

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 10, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:02pm on Thursday, January 10, 2019 in the Island Rec Office. Commissioners present: Zehner, Eltinge, Cumming, Reiff, Miniken. Staff present: Director Maddie Ovenell, Recreation Manager Morgan Johnston.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Brock Hauck, Friday Harbor High School Athletic Director, Yolanda Stegman of FANS, and Lili Lyne, Recreation Specialist.

Lili introduced herself as the new Recreation Specialist for sports, outdoor, and fitness programming. Lili left the meeting.

Yolanda presented the FANS report. She reported the possible donation of a new swing for John O. Linde Community Park. FANS received more donations this year than originally planned, and were able to give Island Rec \$10,000. FANS is looking for a new location and possibly season for the FANS Carnival. Attendance was down this year, the board suggested the possibility of a summer time carnival instead. Yolanda left the meeting at 5:07pm.

Brock presented and discussed the 2016/2017 & 2017/2018 sports budget. Brock became the new Athletic Director at Friday Harbor High School as of November 1st, 2018. The board asked for more accuracy in the budget for money allocated to post season play. Brock also reported that the black top in front of the main doors on the back side of the school (by playground) will be ripped up to solve the issue of cracks possibly from the tree roots on Saturday January 19, 2019. Brock left the meeting at 5:27pm.

3. Approval of the minutes: December 6 & 11, 2018 meeting minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
December 17th payroll totaling \$30,917.90
Vouchers for Fund 6351, final invoices for 2018, totaling \$187,912.20
Vouchers for Fund 6353, final invoices for 2018, totaling \$56,628.19
Vouchers for Fund 6351 totaling \$7,820.94
Vouchers for Fund 6353 totaling \$782.27

Director Ovenell reported that the invoice from the school district is more than Island Rec owes because of school district shortfall. Director Ovenell discussed with Jose from the school district and determined that Island Rec will still only pay what we received in tax money for the school sports.

5. Ongoing Business:
Trails Committee Report: Commissioner Miniken reported that the trails committee met this past Tuesday and discussed support for the Land Bank Conservation Easement that Rosa Blair is asking for, for the Ihaya property. The easement would allow for the Mt Grant, Zylstra Lake and King Sister trail to be connected. The board agreed that supporting connectivity and trails would be positive.

Lafarge Property: Director Ovenell reported that there has been no movement on the connector road. The road is being redesigned and will be up for review in mid-February. Ovenell also discussed a water pipe at Lafarge, and the possibility of Island Rec taking over the payment from

San Juan County, at \$81/month. The board wondered about putting a water fountain at Lafarge. The board agreed that it would be worthwhile to pursue keeping access to water at Lafarge.

Dog Park: Director Ovenell reported that she & Stephanie O'Day met with representatives of Mr. Cornelius about keeping the dog park at its current site. He was willing to sign a lease with Island Rec until December 1, 2019. Director Ovenell also met with Todd, the Port Director, who is planning a new business and park development at the corner of Cattle Point and the Golf Course. Todd was interested in pursuing this partnership. If the dog park moved to the ports location it would have water and restrooms available. The board agreed that signing the lease to stay in the current location for now would be best.

Skate Park Fence: Director Ovenell reported that no bids were received for the skate park fence. Tracy plans to put it back out for bid at the end of the month. Commissioner Cumming asked if we could go forward with hiring since no one bid. Director Ovenell said she would look into it.

Zylstra Lake: Director Ovenell reported that there is no update at this time. Doug McCutcheon and Bob Droll are working together on a plan.

John O. Linde Community Park Update: Director Ovenell reported that the deep time aerator for the tractor has arrived and is in use. Park Superintendent Roberson provided quarterly reports that were discussed.

The San Juan Community Foundation is still waiting on the requested 2nd quote from Mike Carlson for the baseball field development.

6. New Business:

Administrative Assistant Pay Range: Director Ovenell reported and discussed the admin assistant pay range. Ovenell provided a spreadsheet of pay ranges from other Island agencies with similar job duties. The board determined that they were comfortable with the pay range since Island Rec was in line with the other agencies.

Friday Harbor Dance Studio: Director Ovenell reported that space formally known as Dance Workshop II is now vacant of a lease holder. The Masonic Lodge owns the building and has offered the space to Island Rec to lease at \$2,000/Month. The Mason's hope would be that Island Rec would honor the current hourly rental rate with the people using the space. Mason's can honor the rental agreement that Island Rec currently has thru the end of May, but no guarantee of space after that, which means that if IR chose not to lease the space we might have no where for Active Senior Fitness, Yoga or Moving parts classes to move to. The board is concerned about the high monthly lease cost. And the burden on current staff to take on the space. Director Ovenell will discuss lease cost with the Mason's and report back to the board. Commissioner Reiff left the meeting at 6:30pm.

November Financials: Presented and discussed. There is an audit this year, but no date has been set yet.

7. Director's Report: presented/discussed.

8. Executive Session RCW42.30.110 Personnel: Commissioner Cumming opened the executive session at 7:15pm to discuss personnel. Morgan Johnston left the meeting. Commissioner Cumming ended the executive session at 7:40pm. No action taken at this time. Commissioners requested Director Ovenell to meet with staff member and return next month with follow-up information.

9. Executive Session RCW 42.30.110 (g) Director's Performance Review: Commissioner Cumming opened the executive session at 7:41pm for the Director's performance review. Commissioner Cumming ended the executive session at 8:20pm.

Action on Director's Salary:

Commissioner Cumming made a motion to approve Director Ovenell for a 4% increase to the director's salary following a satisfactory performance evaluation retroactive to December 6, 2018. Commissioner Eltinge seconded the motion and it passed unanimously.

10. Commission Discussion Items: None.

11. Adjournment: Commissioner Cumming adjourned the meeting at 8:23pm.

Submitted by: Morgan Johnston, Recreation Manager

Commissioner Cumming

Commissioner Reiff

Commissioner Miniken

Commissioner Zehner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – February 7, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:05pm on Thursday, February 7, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Miniken. Commissioners absent: Miniken, Reiff. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None.
3. Approval of the minutes: January 10, 2019 meeting minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
January 17th payroll totaling \$35,057.56
Vouchers for Fund 6351, totaling \$10,417.32
Vouchers for Fund 6353, totaling \$1,990.87

Commissioner Miniken asked if the softball teams can hang their banners on the fences at Linde field. Director Ovenell responded yes. Miniken said the team is also wondering about hanging senior player photos at the field for the season. Director Ovenell said she will talk with Park Superintendent Tracy Roberson about it.

5. Ongoing Business:
FANS Report: None.
Trails Committee Report: None

Lafarge Property: Director Ovenell reported that February 19th is when the county council is expecting a report about the costs of the re-designed connector road. She talked with public works about the existing water pipe at Lafarge; they will keep it until the road is put through. After that Island Rec can consider paying to keep water at the property or turn it off.

Dog Park: No updates. The board discussed the Port's idea for a new business park/dog park at the south end of the airport runway on Cattle Point Rd.

Skate Park Fence: Director Ovenell reported that Tracy researched what to do since there were no bids for the project. Island Fencing is interested in the project, so she is working with them to figure out the best design for the fence.

Zylstra Lake: Director Ovenell presented an estimate from Bob Droll for professional services for a swim beach feasibility study. She has forwarded it to the Land Bank for review.

John O. Linde Community Park Update: Director Ovenell reported that the boys basketball team wants to use the wood from the trees that were felled for a fundraiser selling firewood. There was a car left for several nights in the parking lot. The police were contacted, and they found the owners, who eventually removed the car. The board discussed towing options. Commissioner Cumming suggested purchasing a boot to put on cars that are not moved when the park closes. Director Ovenell said that when Commissioner Eltinge returns the new kiosk will be installed at the park, on February 15th. The pipes froze in the maintenance building this morning. There were no breakages.

Sex Offender: Director Ovenell reported that Island Rec recently sent a criminal trespass notice to Brandon Brown, a level 3 sex offender. Staff were notified and given a copy of his picture.

Commissioner Cumming reported that he was contacted by Brian Brown; he wanted to make sure Island Rec knows that FHAA has \$52,000 still for field development at Linde Park, and they would like to move the funds out of their account. The board discussed accepting the funds. Director Ovenell will discuss the funds with John Kurtz.

Director Ovenell reported that the San Juan Community Foundation received a bid from Mike Carlson for development of the baseball field and it is much lower than Don Campbell's. SJCF did not share details of the bid. The board discussed the importance of having Don Campbell involved with the project regardless of who the contractor is. Commissioner Cumming asked to try and move the project forward with SJCF. Director Ovenell reported that SJCF board member Eric Parsons recently passed away.

6. New Business:

Bid Policy Revision: Director Ovenell presented a revised bid policy that Tracy Roberson worked on. The board reviewed the changes. Commissioner Zehner made a motion to accept the updated bid policy as presented. Commissioner Miniken seconded the motion and it passed unanimously.

Inclement Weather Policy: Director Ovenell reviewed Island Rec's inclement weather/program cancellation policy. The board reviewed and discussed. Director Ovenell said that tomorrow's Father Daughter Dance will be rescheduled for 2/15/19 if needed due to weather. She asked the board what to do about staff hours if they can't make it to work. The board discussed and said that staff can either take a vacation day or make up the missed hours.

Park Maintenance Wage Discussion: Director Ovenell said that Tracy Roberson requested a review of the wage scale for the Park Superintendent position. She asked the board for guidance regarding how to compare the position to other districts. The board suggested comparing the number of staff the position supervises, the size of the budget managed, required certifications/training, and number of facilities managed. Commissioner Cumming suggested asking Commissioner Eltinge to assist with the review.

Program Reports: Recreation staff Morgan Johnston, Courtney Leake and Steve Berkowitz joined the meeting and presented their Fall/Winter 2018 program reports. Lili Lyne also joined the meeting.

Director Ovenell reported that Steve, Courtney and Lili are all getting certified as lifeguards.

Annual Review of Pest Management:

The board reviewed the past year's record of pesticide application and reviewed the pesticide management policy.

December 2018: Presented and discussed.

7. Director's Report: presented/discussed.

Director Ovenell reported that Camp Eagle Rock staffing will be restructured; an assistant director for grades K-2 and an assistant director for grades 3-5 will be hired in place of an arts & crafts director and a sports & games director.

Director Ovenell said that Brooke Melville contacted her and asked about the possibility of a bicycle pump track. The board discussed the idea of putting it in at the existing future school site at Linde Park. Director Ovenell will ask Brooke and Randy Martin if they are interested in putting together a proposal for the idea and presenting it to the board.

8. Executive Session RCW 42.30.110 Personnel: Commissioner Cumming opened the executive session at 6:58pm to evaluate the performance of an employee. Heidi White left the meeting. Commissioner Cumming ended the executive session at 7:42pm.

Commissioner Cumming made a motion to approve Heidi White for a pay increase to \$25/hour effective February 7, 2019. Commissioner Zehner seconded the motion and it passed unanimously.

9. Commission Discussion Items: None

10. Adjournment: Commissioner Cumming adjourned the meeting at 7:45pm

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 – March 14, 2019
(March 7th meeting cancelled)

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, March 14, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge. Commissioners absent: Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Landscape designer Dan Tucker presented an idea for a possible botanical demonstration garden at Lafarge. It could contain plants that would thrive in the dry sandy soil there. After discussion the board asked Dan to come up with a plan and timeline to bring back to the board for approval. Director Ovenell offered to walk the area with Dan and Tracy Roberson.
3. Approval of the minutes: February 7, 2019 meeting minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
February 17th payroll totaling \$34,316.95
Vouchers for Fund 6351, totaling \$7,692.24
Vouchers for Fund 6353, totaling \$4,985.78
5. Ongoing Business:
FANS Report: Commissioner Zehner reported that he donated \$1,500 to FANS from his recent community/charity poker game winnings. Director Ovenell reported that FANS has some ideas about doing their own programs and she is concerned about their liability and conflicting with Island Rec's program offerings. The board discussed and suggested bringing FANS' ideas under Island Rec to work with Island Rec staff instead of independently.

Trails Committee Report: None

Lafarge Property: Director Ovenell presented a proposal from Sara Jensen regarding adding gates at the pedestrian entrances to Lafarge in order to prevent her dogs from running out. She would provide the funding and construction. There was discussion. Commissioner Zehner made a motion to allow installation of the fences with the understanding that they need to be easy to maintain and could be taken down at any time. Commissioner Eltinge seconded the motion and it passed unanimously. Director Ovenell will guide the project.

Connector Road Update: Director Ovenell reported that the county council has asked public works for a re-design and new cost estimate of the road through Lafarge, including a roundabout on Turn Point road instead of the initial "eyebrow" truck-turnaround. The board discussed the proposed roundabout and truck traffic.

Dog Park: Director Ovenell reported that the Port is working on their airport master plan and then could begin discussing the possibility of a dog park. Director Ovenell also reported that Island Rec received a \$1,000 donation from Norm and Judy Thordarson for care and maintenance of the dog park.

Skate Park Fence: No movement on project design with Island Fencing.

Zylstra Lake: Director Ovenell reported that the Land Bank has asked if Island Rec has any funds to contribute to a swim beach feasibility study at Zylstra, and she told them no. The Land Bank is going to get two more bids for the feasibility study in addition to Bob Droll's. Commissioner Cumming asked Director Ovenell to follow up with the Land Bank about the lake's water quality test results in terms of being suitable for swimming.

Parks Maintenance Wage Discussion:

Commissioner Eltinge and Director Ovenell presented a wage comparison they have been working on to compare Island Rec's park department with other districts, as well as state wages and local cost of living. They reported that comparison has been difficult because jobs and districts vary in size.

John O. Linde Community Park Update:

Director Ovenell reported that Duncan Wilson alerted her to a tree that was on private property that was leaning and could fall onto Linde Park. Island Rec obtained permission to have the tree cut down by Casey Baisch. Casey also recommended that Island Rec review the health of the forest at Linde. The board reviewed a map of the trees neighboring the soccer field and discussed high winds. Commissioner Zehner recommended telling coaches to only have teams sit on the parking lot side of the soccer field in the event of high winds.

Kiosk Update: Tracy and Mike painted the kiosk and are digging post holes today. Should be installed near the Field House soon.

Director Ovenell reported that she and Commissioner Zehner met with the San Juan Community Foundation regarding funding for baseball field development. Mike Carlson's bid to SJCF was less than Don Campbell's but did not include everything. Director Ovenell will attend meeting on March 20th with Carrie Unpingco, Don Campbell and Mike Carlson to hopefully finalize a plan and budget for how the project could move forward.

Director Ovenell reported that John Kurtz said the remaining \$52,400.35 that FHAA has for field development were gifted funds that have no outstanding requirements on them. Brian Brown is willing to give the funds to Island Rec with John Kurtz' approval. The board discussed and agreed to accept the funds and put them in reserve for John O. Linde Park.

Commissioner Cumming reported that he spoke with Troy, who was seen on Linde Park security cameras sleeping in the park and trying to break in to the field house and maintenance shed. Bill informed him that he is being watched on camera.

6. New Business:

Air Quality Policy:

Director Ovenell presented an air quality policy for the board's review due to increase in smoke from summer fires causing poor air quality and leading to program cancellations. Commissioner Eltinge made a motion to adopt the policy as presented. Commissioner Zehner seconded the motion and it passed unanimously.

Pre-school Summer Camp:

Director Ovenell reported that "A Place to Play" has closed, leaving families with pre-school aged children without an option for childcare. STAR After-school program manager, Courtney Leake, is passionate about pre-school programming and is developing 3 weeks of pre-school summer camp through Island Rec. The program will be at the Jim Crook building at the Fairgrounds. The Community Foundation will help with funding. The board recommended asking

existing preschools about their summer programs. Commissioner Eltinge offered to talk to Heidi Evans with Alphabet Soup.

January Financials: presented/discussed. The board discussed building up Island Rec's reserves again; especially replacing the Lafarge reserve account that was used to pay back the Assessor's error.

7. Director's Report: presented. Director Ovenell asked the board if the Rec House could be used for two requests: 1) Family Resource Center for a program for young people with special needs, and 2) Francie Hansen for a cancer art-therapy support group. The board agreed to both requests.
8. Commission Discussion Items: Commissioner Eltinge said he will not be at the April meeting. Director Ovenell reported that she met with Commissioner Reiff and she has resigned from the board, effective 3/6/19. Commissioner Eltinge said he talked to Alli Moalli about becoming a commissioner.
9. Executive Session RCW 42.30.110 Personnel: Commissioner Cumming opened the executive session at 7:22pm to discuss personnel. There was no public present. Heidi White left the meeting. Commissioner Cumming ended the executive session at 8:40pm.
10. Adjournment: Commissioner Cumming adjourned the meeting at 8:41pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – April 4, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, April 4, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Eric Eisenhardt, interested in being a Commissioner. Kyle Loring of FANS was also in attendance.
3. Approval of the minutes: March 14, 2019 meeting minutes were approved and signed.
4. FANS Report: Kyle Loring thanked Commissioner Zehner for his donation to FANS. They are working on their annual mailer, which should go out next week. They are not going to do the carnival this year. FANS is seeking ideas for a major donor event. FANS might start offering additional activities that are not fundraisers. Kyle left the meeting.
5. Approval of Payroll/Vouchers: The following were approved and signed:
March 17th payroll totaling \$34,451.87
Vouchers for Fund 6351, totaling \$12,819.05
Vouchers for Fund 6353, totaling \$9,115.57

Also signed: Cancelling use of San Juan County's public works rosters. The county no longer maintains these rosters; they MRSC instead.

Commissioner Eltinge asked Eric Eisenhardt for an introduction and why he was interested in becoming a commissioner. Eric introduced himself to the board and said he had some budget experience and expressed interest in sailing and the trails committee.

6. Ongoing Business:
Trails Committee Report: None – meeting is next Tuesday.

Lafarge Property: Director Ovenell reported that she and Tracy met with Dan Tucker for a walk-through and discussion of his idea for plantings. Dan is interested in planting and fencing a large area at the bottom of the pit. Director Ovenell asked him to work with the San Juan County Master Gardener's and to return to the board with a detailed drawing and plan for what he would like to do. She checked with the county regarding land use and a garden with fence is allowable at Lafarge. The board discussed the project.

Director Ovenell also reported that Colin Huntmer is scheduled to provide an update to the county council about the connector road on April 15th. She will attend the meeting.

Dog Park: No update. Can be removed from future agendas for the time being.

Skate Park Fence: Director Ovenell reported that Island Fencing has provided a bid for the project and should start construction May 6th. The park would need to be closed for up to two weeks. The board discussed the fence design.

Zylstra Lake: Commissioner Zehner said he spoke with someone who is interested in crewing/rowing on Zylstra when it is open to the public.

Parks Maintenance Wage Discussion:

Director Ovenell presented a comprehensive review of similar positions at other park and rec districts. The board reviewed and discussed Island Rec's range of pay for the park maintenance superintendent position. Director Ovenell recommended that Island Rec is offering an acceptable range of pay for the position. The board agreed. The board discussed what Parks costs are not reflected in the 6353 budget, e.g. share of elections costs, etc. Director Ovenell will report back on these.

John O. Linde Community Park Update:

Director Ovenell shared a photo of the new kiosk at the park and thanked Commissioner Eltinge for donating his time and resources to the project. She also reported that Mitch and Mike Carlson met with Don Campbell, Carrie Unpingco and Commissioner Zehner to talk about formalizing an estimate for development of the baseball field. They are working on a final number for the donor.

There was discussion about possibly creating the bike pump track at the same time as the baseball field is developed. Don Campbell said it could be done for minimal cost. The board discussed the softball field backstop. Director Ovenell said that Don Campbell suggested a net with a pulley system that can go up and down due to the cost of a permanent one. The board discussed safety since the field is always open as well as maintenance of a temporary backstop. Commissioner Zehner brought up sponsorship signs being hung at the baseball and softball fields. Director Ovenell said that the town municipal code would need to be changed because currently the sponsor signs are allowed only at Hartman field. Director Ovenell will research how the sponsorship signs currently work and what the money goes to.

Director Ovenell reported that Island Rec received the check from FHAA for \$52,400.35. It has been put into Linde reserve funds.

Commissioner Zehner reported that the Community Foundation and Mike Carlson met with the donor today and provided an estimate of \$1.4 million. The donor said it was more than expected but asked for final numbers.

Commissioner Miniken asked for clarification on why there can't be concessions at the softball field since it is so far from the field house. There was discussion. Director Ovenell will review the existing rules and talk to Purple & Gold about possible mobile concession options during softball games.

7. New Business:

Children's Festival: Director Ovenell reported that the festival is on May 4th and the theme is "I Am Super;" celebrating everyday superheroes. The festival is from 10am-2pm and volunteers are needed. Commissioner Eltinge said Rotary hadn't been contacted yet about participating.

Summer Hiring: Director Ovenell reported that there have been no applications for the summer intern positions. Sailing instructors have been hired as well as 7 camp counselors. No Camp Eagle Rock director yet. If no director is hired, camp may need to be re-structured. Director Ovenell also reported that Steve Berkowitz is no longer working with Island Rec. Advertising for the Teen and Family Recreation Specialist position will begin immediately.

Beaverton Marsh Property – Linde Connection

Director Ovenell presented a map and said that the Land Bank is working on connecting properties for a trail in Beaverton Valley to the gate at the back of the future baseball field at

Linde. The Land Bank offered to take the board on a walk to see the area. The board reviewed the map and discussed.

February Financials: presented/discussed.

8. Director's Report: presented. Director Ovenell reported that she spent a lot of time this month on human resources related research. Commissioner Cumming suggested working with an attorney that could be contracted to call when questions arise.
9. Executive Session RCW 42.30.110 Personnel: Eric Eisenhardt and Heidi White left the meeting. Commissioner Cumming opened the executive session at 6:48pm to discuss personnel. Commissioner Cumming ended the executive session at 7:20pm. No action taken.
10. Adjournment: Commissioner Cumming adjourned the meeting at 7:21.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner (*vacant*)

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – May 2, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, May 2, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Allison Moalli; expressed interested in being a commissioner. Commissioner Eltinge reviewed the board's responsibilities.
Dan Tucker: discussed more details of his Lafarge planting project idea with the board. Commissioner Cumming asked Dan to bring a detailed plan back to the board regarding the project. Dan left the meeting.
David Waldron of FANS was in attendance briefly but left before presenting.
3. Approval of the minutes: April 4, 2019 meeting minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
April 17th payroll totaling \$36,091.79
Vouchers for Fund 6351, totaling \$23,552.60
Vouchers for Fund 6353, totaling \$2,888.10
5. Ongoing Business:
Trails Committee Report: Commissioner Miniken reviewed the minutes from the Trails meeting.

Lafarge Property: Director Ovenell reported that the county is moving forward with the Connector Road; the plan is to build it in 2019 and pave it in 2020. They do not plan to do a round-a-bout or parking lot at this time. The board reviewed and discussed the road design and providing access to Lafarge from the road on the Turn Point side. The new trail still needs to be built.

Skate Park Fence: Director Ovenell reported that the fence is under construction and presented a photo. They hope to have the project completed by this weekend before the Children's Festival.

Zylstra Lake: No updates.

John O. Linde Community Park Update:

Concessions: Director Ovenell presented a consolidated concessions application form that would accommodate mobile concessions at Linde Park. Commissioner Eltinge made a motion to adopt the new form. Commissioner Zehner seconded the motion and it passed unanimously.

Development: Director Ovenell reported that Scott Boden of the Community Foundation met with the donor without notifying Island Rec and gave the donor an estimate of development costs that was not the final number. She said Scott has also asked if Island Rec can contribute to the development costs. Director Ovenell presented a review of funds to date that Island Rec has sourced toward development at Linde Park. The board discussed the partnership with the community foundation and agreed that Island Rec should be present at any future meetings with the donor. There was also discussion about using stockpiled sand from Lafarge for the baseball field development.

Parks Quarterly Report: presented/discussed

6. New Business:

Candidate Filing Dates: Commissioners Eltinge and Cumming are up for re-election in November. Need to file during the week of May 13-17th.

2018 Year End Report: presented/discussed.

Director Ovenell noted that Lowell Jons will be helping to run the Hill of Thrills Soap Box Race and possibly other summer programs.

Anti-Harassment/Non-Discrimination Policy:

Director Ovenell presented a proposed policy as required by Island Rec's insurance company. It will need to be reviewed annually with staff. Commissioner Cumming made a motion to adopt the policy as presented. Commissioner Eltinge seconded the motion and it passed unanimously.

March Financials: presented/discussed.

7. Director's Report: presented. Director Ovenell reported that she has been approached by community members regarding a future rec center and asked for input from the board regarding this. The board discussed facility possibilities and agreed that finishing the baseball field at Linde Park is the priority before funding a rec center.

Director Ovenell recommended not offering Winter Break Camp on December 23 and 24 this year since last year's camp was cancelled due to low enrollment. Island Rec could offer programming on 12/26 and 12/27. The board agreed. Director Ovenell asked the board whether staff should work on December 24 this year. After discussion Commissioner Cumming made a motion for 12/24/19 to be a paid holiday for staff who would normally be scheduled to work that day. Commissioner Miniken seconded the motion and it passed unanimously.

8. Commission Discussion Items: The board thanked Allison Moalli for her interest in becoming a commissioner.

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

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – June 6, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, June 6, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Miniken, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, Camp Eagle Rock Director CJ Woods.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Camp Eagle Rock Director CJ Woods introduced himself to the board. FHHS Athletic Director Brock Hauck was also in attendance.
3. Approval of the minutes: May 2 and May 9, 2019 meeting minutes were approved and signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
May 17th payroll totaling \$33,984.16
Vouchers for Fund 6351, for \$140,324.19 (includes high school sports payment) and \$10,718.98
Vouchers for Fund 6353, for \$807.90 and \$35,530.58
5. Ongoing & New Business:
Proposed 2019-2020 Athletic Budget: Brock Hauck presented the budget and discussed with the board. Director Ovenell asked about the availability of funds in the budget for possible capital expenditures at the new Linde baseball field. She will send the baseball field plans to Brock. Brock left the meeting.

John O. Linde Community Park Update:

Development: Baseball Field: Director Ovenell reported that the oversight committee has been established. It includes Maddie Ovenell, Scott Boden, Carrie Unpingco, Commissioners Eltinge and Zehner, Fred Woods and Don Campbell. All funding for the development will go through the community foundation, and the development contract is between the foundation and contractor Mike Carlson.

Director Ovenell reported that the community foundation did not catch that the contract excluded sales tax, which is about \$106,000. In order to stay within the approved \$1.3 million contract, the foundation has cut some items from the budget in the hopes that they can be separately fundraised for. Island Rec will not be involved in any fundraising.

The board reviewed the scope of services and fee proposal from Bob Droll/Don Campbell's office. Commissioner Zehner made a motion to have Director Ovenell sign their contract for services as presented. Commissioner Eltinge seconded the motion and it passed unanimously. The board reviewed and signed a memorandum of understanding between the school district, the community foundation, and Island Rec regarding the project. October 14, 2019 is the goal for substantial completion of the field. Director Ovenell reported that sand will come out of Lafarge for the field. It will need to be determined what to do with backhauled material from the baseball field site.

Amplified Sound: Director Ovenell reported that she attended the town council meeting and the council approved two more years of amplified sound at Linde Park.

Trails Committee Report:

Dave Zeretzke, Todd Kaden and Robin Donnelly joined the meeting. They gave a presentation about creating a trail from American Camp to English Camp that would commemorate the Old Military Road which historically connected the two camps. They asked the board to appoint them to a sub-committee of Island Rec to explore the idea of creating the trail. They said there are 5 other individuals as well, for a total of 8 on the committee. They want to apply for a non-monetary technical assistance grant from the state to help create a plan and need three sponsoring agencies. Island Rec would be the approving agency for the grant. The board discussed the proposal and Island Rec staff involvement and responsibilities. Commissioner Cumming said the board would review the proposal later in the meeting and let them know by tomorrow regarding a decision. Dave, Todd and Robin left the meeting. Commissioner Zehner also left the meeting.

Staff Program Reports:

Island Rec staff members Lili Lyne, Courtney Leake, and Morgan Johnston joined the meeting and presented their Winter/Spring program reports to the board.

FANS Report:

Director Ovenell reported that at the last FANS meeting, she presented the idea for the baseball field development funds to go through FANS. The idea was not well-received, and she has let FANS know that the funding will be going through the community foundation instead.

Lafarge Property: Director Ovenell reported that Dan Tucker hopes to return at the August board meeting with a plantings plan. Additionally, a 6:00am walker at Lafarge reported campers at the park. She called dispatch and they were removed. Officers said the campers have a criminal history.

Skatepark Fence: Director Ovenell reported that the fence is complete. Island Rec will seek reimbursement from the county public facilities grant awarded for the project for \$13,500.

Zylstra Lake/Beaverton Marsh:

Director Ovenell met with Doug McCutcheon from the Land Bank. He said they are hoping to have a draft management plan by spring 2020. The Land Bank wants to know how Island rec sees its involvement in the property in terms of recreation management. The board discussed ideas. The general discussion included managing a swimming area at Zylstra provided that the water quality is suitable. Director Ovenell also mentioned Island Rec sailing programs, fishing and other events. Doug may attend the August board meeting.

Trespass Notices:

Director Ovenell reported that Troy Amos has been trespassed from the family park. He was sleeping in the portable restroom.

Director Ovenell reported that a new level III sex offender has been listed on the island. Commissioner Cumming signed the trespass notice.

Hiring Update:

Director Ovenell reported: John Fyrqvist has been hired as the youth, teen and family recreation specialist. He will start in August. Lowell Jons has been hired on a contract basis to run some programs this summer. Director Ovenell has an over-the-phone hearing with unemployment tomorrow regarding the dismissal of a past employee. Two assistant directors are still needed for Camp Eagle Rock.

April Financials: presented/discussed. Director Ovenell will propose a budget amendment in August.

6. Director's Report: presented.
7. Commission Discussion Items: The board discussed the Old Military Road committee proposal. Commissioner Eltinge made a motion to appoint a sub-committee to explore the possibility of creating the Old Military Road trail and to apply for the technical assistance grant. Commissioner Miniken seconded the motion and it passed unanimously. Commissioner Cumming asked if they could submit minutes or provide monthly updates.

Commissioner Moalli thanked the board for allowing her Alateen group to use the Rec House. She noted that the fridge and microwave in the house need replacing.

8. Adjournment: Commissioner Cumming adjourned the meeting at 7:57pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – August 1, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, August 1, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Miniken, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, Recreation Specialist John Fyrqvist
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Recreation Specialist John Fyrqvist introduced himself to the board.
David Waldron of FANS was also in attendance. David reported that FANS has been doing concessions at Music on the Lawn. They are working on new ideas for a fundraising event. Director Ovenell reported that FANS gave \$6,000 to Island Rec in June. David and John left the meeting.
3. Open Public Hearing: Commissioner Cumming opened the public hearing at 5:07pm for comments relating to the amendment of the 2019 budget. No visitors were present.
4. Close Public Hearing: Commissioner Cumming closed the public hearing at 5:08pm.
5. Approval of the minutes: minutes from the June 6, 2019 meeting were approved/signed.
6. Approval of Payroll/Vouchers: The following were approved and signed:
June 17th payroll totaling \$36,830.54
July 17th payroll totaling \$55,805.92
Vouchers for Fund 6351, for \$21,778.38 and \$41,419.33
Vouchers for Fund 6353, for \$7,904.78 and \$5,695.06
7. Ongoing Business:
Trails Committee Report: None

Old Military Road Trail: Director Ovenell reported that the committee submitted their grant application for the Rivers, Trails, Conservation Assistance grant. The grant would be for technical assistance and resources to solidify community support and work on a strategic plan for the trail. Community response to the idea has been positive so far.

Lafarge: Director Ovenell reported that about 3,000 yards of sand has been removed from Lafarge and taken to the baseball field. She talked to Julie Thompson with community Development about requirements to surplus sand from Lafarge in the future. Island Rec would need a SEPA review for more than 100 cubic yards of sand removal, and a clearing/grading permit for more than 500 cubic yards. The surplus sand could be bid on and sold.

Director Ovenell also reported that she gave the OK to the Preservation Trust to move the existing blue bird box at Lafarge to the side with more trees.

Zylstra Lake/Beaverton Marsh: No Updates

Dog Park: Director Ovenell reported that there is a notice up at the dog park that TAL Holdings is applying to annex their property into the Town of Friday Harbor. Stephanie O'Day said that Browne's still wants to move the nursery. Stephanie also recommended to Director Ovenell that Island Rec write a formal letter stating that we hoped to have the dog park stay in its existing

location and continue to have parking and access. There was discussion. Director Ovenell will write the letter.

John O. Linde Community Park Update:

The board reviewed the quarterly park report, submitted by Tracy Roberson. Director Ovenell reported that Michael Bell will be returning to work for parks maintenance in September. The contractors are 50% done with the baseball field and the process is going well. The donor has visited the site to see progress.

8. New Business:

2019 Budget Amendment:

Director Ovenell presented the actual beginning cash balances that are now known, as well as the proposed amendments to the 2019 budget. Commissioner Eltinge made a motion to amend the 2019 budget as presented. Commissioner Miniken seconded the motion and it passed unanimously.

Office Space Expansion:

Director Ovenell reported that the office space in the back of the building became available and Island Rec has signed a lease to take it over. The commissioners toured the new office/conference room space. The office will be closed on August 14th to move and re-organize.

Shining Star Volunteer Awards:

The board discussed potential recipients for the awards. Director Ovenell will notify the board with a date and time for the awards evening. Commissioner Eltinge asked if the Children's Festival will be moving to John O. Linde Community Park? Director Ovenell said that staff will be looking into logistics for the potential move.

May and June Financials: presented/discussed

9. Director's Report: presented/discussed. Director Ovenell noted that Omar Morales will not be returning as STAR staff this year. The position will be advertised soon.

10. Executive Session: RCW 42.30.110, Personnel:

Administrative Assistant White left the meeting. Commissioner Cumming opened the executive session at 6:38pm for the purpose of discussing personnel.

Commissioner Cumming closed the executive session at 7:08pm. No action was taken.

11. Adjournment: Commissioner Cumming adjourned the meeting at 7:09 pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – September 5, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, September 5, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Miniken, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
Dave Zeretzke was in attendance, representing FANS and the Old Military Road Trail Committee. Dave reviewed the minutes from the most recent FANS meeting. They will not be doing their carnival in November this year. It will likely happen in February or March instead. The FANS brochure mailer will be going out soon. Concessions at Music on the Lawn went well. FANS is working on new ideas for a fundraising event.

Trails Committee Report: Director Ovenell reported that there was no August Trails meeting. Commissioner Miniken said she will continue to go to the meetings. Commissioner Moalli offered to attend if she can't go to one.

Old Military Road Trail Committee:

Dave Zeretzke reported that the committee submitted their grant application in June. They also submitted responses to the follow up questions from the grant. Dave presented a poster and brochure about the trail project that were at the National Parks booth at the county fair. The committee obtained 5 pages of names of people who are interested in the trail. They are working on public education and developing a website. The committee will be speaking to various community groups about the proposed trail in the coming months. Dave left the meeting.

3. Approval of the minutes: minutes from the August 1, 2019 meeting were approved/signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
August 17th payroll totaling \$56,724.40
Vouchers for Fund 6351, for \$5,868.44 and \$750.00, and \$37,465.17
Vouchers for Fund 6353, for \$1,225.22 and \$6,000.18
5. Ongoing Business:
Lafarge: Director Ovenell reported that she and Commissioner Eltinge met with SJC public works about the Connector Rd. Work is anticipated to start in November and last through January. They won't chip seal the road until next June. A permanent fence next to the road will go up. The walking trail will go in first. Director Ovenell reviewed the road plans with the board. Public works will not put in a parking lot at the new entrance to the property. They will put in a gate. The board discussed the existing water line at the property. Public works said the pay \$6,000 annually for the 2-inch town water line to exist, even without any use. Director Ovenell anticipates that within a year Island Rec will be asked if we want to take over the water line cost or have the line cut off. The commissioners discussed. Commissioner Cumming suggested speaking to the Town regarding the fee and the possibility of utilizing the water line for the park at some point.

Dog Park: Director Ovenell provided a copy of the letter sent to Mr. Cornelius regarding the wish to keep the dog park in its current location. Director Ovenell met with Mr. Cornelius while he was on the island. He offered to move the fence to the new property line and create a shared parking lot. He also offered to provide water to the park. The board reviewed the proposed new boundaries of the park. In order to proceed Mr. Cornelius requested that a new lease with Terry

Browne be in place. Commissioner Cumming said Terry is interested in signing the lease. Director Ovenell will propose a 5-year lease with a 90-day requirement for notice to vacate if Terry sells the land. Terry noted that he would like to see a plaque for the Browne Family at the Don Galt Field House for the donation of material to build it. Commissioner Zehner noted that other contractors donated time and materials to build the Field House as well. Commissioner Cumming will follow up with Terry regarding the plaque to make sure the recognition is correct.

Zylstra Lake/Beaverton March – no updates.

John O. Linde Community Park Update:

The board thanked Commissioner Moalli for sending the aerial photo of the baseball park under construction. Director Ovenell reported that the project is on budget and has not yet used any contingency funds. The donor will need to approve how to spend the contingency funds. Director Ovenell said that they recommended spending the contingency funds to complete the trail that goes around the park, to put roofing on the dugouts to match the softball field, to implement additional irrigation supplies, including a jockey pump and water storage tanks. The Community Foundation will take the recommendations to the donor. The board discussed what is the best way to protect from foul balls leaving the park and especially from entering the playground. Director Ovenell will talk to Don Campbell about a quote for netting or additional protection. Purple & Gold is doing brick sales to fundraise for the safety padding. The field will not be playable without the pads. The board discussed the sponsor signs that currently are up at Hartman Field. Director Ovenell said that the teams would possibly be able to play some games on the field in Spring 2020.

6. New Business:

Fall/Winter 2019 Program Guide: the new guide is out. There have been some issues with the post office delivering the guide in a timely manner. Director Ovenell spoke with the postmaster about the problem.

Hiring Update: Director Ovenell reported that September 27 is Courtney Leake's last day. There are six applicants for the position. Interviews are scheduled for next week. The hope is to have a new person in place by October 7. Island Rec staff will cover STAR until the new hire starts. Commissioner Cumming will assist with the interviews.

Part-time Staff Pay Review: Director Ovenell reported that the STAR Leader and Facility Supervisor positions make \$13/hour and Island Rec is currently hiring for those positions. Minimum wage increases to \$13.50/hour starting January 1, 2020. She recommended increasing the range to \$13.50 - \$15.00 per hour. There was discussion. Commissioner Zehner made a motion to increase the range as proposed. Commissioner Cumming stated that he would vote no and suggested raising the starting pay to \$15.00/hour. There was discussion. Director Ovenell will report back at the next meeting with budget implications. The motion was tabled.

July Financials: presented/discussed

7. Director's Report: presented/discussed. Volunteer appreciation is September 19 at the Grange. Director Ovenell reported that Recreation Specialist John Fyrqvist is working on re-vitalizing the TREC after-school program.
8. Commission Discussion Items: None

9. Adjournment: Commissioner Cumming adjourned the meeting at 6:50pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – October 3, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:03pm on Thursday, October 3, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: None.
3. Approval of the minutes: minutes from the September 5, 2019 meeting were approved/signed.
4. Approval of Payroll/Vouchers: The following were approved and signed:
September 17th payroll totaling \$35,793.69
Vouchers for Fund 6351, for \$23,486.88
Vouchers for Fund 6353, for \$4,618.31
5. Ongoing Business:
FANS Report: None
Trails Committee Report: None

Old Military Road Trail: Director Ovenell reported that the committee was awarded the National Park Service Rivers, Trails, and Conservation technical assistance grant. The committee is working on setting up a website. They have asked for space in the upcoming winter/spring program guide. The board discussed and decided there was not space in the guide but suggested offering space in the summer program guide.

Lafarge: No updates. Commissioner Eltinge reported that the Port is purchasing Shipyard Cove Marina and they may be re-thinking the round-a-bout near the connector road.

Dog Park: Director Ovenell reported that she is working on getting a lease agreement prepared for Terry Browne. She and Commissioner Cumming will meet with Terry. Stephanie O'Day and Mr. Cornelius have been informed that a lease is being drafted.

Zylstra Lake/Beaverton Marsh – no updates.

John O. Linde Community Park Update:

Director Ovenell reported that the baseball field is 90% complete. Island Rec has taken over mowing and fertilizing. Island Rec sent an agreement to the Community Foundation regarding this. Mike Carlson is purchasing the fertilizer and Island Rec staff will apply it. The school and Purple & Gold are fundraising for the safety padding. Director Ovenell asked the board if they'd like to participate in the walk-through of the field to develop a final punch list. The trail has been paved completely around the park.

The board discussed signage at the park, including a sign for the "Don Galt Field House" and recognizing the Browne family. The board discussed possibly having a ceremony for the field house sign. Signage was originally part of the development budget but never completed, so now falls to Island Rec.

Part-time Staff Wages: Follow Up

Director Ovenell presented a breakdown of costs to increase the pay of STAR Leaders, Facility Supervisors, and Camp Eagle Rock Counselors to a minimum of \$15.00/hour. The board

discussed the wages and the participant costs of the programs. Commissioner Eltinge made a motion to increase the pay of the three positions to \$15.00/hour, effective immediately. There was discussion about the budget. Director Ovenell suggested modest fee increases to some programs to help off-set the cost. Commissioner Zehner seconded the motion and it passed unanimously.

Hiring Update: Director Ovenell reported that Doug Archuleta has been hired as the new STAR After-School Program Manager. He starts October 8.

6. New Business:

Staff Program Reports: Morgan Johnston, Lili Lyne and John Fyrqvist all joined the meeting and presented their summer program reports.

Bloodborne Pathogen Plan Annual Review:

Commissioner Zehner made a motion to continue using the existing plan with no changes. Commissioner Eltinge seconded the motion and it passed unanimously. Commissioner Zehner asked Director Ovenell to find out if it is required for the commissioners to approve the plan every year.

2020 Budget Development Schedule/Discussion:

Director Ovenell presented a 2020 budget proposal and schedule for development/adoption and the board discussed. The board agreed to have an additional meeting on November 14 for the purpose of hearing public comment relating to the adoption of the 2020 budget. Director Ovenell will meet with Commissioners Zehner and Moalli about the budget prior to the November 7th meeting.

2020 COLA:

Director Ovenell reported that the Seattle/Bremerton/Bellvue cost of living increase is 3.2%. Commissioner Eltinge made a motion to increase full-time employee salaries by the 3.2% COLA, effective January 1, 2020. Commissioner Zehner seconded the motion and it passed unanimously. The board discussed the upcoming levy. The current levy cycle ends in 2021.

August Financials: presented/discussed.

7. Director's Report: presented/discussed.

8. Commission Discussion Items: None

9. Adjournment: Commissioner Cumming adjourned the meeting at 7:43pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 7, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, November 7, 2019 in the Island Rec Office. Commissioners present: Zehner, Cumming, Eltinge, Moalli, Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Dave Zeretzke and Mike Vouri of the Old Military Road Trail and Kyle Loring with FANS.
3. Approval of the minutes: minutes from the October 3, 2019 meeting were approved/signed.
4. Ongoing Business:
FANS Report: Kyle Loring reported that FANS should be able to contribute a total of \$12,000 to Island Rec this year as planned. The FANS Carnival will be March 7 at the fairgrounds. They are still brainstorming other fundraising ideas. Kyle left the meeting.

Old Military Road Trail:

Dave Zeretzke and Mike Vouri reviewed the history of the Old Military Road. Dave reported that they have contacted the Hudson's Bay Company and the Cowichan Tribe, who were both historical partners in the trail/road. The group will be presenting to the county and town councils about the proposed trail. Dave reviewed a 5-year plan for the trail. Dave asked the Island Rec board to formally appoint specific people to the Old Military Road Trail Committee. There was discussion. Commissioner Cumming asked about the group working with the Trails Committee and their existing budgeted funds from Island Rec. Dave said they have already used some of the funds from the Trails budget. They will be working with the Preservation Trust and the Land Bank on the trail also. Director Ovenell clarified that Island Rec cannot be involved in fundraising efforts for the trail. Dave asked for representation from Island Rec at future public meetings regarding the proposed trail. Commissioner Cumming said the board would discuss the group's request for formal appointment and get back to them. Dave and Mike left the meeting.

Trails Committee Report: None

Lafarge:

Director Ovenell reported that Dan Tucker no longer has time to pursue the planting project at Lafarge. The county hopes to start work on the connector road by December 31st. Director Ovenell reported that Port director Todd Nicholson stopped by to talk to her about a proposal. He said the Port is purchasing Jensen's and Shipyard Cove but doesn't have enough land for a septic drain field for bathrooms they want to install there. He asked if Island Rec would allow a drain field to be installed at Lafarge in exchange for the Port building and maintaining a bathroom there for Island Rec. The board reviewed a map of the proposed area and discussed the request. The board requested more details about the proposal.

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

October 17th payroll totaling \$35,905.40

Vouchers for Fund 6351, for \$15,689.74

Vouchers for Fund 6353, for \$3,474.93

Dog Park: Director Ovenell reported that the lease is ready for Terry Browne. Commissioner Cumming said he is expecting to hear from Terry when he is back on the island. The current lease expires in December 2019.

Island Rec's STAR After School Program Manager, Doug Archuleta, briefly joined the meeting to introduce himself to the commissioners. Doug reported that there were 45 kids at STAR yesterday and they may be adding an additional staff member.

Zylstra Lake/Beaverton Marsh – Director Ovenell reported that there is a public meeting tonight regarding Zylstra Lake. Tanja Williamson from the Land Bank said she would send over the power point from the meeting.

John O. Linde Community Park Update:

Director Ovenell presented a mock-up of a sign for the field house. The school district approved the name “Galt Field House.” There was discussion about creating a larger plaque with all the names of people who donated time or resources to the creation of the park. It could be added to over the years. Director Ovenell has started a list. The board discussed possible uses for the room upstairs in the Field House. The board approved the sign design. Director Ovenell hopes to hang the sign at a work party in March. She said Fred Woods told her that the school has raised the money for the baseball field padding and has ordered them. They need a space to store them. Commissioner Eltinge offered storage at his property if none other could be found.

5. New Business:

2020 Budget- first review:

Director Ovenell reviewed the proposed 2020 Budget that she worked on with Commissioners Zehner and Moalli. The board discussed the budget in detail. Director Ovenell presented a review of the transfers made between funds 6351 and 6353. The board discussed the next levy and agreed that the levy should be structured so the transfers are not necessary.

Three-year audit: Director Ovenell reported that the WA State auditor has begun the audit. Next week the auditor will talk with the director, Heidi and one commissioner. Commissioner Cumming offered to talk to the auditor. The auditor estimated that the audit would be completed by Thanksgiving.

September Financials: presented/discussed.

6. Director’s Report: presented/discussed. The director’s review needs to be completed- typically in December.

7. Commission Discussion Items: Commissioner Cumming asked the board to discuss Dave Zeretzke’s request for the Old Military Road Trail Committee to be formally appointed. Commissioner Moalli suggested the Land Bank might be a more appropriate lead agency for them. There was discussion. The commissioners agreed that Island Rec should not be the public face of the trail, but to continue to partner with the group. Island Rec can continue to support the group through the Trails Committee’s existing budget, as well as allow the group use of the conference room for meetings. Director Ovenell and Commissioners Zehner and Miniken will meet with Dave Zeretzke to discuss the partnership.

8. Adjournment: Commissioner Cumming adjourned the meeting at 8:27pm

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 14, 2019

1. Call to Order: Commissioner Miniken called the meeting to order at 5:04pm on Thursday, November 14, 2019 in the Island Rec Office. Commissioners present: Miniken, Eltinge, Moalli. Commissioners absent: Cumming, Zehner. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Open Public Hearing: for comments on setting the 2020 Levy Rate and proposed 2020 Budget: Commissioner Miniken opened the public hearing at 5:05pm. Director Ovenell presented the proposed 2020 budget. No changes were made since the review of the budget at the 11/7/19 meeting. No visitors were present.
3. Close Public Hearing: Commissioner Miniken closed the public hearing at 5:06pm.
4. Approval of Vouchers:
The following were approved and signed:
Vouchers for fund 6351, for \$3,006.50
Vouchers for fund 6353, for \$210.27
5. New Business:
Resolution 19-02 Setting the Levy Rate for 2020:
The board reviewed and signed the resolution.

Resolution 19-03 Adopting the 2020 Budget:
The board reviewed the budget and signed the resolution to adopt the budget as presented.

Rec House Request:
Director Ovenell presented a request from the Family Resource Center to use the Rec House on November 22 for a meeting for differently-abled young adults. The board agreed the request.
6. Commission Discussion Items:
Director Ovenell reported that tomorrow is the walk-through at the baseball field.

Adjournment: Commissioner Miniken adjourned the meeting at 5:14pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – December 5, 2019

1. Call to Order: Commissioner Cumming called the meeting to order at 5:00pm on Thursday, December 5, 2019 in the Island Rec Office. Commissioners present: Cumming, Zehner, Eltinge, Moalli. Commissioners absent: Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
FHHS Athletic Director Brock Hauck, David Waldron from FANS, and Lincoln Bormann from the SJC Land Bank.
3. Approval of the minutes of the previous meeting: Minutes from the Nov 7th and Nov 14th meetings were approved and signed.

2018-19 Final Athletic budget:

Brock presented the 2018-2019 final athletic budget and discussed with the board. The board asked Brock to start thinking about any needed increases for the next levy ask.

FANS Report:

David said FANS had a successful year despite not having the carnival. FANS still donated the same amount as last year to Island Rec. Next year's carnival will be March 7.

Zylstra Lake/Beaverton Marsh:

Zylstra Lake: Lincoln reported that the Land Bank had a public meeting a few weeks ago regarding the Zylstra Lake property. One of the grants that the Land Bank has not accepted yet would restrict agricultural activity on the property. Lincoln said swimming is a possibility based on water quality testing, but they would need to figure out how to manage/test for cyanobacteria to avoid a toxic bloom. Parking will probably stay at the north end of the property and access will be on walking trails. The second grant is from US Fish and Wildlife and all recreation ideas will have to be approved by them before being implanted. The Land Bank hopes to have some public access to the property by Fall 2020.

Beaverton Marsh: The Land Bank has purchased the property and the Preservation Trust is nearly done fundraising to purchase an easement. Next will be figuring out how to open to the public and connect to Linde Park. Lincoln suggested a possible interim trail from Linde to a viewing area onto the Marsh until more public access can be created with boardwalks. The board reiterated Island Rec's support for connecting access to the property from Linde Park. David Waldron and Lincoln Bormann left the meeting.

4. Approval of Payroll & Vouchers: The following were approved and signed:
November 17th payroll totaling \$36,018.88
Vouchers for fund 6351, for \$7,966.90
Vouchers for fund 6353, for \$2,446.83
5. Old Business
Old Military Road Trail: Commissioner Zehner reported that they met with Dave Zeretzke regarding Island Rec's involvement in the trail as a supporting agency only.

Trails Committee Report: None

Lafarge Property:

Director Ovenell reported that the contract for the connector road has not been officially awarded to a developer yet but the contractor, Williamson Construction contacted Island Rec to make sure that the board was aware that the slope on the side of the proposed road goes outside the county's easement. The board reviewed a map of the project. Williamson requested to leave 1700 cubic yards of waste material from the project at Lafarge. The board discussed and denied the request. Director Ovenell presented an image from the Port of FH regarding the Port's request for a proposed septic drain field at Lafarge in exchange for a restroom at the property. The flat area is approximately .9 acres. The board discussed the request and decided not to allow the drain field.

Dog Park:

The lease still needs to be signed by Terry Browne. Commissioner Cumming will contact him.

John O. Linde Community Park:

Director Ovenell said she checked with the town and a new CUP is not needed once construction is done at the fields. Island Rec could pursue addendums to the existing CUP as needs are identified. The deadline to order a brick for the baseball field is December 9th through Purple and Gold. The warning track mix at the baseball field had to be re-done because it was sinking. There are excess coils of drain pipes at the park leftover from previous development. Director Ovenell suggested surplus-ing them.

Three-Year Audit:

Director Ovenell reported that the audit is almost done. There is an exit conference on December 19 at 3pm. Commissioner Eltinge offered to attend. Heidi reviewed the exit recommendations.

6. New Business:

School District Inquiry:

Director Ovenell reported that school district superintendent Kari McVeigh met with her to ask if Island Rec could levy funds for the school's arts and music in addition to the existing high school sports levy. They are seeking \$351,000 per year to cover salaries and benefits for arts and music. Commissioner Cumming said the shortage is due to the new levy caps as directed by the state legislature. He said the school district will likely be half a million in debt by 2023 if they do nothing. The board discussed the request and other ideas to fund the shortage. There was consensus that the amount was not feasible for Island Rec.

Commissioner Cumming asked the board to contact him if anyone had comments regarding Maddie's review. He will prepare the review for the January meeting.

Selection of New Board Chair: The rotation passed to Commissioner Miniken for 2020.

2020 Meeting Schedule:

The board reviewed the meeting schedule for the upcoming year. Commissioner Zehner asked about a timeline for levy planning and the board discussed. Island Rec needs to have new funding in place by 1/1/2022. Director Ovenell will research voter turnout requirements and the various months that the levy could be on the ballot. The board will review the meeting schedule for levy planning at the January meeting.

October Financials: presented/discussed. Director Ovenell reported that more pages were added to the upcoming program guide, which will result in an increase in cost.

7. Director's Report: presented/discussed. Commissioner Eltinge asked about doing an ongoing "challenge court" at pickleball.
8. Commission Discussion Items: None.

Adjournment: Commissioner Cumming adjourned the meeting at 7:33pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge