

# **South Whidbey Parks & Recreation District**

April 15, 2026

Regular Board Meeting @ 6:00pm

Parks District Headquarters

5476 Maxwelton Rd. Room C-2, Langley, WA

Online attendance is available. Visit [swparks.org/about/meetingsminutes](http://swparks.org/about/meetingsminutes) or email [director@swparks.org](mailto:director@swparks.org) for more information.

## **I. Call to Order**

## **II. Public Comment**

## **III. Financial Report**

### **A. Financial Report**

### **B. Review of Voucher List**

## **IV. Consent Agenda**

### **A. Approval of Minutes (03/18/2026)**

### **B. Voucher List**

## **V. Staff Report**

## **VI. Committee and Community Meeting Reports**

Where applicable, committee reports may move to unfinished or new business.

## **VII. Unfinished Business**

### **A. Discussion of Benches at the SWARC**

### **B. Comprehensive Plan Programs**

## **VIII. New Business**

### **A. Discussion of Fee Categories for SWARC**

### **B. Approval of Asphalt contract 2026-01- Trustland Trails and Sports Complex**

### **C. 2026 RCO Funding**

### **D. Cyber Policy for the District- Discussion and possible approval**

## **IX. Adjournment**

# South Whidbey Parks & Recreation Dist

M&O / Reserve  
5495 Maxwellton Road  
Langley, WA 98260

## Purchases [Vendor Detail]

4/1/2026 through 4/15/2026

4/2/2026  
3:23:43 PM

Page 1

ID#	Date	Item/Acct	Description	Amount
All Whidbey Topsoil & Construction				4000830
00014487	4/1/2026	6-2670	Crushed Rock	\$1,071.69
All Whidbey Topsoil & Construction Total:				\$1,071.69
Bank Account Fees				*None
00014517	4/1/2026	6-1660	Bank Account Fees for Direct De	\$35.00
Bank Account Fees Total:				\$35.00
Bank Card Fees				*None
00014516	4/1/2026	6-1660	Credit Card Fees Feburary 2026	\$108.92
Bank Card Fees Total:				\$108.92
Carter, Austin L.				4001868
00014508	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	\$2,772.63
Carter, Austin L. Total:				\$2,772.63
Diamond Rentals				4000539
00014488	4/1/2026	6-2690	Porta Potty Pumping at Trustlan	\$81.75
00014488	4/1/2026	6-2690	Porta Potty Rental at SWES Field	\$180.00
Diamond Rentals Total:				\$261.75
DRS - Deferred Compensation Program				4000537 R3
00014518	4/1/2026	2-1435	DCP Employer Portion	\$1,834.12
00014518	4/1/2026	2-1485	DCP Employee Portion	\$2,110.59
DRS - Deferred Compensation Program Total:				\$3,944.71
Dunn, Skye P				4000982
00014512	4/1/2026	1-1120	Wages From 04/1/26 - 04/15/2	\$2,413.32
Dunn, Skye P Total:				\$2,413.32
EFTPS				*None
00014520	4/1/2026	2-1430	FMed/FSoc Payable - Tax Liabilit	\$4,184.53
EFTPS Total:				\$4,184.53
Fallon, Thomas R.				4001635
00014513	4/1/2026	1-1120	Wages From 04/1/26 - 04/15/2	\$3,583.32
Fallon, Thomas R. Total:				\$3,583.32
Handran, Kathleen M				4001618
00014505	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	\$334.30
Handran, Kathleen M Total:				\$334.30
Hanson's Building Supply				4000593 R1
00014489	4/1/2026	6-2584	Invoice #2603-186874 - Wood C	\$36.99
Hanson's Building Supply Total:				\$36.99
Henry, Tyson				4001615
00014509	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	\$1,960.40
Henry, Tyson Total:				\$1,960.40
Iglesias, Gabriela				4001748
00014491	4/1/2026	6-4296	March Registration Fees - Line D	\$320.00

# South Whidbey Parks & Recreation Dist

## Purchases [Vendor Detail]

4/1/2026 through 4/15/2026

4/2/2026  
3:23:43 PM

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ID#	Date	Item/Acct	Description	Amount
Iglesias, Gabriela				4001748
			Iglesias, Gabriela Total:	\$320.00
Island Auto Supply 00014490	4/1/2026	6-2880	Coolant	4000648 \$39.21
			Island Auto Supply Total:	\$39.21
Kelly-Stine, Cole 00014502	4/1/2026	1-1120	Wages From Feb 7 - March 21 -	4001476 \$229.42
			Kelly-Stine, Cole Total:	\$229.42
Langley Chamber of Commerce 00014493	4/1/2026	6-1531	Annual Dues	4000662 \$206.25
			Langley Chamber of Commerce Total:	\$206.25
Les Schwab Tire Center 00014492	4/1/2026	6-2881	Dismount & Mount ATV Wheels	4000527 R2 \$83.91
			Les Schwab Tire Center Total:	\$83.91
Lind, Benjamin 00014501	4/1/2026	1-1120	Wages For Feb 7 - March 21 202	4001224 \$607.97
			Lind, Benjamin Total:	\$607.97
Lind, Myles C 00014503	4/1/2026	1-1120	Wages From Feb 7 - March 21 -	*None \$639.47
			Lind, Myles C Total:	\$639.47
McGinnis, Michael 00014506	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	*None \$28.07
			McGinnis, Michael Total:	\$28.07
Monforte, Carrie E. 00014514	4/1/2026	1-1120	Wages From 04/1/26 - 04/15/2	4000837 \$2,912.49
			Monforte, Carrie E. Total:	\$2,912.49
Morley & Sons Construction, LLC 00014494	4/1/2026	6-2670	CSBC Crushed Rock	4001201 \$2,839.20
			Morley & Sons Construction, LLC Total:	\$2,839.20
Myres, Jacob 00014510	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	4001617 R2 \$1,975.72
			Myres, Jacob Total:	\$1,975.72
Puget Sound Energy 00014495 00014495	4/1/2026 4/1/2026	6-2649 6-2649	Electrical Service - Acct #20002 Electrical Services - Acct #20001	4000705 R1 \$231.00 \$116.72
			Puget Sound Energy Total:	\$347.72
Raymond, Marcus 00014504	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	5010240 \$346.94
			Raymond, Marcus Total:	\$346.94
Rouse-Kay, Corinne 00014511	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	4001701 \$2,087.25

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# South Whidbey Parks & Recreation Dist

## Purchases [Vendor Detail]

4/1/2026 through 4/15/2026

4/2/2026  
3:23:43 PM

Page 3

ID#	Date	Item/Acct	Description	Amount
Rouse-Kay, Corinne				4001701
			Rouse-Kay, Corinne Total:	\$2,087.25
Sachs, Kathleen 00014507	4/1/2026	1-1120	Wages From 3/16/26 - 03/31/2	4001619 \$1,120.62
			Sachs, Kathleen Total:	\$1,120.62
Sebo's Do-It Center 00014498 00014498	4/1/2026 4/1/2026	6-2584 6-2584	Invoice #A1779321 - Push Broo Invoice #A1779534 - Kickdown	4000731 \$27.77 \$36.25
			Sebo's Do-It Center Total:	\$64.02
Tomisser, Brian 00014515	4/1/2026	1-1120	Wages From 04/1/26 - 04/15/2	4001346 R2 \$4,349.95
			Tomisser, Brian Total:	\$4,349.95
Verizon Wireless 00014496	4/1/2026	6-1541	Cell Phone Service	4000790 \$188.23
			Verizon Wireless Total:	\$188.23
VISA - Heritage Bank 00014499 00014499 00014499 00014499	4/1/2026 4/1/2026 4/1/2026 4/1/2026	6-1530 6-1690 6-1690 6-1690	Amazon - Mouse Pad/Printer Pa Amazon - Mouse Amazon - Headphones Network Solutions - Domain Ren	4000793 R4 \$69.73 \$26.15 \$60.24 \$52.31
			VISA - Heritage Bank Total:	\$208.43
WA State Dept of Retirement 00014519 00014519	4/1/2026 4/1/2026	6-1205 2-1480	PERS Employer Portion PERS Employee Portion	4000531 \$1,650.71 \$1,701.21
			WA State Dept of Retirement Total:	\$3,351.92
Washington State Ferries 00014500	4/1/2026	6-2550	Maintenance - Freyy Trip	4000536 R4 \$12.05
			Washington State Ferries Total:	\$12.05
Waxie Sanitary Supply 00014497	4/1/2026	6-2585	Park Building & Maintenance Su	4001649 \$883.72
			Waxie Sanitary Supply Total:	\$883.72
			Grand Total:	\$43,550.12

# South Whidbey Parks & Recreation Dist

Construction Fund 741

5495 Maxwellton Rd

Langley, WA 98260

## Purchases [Vendor Detail]

4/1/2026 through 4/15/2026

4/2/2026  
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Page 1

Construction Fund.myo

ID#	Date	Item/Acct	Description	Amount
<b>Bayview Farm &amp; Garden</b>				<b>4001381 R1</b>
00000106	4/1/2026	6-1210	Plants for Park and Sports Co	\$536.20
Bayview Farm & Garden Total:				\$536.20
<b>Hanson's Building Supply</b>				<b>4000593</b>
00000107	4/1/2026	6-1210	Plumbing Supplies	\$469.39
Hanson's Building Supply Total:				\$469.39
<b>Puget Sound Energy</b>				<b>4000705 R1</b>
00000108	4/1/2026	6-1700	Acct #220039908748 - Electric	\$14.31
00000108	4/1/2026	6-1700	Acct #220040366795 - Electric	\$1,142.91
Puget Sound Energy Total:				\$1,157.22
Grand Total:				\$2,162.81

**South Whidbey Parks and Recreation District  
March 18, 2026 – Regular Board Meeting Minutes**

**DRAFT**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Jennifer Cox, Jake Grevé, Erik Jokinen, Krista Loercher (online).  
Staff Present: 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**

There was no public comment.

**III. Financial Report**

**A. Financial 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. Approval of Minutes for 02/18/2026**

**B. Voucher List Approval**

*Maintenance & Operations Vouchers #14427 - #14439, #1445 - #14470 and #14486 in the amount of \$55,444.64, Direct Deposit payroll payments in the amount of \$44,822.06, and Electronic payments in the amount of \$21,203.34; and Construction Fund Vouchers #97 - #105 in the amount of \$1,385,397.61.*

*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.

**VI. Committee & Community Meeting Reports**

**A. Lake Properties**

Krista reported that there had been the annual meeting between WA Department of Fish & Wildlife, District staff and commissioners, and staff from Island County regarding the Goss Lake, Deer Lake, and Lone Lake properties. Brian reported that there had been a good conversation about clarifying jurisdiction and who's responsible for various aspects around the lake properties, such as water quality, speed limits, improvements, and docks.

**VII. Unfinished Business**

**A. Comprehensive Plan Programs**

Brian reported that some trails at Community Park would be closed March 24<sup>th</sup> for safety around tree removal. Brian reported that staff had met with the design team from ARC and come up with a plan that would allow for office space within the SWARC for the District's Administrative and Recreation staff.

#### **VIII. New Business**

##### **A. Port of South Whidbey Interlocal Agreement**

The board and Brian reviewed a proposed Interlocal Agreement with the Port of South Whidbey. The agreement would provide opportunities to share resources such as equipment and facilities.

*Jake made a motion to authorize the Executive Director to enter into the Memorandum of Understanding with the Port of South Whidbey which was presented at the meeting, and the motion was unanimously approved.*

##### **B. Dedication of Benches at SWARC**

Brian displayed proposed locations for dedication benches at the SWARC. The board discussed options for bench styles and the implementation of installation and dedication of benches.

#### **IX. Adjournment**

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



# Memo

**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Re:** Staff Report for April 2026

## Recreation/Programs

- Available at the Board meeting is the current Activity Guide. Most programs are now open for registration.
- Skye reports that he has never seen the sports fields as busy as they are now, with soccer, softball, baseball, etc. Great to see!
- Skye will be attending the Washington Parks and Recreation Conference in Tacoma April 21-24

## Facilities and Grounds

- Staff are working to get the park back in shape from the ongoing construction in the winter.
- Large willow tree fell by the kiosk at Lone Lake and had to be removed.

## Director's Items

- Met with representatives of the Parks and Aquatics Foundation on 4/2 to discuss the 3<sup>rd</sup> grade swim program. Our hope is for this to happen in 2027 but may need to be delayed to 2028. If it is delayed they will provide vouchers to 3<sup>rd</sup> graders in 2027.
- We have narrowed our new registration system selection down to one, a company called 'RecDesk'. They gave us a 30-day program to go in and practice on a dummy site. Assuming staff are still pleased, we will work with them to create a training plan with the goal of going live September 1.
- Staff have successfully worked with DA Davidson and Pacifica Law LLC to secure the remaining \$12 million of bond sales. The money was deposited into our account with the County on April 9<sup>th</sup>. Our next funding step will be later in the year as we discuss the size and process to get the needed LTGO to complete the project.

05/20 Regular Board Meeting

# Memo



**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Date:** 04/15/2026  
**Re:** Benches at the SWARC

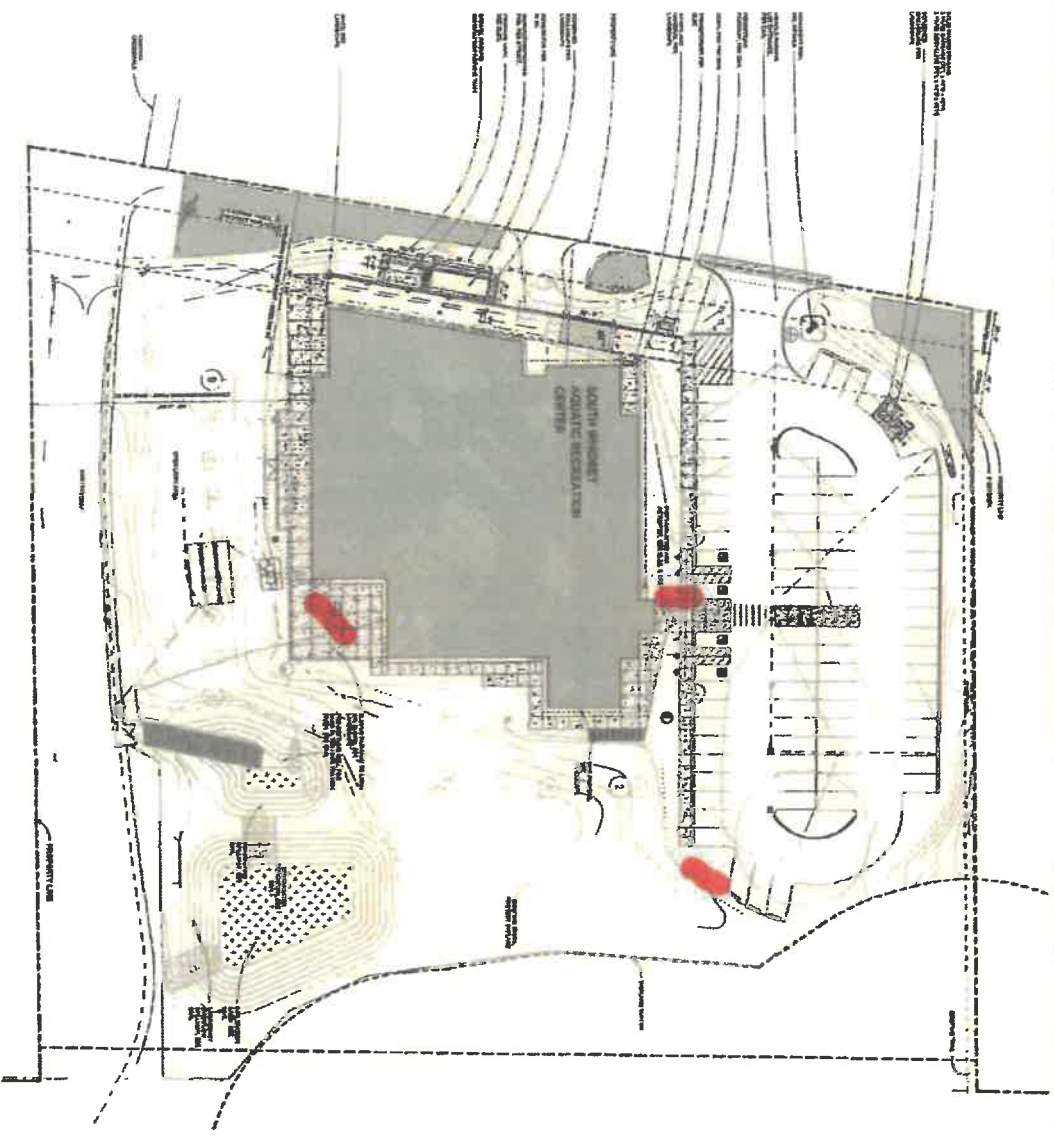
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As mentioned at last month's Board meeting, we are looking at bench options and have identified three locations on the SWARC location. Board direction was to come back with more options than the concrete option we presented last month.

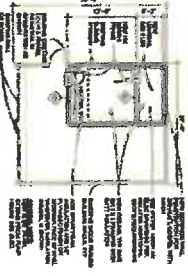
In your packet are examples of cement, steel and Trex models and a rough price estimate. We have had an inquiry about dedication of a bench at the SWARC location.

Staff would like Board input as to the kind of bench you would like us to pursue.

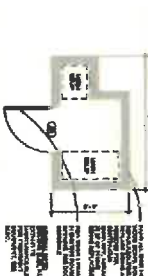
1 SITE PLAN  
1" = 20'-0"



KEY PLAN ENLARGED



2 EXISTING MAINTENANCE BLDG  
1/2" = 1'-0"



3 EXISTING WELL HOUSE  
3/8" = 1'-0"

SITE PLAN NOTES:

1. THIS SITE PLAN IS A PRELIMINARY DESIGN AND IS SUBJECT TO CHANGE WITHOUT NOTICE.
2. THE CLIENT HAS PROVIDED ALL NECESSARY INFORMATION AND PERMITS FOR THE PREPARATION OF THIS SITE PLAN.
3. THE CLIENT HAS PROVIDED ALL NECESSARY INFORMATION AND PERMITS FOR THE PREPARATION OF THIS SITE PLAN.
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10. THE CLIENT HAS PROVIDED ALL NECESSARY INFORMATION AND PERMITS FOR THE PREPARATION OF THIS SITE PLAN.

**a/r/c**  
119 MARKET ST #300  
SEATTLE, WA 98104-4870  
PH: 206.322.5322

**S SHIBDEY PARKS & REC  
AQUATIC REC CENTER**

6431 MAXWELTON RD  
LANGLEY, WA 98220

CONTRACT DOCUMENTS

DATE	DESCRIPTION
10/1/00	ISSUED FOR PERMITTING
10/1/00	ISSUED FOR PERMITTING
10/1/00	ISSUED FOR PERMITTING
10/1/00	ISSUED FOR PERMITTING

SITE PLAN

A1.1



**Base Cost ~\$1250.00**



**Base Cost ~\$600.00**



**Total Cost ~\$1800.00**



SKU: TXB60

★★★★★ 103 REVIEWS

The stylish yet spacious Yacht Club 60" Bench is an ideal way to add more seating to your outdoor entertaining space.

\$499.00



< 1 / 8 >

SKU TXB60

The stylish yet spacious Yacht Club 60" Bench is an ideal way to add more seating to your outdoor entertaining space.

Trex Color: Vintage Lantern

[See details](#)

TEPE- TCHIE	SPRINGDALE E. ACY	CLASSIC WHITE	TRUCKEE	VINTAGE LANTERN	WINDY HILLS	WINDY HILLS SUNSET
\$469.00	\$469.00	\$539.00	\$499.00	\$499.00	\$539.00	\$499.00

SHOP ACCESSORIES



Bench Seat Cushion -  
18.5"D x 55.5"W x  
2.5"H

★★★★☆ 27

\$109.00 - \$129.00

Customize



Eligible for White Glove Delivery

Select this premium service at checkout. Scheduled delivery to your outdoor space, including assembly and removal of all packaging.

[Learn More](#)

\$499.00

- 1 +

ADD TO CART

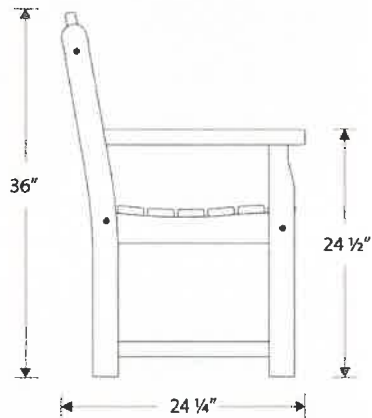
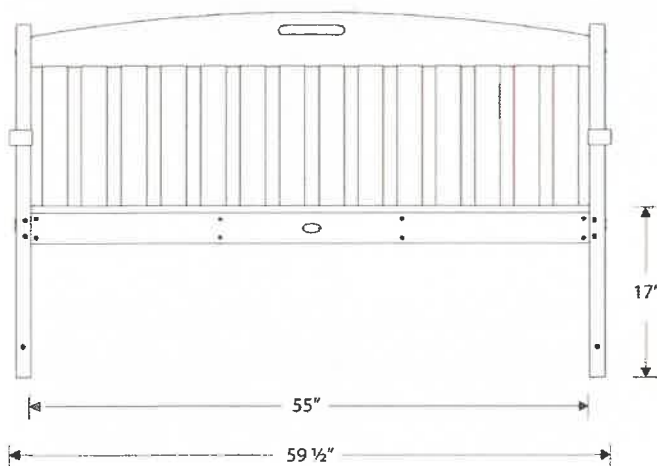
Features

Withstands storms and strong winds: low-maintenance and easy to clean

900 lbs. weight capacity

Dimensions & Assembly

TXB60





k



# thepark AND FACILITIES

CATALOG

Home > 6' Steel Strap Bench with Arched Back



**Need Help? Chat with a representative now.**

Please contact an expert for more info: 866-280-9894



## 6' Steel Strap Bench with Arched Back

**\$1,100.00** / each

Request a quote 

Large selection of powder coat colors

Durable steel design

Offers a distinctive seating solution that effortlessly blends style and comfort!

ITEM #

#536-1430

 **PRINT**

PRODUCT RESOURCES

**VIEW SPEC SHEET**

### CUSTOMIZABLE OPTIONS:

Color \*

-- Please Select --



**ESTIMATE SHIPPING**

0

**ADD TO CART**

Request a quote 



# Comprehensive Programs Update



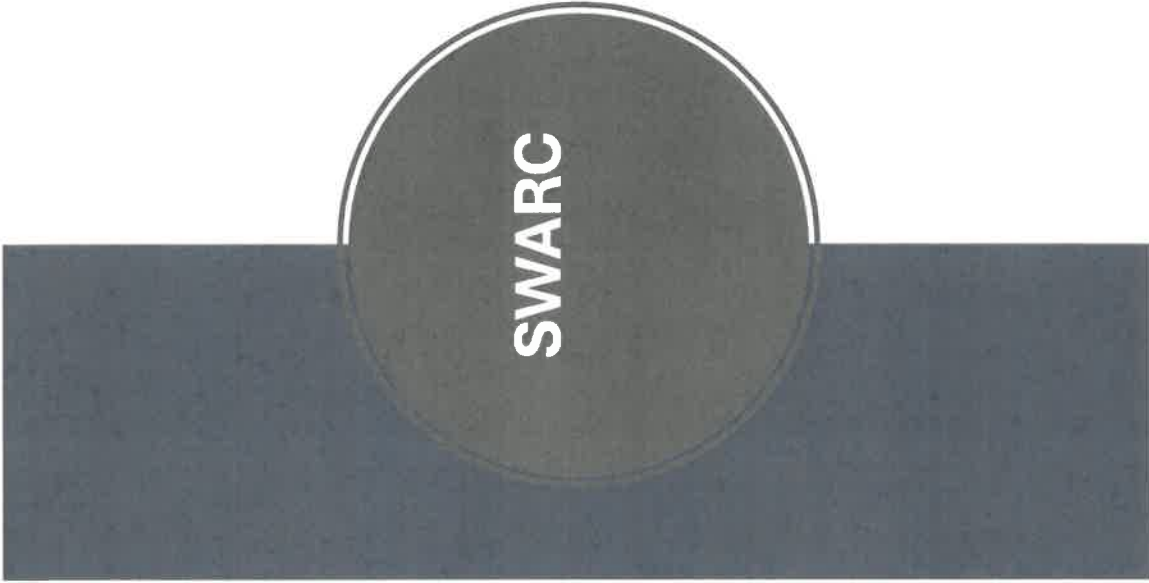


# Lakes

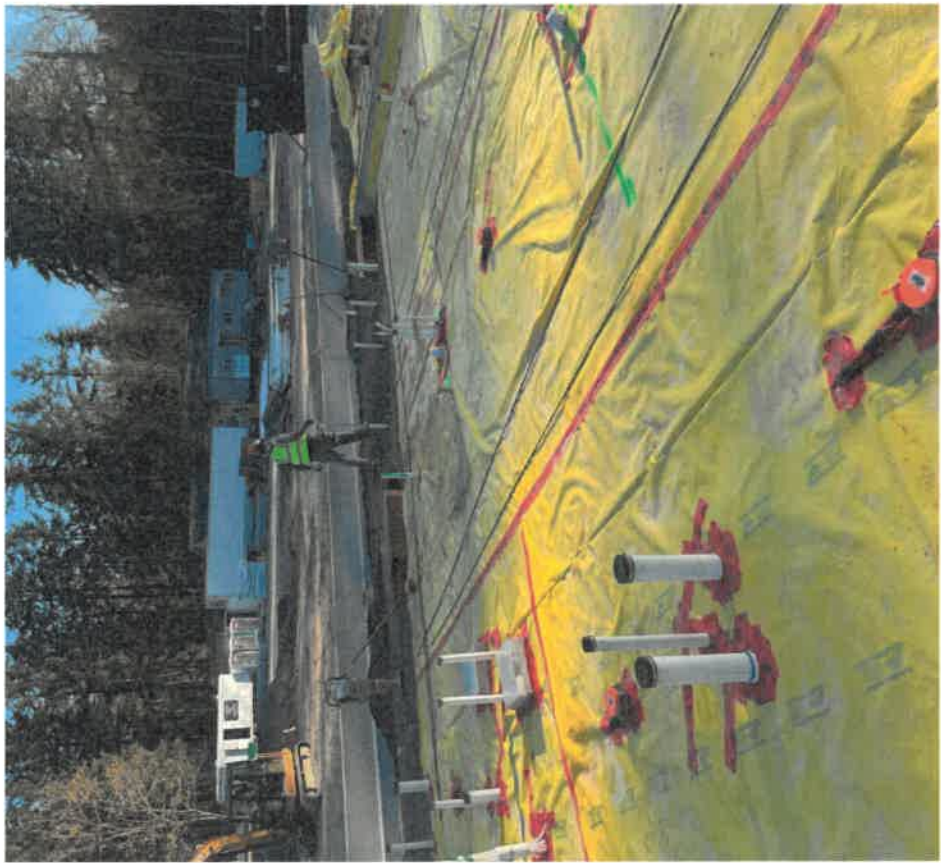


- Large willow tree at Lone Lake fell down by the kiosk and had to be removed.
- Old dock at Deer Lake had a large bolt taken from it, causing it to be a great safety concern. Department of Fish and Wildlife have been notified and said they would address it. The goal is to remove the old dock completely.





- **Upcoming Dates of Interest:**
  - **May 5<sup>th</sup>** New water silo construction to begin
  - **May 14<sup>th</sup>** Structural steel scheduled to begin
  - **June 5<sup>th</sup>** CLT scheduled to begin install
- **After almost six weeks of work, the well company seems to have fixed the problem and the well is working at 100% at this time.**
- **Tentative hiring plan for new SWARC staff**
  - **HR Manager: Open in August**
  - **Aquatic Manager: Open in September**
  - **Facility Coordinator: Open in October**
  - **Other Full-Time positions: Open in January**
  - **Custodial Contract: Put out to bid January**





# Memo



**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Date:** 04-15-2026  
**Re:** Discussion of Fee Schedule SWARC

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Staff are planning to do a preliminary fee schedule study for the SWARC this summer and finalize by the end of the year. We would like to get some very preliminary feedback from the Board regarding various fee categories and discounts that you would like us to consider.

## Fee Sheet Comparison

As listed on their website

	Resident	Senior (Age)	Youth (Age)	Military Veteran	Passes	Disabled	Other
Lynnwood	Yes	62+	<2 Free, 2-12, 13-17	No	Annual/PC	Yes	
Snohomish	Yes	No	<3 Free	No	Quarterly/Annual	No	Aqua Maximizer
William Shore	No	60+	<3 Free, 4-17	Yes	Annual/PC	Yes	
Oak Harbor	Yes	No	<2 free	No	Monthly/Quarterly/Annual/PC	No	
Covington	Yes	62+	Yes	Yes	Monthly/Quarterly/Annual/PC	Yes	
Bellevue	No	No	12 & under	No	Quarterly/PC*	No	Discount 8-10am
Bainbridge Is.	Yes	60+	17 & under	No	PC*/monthly/6 month	No	

\*PC= Punch Card

Discount Decisions:

Discount	How many have it?
Residency	6 of 7
Senior	4 of 7
Youth	7 of 7
Military	2 of 7
Disabled	3 of 7
Punch Cards	6 of 7
Monthly Pass	3 of 7
Quarterly Pass	4 of 7
Annual Pass	5 of 7

# Memo



**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Date:** 04/15/2026  
**Re:** Asphalt Project 2026-01

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As mentioned at last month's Board meeting, we went out to bid for the budget asphalt project that will pave the roadway from the lower parking lot at the Sports Complex down to the Pickleball Courts and will create a parking lot at the courts. It also will cover the existing walkway that exists between the restrooms and the woods at the Complex. The other part of this project will pave the driveway at Trustland Trails from the entrance straight up to the fence by the storage unit. This will include grinding down the roots that are intruding on this path.

We budgeted \$90,000 for this project and our lowest bid was from Western Refinery Services (WRS) which will be a little under \$63,000 with tax included.

In your Board packet are the bid tabulation sheet for this project and a copy of the agreement for your review. The complete bids from each company are in your Board SharePoint folder if you would like to review.

Staff recommend authorizing the Director to enter into this agreement with WRS to complete this project.

# BID TABULATION

Project: 2026-01 Asphalt Project  
 Trustland Trails & Sports Complex  
 Bid Opening: 04/01/2026 2:00PM

BID #	Business	Date Received	Time Received	Tax Incl?	Base Bid Amount	Alternate Bid 1	Total	Deadline	Non Collision Cost
BID 01	Dellinger Industries	3/31/2026	2:15PM	No	\$81,665.60	\$36,160.00	\$117,825.60	4/1/2026 - 2:00PM	Yes
BID 02	Lakeside Industries, Inc	4/1/2026	10:14AM	No	\$67,600.00	\$17,400.00	\$85,000.00	4/1/2026 - 2:00PM	Yes
BID 03	Western Refinery Services, Inc	4/1/2026	12:22PM	No	\$48,192.00	\$9,417.00	\$57,609.00	4/1/2026 - 2:00PM	Yes
BID 04	Morley & Sons Construction	4/1/2026	12:37PM	Incl Tax	\$86,178.63	\$18,829.75	\$105,008.38	4/1/2026 - 2:00PM	Yes
BID 05	Asphalt Northwest, LLC	4/1/2026	12:46PM	Unknown	\$58,312.00	\$10,750.00	\$69,062.00	4/1/2026 - 2:00PM	Yes
BID 06	Miles Resources, LLC	4/1/2026	1:41PM	No	\$56,000.00	\$11,500.00	\$67,500.00	4/1/2026 - 2:00PM	Yes
BID 07							\$0.00	4/1/2026 - 2:00PM	
BID 08							\$0.00	4/1/2026 - 2:00PM	
BID 09							\$0.00	4/1/2026 - 2:00PM	
BID 10							\$0.00	4/1/2026 - 2:00PM	
BID 11							\$0.00	4/1/2026 - 2:00PM	

**Base Bid:**

- Overlay the entry way at Trustland Trails ~8,000 sq. ft. 2" thick. Work to include root grinding that will be shown at pre-bid showing
- New asphalt to the new parking lot next to pickleball courts at the Sports Complex ~11,200 sq. ft. 2" thick

Alternate Bid : Overlay trail within the Sports Complex ~4300 sq. ft. 1.5" thick

Description
<ul style="list-style-type: none"> <li>• Overlay the entry way at Trustland Trails ~8,000 sq. ft. 2" thick. Work to include root grinding that will be shown at pre-bid showing.</li> <li>• New asphalt of the new parking lot next to pickleball courts at the Sports Complex ~11,200 sq. ft. 2" thick</li> </ul>

**Alternate Bid 1:**

Description
<ul style="list-style-type: none"> <li>• Alternate bid - Overlay trail within the Sports Complex ~4300 sq. ft. 1.5" thick</li> </ul>



Small Public Works Agreement

Contract #: 2026-01 Project Name: 2026-01 Asphalt Bid

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Indemnification/Hold Harmless & Insurance**

Indemnification / Hold Harmless

The Contractor shall defend, indemnify and hold the South Whidbey Parks and Recreation District (SWPRD or District), its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Insurance

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors.

No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

#### A. Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or the equivalent and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The District shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the District.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

#### B. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

#### C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect the District. Any Insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

#### D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

#### E. Verification of Coverage

Contractor shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

#### F. Subcontractors

Contractor shall ensure that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor. Upon request from the District, the Contractor shall provide evidence of such insurance.

#### **Nondiscrimination**

In all Contractor services, programs or activities, and all Contractor hiring and employment made possible by or resulting from this Agreement, there shall be no discrimination by the Contractor or by Contractor's employees, agents, subcontractors or representatives against any person because of sex, age, (except minimum age and retirement provisions), race, color, creed, national origin, marital status or the presence of any disability, including sensory, mental, or physical handicaps, based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state or local law or regulation regarding nondiscrimination. Any material violation of this provision shall be grounds for termination of this Agreement by the District and, in the case of the Contractor's breach, may result in ineligibility for further District agreements.

#### **Gifts**

The District's Code of Ethics and Washington State law prohibit public employees from soliciting, accepting, or receiving any gift, gratuity, or favor from any person, firm or corporation involved in a contract with the District. To ensure compliance with the District's Code of Ethics and state law, the Contractor shall not give a gift of any kind to District employees or officials.

#### **Prevailing Wage**

It is the sole responsibility of the Contractor to assign the appropriate classifications to all laborers, workmen or mechanics that will perform any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification. Additionally, it is the responsibility of the Contractor to document and report this information to the Department of Labor and Industries, providing a copy to the SWPRD, prior to beginning work. Final payment will not be processed until the District has received approved L&I forms for all work.

Current prevailing wage data for Island County can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at

<https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>

The effective date for prevailing wages will be \_\_\_\_\_ or the bid due date, whichever is the latest.

#### **Bonds/Retainage**

A Performance and Payment (P/P) Bond, per RCW 39.08.010, is to be provided to the Park District for the performance of the contract and otherwise conditioned as required by law, with sureties satisfactory to the Commission, in amounts equal to the contract price.

If the contract price is less than \$35,000, the contractor may wish to exercise his/her option under RCW 39.07.010(3) to allow the District to, in lieu of the P/P bond, retain fifty percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

The Contractor shall require the attorney-of-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of this power-of attorney indicating the monetary limit of such power.

**Payment Processing**

Payment terms are the following, each payment requires an invoice from Contractor to SWPRD, payment cycle is generally two weeks from invoice. The District shall pay the Contractor after final acceptance of the project within 30 days of submittal of the invoice provided the District has received approved L&I Forms. Invoices and L&I Forms should be sent to South Whidbey Parks and Recreation District 5475 Maxwellton Road Langley, WA. 98260 or emailed to [swparks@swparks.org](mailto:swparks@swparks.org).

**Description of Work**

**Base Bid:**

- Overlay the entry way at Trustland Trails ~8,000 sq. ft. 2" thick. Work to include root grinding that will be shown at pre-bid showing.
- New asphalt to the new parking lot next to pickleball courts at the Sports Complex ~11,200 sq. ft. 2" thick

**Alternate Bid 1:** Alternate bid - Overlay trail within the Sports Complex ~4300 sq. ft. 1.5" thick

**Total bid amount:**

**Base Bid \$ 48,192 (plus tax)**

**Alternate Bid 1: Accepted \$9,417 (plus tax)**

The Contractor shall not begin work until the District orally provides Notice to Proceed. This contract shall terminate if a Notice to Proceed is not issued within 60 days. The District will not issue a Notice to Proceed before approved evidence of insurance is received.

In witness whereof, the District and the Contractor execute this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CONTRACTOR**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Of: \_\_\_\_\_

Date: \_\_\_\_\_

**SWPRD**

By: \_\_\_\_\_

Title: Executive Director \_\_\_\_\_

Of: South Whidbey Parks & Recreation Dist.

Date: \_\_\_\_\_

# Memo



**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Date:** 04/15/2026  
**Re:** 2026 RCO Grants

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As mentioned at last month's Board meeting, staff have been cautiously looking at options to engage the 2026 RCO grant cycle.

After vetting various ideas, staff felt two options could fit with our Comprehensive plan and within our staff bandwidth.

The first is to add more basketball courts to our parks. We currently have the only decent public outdoor basketball court south of Oak Harbor. This single basketball court gets a lot of use. Staff looked at various locations and determined the best two options would be to make this an addition to the existing pickleball courts or to make this an enhancement to the SWARC site. Visuals of both of these sites provided in your Board packet. Staff will discuss at the meeting why both of these are viable options, but not for RCO funding. However, there are possible paths forwards for both of these locations that will be discussed.

The second RCO option would be to apply for the Youth Athletic Facilities grant to replace all the back stops of the ball fields at the Community Park. We should have a rough estimate for you by the Board meeting night. A reminder that to apply for this, we would be responsible for 50% of the matching funds.

Unless there are concerns from the Board, staff will be applying for this grant by April 30<sup>th</sup> (deadline).



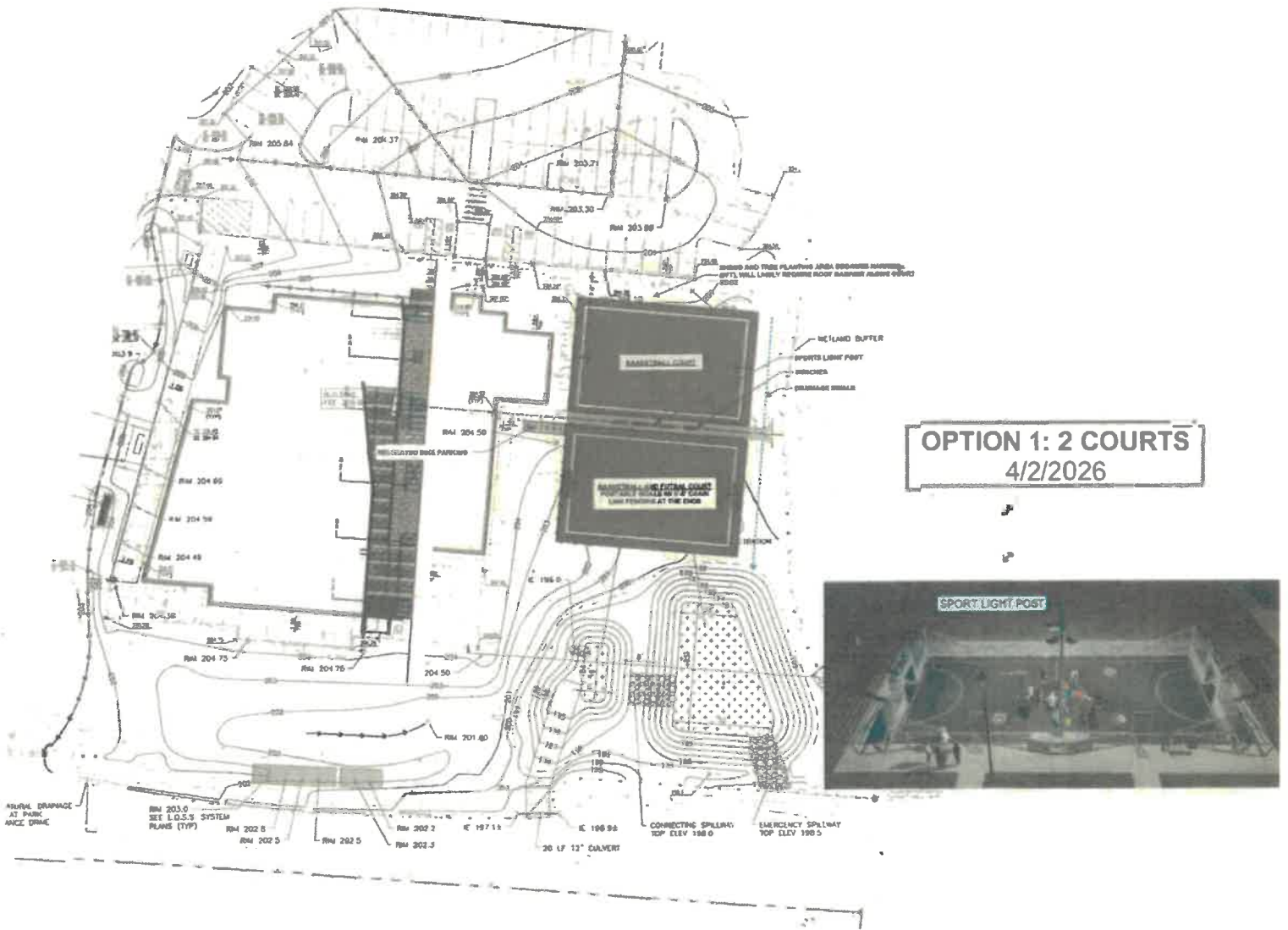
New  
Court?

LINE OF WORKING LINE SHALL BE ACCORDING TO  
AS SHOWN ON THE PLANS AND NOT TO BE USED FOR  
CONSTRUCTION PURPOSES

### Potential Plan Forward:

\* Towards the end of construction of the SWARC, if our contingency numbers are looking good, staff will come back with a proposal to add an option to this location.

\* Because we have more time, there are outside funders that could be interested in helping to fund this option.



# Memo



**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Date:** 04-15-2026  
**Re:** Cyber Policy

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With our impending move into the SWARC and greatly increased staff team, we have created a Cyber Policy for your review.

After any comments are received, staff would recommend passing the Cyber Policy.

# South Whidbey Parks and Recreation District Cyber Policy

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## 1. PURPOSE

The purpose of this policy is to protect the District's computers, email, payment systems, registration platforms, employee records, and other digital information from unauthorized access, fraud, ransomware, or disruption.

Because the District operates with limited staff and resources, cybersecurity practices must be simple, consistent, and practical.

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## 2. WHO THIS POLICY APPLIES TO

- Full-time, part-time, and seasonal employees
  - Board members
  - Volunteers with system access
  - Contractors or vendors with access to District systems
- 

## 3. DISTRICT TECHNOLOGY COVERED

- District email accounts
  - Registration and online payment systems
  - Payroll and accounting systems
  - Shared files (cloud storage)
  - Laptops, desktops, and mobile devices
  - Public Wi-Fi at facilities
  - Security camera systems
  - Website and social media accounts
-

#### **4. ACCEPTABLE USE**

District technology is for official District business.

##### **Employees and users must:**

- Use strong passwords (minimum 12 characters)
- Use Multi-Factor Authentication (MFA) when available
- Log out of shared computers
- Lock devices when unattended
- Report suspicious emails immediately
- Use only approved software

##### **Users may NOT:**

- Share passwords
- Install unauthorized software
- Use District systems for illegal or inappropriate activity
- Access or share confidential data without authorization
- Connect unknown USB drives or personal devices to District computers

Limited personal use is permitted if it does not interfere with work duties.

##### **Internet and electronic systems may be used to:**

- Perform official job duties
- Communicate with coworkers, vendors, partner agencies, and the public
- Access work-related information, research, scheduling, and reporting tools
- Support programs, facilities, recreation services, and administration

##### **Limited personal use is permitted only if it:**

- Occurs during break time or non-work time
- Does not interfere with job performance
- Complies with all other provisions of this policy

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## **5. PASSWORD & ACCOUNT SECURITY**

- Passwords must not be reused across multiple systems.
- MFA is required for:
  - Email accounts
  - Financial systems
  - Payroll
  - Administrative access
- Accounts of former employees must be disabled immediately upon separation.

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## **6. PROTECTION OF SENSITIVE INFORMATION**

The District collects and stores:

- Participant names and contact information
- Payment information
- Employee payroll data
- Background check records
- Waivers and medical information

To protect this information:

- Access is limited to staff who need it.
  - Sensitive information must not be stored on personal devices.
  - Payment systems must be PCI-compliant (vendor-managed).
  - Sensitive documents must not be emailed unless encrypted or through secure portals.
-

## **7. EMAIL & PHISHING**

Phishing emails are the most common threat to small public agencies.

Employees must:

- Be cautious with unexpected emails requesting money, passwords, or account changes
- Verify vendor payment changes by phone
- Do not click unknown links

The District will provide basic annual cybersecurity awareness training.

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## **8. PUBLIC WIFI**

If public Wi-Fi is provided:

- It must be separate from District internal systems.
  - Financial, payroll, and administrative systems must not operate on public Wi-Fi.
- 

## **9. BACKUPS**

- Critical systems (registration, payroll, accounting) must have automated backups.
  - Backups must be tested at least annually.
  - Backup copies should not be accessible from normal user accounts.
- 

## **10. INCIDENT RESPONSE (WHAT TO DO IF SOMETHING HAPPENS)**

If a cyber incident is suspected:

Examples:

- Ransomware message
  - Unauthorized payment
  - Data breach
  - Lost or stolen laptop
-

**Immediately:**

1. Disconnect the affected device from the internet.
2. Notify the Executive Director and/or IT Manager.
3. Do not delete files or attempt to fix the issue.
4. Document what happened.

The Executive Director will determine whether:

- The insurance carrier must be notified
  - Law enforcement must be contacted
  - Affected individuals must be notified
- 

**11. VENDOR REQUIREMENTS**

Third-party vendors that process payments, payroll, or registration must:

- Maintain appropriate cybersecurity safeguards
- Notify the District of data breaches
- Maintain cyber liability insurance

Whenever possible, vendors should support:

- MFA
  - Data encryption
  - Regular backups
- 

**12. PHYSICAL SECURITY**

- Computers must be secured when facilities are closed.
  - Server/network equipment must remain locked.
  - Old computers must be wiped before disposal.
- 

**13. RESPONSIBILITY**

**Board of Commissioners:**

- Approves policy
- Ensures adequate funding for basic cybersecurity protections

**Executive Director:**

- Oversees implementation
- Ensures staff training
- Coordinates incident response

**Employees:**

- Follow security practices
  - Report concerns promptly
- 

**14. ENFORCEMENT**

Failure to comply with this policy may result in:

- Loss of system access
  - Disciplinary action
  - Termination
- 

**15. POLICY REVIEW**

This policy will be reviewed periodically and updated as needed to address emerging threats and operational changes.

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**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have read and understand the South Whidbey Parks & Recreation District Cybersecurity & Acceptable Use Policy and agree to comply.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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