South Whidbey Parks and Recreation District
September 16, 2026 – Regular Board Meeting Minutes

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Jennifer Cox, Jake Grevé, Erik Jokinen, Krista Loercher and Matt Simms (online). Staff Present: Skye Dunn, Carrie Monforte and Brian Tomisser

Jennifer called the Regular Meeting to order at 6:01 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

Joelle Sweeney expressed gratitude for the parks and fields that the District maintains. Paul Norman explained his history of coaching at District parks.

III. Convene to Executive Session

Jennifer stated that the South Whidbey Parks & Recreation District Board of Commissioners and Department Heads of the District would convene to an executive session to discuss legal matters and to consult with legal counsel pursuant to RCW 42.30.110. She indicated that they would convene to executive session at 6:08 and return at 6:28PM.

The regular meeting of the board of commissioners was reconvened to the public at 6:28. Jennifer stated that the meeting would go again into executive session to consult with legal counsel at 6:30PM and return to public session at 6:50PM.

The regular open meeting of the board of commissioners was reconvened to the public at 6:50.

IV. 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.

V. Consent Agenda

A. Minutes for 08/19/2026

B. Voucher List Approval

Maintenance & Operations Vouchers #1458 - #14921 in the amount of $49,983.87, Direct Deposit payroll payments in the amount of $45,211.27, and Electronic payments in the amount of $21,864.86; and Construction Fund Vouchers #143 - #150 in the amount of $942,187.51.

Erik made a motion to approve the consent agenda, and the motion was unanimously approved.

VI. Staff Report (To be attached for permanent records)

Brian reviewed the Staff Report with the commissioners.

VII. Committee & Community Meeting Reports

A. Lake Properties

Krista relayed that the next meeting with the WA DFW was the following week.

VIII. Unfinished Business

A. Comprehensive Plan Programs

Brian reported on community inquiries about pickleball court noise. He shared pricing on acoustic panels for the pickleball court.

Brian informed the board that the annual Westling Invitational was coming and that impact on the trails would be significant in areas, but minimal to the overall park.

SWARC Construction – Brian noted that staff had multiple meetings with the furniture manager to discuss needs for the new building. He stated that the next few weeks interior walling would be going up and the completion of the exterior windows over the next month or so.

B. Policy Regarding Staff Ongoing Certifications

Brian reviewed proposed policies regarding staff training and certifications.

Jake made a motion to approve the verbiage presented by staff to be included in our policy manual creating section 4.62 regarding paying for staff trainings and certifications, and the motion was unanimously approved.

C. Creation of New Staff Classification

Brian presented a proposed amendment to the policy manual, to include the creation of a new benefited staff classification.

Krista made a motion to add the verbiage and edits provided by staff to the Policy Manual section 4.13 creating the classification of a Three-Quarter Time position, and the motion was unanimously approved.

D. Updated District Logo

Brian presented an updated logo for board consideration.

IX. New Business

A. Update to Policy 4.6 Staff Registration

Brian and the board discussed the staff registration policy for District programs & activities.

Krista made a motion to approve the updated verbiage provided by staff regarding section 4.6 of the Policy Manual regarding Staff Registration Policy, and the motion passed approved.

B. Resolution 2026-02 Credit Card Processing

Brian provided a resolution for board approval regarding credit card payments.

Erik made a motion to approve Resolution 2026-02 regarding contracting with Rec Desk Payments for Credit Card Services, and the motion was unanimously approved.

X. Adjournment

There being no further business, the meeting was adjourned at 7:53 p.m.

Approved: **10/21/26**

Jennifer A Cox

Jennifer Cox, Board Chairperson

Minutes prepared and submitted by:

Carrie E. Monforte

Carrie Monforte, Business Manager