

January 23, 2020 Parks & Recreation Commission Meeting

Commission members present: Tex Blankenburg, Cy Field, Barbara Fulton, Heather Oaksen, Margaret Payne, and Bill Scherer.

Excused absences: Johannes Krieger.

Staff present: Kathryn Hansen.

Guests: Roger Boyer, candidate for Director position.

Chair Bill Scherer called the meeting to order at 8:37am in the Fairgrounds Marie Boe 4-H Building.

Approval of agenda: The agenda was approved as presented.

Approval of minutes: The Commission approved the minutes of the December regular meeting.

Correspondence: Kathryn shared upcoming Council agendas.

Chair's Message. None.

Council Liaison's Message. None.

Open Forum. Roger Boyer shared a bit about himself.

Members reviewed their process, to date, with regard to Director recruiting.

Margaret Payne reported that she and Mark Mayer, volunteer project manager, reported to Orcas Island Community Foundation staff on Eastsound Village Green playground status on January 22. Orcas Island Market has committed to providing landscape trees. The team will issue a press release when they break ground. They expect 4 months to complete Phase I.

A joint meeting of the Parks & Recreation Commission, Fair Board, Mike Thomas, and Mark Tompkins commenced at 9:04am. Introductions were made around the room.

Mike Thomas explained that Mark Tompkins has stepped in to assist Parks & Fair department staff. Facilities Manager Greg Sawyer's involvement is increasing in areas of maintenance and capital project management. Mike talked about the 2020-2021 budget. That the levy passed is good news and allows the County to keep pace with the current economy. The \$100,000 realized in the levy is meant to preserve capital facilities, including buildings, water systems, and septic facilities.

The current Capital Improvement Plan includes repairing the fire suppression system for the Fairgrounds Main Building, creating a paved entry and parking area at the Fairgrounds (Public Works), state health safety grant to refurbish the floor in the main building and provide padding for the walls for recreational activities. Mike reviewed the full department CIP list which also includes Odlin tide gate, LVP restroom septic, Agate Beach shoreline restoration design, Turn Point renovation, Blackie Brady stair replacement.

Greg Sawyer offered that his team will construct the ESVG Restroom expansion after Labor Day. Margaret invited Greg to attend ESVG Playground development meetings.



350 COURT ST #8

FRIDAY HARBOR WA
98250

(360) 378-8420

fax (360) 378-2075

e-mail parks@sanjuanco.com

[www.sanjuanco.com/
parks](http://www.sanjuanco.com/parks)

Mike addressed the Fairgrounds Master Plan. The plan needs to be defined further to express vision, affordability, priority, reality, and strategy.

Bill Scherer stated that the Parks, Trails and Natural Areas Plan guides capital forecasting and is a resource beyond the Parks Department. Margaret stated that she would like to see a county-wide effort toward trail development with citizen involvement.

Tex Blankenburg inquired about the solar installation on the Fairgrounds Main Building and how this might support emergency response activities housed on the Fairgrounds. Greg said that Department of Emergency Management is chasing grants to purchase a propane generator for this application. There was discussion about power storage from the solar source.

Bill Watson was welcomed. Mike summarized meeting discussion.

Mike shared that there are many applicants for the Parks & Fair Director position. The schedule currently has screening at the end of February and hiring by end of March. Bill Watson supported a breadth of perspectives in the review process. Bill Watson and Mike summarized the hiring process, culminating in the final recommendation from the panels.

There was further talk about trail ideas. Bill Watson mentioned that planning for the San Juan Island Military Road trail will begin shortly. This trail will connect English Camp and American Camp.

Kathryn clarified that funding for Solar at Fairgrounds is \$373,000. Greg stated that construction on the ESGV restroom expansion should begin after Labor Day.

Mike expressed his thanks to the group. Bill Watson encouraged members to contact him or Jamie Stephens, Council liaisons to the two boards.

The joint meeting disbanded and the two boards continued their separate meetings. Mark and Greg stayed to meet with the PRC.

[BREAK 9:55-10:04am]

Financial Report.

- 2019 Budget. Nothing new to report; the Auditor's office has not closed 2019.

Admin Report.

- Park staffing. Kathryn reported that we have returning staff at all parks, but have 2 park aides for San Juan Park to hire. Mark and Toby Haskett initiated the recruiting process.
- Odlin mooring buoy repair. One mooring let go in winter. By 2025, all mooring buoys need to be replaced with helical anchors, as required by DNR. Christine Coray, Public Works Engineer, estimates \$5,000 per buoy.
- Group, resident camping reservations. As of January 14, Group reservations were up 8% over 2019, equivalent to fee increase, for \$22,000 total. On resident opening day, January 15, we processed 69 reservations for 305 nights in 91 sites.

Old Business:

- ESGV Playground. Margaret briefed Greg on the project. Construction will start immediately after the building permit is received. Greg asked about the water bottle filling station. Margaret explained that EWUA will install the fixture that we purchase, including bringing water to the station.

- Department coordination with Facilities (i.e. ESGV restroom expansion, scheduling, work orders). Greg explained that he takes care of real estate, especially that with buildings, on seven islands. Levy funding of \$100,000 will allow Facilities to work on capital preservation of the parks and Fairgrounds. Matthew Helms on Orcas, is helping on design for ESGV Restroom expansion.

Bill Scherer asked about capital planning as part of the new Director's job description. Mark explained that each department sets priorities, seeks funding, and works with Greg to get estimates for project work. We will bounce our project list off Greg; he would attend PRC meetings and ESGV Playground Committee. 5% of levy \$100,000 is budgeted for Greg Sawyer's time and benefits; \$93,059 can be spent on materials, services, and other staff time.

Mark & Greg left the meeting.

- Review Advisory Committee regulations. Kathryn reviewed each printed MRSC tip sheet with members:
 - OPMA – agency obligations and notice requirements. Open and public, a quorum is needed for action. The Council has an expectation that the PRC will follow best practices, though not statutorily required to do so. PRC meetings are noticed in advance to online papers and on County's website.
 - Electronic communications. Do not start an e-mail discussion; responses can be sent back to Admin, but do not use Reply All.
 - Executive Sessions. Kathryn has a script for Chair to follow.
 - Conflicts of interest (SJCC 2.116.120, RCW 42.23.070). Can't use position as an advisory member to further personal benefit.
- PRC representatives for Director selection process. Members provided their February and March availability. Kathryn will send this information to Mike Thomas.

Announcements: Next regular meeting is February 20, 2020 in Friday Harbor.

Adjourned: 11:12am.

Respectfully submitted,

Kathryn Hansen
Recording Secretary

These minutes were approved by the Parks & Recreation Commission at their regular February 20, 2020 meeting in Friday Harbor.