

**South Whidbey Parks & Recreation District
June 15, 2016 – Regular Meeting Minutes**

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Mark Helpenstell, Dennis Hunter and Matt Simms (via GoTo Meeting)
Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

Mark called the meeting to order at 6:03 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 May 18, 2016, 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.

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

- The Maintenance and Operations Fund was \$447,818.43.
- The Capital Fund was \$500.61.
- The Reserve Fund was \$200,263.06.
- The Bond Fund was \$186,759.61.
- The Property Fund was \$60,972.01.

Voucher Approval

In a motion made by Dennis and seconded by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #7555 through #7604 in the amount of \$53,142.14, Property Fund Voucher #8 in the amount of \$4,980.67 and electronic tax payments in the amount of \$2,901.66.

V. Staff Report (to be included in permanent records)

Doug reviewed the Staff Report with the commissioners.

VI. Unfinished Business

A. Comprehensive Plan Programs

Doug said he met with WhidbeyHealth and South Whidbey Parks and Aquatics Foundation to discuss the pool. WhidbeyHealth said they are two years out before they can consider working with the Park District on a pool but they will check on the feasibility of using the Bayview property as a pool location.

Doug said the amphitheater committee had a meeting and Eric Richmond will start designing the amphitheater.

B. Alcohol Policy - Discussion

Doug said the amended Alcohol Policy allows the Board to approve a request for alcohol in the Park, such as a beer and wine garden, and he added vaping to tobacco use. Mark and Matt said they both agreed with the amended policy.

C. Special Use Permit Policy – Discussion

Doug presented the amended Special Use Permit Policy which included Matt's suggestion of requiring a permit for an event with an attendance of 250 or more. Doug said he would bring the amended policy to the next Board meeting for approval.

D. Campground Design Process – Update

Doug said the Board had approved an additional \$24,000 to be spent on the campground design at the special Board meeting. Doug said to increase the District's chances of being awarded the grant, the grants manager said the District should present a full campground design schematic. Doug said the full schematic would cost \$100,000 and the Board had approved \$24,000. Doug said the District could take \$75,000 out of the Reserve Fund to pay for the design schematic and then work on a capital campaign to replenish the Reserve Fund. Matt said the Reserve Fund has a purpose and its purpose is not to be used for something like this. Matt advised against using the Reserve Fund to pay for a design schematic and Mark agreed with Matt. Matt said that when the campground project is presented to the grants board, we should let them know that the District has gone as far as it can go with the design since we are a small park district with limited funds.

Doug said he has until early July to review the grant application and the total amount that the District is applying for is \$516,600. Dennis asked what the District will receive from the campground designers for the money the District has already spent. Doug said the District will receive phase one drawings and plans that can be presented for the grant. Jim Brennan from J.A. Brennan and Associates said they can focus on certain areas that are needed in phase one. Matt said he wants the plans to reflect that the campground will have a bathroom. Doug said he will let the grant board know in the presentation that the campground will have temporary bathrooms. Jim said they could shift some of the funds from the landscape architecture design to a site survey or other areas of the design. Doug said the grants committee will meet next week to discuss what needs to be designed with the money allocated.

VII. New Business

A. Fees & Charges Policy – Clarification

Doug said the District has not charged for youth sports field usage in the past but the fields are now experiencing usage out of season so he is asking for policy clarification. Matt said there are not defined seasons for soccer anymore so he thought the policy was adequate and he recommended removing 'season' from the policy. Mark recommended removing 'recreational' from 'recreational league' in the policy. Doug said he would update the policy.

VIII. Adjournment

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