

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Agenda – May 2, 2024, 5pm

1. Call to order
  - Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, May 2nd, 2024, in the Island Rec Office. Commissioners present: Zehner, Moalli and Ragsdale; Absent: Commissioner Eltinge. Staff present: Director Jack, Rec Manager Klassen, Recreation Coordinator Henry and Administrative Coordinator Mapstead (recording minutes).
  - Visitors:0
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. New Commissioner Welcome
  - Certificate of Appointment
4. Approval of the April 4, and April 25, 2024 meeting minutes
  - a. Passed without objection.
5. Approval of Payroll/Vouchers
  - Vouchers for fund 6351: \$445.41 and \$27,609.59,
  - Vouchers for fund 6353: \$11,252.11 and \$4466.56
  - April Payroll totaling: \$67,419.31
6. Old Business:
  - Trails Committee Update-Commissioner Moalli is the new representative from Island Rec and shared about the Trails meeting
    - OMRT signage expected to go up in 2025
    - Port representatives visited the Trails meeting and shared that some of the trails will need to be rerouted throughout the airport property to accommodate capital projects beginning in 2025.
    - Trails would like to see more social media traction.
  - Landbank Agreement/Beaverton Valley Marsh-No permit yet
  - Batting Cages-No updates
  - OPALCO easement projects-
    - OPALCO has put some stakes into the ground at Lafarge where new poles may be installed.
    - Geotech is coming out towards the end of May to take soil samples.
  - Water at Fairgrounds-
    - Our understanding is that water shut off at the fairgrounds would take place June 4<sup>th</sup>.
    - The water will be turned back on for the Fair.
    - Island Rec is willing bring in a porta potty for summer programs.
    - Discussed potential alternative sites for Dragonfly Camp if restrooms would not be available.
  - Adult Fitness Programming-

- Staff learned that CORE fitness will be closing; they will continue discussions with former owner/staff to determine if they would still be interested in instructing adult fitness classes and Island Rec would facilitate a location.
- Capital Projects
  - Feasibility Study Timeline update-discussed
- Personnel Policy Updates/Discussion – On-going work/meeting project covering:
  - COLA language
  - Salary Schedule
  - ETO
  - Salary Cap
  - Sick/wellness time

## 7. New Business

- Spring & Summer Events –Rec Coordinator Henry
  - Childrens Festival May 18<sup>th</sup> 10-2
    - Commissioners should plan to attend/help if available.
    - IR is giving out promotional items throughout the day.
    - Considering using passports to encourage the kids to go around to all the vendors.
    - 15 vendors have signed up so far.
  - 8.8K on Aug 18<sup>th</sup> from 9:00am-12:00
    - Working on streamlining the finish line with computers and paper this year
  - Music on the Lawn-Rec Coordinator Henry will sign Commissioners up to come to do an introduction each week
  - Kids Maker Fair next Friday, May 10<sup>th</sup>, from 4:00-5:30 at Brickworks.
  - 4<sup>th</sup> of July Parade-Island Rec will be participating this year in the parade; all staff and commissioners are being asked to participate if available.
- Summer Registration Update/New software performance – Rec Manager Klassen and Director Jack
  - Monday, April 29 was local registration day-nearly 1400 program registrations took place
  - Wednesday was \$3,000 for non-residents registrations.
  - Several programs filled quickly
    - First waitlist for Camp Eagle Rock started after 15 minutes; Dragonfly, swimming, mini-soccer, and most beginner sailing sessions filled early in the day.
  - Staff worked incredibly hard to ensure customers were prepared for registration by calling and emailing STAR families and those on scholarships, as well as notices on social media and outreach visits to on-going programs.
  - There was a bug in the system which caused a few registrants to be kicked out during the check-out process, causing extra stress and confusion, but by far the most feedback we received was very positive about the new system.
- Staff Hiring Update –Rec Manager Klassen
  - We have 6 returning CER counselors, but still looking for a Director
  - Sailing Coach returning but still looking for an assistant
  - Dragonfly Director is returning but still looking for an assistant
  - Mini Soccer Camp has a very long waitlist, so looking for volunteers to help so that we can add more kids to the program.
- Financial Report- March 2024
  - Report discussed

## 8. Director's Report-discussed

## 9. Commission Discussion Items-

- a. Commissioners learned that the fitness center/pool will be named The Rec.
  - i. Discussion about community confusion due to name similarity, clarifying our differences, business plan, and potential for asking them if it is too late to reconsider.
- b. Commissioner Zehner will talk to the new owners.
- c. Commissioner Moalli shared that the homeowners association above the gravel pit may be interested in putting a gate into the gravel pit.

10. Chair Cumming adjourned the meeting until June 20, 2024 at 8:42pm.


Next Official Meeting: June 20, 2024

  
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Commissioner Cumming

  
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Commissioner Zehner

  
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Commissioner Eltinge

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Commissioner Moalli

  
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Commissioner Ragsdale