

**South Whidbey Parks and Recreation District**  
**March 20, 2019 – Workshop and Regular Meeting Minutes**

**Workshop**

**I. Call to Order**

Commissioners Present: Mark Helpenstell and Matt Simms

Staff Present: Doug Coutts, Carrie Monforte and Peggy Nelson

Mark called the Board Workshop to order at 5:06 p.m. The attendance sheet is attached for permanent records only.

**II. Master Plan Review**

Doug displayed the current Master Plan along with the previously suggested Master Plans. The commissioners and Doug discussed potential changes to the Master Plan along with possible sites for an artificial turf field. Matt stated that there were three items included in the Master Plan that could be placed outside of Park District boundaries: the tennis center, an artificial turf field, and a pool. Matt said the recreation building was sited where it was on the Master Plan because of a concern over the nightly closure of Community Park and access to a septic field. Matt suggested speaking with the School District about partnering on an artificial turf field before applying for a grant to install an artificial turf field on Park District property.

Action items: 1) Prepare a list of projects (artificial turf field, tennis center and pool facility) that could be completed jointly with the School District and Whidbey Health and decide how to approach them separately about the projects list. 2) Doug to develop a Master Plan Committee to discuss Master Plan issues.

**III. Adjournment**

There being no further business the Board Workshop was adjourned to the Regular Meeting at 5:55 p.m.

**Regular Meeting Minutes**

**I. Call to Order**

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

Staff Present: Doug Coutts, Carrie Monforte and Peggy Nelson

Mark called the Regular Meeting to order at 6:10 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

One member of the public commented.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on February 20, 2019, 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 #9395 through #9454 in the amount of \$61,200.37 and electronic tax payments in the amount of \$4,019.20.*

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

Doug reviewed the Staff Report with the commissioners.

## **VI. Unfinished Business**

### **A. Comprehensive Plan Programs**

Doug said he was working on permits and the water system for the campground.

### **B. Trails**

The commissioners agreed to name the looping trail around the campground 'Falcon Trail' and the new trail within Community Park 'Cedar Corner'.

## **VII. New Business**

### **A. Compensation and Benefits Study Update**

Doug said he had received three bids late last year for the compensation and benefits study and he recommended approving the bid from Prothman of \$4,500. Doug said he spoke with another Parks and Recreation District that was in the process of a compensation and benefits study and said we might be able to piggyback on their study. *Matt made a motion to approve the funding of a compensation and benefits study of up to \$4,500 and the motion was unanimously approved.*

### **B. Master Plan Review**

Doug said he would organize a Master Plan Committee meeting and a Master Plan workshop to discuss the Master Plan further.

### **C. Island County Amateur Radio Club Request**

Doug said the Island County Amateur Radio Club had requested a fee waiver and use of the Community Park Upper Field for an overnight event in June. *Matt made a motion to approve the field request and fee waiver and the motion was unanimously approved.*

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 6:58 p.m.

Approved: April 17, 2019

