

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
Minutes – January 4, 2024 5pm

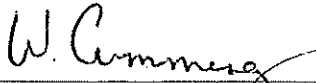
1. Call to order
 - a. Commissioner Cumming called the meeting to order at 5:02 pm on Thursday, January 4, 2024, in the Island Rec Office. Commissioners present: Cumming, Moalli, Zehner, and Eltinge; Absent: Commissioner Miniken. Staff present: Director Kerry Jack and Administrative Coordinator Kori Mapstead (recording minutes).
 - b. Visitors: 0
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of the December 7, 2023 meeting minutes
 - a. Commissioner Eltinge moved to approve the minutes; Commissioner Moalli seconded. The vote passed unanimously.
4. Approval of Payroll/Vouchers: The following were approved and signed:
 - Vouchers for fund 6351: \$1831.17 and \$7888.18
 - Vouchers for fund 6353: \$9473.57 and \$3757.06
 - December Payroll totaling: \$50,417.48
5. Old Business:
 - o Trails Committee Update-discussed
 - o Staffing Updates
 - o Rec Specialist position-Frank Whitney hired and starting Monday, Jan 8th
 - o Landbank Agreement/Beaverton Valley Marsh – No Update
 - o Batting Cages – No Update
 - o Recreation Software-Director Jack met with Rec Desk and set up a schedule to begin implementation.
 - o OPALCO easement projects- commissioners would be open to considering an update to the current easements and pole locations provided neighbors are included in a discussion.
 - o 40th Anniversary-stickers and sweatshirts have been made. The IR staff have written specific questions to ask the public about memories of Island Rec over the past 40 years.
6. New Business
 - o Capital projects-Discussion about 6 year comprehensive plan; discussed potential feasibility studies for various projects including a rec center.
 - o Q4 Parks report-discussed
 - o Personnel Policy Updates/Discussion-Commissioner Eltinge and Moalli offered to meet with Director Jack regarding Personnel Policy to present to the Board in February.
 - o COLA language
 - o Salary Schedule
 - o ETO
 - o Salary Cap
 - o Sick/wellness time
 - o Financial Report- November 2023 discussed. Director Jack moved money over into investments which will bring in more money through interest.
7. Director's Report: Presented/Discussed

8. Commission Discussion Items

- o After hearing from many community members, Commissioner Cumming asked the Board if they would be comfortable with staff updating the name of the 8.8K run to the Brad Pillow Memorial 8.8K. All felt that this was a great idea, as long as the family approved..

9. Adjournment- Commissioner Cumming moved to adjourn at 7:38 pm.


Next Official Meeting: February 1, 2023



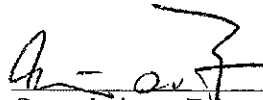
Commissioner Cumming



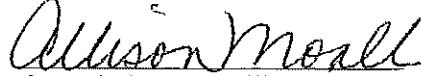
Commissioner Miniken



Commissioner Eltinge



Commissioner Zenner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Agenda – February 1, 2024, 5pm

1. Call to order

- Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, Feb 1, 2023, in the Island Rec Office. Commissioners present: Moalli, Zehner, Eltinge, Miniken.
Staff present: Director Kerry Jack, Recreation Manager Bethany Klassen (recording minutes), and Recreation Specialist Frank Whitney.

2. Introduction of Visitors/Public Comment on Non-Agenda Items

- Dave Stegman from FANS donated a check for swimming lessons \$5000 and an additional \$4000 from their Christmas mailer
- Tessa Nichols
- Carmen Orozco

3. Approval of the January 4, 2024 meeting minutes

Commissioner Cumming moved to approve January minutes; Commissioner Zehner seconded. The vote passed unanimously.

4. Approval of Payroll/Vouchers

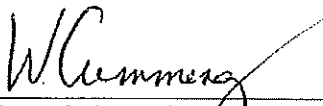
Vouchers for fund 6351 (2023): \$13,223.64
Vouchers for fund 6351 (2024): \$2891.45 and \$10,678.00
Vouchers for fund 6353 (2023): \$4440.73
Vouchers for fund 6353 (2024): \$2227.05
January Payroll totaling: \$58,507.34

5. Old Business:

- Trails Committee Update
 - Locations of Know your Island Walks have been decided and will be made public shortly
 - Commissioner Miniken reported the potential of working with new property owners to finish an incomplete section of the trail to American Camp.
- Staffing Updates – Bethany Klassen
 - Meet Frank Whitney - new Recreation Specialist started Jan. 8th, busy training and learning all of his job responsibilities
 - Seasonal Staff – summer postings will be up before the end of the month including CER Director, CER Assistant Director, Counselors, Sailing Lead, Sailing Assistant, and Dragonfly staff
- Landbank Agreement/Beaverton Valley Marsh
 - Permits are still not finalized
- Batting Cages – No Update
- Recreation Software –
 - staff have been training with RecDesk and moving forward with the transition to the new software; difficult backend structure decisions have been made, programs training is next Monday; first programs to open registration in the new software will be soccer league and pickleball tournament.
 - By the end of March advertising new software and encouraging community members to start making their accounts will take place.

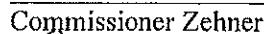
- Summer guides should be in mailboxes by April 15th; the new software will allow us to offer early registration to local families. Summer registration will open April 29th for local families and May 1st for non-residents
 - OPALCO easement projects
 - discussion regarding where OPALCO is at with their potential project; Island Rec's priority remains to keep as many neighbors as happy as possible.
 - Capital Projects
 - Continued discussion about 6-year comprehensive plan and project feasibility studies.
 - Personnel Policy Updates/Discussion – No Update (March/April project)
 - COLA language
 - Salary Schedule
 - ETO
 - Salary Cap
 - Sick/wellness time
6. New Business
- Lafarge/Salmon Recovery project (discussion item) –
 - restoration project is scheduled to restore county shoreline. Director Jack was contacted about the potential of parking trucks for the barge if it became necessary during the project. Commissioners would be open to discussion on a case-by-case basis.
 - 2024 Meeting Schedule –
 - no July meeting due to the holiday, if one is deemed necessary at the time, one will be schedule on another day – delay Jan 2025 meeting to Jan. 9th the following week
 - Resolution 24-01- **A Resolution Authorizing the Opening of an Additional Bank Account at Banner Bank used for Electronic Transactions Received Through New Recreation Registration Software.**
 - Motioned by Commissioner Eltinge seconded by Commissioner Moalli.
 - Passed unanimously.
 - Financial Report- November 2023 (updated); December 2023 (Year-end) –
 - Nov. report was re-reviewed due to an update that was needed after a re-calculation from the county after NSF property tax payments.
7. Director's Report- presented/discussed
8. Commission Discussion Items
- letter from a member of the public was discussed asking for more fitness options for the senior population, in particular strength, cardio and balance. Authors of the letter have been invited to the March meeting and this topic will be added to the agenda.
9. Adjournment- Commissioner Cumming moved to adjourn at 8:12

Next Official Meeting: March 7, 2024


 Commissioner Cumming


 Commissioner Miniken


 Commissioner Eltinge


 Commissioner Zehner


 Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Agenda – March 7, 2024, 5pm

1. Call to order
 - o Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, March 7, 2024, in the Island Rec Office. Commissioners present: Moalli, Eltinge, Miniken.
 - o Absent: Commissioner Zehner
 - o Staff present: Director Kerry Jack.
 - o Visitors present: Doug McCutchen, Candace Ragsdale, Rita & Dick Weisbrod

2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - o Candace Ragsdale (SJI) discussed pump tracks and why one would be beneficial on the island. Encourages fitness activity, social opportunities and fun for all ages.
 - o Commissioners talked about a suggestion brought to the board for a similar feature in early 2020; they considered potential locations and building materials; the idea lost momentum due to covid.
 - o Commissioner Eltinge encouraged considering seeking partners with available land that may be willing to host a feature like a pump track, such as the Roche Airport area, Port land, or a Town lot as Island Rec owns very little land.
 - o Ms Ragsdale was thrilled with the skateboarding class and instructors and the positive outcomes she saw in all of the kids who participated.

3. Approval of the February 1, 2024 meeting minutes
 - o Commissioner Cumming made a motion to approve Feb. minutes; Commissioner Moalli seconded. Vote passed unanimously.

4. Approval of Payroll/Vouchers
 - Vouchers for fund 6351: \$5,020.44, \$2,192.99, \$14,804.53 (March)
 - Vouchers for fund 6353: \$1,573.71, \$956.06, \$2,466.21 (March)
 - February Payroll totaling: \$62,985.74

5. Old Business:
 - o Trails Committee Update
 - o Know Your Island Walks determined
 - o Landbank Agreement/Beaverton Valley Marsh
 - o Doug McCutchen: Town let him know that permits should be in-hand in two weeks; everything is lined up to start work; contractor has agreed to honor that rate quoted last year; hoping to begin work by June 15, weather permitting; signage in Linde will need to be addressed:
 - Land Bank sign designers will be ready to begin within the next few weeks; Commissioner Cumming suggests that signage on IR property should mirror current Linde signs for consistency, Doug agreed and added that once the trail crossed the Linde boundary there would be a traditional Land Bank style sign.
 - o Batting Cages
 - o Director Jack mentioned that as baseball season had begun people are asking about project status; requested an update from RDW, waiting for a response.

- Based on the length of time it has taken to get permit approval for the Land Bank trail it seems unlikely that any work can begin this year.
- Recreation Software
 - Trainings have been on-going and staff each spend several hours a week building programs while Bethany and Kerry have been focusing on all of the minute details; stress has been higher due to the impending April 1 "go-live" date in addition to the writing of the summer recreation guide.
 - Discussing public outreach and marketing, how to reach the most people in advance of the summer registration date.
 - We will be implementing a 2-day local resident registration window. Island residents can begin summer registration on April 29, general registration will open on May 1.
- OPALCO easement projects – No update
- Capital Projects
 - Proposed feasibility study cost estimate had not yet been seen by all.
 - Community Foundation has very limited capacity to take on a new project at this time.
- Personnel Policy Updates/Discussion – On-going work/meeting project covering:
 - COLA language
 - Salary Schedule
 - ETO
 - Salary Cap
 - Sick/wellness time
 - Conduct

Director Jack suggested as the project scope keeps growing, that the board discuss and agree to a few policy updates per meeting, holding the formal final approval of the entire policy manual later this year.


- Commissioners would still like to have designated commissioners involved in crafting the updated policies at work meetings.

6. New Business

- Water at Fairgrounds
 - County will appeal water shut-off from Town at a Town meeting on March 21. Commissioners agree that representation should be present as we are an interested party; Commissioners Cumming and Moalli agreed to attend on behalf of Island Rec.
- Adult Fitness Programming (Alli)
 - Dick & Rita Weisbrod discussed a letter they sent to Commissioner Moalli regarding the lack of fitness programming for seniors.
 - Displeased with SJI fitness facility where class takes place; feels that the activity level of the class held there is not appropriate for all seniors; that IR should look for space and instructors for additional fitness programs; suggests that IR may partner with SJI Library when new building is complete to hold classes there.
 - Commissioner Miniken suggested a local business that may partner with Island Rec to increase senior fitness offering.
 - Director Jack identified three fitness classes specifically for seniors that Island Rec was running currently that the Weisbrod's were unaware of. Director Jack acknowledged that more work will need to be done to help local seniors become aware of the programs and where they are held.
- Parks
 - Expense Comparison
 - Read and discussed report prepared by Superintendent Roberson
 - FHHS Community Service project
 - One student has begun his service project with Parks and will also assist with events.
 - Another student would like to replace the current fencing in Linde at the Coho cul-de-sac with 6.5' black chain link that will be donated and a windscreen.

- Commissioners were supportive; wants to ensure IR staff approve all facets of the design before work begins, and that the wind cloth would end 6-12 inches above the ground.
 - Skatepark grant application/lease update
 - Island Rec is applying for an RCO grant to update and repour the skatepark. Pre-application due next week. Grindline has agreed to go over the application before we submit.
 - Long-term lease will be required; Director Jack reached out to Brandon Andrews and received a positive response. Director Jack created a draft of a new interlocal for 21 years and it is currently being routed to County attorneys.
 - 2024 Budget Amendment discussion
 - Beginning cash letters received from County received; we have more than anticipated. Director Jack suggested that the commissioners may have some ideas about how it should be dispersed. Director Jack and Superintendent Roberson would like the board to consider the Linde gate automation project.
 - Commissioner Cumming reminds the group that the Lafarge fund was depleted when the County required repayment and this may be a good opportunity to begin to rebuild that fund.
 - Financial Report- January 2024
 - Discussed
- 7. Director's Report
 - Discussed
- 8. Commission Discussion Items
 - Discussed a few locations for a portable pump track; pros and cons of modular vs poured.
 - Received one letter of interest in commissioner seat.
- 9. Adjournment
 - Commissioner Cumming adjourned at 8:22pm

Next Official Meeting: April 4, 2024


 Commissioner Cumming


 Commissioner Miniken


 Commissioner Eltinge


 Commissioner Zehner

 Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Minutes – April 4, 2024, 5pm

1. Call to order
 - a. Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, April 4, 2024, in the Island Rec Office. Commissioners present: Zehner and Eltinge; Commissioner Miniken arrived at 5:22 pm. Absent: Commissioner Moalli. Commissioner Miniken left the meeting at 6:15pm. Staff present: Director Jack, Rec Manager Klassen and Administrative Coordinator Mapstead (recording minutes).
 - b. Visitors: 0

2. Introduction of Visitors/Public Comment on Non-Agenda Items

3. Approval of the March 7, 2024, meeting minutes
 - a. Commissioner Eltinge moved to approve the minutes; Commissioner Zehner seconded. The vote passed unanimously.

4. Approval of Payroll/Vouchers
 - Vouchers for fund 6351: \$733.89 and \$8177.30
 - Vouchers for fund 6353: \$86.57 and \$5,808.39
 - March Payroll totaling: \$60,463.04

5. Old Business:
 - o Trails Committee No Update
 - o Landbank Agreement/Beaverton Valley Marsh – permits from the Town have not yet been finalized.
 - o Batting Cages – Director Jack met with Jon Smith the new HS baseball coach to provide project background information.
 - o Recreation Software – Rec Manager Klassen & Director Jack
 - o The commissioners were shown how Rec Desk looks online, how it works, how many have already created new accounts and filled out summer camp forms.
 - o Discussion around scholarships and FANS scholarships
 - o Rec Manager Klassen shared how we are promoting the new software along with meeting with the Family Resource Center and the Mullis Center.
 - o Program Guide-Improvements were made to make it easier to read.
 - Commissioners had positive comments about the guide updates.
 - o Commissioners were shown the difference between residents' vs non-residents registration dates
 - o OPALCO easement projects – No update
 - o Water at Fairgrounds-Director Jack listened to the Town meeting today regarding the County's appeal.
 - o Deliberations will take place on April 15th by the Town Council about the water issue.
 - o Commissioner Cumming wants people to know that we are still able to have activities whether there is water available at the fairgrounds or not.
 - o Adult Fitness Programming – Staff are in discussions with CORE fitness in an effort to provide additional fitness programs for older adults. If successful, program offerings would begin in the fall.

- Capital Projects-Linde Park Feasibility Study is scheduled to begin April 15th and is projected to be complete by September 2nd.
 - Discussion around Lopez pool project and Anacortes Pool
- Personnel Policy Updates/Discussion – On-going work/meeting project covering:
 - Cancellation, Refund & Credit Policy – Discussion about amending the policy to include credit card refunds as this is now an option with the new RecDesk registration software.
 - Commissioner Zehner moved to approve the Amended Cancellation, Refund, & Credit card Policy; Commissioner Eltinge seconded. The vote passed unanimously.
 - COLA language-no update
 - Salary Schedule-no update
 - ETO-no update
 - Salary Cap-no update
 - Sick/wellness time-no update
 - Conduct – to be removed from agenda

6. New Business

- Summer Guide
- Commission Vacancy- Commissioner Miniken formally resigned tonight after having served since 2016; Commissioner Cumming thanked her for her dedicated service.
 - Nomination of candidate(s)-Notice of vacancy will be posted for 15 days, through April 20; Anyone resident can nominate any other resident. We will accept a letter of interest or an application for those interested. A special meeting will be held on April 25th at 5pm for candidate interviews and selection.
 - Two applicants were nominated: Tessa Nichols and Candace Ragsdale.
- Financial Report- January 2024
 - Discussion regarding how much IR might want to consider leaving in the new bank account set to receive credit card funds in order to ensure that credit card refunds can be guaranteed. Staff will keep an eye on the refund amounts requested to gauge what may be needed.
 - Tracy is working on quotes and RFQ for an automatic gate at Linde Park.

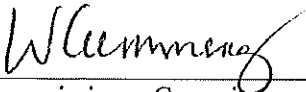
7. Director's Report-Discussed

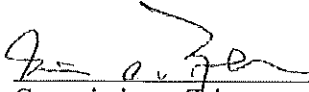
8. Commission Discussion Items

- F-1 Filing (due April 15)

9. Adjournment at 7:55 pm

Next Official Meeting: May 2, 2024


 Commissioner Cumming


 Commissioner Zehner

 Commissioner Eltinge


 Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' SPECIAL MEETING
Minutes –April 25, 2024, 5:00pm

1. Call to order:
 - Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, April 25, 2024, in the Island Rec Office. Commissioners present: Moalli, Eltinge, and Zehner.
 - Staff present: Director Kerry Jack and Administrative Coordinator Kori Mapstead
 - Visitors present: Candace Ragsdale, Tessa Nichols

2. New Business
 - Interview with commissioner candidate Candace Ragsdale 5:00-5:15
 - Candace's motivation for becoming a commissioner was because she wants to give back to the community and has ideas of things that she would like to see accomplished if she was on Island Rec's Board of Commissioners.
 - She sees the opportunities in being a part of helping families that need summer child care which has been crucial for her as a single mom.
 - She sees the challenges for Island Rec being the difficulty getting staffing and housing.
 - She and her son enjoy using Linde Park and commented on how safe the park feels.

 - Interview commissioner candidate Tessa Nichols 5:15-5:35
 - Tessa's motivation for becoming a commissioner was because she has a long-term interest in being a part of this community and has a passion for recreation and athletics.
 - She sees opportunities in being a part of bolstering summer sports.
 - She sees the challenges of Island Rec being able to find staffing for programs like STAR and Camp Eagle Rock.
 - Tessa and her family are drawn towards all kind of sports and has enjoyed utilizing Island Rec's sports programs year round.

3. Executive Session RCW 42.30.110 (1)(h), to evaluate the qualifications of a candidate for appointment to elective office.
 - Commissioner Cumming announced the board would go into executive session at 5:35pm for approximately 10 minutes.
 - Administrative Coordinator Kori Mapstead left the meeting at 5:35.
 - At 5:45 Commissioner Cumming announced that executive session would be extended another 10 minutes.
 - At 5:52 Commissioner Cumming ended the executive session.

4. Discussion of candidates

- Discussion
- Commissioner Eltinge made a motion to appoint Candace Ragsdale to fill the vacant Commissioner #2 position, Commissioner Moalli seconded the motion. The vote was unanimous.
- Commissioners wanted to convey their sincere gratitude to both candidates for their time and interest in serving on the Island Rec board.

5. Discussion about moving the June 6th meeting to June 20th; Director Jack reminded the group that there would be no July meeting this year.

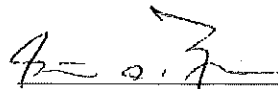
Commissioner Cumming adjourned the meeting at 6:00pm

Next Meeting May 2, 2024

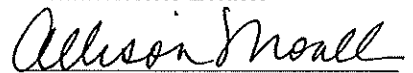


Commissioner Cumming

Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli

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 4th.
 - 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 18th 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 18th 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 10th, from 4:00-5:30 at Brickworks.
 - 4th 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

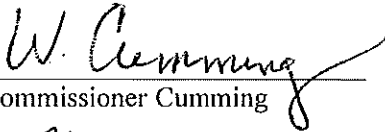
8. Director's Report-discussed

9. Commission Discussion Items-

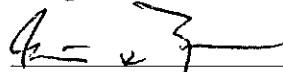
- a. Commissioners learned that the fitness center/pool will be named The Rec.
 - i. Discussion about community confusion due to name similarity, clarifying our differences, business plan, and potential for asking them if it is too late to reconsider.
- b. Commissioner Zehner will talk to the new owners.
- 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



Commissioner Cumming

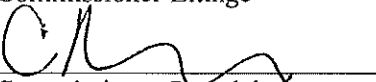


Commissioner Zehner



Commissioner Eltinge

Commissioner Moalli



Commissioner Ragsdale

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

DRAFT Minutes – June 20, 2024, 5pm

1. Call to order
 - o Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, June 20, 2024, in the Island Rec Office. Commissioners present: Cumming, Zehner, and Eltinge; Present via Teams: Commissioner Moalli. Absent: Commissioner Ragsdale. Staff present: Director Jack, Recreation Manager Klassen, and Administrative Coordinator Mapstead (recording minutes).
 - o Visitors:
 - Michelle Stringer, Maddie & Matt Ovenell, Karen Vedder & Laurie Orton, Greg Moses, General Manager of THE REC SJI
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - o Michelle Stringer, Matt & Maddie Ovenell expressed support for JV Softball be added to Friday Harbor H.S. athletics. They have reached out to the school district as well.
 - o Karen Vedder & Laurie Orton-came to share about the library levy \$0.41 coming up on 8/6/24 and hoping that it will last 10 years for M&O (none of the \$ will go towards the new building. There will be a \$400,000 shortfall if the levy fails)
3. Approval of the May 2, 2024, meeting minutes
 - o Passed without objection
4. Approval of Payroll/Vouchers: The following were approved and signed:
 - Vouchers for fund 6351: \$3970.60, \$5721.25, \$18,679.63, \$8448.82
 - Vouchers for fund 6353: \$868.69, \$1903.29, \$2091.86, \$1461.11
 - May Payroll totaling: \$63,934.55
 - June Payroll totaling: \$67,542.98
5. Old Business:
 - o Trails Committee Update-Discussed potential website upgrades and associated costs.
 - o Landbank Agreement/Beaverton Valley Marsh-Land Bank installing a gate in the fence, crew will excavate, etc. Construction traffic will go through Umberto's property. The grand opening celebration date tentatively set.
 - o OPALCO easement projects-Geo Tech came on June 4th to do an assessment. A final design and easement should be done by the end of July. They are hoping to begin working by the end of the summer.
 - o Water at Fairgrounds- we are assured that there will be water for our summer programming
 - o Staff Update – (Bethany Klassen) No CER Director so Rec Manager Klassen has taken the position as a behind the scenes director and will be on-site when needed. There is an Assistant Director who will be on site every day.
 - o Adult Fitness Programming-(Bethany Klassen) Rec Specialist Whitney is talking with Boo Boo to see if she will offer a flexibility/mobility class around August/September. Looking for another fitness instructor. Spoke with Anna at the Mullis Center and she is willing to work with us on finding a time where we can rent the Mullis Center to hold a class.
 - o Capital Projects
 - o Feasibility Study Timeline update-Commissioner Zehner and Director Jack are meeting with planners tomorrow to scope the location

- o COAF Skatepark Grant Update-Director Jack and Park Maintenance Superintendent Roberson have been working on this for the last two weeks, due by June 27th. A survey has gone out to see what people on the island are interested in and 137 people have answered in just 4 days. We emailed families who have been involved in our skateboard programs and to all the co-ed soccer league participants. Several have also commented that they are also still interested in a pump track. We are requesting \$540,000 for upgrades and to meet the safety requirements.

6. New Business

- o The Rec naming-discussed with Greg Moses from THE REC conflicts and confusion that have arisen due to the very similar name. Both entities also plan to look for more areas of partnership for future programming.
- o FHHS Athletic Budget- discussed and looks like FHHS will need to dip into their reserve at the end of the year.
- o Cancellation & Refund Policy- After a few weeks of offering credit card refunds it became clear that the \$5.00 processing fee would not cover the charges from our processing company. Staff request to update the policy to a 3% processing fee for credit card refunds, which will cover the cost of the transaction.
 - o Commissioner Zehner motioned to accept the new cancellation and refund policy and Commissioner Moalli seconded the motion-
 - o It passed unanimously.
- o Resolutions 24-02 and 24-03 updating petty cash and registration software bank account balance
 - o Commissioner Eltinge motioned to accept both Resolutions and Commissioner Zehner seconded.
 - o It passed unanimously.
- o Financial Reports – April & May 2024 discussed

7. Director's Report-discussed

8. Commission Discussion Items

- o Commissioner Cumming brought forth the need for maintenance on the Egg Lake dock. Some of the boards need to be replaced.
 - Director Jack will forward the original materials list from IR records.
- o July 4 Parade Participation
- o AP during director vacation-AP due July 2nd and there is a need for a commissioner to go through AP on July 1st with Admin Coordinator Mapstead
 - Commissioner Zehner will come in to help go through all the invoices
- o Budget amendment volunteer(s)- Commissioner Eltinge will help Director Jack with the upcoming amendment

9. Adjournment-Meeting ended at 8:22pm

Next Official Meeting: August 1, 2024

Commissioner Cumming

Commissioner Zehner

Commissioner Eltinge

Commissioner Moalli

Commissioner Ragsdale

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Minutes – August 1, 2024, 5pm

1. Call to order:
 - o Commissioner Zehner called the meeting to order at 5:00 pm on Thursday, August 1, 2024, in the Island Rec Office. Commissioners present: Ragsdale, and Eltinge; Present via Teams: Commissioner Moalli. Absent: Commissioner Cumming. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items-No visitors
3. Approval of the June 20, 2024, meeting minutes
 - o Passed without objection
4. Approval of Payroll/Vouchers: The following were approved and signed:
 - o Vouchers for fund 6351: \$18161.73, \$3072.86, \$162,097.32
 - o Vouchers for fund 6353: \$1686.70, \$1479.94, \$4212.94

 - o July Payroll totaling: \$109,270.71
5. Old Business:
 - o Trails Committee Update-Commissioner Moalli updated
 - o Know your island walks- three more walks coming up in the next 3 months
 - o They are working on the website issues+
 - o Landbank Agreement/Beaverton Valley Marsh (Last time on agenda)-
 - o Grand Opening Saturday, 12:00-3:00pm
 - o OPALCO easement projects-
 - o Reviewed two documents that would relinquish existing easements back to Island Rec from Opalco.
 - o Reviewed new Opalco easement documents and maps; would require signatures from all commissioners and a Notary.
 - Commissioners requested a site visit. Director Jack agreed to arrange a special meeting at Lafarge for a tour with OPALCO reps.
 - o Commissioner Ragsdale will ask someone to come in to notarize the new easement
 - o Adult Fitness Programming-
 - o Boo Boo has offered more classes for Island Rec in August; she will be a salaried employee with The REC as of August but is committed to continue working with Island Rec to provide affordable fitness classes for older adults
 - o The REC has requested a 60/40 split for the classes
 - o Capital Projects- Work has started on the automated gate at Linde
 - o Feasibility Study Timeline update-Director Jack and Commissioner Zehner met with Don and Geoff to discuss various possibilities
 - o COAF Skatepark Grant Update-2nd application was submitted in late June; final will be due mid-August. We should know by early October if we are in the running for the grant
6. New Business
 - o Resolution 24-04 RCO Grant Applicant Resolution
 - o Commissioner Ragsdale moved to accept the resolution; Commissioner Eltinge seconded.

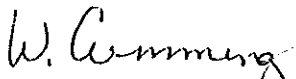
- Passed unanimously
- Updated STAR Site Lead job description-
 - Staff all agree that the Site Lead position is beneficial and should continue.
 - Recreation Specialist Colegrove will be on site every Monday; determined fewer staff required daily this fall
 - The Site Lead job description will need to be updated to include DRS (IR contributes roughly \$2000 and staff person would contribute roughly \$1300 annually).
- SJ County Auditor decision to cut services to all Jr Taxing Districts-
 - Director Jack and Kori are concerned that 6 months may not be enough time to be ready to take over payroll and accounting, and were disappointed with the notification and follow-up process.
 - Director Jack asked the county Auditor for additional time but was told no
 - Director Jack is talking with a local bookkeeper about helping us set up an accounting and payroll system
 - Director Jack and Kori have met with several other SJ County districts and had very productive discussions and recommendations
 - Park and Rec Jr taxing districts are required to use the County as Treasurer and Auditor
- Interlocal with Town of Friday Harbor-discussed
- Financial Reports – June 2024-discussed

7. Director's Report-discussed

8. Commission Discussion Items

9. Adjournment at 8:30

Next Official Meeting: September 5, 2024

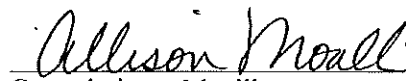


 Commissioner Cumming



 Commissioner Zelner

 Commissioner Eltinge



 Commissioner Moalli



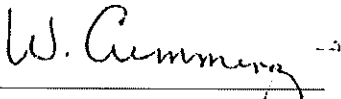
 Commissioner Ragsdale

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' SPECIAL MEETING
Minutes –August 12, 2024, 9:00pm

1. Commissioners met at 9am on Monday, August 12, 2024 at the Lafarge Open Space. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Staff present: Director Jack. Public present: OPALCO representatives, neighboring homeowner Kat Rose.
2. Business: Discussion and familiarization of potential power pole locations and subsequent easement alterations.
 - OPALCO staff identified optimal pole locations as well as two potential location adjustments that would require fewer trees to be removed.
 - i. Commissioners discussed the optional locations
 - ii. Kat Rose expressed concerns about high voltage wires and trees did not mix; noted concern about soil erosion should ridgeline trees be removed.
3. Adjournment: The meeting was adjourned at 10:32am.

Submitted by: Kerry Jack, Director



Commissioner Cumming

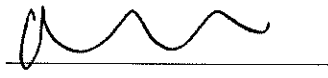


Commissioner Zehner

Commissioner Eltinge



Commissioner Moalli



Commissioner Ragsdale

**ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT**

BOARD OF COMMISSIONERS' MEETING

Minutes – September 5, 2024, 5pm

1. Call to order
 - Commissioner Cumming called the meeting to order at 5:01 pm on Thursday, September 5, 2024, in the Island Rec Office. Commissioners present: Cumming, Zehner, Ragsdale and Moalli; Absent: Commissioner Eltinge. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment
 - Geoff Anderson via Teams
3. Open Public Hearing for comments on amending the 2024 Budget at 5:02pm
4. Close Public Hearing: closed at 5:03pm
5. Approval of the August 1, 2024, meeting minutes and August 12, 2024, special meeting minutes
 - Passed without objection
6. Approval of Payroll/Vouchers: The following were approved and signed:
 - Vouchers for fund 6351: \$7298.11, \$36,416.55, \$12,344.22
 - Vouchers for fund 6353: \$1668.93, \$4057.35, \$5195.06

August Payroll totaling: \$95,962.25
7. Old Business
 - Trails Committee Update-
 - Commissioner Moalli said that Trails would like the social media post up a week before their events/walks.
 - Trails will try to get someone to help with their website in November
 - OPALCO easement project update
 - Director Jack gave an update about the OPALCO public meeting
 - Commissioners discussed final pole locations
 - There will need to be a route and pad for trucks to access one pole on the slope
 - Commissioners had no objections cutting in the path and pad.
 - SJ County Auditor decision to cut services to all Jr Taxing Districts-
 - No new information from the County at this time; there will be a meeting in September.
 - We have begun work with a local bookkeeper in order to set up an accounting and payroll system.
 - We are looking into an accounting firm in Vancouver for assistance with annual reports and audits.
 - Capital Projects
 - Feasibility Study update – Geoff Anderson
 - Geoff described three options: wet, dry and hybrid
 - Suggested Island Rec could consider moving forward with the dry plan, leaving building space for wet amenities later.
 - Board discussed multiple configurations; no consensus reached
 - Geoff will follow up with information about additional concepts that were discussed

8. New Business

- 2024 Budget Amendment-
 - Resolution 24-05 Amending the 2024 budget
 - Director Jack and commissioners discussed the proposed updated budget numbers and actual beginning cash balances.
 - Commissioner Zehner moved to accept the Resolution; Commissioner Ragsdale seconded.
 - Resolution passed unanimously.

- Parks update-
 - Discussed Parks report highlighting all of the capital and on-going projects that have been accomplished so far this year.

- Programming update
 - Discussed the recently mailed Fall recreation guide; last guide of the 40th Anniversary year.
 - Discussed staff preparing the guide earlier in the summer to allow for more time between delivery and registration day.
 - 8.8k debrief-
 - Staff and commissioners held a meeting to discuss ideas and potential changes to the race in the future.
 - Some ideas included a possible new race start location, allowing racers to pre-order t-shirt size, prepping runner “packets” for early pick-up, and new or upgraded equipment.

- Financial Report – July 2024
 - Discussed

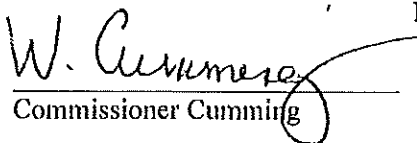
9. Director’s Report-discussed

- Discussed conversation with FHFC soccer program regarding program’s future.


10. Commission Discussion Items

11. Adjournment-meeting adjourned at 9:07 pm

Next Official Meeting: October 3, 2024




Commissioner Cumming



Commissioner Zehner

Commissioner Eltinge



Commissioner Moalli

Commissioner Ragsdale

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

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

1. Call to order

- o 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

- o 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

- o Passed without objection

4. Approval of Payroll/Vouchers- The following were approved and signed:

- o 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:

- o Trails Committee Update-no update
- o OPALCO easement project update – Action Item
 - o Commissioners discussed proposed easement location and community feedback.
 - o A motion was made by Commissioner Cumming; Commissioner Eltinge seconded. The board voted unanimously to grant the easement to OPALCO.
 - o The paperwork granting the easement will need to be witnessed by a Notary; Director Jack will make the arrangements.
 - o OPALCO has agreed to submit paperwork to the county returning all previously held easements in the Lafarge property to Island Rec.
- o SJ County Auditor decision to cut services to all Jr Taxing Districts-discussed
- o Program updates
 - o 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.
 - o Swimming - not discussed.
- o Capital Projects
 - o Feasibility Study update by Commissioner Zehner

6. New Business

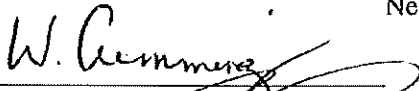
- Blood Borne Pathogens – Action Item
 - Motion to approve was made by Commissioner Zehner and seconded by Commissioner Cumming. Voted unanimously.
- Resolution 24-06 Authorizing the Sale of Surplus Items – Action Item
 - Donated Honda Odyssey minivan will be sold for \$2499.00 or best offer.
 - Motion 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 14th 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



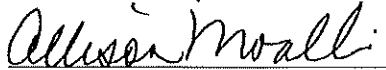
Commissioner Cumming




Commissioner Zehner



Commissioner Eltinge



Commissioner Moalli



Commissioner Ragsdale

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' SPECIAL MEETING
Agenda –November 14, 2024 5:00pm

1. Call to order
2. Open Public Hearing; for comments on the proposed 2025 Budget
3. Close Public Hearing
4. New Business
 - Resolution 24-09 Adopting the 2025 Budget
 - Resolution 24-10 Setting levy rate for 2025
5. Executive Session RCW 42.30.110 (g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
6. Commission Discussion Items
7. Adjournment

Next Meeting December 5, 2024

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
November 7, 2024, 5pm

1. Call to order
 - o Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, November 7th, 2024, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, Moalli and Eltinge. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items-No Visitors
3. Approval of October 3, 2024, meeting minutes
 - o Passed without objection
4. Approval of Payroll/Vouchers: approved
 - Vouchers for fund 6351: \$9440.02, 16,714.06
 - Vouchers for fund 6353: \$3112.01, 5263.19
 - October Payroll totaling: \$103,667.57
5. Old Business:
 - o Trails Committee Update-they discussed trail etiquette and how to bring about awareness between horses and bikers on the same trails. There was conversation around their website and creating a new one and linking a live map of the trails so people would know where to go. They were unsure of how much it would cost to make a new website.
 - o OPALCO easement project – easements are signed and will be sent to OPALCO for filing ASAP.
 - o New Accounting System update-work is on-going to build Xero, the new accounting system, and the new payroll system Gusto will be in place by December 18, which is the start of the pay period that we will be responsible for.
 - o Capital Projects
 - o Feasibility Study update-The architect is working on more detail plans. Discussion about future office spaces and costs.
6. New Business
 - o 2025 Budget Presentation-discussed
 - o Discussion regarding each fund and why there were increases or decreases in the 2025 budget.
 - o Director Jack anticipates that there will be an earlier than usual 2025 amendment due to some end of year capital purchases and adjustment needed on the medical insurance expense line.
 - o Commissioners discussed appropriate amounts to move into the depleted Lafarge reserve vs the General reserve funds.
 - o Commissioner Cumming asked why TREC wasn't running. Director Jack reviewed the challenges of the program since Covid; discussions have been taking place with staff about the needs and interests of middle school age kids and how to rebuild TREC. The Rec house needs to be updated on the inside.
 - o 2025 Board Chair-Thank you to Commissioner Cumming for serving as Chair this year, and Commissioner Moalli will serve as the 2025 Chair.
 - o Resolution 24-07 Authorizing Sale of Surplus Items
 - o Commissioner Eltinge moved to accept the resolution; Commissioner Zehner seconded.

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Minutes

December 5, 2024, 5pm

1. Call to order
 - o Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, December 5th, 2024, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, and Eltinge. Commissioner Moalli was present via Teams. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items- No visitors
3. Approval of November 7, 2024, meeting minutes and November 14, 2024, Special meeting minutes-
 - o Commissioner Eltinge made a motion to accept the minutes and Commissioner Ragsdale seconded.
 - o Vote was unanimous
4. Approval of Payroll/Vouchers: approved
 - Vouchers for fund 6351: \$14,800, \$510.52, \$320,482.02
 - Vouchers for fund 6353: \$5275.11, \$5820.41
 - November Payroll totaling: \$84,334.56
5. Old Business:
 - o Trails Committee Update-Director Jack gave an update that there had been a discussion regarding Louise Dustrude's passing and consideration of setting up a memorial bench in her name or naming a trail after her.
 - o OPALCO easement project-Easement and relinquishments have been filed. Opalco's project must be completed by early summer of 2025.
 - o Accounting System update- discussed that we now have the approval to write our own checks for AP according to the SAO and explained the process to the Board. Director Jack would like to wait to pursue this process until February, in order to ensure proficiency with the new systems and to determine a reasonable amount to be held in a new Accounts Payable bank account.
 - o Capital Projects
 - o Feasibility Study update-Commissioner Zehner let the board know that some concept drawings will be coming in the new year.
 - o Discussion held about potential programming and amenities for dogs.
6. New Business
 - o 2025 Meeting Schedule- January 2nd meeting will be pushed to January 9th. The board will make a decision whether to change the July 3rd meeting as it gets closer to that date.
 - o DRAFT Resolution A Resolution Authorizing the Opening of a Bank Account with Banner Bank for the Purpose of Processing Accounts Payable.-This was put on hold until February.
 - o Financial Report – October 2024 Discussed
7. Director's Report- The Board reiterated their appreciation for Casey Baisch and all he has done for Island Rec. Director Jack informed the Commissioners that staff is looking into adding more pickleball sessions in the winter and spring.