

South Whidbey Parks and Recreation District
November 20, 2019 – Budget Hearing and Regular Meeting Minutes

Budget Hearing Minutes

I. Call to Order

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

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

II. 2020 Budget Hearing

Doug and the commissioners discussed the budget along with the campground construction and operation.

III. Adjournment

There being no further business the budget hearing was adjourned at 6:30 p.m. to the Regular Meeting.

Regular Meeting Minutes

I. Call to Order

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

Dennis called the meeting to order at 6:31 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 October 16, 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 #9878 through #9937 in the amount of \$98,000.07 and electronic tax payments in the amount of \$4,005.26.

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 received two bids for the appraisal of the Waterman property: Norquest Asset Valuation for \$8,000.00 and SH&H Valuation and Consulting for \$8,500.00. Doug said he also received two bids for the cultural resources survey: one for \$27,000 and Willamette Cultural Resources Associates for \$9,913.00.

Matt made a motion to contract with Norquest Asset Valuation for the Waterman property appraisal and with Willamette Cultural Resources Associates for the cultural resources survey and the motion was unanimously approved.

B. Code of Conduct Policy Revision – Resolution 2019-03

Doug said a speed limit on District trails was already determined in the Code of Conduct Policy so no policy changes were needed for electronic bikes. Doug recommended that the policy be changed to adopt the AMA Safety Code for model aircraft along with the Federal Aviation Administration recommendations regarding drones.

Matt made a motion to approve Resolution 2019-03- Revision of Code of Conduct Policy as written with the modification of including operating or landing aircraft in addition to launching aircraft. The motion was unanimously approved.

C. Trustland Trails – Proposed Trail

Doug discussed the proposed trail at Trustland Trails with the commissioners. *Matt made a motion to approve the construction of the proposed trail and the motion was unanimously approved.*

VII. New Business

A. Small and Attractive Assets Policy – Resolution 2019-04

Doug discussed the Small and Attractive Assets Policy with the commissioners. *Matt made a motion to approve Resolution 2019-04 – Revision of Finance Policy and the motion was unanimously approved.*

B. Ductless Heat Pump Approval

Doug discussed the installation of a ductless heat pump in the old maintenance facility, using funds previously allocated for asphalt repairs. Doug said he received two quotes: Energywise Ductless Heat Pumps for \$6,402.43 and Island Ductless Heat Pumps for \$4,782.00. *Matt made a motion to approve the Island Ductless Heat Pumps quote and the motion was unanimously approved.*

C. 2020 Budget Approval – Resolution 2019-05

Matt made a motion to approve Resolution 2019-05 – 1% Property Tax Levy Increase along with the budget narrative and levy certification and the motion was unanimously approved.

VIII. Adjournment

There being no further business the meeting was adjourned at 7:40 p.m.

Approved: December 18, 2019

A handwritten signature in blue ink, appearing to be "D. Scott", written in a cursive style.