

**South Whidbey Parks and Recreation District
June 21, 2017 – Regular Meeting Minutes**

Regular Meeting Minutes

I. Call to Order

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

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

Don called the meeting to order at 6:01 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 17, 2017, 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 \$464,115.27.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$207,600.88.
- The Bond Fund was \$187,123.33.
- The Property Fund was \$19,863.53.

Voucher Approval

In a motion made by Matt and seconded by Mark, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8207 through #8259 in the amount of \$56,937.48 and electronic tax payments in the amount of \$4,055.52 and the Property Fund Vouchers #18 and #19 for \$890.37.

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 had previously distributed the text of the Comprehensive Plan to the commissioners and he asked for comments to be returned to him by June 26. Doug said he hoped to have a consolidated Comprehensive Plan ready for the July Board meeting. Dennis said he reviewed the guiding principles in the Comprehensive Plan

and he recommended that constituents be included in the first guiding principle to help the Board make better decisions. Matt said he agreed that it was important to include the stakeholders in the principles to gauge what they want and to develop support for significant needs of the community. Matt also said the inclusion of constituents and stakeholders should be its own principle within the Comprehensive Plan. Matt said they need to decide the sequence of distribution of the draft Comprehensive Plan.

B. Campground Status Update

Doug said the status of the campground grant was still in limbo since the state budget had not been approved yet. Doug said he had scheduled a pre-application meeting with the County to discuss the campground permit process.

C. Potential Park Property – Discussion/Matrix

Doug said he was waiting to receive the matrix input from the commissioners so he suggested they table this item until next month's Board meeting.

VII. New Business

A. Choochokam Agreement – Discussion/Approval

Doug said the Choochokam Foundation was withdrawing their request to use Community Park for the Choochokam Festival so this item did not need to be discussed.

B. Resolution 2017-02 – Authorization to Purchase Mini-Excavator

Doug said Resolution 2017-02 was authorization to purchase and finance a mini-excavator and to allow him to sign the loan documents for the District. Doug said the mini-excavator could be used for various projects within the park facilities and was included in the 2017 budget. Matt said the amount included in the resolution was higher than budgeted so he asked staff to scrub the money for additional projects to account for the overage. *Dennis made a motion to approve Resolution 2017-02 with the provision to adjust the capital line item for the budgeted overage and Matt seconded the motion. The motion was unanimously approved.*

C. Rotary Club of South Whidbey – Beer/Wine Garden Permit

Doug said the Rotary Club has requested to host a beer/wine garden during the three Concerts in the Park this summer. Doug asked that the Board waive the \$50 per event application fee for the Rotary Club since all funds raised will benefit the amphitheater. Doug said the Rotary Club will be required to have security and all the necessary permits to operate the beer/wine garden. *Mark made a motion to approve waiving the fee per the memo dated June 16, 2017, (attached) and Dennis seconded the motion. The motion was unanimously approved.*

VIII. Adjournment

There being no further business the meeting was adjourned at 6:45 p.m.



Memo

To: Board of Commissioners
From: Doug Coutts, Director
Date: 6/16/2017
Re: Rotary Club of South Whidbey-Beer Wine Garden Request

The Rotary Club of South Whidbey has requested to host a beer/wine garden in the park in conjunction with our Concerts in the park as a fundraiser for the amphitheater. The cost for the application is \$50 for each event, but staff recommends waiving this fee as the proceeds will benefit the Park District.