

South Whidbey Parks & Recreation District

August 19, 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 (07/15/2026)**
- 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

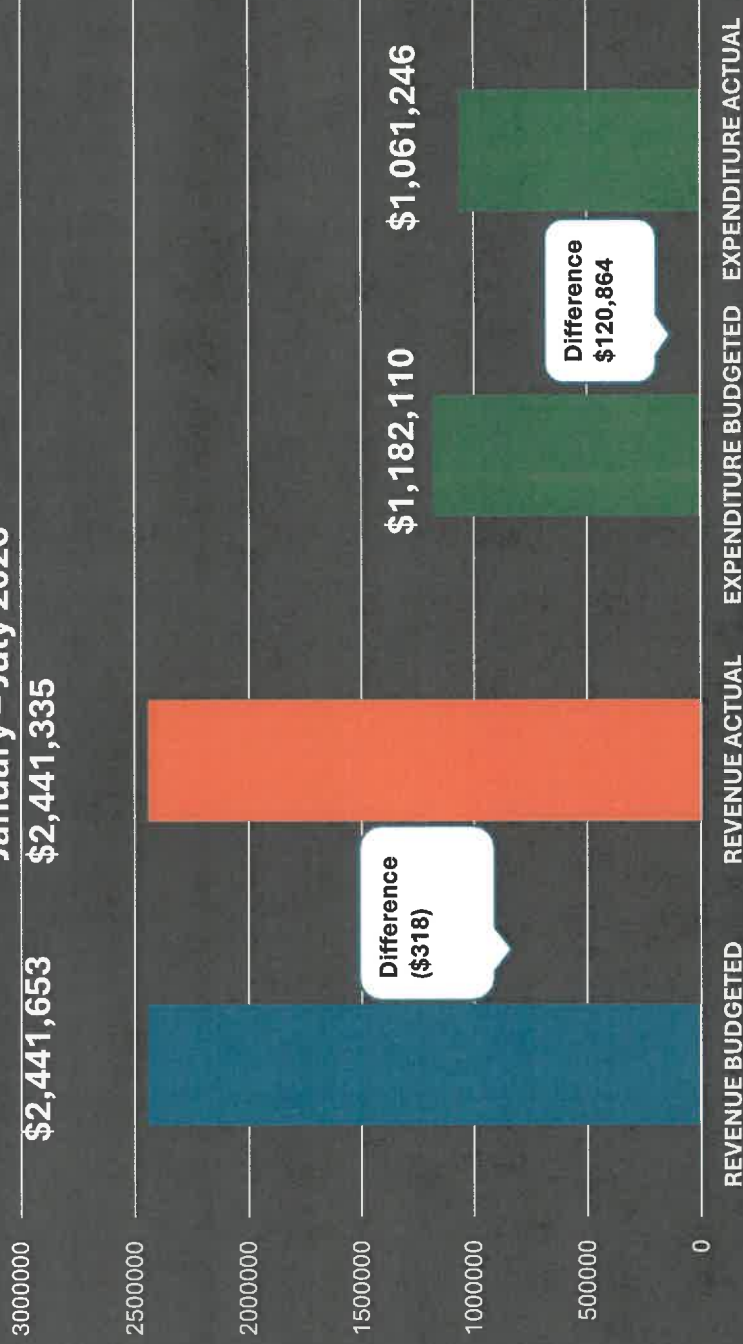
- A. Policy regarding paying for staff ongoing certifications – Discussion and possible action.**
- B. Creation of new staff classification, Part Time with Benefits. - Discussion and possible action.**
- C. Update on SWARC budget and staffing (Custodial, Recreation and HR Administrative Assistant)- Discussion.**
- D. SWARC fee categories. Discussion and possible action.**
- E. Deputy Director signing authority when Director Absent- Discussion and possible action**

IX. Adjournment



CUMULATIVE for GENERAL FUND

January - July 2026



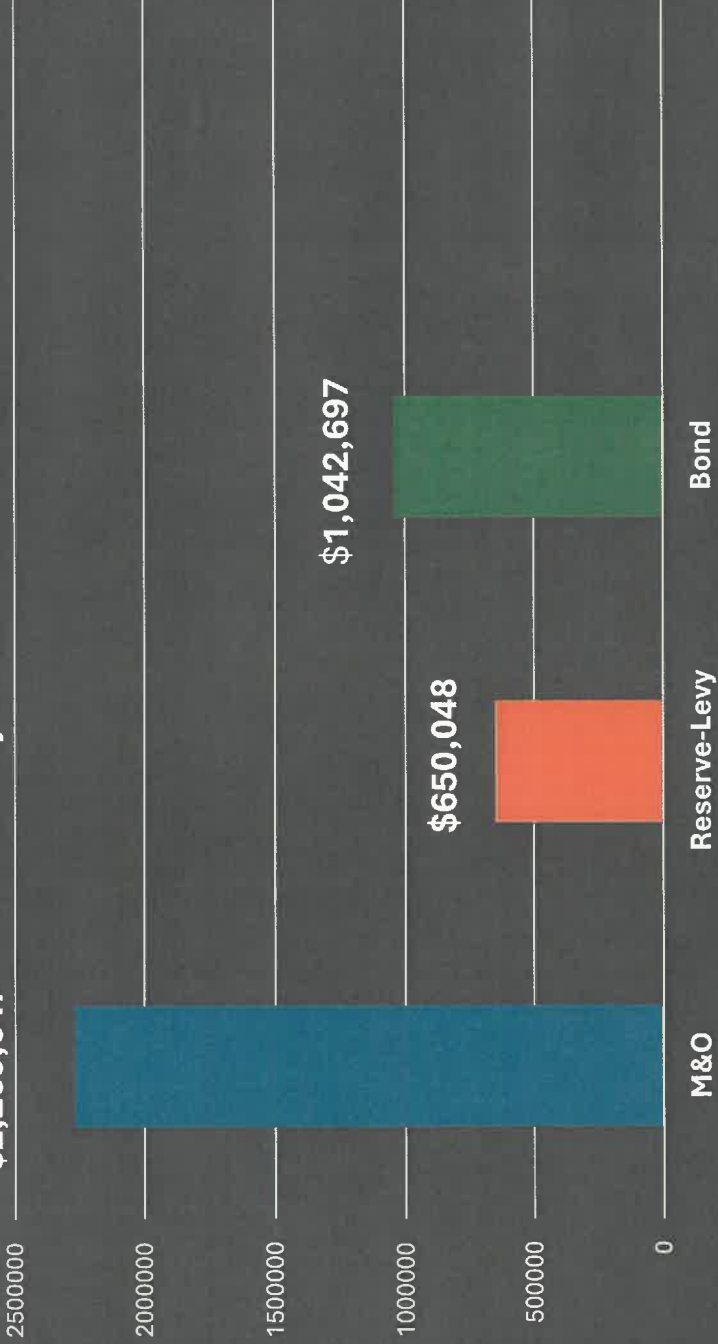
Notes:



FUND BALANCES

July 2026

\$2,269,647



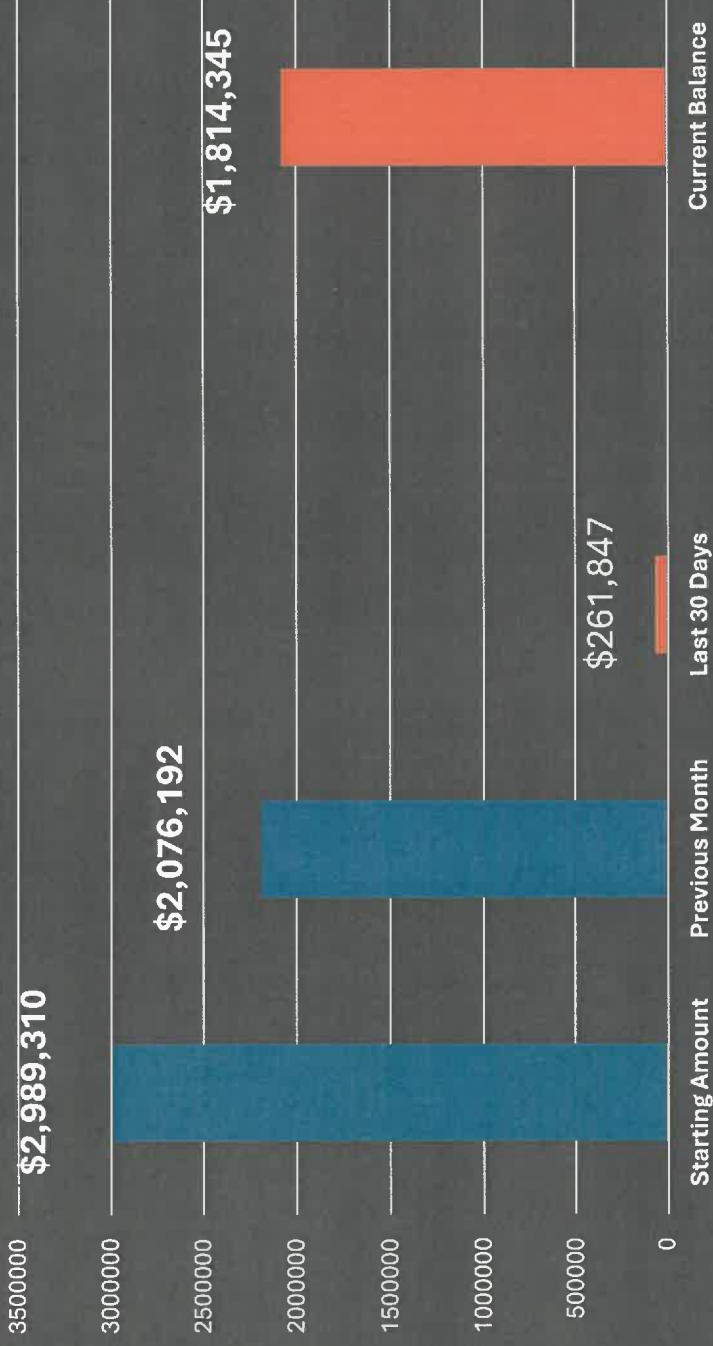
Note:



SWARC Construction Fund July 2024-July 2026



CONTINGENCY REPORT Through July 2026



Last 30 Days Highlights:

- Added steel at roof penetrations \$25,000
- Added steel at CLT \$33,000
- Added acoustics to fitness/multi purpose rooms \$44,000
- A/V system added \$100,000

South Whidbey Parks & Recreation Dist

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

Profit & Loss [Budget Analysis]

January 2026-July 2026

8/12/2026
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		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-2000	Taxes			
4-2110	Property Taxes - M & O	\$2,156,217	\$2,203,490	(\$47,273)
4-2200	Timber Excise Taxes	\$547	\$375	\$172
	Total Taxes	<u>\$2,156,764</u>	<u>\$2,203,865</u>	<u>(\$47,101)</u>
4-4100	Recreation Programs			
4-4113	Adult Basketball	\$0	\$490	(\$490)
4-4114	Adult Softball League	\$3,750	\$4,000	(\$250)
4-4117	Adult Volleyball	\$230	\$835	(\$605)
4-4118	Adult Sailing	\$5,785	\$7,000	(\$1,215)
4-4119	Adult Pickleball	\$20,418	\$16,535	\$3,883
4-4120	Adult Soccer/Futsal	\$930	\$1,100	(\$170)
4-4129	Misc. Adult Sports	\$0	\$450	(\$450)
4-4131	Tennis Classes	\$5,985	\$5,900	\$85
4-4132	Youth Basketball	\$2,589	\$2,465	\$124
4-4133	Contract Sports	\$8,900	\$6,830	\$2,070
4-4134	Wrestling	\$600	\$500	\$100
4-4135	Falcon Programs	\$0	\$500	(\$500)
4-4136	Youth Soccer/Futsal	\$0	\$250	(\$250)
4-4149	Youth Pickleball	\$2,088	\$0	\$2,088
4-4199	Polar Bear Dive Revenue	\$660	\$660	\$0
4-4216	Fitness	\$0	\$500	(\$500)
4-4219	Adult General Program	\$0	\$500	(\$500)
4-4252	Cheer	\$2,178	\$2,178	\$0
4-4260	Other Youth Programs	\$11,738	\$12,370	(\$632)
4-4264	Swim Lessons 2026	\$39,668	\$36,000	\$3,668
4-4265	Skimboarding	\$2,831	\$1,730	\$1,101
4-4266	Youth Sailing	\$16,975	\$17,000	(\$25)
4-4267	Paddle Sports	\$2,047	\$1,600	\$447
4-4282	Cultural Youth Camps	\$11,786	\$10,000	\$1,786
4-4291	Dog Classes	\$300	\$1,500	(\$1,200)
4-4296	New Program Directions	\$1,400	\$3,000	(\$1,600)
4-4298	Special Events	\$0	\$2,400	(\$2,400)
	Total Recreation Programs	<u>\$140,857</u>	<u>\$136,293</u>	<u>\$4,564</u>
4-5000	Aquatics Revenue			
4-8000	Other Revenue			
4-8003	Park Facility Rental	\$7,253	\$5,900	\$1,353
4-8005	Other Revenue	\$26,463	\$200	\$26,263
4-8006	Interest from M & O	\$22,898	\$14,600	\$8,298
4-8008	Interest from Reserve Fund	\$13,427	\$10,220	\$3,207
4-8011	Donations/Grants-Pickleball	\$73,499	\$70,500	\$2,999
4-8100	Scholarship Donations	\$175	\$75	\$100
	Total Other Revenue	<u>\$143,714</u>	<u>\$101,495</u>	<u>\$42,219</u>
	Total Income	<u>\$2,441,335</u>	<u>\$2,441,653</u>	<u>(\$318)</u>
5-0000	Cost of Sales			
	Gross Profit	<u>\$2,441,335</u>	<u>\$2,441,653</u>	<u>(\$318)</u>
6-0000	Expenses			
6-1000	Administration			
6-1010	Wages - Director	\$83,525	\$83,525	\$0
6-1012	Wages - Business Manager	\$55,756	\$55,756	\$0
6-1014	Wages - Admin Assistant 2	\$33,572	\$33,805	(\$233)
6-1201	FICA District's Share	\$7,835	\$8,021	(\$186)
6-1202	WA State Unemployment Ins	\$1,140	\$2,217	(\$1,076)
6-1203	Labor & Industries Ins	\$16,135	\$17,625	(\$1,490)
6-1204	Health Ins	\$94,270	\$117,600	(\$23,330)
6-1205	Retirement-PERS	\$22,328	\$36,750	(\$14,422)
6-1206	LTD/AD&D/Life Ins	\$3,020	\$3,038	(\$18)
6-1207	Dental Insurance	\$5,374	\$5,803	(\$429)
6-1208	B&O Tax	\$2,332	\$2,708	(\$376)
6-1209	DCP Employer Expense	\$24,885	\$25,200	(\$315)
6-1210	Family & Medical Leave	\$4,154	\$6,060	(\$1,906)
6-1301	Accounting Service	\$13,758	\$20,000	(\$6,242)

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2026-July 2026

8/12/2026
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		Selected Period	Budgeted	\$ Difference
6-1302	Legal Service	\$549	\$3,570	(\$3,021)
6-1303	Professional Service	\$1,963	\$2,750	(\$787)
6-1427	State Audit	\$1,182	\$0	\$1,182
6-1428	Election Costs	\$10,875	\$0	\$10,875
6-1429	Building Lease	\$9,100	\$9,100	\$0
6-1530	Office Supplies	\$2,627	\$4,200	(\$1,573)
6-1531	Dues & Publications	\$725	\$750	(\$26)
6-1532	Print & Advertising	\$163	\$0	\$163
6-1535	Contracted Services	\$0	\$1,760	(\$1,760)
6-1540	Postage	\$172	\$312	(\$140)
6-1541	Telephone	\$3,068	\$4,494	(\$1,426)
6-1550	Travel & Vehicle Allowance	\$180	\$350	(\$170)
6-1552	Conferences & Training	\$360	\$1,093	(\$733)
6-1660	Misc Fees & Charges	\$3,686	\$4,925	(\$1,239)
6-1690	Technology	\$9,434	\$8,550	\$884
6-1691	Office Equipment	\$599	\$1,000	(\$401)
	Total Administration	\$412,765	\$460,962	(\$48,196)
6-2000	Maintenance			
6-2001	Maintenance Wages			
6-2010	Maintenance Supervisor	\$64,636	\$64,636	\$0
6-2012	Maintenance Wages - Hourly	\$125,547	\$128,363	(\$2,815)
	Total Maintenance Wages	\$190,184	\$192,999	(\$2,815)
6-2200	Maintenance O & M			
6-2303	Professional Service	\$4,259	\$3,667	\$592
6-2331	Dues & Publications	\$0	\$200	(\$200)
6-2434	Gas & Lube Products	\$8,990	\$7,100	\$1,890
6-2436	Safety Gear	\$0	\$500	(\$500)
6-2550	Travel & Vehicle Allowance	\$316	\$400	(\$84)
6-2581	Garden Maint & Hort	\$3,687	\$1,750	\$1,937
6-2582	Irrg & Plumb Supplies	\$3,244	\$4,800	(\$1,556)
6-2583	Sport Field Supplies	\$0	\$11,000	(\$11,000)
6-2584	Misc Bld Repair	\$1,486	\$4,200	(\$2,714)
6-2585	Bld Maint & Jan Supp	\$5,910	\$4,850	\$1,060
6-2586	Fertilizer & Turf	\$16,739	\$15,550	\$1,189
6-2610	Playground Maintenance	\$2,348	\$2,650	(\$302)
6-2647	Refuse Removal	\$6,124	\$5,364	\$760
6-2649	Electrical Utilities	\$8,240	\$7,700	\$540
6-2650	Alarm System Monitoring	\$153	\$310	(\$157)
6-2652	Conferences & Training	\$0	\$1,150	(\$1,150)
6-2670	Road & Trail Maintenance	\$11,047	\$8,000	\$3,047
6-2680	Water System Maintenance	\$8,351	\$4,400	\$3,951
6-2690	Septic	\$2,370	\$3,600	(\$1,230)
6-2760	Contract Services	\$0	\$500	(\$500)
6-2880	Veh & Mach Repair/Parts	\$2,610	\$8,600	(\$5,990)
6-2881	Veh/Mach In-shop Repair	\$1,521	\$5,000	(\$3,479)
6-2901	Misc Equip Rental	\$0	\$400	(\$400)
6-2902	Misc. Equipment/Tools	\$1,570	\$1,250	\$320
6-2904	Vandalism Repair	\$10	\$450	(\$440)
6-2905	Sign/Art Work Maintenance	\$858	\$950	(\$92)
6-2907	Lakes	\$0	\$500	(\$500)
	Total Maintenance O & M	\$89,833	\$104,841	(\$15,008)
	Total Maintenance	\$280,017	\$297,840	(\$17,823)
6-2950	Interest Expense	\$0	\$50	(\$50)
6-3000	Capital Equipment/Projects			
6-3001	Projects/Equipment	\$136,034	\$180,000	(\$43,966)
6-3002	Pickleball Court Expense	\$108,288	\$110,500	(\$2,212)
	Total Capital Equipment/Projects	\$244,322	\$290,500	(\$46,178)
6-4000	Recreation Programs			
6-4009	Program Wages			
6-4010	Programs Wages - FT	\$49,211	\$49,211	\$0
6-4012	Programs Wages - PT	\$15,457	\$16,500	(\$1,043)
	Total Program Wages	\$64,668	\$65,711	(\$1,043)
6-4100	Recreation Programs			
6-4113	Adult Basketball	\$0	\$100	(\$100)
6-4114	Adult Softball League	\$650	\$1,500	(\$850)
6-4117	Adult Volleyball	\$0	\$100	(\$100)
6-4118	Adult Sailing	\$4,500	\$5,600	(\$1,100)
6-4119	Pickleball	\$657	\$3,000	(\$2,343)
6-4120	Adult Soccer/Futsal	\$0	\$500	(\$500)

South Whidbey Parks & Recreation Dist

Profit & Loss [Budget Analysis]

January 2026-July 2026

8/12/2026
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		Selected Period	Budgeted	\$ Difference
6-4129	Miscellaneous Adult Sports	\$0	\$320	(\$320)
6-4132	Youth Basketball	\$4,748	\$7,600	(\$2,852)
6-4133	Contract Sports	\$2,124	\$2,000	\$124
6-4134	Wrestling	\$480	\$600	(\$120)
6-4135	Falcon Programs	\$0	\$400	(\$400)
6-4199	Polar Bear Dive Expense	\$1,267	\$1,445	(\$179)
6-4216	Fitness	\$0	\$425	(\$425)
6-4219	Adult Programs	\$0	\$300	(\$300)
6-4252	Cheer	\$1,822	\$1,920	(\$98)
6-4264	Aquatics	\$21,117	\$9,667	\$11,450
6-4266	Youth Sailing	\$120	\$190	(\$70)
6-4282	Cultural Youth Camps	\$1,850	\$1,800	\$50
6-4291	Dog Classes	\$0	\$1,065	(\$1,065)
6-4292	Concerts	\$8,250	\$7,000	\$1,250
6-4296	New Program Directions	\$820	\$2,000	(\$1,180)
6-4298	Special Events	\$0	\$1,500	(\$1,500)
	Total Recreation Programs	<u>\$48,405</u>	<u>\$49,032</u>	<u>(\$627)</u>
6-4500	Misc. Rec. Program Expenses			
6-4532	Print & Advertising	\$1,123	\$2,041	(\$918)
6-4534	Program Equipment & Supplies	\$53	\$1,500	(\$1,447)
6-4535	Program Facility Rental	\$10,361	\$14,000	(\$3,639)
6-4570	Unfunded Scholarships	\$50	\$250	(\$200)
	Total Misc. Rec. Program Expenses	<u>\$11,587</u>	<u>\$17,791</u>	<u>(\$6,204)</u>
	Total Recreation Programs	<u>\$124,660</u>	<u>\$132,534</u>	<u>(\$7,874)</u>
6-8000	Miscellaneous Costs			
6-8006	Investment Fee Operations Fund	(\$267)	\$113	(\$380)
6-8008	Investment Fees Reserve Fund	(\$251)	\$113	(\$363)
	Total Miscellaneous Costs	<u>(\$518)</u>	<u>\$225</u>	<u>(\$743)</u>
	Total Expenses	<u>\$1,061,246</u>	<u>\$1,182,110</u>	<u>(\$120,864)</u>
	Operating Profit	<u>\$1,380,089</u>	<u>\$1,259,543</u>	<u>\$120,546</u>
9-0000	Other Expenses			
9-2000	Cost of Issuance	\$24,200	\$0	\$24,200
	Net Profit / (Loss)	<u>\$1,355,889</u>	<u>\$1,259,543</u>	<u>\$96,346</u>

South Whidbey Parks & Recreation Dist

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

Account Transactions

1/1/2026 To 7/31/2026

8/12/2026							Page 1
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ID#	Src	Date	Memo/Payee	Debit	Credit	Job No.	
2-2100	Mortgage Loans						
00014535	PJ	4/16/2026	Purchase; Heritage Bank - Oly	\$10,740.79			
				\$10,740.79	\$0.00		

South Whidbey Parks & Recreation Dist

Construction Fund 741

5495 Maxwellton Rd

Langley, WA 98260

Profit & Loss Statement [Cash]

January 2026-July 2026

8/12/2026

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Construction Fund.myo

4-0000	Income			
4-1000	Bond Proceeds		\$11,770,000	
	Total Income			\$11,770,000
5-0000	Cost of Sales			
	Gross Profit			\$11,770,000
6-0000	Expenses			
6-1000	SW Aquatic Recreation Center			
6-1010	Legal Services	\$772		
6-1021	Postage	\$26		
6-1030	Architectural & Design Fees	\$249,854		
6-1040	Engineering Services	\$1,075		
6-1050	Accounting Services	\$1,329		
6-1060	Professional Services	\$62,459		
6-1070	Project Management	\$291,227		
6-1080	Permits	\$2,105		
6-1110	Office Equipment	\$76		
6-1150	Technology	\$1,547		
6-1200	Construction	\$8,401,151		
6-1210	Landscaping	\$2,604		
6-1700	Electrical Service	\$3,701		
	Total SW Aquatic Recreation Center		\$9,017,926	
	Total Expenses			\$9,017,926
	Operating Profit			\$2,752,074
8-0000	Other Income			
8-1000	Interest Income (2024 Bond)	\$150,146		
8-1001	Interest Income (2026 Bond)	\$108,627		
8-3000	GO Bond Premium	\$395,279		
	Total Other Income			\$654,052
9-0000	Other Expenses			
9-1000	Interest Expense	(\$2,781)		
9-2000	Cost of Issuance	\$84,582		
9-3000	Issuance Discount on LTD	\$80,698		
	Total Other Expenses			\$162,498
	Net Profit / (Loss)			\$3,243,628

South Whidbey Parks & Recreation Dist

Capital/Property Fund

5495 Maxwellton Rd

Langley WA 98260

Profit & Loss Statement [Cash]

January 2026-July 2026

8/11/2026

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4-0000	Income		
5-0000	Cost of Sales		
	Gross Profit		<u>\$0.00</u>
6-0000	Expenses		
	Operating Profit		<u>\$0.00</u>
8-0000	Other Income		
9-0000	Other Expenses		
9-1000	Interest Expense	<u>(\$67.87)</u>	
	Total Other Expenses		(\$67.87)
	Net Profit / (Loss)		<u><u>\$67.87</u></u>

Fund Balances

July 31, 2026 Cash & Investments

M&O*	\$2,269,647
Reserve**	\$650,048
Capital Reserve**	\$15,333
Capital Fund ***	\$440
Bond Debt Service Fund	\$1,042,697
Construction Fund (2024 Bond)	\$2,781,672
Construction Fund (2026 Bond)	\$12,108,627
TOTAL	\$18,868,463

NOTES

04/09/26 - \$12M transfer in of 2026 Bond Proceeds

* District balances vary slightly from County balance due to Petty Cash, Direct Deposit Bank Account, and timing of Credit Card Receipts.

** Reserve & Capital Reserve Funds are combined at the County, but tracked separately.

*** Capital & Property Funds are combined at the County, but tracked separately.

South Whidbey Parks & Recreation Dist

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

Purchases [Vendor Detail]

August 2026

8/7/2026
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ID#	Date	Item/Acct	Description	Amount
All Whidbey Topsoil & Construction				4000830
00014761	8/1/2026	6-2581	Top Soil	\$394.94
All Whidbey Topsoil & Construction Total:				\$394.94
Atlantis STEAM				4000294 R1
00014762	8/1/2026	6-4260	Underwater Robotics - 7/6-7/1/	\$2,080.00
00014762	8/1/2026	6-4260	Underwater Robotics - 7/13-7/1	\$780.00
00014762	8/1/2026	6-4260	Underwater Robotics - 7/20-7/2	\$828.00
Atlantis STEAM Total:				\$3,688.00
Bank Account Fees				*None
00014807	8/1/2026	6-1660	Bank Account Fees for Direct De	\$35.00
Bank Account Fees Total:				\$35.00
Carlson, Hannah				960843
00014764	8/1/2026	4-4149	Youth Pickleball Camp - Matilda	\$50.00
00014764	8/1/2026	2-1300	Tax	\$4.55
00014764	8/1/2026	4-4149	Youth Pickleball Camp - Nora Ca	\$50.00
00014764	8/1/2026	2-1300	Tax	\$4.55
Carlson, Hannah Total:				\$109.10
Carter, Austin L.				4001868
00014796	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	\$2,772.63
Carter, Austin L. Total:				\$2,772.63
Crawford, Ashley				4001948
00014763	8/1/2026	4-4264	Refund - Swim Lessons	\$72.50
Crawford, Ashley Total:				\$72.50
Delta Dental of Washington				4000884 R1
00014766	8/1/2026	6-1207	Dental Insurance - Employer Por	\$767.76
00014766	8/1/2026	2-1475	Dental Insurance - Employee De	\$59.84
Delta Dental of Washington Total:				\$827.60
Diamond Rentals				4000539
00014767	8/1/2026	6-2690	Invoice #1-653814 7/20/26 Por	\$81.83
00014767	8/1/2026	6-2690	Invoice #1-653815 8/3/26 Porta	\$81.83
Diamond Rentals Total:				\$163.66
Drake, Casey				960844
00014765	8/1/2026	4-4282	Ranger Challenge Camp 2026 -	\$270.00
00014765	8/1/2026	4-4282	Ranger Challenge Camp 2026 -	\$270.00
Drake, Casey Total:				\$540.00
DRS - Deferred Compensation Program				4000537 R3
00014805	8/1/2026	2-1435	DCP Employer Portion	\$1,869.75
00014805	8/1/2026	2-1485	DCP Employee Portion	\$2,154.80
DRS - Deferred Compensation Program Total:				\$4,024.55
Dunn, Skye P				4000982 R1
00014801	8/1/2026	1-1120	Wages 8/1/26 - 8/15/26	\$2,413.32
Dunn, Skye P Total:				\$2,413.32

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

August 2026

8/7/2026
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ID#	Date	Item/Acct	Description	Amount
EFTPS				*None
00014804	8/1/2026	2-1430	FMed/FSoc Payable - Tax Liabilit	\$3,920.96
			EFTPS Total:	\$3,920.96
Enduris				4000552
00014768	8/1/2026	6-1426	Insurance Coverage Sept 2026 -	\$40,175.00
			Enduris Total:	\$40,175.00
Fallon, Thomas R.				4001635
00014800	8/1/2026	1-1120	Wages 8/1/26 - 8/15/26	\$3,429.53
			Fallon, Thomas R. Total:	\$3,429.53
Giswold, Kelsi				960845
00014770	8/1/2026	4-4260	Underwater Robotics 2026 - Azu	\$375.00
			Giswold, Kelsi Total:	\$375.00
Great America Financial Services				4000584
00014769	8/1/2026	6-1530	Copier Lease & Copies	\$172.44
			Great America Financial Services Total:	\$172.44
Handran, Kathleen M				4001618
00014792	8/1/2026	1-1120	Wages 7/16/26 to 7/31/26	\$511.45
			Handran, Kathleen M Total:	\$511.45
Hassrick, Victoria				9603842
00014771	8/1/2026	4-8003	Community Park Picnic Shelter R	\$90.00
			Hassrick, Victoria Total:	\$90.00
Henry, Tyson				4001615
00014797	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	\$1,921.44
			Henry, Tyson Total:	\$1,921.44
Iglesias, Gabriela				4001748
00014772	8/1/2026	6-4296	June 2026 - Line Dancing w/Gigi	\$128.00
00014772	8/1/2026	6-4296	July 2026 - Line Dancing w/Gigi	\$192.00
			Iglesias, Gabriela Total:	\$320.00
Island Disposal, Inc.				4000643
00014773	8/1/2026	6-2647	Refuse Removal for Park	\$766.57
			Island Disposal, Inc. Total:	\$766.57
Jones, Mandy				4001157
00014780	8/1/2026	6-4260	VolleyKids - 6/22 - 6/25/26	\$4,264.00
			Jones, Mandy Total:	\$4,264.00
Klassen, Kristen				9603622 R1
00014776	8/1/2026	4-4260	Underwater Robotics 2026 - Au	\$375.00
			Klassen, Kristen Total:	\$375.00
Kristi Eager				4001945 R1
00014777	8/1/2026	6-4264	Swim Lessons - July 27 - August	\$10,498.00
			Kristi Eager Total:	\$10,498.00
McGinnis, Michael				*None
00014793	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	\$32.08

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

August 2026

8/7/2026
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ID#	Date	Item/Acct	Description	Amount
McGinnis, Michael				*None
McGinnis, Michael Total:				\$32.08
McVicker, Emily 00014778	8/1/2026	6-4298	Kids Concert - 8/5/26	9603811 \$600.00
McVicker, Emily Total:				\$600.00
Monforte, Carrie E. 00014779 00014802	8/1/2026 8/1/2026	6-1550 1-1120	Milage 7/23/26 46.2 Miles Wages 8/1/26 - 8/15/26	4000837 \$30.95 \$3,207.97
Monforte, Carrie E. Total:				\$3,238.92
Myres, Jacob 00014798	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	4001617 R2 \$2,147.06
Myres, Jacob Total:				\$2,147.06
NW Natural Water Services, LLC 00014781	8/1/2026	6-2680	Water Management Services & T	4000873 R2 \$839.55
NW Natural Water Services, LLC Total:				\$839.55
Point & Pay 00014784	8/1/2026	6-1660	Credit Card Fees June 2026	5010434 \$352.04
Point & Pay Total:				\$352.04
Principal Life Insurance Company 00014782	8/1/2026	6-1206	LTD/AD&D/Life Insurance Premi	4001425 R1 \$434.17
Principal Life Insurance Company Total:				\$434.17
Raymond, Marcus 00014794	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	5010240 \$177.15
Raymond, Marcus Total:				\$177.15
Regence Blue Shield 00014785 00014785	8/1/2026 8/1/2026	2-1470 6-1204	Medical Insurance - Employee Po Medical Insurance - Employer Po	4000712 R1 \$909.32 \$13,467.09
Regence Blue Shield Total:				\$14,376.41
Rouse-Kay, Corinne 00014799	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	4001701 \$2,087.25
Rouse-Kay, Corinne Total:				\$2,087.25
Russell, James 00014774 00014775 00014783	8/1/2026 8/1/2026 8/1/2026	6-4282 6-4298 6-4298	Magic Class - July 2026 Magic Show 8/5/2026 Magic Show 8/5/2026	4001093 \$1,080.00 \$300.00 (\$300.00)
Russell, James Total:				\$1,080.00
Sachs, Kathleen 00014795	8/1/2026	1-1120	Wages 7/16/26 - 7/31/26	4001619 \$143.95
Sachs, Kathleen Total:				\$143.95
Sebo's Do-It Center 00014786 00014786	8/1/2026 8/1/2026	6-2585 6-2584	Invoice #A1816654 - PineSol Invoice #A1818514 - Building R	4000731 \$32.71 \$25.05
Sebo's Do-It Center Total:				\$57.76

South Whidbey Parks & Recreation Dist

Purchases [Vendor Detail]

August 2026

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ID#	Date	Item/Acct	Description	Amount
South Whidbey Yacht Club				4000954
00014787	8/1/2026	6-4266	Sailing Lessons July 2026	\$13,540.00
South Whidbey Yacht Club Total:				\$13,540.00
Tomisser, Brian				4001346 R2
00014803	8/1/2026	1-1120	Wages 8/1/26 - 8/15/26	\$4,349.95
Tomisser, Brian Total:				\$4,349.95
U.S. Bank				4001073 R1
00014788	8/1/2026	6-1660	Invoice #8276520 - Fiscal Agent	\$429.59
00014788	8/1/2026	6-1660	Invoice #8276519 - Fiscal Agent	\$350.00
U.S. Bank Total:				\$779.59
VISA - Heritage Bank				4000793 R4
00014789	8/1/2026	6-4292	Goose - Water & Ice/Concerts	\$11.52
00014789	8/1/2026	6-2585	Harbor Freight - Reflective Tape	\$120.20
00014789	8/1/2026	6-2649	PSE - #200010294276	\$46.66
00014789	8/1/2026	6-2649	PSE #200020863003	\$68.44
00014789	8/1/2026	6-1541	Verizon - Cell Phones	\$188.26
00014789	8/1/2026	6-1690	AccountEdge - Accounting Softw	\$130.92
00014789	8/1/2026	6-1530	Primo - Water Service	\$75.22
00014789	8/1/2026	6-1690	Microsoft - Online Services	\$47.90
00014789	8/1/2026	6-1532	InDeed - HR Hiring Ad	\$387.22
00014789	8/1/2026	6-4119	Franklinsports.com - Pickleballs	\$44.72
VISA - Heritage Bank Total:				\$1,121.06
WA State Dept of Retirement				4000531
00014806	8/1/2026	6-1205	PERS Employer Portion	\$1,660.55
00014806	8/1/2026	2-1480	PERS Employee Portion	\$1,710.70
WA State Dept of Retirement Total:				\$3,371.25
Washington State Ferries				4000536 R4
00014790	8/1/2026	6-2550	Ferry Travel - 7/22/26	\$32.60
Washington State Ferries Total:				\$32.60
Whidbey Telecom				4000828
00014791	8/1/2026	6-2650	Alarm Monitoring	\$38.19
00014791	8/1/2026	6-1541	Telephone Web Hosting, Interne	\$381.72
Whidbey Telecom Total:				\$419.91
Grand Total:				\$131,041.39

South Whidbey Parks & Recreation Dist

Construction Fund 741

5495 Maxwellton Rd

Langley, WA 98260

Purchases [Vendor Detail]

August 2026

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Construction Fund.myo

ID#	Date	Item/Acct	Description	Amount
Lincoln Construction, Inc				4001806 R1
00000136	8/1/2026	6-1200	SWARC Construction	\$362,820.88
Lincoln Construction, Inc Total:				\$362,820.88
Visa - Heritage				4000793 R4
00000137	8/1/2026	6-6090	PSE - 220039908748 - 6/22/26	\$80.57
00000137	8/1/2026	6-1021	USPS - Priority Mail	\$12.90
00000137	8/1/2026	6-1150	Amazon - Memory Card for Dro	\$68.72
Visa - Heritage Total:				\$162.19
Grand Total:				\$362,983.07

**South Whidbey Parks and Recreation District
July 15, 2026 – Regular Board Meeting Minutes**

DRAFT

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Jake Grevé, Krista Loercher and Matt Simms.

Staff Present: Carrie Monforte and Brian Tomisser

Brian called the Regular Meeting to order at 6:03 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 06/17/2026

B. Voucher List Approval

Maintenance & Operations Vouchers #146685 - #14698, #14716 - #14738 and #14760 in the amount of \$133,032.97, Direct Deposit payroll payments in the amount of \$45,247.86, and Electronic payments in the amount of \$33,640.03; and Construction Fund Vouchers #129 - #130 in the amount of \$1,462,993.79.

Matt 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 the sign at Lone Lake had been painted. Brian noted that the WA Dept. of Fish & Wildlife had not yet repaired the bathroom at Lone Lake.

VII. Unfinished Business

A. Comprehensive Plan Programs

Brian provided an update on the status of the Lake Maintenance agreements with the WA Department of Fish and Wildlife, which were being updated by WADFW.

Brian reported on a meeting with ARC, Bloom Projects, and Mad Energy NW, the subcontractor that will install solar panels on the SWARC. The meeting was to get information as to the scope and cost of extending solar panels throughout the roof. There are local residents raising funds for the expansion that could occur as soon as early 2028.

VIII. New Business

A. Private Instruction in the Park

Brian noted ongoing challenges with individuals doing unauthorized private instruction in District parks. Brian and the board discussed the Code of Conduct and approaches for addressing the issue.

IX. Adjournment

There being no further business, the meeting was adjourned at 7:00 p.m.



Memo

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

Recreation/Programs

- Summer programs are very busy, but everything has gone great.
- Concerts in the Park have been very successful. For example, we had over 400 at our Yacht Rock Concert. We also had a successful kid's concert in partnership with the library. We have one left, which is a makeup. Poser will perform September 1st.
- We are doing basketball differently this year, in large part due to the work increase anticipated at the first of the year. We will be running 4-6th grade basketball in late fall (November/December). Then do 1st-3rd in the more traditional season of January/February. We had a meeting with Kevin Tempest, who does the local SWYSH leagues. Last year we were two organizations competing for space at the Community Center. We are working together this year to make sure all kids are being helped.
- 1st Annual Pickleball Tournament is happening on August 21 and 22nd.

Facilities and Grounds

- Really busy with summer upkeep, broken water mains and various aquatic center duties.
- Staff painted the parking lot at the Pickleball courts to ease the congestion issues there. Picture attached.

Director's Items

- Kristi informed us that she will not be doing swimming lessons or swim team at Useless Bay next year.
- The rope structure has been installed at Castle Park (see photo)
- We will be conducting interviews for the Human Resources Manager position on August 17 and 18. We received 26 applications and invited 5 to interview. Three people accepted our invitation.
- We have completed our training with RecDesk, our new program software and will be looking to go 'live' later this month.
- Our annual Staff/Board BBQ has been rescheduled to August 26th at 11:30am at the Sports Complex.
- I will be out of the office August 20 and 21.

New Rope Play Structure at Castle Park







Comprehensive Programs Update

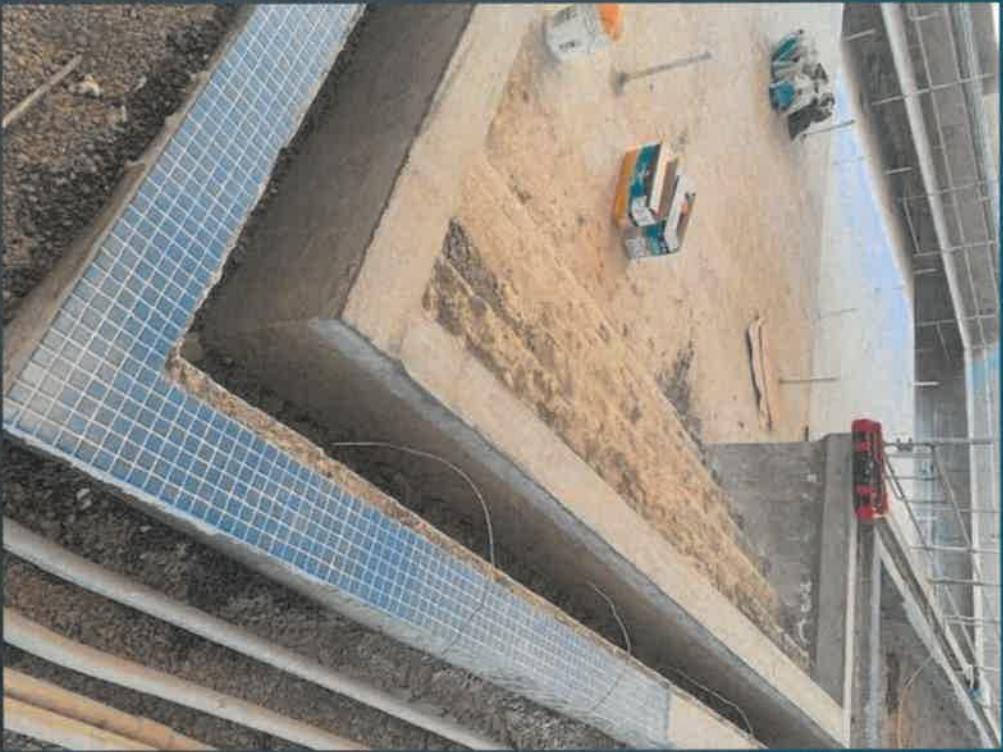


Misc.

- **1st Annual South Whidbey Pickleball Tournament set for August 21st and 22nd.**
- **Brian and Tom met with a neighbor of the Sports Complex who had concerns about the noise from the Pickleball Courts. We will be adding signage encouraging the use of noise dampening paddle and balls. Skye also purchased some noise dampening balls and went up to the complex to show others and try them out. We may look at selling these at the SWARC along with traditional balls.**

SWARC

- Staff received rough costs of what it would take to put in a couple of basketball courts and a futsal court to the east of the SWARC post project. Futsal court could be rented out in winter as revenue maker. These would be installed later next year after completion of the SWARC. We project a cost of around \$150,000 and would welcome concerns or questions from the Board.
- We are working to use a cooperative purchasing organization called Sourcewell to secure furniture for the SWARC. We have an established agreement with this company. To be safe we ran our plan through our legal counsel who confirmed this was acceptable.



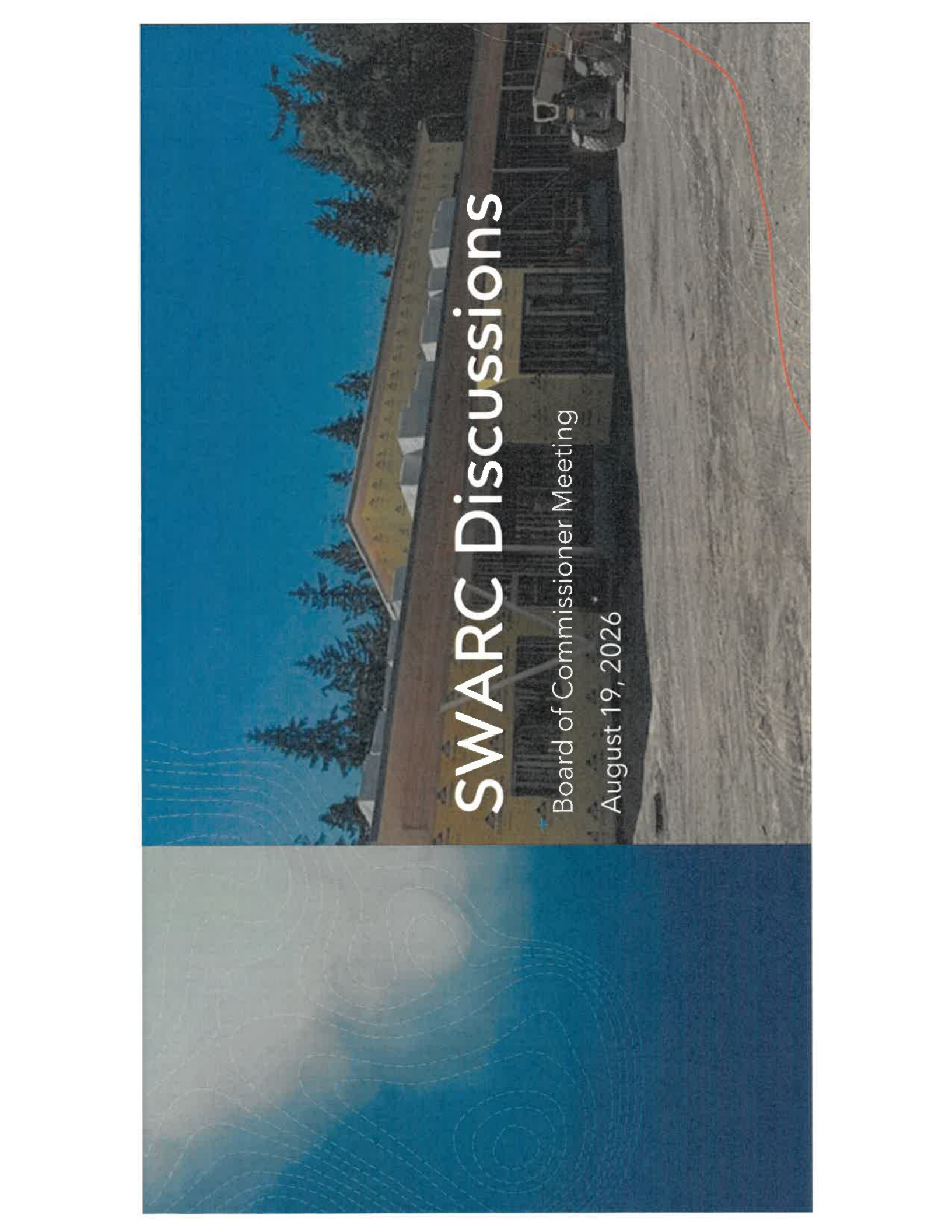
Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 08/19/2026
Re: SWARC Decisions

Staff will be bringing several issues before the Board related to the SWARC for discussion. Please see attached slide show for more specifics. Here are the highlights:

- Policy regarding paying for staff certifications
 - No action will be taken. Feedback will be received and staff will bring back a specific plan for approval at a future meeting.
- Creating of a new staff classification of Part-Time with Benefits.
- Reallocations of some items from our initial SWARC budget
 - No action required, discussion only.
- Determination of SWARC fee categories.
 - If agreement reached, Board could vote to approve the fee categories for the SWARC.

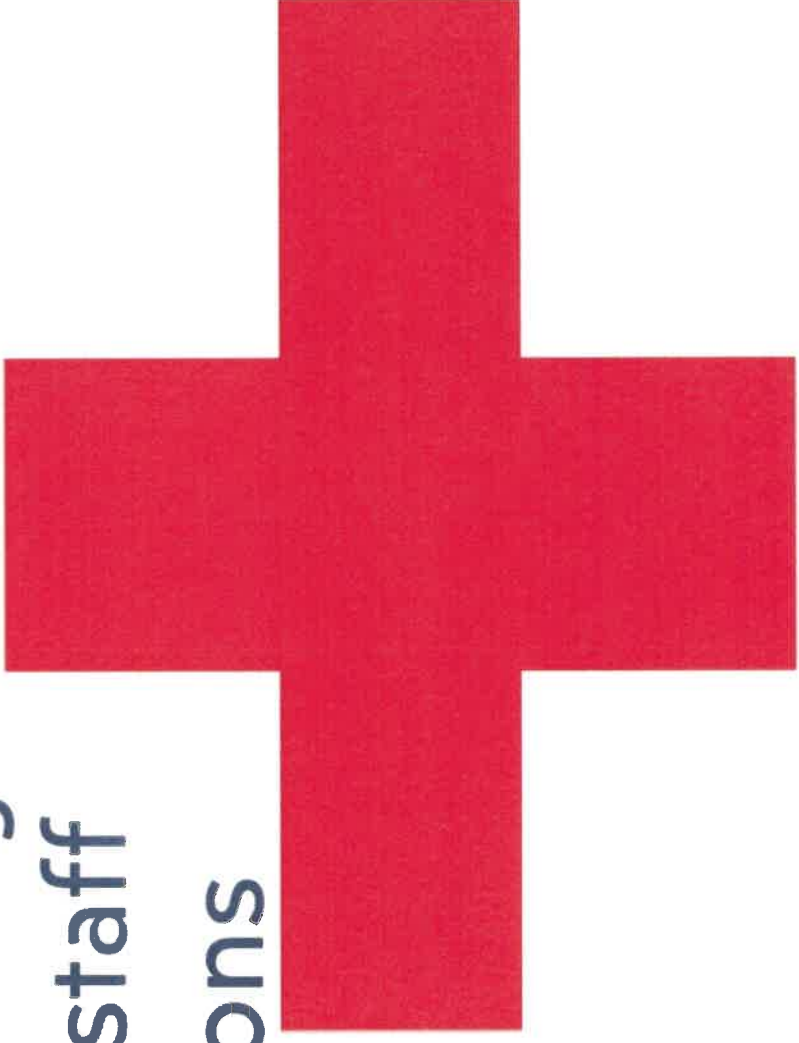
The background of the slide is a photograph of a large, multi-story building with a yellow and brown facade, possibly a school or community center. In the foreground, there is a dirt area with faint white topographic contour lines. A red line is also visible on the right side of the dirt area. The sky is blue with some clouds.

SWARC Discussions

Board of Commissioner Meeting

August 19, 2026

Policy regarding
paying for staff
certifications



Policy regarding paying for staff certifications

- **Examples of certifications:**
- **Should we pay at time of hire?**
- **Should we pay at time of recertification?**
- **Should we pay/offset cost of initial lifeguard certifications?**

Creating staff classification of Three Quarter Time.

CURRENT CLASSIFICATIONS

REGULAR FULL-TIME

PART-TIME

TEMPORARY/SEASONAL

CASUAL employees are employees who have established an employment relationship with SWPRD but who are assigned to work on an intermittent and/or unpredictable basis.

Creating staff classification of Three Quarter Time.

- **30 hours per week**
 - Medical/Dental: District pays 75%, Employee 25%
 - No dependent coverage
 - Vacation: 10 days (60 hours) per year
 - Cannot claim if it puts them above 30 hours
 - Sick Time: 12 days (72 hours) per year
 - 1 Floating Holiday
 - Recognized holidays paid at 6 hours
 - Holidays paid (6 hours)

Update to SWARC Budget and Staffing

CUSTODIAL-

Original Plan: Contract a cleaning company, \$135,000 budgeted.

Current Plan: Hire (2) $\frac{3}{4}$ Timestaff that could cover all seven days of operation. Estimated cost \$129,000 (including benefits).

Estimated savings: \$6,000

Update to SWARC Budget and Staffing

RECREATION-

Original Plan: Change part-time recreation staff to full time to work with Skye, as he is taking over IT.
\$91,000 budgeted

Current Plan: Hire (1) $\frac{3}{4}$ Time staff and leave our current Recreation Assistant position. **Estimated cost: \$89,000**
Estimated savings: \$2,000

Update to SWARC Budget and Staffing

HUMAN RESOURCES-

Original Plan: Hire full-time Administrative Assistant 2 position solely for Human Resources.

Current Plan: Have this staff as the #2 person 20 hours at the front desk to assist as needed.

Estimated savings: \$21,000

Natatorium Fee Categories

- **10 Visit Punch Cards**
 - Resident, Non-Resident
 - Expires in 90 days
- **Drop-In**
 - Adult, Senior (62+) and Youth (3-13)
 - Under 3 free
- **Annual Pass**
 - Resident, Non-Resident
 - Adult, Senior (62+) and Youth (3-13)
- **Family Annual Pass**
 - Resident, Non-Resident
 - Limit of 5, same household only

Natatorium Fee Categories

Pool Rental

- Resident, Non-Resident
- High School Swim Team (practice and meets)
- One pool or full natatorium

Party Rooms

- Resident, Non-Resident
- Different rate if rented for non-party purposes and would not come with swim passes.
- One room or both
 - Comes with up to 25 guests (swim passes included)

Natatorium Fee Categories

Free Usage?

Staff consulted legal and were told that the District can make access to the SWARC free for staff as part of promoting wellness. This same consideration should not be available for family members or Board members.

- Should staff be at no charge?
- Include non-benefitted staff?

Memo



To: Board of Commissioners
From: Brian Tomisser
Date: 08/19/2026
Re: Deputy Director Signing Authority

With the establishment of a Deputy Director position, staff are recommending a slight policy change to allow the Deputy Director to have signing authority when the Director is absent. This will help with contracts, change order, and other time sensitive issues.

Below is an excerpt from our policy manual. The yellow highlighted section is what staff is recommending adding.

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.

When the Director is absent, the Deputy Director will be the Acting Director with full signing authority on any action item that cannot wait for the Director to return. In these instances, the Deputy Director will be compensated at their normal rate of pay unless the Board of Commissioners decide due to the length of absence to compensate them according to District policy.