

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 5, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:05 pm on Thursday, January 5, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Zehner, Reiff. Staff present: Director Thomsen and Admin. Assistant White.
2. Oaths of office: Commissioner Zehner administered oaths of office to Commissioners Roberson, Talbott, Cumming and Reiff for their new terms, and each commissioner signed their oath.
3. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella with FANS, Peter and Susan Risser of the Sailing Foundation, and Todd, Will, and TK Kromer from the skatepark addition project. Rod Turnbull joined the meeting later to present the school sports year-end report.

Peter and Susan Risser reported that the Sailing Foundation is seeking an assistant coach for the high school sailing team, which begins its season March 1st.

4. Approval of Minutes of the previous meeting: Minutes of December 1, 2011 meeting were approved and signed.
5. Correspondence: Commissioner Roberson shared a letter from Dan and Eileen Drath, in which they donated \$100 toward the creation of the Trails Passports. She also read letters from the National Park Service, inviting public comment on its environmental assessment to revise the fire management plan for San Juan Island National Historical Park, and the Sailing Foundation reporting on the year 2011.
6. Approval of Payroll/Vouchers: approved as presented and signed.
7. Ongoing Business:
Skatepark Addition Final Report: Will and TK Kromer presented a video, photos and a final report on the completed quarter pipe addition at the skatepark. They reported that the project came in under budget and received local press in the papers. In addition to the project, they ended up rebuilding 20 feet of fence that was in poor condition behind the quarter pipe.

Resolution 12-01 to adopt Parks and Recreation Plan:

Island Rec's six-year plan is complete. Commissioner Cumming made a motion to adopt the plan. Commissioner Talbott seconded it and the motion passed unanimously. The resolution was signed.

FANS Report: Susan Mazzarella reported that FANS finished and mailed its 501(c)3 application before the end of 2011, and expects to hear back in 6-8 weeks. They also mailed requests for seed money to approximately 30 people, hoping to cover one-time startup costs like printing of brochures. FANS has also submitted a grant proposal to the community foundation asking for matching funds for the seed money. Commissioner Roberson wrote a letter of support on behalf of the board for the grant application.

Trails Report: Commissioner Roberson reported that Eileen Drath is organizing the Know Your Island Walks again for 2012, and that she and Sally met with some members of the Trails Committee to discuss the issue of a possible trail through the Buck property to the gravel pit.

STAR Report: See director's report.

Lafarge Update: Director Thomsen reported that Spain Monson stopped by Island Rec to report that his grandparents' fence has been damaged by trespassers trying to reach the gravel pit through private property, costing him several hundred dollars in repairs. The board discussed that trespassing continues to be an issue, and agreed to rebuild/repair Island Rec's fence and put up signs on the inside of the gravel pit reminding people that it is private property beyond the fence. Commissioner Cumming suggested building

a higher fence. The board agreed that the Trails Committee should continue to seek possibilities for a public path with surrounding property owners like the Buck's.

Carter Street Fields: Commissioner Zehner reported that he, Director Thomsen, and Commissioner Roberson met with members of the Friday Harbor Athletic Association, including Donny Galt, Rob Cuomo, and Joel and June Arnold. At the meeting, FHAA reported that they have the funds to open an all-purpose field by August/September 2012. They are interested in having Island Rec install its playground at the same time. The board discussed the current proposed site for the playground and that it is not ideal. It is far from the proposed parking lot and from the fields. The board discussed relocating the playground, including to a temporary spot that is sited for a future school, should the population grow again. The board discussed that finalizing a location first is necessary, and then they would consider organizing a committee to continue further planning. Although Island Rec has reserve funds for the project, the playground would not be permitted unless FHAA was able to open its field, including meeting town requirements for installing a sidewalk. Island Rec is waiting further contact from FHAA before moving forward.

FHAA is also interested in discussing a maintenance agreement with Island Rec. The board agreed that Island Rec does not have funding for it at this time, and that a maintenance contract would have to be directly with the school, and would probably require a levy campaign.

8. New Business

School Sports 2011 Final Report: Rod Turnbull presented and discussed the athletic budget report for 2011 and thanked Island Rec for its continued support. Rod reported that they have been able to put away money into a reserve account each year with the intent of eventually not having to collect as much from the voters.

Director's Report January: Presented and discussed. Director Thomsen also reported that STAR has received some good press and increased attendance in response to the changes made to the program. Commissioner Cumming brought up the potential issue of "extending credit" with the new billing system for STAR. Director Thomsen will look into audit requirements for this.

November Financial Reports: Presented and discussed.

2012 Board Meeting Calendar: Director Thomsen presented the calendar, proposing additional meetings in October and November for budget planning.

New Board Liaison Positions: Commissioners Talbott and Zehner agreed to continue representing Island Rec at Carter Street Fields meetings, and Commissioners Reiff and Talbott will be on a committee for the potential new playground. Commissioner Reiff agreed to be the new FANS liaison, as well as the Legislative/Advocacy liaison. Other annual events were assigned to board members to attend.

Public Works Bid Policy Draft; Purchasing Policy Draft: Director Thomsen presented a draft of a new bid and purchasing policy as requested by Island Rec's most recent audit. The board discussed the policy and agreed to review the draft in more detail at the next meeting.

9. Executive Session RCW 42.30.110, Recreation Director's Performance Review: Postponed.

10. Commission discussion items: Commissioner Zehner asked whether Island Rec would build the new playground similar to the family park layout. The board discussed doing something different stating that there are many new options for designing the layout and choosing equipment, and that it will probably be best to get everything from one vendor.

11. Adjournment: Commissioner Roberson adjourned the meeting at 7:52 pm. The next Board Meeting will be held at 5 pm on February 2, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – February 2, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:05 pm on Thursday, February 2, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Zehner, Reiff. Staff present: Director Thomsen and Admin. Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella and Cathy Kromer with FANS, and Abbie Finney, president of the Sailing Foundation, were in attendance.
3. Approval of Minutes of the previous meeting: Minutes of January 5th meeting were approved and signed.
4. Correspondence: Commissioner Roberson shared a letter from the National Park Service inviting interested parties to attend a meeting on February 10th discussing potential park improvements based on the findings of a University of Washington design team. Jacquelyn Reiff offered to attend the meeting for Island Rec.
5. Approval of Payroll/Vouchers: approved as presented and signed.
6. Ongoing Business:
FANS Report: Susan Mazzarella reported that FANS is waiting to hear back on its 501(c)3 application, and that they have received \$2,250 in seed money to date. They are working on a FANS logo and have created committees to work on promotion, major donor contributions, and family events. Cathy Kromer met with the Community Foundation regarding the FANS grant application and it went well. The next FANS meeting is February 21, 2012.

Trails Report: Director Thomsen reported that Trails Committee Chair, Bill Severson, would like to meet with Peace Health to discuss a long-term use agreement for a trail at the hospital. If the hospital agrees, The Trails Committee would like to know if Island Rec will fund the necessary \$5,000. Director Thomsen reported that the money is available in the budget. The board discussed the need for more information from the Trails Committee regarding possible connections to the new trail. The board agreed to ask Bill Severson to present at the next meeting to discuss it further. Director Thomsen also reported that she met with members of the Trails steering committee to discuss mandating Island Rec volunteer applications and agreements for all Trails volunteers. The Trails Committee potluck is on March 14th.

Lafarge Update: Director Thomsen reported that the parking lot has many potholes, and that Dale Downs has estimated \$300-\$500 for it to be graded. The board agreed to have the parking lot fixed. Commissioner Cumming noted that during the recent snowstorm, there was a flurry of community sledding at the gravel pit. He suggested allowing people to do so, but asking them to avoid where the trees are growing.

Carter Street Fields: Commissioner Zehner reported that there is a meeting tomorrow evening to discuss the potential location for the new playground.

Public Works Bid Policy Draft; Purchasing Policy Draft: Director Thomsen presented the second draft of the new bid and purchasing policy as requested by Island Rec's most recent audit. Commissioner Cumming made a motion to adopt the policy as presented: Resolution No. 12-02, superseding resolution 8-02. Commissioner Talbott seconded the motion and it passed unanimously. The Resolution was signed.

7. Director's Report: Director Thomsen reported that noting that STAR Coordinator, Alice Hibberd, is leaving for an indefinite amount of time to take care of an ill parent. For the time being, Mister Conrad will move into her position, and Island Rec is seeking to fill the position of After School Leader. Director Thomsen reported that STAR received a \$6,000 grant from the Prevention Coalition to help with program enhancements and to cover the cost of students that the school selects to attend STAR for extra study help, or English as a second language (ESL) students. The school is translating the STAR application and information into Spanish to broaden its usability in the community. The Snowshoeing trip in January was a

big success, and Island Rec is running a second trip that is already full later in the month. Director Thomsen recently attended a risk management conference and reported that based on what she learned, Island Rec will need to make some changes, including returning to paper/hand-signed waivers instead of the current electronic waiver.

2011 End of Year Financial Report: Presented and discussed.

Non-Budgeted Items Request: Director Thomsen reviewed a list of un-budgeted needs. The board approved the spending, however funds for the potential hospital trail will be postponed as discussed earlier.

Program Closure Policy/Procedure: Director Thomsen presented Island Rec's procedure that was implemented during the recent snowstorm. The board agreed that in addition to the outlined procedures, make-up sessions for programs should be offered when possible.

New Logo: The board discussed the idea of changing Island Rec's current font-based logo to something more graphic, and agreed to bring samples of other parks and recreation organization logos to the next meeting to gain ideas.

8. Scholarship Policy Discussion: Director Thomsen reported that the auditor had asked for Island Rec to be able to verify applicants' eligibility requirements used to give scholarships. The board directed to use an application that includes wording that the person applying attests that the information is true under penalty by law. Commissioner Cumming will assist in developing the wording.

Staff Program Discount Request: The board discussed the request of one employee to receive a discount for their child to attend STAR, and decided that all permanent and seasonal staff should receive a 25% discount on Island Rec programs during the time they are employed. The discount would extend to the employee's spouse and dependents. Director Thomsen will write up a policy for adoption at the next meeting.

9. Executive Session RCW 42.30.110: The board began an executive session at 7:08 pm for discussion of Recreation Director's performance review. Commissioner Roberson asked the public to return at 7:20 pm. Commissioner Roberson ended the executive session at 7:35 pm and the public meeting reconvened. The performance review was signed, and a \$500 exceptional performance acknowledgement awarded to the Director. The board also agreed to review Island Rec's salary schedule and comparable Parks and Recreation district salaries. Any increases to the director's compensation package would be retroactively implemented to January 1, 2012.

10. Commission discussion items: None.

11. Adjournment: Commissioner Roberson adjourned the meeting at 7:50 pm. The next Board Meeting will be held at 5 pm on March 1, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – February 8, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:04 pm on Wednesday, February 8, 2012 in the Island Rec Office. Commissioners present: Roberson, Talbott, Zehner. Staff present: Director Thomsen and Admin. Assistant White.
2. Executive Session RCW 42.30.110, To evaluate the qualifications of an applicant for public employment. The board began an executive session at 5:05 pm. Commissioner Roberson asked the public to return at 5:19 pm. Commissioner Roberson ended the executive session at 5:19 pm and the public meeting reconvened. Commissioner Zehner made a motion that the Director be permitted to hire the applicant, Virginia Hall. Commissioner Talbott seconded the motion and it passed unanimously.
3. Commission discussion items: None.
11. Adjournment: Commissioner Roberson adjourned the meeting at 5:20 pm. The next Board Meeting will be held at 5 pm on March 1, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – March 1, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:04 pm on Thursday, March 1, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Zehner, Reiff. Staff present: Director Thomsen and Admin. Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Bill Severson of the Trails Committee and Susan Mazzarella with FANS were in attendance.
3. Approval of Minutes of the previous meeting: Minutes of February 2 and February 8 meetings were approved and signed.
4. Correspondence: None
5. Approval of Payroll/Vouchers: approved as presented and signed.
6. Ongoing Business:

FANS Report:

Susan Mazzarella reported that FANS is still waiting to hear back on its 501(c)3 application, as well as from the Community Foundation regarding their grant proposal. They are working on developing their website, logo and a brochure with a donation form. FANS is planning on being present at the Children's Festival and Music on the Lawn.

Carter Street Fields:

Commissioner Zehner reported that he and Sally met with the Arnolds about relocating the site of the future playground at Carter Fields to a more central location near the restrooms. The current proposed site is not visible from the street and not ideal. Commissioner Zehner said that the school board is ok with the change, but it would require amending the conditional use permit (CUP). This would be a public process for the school district and opens a forum that has the potential to invite public comment on other issues regarding the fields as well. FHAA are doing a fundraiser on April 21 and would like the playground information to be there. Commissioners Talbott and Reiff agreed to contact and organize a group of parents and potential users of the playground to get input and discuss ideas.

Trails Committee Report:

The Trails Committee Chair, Bill Severson, presented a Trail Development Checklist for the proposed hospital trail. The board discussed the trail and the \$5,000 necessary for materials. Although the trail may connect to the Airport Trail, Severson reported that based on his conversations with the hospital landscape committee, the hospital is not interested in a multi-use trail connecting to the San Juan Valley area. The hospital would also have the ability to remove the trail given 90 days notice. The board agreed that given these connectivity issues and long-term use limitations, Island Rec will not fund the trail at this time. Other financial partners, such as the Land Bank, were discussed as potential alternatives.

Lafarge Update:

Director Thomsen reported that the parking lot has been graded with rock to remove the many potholes, and that new "do not cross" signs on the fence have been posted reminding people that the other side is private property. Director Thomsen also reported that a geologist from the Department of Natural Resources contacted Island Rec about a federally funded restoration project for the gravel pit. If bill 2793 passes through the state legislature, Island Rec could potentially receive funding for restoration. There is money in this year's budget for a preliminary plan for Lafarge, and this would be an important step should the funding come through. Commissioner Reiff agreed to contact Senator Kevin Ranker to encourage the bill.

New Logo: Discussion Postponed

Staff Benefit Fee Waived and Reduced Policy:

The policy was presented and discussed. Commissioner Talbott made a motion to adopt the policy. Commissioner Roberson seconded the motion and it passed unanimously.

Interlocal Agreement with SJ County authorizing use of vendor list and small works roster:

The agreement was presented and discussed and signed by all commissioners.

7. New Business:

Recreation Specialist Position:

Director Thomsen reported that Rebecca Clarke has resigned effective June 1. Director Thomsen presented a proposal to split the position into two $\frac{3}{4}$ time positions with full benefits; one person would focus on programming for children and families, and the other for sports, outdoor recreation and fitness. The board discussed the proposal and the budget implications and agreed that the change has the potential to increase programming quality and decrease direct programming dependency on the Director. Director Thomsen will put together an interview committee.

Softball Field Maintenance Cost Share:

Director Thomsen reported that Island Rec has not contributed to the cost of maintaining the softball fields in the last two years and proposed spending \$1,500 to do so this year. Commissioner Talbott made a motion for Island Rec to contribute the \$1,500. Commissioner Reiff seconded it and it passed unanimously.

2012 Budget Amendment Discussion:

Director Thomsen presented the proposed 2012 budget amendments, including the changes due to restructuring the Recreation Specialist positions and actual cash balance. The board discussed the amendments and pending a public hearing at the April 5th board meeting, plans to adopt the budget with the proposed amendments.

Director's Report:

Presented and discussed. The board discussed the recent complaints about the operator of the Bow Wow bus bringing in too many dogs at the dog park at one time. The board agreed to reassess the situation after sending a letter via certified mail requesting compliance with park rules, since phone calls have not been returned. It was also noted that the director's vacation time hours on the report should be changed to "Used: 40 hrs."

Commissioner Cumming reported that Spain Monson contacted him directly about a specific neighbor that he believes to be trespassing to get to the Lafarge property. Commissioner Cumming suggested that Munson register that complaint with the Sheriff's department, and Director Thomsen will phone the alleged trespasser.

January Financial Report:

Presented and discussed. The board discussed revisiting the budget this fall to review the school's athletic budget needs and the possibility of collecting less in levy funds next year if the need is less.

Dog Park Commercial Use: Discussed earlier in during director's report.

8. Commission discussion items: Commissioner Reiff reported that she attended the meeting where University of Washington students presented their findings on possibilities for revitalizing San Juan Island's National Historical Parks to boost declining park visitation numbers.

9. Adjournment: Commissioner Roberson adjourned the meeting at 7:41 pm. The next Board Meeting will be held at 5 pm on April 5, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – April 5, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:07 pm on Thursday, April 5, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Zehner, Reiff. Staff present: Director Thomsen and Admin. Assistant White.
2. Open Public Hearing on Proposed Amendment to the 2012 Adopted Budget:
Commissioner Roberson opened the public hearing at 5:08 pm; there was no public comment.
3. Close Public Hearing:
Commissioner Roberson closed the public hearing at 5:09 pm.
4. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella with FANS and Dave Zeretzke of the Trails Committee were in attendance.
5. Approval of Minutes of the previous meeting: Minutes of March 1st meeting were approved and signed.
6. Correspondence: None
7. Approval of Payroll/Vouchers: approved as presented and signed.
8. Ongoing Business:

FANS Report:

Susan Mazzarella reported that FANS has received its 501(c)3 status. FANS will be doing balloon sculptures at the Children's Festival and will also be holding a family carnival event in September. They have completed their logo, and are working on a website domain and pamphlet for their membership drive. There will be a FANS article in the Island Rec summer program guide. FANS is also seeking one additional board member.

Carter Street Fields:

Commissioner Zehner reported that he, Director Thomsen, June Arnold and Donny Galt went over to Anacortes to see their fields. They met Anacortes Park & Recreation personnel, who estimated about \$70,000 for maintenance expenses for their three fields, including personnel and materials. The fields were privately developed and then Anacortes Park & Rec took on the maintenance and management afterward. They do not charge any user fees, on the premise that if people were to pay to use the fields, they would start to expect more personalized attention & maintenance requests for their specific field needs. Commissioner Zehner also reported that the Carter Street Fields fundraiser is April 21st, and they currently have \$25,000 in the bank with a promise from a donor for a match of those funds. The school is going to try to change the conditional use permit to relocate the playground and address other issues. Commissioners Reiff and Talbott and Director Thomsen will begin outlining a strategy to plan the playground.

Trails Committee Report:

Dave Zeretzke presented a lodging tax grant application on behalf of the Trails Committee seeking funding for signage for the Cattle Point Trail. The Trails Committee has partnered with the Land Bank, the Port of Friday Harbor, Public Works, the National Park Service, and over 30 private landowners to make the trail continuous from Friday Harbor to American Camp. The grant application is for \$1200. Commissioner Talbott made a motion to submit the proposal to the San Juan County Lodging Tax Advisory Committee. Commissioner Cumming seconded the motion and it passed unanimously.

Lafarge Update:

Director Thomsen reported that Dale Downs has been doing blackberry bush removal at the gravel pit. She also reported that a user called and asked about putting a gate at the entrance to the gravel pit for the purpose of containing dogs. The board discussed the issue and agreed that the gravel pit is not designated as an off-leash dog area and a gate might suggest that dogs are secure and possibly limit future development of the site for other uses. Director Thomsen also reported that a town resident had asked if he could have the unused landscaping blocks located at the gravel pit. Since their future use is unknown, the board decided it was best to keep them. Commissioner Reiff reported that she has been following the bill in the state legislature that could provide restoration funding for the gravel pit. She said it has cleared the house committee and is now part of the capital budget that is being discussed in the legislature.

Rec Specialist Positions:

Director Thomsen reported that over 20 people applied for the two recreation specialist positions. Cynthia Stark-Wickman from the Prevention Coalition and Commissioner Cumming are serving on the interview committee. The new positions would start May 21. Mark Cunningham will also be building new desks in the office to accommodate the additional person.

7. New Business:

Summer Hiring:

Director Thomsen reported that she has hired a Camp Eagle Rock director, Arts & Crafts Director, and a Sports & Games Director for the summer. 5 more camp counselors are still needed for the summer.

Resolution 12-03 Amending 2012 Budget:

The budget amendments were presented and discussed. Commissioner Cumming made a motion to accept Resolution 12-03 amending the 2012 budget. Commissioner Roberson seconded the motion and it passed unanimously, and the Resolution was signed.

Director's Report:

Presented and discussed. Director Thomsen noted that the elementary school re-roofing will cause some disruption to Camp Eagle Rock this summer. The board discussed the STAR program and the possibility of not licensing the program as a child care center through the Department of Early Learning. Director Thomsen will look into this in more detail.

Financial Report: Presented and discussed.

10. Commission discussion items: Director Thomsen reported that the EMS building and the Luxell building are both for sale and could be considered as future homes for Island Rec.

Adjournment: Commissioner Roberson adjourned the meeting at 6:56 pm.
The next Board Meeting will be held at 5 pm on May 3, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – May 3, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:07 pm on Thursday, May 3, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Zehner, Reiff. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: None.
3. Approval of Minutes of the previous meeting: Minutes of April 5th meeting were approved and signed.
4. Correspondence: None
5. Approval of Payroll/Vouchers: approved as presented and signed.
6. Ongoing Business:

FANS Report:

Director Thomsen reported that there is an article about FANS in the Island Rec Program Guide, and that their brochure will be out soon. The San Juan Island Community Foundation has accepted a grant application from FANS as well.

Carter Street Fields:

Commissioner Zehner reported that the FHAA fundraiser was a success – they raised \$90,000. Prior to involving community members in the playground planning process, Commissioner Zehner is going to ask FHAA about their plans for raising the remaining funds needed to open the fields and the school board about the progress of the conditional use permit (CUP) revision. Commissioner Reiff said she will clarify with FHAA about the size of the proposed playground site and what kind of excavation/site preparation costs Island Rec will be responsible for when putting it in.

Trails Committee Report:

Commissioner Roberson reported that the Trails Committee built a second puncheon at the Mitchell Hill area with help from high school volunteers. She also said that Frank Mulcahy of the Public Works Department met with Trails Committee leaders from all three islands and asked each of them to provide a their current trail priorities and how Public Works can help further those goals. The Trails Committee has outlined several connector trails that they are interested in completing.

Lafarge Update:

Director Thomsen reported that the bill funding the Lafarge gravel pit reclamation project has passed, and the project leaders from the Department of Natural Resources (DNR) came out to meet with her and Commissioner Cumming about the restoration. Pending county approval of a large topsoil delivery via a barge landing at Jackson's Beach, the project will begin with noxious weed removal, followed by the creation of several "islands" planted with fir and pine trees and other organic material. This is a state jobs creation project aimed at employing young people and returning veterans.

Rec Specialist Positions:

Director Thomsen reported that two recreation specialists have been hired. Jason Davis will be the Children and Family Recreation Specialist, and JD Bister has been hired as the Sports, Outdoor Recreation, and Fitness Recreation Specialist. They will begin May 23 and have a week of training with Rebecca Clarke. Commissioner Cumming noted that one candidate turned the job offer down because Island Rec does not offer family medical benefits. Director Thomsen said Rebecca's last day will be May 30th and there will be a going away party for her that evening at Jackson's Beach – details to come.

7. New Business

Summer Hiring:

Director Thomsen reported that Diana Feinson has been hired as the Camp Eagle Rock director and she started work yesterday. There are also several returning CER counselors.

Children's Festival:

Director Thomsen reported that the Children's Festival is this Saturday, May 5th!

Director's Report: Presented and discussed.

March Financial Report: Presented and discussed.

Debt Collection Procedures:

Director Thomsen reported that there are a few outstanding STAR bills and one returned check for insufficient funds, and asked the board for guidance in collection procedures when people don't pay their bill in a timely manner. The board discussed creating a billing policy that includes a late fee that is a percentage of what they owe, and eventually mailing a letter with a return receipt request, noting that they cannot participate in any Island Rec programs until the bill is paid. The billing policy would be included on everyone's invoice. Commissioner Roberson suggested including information about DSHS financial assistance on the bills and any letters that go out, as well as encouraging people with outstanding bills to come and talk to Island Rec about any extenuating circumstances.

Summer Program Guide:

Director Thomsen reported that the program guide went out to the public last week and we have had over \$10,000 in program registrations since May 1st.

8. Commission discussion items: None.

9. Adjournment: Commissioner Roberson adjourned the meeting at 7:12 pm

The next Board Meeting will be held at 5 pm on June 7, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – June 7, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:04 pm on Thursday, June 7, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Reiff. Commissioner Zehner arrived later in the meeting. Staff present: Director Thomsen, Administrative Assistant White, and new Recreation Specialists JD Bister and Jason Davis.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella of FANS.
3. Approval of Minutes of the previous meeting: Minutes of May 3rd meeting were approved and signed.
4. Correspondence: Commissioner Roberson read two thank-you notes from the Children's Festival from magician Jeff Evans and the Flierl sisters. She also read a letter from the National Park Service inviting the board to a meeting to discuss a proposed Prairie Stewardship Plan for American Camp and English Camp.
5. Approval of Payroll/Vouchers: approved as presented and signed.
6. Ongoing Business:
Introduction of Recreation Specialists:
Director Thomsen introduced new Recreation Specialists JD Bister, and Jason Davis. JD is focusing on Sports, Outdoors and Fitness, and Jason will be handling Youth and Family programs.

FANS Report:

Susan Mazzarella reported that the Community Foundation granted money to FANS, and that FANS will be having their member mailing stuffing on June 14 from 3-7. They are seeking volunteers to help stuff envelopes. FANS will be having their family carnival event on September 9th. Their website is also live: <http://www.islandrecfans.org>. FANS is sponsoring a free drop-in British Soccer clinic on June 23.

Playground Report:

Commissioner Reiff reported that she and Director Thomsen went to look at the future playground site. There is a large pile of dirt there that will need to be excavated. The school's proposed revision of the Conditional Use Permit that includes relocation of the playground has still not been approved by the town.

Trails Committee Report: None.

Lafarge Update:

Director Thomsen reported that there have been several complaints about unleashed dogs jumping on walkers, as well as dogs running on the slopes at the gravel pit. One complaint was from Greg Hertel, who suggested more signage along the graded walkways regarding keeping dogs under control. Director Thomsen also reported that the DNR project leaders have submitted an application for a barge landing at Jackson Beach to deliver the necessary topsoil for the gravel pit restoration project. The county engineer, Rachel Dietzman, has received more applications than the annually allotted 3 barge landings. Commissioner Cumming noted that the restrictions for the limited number of barge landings probably have to do with limiting unloading traffic through that neighborhood. However, trucks unloading topsoil to the gravel pit would only be going across the street, which could be a benefit to the application process.

Debt Collection Policy:

Director Thomsen presented a draft of a debt collection policy. The board discussed the policy and Director Thomsen will present a final version for adoption at the next meeting.

Director Thomsen also suggested revisiting the scholarship policy as it relates to STAR for next school year. Instead of only advising families of financial assistance through DSHS, Island Rec could allow scholarships similar to Camp Eagle Rock. She also mentioned the possibility of using money from FANS

for scholarships for people that do not qualify for free or reduced lunch but still request financial assistance. Since that money wouldn't be taxpayer dollars, it could be granted for scholarships on a case-by-case basis as Island Rec sees fit.

7. New Business

2012/13 School Athletic Budget:

Athletic Director Rod Turnbull was not in attendance, so discussion was postponed until the next meeting.

End of Year/2011 Report:

Presented and discussed. Commissioner Reiff noted that the school has many unused pairs of skates and it would be worth asking them if they would consider selling/donating them to the public around the time that Island Rec's Family Open Skate Night is about to start in the fall.

Director's Report/Program Report:

Presented and Discussed. Commissioner Reiff said she may be interested in teaching tumbling next year as Rebecca Clarke will no longer be available to teach it. Director Thomsen noted that Camp Eagle Rock is nearly full already, and that all programs now require a paper waiver to be signed in person rather than being able to sign it electronically. Commissioner Roberson mentioned that the playground safety surfacing has not been lowered yet. Director Thomsen said there is a possibility of taking care of it in the fall, as it is in this year's budget.

April Financial Report: Presented and discussed.

Carter Street Fields:

Commissioner Zehner reported that Friday Harbor Athletic Association (FHAA) and the school have gone to the town council regarding the CUP revision. He said before the town would agree to the proposed sidewalk move, a revised engineering plan is needed. The inclusion of the playground relocation seems to be a non-issue. Commissioner Zehner reported that at this time, the opening of the fields will most likely be in the spring of 2013, and not September as originally planned. There is a meeting on Monday, June 11, with FHAA. Director Thomsen and Commissioner Reiff will attend.

8. Commission discussion items: Commissioner Talbott reported that the Fairgrounds parking lot at the family park is in poor condition. Director Thomsen will send a letter on Island Rec's behalf asking for it to be kept up. Commissioner Roberson reported that she has heard complaints from three coaches in the Adult Co-ed Softball League that are dissatisfied with the program for what it costs them. There were specific complaints about the condition of the fields, the lack of a tournament, and the overall fee to participate. Commissioner Cumming suggested giving teams an overview of what the program is costing Island Rec in order to educate participants that Island Rec is actually losing money on the program, in addition to providing basic first aid kits/ice packs for teams. Director Thomsen suggested having board representation at the softball coaches meetings at the beginning of the season, as well as having JD visit the games/practices more often to check in with teams and gather feedback.

9. Adjournment: Commissioner Roberson adjourned the meeting at 7:12 pm
The next Board Meeting will be held at 5 pm on July 5, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – July 5, 2012

1. Call to Order: Commissioner Zehner called the meeting to order at 5:05 pm on Thursday, July 5, 2012 in the Island Rec Office. Commissioners present: Zehner, Talbott, and Reiff. Commissioners absent: Cumming, and Roberson. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: None.
3. Approval of Minutes of the previous meeting: Minutes of June 7th meeting were approved and signed.
4. Correspondence: None.
5. Approval of Payroll/Vouchers: approved as presented and signed.
6. Ongoing Business:
FANS Report:
Director Thomsen reported that FANS has mailed out their membership brochures and has received some donations back. They will be at the Music on the Lawn concerts. Commissioner Reiff reported that FANS hosted the free British Soccer Clinic, which was well-attended. FANS marched in the 4th of July parade with Island Rec and had their banner. They will be hosting two fundraisers this year, one of which will be a family-friendly carnival at the Elementary School on September 9, 2012. The other is a major donor event TBA.

Carter Street Fields

Commissioner Zehner reported that Donny Galt Jr., and the Arnolds have resigned from the steering committee for the Carter Street Fields project. Don Galt Sr. has exclusive signing rights to the funds that were raised for the fields, and is using the money to prepare two of the fields, instead of focusing on the one field and finishing the restrooms and sidewalks. The school board has sent a letter to FHAA informing them that they are not in compliance with their contract since they have failed to provide the board with an operations and maintenance plan for the fields. Island Rec's board discussed that if the school's contract with FHAA is terminated due to the lack of compliance, Island Rec will consider its own involvement in the project further.

Playground Report:

Commissioner Talbott reported that due to the unclear direction of the Carter Street Fields, Island Rec's playground development is on hold.

Trails Committee Report: None.

Lafarge Update:

Director Thomsen reported that the Department of Natural Resources has cut Island Rec from the gravel pit restoration project funding. The project was aimed at putting people back to work and DNR determined that too much money would be spent on materials and other costs for the project instead of employing people.

Debt Collection Policy:

Director Thomsen presented the debt collection policy. The board discussed the policy and Commissioner Talbott made a motion to adopt the policy as written. Commissioner Reiff seconded it and the motion passed unanimously.

2012/13 School Athletic Budget: Discussion postponed.

7. New Business

STAR Change in Scholarship Support

Director Thomsen reported that during the first year of the STAR program, Island Rec directed parents to the Department of Social and Health Services (DSHS) for financial aid, instead of offering in-house scholarships. Thomsen suggested revisiting the scholarship policy as it relates to STAR for next school year, and allowing the same scholarship discounts as Camp Eagle Rock. The board discussed the revision and Commissioner Reiff made a motion to change the scholarship policy to offer STAR scholarships at the same percentages as Camp Eagle Rock. Commissioner Talbott seconded the motion and it passed unanimously.

Board Shining STAR awards:

The board discussed the various annual volunteer and community partner award candidates. The awards will be presented at a ceremony at the final Music on the Lawn concert on August 8, 2012.

Director's Report/Program Report:

Presented and Discussed. Director Thomsen noted that Camp Eagle Rock has a significant waitlist and expanding the program for next summer may be needed, pending a possible van rental on the days that additional field trips would be required. The fairgrounds parking lot was graveled and will soon be paved. Commissioner Talbott noted that once a handicapped parking space is established it would be good to extend a paved trail to the family park and to the ADA-accessible toilet.

May Financial Report: Presented and discussed.

8. Commission discussion items: None.

9. Adjournment: Commissioner Zehener adjourned the meeting at 6:38 pm.
The next Board Meeting will be held at 5 pm on August 2, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – August 2, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:04 pm on Thursday, August 2, 2012 in the Island Rec Office. Commissioners present: Roberson, Cumming, Zehner, Talbott, and Reiff. Staff Present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Rod Turnbull, Athletic Director for the SJI School District, Susan Mazzarella with FANS, and Susan and Peter Risser of the Sailing Foundation.
3. Approval of Minutes of the previous meeting: Minutes of July 5th meeting were amended and approved and signed.
4. Correspondence: None.
5. Approval of Payroll/Vouchers: approved as presented and signed.

6. Ongoing Business:

FANS Report:

Susan Mazzarella reported that FANS hosted the free British soccer clinic, which was well attended. They will be doing a family carnival on September 9th as a fundraiser and are still accepting business sponsors for \$150. Kiwanis will be doing the food for the event. FANS is in need of volunteers to help with the carnival. FANS has also had a presence at Music on the Lawn each week, which has drawn a few FANS club members.

2012/13 School Athletic Budget:

Rod Turnbull presented the budget and answered questions from the board. Rod reported that coaching represents the largest increase in the budget, and eventually he would like to see some current assistant volunteer coaching positions as paid positions.

Carter Street Fields

Commissioner Zehner reported that Don Galt Sr. responded via attorney to the school board's letter, deflecting their concerns that FHAA is not in compliance with their contract since they have failed to provide an operations and maintenance plan for the fields. At this time, FHAA's use of the funds that were raised and availability of remaining funds to finish the needed sidewalk and restrooms remains unclear. Commissioner Zehner also said that June Arnold met with the San Juan Island Community Foundation and said they are willing and able to help raise more funds for the project when the current situation settles down. The board discussed the possibility of the school terminating its contract with FHAA, and Island Rec's own involvement, including a possible levy to finish the fields and provide for operations and maintenance. Director Thomsen reported that Rob Cuomo asked her directly about the future of Island Rec's involvement in finishing the fields. Thomsen said she told Cuomo that Island Rec would not interfere with the current contract with FHAA, but thought the board would likely be supportive of becoming involved should the contract be terminated.

Trails Committee Report: Commissioner Roberson reported that the July Know Your Island Walk to Briggs Lake was a success.

Lafarge Update:

Director Thomsen noted that in this year's budget is \$5,000 to pursue a zoning change or a conditional use permit (CUP) for the gravel pit to change it from a DNR primitive area to a park or a property with specific allowable uses. This would eliminate the annual DNR permit fee that Island Rec currently pays. Funds are budgeted to hire a planning consultant to help with the process. Commissioners Zehner and Cumming agreed to participate on a committee to facilitate the process. Commissioner Cumming suggested taking annual photos of the gravel pit to document landscaping and tree growth. Director Thomsen also reported that the fence has been repaired.

IRV Appreciation and Board Shining Star Awards:

The IRV awards will be presented at the appreciation party next Wednesday, August 8th at Music on the Lawn at 6:30, followed by desserts. Board members were asked to attend.

7. New Business

Interlocal with Town of Friday Harbor for Touch-a-Truck:

Approved as presented and signed.

Sailing Foundation Report:

Peter and Susan Risser reported that they are seeking suggestions for two new board members to fill working positions for the Sailing Foundation board. Ideal candidates would have some marketing experience and/or ability to repair boats. Director Thomsen stressed the importance of Island Rec's long-standing partnership with the Sailing Foundation, as they provide the boats and sailing sites for the summer classes. The Risser's also noted that the majority of the high school sailing team has not stepped up to volunteer as sailing teaching assistants for the last two summers for Island Rec classes as they have in previous years.

FH 8.8k Loop Run:

Director Thomsen reported that the 8.8k run is on Saturday, August 18th and volunteers are needed.

Director's Report/Program Report:

Presented and Discussed. Director Thomsen noted that Camp Eagle Rock has a significant waitlist and would like to consider expanding the program for next summer to 70 children. Island Rec would need to rent a van to accommodate the additional field trips required. Commissioner Cumming asked why CER ends three weeks prior to the start of school. Director Thomsen responded that the first week is Fair week, during which time many fair-goers and participants are using the school and school property. The two weeks prior to the start of school, CER does not have use of FHES as the school is prepping for the year. CER would need its own dedicated space in order to operate longer.

June Financial Report: Presented and discussed.

8. Commission discussion items: Commissioner Reiff reported on an incident that she heard about at the dog park several weeks ago where a dog was attacked by another dog. The situation escalated and one owner reportedly pulled out a knife and was threatening. Director Thomsen said no one else reported the incident to Island Rec. Commissioner Reiff also encouraged the board to help find volunteers for the September 9th FANS carnival. Commissioner Zehner reported that he, Director Thomsen, and Brent Snow met with Orcas Island Park & Rec and shared information and ideas for their future. They recently hired a new director.

9. Adjournment: Commissioner Roberson adjourned the meeting at 7:27 pm.
The next Board Meeting will be held at 5 pm on September 6, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners Meeting – September 6, 2012

Call to Order: Commissioner Roberson called the meeting to order at 5:00 pm on Thursday, September 6, 2012 in the Island Rec Office. Commissioners present: Roberson, Cumming, Zehner, and Reiff. Commissioners absent: Talbott. Staff Present: Director Thomsen and Administrative Assistant White.

1. Introduction of Visitors/Public Comment on Non-Agenda items: None.
2. Approval of Minutes of the previous meeting: Minutes of August 2nd meeting were amended and approved and signed.
3. Correspondence: Commissioner Roberson read several thank you notes to Island Rec from community members regarding staff appreciation, Chalk It Up, and the STAR program.
4. Approval of Payroll/Vouchers: approved as presented and signed. Director Thomsen noted that the petty cash and checking accounts were maxed out this month and it may be necessary to increase those revolving amounts.
5. Ongoing Business:
FANS Report:
Commissioner Reiff reminded the board about the FANS carnival this Sunday, September 9. They are still in need of a few volunteers. Director Thomsen said that FANS had looked into a Rotary grant, but as it was for programs, it was suggested that Island Rec apply for the grant directly (instead of FANS). Island Rec was awarded the \$2,905 grant to help fund the “School’s Out Camps” this year. Commissioner Reiff also noted that after the carnival, FANS will likely seek two new board members, as Jennifer Ayers has resigned.

Carter Street Fields

Commissioner Zehner reported that he met with Don Galt Sr. and Rob Cuomo. FHAA is interested in having Island Rec create an operations/maintenance plan and agreement for the fields. Commissioner Zehner said he responded that as a public agency, Island Rec is only interested in contracting directly with the school. He said Rob Cuomo asked for a written letter stating on what terms Island Rec would consider working directly with FHAA. The board discussed the issue and decided to respond to FHAA upon written request to Island Rec for assistance.

Trails Committee Report: Commissioner Roberson reported that Trails had their picnic on Wednesday. She also said that Dave Zeretzke has asked her and Director Thomsen to attend the WA State Trails Conference alongside members of the Trails Committee, who will be presenting on how the group has evolved and what has been accomplished. The conference is October 25-28. The Trails Committee would like to use some of their budget to go to the conference. Director Thomsen asked the board if she should be encouraged to go. Commissioner Cumming encouraged attending to support the Trails Committee and be a part of the public exposure of having them present at the conference. The board agreed. Commissioner Roberson also reported that a permissive use agreement with the homeowners of the golf course road has been signed, allowing people to walk on the road. In addition, Cinda Pierce approached the Medical Guild and they have agreed to fund the hospital trail project. Theresa Simendinger is circulating a petition to the National Park Service to consider allowing equestrian/multi-use of three local trails, including American Camp to Fraser Homestead, Mt. Finlayson, and English Camp on the backside of Young Hill. There is also a new trail that opened up near Young Hill that connects to the new Mitchell Hill property. Director Thomsen reported that the Trails Committee had applied for LTAC (Lodging Tax Advisory Committee) funding for signage on the Cattle Point trail, but funding was denied. She suggested that Island Rec consider applying for LTAC funds at some point, as similar organizations like the county parks, theatre, and fairgrounds receive funding.

6. New Business

Camp Eagle Rock/STAR/School Break Camps

Director Thomsen reported that she had received feedback from parents regarding the lack of child care in between when STAR and Camp Eagle Rock operate. As STAR will only operate on regular school days this year, Island Rec will run "School's Out Camps" during times like spring break. These camps are being considered for times like the week after school gets out, and at the end of the summer when CER ends, but school has not started yet. They will be small enrollment, and not licensed as childcare or associated with STAR. Director Thomsen also said she had received word from School Superintendent, Rick Thompson, that CER would not be allowed to operate at FHES in the summer of 2013 due to school renovations. The board discussed the longtime partnership between Island Rec and the school district and was disappointed that the school would consider eliminating CER's use of the facility. In general the board found this unacceptable. The board discussed asking the school about their specific concerns with having CER in the facility, and what can be done to alleviate them. Director Thomsen said she would meet with Rick Thompson next week about the situation and if needed, have a board member attend additional meetings.

CUP Planning for Lafarge

Director Thomsen reported that she and Commissioner Zehner met to discuss a list of possible uses to include in a conditional use permit (CUP) application for Lafarge. A draft list of possibilities was presented to the board. Commissioners Zehner and Cumming, and Director Thomsen met with Collin Maycoch, county senior planner, to discuss the application process. Director Thomsen is looking into two consultant options to help with the process. She said an inspector from DNR went out to Lafarge recently and reported that he thought it was ready to be signed off on for Island Rec's next intended use, which would eliminate the DNR annual fee. The CUP process would still be necessary to allow uses like Island Rec special events to occur at Lafarge. More updates to follow.

Salary Review Committee Report

Commissioner Cumming reported that he met with Director Thomsen and Commissioner Talbott to review Island Rec salary and benefit package comparisons with other local government agencies and regional park and recreation departments. It is the committee's recommendation that salaries remain the same with the annual COLA (Cost Of Living Adjustment), and that Island Rec look into adding some level of family healthcare benefits to come into line with other comparable organizations. Commissioner Cumming noted that it is important to consider how to attract good candidates in the long-term for all Island Rec positions and mentioned that one Recreation Specialist candidate turned down the position this summer due to lack of family health benefits. He also said that the committee recommended adding a severance benefit that would take effect when the director had served 10 years; one month for 10 years of service, Two months for 20 years, etc. Commissioner Reiff said those amounts seemed low for the amount of service. Commissioner Roberson also mentioned the higher cost of living on San Juan Island than the mainland and the how to take that into account in salaries/benefits. Director Thomsen noted that in the current salary schedule, there is only \$2,000 difference between the starting salary of a Recreation Specialist and that of the Director. The committee will reconvene and continue to discuss as well as review all of Island Rec's part-time salaries.

Director's Report/Program Report:

Presented and Discussed. Director Thomsen reported that online surveys are being sent to parents after programs to provide an opportunity for feedback. She also requested to be allowed to accrue 7 hours more than the maximum vacation hours until her planned vacation time in October. The board approved the request. Director Thomsen also said she has signed up to be a part of the Ferry Reservation Committee to encourage ferry reservations for park & rec districts and youth sports organizations. The board agreed this is appropriate as part of her job.

July Financial Report: Presented and discussed.

Request to change October Board meeting date:

Director Thomsen requested to change the October board meeting from the 4th to 11th due to planned vacation. The board agreed to meet on the 11th.

2012-13 Budget Planning

Director Thomsen presented a proposed schedule outlining extra board meetings to accommodate budget preparation for next year.

7. Commission Discussion Items: Commissioner Reiff reported that Summer Clark posted a comment on facebook stating her frustration with 17-20 year olds hanging out smoking pot and drinking at the skate park. She encouraged calling the police if others witness those activities. There were many comments and “likes” to the post. The board discussed the issue and possibility of closing the park for a day to send a message. The board agreed to have Director Thomsen contact the sheriff’s department to find out how many calls they get about the skate park and their view on how much illegal activity is or isn’t being witnessed/reported. Commissioner Roberson noted that there are a lot of cigarette butts on the ground at the skate park – Director Thomsen said she would talk to Dale Downs about cleaning them up. Commissioner Roberson also suggested putting an additional bench just inside the gate where parents can comfortably supervise their children. The board agreed to add one. Director Thomsen reported that this summer’s “Skate Like A Girl” camps brought on a discussion among participants about why they don’t come to the skate park, including comments like “because it’s dirty” or “not safe.” There was discussion from this group about coming up with a designated community skate time to encourage young children to come to the park.
8. Adjournment: Commissioner Roberson adjourned the meeting at 7:12 pm.
The next Board Meeting will be held at 5 pm on October 11, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners Meeting – October 11, 2012

Call to Order: Commissioner Roberson called the meeting to order at 5:01 pm on Thursday, October 11, 2012 in the Island Rec Office. Commissioners present: Roberson, Talbott, Cumming, Zehner, and Reiff. Staff Present: Director Thomsen and Administrative Assistant White.

1. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella from FANS was in attendance.
2. Approval of Minutes of the previous meeting: Minutes of September 6th meeting were approved and signed.
3. Correspondence: Director Thomsen shared a phone conversation that she had with a community member interested in senior daycare. She said she responded that Island Rec wouldn't be offering that at this time and to perhaps talk with the senior center.
4. Approval of Payroll/Vouchers: approved as presented and signed.

5. Ongoing Business:

FANS Report:

Susan Mazzarella reported that FANS made approximately \$1,400 at the family carnival, as budgeted. The carnival seemed well received by the community. FANS will be volunteering at Touch A Truck tomorrow alongside Kiwanis giving out free hot dogs. They have a meeting on Monday and will begin discussing a major donor fundraiser and possible grant opportunities. David Waldron was also voted in as a new board member.

Carter Street Fields

Commissioner Zehner reported that he had told Rob Cuomo that Island Rec was not interested in writing a letter to FHAA about what terms a working relationship would be possible. Director Thomsen reported that Brent Snow had contacted her and said that there is still an estimated \$150,000 needed to finish the project. The school had a water pump test completed, resulting in 40 gallons/minute – which would likely only water three of the proposed six fields. The board discussed the situation and agreed that Island Rec's involvement in the Carter Street Fields project is generally at a stand-still.

Trails Committee Report: Commissioner Roberson reported that at the recent Trails steering committee meeting, the new national parks superintendent, Lee Taylor, presented. She had been asked for horse access to a few trails by committee member Theresa Simendinger, and Taylor found several more that could likely be opened up to horse access as well. The decision is not official and there will be a public comment period. Director Thomsen also said that 6 trails committee members will be attending the Washington State Trails Conference and will be reimbursed \$150 each out of the Trails budget for costs. Commissioner Roberson noted that the Cattle Point Road will be redirected inland away from eroding bluffs, and she suggested to Taylor that the old road become a multi-use pathway. Commissioner Roberson said Taylor seemed to think that was a good possibility.

Lafarge/Reclamation – CUP

Director Thomsen reported that Island Rec holds a surface mining permit with a proposed subsequent use of agriculture and/or residential. DNR suggested that a step in the right direction for removal of that permit and the associated annual fee would be to change the subsequent use. Rene Beliveau, Community Development and Planning Director, recently signed a new Form SM-6 for Island Rec that changes the proposed subsequent use to "Community Park; to include walking paths and off leash dog park area." Director Thomsen also said that she has received two proposals from consultants interested in assisting Island Rec through the Conditional Use Permit process.

Salary Review Committee Recommendations:

Director Thomsen presented the recommendations, which were the result of research that began last year comparing Island Rec salaries with other local entities as well as regional park and recreation organizations. The board reviewed and discussed the recommendations. Commissioner Cumming made a motion to adopt the following changes:

Change Job Title from Recreation Director to Director to reflect actual job responsibilities.

Implement the following severance schedule in situations when the Board chooses to dismiss the Director as a no fault termination.

- Director who has served 10 years Island Rec will provide a current one month salary;
- Director who has served 15 years Island Rec will provide a current two month salary;
- Director who has served 20 years Island Rec will provide a current three month salary;

Adjust the Recreation Specialist salary making the current Step 1 Salary the Step 5 Salary on the new scale. This adjustment would not affect current employees.

Commissioner Zehner seconded the motion and it passed unanimously. The board expressed interest in the recommendation to pay 40% of the cost of Regence's medical insurance premium for employee's spouse and children, but wanted to see projected costs for the future first.

2013 Budget Discussion

Director Thomsen reported that she has begun working on the 2013 budget and discussed ideas with the board.

6. New Business

Resolution 12-04 Providing Social Security Coverage

Director Thomsen presented the resolution and said the state has informed her that the PERS retirement plan that eligible Island Rec employees participate in is considered a substitute for social security.

Following the resolution, Island Rec employees can vote as a group on whether they would like to continue both PERS and social security deductions, or discontinue deducting social security. Commissioner Cumming made a motion to adopt the resolution, and Commissioner Talbott seconded it. The motion passed unanimously and the resolution was signed.

2012 COLA 2.7%

Director Thomsen reported that the Cost of Living Adjustment (COLA) increase for 2012 is 2.7% and salaries will be adjusted for the new budget, as per Island Rec policy. The increase was unanimously approved by the board.

Review Blood Borne Pathogen Policy

Director Thomsen and the board discussed the current plan and made no changes. Commissioner Talbott motioned to continue using the plan unchanged. Commissioner Roberson seconded the motion and it passed unanimously.

Director's Report/Program Report

Director Thomsen presented the report. Virginia Hall has left STAR and the position is open. JD Bister has also resigned from his position and his last day is Tuesday, October 16th. The board discussed JD's position and how best to fill it. Director Thomsen will first contact individuals who had previously applied for the position, before posting it and accepting new applications. Director Thomsen also said in the meantime she is looking for someone to coordinate the boy's basketball league.

September Financial Report: Presented and discussed.

Executive Session in accordance with RCW 42.30.110, to review the performance of a public employee. The board began an executive session at 7:03pm. Commissioner Roberson asked the public to return at 7:06pm. Commissioner Roberson ended the executive session at 7:06pm. No action was taken.

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners Meeting – October 11, 2012 Continued

7. Commission Discussion Items:
The board briefly discussed why JD Bister resigned. Commissioner Reiff mentioned two incidents at the skate park. The police were called on an incident involving spray painting. On another occasion a parent witnessed a car hitting the fence.

8. Adjournment: Commissioner Roberson adjourned the meeting at 7:13 pm.
The next Board Meeting will be held at 5 pm on November 1, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners Meeting – Thursday November 1, 2012

Call to Order: Commissioner Roberson called the meeting to order at 5:08 pm on Thursday, November 1, 2012 in the Island Rec Office. Commissioners present: Roberson, Talbott, Cumming, Zehner, and Reiff.
Staff Present: Director Thomsen.

1. Introduction of Visitors/Public Comment on Non-Agenda items: Theresa Simendinger joined the meeting later.
2. Approval of Minutes of the previous meeting: Minutes of October 11th meeting were approved and signed.
3. Correspondence: None
4. Approval of Payroll/Vouchers: approved as presented and signed. (Note that there was a reimbursement for \$181 to Dave Zeretzke from the Trails Committee instead of the previously approved \$150 from the previous meeting).
5. Ongoing Business:
FANS Report:
Director Thomsen reported that FANS is busy working on a timeline for 2013 and to expect a report at the next meeting.

Carter Street Fields

No activity to report over the previous month.

Trails Committee Report: Director Thomsen reported that five people attended the state trails conference and to look for a report at the next month's meeting.

Lafarge/Reclamation – CUP

Director Thomsen reported that the current Mining Permit (SM6) on file with DNR states that the subsequent use of the property is agriculture and residential. She has submitted a new SM6 stating the subsequent use be changed to a community park. Two estimates for professional services for submitting a county conditional use permit have been received. These will be reviewed when the reclamation permit has been terminated.

2013 Budget Discussion

Big items for discussion included; Combining the STAR and Camp Eagle Rock Directors into one position, health care benefits for dependents and spouses, adding small "in-school-year" camps for breaks in school such as winter, Christmas and Spring Breaks, and expanding family programs with eight weeks of outdoor movies. Commissioner Cumming expressed some concerns about taking money from Lafarge reserve for current operation and maintenance costs. There was general agreement from the board that only capital costs including professional services required for development and improvements should come from the Lafarge reserve. Director Thomsen requested direction from each of the Commissioners prior to ending the discussion and will make changes and bring the budget back for review at the next meeting.

6. New Business
Request from Island Trail Riders Club to support horse riding trails on NPS property
Theresa Simendinger stopped in to request the board's support in furthering the multi-use trails to include horseback riding within the National Parks. Commissioner Cumming made a motion to support the issue and it was seconded by several commissioners. The motion passed unanimously.

Director's Report/Program Report: presented and discussed.

New Board Chair

The Commissioner Chair for 2013 will be Commissioner Talbott.

Island Rec Personnel – Dress Policy

Postponed until next meeting.

7. Commission Discussion Items:

Another meeting for budget discussion will be held on November 20th at 5 pm. An additional meeting for a public hearing and budget adoption was set for November 29th at 5 pm.

8. Adjournment: Commissioner Roberson adjourned the meeting at 8:31 pm.

The next Board Meeting will be held at 5 pm on November 20, 2012.

Submitted by: Jeremy Talbott, Board Commissioner

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners Meeting – Thursday November 20, 2012

Call to Order: Commissioner Zehner called the meeting to order at 5:03 pm on Thursday, November 20, 2012 in the Island Rec Office. Commissioners present: Roberson, Talbott, Cumming, Zehner, and Reiff. Staff Present: Director Thomsen and Administrative Assistant White.

1. Introduction of Visitors/Public Comment on Non-Agenda items: None:
2. Approval of Minutes of the previous meeting: Minutes of November 1st meeting were approved and signed.
3. Correspondence: None
4. Approval of Payroll/Vouchers: approved as presented and signed.
5. Ongoing Business:
2013 Budget Discussion
Director Thomsen presented a revised draft 2013 budget based on the board's discussion from November 1st. The board reviewed and discussed the changes to the proposed budget. Director Thomsen noted that the cost of Regence's health care premium per staff member will go down in 2013, and that the 2013 budget includes partial spouse/dependent coverage. Island Rec office landlords, the Warren's, have asked for a two-year office lease renewal with a \$15/month increase, and the board agreed that was acceptable. Director Thomsen asked the board for clarification on what Lafarge-related expenses come out of Island Rec's operations budget vs. the Lafarge Reserve budget on a regular basis. The board discussed various expenses and agreed that only capital and/or planning costs should come out of the reserve. Salaries, trash removal, and maintenance expenses like on-going blackberry bush removal should come out of the operations budget. The board was generally in agreement that the 2013 draft budget was acceptable as presented by Director Thomsen.
6. New Business
Amended September YTD Financial Statement
An amended statement was presented as the previous one had an accounting error.

FHES PTA request to sell refreshments at Island Rec programs
Director Thomsen said the PTA has specifically requested to sell refreshments at the Sunday Island Rec basketball games. The board discussed the request and agreed that it was fine as long as they clean up and monitor that the food/drink is being consumed in the lobby and not the gym, as per school rules.

Roller Skates Open for Bid
Director Thomsen said FANS will place a bid for the school district's roller skates that are available. Then the skates could be given away for free by FANS and Island Rec with the hope of allowing more families to Open Skate Night.

Proposed 2012 Budget Amendments
Director Thomsen presented the proposed amendments for the 2012 budget, based on a small increase in actual property tax revenue from what was budgeted. The board discussed at length the school athletic budget and agreed that more information and clarification was needed specifically regarding their reserve fund. Athletic Director, Rod Turnbull, will be invited to attend the December 6th meeting to answer questions. The board was generally in agreement that the 2012 budget amendments were acceptable as presented by Director Thomsen. A public hearing will be held at the December 6th meeting.
7. Commission Discussion Items:

Director Thomsen presented a request from the Trails Committee to use \$1,000 of their remaining 2012 budget to purchase posts, signs, and arrows for the Cattle Point connector trail through Fairway Drive by the golf course. The board noted that they would still like to see and approve the signs with any logos or advice on them prior to their production. The board agreed that the purchase amount was fine. The board asked Director Thomsen to request a list of supplies and materials from the Trails Committee for review by herself and Commissioner Roberson. The board gave approval for the Trails Committee to purchase the supplies after Commissioner Roberson and Director Thomsen approved the list.

8. Adjournment: Commissioner Zehner adjourned the meeting at 6:35 pm.

The next Board Meeting will be held at 5 pm on November 29, 2012. It will be a public hearing for the purpose of hearing comment relating to the adoption of the 2013 budget, followed by the adoption of the budget.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 29, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:04 pm on Thursday, November 29, 2012 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Zehner, Reiff. Staff present: Director Thomsen and Administrative Assistant White.
2. Open Public Hearing; 2013 Budget Adoption
Commissioner Roberson opened the public hearing at 5:05 pm; no visitors were present.
3. Close Public Hearing
Commissioner Roberson closed the public hearing at 5:06 pm.
4. Approval of Minutes of the previous meeting: Minutes of November 20th meeting were approved and signed.
5. New Business
Resolution 12-05 Setting the Levy Rate for 2013:
Director Thomsen presented the resolution. It was approved and signed by the board.

Resolution 12-06 Adopting the 2013 Budget:
Director Thomsen presented the resolution to adopt the 2013 budget. It was approved and signed by the board.
6. Commission discussion items: Commissioner Reiff asked for clarification regarding the advertised STAR Leader position. Director Thomsen said that Alice Hibberd is still the STAR Coordinator and the Leader position is open.
7. Adjournment: Commissioner Roberson adjourned the meeting at 5:14 pm.

The next Board Meeting will be held at 5 pm on December 6, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – December 6, 2012

1. Call to Order: Commissioner Roberson called the meeting to order at 5:02 pm on Thursday, December 6, 2012 in the Island Rec Office. Commissioners present: Roberson, Talbott, Zehner, Reiff. Commissioners absent: Cumming. Staff present: Director Thomsen, new Recreation Specialist Morgan Johnston, and Administrative Assistant White.
2. Open Public Hearing; 2012 Budget Amendment
Commissioner Roberson opened the public hearing at 5:03 pm; there were no comments from visitors.
3. Close Public Hearing
Commissioner Roberson closed the public hearing at 5:04 pm.
4. Approval of Minutes of the previous meeting: Minutes of November 29th meeting were approved and signed.
5. Ongoing Business
FHHS Athletic Budget
Athletic Director Rod Turnbull presented the final 2011-2012 athletic budget and answered questions from the board. The board asked for clarification regarding the reserve funds in the budget, and Turnbull responded that some of the reserve was for post-season travel/games for teams that could advance in winning seasons. Commissioner Reiff brought up the need for maintenance at the elementary school fields, as well as the possibility of the public feeling over-taxed if the levy term ended with “leftover” money in the reserve. The option remains to collect less money from taxpayers in the final year of the levy if there is a sufficient reserve built up, which would demonstrate that the school has been a good steward of the funds. Commissioner Roberson asked Turnbull about the sports user fee of \$150 per student/per sport, and wanted to make sure that purchasing additional equipment/uniforms is not being asked of students and their families. Turnbull said that all required equipment is covered and agreed that coaches need to be on board with not asking more of families. He also said that many students are on scholarship and do not pay the full fee. Director Thomsen asked Turnbull if the \$1,500 that Island Rec paid in 2012 to Friday Harbor Baseball Association for field maintenance could be paid out of the school budget in 2013, and Turnbull said that was fine. Turnbull and the board agreed that it would be good to start discussions well in advance of the next levy about the best way to manage all of the needs of the various interest groups using school athletic facilities.

FANS Report

Susan Mazzarella reported that FANS is working on their 2013 budget and forming their committees for next year. They purchased the roller skates for a minimal amount that were up for bid from the high school, and plan to give them away at the Island Rec office on December 15th. FANS would like to support a new Island Rec program, like Movies in the Park, if possible, instead of only supporting operations costs.

Trails Committee Report

Commissioner Roberson reported that the Trails Committee is having a partnership appreciation night at their next regular meeting. They have invited partnering agencies like the National Park Service and the Land Bank for refreshments. They are hoping to open the American Camp Trail on National Trails Day, June 1st, 2013. They have asked Commissioner Roberson to write a thank you letter to the Fairway Drive HOA for their cooperation in extending the trail through their neighborhood. The arrow signs for the trail have been ordered. Other signs that have logos and wording on them will be ordered next year after board review. The Trails Committee also elected new officers at their last meeting. Commissioner Roberson suggested inviting a committee member to do a year-end report at an upcoming meeting.

Lafarge Reclamation

Director Thomsen reported that she submitted a letter to the Department of Natural Resources for a change in subsequent use. An inspector came out to Lafarge today to inspect the property before signing off on terminating the reclamation permit. He said he will submit the proper paperwork to end the billing for the annual DNR fee, which will allow Island Rec to pursue other possibilities for the property.

Approval of Vouchers (added to agenda)
Approved as presented and signed.

6. New Business

Resolution 12-07 Amending the 2012 Budget :

Director Thomsen presented the resolution. Commissioner Zehner made a motion to approve the resolution and Commissioner Reiff seconded it. It passed unanimously and was signed by the board.

Director/Program Reports

Presented and Discussed. Director Thomsen noted that she and Alice Hibberd are interviewing 3 applicants for the STAR leader position tomorrow. She also said that a new adult drop-in dodgeball program will likely begin soon. Commissioner Reiff expressed her concerns about dodgeball as an inappropriate sport for youth in schools, and the difficulty of keeping kids from wanting to play it if adults will be playing it through Island Rec.

October Financial Report

Presented and discussed.

7. Commission discussion items: Commissioner Zehner said it would be good for the board to gain a better understanding of property taxes for the next levy, especially because of the recent news that assessed property values have decreased. Director Thomsen said that Orcas Park & Rec is experiencing a significant decrease in their property tax revenue because of the drop in assessed values, but that Island Rec's rate is guaranteed. This is because of the way the levy language was written, and should be a consideration for the future levy.

8. Adjournment: Commissioner Roberson adjourned the meeting at 6:51 pm.

The next Board Meeting will be held at 5 pm on January 3, 2012.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott