

**South Whidbey Parks and Recreation District  
September 18, 2019 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Josh Coleman, Jennifer Cox, Dennis Hunter, Matt Simms and Don Wood

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

Josh called the Regular Meeting to order at 6:00 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

John Bush had public comment for the commissioners.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on August 21, 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 #9769 through #9820 in the amount of \$68,827.83 and electronic tax payments in the amount of \$4,500.72.*

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

Doug reviewed the Staff Report with the commissioners.

**VI. Unfinished Business**

**A. Comprehensive Plan/Master Plan**

Doug updated the commissioners on the status of the campground, the property grant application, the upcoming bond ballot issue and water study funding.

**B. 2020 Budget Preparation**

Doug discussed the 5-year budget projection along with the 2020 budget with the commissioners. A walk-through of Park District properties is scheduled for October 16, 2019, at 5:00 p.m. at the Community Park Maintenance Facility.

**VII. New Business**

**A. Code of Conduct Policy – Paragliders, Model Aircraft and Electric Bicycles**

Doug proposed a new Code of Conduct Policy to address paragliders, model aircraft and electric bicycles. Action item - Doug will research policies from other entities and include drones in the policy but eliminate paragliders.

**B. Field and Facility Use/Fees and Charges Policy**

**i. User Group Priority**

Doug discussed modifying the Field and Facility Use Policy to change the prioritization of the School District and youth sports groups.

**ii. Interlocal Agreement**

Doug discussed modifying the Fees and Charges Policy to allow charging the School District for field use if they have their own facility available for use. Action item - Doug will determine how much the Park District would receive in fees if the policy was changed to charge fees to user groups for field use.

**VIII. Adjournment**

There being no further business the meeting was adjourned at 8:00 p.m.

Approved: October 16, 2019

A handwritten signature in blue ink, appearing to be "Doug", is written below the approval text.