

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 3, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:06 pm on Thursday, January 3, 2013 in the Island Rec Office. Commissioners present: Roberson, Talbott, Zehner, Reiff, Cumming. Staff present: Director Thomsen and Administrative Assistant White.
2. Approval of Minutes of the previous meeting: Minutes of December 6th meeting were approved and signed.
3. Correspondence: None
4. Approval of Payroll/Vouchers: Approved as presented and signed.
5. Ongoing Business

FANS Report

Kyle Loring reported that FANS met with Director Thomsen about needs in the 2013 budget. The roller skate give-away was a great success, with only a few pairs remaining. FANS has been creating committees for the year and plans to do their annual membership drive again in early spring. Their officers will stay the same for 2013. They are looking to expand to possibly 11-13 board members.

Lafarge

Director Thomsen reported that the surface mining reclamation permit has officially been terminated; eliminating the annual fee that Island Rec has been paying to DNR. Director Thomsen mentioned that before beginning any planning process with a consultant, it might be good to check on the status of the capped well on the property. Commissioner Cumming offered to inspect it with Director Thomsen tomorrow to ensure public safety. Commissioner Roberson noted that for future water and irrigation needs at the property, it will be worth having the well water assessed and pump-tested and hopefully preserved instead of filling it in.

Trails Committee Report

Dave Zeretzke and Cinda Pierce presented examples of the aluminum informational and arrow signs they hope to have posted on the new American Camp Trail, as well as other trails around the island. The board approved the signs. Commissioner Cumming suggested adding signs designating “no horses” and “no bikes,” where appropriate. Commissioner Talbott suggested having the option to scan a QR code on the sign for people that want to have the trail map on their smart phones. The Trails Committee hopes to have the signs in place this spring in plenty of time for the June 1/National Trails Day grand opening. They plan to draft a thank you letter to all of the partners and homeowners involved in the trail, inviting them to the grand opening. Director Thomsen mentioned the Trails potluck is March 20th. Island Rec will also start promoting the Know Your Island Walks with the Trails logo on its Facebook page each month. Dave Zeretzke noted that members of the Trails Committee are trying to meet at least quarterly with Lopez and Orcas groups that are also looking to connect their communities with their trails.

6. New Business
Winter Program Guide
Director Thomsen reported that the new guide went out to mailboxes today.

Board Liaison Assignments

The board reviewed last years assignments and signed up to attend various events throughout the year. Director Thomsen suggested adding a Levy & School Contract assignment to begin discussions regarding Island Rec's next levy and how school sports will fit into it. Commissioner Zehner offered to take the assignment. Thomsen also mentioned that Washington Park & Rec districts need a supermajority vote

(60%) to pass a levy. School districts used to require the same, but they were able to lobby to change it to a 50% majority through legislative action statewide. Director Thomsen will ask the County Auditor for more details about what other junior taxing districts require the supermajority vote.

Personnel Policy Review

Director Thomsen presented proposed changes to Island Rec personnel policies. The board discussed the changes and presented other changes, noting that the severance pay section for the Director needs to be more clearly defined, and a termination clause added. Director Thomsen will look into the appropriate wording for this, as well as wording for a separate contract for the Director and bring a revised personnel policy to the next board meeting for approval.

Director/Program Reports: Presented and discussed. Director Thomsen noted that the Family Park will be closed for about a month for the resurfacing project.

November Financial Report: Presented and discussed.

7. Commission discussion items: Commissioner Reiff reported that there had been a string of Facebook postings on SJI Mamas & Papas regarding the lack of a place to go/things to do with younger preschool-aged children. There was one posting suggesting Island Rec offer something. Director Thomsen said if people came and talked to Island Rec and wanted the program again, it could be a possibility, however past attempts at similar preschool programs did not draw enough participants.

The board also discussed the vacant EMS building and adjacent lot as a possible future home for Island Rec. The buildings are owned by the hospital district. Commissioner Cumming offered to bring the idea to a hospital board member.

8. Executive Session RCW 42.30.110, Recreation Director's Performance Review
The board began an executive session at 7:15 pm for discussion of the Director's performance review. Commissioner Talbott asked the public to return at 7:35 pm. Commissioner Talbott ended the executive session at 7:34 pm and the public meeting reconvened. A satisfactory performance review was approved and signed.
9. Adjournment: Commissioner Talbott adjourned the meeting at 7:37 pm

The next Board Meeting will be held at 5 pm on February 7, 2013.

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 7, 2013

1. Call to Order: Commissioner Zehner called the meeting to order at 5:06 pm on Thursday, February 7, 2013 in the Island Rec Office. Commissioners present: Roberson, Talbott, Zehner, Reiff. Commissioners absent: Cumming. Staff present: Director Thomsen and Administrative Assistant White.
2. Approval of Minutes of the previous meeting: Minutes of January 3rd meeting were approved and signed.
3. Introduction of Visitors/Public Comment on Non-Agenda items: Bill Severson from the Trails Committee and Béla Boyd from the high school community projects class were in attendance. Béla presented an idea for his project to the board, which consisted of installing permanent speakers at the skatepark that user's ipods could be plugged into. He said the volume could be limited to a pre-set maximum and a timer in place so the speakers could not be used after dark. The board expressed concerns about maintenance and music selection/volume with the skatepark's proximity to the family park. The board discussed the idea and decided not to allow the project.
4. Correspondence: None
5. Approval of Payroll/Vouchers: Approved as presented and signed.
6. Ongoing Business
 - Trails Committee Report
 - Bill Severson presented the 2012 year-end report from the Trails Committee, and discussed goals for the future with the board. The next Trails Committee meeting is February 20th and their potluck is March 20th at the Grange at 5:30pm.
 - FANS Report
 - Commissioner Reiff reported that FANS is working on coordinating their major donor fundraiser, which might include a cruise aboard the Odyssey in May. FANS brochures should be completed at their next meeting and will be mailed in March. The community foundation gave a \$1,500 grant to FANS to help cover the mailing costs. Director Thomsen reported that FANS has approved their budget and that Cathy Kromer is looking into several grant possibilities, including one for \$5,000 to fund a stage for Music on the Lawn.
 - Lafarge
 - Director Thomsen reported that she and Commissioner Cumming did a safety inspection at the well and made sure it was covered and safely sealed. She also mentioned the Conditional Use Permit planning process and asked the board how to proceed. Commissioner Zehner said he would like to know more about the process of changing the land use/zoning of the gravel pit to be a park, possibly instead of the CUP process. The board discussed the idea and agreed. Director Thomsen will look into the zoning change process vs. the CUP process and present the information to the board.
 - Personnel Policy Review
 - The board discussed the proposed personnel policy amendments. Commissioner Reiff suggested removing the phrase "cash payment upon termination," under the sick leave section 3.2.8. Based on the proposed changes, the director would have a contract, which will need to be created for Director Thomsen. Commissioner Zehner made a motion to accept the changes as presented, and Commissioner Roberson seconded it. The motion passed unanimously.
7. New Business
 - EMS Building/Program Space

Director Thomsen reported that Commissioner Cumming met with Jim Cole and Michael Edwards to discuss any possibilities for Island Rec's office and program space to be housed at the old EMS building, with a lease to own option. Although Cole and Edwards asked Island Rec for a memorandum of understanding following the conversation, Commissioner Cumming did not think that it was worth pursuing as an affordable option.

Director/Program Reports:

Presented and discussed. Director Thomsen noted that the Family Park is still closed for the resurfacing project. Excess mulch from the project is in a pile at Lafarge, and the board agreed that the last load could go to the dog park. Director Thomsen reported that she learned from Orcas Park & Rec that they have to pay sales tax on many of their programs, and that we should be doing so as well. The board discussed the implications and Director Thomsen will research the tax to determine exactly which programs require sales tax. This would likely be implemented with Island Rec's 2013 summer programs.

2012 End of Year Financial Report: Presented and discussed.

January 2013 Financial Report: Presented and discussed.

Increase Petty Cash Account: Resolution 13-01

Director Thomsen presented Resolution 13-01 to the board, stating the need to have access to more petty cash in order to be able to reimburse staff in a timely manner for supplies for growing programs like STAR, School's Out Camp, and Camp Eagle Rock. The board approved and signed the resolution.

Recreation Specialist (School's Out Program) Staff hiring

Director Thomsen discussed the new position that will combine the Camp Eagle Rock Director position and the STAR Coordinator position into one year-round job. She noted that current STAR Coordinator, Alice Hibberd, was not interested in the position and asked the board for permission to hire the position without advertising it. She said last year's Camp Eagle Rock director, Diana Feinson, was interested in the position and would be a good fit. The board discussed the position and gave permission to the Director to be able to offer her the job without advertising it to the public.

8. Commission discussion items: Commissioner Reiff noted that cosmic scooter and trike time last Saturday was very popular and mentioned safety concerns regarding the various types of equipment being brought to the program as well as staff supervision. Director Thomsen said that Recreation Specialist Jason Davis had also brought up concerns at a staff meeting and that she planned to attend the program this Saturday to follow up. Commissioner Roberson also suggested having a second staff member at Skate/Scooter Night now that it is busier. Director Thomsen said that staff was planning to do so.
7. Adjournment: Commissioner Talbott adjourned the meeting at 7:26 pm

The next Board Meeting will be held at 5 pm on March 7, 2013.

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 7, 2013

1. Call to Order: Commissioner Zehner called the meeting to order at 5:04 pm on Thursday, March 7, 2013 in the Island Rec Office. Commissioners present: Roberson, Talbott, Zehner, Reiff, Cumming. Staff present: Director Thomsen, Recreation Specialist Jason Davis, and Administrative Assistant White.
2. Approval of Minutes of the previous meeting: Minutes of February 7th meeting were approved and signed.
3. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella from FANS, and Béla Boyd from the high school community projects class were in attendance. Béla presented a revised idea for his skatepark speakers project to the board, which included using a designated ipod with Island Rec-approved songs on it instead of allowing skaters to plug in their own ipod. The board still expressed concerns about maintenance, music selection, and the skatepark's proximity to the family park. Commissioner Cumming noted past concerns from neighbors when boom boxes have been used at the park. The board discussed the revised idea and decided not to allow the project. Director Thomsen suggested the upcoming Movies in the Park series as a possible community project for Béla as Island Rec is in need of electronics expertise for speakers and a projector.
4. Correspondence: None
5. Approval of Payroll/Vouchers: Approved as presented and signed.
6. Ongoing Business
FANS Report
Susan Mazzarella reported that FANS will be assembling their annual brochure mailing tomorrow in the tech room from 3:30-6pm and volunteers are needed. FANS will be at the Children's Festival again this year doing balloon animals and hats. Their major donor fundraiser will be a sunset cruise aboard the Odyssey on May 18. The Island Rec board is asked to attend. One of the FANS board members is willing to match all donations made that night. Tickets are \$100 and are limited to 35 people. Other suggested attendee names would be appreciated from the board. Director Thomsen said FANS will also be at Marketplace and King's and asked for board members to sign up to be there as well.

Trails Committee Report

Commissioner Roberson noted that the Trails Committee potluck and slideshow is March 20th at the Grange and all are welcome to attend.

Personnel Policy Review

Director Thomsen presented a final wording change to the sick leave section of the policy. Commissioner Cumming made a motion to adopt the personnel policy changes that have been discussed over the past few meetings. Commissioners Reiff and Zehner seconded the motion and it passed unanimously.

Scooter and Trike Program

Director Thomsen reported that in response to Commissioner Reiff's comments at the previous meeting regarding concerns at Scooter and Trike Time, several changes have been made to the program. The tricycle bikes that "spin-out" are no longer allowed, as well as bicycles without training wheels. Staff have also cornered off an area with flagging for kids that aren't quite ready to ride in the circle. There are also chairs there for parents to supervise. Staff are now wearing referee shirts to be more visible and they are working on a partition to help control entrance and exit onto the skate floor.

7. New Business
Children's Festival – discussed in Director's Report

Sales Tax Collection

Director Thomsen reported that at the staff retreat day with Orcas Island Park & Rec, it was brought to her attention that they were collecting sales tax on some of their programs. Further research showed that a recent audit for the city of Puyallup helped publicize the fact that Park and Rec districts should be collecting sales tax on some programs. WRPA has had discussions with the Department of Revenue and Park & Rec districts should collect sales tax on non-instructional programs. The board reviewed the various program categories as presented by Director Thomsen and agreed that the 8.1% sales tax should be collected beginning with upcoming summer programs.

2013 Beginning Cash Balance

Island Rec has received its beginning cash balance of approximately \$34,000 more than budgeted and the budget will need to be amended. Director Thomsen will have a draft in May.

February 2013 Financial Report: Presented and discussed. Note*Last month's treasurer's report from the county was incorrect and therefore a \$500 discrepancy is corrected in this report.

Sex Offender/Criminal Trespass

Director Thomsen reported that in response to the report in the newspaper that a Level III sex offender has moved to San Juan Island, she had a discussion with Sherriff Nou. The Sherriff reported that as the offender has "done his time," he is free to move about the community. Recreation Specialist Jason Davis looked further and found RCW9A.44.193, which allows Island Rec to serve Level II and III offenders with notice that they are not allowed at events, parks, etc. Commissioner Cumming explained the RCW and its implications further, and said that there would need to be legal written notice given to the offender. Island Rec could make exceptions to any particular offender on a case-by-case basis at the board's discretion. If an offender violated the terms of the notice, it would be criminal trespass and punishable as a class C felony. Commissioner Cumming recommended that Island Rec serve all Level II and III sex offender's in the community with such notice. The board discussed the issue in detail and Commissioner Talbott made a motion to serve all Level II and III offender's with legal written notice that they are not allowed to participate in Island Rec programs or use parks. Commissioner Zehner seconded the motion and it passed unanimously. Director Thomsen will draft language for the notices to be presented at the next meeting.

2013 Audit

Director Thomsen reported that Island Rec's three-year audit is under way. The auditor is on-island for the school district audit anyway and stopped by the office this week to do a count of all petty cash funds (all were correct). Commissioners Zehner and Reiff volunteered to participate in the audit exit interview.

Directors Report:

Director Thomsen reported that the Dog Park shed blew over and was destroyed in recent high winds and will need to be replaced. The Children's Festival is Saturday, May 4th. Director Thomsen also said she met with town administrator Duncan Wilson, and that he is pro-parks and open to discussing ideas with Island Rec board members.

8. Commission discussion items: Commissioner Zehner mentioned that the Historical Museum had asked Island Rec for a donation to sponsor a picnic table. Director Thomsen said that a past audit had made it clear that Island Rec couldn't make donations. Commissioner Cumming asked about the possibility of something like that being an advertising or promotion expense. Commissioner Zehner also noted that there are large potholes once again at the Lafarge parking lot, which was graded last year. Commissioner Cumming suggested looking into asphalt or chip seal pricing as being more cost-effective than annual grading in the long run. The board agreed and Commissioner Cumming offered to look into the scope of work and pricing. Paving would be a Lafarge capital expense.

9. Adjournment: Commissioner Zehner adjourned the meeting at 7:16pm.

The next Board Meeting will be held at 5 pm on April 4, 2013.

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 4, 2013

1. Call to Order: Commissioner Cumming called the meeting to order at 5:02 pm on Thursday, April 4, 2013 in the Island Rec Office. Commissioners present: Roberson, Zehner, Reiff, Cumming. Commissioners Absent: Talbott. Staff present: Director Thomsen, and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Joe Fyrqvist from the high school community projects class, and his teacher, Jenny Wilson were in attendance. Joe presented an idea to the board for a ledge addition to the skatepark as his community project. The board discussed the possible addition and suggested rounding or ramping the corners of the ledge to make it safer. Commissioner Reiff made a motion to approve the project, and Commissioner Roberson seconded it. The motion passed unanimously. Joe will seek approval from the Fair board and was directed to work out details of the project and coordinate schedules with Director Thomsen.
3. Approval of Minutes of the previous meeting: Minutes of March 7th meeting were approved and signed.
4. Correspondence: None
5. Approval of Payroll/Vouchers: Approved as presented and signed.
6. Ongoing Business
FANS Report
Commissioner Reiff reported that the annual brochure was mailed out and the initial response is good; new people are joining the FANS club. The FANS major donor event is a sunset cruise on the Odyssey in May and the Island Rec board is asked to attend. The cost is \$100 per person, and additional donations that night may be matched by an anonymous donor. FANS will also be doing balloon animal hats and creations at the Children's Festival again this year. They will also sponsor a free British soccer clinic again in June. Director Thomsen reported that Cathy Kromer submitted a grant on behalf of FANS to a foundation to fund a stage for Music on the Lawn.

Trails Committee Report

Commissioner Roberson noted that the Trails Committee had their annual potluck March 20th. Director Thomsen noted that it was a small turnout because there was a National Park public meeting the same night, regarding the newly acquired Westcott Bay property.

Lafarge

Parking Lot: Commissioner Cumming reported that he talked with Tommy Lawson regarding possibly asphaltting the Lafarge parking lot and the cost could be about \$30,000. The board discussed the long-term cost benefit vs. grading and filling in potholes every few years.

Land Use Designation: Director Thomsen reported that she had looked into the Conditional Use Permit (CUP) process for Lafarge, as well as a land use designation change. The board discussed the options and decided to pursue the CUP process to get the Lafarge property officially designated as a park, and then further consideration could be given to a master plan, including paving the parking lot. Director Thomsen suggested bringing a consultant to a board meeting to give an overview of the CUP process. Director Thomsen will also look into the cost of pothole removal and continuing to maintain the gravel parking lot at Lafarge.

Children's Festival

Director Thomsen noted that the Children's Festival is May 4th and the board is asked to attend and volunteer.

Sex Offender/Criminal Trespass Notification

Director Thomsen presented a trespass notice letter that Charlie Silverman, Senior Deputy Prosecutor, drafted to be served to the Level II and III sex offenders in the community, as designated in the RCW's. Director Thomsen noted that Charlie said the letter could be challenging to defend if contested because the law is based on facility, and Island Rec does not own the facilities where many of its programs take place. The board discussed the example of Island Rec swimming lessons that happen at the San Juan Island Fitness pool. The board assigned Director Thomsen to provide notice to the fitness club that the offenders are not to be present during Island Rec swimming lessons or other Island Programs that may be using the club. The letters will be signed by Commissioner Talbott and delivered by Deputy Gardiner. Island Rec staff will receive copies of the photos of the offenders.

Audit

Director Thomsen reported that due to state auditor personnel issues, Island Rec's audit is not completed yet but will be soon. An exit interview will be scheduled and Commissioners Zehner and Reiff will attend.

7. New Business

2013 Budget Amendment Review

Director Thomsen presented the proposed budget amendments based on the larger beginning cash balance and the board discussed. The board agreed to have a public hearing at the May 2nd meeting.

July Meeting Date

The board agreed to change the regularly scheduled July 4th meeting to June 27th due to the holiday.

Directors Report

Presented and discussed. Director Thomsen noted that Island Rec is looking for a sailing instructor and there are several Camp Eagle Rock job openings this summer.

8. Commission discussion items: None

9. Adjournment: Commissioner Cumming adjourned the meeting at 6:38 pm

The next Board Meeting will be held at 5 pm on May 2, 2013.

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 2, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:04 pm on Thursday, May 2, 2013 in the Island Rec Office. Commissioners present: Roberson, Zehner, Reiff, Cumming, Talbott. Staff present: Director Thomsen, new Recreation Specialist Diana Feinson, and Administrative Assistant White.
2. Open Public Hearing: 2013 Budget Amendment
Commissioner Talbott opened the public hearing at 5:04 pm; no visitors were present.
3. Close Public Hearing:
Commissioner Talbott closed the public hearing at 5:05 pm.
4. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazarella from FANS was arrived at 5:08pm. Fred Yockers joined the meeting later to present a dog park water project.
5. Introduction of New Staff: Diana Feinson
Director Thomsen introduced Diana Feinson, who has been hired as the School's Out Program Recreation Specialist. She will run STAR and Camp Eagle Rock in a year-round, ¾-time position. Diana mentioned that several of the CER counselors are looking for summer housing on the island.
6. Approval of Minutes of the previous meeting: Minutes of April 4th meeting were approved and signed.
7. Correspondence: None
8. Approval of Payroll/Vouchers: Approved as presented and signed.
9. Ongoing Business
FANS Report
Susan Mazarella reported that FANS will be at the Children's Festival on Saturday doing balloons like last year. Their major donor fundraiser is on May 18th aboard the Odyssey. Invitations have gone out and they would still like about 20 more people to attend. The annual FANS Club campaign is already showing improvement over last year's. There has been good feedback about FANS supporting the new Movies in the Park series in September.

Trails Committee Report

Commissioner Roberson reported that she attended the recent trails steering committee meeting. The hospital trail is moving forward and they will be looking for volunteers to help with work parties on Saturdays beginning May 11. The Trails Committee is also going to update their brochures before printing more. Director Thomsen noted that she would like to see them before they are printed. Commissioner Roberson also said that the existing Trails plan was through 2012 and the committee will look at creating a new one. May 1st was the beginning of the trial period to allow horses on certain trails in the parks. Director Thomsen said that the grand opening for the new American Camp Trail is June 1st on National Trails Day and asked the board to attend, as she is unable to.

Lafarge
No Updates.

Children's Festival

Director Thomsen reminded everyone the Children's Festival is this Saturday, May 4th.

Sex Offender/Criminal Trespass Notification: Kyle Gutierrez

Director Thomsen reported that the letters were delivered and one of the offenders, Kyle Gutierrez, responded via attorney Lawrence Delay. The attorney said that Kyle is requesting use of Eddie & Friends Dog Park as well as Lafarge, and argued that those parks do not fall under the "covered entity" portion of the RCW because their primary purpose is not "to provide for the education, care, or recreation of a child." The board discussed the request in detail. Commissioner Cumming made a motion to issue a written letter permitting Kyle to go to those two parks for their allowable uses only. Conditions of the letter will include that he must have a dog with him to be at the dog park, and it is his responsibility to remove himself from those parks if there are unsupervised children there. He will not be allowed at either park if there is an Island Rec event taking place. Commissioner Talbott seconded the motion and it passed unanimously. Director Thomsen will draft the letter for Commissioner Talbott to sign.

Audit

Director Thomsen reported that the audit is done and a telephone exit interview is scheduled for Friday May 10th at 9am in the Island Rec office. Commissioners Zehner and Reiff will attend with Director Thomsen.

Collections and Payment of Sales Tax

Director Thomsen reported that Island Rec has begun collecting sales tax on eligible summer programs. She reported that the Department of Revenue has Island Rec confused with San Juan County Parks & Rec in their system and that she had to apply for a new UBI # for Island Rec. The DOR directed her to "establish" Island Rec as a business again on May 1, 2013 on the application. Director Thomsen will continue working with the DOR to ensure payment of the taxes.

10. New Business

Resolution 13-02 Amending the 2013 Budget

Commissioner Cumming made a motion to adopt the budget as amended. Commissioner Zehner seconded it and the motion passed unanimously. The resolution was signed.

2013 Summer Program Guide

Director Thomsen reported that the guide is out and registration opened May 1. There were over \$12,000 in registrations in the first 24 hours, with Camp Eagle Rock bringing in the most revenue.

Dog Park Water

Fred Yockers presented a proposal for a containment system to provide dog drinking water at Eddie & Friends Dog Park. Fred offered to build the unit and donate the materials, including 55 gallon water barrels. The board discussed the proposal and the safety issues with having volunteers/staff moving the heavy barrels to refill them. Commissioner Reiff noted the canine health concerns about dogs sharing water bowls and the board agreed that park users would have to provide their own containers. Director Thomsen will look into the feasibility of providing potable water in a more manageable process.

Board Shining Star Awards

The board discussed candidates for the annual awards to be presented at the August 7th Music on the Lawn.

Candidate Filing:

Director Thomsen reminded Commissioners Roberson, Zehner and Reiff that they need to file between May 13 and 17th to run for their commissioner position again. All of them said they intend to do so.

Directors Report

Presented and discussed. Director Thomsen said Island Rec is in need of a new mower for the dog park, because the two existing mowers that were donated are requiring repairs and maintenance too often to get the mowing done. After much discussion, Commissioner Talbott made a motion to purchase a "Zero Turn" mower from Harbor Rental. Commissioner Reiff seconded it and the motion passed unanimously. Director Thomsen mentioned the need for a truck and Commissioner Zehner said he might be interested in donating

his older one. She also asked the board to think about the option of having Island Rec lease a house to be able to rent to summer staff that are looking for housing.

Employee Request for Paid Training

Director Thomsen reported that STAR Coordinator Alice Hibberd has requested to be paid for a type of child-restraint class called Right Response Training after STAR ends. The board decided to deny the request since she will not be returning to the program in the fall.

11. Commission discussion items:

Commissioner Cumming reported that the Sailing Foundation is having their fundraiser at the yacht club next Thursday. Commissioner Roberson reported that she had a good experience at the WRPA conference with Jason and Morgan and brought back several ideas from the various seminars she attended.

8. Adjournment: Commissioner Talbott adjourned the meeting at 7:27 pm

The next Board meeting will be held at 5pm on June 6, 2013.

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 6, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:10 pm on Thursday, June 6, 2013 in the Island Rec Office. Commissioners present: Roberson, Reiff, Talbott. Commissioners Absent: Cumming, Zehner. Staff present: Director Thomsen, and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Susan Mazzarella from FANS and High School Athletic Director Rod Turnbull were both in attendance.
3. Correspondence: Commissioner Talbott shared a letter from Enduris insurance regarding the 2014 policy year and premiums. Island Rec should expect a 3% increase. He also passed around a letter of appreciation to Island Rec from Judy Adams at Paidea School, complimenting the work done on the Children's Festival.
4. Approval of Minutes of the previous meeting: Minutes of May 2nd meeting were approved and signed.
5. Approval of Payroll/Vouchers: Approved as presented and signed.

High School Athletic Director Rod Turnbull presented the proposed 2013-2014 athletic budget to the board and answered questions. The board discussed the budget, and noted the poor condition of the aging portable basketball hoops. Rod asked for a letter of support from Island Rec for purchasing new hoops this year. Director Thomsen will send the letter.

6. Ongoing Business
FANS Report

Susan Mazzarella reported that although she was unable to attend it, the major donor fundraiser on the Odyssey went well. Director Thomsen and Commissioner Roberson both attended and said it was great. Susan said FANS still has their matching donation available for two more days and they are \$300 short of their goal of raising \$5,000 from the event. Commissioner Reiff also noted that FANS is sponsoring a free British Soccer clinic again this year on June 22.

Trails Committee Report

Commissioner Roberson reported that the American Camp Trail (ACT) opening was attended by about 50 people and Commissioner Cumming spoke at the event. 16 people walked the whole trail and there were comments that more signage is needed in some spots. Commissioners Roberson and Cumming allowed a hiker's dog to be transported in the van back to town. The board discussed potential problems regarding having dogs in the van in the future and decided not to allow it. Commissioner Roberson mentioned that the county's transportation plan was a complex of discussion at the recent Trails steering committee meeting.

Lafarge

Director Thomsen reported that she met with Tommy Lawson about putting in asphalt at the gravel pit parking lot. He suggested a 30' x 50' asphalt entrance followed by a 10' x 100' strip of asphalt to help mitigate potholes and people doing donuts in the parking lot. The cost would be about \$6,400, vs. about \$4,200 every 1-2 years to grade and gravel the lot. The board agreed it is a good option to pursue. Commissioner Talbott asked Director Thomsen to look into the need for a stormwater permit from the county. He also suggested using concrete parking space markers.

Accountability Audit

Director Thomsen said that she and Commissioners Zehner and Reiff sat in on the exit interview from the audit. There were no findings. Commissioner Reiff said the auditor had concerns about how long ActiveNet was holding registration money (two weeks) from credit card transactions before remitting a check to Island Rec. Director Thomsen will look into this issue. The auditor also suggested having the director regularly count and sign off on petty cash. We are still waiting for the official audit report.

Dog Park Water – No updates.

7. New Business
April Financial Report: Presented and discussed

2012 End of Year Report: Presented & discussed.

Winter/Spring Program Reports

Recreation Specialists Jason Davis and Morgan Johnston each presented reports on their programs from the winter and spring. Commissioner Reiff mentioned that this year's kindergarten enrollment is particularly low and that the small class will then likely move up through the grades. This could possibly affect Island Rec program enrollment.

STAR – A licensed child care center or a recreational after school program:

School's Out Program Coordinator Diana Feinson reported on the pros and cons of continuing to operate STAR as a licensed childcare program. Diana noted that if STAR was not licensed, it would still be held to the same high safety standards of all Island Rec programs. Diana noted that Island Rec was recently made aware that it is not legal to operate a non-licensed childcare program, e.g. Camp Eagle Rock, and a licensed one (STAR) in the same facility. As both of these programs operate out of the elementary school, this would require terminating STAR's license each year for the summer and re-applying for it each fall. Director Thomsen recommended that STAR not be licensed, and instead operate as an afternoon recreation program with an open door policy. The board discussed the issue and the importance of proactively promoting the program's structure to parents for next school year. Commissioner Reiff made a motion to operate STAR as an unlicensed afternoon recreation program beginning with the 2013-2014 school year. Commissioner Roberson seconded the motion and it passed unanimously.

2012 District Wide Property Valuation

In anticipation of going out for a new levy in the fall of 2014, Director Thomsen presented the current district-wide assessed property valuation. Values have decreased significantly and in order to maintain Island Rec's current budget, the levy would have to be for approximately 23 cents per \$1,000 assessed value. Island Rec's current levy is 17 cents. The taxpayer would not pay any more money than the last levy, but because property values are less, it could look like Island Rec is asking for more money. Commissioner Talbott suggested organizing a board retreat just to discuss the issue this fall. The meeting will be scheduled at the June 27th meeting.

Donation of 1988 Ford F150 Pick-Up Truck

Director Thomsen reported that she test drove Commissioner Zehner's truck that he is willing to donate to Island Rec. At a minimum, the truck needs some repairs, an oil change and new tires. At Commissioner Roberson's suggestion, Thomsen will have a mechanic look at it before the board makes a decision.

Directors Report

Presented and discussed. Director Thomsen noted that Joe Fyrqvist's skate park project was constructed without her knowledge and was left with hazardous rails protruding from the wall. The hazard was fixed, but Director Thomsen intends to speak with the high school community projects class teacher about improving communication and accountability for class projects. A similar situation occurred with the park bench skate project.

8. Commission discussion items:
Commissioner Reiff apologized for not making the deadline to include a picture in the voter pamphlet for her commission position. She is unopposed. Commissioner Roberson noted that she did not either. Commissioner Zehner's position is the only one opposed, by Ian Patterson.

9. Adjournment: Commissioner Talbott adjourned the meeting at 7:30 pm

The next Board meeting will be held at 5pm on June 27, 2013.

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 27, 2013

1. Call to Order: Commissioner Zehner called the meeting to order at 5:05 pm on Thursday, June 27, 2013 in the Island Rec Office. Commissioners present: Roberson, Reiff, Zehner, Talbott. Commissioners Absent: Cumming. 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 6th meeting were approved and signed.
4. Correspondence: Director Thomsen presented the Audit Summary from the 2010-2012 3-year audit. The results said the district was in compliance and there were no findings.
5. Approval of Payroll/Vouchers: Approved as presented and signed.

6. Ongoing Business

FANS Report

Commissioner Reiff reported that FANS hosted the free British Soccer clinic again and it was successful with 60 kids participating. The grant that FANS wrote to fund a stage for Music on the Lawn was not received. The carnival date has been set for November 16th in the Fair Building. Reiff also reported that Cathy attended a fundraising workshop and has brought back new strategies to guide their fundraising. FANS met their goal for the Odyssey sunset cruise.

Trails Committee Report

Director Thomsen said that the new Trails brochures were out and had been printed without any input from Island Rec.

Lafarge – Land Use Designation & Parking Lot

Director Thomsen reported that consultant Julie Thompson has suggested getting a general park use CUP for Lafarge as the best option for Island Rec, vs. changing the land use designation. Julie thought the application process could be done in-house at Island Rec and would cost about \$2,300. The CUP application would need to outline Island Rec's potential park uses. Director Thomsen presented the board's August 2012 draft of intended uses and advised that a better outline could be established at the board retreat in conjunction with the levy planning discussion this fall. The board agreed the CUP process should be pursued.

Director Thomsen also revisited the board's discussion from last meeting about putting in a section of asphalt at the Lafarge parking lot. As long as the paved area is less than 2,000 square feet, a stormwater permit is not required. Commissioner Talbott made a motion that if Lawson's bid for the project was \$6,500 or less, Island Rec move forward with the paving. Commissioner Zehner seconded the motion and it passed unanimously. Director Thomsen said there was a complaint about potholes at the dog park parking lot, and she will look into the cost of grading it and adding gravel.

Dog Park Water

Director Thomsen revisited Fred Yocker's plan for providing canine drinking water at the dog park and the issues of sourcing water and moving the heavy tanks. The board discussed issues and the value of the project. Commissioner Roberson suggested purchasing water from the town water tank. This would eliminate the need to rely on a volunteer's well to provide the water. Commissioner Talbott suggested filling a tank that could be hauled in a pickup and a pump to get the water into the tanks stationed at the dog park. Director Thomsen will look into these options.

2012 District Wide Property Valuation

The board discussed Island Rec's upcoming levy and the recently assessed district-wide property values that would affect it. Commissioner Talbott suggested having a retreat in the fall to discuss the levy and the

CUP process for Lafarge. The board decided on Sunday, October 6th. Director Thomsen asked the board to come up with the agenda and decide if school district representation was necessary at the retreat to talk about the school sports portion of the levy. Commissioners Talbott and Zehner will put together the agenda.

Donation of 1988 Ford F150 Pick-Up Truck

Director Thomsen reported that Nate's Automotive had looked at the truck and it is need of a few repairs, an alignment, and two new tires. Commissioner Reiff made a motion to accept the donation of the truck and have the necessary repairs done. Commissioner Roberson seconded it and it passed unanimously.

IRV Appreciation: The board re-visited the award recipients for the IRV Appreciation night.

7. New Business

May Financial Report: Presented and discussed

Driver's Policy Review

Director Thomsen presented the current Island Rec Van Driver Qualification Policy. She noted that it is difficult to require summer staff drivers who come from out of state to have a WA state driver's license. The board agreed to update the policy. Commissioner Zehner made a motion to amend the policy to require driver's to have a U.S. driver's license instead of a WA state one, and to run the driver's abstract for the state the license was issued in. Commissioner Talbott seconded the motion and it passed unanimously.

Criminal History Review

Director Thomsen presented the current Criminal History Criteria policy. Similar to the van driving issue, the current policy requires a WA State Patrol check, and many summer staff move here from out-of-state. Island Rec has run background checks from different states for some out-of-state staff to address this issue, but it is impractical for staff who have lived in many different states. The board discussed the issue and the complications of getting seasonal staff fingerprinted to run a national background check. The board asked the Director to look into background check options and what other organizations require for staff.

Director's Report

Presented and discussed. Director Thomsen noted that construction at the elementary school is causing some issues for Camp Eagle Rock, requiring regular communication with onsite construction staff to resolve any immediate concerns. Thomsen requested to attend the 1st year of the NRPA's two-year Director School in August and the board granted the request.

8. Commission discussion items:

Commissioner Zehner noted that he is running against Ian Patterson for his commissioner position in the upcoming election. He also said that his wife suggested having CER staff more identifiable for parents dropping off their kids by having staff wear similar shirts, name badges etc. The board agreed and Director Thomsen will address the issue with camp staff and come up with a solution.

9. Adjournment: Commissioner Talbott adjourned the meeting at 7:20 pm

The next Board meeting will be held at 5pm on August 1, 2013.

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 1, 2013

1. Call to Order: Commissioner Zehner called the meeting to order at 5:04 pm on Thursday, August 1, 2013 in the Island Rec Office. Commissioners present: Roberson, Reiff, Zehner. Commissioners Absent: Talbott. 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 27th meeting were approved and signed.
4. Correspondence: Commissioner Zehner read a notice from the Department of Transportation regarding the Cattle Point Realignment Project.
5. Approval of Payroll/Vouchers: Approved as presented and signed.

6. Ongoing Business

FANS Report

Director Thomsen reported that FANS is still working on plans for their November Carnival, and that FANS has had a table at Music on the Lawn each week.

Trails Committee Report

Director Thomsen said that the Trails Committee has discussed possibly putting a portable toilet on the new ACT trail and Island Rec would need to discuss whether or not to fund it.

Lafarge –

Parking Lot

Director Thomsen reported that she received a written proposal from Tommy Lawson for paving a section of the Lafarge parking lot. The proposal is for \$6,000 to pave an area less than 2,000 square feet, therefore a storm water permit would not be necessary. Director Thomsen found out that the area to be paved is in an “archaeological buff” zone and she has contacted an archaeologist to find out how to proceed with the project. Funds for the project would come out the Lafarge reserve as it would be a capital improvement.

CUP – The board revisited the draft of intended uses for the Lafarge CUP and decided to discuss it further at the Board Retreat on October 6th. Commissioner Reiff noted some of the negative neighborhood responses to other projects like the possible Fairgrounds drive-in movies and the Carter Street Fields Project. The board discussed inviting neighbors of the Lafarge property to a meeting prior to submitting a CUP application, to hear input and concerns regarding the CUP and future uses of the property.

Dog Park Water

Director Thomsen reported that the town of Friday Harbor would charge \$10 per water tank fill-up less than 200 gallons. She has researched portable 200 gallon tanks that would fit in the back of Brownie the Truck. A pump would also be necessary. The board agreed to proceed with the project and purchase the necessary equipment. Commissioner Cumming suggested asking a volunteer to fill up the tanks when necessary. Commissioner Zehner will redesign Fred Yocker’s construction plan to house the tanks at the dog park, including shielding them from sunlight and making them tamper-resistant.

IRV Appreciation: is August 7th at Music on the Lawn. Commissioner Cumming will announce the awards.

Criminal History Review

Director Thomsen presented a draft of a revised criminal history screening and background check policy. At the previous meeting the board had discussed the limitations of the current policy when Island Rec hires employees from out of state. The board discussed the new policy, which is based on national standards from NRPA and includes a broader, more extensive background check. Volunteers and employees under

the age of 17 that are being directly supervised by an adult volunteer or employee would not be required to have a background check. The board reviewed the proposed policy and approved. Director Thomsen will review Island Rec's volunteer/employee supervision policies for individuals under age 17, and bring a final version to the board for adoption at the next meeting.

Board Retreat

The board retreat is scheduled for October 6th from 10am – 3pm at Commissioner Zehner's home. Director Thomsen met with Commissioners Zehner and Talbott about an outline for the retreat and they asked the board for input on goals and a format for the day. The board decided to address the upcoming levy, the Lafarge CUP, and program space at the retreat. Commissioner Cumming suggested briefly addressing the Carter Street Fields during the levy discussion as well. Commissioner Talbott had suggested each commissioner take home the pages from the 6-year plan to review. Commissioner Cumming also brought an article on King County Parks' levy that Director Thomsen will scan and distribute for reading.

7. New Business

June Financial Report: Presented and discussed

Director's Report: Presented and discussed.

Kiwanis Pig War Picnic

Director Thomsen reported that Samantha Garl of Kiwanis has asked Island Rec to take over organizing the kids games at the annual Pig War Picnic each 4th of July. Director Thomsen is concerned about Island Rec being involved in another organization's fundraiser, although Kiwanis is a supporter of Island Rec. The board discussed the partnership and decided to postpone the discussion.

STAR billing/Debt Collection

Director Thomsen presented a revised debt collection policy that would make the STAR payment due date earlier in the month. This will help prevent people from accumulating two months of STAR attendance when there is a delinquent payment owed. The board agreed unanimously to accept the changes as presented.

8. Commission discussion items:

Director Thomsen noted that the 8.8k loop run is August 17th and asked the board to volunteer if possible. Commissioner Zehner mentioned the article in this week's San Juan Journal regarding the Carter Street Fields Project, and whether Island Rec should offer any response.

Commissioner Roberson brought up the Lodging Tax grants that are available each year and wondered if Island Rec might apply and how to track tourists that are using Island Rec facilities or programs. Director Thomsen said she was interested in applying for LTAC funds for re-shingling the picnic shelter at the Family Park.

9. Adjournment: Commissioner Zehner adjourned the meeting at 7:40 pm The next Board meeting will be held at 5pm on September 5, 2013.

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 5, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:04 pm on Thursday, September 5, in the Island Rec Office. Commissioners present: Cumming, Roberson, Reiff, Zehner, Talbott. Staff present: Director Thomsen, Administrative Assistant White, & Rec Specialist Jason Davis. Rec Specialist Diana Feinson joined the meeting later.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Past Island Rec board member Lee Sturdivant was in attendance to present a park idea for the board to consider. She presented drawings and an idea for a proposed park utilizing the vacant sloping land below Vinny's Restaurant and the Friday Harbor House. She said the land is owned by the town. The board decided to discuss the idea at next month's meeting.
3. Approval of Minutes of the previous meeting: Minutes of August 1st meeting were approved and signed.
4. Correspondence: The board passed around a thank you note from Deanna Eltinge for Island Rec's participation providing free model airplane building at the Fly-In this year.
5. Approval of Payroll/Vouchers: Approved as presented and signed.
6. Ongoing Business
FANS Report
Commissioner Reiff reported that FANS will be at each Movies in the Park film providing free popcorn, which starts this Saturday. At their next meeting they will begin preparations for the November 16th carnival fundraiser. FANS is also working on marketing strategies and following up with donors who contributed last year but have not done so this year.

Trails Committee Report

Director Thomsen said that the Trails Committee is putting in new puncheons (bridges) on a trail from the former Webb property toward Bell Point (at English Camp). The Trails Committee is also drafting guidelines for use of their email listserv as to what kind of information can be distributed on it. It will be brought the board for approval.

Lafarge – addressed in Director's Report

Dog Park Water – No updates.

Volunteer Registration Policy, Minor Employees Policy & Personnel Disqualification Policy:

Director Thomsen presented the three policies, all of which came about as a result of the new employee/volunteer background screening policy and procedure. The board discussed the policies and Commissioner Cumming made a motion to approve the three policies as presented. Commissioner Talbott seconded it and the motion passed unanimously.

Board Retreat

The board retreat is scheduled for October 6th from 10am – 3pm at Commissioner Zehner's home. Director Thomsen presented an outline for the retreat. The board revisited the retreat topics; the Lafarge CUP process, Program Space, and the Levy Renewal, and also reviewed the six-year capital facilities plan. Director Thomsen asked the board for their thoughts on where they want Island Rec to be in the year 2020 to help facilitate the levy discussion at the retreat. The board brainstormed ideas including expanding program/office space, continuing school sports funding, putting in a playground, and a feasibility study for a multi-use facility.

Kiwanis Pig War Picnic

Director Thomsen reported that she has decided to pursue the partnership with Kiwanis by offering to have Island Rec run the 4th of July games.

7. New Business

Summer Program Reports

Rec Specialist Diana Feinson gave a report on Camp Eagle Rock, and addressed challenges including construction at the school, and field trip limitations due to transportation options. She also reported that hiring was a challenge due to staff being unable to find/afford housing for the summer, and that the pay range may not be attracting individuals with more experience. The board discussed these issues and agreed they need to be addressed for next year. Director Thomsen noted that Island Rec hopes to increase CER capacity next summer from 60 to at least 70 kids.

Rec Specialist Jason Davis reported on summer youth and family programs, including the popular School's Out Camps he ran that bridged the weeks between CER and school starting. Jason and Director Thomsen both presented and commented on Rec Specialist Morgan Johnston's report as she was unable to attend the meeting due to illness.

Interlocal Agreement with Town for Touch a Truck: presented and signed

July Financial Report: Presented and discussed

Director's Report: Presented and discussed. Director Thomsen noted that her first year of the NRPA Director's School in West Virginia was very inspiring and educational and she looks forward to attending the next two years. She also noted that Brian Brown stopped by the office today to talk with her about the new people involved with the Carter St. Fields project and to invite Island Rec to attend a possible meeting next week. Director Thomsen and Commissioner Zehner will attend.

Fall Program Brochure – Each Commissioner received a copy of the new brochure.

8. Commission discussion items: None.

9. Adjournment: Commissioner Talbott adjourned the meeting at 7:29 pm
The next Board meeting will be held at 5pm on October 3, 2013.

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 3, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5 pm on Thursday, October 3, in the Island Rec Office. Commissioners present: Cumming, Roberson, Zehner, Talbott. Commissioners Absent: Reiff. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Kyle Loring of the Trails Committee and FANS joined the meeting at 5:15pm. Damian Enochs and Jake Bower came at 6:15pm to present an idea for a skate park addition project.
3. Approval of Minutes of the previous meeting: Minutes of September 5th meeting were approved and signed, with the addition that Commissioner Cumming was in attendance at the September 5th meeting.
4. Correspondence: The board reviewed Sara Jensen's letter to Island Rec regarding snacks at Camp Eagle Rock. Director Thomsen said she sent out a survey to all CER parents that included a question about whether or not the snacks met their expectations. Thomsen presented the survey comments to the board: of the 10 responses to the snack question, 50% responded "yes" snacks met their expectations, 20% responded "sometimes" and the other 30% checked "I don't know." Director Thomsen suggested Island Rec follow USDA snack guidelines and limiting non-nutritional snacks. The board discussed Jensen's concerns and unanimously agreed that staff should follow the guidelines as presented.

Trails Committee Report

Kyle Loring presented a draft of an electronic mail listserv policy to help guide the Trails Committee in using its email listserv. The board discussed the draft and Kyle and the Trails Committee will bring a final version back to the board for approval at a later meeting.

FANS Report

Kyle Loring reported that FANS sponsored the Movies in the Park series, which went well. There was a press release with a photo of the FANS board in their superhero capes in the journal. FANS has its annual carnival fundraiser on November 16th at the fairgrounds and volunteers are needed.

Correspondence: Washington State Auditor Letter 9/18/13. Presented and discussed.

5. Approval of Payroll/Vouchers: Approved as presented and signed.
6. Ongoing Business
Dog Park Water: No updates. Discussion postponed until after the first of the year.

Board Retreat: The board reviewed the draft agenda for the retreat. The retreat is Sunday, October 6 at 10am at Commissioner Zehner's house.

7. New Business
Skate Park Expansion Project: Postponed until Damien and Jake arrived. Director Thomsen noted that the Fairground has approved a half pipe addition outside the skate park, and therefore independent of Island Rec's park. It is a student project for the community projects class. Director Thomsen noted concerns about surrounding the family park with skate parks on either side as well as the possibility for increased garbage.

Commissioner Zehner left the meeting.

West Street Park Extension: The board revisited Lee Sturdivant's idea for a new park on Town property at the end of West Street. The board agreed that Island Rec could be a partner in the project, but that it would be better led by the Town and/or the Port. Director Thomsen will take the idea to Duncan Wilson, Town Administrator, as well as Port Director Marilyn O'Connor, to pass along.

Snack Policy: Discussed earlier with correspondence

August Financial Report: Presented and discussed.

2014 Budget Prep Schedule: Additional board meetings were tentatively scheduled on November 21 and November 26, 2013 to accommodate 2014 budget review and adoption.

COLA Increase: Commissioner Cumming made a motion to adopt the 1.1% COLA increase in salaries for 2014 as outlined by Island Rec's Cost of Living Salary Policy. Commissioner Talbott seconded the motion and it passed unanimously.

Skate Park Expansion Project: Damien Enochs and Jake Bower presented a slideshow for their community projects class idea: a 6'x8' concrete slab expansion at the skate park. The project would also include repairing/replacing the section of fence next to it. The board discussed the project and the importance of communication and coordination with Director Thomsen throughout the timeline and approved the plan. The students will next seek approval from the Fair board.

Bloodborne Pathogen Policy Review: Director Thomsen presented a summary of changes to the plan. Commissioner Talbott made a motion to approve the changes as presented. Commissioner Cumming seconded it and it passed unanimously.

Director's Report: Presented and discussed. It was noted that the January board meeting may be rescheduled due to Director Thomsen being on vacation.

8. Commission discussion items: None.
9. Adjournment: Commissioner Talbott adjourned the meeting at 6:48pm. The next Board meeting will be held at 5pm on November 7, 2013.

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 7, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:04 pm on Thursday, November 7 in the Island Rec Office. Commissioners present: Cumming, Roberson, Zehner, Talbott, Reiff. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS was in attendance.
3. Approval of Minutes of the previous meeting: Minutes of October 3rd meeting were approved and signed.
4. Correspondence: Sally noted to Commissioner Reiff that Sara Jensen's letter was discussed at the last meeting and that the board agreed Island Rec should follow nutrition guidelines based on USDA recommendations (presented at October 3rd meeting). Commissioner Reiff will follow up with Sara Jensen.
5. Approval of Payroll/Vouchers: Approved/signed. Last month's payroll was resigned due to an error.
6. Ongoing Business
FANS Report: Todd Kromer reported that he is the new liaison to the board from FANS. He said FANS has had good energy and high morale and is getting ready for the carnival. They need 65 total volunteers. They've received \$1,200 in sponsorship for the carnival. FANS is also interviewing for 2 additional board members.

Trails Committee Report:

Director Thomsen reported that the Trails Committee requested the same budget amount as last year for 2014, and that they are also working on filling their officer roles.

Board Retreat Follow Up: The board reviewed the notes and action items from the retreat. Director Thomsen noted that EMS and the County may be going out for levies in 2014.

Skate Park Expansion Project:

Director Thomsen reported that the students are still fundraising for their project and she has requested that their contractors meet with her before work begins at the park.

West Street Park Extension:

Director Thomsen met with Duncan at the Town about Lee Sturdivant's park idea, and said that he was interested in it. He will take it to the county council for consideration. Director Thomsen also emailed Marilyn O'Connor at the Port and she liked the idea of the park but didn't see it as a Port project. Director Thomsen will let Lee Sturdivant know that she has passed the park development idea on to the town.

Draft 2014 Budget:

The board reviewed Camp Eagle Rock and STAR budgets and cost recovery projections for 2014. Director Thomsen reported that it's possible that FANS will be able to provide additional scholarship funds in the future to help families who do not qualify under Island Rec's current scholarship policy but still feel they cannot afford programs. The board discussed the details of the draft budget and reviewed Year-to-date actuals. Director Thomsen noted there was about \$5,000 in unemployment claims this year that Island Rec is liable for. The board discussed purchasing unemployment insurance for the future but decided to wait another year. Since Island Rec is losing use of the tech room next year, Director Thomsen said she went to inspect the school's Blue Bird house with Morgan and Jason. There are two walls that would ideally need to be removed to open up the space for programming. The school's architect estimates the renovations at \$10,000. The board discussed the issue and decided to use the space as-is for now and re-visit the renovation needs after Island Rec has been using the space for awhile. Island Rec would inherit utility costs of roughly \$3,000 per year, which the board agreed is not ideal and should be renegotiated with the school.

Carter Street Fields Update:

Commissioner Zehner reported that Brent Snow said he met with neighbors of the Carter Street Fields and heard quite a bit of negative feedback about the field development. Director Thomsen said that Brent also presented an idea to the school board and Island Rec about forming a separate non-profit group to take over field development. The board agreed that Island Rec is not interested in being part of a separate group, and that taking over any future operations and maintenance of the fields is contingent upon a clear contract with the school. Commissioner Roberson expressed concerns about taking over maintenance on fields without knowing that they were developed properly and the importance of verifying this to avoid large future costs. Commissioner Roberson also said that if it is the school's intention to have Island Rec operate and maintain the fields, collaboration will be important as they are finishing development. The board agreed that taking on field O&M would require community support in the form of a separate levy.

Commissioner Zehner left the meeting.

Lafarge Report: Noxious and invasive weed removal

Director Thomsen reported that a community member is interested in removing the blackberries at Lafarge and asked the board about using chemical Round Up. The board expressed concerns about community members taking issue with the use of chemicals at the property. Director Thomsen will look into options further and it will be on next month's agenda.

7. New Business

School Sports Final Expense Report for 2012-2013 season

Discussion postponed until December meeting as Athletic Director Rod Turnbull could not attend.

August Financial Report: Presented and discussed.

Event Promotion – for Tourism

Director Thomsen asked the board for guidance regarding applying for Lodging Tax grant money to support promoting events like Movies in the Park and Music on the Lawn to tourists, given that serving tourists is not directly part of Island Rec's mission. No clear direction was given. She noted that she plans to apply for funding for re-roofing Island Rec's family park pavilion at the fairgrounds, as that park is used by tourists and locals.

Director's Report: Presented and discussed. It was noted that the January board meeting is rescheduled to January 16th due to Director Thomsen being on vacation.

8. Commission discussion items: Commissioner Talbott said there were a lot of comments on Facebook regarding the fairgrounds caretaker's dogs running into the family park. Director Thomsen said she received a call about the issue and went over to the park to address it.
9. Adjournment: Commissioner Talbott adjourned the meeting at 7:30pm. The next Board meeting will be held at 5pm on November 26, 2013. There will be a public hearing for the purpose of hearing public comment related to the adoption of the 2014 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 7, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:04 pm on Thursday, November 7 in the Island Rec Office. Commissioners present: Cumming, Roberson, Zehner, Talbott, Reiff. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS was in attendance.
3. Approval of Minutes of the previous meeting: Minutes of October 3rd meeting were approved and signed.
4. Correspondence: Sally noted to Commissioner Reiff that Sara Jensen's letter was discussed at the last meeting and that the board agreed Island Rec should follow nutrition guidelines based on USDA recommendations (presented at October 3rd meeting). Commissioner Reiff will follow up with Sara Jensen.
5. Approval of Payroll/Vouchers: Approved/signed. Last month's payroll was resigned due to an error.
6. Ongoing Business
FANS Report: Todd Kromer reported that he is the new liaison to the board from FANS. He said FANS has had good energy and high morale and is getting ready for the carnival. They need 65 total volunteers. They've received \$1,200 in sponsorship for the carnival. FANS is also interviewing for 2 additional board members.

Trails Committee Report:

Director Thomsen reported that the Trails Committee requested the same budget amount as last year for 2014, and that they are also working on filling their officer roles.

Board Retreat Follow Up: The board reviewed the notes and action items from the retreat. Director Thomsen noted that EMS and the County may be going out for levies in 2014.

Skate Park Expansion Project:

Director Thomsen reported that the students are still fundraising for their project and she has requested that their contractors meet with her before work begins at the park.

West Street Park Extension:

Director Thomsen met with Duncan at the Town about Lee Sturdivant's park idea, and said that he was interested in it. He will take it to the county council for consideration. Director Thomsen also emailed Marilyn O'Connor at the Port and she liked the idea of the park but didn't see it as a Port project. Director Thomsen will let Lee Sturdivant know that she has passed the park development idea on to the town.

Draft 2014 Budget:

The board reviewed Camp Eagle Rock and STAR budgets and cost recovery projections for 2014. Director Thomsen reported that it's possible that FANS will be able to provide additional scholarship funds in the future to help families who do not qualify under Island Rec's current scholarship policy but still feel they cannot afford programs. The board discussed the details of the draft budget and reviewed Year-to-date actuals. Director Thomsen noted there was about \$5,000 in unemployment claims this year that Island Rec is liable for. The board discussed purchasing unemployment insurance for the future but decided to wait another year. Since Island Rec is losing use of the tech room next year, Director Thomsen said she went to inspect the school's Blue Bird house with Morgan and Jason. There are two walls that would ideally need to be removed to open up the space for programming. The school's architect estimates the renovations at \$10,000. The board discussed the issue and decided to use the space as-is for now and re-visit the renovation needs after Island Rec has been using the space for awhile. Island Rec would inherit utility costs of roughly \$3,000 per year, which the board agreed is not ideal and should be renegotiated with the school.

Carter Street Fields Update:

Commissioner Zehner reported that Brent Snow said he met with neighbors of the Carter Street Fields and heard quite a bit of negative feedback about the field development. Director Thomsen said that Brent also presented an idea to the school board and Island Rec about forming a separate non-profit group to take over field development. The board agreed that Island Rec is not interested in being part of a separate group, and that taking over any future operations and maintenance of the fields is contingent upon a clear contract with the school. Commissioner Roberson expressed concerns about taking over maintenance on fields without knowing that they were developed properly and the importance of verifying this to avoid large future costs. Commissioner Roberson also said that if it is the school's intention to have Island Rec operate and maintain the fields, collaboration will be important as they are finishing development. The board agreed that taking on field O&M would require community support in the form of a separate levy.

Commissioner Zehner left the meeting.

Lafarge Report: Noxious and invasive weed removal

Director Thomsen reported that a community member is interested in removing the blackberries at Lafarge and asked the board about using chemical Round Up. The board expressed concerns about community members taking issue with the use of chemicals at the property. Director Thomsen will look into options further and it will be on next month's agenda.

7. New Business

School Sports Final Expense Report for 2012-2013 season

Discussion postponed until December meeting as Athletic Director Rod Turnbull could not attend.

August Financial Report: Presented and discussed.

Event Promotion – for Tourism

Director Thomsen asked the board for guidance regarding applying for Lodging Tax grant money to support promoting events like Movies in the Park and Music on the Lawn to tourists, given that serving tourists is not directly part of Island Rec's mission. No clear direction was given. She noted that she plans to apply for funding for re-roofing Island Rec's family park pavilion at the fairgrounds, as that park is used by tourists and locals.

Director's Report: Presented and discussed. It was noted that the January board meeting is rescheduled to January 16th due to Director Thomsen being on vacation.

8. Commission discussion items: Commissioner Talbott said there were a lot of comments on Facebook regarding the fairgrounds caretaker's dogs running into the family park. Director Thomsen said she received a call about the issue and went over to the park to address it.

9. Adjournment: Commissioner Talbott adjourned the meeting at 7:30pm. The next Board meeting will be held at 5pm on November 26, 2013. There will be a public hearing for the purpose of hearing public comment related to the adoption of the 2014 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 26, 2013

1. Call to Order: Commissioner Talbott called the meeting to order at 5:00 pm on Tuesday, November 26, 2013 in the Island Rec Office. Commissioners present: Talbott, Roberson, Zehner, Reiff, Cumming. Staff present: Director Thomsen and Administrative Assistant White.
2. Open Public Hearing; for comments on setting the 2014 Levy Rate and proposed 2014 Budget
Commissioner Talbott opened the public hearing at 5:01 pm; no visitors were present.
3. Close Public Hearing:
Commissioner Talbott closed the public hearing at 5:02 pm.
4. Approval of Minutes of the previous meeting: Minutes of November 7 meeting were approved and signed.
5. Approval of Payroll/Vouchers: Approved as presented and signed.
6. New Business
Resolution 13-03 Setting the Levy Rate for 2014
Director Thomsen presented the resolution and it was signed by all commissioners.

Resolution 13-04 Adopting the 2014 Budget
Director Thomsen presented the resolution and it was signed by all commissioners.

11. Commission discussion items: None.

Adjournment: Commissioner Talbott adjourned the meeting at 5:08 pm

The next Board meeting will be held at 5pm on December 5, 2013.

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 5, 2013

1. Call to Order: Commissioner Reiff called the meeting to order at 5:04 pm on Thursday, December 5 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Reiff. Commissioners absent: Zehner. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS was in attendance.
3. Approval of Minutes of the previous meeting: Minutes of November 26 meeting were approved and signed.
4. Correspondence: None.
5. Approval of Payroll/Vouchers: Approved/signed. (Payroll was signed at previous meeting).
6. Ongoing Business
FANS Report: Todd Kromer reported that the carnival went great and was well-received by families and the community. They made a net profit of \$1,600, which is an increase from last year but under the \$3,300 they were hoping for. FANS wants to continue doing the event even though it will not likely ever be a large fundraiser. They are looking toward doing less events and more one-on-one donor relations for fundraising. FANS may have two new board members soon. They also received a \$500 check for STAR scholarships. Todd distributed new FANS bumper stickers to the board and noted that FANS will be sending out holiday cards to everyone who donated in 2013.

Trails Committee Report:

Commissioner Roberson reported that she attended the Trails steering committee meeting last night and new officers were chosen. Bill Severson will continue on as chair, vice-chair: Teresa Simendinger, secretary: Louise Dustrude, treasurer: Dave Zeretzke, member at-large: Mike Lazarri. They are planning for a March 19th potluck. Trails is also hoping to bring some educational speakers to meetings this year to help attract new attendees. They will be putting in a new puncheon at English Camp with funds already budgeted from Island Rec, however Trails is going to ask the park if the funds are still necessary since the park recently received a large grant for improvements. Trails will also be reducing their meetings to once per month instead of having a separate steering committee meeting in addition to a regular meeting. Director Thomsen noted that the Trails Committee would like to purchase a GIS software license to assist in updating their maps more accurately. The board agreed to the purchase. Thomsen also noted that she reminded Dave Zeretzke that "Island Rec" needs to be on all of their printed maps/materials.

Skate Park Expansion Project:

Director Thomsen reported that the students finished their project, although the concrete transition is not smooth, the fence is not ideal, and there are no real options for follow up. There have been many student projects through Island Rec and Thomsen recommended that Island Rec not accept any more public works projects by students with the exception if the students wish to fundraise to allow Island Rec to hire a contractor to complete a project. The board agreed.

Lafarge Report:

Commissioner Roberson reported that Director Thomsen asked the Trails committee if they would participate in a January 20th day of service for a blackberry weed removal party at Lafarge. The Trails Committee was concerned that they would only be removing dormant weeds and not the new spring growth. Director Thomsen followed up that she checked with other local agencies on whether they use chemicals to eradicate weeds. The county parks reported that they do not use chemicals, and others only use them on a limited basis. The board discussed possibly tip-spraying in the spring: cutting out new growth and treating each stem right at the cut. Director Thomsen will look more into the implications of using chemicals, including sign-posting requirements etc. The January 20th work party will just cut out the current weeds, no chemicals will be used.

Carter Street Fields Update:

Director Thomsen reported that she attended a recent meeting where the idea was brought up to possibly have the community foundation finish the fields in partnership with Island Rec. The board discussed Island Rec theoretically finishing developing the fields if private funding was available to do so. Commissioner Cumming reiterated Commissioner Roberson's interest in having the property surveyed/audited to ensure that development was appropriate and would not cause large operations and maintenance costs in the future. The project remains between the school board and the current field-development contract holder; Friday Harbor Athletic Association.

30th Anniversary Events:

Director Thomsen presented ideas and events for 2014 – Island Rec's 30th anniversary.

7. New Business

School Sports Expense Report for 2012-2013

The board discussed and reviewed the report.

Discussion of New Board Chair

The board unanimously agreed that Commissioner Reiff will be the 2014 board chair.

October Financial Report: Presented and discussed.

FANS Scholarship Fund:

Director Thomsen presented a draft of scholarship guidelines if funding was available from FANS to provide scholarships to those who don't qualify under Island Rec's policy, but still feel they are unable to afford a program. The board discussed the guidelines. Commissioner Roberson suggested allowing FANS scholarship dollars to be used for those eligible for Island Rec scholarships to be able to attend contracted programs at the 50% rate as well. Director Thomsen will review the guidelines and redraft them. Todd Kromer noted that FANS is still reviewing the ramifications of giving out scholarship dollars as a 501(c)3 non-profit.

Director's Report: Presented and discussed.

8. Commission discussion items: Commissioner Roberson asked when the levy action committee should form and Director Thomsen said in March or after the board officially decides to put the levy renewal on the ballot.
9. Adjournment: Commissioner Talbott adjourned the meeting at 7:28pm. The next Board meeting will be held at 5pm on January 16th, 2013.

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 16, 2013

1. Call to Order: Commissioner Cumming called the meeting to order at 4:49 pm on Monday, December 16 in the Island Rec Office. Commissioners present: Cumming, Roberson, Zehner. Commissioners absent: Talbott, Reiff. Staff present: Director Thomsen and Administrative Assistant White.
2. Open Public Hearing for comments on amending the 2013 budget: Commissioner Cumming opened the public hearing at 4:50pm; no visitors were present.
3. Close Public Hearing: Commissioner Cumming closed the public hearing at 4:51pm.
4. Resolution 13-05 Amending the 2013 budget
Director Thomsen presented the amended budget for the board to review. Commissioner Zehner made a motion to amend the budget as presented. Commissioner Roberson seconded it and the motion passed unanimously. The resolution was signed.
5. Oaths of Office:
Commissioner Cumming read Commissioners Roberson and Zehner their oaths of office and the oaths were signed.
5. Adjournment: Commissioner Cumming adjourned the meeting at 4:55pm

The next Board meeting will be held at 5pm on January 16th, 2013.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott