

South Whidbey Parks and Recreation District
October 18, 2017 – Budget Workshop and Regular Meeting Minutes

Budget Workshop Minutes

I. Call to Order

Commissioners Present: 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 6:00 p.m. The attendance sheet is attached for permanent records only.

II. 2018 Budget Workshop

Doug said that staff had updated the 5-year Budget Projection to more accurately reflect revenue and expenses for years 2019-2022. Matt said the only issue with the 2018 budget was that the beginning cash amount was short the required amount in 2019 by approximately \$14,000. Matt suggested that staff reduce expenses in each area by 1.6% to meet the beginning cash goal for 2019. Doug suggested reducing the funding of the Project Fund by \$14,000 to cover the beginning cash shortage and Matt agreed that was a reasonable solution.

Matt discussed the 5-year Budget Projections that he had developed with levy rates of eighteen cents, twenty cents and twenty-two cents. Doug said he was working on developing benchmarks for program revenue and expenses to see if the District was comparable to other entities in these areas. Matt said he had compared the District's revenue and expense growth to Seattle Parks and Recreation and noted that the District's growth was very similar to Seattle Park and Recreation's growth so he thought the 5-year Budget Projections were reasonable.

Matt said the fundamental principles of the 5-year Budget Projection are, in order: maintain the Reserve Fund balance, fund beginning cash on hand, transfer 10% of the levy amount to the Project Fund and transfer 50% of any amount over and above the required Reserve Fund and beginning cash amounts to the Project Fund. Matt said he created three 5-year Budget Projections (eighteen, twenty and twenty-two cent levy amounts) to compare these fundamental principles and he said the eighteen cent 5-year Budget Projection was not an option because beginning cash would not be fully funded. Matt said the twenty cent 5-year Budget Projection was tenable but lacked funds for the Project Fund so the District would not have funds for needed repairs or have matching funds for grants. Matt said the twenty-two cent 5-year Budget Projection would fund the Project Fund and the District would be able to make necessary repairs and have grant matching funds on hand. Matt said the difference to the taxpayer is \$6 per year for each two-cent levy increase or a \$12 per year increase from the current levy amount. Tom suggested the District run a two-year levy instead of a four-year levy with the assumption that property values would continue to increase and would then offset the need to raise the levy rate. Matt said a two-year levy was an option but thought taxpayers might experience voter fatigue among other things if the District ran a levy for less than four years. Doug said he called ten park and recreation districts to request their 5-year budgets and only one district developed a 5-year budget projection so he wanted to emphasize that the amounts on the District's 5-year budget projection were estimates and subject to change. Matt said the District will be writing grant applications in the next five months and will benefit from having a 5-year Budget Projection as part of the grant application. Tom suggested the District could put a bond on the

ballot to pay for projects and to pay off the property loan and therefore not have to increase the levy amount. Don said the District will need to explore all its options and Matt said the voter campaign for a bond could be difficult but the District will need to look into it.

III. Adjournment

There being no further business the Budget Workshop was adjourned at 6:46 p.m. to the Regular Meeting.

Regular Meeting Minutes

I. Call to Order

Commissioners Present: 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 6:47 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 20, 2017, and the Board Retreat on October 9, 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 \$201,495.76.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$208,314.21.
- The Bond Fund was \$179,413.14
- The Property Fund was \$18,973.16.

Voucher Approval

In a motion made by Matt and seconded by Dennis, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8444 through #8495 in the amount of \$69,936.50 and electronic tax payments in the amount of \$4,234.59.

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

Doug reviewed the Staff Report with the commissioners. Doug said the District hired JJ Everson as a Recreation Assistant who will be focusing on assisting with the basketball league.

VI. Unfinished Business

A. Comprehensive Plan Programs – Draft Comprehensive Plan Review

Doug said he updated the capital projections in the Comprehensive Plan with the items that were mentioned at the Budget Retreat. Doug said he did not receive any comments from the public regarding the Comprehensive Plan. Doug asked the commissioners to review the Comprehensive Plan and then the District could schedule Comprehensive Plan public hearings at the November and December Board meetings or the December and January Board meetings. Matt said he preferred the December and January Board meetings and suggested they break up the Comprehensive Plan into two sections for discussion purposes.

Matt said there are six grant application categories in the first tier that could be parceled out to the commissioners: parks enhancement (phase 2), trails projects, lakes, athletic field playability, the campground and aquatics. Matt suggested each commissioner take a category and take the lead in applying for the grant.

VII. New Business

A. Fee Waiver Requests – Elf Chase and Turducken Trot

Doug said the non-profit groups who organize both the Elf Chase and the Turducken Trot have asked for the park use fees to be waived for their 5k run/walk events. Don asked if a maintenance person needs to be on site for either of these events and Doug said there normally is a maintenance person already working that day and the events in the past have not been a huge impact on the Park. Tom said his staff is asked by event organizers to help with race support and to check the bathrooms often. Don said if the District waives the park use fee then there should be minimal maintenance interaction with the event. Doug said he can require the event organizers to clean up after themselves as part of the fee waiver agreement. *Matt made a motion to accept the fee waiver requests from the Elf Chase and the Turducken Trot and Dennis seconded the motion. The motion was unanimously approved.*

B. Trustland Trails – Easement Concept – Letter of Support

Doug said he was approached by Island County regarding an easement through the north 40 acres of the Trustland Trails property. Doug said the County provided concept drawings of the easement and is asking for a letter of support from the commissioners for the Trustland Trails easement concept. Don said option one of the easement concepts was most desirable for the District and Matt agreed but said his two concerns about option one were the parking on the opposite side of Trustland Trails property and that the entrance should be aligned with Craw Road. Doug said he would modify the letter of support to include those two concerns and all of the commissioners agreed with those changes.

C. Paid Sick Leave Policy Review – Part Time/Seasonal Employees

Doug said a new state law was going into effect January 1, 2018, which requires employers to provide sick leave benefits to seasonal/part time employees. Doug said the new law states the required minimum number of sick leave hours that must be accrued and how many sick leave hours may be carried over to the following year. Doug said he had updated the Sick Leave Policy to include those benefits and would be bringing that policy to the commissioners for approval at the next Board meeting.

VIII. Adjournment

There being no further business the meeting was adjourned at 7:25 p.m.