

**South Whidbey Parks and Recreation District**  
**March 15, 2017 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Mark Helpenstell, Dennis Hunter, Matt Simms and Don Wood (via GoToMeeting)

Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

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

**II. Public Comment**

No public comment.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on February 15, 2017, were unanimously approved in a motion made by Matt and seconded by Dennis.*

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

Matt reviewed the Treasurer's Report with the commissioners.

The ending fund balances, per Island County, were as follows:

- The Maintenance and Operations Fund was \$249,661.78.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$207,201.55.
- The Bond Fund was \$64,919.54.
- The Property Fund was \$21,282.32.

**Voucher Approval**

*In a motion made by Matt and seconded by Dennis, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8050 through #8099 in the amount of \$49,416.22, electronic tax payments in the amount of \$3,665.80 and the Property Fund Voucher #16 in the amount of \$1,088.79.*

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

Doug reviewed the Staff Report with the commissioners.

**VI. Unfinished Business**

**A. Comprehensive Plan Programs**

Doug said he and Matt spoke with Kyle, RCO Grants Manager, and Lorinda, RCO Comprehensive Planning Specialist, about possible upcoming grants. Matt said that Lorinda said the prioritized projects list in the Comprehensive Plan was a good idea. Matt said they were informed by RCO that there were some grants that the District was not

eligible for but there are other grants that we can apply for that were not on the District's radar. Matt said there is FAR grant that the District should apply for to build an archery range since that grant does not get enough applicants. Matt said Deer Lake, Lone Lake and Goss Lake are owned by the State and the State is not required to come up with matching funds so the District could write the grant in conjunction with the State. Matt said the District should take a good look at the lakes to see what grants the District should write. Matt said the District should speak with Island County about the 'boat to bridge' trail along the highway which could link up with Community Park and Trustland Trails because the County might be working with the Department of Transportation to obtain an easement for the trail. Matt said a turf field grant will be a challenge for the District because of the amount of matching funds required. Matt said the District could use another grant as matching funds but they would have to be confident that they were going to receive the grant. Matt said the next step for the District is to finish the Comprehensive Plan. Doug said he will set up a meeting with Matt and Mark to work on the Comprehensive Plan. Matt said once the Comprehensive Plan is complete, the District needs to publish it and hold public hearings to obtain feedback from the public.

#### **B. Campground Status Update**

Doug said he will be meeting with the campground committee soon to review the construction costs of the campground.

### **VII. New Business**

#### **A. Amphitheater Committee Report - Discussion**

Doug said he had a meeting with the amphitheater committee and he distributed drawings of the proposed site and amphitheater design. Doug said Island County has designated all Park District properties as Park zoning so the proposed amphitheater site was within the new zoning. Doug said the committee received a rough quote of \$100,000 to construct the amphitheater which does not include power, etc.

#### **B. Langley Middle School Opportunity – Discussion**

Doug said he started looking at moving the District office to the Middle School but staff was hesitant about moving because of the cost of maintaining the Middle School property. However, Doug said he spoke with Helen Price Johnson and Island County is looking at offering new programs which would use the current District offices so it is a possibility that the District may need to move to a new building. Doug said he thought the District needs to investigate a move to the Middle School more seriously now. Doug said the District may need to own its own building in the future. Doug said that if the District did move to the Middle School, the District's priority in using the School's facilities would not change.

#### **C. Sports Complex Entry – Asphalt Work**

Doug said the asphalt on the entry road to the Sports Complex is starting to split and settle. Tom said the settling has occurred near the entrance gate at the Sports Complex and the extreme freeze this winter has made it worse. Tom said he spoke with Curt Gordon from Island Asphalt and Curt recommended that the District install a 2" asphalt overlay sooner rather than later. Doug said he received a bid for \$12,000 from Island Asphalt to install the overlay and he recommended the District obtain additional bids. The commissioners agreed that additional bids were needed.

### **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:02 p.m.