

South Whidbey Parks and Recreation District
November 18, 2020 – Budget Hearing and Regular Meeting Minutes - DRAFT

Budget Hearing Minutes

I. Call to Order

Commissioners Present: Josh Coleman, Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms

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

Josh called the meeting to order at 6:03 p.m. The attendance sheet is attached for permanent records only.

II. 2021 Budget Hearing

There was no public comment on the budget. The budget was discussed by the commissioners.

III. Adjournment

There being no further business the Budget Hearing was adjourned at 6:12 p.m. to the Regular Meeting.

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Josh Coleman, Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms

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

Josh called the meeting to order at 6:30 p.m. The attendance sheet is attached for permanent records only.

II. Public Comment (attached for permanent records only)

Public comment was given regarding the Trustland Trails project.

III. Approval of Minutes

The minutes of the Budget Workshop and Regular Meeting on October 21, 2020, 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 #10554 through #10599 in the amount of \$73,421.26 and the Property Fund Voucher #37 in the amount of \$3,728.75 and electronic tax payments in the amount of \$4,169.00.

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 the campground plan has been submitted to the Island County Planning Department for permit approval. Doug said the Waterman property purchase would close soon as there were only a few more items to complete before the sale would close.

Matt said the next step for the aquatic facility is to file a site survey with the State and the Foundation is currently investigating the filing process. Additionally, Matt said the Foundation will be working on completing a feasibility review, verifying project costs and then moving forward with design plans. Matt anticipates being able to submit grant applications in the next grant cycle.

B. Group Use of District Facilities

Doug said new COVID-19 restrictions are now in place restricting pick-up games and outdoor programs to five people. Outdoor sporting activities are also limited to intra-team practices only, with masks required by all participants.

VII. New Business

A. School District Meeting – Shared Vision Concept

Doug said he and two Park commissioners met with the South Whidbey School District superintendent and two School District commissioners to discuss a shared vision concept. The two entities discussed usage of each entity's facilities and compiled a list of facility usage by each entity. Doug said the School District does not consider the Community Center to be a facility that should be included in the shared vision concept. The commissioners discussed the shared vision concept and agreed the concept should be pursued with the School District.

B. Trustland Trails Concept Plan

Doug said he distributed the Trustland Trails concept plan to the public and he received nineteen public comments. Doug said the Island County Planning Department said no permits were needed before trail construction could begin. Doug said all proposed trails would be 50 feet from any property lines and he will be developing a signage plan which may include restricting horses on ADA trails. The commissioners discussed the Trustland Trails concept plan. Krista asked if information was available about the wildlife in the area and Doug suggested contacting the Beginning Birdwatching instructor for his input. *Matt made a motion to approve the Trustland Trails concept plan as proposed along with the trail construction timeline and included Trustland Trails concept plan updates as a monthly Board meeting agenda item. The motion was unanimously approved.*

C. Administrative Building Lease Agreement

Doug said he had received the administrative building lease agreement for 2021 with a slight increase in rent. *Matt made a motion to approve the 2021 administration building lease agreement and the motion was unanimously approved.*

D. 2021 Budget Approval – Resolutions 2020-01 and 2020-02

Doug presented Resolution 2020-01 – 2021 Tax Levy and Resolution 2020-02 – Substantial Need to the commissioners for approval. *Matt made a motion to approve*

Resolution 2020-01 – 2021 Tax Levy and the motion was unanimously approved. Matt made a motion to approve Resolution 2020-02 – Substantial Need and the motion was unanimously approved.

E. Finance Policy Update – Resolution 2020-03 - Authorized Signatories

Doug said he updated the Finance Policy to authorize the Executive Director, the District Treasurer or the Board Chair to enter into contracts for services, and the purchase of goods and/or property. *Jennifer made a motion to approve Resolution 2020-03 – Financial Policy Section 5.04 Authorized Signatories and the motion was unanimously approved.*

F. Water Tank Cleaning Bid – Sole Source

Doug said the Community Park water tank needed to be cleaned and Liquivision Technology Services was the only company that supplied that service. *Matt made a motion to approve the Liquivision Technology Services water tank cleaning bid and the motion was unanimously approved.*

G. Dog House Roof Replacement Bid Approval

Doug presented three bids for the Dog House roof replacement and said Apex Roof Systems was the lowest bid. *Matt made a motion to approve the Apex Roof Systems roof replacement bid for the Dog House and the motion was unanimously approved.*

H. Vehicle Lift Bid Approval

Doug presented three bids for a vehicle lift and said BendPak submitted the lowest bid. *Matt made a motion to approve the BendPak vehicle lift bid and the motion was unanimously approved.*

VIII. Adjournment

There being no further business the meeting was adjourned at 8:05 p.m.