

**SATURNA ISLAND PARKS & RECREATION COMMISSION (SIPRC)**

**Regular Meeting Minutes**  
Saturna Island Parks & Recreation Office  
4 November 2011 @ 9:30 am

**Present**

Michel Bourassa – Chair; David Cheslow – Vice-Chair; Sheila Wallace -- Treasurer; Allen Olsen; Graeme Bregani; Ingrid Gaines; Jim Bavis (arrv.1033)

**Meeting called to order at 0930**

**Approval of Agenda** – Approved as amended.

**Adoption of Previous Minutes** – 14 October, 2011

Approved as submitted.

**Action** – Distribute to SIPRC; CRD Director; CRD website; Free Mail file box.

**Funding Requests**

a. Flamenco Dance Lessons – Arts & Concerts submitted revised request as workshop was not as well attended as anticipated. Revised request of \$250 – \$377. It was agreed that June’s resolution of funding for \$250 would stand.

**Action** – Michel to send written acknowledgment and request for expense receipts to Arts & Concerts.

b. Christmas Bird Count -- Organizer of annual event, ilka Olsen, requesting \$200 toward dinner for 25-30 people following all-day activity.

**Motion # 45** – Be it resolved that SIPRC provide support up to \$200 be reimbursed for the Christmas Bird Count dinner upon submission of receipts.

Moved by David

Seconded by Sheila

Carried

c. GICEL – Addendum request for additional \$225 (\$300 approved in Aug.) to offset cost paid by students for SEEP (summer ecological program).

**Motion # 46** – Be it resolved that SIPRC provide \$225 to GICEL to offset the cost paid by Saturna students for the SEEP- 2011.

d. Birds of Winter --- Harvey & Pam Janszen requesting \$150 toward second annual community event with focus on winter bird species. Slide show presentation planned.

**Motion # 47** – Be it resolved that a \$75 honorarium and up to \$75 for refreshments upon production of receipts for Birds of Winter workshop be approved.

Moved by Sheila

Seconded by David

Carried

Correspondence for **Commission's Attention** – None.

### **Business Arising from Minutes**

- a. White House Electrical Closet – Ingrid reported that the volunteer work is progressing.
- b. Thomson Park Fire Buckets – Allen still plans to purchase lettering for next spring's usage.
- c. Tissue Dispensers & Toilets -- Contractor has been unable to purchase. Graeme offered to do so. Allen spoke to Jason Key regarding toilet cleaning not done. He agreed that someone else should be found; Jim Fairhurst agreed to work. Unfortunately, no cleaning has begun at Thomson Park. Graeme offered his services.

**Action** – Graeme will purchase five (5) single tissue dispensers in 2012.

**Action** – Graeme will provide tissue for and remove garbage from toilet.

### **Chair's Report**

Michel wrote *Scribbler* article for October issue which covered activities achieved by SIPRC.

**Treasurer's Report** – November 2011 – Adopted as presented by Sheila.

<b>Parks</b>	Total Revenue	\$ 27,995
	Total Expenses	20,125
	Remaining Parks Operating Funds	7,870
	Parks Reserve Funds	15,804
<b>Recreation</b>	Total Revenue	9,155
	Total Expenses	5,863
	Remaining Rec Funds	3,292

### **Thomson Park**

a. Concrete Floor Sealing – Michel has purchased sealer, but it is now too cold and wet to apply. A work party will be organized next spring to apply.

b. Perimeter Drainage; Finish Grading; Clean-up; Seeding . Allen reported on discussion with local landscaper about our planned work. Main point was that it is now too late in the season to plant grass seed. Seeding and other finish work will be deferred until spring.

**Action** – Allen will meet with local landscaper to get recommendations on desired work.

c. Boat Launch – Sheila noted again occasional use of beach with no attempt to mitigate divots. Discussion followed as to responsibility; limitations of usage. Allen provided historical use info, which probably actually resulted in creating beach. Beach and access point not under SIPRC's jurisdiction.

d. Swing – It was brought to Commission's attention that the upland swing had been cut; Pat Harroff has offered to replace it. Discussion followed.

**Action** – To be re-addressed in the spring along with other Park maintenance.

### **Public Accesses**

a. Winter Cove – Gravel needed to complete trail is to be delivered today. MOT has not yet done any of the clean-up on the west side of site.

b. Russell Reef – Contractor anticipates pouring slabs soon. Logs which will define parking have been delivered and will be placed shortly by another contractor. Gravel also being delivered to this site today.

c. Mill Road – Clearing of brush has been completed by Jason Key.

d. Quarry Trail – Sheila & Allen met with Jacque Campbell to discuss the trail which has grown over in parts.

**Motion # 48** – Be it resolved that SIPRC hire surveying services to locate and stake MOT R/W from Harris Road to Quarry Road.

Moved by Allen

Seconded by Jim

Carried

e. Acorn Lane – Michel has responded in writing to Gilmores; no further correspondence received.

f. Sharing the Shoreline Brochure – Allen recently spoke with Ron Monk to determine whether SIPOA still wished to include the brochures in their welcome packet to new property owners.

**Action** – Allen will provide Ron with brochures.

### **Lyllal Creek Cottage**

a. Septic – Graeme reported that this long-standing item is finally progressing due to working with new contractor.

b. Chimney Cleaning -- Responsibility lies with SIPRC as landlord. Cottage on sign-up list.

c. Budget – In order to determine operational costs of renting cottage, it was suggested that a log of all repair & maintenance expenses be kept.

### **New Business**

a. Applications for Election to Commission – Michel detailed CRD guidelines and procedures. Successful candidates' names to be sent to CRD Director for recommendation to CRD Board. Four vacancies; six applying; applications read and passed around. *In camera* requirements noted.

**Motion #49** – Be it resolved that SIPRC meet *in camera*.

Moved by Allen

Seconded by Jim

Carried

**Motion #50** – Be it resolved that the ballots from the *in camera* meeting be destroyed and that the regular meeting resume.

Moved by Ingrid

Seconded by Sheila

Carried

Successful four applicants named.

**Motion #51** – Be it resolved that Michel, John Gahn, Hubertus Surm, Sheila Wallace recommended for appointment as commissioners for Parks & Recreation two-year terms 2012-2013

Moved by Jim

Seconded by Graeme

Carried

Further discussion followed. Michel agreed to notify all applicants.

**Action** – Michel will notify successful candidates that their names will be recommended to CRD; will notify unsuccessful candidates that their names will be kept on file for one year.

b. *Scribbler Articles* – It was agreed that SIPRC not necessarily submit an article each month. Deadline for February issue is 27 January.

### **Open Discussion**

Reminder to all of the Special Meeting 25 Nov. to discuss Recreation. Michel asked that everyone submit a brief email to him commenting on what Commission should or should not be doing.

**Action** – All commissioners to submit ideas to Michel. Secretary to compile in order to create productive agenda.

It was agreed to invite new Commission candidates to both the Special Meeting and the December regular meeting.

**Action** – Michel will issue invitations to new candidates.

**Adjournment** – 1135

**Special Meeting 25 November @ 0930 -- Parks & Rec Office**

**Next Regular Meeting 9 December @ 0930 -- Parks & Rec Office**

Recording secretary ilka Allers-Olsen