

ISLAND REC (San Juan Island Park and Recreation District)

MINUTES OF MEETING 1-2-03 - PAGE 1 OF 3

Members Present: Denice Brown, Roberta Crist, Bill Cumming, Alan Marriner (Chair)
Members Absent: Ralph Hahn

Employees: Sally Kerr,
Employees Absent: Dodie Swift Taylor

Recorder: Pamela Gross.

Held in San Juan Island Park and Recreation office, Alan Marriner called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:05 pm.

Minutes

Minutes of the Meeting held December 5, 2002 were approved and signed.

New Board Member:

Alan welcomed new Commissioner Denice Brown. Denice read the Oath of Office aloud and signed it.

Visitors:

John Goddard, Facilitator for upcoming retreat. A draft Retreat agenda was reviewed. John requested feedback. Sally explained that an informal update and review of the Comprehensive Parks & Recreation Plan 2000-2005 will guide the strategic planning focus of the Retreat. John will contact each Commissioner for their perspective prior to the Retreat. The Retreat will begin at 9 a.m. and end at 4 or 5 p.m. John was thanked. He left.

Correspondence:

A letter from Lou Haff to Peter Eglick was reviewed.

A letter from the San Juan Baseball Boosters was reviewed and discussed. Sally explained the history behind the letter. There was discussion. It was agreed that a letter of apology be sent from the Board. Sally will draft the letter, Alan will sign it. The letter will also indicate that Island Rec will pay for any expenses incurred during the referenced game.

Bills and Payroll:

Vouchers were approved and signed as presented. Sally referred to her Administration Report and explained that health insurance rates have increased. There was discussion. Sally will research other alternatives including participation in the County health plan.

Alan wondered about the web hosting cost. Sally explained that SJ Islander maintains the website and that it is updated on a weekly basis. Island Rec also gets an advertisement on the SJ Islander main page in addition to web hosting. She went on to explain that hosting is done By Design, a service not available by SJ Islander.

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Trails Committee

Sally reviewed the Trails Committee report that was submitted by Janna. Nina Le Baron, David Zeretzke, Rik Karon, Fiona Norris and Louise Dustrude submitted applications for membership on the Trails Committee. It was agreed that this group would determine staggering term lengths of 1 and 2 years for its members. Denice will be the liason between Island Rec Board and the Trails Committee.

Bill moved to accept the applications as submitted and request that the committee members determine the term lengths. Additionally, there will be no further appointments to the Trails Committee unless the committee requests that Island Rec consider this. Alan seconded. The motion was carried unanimously.

There was discussion about Trails Committee attendance at the upcoming retreat. It was agreed to request a written document from the Committee to be submitted by January 21st. This document will outline the goals of each sub-committee and identify what they would like from Island Rec. It was also agreed to invite no more than five members, (but to request fewer if possible) to make a presentation to the Island Rec Board at the retreat. The presentation would be no longer than 30 minutes.

New Business

Sally reported that Alan's term as Chair is due to expire. She reminded the Board of the agreement that each Board member serve as Chair in order of seniority.

Bill moved to appoint Ralph to serve as Chair for the 2003 year. Alan seconded. The motion was carried unanimously.

Alan was thanked for a good job.

Directors Report

Sally reported that the Retreat will be held at States Inn. Alan suggested that Dodie oversee the catering. There were no special dietary requirements.

Sally requested that the Board complete the Personal Affairs Statement as required by the Public Disclosure Commission. The deadline is April 15th.

Sally reported that John Pachuta took thirteen teens to snowboard and ski with fifty or so other teens from other areas of western Washington at Mt. Baker. Cole Bell's photo appeared in the Bellingham Herald. The quality of recreation programs in Whatcom County and connecting with them was mentioned.

Sally reported that forty-seven 4th & 5th grade girls registered for basketball (up from thirty-two in 2002) and twenty-four registered for the 6th, 7th and 8th grade leagues (down from 33 in 2002). Bill wondered who the coaches are.

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Rik Karon , appointed Trails Committee member arrived at 6 p.m. The Board decided to wait until 6:10 for other members to appear. No other members arrived. Alan explained the expectations of the Island Rec Board. He talked about the Boards' request for written details that would explain what the Trails Committee members are working on and to detail, as best as possible, what they expect from Island Rec. A presentation at the Retreat to provide a synopsis to the Board is also requested. Alan mentioned that \$4500 has been approved for trails purposes. There was discussion. It was explained that volunteers on the sub-committees are welcome but that the Board would like to limit the Committee members to the 5 appointed members unless the Committee requests otherwise. One goal is to improve communications between the Trails Committee and Island Rec. Sally will attend the next Trails Committee meeting as Denice will be out of town. Alan said the Board is 'very excited' about the work the Trails Committee is doing.

Next Meeting: January 16, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 6:20 pm

Recording Secretary: Pamela Gross.

Approved by:

Alan Marriner

Bill Cumming

Roberta Crist

Denice Brown

Ralph Hahn

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MINUTES OF MEETING 1-16-2003 - PAGE 1 OF 3

Members Present: Roberta Crist, Bill Cumming, Ralph Hahn (Chair), Alan Marriner
Members Absent: Denice Brown

Employees: Sally Kerr, Dodie Swift Taylor

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:04 pm.

Minutes

Minutes of the Meeting held 1-2-03 were approved with minor alteration and signed.

Bills and Payroll:

Vouchers were approved and signed as presented.

The 2002 budget voucher included the cost of the current Program Guide. Ralph Hahn requested that alternative quotations be obtained for the costs associated with publication of the Guide.

Visitors:

Mr. Donald Ragsdale was present. (See "Correspondence" below).

Correspondence:

A letter from Mr. Donald Ragsdale of the Griffin Bay Preservation Committee was received today and copies were handed out for Board members to read. The letter addressed concerns in connection with text in Island Rec's current newsletter relating to the potential gravel pit development and related newspaper articles. Mr. Ragsdale expressed his concerns in person, and Alan Marriner gave an initial response. After discussion it was agreed that Board members had not had time to properly consider the contents of Mr. Ragsdale's letter. The matter will be put on the agenda for the next Board meeting.

It was agreed that in future the Agendas will be sent out two days before a Board meeting. Items of correspondence received after that date would be listed on the agenda for the following meeting.

Mr. Ragsdale left the meeting.

Trails Committee

Board members were given copies of a letter that the Trails Committee would like sent to Messrs Shannon and Rasmussen at the Department of Public Works. Ralph Hahn motioned that the letter be sent, seconded by Bill Cumming. All approved. The letter will be signed by the Chairman on behalf of the Board and sent as presented, with a copy to the Trails Committee.

Sally Kerr met with the Trails Committee recently. Their future plans were discussed and a written document will be provided by Jan 21st for the Board members.

A 30-minute presentation will be made at the Board Retreat.

Steering Committee Update

Roberta Crist took minutes of the most recent meeting.

The development of the park was discussed at length. Concern was expressed regarding a three-sided design which will leave the ball fields and other public areas subject to winds off the water.

It was felt that further direction needed to be given to the landscape architect in order for the drawings to more closely resemble the current vision and requirements of Island Rec.

Board Retreat

The retreat will be held at States Inn on Saturday January 25th. It will start at 9 am. The facilitator, John Goddard, will contact each Board member to establish individual areas of interest and/or concern and develop an agenda. It is anticipated the retreat will last all day.

New Business

Scholarship Guidelines: Sally Kerr discussed with the Board a general philosophy regarding scholarships, particularly in connection with summer sports camps to be provided by contracted organizations. Scholarships are currently available on an informal basis to those whose claim eligibility for free or reduced school lunch programs. More thought will be given to this matter and Sally Kerr will establish guidelines for future use – possibly by limiting the number of scholarships available. A policy will be presented to the Board for approval.

Director's Performance Evaluation

Sally Kerr presented a self-evaluation and End of Year Report. Ralph Hahn requested the Board members look at the total package and discuss the matter in Executive Session at the next meeting.

Directors Report

The NRPA is offering a two-day Playground Safety Training Course. Sally Kerr would like to attend. This would enable her to be better able to prepare a checklist for safety and maintenance regulations and to coordinate with professional safety and maintenance personnel. The Board agreed that the Director should attend.

Office Space

As terms of a future tenancy had still not been formalized with the current owners of the building, alternatives continue to be investigated. A report on progress will be given at the next meeting.

Program Report

Sally Kerr had prepared an End of Year Report featuring Island Rec Highlights for 2002 for the Board. The total number of program hours had increased by 16% over 2001, and the total number of program participants increased by 31%.

The first 2003 Skagit Valley float trip was a success – John Pachuta took 14 people. One raft flipped over but the only injury was a bruised elbow. Sally Kerr has spoken to some of the people involved. Their attitudes were positive, although they expressed concern about the skill of the guide involved. These concerns were passed to the outfitters. The accident happened at the end of the trip close to facilities for hot water and food. Plenty of extra warm clothing was supplied by on-lookers.

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Next Meeting: February 6th, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 6:45 pm.

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Bill Cumming

Roberta Crist

Alan Marriner

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MINUTES OF MEETING 2-06-2003 - PAGE 1 OF 3

Members Present: Denice Brown, Roberta Crist, Bill Cumming, Ralph Hahn (Chair), Alan Marriner

Employees: Sally Kerr, Dodie Swift Taylor

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:00 pm.

Minutes

Minutes of the Meeting held 1-16-03 were approved and signed.

Bills and Payroll:

Vouchers were approved and signed.
Payroll was approved and signed.

Visitors:

Mr. Donald Ragsdale, present to discuss the agenda item regarding barge landing site/gravel pit development correspondence he had sent to the Board.

Correspondence:

Two letters from Mr. Donald Ragsdale (dated January 16th and 18th) had been received and forwarded to Board members for their consideration.

A response drafted by Ralph Hahn was discussed by the Board. The Board continues in the view that to oppose the barge landing site is to oppose the development of a community park, as one cannot happen without the other.

Mr Ragsdale stated adamantly that the group of which he is president and on whose behalf he wrote the letters, the Griffin Bay Preservation Committee, was and always has been in favor of development of a community park – to include all items currently shown on the Island Rec development draft and presented to the public – on the site. He reiterated that there was no objection to playing fields on the site. He did, however, wish to put on record that the Committee has concerns about floodlights being installed for the ball fields.

Mr. Ragsdale was asked to confirm with his Committee members that it was in fact the case that they share Island Rec's vision of a community park and do in fact support it, even though they are actively fighting the development of a barge landing site. Several Board members mentioned that they had long been under the impression that the Committee was in fact opposed to not only the barge landing site but also to development of any park other than a green area of open space.

Mr. Ragsdale has undertaken to provide the Board with the names and addresses of those on the Committee.

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After much discussion with Mr. Ragsdale, Alan Marriner offered to prepare text clarifying his views expressed in the Winter/Spring Program Guide, particularly those concerning the GBP Committee's publicized opposition to the barge landing. Mr. Ragsdale undertook to take the text to his Committee and if accepted it will be published.

Mr. Ragsdale left the meeting.

Steering Committee Update

The Steering Committee will await clarification regarding the sale and purchase agreement, a draft of which has been initiated and sent to FH Sand & Gravel. There is an anticipated closing date of November 2004, which could be extended to November 2005 to cover a number of contingencies. This would give an additional year after reclamation to replant if necessary to ensure that reclamation has been successful. In the meantime Island Rec will be preparing an agreement concerning the development of the uplands community park, which will become an integral part of the sale and purchase agreement.

Bill Cumming motioned that attorneys be instructed to prepare a Memorandum of Understanding and Interlocal Agreement setting out areas of responsibility for the County and Island Rec. Seconded by Roberta Crist. All agreed.

Alan Marriner and Sally Kerr to commence work on this.

Levy

Ralph Hahn has been requested to continue to review the situation regarding timing for a levy and will advise the Board at the next meeting. Sally Kerr suggested that a funding/levy committee should be formed in order to advise on the best time to apply for a levy or levies, and the funding level to be requested.

Board Retreat

Notes taken at the retreat were distributed. Negative publicity regarding the gravel pit development was discussed. It was suggested that Richard Walker, as editor of the main local newspaper, should be approached with a view to encouraging public support of the proposed development of a community park.

New Business

Sally Kerr requested that employees be given a COLA increase back-dated to January 1st at the same rate (1.9%) as the published Seattle/Bremerton/Tacoma Cost of Living Index, and that COLA increases be given each year on this same basis. Ralph Hahn motioned that this be accepted, seconded by Bill Cumming. All in favor.

Office Space

Sally Kerr requested that she be authorized to pursue obtaining a lease of the current premises, with a requested lease length of 18 or 30 months. The lease will commence in September 2002. Alan Marriner motioned authorization, Ralph Hahn seconded, all in favor.

Denice Brown will advise on the terms of the lease received from the building owners.

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Directors Report

The Children's Festival will take place on May 3rd. John Pachuta has a strong group of volunteers. Bill Cumming and Ralph Hahn undertook to handle parking. It is planned to distribute the new Summer Program Guide at the Festival, and to have additional staff on site to handle registrations.

The Triathlon will take place on June 21st. Advertising is already in place on all major race calendars, on line and in print. No road works that could interfere with the race course are scheduled by the County for that weekend.

A race database is being created which will incorporate Island Rec's current registration database and will replace the DOS database previously used.

Alan Marriner is Race Director and will be coordinating the athletic portion of the race. Ralph Hahn will assist Alan Marriner.

A letter from WGEP was distributed which congratulated Island Rec on its safety record and never having made a claim. Sally Kerr requested that they cover payment of the Playground Safety course she is attending, and they have agreed to do so.

Director's Performance Evaluation

This item moved to the agenda for the next Board Meeting.

Next Meeting: February 20th, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 6:30 pm.

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Bill Cumming

Roberta Crist

Alan Marriner

Denice Brown

ISLAND REC (San Juan Island Park and Recreation District)

MINUTES OF MEETING 2-20-2003

Members Present: Denice Brown, Roberta Crist, Ralph Hahn (Chair)

Employees: Sally Kerr, Dodie Swift Taylor

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:07 pm.

Minutes

Minutes of the Meeting held 2-06-03 were approved and signed.

Bills and Payroll:

Vouchers were approved and signed.

Visitors:

There were no visitors.

Correspondence:

A letter from Mr. Ragsdale dated February 12th was distributed.

A response to Mr. Ragsdale's correspondence was discussed. It was decided that the Board would respond. The content of a letter to be sent to the Editor for publication in the Journal was drafted. Denice Brown motioned that the draft be approved and sent. Roberta Crist seconded. All were in favor.

Steering Committee Update

There has been no meeting of the Steering Committee since the last report.

Sally Kerr mentioned that although a special Executive Session of the Board was held in February 2002 to discuss Island Rec's willingness to take ownership of the 55-acre upland portion of the gravel pit for development of a community park, no formal action was taken. It was agreed that formal action would be taken at the next Board meeting when all Commissioners were present.

Representatives are to be appointed to a Lafarge Acquisition Management Group. This group will be handling interlocal agreements and establishing up how costs would be split, etc.

Levy

Ralph Hahn reported on his research regarding Levy dates. If the September 16 election date is used, language has to be ready for Si Stephens on August 1st, with proposed language to Randy Gaylord by July 1st 2003.

If a Ballot by Mail is required this should be requested at the time of submittal to Si Stephens.

Second Election date is November 4th, with language to Si Stephens by September 19th and proposal to Randy Gaylord by August 19th, 2003.

September is a Primary Election date in Washington. If local Boards of Junior Taxing Districts and/or the City have 3 or more candidates for Board positions, they must be in the Primary.

Validation Number of voters required is 1317. There are 4,500 mailed ballots on San Juan Island, a return of over 70% is the average voting record. Levy requires 60% plus 1 affirmative votes to pass.

Island Rec will have two Board vacancies to be filed in November.

Discussion was held regarding the amount to be requested in a levy. Things to be considered include costs of preparation for development of a community park or playing field development, long term office and program space, staffing levels etc. Sally Kerr will attempt to research program costs.

Sally Kerr will attend a workshop being held in March 6th on "How to win local elections" in Woodinville. It is hoped that several Board members will also be able to attend.

Roberta Crist undertook to take charge of a levy campaign, and will be assisted by Ralph Hahn. Ralph Hahn borrowed an office file of previous levy documentation to study.

North Side Park

It was felt that there was no current basis for discussion. The matter was adjourned for discussion in October 2003.

Directors Report

WA Cert Process: Sally Kerr to complete an application to put the development of a community park on the WACERT list, which would assist when applying for certain types of State and Federal funding.

Logo: Sally Kerr requested that approval be given for \$250 to be spent on commissioning designs for a possible new logo for Island Rec. Roberta Crist motioned approval, seconded by Denice Brown. All were in favor.

Budget: Revenue had exceeded expectations for last year. This additional revenue to be allocated to increased health insurance costs, election costs, staffing, equipment and supplies and repairs and maintenance. To be discussed further at the next Board meeting.

Executive Session - Director's Performance Evaluation

6:50 pm to 6:55 pm.

A decision was made to go forward with negotiating a contract for the Director and creating a formalized evaluation system.

Change in Scheduled Board Meetings

The meeting scheduled for March 6th was postponed to March 13th; the meeting scheduled for March 20th was postponed to March 27th. Legal Notices announcing the changes will be published.

Next Meeting: March 13th, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 6: pm.

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Bill Cumming

Roberta Crist

Alan Marriner

Denice Brown

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Members Present: Denice Brown, Roberta Crist, Bill Cumming, Ralph Hahn (Chair) Alan Marriner

Employees: Sally Kerr, Dodie Swift Taylor

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:08 pm.

Minutes

Minutes of the Meeting held 2-20-03 were approved and signed.

Bills and Payroll:

Vouchers were approved and signed.

Visitors:

There were no visitors.

Correspondence:

A letter addressed to the San Juan County Fair Board and copied to Island Rec. was read out by Ralph Hahn. The letter was signed by participants in the Roller Hockey and Family Skate Night programs thanking the Fair Board for the use of their facility.

Executive Session was held from 5:12 pm to 5:18 pm to discuss land acquisition.

Land Acquisition

Alan Marriner motioned that Island Rec should pursue ownership of the 55-acre upland portion of the LaFarge property. Seconded by Roberta Crist. All were in favor.

Steering Committee Update

The Committee met last week and Bill Cumming reported that members enthusiastically endorsed the idea of profiling one or two committee members each month to be featured in a press article to answer questions raised about the gravel pit development and to continue to keep the public aware and informed of progress. Alan Marriner mentioned that Sally Kerr has submitted this project for WACERT approval which is a ranking system of community needs and desires. There are possibly a dozen other projects seeking approval within the County. Sally Kerr will be making a 3-minute presentation at a meeting on March 17th.

LaFarge Project Acquisition Management

An executive level Management Committee will be made up of representatives from the County, Public Works, the Port and Island Rec. A Technical Advisory Committee will be headed by Lou Haff.

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Roberta Crist motioned that Alan Marriner and Bill Cumming serve on behalf of the Board on the LaFarge Project Acquisition Management Committee. Seconded by Ralph Hahn. All were in favor. Denice Brown asked what level of authority members would have. Alan Marriner was of the opinion that final decisions would not be made at the meetings – recommendations would be made to the Board for discussion and decision.

Alan Mariner motioned that Sally Kerr and John Goddard serve as Board representatives on the Technical Advisory Committee. Seconded by Bill Cumming, all were in favor.

Sally Kerr suggested that at the time of the next Board meeting Alan Marriner could give a presentation covering the pros and cons of a combined EIS study, having first discussed the matter with Island Rec's attorney. Issues of costs also have to be discussed as these will form part of the levy level decided upon.

Levy

Ralph Hahn and Roberta Crist had attended an Association of Washington Cities' Winning Local Elections Conference. The presenter had been extremely active in elections all over King County. Copies of a synopsis of the Conference were handed out and discussed.

Ralph Hahn believed that a September levy election should not be attempted, but he and Roberta Crist both felt that the November election would be a good target date. A mail-in ballot cannot be held in November - it would have to be a polled election. There are 2,643 permanent absentee voters in the voting district.

Levy Planning must be started by education within the community. In the light of the huge number of absentee ballots it was felt that education should be emphasized to that group. A Campaign Committee needs to be formed, particularly to target the absentee voters. 1,700 votes are required to pass the levy. Once a Campaign Committee is formed funds from Island Rec's budget cannot be allocated towards the levy. There are many rules regarding funding of the campaign. It was agreed that the rules are very confusing and no real clarification was currently available from the PDC.

6:00 pm – Denice Brown left the meeting.

The Board will consider putting two Propositions on the same ballot – i.e. the Maintenance and Operation Budget into one Proposition, the cost of the land acquisition into a second. One a regular five year and the other a definite term limit to cover costs such as environmental review and other initial costs.

Ralph Hahn will find out if it is possible to insert language allowing the full levy value (10-cents) being collected for the entire five years.

Sally Kerr will continue to work on establishing a long term budget for program planning.

A Committee needs to be formed and active as soon as possible, with a target date of starting work by August 1st.

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There is a pressing deadline regarding the Summer Program Guide. Sally Kerr suggested that some polling information and/or general discussion about what is being considered could be incorporated into the Chairperson's Report,. She also suggested that the labels for non-island-resident absentee voters be purchased and the Program Guide sent out to them in order that they are better informed about Island Rec. before they vote.

Ralph Hahn and Roberta Crist will continue to work on identifying individuals to set up a Campaign Committee. Scott Boye may be willing to assist and Roberta Crist suggested meeting with him for an initial discussion.

Sally Kerr discussed the fact that Island Rec's commitment is to developing a Community Park, even if the LaFarge Project fails. It was felt that definite funding had to be identified for a particular project before a levy was presented and that funds could not be raised for a community park unless a site was identified and costs were able to be calculated.

The matter will be further discussed at the next Board meeting.

Health Benefit Comparison

Sally Kerr had prepared a spreadsheet setting out comparisons of other District health care costs. It was agreed that Island Rec's employee health costs were competitive and the current supplier was acceptable.

Director's Evaluation Process

Ralph Hahn explained to the Board that he had recently realized that the Director had a verbal contract only, and he was concerned about this situation. He also pointed out that the current evaluation process was based on results, rather than performance criteria. It was suggested by Alan Marriner that the current system worked well and a more formal process may entail an unnecessary use of time, but that some sort of written severance agreement could be put in place. Bill Cumming pointed out that the position existed at the will of the Board and it would not be appropriate to burden the taxpayers with onerous conditions if the Board wished to terminate the position. Sally Kerr will draft a document regarding termination pay. Ralph Hahn will draft a simplified evaluation format. The matter was scheduled for further discussion at the next Board meeting.

Budget Adjustments

Sally Kerr handed out spreadsheets itemizing Revenue and Expenses and suggested the following allocations to the Board:

An increase in Administrative Assistant hours to 26 per week year round. This position would then become a job-share situation. The Board agreed to the request. The position will be advertised immediately.

\$640 for Late Night Gym staff which would increase the Recreation Specialist's hours for more programming.

\$4,800 for Open Gym Staff, making a total increase of \$8,464 in the Personnel budget.

A total increase in Rentals and Leases of \$1,335 to cover office rental and Children's Festival rental increases.

Increase funds for elections by \$4,000

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Playing Field Development \$12,424, and \$5,600 to hold in reserve to make it possible to purchase a vehicle in a few years' time. Roberta Crist suggested the \$12,424 be placed in Park Development, rather than Playing Field Development.

Alan Marriner motioned approval of the March adjustments per the report, Ralph Hahn seconded, all were in agreement. A Resolution to this effect will be signed at the next Board meeting.

Fair Board Meeting

Roberta Crist reported that she and Sally Kerr had attended a meeting with the Fair Board to discuss the fact that they are considering withdrawing Island Rec's permitted use of their building. Island Rec has proposed that the Fair Board consider allowing Island Rec to assist in repairs and maintenance of the building and to put a cost on the damage to date which is perceived to have been caused by Island Rec programs.

Directors Report

Logo – samples of a new logo were presented. The Board agreed that it was time for a new updated logo, but requested other designs be presented at the next meeting. Alan Marriner and Ralph Hahn suggested that activities, rather than trees, be the chosen symbol. Sally Kerr pointed that a decision would have to be taken at that meeting if the logo were to change in time to be incorporated in the Summer Program Guide.

Sally Kerr will be out at a safety training seminar from Tuesday afternoon for the rest of the next week.

Next Meeting: March 27th, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 7:15 pm.

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Bill Cumming

Roberta Crist

Alan Marriner

Denice Brown

ISLAND REC (San Juan Island Park and Recreation District)

MINUTES OF MEETING 3-27-2003 – Page 1 of 3

Members Present: Denice Brown, Roberta Crist, Bill Cumming, Ralph Hahn (Chair)
Members absent: Alan Marriner

Employees: Sally Kerr, Dodie Swift Taylor

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:00 pm.

Minutes

Minutes of the Meeting held 3-13-03 were approved and signed.

Visitors:

There were no visitors.

Correspondence:

There was no new correspondence for discussion.

Payroll/Vouchers:

Vouchers and Payroll were approved and signed.

Resolution to Amend Budget

Roberta Crist moved to adopt the Resolution to Amend the 2003 Budget based on discussions held at the last Board meeting. Denice Brown seconded. All agreed. The Resolution was signed by all present.

Steering Committee Report

The Steering Committee had requested approval to create a public relations campaign featuring its members' reasons for getting involved in the park development. The matter was discussed and Ralph Hahn moved that the sum of \$2,500 be made available for the purpose of profiling members of the committee as part of an educational campaign. Denice Brown seconded. All were in agreement. It was further agreed that Island Rec's name be a prominent part of each of these articles, the content of which will be pre-approved by the Board and that the initial article would be an introduction to the background of the project.

LaFarge Project Acquisition Management

Sally Kerr received a report from Alan Marriner, who was absent through illness. The purchase and sale agreement between the County and LaFarge is currently with LaFarge. It has been suggested by their attorneys that Island Rec should not incur costs in relation to inter-local agreements and EIS studies until further progress has been achieved with the purchase and sale agreement.

Bill Cumming discussed with the Board the options for County road access around and through the proposed community park. It was agreed that these considerations should be incorporated into the initial design options.

Sally Kerr will request Laura Arnold to attend the Board meeting on April 17th to explain the scope of an EIS study, and the costs involved.

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Roberta Crist had prepared a draft public survey to be included in the Summer Program Guide and to be posted on the web site. A preliminary Campaign Committee is being formed – it will consist of Roberta Crist, Scott Boye, Maude Cumming, LouAnn Spendiff and Patricia Curtiss. The Board discussed the content of the survey and agreed to its publication with suggested changes. It will be requested that participants respond to the survey by May 15th.

There was ongoing discussion regarding multiple levy requests.

Director's Evaluation Process

Ralph Hahn passed out a proposed Evaluation form which he requested each Board member complete and return to him so that he is able to compile the comments and complete the Evaluation. He further requested that the responses be sent or emailed to him by no later than 14th April. It was proposed that the current evaluation would be effective from April 1, but future evaluations will be carried out in November with the decision being effective each January 1. The current evaluation will be completed in Executive Session on April 17th.

Bill Cumming requested that Sally Kerr supply Ralph Hahn with salary schedules and step increases adopted by other similar Park & Rec Districts.

Logo Designs

Further draft logo designs were presented to the Board, none of which were approved. In view of publication deadlines, it was agreed that it would not be practicable to pursue more new designs at this time.

New Business

School District Request for funding: Sally Kerr had received a request for funds to build a 4th dug out. The matter was discussed. Denice Brown moved that Island Rec allocate \$500 to the School District for this purpose. Seconded by Ralph Hahn, all were in agreement. It was further agreed that it would be appropriate for a notice or plaque acknowledging this donation to be placed close by.

Inter-local Agreement for County funding

Board members signed an Interlocal Agreement with San Juan County for funding not to exceed \$17,900 for the costs necessary to administer a recreation program.

Directors Report

A Policy setting out the terms of eligibility to Island Rec scholarships was discussed. The Policy concerns scholarships being made available to San Juan Island children, with certain program exceptions. Bill Cumming motioned that the policy be adopted, seconded by Ralph Hahn. All were in agreement. The policy was adopted.

WACERT approval: Sally Kerr recently made a presentation to apply for approval of ranking for the community park project. Island Rec has been ranked #3 in the County WACERT process.

The Children's Festival will be held on May 3rd this year. Denice Brown and Bill Cumming volunteered to take charge of parking.

The regularly scheduled meeting for April 3rd is cancelled. A public notice will be inserted in the newspaper to that effect.

ISLAND REC (San Juan Island Park and Recreation District)

MINUTES OF MEETING 3-27-2003 page 3 of 3

Next Meeting: April 17th, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 7:00 pm.

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Denice Brown

Roberta Crist

Bill Cumming

Alan Marriner

ISLAND REC (San Juan Island Park and Recreation District)

MINUTES OF MEETING 4-17-2003 – Page 1 of 3

Members Present: Denice Brown, Roberta Crist, Bill Cumming, Ralph Hahn (Chair)
Members absent: Alan Marriner

Employees: Sally Kerr, Dodie Swift Taylor, Patricia Curtiss

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:03 pm.

Minutes

Minutes of the Meeting held 3-27-03 were approved and signed as presented.

Visitors:

Rik Karon of the San Juan Island Trails Committee and Laura Arnold of the Town Planning Department were in attendance.

Correspondence:

No new correspondence was presented for discussion.

Payroll/Vouchers:

Vouchers were approved and signed as presented.

EIS Strategy

Laura Arnold attended the meeting at the invitation of the Board to give what information she could regarding Environmental Impact Statements. Ms Arnold explained the background and process involved in EIS requirements. The initial determination of whether an EIS is required is made by the Permit Center Director when a Conditional Use Permit has been applied for. The costs associated with an EIS for a project such as the proposed Gravel Pit Development would be, Ms. Arnold guessed, in the low \$100,000's. In her opinion, the major issues Island Rec would face with regard to this project would be the impact of noise, lights and traffic patterns (vehicular and pedestrian). It will be necessary for Island Rec to employ an Environmental Consultant to recommend whether or not it will be necessary to have an EIS for the upland portion of the proposed park only. Ms Arnold was thanked for her help, and she left the meeting.

Steering Committee Report

Bill Cumming had recently toured the University of Washington sports facility and was most impressed by the outdoor artificial turf used at the Husky Stadium, although it is not recommended for indoor use. He suggested that Island Rec should research the costs of this and alternative products as part of the initial costing for development of a park.

LaFarge Project Acquisition Management

Nothing new to report.

ISLAND REC (San Juan Island Park and Recreation District)
MINUTES OF MEETING 4-17-2003 – Page 2 of 3

Levy

A handout and questionnaire will be available at the Children's Festival on May 3rd to ascertain public support for Island Rec's next levy.

The Levy Committee will have prepared a proposed levy structure for presentation at their May 15th meeting.

The Levy Committee expressed concern about the Gravel Pit Community Park Steering Committee publicizing that project heavily before or during the levy request. They feel that a levy for Park funding is a potentially controversial issue, and should not be confused with the current levy requesting increased general funding for continued operations and programming.

Director's Evaluation

An Executive Session was held at 5:50pm.

When the Board came out of Session at approximately 6:00 pm Denice Brown moved that the Evaluation be accepted as discussed. The Director is to receive a 4% pay raise effective immediately. Seconded by Bill Cumming, all were in agreement. Denice Brown left the meeting.

Children's Festival

Sally Kerr updated the Board on progress. The fundraising committee had established a goal of \$1,400, which they have surpassed by \$1,000. It was felt that the change of season for this Festival would be advantageous and would also be the first day of registration in the new Summer Programs.

New Business

New Program: Roving Rec's new offering, Recreation Exploration, created by John Pachuta, was discussed. These two day programs will offer the opportunity for teens to develop several new skills and/or interests in such things as Archery, Flight, Kite Flying, Print Making, Kayaking, etc.

Training expenses: Sally Kerr presented a policy that costs of training courses/conferences attended by Board members should be reimbursed in accordance with Island Rec's current Personnel Policy. Bill Cumming motioned acceptance of this policy, Roberta Crist seconded, and all were in agreement.

Sponsorship Guidelines: There was discussion regarding the suitability of certain businesses being approached to sponsor such events as the Children's Festival. The Board decided that the only exceptions should be those businesses that specifically exclude children from their premises, and that this exclusion should apply only to sponsorship of the Children's Festival.

ISLAND REC (San Juan Island Park and Recreation District)
MINUTES OF MEETING 4-17-2003 – Page 3 of 3

Playground Safety: Sally Kerr recently attended a course on Playground Safety and has used this experience to begin checking the Fairground Playground for compliance with current regulations. The Playground was built approximately ten years ago and there were several items that needed to be improved to meet current standards. It was agreed that Bill Cumming will ensure that the Sheriff's Work Crew attend to minor works as a matter of urgency, and that Sally Kerr will employ a professional in this field to prepare a report identifying all other requirements. It was agreed that the necessary upgrading of the family park is now a priority.

Directors Report

Patricia (Patty) Curtiss has been employed as a part-time administration assistant, job sharing with Dodie Swift Taylor for an administration total of 25 hours per week. Ms. Curtiss will be taking Board Minutes commencing with the May 1st meeting. As part of the services now possible through expansion of this position, the office will be consistently open to the public between 1:00 and 5:00 pm Monday through Friday.

The new Summer Program Guide will be out by April 28th, with registration opening at the Children's Festival on May 3rd in order to give priority to island residents. The new programs being offered were briefly described.

Island Rec is exploring the possibility of administering a community pea patch.

The Director will be out of the office April 22-25 to attend the WRPA annual conference.

Next Meeting: May 1st, 2003 at 5:00 p.m.

There being no further business the meeting was adjourned at 6:45 pm.

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Bill Cumming

Roberta Crist

Alan Marriner

Denice Brown

ISLAND REC (San Jan Island Park and Recreation District)

MINUTES OF MEETING 5-1-2003 – Page 1 of 3

Members Present: Denice Brown, Roberta Crist and Alan Marriner

Members Absent: Bill Cumming and Chairman Ralph Hahn

Staff Present: Director Sally Kerr and Patricia Curtiss

1. Minutes:

Approval of minutes postponed pending consideration by three members present at the 4-17-03 regular meeting.

2. Visitors:

No visitors present.

3. Correspondence:

No correspondence presented.

4. Payroll/Vouchers:

Without objection, members of the Board approved the payroll and vouchers as presented.

5. Committee Reports:

(a) Steering Committee Report - No report.

(b) Lafarge Project Acquisition Management – Board member Marriner reported a meeting had taken place earlier this date between representatives of the Lafarge Company and representatives of San Juan County regarding the acquisition of the subject property. Mr. Marriner advised that some accord had been reached on the Purchase and Sale Agreement with some minor changes, and the reclamation plan and timetable for the completion of the transaction were discussed. Mr. Marriner further advised Chris Aldrich was communicating directly with Williams Engineering regarding the reclamation and encouraged communicating Island Rec's interests to Mr. Aldrich. Completion of the Purchase and Sale document is anticipated by the end of May. Board members discussed the appropriate time to approach the County and Lafarge to ensure that Island Rec's interests are represented in the Purchase and Sale Agreement.

6. Ongoing Business:

(a) Levy Report:

(1) Campaign committee – Board member Crist reported that a survey will be conducted this week-end at three locations in addition to the Children's Festival to help determine the attitude of the community towards increasing the tax levy for Island Rec activities. Ms. Crist advised the committee will process the surveys and have a recommendation to the board by May 15th regarding the levy.

ISLAND REC (San Jan Island Park and Recreation District)

MINUTES OF MEETING 5-1-2003 – Page 2 of 3

- (2) Advisability of simultaneous campaigns for Lafarge Park and an increased tax levy. Board members discussed the advisability of running simultaneous campaigns and whether the debate surrounding the Lafarge property acquisition might negatively affect the success of a levy increase campaign. Board members agreed the Steering Committee should proceed with their advertising plans for supporting the Lafarge Park project and in the event it appears to be negatively affecting the levy campaign the advertising can be canceled.
 - (b) Playground Safety Report: Director Sally Kerr reported that a safety consultant will be auditing the family playground and will prepare a report recommending replacement, repairs and maintenance of the facility for an amount estimated not to exceed \$1,000.
 - (c) Children's Festival Update: Director Kerr stated all the last minute details are being taken care of and that volunteers are still welcome.
 - (d) Triathlon: The Director advised that letters to potential volunteers have been sent and that registrations are starting to come in. A volunteer orientation meeting will be held on June 18th at 5:30 pm.
 - (e) Summer Program Updates: The Director advised the program guide for Summer 2003 has been distributed. The first day to register for programs will be May 3rd.
7. New Business:
- (a) Commissioner Election Update: Director Kerr advised that Board members Brown and Cumming will be up for re-election in the fall. The filing period will be from July 28 to August 1.
 - (b) Inter-local Agreement for Gymnasium Use. Director Sally Kerr reported she met with school district representatives regarding operation of the district's facilities, which will allow for more community use. The benefits of having increased program space versus added administrative time and maintenance and custodial responsibilities were discussed. The Director stated she envisions better utilization of the facilities through more organized programming. With board approval, the operation is expected to begin September 1, 2003. Board member Marriner moved to direct the Director to pursue an inter-local agreement for the use of the school district's gymnasiums. Board member Brown second. All present voted in the affirmative.
 - (c) Director Kerr advised that she and John Pachuta had re-certified their life-guard status.
 - (d) Ms. Kerr advised she and Board member Crist attended the WRPA conference in Stevenson, Washington.

ISLAND REC (San Jan Island Park and Recreation District)

MINUTES OF MEETING 5-1-2003 – Page 3 of 3

8. Adjournment:

Without objection, board member Crist adjourned the meeting at 5:45 PM.

Submitted by:

Patricia Curtiss, Recording Secretary

Approved by:

Ralph Hahn

Denice Brown

Roberta Crist

Bill Cumming

Alan Marriner

**Minutes of the San Juan Island Park & Recreation District/
Island Rec Board of Commissioner's Meeting
5:00 PM on the 15th day of May, 2003**

The Board of Commissioners for the San Juan Island Park & Recreation District/Island Rec met in regular session at 5:00 PM on the 15th day of May, 2003 in the Island Rec Conference Room. The meeting was called to order by Commissioner Hahn.

1. Roll call: Commissioners Hahn, Marriner, Brown, Crist, Cumming and Director Sally Kerr present.
2. Approval of the minutes of the previous meetings: Commissioners Cumming, Crist and Hahn approved the minutes of April 17, 2003 as presented. Commissioners Brown, Crist and Marriner approved the minutes of May 1, 2003 as presented.
3. Introduction of Visitors/Public Comment re: Items unrelated to the Agenda:
 - (a) Arthur Miller, representing the Lafarge Park Steering Committee, was introduced.
 - (b) Doug McCutcheon, representing community soccer/San Juan Soccer Assn. spoke regarding the need for more field space and efforts to find contributors towards such development. Mr. McCutcheon advised the Commission that representatives of the University of Washington Lab have expressed interest in supporting development. Mr. McCutcheon also advised he has spoken with Brent Snow of Roche Harbor, regarding possible field development within the scope of the Roche Harbor's project. Commissioners discussed options available including school facilities and the Lafarge Park and the time frame for development. Commissioner Hahn advised he will speak with Brent Snow regarding Roche Harbor field development.
4. Correspondence: None.
5. Payroll/Vouchers: Director Kerr presented vouchers for payment. No objection.
6. Committee Reports:
 - (a) Steering Committee Report:
 - (1) Review of *Lets Build a Park* educational campaign: Director Kerr described the public awareness effort and the board's desire for review prior to publication. Commissioners voiced no objection to the article prepared for publication by Mr. Miller. Commissioners agreed that Director Kerr could provide the review in a timely manner with board review preferably within a twenty-four hour time frame.
 - (2) Presentation to Town of Friday Harbor and their participation in the creation of Lafarge Park. Commissioner Cumming spoke regarding the town's interest in participating in the development of the park and the benefits that may accrue to the town in terms of visitors to the island and meeting their park program obligations. Commissioners discussed the timeliness of a presentation to the City Council. Commissioners agreed that contact with individual Council members may be more appropriate at this time until specific details regarding the project development are known.
 - (3) Time line for Lafarge purchase and development: Commissioner Marriner advised it appears the county and Lafarge are coming to accord on the Purchase and Sale Agreement and the document could be complete by the

end of May. The county's due diligence review is anticipated to be complete by the end of 2003 with a closing date scheduled for the end of January, 2004. Mr. Marriner explained Lafarge has proposed a closing date prior to the completion of reclamation which is scheduled by the end of 2004. Discussions are taking place regarding responsibility for completing tasks outlined in the due-diligence review, the county or Island Rec. Questions have also been raised about liability after the closing date and while the reclamation is on-going. Commissioner Marriner spoke regarding when Island Rec would take ownership and if the transfer would be from Lafarge to Island Rec or through the County. Mr. Marriner also advised Lafarge has changed the agreement to reflect the sale is one transaction, the shoreline and uplands for \$1.5 million, instead of \$1.5 for the shoreline and the upland 55 acres as a park donation. Commissioners discussed the ramifications of this change and the need for a legal description of the upland parcel. Director Kerr advised that although Lafarge's representatives have indicated they are working closely with Chris Aldrich, Mr. Aldrich has indicated there has been only cursory contact and encourages Island Rec to make sure reclamation requirements are included in the Purchase and Sale Agreement and that a security is included which will demand Lafarge completes reclamation after the closing date.

- (4) Request for Finance Committee to develop a plan: Commissioner Hahn presented a draft for a Capital Campaign outlining the steps necessary to raise funds for facility development. Commissioners discussed available grant funding, the need for a grant writer, availability of sizeable local contributions and tax/levy funding. Director Kerr briefed the Commission on available grant funding and time line for application. Commissioner Cumming spoke regarding the need for a grant writer to identify and prepare grant applications for capital construction. Commissioner Hahn spoke regarding contracting with a consultant to develop and direct a capital fund raising venture. Director Kerr suggested creating a capital campaign structure in-house to establish a foundation and then begin to identify specific needs to fully develop a Capital Project Campaign committee structure. Commissioners discussed local citizens who may be instrumental in identifying potential contributors towards capital construction. Commissioners agreed that a goal of \$7 million is a reasonable number for facility development at the Lafarge park site. Commissioner Hahn advised he will speak with various community members to begin to develop local contributions towards the project. Director Kerr will contact IAC regarding experienced grant writers.
- (5) Consideration of contract extension with AKI Landscape Architect, Chris Aldrich for reclamation review. Director Kerr presented a contract proposal from AKI Landscape Architect, Chris Aldrich to provide 96 hours of professional services for \$5,760 to include monitoring site reclamation and attendance at two public meetings. Commissioner Marriner moved to retain Chris Aldrich to provide 96 hours of professional services for the

amount of \$5,760. Commissioner Cumming second. Commissioners discussed the necessity of monitoring the reclamation process, the role of the Department of Natural Resources and whether Mr. Aldrich's work will be accepted by the County or duplicated by County personnel. Discussion. Question, all present voted in the affirmative.

(b) Lafarge Project Acquisition Management:

7. On-Going Business:

(a) Levy Report:

(1) Recommendation: Commissioner Crist advised she was prepared to make a recommendation at this meeting for a levy at .20 cents for five years, to run concurrently with the current levy for one year, but considering earlier discussion regarding funding for the Lafarge project, perhaps a more in depth discussion of an overall financial plan is needed. The recommendation included a plan to use the additional funds generated in the overlapping year for Lafarge Park initial costs such as the EIS and water evaluation. Commissioner Crist expressed concern in asking the public to pass a levy and then within a year to two asking for additional tax dollars for capital construction. Discussion. Commissioner Marriner left at 7:05 PM. Commissioners agreed to proceed with a campaign to put a .20 cent levy for five years before the voters.

(2) Time line:

(3) Develop a general promotional plan for Island Rec

(4) 20th Anniversary of Island Rec in 2004 – Director Kerr announced the 20th year anniversary for Island Rec in 2004.

(b) Playground Safety Report: Director Kerr advised a consultant surveyed the playground and advised the Commission of the non-compliance issues and the recommendations for mitigation. Director Kerr recommended beginning with maintenance items and plans for replacement this year and replacement of equipment re-design of the playground in 2004. Commissioners discussed soliciting community input for new equipment and design. Commissioner Brown agreed to lead the effort to garner community input.

(c) Children's Festival Report – Commissioners all expressed admiration and approval for the success of the festival and thanks to staff member John Pachuta

(d) Triathlon – Director Kerr announced the Triathlon is June 21st.

(e) Summer Program Updates

(f) Wenatchee Youth Circus

(1) Director Kerr advised volunteers are needed to sell tickets at the gate 7/11, 12 & 13 at 1 & 4 PM shows.

(g) Inter-local agreement with School District

(1) Draft review and financial implications: Commissioner Hahn expressed concern regarding the District always having priority use of the facility and the length of time which is required to notify Island Rec that their programmed use is pre-empted. Director Kerr advised this point had been discussed at length and that this was the best that could be negotiated at this time. Commissioner Hahn recommended a five-day notification from the District for pre-empting an Island Rec activity. Commissioner

Marriner expressed concern regarding the hold-harmless language. Commissioners agreed the language should be clarified. Commissioners discussed the need for a termination or review date for the agreement, recommending one year. Director Kerr advised she will take the recommendations back to the District for their consideration and bring an agreement approved by the School board back to the Commission for consideration.

8. New Business:

(a) Discussion of 501(c) status re: San Juan Community Foundation

9. Director's Report:

10. Adjournment: Without objection, Commissioner Hahn adjourned the meeting at 7:27 PM.

Respectfully submitted:

Patricia Curtiss
Secretary

Ralph Hahn, Chairman

Roberta Crist

Bill Cumming

Alan Marriner

Denise Brown

Island Rec
San Juan Island Park & Recreation District
Board of Commissioner's Meeting
June 5, 2003

1. Call to order: Commissioner Hahn called the regular meeting of June 5, 2003 to order at 5:00 PM in the Island Rec conference room. Commissioners Hahn, Cumming, Crist and Marriner present.
2. Approval of minutes of the previous meetings: Commissioner Cumming moved to approve the minutes of May 15, 2003 as presented. Commissioner Marriner second. Motion carried.
3. Introduction of Visitors/Public Comment on non-agenda items: Former Commissioner Chris Nelson thanked the Commission for their dedicated work, the wide array of programs offered and presented a donation to Island Rec.
4. Correspondence: None.
5. Payroll/Vouchers: Commissioners approved the payroll and vouchers as presented without objection.
6. Committee Reports:
 - (a) Steering Committee Report:

Commissioner Mariner reported he met with John Hart regarding the water well at Lafarge, explaining that there is currently a permit for 125 GPM and that he will assist in efforts to obtain a certificate which may allow Island Rec to access the well. Commissioners discussed what potential park uses will be dependent upon the availability of water and if the Commission wants to continue pursuing acquisition regardless of the availability of water. Commissioners agreed that the acreage could be developed as open space, bike and hiking trails if water is not available to develop the space as sports fields and park. Commissioner Marriner advised that the County Board of Commissioners is scheduled to sign the Purchase and Sale Agreement on June 10, 2003 and encouraged members of the Park & Recreation Commission to attend. Mr. Marriner further advised that the Steering Committee will be approaching the Town of Friday Harbor to advise them of the benefits of the park development and encourage their support.

Commissioner Brown arrived at 5:17 PM.

Commissioners discussed the development of an inter-local agreement with the County in which contingencies and due diligence items will be identified and the conditions under which the Park and Recreation District will accept and receive the Lafarge property.

Commissioner Marriner moved to proceed with the acquisition of the Lafarge property regardless of the availability of water. Commissioner Cumming second. Discussion. Motion carried unanimously.

Commissioner Marriner moved to proceed with the acquisition of the Lafarge property although it may not be developable as ballfields. Commissioner Cumming second. Motion carried unanimously. Commissioner Marriner spoke regarding estimates of cost for environmental reviews, well water evaluation and land surveys totaling approximately \$50,000 and the possibility of the County fronting these costs until closing and title transfer in early 2004.

7. On-going Business:

(a) Levy/Financial Committee Plan:

Commissioner Crist spoke regarding potential funds generated by various levy amounts over a given number of years. Commissioners discussed the needs of Island Rec and the capital improvements anticipated. Commissioner Cumming moved to put a levy asking for .30 cents for the next five years and repealing the last year of the existing .10 cent levy before the voters in November. Commissioner Marriner second. Motion carried unanimously.

Commissioner Marriner left at 6:25 PM.

(b) Economic Development Impact of Lafarge Park: Commissioner Hahn presented a letter to Cathleen Cavanagh, President of the San Juan Island Economic Development Council requesting assistance in determining the economic development impact the completion of the plans for Lafarge Park might have on both the Town of Friday Harbor and San Juan County. Commissioner Cumming moved to approve the letter as written. Commissioner Crist second. Motion carried.

(c) Triathlon: Director Kerr updated the Commissioners regarding the upcoming Triathlon, the number of participants registered and the need for volunteers.

(d) Inter-local Agreement for Use of School Facilities. Director Kerr reviewed the agreement for the Commissioners. Commissioner Crist moved for the approval as presented. Commissioner Brown second. Motion carried unanimously.

(e) Playground Repairs and Maintenance: Director Kerr advised that repairs at the Family Park are underway and a committee to assist with planning, design and replacement is being formed. Commissioner Brown agreed to draft a process for establishing the committee.

(f) Budget Issues/Revisions: Director Kerr requested the Commission approve eight additional hours of support staff time. Commissioner Cumming moved to approve the budget revision as presented. Commissioner Crist second. Motion carried unanimously.

8. New Business:

(a) WGEP Policy Renewal: Commissioner Kerr advised the Commission that insurance costs are estimated to increase 2.2% for the year ending September, 2004.

(b) Policy for Staff Cell Phones: Director Kerr presented a policy for Commission consideration, which would allow staff to participate in the government plan for reduced cell phone service. Commissioners moved for the approval of the policy with an amendment approving access to whichever cell phone plan Island Rec may use. Commissioner Crist moved to approve the policy as amended. Commissioner Cumming second. Motion carried.

(c) Summer Meeting Schedule: Commissioners agreed to adjust the July meeting schedule due to the 4th of July and meet on July 10th and 24th. No objection.

(d) 4th of July Parade: Director Kerr explained Island Rec's ideas for the parade and encouraged the Commissioner's to participate.

(e) Fair Booth: Director Kerr advised Island Rec will have a booth at the Fair and asked for volunteers.

9. Director's Report:

(a) Office remodel – two bids have been requested for remodeling the office which will create a new conference room.

- (b) San Juan Nature Institute – discussions are underway to contract with the SJ Nature Institute for their children’s programs and possibly some adult programs. Doing so will provide the programs more exposure and expand Island Rec’s programming in this area.
 - (c) Personnel – Camp Eagle Rock junior counselor. Request for executive session to discuss personnel.
10. Executive Session re: Personnel. Commissioner Hahn recessed into executive session at 7:00 PM. Commissioner Hahn reconvened into regular session at 7:07 PM. No action taken.
11. Adjournment: Without objection, Commissioner Hahn adjourned the meeting at 7:08 PM.

Submitted by:

Patricia Curtiss
Secretary

Ralph Hahn

Roberta Crist

Alan Marriner

Bill Cumming

Denise Brown

Island Rec
San Juan Island Park & Recreation District
Board of Commissioner's Meeting
June 19, 2003

1. Call to order: Commissioner Hahn called the regular meeting of June 19, 2003 to order at 5:00 PM in the Island Rec conference room. Commissioners Hahn, Cumming, Crist, Brown, and Marriner present.
2. Approval of minutes of the previous meetings: Commissioner Cumming moved to approve the minutes of June 5 as presented. Commissioner Marriner second. Motion carried.
3. Introduction of Visitors/Public Comment on non-agenda items:
4. Correspondence:
 - (a) Letter from the San Juan Trails Committee re: Requesting \$120 to purchase a domain name and site on a host server for a San Juan County Trails Committee web site. Commissioners discussed the request and recommended a representative of the Trails Committee attend the meeting of July 10th to fully explain their request. Commissioner Brown offered to communicate this to the Trails Committee.
5. Payroll/Vouchers: Commissioners approved the payroll and vouchers as presented without objection.
6. Committee Reports:
 - (a) Steering Committee Report:

Commissioner Hahn recessed into executive session at 5:07 PM to discuss issues related to property acquisition. Commissioner Hahn reconvened the regular meeting at 5:39 PM. No action taken.

Commissioner Mariner left the meeting at 5:40 PM .

Director Sally Kerr advised the Commission that the Dept. of Environment sent a letter to Lafarge that the permit for the water well is expiring. Lafarge has notified DOE of their intent to keep the permit active with the intent of requesting the permit be changed to permanent status and a certificate be issued.
7. On-going Business:
 - (a) Levy/Financial Committee Plan:

Commissioner Crist and Commission Hahn presented information relating to the long term use of the proceeds of a .30 cent levy for five years. Commissioners discussed the rationale for a .30 cent levy and the presentation of the levy to the voters in November of 2003. Commissioner Cumming moved to ask the voters for a .30 cent levy for five years. Commissioner Crist second. Motion carried unanimously.
 - (b) Triathlon: Director Kerr updated the Commissioners regarding the upcoming Triathlon, the number of participants registered and the need for volunteers.
 - (c) Family Park Playground Replacement – Commissioner Brown advised the Commissioner that a small committee has been formed to assist in the re-design of the park and selection of new equipment. Commission Brown told the Commission that Ms. Iverson, the playground consultant, will be working with the committee and plans two visits to the site.
 - (d) 4th of July Parade: Director Kerr encouraged Commissioners to join Island Rec's in the parade.

8. New Business:
 - (a) Agreement/Contract with San Juan Nature Institute – Director Kerr advised the Board that Island Rec has entered into an agreement with the San Juan Nature Institute to promote their activities. Ms. Kerr said the contract will provide more nature related programs through the broader exposure offered by Island Rec. The San Juan Nature Institute will arrange classes and instructors and Island Rec will do registrations.
9. Director’s Report:
 - (a) Director Kerr presented the current enrollment for summer programs and advised a busy season is underway.
 - (b) Commissioner Cumming asked if there will be open gym at the high school facility this summer. Director Kerr advised the program has not been scheduled at this time. Commissioners discussed the need for teen activities and the possibility of a summer program at the sunken park for teens. Ms. Kerr suggested the program be considered in future program development.
10. Adjournment: Without objection, Commissioner Hahn moved to adjourn at 6:35.

Submitted by:

Patricia Curtiss
Secretary

Ralph Hahn

Roberta Crist

Alan Marriner

Bill Cumming

Denise Brown

Island Rec
San Juan Island Park & Recreation District
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10. Adjournment: Without objection, Commissioner Hahn moved to adjourn at 6:35.

Submitted by:

Patricia Curtiss
Secretary

Ralph Hahn

Roberta Crist

Alan Marriner

Bill Cumming

Denise Brown

ISLAND REC (San Juan Island Park and Recreation District)
MINUTES OF MEETING 7-10-2003

Members Present: Denice Brown, Roberta Crist, Bill Cumming, Ralph Hahn (Chair)
Alan Marriner

Employees: Sally Kerr (Director), Dodie Swift Taylor

Held in San Juan Island Park and Recreation office, Ralph Hahn called this meeting of the San Juan Island Park & Recreation District (Island Rec) Board to order at 5:08 pm.

1.0 Minutes

Minutes of the Meeting held 6-19-03 were approved and signed as presented.

2.0 Visitors:

Fiona Norris attended the meeting in order to make a presentation on behalf of the Trails Committee (see under Committee Reports).

3.0 Correspondence:

No new correspondence was presented for discussion.

4.0 Payroll/Vouchers:

Vouchers were approved and signed as presented.

5.0 Committee Reports

Trails Committee: Fiona Norris put forward a request on behalf of the Trails Committee that a check for \$120 from the current year's budget be made out to Tim Dustrude to purchase a domain name and site on a host server for a San Juan County Trails Committee web site. Maps and contact names and numbers will be published on the Trails site so that the public may access further information. This site would also be used to advertise future Community Breakfasts where all interested parties would be invited. The request was approved. Bill Cumming suggested that the site be linked with Island Rec's site, and it was requested that invitations be extended to the Board members to attend future breakfast meetings. Ralph Hahn asked Ms. Norris to express the Board's appreciation of the Trails Committee's efforts to keep the Board informed. Ms. Norris left the meeting.

6.0 Executive Session – Land Acquisition

An Executive Session commenced at 6:00 pm and concluded at 6:15 pm.

Action taken: Bill Cumming, Alan Marriner and Sally Kerr were instructed to continue representing Island Rec's interests in the acquisition of the LaFarge Park property.

7.0 Ongoing Business

Levy/Financial Committee Plan: Bill Cumming reported that the County is considering applying for a levy lift at the same time as Island Rec's levy increase request. After discussion it was agreed that Island Rec should continue with its plan. Roberts Crist referred to a draft solicitation letter prepared by the Levy Committee for Board member's consideration. It was suggested that each Board member should send the letter out to ten prospects requesting help with fund raising.

The Board is to review the letter and will comment further at its next meeting. The Board reaffirmed their commitment to filing for a November levy. The Levy Committee will prepare a Resolution for signature at the next meeting which will be taken to the Elections Office.

Denice Brown left the meeting at 6:20 pm.

Family Park Playground: Not discussed at this meeting.

Triathlon report: Statistics were included in the Director's Report. Overall attendance was down from 112 in 2002 to 86 this year, although inclement weather, other similar activities and tourist activities in general may be factors. It was suggested that increased ferry costs may be an issue and transportation for walk-on ferry passengers may be considered next year if a need is perceived.

Wenatchee Youth Circus: Board members Hahn, Brown and Crist would be volunteering at the Circus assisting with ticket sales, etc.

Budget Issues/Revisions: will be discussed in detail at the next meeting.

8.0 New Business

Scheduling of gym use times: An Interlocal Agreement has been signed with the School District authorizing Island Rec to schedule all public and private use of the Turnbull Gym during times not dedicated for school use. The school currently has use of the Gym Monday through Friday to 8:00 pm. The question of liability was discussed and Sally Kerr is to draft a Procedure which will cover use of the gym for activities not directly controlled and staffed by Island Rec personnel.

Fair Booth Planning: An indoor booth has been allocated and will be staffed at all times. Levy information will be available at the booth.

Financing of High School Sailing Team: Sally Kerr has ongoing concerns regarding the amount of funding allocated towards this activity enjoyed by a comparatively small number of participants. Ms Kerr suggested that the original partnership agreement with the Sailing Foundation be considered and possibly revised. Ralph Hahn requested that she provide copies of the original discussion notes from January or February of 2001, and prepare a proposal for consideration at the next meeting.

9.0 Director's Report

The Report included statistics from the Triathlon (discussed above), plus confirmation of good attendance at the new walking program, the first concert in the Music on the Lawn series, and the Skyhawks and British Challenger Sports Camps.

Ms Kerr reminded the Chairman that his Fall Program Guide Report should be forwarded to her by July 28th.

Next Meeting: July 24th, 2003 at 5:00 p.m.

Adjournment The meeting was adjourned at 7:10. pm

Recording Secretary: Dodie Swift Taylor.

Approved by:

Ralph Hahn

Bill Cumming

Roberta Crist

Alan Marriner

Denice Brown

SAN JUAN ISLAND PARK AND RECREATION DISTRICT
BOARD OF COMMISSIONERS' MEETING
July 24, 2003

Chairman Ralph Hahn called the regular meeting of the San Juan Island Park and Recreation District to order at 5:00 PM on Thursday, July 24, 2003. Commissioners Hahn, Crist, Marriner and Brown present. Commissioner Cumming absent.

1. Approve and sign minutes of meeting held 7-10-03: Director Kerr suggested corrections to the minutes of the previous meeting. The third sentence of section 5.0 to read – This site would also be used to advertise future community breakfasts where all interested parties would be ~~present~~ invited. The second sentence of section 7.0 to read – ~~Sally Kerr~~ Commissioner Crist referred to a draft solicitation letter prepared by the Levy Committee for Board member consideration. Section 7.0 – Wenatchee Circus – Board members Hahn, Crist and Brown would be volunteering at the Circus assisting with ticket sales, etc. Commissioner Crist moved for the approval of the minutes as corrected. Commissioner Marriner second. Motion carried.
2. Introduction of Visitors/ Public Comment on non-Agenda items: None.
3. Correspondence: None.
4. Payroll/Vouchers: Without objection, the Commissioners approved the vouchers for signature.
5. Committee Reports

Lafarge Project Acquisition Management

Review proposed agreement with county – Commissioner Marriner reviewed the changes made to the agreement since the last draft and advised the agreement is ready for signature. The agreement is scheduled to go before the Board of County Commissioners for signature on July 29th, 2003. Commissioners discussed issues relating to the start of due diligence, water and well issues, environmental review and survey of the parcel. Commissioners recommended coordinating decisions relating to road placement when Chris Aldrich is in town. Commissioners agreed that Director Kerr, Commissioner Marriner John Hart represent the Commission regarding the placement of road rights of way. The Commissioners and Director Kerr discussed the process for hiring a firm for environmental services. Director Kerr will begin the process for soliciting proposals. Commissioner Marriner moved to sign the agreement as presented. Commissioner Crist second. Discussion. All present voted in the affirmative.

7. Ongoing Business

Levy /Financial Committee Plan

•Board donation request for levy campaign – Commissioner Crist presented a draft letter suggested for soliciting donations with letterhead and a fact sheet. Commissioner Crist advised the Levy Committee will file for the November election July 30th pending signature of the LaFarge Project agreement by the Board of County Commissioners. Letters soliciting donations should be sent after the Levy Committee has filed for the election. The next meeting of the Levy Committee is scheduled for August 4th at 5 pm at the Library.

•Resolution to set a levy initiative – Commissioner Marriner moved for the approval of Resolution No. 7 21 03, a resolution authorizing a request for a .30¢ levy be put before the voters. Commissioner Brown second. Motion carried unanimously.

• Family Park Playground Replacement – Director Kerr advised that repairs she anticipated being done by the County Work Crew will not be done. Commissioners agreed staff should hire personnel to do the repairs. Commissioners agreed that the 4H project for dog waste collection should be denied at this time.

•Wenatchee Youth Circus Report – Director Kerr reported on the receipts from the Circus and the success of the event.

•Budget Issues/ Revisions – Director Kerr presented budget revisions reducing various line items and increasing the line item for park development. A resolution authorizing the budget amendments will be presented at the next meeting.

•Fair Booth – Director Kerr presented the ideas for the Fair Booth and financial information to be presented.

8. New Business

•Office space reduction and remodeling - Director Kerr advised the meeting room will no longer be available after September 1 and explained the remodeling plan for the remainder of the office space. The remodel will affect the use of the meeting space by other groups during office hours.

•8.8K Run – Director Kerr updated the Commission regarding the event and asked for volunteers.

9. Director’s Report – Director Kerr presented a status report on various programs - Be Active, Music on the Lawn, Camp Eagle Rock, Rec X Programs, Skateboard Tournament. Director Kerr reported on the positive media coverage. The Chairman’s report is due on July 28th for the Fall Program Guide. Director Kerr encouraged Commissioners to read a hand out entitled Local Parks and Recreation Services.

10. Adjournment: Commissioners agreed to adjourn at 6:45 PM. The next meeting is scheduled for 8/6/03.

Submitted by

Patricia Curtiss
Secretary

Ralph Hahn

Roberta Crist

Denice Brown

Alan Marriner

Bill Cumming

SAN JUAN ISLAND PARK & RECREATION DISTRICT
BOARD OF COMMISSIONER'S MEETING
August 7, 2003

Chairman Ralph Hahn called the regular meeting of the San Juan Island Park and Recreation District to order at 5:07 PM on Thursday, August 7, 2003. Commissioners Hahn, Brown, Crist and Marriner present. Commissioner Cumming absent.

1. Approval of the minutes of the previous meeting. Chairman Hahn requested staff review the notes from the previous meeting regarding who will represent the Commission at a meeting to discuss the placement of the road rights of way at the gravel pit. The fifth sentence of Section 5. Committee Reports/Lafarge Project Acquisition Management should read – Commissioners agreed that Director Kerr, Commissioner Marriner and John Hart represent the Commission regarding the placement of road right of way. Commissioner Hahn also requested the third sentence of Section 7. Ongoing Business – Resolution No. 7 21 03 read - Motion carried unanimously.
2. Introduction of Visitor's / Public Comment on non-Agenda Items:
Commissioner Hahn introduced Arthur Miller who has expressed an interest in protecting Island Rec's interests by monitoring the reclamation of the Lafarge property.
3. Correspondence: None.
4. Payroll/Vouchers: Director Kerr presented payroll and vouchers for Board approval. No objection.
5. Committee Reports:
 - (a) Trails Committee Website/Map Presentation: Director Kerr briefed the Commission on the status of the website project.
 - (b) ●Lafarge Project Acquisition Management: Director Kerr advised the members of Arthur Miller's interest in assisting Island Rec's monitoring of the reclamation portion of the project. Commissioner Marriner briefed the Commission on the media walk-through of the site earlier this day. Members discussed the on-going reclamation and determined that portion of the project was still on schedule. Commissioners discussed the reclamation of the site, the schedule for completing the reclamation and the possibility of a delay in the closing if the Dept. of Natural Resources has not signed off on the reclamation by the closing date of the sale agreement. Commissioners agreed to request Mr. Miller participate in the road-walk through of the site with Mr. Chris Aldrich.
●Steering Committee Meeting – Commissioner Hahn advised the Commission that Mr. John Goddard will be leaving San Juan Island in the fall. Commissioner Marriner advised that he had a discussion with the Journal editor Richard Walker regarding an editorial relating to the availability of water on the Lafarge property. The Committee recommended the Let's Build a Park articles be placed on the web site and discussed the financing plan for the levy committee.

● Commissioners concurred a letter of intent to apply for an IAC grant should be prepared and submitted by the September 1st deadline. The grant application is due October 1st. The grant amount available is \$150,000 and requires a match, which can be the land value of the Lafarge property.

Commissioner Hahn agreed to initiate the letter of intent for the grant.

● Director Kerr presented a draft of a request for proposals to provide an environmental site assessment of the Lafarge property. The RFP will be sent to three potential firms and publicly advertised. Commissioners discussed the scope of the work, a Phase I environmental review and the possibility of needing a Phase II review. Director Kerr advised a recommendation to contract with a specific firm will be on the Commission's September 9th agenda.

● Commissioners discussed the recent editorial in the Journal relating to the availability of water on the Lafarge property and what should be an appropriate response from the Commission. Commissioners agreed that Chairman Hahn should prepare a response to the editorial, which will be reviewed by each Commissioner prior to submission to the Journal for publication.

6. Ongoing Business:

- (a) Levy/Financial Committee Plan: Commissioner Crist requested information regarding the levy support letters sent by the Commissioners. Commissioner Crist reported that the necessary application has been filed to place the levy before the voters. Commissioners discussed the fact sheet presented by Director Kerr regarding the proposed levy.
- (b) Family Park Playground Replacement – Commissioner Brown reported that she met with Mary Lou Iverson and six members of the advisory committee regarding the project. The committee members will be reviewing catalogs for possible new equipment for the facility. Commissioners discussed proposed design features, landscaping of the facility, the availability of water and maintenance. Director Kerr advised the Commission that the most urgent repairs have been made at the park.
- (c) Budget Issues/Revisions – a public hearing regarding budget revisions presented at the last meeting will be on the agenda for the August 21st meeting.
- (d) Fair Booth – Director Kerr briefed the Commission on the status of the Fair Booth, distributed the proposed hand out to be available at the Fair and urged Commissioners to sign up for a time slot at the booth.
- (e) 8.8 K Run – The Director advised the Commission that registrations are being received for the event and announced volunteers are still needed.

7. New Business:

(a) Policies regarding public and reserved use of the School District's gymnasiums. Director Kerr presented two policies, one which allows reserved use of the facilities and one which requires an Island Rec staff person to be on site during Island Rec sponsored activities. Commissioner Crist moved for the approval of both policies as presented. Commissioner Marriner second. Motion carried unanimously.

8. Director's Report: Director Kerr presented her report for the August 7th meeting regarding a possible maintenance agreement with the State Dept of Fish and Wildlife for Egg Lake and Sportsman Lake; Music on the Lawn; Camp Eagle Rock; Chalk It Up; the Softball Tournament; the Sailing Program; and current media coverage of programs.

Adjournment: Commissioner Hahn, without objection, adjourned the meeting at 6:45 PM.

Submitted by:

Patricia Curtiss
Secretary

Commissioner Ralph Hahn

Commissioner Alan Marriner

Commissioner Roberta Crist

Commissioner Denice Brown

Commissioner Bill Cumming

Island Red
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners Meeting
August 21, 2003

Commissioner Ralph Hahn called the meeting to order at 5 pm on Thursday, August 21, 2003 in the Island Rec Office. Commissioners Crist, Cumming, Brown, Marriner and Hahn present.

1. Approval of the minutes of the previous meeting(s): Commissioners approved the minutes of August 7, 2003 as presented.
2. Introduction of Visitors/ Public comment on non-Agenda items: Dave Zeretzke and Louise Destrude, representing the San Juan Island Trails Committee, provided an update of the trails program and plans for future development. Mr. Zeretzke advised the Commission they are aware they have exceeded their budget and will make adjustments.

Commissioner Hahn called for a recess at 5:20 PM. Commissioner Hahn called the meeting back to order at 5:30 PM.

3. Public Hearing on Budget Amendments: Commissioner Hahn opened the public hearing at 5:30 PM to take testimony regarding proposed amendments to the budget. No testimony offered. Commissioner Hahn closed the hearing at 5:31 PM.
4. Correspondence: Commissioner Hahn presented a letter drafted to respond to Richard Walker's editorial in the August 6, 2003 Journal concerning Lafarge Park. Commissioner Marriner and Director Kerr briefed the Commission regarding a meeting with the Journal's publisher, Elyse VandenBosch, regarding Mr. Walker's editorial, advising she seemed receptive to concerns that Mr. Walker is not fully informed about the project and presenting incorrect information to the public.
5. Payroll/Vouchers: Without objection, payroll/vouchers were approved for payment.
6. Committee Reports
 - Trails Committee Website/Map Presentation: See agenda item #2.
 - Lafarge Project Acquisition Management:
 - Road rights of way - Director Kerr briefed the Commission regarding a preliminary road rights-of-way location meeting with representatives from the County and Lafarge, advising they were in general agreement on the proposed rights-of-way locations.
 - Selection of Survey Firm – Director Kerr advised the Commission that the County considered four firms to provide surveying services. A contract will be negotiated with the preferred firm which will be reviewed by Island Rec's attorney prior to approval.
 - Environmental Review – Director Kerr reported four firms have been sent the RFP for providing an environmental review. A recommendation to contract with a firm will be presented in September for the Commission's consideration.
 - Steering Committee Report – Commissioner Marriner advised the Commission that Island Rec's attorney and the County are reviewing the Lafarge property title and identifying exceptions that may require resolution prior to closing.
7. Ongoing Business
 - Levy /Financial Committee Plan

- Board donation request for levy campaign – Commissioner Crist briefed the Commission regarding the fund raising for the levy campaign and funds received to date.
- Scheduling of Speakers: Commissioner Crist stated that Maude Cumming is scheduling the presentations to be made to community organizations. Commissioners discussed the format of the presentation and information to be presented to the community.
- Family Park Playground Replacement: Commissioner Brown stated one committee member has responded with an equipment recommendation. The consultant, Mary Lou Iverson, will be providing recommendations for surface materials and a new swing set.

8.8K Run – Director Kerr critiqued the race, stating there were 177 participants with 64 registering on site which caused some confusion at the start site. Ms. Kerr advised she met with the race co-sponsor, San Juan Island Fitness, to discuss a possible change in the course to ultimately reduce cost and congestion at the Fair Grounds finish line. Commissioner Marriner objected to course changes. Another meeting will be scheduled with San Juan Island Fitness when Commissioner Marriner can participate. Commissioners Crist and Cumming also objected to a change in the course.

8. New Business

Budget Issues/ Revisions -

- Resolution to amend budget – Commissioner Crist moved to approve Resolution No. 08 1 03. Commissioner Cumming second. Motion carried unanimously.
- Review of Trails Budget – Commissioners discussed the fees charged by the County Public Works Dept. for mapping services as the item that has caused the Trails Committee to be over budget. Commissioners agreed that the Trails Committee should pursue some adjustment by the Public Works Dept. to reduce the fees charged to the Trails Committee.

9. Director’s Report:

- Director Kerr reported that Recreation Specialist John Pachuta has resigned to take another position. Ms. Kerr stated plans are to hire temporary, part-time people and/or contract for services until the outcome of the levy is known.
- Director Kerr briefed the Commission on meeting with school representatives and the use of the school facilities for Camp Eagle Rock. Ms. Kerr advised she anticipates increased costs for the use of the school facilities in the form of more janitorial requirements.

10. Adjournment: Commission Hahn adjourned the meeting at 6:40 PM without objection.

Submitted by:

Patricia Curtiss
Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Cumming

Commissioner Brown

Commissioner Marriner

Island Rec
San Juan Island Park and Recreation District
Minutes of the Board of Commissioners' Meeting
September 4, 2003

Commissioner Ralph Hahn called the meeting to order at 5 pm on Thursday, September 5, 2003 in the Island Rec Office. Commissioners Crist, Cumming, Brown, Marriner and Hahn present. Staff present, Curtiss.

1. Approval of the minutes of the previous meeting. Without objection, the minutes of the previous meeting were approved as presented.
2. Introduction of visitors/ public comment on non-agenda items. None.
4. Correspondence. None.
5. Payroll/vouchers – Without objection, payroll and vouchers were approved as presented.
6. Committee reports
 - Lafarge project acquisition management
 - Review Director's recommendation for environmental firm. Commissioner Marriner advised four firms responded to a request for proposals to provide a Phase 1 Environmental Site Assessment of the gravel pit property. Commissioner Marriner presented the Director's recommendation to contract with G-Logics for a Phase 1 Environmental Site Assessment with an estimated cost between \$3,400 and \$3,900. Discussion.
 - Selection of a firm to do a Phase 1 Environmental Site Assessment. Commissioner moved to authorize Director Kerr to enter into a contract with G-Logics for a Phase 1 Environmental Site Assessment pending review and approval by Island Rec's counsel. Commissioner Crist second. Motion carried unanimously.
 - Steering Committee report
 - Commissioner Marriner stated the committee met and was briefed regarding progress of the Phase 1 Environmental Site Assessment.
 - Commissioner Cumming briefed the Commission regarding plans for a presentation regarding Lafarge Park to the Town of Friday Harbor and the need to encourage the town's support of the project and to become partner of the project for the good of the community.
 - Commissioner Marriner advised he will be meeting with representatives from the school district regarding participation in the acquisition, development and future maintenance of Lafarge Park and of the District's anticipated use of the facilities.
 - Commissioner Marriner advised the Commission that John Hart prepared a submittal to the Dept. of Environment regarding the well at the Gravel Pit with data to support possible use of the well in the future. Commissioner Marriner also advised that the water meter should not be pulled and that Public Works has been asked to notify Island Rec if an order to remove the meter is issued.
7. Ongoing business
 - Levy /financial committee plan
 - Board donation request for levy campaign – Commissioner Crist reported approximately \$1000 has been collected to date. The anticipated budget of

\$3000 includes one big mail out, one postcard mailing and four quarter page ads. This may be reduced if the collections fall short of anticipated.

- Report on IAC and YAF. Commissioner Hahn reported Island Rec is currently ineligible for these grants as they are limited to counties and municipalities.
- Commissioner Hahn and Commissioner Crist briefed the Commissioners regarding the materials prepared for presentations to local groups to inform and encourage support of the upcoming levy.

Family park playground replacement - Commissioner Brown reported the committee is still formulating recommendations that will then be forwarded to the consultant for her comments and for a cost estimate.

8. New business

Commissioners acknowledged the 20th anniversary of Island Rec, 1984 to 2004.

9. Adjournment – Without objection, Commissioner Hahn adjourned the meeting at 6:27 PM.

Submitted by:

Patricia Curtiss
Administrative Assistant.

Commissioner Hahn

Commissioner Cumming

Commissioner Brown

Commissioner Crist

Commissioner Marriner

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
September 18, 2003

Commissioner Ralph Hahn called the meeting to order at 5 pm on Thursday, September 18, 2003 in the Island Rec Office. Commissioner Hahn, Crist, Cumming and Marriner present. Commissioner Brown absent. Staff present, Director Kerr and Admin. Assistant Curtiss.

1. Approval of the minutes of the previous meeting. Without objection, the minutes of the previous meeting were approved as presented.
2. Introduction of visitors/public comment on non-agenda items. No visitors or comments.
3. Correspondence:
 - a. Letter from Hector Cyre, Water Resource Associates re: Potential use of re-cycled water for Lafarge Park use. Commissioners discussed the feasibility of using re-cycled water from the town's wastewater facility to irrigate Lafarge Park. Commissioners agreed to invite Mr. Cyre to the next steering committee meeting. Commissioner Hahn will extend an invitation by letter.
 - b. Letters in the Journal opposing Lafarge Park. Commissioners discussed letters in the last issue of the local paper. Commissioners agreed a letter of support from the School District may help diminish opposition to the Lafarge Park project.
4. Payroll and Vouchers: Without objection, Commissioners approved payroll and vouchers as presented.
5. Committee Reports:
 - a. Lafarge Project Acquisition Management
DOE Extension - Commissioners discussed John Hart's efforts, on behalf of Island Rec, to analyze the feasibility of using the existing well on the Lafarge property. Commissioners discussed the Department of Ecology's process to transfer the water permit to the County and change the use from gravel washing to irrigation.
 - b. Phase I Environmental Review – Director Kerr advised the Commission that the contract with G-Logics has been signed and they are awaiting a copy of the environmental report from Lafarge before beginning the environmental review for Island Rec.
 - c. Steering Committee – Let's Build a Park Series
Public presentations – Commissioners discussed the various presentations scheduled before local organizations and the Let's Build a Park series scheduled for publication. Commissioner's agreed a letter for publication from the School District regarding their intentions relating to field development would be helpful.
Outreach to local sport associations – Commissioner Marriner agreed to contact the Soccer and Little League organizations to

support the levy and Commissioner Cumming agreed to contact the football organization.

6. On Going Business:
 - a. Levy/Financial Committee Plan - Commissioner Crist reported the Committee had collected approximately \$1600. Commissioner Crist advised another letter requesting a contribution of \$25 will be distributed. Public Presentations – Commissioners reported on the success of presentations to the American Legion, the Soroptimists and the Chamber of Commerce. Commissioners agreed the Levy Committee and Commission members should encourage letters to the local paper in support of the levy.
 - b. Family Park Playground Replacement – no report.
7. New Business:
 - a. Resolution No. 08-18-03, a resolution setting the term of the proposed levy. Commissioner Crist moved for the approval of Resolution No. 08-18-03. Commissioner Cumming second. Motion carried unanimously.
 - b. Administration Report :

Review of Financial Status – Director Kerr advised the Commission of current financial status, conservatively estimating an ending fund balance of \$10,000. Director Kerr advised, in the event the levy fails, the 2004 revenue will be approximately \$100,000 less than 2003.

Personnel - The Director briefed the Commission regarding personnel and programs. The Recreation Specialist position will not be filled at this time.

Program Report - Island Rec’s operation of Turnbull Gym for evening programs has started. Two to three part-time people will be hired to supervise the program. Some users have expressed dissatisfaction with the fee of \$2 per session.
8. Adjournment: Without objection, Commission Hahn adjourned the meeting at 6:55 PM.

Submitted by:

Patricia Curtiss
Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Cumming

Commissioner Brown

Commissioner Marriner

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting

October 2, 2003

Commissioner Ralph Hahn called the meeting to order at 5 pm on Thursday, October 2, 2003 in the Island Rec Office. Commissioner Hahn, Crist, Cumming, Brown and Marriner present. Staff present, Director Kerr and Admin. Assistant Curtiss.

1. Approval of the minutes of the previous meeting. Without objection, the minutes of the previous meeting were approved as presented.
2. Introduction of visitors/public comment on non-agenda items. Charles Zalmanek, John Schreiber, Fabia Schreiber, Fred Schaller, Mary Vitarelli, Peter Goldberg and Leslie Brennan, representing badminton players, presented a letter to the Commission expressing concern and objection to the procedures recently imposed by Island Rec, Island Rec having the authority to establish such procedures as provided in the Inter-local Agreement between the School District and Island Rec. The Commissioners discussed the nature of the badminton player's objections at length, determining that some accommodation can be made to alleviate their objections. Director Kerr will consider revisions to the policies including the fifteen year old age limitation, the possibility of a season or family pass and possibly employing one of the members of the badminton group as the facility supervisor. Commission Marriner left the meeting at 5:23 PM to attend the School Board meeting.
3. Correspondence:
 - a. Information letter from Kristina Fisher to the County Fair Board indicating their desire to use the community pavilion for indoor soccer.
 - b. Letters to the editor of the Journal opposing Lafarge Park. Commissioners discussed the various letters and the need to encourage supporters of the levy to submit letters for publication.
 - c. Commissioner Crist acknowledged she would write a letter referencing support for the proposed levy found in public surveys previously collected by Island Rec.
 - d. Commissioners discussed the position of the School District in support of the development of athletic fields at Lafarge Park and the decision not to develop School District owned land due to lack of funds and the isolated site.
4. Payroll and Vouchers: Without objection, Commissioners approved payroll and vouchers as presented.
5. Committee Reports:

- a. Lafarge Project Acquisition Management – Director Kerr advised that G-Logics had visited the site and is reviewing the environmental report prepared for Lafarge. Representatives of G-Logics reported Lafarge appears to be doing a good job reclaiming the site. Three areas of concern were identified. The areas will be monitored, noting the areas of concern need to be addressed and remedied to meet the December 15 deadline.
 - b. Commissioners discussed the possibility of lowering the road way and mining the available gravel for future park development funding.
 - c. Commissioners discussed using the value of the property as match for IAC grant funding.
 - d. Steering Committee – Director Kerr briefed the Commission regarding the last Steering Committee meeting stating the committee discussed the Let’s Build a Park Series
6. On Going Business:
- a. Levy/Financial Committee Plan - Commissioner Crist reported letters requesting a \$25 donation are being sent, quotations from supporters of the levy will appear in the next issue of the Journal and two mail outs are scheduled prior to the election date.
7. New Business:
- a. Resolution No. 10-02-03 re: A resolution establishing the date, time and place of regular meetings and public notice requirements. Commissioner Cumming moved for the approval of Resolution No. 10-02-03 as presented. Commissioner Hahn second. Motion carried unanimously.
 - b. Discussion of policy and procedures for responding to teen alcohol and/or drug use. Commissioners agreed to address this item at the next meeting
 - c. Administrative Report: Director Kerr 1) announced the award of a grant to purchase spectator bleachers 2) announced a San Juan County Parks meeting on October 15 entitled How Parks & Recreation Can Improve Your Quality of Life 3) announced the Board of County Commissioners will meet on October 14 regarding the 6 year transportation plan and 4) announced the continuation of the process to hire facility supervisors for the open gym program and hockey/skate program.
 - d. Program Report: Director Kerr 1) briefed the Commission regarding the Open Gym Program 2) advised the Commission that a request has been received from San Juan Fitness to increase the per person compensation from Island Rec, an increase of approximately \$1000 annually 3) talks are on-going with local gardeners and the Catholic Church to establish a gardening program.
 - e. Commissioners discussed budget preparation for 2004 and the need to develop two budgets, one based on the levy passing and one without the new levy. Commissioners discussed the need to establish a pay scale for the director’s position and an effective date of salary increases. Commissioners agreed to hold a special meeting on October 30th for budget deliberation.

8. Adjournment: Without objection, Commissioner Hahn adjourned the meeting at 7:02 PM.

Submitted by:
Patricia Curtiss
Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Brown

Commissioner Cumming

Commissioner Marriner

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
October 16, 2003

Commissioner Denice Brown called the regular meeting of the San Juan Island Park & Recreation District to order at 5 pm on Thursday, October 16, 2003 in the Island Rec Office. Commissioners Crist, Cumming and Marriner present. Commissioners Hahn and Cumming were absent. Staff present, Director Kerr and Admin. Assistant Curtiss.

1. Approval of the minutes of the previous meeting. Approval of the minutes was deferred until the next regular meeting.
2. Introduction of visitors/public comment on non-agenda items.
3. Correspondence: None.
4. Payroll and Vouchers: Without objection, Commissioners approved vouchers as presented.
5. Committee Reports:
 - a. Lafarge Project Acquisition Management – Director Kerr briefed the Commission regarding efforts to use the value of the park land as match for IAC grants. Director Kerr advised an appraisal is required noting the last appraisal was done for Friday Harbor Sand & Gravel in 2001, valuing the land at approximately \$3.25 million. The Director explained that IAC has advised staff to request the County apply for a waiver of retroactivity on behalf of Island Rec which will allow the value of the gravel pit to be used as matching funds for future grant dollars. Commissioner Kerr spoke regarding the existing water meter on the site and recommended discussion with the Town of Friday Harbor whether the meter can remain in place until decisions are made regarding development of the project. The Commission discussed the need to work with the Town Council to encourage participation in the process and create a sense partnership and success. Commissioner Brown and Director Kerr agreed to approach Town Council members regarding the park issues.
 - b. Steering Committee – Commissioner Marriner spoke regarding the status of the steering committee and recommended little action until after the election.
6. On Going Business:
 - a. Request from Badminton Players for a Season Rate – Director Kerr, in response to objections raised by the badminton players, advised the

facility use time cannot be changed this year due to other users of the facility, but perhaps next year an earlier time slot can be set. Director Kerr presented a proposed season rate discount of 42%-44%. Commissioners agreed to offer a season pass for \$21 for use until January 12, 2004. The season pass would also be available to volleyball players. A season pass rate for men's basketball may be developed in the future. Commissioners discussed the anticipated increase for use of the Fair Building and potential effect on fees charged for hockey.

- b. Levy/Financial Committee Plan – Commissioner Crist briefed the Commission on the progress of the committee advising postcards have been sent out and an ad will be posted on the San Juan Islander. At this time no ad will be published in the Journal due to lack of funds. Commissioner Marriner will make a presentation to the Lions Club next week. Commissioners discussed the status of the park in the event the levy fails with Commissioners Crist, Brown and Marriner concurring the Commission should move forward with acquisition regardless of the outcome and develop the park as funds become available. Commissioners discussed what minimum expenditures will occur to acquire the park and what insurance requirements may be.
- c. Family Park Playground Replacement Plan - Commissioner Brown briefed the Commission regarding selection of materials and equipment. Commissioners agreed to wait until after the levy election to determine the extent of the project. Director Kerr spoke regarding the need to replace certain components regardless of the success of the levy as safety issues have been identified.

7. New Business:

- a. Request for increase in swimming lesson subsidy from San Juan Island Fitness – Commissioners agreed to consider the request after the levy election.
- b. Discussion on policy and procedures dealing with teen alcohol and or drug use – Commissioner Kerr requested the Commission establish a policy for dealing with teen alcohol and or drug use. Commissioner Crist moved to adopt a similar policy as used by the school district. Commissioner Marriner second. Motion carried unanimously.
- c. Community meeting on status of Lafarge Property acquisition & development. Commissioner Marriner advised that project opponent Mary Ann Anderson is apparently organizing a town meeting to revisit issues relating to the acquisition of the Lafarge property by the County. Commissioner Mariner stated that although Ms. Anderson is billing the meeting to revisit acquisition issues the intent appears to be to de-rail the

levy election. County Commissioner Darcie Nielsen has agreed to call for a public meeting at which all public agencies involved in the Lafarge property purchase will be present to respond to the public regarding the status of the project and the next steps in the process. Commissioner Marriner moved to support the public meeting scheduled for November 12th and decline the invitation to attend the October 28th in any official capacity. Commissioner Crist second. Motion carried unanimously

8. Executive Session re: Personnel applicant review. Without objection, the Commission recessed into executive session at 6:55 PM. The Commission reconvened into regular session at 7:10 PM. Commissioner Marriner moved to allow Mario Ochoa to coach 6th, 7th & 8th grade Island Rec basketball with specific understanding that any inappropriate behavior or any complaint or report of concern regarding his behavior will relieve Mr. Ochoa of his coaching position. Commissioner Crist second. Motion carried unanimously.
9. Adjournment: Without objection, Commissioner Brown adjourned the meeting at 7:15 PM.

Submitted by:
Patricia Curtiss
Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Brown

Commissioner Cumming

Commissioner Marriner

Island Rec
San Juan Island Park & Recreation District
Minutes of a Special Meeting of the Board of Commissioners
October 30, 2003

Commissioner Denice Brown called the special meeting of the San Juan Island Park & Recreation District to order at 5 pm on Thursday, October 30, 2003 in the Island Rec Office. Commissioners Brown, Crist, and Marriner present. Commissioners Hahn and Cumming absent. Staff present, Director Kerr and Admin. Assistant Curtiss.

Director Kerr presented a draft budget anticipating a .10-cent levy and a draft budget anticipating a .30 cent levy.

Commissioner Crist advised the Commission that without the \$100,000 balance forward that was available for the current year, 2004 will not provide the same level of programming as 2003.

Commissioner Crist and Director Kerr gave a brief overview of the .10-cent levy budget advising no funds are budgeted for the Fairground Family Park, for elections, the number of newsletters is reduced from three to two, Roving Rec, Rec X, the Halloween Party and after school rec have all been cut. Additionally, no funds are budgeted for the Lafarge Park. Hours for the administrative assistant position have been reduced and no increase for swim lessons is included as has been requested from San Juan Fitness.

Commissioner Kerr recommended Island Rec eliminate funding for the High School Sailing Team. Commissioners discussed other funding sources for the program and concurred that Island Rec's support of the program should be refigured, reducing direct costs.

Commissioners discussed their desire to acquire the Lafarge property in the event the .30-cent levy fails. The Commissioners agreed that efforts towards acquisition should proceed and concurred to include some funds in the '04 budget for Lafarge property related expenses.

Director Kerr proposed reviewing another draft of the '04 budget at the November 6th meeting and adopting the '04 budget at the regular meeting of November 20th.

Adjournment: Without objection, Commissioner Brown adjourned the meeting at 6:20pm.

Submitted by: Patricia Curtiss, Administrative Assistant

Commissioner Mariner

Commissioner Crist

Commissioner Brown

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
November 6th, 2003

Chairperson Hahn called this regular meeting of the San Juan Island Park & Recreation District to order at 5:00 pm on Thursday, November 6th, 2003 in the Island Rec Office. Commissioners Brown, Crist and Marriner were present. Commissioner Cumming was absent.
Staff present: Director Kerr and Admin. Assistant Swift Taylor

1. Approval of the minutes of the previous meeting.
Minutes of Regular Meetings held October 2nd and 16th, and Special Meeting held October 30th, were approved as presented.
2. Introduction of visitors/public comment on non-agenda items.
John Hart of Hart Pacific Engineering attended to report on the well at the LaFarge Gravel Pit.
3. Correspondence.
Director Kerr read a note of thanks from the Lions relating to a presentation given by Island Rec.
4. Payroll and Vouchers.
Without objection, Commissioners approved vouchers as presented.
5. Committee Reports
Well Water
John Hart had spent some time investigating usage of the existing well on the gravel pit property, and reported his findings to the Board. Matters discussed included Department of Ecology rules and regulations and recorded past usage of the well.
Mr. Hart suggested that decommissioning the well may affect Island Rec's ability to obtain Water Rights at a later stage. He also pointed out that a total of 5,000 gallons of non-potable water per day could be used from an exempt well on the property.
Mr. Hart advised that a clearer picture of the long term capability of the well could be obtained by employing a Hydrologist to carry out a long pump test whilst monitoring other wells in the area. Mr. Hart reported that there may be an opportunity to prove that historic water usage at the site was a municipal use. He will draft a letter to the DoE requesting consideration of this view.

A decision regarding possible decommissioning of the well will be further discussed at the next Board meeting. Island Rec's decision must be communicated to the County by December 15th. Mr Hart left the meeting at this point.

Environment Assessment Report:
Director Kerr provided the Summary and Recommendations portion of a Report received from G-Logics. The Board will consider authorizing G-Logics to proceed further.

6. Ongoing Business – Levy

The Board is to consider a suitable date for requesting a levy to support Island Rec's continued operation. The current levy expires at the end of 2004 and without further funding Island Rec will cease to exist.

2004 budget

The revised budget will include a recent donation of \$20,000.

As a result of the failure of the recent levy request, there are insufficient funds to proceed with the current level of activities.

Essential budget cuts for next year include High School Sailing, Rec-X, After School Rec programs, and the Teen Halloween Party. A reduction in newsletter mailings, not replacing the Recreation Specialist position and a reduction in existing staff hours have also become necessary. Other programs such as the Summer Concert Series may have to be cut. Island Rec will be unable to take over the management of the Community Gardens as previously hoped.

Roberta Crist motioned that the 2004 budget include an increased amount for subsidized swimming lessons as requested by the Fitness Club. All voted in favor.

Adjournment:

Without objection, Chairperson Hahn adjourned the meeting at 6:55 pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Marriner

Commissioner Brown

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
November 20th, 2003

Chairperson Hahn called this regular meeting of the San Juan Island Park & Recreation District to order at 5:05 pm on Thursday, November 20th, 2003 in the Island Rec Office. Commissioners Brown (5:07 to 5:30); Crist and Marriner were present. Commissioner Cumming was absent.

Staff present: Director Kerr and Admin. Assistant Swift Taylor.

1. Approval of the minutes of the previous meeting.

Minutes of Regular Meeting held November 6th were approved as presented.

2. Introduction of visitors/public comment on non-agenda items.

Mr. Scott Boye and Mr. John MacDougall attended part of the meeting.

3. Correspondence.

No new correspondence.

4. Payroll and Vouchers.

Without objection, Commissioners approved vouchers as presented.

5. Committee Reports

Lafarge Project Acquisition Management – Director Kerr attended a meeting last week and items discussed included the well. Lafarge has been asked to cut the top of the well down to ground level so that in the event of decommissioning there will be less area to fill. Current soil dumping was discussed - Lafarge is to look into the matter. Concerns listed in the Environmental Assessment Report were discussed. Paul Lowe from Lafarge stated they would address the problems. A copy of the Report was given to Lafarge.

The blue building on site has been offered to the County. If the County does not want it, it may be offered to Island Rec for a nominal figure.

Also discussed was an application by the County for a Waiver of Retroactivity – which requires an appraisal.

6. Visitors:

Mr Scott Boye discussed the recent failed levy. He suggested that the question of the gravel pit park had overwhelmed concerns regarding Island Rec's continued operating costs.

Mr. Boye also shared his opinions regarding the proposed reduction in funding for the High School Sailing Program. He felt confident that he personally would be able to raise funds through private donations to the Sailing Foundation which would cover the costs previously contributed by Island Rec, and said he would work on achieving this.

**Island Rec - Minutes of the Board of Commissioners' Meeting
November 20th, 2003**

Visitors, continued:

Commissioner Marriner suggested that should Mr. Boye's fundraising fail, Island Rec and the Sailing Foundation work on a transition period concerning phasing out funding for the program. Mr. Boye undertook to discuss funding with the Sailing Foundation. The Board discussed the matter further and Director Kerr suggested that a Board member talk with the Sailing Foundation.

Mr. John MacDougall discussed the levy and felt that voters were confused about how the funds would have been used. He felt that a better information package should accompany any future levy request.

7. Ongoing Business:

2004 budget

The 2004 Budget was reviewed and approved. Resolutions 03-02 Setting the Property Tax Levy for the year 2004, and 03-03 Adopting the 2004 Budget, were discussed and adopted as presented.

Family Park Replacement Plan

Director Kerr had discussed the matter with Commissioner Brown and requested estimated costs of replacement of the structure, new surfacing etc. and a draft a plan of action. It is hoped that the basis of a financial plan will be available in the near future. The matter will be further discussed at the next meeting.

Request for Levy in 2004 – to be discussed at next meeting.

8. New business.

School Fields

John MacDougall confirmed that The Catholic Church has notified the School District of their intent to sell the Hartman Field property. The School District has started a process of assessing whether it would be in their best interests to purchase it.

Winter Retreat

Director Kerr suggested a Board Retreat be held during the winter, as last year. The three major items for discussion are Levies, renovation of the Family Park, and Lafarge Park. The States Inn has again offered to host the meeting for a nominal fee. Board members were supportive of this plan and tentative dates of January 17th or 24th are to be confirmed.

9. There was no Director's Report.

**Island Rec - Minutes of the Board of Commissioners' Meeting
November 20th, 2003**

10. The next regular Board Meeting is scheduled for December 4th, 2003. It was noted that Commissioners Hahn and Cumming will be unable to attend the December 18th meeting. The first scheduled meeting in January falls on January 1st, a holiday. It was suggested that January meeting date(s) be scheduled after selection of the Retreat date.

Adjournment:

Without objection, Chairperson Hahn adjourned the meeting at 6:45 pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Marriner

Commissioner Brown

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
December 4, 2003

Commissioner Ralph Hahn called the meeting to order at 5 pm on Thursday, December 4, 2003 in the Island Rec Office. Commissioners Hahn, Marriner and Brown present. Commissioners Crist and Cumming absent. Staff present, Director Kerr and Admin. Assistant Curtiss.

1. Approval of the minutes of the previous meeting. Approval of the minutes was postponed pending approval by Commissioners present at the meeting of November 20, 2003.
2. Introduction of visitors/public comment on non-agenda items. Dave Zeretsky, representing the Trails Committee will speak regarding agenda item #7(a) Trails Committee Update
3. Correspondence:
 - a. Letter dated November 7, 2003 from Lisa Marsaudon regarding the High School Sailing Program. Commissioner Hahn reported he and Director Kerr attended a meeting of the Sailing Foundation. Commissioner Hahn stated the Foundation indicated their willingness to support the program on an on-going basis. Director Kerr stated she will meet with Foundation representatives and create a budget with Island Rec providing use of the bus, insurance for instructors and students, cell phone and first aid kits, and payroll taxes; the Foundation to provide off-island travel expenses and the instructor's salary. Commissioner Hahn advised he met with representatives of the Foundation regarding the feasibility of the Foundation adopting the program on a permanent basis. Commissioner Hahn will respond to Ms. Marsaudon and Ms. Karon accordingly.
 - b. Letter dated November 15, 2003 from Marilyn Karon regarding the High School Sailing Program. See item #3(a).
 - c. Final Report of the Town's Transportation Advisory Committee. Commissioner Brown presented a copy of the Final Report of the Transportation Advisory Committee, which was recently presented to the Town Council and subsequently forwarded to the Planning Commission. Ms. Brown stated the Committee was advised funds are budgeted in '04 for sidewalks on Caines Street and Tucker Avenue. Commissioner Brown stated the Committee was advised Tucker Avenue will be re-engineered to include a bike path and parking only on one side. Ms. Brown said the Committee would continue to encourage the Town Council to implement the recommendations contained in the final report.
4. Payroll and Vouchers: Without objection, Commissioners approved the vouchers as presented.
5. Committee Reports:
 - a. Lafarge Project Acquisition - Director Kerr advised the deadline for acceptance of the Lafarge property is December 15th, 2003. Ms. Kerr

outlined the contingencies remaining, advising that Island Rec will not have a water certificate before the deadline, referencing a decision by the Commission not to decommission the well and to continue efforts to obtain a certificate for use of the well. A clear property title is another contingency, specifically there was a provision in the title for Friday Harbor Sand & Gravel to provide water to the Thalacker residence at no cost. Ms. Kerr advised it is her understanding this contingency has been removed and is no longer an issue. Director Kerr advised the blue building will be removed by December 31st. Ms. Kerr advised a request will be made to have Island Rec's environmental consultant on site at the time of removal at which time the consultant will also look at the mobile asphalt plant site soil and insure the leaking transformer issue has been resolved. Commissioners agreed that the District's attorney, Aliza Allen, should prepare the letter of acceptance to the County addressing the status of the contingencies.

- b. Ms. Kerr advised the Commission that a protocol has been set up to inspect imported fill material to insure it is appropriate material. The County has indicated they will accept this as a condition. Additionally, Island Rec's environmental consultant will review the proposed protocol.
- c. Director Kerr advised the Commission that Lafarge's reclamation plan has been received and been forwarded to Island Rec's landscape architect, Chris Aldrich for his review.
- d. Boundary Line Adjustment – Commissioners discussed whether a boundary line adjustment, which would modify the parcel descriptions to fit the property to be conveyed to the County and Island Rec respectively, is necessary.
- e. Commissioner Marriner moved to give notice to the County by December 15, 2003 that the San Juan Island Park & Rec District will accept the uplands portions of the Lafarge property, said notice to be in writing drafted by Aliza Allen, and directing Ms. Allen to address and resolve if necessary, four environmental issues 1) issues related to the importation of fill material, 2) observation of the removal of the blue shed and examination of the material beneath the shed, 3) examination of the mobile asphalt plant site and, 4) assurance of the clean up of a possible leaking transformer. Additionally, confirmation that the contingency regarding water to the Thalacker's has been fully resolved. Commissioner Brown second. All present voted in the affirmative.
- f. Commissioners discussed the publicity regarding the amount of tax dollars the County will lose when the Lafarge property is removed from the tax rolls. Commissioner Brown stated calculations indicate a loss of approximately \$35,000 if twelve one million dollar homes were constructed on the parcel.
- g. Commissioner Hahn advised there will be a walk through of the Lafarge property with a conservation specialist from Washington State University on December 18th to survey the vegetation of the area.

6. On Going Business:

- a. Report from meeting with Sailing Foundation: See item #3(a).
 - b. Family Park Playground Replacement Plan: Commissioner Brown presented a report regarding the Fairground Family Park renovations and an estimate of costs. Director Kerr and Commissioner Brown agreed to meet and define recommendations to present to the commission and develop a plan to gain public support for the project.
 - c. Winter Retreat – Director Kerr advised that a winter retreat has been scheduled for Saturday, January 31st at 9 AM at the States Inn. Ms. Kerr suggested staff members Curtiss and Swift-Taylor be asked to attend. No objection.
 - d. Schedule January Meetings: Commissioners agreed to cancel the regular meeting scheduled for January 1, 2004.
7. New Business:
- a. Trails Committee Update – Dave Zeretzky advised the Committee has received a grant in the amount of \$1,000, which will be used to pay a portion of a \$2,700 bill incurred by the Trails Committee for the creation of the on-line trail map. Mr. Zeretzky further advised another grant in the amount of \$1,000 has been received from the County Public Works Dept., which will also be used to pay a portion of the balance of the bill, leaving a balance of \$700. Director Kerr advised funds budgeted for the Trails Committee in the current budget are sufficient to pay the remaining \$700 bill. Mr. Zeretzky briefed the Commission regarding a new grant effort made in conjunction with the Westcott Bay Institute for \$10,000 to create and install up to 20 artist made sculptural finials that top eight foot high direction signposts. The signposts would mark trail corridors linking four recreational areas, Westcott Bay Preserve, Roche Harbor Village, English Camp National Park and the State Dept of Natural Resources Mitchell Hill property. Mr. Zeretzky and the Commission discussed the future of the DNR Mitchell Hill property and on-going efforts to attach the property to the English Camp National Park.
8. Adjournment: Without objection, Commission Hahn adjourned the meeting at 6:47 PM.

Submitted by:

Patricia Curtiss
Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Brown

Commissioner Cumming

Commissioner Marriner

Island Rec
San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
December 18, 2003

Commissioner Ralph Hahn called the meeting to order at 5:17 pm on Thursday, December 18, 2003 in the Island Rec Office. Commissioner Hahn, Crist and Marriner present. Commissioner Brown and Cumming absent. Staff present, Director Kerr and Admin. Assistant Curtiss.

1. Approval of the minutes of the previous meeting. Commissioner Hahn recommended approved the minutes of November 20, 2003 as presented. No objection.
2. Introduction of visitors/public comment on non-agenda items. None.
3. Correspondence: Commissioner Hahn presented a proposal made to the San Juan Island School District by Don Galt to lease the school owned Carter Street property to the Friday Harbor Athletic Club for the development of athletic fields.
4. Payroll and Vouchers: Without objection, Commissioners approved payroll and vouchers as presented.
5. Committee Reports:
 - a. Lafarge property acquisition: Commissioner Marriner spoke regarding the impact of the November community meeting and what the various agencies understood from the meeting. The County has been officially notified of Island Rec's intent to proceed with the acquisition and that the contingencies have been released. The remaining environmental issues were discussed. Mr. Haff agreed to follow up with Lafarge regarding the leaking transformer, the drain in the storage shed, the area where there was a mobile asphalt plant, and the importation of off-site materials. Also discussed was closing the transaction as soon as possible and get the property transferred to the County. A timely closing will affect the appraisal necessary for grant funds through IAC. A draft survey has been received but did not yet contain the legal descriptions showing the road, which delineates the two properties, nor the road rights-of-way, nor the well easement. The survey did show a six-foot strip of land between Lafarge and the Terrace neighborhood. Commissioner Hahn stated it is the OPALCO easement. Director Kerr spoke regarding the reclamation plan and that the design of the three plateaus in the bottom of the pit are different from the original plan; that the proposed plan may require additional engineering for development. Chris Aldrich suggested reviewing the reclamation plan and compare it to the development plan he previously submitted, estimating the cost to be about \$500. Commissioners agreed to consider Mr. Aldrich's suggestion at a later date. Commissioner Hahn spoke regarding a meeting with Mr. Tom Shultz of the WSU Extension Service, an Extension Service soils expert and an composting expert, specifically looking at the vegetation reclamation and what will and will not grow. Commissioner Hahn stated their opinion

was that the area could be reclaimed to any level of vegetation desired. Commissioner Hahn also spoke of the possibility of partnerships with various groups to recycle material for the benefit of the re-vegetation.

- b. Steering Committee: Director Kerr advised the committee is not planning to meet in January and suggested the future of the committee be discussed at the Commission retreat scheduled for January 31.
6. On-Going Business:
 - a. Family Park Playground Replacement Plan – Director Kerr reported she and Commissioner Brown are meeting to develop a more solid proposal that delineates all costs and develops a time line. Funding sources are being sought.
 - b. Winter Retreat Agenda – Director Kerr advised she will work with Commissioner Brown and the facilitator to develop an outline for the retreat. Commissioners agreed the agenda should include levy strategy, Lafarge Park strategy and Carter Street development.
 7. New Business:
 - a. Winter/Spring Open Gym Season Pass Costs – postponed to next meeting.
 - b. Don Galt proposal to develop school owned property for athletic fields – Commissioner Hahn suggested he and Director Kerr meet with school district representatives to explore future field development opportunities.
 - c. Director’s Salary Range – Commissioners discussed a salary adjustment for 2004 and recommended adopting a five year salary plan after the passage of the next levy. Commissioner Marriner moved to increase the director’s salary by \$1,000 for 2004 plus a cost of living adjustment. Commissioner Crist second. Discussion. Motion carried unanimously.
 - d. Cost of Living Adjustment – postponed to next meeting.
 - e. Wenatchee Youth Circus – postponed to next meeting.
 8. Director’s Report –
 - a. 2004 Budget allocation changes – Director Kerr advised the Commission that clerical corrections have been made to some budget line items with an adjustment to the park development fund to balance revenues and expenditures. No change was made to the expenditure or revenue totals.
 - b. Trails Committee Donations – Director Kerr advised that donations received for trail improvements are added to the trails expenditure line item with the budget to be amended at a later date accordingly.
 9. Adjournment: Without objection, Commission Hahn adjourned the meeting at 6:03 PM.

Submitted by:

Patricia Curtiss
Administrative Assistant

Commissioner Hahn

Commissioner Crist

Commissioner Brown

Commissioner Cumming

Commissioner Marriner