

South Whidbey Parks and Recreation District
November 15, 2017 – Budget Hearing and Regular Meeting Minutes

Budget Hearing 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, Carrie Monforte and Peggy Nelson

Mark called the meeting to order at 6:00 p.m. The attendance sheet is attached for permanent records only.

II. 2018 Budget Hearing

Doug discussed the Budget narrative with the commissioners. Doug said Island County is taking over a larger portion of the office building (60%) and the District would be reduced to 40% of the building and lose access to the recreation room. Doug said the District would be charged 30 cents per square foot for rent but the County wanted the District to pay for all the utilities, janitorial service and maintenance of the grounds for the whole building. Doug said he was okay with the rent amount but he wanted reimbursement for Island County's portion of the building expenses. Doug said he was waiting to hear back from Island County about his suggestion for reimbursement of building expenses. Doug said the increased cost of rent was accounted for in the 2018 Budget.

III. Adjournment

There being no further business the budget hearing was adjourned at 6:14 p.m. to the Regular Meeting.

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Mark Helpenstell, Dennis Hunter, Matt Simms and Don Wood

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

Mark called the meeting to order at 6:30 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment

Bob O'Brien, South Whidbey Youth Soccer Club member, said there were problems on both sides regarding the move of a field for a soccer game this past weekend. Bob said there was a problem on the Club's side because only one Club member was receiving field communication from the Park District so now the District has multiple contacts. Bob said he thought the Park commissioners should be notified if a soccer game was moved to a different field and he did not know if that happened. Bob said the field move became a problem because the Club was alerted too late and it cost the Club extra funds and time to move the field. Bob said he wanted improved communication between the Club and the Park District because he did not think the field was in a damaged state, since the field was not used as much as last year. Bob said he wants to hear a conversation as to why the Club had to move fields. Bob said the Club has been a good partner with the Park District and has taken proactive steps to move games to other fields.

Tom Langley, a Lone Lake resident, said he was concerned about the toxic algae blooms at Lone Lake. Tom said the Lone Lake Homeowner's Association was applying for a grant from the Washington State Department of Ecology to research and prepare a 'Lone Lake Algae Management Plan'. Tom asked the commissioners for a letter of support for the grant.

Shelly Ackerman said she is working to purchase two 20-acre parcels behind the elementary school for public land. Shelly said she had spoken with Debra Waterman, the property owner, who had timber and market appraisals done on the property. The timber and land values of the two properties totaled \$596,000. Shelly said she had not received much financial support from the community so she thought it was time to go to the voters for funding to purchase the properties.

III. Approval of Minutes

The minutes of the Regular Meeting on October 18, 2017, were unanimously approved in a motion made by Don 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 \$341,517.53.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$208,495.10.
- The Bond Fund was \$247,636.49.
- 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 #8496 through #8550 in the amount of \$51,413.84 and electronic tax payments in the amount of \$4,167.34.

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

Doug reviewed the Staff Report with the commissioners. Matt said a field user group meeting should take place in November and the commissioners agreed.

VI. Unfinished Business

A. Comprehensive Plan Programs

Matt displayed and discussed a list of grant programs available in 2018. Matt said the Board needs to build the initial grant packets, update the comprehensive plan and build grant matching dollar plans.

i. Draft Comprehensive Plan Review

Doug said he made a few changes to the draft Comprehensive Plan and he reviewed the changes with the commissioners.

ii. Capital Program Year Assignments

Doug said he would send out the list of available grants to the commissioners for their review.

B. Resolution 2017-04 – Paid Sick Leave Policy (Part Time/Seasonal Employees)

Doug said the revision to the Paid Sick Leave Policy for part time and seasonal employees was discussed last month and he asked for approval of Resolution 2017-04, effective January 1, 2018. *Don made a motion to approve Resolution 2017-04 – Paid Sick Leave Policy and Dennis seconded the motion. The motion was unanimously approved.*

VII. New Business

A. 2018 Budget Approval

Doug asked the commissioners for approval of the 2018 Budget and Resolution 2017-03 – 1% Increase of Property Tax Rate. *Matt made a motion to approve Resolution 2017-03 – 1% Increase of Property Tax Rate along with the 2018 budget and Don seconded the motion. The motion was unanimously approved.*

B. Code of Conduct Policy Review – Discussion

Doug said Matt requested this agenda item to discuss the ‘No Picking Mushrooms’ signs placed within the Park which he did not think were welcoming to the public. Doug said the temporary signs were posted because of commercial pickers picking the mushrooms from the Park and to stop people from trampling through the woods. Doug said he spoke with Enduris’ risk management department about allowing people to pick mushrooms and he was told it was a liability for the District and the District could possibly be sued if someone was poisoned by mushrooms.

Mark said he was okay with someone picking a huckleberry from the trail but did not support stripping plants. Matt said he was okay with signs posted on a bulletin board that directed people to stay on the trails. Mark said the signs should direct people to stay on the trails but also instruct them that flora and fauna should not be taken. Doug said that permanent signs tend to become ‘white noise’. Matt said he did not want unwelcoming signs in the park. Dennis suggested the sign read ‘please respect the parks and stay on the trails’.

Matt suggested amending the Code of Conduct Policy to include the statement ‘commercial activity within park property is not authorized without management approval’. Matt said there should also be signage about the commercial removal of park property. Doug said he would update the policy and bring the amended policy to the Board next month.

Operating Policy Review – Discussion

Matt said he wanted to discuss the Operating Policy regarding the soccer fields due to the conflict that occurred the previous weekend with the closure of a soccer field which caused a soccer game to be moved to a different field. Matt said the policy stated that the Board would be informed if a field was closed and if there was an issue, the Board would discuss it. Doug said his understanding of the policy was that the Board was only informed if someone requested a reservation but the request was denied. Doug said they were only rotating fields and not denying the reservation request so therefore, he did not need to

inform the Board. Mark said if Doug is only moving a game to a different field within the same park, the Board does not need to be informed. The commissioners discussed when the Board should be informed about a change or denial to a field reservation.

Doug said he would email the field schedule to Matt every Monday. Mark suggested implementing a policy to rotate fields every three weeks. Discussion continued regarding the Operating Policy.

VIII. Adjournment

There being no further business the meeting was adjourned at 9:50 p.m.