

South Whidbey Parks and Recreation District
June 20, 2018 – Project Workshop and Regular Meeting Minutes

Project Workshop Minutes

I. Call to Order

Commissioners Present: Mark Helpenstell and Dennis Hunter

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. Staff Recommended Projects

Doug said that Carrie had suggested adding a pickleball court at Community Park, either at the existing trailer pad or next to the basketball court. Barry Haworth, a pickleball enthusiast, said he was thankful that the Park District was offering pickleball and encouraged the District to keep the fee to play pickleball to a minimum and plan for outdoor pickleball courts. Barry said that pickleball is popular with campground users. Tom suggested adding a pickleball court at the overflow parking lot at the Sports Complex.

Doug said that Tom had submitted four project requests:

- 1) install a retaining wall adjacent to the playground and field #1 at Community Park which could be used as a picnic shelter in the future. The cost of the retaining wall blocks would be \$3,000 plus labor;
- 2) create a trail extension between Salal Lane and the property line within the Community Park trail system;
- 3) create a trail extension around the campground property; and
- 4) create a trail extension at Trustland Trails.

III. Board Recommended Projects

Doug said he did not receive any recommended projects from the commissioners.

IV. Prioritization of Project List

This item was not discussed.

VI. Adjournment

There being no further business the project workshop was adjourned at 6:28 p.m.

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Josh Coleman, Mark Helpenstell and Dennis Hunter

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

Mark called the meeting to order at 6:30 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment
No public comment.

II. Approval of Minutes

The minutes of the Regular Meeting on May 16, 2018, were unanimously approved in a motion made by Dennis and seconded by Josh.

IV. Treasurer's Report/Voucher List Approval

Doug reviewed the Treasurer's Report with the commissioners.

The ending fund balances, per Island County, were as follows:

- The Maintenance and Operations Fund was \$468,545.48.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$217,503.28.
- The Bond Fund was \$186,951.99.
- The Property Fund was \$18,294.41.

Voucher Approval

In a motion made by Dennis and seconded by Josh, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8887 through #8937 in the amount of \$58,472.94, Property Fund Voucher #21 in the amount of \$235.00, and electronic tax payments in the amount of \$3,707.77.

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

Doug reviewed the Staff Report with the commissioners. Doug said the School District was charging the Park District to use the Community Center gym for pickleball beginning in July. Doug said charging the Park District for use of school facilities was a violation of the Park District-School District interlocal agreement and he would be organizing a meeting with Jo Moccia, the school superintendent, to discuss the agreement. Doug said he would include the commissioners on the Interlocal Committee in the meeting.

VI. Unfinished Business

A. Comprehensive Plan Programs

i. Waterman Trails Property Acquisition Grant

Doug said he was speaking with Island Shakespeare staff about use of the Waterman Trails property but he was told by the grant committee that a donation to the Park District for the purchase of the property cannot be tied to a concession agreement. Doug said the Park District can accept a donation from Island Shakespeare and then have a separate concession agreement with them.

ii. Campground Phase 2 Grant

Doug said he was working on a revision of the campground building diagram which would only house a bathroom facility and not include office or programming space.

B. Campground Grant Phase 1 – Final Review of Campground Plan

Doug asked the commissioners to review the Campground Grant Phase I documents and let him know of any changes by Friday.

C. Financial Assistance for Seniors – Draft Guidelines

Doug said if the commissioners did not have any concerns about the Financial Assistance for Seniors Guidelines, staff would move forward to implement the Guidelines.

D. 2019 Levy

Doug displayed a draft 2019 Levy Voter Fact Sheet and asked the commissioners for comments. Doug said he would be organizing open houses at the end of July and the beginning of August to answer voter questions about the levy. Doug said he will also add an agenda item on the July Board meeting agenda to discuss a conditional levy for the November ballot.

VII. New Business

There was no new business.

VIII. Adjournment

There being no further business the meeting was adjourned at 7:05 p.m.