

**South Whidbey Parks and Recreation District  
February 21, 2018 – Workshop and Regular Meeting Minutes**

**Workshop**

**I. Call to Order**

Commissioners Present: Josh Coleman, Mark Helpenstell, Matt Simms and Don Wood

Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson (via GoToMeeting)

Mark called the Workshop to order at 6:03 p.m. The attendance sheet is attached for permanent records only.

**II. Review of Levy Calendar**

Doug reviewed the Levy Calendar with the commissioners and said that the District needs to file this Friday to place the Maintenance and Operations renewal levy on the April ballot. Doug said the District could run the levy on the August ballot and if the levy failed, the District could run the levy again on the November ballot. Mark said he thought they should run the levy on the August ballot and the rest of the commissioners agreed.

**III. Discussion of Levy Options**

Doug reviewed the possible levy rates with the commissioners. Don said he thought the District should have funds available in the Project Fund in case of an emergency. Matt said they could justify a levy increase to the voters due to inflation since our levy rate has lagged behind inflation. Matt said the District has done a good job of stewarding the voters' money.

**IV. Creation of Levy Committee**

Matt and Don both agreed to be on the Levy Committee and to report back to the commissioners at the March Board meeting.

**V. Adjournment**

There being no further business the Workshop was adjourned to the Regular Meeting at 6:29p.m.

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Josh Coleman, Mark Helpenstell, Dennis Hunter (via GoToMeeting), Matt Simms and Don Wood

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

Mark called the Regular Meeting to order at 6:33 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

Josh Dill stated that he had applied to be a basketball coach but was denied a coaching position. Jenny Dill brought letters of recommendation for Josh Dill and distributed the letters to the commissioners. The commissioners said they would review the situation.

### **III. Approval of Minutes**

*The minutes of the Regular Meeting on January 17, 2018, were unanimously approved in a motion made by Don and seconded by Matt.*

### **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 \$245,407.15.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$216,381.37.
- The Bond Fund was \$65,539.90.
- 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 #8670 through #8722 in the amount of \$51,537.40 and electronic tax payments in the amount of \$3,833.21.*

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

Doug reviewed the Staff Report with the commissioners. Doug said access to the trail at Trustland Trails that had been discussed at the last Board meeting had been closed off from the public.

### **VI. Unfinished Business**

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

##### **i. Resolution 2018-03 – Approval of SWPRD Comprehensive Plan**

Matt made a few minor changes to the Comprehensive Plan. *Don made a motion to approve Resolution 2018-03 – Approval of SWPRD Comprehensive Plan with the edits made by Matt and the motion was seconded by Matt. The motion was unanimously approved.*

##### **ii. Grant Committee Reports**

Doug said some of the grant committees had met to discuss the upcoming grants. Matt reviewed what was needed to apply for the grants and recommended each committee complete the tasks necessary to apply for the grant. Doug said he had spoken to the School District about the high school stadium field and they are open to discuss the field.

#### **B. Campground Phase 1 – Grant Options**

Doug said the District has been awarded an acquisition grant in the amount of \$207,000 that the District can use where needed for the campground or the District can receive \$414,000 which has to be applied to the campground but a workable campground must be in place once the funds are spent. Matt said the District should build the campground with the grant funds because that is what the public was told

would be done with the grant funds. Doug said he would discuss the campground options with J.A. Brennan and the campground committee.

## **VII. New Business**

### **A. Administrative Facility Security**

Mark said he was not comfortable with the office building being unsecured so he suggested installing panic buttons within the office. Doug said cameras could also be installed for more security. Mark said there needs to be a discussion about facility security and a plan developed. Doug said he would discuss security measures for the office building with Island County Facilities Management.

### **B. 2019 Levy – Resolution 2018-04 – Maintenance and Operations Levy**

Doug said the resolution was not necessary since the District would not be placing the Maintenance and Operations levy on the April ballot.

### **C. Tractor Replacement Purchase - Approval**

Doug said the quote for the new tractor was over budget by \$1,800 if finance charges were included in the amount. Doug said the payments would be spread over five years so the impact to the budget would be less than \$400/year. Matt recommended they move forward with the purchase of the tractor. *Matt made a motion to approve the purchase of the Kubota tractor and Josh seconded the motion. The motion was unanimously approved.*

The commissioners discussed the situation regarding Josh Dill and Doug said he would speak with Enduris about the letters of recommendation they received from Jenny Dill.

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 8:44 p.m.