

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 16, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00 pm on Thursday, January 16 in the Island Rec Office. Commissioners present: Cumming, Roberson, Talbott, Reiff, Zehner. Staff present: Director Thomsen and Administrative Assistant White. Recreation Specialists Diana Feinson, Jason Davis, and Morgan Johnston joined the meeting at 6:30pm.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS and SJISD Athletic Director Rod Turnbull were in attendance.
3. Oath of Office – Commissioner Reiff
Commissioner Cumming read the oath of office to Commissioner Reiff and the oath was signed.
4. School Sports Final Expense Report for 2012-13 season
Rod Turnbull presented the report and discussed it with the board. Commissioner Cumming noted that Island Rec will need the school district to officially request the amount needed for the school sports levy if Island Rec officially decides to go out for its levy this year. Director Thomsen asked about sending someone from Island Rec to the spring sports banquet and Rod agreed. The board discussed the legislature's mandate that the state fully fund education. Once that funding is in place for SJISD, Island Rec's school sports levy may not be needed. Rod noted that the school still had to make budget cuts last year. Rod also said that given the small surplus that is building in the reserve account, he would like to see gate fees for the community be removed. The board agreed it was a good idea and to consider it when writing the new contract with the upcoming levy. Rod left the meeting at 5:30pm.
5. Approval of Minutes of the previous meeting: Minutes of 12/5/13 and 12/16/13 meetings were approved and signed.
6. Correspondence: None.
7. Approval of Payroll/Vouchers: Approved/signed.
8. Ongoing Business
Carter Street Fields MOU
Commissioner Zehner reported that an anonymous donor wants to contribute \$1 million toward completing the Carter Street Fields. The donor prompted Don Galt to resign from the project. One of the conditions of the donation is that Island Rec agree to take over maintenance and operations of the fields once they are completed. Commissioner Zehner presented a draft Memorandum of Understanding (MOU) stating that Island Rec would take over maintenance and operations of the fields upon their completion, contingent upon voters passing a levy to fund the M&O. The MOU would be signed by Island Rec, the school district, and FHAA. FHAA is developing a separate fields board including John Kurtz, Brian Brown, Travis Ayers, and Scott Zehner to finish the fields.
The commissioners discussed the fields and the MOU in detail. Commissioners noted concerns that the MOU has no wording regarding what condition/level of quality was acceptable for completion of the fields before Island Rec would take them over. Commissioners Roberson and Reiff raised specific concerns about asking taxpayers to pay for higher maintenance costs than necessary on a brand new field in the form of a levy due to sub-standard field development practices. The board agreed that the services of an independent fields professional should be required as part of the MOU to assess the construction to-date before further development, provide guidance, and assess again at field completion in order to assist Island Rec in developing a maintenance and operations budget prior to asking the public to support a levy. Stephanie Johnson O-Day's office drafted the MOU and Director Thomsen will ask her to add the language into the document as a condition of Island Rec accepting the maintenance and operations of the fields. The school district is holding a special meeting tomorrow afternoon to discuss the fields and they will review the MOU. The board agreed Island Rec could pay for part of the independent assessment of the fields.

FANS Report:

Todd Kromer reported that FANS is still doing research on the technicalities of providing scholarship money to Island Rec as a 501(c)3. FANS had a productive board retreat in December and they continue to look toward doing less events and instead work on more one-on-one donor relations for fundraising.

Trails Committee Report:

Commissioner Roberson reported that the Know Your Island Walks were recognized by feetfirst.org (“promoting walkable communities”) as a success and the Trails Committee was invited to enter a competition for further recognition. Eileen Drath and Bill Severson are working on it. The Trails Committee retreat is scheduled for February 8th and they’ve asked that at least one board member attend. The topic is “Rejuvenating the Trails Committee.”

8. New Business

Fall Program Reports:

Recreation Specialist Diana Feinson presented her fall/winter 2013 program report. She noted behavioral challenges at STAR and that those children are the ones using the program the most. Commissioner Reiff felt that STAR attendance may be suffering because of this. The board discussed possibly boosting attendance at STAR by reducing the cost of the program, and agreed to look into it further. The board suggested encouraging parent or high school volunteers at STAR. Recreation Specialists Jason Davis and Morgan Johnston also presented their program reports and discussed them with the board.

Winter/Spring Program Guide: Delivered to mailboxes on January 1.

November & December Financial Report: Presented and discussed. Year-end final numbers yet to come, although Director Thomsen reported that Island Rec is under budget for 2013.

Board Liaisons: reviewed and discussed. Director Thomsen asked the board to let her know if they were interested in attending the April WRPA conference.

Director’s Report: Presented and discussed. Director Thomsen asked the board for guidance on re-roofing the picnic shelter at the family park and whether to close in the hole above the grill. The board agreed to leave the roof design as-is. Thomsen also noted that there have been a few complaints regarding dog poop at Lafarge. There has also been a request for a bench part way through the loop. The board discussed the bench and agreed it was a good idea. Director Thomsen will look into it further.

9. Executive Session RCW 42.30.110, Director’s Performance Review

The board began an executive session at 8:07pm for discussion of the Director’s performance review. Commissioner Reiff asked the public to return at 8:30pm. Commissioner Reiff ended the executive session at 8:30pm and the public meeting reconvened. A satisfactory performance review was approved and signed.

10. Adjournment: Commissioner Reiff adjourned the meeting at 8:31pm
The board will hold a special meeting TBA sometime next week.

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 – January 21, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 4:05 pm on Tuesday, January 21 in the Island Rec Office. Commissioners present: Cumming, Roberson, Reiff and Zehner. Talbott was excused. Staff present: Director Thomsen
2. The board discussed at length the Memorandum of Understanding between Friday Harbor Athletic Association, San Juan Island School District, Friday Harbor Fields Committee and Island Rec. The board recognized that to satisfy the timing necessary for the \$1,000,000 donor that this MOU was put together in a hasty manner and not all of the Board concerns were clearly identified in the MOU.

There was consensus amongst the board that Island Rec's decision to accept the lease was contingent that the final inspection of the fields' conditions meets acceptable athletic field standards prior to Island Rec asking the taxpayer to support an Operations and Maintenance levy. The second contingency is that an O&M levy be approved by the public.

Cumming made the motion to accept and sign the MOU, Zehner seconded the motion. Reiff called for the vote and the motion passed with all voting yeas.

10. Adjournment: Commissioner Reiff adjourned the meeting at 4:55pm

Submitted by: Sally Thomsen, Director

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – February 6, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:06 pm on Thursday, February 6 in the Island Rec Office. Commissioners present: Cumming, Talbott, Reiff, Zehner. Commissioners Absent: Roberson. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS.
3. Approval of Minutes of the previous meeting: Minutes of 1/16/14 and 1/21/14 meetings were approved and signed.
4. Correspondence: Commissioner Reiff presented a letter from island resident Suzanne Bryner, which also appeared in the San Juan Journal and on Sanjuanislander.com. The letter was regarding picking up after dogs at the gravel pit as well as dogs not under their owner's control. The board discussed the issue and agreed that Island Rec should respond with a letter to the editor outlining that the Lafarge property is not a dog-park and does fall under the county's ordinances regarding dog's being under an owner's control at all times. Commissioner Reiff and Director Thomsen will work on the letter.
The board reviewed a second letter from Rick Thompson and the school district that was to serve as a request to continue school sports funding. The board agreed that the letter was not specific enough and did not directly state that the school cannot fund its own high school sports program. Director Thomsen will follow up with Rick Thompson to obtain a more formal request for a levy if there is a need.
5. Approval of Payroll/Vouchers: Approved/signed.
6. Ongoing Business
FANS Report:
Todd Kromer reported that FANS can provide scholarship funds in the form of reimbursement to Island Rec each time FANS Fund dollars are given to a participant. Director Thomsen presented the final guidelines for the FANS Fund and the application form that the participant would fill out to receive the scholarship. The board approved them. Todd also reported that as a result of FANS' work to initiate more one-on-one donor relationships, they received a \$1,000 donation. FANS will keep the same officers this year and committees for 2014 have already been formed. The annual FANS membership mailing will go out soon.

Trails Committee Report:

Director Thomsen reported that the Trails potluck has been changed to March 12 and that the Trails Retreat is this Saturday, Feb 8. All are invited to attend. Kathleen Foley from the Preservation Trust will facilitate the retreat discussion.

Carter Street Fields:

Commissioner Zehner reported that the fields development committee had their first meeting. He presented the board with preliminary fields plans from the meeting and the board discussed them in detail. The primary priority is getting the CUP changes submitted to the town. The board discussed possible locations for Island Rec's playground based on the plans and agreed that space/location requirements and any additional important factors like fencing should be given to the fields committee for consideration as soon as possible.

Director Thomsen said that she has put together a scope of service description for the requirements of candidates for the field consultant job. She is waiting to hear back from several consultants on the mainland; one has been responsive to date. Since the fields development timeline is not final, the board discussed engaging the consultant just for the initial inspection and assessment at this point. Commissioner Talbott made a motion to designate up to \$4,999.99 to do so. Commissioner Reiff seconded the motion and it passed unanimously. Director Thomsen and Commissioner Zehner will choose the initial consultant.

Lafarge: Director Thomsen reported that the MLK day of service weed removal party included 19 volunteers. They were able to cut back some blackberries. Director Thomsen presented a brochure published by the county's noxious weed control program, which recommends chemical treatment of blackberries once they've been cut back. Commissioner Reiff also suggested bringing in goats to tackle the blackberries and said she would contact someone on Lopez who has goats. The board approved the plan to use chemicals as per the county's noxious weed control guidelines this spring if the goats did not work out.

Dog Park: Director Thomsen recommended not pursuing the dog water project further as there has been no major request from the public for it and Island Rec has many other projects going on currently. The board agreed to table the issue.

Director's Cell Phones: Director Thomsen reported that as directed, she purchased a cell phone for personal and business use and has signed Island Rec up for a plan. She stated that many local agencies differ in their reimbursement policies and said \$50/month reimbursement is in line with the Port of Friday Harbor's policy. The board discussed reimbursement and Commissioner Talbott made a motion to pay \$75/month of the bill. Director Thomsen noted that the phone will be used for personal use and that she would like to pay part of the bill each month. Commissioner Cumming made a motion that Island Rec will pay \$50/month of the director's cell phone bill. Commissioner Zehner seconded the motion and it passed unanimously.

STAR fee change proposal:

Based on discussion from the January 16th board meeting, Director Thomsen presented a reduced fee structure for STAR, with the goal of attracting more kids into the program. The board discussed the potential revenue loss/decreased cost recovery and the overall viability of the program. Commissioner Zehner expressed concerns about increasing Island Rec's subsidy of the program when the program attendance remains at an average of 10 kids each day. Director Thomsen noted that having the Recreation Specialist year-round has given Camp Eagle Rock increased consistency as well as allowed Island Rec to offer School's Out Camps. The board agreed that STAR is still a priority program and suggested increasing creative publicity like doing a video or photo feature story on the program. Commissioner Cumming noted that Island Rec inherited the program from the school and suggested that the school district should help pay for some of the program's expenses. After much discussion, the board approved the reduced daily fees for STAR as presented. They will go into effect March 1. The fees for School's Out Camps will not change.

7. New Business

2013 Final Financial Report: Presented and discussed.

Levy Election Rules and Timelines: Director Thomsen presented the county's rules and timelines for ballot measures. Island Rec would need to sign a resolution at the July board meeting in order to go out for a levy renewal this November. The board discussed whether the timeline was realistic for developing an O&M budget for Carter St. Fields based on the goal of opening one or more fields by August 1, 2014.

Commissioner Zehner recommended that Island Rec go out for its operations budget, school sports, and fields O&M all in one levy. Commissioner Cumming said at least for the first levy request, the fields O&M should be a separate levy, therefore not jeopardizing Island Rec's basic operations funding. Director Thomsen noted that Island Rec does have the option to wait until 2015 to renew its levy. The board discussed the option and that it would be best to wait until the fields have been developed further prior to asking the public for an O&M levy for them. The board agreed it may be preferable to wait until at least February 2015 to go out for any levy.

Director's Report: Presented and discussed. Director Thomsen asked the board whether to re-roof the family park pavilion with shingles or shakes, and the board decided on shakes. Director Thomsen said that a request for a second bench at Lafarge was made. The board discussed the issue and decided to forego putting any benches at the property for now. There is a training on financing for public agencies on March 6th in Shoreline that Commissioners Zehner, Cumming and Director Thomsen will look into attending. The

March board meeting would need to be rescheduled to accommodate the training – Director Thomsen will email possible dates.

8. Commission Discussion Items

Commissioner Reiff reported that there is a WRPA-related group looking for interested people/agencies to contact their legislators in order to simplify the requirements as to which recreation programs should be subject to sales tax; reference Washington State house bill 2539.

10. Adjournment: Commissioner Reiff adjourned the meeting at 8:07pm

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 5, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:15pm on Wednesday, March 5 in the Island Rec Office. Commissioners present: Cumming, Reiff, Zehner. Commissioners Absent: Talbott. Commissioner Roberson joined the meeting at 5:30pm. Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Cathy Kromer of FANS.
3. Approval of Minutes of the previous meeting: Minutes of the 2/6 meeting were approved and signed.
4. Correspondence: Commissioner Reiff presented a revised letter from Rick Thompson and the school district that serves as an official request to continue including high school sports funding in any upcoming levy. The board also reviewed a second letter from Professor Billie J. Swalla, Interim director of Friday Harbor Labs, about False Bay and Argyle Lagoon.
5. Approval of Payroll/Vouchers: Approved/signed.
6. Ongoing Business
FANS Report:
Cathy Kromer reported that FANS is sponsoring the upcoming Starry Night planetarium event and will be there with hot chocolate and cookies. FANS has added Deanna Sundstrom to the board, and the 2014 membership brochure mailing is going out soon. Cathy presented the new brochures to the board and asked commissioners to consider renewing their FANS club memberships. FANS will be looking to expand its business membership opportunities this year and continue to work on more one-on-one major donor relationships. They plan to do a major donor thank-you dinner in the fall.

Scholarship Policy

Director Thomsen presented a revised scholarship policy that includes the FANS fund scholarship dollars as discussed at the last board meeting. Commissioner Reiff made a motion to adopt the revised policy as presented. Commissioner Zehner seconded the motion and it passed unanimously.

Trails Committee Report:

Director Thomsen reported that she attended the Trails retreat at English Camp and it was a productive Saturday. The Trails Committee needs a volunteer coordinator and may seek funding to do so. At the retreat the committee also recognized the need for more follow-through with regard to liability waivers and applications for volunteers. They will reduce their meetings to only once per month. The Trails potluck is March 12 at the Grange at 5:30pm.

Carter Street Fields:

Commissioner Zehner reported that he revisited the preliminary plans with the fields development committee and said their hope is to open the multi-purpose field, the soccer field, and a third field with the current funding. The Island Rec playground location was also discussed and it will likely be behind home plate of the first field. 2008 engineering plans have been located for the fields, but progress toward the August 1 deadline has been slow as the project is complicated for many reasons. The CUP changes have gone through the school district board and are now with the town. Commissioner Zehner said the committee should be coming out with a press release regarding progress and Commissioner Roberson suggested Island Rec's role should be a part of it. Director Thomsen said that the fields consultant will be on-island this Saturday to do a first visit, free of charge.

Lafarge

Commissioner Reiff reported that the letter she wrote in response to questions about dogs at Lafarge, was published in the Journal and other online news sites. The letter clarified that Lafarge is under the county

ordinance requiring dogs to be under control of their owners, whether by leash, voice, whistle or hand signal. The Journal titled the letter “Leash law does indeed apply at gravel pit,” which has reportedly caused some confusion among users about whether or not dogs have to be on a leash.

Dog Park: Director Thomsen reported that the dog park parking lot has been graded and graveled. It has already experienced some sinking due to all the rain.

Levy Planning

The board revisited the county’s rules and timelines for ballot measures. Commissioner Cumming noted that the town is going out for a sales tax increase that will be on the November ballot. Director Thomsen reported that Island Rec would need to sign a resolution by August 1 in order to go out for a levy renewal this November. If Island Rec waited until February or November 2015 to renew, those tax dollars would not begin to be deposited until 2016. The board discussed when to ask taxpayers for a levy to support Carter Street Fields O&M, and whether or not to roll it into one levy with Island Rec’s regular operations and high school sports funding. Commissioner Cumming asked if the fields consultant could give Island Rec a rough idea of the predicted annual M&O for the Carter St. Fields prior to the board making any levy timeline decisions. The board agreed and Director Thomsen will report back at the next meeting with more information.

7. New Business

January Financial Report: Presented and discussed.

2013 Final Cash Balance

Budget Amendment Review

Director Thomsen presented a draft of proposed amendments to the 2014 budget, allowing for the beginning cash balance that has now been reported from the county. The playground reserve fund money would also be moved to operating with the hope that the playground will become a reality since the Carter St. Fields project is progressing. The board discussed the proposed amendments and agreed to have a public hearing at the April 3rd meeting to hear public comment relating to it.

30th Anniversary Fair Booth

Director Thomsen reported that Island Rec will have a booth at the Fair this summer, which will mean less programming that week, and asked the board to spend a few hours of their time at the booth.

FH Baseball & Softball Association request to continue towards infield dirt cost:

Director Thomsen reported that Joel Arnold, of FHBSA, has requested \$2,000 from Island Rec to contribute towards the cost of fields dirt/maintenance. The board discussed the request and agreed that although Island Rec has contributed in the past, the funds are no longer available due to new costs associated with Carter Street Fields and other expenses. In addition, the board noted that Island Rec’s contract with the school district states that all maintenance expenses of fields and school facilities is the responsibility of the school district. FHBSA has also been paying for the cost of the fields maintenance. Director Thomsen will follow up with Joel Arnold and Rod Turnbull about the request.

Director’s Report: Presented and discussed.

8. Commission Discussion Items

Commissioner Zehner asked Director Thomsen to check with the county assessor as to when 2014 property assessment values will be posted in order to have a more accurate picture of the amount per \$1,000 assessed value Island Rec might be asking for in its levy.

10. Adjournment: Commissioner Reiff adjourned the meeting at 7:59pm

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Talbott

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – April 3, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:04pm on Thursday, April 3 in the Island Rec Office. Commissioners present: Cumming, Reiff, Talbott, Roberson. Commissioners Absent: Zehner. Staff present: Director Thomsen and Administrative Assistant White.
2. Open Public Hearing: for comments amending the 2014 budget: Commissioner Reiff opened the public hearing at 5:05pm. No visitors were present.
3. Close Public Hearing: Commissioner Reiff closed the public hearing at 5:06pm.
4. Introduction of Visitors/Public Comment on Non-Agenda items: None
5. Approval of Minutes of the previous meeting: Minutes of the 3/5 meeting were approved and signed.
6. Correspondence: Commissioner Reiff presented a letter of appreciation from island resident Connie Phelps, as well as a follow-up letter from Professor Billie J. Swalla, Interim director of Friday Harbor Labs, about False Bay and Argyle Lagoon.
7. Approval of Payroll/Vouchers: Approved/signed.
8. Ongoing Business
FANS Report:
Director Thomsen reported that the FANS annual mailing went out three weeks ago and to date has brought in about \$5,000. Their goal is \$20,700 in 2014.

Trails Committee Report: Director Thomsen reported that the Trails Committee had their potluck in March – they are not meeting in April. They also recently subscribed to one year of new mapping software, housed on volunteer Mike Lazarri's computer.

Carter Street Fields:

Director Thomsen reported that she and Commissioner Cumming met with Don Campbell of RW Droll Landscape Architecture on-site at the fields for a preliminary assessment. John Kurtz and Rob Cuomo of FHAA were invited but did not attend. Director Thomsen presented the assessment report that Don Campbell wrote as a result of the meeting. Campbell recommended getting updated design and construction plans in order to proceed. After seeing the report, the Fields Committee voted to hire a fields consultant to guide the project. Requests for qualifications were mailed out yesterday to various firms. According to Campbell, the best case scenario is that three of the fields would be playable next spring if they were to be seeded this August. Director Thomsen said the Town of Friday Harbor is reviewing CUP changes for the Fields project at their April 17 meeting.

Levy Planning:

Director Thomsen noted that the Carter Street Fields project is impacting Island Rec's levy timeline, and reminded commissioners that August 5th is the deadline to put a levy on the November ballot. Director Thomsen said she spoke with auditor Milene Henley about borrowing money if Island Rec were to wait until 2015 to go out for a levy, since funds would not begin to trickle in until January 2016. The auditor did not recommend borrowing as it was difficult to explain to voters. The board discussed the pros and cons of combining Island Rec's operating levy, the school sports levy, and the future Carter Street Fields M&O levy, versus separating out the Carter St. Fields levy. Director Thomsen noted that although our last levy was a 17cent levy, due to the decline in property values, the actual amount per \$1,000 assessed has increased to around 23 cents. The O&M budget for Carter Street Fields will not be available until the design and construction plans are in place. Commissioner Cumming asked for clarification on what other organizations will be going out for a levy in November.

9. New Business

February Financial Report: Presented and discussed.

2013 End of Year Report

Director Thomsen presented the end of year report and statistics, and reviewed highlights.

Children's Festival: Wild Wild West is the theme. The Festival is Saturday, May 3 from 10am – 2pm.

Director Thomsen asked the board to volunteer.

Resolution 14-01 amending the 2014 Budget: The board reviewed the proposed amendments to the 2014 budget and Commissioner Cumming made a motion to accept the resolution and amendments as presented. Commissioner Reiff seconded it and the motion passed unanimously. The resolution was signed.

Resolution 14-02 to apply for LTAC fund for replacement of picnic shelter roof:

As required by the LTAC grant application: Commissioner Talbott made a motion to accept the resolution to apply for LTAC funding to re-roof the picnic pavilion at the Family Park. Commissioner Roberson seconded the motion and it passed unanimously. The resolution was signed.

Director's Report: Presented and discussed. The new recreation specialist to replace Jason Davis is pending hire.

10. Commission Discussion Items: None

11. Adjournment: Commissioner Reiff adjourned the meeting at 7:01pm

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 8, 2014

1. Call to Order: Commissioner Zehner called the meeting to order at 5:04pm on Thursday, May 8 in the Island Rec Office. Commissioners present: Cumming, Zehner, Talbott, Roberson. Commissioners Absent: Reiff (joined meeting at 6:30pm). Staff present: Director Thomsen and Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS.
3. Approval of Minutes of the previous meeting: Minutes of the April 3 meeting were approved as amended.
4. Correspondence: Director Thomsen passed around thank you letters from the Flierl sisters from the Children's Festival, as well as a letter from the Sailing Foundation.
5. Approval of Payroll/Vouchers: Approved/signed.
6. Ongoing Business:
Friday Harbor Fields:
Commissioner Zehner reported that the Town of Friday Harbor reviewed the submitted CUP changes at their last meeting, and the sidewalk will stay as was originally outlined (changes were not accepted). The sidewalk project has already been bid on and is proceeding. The Fields Committee has agreed to hire a field consultant to create a site plan and building specifications for at least 3 of the 5 fields. The current plan is that the multi-purpose field will only be playable for light use this fall, and more work will go into the soccer and boys baseball fields. The school district has requested the multipurpose field to open in August due to the increased need for field space since boys soccer will now be a fall sport. In order to create proper soil at the fields, a large amount of sand is needed. After seeing the Lafarge property, the fields consultant expressed an interest in doing further testing on the sand there. The board discussed the issue of whether or not the sand was indeed stockpiled there and agreed that an outside opinion was needed. Commissioner Roberson expressed concern about the appearance of giving away public property by giving the sand to the fields project free of charge and whether it is Island Rec's responsibility to provide the sand at no cost to save the project money. The fields consultant estimated the cost of purchasing sand between \$200,000-\$300,000. Removal of sand at the gravel pit would require an estimated 600 truck loads from Lafarge to the fields, and may be of concern to neighbors.

Director Thomsen reported that she and Brent Snow have been discussing the O&M plan for the fields, as well as the issue of Island Rec operating one set of higher quality fields and the school district operating the others. Director Thomsen suggested that Island Rec maintain all fields instead of funding high school sports, to avoid inequality and inconsistency between fields use and maintenance. The board discussed the idea but agreed that Island Rec should only focus on Carter Street Fields and gaining taxpayer support for operating them for the time being.

FANS Report:

Todd Kromer reported that FANS was the featured non-profit of the month at Islanders Bank for April, with a table and donation box set up in their lobby, which was good exposure. Their balloons booth at the Children's Festival went well and they are already planning ahead for the fall carnival. Kiwanis will do the food at the carnival this year. Todd passed out information to the board on FANS donations to date. He also noted that Bill Cumming drafted a letter with Cathy Kromer to an interested major donor and they are working on securing a donation from them to fund a professional stage for the Music on the Lawn series.

Commissioner Talbott left the meeting at 6:15pm.

Levy Planning:

Commissioner Reiff joined the meeting at 6:30pm.

With the approaching August 5 filing deadline to put a levy on the November ballot, the board discussed the pros and cons of combining Island Rec's operating levy, the school sports levy, and the future Carter Street Fields M&O levy, versus separating out the Carter St. Fields levy. The board consensus was to proceed with the intention of packaging all three levies together for the November ballot, provided that progress continues as planned out at the fields.

Commissioner Cumming left the meeting at 6:40pm

Children's Festival, Wild Wild West: not discussed as it was accidentally left on the agenda from last month's meeting.

Trails Committee Report:

Director Thomsen reported that the Trails Committee won an innovation award from Feet First at this year's Walkable Washington symposium. The award was specifically for the Know Your Island Walks series, created by Eileen Drath. The town is also working on plans for a trail between Spring Street and the post office, along the edge of the empty Browne lumbar lot on Spring Street, which will connect with land owned by the Town connecting to Ellsworth Avenue.

9. New Business

March Financial Report: Presented and discussed.

Board Shining Star Awards

Director Thomsen presented a spreadsheet of past awards and suggestions for the 2014 awards for consideration by the board.

Director's Report: Presented and discussed. Director Thomsen noted that the Luxel building behind the Carter Street Fields site is for sale and has been offered to Island Rec for purchase as a program/office space. The board discussed the idea and agreed to pursue the financial and practical implications further.

Added: Wood Waste at Gravel Pit:

Director Thomsen reported that Island Rec received an offer from the Department of Ecology to deliver 50,000 cubic yards of wood waste organic matter to add to the Lafarge Property, at no cost. The material would need to be barged in from Anacortes. Director Thomsen reviewed the offer with the Conservation District and they approved of the idea. The board discussed the idea and directed Thomsen to pursue the offer further with Island Rec's interest.

10. Commission Discussion Items: Commissioner Talbott announced he expects to find out tomorrow whether he will be offered the job of harbormaster in Valdez, AK, where he is one of two finalists for the position. In the event that he is offered the job, he would be leaving the Island Rec board and a replacement would be needed.

11. Adjournment: Commissioner Zehner adjourned the meeting at 7:34pm.

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 5, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:05pm on Thursday, June 5 in the Island Rec Office. Commissioners present: Cumming, Zehner, Roberson, Reiff. Commissioners Absent: Talbott. Staff present: Director Thomsen, Admin Assistant White and new Recreation Specialist Lowell Jons.
2. Introduction of Visitors/Public Comment on Non-Agenda items: None
3. Approval of Minutes of the previous meeting: Minutes of the May 8 meeting were approved and signed.
4. Correspondence: Commissioner Reiff read Commissioner Talbott's letter of resignation, as well as the Enduris 2015 Policy Year Outlook.
5. Introduction of new Recreation Specialist, Lowell Jons:
Lowell Jons introduced himself to the board. He was hired in May to replace Jason Davis as the Youth & Family Recreation Specialist. Lowell then left the meeting.
6. Approval of Payroll/Vouchers: Approved/signed.
7. Ongoing Business:
Friday Harbor Fields/Levy:
Director Thomsen reported that fields consultant Bob Droll has been hired by FHAA to create the master plan for the fields. There is still an interest in using Island Rec's sand from the gravel pit to mix into the soil for the development of the fields. They would need approximately 9,000 yards total to be removed from the gravel pit in two phases. Island Rec would be required to obtain a clearing and grading permit from the county in order to proceed with the sand removal. The fields board would pay for the permit and consultant to complete it. The permit process takes about two months. Director Thomsen asked if and how the fields project should proceed with Island Rec's sand. The board discussed the issue in depth and there was some concern among commissioners about providing the sand at no cost, given that; the sand does have value, the fields development timeline is uncertain with no project manager currently in place, and that ultimately Island Rec's role in the fields will be contingent on taxpayer support for an M&O levy.

Director Thomsen reviewed the levy timeline requirements in order to bundle the Fields M&O levy with Island Rec's operations levy and the school sports levy – for this November. The board would need to meet by July 21 to set the levy rate in order to be on the November ballot. The board agreed that kids need to be playing on the fields by September 1st in order to have public support for a November O&M levy. Director Thomsen will confirm that Island Rec could theoretically go out for a levy in February as well.

Winter/Spring Program Reports:

Recreation Specialists Diana Feinson, Morgan Johnston, and Lowell Jons joined the meeting at 6:15pm. The board paused discussion about the Fields to hear staff winter/spring program reports. Diana Feinson and Morgan Johnston both presented their reports. Morgan asked the board for guidance about the adult softball league, which has failed to meet its minimum registration of 8 teams for the last two summers (7 teams have signed up each summer). The board agreed that next year the team fee would need to be raised in order to allow a smaller league, or the league would need to be cancelled. Director Thomsen presented Jason Davis' program report.

Friday Harbor Fields/Levy:

The board continued the fields discussion and agreed that providing the sand to the fields project will result in higher quality fields that Island Rec will ultimately maintain and operate. Commissioner Cumming made a motion that Island Rec participate in the development of the fields by seeking the clearing & grading permit, and providing the sand to the school district for the project, on the condition that the fields board agrees to put 25% of the fair market value of the sand toward the hiring of a fields project manager to

ensure completion of the project, and another 25% of the FMV in reserve at the end of the project for start-up maintenance and operations costs. Commissioner Reiff seconded the motion and it passed unanimously. Director Thomsen and Commissioner Zehner will present the decision to the fields board when they meet on Monday.

FANS Report:

Director Thomsen reported that FH Drug joined FANS as a business member with a \$500 contribution. In addition, the Honeywell Foundation is providing a significant donation to FANS to purchase a stage for Island Rec's Music on the Lawn series. The stage will also be used by other community organizations on site at the Historical Museum.

Trails Committee Report:

Director Thomsen reported that the Trails Committee gave their innovation award plaque from Feet First to Island Rec to display in the office. She said National Park superintendent Lee Taylor was at the most recent Trails Committee meeting and asked for input on Mitchell Hill signage that will be going into place as a result of a grant that the park service recently received. Director Thomsen will also be leading an upcoming Know Your Island Walk with Brent Snow on Roche Harbor trails.

9. New Business

Scholarship Policy Review; Policy exception request

Director Thomsen presented proposed changes to the scholarship policy, expanding the FANS Fund. The board discussed the changes and Commissioner Roberson made a motion to accept the policy as revised. Commissioner Cumming seconded the motion and it passed unanimously.

Board Vacancy:

Director Thomsen noted that the board has 90 days from June 6 to appoint someone to complete Commissioner Talbott's term, which goes through the end of 2015. Director Thomsen will send out a press release seeking letters of interest.

April Financial Report: Presented and discussed.

School Athletic Budget:

The board briefly reviewed and discussed the School's athletic budget for the 2014-2015 school year. Director Thomsen asked the board to discuss at the next meeting what – if any – fees Island Rec should charge to users of the new fields once operations and maintenance has begun.

Open Government Trainings Act:

Director Thomsen reviewed the training requirements of the board as outlined by the newly enacted Open Government Trainings Act. The commissioners agreed to complete the training individually online by the end of 2014.

Director's Report: Presented and discussed.

The board agreed to waive the maximum vacation accrual limit for the Director, noting that she has vacations on the calendar.

(next page)

10. Commission Discussion Items: Commissioner Roberson noted that if the Friday Harbor fields board wants to meet with Island Rec's board, a special meeting would need to be announced.

11. Adjournment: Commissioner Reiff adjourned the meeting at 8:01pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner (vacant position)

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – June 26, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:09pm on Thursday, June 26 in the Island Rec Office. Commissioners present: Cumming, Zehner, Reiff. Commissioner Roberson joined the meeting at 5:25pm. Staff present: Director Thomsen, Admin Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS.
3. Approval of Minutes of the previous meeting: Minutes of the June 5 meeting were approved and signed.
4. Correspondence: None.
5. Approval of Payroll/Vouchers: Approved/signed.
6. Ongoing Business:
FANS Report:
Todd Kromer reported that the free British Soccer clinic went well – there were 46 participants. FANS recently wrote a check to Island Rec for \$2,500, which brings their 2014 contributions to a total of \$5,000. Todd reviewed this year's financial goals for FANS and where they currently stand. He noted that FANS recently applied to the Lynn Carlson Foundation for \$5,000 and are waiting to hear back. FANS will have a table at Music on the Lawn again this year.

Trails Committee Report: No update

Fair Booth:

Director Thomsen passed around a sign-up sheet for board members to be at Island Rec's fair booth.

4th of July:

Island Rec will be participating in the parade and Director Thomsen asked for board participation.

IRV Appreciation/Board Shining STAR Awards:

Director Thomsen reminded the board that IRV Appreciation night is August 6th at Music on the Lawn. Commission Chair Jackie Reiff will present the awards.

Friday Harbor Fields Update:

Commissioner Cumming asked to be cc'd on Bob Droll's field reports whenever they are sent out. Director Thomsen and Commissioner Zehner reviewed the updates from the last Fields meeting. The Fields Board accepted the conditions of receiving Island Rec's sand as outlined at the last board meeting. Director Thomsen presented information on the fair market value of the sand and the board agreed to set the FMV for the purpose of Island Rec's sand at \$35/yard. Commissioner Zehner said the fields board has been reviewing current available funds for field development and concluded that after meeting the CUP requirements and constructing the maintenance building, remaining funds will only allow for the multi-purpose field to be playable this fall and the soccer field to be completed next. After that, further fundraising will likely be required to continue field development. The Fields Board has also discovered that there is not enough water available to water the total build-out of the fields as designed in the master plan. The Fields Board is looking into solutions for this. The Fields Board did pass a motion to hire a project manager, although no one has been chosen. Director Thomsen noted that due to the complexity of the various future agreements with the school district related to the fields, Island Rec will need an attorney to help draw up the documents, which the board agreed to. Commissioner Cumming noted that the fields project has changed drastically since Island Rec first agreed to eventual operations and maintenance, and that if Island Rec assumes O&M of only two completed fields, it may be unclear who will be responsible for further field development. Commissioner Zehner and Director Thomsen both agreed that based on

current progress with the Fields Board, this November is not a realistic time to ask the public to support an operations and maintenance levy.

Levy Timing:

Following the Fields Update, the board discussed the levy timing and whether or not to combine Island Rec's operating levy, the school sports levy, and an O&M fields levy. Director Thomsen presented information from past levies, including costs to Island Rec and voter turnout numbers. After much discussion the board agreed unanimously not to go out for any levy this November, and to re-consider for the February election. Director Thomsen noted that the board would need to make a resolution to file for the February election by December 26th.

Island Rec's 30th Anniversary Party:

Director Thomsen asked the board to attend Movies in the Park on September 6, which will also serve as Island Rec's 30th Anniversary Party. All past board commissioners will be invited, and there will be cake!

Board Vacancy:

Director Thomsen said she spoke with one interested individual, and asked the board to continue reaching out to interested candidates. The board has until September 6th to appoint a new commissioner.

7. New Business

Operations and Management Agreement with School District

Director Thomsen discussed a variety of issues that the board will need to consider when Island Rec takes over O&M of the fields, including security, operating hours, concession stand operations, possible fees for user groups, and paid staff time. The board discussed the issues.

May Financial Report: Presented and discussed.

Director's Report: Presented and discussed.

8. Commission Discussion Items: Commissioners Roberson and Reiff both noted how much their kids enjoyed Island Rec's skateboard camp.

9. Adjournment: Commissioner Reiff adjourned the meeting at 7:32pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner (vacant position)

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – August 7, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:11pm on Thursday, August 7 in the Island Rec Office. Commissioners present: Roberson, Zehner, Reiff. Commissioner Cumming joined the meeting at 5:18pm. Staff present: Director Thomsen, Admin Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS, and prospective board candidates Adam Eltinge and Shannon Miniken were in attendance.
3. Approval of Minutes of the previous meeting: Minutes of the June 26 meeting were approved and signed.
4. Correspondence: Commissioner Reiff read a thank you card from Francie Hansen thanking Island Rec for honoring her and others at the volunteer appreciation event last night.
5. Approval of Payroll/Vouchers: Approved/signed. Director Thomsen noted that she was paying for part of the off-island travel to go to the NRPA Director's School at the end of the month. The board discussed the expenses and agreed that Island Rec should cover the full cost.
6. Ongoing Business:
Board Vacancy: The board reviewed two separate letters from community members Adam Eltinge and Shannon Miniken, each expressing their interest in the vacant commissioner position. Shannon and Adam each introduced themselves and answered questions about their background and reasons for interest in the commission. Commissioner Reiff invited both candidates to stay and observe the meeting, noting that an executive session will be held at the end of the meeting to evaluate the qualifications of each candidate.

FANS Report:

Todd Kromer noted that he heard many positive comments about the show at last night's Music on the Lawn Concert. He said Director Thomsen had asked FANS if they could purchase gift certificates to use for volunteer and staff recognition, as Island Rec cannot spend its funds on gifts. FANS bought gift certificates from three local restaurants, and in addition, those businesses joined FANS with professional memberships. Todd read the current FANS business members to the board, and noted that they are planning a donor appreciation night for the fall. Carnival planning is also beginning.

Trails Committee Report:

Director Thomsen reported that there will be two Trails Committee volunteer orientations this fall, to give an overview of the work that Trails does, and ways to get involved. This is a result of the retreat the committee had earlier in the year, where improving volunteer management was listed as a priority. Director Thomsen also noted that the walk she led with Brent Snow at the Roche Harbor trails last month went well.

Friday Harbor Fields Update/Grading Permit Status:

Commissioner Zehner reported that progress at the fields continues to be slow and the highest priority remains obtaining the Conditional Use Permit (CUP). The fields board is optimistic that the multi-purpose field could be ready for use in October. The fields board has hired Dan Lowe as project manager. Commissioner Zehner also said that a neighbor of Lafarge, Chris Clarke, has concerns about the legality of Island Rec's grading permit request to remove sand from Lafarge for the fields project. Clarke and Friends of the San Juans both sent letters to the county planning department during the public comment period outlining concerns about mineral extraction and undoing the reclamation that Lafarge did to the property. Director Thomsen said she personally notified Clarke about the permit request prior to it being published and that he'd been appreciative of the gesture. Clarke has requested (and received) from Island Rec all documents and communications regarding the sand removal project. Director Thomsen said she met with Julie Thompson from the planning department, who said the county plans to keep their determination of "non-significance," and that the sand removal was not considered mineral extraction due to the non-monetary exchange between two public property owners. Clarke/Friends of the San Juans/general public

have until August 13th to appeal the decision.

Director Thomsen reported that the fields board has asked Island Rec to begin its playground planning for the site near the multi-purpose field. Thomsen has requested exact site specifications in order to proceed. Director Thomsen also said that the Recreation and Conservation Office (RCO) has published notice that they will likely soon have new funding available to expand or increase capacity of existing athletic facilities. Both Island Rec and FHAA plan to submit letters of intent to re-do the multipurpose field to a higher standard, since the funding is not for new construction.

Operations and Management Agreement with School District:

Director Thomsen presented a draft of an interim O&M Agreement that would take effect until Island Rec passed a levy to maintain the fields, after which a 30yr lease agreement (also drafted and presented) with the School District would take effect. The O&M agreement is a requirement for the fields CUP to be granted. The board reviewed the drafts and discussed concerns, noting that security cameras/surveillance needs to be part of the interim agreement. The school district board and FHAA have reviewed the drafts, and Director Thomsen will take them to Duncan Wilson at the Town for further review. Then they will go to an attorney. The board agreed to ask the school district to assume any attorney's fees, as they did in the past when creating the school sports funding agreement.

Fair Booth:

Director Thomsen passed around a sign-up sheet for board members to help at Island Rec's fair booth.

Levy Planning:

Director Thomsen noted that Island Rec's next opportunity to go out for a levy would be the February ballot, for which a resolution to file would need to be signed by December.

Island Rec's 30th Anniversary Party:

Director Thomsen asked the board to attend Movies in the Park on September 6, which will also serve as Island Rec's 30th Anniversary Party. All past board commissioners will be invited, and there will be cake!

7. New Business

June Financial Report: Presented and discussed.

Revision of bid policy; Resolution 14-03

The board reviewed the revised policy presented by Director Thomsen. The county no longer maintains a vendor list, so the revised policy approves use of the MRSC's established vendor rosters. Commissioner Cumming made a motion to accept the revised bid policy, and Commissioner Reiff seconded it. The motion passed unanimously and the resolution was signed.

Director's Report: Presented and discussed. The September 4 board meeting was rescheduled to September 11 due to Director Thomsen's vacation. Director Thomsen said that hiring someone for the STAR assistant position continues to be a challenge, and that \$13/hr is the top of the pay scale. Commissioner Reiff asked for a discussion about enforcement of STAR's child behavior policies and when to send a child home. Director Thomsen will arrange a meeting with School's Out Programs Rec Specialist Diana Feinson, herself, and Commissioner Reiff.

8. Commission Discussion Items: Commissioner Roberson said the sailing program was great this year. Commissioner Reiff commented that the recent Skyhawks sports programs were poorly run. Director Thomsen agreed and reported that after a parent complaint, and watching the program, she contacted the Skyhawks director who made a site visit the next day. Director Thomsen and several parents still stated that the programs were not up to par the rest of the week. Director Thomsen has sent out an emailed survey to parents requesting feedback about the program, and Island Rec is considering not having Skyhawks back at all next summer. Refunds were issued to those who requested them.

9. Executive Session, in Accordance with RCW 42.30.110 to evaluate the qualifications of the candidates for appointment to elective office:

The board went into executive session at 7:33pm and Commissioner Reiff asked the public to return in 20 minutes. Commissioner Reiff ended the executive session at 7:55pm. The board noted that both Adam and Shannon were excellent candidates for the commissioner position and the decision had been a difficult one. Commissioner Cumming made a motion to offer Adam Eltinge the appointment to the board, and Commissioner Roberson seconded it. The motion passed unanimously. Commissioner Reiff will notify both candidates and ask Adam to attend the September 11 board meeting.

10. Adjournment: Commissioner Reiff adjourned the meeting at 8:00pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – September 11, 2014

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, September 11 in the Island Rec Office. Commissioners present: Roberson, Cumming, Reiff and commissioner-to-be-appointed Adam Eltinge. Commissioners absent: Zehner. Staff present: Director Thomsen, Admin Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS.
3. Approval of Minutes of the previous meeting: Minutes of the August 7 meeting were approved and signed.
4. Oath of Office of appointed Commissioner Adam Eltinge: Commissioner Cumming read the oath to Adam Eltinge, and the certificate of appointment was signed by all commissioners.
5. Correspondence: Letter from Denice Kulseth – to be addressed in FH Fields Update
6. Approval of Payroll/Vouchers: Approved/signed.

7. Ongoing Business:

FANS Report:

Todd Kromer distributed FANS bumper stickers to the board, and reported that FANS is working on the fall carnival – specifically trying to make it more profitable by reducing expenses. FANS is also planning a donor “thank-you” event on Oct 19th and requested Island Rec commissioner attendance. Todd passed out invitations to the event. There will be alcohol served at the event, which is by invitation-only, and FANS is hiring a licensed bartender.

Trails Committee Report:

Commissioner Roberson reported that she attended the last Trails meeting. The September/October Know Your Island Walks locations will change. Director Thomsen reported that there will be two Trails Committee volunteer orientations in October, to give an overview of Island Rec and the work that Trails does, and ways to get involved. Commissioner Roberson said Trails wants to better identify volunteer interests and will be sending out a survey. There will be a work party this fall for a 1400 foot section of the American Camp Trail, since Ted Middleton has granted an easement across his property there. There was discussion at the last Trails meeting of creating guidelines for who can attend the Trails Conference using public funds from the Trails Committee budget. Trails officers for next year will be: Teresa Simendinger as president, Dave Zeretzke as vice-president, Bill Severson as treasurer, and Louise Dustrude as secretary. Commissioner Roberson also reported that Eileen Drath is starting a new series at the library called “Know Your Island People,” which will bring in speakers to talk about hiking adventures, wilderness medicine etc.

Friday Harbor Fields Update:

Director Thomsen reported that she and John Kurtz attended the FH town council meeting in August and spoke about Island Rec, the O&M agreement for the fields, and the fall sports field shortage. At the meeting, town administrator Duncan Wilson asked the council to consider a temporary opening of the multi-purpose field for the fall high school sports teams to practice, and the council agreed to the use, despite all of the conditions of the CUP not being met. Director Thomsen said she noted to the council that Island Rec is not ready to open the restrooms at the fields yet or assume any other maintenance. FHAA has a portable restroom in place for current use. The draft O&M Agreement between Island Rec and the School District is currently with the School District board for review.

The board read and discussed the letter from Fields neighbor, Denice Kulseth, to the SJI School District board, cc'd to Island Rec and others. The letter highlighted concerns about an open space easement that was promised before field development began, along with various communication issues between neighbors and field developers. Director Thomsen said she spoke with Denice and the letter will be discussed at the fields board meeting on Tuesday. Director Thomsen and Commissioner Zehner plan to walk the property next week prior to the fields meeting. Commissioner Cumming asked for multiple access

points to the fields from the trailer park. Commissioner Eltinge agreed to take former Commissioner Jeremy Talbott's place on the playground committee. Director Thomsen also reported that she submitted a letter of interest to the Recreation and Conservation Office on behalf of Island Rec and FHAA to help fund improvement of the existing multi-purpose field, as discussed at the Aug 7 meeting.

Grading Permit Status:

Director Thomsen reviewed the status of the grading permit application for Lafarge, noting that the procedure was started over because the planning department failed to give instructions to Island Rec to notify neighbors of Lafarge properly. Proper notification has since been mailed and posted on-site, and the public comment period ends August 17.

Operations and Management Agreement with School District: discussed above

Levy Planning:

The board discussed asking Bob Droll to come up with a potential O&M budget/timeline for the fields to assist in levy planning. Director Thomsen will work with Bob Droll to get the budget started; including Island Rec's other 4 parks, as one staff person will be maintaining all of them. Thomsen reminded the board that Island Rec's current levy expires in 2015, and in order to be on the February ballot, the board would need to put a resolution on file with the county by 12/26/14. Regardless of what month a levy passed in 2015, actual funds would not be available until 2016. The board discussed waiting until the April ballot to allow for more progress on the fields to be completed and to build more positive community and neighborhood awareness and interest in the project.

8. New Business

Fall/Winter 2014-2015 Program Guide: in board packets, registration is open.

August Financial Report: Presented and discussed.

Interlocal Agreement with Town of FH for Touch a Truck: The board reviewed and signed the agreement.

Resolution 14-03* appointing Petty Cash Custodians:

The board signed the resolution replacing former Commissioner Talbott with Commissioner Eltinge as a petty cash custodian. **changed to 14-04, as 14-03 was bid policy passed at last meeting.*

Request to use Island Rec's Stage:

Director Thomsen reported that she received a request to use Island Rec's new stage for a fundraiser for Dave Hall. The board discussed the request and agreed to grant use for a rental fee of \$100 to cover staff time to retrieve the stage from storage etc. Director Thomsen will draft a policy for future use, with a tiered fee-structure for use by charitable events/organizations vs. private ones.

Public Document Request Procedure review:

Admin Assistant White presented Island Rec's public records request form and revised procedure, outlining the district's compliance with the Public Records Act, and charges for copying documents. The information will be posted on Island Rec's website. She also reminded the board that all commissioners need to complete the training required for the Open Government Trainings Act. She will email links to the online training following the meeting.

Interlocal with Port of Friday Harbor: The board reviewed the document and agreed to enter into an interlocal agreement with the Port. Director Thomsen signed the agreement.

Directors Report: Presented and discussed.

9. Commission Discussion Items: Commissioner Roberson asked about follow up to the Luxel building for sale for potential Island Rec office/program space. The board discussed the building and asked Director Thomsen to look into lease and sale pricing, noting that some indoor renovation would be needed.
10. Adjournment: Commissioner Reiff adjourned the meeting at 6:40pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – October 2, 2014

1. Call to Order: Commissioner Bill Cumming called the meeting to order at 5:04pm on Thursday, October 2 in the Island Rec Office. Commissioners present: Cumming, Zehner, Eltinge, Roberson. Commissioners absent: Reiff. Staff present: Director Thomsen, Admin Assistant Daquelente.
2. Introduction of Visitors/Public Comment on Non-Agenda items: None.
3. New Staff Intro.: Introduction of Administrative Assistant Julie Daquelente.
4. Approval of the minutes of the previous meeting: Minutes of the September 11 meeting were approved and signed.
5. Correspondence: None.
6. Approval of Payroll/Vouchers: Approved/Signed.
7. Ongoing Business:

FANS Report

Discussion led by Director Thomsen. Todd Kromer was not present. FANS major donor appreciation event for October 19, 4-6pm was discussed and board members are encouraged to attend. Tracy and Jackie will attend.

Trails Committee Report

Discussion led by Commissioner Roberson. No news to report since last meeting on September 11, 2014. Two volunteer orientations will be held in October for volunteers and hoping to get the new people involved. There are currently about 300 on the email list and a survey has been sent out to try to figure out who is actually interested in active participation. Survey results are not in yet. Suggestion was made to possibly put the link to the survey on Island Rec website.

Friday Harbor Fields

Discussion led by Commissioner Zehner. Island Rec has nominated itself to host an open house on October 22nd primarily for the immediate neighbors. Commissioner Zehner believes that things are progressing slowly, but moving in the right direction. By the time CUP requirements are met, there will not be enough money left to complete the soccer field. Director Thomsen reported that there are two anonymous donors coming on board with the intention to donate \$500,000 each.

Grading Permit Status

Director Thomsen briefly discussed that the grading permit appeal process ended on October 1, 2014 and that there were no appeals. It is expected that a letter and approval of the permit will be received from the county within the next week.

Operations and Management Agreement with School District

Discussion led by Director Thomsen. Commissioner Cumming and Director Thomsen attended a recent school board meeting. School District needs to have contract with FHAA for development and contract with Island Rec for O&M. Discussion was had at length as to when Island Rec will take over O&M. Director Thomsen suggests the need for a new fiscal policy to operate from so

that there are policies in place for future instances. Commissioners Zehner and Cumming believe it should be done by resolution and not add bureaucracy. After discussion, the August 1, 2015 is the date being strongly considered for Island Rec taking over O&M.

Levy Planning

Discussion led by Director Thomsen. April Election – commissioners cannot officially endorse levy before resolution is passed. December 4th is the deadline for including information about upcoming levy in the winter/spring program guide. To pass the resolution, the board needs to know how much is needed, how long, and for what.

Fulfillment of the Open Government Trainings Act

No one has completed.

Playground Planning

Discussion led by Director Thomsen. Round part of playground measures 3700 sq. ft. which is 1200 sq. ft. larger than the family park playground. It is desirable to hold off putting in sidewalk so that there are more options for design. Both commissioners Eltinge and Reiff are on playground committee. Design is being dictated by both money available and need. Conversation was had at length about planning and design. Possibility of FANS being able to bring in small donations was mentioned briefly. Want playground open by August 1st if possible.

8. New Business

Summer Program Reports

Diana Feinson, Lowell Jons, and Morgan Johnston presented summaries of their reports. Programs and participation discussed at length. Plan to discontinue Tetra Brazil Soccer for coming year and modifications are being made to the Skyhawks Sports program to reduce the amount of classes offered and coaches needed for the coming year. Softball is declining in teams, but there is still a demand for the program, so modifications will be made to the number of teams and pick up games will be introduced at the beginning of the season. Though softball does not pay for itself, it was decided there is a social benefit in keeping the program up and running. Discussion of expanding Camp Eagle Rock dates before and after to accommodate 25 kids.

Blood Borne Pathogen Exposure Control Plan Review

It was reviewed, accepted, and signed by Commissioners present.

2015 Budget Prep

Discussion held by Director Thomsen.

Schedule:

November 20th is latest date to set a resolution for the levy rate (for operations and school district). Will hold a special meeting November 20th for budget workshop as there will be more substantial information available to aid in budget planning.

Other Considerations:

Director Thomsen went over COLA specifications for both employee pay and health benefits. Board agreed to guidelines and will review impact.

Equipment lending policy and procedure

Lending of equipment policy as well as guidelines and fee structures was briefly discussed. Commissioner Cumming suggested an addition pertaining to the replacement of equipment due to misuse versus wear and tear. Commission Cumming also suggested discouraging commercial use of the stage by charging a large fee and building a fund from usage fees to fund eventual

repairs and replacement. Policy and free structure guideline: approved as written. Suggestion was made regarding lost, returned or damaged items if determined to be misused. Acceptance of policy and structure as written: Passed.

Resolution 14-05; Establish Cash Custodians of Petty Cash
Passed and signed.

Interlocal with School District regarding Friday Harbor Fields Development
Island Rec sand for community use was discussed.

Directors Report

Presented and discussed.

Board agreed that Island Rec had too much going on to pursue leasing Luxel building.

Lafarge – discussed use of herbicides and was agreed to let noxious weed board, as the experts, continue with use of herbicide.

Director Thomsen discussed success of STAR program as well as upcoming items including Family Gym, and Monster Dash

9. Commission Discussion Items

None

10. Adjournment: Commissioner Cumming adjourned the meeting at 7:40pm.

Submitted by: Julie Daquelente, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 6, 2014

1. Call to order: Commissioner Reiff called the meeting to order at 5:06pm on Thursday, November 6, 2014 in the Island Rec Office. Commissioners present: Roberson, Reiff, Eltinge, Zehner. Commissioner Cumming joined the meeting at 5:12pm. Staff present: Director Thomsen, Admin Assistant Daquelente.
2. Introduction of Visitors/Public Comment on Non-Agenda items: Todd Kromer of FANS
3. New Staff Intro.: Rescheduled to December meeting.
4. Approval of the minutes of the previous meeting: Minutes of the October 2, 2014 meeting were approved and signed.
5. Correspondence: None.
6. Approval of Payroll/Vouchers: Approved/Signed
7. Ongoing Business:

FANS REPORT

Todd Kromer spoke about the success of the major donor recognition event in Mt. Dallas and using it as a model for the future; Upcoming carnival discussed; new leadership next year starting in January; budget committee met and if carnival equals last year, there will be excess money.

ADDITIONAL ITEM:

Charles Zalmanek, Assessor, San Juan County:

Gave overview of error made in collection of property taxes for Island Rec; Discussion of ballot language; explained that once the levy has been set, it can't be increased for the life of the levy with the exception of a 1% increase if property values are increasing; ceiling was .17, Island Rec is currently collecting close to .24; levy rate cannot exceed voter approved rate; Commissioner Zehner recommends attorney with experience in area with impartial, legal opinion.

Informing the public: Commissioner Reiff suggested a press release from the assessor's office informing the public that that this error was made by the assessor's office then we respond with, now that we've been informed, we are coming up with a fiscally responsible plan to move forward.

Island Rec response discussed and it will be crafted by Director Thomsen and reviewed by select board members; Commissioner Zehner suggested legal representation and all

members agreed to authorize up to \$3,000 expenditure; Director Thomsen will also connect with lawyer that has been used previously.

School board needing to be informed was discussed as well as the fact that the school district will need to pay back their portion.

Director Thomsen led discussion of repayment of levy over three years as it pertains to the school district and Island Rec.

Discussion was had about upcoming levy in order to rebuild comfortable reserve as well as interim action on our part in order to get the funding we need; Discussion was had about what to do moving forward on the playground and Commissioner Cumming suggested doing something minimal in order to show to progress; Commissioner Zehner recommended the need to cut something tangible out of programs and not operate at the status quo to ensure that we are being fiscally responsible; Commissioner Eltinge suggested creating a pyramid in order to identify essential/non-essential programs as well as cost of each with the possibility of creating a hybrid of above scenarios; board is agreed that reserves should be used and that cutting personnel at this time would result in less quality programming being offered to the community.

Discussion was had about reserves and the need to use them in order to maintain the status quo and the current integrity of Island Rec programs; board agreed that emptying reserves prior to making cuts would be in best interest; discussion was also had about raising certain program fees in order to be able to maintain the status quo.

Board agreed that reserves should be used and Director Thomsen will take that into account as she moves forward to create budget based on last year's revenue.

Trails Committee Report

Commissioner Roberson reported that they would like to allocate money differently; they had a meeting on November 5, and there have been 41 "Know your Island" walks over the years; Now expanding to include "Know your Islanders" and Island Rec will be leading a walk next year. Teresa Simendinger and Dave Zeretzke went to a "Know your Trails" conference.

Friday Harbor Fields Update

Commissioner Zehner mentioned that they received another million dollar donation which should complete the softball and soccer field; Friday Harbor Fields board held an open house for neighbors that was poorly attended.

Grading Permit Status

Director Thomsen: Grading Permit was granted.

Operations and Management Agreement with School District

Director Thomsen discussed the fact that it is moving forward, but is a slow process; there is pressure to get it completed, but as of now, it is not in our hands; will have it sent to attorney when draft is approved.

Levy Planning
Not discussed.

Fulfillment of the Open Government Trainings Act
Commissioners Reiff, Zehner, Eltinge, Cumming, and Roberson have completed.

Playground Planning
Not discussed.

2015 Budget Planning
Director Thomsen: office lease ends in February and we have been offered a three year lease for the current location at \$1500 which is a \$13 increase; suggestions were made by Commissioner Reiff to shop around or ask for a reduction given the going rates in town as well as current financial situation.

8. New Business

September Financial Report
Was presented.

Scholarship Policy Review
Director Thomsen made addition so that staff led programs are offered at 75% /50% off for those qualifying for scholarships based on FL/RL. Policy was amended and adopted.

Lafarge Blackberry Control; SJC Noxious Weed Board
Director Thomsen presented the Blackberry Management Plan prepared by the SJC Noxious Weed Board; Island Rec Board will decide at future date about the use of chemicals.

Joint Meeting with Friday Harbor Town Council
Director Thomsen discussed how they want to attract ages 19-39 and want to expand parks and playgrounds; they want to have joint meeting with Island Rec in order to discuss parks; board unanimously agrees to January 22, 2015 meeting.

Directors Report
Presented and discussed.

9. Commission Discussion Items
Nothing new presented.

10. Adjournment: Commissioner Reiff adjourned the meeting at 8:12pm.

Submitted by: Julie Daquelente, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 20, 2014

1. Call to order: Commissioner Reiff called the meeting to order at 5:01 pm on Thursday, November 20, 2014 in the Island Rec Office. Commissioners present: Roberson, Reiff, Eltinge, Zehner, Cumming. Staff present: Director Thomsen, Admin Assistant Daquelente
2. Open Public Hearing; for comments on setting the 2014 Levy Rate and proposed 2014 Budget
No Comments
3. Close Public Hearing
Hearing Closed: 5:03 pm
4. Introduction of Visitors/Public Comment on Non-Agenda item
Visitor Introduction: Richard Meenan, in attendance due to interest in 2015 budget/assessor's error
5. Approval of the minutes of the previous meeting: November 6, 2014 5pm
Minutes of the November 6, 2014 meeting were corrected, approved, and signed.
6. Correspondence
Discussed: Note from Missy and Randy Martin about assessor's error
7. Ongoing Business

2015 Budget Planning

Director Thomsen projected that 2014 will end with a combined Reserve balance of \$306,653 if amendments are made to budget. Director Thomsen highlighted the details behind proposed amendments which resulted in an increase of General Reserves due to the removal of playground expenses and Reserve transfer out, a decrease in expenses, and an increase in revenue. Board reviewed line items. \$200,175 needed from reserve to cover proposed 2015 budget which includes first year of payback to taxpayers; Island Rec would still have \$107,000 in reserve; Director Thomsen reviewed: CER Budget/Cost Recovery spreadsheets and STAR & School's Out Camp Budget/Cost Recovery spreadsheets; Commissioner Cumming initiated discussion regarding change in personnel, future of SOC and STAR, and public response so far; attendance numbers have remained consistent for STAR through personnel change and there has been positive feedback from those involved in program; Director Thomsen reviewed 6-Year Capital Facilities Plan which is not addressed in proposed budget and healthcare costs for personnel which are not increased for 2015 budget.

Commissioners Zehner, Reiff, and Cumming discussed the need to use reserve funds, including Lafarge, in order to be fiscally responsible; Board came to a general consensus

that the reserves be reallocated under the General Fund to pay back tax payers; Director Thomsen reviewed Expenses in the proposed 2015 budget: There will be no COLA or merit increases for staff or bonus for director; summer hours will be reduced for Recreation Specialists, and there will be no COLA increase for healthcare contributions; no new programs will be implemented

Assessors' Tax Collection Error

Director Thomsen spoke with Island Rec attorney who validates the assessor's assessment of the current situation; spoke about school district's responsibility; discussed bond for errors, but this particular error would not be covered under the bond; Island Rec has no legal recourse; Commissioner Cumming discussed how Island Rec can protect itself in the future should property values drop; Commissioner Roberson discussed the fact that during a time of recession, the public expects cuts in programming; The board then discussed plan for moving forward and Commissioners Zehner and Cumming will meet with two members of the school board in order to collaborate on how to best provide information to the public

2016 Levy Planning

Not discussed.

8. New Business

Resolution 14-06 Setting the Levy Rate for 2015

Commissioner Cumming brought up the fact that language of Resolution is misleading. Commissioner Cumming moved to accept resolution, Commissioner Reiff, seconded movement

Resolution passed by unanimous vote.

9. Commission Discussion Items

Discussion of parks O&M: report being created to assess needs – going to be very specific in order to come up with actual costs

10. Adjournment: Commissioner Reiff adjourned the meeting at 7:48 pm.

Submitted by: Julie Daquelente, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – December 4, 2014

1. Call to order: Commissioner Reiff called the meeting to order at 5:02 pm on Thursday, December 4, 2014 in the Island Rec Office. Commissioners present: Reiff, Roberson, Eltinge, Cumming. Commissioner Zehner joined the meeting at 5:04 pm. Staff present: Director Thomsen, Admin Assistant Daquelente.
2. Open Public Hearing; for comments on amending the 2014 Budget
Open: 5:02 pm: No Comments.
3. Close Public Hearing
Closed: 5:03 pm
4. Open Public Hearing; for comments on adopting the 2015 Budget
Open: 5:03 pm: No comments.
5. Close Public Hearing
Closed: 5:04 pm
6. Introduction of Visitors/Public Comment on Non-Agenda item
Todd Kromer representing FANS
Travis Ayers general interest in ongoing financial situation
Brian Brown representing Friday Harbor Fields
7. Approval of the minutes of the previous meeting: November 20, 2014 5pm
Minutes of the November 20, 2014 meeting were approved and signed.
8. Approval of Payroll & Vouchers
November payroll and vouchers were approved and signed.
9. Correspondence
None.
10. Ongoing Business
FANS Report
Todd Kromer reported that 2014 FANS Carnival had an increase in net profit from previous years. Discussion was had about increasing sponsorship further for next year. FANS contributed an additional \$650 to Island Rec for a new ping pong table. Additional funds will be made available to Island Rec at the beginning of 2015.

Trails Committee Report
Trails Meeting was cancelled for December. Private property along the American Camp Trail has permitted their use of their property for the trail; San Juan County Land Bank has provided financial assistance for building this trail to alleviate the cost to Island Rec.

Friday Harbor Fields Update
Brian Brown discussed current financial standing and needs to carry out current plans for fields. O&M agreement and upper sidewalk are holding up the conditional use permit. Specific needs are still being assessed for O&M.

2015 Levy Planning

A levy committee is being formed by Commissioner Zehner. There was consensus among board members that the next step is to examine what the needs of Island Rec parks and programs will be over the next six years and come up with a realistic number by end of meeting on January 8, 2014.

O&M of FHF

Director Thomsen reviewed Levy Cost Summary, Equipment Program Start-up Fees, and the Island Rec Equipment Acquisition/Inventory provided by Bob Droll & Associates.

Commissioners Zehner and Roberson will meet with Director Thomsen to review this report.

Playground Planning

Board members discussed looking into additional revenue sources. Commissioners Eltinge and Reiff presented board with playground equipment examples that would come in under projected budget in order to allow for additional needed amenities including fences and benches.

Tax – over collection – public outreach

Discussed article that Commissioners Zehner and Cumming wrote and submitted for publication.

11. New Business

October Financial Statement

Director Thomsen reviewed October Financial Report.

Resolution 14-07 Amending the 2014 Budget

Director Thomsen discussed changes to the amendments of the 2014 budget.

Commissioner Reiff made motion to approve and sign Resolution 14-07, Commissioner Zehner seconded the motion. Resolution passed by unanimous vote.

Resolution 14-08 Adopting the 2015 Budget

Director Thomsen discussed changes in the 2015 budget due to the changes made to the amended budget.

Commissioner Cumming made motion to approve and sign Resolution 14-08, Reiff seconded the motion. Resolution passed by unanimous vote.

New Board Chair Discussion

Commissioner Cumming is stepping up to take on the position of Island Rec Board Chair for 2015.

2013/14 High School Sports Report

Rod Turnbull presented High School Sports Report. The school district will be using its reserves to operate sports programs in 2015 and don't foresee an increase in financial needs except for those pertaining to inflation.

Director's Report

Director Thomsen reviewed Director's Report.

12. Commission Discussion Items

Commissioner Reiff discussed Director Thomsen's upcoming annual review.

Commissioner Roberson initiated discussion about the status of Lafarge and current uses/activities allowed under the existed zoning.

Commissioner Cumming initiated discussion about Leo Club having kids available to do projects at Lafarge.

13. Adjournment: Commissioner Reiff adjourned the meeting at 7:49 pm.

Submitted by: Julie Daquelente, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Roberson

Commissioner Zehner

Commissioner Eltinge