

South Whidbey Parks & Recreation District

July 15, 2026

Regular Board Meeting @ 6:00pm

Parks District Headquarters

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

Online attendance is available. Visit swparks.org/about/meetingsminutes or email 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 (06/17/2026)

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

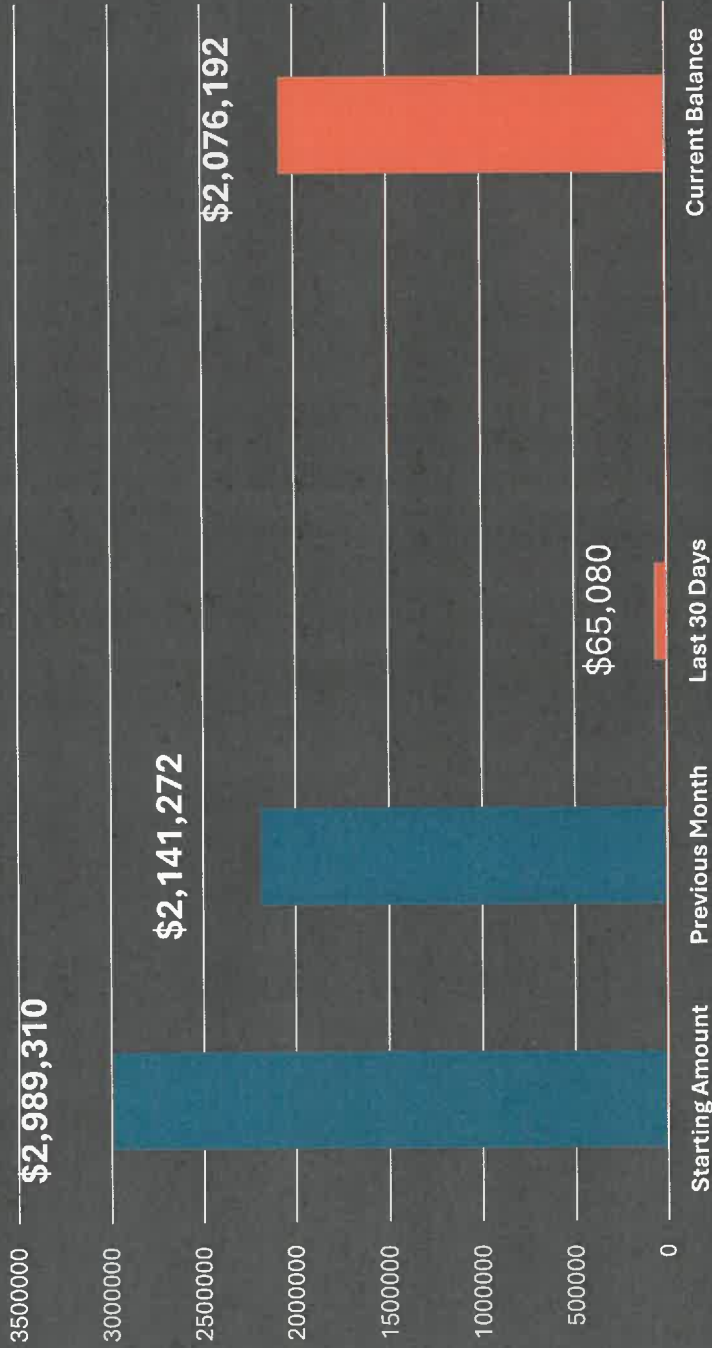
A. Comprehensive Plan Programs

VIII. New Business

A. Private Instruction in the Park- Discussion

IX. Adjournment

CONTINGENCY REPORT Through June 2026



Last 30 Days Highlights:

- Steel tariffs (\$40,500)
- Robo vacuums Placeholder (\$21,800)
- Vending machine Placeholder (\$8720)

South Whidbey Parks & Recreation Dist

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

Purchases [Vendor Detail]

July 2026

7/2/2026
3:40:31 PM

Page 1

ID#	Date	Item/Acct	Description	Amount
Bank Account Fees				*None
00014713	7/2/2026	6-1660	Bank Account Fees for Direct De	\$35.00
			Bank Account Fees Total:	\$35.00
Bank Card Fees				*None
00014714	7/2/2026	6-1660	Credit Card Transaction Fees for	\$919.75
			Bank Card Fees Total:	\$919.75
Carter, Austin L.				4001868
00014703	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$2,560.31
			Carter, Austin L. Total:	\$2,560.31
Delta Dental of Washington				4000884 R1
00014695	7/2/2026	6-1207	Dental Insurance - Employer Por	\$767.76
00014695	7/2/2026	2-1475	Dental Insurance - Employee De	\$59.84
			Delta Dental of Washington Total:	\$827.60
Diamond Rentals				4000539
00014685	7/2/2026	6-2690	Porta Potty Pumping at Trustlan	\$81.75
			Diamond Rentals Total:	\$81.75
DRS - Deferred Compensation Program				4000537 R3
00014711	7/2/2026	2-1435	DCP Employer Portion	\$1,787.67
00014711	7/2/2026	2-1485	DCP Employee Portion	\$2,058.14
			DRS - Deferred Compensation Program Total:	\$3,845.81
Dunn, Skye P				4000982 R1
00014707	7/2/2026	1-1120	Wages 07/1/26 - 07/15/26	\$2,413.32
			Dunn, Skye P Total:	\$2,413.32
EFTPS				*None
00014715	7/2/2026	2-1430	FMed/FSoc Payable - Tax Liabilit	\$3,838.97
			EFTPS Total:	\$3,838.97
Fallon, Thomas R.				4001635
00014708	7/2/2026	1-1120	Wages 07/1/26 - 07/15/26	\$3,429.53
			Fallon, Thomas R. Total:	\$3,429.53
Handran, Kathleen M				4001618
00014699	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$245.73
			Handran, Kathleen M Total:	\$245.73
Hanson's Building Supply				4000593 R1
00014686	7/2/2026	6-4114	Striping Spray/Field Marking Lim	\$162.56
			Hanson's Building Supply Total:	\$162.56
Henry, Tyson				4001615
00014704	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$1,804.60
			Henry, Tyson Total:	\$1,804.60
Horizon Distributors, Inc.				4000603 R4
00014698	7/2/2026	6-2582	Rian Bird Sprinkler Heads	\$2,344.46

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

July 2026

7/2/2026
3:40:31 PM

Page 2

ID#	Date	Item/Acct	Description	Amount
Horizon Distributors, Inc.				4000603 R4
Horizon Distributors, Inc. Total:				\$2,344.46
Integrated Underwater Services, LLC				4001312 R1
00014687	7/2/2026	6-2680	Inspection and Cleaning of Wate	\$5,457.82
Integrated Underwater Services, LLC Total:				\$5,457.82
Island Auto Supply				4000648
00014688	7/2/2026	6-2434	Hydrolic Fluid	\$95.70
Island Auto Supply Total:				\$95.70
McGinnis, Michael				*None
00014700	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$16.05
McGinnis, Michael Total:				\$16.05
McVicker, Emily				9603811
00014691	7/2/2026	6-4292	Concerts In The Park - July 14th	\$900.00
McVicker, Emily Total:				\$900.00
Monforte, Carrie E.				4000837
00014709	7/2/2026	1-1120	Wages 07/1/26 - 07/15/26	\$2,912.49
Monforte, Carrie E. Total:				\$2,912.49
Myres, Jacob				4001617 R2
00014705	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$1,975.72
Myres, Jacob Total:				\$1,975.72
Principal Life Insurance Company				4001425 R1
00014696	7/2/2026	6-1206	LTD/AD&D/Life Insurance Premi	\$433.37
Principal Life Insurance Company Total:				\$433.37
Puget Sound Energy				4000705 R1
00014689	7/2/2026	6-2649	Electrical Service - Acct #20002	\$83.50
00014689	7/2/2026	6-2649	Electrical Services - Acct #20001	\$47.62
Puget Sound Energy Total:				\$131.12
Raymond, Marcus				5010240
00014701	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$386.41
Raymond, Marcus Total:				\$386.41
Regence Blue Shield				4000712 R1
00014697	7/2/2026	2-1470	Medical Insurance - Employee Po	\$909.32
00014697	7/2/2026	6-1204	Medical Insurance - Employer Po	\$13,467.09
Regence Blue Shield Total:				\$14,376.41
Rouse-Kay, Corinne				4001701
00014706	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$1,920.87
Rouse-Kay, Corinne Total:				\$1,920.87
Sachs, Kathleen				4001619
00014702	7/2/2026	1-1120	Wages 06/16/26 - 06/30/26	\$752.74
Sachs, Kathleen Total:				\$752.74
Sebo's Do-It Center				4000731
00014692	7/2/2026	6-2585	Invoice #A1806248 - Pine Sol	\$7.62
00014692	7/2/2026	6-2581	Invoice #B1448808 - Peat Moss	\$23.97

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

July 2026

7/2/2026
3:40:32 PM

Page 3

ID#	Date	Item/Acct	Description	Amount
Sebo's Do-It Center				4000731
00014692	7/2/2026	6-2581	Invoice #A1806944 - Peat Moss	\$23.97
00014692	7/2/2026	6-2585	Invoice #A1808418 - Pine Sol/W	\$111.13
Sebo's Do-It Center Total:				\$166.69
SW Park & Rec Petty Cash Fund Custodian Carrie				4001315 R2
00014690	7/2/2026	6-2585	Pd to Corinne for Sebo's - Locks	\$10.88
Park & Rec Petty Cash Fund Custodian Carrie Total:				\$10.88
Tomisser, Brian				4001346 R2
00014710	7/2/2026	1-1120	Wages 07/1/26 - 07/15/26	\$4,349.95
Tomisser, Brian Total:				\$4,349.95
VISA - Heritage Bank				4000793 R4
00014693	7/2/2026	6-1550	QuickQuack Carwash	\$25.06
00014693	7/2/2026	6-1540	Fred Meyer - Postage	\$15.60
00014693	7/2/2026	6-1530	Primo Brands - Water for Office	\$70.80
00014693	7/2/2026	6-2880	Woods Logging Supply - Stihl R	\$76.70
00014693	7/2/2026	6-1690	Amazon - Ethernet Splitter	\$19.61
00014693	7/2/2026	6-4119	Amazon - Pickleball Retriever/H	\$91.69
00014693	7/2/2026	6-4264	Swim Outlet Membership	\$5.43
VISA - Heritage Bank Total:				\$304.89
WA State Dept of Retirement				4000531
00014712	7/2/2026	6-1205	PERS Employer Portion	\$1,608.90
00014712	7/2/2026	2-1480	PERS Employee Portion	\$1,660.90
WA State Dept of Retirement Total:				\$3,269.80
Washington State Ferries				4000536 R4
00014694	7/2/2026	6-1550	Ferry Trip for Pool Visits 6/24/2	\$16.30
00014694	7/2/2026	6-1550	Ferry Trip for Pool Visits 6/24/2	\$30.50
00014694	7/2/2026	6-2550	Maintenance Ferry Travel	\$32.60
00014694	7/2/2026	6-2550	Maintenance Ferry Travel	\$32.60
Washington State Ferries Total:				\$112.00
Grand Total:				\$60,082.30

South Whidbey Parks & Recreation Dist

Construction Fund 741

5495 Maxwellton Rd

Langley, WA 98260

Purchases [Vendor Detail]

July 2026

7/2/2026
4:33:14 PM

Page 1

Construction Fund.myo

ID#	Date	Item/Acct	Description	Amount
Puget Sound Energy				4000705 R1
00000130	7/2/2026	6-1700	Acct #220039908748 - Electric	\$52.03
Puget Sound Energy Total:				\$52.03
Visa - Heritage				4000793 R4
00000129	7/2/2026	6-1150	Amazon - Mini Drone for SWA	\$1,099.81
Visa - Heritage Total:				\$1,099.81
Grand Total:				\$1,151.84

**South Whidbey Parks and Recreation District
June 17, 2026 – Regular Board Meeting Minutes**

DRAFT

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Erik Jokinen, Krista Loercher and Matt Simms.

Staff Present: Carrie Monforte and Brian Tomisser

Erik called the Regular Meeting to order at 6:01 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 updated voucher list with the board.

IV. Consent Agenda

A. Minutes for 05/20/26

B. Voucher List Approval

Maintenance & Operations Vouchers #14620 - #14637 and #14657 - #14669 in the amount of \$114,639.30, Direct Deposit payroll payments in the amount of \$44,925.55, and Electronic payments in the amount of \$22,353.95; and Construction Fund Vouchers #121 - #126 in the amount of \$1,436,818.09.

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

A. Lake Properties

Krista noted that the WA Dept of Fish & Wildlife Water Access meetings were postponed.

VII. Unfinished Business

A. Comprehensive Plan Programs

PICKLEBALL COURTS

Brian noted that staff met with RCO for a final inspection, who were thrilled with the quality of the project. Brian state that he would be working on the final report and billing for RCO.

The District had scheduled the 1st Annual South Whidbey Pickleball Tournament on the courts.

SWARC

Brian reported on the progress of the South Whidbey Aquatic Recreation Center construction.

Brian noted the coming opening of the HR Manager position, with the goal of hiring in August.

VIII. New Business

A. District Logo

The board and the staff discussed elements for modernizing the District logo.

IX. Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.



Memo

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

Recreation/Programs

- Summer programs are very busy. We had over 200 at our first Tuesday Concerts in the Park.

Facilities and Grounds

- At our request King Water did another test for Coliform and I'm happy to report the test came back negative and we are all clear in terms for water related issues.
- Asphaltting of the Trustland Trails entry and the pickleball parking lot is completed and looks great.
- The new rope climbing structure at Castle Park has finally arrived and should be installed soon.

Director's Items

- We met with Water and Wastewater Services. We received a favorable cost estimate and are in discussions to make them our water management providers. Contractually, we are obligated to King water through the calendar year. I'm not sure if they'd be willing to let us out early.
- We are continuing to look at insurance options for when the Aquatics and Recreation Center is open. It is looking more like we will stay with Enduris, but a final decision has not been made yet.
- The new HR Manager position is now being advertised. First reviews will begin on August 3rd. Over the next couple of months we will be posting the Aquatics Manager and Facilities Coordinator positions.
- Since the HR Manager will report to the Deputy Director position, we will be promoting Carrie to this position effective August 1st. She will continue to fill the duties of Business Manager until we fill this position in later 2026 or early 2027.
- Carrie and I met with a company called PayNW, which was a highly recommended payroll service. In addition to processing payroll, they would allow staff to log in/out through an app, do our end of the year tax forms and more. We are looking at ways to incorporate this type of service within our budget once the SWARC opens.
- Pat McVay has completed the memorial bench that you approved and it is installed at the upper soccer field. Once the plaque is received, they will be doing a small gathering to dedicate the bench.
- The Board is invited to our 2nd Annual staff BBQ. It will be August 12th at the Sports Complex at 11:30am.

08/12 2nd Annual Staff BBQ at Sports Complex

08/19 Regular Board Meeting

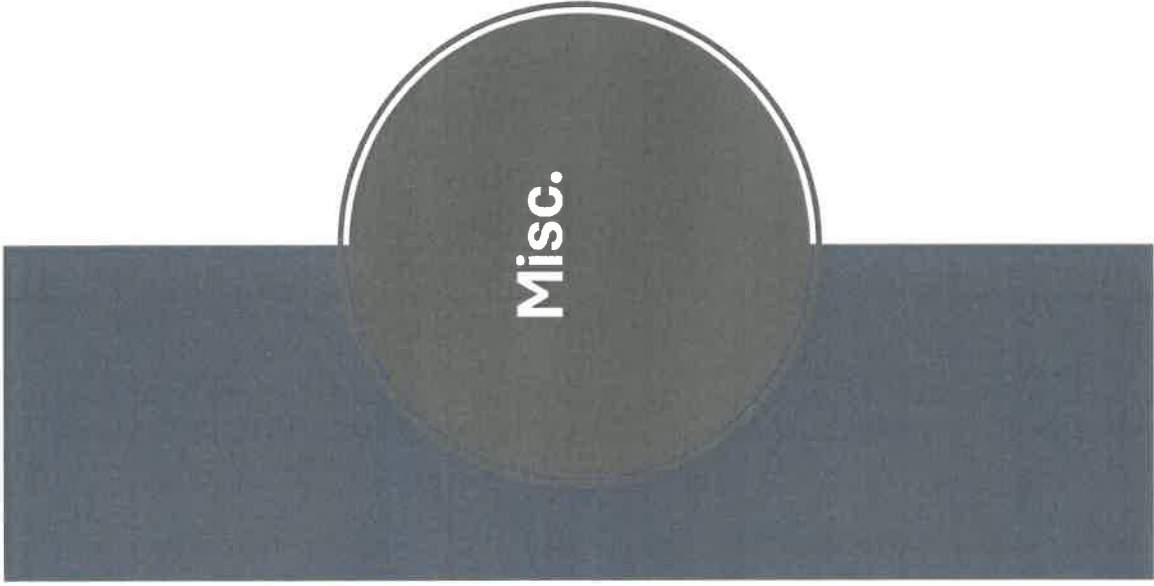




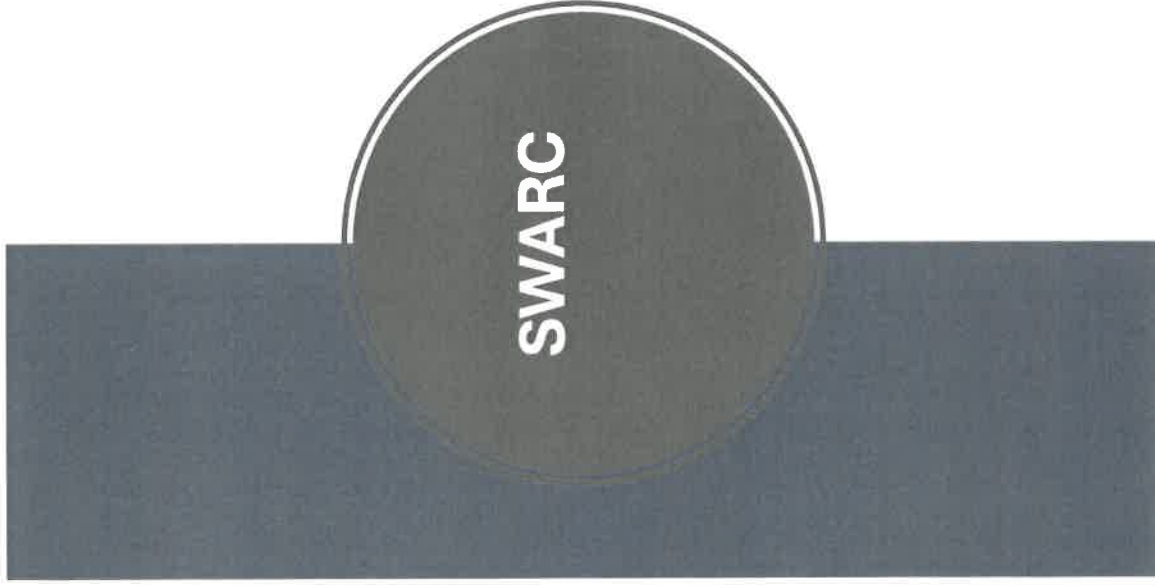


Comprehensive Programs Update





- Updated agreement with Department of Fish and Wildlife is being postponed until the fall due to the DFW wanting to tailor a new agreement that is specific to our relationship. Our current agreement is more generic.
- 1st Annual South Whidbey Pickleball Tournament set for August 21st and 22nd.



- Skye, Marc Bloom and I will be meeting with Whidbey Telecom on July 16th to start detailed discussions about internet, phones, etc at the SWARC.
- Brian, ARC and Bloom Projects met with Mad Energy NW, who is the subcontractor that will be installing 15kw of solar panels on the SWARC. The meeting was to get more information as to the scope and cost of completing the job with panels throughout the room (approximately 120kw more). There are local residents raising funds to pay for expansion that could occur as soon as early 2028.





Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 07/15/2026
Re: Private Instruction in the Park

We have had an ongoing challenge with individuals doing private coaching instruction in our parks. This often takes the form of goalie instruction.

When staff approach these individuals to explain that they need to go through the Parks District to either get a permit or offer instruction through us, we often get patronized or lied to.

We do have guidelines in our Code of Conduct, excepts of relevant sections are in your Board Packet. Staff are suggesting implementing a three step approach to this issue that is in line with the Code of Conduct. The first step is to talk with them. If we have not made contact in the past, it is possible they do not know that they cannot take money for instruction in the park. The second step would be a written warning. Again, a copy of a draft of this is in your packet. Steps one and two would allow the staff to ban these individuals if appropriate and in line with our policy. Step three would be if they continue to discard our attempt to work with them, then we would have them officially trespassed from the property through the sheriff's department.

Staff are seeking Board input or comments on this approach.



NOTICE REGARDING PRIVATE INSTRUCTION ON PARK DISTRICT PROPERTY

Dear Instructor,

The Parks & Recreation District is committed to fair and consistent use of public facilities. It has come to our attention that private sports instruction and/or coaching services are occurring on District property without authorization from the District.

Please be advised that individuals providing paid lessons or other instructional services on District-owned property must do so through an approved agreement with the Parks & Recreation District. Unauthorized commercial activity, including the collection of fees for instruction conducted on District property, is prohibited. This aligns with the Washington State Constitution Article 8, section 7.

To ensure compliance with District policies, the following progressive enforcement process will be implemented:

First Notification: Verbal warning informing the instructor of District policy. At staff discretion this may come with a 7 day ban from being at the park. You were given this warning on _____.

Second Notification: Formal written warning documenting continued unauthorized instructional activity. At staff discretion this may come with a 90 day ban from using the park. This letter is your second notification.

Third Notification: The instructor will be issued a trespass notice for up to one year by the Island County Sheriff's Department and prohibited being on any District property.

Instructors interested in offering lessons or programs are encouraged to contact us to discuss partnership opportunities or to obtain a Special Use Permit.

If you have questions regarding this notice or would like information about becoming an approved instructor, please contact us at 360.221.5484 or stop by our District office at 5476 Maxwelton Road, Langley.

Sincerely,

Brian Tomisser
Parks & Recreation Director

Issued by: _____ Date: _____ Time: _____

Excerpts from SWPRD Code of Conduct

- *Codes related to private paid instruction in the park*

3.01.4

- d) Any commercial activity without written authorization from the District Director;
- t) Using park property without a permit for a use that requires a permit or requires District services (for example, use of amplified sound without a permit)

3.01.6 Park District Staff Direction.

It is a violation of the Code of Conduct to fail to comply with a directive issued by authorized Parks and Recreation District employee or agent.

Length of Exclusion Guidelines

For individuals 16+ years

	1st Offense	2nd Offense*	3rd Offense*
d) Commercial Activity	24 hours	7 days	30 days
t) Unauthorized use without a permit	7 days	90 days	1 year
Staff Direction	24 hours	7 days	30 days