025, and it was unanimously approved.

III. Commissioner Committee Assignments

In a motion made by Jake the board unanimously approved the revisions to the following committee assignments through 2025:

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
Pickleball	Jokinen	Simms	Cox
Sports Fields	Jokinen	Simms	Cox
Lake Properties	Grevé	Loercher	Jokinen
Trails	Cox	Simms	Grevé
Swimming Pool	Simms	Jokinen	Loercher

IV. Adjournment

There being no further business, the meeting was adjourned at 6:09 p.m.

Regular Meeting Minutes

I. Call to Order

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

Staff Present: Tom Fallon, Carrie Monforte and Brian Tomisser

Jennifer called the Regular Meeting to order at 6:09 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

James DeLong of Clinton addressed the board regarding the Groove Fitness program and the instructor's interpersonal experience with Parks & Rec.

Candace LeVine of Langley addressed the board regarding Groove Fitness program and asked if her letter had been received, and how people could pay for the class and other programs. Brian indicated that he'd respond to her questions and letter.

Mary Hurley offered comment regarding her positive experience with the Groove Fitness class, and inquired about letter response and whether public comments would be recorded in the minutes.

III. Treasurer's Report

A. Summary Treasurer's Report

Matt reviewed the treasurer's report with the board.

B. Review of Voucher List

Brian reviewed the updated voucher list with the board.

IV. Consent Agenda

A. Minutes for 12/18/25

B. Voucher List and Construction Fund Approval

Maintenance & Operations Vouchers #13454 - #13470 and #13489 - #13507 in the amount of \$33,762.25, Direct Deposit payroll payments in the amount of \$40,295.69, and Electronic payments in the amount of \$26,987.31; Capital Fund Voucher #49 in the amount of \$4,417.75; and Construction Fund Vouchers #17 - #19 in the amount of \$206,704.77.

Krista 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.

VI. Committee & Community Meeting Reports

Lake Properties – Krista requested that the District reach out to Washington State Department of Fish & Wildlife to schedule the annual meeting regarding the lake properties.

Interlocal Committee – Erik requested that we set up a meeting with the new Superintendent of the SWSD re. interlocal agreements.

VII. Unfinished Business

A. Comprehensive Plan Programs

Pickleball Courts

Brian relayed that Whidbey Pickleball Club had met their fundraising goal of \$50,000 towards the Pickleball Courts project. Brian provided an update on the permit progress for the Pickleball Courts project. Brian stated that he was working with RCO on a grant change of scope to ensure that items such as ADA parking were included.

Aquatic Recreation Center

Brian relayed that DCW had provided updated cost estimates for the facility and that he anticipates going out to bid in the spring and including deductive alternates.

Brian provided an update regarding the Solar Program Manager for the grant, indicating a likelihood that we will receive an extension through the end of the calendar year.

Campground

Brian invited the campground committee to meet with JA Brennan on January 30th to review the updated site plan.

VIII. New Business

A. Eagle Scout Project – Construction of a Kiosk at Trustland Trails

Brian presented an Eagle Scout project proposal by Andrew Mellish to build a kiosk in the Trustland Trails trail system. Pending board approval, Andrew would raise the funds and volunteers for the project to be installed at a spot identified by Tom & Brian.

Erik made a motion to approve Andrew building a kiosk in Trustland Trails, and the motion was unanimously approved.

B. Class & Compensation Study – Entering contract with Public Sector Personnel Consultants

Brian displayed three bids for a Class and Compensation Study. Brian noted that in addition to wages and benefits for current positions, new positions anticipated to be part of the Aquatic Recreation Center would be included in the study. This information would be used to get updated operational costs, to prepare for coming levies.

HR Compensation Consultants	\$28,220
Compensation Connections	\$32,400
Public Sector Personnel Consultants	\$8,500

Brian reported that Public Sector Personnel Consultants had been selected and was within the Director’s signing authority, but waited to enter into an agreement until after the board had an opportunity to ask questions.

C. Resolution 2025-01 Deeding Property to Island County for Aquatic Recreation Center and Pickleball Project

Brian reviewed the requirement to deed 20-foot a strip of land along Maxwellton Rd. for the permitting of the Aquatic Recreation Center, and a 10-foot strip of land along Langley Rd. for the permitting of the Pickleball Court project, for future possible widening, or adding curbs, sidewalks, or bike lanes. Brian relayed that ARC Architects confirmed that the action would have no impact on the current design of the Aquatic Recreation Center, and that the 10-foot section along Langley Road would have no impact on the fields, as this space is currently lined with trees.

Krista made a motion to approve Resolution 2025-1 Conveyance of Land to Island County, which will deed to Island County 20-foot of property for the South Whidbey Aquatic Recreation project and 10-foot of property for the Pickleball Project, and it was unanimously approved.

D. Purchase of Park Maintenance Truck

Brian displayed quotes for the budgeted purchase of a Maintenance truck. Brian indicated that staff were attempting to purchase a 2024 model for savings, however, dealerships would not

hold a model without payment. If approved, staff would make a deposit of \$1,000 to hold the 2024 model. If, by the time we can make deposit, a 2024 model was not available, the 2025 model would be purchased.

Foothills Toyota	2024 Pricing	\$57,5483.23 – Tax Included
	2025 Pricing	\$60,289.02 – Tax included
Swickard Toyota	2024 Pricing	\$58,037.07 – Tax Included
Marysville Toyota	Unable to give an out the door cost	
Rodland Toyota	Unable to give an out the door cost	

Jake made a motion to approve the purchase of a new Toyota Tacoma truck not to exceed \$60,289.02 and it was unanimously approved.

IX. Adjournment

There being no further business, the meeting was adjourned at 7:15 p.m.



Memo

To: Board of Commissioners
From: Staff
Date: 02/19/2025
Re: Staff Report for February 2025

Recreation/Programs

- Quarterly Recreation Report will be given at the meeting

Facilities and Grounds

- Tom picked up the new truck approved at the last Board meeting on February 12th
- Staff have been doing some online safety training provided by Enduris
- Tom received a bid for the water bottle drinking fountain station for the Sports Complex. He has ordered it, and it will be installed soon. This was paid for by South Whidbey Rotary Club.

Director's Items

- This may be expanded on during the Committee and Community Meeting reports, but Jake, Krista and I met with Drew Coombs from JA Brennan to receive an update on the campground site plan on January 30th.
- We have completed several interviews for the Administrative Assistant 2 position. We have not found the right candidate yet and will leave the position open and continue interviewing.
- We have a meeting set for February 27th with the Department of Fish and Wildlife to tour the three lake locations. Both Jake and Krista will be joining us, as the Lake Committee. We try to do this annually.
- As I did with the Board, I offered to meet with the other two members of the JACC, Rich and Marni, to update them on the plans. We sat down on February 11th to discuss the current plans. They both had good questions and seemed happy with the current design.
- I will be returning to the office from vacation on Monday, February 24th. Staff can get ahold of me if any emergencies arise before I return.

03/19/2025 Regular Board Meeting

6:00 pm



Memo

To: Board of Commissioners
From: Staff
Date: 02/19/2025
Re: For Committee and Community Meeting Reports

The following documents were provided by Jennifer from her recent Clinton Community Council meeting and will be shared during the Committee and Community Meeting Reports.

Brian Tomisser

From: Jennifer Cox
Sent: Friday, January 31, 2025 10:26 AM
To: Brian Tomisser
Subject: Clinton Community Council Meeting Notes -- January 27, 2025
Attachments: Clinton Community Council 2025.01.27.pdf

Jennifer Cox, South Whidbey Parks & Recreation District, Commissioner & Board Chair
comm4@swparks.org

All,

The attached PDF is from a presentation by WA DOT to the Clinton Community Council on January 27, 2025. The notes I took during their presentation are below.

ELECTRIFICATION OF WA STATE FERRIES

Hadley Rodero, WSL Deputy. Dir. External Relations. hadley.rodero@wsdot.wa.gov

Tammy Binschus, WSF Sr. Project. Mgr., Terminal Engineering. Tammy.binschus@wsdot.wa.gov

We only have 16 ferries for the entire ferry system. We need 19 to run a full summer schedule. Gov Ferguson is dedicated to getting more ferries online as quickly as possible.

Convert 6 existing vessels to electric

Build how many? 2 for us (Olympic fleet style). We will get the first hybrid-electric ferry (diesel)

2 terminal design studies underway for us

Initial Terminal Electrification for Clinton is 2029 (we are third in line behind Seattle and Bainbridge)

1 conversion underway

Procurement in process for 5 new vessels

Refer to PDF:

Phase 1 - pre-design study (this is where we are) (Spring 2025)

Environmental and Permitting (1 year Spring 2025-2026)

Phase 2 - Design & Permitting - 2026

Phase 3 - Construction (select design bldr, out for bid, build) 2027 -2028

Phase 4 - Operational - 2029

Clinton Overhead Passenger Loading — 2040 Long-Range Plan. Not yet fully funded.

Only one charging station for Clinton - **not** one on each slip. There will be multiple conduits in the trench for expansion. It will be a dedicated power line from the Langley substation. Unknown if it will be buried

or overhead - that will be up to PSE. NO Charging stations in Mukilteo. Too costly to get lines down to Muk, our ferry run is short enough that we only need to charge on one end. Also, ferries overnight here, not there.

The passenger only ferry that the Port of South Whidbey is working on is not yet part of this electrification plan.

Charging to be accomplished when docked — should not affect current ferry schedule. Should continue to run every 30 mins. VCS (Vessel Charging System) Looks like a charging arm that comes off a platform

WSF will be the largest system in the world.

All best,
Jennifer



WASHINGTON STATE FERRIES

Electrification Program



Clinton Community Council Meeting
Tammy Binschus, Senior Project Manager, Terminal Engineering
Hadley Rodero, Deputy Director of External Relations
January 27, 2025

AGENDA TOPICS

- Introductions, meeting purpose and agenda
- WSF System Electrification Program overview
- Clinton Terminal predesign study
- Schedule
- Discussion and Q&A

ELECTRIFICATION PROGRAM ELEMENTS

Electrify 16 terminals



Convert 6 existing vessels



Build 16 new vessels

ELECTRIFICATION PROGRAM PROGRESS

2 terminal design studies underway;
2 completed



1 conversion underway,
2 planned

Procurement in process for 5 new vessels



INITIAL TERMINAL ELECTRIFICATION



Seattle - 2028 / 2029



Bainbridge Island - 2028



Clinton (Whidbey Island) - 2029

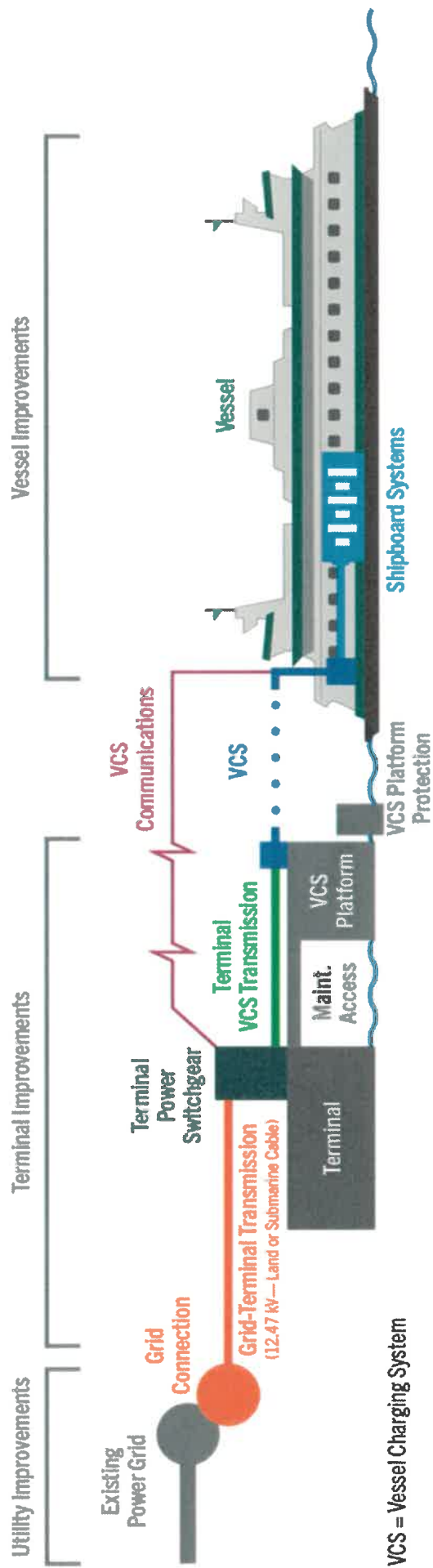


Bremerton - 2029



Kingston - 2030

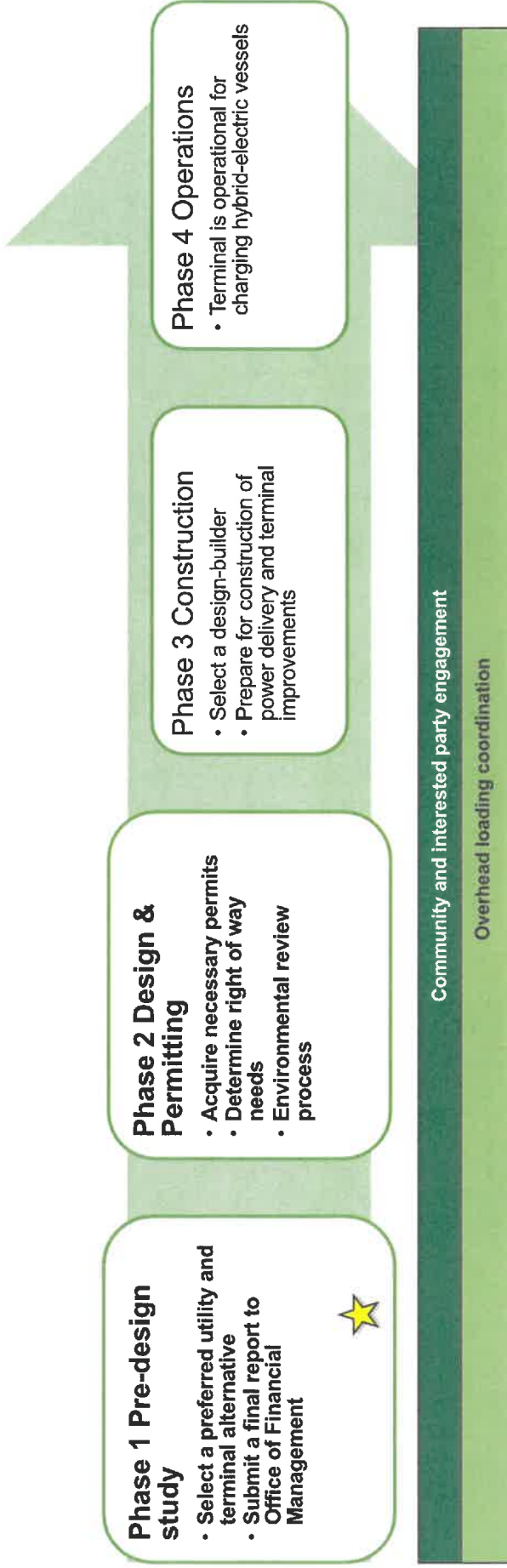
TERMINAL ELECTRIFICATION COMPONENTS



January 2025



PHASES OF WORK AND DECISIONS



CLINTON TERMINAL OVERHEAD LOADING COORDINATION

- WSF 2040 Long-Range Plan calls for construction of overhead loading and holding area improvements
- Terminal electrification will happen on a similar timeline as the terminal overhead loading project:
 - Planned to go to ad in winter 2028
 - Planned to begin construction summer 2029
 - Not fully funded
- WSF planning coordination and continued community engagement will happen concurrently to minimize customer impacts

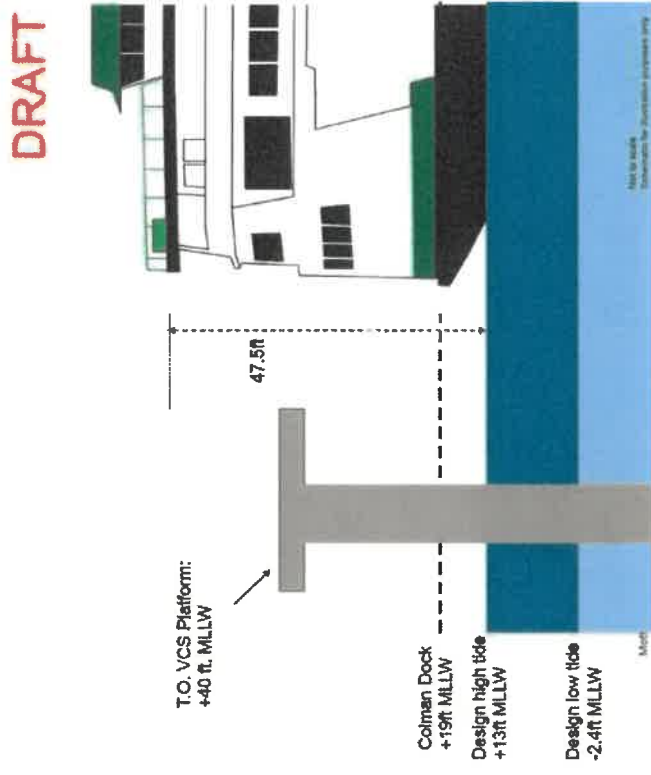
POD/POWER ROUTING & VCS LOCATION

WSDOT Y-12756 WSF System Electrification Program GEC



Clinton Terminal Preliminary Engineering

EXAMPLE OF VESSEL CHARGING SYSTEM



Example VCS platform and charging station

CLINTON TERMINAL ELECTRIFICATION SCHEDULE

Project phase/milestone	Timing
Pre-design study	Fall 2024-Spring 2025
Environmental and permitting	Spring 2025-2026
Design	Fall 2025-2026
Construction	2027-2028
Operational	2029

QUESTIONS?

Hadley Rodero, WSF Deputy Director of External Relations

Hadley.Rodero@wsdot.wa.gov

**Tammy Binschus, WSF Senior Project Manager, Terminal
Engineering**

Tammy.Binschus@wsdot.wa.gov

Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 02/19/2025
Re: Comprehensive Plan Programs

Pickleball Courts

- No update. We are still waiting for the final approval from the County regarding our permitting. No concern at this point, as things seem to be progressing.

Aquatic Recreation Center

- Marc Bloom and I met with Jonathan Lange, the Island County Planning Director on January 30th. This meeting was intended to open up communication, not only for this project but also for the Pickleball project. We had a good discussion on a few concerns we had and I think laid a good foundation for working closer together going forward.
- Marc and I are meeting ARC in Seattle on February 26th to go over finishes in the plans. In addition, Marc has started assembling the draft of the bid packet so we are ready when we get the green light to go out to bid later this spring.