

May 16, 2019 Parks & Recreation Commission Meeting

Commission members present: Barbara Fulton, Johannes Krieger, Margaret Payne, Bill Scherer.

Excused absences: members Tex Blankenburg and Cy Fields

Staff present: Dona Wuthnow, Kathryn Hansen.

Guests: None.

Vice Chair Bill Scherer called the meeting to order at 8:39am in the Parks & Fair conference room in Friday Harbor.

Approval of agenda: The agenda was approved with two changes from Dona: move ESGV Water Bottle Filling Station plaque to New Business with the ESGV Play Area and add Department Policy Manual to New Business.

Approval of minutes: The Commission approved minutes of the April 18 regular meeting with no changes.

Correspondence: None.

Chair's Message. None.

Council Liaison's Message. None.

Open Forum. Barbara Fulton reported on an accident that occurred on MacKaye Harbor Road at Agate Beach Day Park. This prompted Dona to review incident reporting procedures with members. Staff will provide a written response guideline for members.

Financial Report.

- 2019 Budget. Good weather and increased fees resulted in good revenues in the campgrounds to date. Kathryn showed current July occupancy at San Juan Park – very few sites remain unreserved!
- Levy and biennial budget process. Dona reported that the Council is planning to include an additional \$100,000 for Parks & Fair repairs and maintenance in the upcoming levy. Projected 2020 expenses show this funding level would leave the department with a deficit, even after making 2 seasonal staff reductions. There was discussion about the County's levy planning, the department budget, Members also reviewed SJCC 2.40, the chapter that establishes the department and governs responsibilities of the department and the PRC.

The levy discussion is on the May 21 Council Agenda.

Executive Session. An Executive Session was convened to discuss Performance of a public employee, per Revised Code of Washington 42.30.110(1)(g). The session was expected to last for twenty minutes. The Vice Chair announced an extended session to last another 15 minutes. The session concluded at 10:22am. No action was taken or decisions were made.

[BREAK 10:23am-10:35am]



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Director's Report.

- Staffing. No comments.
- Annual staff safety training. No comments.
- SJP septic system drain line repair. No comments.
- Visitor Study Phase II. No comments.

Old Business:

- ESGV Play Area project. The consultant is close to having a final design. Margaret attended two Farmers Markets, put out project information, and collected a few donations. Margaret explained the Give Orcas campaign to members; we are seeking \$15,000 through this program and a total of \$50-60,000 from all sources for full design to be executed.
- ESGV water bottle filling station. There is a Legacy Gift to fund this park addition, provided we allow a plaque. Dona showed an example of such a plaque. The PRC was supportive of the donation and the plaque placement.

New Business:

- 2019 Parks Department Policy Manual. This guiding document has not been signed by the County Manager.
- Park incidents. Dona shared information about recent incidents at Odlin and Shaw that required law enforcement intervention. In each case, the Sheriff's office provided prompt and thorough action; both events resulted in individuals being trespassed from park property.
- Biennial capital projects. Dona is working on a two years of capital project funding applications and she shared some projects from the list, including housing for seasonal staff, Lopez Village Park septic replacement (at the end of its useful life), Agate Beach shoreline restoration construction, Fairgrounds storage and awning at arena, and ESGV restroom expansion (has support from County Manager).
- Agate Beach shoreline restoration project. Once the design is completed, we can apply for grants for the physical shoreline restoration. Parallel to this work will be the reconfiguration of park facilities to accommodate the road relocation. Dona will contact BLM about becoming a partner in the project.
- Goals for June meeting on Lopez and Day Park tour. Due to multiple date conflicts, the date of this meeting was changed from Thursday, June 20 to Monday, June 10. The Commission requested that Jamie be invited, so they can discuss the levy and department funding. Members would like to have a longer field trip and include Blackie Brady.

Announcements: 2019 is the 20th Anniversary of Music in the Park at Eastsound Village Green (season begins July 7). Land Bank is planning a June 21 dedication for Lopez Hill (no details as of meeting time). Dona will be on vacation May 28-31.

Adjourned at 11:13am.

Respectfully submitted,

Kathryn Hansen
Recording Secretary

These minutes were approved by the Parks & Recreation Commission at their regular June 10, 2019 meeting on Lopez Island.



Director's Report to the Parks & Recreation Commission

May 14, 2019

The following is a summary update of relevant Park Department happenings since the last PRC meeting that are not included on the agenda as discussion items.

- **Staffing** – I'm happy to report that we have filled the Fairgrounds Park Aide and found temporary help for San Juan Park starting next week, and a potential Park Aide that can start in June. This was probably the toughest year yet for filling seasonal positions on SJI. When we start a position late, with an inexperienced new employee, it creates a challenge for the manager to get staff trained up before the peak season begins. We are looking into some new ideas for next year's recruiting process.
- **Annual Staff Safety Training** – On May 7th we held our annual staff safety training here at our office conference room. Field staffs from all islands and the fairgrounds attended. The training includes all mandatory L&I safety topics, like protection from blood borne pathogens and hearing conservation, as well as, operating regulations review, roles as public official, and customer services/dealing with difficult people, etc. Seasoned staff shared their experience with our newcomers and everyone is prepared for the start of the busy season.
- **Agate Beach shoreline restoration project** – Coastal Geologic Services has completed the field work for mapping the existing conditions and developed an inventory of the materials to remove during the restoration. I should receive an existing conditions map by the end of the month. I have been in touch with PW on the road relocation project and they still don't have a kick off meeting date from Federal Highways, who will be executing the project. We can continue with our project preliminary designs but will need to get some consultation from PW on how to handle the corner of the road as it turns into the park before we can move into final design phase and permit data gathering.
- **SJP septic system drain line repair**- Just as we completed the septic sand filter replacement project a new problem arose with the upper restroom backing up! Toby (Park Manager) did an excellent job investigating the problem through use of a couple of septic professionals. It was determined our waste line had developed a bow and would need a section replaced. We were able to use a new micro-contracting process developed by the PA's office to solicit and contract the repair. The whole process of investigating, preparing project scope, soliciting the contractor, and completing the repair took about 10 days. In the meantime, we rented 2 portable toilets, since the campground has been very busy during the nice spring weather.
- **Visitor Study Phase II** – The resident survey is ready to kick off this week. The random sample of 2500 consists of residents across the county who are registered

voters. I expect a press release to be issued shortly announcing the start of the survey. The second phase of this year's project will occur in mid-summer with visitor surveys in the marinas and outer islands. Results are expected late in the fall.

- **Park Risk Tree Work** – Rainshadow Consulting has completed the first phase of tree work in the county campgrounds – At San Juan Park they removed a large dead grand fir next to our power line and a the hazardous alders in the campground. Revetment pruning of the large maples will occur in late fall when the trees are dormant. They also completed the risk tree treatments in Shaw Park campground. Work at Odlin park will occur in late fall.



New look for visitor check in at Odlin – Overhang, shelf, firewood storage



Improved San Juan Launch Path – last step is to fill in right side transition