

**South Whidbey Parks and Recreation District  
January 16, 2019 – Annual and Regular Meeting Minutes**

**Annual Meeting**

**I. Call to Order**

Commissioners Present: Josh Coleman, Dennis Hunter, Matt Simms and Don Wood  
Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

Dennis called the Annual Meeting to order at 6:01 p.m. The attendance sheet is attached for permanent records only.

**II. Election of Officers for 2019 Board of Park Commissioners**

*Matt made a motion to elect Mark as Chair, Dennis as Vice-Chair, Matt as Treasurer, Don as Secretary and Josh as Member-at-Large for 2019 and the motion was unanimously approved.*

**III. Adjournment**

There being no further business the Annual Meeting was adjourned to the Regular Meeting at 6:05 p.m.

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Josh Coleman, Dennis Hunter, Matt Simms and Don Wood  
Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

Dennis called the Regular Meeting to order at 6:05 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

Public comment was given by Bob Hardcastle regarding a community pool.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on December 19, 2018, were unanimously approved in a motion made by Matt.*

**IV. Treasurer's Report/Voucher List Approval**

Matt reviewed the Treasurer's Report with the commissioners.

**Voucher Approval**

*In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #9291 through #9338 in the amount of \$54,182.68 and electronic tax payments in the amount of \$4,227.69.*

**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. Project Lists Ranking and Draft Public Survey**

Doug displayed the draft project lists ranking for the commissioners.

Doug said he would modify the public survey to include park use demographics and how the surveyee heard about the survey. Doug said he would send out the modified survey to the commissioners for their feedback.

#### **ii. Campground Phase I – Update**

Doug gave an update on the campground to the commissioners.

#### **iii. Grant Applications - Update**

Doug discussed the pending grant applications with the commissioners.

### **B. Inter-local Agreement with School District**

Dennis discussed the meeting between the School District and the Park District regarding the Inter-local Agreement. Matt said the District should make adjustments to the way we operate to reduce our cost when using the Community Center, continue the discussion with the School District regarding Community Center fees and ask the High School staff to advocate on behalf of the Park District to the School Board.

### **C. Trails**

Doug said new trails have been created within the parks and need to be named so he will ask the community for suggested trail names. Doug said he would research further interpretive signs and adding the distance to our current trail signs.

## **VII. New Business**

### **A. Vehicle Purchase Approval**

Doug displayed three used vehicles options for purchase to the commissioners. *Don made a motion to authorize Doug to purchase a vehicle for the District that would not exceed \$15,000 and the motion was unanimously approved.*

### **B. Commissioner Committee Assignments 2019**

The following 2019 committee assignments were approved by the commissioners:

- Comprehensive Plan Programs - Matt and Mark
- Campground/Grant Committee - Don, Matt and Dennis
- Maintenance Representative - Josh
- Clinton Community Council Representative - Mark and Dennis
- Governmental Parks Group Representative - Mark
- Inter-local Committee (School District) representatives - Don and Dennis
- Amphitheater Committee - Mark and Don
- Community Perception – rotation amongst the commissioners
- Aquatics – Matt and Mark

#### Grant Committees

- Capital Projects - Don and Mark
- Campground Phase 2 - Dennis and Matt
- Sports Fields - Don and Josh
- Lake Properties - Matt and Josh
- Trails - Matt and Mark

#### **VIII. Adjournment**

There being no further business the meeting was adjourned at 7:44 p.m.

Approved: February 20, 2019

Submitted by: Peggy Nelson

