

**South Whidbey Parks and Recreation District  
December 20, 2017 – Board Workshop and Regular Meeting Minutes**

**Board Workshop Minutes**

**I. Call to Order**

Commissioners Present: Mark Helpenstell, Bob Hezel, Dennis Hunter and Matt Simms

Staff Present: Doug Coutts and Tom Fallon

Matt called the meeting to order at 5:00 p.m. The attendance sheet is attached for permanent records only.

**II. Grant Application Project Review**

The commissioners discussed grant application projects.

**III. Adjournment**

There being no further business the workshop was adjourned at 6:05 p.m. to the Regular Meeting.

**Regular Meeting Minutes**

**I. Call to Order**

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

Staff Present: Doug Coutts, Tom Fallon and Peggy Nelson

Mark called the meeting to order at 6:05 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 Budget Hearing and Regular Meeting on November 15, 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 \$373,166.29.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$208,681.58.
- The Bond Fund was \$273,626.58.
- 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 #8551 through #8620 in the amount of \$85,193.11 and electronic tax payments in the amount of \$5,669.54.*

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

Doug reviewed the Staff Report with the commissioners. Doug distributed the Audit Report from the Washington State Auditor which did not have any management letters or findings.

### **VI. Unfinished Business**

#### **A. Comprehensive Plan Programs – Public Hearing for Comprehensive Plan**

Doug said this meeting was a public hearing for the Comprehensive Plan which has been available to the public since October. Doug said he had not received any comments since the Plan became available to the public. Matt said the Plan needs to be published by March so the Comprehensive Plan needs to be on the meeting agenda again in January. Shelly Ackerman asked the commissioners to add the Waterman property for sale behind the Elementary School to the Comprehensive Plan. Matt said the Board would consider adding the property but the Plan contains an inventory of all established facilities within District boundaries. Matt said the Plan highlights properties adjacent to Community Park but does not include properties across the road from the Park but the Waterman property could be included in the Plan if the District decides to apply for a grant to purchase the property.

#### **B. Waterman Property – Update/Discussion**

Matt said the intent of the Board was to move forward with grant applications with a timeline of submitting applications in May, grant evaluations in August and the list of approved grants published in October. Matt said that if the Park District applied for a grant to purchase the Waterman property, the District would need access approval from the School District. Doug said that according to an email from Debra Waterman, she hopes to construct a road to the property in early summer and wants to start logging in July/August. Shelly said that Debra Waterman does not want to wait until the end of 2018 to find out if the District is able to purchase the property but thought that if a plan was presented to Debra to purchase the property then Debra might be open to waiting to sell the land. Doug suggested setting up a meeting with Matt, Debra, Shelly and Peggy Juve to discuss a plan for the property. Shelly said she has spoken with Jo Moccia who told her that the School District is not interested in the land but it sounded like the School District would allow the Park District access to the property. Peggy Juve, Island Shakespeare Festival coordinator, wants to build an amphitheater on the property but she has not worked out the details yet.

### **VII. New Business**

#### **A. Code of Conduct – Policy Draft Revision**

Doug said he updated the Code of Conduct Policy to add that authorization is needed from the Park District for any commercial activities occurring on Park District property. The commissioners agreed to the update and Doug said he would bring the updated policy to the next meeting for approval.

## **B. Field and Facility Use – Policy Draft Revision**

Doug said he updated the Field and Facility Use Policy to change the word ‘request’ to ‘reservation’ for the rules regarding when the Park District is not able to honor a reservation. Mark and Dennis agreed with the update and Dennis suggested updating the reservation form to include the changes in verbiage.

Doug said that December and January are the worst months for the fields and they should look at who is using the fields and review facility use during these months. Matt said soccer teams will be playing during these months since they are competitive throughout the winter. Doug said the fields are used during the winter months by the select soccer teams only. Matt said the parks and facilities are for the people of South Whidbey which includes everyone. Matt said if these groups using the fields were revenue generating then that would be different situation. Tom said the Park District needs to be fiscally responsible and Matt said there is a level of field damage that is acceptable. Mark said the soccer coaches need to consider the weather conditions before having a practice and Matt agreed, stating that District staff needs to keep communicating with the soccer management about field conditions.

## **C. Metropolitan Park District Opportunity**

Doug said that the failure of the North Whidbey Parks and Recreation District levy brought up the discussion among staff about an all-island metropolitan park district. Doug reviewed the PowerPoint presentation regarding a metropolitan park district with the commissioners. Doug said he discovered that there is no districting of commissioner seats within a metropolitan park district but MRSC said the Park District could be a test case or speak with legislators to modify the law to include districting for metropolitan park districts. Doug said he does not recommend converting to an all-island metropolitan park district at this time due to the inability of districting of commissioners. Matt agreed but said they should evaluate the possibility for the future and should include the option in the Comprehensive Plan.

## **D. Administration Building Lease – Discussion/Approval**

Doug said he received an updated office building lease from Island County which states that they District will pay all utilities, janitorial work, etc. for the whole building and pay a reduced amount of rent. Doug said it was cheaper for the District to manage the building itself and pay the lower rent but said in the future, the District needs to make building its own office facility a higher priority. *Matt made a motion to approve the Island County office building lease agreement for the lease terms stated and Dennis seconded the motion. The motion was unanimously approved.*

## **E. 2018 Board Meeting Calendar**

Doug distributed the 2018 Board Meeting Calendar to the commissioners.

Doug presented Bob Hezel with a plaque in appreciation for his service as a commissioner of the Park District.

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:31 p.m.