

**South Whidbey Parks and Recreation District**  
**May 16, 2018 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

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

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. Public Comment**

Jill Hummelstein, a resident of Clinton, said her passions in life were swimming and dogs. Jill said she spoke with Shawn Fowler, South Whidbey Parks and Aquatics Foundation member, about a pool in South Whidbey and said she wants to work with the Parks District to build an aquatic center.

Doug said he received a thank you note from Shelly Ackerman for the work done on applying for a grant on the Waterman property.

**II. Approval of Minutes**

*The minutes of the Regular Meeting on April 18, 2018, and the Special Meeting on May 10, 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 \$398,552.02.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$217,179.33.
- The Bond Fund was \$158,809.35.
- 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 #8843 through #8886 in the amount of \$53,502.90, Property Fund Voucher #20 in the amount of \$678.75, and electronic tax payments in the amount of \$3,599.50.*

**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. Waterman Trails Property Acquisition Grant – PowerPoint**

Matt and Doug discussed changes to the PowerPoint presentation.

#### **ii. Campground Phase 2 Grant - PowerPoint**

No discussion was necessary on this item.

#### **iii. Scheduling of Presentations – Technical Review**

Doug said the Park District was scheduled to make the grant presentations on Thursday, May 24<sup>th</sup>, and each presentation was twelve minutes in duration. Doug said that once the presentations were complete, he would receive feedback from the grants manager to revise and resubmit the grant application in July and present the final application in August. Mark and Dennis said they could both attend the grant presentation on Thursday.

#### **iv. Resolution 2018-05 – Grant Applications**

*Matt made a motion to approve Resolution 2018-05 – RCO Grant Application and Don seconded the motion. The motion was unanimously approved.*

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

#### **i. Funding Board Project Agreement – Review/Approval**

Doug said he would talk to the campground committee to determine the number of campsites at the campground and would revise the Funding Board Project Agreement as needed. The commissioners agreed to move forward with the Agreement with the possible changes Doug mentioned.

#### **ii. Cultural Resources Survey – Results/Review**

Doug said he received the draft copy of the cultural resources survey of the campground campsites and there were not any findings.

### **C. 2019 Levy – Update/Discussion**

Doug said he will be scheduling open houses for the public to discuss the upcoming levy measure and he would be speaking with the levy committee in early June to discuss strategy.

### **D. Administrative Office Security – Update/Discussion**

Doug said he met with Larry Van Horn from Island County Facilities Management about administrative office security and Larry forwarded quotes to him for a camera system in the office hallway and panic buttons that would be wired into the existing alarm system. Doug said he was waiting to hear back from Larry on what security measures would be installed.

## **VII. New Business**

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

Doug said the District currently has a budgeted scholarship program but it is limited to youth so he said the District should consider having a scholarship program for seniors who

are on a fixed income. Matt said the District should have a scholarship program for seniors with a budgeted amount of approximately \$2,000 and he asked that staff determine the parameters of the scholarship program and update the commissioners. Matt said the District should move forward with establishing a budget line item now for \$1,000 for senior scholarships. Mark asked what the demand was right now for senior scholarships and Carrie said that seniors have expressed concern about the pickleball fee. Carrie said the District could use the same guidelines for senior scholarships that are used for youth scholarships. All the commissioners agreed that senior scholarships were a good idea.

#### **B. Projects Workshop - Discussion**

Doug said a projects workshop was previously scheduled for the May Board meeting but he moved the workshop to the June Board meeting so that the commissioners could review the Project Proposal Form and submit any project ideas at the next meeting. Matt suggested adding an item to the Form that connects the project to the Comprehensive Plan and Don suggested listing project categories on the Form. Doug said he would make adjustments to the Form and email the revised Form to the commissioners.

#### **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:10 p.m.