

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 4, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, January 4, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming. Commissioners Absent: Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None.
3. Approval of the minutes of the previous meeting: December 7th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
December 17th payroll totaling \$26,177.48
2017 Vouchers for Programs fund 6351 totaling \$6,891.68
2017 Vouchers for Parks fund 6353 totaling \$7,954.53
2018 Vouchers for Programs fund 6351 totaling \$4,906.68
2018 Vouchers for Parks fund 6353 totaling \$2,246.51
5. Ongoing Business:
Trails Committee Report: No report/did not meet this month.

Lafarge Property:

Director Ovenell reported that there has been no determination yet on the connector road. County Commissioner Rick Hughes has requested to meet with Director Ovenell and the Port Director to discuss the Jackson Beach/Lafarge area and possibilities for partnering for recreation opportunities. He also recommended that Island Rec propose any land use designation changes for Lafarge now since the county is currently reviewing their 20-year plan. Director Ovenell will meet with the SJC Community Development Director, Erika Shook, to discuss the Lafarge land use designation.

John O. Linde Community Park Update:

Director Ovenell reported that Lacrosse will be starting soon at Linde. Park Superintendent Tracy Roberson highlighted a safety concern about lacrosse shots across the goal landing in the playground area. The board discussed the concern and suggested a permanent fence in the area. Director Ovenell said that a representative from Island Rec's insurance company has been invited to visit Linde park to help assess risk.

Director Ovenell presented photos of a sheen of oil she discovered on the standing water in the future school site area at Linde on Tuesday. The oil and leaking buckets appeared to be construction waste leftover from park development. Staff put down oil pads and notified Lowe Construction. The board discussed the standing water and oil cleanup at length. Director Ovenell said the school district's insurance requires the area to be fenced but it is unclear who is to pay for the fence.

Director Ovenell said she attended the most recent school board meeting. School district board member Sarah Werling-Sandwith is Island Rec's new liaison.

Marc Islam joined the meeting to provide a FANS Report:

FANS gave a \$6,600 year-end contribution to Island Rec and met their 2017 goal. FANS has a retreat on Monday to discuss the upcoming year. Marc left the meeting.

6. New Business:
Refund Levy: Director Ovenell reported that refund levy funds are available to Island Rec in surplus of the \$2,000 limit that Island Rec initially requested. Board authorization is required to request the full amount available to Island Rec of \$3,748.66. The board unanimously agreed to authorize the full amount.

Part-time Sick Leave Policy:

Director Ovenell presented proposed changes to the part-time/seasonal personnel policy regarding paid sick leave in accordance with the new state law requiring it. The board reviewed and discussed the proposed changes. Commissioner Zehner made a motion to:

- a) accept all changes as presented, but remove the proposed section 3.2.8 regarding payout
- b) allow all employees to use accrued sick leave beginning 90 days after the start of employment instead of 6 months.

Commissioner Cumming seconded the motion and it passed unanimously.

John O. Linde Community Park: updated rental packet

Director Ovenell presented proposed changes to the rental application language and requirements as recommended by Island Rec's insurance company. Commissioner Zehner made a motion to accept the changes as presented. Commissioner Reiff seconded the motion and it passed unanimously.

There was board discussion about the school district's upcoming plans to go out for an enrichment levy.

STAR Early Release Days Procedure:

Director Ovenell reported that it took staff approximately 45 minutes on each recent early dismissal day to contact parents of children who registered but had not shown up, or children who showed up unexpectedly. She presented proposed procedures and a no call/no-show fee. The board discussed and agreed to the procedures but suggested increasing the fee to \$10.

November Financials: presented and discussed. The parks tractor has not arrived yet, therefore will be a 2018 expense.

7. Director's Report: Presented/discussed.

8. Commission Discussion Items:

Commissioner Reiff suggested finding a different location for Futsal in the future as the fairgrounds building and concrete floor is too hard and cold.

Commissioner Cumming asked for a monthly parks update/report from Tracy Roberson to increase communication. He also said he's noticed an increase in people hiking up and down the sides of Lafarge. Commissioner Reiff said she received a complaint about dog waste at Lafarge. She also announced she will be out of the country through January 24.

9. Adjournment: Commissioner Reiff adjourned the meeting at 7:03pm

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 – February 1, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, February 1, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming, Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None.
3. Approval of the minutes of the previous meeting: January 4th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
January 18th payroll totaling \$30,535.48
Final 2017 Vouchers for Programs fund 6351 totaling \$121,826.46; school payment/Elections payment
Final 2017 Vouchers for Parks fund 6353 totaling \$1,030.60
2018 Vouchers for Programs fund 6351 totaling \$10,278.05
2018 Vouchers for Parks fund 6353 totaling \$4,950.27
5. Ongoing Business:
FANS Report:
Director Ovenell reported that she went to the FANS retreat. They have increased their funding goals for Island Rec for 2018. Amelia Schaefer has joined the FANS board.

Trails Committee Report: Director Ovenell reported that the SJC Community Development Director, Erika Shook, is looking into the possibility of getting an easement from the sunrise neighborhood to connect a trail with the Lafarge property.

Lafarge Property:

Home Trust: Director Ovenell reported that the San Juan Community Home Trust would like to move two homes through Lafarge at the end of March. The board approved the move.

Noxious Weeds: Jason Ontjes from the County's noxious weed control program approached Island Rec about treating the noxious fennel at Lafarge. They posted all signage and applied the herbicide at no cost to Island Rec. They will re-apply again when the season is appropriate.

Land Designation: Director Ovenell met with Erika Shook to discuss the Lafarge land use designation. The county's comprehensive plan is being re-done, which means fees are waived to change land use designations- usually costing around \$4,000. Shook said county parks are typically designated "Conservancy." Lafarge is currently designated Rural Farm Forest. The board reviewed the list of allowed uses for various land use designations. The board discussed and suggested applying for a change to "Rural General Use" for the Lafarge Property. Director Ovenell will apply for the change.

No determination yet on the Connector Road.

John O. Linde Community Park Update:

Director Ovenell reported that Park staff put up the necessary orange fence around the future school site. Lacrosse will be starting soon at Linde. Park Superintendent Tracy Roberson has ordered netting to mitigate risk of balls flying toward the playground. A bid for a permanent fence came in at \$77,000, which would require outside funding.

Director Ovenell presented a mobile vending application for groups like Purple & Gold or the Kiwanis. Mobile vending units will not be permitted to stay at the park overnight. Commissioner Cumming made a motion to accept the application as presented. Commissioner Eltinge seconded the motion and it passed unanimously.

Refund/Debt Policy Update:

Administrative Assistant White reported that customers with account credits more than a year old were notified and given a choice to donate their balance or receive a refund check prior to January 15, 2018. Of

the \$2,161.97 in account credits, \$969.22 was donated, and \$1,192.75 refunded.

6. New Business:

Year End Parks Report: Park Maintenance Superintendent Tracy Roberson joined the meeting. She presented and discussed her 2017 year-end report on the parks.

Program Reports: After School Program Manager Courtney Leake and Recreation Specialists Lowell Jons and Morgan Johnston also joined the meeting and presented/discussed their Fall/Winter 2017 programming reports.

December Financials: presented/discussed.

7. Director's Report: Presented/discussed. The board recommended increasing the pay for the open Camp Eagle Rock Director position. Director Ovenell reported that she will meet with the San Juan County Department of Emergency Management to discuss Island Rec's role in the event of an emergency. She is also researching an emergency texting service.
8. Commission Discussion Items: None
9. Adjournment: Commissioner Reiff adjourned the meeting at 7:03pm

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 1, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, March 1, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming, Miniken. Staff present: Director Ovenell, Administrative Assistant White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: John Volk of Purple & Gold, and David Stegman from FANS were in attendance. Volk asked about the board's decision regarding mobile concession units at the fields. Director Ovenell reported that the board approved a mobile vending application at the last meeting and she will send it to Volk.
3. Approval of the minutes of the previous meeting: February 1st minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
February 18th payroll totaling \$30,126.25
Vouchers for Programs fund 6351 totaling \$4,114.93
Vouchers for Parks fund 6353 totaling \$4,951.67
5. Ongoing Business:
FANS Report:
Dave Stegman reported that FANS is still looking for additional board members. The FANS mailer will be out in a few weeks. They are volunteering for the half marathon on May 19th in exchange for a donation to FANS. FANS is working on a new fundraising event.

Trails Committee Report: Commissioner Miniken reported that Trails is encouraging the county to adopt a complete streets ordinance. They are also working on the possibility of a path/access to Lafarge from Pear Point Rd. Commissioner Cumming reported that he spoke with a Lafarge user who he saw crossing the fence onto private property for access to the Gravel Pit.

Lafarge Property:

Land Designation: Director Ovenell reported that Island Rec will not apply for any land designation change at this time due to the lack of a master plan for Lafarge and potential concerns from neighbors/the community.

Connector Road: The connector road appeal was denied. The County has indicated all permits are in place to begin construction. Director Ovenell will meet with Public Works next week about relocating the walking trail.

Home Trust: Director Ovenell reported that the San Juan Community Home Trust has requested a timeframe of March 1-April 30 to be able to move two houses through Lafarge. They would like to move the berm and fence. The board discussed and agreed to the timeframe and site prep provided that a substantial temporary fence is kept up. Director Ovenell will meet on site with the Home Trust to discuss the site prep and fence/access.

John O. Linde Community Park Update:

Information Kiosk: Director Ovenell presented design ideas and potential locations for an information kiosk at the park. The board discussed and agreed to place a kiosk near the field house. Commissioner Eltinge suggested a service group could assist with the project.

Lacrosse: Director Ovenell reported that Lacrosse does not have enough players to make a team and has cancelled their request for field use this spring. The netting for the field has already been ordered and was a special order size that cannot be returned. Park superintendent Tracy Roberson said the netting can be used on the side of the soccer field to catch runaway balls. Director Ovenell will work on a refund policy for when field use cancellations are made.

AED: The softball coaches have requested an additional AED machine be in the shed at the softball field. Director Ovenell reported that the Park is in compliance as a facility with the existing AED located in the

field house. The board discussed the request and access to the existing AED. Commissioner Cumming suggested that the AED be mounted in the field house hallway with public access instead of in the storage room via key access.

CUP: Director Ovenell reported that she contacted Mike Bertrand at the Town about requesting a change to the park CUP to allow bleachers at the soccer field. Bertrand said he will allow two sets of bleachers as temporary park equipment and advised against requesting a CUP change. The bleachers will be purchased at the end of summer.

6. New Business:

2016-2017 Athletic Budget:

The board reviewed the 2016-2017 final high school athletic budget; submitted by Rod Turnbull.

Family Park: Water fountain

A leak at the Family park water fountain was reported by users on Sunday, February 18. Island Rec and public works were both closed then and the following day due to the President's day holiday. The town was notified, and they turned off the water. Director Ovenell reported that utilities are not part of Island Rec's agreement with the Fairgrounds for the Family Park. She is working with the Fairgrounds to replace the water fountain.

Staff Discount Policy – revised

Director Ovenell provided a review of the existing staff discount policy as well as proposed changes, including the addition of a proposed 10% discount for staff on contracted programs. Commissioner Cumming made a motion to amend the staff discount policy as presented. Commissioner Reiff seconded the motion and it passed unanimously. There was discussion about extending staff discounts to commissioners. Commissioner Cumming made a motion to include commissioners in the staff discount policy. Commissioner Reiff seconded the motion. Discussion; Director Ovenell will investigate legal precedent for including commissioners. No vote.

January Financials: presented/discussed.

Discussion about school's upcoming levy.

7. Director's Report: Presented/discussed.

Director Ovenell reported that she is considering splitting the STAR program into K-2nd grade and a separate program for 3rd-5th graders in the future.

8. Commission Discussion Items:

Commissioner Zehner asked about status of Camp Eagle Rock hiring. Director Ovenell reported that no applications have been received for the CER Director position. She increased the pay in the job description and is working on putting out paid advertisements for the position.

Commissioner Eltinge reported that the Rotarians are looking for a place to plant 50 trees.

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

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 5, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:03pm on Thursday, April 5, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming. Commissioner Miniken joined the meeting at 5:30pm. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, and Park Maintenance Superintendent Tracy Roberson.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Brian Goodremont of Friday Harbor Football Club reported that FHFC is changing their youth soccer to academy-style soccer. They are hoping to reserve the multipurpose field for about 3 hours, 3 times per week this fall and will have 50-60 kids practicing all at once. Brian left the meeting.

Yolanda Stegman of FANS and attorney Stephanie O'Day were also in attendance:

FANS Report:

Yolanda Stegman reported that FANS is hosting a new fundraising event - a Yahtzee tournament - on April 20. Cost is \$10 per person and includes pizza. FANS has also joined amazon smile, and they are volunteering for a half marathon in exchange for a donation to FANS. Yolanda left the meeting.

Dog Park:

Stephanie O'Day reported that she is representing Bill Cornelius, who purchased Browne Lumber. Island Rec leases the adjacent lot, which is still owned by the Browne Family, for the Eddie and Friends dog park. Stephanie reviewed maps of the property lines with the board and reported that it appears the tax parcels were divided some years back without knowledge of the dog park lease, which was not recorded with the county. A section of about 65 feet including the dog park's parking lot is encroaching onto the parcel that Cornelius just purchased, which he would like to potentially develop. The board reviewed the history of the dog park and ideas for addressing the encroachment. Stephanie asked about the 2008 CUP that mentions eventually relocating the dog park to Lafarge, or moving the existing fence and parking lot fully onto the parcel, thereby shrinking the dog park. Island Rec's lease with the Browne's for the dog park would be up for renewal in 2019. Stephanie left the meeting.

3. Approval of the minutes of the previous meeting: March 1st minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
March 18th payroll totaling \$28,724.04
Vouchers for Programs fund 6351 totaling \$19,403.26
Vouchers for Parks fund 6353 totaling \$10,820.25
5. Ongoing Business:
Trails Committee Report: Commissioner Miniken reviewed the minutes from the last Trails meeting.

Lafarge Property:

Director Ovenell reported that she and Commissioners Eltinge and Cumming met with park superintendent Tracy Roberson and public works about the new trail. Director Ovenell presented pictures of the new trail that has been cut in by Public works. Two homes were moved through Lafarge last month. Commissioner Reiff reported that Chris Teren has agreed to shoot a new aerial photograph of Lafarge and donate it.

John O. Linde Community Park Update:

Quarterly Report: Park Maintenance Superintendent Tracy Roberson presented and discussed her quarterly parks report. The tractor has been purchased. SJC noxious weed control will be treating the fennel again at Lafarge. There was discussion about the softball field – the infield is not drying out well.

Information Kiosk: Commissioner Eltinge presented a draft drawing of a kiosk for the park. The board discussed design and placement.

AED: Director Ovenell reported that an AED cabinet was purchased to house the AED and mounted in the hallway of the field house. The cabinet sets off an alarm when opened. The board discussed access to the AED as well as keeping it secure – the field house hallways are locked off when the park is closed. Commissioner Cumming suggested moving the AED outside of the field house for accessibility at all times, but putting it inside a cabinet that requires the glass to be broken. Director Ovenell will look into a different AED cabinet and location.

Commissioner Miniken and Tracy Roberson left the meeting at 7:50pm

Director Ovenell noted that changes have been made to the Linde rental application; if a user group cancels less than 3 weeks prior to their reservation they forfeit their deposit.

6. New Business:

2017 Year End Report:

Director Ovenell presented and discussed Island Rec's 2017 year-end report.

Discussion: There was discussion that the baseball field is not being developed by FHAA and the school district due to lack of funds. The board discussed lack of community awareness of the funding situation as well as community expectations and levy implications. Commissioner Cumming said he will speak to athletic director Rod Turnbull about the baseball field development.

Summer Hiring:

Director Ovenell reported that Glenn Hendrick has been hired as the Camp Eagle Rock director. She starts April 12. Still looking for camp counselors, sailing instructors, and a seasonal part maintenance worker.

Dog Park Discussion:

The board discussed the realistic longevity of the current location of the dog park on the Browne family's property. There was consensus to pursue the possibility of moving the dog park to Lafarge near the existing entrance, where the bike terrain park was going to be.

February Financials: presented/discussed.

7. Director's Report: Presented/discussed.

Director Ovenell reported that she went to the recent school board meeting and found out that the school is considering using the blue bird ("rec house") house on Park St. again for Griffin Bay, which would displace Island Rec. The school is also planning to serve lunch in the cafeteria on half days at the elementary school next year, which will impact the STAR program's use of the space. There was no direct communication of either issue to Island Rec.

The Hill of Thrills Soap Box race is May 20 and the Children's Festival is May 5. Director Ovenell asked for board attendance at both.

8. Commission Discussion Items:

Commissioner Reiff reported that she met a soccer referee in Burlington who mentioned coming to Friday Harbor to referee games. Director Ovenell reported that Morgan has been looking into having Island Rec join the WA State Soccer Association in order to get preference for hiring referees for the adult soccer league games.

9. Adjournment: Commissioner Reiff adjourned the meeting at 8:25pm

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 3, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:05pm on Thursday, May 3, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming, Miniken. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, and Camp Eagle Rock Director Glenn Hendrick.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Summer 2018 Camp Eagle Rock director, Glenn Hendrick, was introduced to the board.
Marc Islam of FANS was also in attendance.
3. Approval of the minutes of the previous meeting: April 5th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
April 18th payroll totaling \$32,443.75
Vouchers for Programs fund 6351 totaling \$13,944.16
Vouchers for Parks fund 6353 totaling \$39,361.31 – includes tractor purchase.
5. Ongoing Business:
FANS Report:
Marc Islam reported that the Yahtzee tournament only had about 13 players and that word got out perhaps too late about the event. FANS board members are volunteering for a half marathon on 5/19 in exchange for a donation to FANS. They are also hosting the free British Soccer Clinics on May 26.
Marc Islam and Glenn Hendrick left the meeting.

Trails Committee Report: Commissioner Miniken reviewed the minutes from the last Trails meeting. The county council has asked trails groups on each island for their “wish lists.”

Dog Park:

Director Ovenell has a dog park grant application that she suggested Island Rec apply for. She reported that Stephanie O'Day met with Mr. Cornelius and he is interested in helping to pay to move the existing fence at the dog park. The board discussed the dog park location and agreed to proceed with moving the dog park to Lafarge. Director Ovenell recommended going through a master planning process for Lafarge. The board discussed master planning vs. only applying for a conditional use permit to have the dog park at Lafarge. Commissioner Cumming offered to help get a citizen advisory committee together at the end of the summer to help guide the dog park relocation. The board decided to apply for a CUP and not do a master plan at this time. Director Ovenell will work with Stephanie O'Day to identify a timeline for the move and for a CUP application.

Lafarge Property:

Director Ovenell reported that the county is unsure if they will have time to complete chip sealing on the connector road this year. Construction is scheduled to be underway in July. There will be power, phone, and fiber laid in the roadway and the county has offered to provide a stub out for future uses. Commissioner Zehner recommended having a stub out at either end of the road where it enters the gravel pit accessible for Island Rec.

John O. Linde Community Park Update:

AED: Director Ovenell reported that the AED is now housed in an unlocked-but alarmed-box that is mounted outside of the field house and is under surveillance.

Information Kiosk: The board reviewed and approved drawings of a revised kiosk, created by Commissioner Eltinge and the Sign Guy. Don Campbell has also created two maps of the park for the kiosk.

Softball Field: Commissioner Miniken reported that the bathrooms in the field house are too far from the softball field for use in between innings and asked about the possibility of having a portable restroom located closer to the field. The board discussed the issue of aesthetics and locating a portable restroom. Director

Ovenell will discuss the idea with park staff as a possibility for next year.

Director Ovenell reported that parks staff are tracking user statistics. John O. Linde Park is averaging 100-120 users each day. Still looking for a part-time seasonal parks maintenance worker.

Director Ovenell and Recreation Specialist Morgan Johnston are working on an amplified sound proposal for the park to present to the town. Director Ovenell will bring a draft proposal to the next meeting. Commissioner Reiff recommend that Island Rec get its own portable speaker system that would be the only source of amplified sound that user groups could checkout and use.

6. New Business:

Summer Program Guide:

The new guide is out and is in full color this year. Registration opened Tuesday and there has already been \$48,000 in program revenue since, which is a record. In the parks section of the guide it is noted that development of the baseball field at Linde is on hold until funding becomes available.

Resolution to close summer day camp revolving fund:

Director Ovenell reported that the 2018 beginning cash balance letters from the county referenced an old revolving fund that Island Rec was not aware of. Records show the fund was established in 1996 by Resolution #6-20-1996 and the county treasurer's office still shows that Island Rec should have a balance of \$120.81. Island Rec has not used the fund in at least 18 years, does not have the \$120.81, and no longer has accounting records going that far back. The county treasurer's office has no further information either. As recommended by the state auditor's office, Director Ovenell presented resolution 18-01 to close the fund and debit the \$120.81 from Island Rec. Commissioner Eltinge made a motion to adopt the resolution as presented. Commissioner Cumming seconded the motion and it passed unanimously. Resolution 18-01 was signed.

Community Garden:

Director Ovenell reported that Kristen Rezabek with SJC Community Health suggested doing a community garden at John O. Linde Park. They are hoping the garden would appeal to the trailer park neighborhood adjacent to the park. The board discussed the proposal and there was consensus that it was not a good fit for the park and that it could become a maintenance issue.

March Financials: Presented/discussed.

7. Director's Report: Presented/discussed.

Director Ovenell reported that there have not been enough applicants for Camp Eagle Rock counselor positions and Island Rec could be short-staffed this summer. The current pay rate for counselors is \$11.50/hr. The board discussed pay rates and recommended increasing the pay range to \$13-\$15/hour. Director Ovenell will review the budget to see if that is possible.

8. Commission Discussion Items:

The board discussed the adult co-ed soccer league at length, including referee issues, the possibility of creating an off-island traveling competitive team in the future, as well as an instructional rec league for beginners. It was reported that some people are coming to practice but not playing in the games because they feel some players are too competitive.

Commissioner Reiff asked about attendance at the scheduled July 5th meeting. After discussion, Commissioner Cumming made a motion to cancel the July 5th meeting. Commissioner Eltinge seconded the motion and it passed unanimously.

9. Adjournment: Commissioner Reiff adjourned the meeting at 7:10pm. It was 85 degrees in the office. The heating system wouldn't turn off.

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 – June 13, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:04pm on Wednesday, June 13, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming, Miniken. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White.
2. Open Public hearing: Commissioner Reiff opened the public hearing at 5:04pm for comments on amending the 2018 budget. No comments.
3. Close Public Hearing: Commissioner Reiff closed the public hearing at 5:05pm.
4. Introduction of Visitors/Public Comment on Non-Agenda Items:
FHHS Athletic Director Rod Turnbull presented the projected athletic budget for the 2018-19 school year. He noted that the coaches are receiving a 20% salary increase. The school got a quote for about \$12,000 to fill in the cracks on the tennis courts, which would only last a few years. Re-doing the courts properly would cost around \$250,000 and would require an additional source of funding. Rod left the meeting.
5. Approval of the minutes of the previous meeting: May 3rd minutes were approved and signed.
6. Approval of Payroll/Vouchers: The following were approved and signed:
May 18th payroll totaling \$33,763.96
Vouchers for Programs fund 6351 totaling \$162,685.44 – *includes school district sports payment*
Vouchers for Parks fund 6353 totaling \$4,233.69
7. Ongoing Business:
FANS Report: none

Trails Committee Report: Commissioner Miniken reported that Pear Point road neighbors are meeting with county engineer Colin Huntemer tomorrow about a possible trail along the road.

Hiring Update:

Director Ovenell reported that CER has hired 7 counselors as well as an Arts/Crafts Director and Sports/Games Director. There may be lower enrollment in camp this year since there won't be any 6th graders. Per Black has been hired as the sailing instructor and Leah Black as the assistant sailing instructor. Luke Erickson has been hired for seasonal park maintenance. Intern Jake Tumblin starts on Monday.

Dog Park:

Director Ovenell is waiting to hear back from Stephanie O'Day for a timeline regarding the dog park fence needing to be moved. Director Ovenell met with Lori Stokes who said that she has talked with some community members who are not in favor of moving the dog park to Lafarge due to wind and lack of shade.

Lafarge Property:

Director Ovenell reported that public works had indicated they will start construction on the connector road in July. She will follow up with them to make sure the trail is completed first.

John O. Linde Community Park Update:

Information Kiosk: The board approved the \$2,405 estimate from the Sign Guy to complete the kiosk sign. IPS will donate the construction and supplies for the kiosk.

Softball Field: Director Ovenell estimated initial costs to set up the portable restroom near the softball field at \$2,000, followed by \$1500 annually to have the unit there during the softball season. The board discussed the costs and decided not to install the portable restroom.

Amplified Sound: Director Ovenell reviewed a proposal for the Town of Friday Harbor to allow amplified sound at Linde. The board discussed the proposal and agreed to present it to the town.

Private Event Rental Guidelines: Director Ovenell presented a proposed private party rental application for user groups other than sports teams who want to reserve a field; e.g. a birthday party. Commissioner Cumming suggested having signs on the field that say they when they are privately reserved.

8. New Business:

Staff Program Reports: Recreation Specialists Morgan, Lowell and Courtney joined the meeting and presented their spring program reports. Commissioner Cumming noted that next year at STAR parents will be asked to sign a permission slip to allow the school to share information with STAR staff about their child.

2018 Budget Amendment:

The board reviewed and discussed the proposed amendments to the budget. Commissioner Cumming made a motion to amend the 2018 budget as presented. Commissioner Zehner seconded the motion and it passed unanimously.

Resolution 18-02, Credit Card Credit Limit Increase:

Director Ovenell reviewed Island Rec's existing credit card limit of 3,000 and discussed the need for a higher limit due to the addition of the parks department which has increased purchasing. Commissioner Reiff made a motion to adopt Resolution 18-02 increasing the credit card limit to \$5,000. Commissioner Eltinge seconded the motion and it passed unanimously.

April/May Financials: presented and discussed.

9. Director's Report: Presented/discussed.

Commissioner Cumming asked Director Ovenell about her workload and suggested re-addressing the need for additional personnel.

10. Commission Discussion Items:

Commissioner Cumming mentioned that the library is potentially going to construct a new building and wondered if there was any possibility for Island Rec to partner with them in the facility.

Commissioner Zehner reported that he went to the Zylstra Lake open house and that Island Rec should encourage the Land Bank to make the property open for recreation.

11. Adjournment: Commissioner Reiff adjourned the meeting at 7:30.

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 2, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, August 2, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming, Miniken. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, and Park Maintenance Superintendent Tracy Roberson.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Chinmayo Ricketts was present; representing the San Juan Community Home Trust. Chinmayo reported that the Home Trust wants to put a trail from the new home plat that will be developed to Lafarge. She asked the board to consider a pedestrian gate entrance to Lafarge where the trail would intersect. The board was in support of the trail and putting in a gate when the trail is built.

FANS Report:

Kyle Loring reported that FANS has been selling treats at each Music on the Lawn concert, and will be at Movies in the Park providing popcorn. FANS gave Island Rec \$5,000 in June. Their carnival is November 17th.

3. Approval of the minutes of the previous meeting: June 13th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
June 18th payroll totaling \$33,045.29
July 18th payroll totaling \$62,090.08
7.3.18 Vouchers for Fund 6351 totaling \$21,575.90
8.2.18 Vouchers for Fund 6351 totaling \$38,090.39
7.3.18 Vouchers for Fund 6353 totaling \$13,202.64
8.2.18 Vouchers for Fund 6353 totaling \$6,757.10

5. Ongoing Business:

Parks Report:

Park Maintenance Superintendent Tracy Roberson presented the quarterly parks report and discussed with the board. She also requested to purchase a deep tine aerator and topdresser for the fields. Roberson presented information and pricing about the equipment and the board discussed the proposed purchases. Commissioner Cumming made a motion to authorize the purchase of a Wiedenmann deep tine aerator and a Topdresser. Commissioner Reiff seconded the motion and it passed unanimously.

Lafarge:

Director Ovenell reported that public works has reported difficulties completing the new trail through Lafarge due to the existing sand base. They will continue to work on it prior to the road construction. In addition they will be putting up a temporary fence between the trail and road construction, followed by the permanent fence once construction is done. The project continues to be delayed.

Trails Committee Report: No report – did not meet in July.

Skatepark Fence: Director Ovenell reported that she presented Island Rec's public facilities financing grant request for \$13,500 to repair the skatepark fence to the county council. An estimate for the project was near \$27,000. The council will decide funding awards at their August 7th meeting.

Dog Park:

Commissioner Eltinge reported that he spoke with Stephanie O'Day and told her Island Rec is no longer looking at moving the dog park to Lafarge. The existing fence still needs to be relocated but there is still no timeline.

John O. Linde Community Park Update:

Director Ovenell reported that there was an incident of someone sleeping in the woods near the park. There has been additional evidence of people going into the woods in the evenings behind the baseball fields. The board discussed motion lights.

Director Ovenell said she met with the Community Foundation and they are interested in pursuing a funding path to finish developing the baseball field and the park. The board reviewed the expired lease document between FHAA and the school district for the property and discussed future development ideas for the park. Director Ovenell met with the interim superintendent of the school district and she was not aware that the park is school district property.

6. New Business:

STAR 2018-19 Program:

Director Ovenell presented and reviewed expenditures and revenue of the STAR after school program with the board. Fees for the program will increase by \$1 for the upcoming school year. The program averages 28 children per day.

Director's Report: presented and discussed.

Director Ovenell reported that Recreation Specialist Lowell Jons resigned; he has accepted a teaching position at FHES. She discussed re-structuring staffing this fall by adding a Recreation Manager position in addition to the two Recreation Specialist positions. She will bring a budget proposal for the re-structure to the next meeting. Lowell's position will be posted for hire immediately.

A camper was removed from Camp Eagle Rock on 7/27 due to a significant behavior incident. The incident was reported to the sheriff's office.

Commissioner Cumming left the meeting at 6:40pm.

Shining Star Volunteer Awards:

The board discussed recipients for awards. Volunteer appreciation night is September 13th at the Grange Hall.

June Financials: presented/discussed.

7. Commission Discussion Items: None.

8. Adjournment: Commissioner Reiff adjourned the meeting at 6:50pm.

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 – September 6, 2018

1. Call to Order: Commissioner Eltinge called the meeting to order at 5:02pm on Thursday, September 6, 2018 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Miniken. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White.

2. Introduction of Visitors/Public Comment on Non-Agenda Items:

FANS Report: David Waldron of FANS reported that their carnival is November 17th. David discussed with the board whether to keep inflatables at the carnival due to rising insurance costs.

Jeff Sharpe from SJC Public Works was in attendance to report on the status of the connector road at Lafarge. He reported that the sand underneath the new trail is not holding up well. The same “waste sand” exists under the proposed site for the Connector Road and will not hold the road as designed. They are looking for an engineered solution and the project is on hold until a design alternative and updated cost estimates are finalized. Sharpe reported that the project is still a priority for the County Council.

Jeff Sharpe and David Waldron left the meeting.

3. Approval of the minutes of the previous meeting: August 2nd minutes were approved and signed.
Approval of Touch a Truck Inter-Local agreement with the Town of Friday Harbor: agreement for 2017-2019 was re-signed by the board because the previous agreement was lost.

4. Approval of Payroll/Vouchers: The following were approved and signed:

August 17th payroll totaling \$60,182.25

8.15.18 Vouchers for Fund 6351 totaling \$11,392.42

9.6.18 Vouchers for Fund 6351 totaling \$14,978.31

8.15.18 Vouchers for Fund 6353 totaling \$909.55

9.6.18 Vouchers for Fund 6353 totaling \$6,567.16

5. Ongoing Business:

Trails Committee Report: Commissioner Miniken reviewed the minutes from the 9/4/18 Trails meeting. The county is researching the feasibility of putting a five-foot-wide shoulder on the south side of Pear Point Road from Argyle to Jackson Beach.

Lafarge Property:

Director Ovenell reported that she was contacted by Jerry Mercer who is interested in connecting Island Rec and OPALCO for a possible solar panel install at Lafarge.

Dog Park:

Director Ovenell reported that she met with Terry Browne at the Dog Park. Terry suggested that Island Rec come up with a design for a new entrance to the park in between the fire department and Browne's Lumber. He said he wants the dog park to stay but would not commit to a 5-year lease. The board discussed the potential new entrance.

Skate Park:

Director Ovenell reported that Island Rec was awarded \$13,500 from the SJC public facilities financing to build the new skate park fence. The board discussed fence types and agreed to keep the current style of fencing.

John O. Linde Community Park Update:

Amplified Sound: Director Ovenell reported that she presented Island Rec's proposal for amplified sound at John O. Linde Park at a town council meeting and the council approved. The first request for amplified sound is at this Saturday's football game. The Tiger Cheerleaders will be doing 4 minutes of sound 3 times using the sound system that Island Rec purchased. Island Rec staff will be at the game. On September 20 there is a

public hearing for Island Rec's formal request to change the Conditional Use Permit to allow amplified sound at the park. The Town is sending out info to park neighbors about the meeting.

Baseball Field/Trail: Director Ovenell and Commissioner Zehner met with John Kurtz and Brian Brown and they said they are willing to step down from further park development at John O. Linde Community Park. They requested that a fields advisory board of user groups continue to be part of the development process. They also said FHAA has \$52,000 in remaining funds they would be willing to put toward development. Director Ovenell met with the San Juan Island Community Foundation and they are not willing to manage further construction of the Park. The board discussed ideas and agreed that Island Rec does not have the internal resources to manage park development. Director Ovenell will reach out to Don Campbell to discuss potential project management and cost estimates. The Community Foundation has requested a joint board meeting with Island Rec.

6. New Business:

Staff Hiring: There are 4 upcoming interviews for the Recreation Specialist position; hoping to hire by October 1. Director Ovenell presented a proposed Recreation Manager job description as well as two options for organizational structure that incorporate the position. The board discussed the position and what would become the Rec Manager's duties vs. the Director's duties. The board agreed on organizational chart 1 and to proceed with hiring for the position.

Commissioner Miniken left the meeting.

July Financials: postponed due to time constraints.

7. Director's Report: Briefly presented and discussed. Commissioners Zehner and Eltinge had to leave the meeting.
8. Adjournment: Commissioner Eltinge adjourned the meeting at 6:30pm.

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 – October 4, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, October 4, 2018 in the Island Rec Office. Commissioners present: Reiff, Zehner, Eltinge, Cumming. Absent: Miniken. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, Recreation Specialist Morgan Johnston.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Jacqi Olsen presented a proposal to build a scoreboard for the softball field at Linde for her junior projects class. The scoreboard would be about 9'x4' and hang on the back of the soccer fence overlooking the softball field. Henry Duke and Ishmael Churape also presented a proposal to build covers for the soccer benches for players to sit under during rain. The covers would be made of PVC pipe and nylon fabric. The board approved both projects. The students left the meeting.

Recreation Specialist Morgan Johnston presented her summer program report. The board discussed the co-ed soccer league and ideas to make it less competitive for those who want to play "rec" soccer.

Director Ovenell presented a review of Lowell Jons' summer programs. She noted that Island Rec should consider an air quality cancellation policy. British Soccer was cancelled two days this summer due to smoke and poor air quality. Morgan left the meeting.

3. Approval of the minutes of the previous meeting: September 6th minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
September 17th payroll totaling \$29,983.51
Vouchers for Fund 6351 totaling \$15,512.89
Vouchers for Fund 6353 totaling \$7,724.41
5. Ongoing Business:
FANS Report: None
Trails Committee Report: None

Lafarge Property:

Director Ovenell reported that Russ Harvey and Colin Huntmer of SJC public works presented at the county council meeting. They said the connector road will require a re-design and they will need to bring in material to create the road. The project will need to be contracted out and the county will have to seek bids and new permits. The county council is awaiting new cost estimates for the project.

Dog Park:

Director Ovenell reported that estimates for a new entrance, parking lot and fence at the dog park came in between \$34,000-\$40,000. She will notify Stephanie O'Day about the estimate to complete the work and that Island Rec does not have the funding. The Animal Protection Shelter was not interested in a dog park at their facility.

Skate Park:

Director Ovenell reported that Tracy Roberson is working on writing up the request for bids for the new fence.

Hiring Update: Director Ovenell reported that Steve Berkowitz has been hired as Recreation Specialist for youth, teen and family programs. He starts on October 8th. The Recreation Manager position was posted from 9/26-10/3/18. The only applicant was current Recreation Specialist Morgan Johnston.

John O. Linde Community Park Update:

Amplified Sound: Director Ovenell reported that the town council held a public hearing on September 20th regarding the amplified sound proposal at the park. Director Ovenell and Park Superintendent Tracy Roberson attended the meeting. The town council approved the amplified sound proposal at the park through June 14,

2019; the last day of school. Island Rec can renew the request. Commissioner Cumming suggested taking short videos of the sound in progress this year.

A neighbor has complained about people peering over the park fence into her yard. Tracy is talking with the neighbor to address concerns. The screens around the softball dugouts have been removed to deter people from sleeping in them.

Director Ovenell reported that she spoke with Don Campbell about the baseball field. He is interested in managing development of the field. The Community Foundation has set up a fund with contributions from the anonymous donor for field development. Director Ovenell will coordinate scheduling a joint Island Rec board/Community Foundation board meeting with Don Campbell.

Commissioner Cumming asked about the STAR program. Director Ovenell reported that the program is going well and there are 27-30 kids at the program every day.

Director Ovenell reported that wrap-up with Camp Eagle Rock director Glenn Hendrick went well. The camp counselor positions pay \$13.50/hour and attract mostly high school students.

6. New Business:

Zylstra Lake:

Director Ovenell reported that she met with SJC Land Bank staff and they are interested in having Island Rec manage recreation at Zylstra Lake. Grants that helped pay for the purchase of the property require that water fowl at Zylstra cannot be disturbed at certain times of the year. They are doing water quality testing of the lake. The lake is stocked with bass fish. The Land Bank would like to have the Island Rec board tour the property and provide a recreation assessment. The board discussed the property and recreation potential, including swimming. Director Ovenell will email everyone to coordinate a public board meeting/walk at Zylstra.

Bloodborne Pathogen Exposure Control Plan Review:

Commissioner Cumming made a motion to continue use of the existing Bloodborne Pathogen Exposure Control plan. Commissioner Eltinge seconded the motion and it passed unanimously.

COLA Adjustment:

Director Ovenell reported the Seattle-Tacoma-Bellevue CPI recommends a 3.2% cost of living increase for 2019. She presented benefit and COLA information from the Port of Friday Harbor, the SJI Library, and the Fire District for comparison. Director Ovenell presented a proposal for merit increases which would replace the existing 10-step salary schedules. The proposal indicates a minimum and maximum wage for each position and gives the Director discretion to award a 0-4% increase annually based on a performance review. The board discussed the COLA at length and how best to incorporate it into Island Rec salaries and merit increases. Commissioner Cumming made a motion to approve a 3.2% COLA increase in salaries for Island Rec full-time employees effective January 1, 2019. Commissioner Eltinge seconded the motion and it passed unanimously. Director Ovenell will present an updated personnel policy including the proposed changes for merit increases, at the next board meeting.

2019 Budget Preparation:

Director Ovenell presented a proposed schedule for budget preparation. In addition to the regular November 1st meeting, the board agreed to meet on November 15th for a public hearing for comments related to the adoption of the 2019 budget.

August Financials: presented/discussed.

7. Director's Report: presented/discussed. Director Ovenell requested to move up her annual review prior to the November 1st board meeting to more accurately budget for 2019 salaries. The board discussed the request.

Commissioner Eltinge recommended to budget for potential merit increases in 2019 for all employees and to keep the director's review in December.

The board discussed the levy schedule and ideas to replace Movies in the Park, which has had very low attendance. Director Ovenell said the Ala-Teen group would like to use the Rec House for meetings and asked the board whether a fee structure should be created for the space? 4-H has met there in the past as well. The board discussed the use and decided not to charge Ala-Teen a fee.

8. Commission Discussion Items: None
9. Adjournment: Commissioner Reiff 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 – October 19, 2018

1. Commissioners met at 2:00pm on Friday, October 19, 2018 at the entrance to Zylstra Lake off San Juan Valley Rd. to discuss recreation possibilities at Zylstra Lake. Commissioners present: Zehner, Eltinge, Cumming, Miniken. Absent: Reiff. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, Park Superintendent Tracy Roberson.

San Juan County Land Bank staff were also in attendance: Director Lincoln Bormann and Stewardship Coordinator Erin Halcomb.

2. SJC Land Bank Director Lincoln Bormann gave a brief overview of the Zylstra Lake property purchase and asked Island Rec to consider a partnership in possibly managing the property for recreation purposes. He said that the property is 283 acres. Zylstra Lake is approximately 50 acres. The purchase was funded primarily by two grants; a coastal wetlands federal grant and a water access grant from the state. The coastal wetlands grant stipulates protection for water fowl on the lake, which means that during colder months of the year the lake will likely need to be closed to recreation and walking around it will be limited. The Land Bank is currently doing water quality testing on the lake.
3. The board toured the property and walked around the lake, discussing ideas and reviewing a possible location for a swimming beach. Lincoln said the next step is to figure out the costs of potentially bringing sand in and creating a swim beach, and then figure out funding and permit requirements.
4. Adjournment: The meeting was adjourned at 3:45pm.

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 25, 2018

1. Commissioners met at 9:30am on Thursday, October 25, 2018 at the San Juan Island Community Foundation office to discuss future development of the baseball field and trail at John O. Linde Community Park. Commissioners present: Zehner, Eltinge, Cumming, Miniken. Absent: Reiff. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, Park Superintendent Tracy Roberson.
2. Introductions: San Juan Island Community Foundation board members Scott Boden, Lauren Levinson, Eric Parsons via phone. SJICF director Carrie Unpingco. Landscape architect Don Campbell and his wife, Christina.
3. Don Campbell gave a presentation reviewing the existing improvements at John O. Linde Community Park, and an overview of remaining areas that need to be completed. These include construction of the baseball field, completion of the asphalt trail, and the final elements of the park's original master plan. In addition, the existing irrigation system has issues that need to be resolved, and the construction waste area needs to be dealt with. Prior to park development, a management plan for construction and financing needs to be in place.

Don recommended obtaining an updated topographic survey of the park to accurately obtain bids and revise construction drawings.

4. Don provided a detailed estimate which totaled \$985,000 to complete the baseball field and trail, + \$70,000 for design/firm fees. He also provided an estimated range of \$1.2 - \$1.5 million for park completion, which would include remaining master plan elements. He said about 3,000 yards of sand are needed for the baseball field and there is plenty of it available at the Lafarge gravel pit.
5. Lauren Levinson said that the donor interested in helping fund construction will likely want to only fund field development. Estimates for the project would need to be broken out for baseball field construction and separately for other park development. The board discussed funding ideas and whether the project would go out to bid publicly based on what agency managed and paid for construction. Commissioner Cumming noted that Island Rec's current levy is for operations and maintenance of Linde Park only.
6. The group discussed creating a separate advisory board or non-profit that would manage development and construction at the park; with 2 Island Rec board members, 2 SJICF board members, and 1 person from the school district. Carrie Unpingco will research if there are any conflicts with SJICF board members and Island Rec commissioners also being on that board.
7. Director Ovenell reported that Friday Harbor Athletic Association has about \$52,000 left that they have said they will put toward further park development. She will contact them to see about moving that money back to the Community Foundation's fund. Those funds could pay for preliminary work by Don Campbell as well as an updated topo survey.
8. Adjournment: The meeting was adjourned at 11am.
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 1, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, November 1, 2018 in the Island Rec Office. Commissioners present: Reiff, Eltinge, Miniken. Absent: Zehner, Cumming. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White, Recreation Specialist Steve Berkowitz.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None.
3. Introduction of new Island Rec employee: Steve Berkowitz
Steve introduced himself; Island Rec's new Recreation Specialist for youth, teen and family programs. Steve left the meeting.
4. Approval of the minutes: October 4th, 19th, and 25th meeting minutes were approved and signed.
5. Approval of Payroll/Vouchers: The following were approved and signed:
October 17th payroll totaling \$28,427.01
Vouchers for Fund 6351 totaling \$14,281.83
Vouchers for Fund 6353 totaling \$4,910.42
6. Ongoing Business:
FANS Report:
David Waldron reported that the FANS carnival is November 17th. They have over \$6,000 in sponsorship for the carnival so far this year. They need over 60 volunteers. He passed out flyers and volunteer info.

Trails Committee Report: None

Lafarge Property:

Director Ovenell reported that the connector road project is on hold. She has received a request from the Home Trust to move two more homes through Lafarge. Commissioner Eltinge asked about the stability of the road for the move. Director Ovenell said that the county engineer must sign off on the move first.

Dog Park:

Director Ovenell reported that she provided the estimates to Stephanie O'Day for creating a new entrance, parking lot and fence at the dog park. Stephanie will talk with the owner of Browne's.

Skate Park:

Director Ovenell reported that Island Rec will not be seeking a bid to install a new fence until 2019. The goal is to start the project in the spring.

Zylstra Lake:

The board discussed the Zylstra Lake meeting. Director Ovenell reported that she has been in touch with landscape architect Bob Droll, who has experience in creating swim beach areas.

Hiring Update: Director Ovenell reported that the deadline to apply for the open Recreation Specialist position has been extended until November 2 to hopefully get more applicants.

Personnel Policy Revision:

Director Ovenell presented proposed changes to section 3.7 - *Employee Compensation*, of the personnel policy, as well as a revised Schedule "A" to replace Island Rec's existing 10-step salary schedules. The board reviewed and discussed the changes. Commissioner Reiff made a motion to amend the personnel policy as presented and replace salary schedules with the revised "Schedule A" as presented. Commissioner Miniken seconded the motion and it passed unanimously.

2019 Budget:

Director Ovenell reported that she met with Commissioners Zehner and Eltinge earlier in the week to review the 2019 draft budget. She presented the proposed 2019 budget and discussed with the board. Board notes/revisions for 6353 Parks budget: Remove \$25,000 expenditure for new parks truck. Do not off-set personnel benefit costs for director, recreation manager and administrative assistant in the Parks budget with 10,000 from 6351. Put \$10,000 in reserve instead.

Director Ovenell reported that Island Rec can start building reserve amounts in fund 6352 again in 2019. She will come up with recommendations for reserve allocation.

Parks Quarterly Report: Commissioners reviewed the report.

John O. Linde Community Park Update:

Director Ovenell reported that Rod Turnbull is no longer the high school athletic director – he is now the assistant principal at the middle school. Brock Hauck is the new high school athletic director, in addition to maintaining his position as facilities manager for the school district. Director Ovenell and Recreation Manager Morgan Johnston met with Rod and Brock to discuss the high school sports levy, Linde fields, and Island Rec's school facility use.

Director Ovenell asked the board for guidance over whether to ask Friday Harbor Athletic Association to transfer their remaining \$52,000 for Linde park development into the San Juan Community Foundation's fund. The board discussed access to the funds and decided not to ask them to move the funds at this time.

7. New Business:

Paid Family and Medical Leave:

Director Ovenell presented on WA state's new mandatory paid family and medical leave program. The board reviewed and discussed options for contributing to the program. Commissioner Eltinge made a motion to have Island Rec pay the required .252% assessment on all wages on behalf of the employee for Paid Family & Medical Leave. Commissioner Reiff seconded the motion and it passed unanimously.

September Financials: presented and discussed.

8. Director's Report: presented/discussed. Director Ovenell requested that Island Rec pay for the \$795 cost of participating in Leadership San Juans. The board agreed it qualified as professional training.
9. Commission Discussion Items: Commissioner Reiff asked to get an update about any possibility of moving the youth futsal program off the concrete floor/Fair building. She also reported that Ali Moalli from the Ala-Teen group says a big Thank you to Island Rec for allowing them to use the Rec House as a meeting space.
10. Adjournment: Commissioner Reiff adjourned the meeting at 7:04pm.

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 15, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 5:00pm on Thursday, November 15, 2018 in the Island Rec Office. Commissioners present: Reiff, Miniken, Zehner, Cumming. Absent: Eltinge. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White.
2. Open Public Hearing; for comments on setting the 2019 Levy Rate and proposed 2019 Budget: Commissioner Reiff opened the public hearing at 5pm. No visitors were present.
3. Close Public Hearing:
Commissioner Reiff closed the public hearing at 5:01pm.
4. Approval of the minutes: November 1st meeting minutes were approved and signed.
5. Approval of Payroll/Vouchers: The following were approved and signed:
Vouchers for Fund 6351 totaling \$602.64
Vouchers for Fund 6353 totaling \$3,499.35
6. New Business:
Resolution 18-04 Setting the Levy Rate for 2019
Resolution 18-05 Adopting the 2019 Budget
The board reviewed the 2019 proposed budget and levy rate. Commissioner Cumming made a motion to approve Resolution 18-04 and 18-05 as presented. Commissioner Reiff seconded the motion and it passed unanimously. Both resolutions were signed. Director Ovenell will submit the levy certification to the assessor's office.
7. Commission Discussion Items: Director Ovenell presented photos of the proposed soccer bench covers that the junior class projects students would like to purchase for Linde Park. They will also be buying new benches for the field to fit under the covers. Commissioner Reiff reported that Friday Harbor Football Club donated \$1,000 to Island Rec to sponsor the purchase. The students will need to raise the remaining funds.
8. Adjournment: Commissioner Reiff adjourned the meeting at 5:17pm.

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 6, 2018

1. Call to Order: Commissioner Zehner called the meeting to order at 5:02pm on Thursday, December 6, 2018 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming. Absent: Reiff, Miniken. Staff present: Director Maddie Ovenell, Administrative Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None.
3. Approval of the minutes: November 15th meeting minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
November 17th payroll totaling \$30,689.47
Vouchers for Fund 6351 totaling \$8,531.53
Vouchers for Fund 6353 totaling \$4,448.55

5. Ongoing Business:

FANS Report: Director Ovenell reported that the carnival looked great, although attendance seemed lower than last year.

Trails Committee Report: Director Ovenell reported that the county has passed a Complete Streets ordinance at the recommendation of members of the Trails Committee.

Lafarge Property: Director Ovenell reported that the Home Trust moved two homes through Lafarge. One house spent the night in the park before being moved the next morning. The county engineer said he did not see any issues with road stability prior to the move.

Dog Park: Director Ovenell reported that she is meeting with the Port director tomorrow to discuss possible new locations for the dog park. The board discussed the idea of a dog park at John O. Linde Community Park. The town is considering putting a public park next to the water treatment plant on Tucker Ave.

Skate Park Fence: Director Ovenell reported that Island Rec will announce the fence project for bid tomorrow. Bids will be due January 2nd and hopefully the project will start in February or March.

Zylstra Lake: Director Ovenell reported that she has been in touch with landscape architect Bob Droll about a bid for designing a swim area. He should have a quote and more info by the end of the year.

Hiring Update: Director Ovenell reported that Lili Lyne has been hired as the new Recreation Specialist for sports, outdoors and fitness programs. Glenn Hendrick has said she won't be returning as Camp Eagle Rock director. Commissioner Cumming suggested separating the 70 CER participants into two camps by age group.

John O. Linde Community Park Update:

Director Ovenell reported that San Juan Community Foundation director Carrie Unpingco spoke with the donor interested in funding field development. The donor thought that Don Campbell's estimate was too high and requested a 2nd quote by Mike Carlson. The board discussed park development and the importance of maintaining the existing high standard of all future work at the park. The board agreed that it is important to keep Don Campbell involved in the project regardless of which contractor develops the baseball field.

Director Ovenell reported that 10 trees behind the soccer field are diseased and need to be taken down. Neighbors have been notified. Island Rec will need to figure out how to handle the surplus wood. Commissioner Eltinge offered to have Rotary do a re-planting if needed.

The deep-tine aerator and top dresser should be delivered soon.

Director Ovenell presented the John O. Linde Community Park rental packet with two updates for 2019: the SJI resident concession rental fee was lowered from \$35 to \$30, and a policy was added that rental keys must be returned to the office within two business days after the rental period. Commissioner Cumming made a motion to accept the changes. Commissioner Eltinge seconded the motion and it passed unanimously.

Director Ovenell presented photos of the completed soccer bench shelters and the softball field scoreboard, which were both junior class projects.

Commissioner Eltinge said that the parts for the new kiosk sign at Linde park have arrived.

6. New Business:

Office Lease Renewal: Director Ovenell reported that Island Rec's office lease is up for renewal with a \$46 per month increase in rent. The board discussed and suggested proceeding with a 3-yr renewal.

New Board Chair: The board reviewed the past rotation of commissioners who have acted as chair. The next rotation goes to Commissioner Miniken (absent). Director Ovenell will ask her.

School District Athletic Budget: The board reviewed and discussed the 2017-2018 final budget and the projected budget. Director Ovenell will invite Brock Hauck and Rod Turnbull to the next board meeting since they could not attend this meeting.

2019 Meeting Schedule: Review of annual meeting schedule. The board agreed to cancel the July meeting as in past summers. Commissioners Eltinge and Reiff will not be able to attend the February meeting.

October Financials: presented and discussed.

7. Director's Report: presented/discussed. Commissioner Cumming said that staff should not have to work on Christmas Eve and there should not be Winter Break Camp on that day. There was discussion. Commissioner Eltinge made a motion to make December 24 a paid holiday for full-time/year-round staff as well as any STAR program staff scheduled to work that day, for 2018 only. Commissioner Cumming seconded the motion and it passed unanimously. Director Ovenell noted that she would like to discuss the Winter Break Camp in general as enrollment is low.

Director Ovenell asked the board about having a retreat in 2019. Discussion was generally that unless there was a specific action item, the retreat was not needed. Director Ovenell requested input on gathering community feedback to develop Island Rec's 6-year plan. The board discussed various survey techniques.

8. Executive Session in conformance with RCW 42.30.110 (g), Director's Performance Review: Postponed – the board will hold the executive session on 12/11/18 at 12:30pm at 278 A St., Unit #7.
9. Commission Discussion Items: None.
10. Adjournment: Commissioner Zehner 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 – December 11, 2018

1. Call to Order: Commissioner Reiff called the meeting to order at 12:35pm on Tuesday, December 11, 2018 at 278 A St., Unit #7. Commissioners present: Reiff, Zehner, Eltinge, Cumming. Absent: Miniken.
2. Executive Session in conformance with RCW 42.30.110 (g), Director's Performance Review: Commissioner Reiff announced the beginning of the executive session for the annual review of Island Rec's director, Maddie Ovenell. Although there was no public present, a ceremonial request for the public to leave was made at 12:36pm, and the estimated time to complete the executive session was 30 minutes.
3. Executive session concluded at 1:15pm and the public was invited back. No public attended. No further discussion.
4. Adjournment: Commissioner Reiff adjourned the meeting at 1:16pm.

Submitted by: Commissioner Adam Eltinge

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge