

**South Whidbey Parks and Recreation District  
August 20, 2025 – Regular Board Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

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

Staff Present: Brian Tomisser and Carrie Monforte (remote).

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

**II. Public Comment**

There was no public comment.

**III. Treasurer's Report/Voucher List Approval**

**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.

**IV. Consent Agenda**

**A. Minutes for 07/16/25 Regular Board Meeting and 07/28/25 Special Board Meeting**

**B. Resolution 2025-05 Remote Attendance Policy**

**C. Project Management contract through 2025**

**B. Voucher List Approval**

*Maintenance & Operations Vouchers #13922- #13954 and #13977 - #14018 in the amount of \$122,358.28, Direct Deposit payroll payments in the amount of \$44,693.73, and Electronic payments in the amount of \$30,010.96; Capital Fund Voucher #54 in the amount of \$9,947.34 ; and Construction Fund Vouchers #49- #54 in the amount of \$144,434.56.*

*Jennifer made a motion to approve the consent agenda, and the motion passed. Krista abstained.*

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

Staff reviewed the Staff Report with the commissioners. Brian and the board scheduled informational public meetings for the upcoming levy ballot item on September 24 & October 7, as well as weekly "Coffee with the Director" meetings on Mondays from September 15 – November 3. Erik and Brian noted that members of the public wanted to contribute benches or bleachers to the pickleball court project.

**VI. Committee & Community Meeting Reports**

There were no committee or community meeting reports.

**VII. Unfinished Business**

**A. Comprehensive Plan Programs**

Pickleball - Brian provided updates on the beginning of the pickleball construction project, park and trail accessibility, and completion timeline. SWARC - Brian provided an update on the

beginning of the SWARC construction project. The groundbreaking ceremony was scheduled for August 29<sup>th</sup> at 1:00 p.m.

## **VIII. New Business**

### **A. Washington Wildlife and Recreation Program (WWRP) Trail Loop Grant**

Brian reported that, after initially not receiving a grant that was submitted for a trail loop around the new Aquatic Recreation Center (SWARC), we were recently notified by RCO that additional funds had been allocated to fund the project, which would include 21 parking stalls of the SWARC, a savings of around \$50,000. The grant would be up to \$462,072, and require matching funds of \$437,072. Brian noted that:

- Between the pickleball and SWARC projects, all discretionary funds are being allocated
- Staff can create a trail for around \$50,000.
- To make this economically worth the investment, the scope of the trail project would have to be reduced beyond what RCO would approve.
- RCO would require us to have trail designs approved prior to ground disturbance.

*Krista made a motion to reject the Washington Wildlife and Recreation Program Trail Loop grant, and it was unanimously approved.*

### **B. Signing Authority of Executive Director**

Brian explained that over the course of construction of the SWARC and the outdoor pickleball courts, there would be significant invoices that, if not approved in a timely manner, could cause construction delays or unnecessary special meetings. Examples included change orders, permitting, Geotech work, and special inspections.

*Erik made a motion to approve Resolution 2025-06, Executive Director Signing Authority During Construction, and it was unanimously approved.*

### **C. Expanding Office Space of the SWARC**

Staff and the board revisited the construction contract alternate which included expanded staff space. Lincoln indicated they would honor their original price from the bid as a change order, if a decision to approve was made at the meeting. Brian outlined the anticipated staffing and office needs for the SWARC, and the cost to rent alternative staff offices that exceed the SWARC space. Staff explained how that additional cost could be covered in the 2026 M&O capital budget.

*Jake made a motion to authorize the Executive Director to reject deductive alternate #2, which had reduced the size of the administrative offices at the South Whidbey Aquatic Recreation Center, and to approve the change order in the amount of \$191,488.*

## **IX. Adjournment**

There being no further business, the meeting was adjourned at 7:13 p.m.

Approved: 09/17/25

A handwritten signature in black ink, appearing to read "Krista Loercher", written over a horizontal line.

Krista Loercher, Secretary

Minutes prepared and submitted by:

A handwritten signature in blue ink, appearing to read "Carrie E. Monforte", written over a horizontal line.

Carrie Monforte, Business Manager