

**South Whidbey Parks & Recreation District**  
**October 19, 2016 – Budget Workshop and Regular Meeting Minutes**

**Budget Workshop**

**I. Call to Order**

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

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

Don called the meeting to order at 6:03 p.m. The attendance sheet is attached for permanent records only.

**II. Budget Review and Discussion**

Doug reviewed the draft budget with the commissioners. Doug said the Implicit Price Deflator (IPD) was less than one percent (.95%) so he recommended preparing a resolution to request a tax increase of one percent. Doug said the District was currently budgeting for year three of the four-year levy and once the levy resets in 2019, the District may see a significant jump in property tax income. Doug said that revenue and expenses for 2017 are relative to last year's numbers and the cash on hand and Reserve Fund are in line with the financial principles. Matt said the project account will have a negative balance by 2021. Doug said there were two things to remember regarding the project account – the campground property loan was included in the account and the levy for the District will be resetting in 2019. Matt recommended including the estimated campground revenue in the Capital Projects Budget which would then feed into the 5-year forecast budget document, reducing the negative balance in the projects account. Mark and Dennis both said they were comfortable with the budget.

**III. Adjournment**

There being no further business the meeting was adjourned at 6:24 p.m.

**Regular Meeting Minutes**

**I. Call to Order**

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

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

Don called the meeting to order at 6:30 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 September 21, 2016, were unanimously approved in a motion made by Dennis and seconded by Mark.*

### **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 \$235,781.31.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$200,581.32.
- The Bond Fund was \$162,829.50.
- The Property Fund was \$28,640.95.

### **Voucher Approval**

*In a motion made by Matt and seconded by Dennis, the Board unanimously approved the Maintenance and Operations Fund Vouchers #7781 through #7833 in the amount of \$79,390.77, electronic tax payments in the amount of \$3,362.09 and Property Fund Voucher #12 in the amount of \$2,052.05.*

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

Doug discussed the Staff Report with the commissioners. Don said he received a comment from someone in the public who was appreciative of the cleanliness of the Sports Complex bathrooms. Matt said the District did a good job hosting the cross country meets held in Community Park in September.

### **VI. Unfinished Business**

#### **A. Comprehensive Plan Programs**

Doug said he has been working with South Whidbey Parks and Aquatics Foundation to improve their following (obtain more directors). Matt said he has been surveying folks about the Comprehensive Plan and the District will need to factor in a survey about the Comprehensive Plan at some point.

#### **B. Campground Grant - Update**

Doug said he had a meeting with the campground committee and he was told by the RCO grants managers that in their opinion, the grant amount that the District will receive should be about \$414,000. Doug said they need to talk to Jim Brennan about how much work on the campground can get done for that amount. Matt said the funds can be used for construction of the campground. Doug said they need to revise the project and reduce the project down to the grant amount and resubmit the plans to RCO for their approval.

#### **C. Bond Refinancing - Conclusion**

Doug said the bond refinancing was complete and he reviewed the press release he had received from Jim Nelson with the commissioners. Matt made a few minor changes to the press release and all of the commissioners agreed with the changes and to submitting the press release to the paper.

## **VII. New Business**

### **A. Horse Droppings – Letter to the Editor**

Doug said Mark had drafted a letter to the editor to address the horse droppings issue in Community Park. Doug said he thought the letter should come from the entire board or from Mark as a private citizen. Mark said he saw all the back and forth going on in the paper about the horse droppings issue and wrote a letter. Mark said that maybe the issue is already closed up and he is okay with not submitting the letter if the board wants to go that direction. Mark said he liked Matt's response to the letter to the editor that was submitted previously. Matt said he appreciated Mark's letter but the issue has been debated heavily already and the letter would restart the discussion and create more inertia. Dennis said he commends Mark for his efforts and thinks less is better and they should let the dust settle. Don said he liked Mark's letter but thought it would stir up the issue again. Mark said that based on each commissioner's input, he was okay with letting the issue sit for now.

### **B. Property Offering – Initial Information**

Doug said he received a call from Chris Vallo, a real estate agent, about a piece of property available for sale that is landlocked adjacent to the District's landlocked five acres. Chris said a price was not set for the property but he wanted to know if the District was interested in purchasing the property or allowing an easement through the District's property. Chris said the property was assessed at \$130,000. Matt said that in the Comprehensive Plan, the District has a matrix to evaluate acquisitions, so the commissioners will rank the property and have an answer at the next meeting whether or not the District is interested in the property. Doug suggested that the property could be donated to the District. Don said the District would probably be interested in granting an easement to the property owner.

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:30 p.m.