

**South Whidbey Parks and Recreation District  
August 15, 2018 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Josh Coleman (via GoToMeeting), Dennis Hunter and Matt Simms (via GoToMeeting)

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

Dennis called the meeting to order at 6:17 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 Meeting on July 18, 2018, were unanimously approved in a motion made by Matt 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 \$386,220.66.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$218,162.63.
- The Bond Fund was \$176,345.94.
- The Property Fund was \$13,484.61.

**Voucher Approval**

*In a motion made by Matt and seconded by Josh, the Board unanimously approved the Maintenance and Operations Fund Vouchers #9002 through #9068 in the amount of \$123,942.73 and electronic tax payments in the amount of \$3,366.22.*

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

Doug reviewed the Staff Report with the commissioners. Doug said he would draft a letter of thanks to the community for supporting the District's levy measure.

**VI. Unfinished Business**

**A. Comprehensive Plan Programs**

**i. Waterman Trails Property Acquisition Grant**

Dennis said he and Mark were ready for the grant presentations tomorrow.

**ii. Campground Phase 2 Grant**

See item above.

## **VII. New Business**

### **A. Personnel Policy – Personal Relationships in the Workplace**

Dennis said he wanted to discuss the policy of personal relationships in the workplace. Doug said Clay Robinson was no longer working for the District as a Maintenance Laborer I and Tom had asked him about the possibility of his son working in the Maintenance Laborer I position. Doug said the policy defines a relative as someone who is related by blood or marriage and therefore cannot work directly for or supervise a relative. Doug said the policy allows the relative to apply for a position but would not be eligible for hire. Doug said he checked with Enduris about the policy and they recommended we keep the policy, stating that personnel issues could arise between relatives. Doug said there could be a perception of nepotism or an issue between other staff and relatives.

Matt said the policy is there for a reason and he wants to maintain the policy as written. Josh said he knows the applicant and knows that he is qualified but he wants to hear both sides of the issue. Dennis said that from his experience working at the School District, married couples have worked in similar situations and those issues have been overcome and been successful. Dennis said that due to the limited number of qualified applicants on South Whidbey, the District needs to make an exception. Dennis said that Mark was in agreement with him on this issue. Dennis said they need to fine tune the policy since the District needs qualified workers and he wants to allow relatives to work for the District. Doug said he wants someone outside the chain of command to speak with Austin Carter about the issue to get his opinion. Matt said that from a functional standpoint, it was okay to speak with Austin but the policy would extend beyond the immediate job opening so they should look at the issue from a policy standpoint first. Matt recommended that Doug obtain information from nearby districts as to what their policy was on this issue. Dennis said Island County would be a good option to check with regarding their policy but someone needs to be hired soon so time is of the essence. Doug said he would look into the issue next week.

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 6:42 p.m.