

**South Whidbey Parks and Recreation District  
April 19, 2017 – Regular Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Bob Hezel, Matt Simms (via GoToMeeting) and Don Wood  
Staff Present: Doug Coutts, Carrie Monforte and Peggy Nelson

Don called the meeting to order at 6:01 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 March 15, 2017, were unanimously approved in a motion made by Bob and seconded by Matt.*

**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 \$253,773.05.
- The Capital Fund was \$500.64.
- The Reserve Fund was \$207,322.66.
- The Bond Fund was \$80,581.38.
- The Property Fund was \$20,193.53.

**Voucher Approval**

*In a motion made by Bob and seconded by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #8100 through #8160 in the amount of \$69,795.80 and electronic tax payments in the amount of \$4,329.81.*

**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 is working on scheduling a meeting with the Comprehensive Plan committee.

**B. Campground Status Update**

Doug said he, Don and Matt met with Brennan and Associates about the campground design and it was a productive meeting. Matt said he explained to Brennan and Associates that there is a hard cap on funds for the campground. Don said they talked about ways to

save money including items that the Park District could handle instead of hiring someone else to do those items. Don said volunteers could possibly construct the camp sites after one of the sites was completed as an example. Matt said the high school cross country team has organized a group that can help with the trail construction around the campground site and those volunteer hours could be used as a match on grant applications. Doug said he could have a pre-application meeting with Island County to discuss the current campground design and get their input on what is needed for the permit application.

Doug said the District's campground project grant was removed from the grant listing as part of the House budget proposal. Doug said he has communicated with both Representative Norma Smith and Representative Dave Hayes about the grant listing and they are working on reinstating the project on the grant listing. Doug said he received an email today from Norma's aide and he said there has not been any change in the status of the grant listing yet but budget negotiations are continuing.

### **C. Sports Complex Entry – Asphalt Bid Award**

Doug said he received three bids for the Sports Complex asphalt project and after talking to Tom, they recommend minimally completing the base work and option #2 (repair to the speed bump). Doug said Island Asphalt was the lowest bid for both the base work and option #2. Don, Matt and Bob all supported completing the base work and option #2 of the asphalt project. *Bob made a motion to award the asphalt project for the base portion and option #2 to Island Asphalt for \$18,875.00 and Matt seconded the motion. The motion was unanimously approved.*

## **VII. New Business**

### **A. Langley Middle School Opportunity – Discussion**

Doug said he received general cost information for Langley Middle School from the School District. Doug said the water and sewer bills are not separated by building so he needs more information from the School District to determine the actual cost of maintaining the school property. Doug said he does not recommend moving the Park District office to Langley Middle School unless the Park District is forced to move. Doug said he will continue to gather information on the Langley Middle School property. Don asked if the Historical Society would be moving out of the administration building and Doug said Jo Moccia said the Historical Society wants to move into a larger building at the School. Don asked if the Park District would still have access to the gyms and Doug said the District's access to the gyms will not change either way because the District has an inter-local agreement with the School District.

### **B. Park District Website Revision – Quotes**

Doug said he solicited bids from website designers to update the District's website and he received two bids. The lowest bid was from Creative Professional Services for \$2,200 so he will be awarding the website revision bid to them.

## **VIII. Adjournment**

There being no further business the meeting was adjourned at 6:46 p.m.