

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

Workshop Meeting Minutes

I. Call to Order

Commissioners Present: Mark Helpenstell and Dennis Hunter (via GoTo Meeting) and Matt Simms

Staff Present: Doug Coutts, Tom Fallon and Peggy Nelson

Matt called the meeting to order at 5:04 p.m. The attendance sheet is attached for permanent records only.

II. Comprehensive Plan – Discussion

a. Scheduling Prioritized Capital Plan Projects

b. Discussing Options for Grant Matching

Discussion of both agenda items was tabled until another workshop meeting could be scheduled when more commissioners could be in attendance.

III. Adjournment

There being no further business the workshop was adjourned at 5:09 p.m.

Regular Meeting Minutes

I. Call to Order

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

Staff Present: Doug Coutts, Tom Fallon 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 January 18, 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 \$274,837.94.

- The Capital Fund was \$500.64.
- The Reserve Fund was \$203,912.67.
- The Bond Fund was \$54,649.17.
- The Property Fund was \$22,631.07.

Voucher Approval

In a motion made by Matt and seconded by Dennis, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8002 through #8049 in the amount of \$52,591.37, electronic tax payments in the amount of \$3,765.05 and Property Fund Voucher #15 in the amount of \$1,348.75.

- 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 was trying to set up a meeting with the RCO Grants Manager to discuss the campground grant. Matt said the next grant cycle begins a year from now and the District could apply for grants for the top six priority projects during that time. Matt said the six projects had a price tag of \$5 million so the District will have to come up with \$2.5 million in matching funds but the grant program allows the District to use grant funds from another grant as matching funds. Matt said they will discuss the grant proceeds rules with the RCO Grants Manager. Matt said the goal is to submit ten grant applications a year from now.

B. Campground Status Update

Doug said he was waiting to hear back from the RCO Grants Manager about the status of the campground grant. Doug said the campground committee had a meeting with J.A. Brennan to discuss the cost of the campground and they are still looking at ways to reduce the cost. Matt said the bathroom was too high of an expense so they need to work on ways to reduce the cost of the bathroom so that one could be included in the campground. Doug said the cost is high because they need to plan for the waste water because currently there is not a septic tank on site.

VII. New Business

A. Snow Accumulation Procedures – Gate Closing - Discussion

Doug said the normal practice of the District is to close the gates when it snows at Community Park and the Sports Complex due to safety concerns but keep Community Park open to walk-ins. Mark said it makes sense to close the gate at Community Park but he would like to keep the gate open at the Sports Complex. Tom said in the past they have had a problem with cars driving through the woods from the Sports Complex to Community Park if the gate is left open. Additionally, an employee does not have to drive in the snow to close the gate if the gate is left locked. Mark said it was just a thought to leave the gate open at the Sports Complex but he does not have strong feelings about it.

VIII. Adjournment

There being no further business the meeting was adjourned at 6:27 p.m.