

South Whidbey Parks & Recreation District
November 15, 2016 – Budget Hearing and Regular Meeting Minutes

Workshop

I. Call to Order

Commissioners Present: Mark Helpenstell, Bob Hezel and Matt Simms
Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

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

II. Budget Hearing

Matt reviewed the 5-year Budget Projection with the commissioners. Matt modified the Budget Projection to include data for 2022 and used funds from the Project account to bring the total Profit and Loss amount to zero in years 2018 -2021. Matt also increased the Campground revenue amount by 5% annually beginning in 2018 and the Campground expense was increased by 2.5% annually beginning in 2018. Doug stated that the Campground revenue and expense amounts were rough estimates only.

III. Adjournment

There being no further business the meeting was adjourned at 6:27 p.m.

Regular Meeting Minutes

I. Call to Order

Commissioners Present: Mark Helpenstell, Bob Hezel, Dennis Hunter and Matt Simms
Staff Present: Doug Coutts, Tom Fallon, Carrie Monforte and Peggy Nelson

Mark called the meeting to order at 6:30 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 19, 2016, were unanimously approved in a motion made by Matt and seconded by Dennis.

IV. Treasurer's Report/Voucher List Approval

Matt reviewed the Treasurer's Report with the commissioners.

The ending fund balances, per Island County, were as follows:

- The Maintenance and Operations Fund was \$362,873.23.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$200,652.98.

- The Bond Fund was \$233,911.30.
- The Property Fund was \$26,588.90.

Voucher Approval

In a motion made by Matt and seconded by Dennis, the Board unanimously approved the Maintenance and Operations Fund Vouchers #7834 through #7888 in the amount of \$64,604.60, electronic tax payments in the amount of \$2,941.79 and Property Fund Voucher #13 in the amount of \$2,762.45.

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

Doug reviewed the Staff Report with the commissioners.

VI. Unfinished Business

A. Comprehensive Plan Programs

1. Enterprise Plan for New Facility – Review

Doug said the South Whidbey Parks and Aquatics Foundation received an Enterprise Plan for a new facility with two pools and the plan may help the commissioners with ranking the facility as part of the Comprehensive Plan. Doug said the Enterprise Plan showed the total cost of the facility would be \$8.8 million which does not include parking, among other items.

2. New Capital Project Ranking Spreadsheet – Explanation

Matt reviewed the revised Capital Project Ranking Spreadsheet with the commissioners. Matt added a list of possible grants available and grouped the projects according to potential grant opportunities. Doug said he would send out the spreadsheet again to the commissioners and he asked them to rank the projects listed on the spreadsheet.

B. Property Offered to District – Acquisition Matrix Ranking

Doug said the realtor of the property that is adjacent to the District's landlocked five acres said the owner cannot donate the property to the District. Doug said the owner is asking \$150,000 for the property and wants to obtain an easement from the District to access their property.

VII. New Business

A. 2017 Budget Approval

Doug stated that the Implicit Price Deflator (IPD) was .953% so if the District wanted to increase the property tax assessment by 1% in 2017, the District would need to pass a resolution to increase the tax by 1%. Matt recommended asking for a 1% tax increase because the budget is balanced and sustainable based on the 1% increase.

1. 2017 Budget Summary

Doug discussed the 2017 Budget Summary with the commissioners.

2. Resolution 2016-06 – 2017 Budget Levy

Matt made a motion to approve Resolution 2016-06 – 2017 Budget Levy and Dennis seconded the motion. The motion was unanimously approved.

3. Resolution 2016-07 – 2017 Levy Rate Increase

Matt made a motion to approve Resolution 2016-07 – 2017 Levy Rate Increase and Bob seconded the motion. The motion was unanimously approved.

B. WA State Recreation Conservation Funding Board – Recruitment

Doug said the Washington State Recreation Conservation Funding Board was recruiting for people to serve on their Board which meets quarterly to discuss grants. Doug informed the commissioners that he would be applying to serve on the Board.

C. Fee Waiver Requests – Turducken Trot and Elf Chase

Doug said he received park fee waiver requests from both the Turducken Trot and Elf Chase coordinators. All of the commissioners agreed to waive the park use fees for both events.

VIII. Adjournment

There being no further business the meeting was adjourned at 7:31 p.m.