

**South Whidbey Parks and Recreation District
July 19, 2017 – Regular Meeting Minutes**

Regular Meeting Minutes

I. Call to Order

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

Staff Present: Doug Coutts, Tom Fallon and Peggy Nelson

Mark called the meeting to order at 6:02 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 June 21, 2017, were unanimously approved in a motion made by Dennis and seconded by Don.

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 \$435,985.48.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$207,762.51.
- The Bond Fund was \$170,482.01.
- The Property Fund was \$18,973.16.

Voucher Approval

In a motion made by Matt and seconded by Don, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8260 through #8320 in the amount of \$82,910.19 and electronic tax payments in the amount of \$5,197.54.

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 updated the Comprehensive Plan with the guiding principle suggested by Dennis and he is reviewing and updating the project costs. Doug asked the commissioners for approval to combine the Comprehensive Plan and the Capital Plan. *Dennis made a motion to combine the Comprehensive Plan with the Capital Plan and Don seconded the motion. The motion was unanimously approved.*

B. South Whidbey Parks and Aquatics Foundation Update

Doug discussed the South Whidbey Parks and Aquatics Foundation report with the commissioners (to be attached for permanent records).

C. Campground Status Update

Doug said the State Capital Budget has not been finalized yet by the Legislature but Representative Norma Smith is cautiously optimistic that the budget will be approved. If the Capital Budget is approved in its current state, the grant for the campground will be approved. Doug said he and Tom had a pre-application meeting with the Island County Planning Department and the meeting report was distributed to the commissioners. Doug said he will set up a meeting with the campground committee, Tom and J.A. Brennan to discuss the campground project and decide how they should proceed if the District receives grant funding.

D. Potential Park Property – Discussion/Matrix

Doug displayed the Acquisition Evaluation Matrix to the commissioners. Doug said the highest score of any property on the list was 6.2. Doug suggested they set a benchmark of 6 as a property they would look at more seriously but if the property received a score below 6, the property would not be up for consideration. Matt said the scores give the commissioners a context but they do not want a hard and fast rule on the scores. Mark said he agreed that they could use the scores as a reference point.

Doug said the potential forty acres for sale near the Elementary School that was discussed at the May Board meeting received a score of 3.5. Matt said the Matrix could now be part of the Comprehensive Plan and it would be useful for grant applications. Don suggested adjusting the weighting of each property and Matt agreed. Doug said Shelly Ackerman was working with the South Whidbey Parks and Aquatics Foundation to purchase the property and they are receiving donations to purchase the property. Doug said he, Shelly and Andrea are going to meet to discuss grant applications for the property purchase.

VII. New Business

A. Letter from Island County Re: Administration Building

Doug said the District received a letter from Island County asking for a written summary of the need for the administration building and if the District is relocating to a different building. Doug said he will send a letter to Island County informing them that the District plans to use the building the same way we are currently using it. Doug said Island County might be raising the lease rate starting next year. Matt suggested they look for prior correspondence with the County regarding a property swap for three South Whidbey parks and the administration building. Matt said Island County previously did not want to be in the business of active recreation so the District should engage with the County about these four properties. The commissioners agreed that the District should inform the County that the District wants to stay in the administration building.

VIII. Adjournment

There being no further business the meeting was adjourned at 6:50 p.m.