

February 20, 2020 Parks & Recreation Commission Meeting

Commission members present: Tex Blankenburg, Barbara Fulton, Heather Oaksen, and Bill Scherer.

Excused absences: Cy Field, Johannes Krieger, Margaret Payne.

Staff present: Mark Tompkins, Kathryn Hansen.

Guests: Council Liaison, Jamie Stephens and Facilities Manager, Greg Sawyer.

Chair Bill Scherer called the meeting to order at 8:37am in the Parks & Fair Admin meeting room.

Approval of agenda. The agenda was approved with a change to have Facilities Report later, when Greg Sawyer can be present, and the addition of January budget summary under Financial Report.

Approval of minutes. The Commission approved the minutes of the January regular meeting as presented.

Correspondence. None.

Chair's Message. Bill will be absent for the March meeting.

Council Liaison's Message. Jamie reported that the initial screening of applicants for the Parks & Fair Director has begun. Interviews are expected at the end of March.

Open Forum. None

Financial Report.

- 2019 end-of-year summary. Kathryn shared some highlights of the final budget status for 2019.
- January Budget Summary. Kathryn reviewed a rather sparse first month report. Mark added some observations. Members find the aggregated Excel report useful.

Admin Report (also see attached report, sent prior to meeting).

- Park staffing. Mark noted that the San Juan Park PA position 1 was advertised. Manager Toby Haskett plans to delay recruiting the PAII until the first position is hired.
- Director search. Jamie addressed above.
- 2020 Capital Program. Mark commented that the department has many projects on the docket for 2020. These have been assigned key staff from within the County to help ensure greatest success. LVP septic repairs are at the top of the list. Tex asked about the integrity of the Fairgrounds main Building roof as relates to the solar project. Jamie added that the road relocation at Agate Beach Day Park has a planning grant.
- Resident reservation report. Kathryn reviewed details of the report.
- Shaw Park Opalco hazard trees. There was brief discussion.

[BREAK 9:40-9:55am]



350 COURT ST #8
FRIDAY HARBOR WA
98250

(360) 378-8420

fax (360) 378-2075

e-mail parks@sanjuanco.com

www.sanjuanco.com/parks

New Business:

- Retail Sales Program. Kathryn shared the status of the online retail sales site. We'll look to launch the site shortly after online camping reservations open for the season.
- Retail Return-Refund Policy. Kathryn reviewed the policy statement proposed to cover merchandise returns for the new online store.

MOTION: Barbara Fulton moved to approve the Retail Return-Refund Policy as presented; Heather Oaksen seconded the motion. There was discussion. The motion was approved 4-0-0.

- Orcas Island Farmers Market. Market Manager, Kristen Fay, called in to discuss their concerns about space and cost. She also inquired about blocking two street parking spaces to allow vendors to exit the Village Green closer to the restrooms. They would like to see some site improvements to space #2 to make the ground level for vendor booths. Bill informed Kristen about the restroom expansion slated for this fall. Mark will schedule an on-site visit next month; Greg S., Adrienne B., and Margaret Payne should also attend.

Old Business:

- ESGV Playground. Greg Sawyer reported that he met with Chuck Greening, playground construction contractor, on site. The Opalco transformer move was discussed, as was the water bottle filling station.

Facilities Report (Greg Sawyer).

- Lopez Village Park sewer repairs. This is a top priority for Facilities. Greg and Mark explained the work needed to repair the sewer system components. A water bottle filling station will be installed at this restroom building.
- Eastsound Village Green. A new public event on the Green has requested that we provide power hook-up for their vendors. Greg will make this happen, using cords from the Fairgrounds and the existing power outlets and circuit panel. This service could create a small fee opportunity for the department.
- Park assessment tour. This has yet to be scheduled.

Announcements: Next regular meeting is March 19, 2020 in Friday Harbor.

Adjourned: 11:38am.

Respectfully submitted,

Kathryn Hansen
Recording Secretary

These minutes were approved by the Parks & Recreation Commission at their regular April 16, 2020 meeting held by conference call.

Admin Report for February 20, 2020 PRC meeting

- Park staffing. SJCP Park Aide I advertisements ran in February 5 and 12 newspapers. Toby is on vacation Feb. 18-28.
- Director search. Human Resources Director, James Wolf and Mark Tompkins are screening the 40 or so applications received.
- 2020 Capital program. Mark Tompkins will share information about projects and a new tracking mechanism.
- Resident reservation report (attachment). Since we sent out the report from February 12, Alice has updated the figures, as we received some new reservations. The last day for residents to reserve camping under this program was 4:00pm Wednesday, February 19.
- Shaw Park Opalco hazard trees. Mark Tompkins and Katie McLane will meet at Shaw Park on March 17 with representatives from Opalco and, possibly, SJC Public Works. They will look at right-of-way trees that could fall on power lines. This “stretch of Indian Cove Road from Squaw Bay Road to our submarine cable terminal one of the worst, if not the worst segment of our system for tree caused outages.”