

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 5, 2017

- 1) Call to Order: Commissioner Eltinge called the meeting to order at 5:02 pm on Thursday, January 5, 2017 in the Island Rec office. Commissioners present: Zehner, Cumming, Reiff and Miniken. Staff present: Director Ovenell.
- 2) Introduction of Visitors/Public comment on the Non-Agenda Items: Yolanda Stegman of FANS, Rod Turnbull & Jose Domenech both of the SJISD and Randy Martin.
- 3) Shannon Miniken was formally appointed as the newest Commissioner. She took the Oath of Office and signed the certificate of appointment for seat #2. As did the other existing Island Rec Commissioners.
- 4) Payroll and vouchers were presented and approved:
December 18th payroll totaling \$22,577.44
Vouchers for Programs fund 6351 for 2016 totaling \$14,965.02
Vouchers for Parks fund 6353 for 2016 totaling \$6,365.61
Vouchers for Programs fund 6351 for 2017 totaling \$6,200
Vouchers for Parks fund 6353 for 2017 totaling \$200
- 5) Minutes for 12/1/16 were approved.
- 6) Correspondence: none
- 7) Ongoing Business:

FANS report:

Yolanda Stegman of the FANS committee reported that there is a FANS retreat scheduled for Monday 1/9/17. Sherry Lawson is a tentative new member. FANS was able to give an additional \$1500.00 to Island Rec this year.

Trails committee report:

Adam Eltinge reported that Public Works is working on a Biking informational brochure and the draft of it was passed around for the Board to preview. The Land Bank is asking the Trails Committee to help promote the use of the outdoors.

Lacrosse Discussion:

The Board discussed the new Parks Maintenance Superintendents' analysis of the wear and tear that the new soccer field would be subjected to if the Lacrosse team were to play on the field this Spring. The Board asked to Director Ovenell to inform the School District and the Lacrosse team that they could play their 6 home games on the soccer field.

Linde Community Field Update:

Tracy Roberson has started work as the new park Superintendent and is off to a good start. Tracy is looking into adding additional security cameras and into purchasing a new "bunker rake" for the infield of the new softball field.

Playground Update:

The new playground is now complete and OPEN. Public response has been positive.

8) New Business:

New Recreation Specialist: Christy Haase introduced herself as the new STAR director (and new CER director). The board had several questions for her and welcomed her to both Island Rec and the Island.

School Sports Final Report:

Rod Turnbull and Jose Domenech presented the final school year 2015-2016 sports financials. There was a \$8400 discrepancy between what the School and Island Rec thought was owed to the school. Jose Domenech and Director Ovenell will meet shortly to reconcile the discrepancy.

STAR agreement for school use:

Director Ovenell is working with the school to update existing expired agreement. The Board encouraged Director Ovenell to add some language that required the school to give Island Rec notice of any impending work on the Elementary School that might impinge on Island Rec's use of the facility.

Linde Field rental packet:

Director Ovenell informed the Board of modest changes to the rental terms for field & facility users.

Staff Appreciation:

In light of the extra heavy work load that two staff members incurred during the transition to a new STAR director and in light of the fact that the work was above & beyond their normal duties the board authorized Director Ovenell to grant an extra floating holiday to Lowell Jons and Morgan Johnston.

State Audit Update:

Audit is ongoing and has been for about 3 weeks.

BMX/RC proposal:

Randy Martin shared with the Board his experiences with bike trails and bike parks in different locations in Washington State. Discussion ensued about whether similar kinds of bike facilities could be developed on San Juan

Island. The Board asked Director Ovenell to investigate the necessary steps if Island Rec were to install one at the Lafarge Park.

December Financials: Presented and discussed.

- 9) Director's Report: Presented and discussed.
- 10) Commission Discussion Items:
Board discussed the low participation rate among the younger Futsal players and the challenges of ensuring competitive league play in the Island Rec Basketball league.
- 11) Adjournment: Commissioner Eltinge adjourned the meeting at 8:54 pm.

Submitted by Scott Zehner, Commissioner and temporary scribe.

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – February 2, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5pm on Thursday, February 2, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff, Miniken. Staff present: Director Ovenell, Administrative Assistant White, and Recreation Specialists Lowell Jons and Morgan Johnston.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Marc Islam from FANS
3. Approval of the minutes of the previous meeting: January 5th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
 - January 18th payroll totaling \$26,598.71
 - Vouchers for Programs fund 6351 totaling \$18,939.57
 - Vouchers for Parks fund 6353 totaling \$1,896.78

5. Ongoing Business
Staff Reports:
Recreation Specialists Lowell Jons and Morgan Johnston presented reports on fall/winter 2016 programming.

FANS Report:

Marc Islam reported that the FANS board of five members recently met. They need nine members on their board according to their bylaws and they are focusing on recruiting new board members. Their 2017 goal is to give \$13,500 to Island Rec in 2017.

Marc Islam, Lowell Jons and Morgan Johnston left the meeting.

Trails Report: None

Lafarge Discussion/Bike Track:

Director Ovenell reported that SJC Public Works has said grading for the new connector road will likely begin in May. Director Ovenell will work with Public Works to put together a joint public message about the project.

Director Ovenell reported that she is working with the planning department to identify options for a conditional use permit and/or changing the land use designation of Lafarge to allow for future uses such as the proposed bike terrain park. The board discussed ideas.

John O. Linde Community Park Update:

Director Ovenell reported that she has informed the school district that Lacrosse will have access to the field for games only. The board discussed working with teams and coaches to minimize wear patterns on the field by not always practicing in the same place. They also discussed the need for scheduling software as more fields become available for use.

Director Ovenell provided a field development update as well as a draft of a letter to be sent to neighbors. The board approved the letter. Softball is interested in putting up sponsor banners for the season at the fields. Director Ovenell recommended allowing the banners this year until a formal banner/sponsorship policy is developed. The board discussed and agreed. Softball teams also want to be able to BBQ at their games. Director Ovenell recommended allowing the use for this season since a formal picnic/BBQ area has not been established. The board discussed and agreed. Softball asked about getting a portable restroom close to their field. The board discussed and decided not to add the restroom at this time.

The park maintenance lead position is advertised. Commissioner Cumming will participate in the interview and hiring process alongside Director Ovenell and Park Maintenance Superintendent Tracy Roberson.

A new bunker rake has been ordered.

State Audit:

Director Ovenell reported that the exit interview for the audit was completed. Commissioners Reiff and Eltinge attended. There were no findings. The auditor recommended increasing checks and balances for payroll processing to decrease chances for error, as well as developing a policy for reviewing unemployment claims and establishing reserves to pay for them. The auditor also noted that the district had reported self-insurance inaccurately on schedule 21 during audit years.

December Financials: Presented/discussed

7. Director's Report: Presented/discussed.

9. Commission Discussion Items:

The board discussed behavioral issues at STAR. Commissioner Reiff offered to assist with parent discussions as needed. Commissioner Eltinge reported that the school district is looking in to the legal ramifications of sharing pertinent health and behavioral information about students with Island Rec. Commissioner Reiff reported that she is on the Friday Harbor Football Club board and they are interested in partnering with Island Rec to offer day camps.

The board discussed Island Rec's partnership with FANS since several founding members have left the board. Commissioner Eltinge offered to attend the next FANS meeting.

9. Adjournment: Commissioner Eltinge adjourned the meeting at 7:47pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – March 2, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:02pm on Thursday, March 2, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff. Commissioners absent: Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: David Waldron from FANS
3. Approval of the minutes of the previous meeting: February 2nd minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
 - February 18th payroll totaling \$28,136.82
 - Vouchers for Programs fund 6351 totaling \$46.50 and \$6,030.79
 - Vouchers for Parks fund 6353 totaling \$1,331.41 and \$20,183.88

5. Ongoing Business

FANS Report:

David Waldron reported that FANS is focusing on recruiting new board members. Their 2017 goal is to give \$12,000 to Island Rec. Their next meeting is March 20th.

David Waldron left the meeting.

Trails Report: None. Next meeting is March 7th.

Lafarge Bike Track:

The board discussed the proposed bike track location, permit and timeline.

John O. Linde Community Park Update:

Director Ovenell reported: Mike Erickson has been hired as the year-round park maintenance lead. The surrounding areas of the softball field are very wet in places and not draining. The board discussed paving an area into the softball field to provide better vehicle access. Director Ovenell also reported that the field house seems to have some electrical issues, including unfinished walls possibly contributing to a rodent problem. She will discuss issues at the next fields board meeting. The community foundation would like to put on a fundraising for the fields on June 3rd. Island Rec now has a BBQ agreement that must be signed for teams or individuals wanting to have one at the park. No power or water is currently available for picnic/BBQ use in the softball area.

6. New Business

Fields Sponsorship:

Director Ovenell asked for a committee to be formed to look into sponsorship possibilities for John O. Linde Community Park. Commissioners Zehner, Cumming and Eltinge each interest in the committee and the board discussed field sponsorship at length. Director Ovenell will randomly pick two commissioners to be on the committee.

Schedule 21 Policy:

Director Ovenell presented the proposed unemployment self insurance policy as recommended by Island Rec's recent 3-yr state audit. The board discussed the policy. Commissioner Eltinge made a motion to approve the policy as presented. Commissioner Reiff seconded the motion and it passed unanimously.

January Financials: presented and discussed

7. Director's Report: presented/discussed.
Director Ovenell asked the board for permission to work from home in the case of her children being sick. The board agreed.
8. Commission Discussion Items:
Commissioner Reiff discussed the soccer clinics that Friday Harbor Football Club will be putting on in partnership with Island Rec this summer. The board discussed fall field usage, noting that the multi-purpose field is not looking like it will be ready for play this summer.
9. Adjournment: Commissioner Eltinge adjourned the meeting at 7:18pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – April 6, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:02pm on Thursday, April 6, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Miniken. Commissioners absent: Reiff. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Kyle Loring of FANS, and Tim Dustrude were in attendance.
3. Approval of the minutes of the previous meeting: March 2nd minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
 - March 18th payroll totaling \$26,361.39
 - Vouchers for Programs fund 6351 totaling \$12,550.35
 - Vouchers for Parks fund 6353 totaling \$1,186.42 and \$6,322.10
5. Ongoing Business

FANS Report:

Kyle Loring of FANS reported that the fundraising mailer went out and is going well. Sherry Lawson has joined the board; still looking for additional members. FANS will be doing balloons again at the Children's Festival, the free British Soccer clinic on June 17, and concessions at music on the lawn.

Trails Report: Commissioner Eltinge reported that at the last Trails meeting Lowell presented about the Tour de Family ride coming up in May. The Trails Committee will be officially urging the county to create a walking route from town to Jackson Beach and the Lafarge property.

Tim Dustrude gave a presentation and slideshow about his goal for a more "Walkable Friday Harbor," including urging the town to plan for/develop neighborhood footpaths. Tim asked the board to add Island Rec's name to the list of organizations that support this statement: "We support creating a more walkable Friday Harbor to allow residents and visitors of all ages to travel to every neighborhood safely and conveniently without using motorized transportation." Commissioner Cumming made a motion to add Island Rec as a supporter. There was discussion. Commissioner Zehner seconded the motion and it passed unanimously.

Kyle Loring left the meeting.

Lafarge Property Update and Bike Track:

Director Ovenell reported that the county is in the final permitting stages for the connector road. The board reviewed a map of proposed work. There is a public meeting on April 12 at 5:30pm at the Fire Station on Mullis regarding the project. Construction is estimated to begin in July and be completed by November. Director Ovenell reported that she is in communication with the Evergreen Mountain Bike Alliance regarding the proposed bike track.

Tim Dustrude left the meeting.

John O. Linde Community Park Update:

Director Ovenell reported that FHAA has agreed to order and pay for site furnishings at the fields such as picnic tables/benches as per original specs. The soccer field is seeing wear mostly due to drop-in soccer players. The soccer field will be closed April 13-30 to allow the field to rest. Mike Erickson will be increasing his hours to 40/week starting in May, and a seasonal park position person will also be hired.

Fields Sponsorship:

Director Ovenell reported that Commissioners Zehner and Miniken are on the fields sponsorship committee. They are currently researching how existing island sports teams collect sponsorship funds, as well as town ordinances regarding signs, etc. They will continue to research and report back.

6. New Business

2016 Year End Report: Director Ovenell presented the report and reviewed highlights. The board discussed doing more enrichment classes for adults.

STAR Interagency Agreement: Director Ovenell presented a draft agreement from the school district regarding STAR's use of the elementary school facility. The draft includes changes that would require purchasing additional storage as well as additional Island Rec staff time to clean the school. She will discuss the issues with the school before finalizing the agreement.

Children's Festival, Around the World: The 27th annual festival is May 6, 2017 and volunteers are needed.

Board Commissioner terms expiring in 2017: Director Ovenell reminded Commissioners Zehner, and Reiff that their terms expire 12/31/17. Commissioner Miniken will also need to run for election since she was appointed when Commissioner Roberson left the board.

February Financials: presented and discussed

7. Director's Report: presented/discussed.

The board discussed creating an agreement with the fairgrounds for Island Rec's program use and cancellation policies.

8. Commission Discussion Items:

The May 21st soap box race has been moved to Grover St. due to construction on Park St.

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

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – May 4, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:01pm on Thursday, May 4, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Miniken, Reiff. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: David Waldron of FANS, and Gib Black were in attendance.
Gib Black spoke on behalf of the Jacksons Beach Neighborhood group of homeowners with concern about the safety of the intersection of Pear Point Road and the county's proposed connector road through the Lafarge property. He said the sight distance at the intersection is inadequate although the county engineer has reportedly told him that it is enough. Gib asked for the Island Rec board's help in addressing his safety concern with the county. There was discussion of ideas for ways to slow approaching traffic down on Pear Point as vehicles come to the intersection with the proposed connector road.
3. Correspondence: Director Ovenell presented Gib Black's email he sent to the commissioners prior to the meeting. Gib Black left the meeting.
4. Approval of the minutes of the previous meeting: April 6th minutes were approved and signed.
5. Approval of Payroll/Vouchers: The following were approved and signed:
April 18th payroll totaling \$28,600.79
Vouchers for Programs fund 6351 totaling \$12,477.42
Vouchers for Parks fund 6353 totaling \$3,981.89
6. FANS Report:
David Waldron reported that Sherry Lawson has joined the FANS board. Their annual mailing has gone out and received \$3,600 in donations back. FANS will be at the Children's Festival on Saturday doing balloons, as well as at the free British Soccer clinic on June 17, and concessions at Music on the Lawn. Their next meeting is May 17th at 5pm.
7. New Business

Personnel Policy Change

Director Ovenell presented the proposed change to the personnel policy regarding overtime compensation. The board reviewed and discussed the proposed change. Commissioner Zehner made a motion to approve the change as presented. Commissioner Cumming seconded the motion and it passed unanimously.

Six Year Plan:

Director Ovenell reported that the district's last six-year plan was completed in 2011, and is expiring this year. The board discussed timing and costs of completing a new six-year plan. The board agreed to begin the process in fall of 2018. Director Ovenell will look into requirements for grant funding for the six-year plan.

March Financials: Presented and discussed

8. Ongoing Business

STAR Interagency Agreement:

Director Ovenell reported that she met with the school district and re-negotiated the agreement. There will be no changes that impact staff time.

Trails Report: Director Ovenell reported that there was a Trails Meeting on Tuesday, which county engineer Colin Huntmer attended. The county is trying to partner with the Land Bank to get funding for

a possible trail from town to Zylstra Lake. June 5th is National Trails Day and Ava Martin will lead a hike at Briggs Lake.

Lafarge Property:

Commissioner Cumming reported that he attended the April 12th public meeting that the county held regarding the connector road project. Comments were made about the road not having a shoulder. The county has drafted a new plan to include 4ft shoulders on both sides of the road. The additional 8ft will come into the Lafarge Property. The county has said the new parking lot at the road entrance will be gravel. The board discussed asking the county for an estimate if Island Rec paid to upgrade it to chip seal. The board discussed the project and the need for a final plan prior to construction beginning. Director Ovenell will follow up with the county.

John O. Linde Community Park:

Director Ovenell gave an update on the fields and reviewed pictures of areas where grass is not growing well on the multi-purpose field. Pathway paving around the multi-purpose field will begin soon. The benches and picnic tables for the park have been ordered. Lacrosse season is over. The soccer field is still closed due to wear. Director Ovenell is working with the Community Foundation to coordinate a fall event at the Park.

Commissioner Zehner left the meeting

Sponsorship Update: none.

9. Director's Report: presented and discussed. The AED that was stolen from the fields is being replaced. Director Ovenell requested an executive session to discuss personnel. The board agreed to call a special meeting on May 10 at 5pm to hold the session.
10. Commission Discussion Items
Commissioner Cumming requested that the window in the conference room be replaced with one that opens to increase air flow.
11. Adjournment: Commissioner Eltinge adjourned the meeting at 6:53pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – May 10, 2017

1. Call to Order: Commissioner Cumming called the meeting to order at 5:05pm on Wednesday May 10, 2017 in the Island Rec Office. Commissioners present: Cumming, Zehner, Reiff. Commissioners Absent: Eltinge, Miniken. Staff present: Director Ovenell.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: No visitors were present.
3. Approval of Vouchers: The following were approved and signed:
Vouchers for Programs fund 6351 totaling \$15.00
Vouchers for Parks fund 6353 totaling \$444.88
4. Executive Session Executive Session RCW 42.30.110 (g) Personnel
Commissioner Cumming opened the executive session at 5:06pm
Executive session ended at 5:23pm. The board agreed to allow Director Ovenell to have a flexible schedule and work from home when needed for the duration of summer while still meeting full-time job requirements.
5. Adjournment: Commissioner Cumming adjourned the meeting at 8:24pm.

Submitted by: Maddie Ovenell, Director

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – June 1, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:02pm on Thursday, June 1, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff. Commissioners absent: Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Yolanda Stegman of FANS, and Jeff Sharp from SJC Public Works were in attendance.
3. Approval of the minutes of the previous meeting: May 4th & 10th minutes were approved and signed.
5. Approval of Payroll/Vouchers: The following were approved and signed:
 - May 17th payroll totaling \$29,594.80
 - Vouchers for Programs fund 6351 totaling \$11,792.60
 - Vouchers for Parks fund 6353 totaling \$4,758.85
5. Ongoing Business:
 - FANS Report:

Yolanda Stegman reported that Dave Zeretzke has joined the FANS board. FANS will be at the free British Soccer clinic on June 17, and concessions at Music on the Lawn. They are seeking a sponsor for Movies in the Park. FANS would like to ask the community foundation for a grant to fund volleyball equipment for an Island Rec program.

Yolanda left the meeting.
 - Lafarge Property:

Jeff Sharp from SJC Public Works provided an update on the Connector road project and reviewed the proposed Connector Road Agreement with the board. There was discussion. Sharp said relocation of the existing walking trail at Lafarge could start in August. Construction of the road would continue into fall. Chip sealing is weather-dependent and may not happen until spring 2018. The board asked for a cost estimate from public works if Island Rec chose to pay for chip-sealing of the proposed parking lot on the Turn Point road side of Lafarge. In addition the board asked for an agreement relinquishing the old road easement from the county since the new Connector Road will be built. Sharp said Public Works will work on both. Commissioner Cumming made a motion to approve the Connector Road Agreement as presented, provided that Public Works provide the easement relinquishment. Commissioner Reiff seconded the motion and it passed unanimously. Director Ovenell will sign the documents on behalf of Island Rec.

Jeff Sharp left the meeting.
 - Trails Committee Report: Director Ovenell reported that there is a hike to Briggs Lake on June 4th lead by Ava Martin.
 - John O. Linde Community Park Update:

Director Ovenell reported that site furnishings have arrived. There was an incident recently where someone fell off a picnic table that was not properly bolted in place yet. The area has been closed now until completed. The front entrance sign and landscaping design is in progress. A neighbor to the maintenance shop has complained about the outdoor lights on the shop that are there for security. The neighbor is willing to contribute toward planting vegetation to block their view. Tracy is working on an estimate. Director Ovenell reported that there has been night trespassing at the fields and playground. She asked the board for better resolution cameras and the board agreed. The multi-purpose field irrigation is on but the field still likely will not be playable this fall.

7. New Business

Program Reports: Recreation Specialists Lowell Jons, Christy Haase, and Morgan Johnston joined the meeting and presented their winter/spring 2017 recreation program reports.

Comprehensive Plan Update:

Director Ovenell reviewed the WA state Recreation and Conservation Office (RCO) requirements for six-year plans for funding eligibility. She recommended completing the next six-year plan in-house instead of contracting it out. The board discussed options for completing the plan and agreed to work on the plan in-house beginning in Fall of 2018.

Fourth of July Parade:

Director Ovenell asked the board if Island Rec should participate in the parade this year. Island Rec staff work at the Pig War games and Camp Eagle rock on the 4th. The board discussed and decided participation this year was not necessary.

Budget Amendment Discussion: Director Ovenell reported that she plans to bring the budget amendment proposal to the July meeting. The board discussed personal schedules and postponing until August. Commissioner Cumming made a motion to cancel the July 6 board meeting. Commissioner Reiff seconded the motion and it passed unanimously.

April Financials: Presented and Discussed

7. Director's Report: presented and discussed.
8. Commission Discussion Items: None
9. Adjournment: Commissioner Eltinge adjourned the meeting at 7:15pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – August 3, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:04pm on Thursday, August 3, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Commissioners absent: Miniken, Reiff. Staff present: Director Ovenell, Administrative Assistant White.
2. Open Public Hearing for comments on amending the 2017 Budget: Commissioner Eltinge opened the public hearing at 5:05pm. No comments.
3. Close Public Hearing: Commissioner Eltinge closed the public hearing at 5:06pm.
4. Introduction of Visitors/Public Comment on Non-Agenda Items: Marc Islam of FANS was in attendance.
5. Approval of the minutes of the previous meeting: June 1st minutes were approved and signed.
6. Approval of Payroll/Vouchers: The following were approved and signed:
 - June 17th payroll totaling \$31,188.58
 - July 17th payroll totaling \$53,454.02
 - Vouchers for Programs fund 6351 totaling \$615.08, \$12,624.60, & \$160,696.76
 - Vouchers for Parks fund 6353 totaling \$2,526.39, \$4,998.59, & \$6,865.14
7. Ongoing Business:
 - FANS Report:

Marc Islam reported that the FANS carnival is scheduled for November 11. Sponsorship for the carnival is going well. Music on the Lawn concessions have brought in approximately \$100/week. A check from the Honeywell foundation for the playground came through FANS and has been paid to Island Rec. Marc left the meeting.
 - Trails Committee Report:

Director Ovenell reported that Island Rec will be doing a lunchtime walking program this fall sponsored by Peace Health and in conjunction with Trails volunteers. Trails has made a committee to explore the possibility of a county road levy lid lift to get funds for non-motorized pathways.
 - Lafarge Property:

Director Ovenell reported that the county council voted to name the proposed connector road Missing Mountain Rd. The road SEPA determination has been appealed and therefore the construction schedule has been halted until a decision is made.
 - John O. Linde Community Park Update:

Director Ovenell reported: The entrance sign design has been decided. There is a dedication event planned at the park for September 16 and the Linde family will be in attendance. A neighbor has complained about the rock drilling currently underway at the baseball field. Some trees will need to be removed. Director Ovenell will send out another neighborhood letter with updates. The grass is not coming in well on the multi-purpose field. After a meeting with FHAA, it has been decided that Island Rec will take over the work of seeding and fertilizing the field even though that field is not yet complete. FHAA will split the fertilizer cost with Island Rec, but FHAA will pay for any new seed.

The irrigation pump at the park is not working and staff are having to run each irrigation cycle manually. The pump has over-heated and is leaking. The issues stem from original installation and the pump will need to be repaired and/or re-installed. Don Campbell and a pump expert from Tacoma are coming to look at it. A neighbor of the park has been volunteering to open and close the park gate. He has asked for it to be a paid position. The board discussed and agreed to hire for the position as a contractor.

8. New Business

Resolution 17-01 Amending the Budget:

Director Ovenell reviewed the proposed budget amendments with the board. After discussion, Commissioner Cumming made a motion to amend the 2017 budget as presented. Commissioner Zehner seconded the motion and it passed unanimously. Resolution 17-01 was signed.

Shining Star Volunteer Awards:

The board discussed nominations for this year's shining star volunteer awards.

May/June Financials: Presented/discussed.

9. Director's Report: presented and discussed. Director Ovenell reported that the Sailing Foundation would like to further develop their partnership with Island Rec to potentially create a year-round sailing coach position. Commissioner Zehner volunteered to be part of these discussions. There has been a request for a second bench at Lafarge. The board agreed that if a matching bench could be donated the request could be fulfilled. The board reviewed the incident and arrest of Jason Peterson at John O. Linde Park. Director Ovenell will update his criminal trespass notice to include all Island Rec parks.
10. Commission Discussion Items: Commissioner Cumming asked for any updates on Zylstra Lake. Director Ovenell will follow up with the Preservation Trust.
9. Adjournment: Commissioner Eltinge adjourned the meeting at 7:16pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – September 7, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:01pm on Thursday, September 7, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff, Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors: FHHS Athletic Director Rod Turnbull, Yolanda Stegman of FANS, John Volk with Purple & Gold, and Stephen Johnson of FHAA were in attendance.
3. Approval of the minutes of the previous meeting: August 3rd minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
August 17th payroll totaling \$53,866.88
Vouchers for Programs fund 6351 totaling \$37,931.16
Vouchers for Parks fund 6353 totaling \$10,343.14
5. Ongoing Business
FANS Report: Yolanda Stegman reported that FANS needs volunteers for their upcoming carnival. The next FANS meeting is 9/18/17. Yolanda Stegman left the meeting.
6. New Business
High School Athletic Budget: FHHS Athletic Director Rod Turnbull reviewed the projected 2017-2018 athletic budget with the board. Rod Turnbull left the meeting.

Public Comment on Non-Agenda Items:

FHAA president Stephen Johnson asked the board about the multi-purpose field conditions at Linde and the possibility of having the final two football games of the season on the field. Director Ovenell said that Park superintendent Tracy Roberson had already discussed the possibility with her, noting that rain and weather between now and the scheduled games are a factor. Stephen Johnson left the meeting.

John Volk discussed Purple and Gold's fundraising to support high school athletics via "tailgating" type-concessions. John said Purple and Gold tried using the concession stand at Linde and spectators didn't make the trek from the fields up to the Field House. John asked the board about other concession options for Purple and Gold, such as a mobile option to be parked near the field. The board discussed the issue and agreed to work on a formal concessions policy to address Purple and Gold and other user groups. John Volk left the meeting.

Commissioner Eltinge asked for at least a week's notice via email if board members cannot attend an upcoming meeting. Director Ovenell will send out a reminder in advance.

John O. Linde Community Park Update:

Director Ovenell reported that the Community Foundation is no longer providing funding for the development of fields at Linde. No current funds exist to develop the baseball field or finish the trail. Dan Lowe Construction will leave the project. The board discussed the halted development and asked Director Ovenell to work with FHAA about a press release to the community. Commissioner Miniken left the meeting.

Director Ovenell also announced that the park dedication event is scheduled for 9/16/17. The Community Foundation will no longer attend. The board asked Director Ovenell to meet with Carol Linde to verify that the Linde family would like the dedication to proceed given that development has stopped at the fields. Commissioner Zehner left the meeting.

Director Ovenell reported that the irrigation leak issues are fixed and the pump is working correctly. A coach called to ask about allowing the U6 and U8 soccer teams to practice on the Linde Softball field, citing safety concerns at the FHES field. The board discussed and decided not to allow the use.

Trails Committee Report:

Commissioner Eltinge reported that Tim Dustrude is looking for help to approach the county/town councils about his walkable Friday Harbor vision. Bill Severson is working on a 20-year plan with OPALCO for transportation infrastructure.

Lafarge Property:

Director Ovenell reported that Public Works is waiting for the SEPA application hearing committee, with an expected wait of several months.

Fall/Winter Program Guide is out and registration is open.

Interlocal Agreement with Town of Friday Harbor for annual Touch a Truck
The board signed and approved the agreement. Touch a Truck is October 13th.

Afterschool Program Hiring:

Director Ovenell reported that Christy Haase gave her notice on 8/18/17. Courtney Leake has been hired to be the STAR afterschool program manager. The position has been re-structured and is no longer year-round. The STAR position is 44 weeks/year and the Camp Eagle Rock director position is separate. The board discussed providing health insurance and other benefits for the position since it is not technically year-round. Director Ovenell will bring a proposed revision to the personnel policy to the next meeting to accommodate providing benefits for the afterschool program manager position.

2018 Capital Projects:

Director Ovenell asked the board for ideas for 2018 capital projects to budget for. She suggested a new fence at the skatepark as well as a mini-bus or second van for program transportation.

July Financials: presented/discussed.

6. Director's Report:

Presented and discussed. Commissioner Cumming suggested more advertising for the 8.8k race. The board discussed the adult co-ed soccer league at length, and whether it might work to have a competitive and a rec league. The board suggested surveying this year's players for feedback.

7. Executive Session RCW 42.30.110, Personnel

Commissioner Eltinge opened the executive session at 7:37pm. No visitors were in attendance. Administrative Assistant White left the meeting. Commissioner Eltinge ended the executive session at 7:49pm. Commissioner Eltinge made a motion to offer severance pay in the amount of \$412.42 to Christina Haase. Commissioner Cumming seconded the motion and it passed unanimously.

9. Commission Discussion Items: None.

10. Adjournment: Commissioner Eltinge adjourned the meeting at 7:50pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – October 5, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:02pm on Thursday, October 5, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff, Miniken. Staff present: Director Ovenell, Administrative Assistant White, Recreation Specialists Lowell Jons, Morgan Johnston.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Kyle Loring of FANS was in attendance. Kyle reported that the FANS carnival is November 11 from 11-2. They need volunteers. Carmen Thompkins has joined the FANS board. Kyle left the meeting.
3. Approval of the minutes of the previous meeting: September 7th minutes were approved and signed.
4. Correspondence: a thank you note was read from Carol Linde regarding the dedication ceremony.
5. Approval of Payroll/Vouchers: The following were approved and signed:
September 17th payroll totaling \$28,376.30
Vouchers for Programs fund 6351 totaling \$12,872.37
Vouchers for Parks fund 6353 totaling \$7,599.29

Staff Summer Program Reports: Lowell Jons and Morgan Johnston presented their summer program reports, then left the meeting.

6. Ongoing Business
Trails Committee Report: Director Ovenell reported that Trails met on Tuesday and elected officers. Tim Dustrude is the new president. They are working on a complete streets ordinance proposal for the county. There is a trail work party on October 10 on the Minnie Mae trail and on October 17 at the Airport Trail.

Lafarge Property:

Director Ovenell reported that she went to the county council meeting where the council approved a resolution to vacate their original road right-of-way through the Lafarge property.

John O. Linde Community Park Update:

Director Ovenell reported that there is a fields board meeting Wednesday at 5:30pm to discuss the park development budget and funding. Dan Lowe Construction is finishing up with the funds that are remaining. A tree along the soccer field snapped on a windy day and will be replaced. Island Rec purchased a dump truck from Public Works for parks use. Tiger football played on the multi-purpose field on September 30th for the first time. They have requested to play again on the 14th. Commissioner Cumming noted that cars were parking along the main road during the game despite the no-parking signs. The board discussed parking in general at the park. Director Ovenell will check the CUP to see if parking could even be allowed on the main road.

Director Ovenell reviewed a list of parks purchasing needs with cost estimates over \$3,000, which require board approval:

- Engineered wood fiber for playground, estimate \$6,000
- In-field mix for softball field, estimate \$5,500
- Tractor for mowing and moving material, estimate \$27,000-\$35,000.

There was discussion. All expenses fit within the 2017 budget. The board approved the purchases. Director Ovenell also reported that the parks department has requested a staging area/equipment shed to be built at some point to store materials and equipment.

STAR After-school program manager, Courtney Leake, joined the meeting for an introduction and brief discussion of the program. Courtney left the meeting.

7. New Business

Bloodborne Pathogen Exposure Control Plan: Commissioner Cumming made a motion to continue using the existing Bloodborne Pathogen Exposure Control Plan. Commissioner Miniken seconded the motion and it passed unanimously.

Personnel Policy Review:

Director Ovenell presented a proposed change to section 1.1 Employee Classifications in the personnel policy. Commissioner Cumming made a motion to amend the personnel policy as presented. Commissioner Reiff seconded the motion and it passed unanimously.

COLA adjustment:

The board discussed the 2.5% increase in the Consumer Price Index for Seattle-Tacoma-Bremerton. Commissioner Reiff made a motion to approve the 2.5% COLA pay increase effective 1/1/2018. Commissioner Miniken seconded the motion and it passed unanimously.

Budget Prep:

The board discussed the upcoming meeting schedule to work on the 2018 budget. The board agreed to have a special meeting November 14th at 4:30pm to hear public comment related to the proposed 2018 budget.

August Financials: presented and discussed

8. Director's Report: presented and discussed

9. Commission Discussion Items: Commissioner Eltinge said he has someone who may be interested in teaching adult welding for Island Rec. He also reported that the Zylstra Lake state grant did not come through.

10. Executive Session RCW 42.30.110, Personnel

Commissioner Eltinge opened the executive session at 7:27pm. No visitors were in attendance and Administrative Assistant White left the meeting. Commissioner Eltinge ended the executive session at 8:27pm and adjourned the meeting.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 2, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:00pm on Thursday, November 2, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff, Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Dave Stegman of FANS.
3. Approval of the minutes of the previous meeting: October 5th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
October 17th payroll totaling \$28,290.84
Vouchers for Programs fund 6351 totaling \$23,606.32
Vouchers for Parks fund 6353 totaling \$11,307.19
5. Ongoing Business:
FANS Report: Dave Stegman reported that volunteers are needed for the Carnival, which is November 11. They also need cakes for the cake walk. FANS is still looking for board members.
6. Executive Session RCW 42.30.110, Personnel
Commissioner Eltinge opened the executive session at 5:05pm to review the performance of a public employee. Commissioner Eltinge ended the executive session at 5:33pm.
7. Ongoing Business Continued:
Trails Committee Report: None. Commissioner Miniken will attend Trails meetings as the board liaison instead of Commissioner Eltinge from now on.

Lafarge Property:

Director Ovenell reported that the SEPA hearing for the connector road has been moved to November 9th at 11am. A decision is not expected until 2-3 weeks after that.

John O. Linde Community Park Update:

Director Ovenell attended the fields board meeting. FHAA did not have any cost estimates for further park development. The board discussed that a letter to neighbors about construction stopping needs to go out. Director Ovenell will work on a draft. She is also going to look into the safety of the wall that was built by the playground and possibly fencing it off. Tiger Football played on the multi-purpose field again. Prior to the game some community members voiced complaints on Facebook that per the CUP, no amplified sound would be allowed at the game, specifically for the cheerleading performance at half time. Town administrator Duncan Wilson answered the complaints on Facebook by stating that the CUP was not meant to exclude sound like the cheerleader's music. Ultimately the sound was allowed at the game. Commissioner Cumming and Director Ovenell met with Duncan Wilson and moving forward the town will direct people to Island Rec for questions about what is allowed at the Park instead of issuing decisions about the park's CUP directly from the town.

The board discussed Facebook and the Friday Harbor Rant & Rave group and that Island Rec should not engage in those forums as a platform for discussion.

Director Ovenell also met with FHAA president Stephen Johnson to discuss the issue and address communication between FHAA and Island Rec moving forward.

Island Rec will be looking at Linde Park's CUP language to address if changes should be proposed. Kiwanis would like to donate a bench at Linde. The board agreed to accept the donation. Director Ovenell will work with Tracy to find an appropriate placement for the bench at the park.

There was a vehicle in the Linde parking lot for 3 days. It could not be towed because Island Rec does not have a towing contract. Director Ovenell reported that if the park gate is locked with a vehicle in it, Island Rec could be liable for “false imprisonment.” Commissioner Cumming recommended posting notice that vehicles left overnight after park closure will be impounded. The police did end up getting in touch with the owner of the car and it was removed.

2018 Budget:

The board reviewed and discussed the proposed 2018 budget. Island Rec is done paying back the assessor’s error. Commissioner Cumming suggested starting to build the Lafarge reserves again since they were used to pay back the assessor’s error. There will be a public hearing on November 14th at 4:30pm in the Island Rec office to hear public comment related to the adoption of the budget.

Director Ovenell reported that the land the dog park is on will be listed for sale. Island Rec has been leasing the land from the Browne’s for the dog park. The board discussed ideas for new locations for the dog park.

8. New Business

STAR:

A parent complained about a situation where her child was pre-registered for an early dismissal day at STAR, but the child went home instead. The parent came to pick up the child at STAR and did not know that he hadn’t been at the program. Island Rec does not have a procedure about calling parents when a child does not show up to STAR. The board discussed the situation at length and decided that best practice is to call the parent/guardian when a child who is pre-registered for STAR does not show up on an early dismissal day. Director Ovenell will track staff time required to follow up with parents of “no call/no show” children and report back to the board in January to reassess the procedure and if increased fees are necessary.

Sailing Foundation Partnership:

Director Ovenell and Morgan Johnston met with members of the Sailing Foundation to discuss a potential partnership where Island Rec would take over fall sailing team registrations in 2018 and an instructor would coach the team as well as teach Island Rec’s summer sailing lessons.

September Financials: presented and discussed

9. Director’s Report: presented and discussed

10. Commission Discussion Items: None.

11. Adjournment: Commissioner Eltinge adjourned the meeting at 7:55pm

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 14, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 4:34pm on Tuesday, November 14, 2017 in the Island Rec Office. Commissioners present: Eltinge, Cumming, Reiff, Miniken, Zehner. Staff present: Director Ovenell, Administrative Assistant White.
2. Open Public Hearing; for comments on setting the 2018 Levy Rate and proposed 2018 Budget: Commissioner Eltinge opened the public hearing at 4:35pm. No visitors were present.
3. Close Public Hearing: Commissioner Eltinge closed the public hearing at 4:36pm.
4. Approval of the minutes of the previous meeting: November 2nd minutes were approved and signed.
5. New Business:
The board discussed the proposed 2018 budget and setting levy rate.
All board members signed Resolution 17-02; setting the Levy Rate for 2018 as presented.
All board members signed Resolution 17-03; adopting the 2018 budget as presented.
6. Commission Discussion Items:
Director Ovenell reported that Island Rec's annual meeting with the school district to discuss the Memorandum of Understanding (MOU) is on Thursday.
Director Ovenell also said she is working on a park bench donation policy as well as potential spots for bench placement.
7. Adjournment:
Commissioner Eltinge adjourned the meeting at 4:47pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – December 7, 2017

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:03pm on Thursday, December 7, 2017 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff, Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: David Waldron of FANS.
3. Approval of the minutes of the previous meeting: November 14th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
November 17th payroll totaling \$28,263.45
Vouchers for Programs fund 6351 totaling \$9,782.71
Vouchers for Parks fund 6353 totaling \$3,092.65
5. Ongoing Business:
FANS Report: David Waldron reported that FANS currently has 8 board members. The Carnival was successful; raising approximately \$4,000. FANS met to de-brief and discuss changes for next year's carnival. They will also have a board retreat next month. David left the meeting.

Trails Committee Report:

Commissioner Miniken reported on discussions from the most recent Trails Committee meeting.

Lafarge:

Director Ovenell reported that there was a public hearing on 11/30/17 regarding the connector road. There is now a 2-week additional period to collect documents. A decision is expected prior to the January board meeting.

John O. Linde Community Park Update:

Director Ovenell has drafted a letter to park neighbors regarding construction halting. The board agreed not to include needed funding estimates for park completion in the letter as FHAA has not provided any estimates. Director Ovenell presented photos of the existing fencing at the baseball field site. She said Island Rec's insurance recommends fencing the entire area as well as getting a hold harmless agreement with FHAA to release Island Rec's liability. Director Ovenell will notify FHAA and the school district of Island Rec's insurance requirements.

6. New Business:

Bench Donation Policy:

Director Ovenell presented a proposed bench donation policy. The board discussed the policy and suggested changing the language of the donation period. 7 sites have been identified for potential bench spots. Commissioner Zehner made a motion to adopt the bench donation policy with the suggested changes. Commissioner Reiff seconded the motion and it passed unanimously.

Refund & Cancellation Policy:

Director Ovenell presented a proposed amendment to the Refund and Cancellation policy regarding account credits that have gone unused for more than 1 year. Commissioner Eltinge made a motion to accept the proposed amendment to the Refund & Cancellation policy. Commissioner Zehner seconded the motion and it passed unanimously.

Medical Benefit Policy:

Director Ovenell presented proposed changes to the personnel policy section 3.5 regarding the Medical Benefit Plan, removing the specific amount Island Rec will pay per employee for medical benefit plan. The board discussed the medical benefit policy and agreed that the director will select the benefit plan each

year, with input from staff. Commissioner Reiff made a motion to approve the changes to the personnel policy as presented. Commissioner Miniken seconded the motion and it passed unanimously.

New Board Chair:

The board chair will rotate to Commissioner Reiff in 2018. Commissioner Zehner and Commissioner Eltinge will share the FANS liaison responsibility.

October Financials: Presented/discussed. Director Ovenell noted that adult fitness revenue is becoming one of Island Rec's larger revenue generators.

7. Director's Report: Presented/discussed. Director Ovenell also reported that Island Rec is researching different childcare software programs to potentially check-in children who attend STAR. It could also assist with billing and better alert staff to children's medical issues.
8. Commission Discussion Items:
Commissioner Cumming asked about the FH basketball teams traveling to Alaska and if that would affect the amount of money the school district receives from Island Rec for school sports. No additional funding request have been made. Commissioner Cumming also discussed possible funding request ideas for the lodging tax (LTAC) funds, such as a picnic area at John O. Linde Community Park.
9. Executive Session RCW 42.30.110 (g) Director's Performance Review
Commissioner Eltinge opened the executive session at 6:35pm for the Director's performance review. Administrative Assistant White left the meeting.
Commissioner Eltinge ended the executive session at 7:12pm.
10. Action on Director's Salary:
Commissioner Eltinge made a motion to move Director Ovenell to step 3 on the director's salary schedule following a satisfactory performance evaluation. Commissioner Cumming seconded the motion and it passed unanimously.
11. Adjournment: Commissioner Eltinge adjourned the meeting at 7:25pm

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge