

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING  
October 3, 2024, 5pm

1. Call to order
  - Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, October 3, 2024, in the Island Rec Office. Commissioners present: Cumming, Zehner, Ragsdale and Eltinge; Absent: Commissioner Moalli. Commissioner Ragsdale left at 6:15pm. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
  
2. Introduction of Visitors/Public Comment on Non-Agenda Items
  - Stephanie Prima-here to answer any questions about bookkeeping and how she will be helping us with setting up an accounting system and payroll system. She will be building Xero software to fit with our chart of accounts, the three different funds and budgeting. She is also setting us up with Gusto payroll system which integrates with Xero. Stephanie left at 5:40 pm.
  
3. Approval of September 5, 2024, meeting minutes
  - Passed without objection
  
4. Approval of Payroll/Vouchers- The following were approved and signed:
  - Payroll reporting update: Monthly payroll number appearing on meeting agendas in the past only reported total gross wages; moving forward the total of wages and benefits will be reported on this agenda item. Payroll reports signed by commissioners do include the total amount.  
  
Vouchers for fund 6351: \$23,970.02, \$14,879.55  
Vouchers for fund 6353: \$2,316.98, \$53,643.06  
  
September Payroll totaling: \$85,876.61
  
5. Old Business:
  - Trails Committee Update-no update
  - OPALCO easement project update – Action Item
    - Commissioners discussed proposed easement location and community feedback.
    - A motion was made by Commissioner Cumming; Commissioner Eltinge seconded. The board voted unanimously to grant the easement to OPALCO.
    - The paperwork granting the easement will need to be witnessed by a Notary; Director Jack will make the arrangements.
    - OPALCO has agreed to submit paperwork to the county returning all previously held easements in the Lafarge property to Island Rec.
  - SJ County Auditor decision to cut services to all Jr Taxing Districts-discussed
  - Program updates
    - Adult Fitness - The Rec SJI let staff know that they no longer wish to partner with Island Rec to offer older adult fitness classes; all parties agreed to continue with current classes and agreements through the end of this year.
    - Swimming - not discussed.
  - Capital Projects
    - Feasibility Study update by Commissioner Zehner

6. New Business


- Blood Borne Pathogens – Action Item
  - Motion to approve was made by Commissioner Zehner and seconded by Commissioner Cumming. Voted unanimously.
- Resolution 24-06 Authorizing the Sale of Surplus Items – Action Item
  - Donated Honda Odyssey minivan will be sold for \$2499.00 or best offer.
  - Motion to approve the surplus was made by Commissioner Zehner; Commissioner Eltinge seconded. The vote was unanimous.
  
- 2025 Budget Development
  - Committee needed - Commissioner Moalli and Commissioner Zehner will meet with Director Jack.
  - Budget timeline-
    - Committee meetings to be arranged
    - Draft budget will be presented at regular commission meeting on November 7.
    - A public hearing will be held Thursday, November 14<sup>th</sup> at 5pm to adopt the 2025 Budget and to set the property tax levy.
- 2025 Cola – Action Item
  - Director Jack reported that the recommended cost of living adjustment (COLA) for 2025 is 3.1% based on the Seattle-Bellevue area cost of living index. Discussion occurred.
  - Commissioner Eltinge made a motion to accept the Cola increase and Commissioner Zehner seconded. The vote was unanimous.
- Financial Report – August 2024 discussed

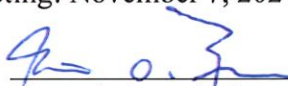
7. Director's Report-discussed

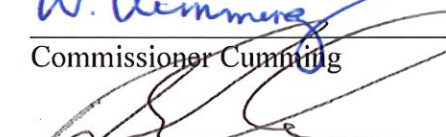
8. Commission Discussion Items-no update

9. Adjournment at 7:20pm

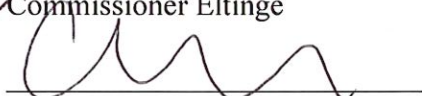
Next Official Meeting: November 7, 2024

  
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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