

**South Whidbey Parks and Recreation District**  
**April 18, 2018 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Mark Helpenstell (via GoToMeeting), Dennis Hunter and Matt Simms (via GoTo Meeting)

Staff Present: Doug Coutts, Carrie Monforte and Peggy Nelson

Dennis called the meeting to order at 6:02 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 Meetings on February 21, 2018, March 5, 2018, and March 21, 2018, were unanimously approved in a motion made by Mark 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 \$215,559.91.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$216,902.86.
- The Bond Fund was \$86,426.28.
- The Property Fund was \$18,973.16.

**Voucher Approval**

*In a motion made by Matt and seconded by Mark, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8781 through #8842 in the amount of \$70,704.23 and electronic tax payments in the amount of \$4,210.21.*

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

The Staff Report was not reviewed.

**VI. Unfinished Business**

**A. Comprehensive Plan Programs – Grant Committee Reports**

Doug said he wanted to decide tonight which grants to apply for in the upcoming grant cycle since applications are due in the next couple of weeks. Doug said he recommended moving forward with the acquisition portion of the parks enhancement grant and Matt agreed, stating that he received a positive response to the acquisition portion of the grant. Mark and Dennis agreed the District should move forward with applying for the acquisition portion of the parks enhancement grant.

Doug said he recommended moving forward with the campground phase II grant application because he has the campground reception center graphics and is ready to proceed. Matt, Mark and Dennis all agreed the District should move forward with applying for the grant. Dennis said he was leaning toward submitting the Plan B drawing of the reception center even though the multi-purpose room would not be enclosed since the walls could be added later. Doug said he would prefer an enclosed multi-purpose room but in order to bring the cost of the building in under the grant specifications, the walls might need to be eliminated for now.

Doug said he did not recommend moving forward with the athletic fields grant because the committee members have not met in a while and he does not have all the numbers together for the project and they are running out of time. Mark agreed, stating that this grant should be tabled because the District is not ready to proceed and we need to dedicate our energy to the other grants. Matt said there are other sources of money that the District can pursue for the athletic fields. All the commissioners agreed they should pursue alternate non-RCO grants for the athletic fields and not proceed with the RCO grant.

Doug said he did not recommend moving forward with the lakes grant at this time since Washington Department of Fish and Wildlife (WDFW) should apply for this grant because they are not required to match grant dollars and this grant is not due until fall. Doug said the District can continue to assist WDFW in the grant process. The commissioners agreed to continue to assist WDFW in the grant process.

Matt said the District should continue to work on agreements with the State and County regarding construction of trails but not apply for the trails grant at this time. The commissioners agreed to not move forward with the trails grant at this time.

Mark and Matt thanked staff for the work done on the grants.

**B. Campground Grant Phase 1 – Status Report**

Doug said the cultural resources survey was conducted today at the campground site and so far they had no findings.

**C. 2019 Levy – Update/Discussion**

This item was tabled until the next Board meeting.

**D. Administrative Office Security – Discussion**

This item was tabled until the next Board meeting.

**VII. New Business**

**A. Program Scholarships for Seniors - Discussion**

This item was tabled until the next Board meeting.

**VIII. Adjournment**

There being no further business the meeting was adjourned at 6:31 p.m.