

Island Rec - San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
January 7, 2010

Commissioner Schoultz called the meeting to order at 5:06 pm on Thursday, January 7, 2010 in the Island Rec Office. Commissioners Schoultz, Zehner, Cumming and Ricks present. Newly elected Commissioner Amy Windrope was sworn in along with re-elected Commissioners Zehner and Ricks. Staff present, Director Thomsen and Admin. Assistant Curtiss.

1. Introduction of Visitors/Public Comment on Non-Agenda Items: Alice Hibbard arrived at 6 pm to address item # 8(c) the Prevention Coalition Contract Proposal.
2. Approval of Minutes of Previous Meeting: Commissioner Zehner recommended adding language to item #5(b) of the December 17, 2009 minutes limiting the time the Dept of Fish & Wildlife can use a portion of Lafarge Park for Marble Butterfly habitat to one year and reiterating there is no future obligation on the part of Island Rec for this project. All approved the minutes of December 17, 2009 as amended.
3. Correspondence:
 - a. Director Thomsen advised receipt of a telephone call asking if program scholarships were available for low-income seniors. Commissioner Schoultz agreed to add the matter under #8, New Business.
4. Approval of Payroll/Vouchers: Without objection payroll and vouchers were approved as presented.
5. On-Going Business:
 - a. State Dept. of Fish & Game/Marble Butterfly Habitat Development – Director Thomsen reported she met with a representative of DF&G as sites were selected for the creation of butterfly habitat. All of the areas selected had no tree growth. DF&G will return to monitor the sites in March & April. The Commission discussed the pros and cons of promoting the project in the media or in the program guide. The Commission agreed the project should be mentioned in the summer program guide with a link to DF&G's web site.
 - b. Office Space Lease Renewal – Director Thomsen requested the Commission recommend the length of the next lease for office space in the Warren building. The Warren's proposed a two year lease with a \$10 per month utility surcharge. The Commission discussed the status of the potential lease of the Pope building, noting the Community Foundation has indicated interest but nothing firm at this time. Commissioner Ricks recommended a shorter term in the event an opportunity arises to lease the Pope building. The Commission agreed to sign a lease for the current space for one year.
6. New Business:
 - a. Fall Program Report – Recreation Specialist Rebecca Clarke reported on the success of the Fall and Winter program in 2009. Rebecca reported the

Touch-a-Truck program drew 150 even in rainy weather. Two Hundred celebrated at the New Year's Eve event. The drop-in sports programs are doing well at serving a wide section of the community. Farmer's Market programs in the fall/winter months do not draw near as many as the summer months. The Christmas tree lighting art activity at about 200 people coming through. The attendance at the annual Halloween party was down a little perhaps due to the high number of kids with the flu. The Commission discussed adding adult art and culture programs in the future.

- b. Prevention Coalition Contract Proposal - Commissioner Schoultz introduced Alice Hibberd. Ms. Hibberd requested the Commission consider authorizing Island Rec to collaborate with the Prevention Coalition to pass through grant funds for the 4-H Challenge program. Ms. Hibberd explained the activities provided by the program and Island Rec's role. As the activities are provided, Ms. Hibberd will submit invoices to Island Rec for payment. Island Rec would in turn submit the invoices to the SJI Prevention Coalition to transfer grant funds to Island Rec and subsequently to Ms. Hibberd. The Commission concurred to approve the request. Commissioner Windrope asked if there were administrative fees available to Island Rec for passing through the grant dollars. Commissioner Ricks noted, in his opinion, that the small amount of funds available for the program, \$3k, were too valuable to use for administrative costs.
- c. Adult Scholarships – Director Thomsen briefed the Commission regarding a request from a low-income senior for a program scholarship. Ms. Thomsen noted scholarships are available for island children for all programs except contracted programs. Contracted programs are those where Island Rec contracts with a provider for the program as opposed to a program directed by staff. The Commission discussed request and the potential loss of revenue if a scholarship is given for a contract program. The Commission concurred to offer this person only, a 50% scholarship if the class does not fill to the maximum.
- d. Administrative Assistant Hired – Director Thomsen advised the Commission that Dodie Swift Taylor has accepted the position of Administrative Assistant as a permanent part-time position.
- e. Board Liaison Assignments – Director Thomsen requested the Commission consider their liaison assignments. All agreed to the following: School & Carter Street Fields – Zehner; Lafarge Park – Cumming; Budget – Ricks; Sailing Foundation – Ricks & Cumming; Dog Park – Schoultz; Trails Committee – Windrope. The County Fair may be assigned as needed.
- f. Board Retreat – The Commission discussed the need for a retreat, for what purpose and when. The Commission concurred to tentatively schedule a fall retreat with an open agenda, perhaps to consider a six year plan and prepare for application for a RCO grant.
- g. Director Vacation – Director Thomsen advised she will be on vacation January 9th to the 24th. The Commission concurred to cancel the regular

meeting scheduled for January 21st. The next meeting will be held on February 4th.

7. Commission Discussion Items. Commissioner Zehner, as liaison for the school and Carter Street fields, advised the issue of the fields may be coming to the forefront in light of the loss of funding for completion of the project and the anticipated loss of Hartman field after the 2010 season. Commissioner Zehner stated he will attend the meetings and repeat Island Rec's position to offer to manage the facility upon its completion with conditions.
8. Adjournment – Without objection, Commissioner Schoultz adjourned the meeting at 7:07 pm.

Submitted by:

Patricia Curtiss
Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

February 4, 2010

Commissioner Schoultz called the meeting to order at 5:04 pm on Thursday, February 4, 2010 in the Island Rec Office. Commissioners Schoultz, Zehner, Cumming, Windrope and Ricks present. Staff present, Director Thomsen and Admin. Assistant Curtiss. Director Thomsen introduced the new (and returning) administrative assistant, Dodie Swift Taylor.

1. Introduction of Visitors/Public Comment on Non-Agenda Items: Merritt Olsen, representing the Community Theater, praised the Commission for allowing the School District to access Island Rec's tax levy authority for funding the school's competitive sports program. Mr. Olsen spoke regarding the importance of all community arts and recreation providers to work cooperatively in an effort to provide the community and particularly students access to arts and recreation programs especially as school resources dwindle.
2. Approval of Minutes of Previous Meeting: Without objection, the minutes of January 7, 2010 were approved without objection.
3. Correspondence:
 - a. The Commission acknowledged an e-mail from Helen King suggesting the County use the Lafarge Park for solid waste disposal. Director Thomsen responded to Ms. King advising solid waste disposal is not a mandate of the Park & Rec District and the park is a very popular walking route.
4. Approval of Payroll/Vouchers: Without objection payroll and vouchers were approved as presented.
5. On-Going Business:
 - a. Dept. of Fish & Wildlife Marble Butterfly Habitat Development – Director Thomsen reported eleven 2 x 3' plots have been developed for habitat. DF&W will check the sites later in the spring for activity.
 - b. ActiveNet Implementation – Director Thomsen announced the training for the new registration system will begin on Feb. 22. The office will be closed all day for training. The training will continue through March 9th during the mornings only.
6. New Business:
 - a. December 2009 Financial Report – The Commission acknowledged receipt of the final report for 2009 noting the estimated ending cash balance to be \$50k.
 - b. Community Foundation Arts and Recreation Critical Needs Task Force – Director Thomsen announced the Task Force will be meeting again in March and emphasized the need to have recreation well represented as there are many representatives from the arts community. Commissioner Ricks agreed to represent the recreation needs of the community with Director Thomsen.

- c. Resolution 10-01 re: Establishing Custodians of the Petty Cash Account. Commissioner Cumming moved for the approval of Resolution No. 10-01 as presented. Commissioner Ricks second. Motion carried unanimously.
 - d. RCO Grant Schedule – Director Thomsen presented a synopsis of the State Recreation and Conservation Office grant program. The Commission discussed the timeline of the funding cycles, the requirements for application and the need for a comprehensive/six-year plan. The Commission concurred to direct Ms. Thomsen to begin soliciting interest from firms or individuals qualified to prepare a plan.
 - e. Children’s Festival – Director Thomsen announced the festival theme is 2010 a Space Odyssey and is scheduled for May 1st. Commissioners Cumming and Ricks volunteered to help park cars.
7. Commission Discussion Items. Commissioner Windrope announced the Trails Committee has a new web site. The site is being tested and is available for viewing. Commissioner Zehner, as liaison for the school and Carter Street fields, advised the Friday Harbor Athletic Assn. needs to raise \$100k by the end of March to ensure a \$100k match from the Confidence Foundation. The Commission discussed the anticipated loss of Hartman field used by the high school baseball team. In the event the high school team moves to the elementary school fields, all other users will be significantly impacted.
8. Adjournment – Without objection, Commissioner Schoultz adjourned the meeting at 6:54 pm.

Submitted by:

Patricia Curtiss
Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

February 18, 2010

Commissioner Schoultz called the meeting to order at 5:04 pm on Thursday, February 18, 2010 in the Island Rec Office. Commissioners Schoultz, Cumming and Ricks present. Staff present: Director Thomsen and Admin. Assistant Swift Taylor.

1. Introduction of Visitors/Public Comment on Non-Agenda Items: None
2. Approval of Minutes of Previous Meeting: Minutes of February 4 2010 were approved without objection.
3. Correspondence: Commissioner Schoultz read a Thank You card addressed to the Board Commissioners from Patty Curtis.
4. Approval of Payroll/Vouchers: Without objection payroll and vouchers were approved as presented.
5. Ongoing Business:
 - a. Adult Program Scholarships: Director Thomsen presented information regarding adult scholarship policies from several other organizations. After discussion the Board requested Director to prepare a draft Policy in line with Island Rec's current youth scholarship guidelines.
 - c. Lafarge Park: Director Thomsen and Commissioner Cumming reported on a road planning meeting they had recently attended with Rachel Dietsman of the County's Public works Department. The Board requested that Director Thomsen contact the Town of Friday Harbor to confirm that Island Rec wishes to be included in all relevant discussions on this matter.
6. New Business:
 - a. Summer Staff: Director Thomsen advised that Amara Zee has returned as Camp Eagle Rock Director. Ms. Zee has obtained a Degree in Mental Health Counseling and held this position twice previously. Pablo Lopez has returned as Lead Sailing Instructor.
 - b. Program Promotion Policy and Disclaimer: It was agreed that the current policy regarding this community service is appropriate and no changes are necessary. The minimal amount charged for inclusion in the Program may be increased to cover increased costs of paper and printing at the Director's discretion.
 - c. Comprehensive Plan Consultants: Director Thomsen was requested to approach several Consultants to obtain their responses to preparing a 6-Year Plan for Island Rec. Director's report to the Board should include approximate cost, method and location of operation, relevant experience, appropriate references and ease of communication.

7. Commission Discussion Items. Commissioner Ricks asked if a final ending cash balance has been received, he was advised that it is awaited.
8. Adjournment – Without objection, Commissioner Schoultz adjourned the meeting at 6:09pm.

Submitted by:

Dodie Swift Taylor
Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

March 4, 2010

Commissioner Schoultz called the meeting to order at 5:00 pm on Thursday, March 4, 2010 in the Island Rec Office. Commissioners Schoultz, Windrope and Ricks present. Staff present: Director Thomsen and Admin. Assistant Swift Taylor.

1. Introduction of Visitors/Public Comment on Non-Agenda Items: None
2. Approval of Minutes of Previous Meeting: Minutes of February 18, 2010 were approved without objection.
3. Correspondence: None
4. Approval of Payroll/Vouchers: Payroll and vouchers were approved without objection.
5. Ongoing Business:
 - a. Scholarship Policy Change Review: Director Thomsen submitted a draft Program Scholarships Policy. All commissioners requested that the new policy continue the 10% fee discount for contractual youth programs. Commissioners Ricks and Windrope suggested that all contracted programs for adults be excluded. Further discussion was tabled for the next Board meeting.
 - b. Trails Committee Liaison Report: Commissioner Windrope represented Island Rec at the Trails Committee Annual Pot Luck/Meeting. Director Thomsen and Commissioner Windrope will be meeting with Trails Committee representative Cinda Pierce regarding Temporary Use Permission rather than permanent Legal Easements, and making improvements to land owned by others. Commissioner Windrope undertook to attempt to find a lawyer who would be willing to volunteer legal advice.
 - c. Dog Park Committee Liaison Report: Commissioner Schoultz reported that the Dog Park Committee will be convening next Tuesday. Items to be discussed include how to create shade for the Small Dog Area, and concerns regarding children contacting illnesses from feces, or possible injury resulting from unwise interaction between children and dogs. The Board's position continues to be that this is a public space where users must be responsible for their own actions and take all necessary steps to avoid situations which could have a negative outcome.
 - d. ActiveNet Training Update: Director reported that staff were undergoing their second week of intensive training on the new internet registration system and had several more hours to complete. There is a lot of functionality and capability for growth with the new system. Owing to illness on the part of ActiveNet's training personnel, Island Rec's office will be closed on Tuesday March 9 in order to complete the necessary hours. The next step will be practice time and promotion of the new system. The first event at which it will be promoted is the Health Fair on March 27, with a slogan of "Island Rec goes LIVE!"

Minutes of the Board of Commissioners' Meeting - March 4, 2010

- e. Lafarge Road Planning: Director Thomsen contacted King Fitch who said that County Public Works had met with him and the Home Trust and had presented a connector road option. The Town will not require a connector road until 61 building permits application has been received. Director Thomsen communicated with Rachel Dietzman of Public Works and was advised that possibilities had been discussed but no decisions had been made, advocated for or implied. A Traffic Specialist has been contracted by Public Works to present a traffic flow analysis and this will guide any decisions.
 - f. Comprehensive Plan consultants: Director Thomsen advised that no progress had yet been made.
6. New Business:
- a. End of Year Report and Annual Statistics: Director Thomsen presented the information and ran through the figures with brief explanations. Next year this report may be enhanced with more demographics which will be accessible through the new ActiveNet registration system.
 - b. Budget Amendment: Final numbers not yet received from the County, but Beginning Cash Balance will be around \$25000. The Budget will be amended when confirmation is received. Director Thomsen advised that Island Rec will receive a Grant from the Prevention Coalition, much of which will be put towards the costs of the programming for the Developmentally Disabled. Budget items currently under consideration include employing a contractor to take Minutes at the Board Meetings and also serve as emergency backup in the event of administrative assistant unavailability; office equipment - particularly replacing the several elderly folding tables (which would be useful in the rec room with a more conventional conference table to seat at least 8 in the meeting area, and new tires for the van. This would leave a generous amount to go into the Reserve Account. Commissioner Windrope suggested that an amount be set aside for the annual Board Retreat.
7. Commission Discussion Items. Commissioner Windrope requested a follow up from the Director's discussion with Merritt Olsen. The Director advised that the main concern was to avoid competition for, and duplication of, services offered through the Community Theatre.

Commissioner Windrope will be unavailable from March 16 to April 7.

Commissioner Ricks will be unavailable from April 1 to 12, and possibly from as early as March 16.

8. Adjournment – Without objection, Commissioner Schoultz adjourned the meeting at 5:45pm.

Submitted by:

Dodie Swift Taylor
Administrative Assistant

Minutes of the Board of Commissioners' Meeting - March 4, 2010

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

March 18, 2010

Commissioner Schoultz called the meeting to order at 5:03 pm on Thursday, March 18, 2010 in the Island Rec Office. Commissioners Schoultz, Cumming Ricks and Zehner present. Staff present: Director Thomsen and Admin. Assistant Swift Taylor

1. Introduction of Visitors/Public Comment on Non-Agenda Items:
Present were Pat Reveles (Dog Park Committee), and Don Jarrell, Tracy Roberson and Joe Cussen (Trails Committee).

Visitors Roberson and Cussen opened discussion regarding a May 15th Bike Ride event – Share the Road Community Bike Ride. The event is endorsed by the Trails Committee and is therefore an Island Rec program. Discussion ensued regarding a proposed parade-style family bicycle ride. Commissioner Ricks expressed concern about public reaction to a parade, which may impact traffic and have a negative rather than positive effect on community education. Initial planning is underway and will include a celebration at the fairgrounds, followed by a group ride for more experienced riders who will ride around the island practicing “share the road” techniques.

Visitor Jarrell discussed the possibility of funding the purchase of a used lawnmower for use by the Trails Committee on trails and at the Dog Park. Harbor Rental & Saw is considering offering a reduced price on a mower previously rented by the Committee. He was asked to let Island Rec know if and when a price is agreed.

Visitor Reveles distributed copies of a brochure which she would like to make available at the kiosk in the Dog Park (a Pocket Guide to Intestinal Parasites). After discussion the Board agreed that this and similar informational free brochures should be available for users of the Dog Park.

2. Approval of Minutes of Previous Meeting: Minutes of March 4 2010 were approved without objection.
3. Correspondence: None
4. Approval of Payroll/Vouchers: Without objection payroll and vouchers were approved as presented.
5. Ongoing Business:
Scholarship Policy Change Review. Director Thomsen presented a revised policy regarding adult program scholarships. The policy has now been expanded to include new scholarship eligibility for adults, without change to existing youth scholarships. Board approved the new Policy without objection.

Budget Amendment Discussion. Director Thomsen presented the proposed budget amendment. A Public Meeting on the proposed amendment will be held on April 1

February Financial Report. Director Thomsen presented the monthly Financial Report.

6. New Business:
Commission Discussion Items: Commissioner Schoultz mentioned that Board members need to complete new Form F1's.

Director Thomsen advised the Board that both she and Rebecca Clarke will be away at a WRPA Conference on April 15, and it was agreed that the scheduled Board Meeting for that date would be postponed until April 22.

7. Adjournment – Without objection, Commissioner Schoultz adjourned the meeting at 6:10pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

Public Notice

The San Juan Island Park & Rec District Commission will hold a public hearing at the Island Rec Office in conjunction with their regular meeting scheduled for April 1, 2010 at 5pm for the purpose of hearing public comment relating to a proposed amendment to the 2010 budget.

Public Notice

Due to conference schedules, the San Juan Island Park & Recreation Commission will cancel their regular meeting scheduled for April 15, 2010.

The next regular meeting will be held at 5pm on Thursday, April 22 2010 at the Island Rec office.

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

April 22, 2010

1. Commissioner Schoultz called the meeting to order at 5:05 pm on Thursday, April 22, 2010 in the Island Rec Office. Commissioners present: Schoultz, Cumming (part time) Ricks and Windrope. Staff present: Director Thomsen and Admin. Assistant Swift Taylor
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None
3. Open Public Hearing regarding Proposed 2010 Budget Adoption.
4. No members of the public were present. Public Hearing closed.
5. Approval of Minutes of previous meeting: Minutes of March 18 2010 were approved without objection.
6. Correspondence: Director Thomsen supplied copies of a letter from Doris Estabrooks addressed (in error) to Richard Fralick as Chairman of Island Rec's Board of Commissioners. Commissioners discussed the content of the letter regarding interaction between children and dogs at the Dog Park. The Board's position continues to be that Eddie and Friends Dog Park is a public space where users must be responsible for their own actions and take all necessary steps to avoid situations which could have a negative outcome. Chairperson Schoultz will reply to Ms Estabrooks on behalf of the Board.

A letter from Jan Sears, San Juan County Treasurer addressed to All Taxing Districts was presented for information only. The letter advised of the County's decision to pass charges related to Statutory Interest on Tax Refunds on to the Districts receiving tax revenue.

Director Thomsen gave verbal report of a telephone conversation with a tax payer who did not identify herself, but expressed concern at the approximately \$1200 of her 2009 tax payment which was applied to Island Rec. The caller wished the Board to be aware of the burden on tax payers of any new levy.

7. Approval of Payroll/Vouchers: Without objection payroll and vouchers were approved as presented.
8. Ongoing Business:
Update on lawnmower for Trails and Dog Park: There are now two used lawnmowers which have been repaired. One will be used by the Trails Committee, the other by the Dog Park Committee. Storage of mowers and equipment continues to be a problem. It was agreed that if a donor of a suitable small building could not be found, further discussion would be held regarding funding for same.

Children's Festival Volunteer Needs: All Board members present agreed to volunteer their time on May 1 to assist with public parking.

ActiveNet update: Director Thomsen advised that although there was a huge amount to learn, the process was going well. Staff is looking forward to May 1 when Island Rec's online registration opens for the first time.

Island Rec - San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting - April 22, 2010

Trails Committee update: The Bike Event scheduled for May 15 was discussed. Commissioners Windrope and Ricks plan on taking part, and Commissioner Cumming as Sheriff will be supplying traffic control assistance.

9. New Business: Resolution 10-02 Amendment of 2010 Budget: Amendments were discussed and unanimously approved. The Resolution was signed as presented.

The March Financial Report was presented and discussed.

8.8K Run organization: Director Thomsen outlined the history of organization of the Run and advised the Board that this year will be the first that Island Rec is taking sole responsibility for the event, San Juan Island Fitness having withdrawn as a partner.

10. At approximately 6:14pm Commissioner Schoultz announced an Execution Session lasting approximately 20 minutes would be held to evaluate complaints or charges brought against an employee.

At approximately 6:42pm Commissioner Schoultz reconvened the Public Meeting. Commissioner Ricks motioned that the Board should write a letter to Barbara Jensen confirming that the matter had been fully discussed and no formal action would be taken. Ms Jensen will be thanked for her services during the period of her employment and for expressing her concerns. Commissioner Schoultz will write the letter to that effect on the Board's behalf.

11. Commission Discussion Items: General discussion was held regarding changing the scheduled Board Meetings to once per month, rather than the current twice per month. Director Thomsen is to research the relevant RCWs and the matter will be discussed further at the next meeting.
12. Adjournment – Without objection, Commissioner Schoultz adjourned the meeting at 6:58pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

May 6, 2010

1. In Commissioner Schoultz's absence, Commissioner Zehner called the meeting to order at 5:05 pm on Thursday, May 6, 2010 in the Island Rec Office. Commissioners present: Cumming, Windrope and Zehner. Staff present: Director Thomsen and Admin. Assistant Swift Taylor
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Visitor Alice Hurd representing the Trails Committee: An event is being planned for June 19 to celebrate the completion of a connector trail running from English Camp to Roche Harbor.
3. Approval of Minutes of previous meeting: Minutes of April 22 2010 were approved as presented.
4. Correspondence - None
5. Approval of Payroll/Vouchers: Vouchers were discussed and approved as presented.
6. Ongoing Business:
Update on lawnmower for Trails: The Port of Friday Harbor has provided storage space for one of the mowers at their facility off Cattle Point Road. The second mower is currently out of service, but it is still hoped that a storage shed may be found which could be installed at the Dog Park.

Children's Festival: Director Thomsen advised the Board that the Festival went without a hitch. The event was spread over a larger area than before, with new attractions. Although difficult to assess actual numbers, attendance seemed good and the Mexican Dance Group was immensely popular.

ActiveNet update: Online registration started May 1. By the time in-person registration opened at 1pm on Monday May 3rd 110 registrations totaling around \$11,000 had been processed by online account users. Compared to last year, program income is \$1000 ahead on registrations, with one more day yet to run. Each registrant is being asked if they wish to continue to receive a paper copy of the Guide, responses are mostly in the affirmative. Program information from the online system could be converted to create the basis for future paper Program Guides

Trails Committee Update by Commissioner Windrope: May 15 is the Share the Road bike event starting at the Fairgrounds. Later that day there will be an event at the Visitor Center in American Camp to celebrate the final connection in a trail from American Camp to the Land Bank owned Fraser property.

National Trails Day is June 5th - the Land Bank will be organizing a walk at Lime Kiln. Permissive Use Easement Language (for trails over private property) – the Trails Committee is working with the Land Bank, which has agreed to act as Licensee.

Gravel Pit – Marble Butterfly: Dept of Fish & Wildlife planted mustard, but it is being destroyed by snails. Biologist Ann Potter talked with Director Thomsen about the invasive non-native breed of snails at the Gravel Pit which are eating all greenery, including the habitat of the Marble Butterfly. Ms Potter asks for Board permission to eradicate the problem without the use of chemicals. The Board has no objection.

7. New Business:
Board Meetings: RCWs state the Board must meet once a month. The Board requested Director Thomsen to prepare a Resolution to hold Board meetings on the first Thursday of each month. The Resolution will be presented at the next meeting on June 3rd (the meeting regularly scheduled for May 20th is cancelled).

Program Guide: Brief discussion on the guide, the advertisers, the disclaimer and the photographs.

Board Shining Star Awards/IRV awards: For the past two years special events have been held to thank volunteers. This year the IRV (Island Rec Volunteer) Appreciation will be held during the August 11 Music on the Lawn concert.

8. Commission discussion items:
Commissioner Cumming brought up the matter of Orcas Island Park & Rec, which may once again receive County funding.

Commissioner Windrope will be moving from the island and will therefore formally resign her Board position in the near future.

9. Adjournment: Without objection the meeting was adjourned at 6:35pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

June 3, 2010

1. Commissioner Schoultz called the meeting to order at 5:05 pm on Thursday, June 3, 2010 in the Island Rec Office. Commissioners present: Cumming, Ricks, Windrope and Zehner. Staff present: Director Thomsen and Admin. Assistant Swift Taylor
2. Introduction of Visitors: Steve Ulvi, David Dehlendorf, Tracy Roberson and Jeremy Talbott attended the meeting.
3. Approval of Minutes of previous meeting: Minutes of May 6 2010 were approved as presented.
4. Correspondence – Commissioner Schoultz read a postcard from Pacific Science Center, thanking Island Rec for the opportunity to participate in the Children's Festival.
5. Approval of Payroll/Vouchers: Approved as presented.
6. Ongoing Business:
Trails Committee/Bike Paths sub-Committee: The Board was provided with a report on the Share the Road Bicycle Event. The event was well received with around 120 participants, no incidents and positive feedback. Island Rec was thanked for its support of the event.

Request to Waive Driver's Policy requirement: The Trails Committee requested that a driver without CPR/First Aid Certification or Blood Born Pathogens Testing be allowed to drive the Island Rec van during a July 9 Trails event. After discussion the Board agreed to waive the policy in this instance, but no child under age 4 may be transported.

Additional Item – Privacy Policy: Commissioner Windrope asked for details of Island Rec's Privacy Policy, as the Trails Committee would like to use the same for their enhanced website. Island Rec does not share information and therefore does not have a Privacy Policy, other than that attached to their online registration site. The Trails Committee will prepare a draft policy for Board approval.

Dog Park storage shed: Funds could be made available to purchase a storage shed for this facility. Commissioner Schoultz will contact the Dog Park Committee to discuss the matter further.

Lawn Mower/County Park usage: The lawn mower provided by Island Rec for Trails Committee use cannot be used for maintenance of County Park property unless an Interlocal Agreement is entered into. Board requested Director Thomsen to discuss this with Trails Committee volunteers and SJC Parks.

Lafarge Park/Road planning: Director Thomsen and Commissioner Cumming attended a recent Public Meeting held at the library. Several alternate road plans were submitted for comment. Director Thomsen is to draft a letter for Commissioner Cumming's signature setting out the Board's recommendations and their wish to be involved in the decision-making process. Commissioner Schoultz, a family member of adjacent property owners, abstained from comment.

Shining Star Awards/IRV appreciation: There was further discussion on the choice of recipients of group and individual awards and/or acknowledgements.

7. New Business:
The School District Sports Budget for 2011 was presented and discussed. The Board requested Director Thomsen to notify the School District regarding 2011 expected revenue.

The April Financial Report was presented and discussed.

Sailing Foundation Insurance: The Foundation's insurance does not cover their boats used for programs organized by Island Rec. The contract will be redrawn to ensure that Island Rec's insurance covers the program.

Resolution 10-03 Setting Board Meeting Times was approved and signed. Board meetings shall in future be held monthly, on the first Thursday of each month.

Six-Year Plan Consultants: A report prepared by MIG group was supplied to the Board. It had been suggested by MIG group that a budget of \$50,000 would be appropriate. Director Thomsen has talked with other professionals in the field. Director Thomsen is to draft a Request for Proposal for developing a 6-year plan that satisfied RCO requirements.

Arts and Recreation Community Center Proposal: SJI Community Foundation put together a task force to evaluate community art and recreation needs. These were identified as Arts & Education, an Arts Council and a Community Center to house Arts and Recreation, possibly to be located at the Fairgrounds. Board members will attend a future meeting to ascertain whether Island Rec should become a partner in this project.

Board Vacancy: Commissioner Windrope's verbal resignation is effective following the July 1 meeting. Written confirmation will follow. The vacancy will be the subject of a press release and the Board will promote the position and invite letters of interest. Visitor Jeremy Talbott confirmed that he wished to apply, and handed in a letter of interest. Applicants will be interviewed during the July 1 meeting.

Winter/Spring Program Report: A Report on the previous Quarter's programs prepared by Director Thomsen and Recreation Specialist Clark was supplied to the Board.

Staff Jackets: The Board approved the purchase of warm jackets to identify permanent staff when working away from the office. Jackets will remain the property of Island Rec.

Staff vacation: Director Thomsen advised she would be on vacation June 8 through 14.

8. Commission discussion items:
Commissioner Windrope had been contacted by Susan Williamson, who had applied for Island Rec scholarships for her children. Discussion followed and it was agreed that the matter had been handled appropriately and existing policy guidelines had been followed.

9. Adjournment: Without objection the meeting was adjourned at 7:14 pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Windrope

Commissioner Schoultz

Commissioner Zehner

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

July 1, 2010

1. Commissioner Schoultz called the meeting to order at 5:05 pm on Thursday, July 1, 2010 in the Island Rec Office. Commissioners present: Ricks and Zehner. Commissioner Cumming joined the meeting at 5:40pm. Staff present: Director Thomsen and Admin. Assistant Swift Taylor.
2. Introduction of Visitors: Tracy Roberson, Jeremy Talbott and Cinda Pierce attended the meeting.
3. Approval of Minutes of previous meeting: Minutes of June 3 2010 were approved as presented.
4. Correspondence – Letter from Amy Windrope confirming her resignation as Commissioner. Letters applying for the Commissioner vacancy received from Jeremy Talbott, Tracy Roberson and Tanja Williamson were made available to the Board. A letter from June Arnold, a Brown Island resident, recommended that Brown Island be incorporated into Island Rec's taxing district. A letter from Enduris, Island Rec's insurance policy holder was briefly discussed. Verbal communication had been received from Elaine Kendall inviting the Board to a design meeting in connection with the permanent Farmers Market building.
5. Approval of Payroll/Vouchers: After discussion, approved as presented.
6. Ongoing Business:

Dog Park

Shed: An appropriate building will be supplied as soon as possible. If assembly is necessary it is hoped that a group of volunteers will be available through the Dog Park Committee.

Shade in the small dog area of the park: After discussion it was decided this matter would be put on hold. It is hoped that participants will bring their own umbrellas/sunshades if necessary.

Level of Service: This item relates specifically to the length of grass at the dog park. It is considered that the moderate length currently obtained by mowing every two weeks is appropriate.

School District Revised Budget: Budget was presented and discussed; the current figure will be added into Island Rec's budget.

RFP –Six Year Plan and Timeline: Director Thomsen presented details resulting from her research. A decision will have to be made about when to create a Comprehensive Plan, after which grant application specific to a project could be made. Director Thomsen was asked to continue with this process and will present a draft of action required at the next meeting.

7. New Business:
Trails Committee Report: Cinda Pierce provided the Board with a detailed verbal update of all Trails Committee activities, and supplied sample copies of the new Trails brochure. Ms Pierce was requested to provide extra copies of the brochure for distribution from Island Rec's office.

Criminal History Checks: These have to be obtained for all Island Rec employees and some volunteers. Director Thomsen advised that Island Rec is now charged \$10 per person for Criminal History checks. This item will be added to the budget.

The May Financial Report was presented and discussed.

Sailing Foundation Insurance: The Sailing Program contract has been redrawn to reflect the Sailing Foundation's lack of insurance.

Carter Street Fields Update: \$345,000 is being requested for completion of the Baseball Field and Conditional Use Permit requirements. Rob Cuomo, Vice President of FH Athletics, met with Commissioner Zehner and Director Thomsen to inquire if Island Rec could loan funding to this project. He has been advised that Island Rec is prohibited by law from making monetary loans.

8.8K Run: Held on August 21, Director Thomsen advised that as San Juan Island Fitness is no longer a partner, Board member help will be essential.

Expansion of District Boundary (RCW.36.69.190): Director Thomsen had discussions with the Library Director regarding expanding both organizations' taxing districts to include Brown Island residents. This matter may be discussed again for possible action next year.

Board Applicant Interviews: Board members talked with Jeremy Talbot and Tracy Roberson, the two applicants present at the meeting.

8. Executive Session 42.30.110. At approximately 6:40pm Commissioner Schultz announced an Executive Session lasting approximately 10 minutes would be held to evaluate the qualifications of candidates for appointment to elective office.

At approximately 7:00pm Commissioner Schultz reconvened the public meeting.

9. Appointment of New Commissioner: The Board wishes it to be known that the two candidates interviewed were of extremely high caliber and suitability, and making a choice had been very difficult. However, after much discussion the Board unanimously appointed Tracy Roberson to become the commissioner replacing Amy Windrope who had recently resigned her position.
10. Commission Discussion Items: None
11. The meeting was adjourned at 7:05pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Schoultz

Commissioner Zehner

Island Rec – San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
August 5, 2010

1. Commissioner Schoultz called the meeting to order at 5:05pm on Thursday August 5, 2010 in the Island Rec office. Commissioners present: Cumming, Ricks, Roberson and Zehner. Staff present: Director Thomsen and Administrative Assistant Swift Taylor.
2. Introduction of Visitors: Mimi Wagner and Dave Zeretzke attended the meeting.
3. Ms. Wagner advised the Board of her experience when mountain biking on the Roche Harbor Highlands and Mitchell Hill DNR area trails recently. Although equipped with a Trails Committee map of the area she became lost and panicked, spending many stressful hours in the area until a search by emergency personnel found her at around 8pm. Ms Wagner suggested that more signage on this complex trail system would be appropriate. The Board agreed that funding should be made available for this task and the Board of Commissioners/Trails Committee liaison person will be coordinating the appropriate action.
4. Swearing in Tracy Roberson, Appointed Commissioner: Commissioner Roberson was duly sworn in by Commissioner Cumming.
5. Approval of Minutes of previous meeting: The Minutes of July 1 2010 were approved without objection after correction of a minor typographical error.
6. Correspondence: The Board considered the following correspondence:

Letter from Tom Starr regarding local musician/band participation in Music on the Lawn. After discussion it was agreed that a response be sent from the Board Chair.

Email from Carolee Maya with a positive evaluation of Instructor of Island Rec's Sailing program.

Email from Adrienne & Floyd Bournes with positive evaluation of Instructors at Circus Arts Camp.

Director Thomsen advised that Camp Eagle Rock was proving very popular this year, with children requesting to stay for the additional two hours of after-camp care, as they were having so much fun.
8. Approval of Payroll/Vouchers: Payroll and vouchers were itemized, discussed and approved without objection as presented.
9. Ongoing Business:

Dog Park Update: A storage shed has been installed and the mower stored. Commissioner Schoultz advised that two members, Pat Reveles and Lynn Mercer, have decided to retire from the Dog Park Committee, citing a philosophical difference with permitting children in the Dog Park.

IRV and Shining Star Awards: Director Thomsen invited all Board members to attend the Volunteer Appreciation event at Music on the Lawn on Wednesday August 11. Commissioners Ricks and Schoultz will attend.

8.8K Run: This year Island Rec is the sole organizer, and a new timing system will be in place which it is hoped will enable more efficient collection of results.

10. New Business:

Privacy Policy Review, Trails Website: Dave Zeretzke provided copies of a proposed Privacy Policy and Terms of Service. After much discussion the Board opined that Island Rec and its sub-committee the Trails Committee should make use of the same Policy and Terms. Director Thomsen was asked to review the paperwork and discuss same with Island Rec's insurance provider. The matter will be further discussed at the next Board Meeting.

Six Year Plan RFP: Director Thomsen presented a Request for Proposals for Six Year Plan, which would follow a standard format to become eligible for funding through the Wa. State RCO (Recreation and Conservation Office). After lengthy discussion it was agreed that the slower timeline be adopted, and a Special Board Meeting will be held October 21 for the purposes of considering this and Budget matters further. Board volunteers were requested to help study the requirements involved, Commissioner Ricks undertook to help and Commissioner Zehner may be available.

WRPA Conference: Washington Recreation & Parks Association is holding a one-day Media Conference in Seattle on Friday November 19. Director Thomsen would like to have staff and Board Members attend if possible.

June Financial Report: The June report was presented and discussed.

Touch a Truck Interlocal Agreement: An Interlocal Agreement with the Town of Friday Harbor was approved as presented and signed.

Trail Liaison Appointment: Commissioner Roberson volunteered to be the liaison person between the Board of Commissioners and the Trails Committee.

Island Rec Staff Party: Director Thomsen invited the Board to attend the Staff Party potluck to be held on Thursday August 12, and also the Camp Eagle Rock Potluck Lunch to be held on the last day of Camp, Friday August 13.

11. Commission Discussion Items:

Commissioner Roberson requested more irrigation at the softball fields in order to reduce the amount of dust and dirt. After discussion it was suggested that a broom be kept in the dugout to clear dirt from the bases and options other than using school water be considered.

Adjournment: The meeting was adjourned at 7:05pm.
Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Schoultz

Commissioner Zehner

Commissioner Roberson

Island Rec – San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
September 2, 2010

1. Commissioner Schoultz called the meeting to order at 5:05pm on Thursday September 2, 2010 in the Island Rec office. Commissioners present: Cumming, Ricks, Roberson and Zehner. Staff present: Director Thomsen and Administrative Assistant Swift Taylor.
2. Introduction of Visitors: There were no visitors.
3. Approval of minutes of previous meeting: Minutes of the meeting held August 5 were approved without objection.
4. Correspondence: Commissioner Schoultz shared with the Board a note of thanks from Camp Eagle Rock children and an invitation from the Sailing Foundation.
5. Approval of payroll and vouchers: Payroll and vouchers were itemized, discussed and approved without objection as presented.
6. Ongoing Business:
Privacy Policy Review and Trails website: Comment is awaited from Island Rec's insurance company. These matters will be discussed further when information is available.
7. New Business:
Autumn Program Guide: Board members liked the new layout, which has also enabled less pages to be printed and thereby reduced costs.

Trails Committee Budget: No information available yet – this matter will be on the agenda for the October meeting.

Trails Committee request for waiver of Driver Policy: Island Rec's Driver Policy requires that a driver be certified in CPR and First Aid, and be subject to a Drivers Records check. After discussion it was agreed that the Trails Committee would be asked to identify two or three designated drivers who would attend training and become certified in accordance with current policy. The costs of certification, obtaining drivers records and mileage/fuel used will be tracked against the Trails budget. In the meantime a waiver will be granted for this one instance.

State Audit January 2007 through December 2009: Island Rec has been requested to provide all itemized paperwork for a State Audit. Compliance is required by October 4.

ActiveNet usage report: Director Thomsen presented a brief report covering the first registration period (Summer) using ActiveNet online registration. 45% of all registrations were processed online and it is assumed that this number will increase in the future.

July Financial Report: The July Financial Report was presented and discussed.

Marble Butterfly report from WA Dept of Fish and Wildlife: Board members were provided with a copy of the Report.

- 8 Commission Discussion Items:
Commissioner Ricks gave notice of termination of his Board membership with effect from December 31 2010. After discussion it was determined that the vacancy will be publicized as soon as possible, requesting letters of interest. Applicants will be requested to attend for interview during the Board Meeting scheduled for October 7. It is hoped that the newly appointed Commissioner will attend the Special Meeting to be held at 5:00pm on Wednesday October 27 to discuss Island Rec's RFP and 6-Year Plan.

Commissioner Ricks asked if feedback had been received from the School Board regarding budgets. Director Thomsen confirmed there had been none.

9. Adjournment: The meeting was adjourned at 6:15 pm.
Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Schoultz

Commissioner Zehner

Commissioner Roberson

Island Rec – San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting
October 7, 2010

1. Commissioner Schoultz called the meeting to order at 5pm on Thursday October 7, 2010 in the Island Rec office. Commissioners present: Ricks, Roberson and Schoultz. Staff present: Director Thomsen and Administrative Assistant Swift Taylor.
2. Introduction of Visitors:
Cathy Kromer, Rob Cuomo and Cinda Pierce attended part of the meeting.
3. Approval of minutes of previous meeting: Minutes of the meeting held September 2 were approved without objection.
4. Correspondence: Board members had been provided with copies of the following: applications for the open Board position received from Cathy Kromer and Jeremy Talbott; a letter from the National Parks Service regarding rabbit population control, and a memo from the County Auditor regarding the costs of provided accounting services.
5. Approval of payroll and vouchers: Vouchers were itemized, discussed and approved without objection as presented.
6. Ongoing Business:
Privacy Policy and Terms of Service, Trails Website: Approved by Island Rec's insurance provider, the Policy was discussed and approved without objection as presented.

Carter Street Community Fields Development: Mr. Cuomo gave a presentation regarding the proposed development, to be named San Juan Community Athletic Fields. The Board confirmed Island Rec would continue to evince positive support of such a project, although unable to contribute financially. Mr. Cuomo was thanked for his presentation and left the meeting.

7. New Business:
Summer Program Report: Director Thomsen presented statistics and information prepared by herself and Recreation Specialist Rebecca Clarke, relating to the summer programs.

Blood Borne Pathogen Policy Review: Suggested changes to policy were reviewed. After discussion it was agreed that the current Policy will be revised in order to clarify its terms as it relates to paid and volunteer staff, and/or the volunteer registration policy.

Amendment of Driver's Policy: This matter ties in with the First Aid/Blood Borne Pathogen Policy review and both will be revised and re-presented for approval.

Open Gym and Fair Building programs are starting. Director Thomsen updated the Board regarding current Facility Supervisor staff.

Trails Committee Budget: Ms Pierce presented the Committee's Trails Plan and 2011 Budget. Commissioner Schoultz asked if funds had been allocated to trail signage, particularly in relation to the DNR land in the Roche Harbor Highlands area. Ms Pierce said not, as this land will be transferring to the National Parks Service in the near future and signage will be strictly regulated. After further discussion regarding accounting procedures Ms Pierce was thanked for her presentation and left the meeting.

August Financial Report: The August Financial Report was presented and discussed.

Budget Development 2011 and COLA: Director Thomsen discussed the impact of the Personnel Policy regarding COLA increases. The current increase equates to zero. This is separate from staff pay step increase.

Health Insurance Reimbursement: Island Rec contributes less to health care coverage for employees than any other local government agency. The current Health Care provider is increasing costs, which could result in a significant burden to employees. Alternatives will be researched by Director Thomsen and a decision made at the Oct 27 meeting.

Agency Credit Card: Staff currently use their personal credit cards for Island Rec purchases. This creates additional costs for County-prepared reimbursement checks and is not efficient accounting. Commissioner Ricks expressed concern about getting balances paid in a timely manner, and suggested that a debit card be used instead. Director Thomsen will get more information and process the application if appropriate.

Department of Fish: A request has been received for reseeding and transplanting mustard at the Gravel Pit. Director Thomsen reported that many small trees are growing well. The request was approved without objection.

SJI Community Foundation Grants: Island Rec received \$2,000 for Camp Eagle Rock scholarships, and \$400 for tumbling equipment which will be shared with the Elementary School. The Foundation is changing its granting policy and will focus on funding larger cooperative projects in the future.

Board Applicant Interviews: The position was discussed with Ms Kromer; Mr Talbott had been interviewed recently for an earlier vacancy and expressed his wish to be considered for the post, but was unable to attend the meeting. Ms Kromer was thanked and left the meeting.

- 8 Executive Session: At 7:09 pm the Board went into Executive Session to evaluate the qualifications of the candidates for appointment to elective office. The meeting was reconvened at 7:20 pm.
9. Appointment of new Commissioner: The Board agreed without objection that the position be offered to Jeremy Talbott, and if Mr. Talbott did not accept the position, it be offered to Ms Kromer.
10. Commission Discussion Items: None
11. Adjournment: The meeting was adjourned at 7:26 pm.
Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Schultz

Commissioner Zehner

Commissioner Roberson

Island Rec – San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Special Meeting
October 27, 2010

1. Commissioner Schoultz called the meeting to order at 5:05pm on Wednesday October 27, 2010 in the Island Rec office. Commissioners present: Cumming, Ricks, Roberson, Schoultz and Zehner. Staff present: Director Thomsen and Administrative Assistant Swift Taylor.
2. Introduction of Visitors:
Jeremy Talbott, future appointed Commissioner.
3. Approval of minutes of previous meeting: Minutes of the meeting held October 7 were approved without objection.

4. Work Session Items:

Draft RFP for Six Year Plan:

Revision #1 of the Draft Request for Proposals which had been prepared by Director Thomsen and Commissioner Ricks was presented. The matter was discussed at length and Director Thomson was requested to further revise the RFP for presentation at the November 4 Board Meeting. A Selection Committee was formed comprising Director Thomsen and Commissioners Cumming and Roberson. Commissioner Ricks volunteered to assist.

2011 Employee Health Care Plan:

A recommendation to select a new Employee Health Care Plan prepared by Director Thomsen and Commissioner Ricks was presented. The proposed new plan had been approved by all covered Employees. The Board approved the recommended change without objection and directed Thomsen to terminate coverage with Wa.State PEBB effective end of policy year 12/31/2010. The current Personnel Benefits Policy will be revised by a committee comprising Director Thomsen and Commissioners Schoultz and Zehner. A Resolution will be presented at the December meeting to cover the January/February insurance period with regard to employee eligibility.

2011 Budget Discussion:

Program Guide: Island Rec prepares and sends out Program Guides via bulk mail three times each year (Summer, Fall and Winter/Spring). Director Thomsen noted that over \$4,000 could be saved annually if the larger Summer Guide was sent in the usual format, with the Fall and Winter/Spring programs being publicized by way of a single-sheet bulk mailing. A trial period of one year, commencing with the January 2011 Winter/Spring issue, will be used to gauge any change in online or in-person registrations. The Board agreed to this trial without objection.

An Interlocal Agreement with the High School which allows a 1% compensation to Island Rec was discussed. It was agreed that it may be possible to reduce this charge. Director Thomsen will keep the Board advised of the amount of time expended by Island Rec on the School's behalf.

Commissioner Ricks suggested that part of the savings from cutting the number of Program Guide mailings each year be applied to increasing IT training and materials, and that a line item to cover this be added to the Budget.

5. Commission Discussion Items: San Juan Soccer had approached Island Rec with a view to using Island Rec's registration system. After a recent meeting with Commissioner Zehner it was agreed that there was currently no requirement for Island Rec involvement, but this matter may be revisited in the future.

Commissioner Cumming asked whether the jackets with Island Rec logo currently used by permanent Staff members should be provided for Board Commissioners. These would provide easy recognition of Board members when volunteering at special events, and would aid public recognition of Island Rec and its Board. The matter will be discussed further at the next meeting.

Commissioner Ricks raised the question of Commissioner eligibility for health insurance coverage under Island Rec's Health Care Program.

No further matters were discussed.

The next regular Board Meeting will be held on Thursday November 4.

6. Adjournment: The meeting was adjourned at 7:36 pm.
Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Schoultz

Commissioner Zehner

Commissioner Roberson

Island Rec – San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting - November 4, 2010

1. Commissioner Schoultz called the meeting to order at 5:10pm on Thursday November 4, 2010 in the Island Rec office. Commissioners present: Cumming, Roberson and Schoultz. Commissioners Ricks and Zehner joined the meeting later. Staff present: Director Thomsen and Administrative Assistant Swift Taylor.
2. Introduction of Visitors:
Jeremy Talbott (future appointed Commissioner) and Dave Zeretske (Trails Committee).
3. Approval of minutes of previous meeting: Minutes of the Special Meeting held October 27 were approved without objection.
4. Correspondence: None
5. Approval of Payroll/Vouchers: Discussed and approved without objection.
6. Ongoing Business:
Agency Credit Card: Credit card usage was discussed. Director Thomsen was requested to investigate further regarding Costco usage, and to prepare a Policy for approval at the December or January Board meeting.

Trails Committee: Response to request for increasing signage at RH Highlands: Mr Zeretske presented all current information regarding ownership, mapping and signage of the area in question. It was agreed that the existing signs on posts at trail junctions would be made more visible, but that no further signage be provided. Mr. Zeretske was thanked for his presentation and left the meeting at 5:45 pm.

Carter Street Community Fields development: Following lengthy discussion it was agreed that the planning of Island Rec's playground at this location should be actively pursued. Future Commissioner Talbott volunteered to act as liaison for community surveys in 2011. January Board Meeting Agenda should include clarification regarding the overall project.

Blood Borne Pathogen Policy Review: The revised Policy was discussed and adopted without objection.

Driver Policy Amendment: The Driver Policy Amendment was discussed and adopted without objection.

Draft Budget for 2011: The draft budget was discussed and approved based on projected revenue. Director Thomsen was requested to prepare a Resolution to be adopted by the Board.

2010 COLA increase: The minimal staff pay COLA increase (.002%) was approved without objection.

RFP Draft Review: Approved with minor changes.

Audit Update: The State Audit exit interview has been arranged for November 22. Commissioners Schultz and Zehner will attend the noon telephone meeting, together with Director Thomsen.

Island Rec Jackets: It was agreed that jackets with the Island Rec logo would be made available to current and future Board Commissioners.

7. New Business:

Office Closure: Island Rec's office will be closed on Friday November 19th. Director and Staff will be attending the WRPA mid-year conference in Seattle.

Wireless Telephone Policy: The Wireless Telephone Policy is no longer applicable and will be eliminated. Approved without objection.

Dog Park Structure: Lloyd Vaughan of the Lions Club has expressed the Club's wish to donate materials and labor to build a structure at the Dog Park. Commissioner Schoultz will contact Mr. Vaughan to discuss the need for a shade structure in the Small Dog area. Information on County Code, Permits and permission from Browne Lumber, will also be required. Mr. Vaughan will be invited to attend a Board meeting to present a plan for approval.

Board Chair rotation: It was agreed that Commissioner Cumming will take the 2011 Board Chair.

At this point Commissioners Cumming and Ricks together with future Commissioner Talbot left the meeting to respond to an emergency call.

School District Year End Report: Director Thomsen presented the Report. The difference in accounting periods/fiscal years was discussed. The School will be requested to prepare an easy-to-follow but detailed expenditure and revenue report for the Director to present to the Board. Commissioner Zehner suggested that an amendment be made to the Contract to simplify the accounting period. Island Rec's 2010 budget will need to be amended to reflect the School's budget.

Teen Halloween Party: Attendance was disappointing with only around 125 kids, possibly owing to a scheduling conflict with the Haunted House program. Although this is a big project which takes up a lot of staff time, the social benefits are great, and cooperation with other events next year may be investigated.

Upcoming Events:

There are currently programs running seven nights a week at the Fair Building and the Gym.

Volunteer Cathy Kromer is researching how to set up a non-profit organization for the purposes of supporting Island Rec.

8. Commission Discussion Items:

An informal event to show appreciation for outgoing Commissioner Ricks' many years of board membership was discussed. Commissioner Schultz will follow up.

9. Adjournment: The meeting was adjourned at 7:40 pm.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Ricks

Commissioner Cumming

Commissioner Schoultz

Commissioner Zehner

Commissioner Roberson

Island Rec – San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting - December 2, 2010

1. Commissioner Schoultz called the meeting to order at 4:30pm on Thursday December 2, 2010 in the Island Rec office. Commissioners present: Cumming, Roberson, Schoultz, Talbott and Zehner. Retiring Commissioner Ricks joined the meeting for a short while. Staff present: Director Thomsen and Administrative Assistant Swift Taylor.
2. Swearing in Jeremy Talbott, Appointed Commissioner:
Jeremy Talbott was duly sworn in by Commissioner Cumming.
3. Introduction of Visitors/Public Comment on Non Agenda Items: Retiring Commissioner Ricks was thanked for his many years of volunteer work as Commissioner of the Board.
4. 4:35 pm: Open Public Hearing for public comment on the 2010 Budget Amendment.
There were no public comments.
5. 4:35:30 pm: Close Public Hearing regarding 2010 Budget Amendment.
6. 4:36 pm: Open Public Hearing for public comment on the 2011 Budget Adoption.
There were no public comments.
7. 4:36.30 pm: Close Public Hearing regarding 2011 Budget Adoption.
8. Approval of Minutes of the previous meeting: Minutes of the November 4 meeting were approved as presented without objection.
9. Correspondence: There was none.
10. Approval of Payroll and Vouchers: Payroll and vouchers were discussed and approved as presented without objection.
11. Ongoing Business:

Trails Committee Report: Commissioner Roberson updated the Board with Trails Committee progress. There is to be a Retreat on Saturday for the purpose of strategic planning, including a low-key bike event planned for March 19th and a series of walks once a month. Commissioner Roberson will ask the Trails Committee to emphasize recognition of Island Rec on the Trails website.

Dog Park Structure: Commissioner Schoultz has discussed with Vaughan Lloyd of the Lions Club their interest in donating labor and materials to create a structure at the Dog Park. Further communication is awaited from the Lions Club.

Carter Street Community Fields Development Report: Commissioner Zehner advised that there were no current developments to report.

Credit Card Policy: The Policy was adopted as presented, and Director Thomsen authorized to acquire an Island Rec Credit Card Account in accordance with its terms.

Amended Personnel Policy: Discussed and approved with the modification that per diem terms (Section 8.5) be changed to include a requirement that receipts must accompany reimbursement requests for meal expenses. This reflects recent changes to County policy.

Contract for covering health care cost: A contract covering payment of health care benefit to cover a specified gap between cancellation of existing benefits and availability of Medicare benefits was approved as presented.

School District Year End Report: Commissioner Zehner and Director Thomsen had met with School Superintendent Rick Thompson and Athletic Director Rod Turnbull to discuss their Report. The Board reviewed the School's revised Year End Report. Reporting dates listed in the original Contract will be amended and presented for approval at a future meeting. The School's Athletic Director will be invited to discuss future reports with the Board.

At 5:20pm Commission Cumming and retired Commissioner Ricks left the meeting.

12. New Business:

"Friends of Island Rec" Report: Volunteer Cathy Kromer reported on her research regarding the possibility of setting up a non-profit Corporation along the lines of Friends of the Library, CATS, and PTAs to raise funding to support Island Rec programs, equipment and scholarships. It could take approx one year to organize such a corporation. Funds could be raised by membership fees and/or holding events. The Board expressed concern regarding the fact that such a corporation would be totally independent and may not require Board sanction. By-Laws could possibly be worded to include a balance of control. Ms Kromer was requested to continue with her research.

Ms Kromer was thanked for her presentation and left the meeting at 6:20pm.

October Financial Report: The October report was presented and discussed.

Office Lease Renewal: It was agreed that the current office lease will be extended for a further year commencing March 2011 at no increase in rental.

Director's Report: Director Thomsen presented the first of regular monthly Director's Reports. The report included programming, locations, funding, statistics and Director's hours.

Resolution 10-04 Amending the 2010 Budget was approved as presented without objection.

Resolution 10-05 Setting the 2011 Levy Rate was approved as presented without objection.

Resolution 10-06 Adoption of 2011 Budget was approved as presented without objection.

Resolution 10-07 Employee Health Care Plan and Health Savings Account was approved with minor typographical correction.

13. At 6:45pm Commissioner Schoultz announced a 10-minute Executive Sessions, RCW 42.30.011, for the purpose of discussing the Recreation Director's Performance Review.

The Meeting was reconvened at 7:02pm. The Board accepted the Performance Review prepared by Commissioner Schoultz and approved the award of a bonus in the form of an extra floating day of vacation in the year 2011.

14. Commission Discussion Items: The Board was advised that the State Audit had been successfully completed.

15. The meeting was adjourned at 7:10pm

Next Board Meeting will be held at 5pm on January 6, 2011.

Submitted by: Dodie Swift Taylor, Administrative Assistant

Commissioner Cumming

Commissioner Schultz

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott