

**South Whidbey Parks and Recreation District**  
**January 17, 2018 – Annual and Regular Meeting Minutes**

**Annual Meeting**

**I. Call to Order**

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

Staff Present: Austin Carter, Doug Coutts, Carrie Monforte and Peggy Nelson

Mark called the Annual Meeting to order at 6:14 p.m. The attendance sheet is attached for permanent records only.

**II. Election of Officers for 2018 Board of Park Commissioners**

Doug said that Matt was willing to continue as the Treasurer of the Board and Dennis said he could be Vice Chair so that Josh could be the Member-at-Large. Don and Mark agreed to continue in their positions of Secretary and Chair, respectively. *Don made a motion to nominate Mark as Chair of the Board, Dennis as Vice Chair, Josh as Member-at-Large, Matt as Treasurer and himself as Secretary. Mark seconded the motion and the motion was unanimously approved.*

**III. Adjournment**

There being no further business the Annual Meeting was adjourned to the Regular Meeting at 6:16 p.m.

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Josh Coleman, Mark Helpenstell, Matt Simms (via GoTo Meeting and in person at 7:05 p.m.) and Don Wood

Staff Present: Austin Carter, Doug Coutts, Carrie Monforte and Peggy Nelson

Mark called the Regular Meeting to order at 6:16 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

Lee Compton, a Goss Lake patron, stated that the print is too small on the rules sign posted at Goss Lake and he would like a larger sign posted at Goss Lake. Doug said he will review the signage at Goss Lake.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on December 20, 2017, were unanimously approved in a motion made by Don and seconded by Josh.*

**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 \$296,444.31.

- The Capital Fund was \$500.64.
- The Reserve Fund was \$212,463.22.
- The Bond Fund was \$64,635.36.
- The Property Fund was \$18,973.16.

### **Voucher Approval**

*In a motion made by Don and seconded by Josh, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8621 through #8669 in the amount of \$54,190.07 and electronic tax payments in the amount of \$4,744.72.*

- V. Staff Report** (to be attached for permanent records)  
Doug reviewed the Staff Report with the commissioners.

### **VI. Unfinished Business**

#### **A. Comprehensive Plan Programs**

##### **i. SWPRD 2018-2023 Comprehensive Plan Public Hearing**

Doug said he had updated the objectives in the Comprehensive Plan and the Plan was discussed amongst the commissioners.

##### **ii. Waterman Property Update**

Doug said he and Matt met with Debra Waterman, Shelly Ackerman and Peggy Juve, Island Shakespeare Festival representative, regarding the Waterman property for sale behind the Elementary School. Matt said Debra said it was the intent of her family to construct a road from Maxwelton Road to the property and they currently have a road permit which expires in May 2019. Matt said Debra wanted to know if the Park District was interested in purchasing the property and if so, what the plan was to purchase it and a timeline. Matt said they discussed the grant options and a timeline and based on that timeline, Debra said she would discuss the plan with the other family members involved to see if they would hold off on a decision until more is known about a grant in August. Debra said she would let the District know the family's decision in three weeks and she and Peggy Juve offered to help the District with obtaining a grant to purchase the property. Matt said an appraisal of the property will be needed if the District applies for a grant and Doug said he was contacting appraisers that the District had used in the past to value the property.

#### **B. Resolution 2018-01 – Code of Conduct Policy Revision**

Doug said he had revised the Code of Conduct Policy to add that commercial activity without the Park Director's approval was prohibited on Park District property. *Don made a motion to approve Resolution 2018-01 Code of Conduct Policy Revision and Josh seconded the motion. The motion was unanimously approved.*

#### **C. Resolution 2018-02 – Field and Facility Use Policy Revision**

Doug said he revised the Field and Facility Use Policy to better define the use of the terms reservation and request and also alerting the commissioners about a field reservation cancellation. *Don made a motion to approve Resolution 2018-02 – Field and Facility Use Policy Revision and Josh seconded the motion. The motion was unanimously approved.*

## **VII. New Business**

### **A. Commissioner Committee Assignments 2018**

The following committee assignments were agreed upon by the commissioners:

Comprehensive Plan Programs – Matt

Campground/Grant Committee – Don and Matt

Maintenance - Josh

Clinton Community Council – Dennis or Mark

Government Parks Group Representative – Mark and rotation amongst commissioners

Inter-local Committee – Don and Dennis

Park Enhancement Grants (1) – Don and Mark (Matt)

Campground Grant (2) - Dennis and Matt

Athletic Field Playability (3) - Don and Josh (Matt)

Linked Trail Network (4) – Mark and Matt

Lake Properties (5) - Josh and Matt

Swimming Pool (6) - Matt and Josh

Community Perception – rotation amongst commissioners

### **B. Trustland Trails Trail Planning Discussion**

John Petersons, whose property borders Trustland Trails near Craw Road, said he had attended the initial Trustland Trails meetings and he thought that the neighbors would be consulted before any new trails were constructed on the property. John said he discovered a new trail was being constructed at Trustland Trails when a piece of equipment came within 17 feet of his property line without any notification from the Park District. John said the construction work was done on an existing logging road which is clearly visible from his property and he feels rotten that there was no notification.

Molly Petersons, whose property borders Trustland Trails near Craw Road, discovered that a new trail was being constructed at Trustland Trails when she saw the machinery working on a new trail. Molly said the originally planned trails did not run close to their property. Molly said the Trustland Trails Management Plan specifies that the neighbors will be alerted before trails are constructed and the environmental impact will be considered. Molly said she objected to the trail construction because of wanderers on her property who assume the trails are public and she was concerned about her security and the safety of the public. Molly said she wants the Parks District to follow the Trustland Trails Management Plan and be notified before trail construction begins.

Larry Swensen, a Pioneer Park resident, said he was attending the meeting to find out if any trail construction was going to happen near his property.

Tom Vincent, a resident whose property borders Trustland Trails near Craw Road, thought that building a trail that comes within ten feet of a property line was odd and he said a new trail should not invite the public to come on private property. Tom said he was concerned about the process to create trails and said he could help create the trails but he did not think that public input was wanted by the Parks District.

Kathy Vincent, a resident whose property borders Trustland Trails near Craw Road, said the new trail should not be as wide as a road. Kathy said she was concerned about the process to construct new trails and not taking into account the neighbors and habitat.

Lee Compton, a Pioneer Park resident, said he was concerned about the fire danger due to a homeless person who was living in Trustland Trails this past summer and also about the 'heavy-handedness' of the construction of the new connector trail within Trustland Trails.

John Bush, a Pioneer Park resident, said he was part of the initial conversations about the trails at Trustland Trails and he suggested it would be prudent of the Park District to expect misuse of Trustland Trails by the public and plan for it.

Doug said he apologized for his lack of knowledge about the Trustland Trails Management Plan and he should have communicated with the neighbors before trail construction began. Doug said the new trail has not been completed, no trees have been removed and they have stopped working on the trail.

Don said there is a process in place to notify the neighbors before any trail construction began and that should have been followed because the Park District wants to be good neighbors and good stewards of the land. Don said he has walked the proposed trail and as a Board, they will decide which trails will be built. Don said the view along the new trail was beautiful and it would be unfortunate for the public if they did not see what he saw when walking the new trail. Don said the Park District could add signage along the new trail to keep the public off of private property and Doug said they could use vegetative barriers (vegetation taken from other parts of Trustland Trails) instead of gates, etc., to keep the public on Trustland Trails property.

Mark said the commissioners need to review the Trustland Trails Management Plan and Doug said the District needs to create a trails plan for the entire Park District. Don said the Park District will follow the Management Plan and will involve the public in discussions about the trails.

Molly asked if the Park District could undo the trail and Don said a 'Keep Out' sign has been installed. Molly said that she wants the trail blocked off from the ADA trail and Doug said they could place logs in front of the trail to block the trail for now.

Doug said he recommends that the staff and Board look at a trails plan for the Park District, place logs at the entrance of the trail and continue with the Management Plan process by communicating with the public.

Matt said the Management Plan was developed by a group of organizations and the Plan states that the Park District would communicate with the public about any future development outside of the current plan or any changes in policy. Matt said that since the newly constructed trail was part of the original trails designated in the Management Plan, it was not necessary for the Park District to consult with the neighbors before construction of the trail although as a courtesy, the neighbors should have been informed.

### **VIII. Adjournment**

There being no further business the meeting was adjourned at 8:30 p.m.