

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

BOARD OF COMMISSIONERS' MEETING

Minutes

January 9, 2025, 5pm

1. Call to order
 - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, January 9th, 2025, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, Cumming 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 the December 5, 2024, meeting minutes:
 - Passed without objection
4. Approval of Payroll/Vouchers: approved
 - Vouchers for fund 6351: \$16,568, \$1699.38
 - Vouchers for fund 6353: \$7616.40, \$10,378.66
 - November Payroll totaling: \$81,408.68
5. Old Business:
 - Trails Committee Update- They have identified someone to assist with redesigning the Trails website.
 - OPALCO easement project-
 - Director Jack and Commissioner Moalli met with Opalco representatives at the Lafarge Open Space. Opalco had already measured and marked pole locations, and marked which trees needed to come down. They were able to work with Opalco to adjust a pole location that reduced the number of large trees that needed to come down.
 - The trail inside the fence will need to be closed for a short time.
 - Commissioners agreed that the felled trees should be made available for the Family Resource Center for those who need wood for heat.
 - Linde Park Memorial benches- the Lyons club sent in a check for another bench. Discussion around where Island Rec would want to have more benches at Linde Park.
 - New Accounting and Payroll Systems update-
 - Gusto determined that they weren't compatible with Island Rec so Director Jack found ADP for Island Rec to use for a payroll system.
 - Xero is set up with our BARS codes and Kori is now inputting quarter 4 in an effort to be able to compare with the County's q4 numbers.
 - Capital Projects
 - Feasibility Study update- Commissioner Zehner and Director Jack will be meeting with the Community Foundation to discuss funding and grant opportunities.
6. New Business
 - Staffing Update-
 - Frank Whitney submitted his resignation and we have begun the process of posting the job on several websites. Commissioners Zehner, Cumming and Ragsdale are willing to be a part of the hiring process.
 - We have already received applications for Camp Eagle Rock and Dragonfly positions this coming summer.

- Annual Pesticide report-discussed
- Resolution 25-01 A Resolution Authorizing a Change in the Payroll Period.
 - Commissioner Cumming moved to accept the resolution; Commissioner Moalli seconded.
 - Passed unanimously
- Resolution 25-02 A Resolution Authorizing the Adjustment of the Zero-based Payroll account to a Checking Account
 - Commissioner Cumming moved to accept the resolution; Commissioner Eltinge seconded.
 - Passed unanimously
- Financial Report – November 2024-discussed

7. Director's Report-

- Discussed the need to be sure the Rec house is more protected from a cold spell.
- Browne's is willing to help the group that is hoping to build a gazebo at the dog park. Commissioners would like to see the design and location.

8. 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.

- Commissioner Moalli announced that the Commissioners would go into an executive session at 6:54 pm for 20 minutes. Director Jack and Admin Coordinator Mapstead left the meeting.
- Commissioner Moalli came out of the executive session to announce an extension of another 20 minutes. Director Jack returned to the Board room.
- Commissioner Moalli ended the Executive Session at 7:45 pm. Admin Coordinator Mapstead returned to the meeting.
- Commissioner Cumming made a motion to award Director Jack a 2% raise effective on her anniversary date with an additional 5 vacation days. Commissioner Eltinge seconded.
- Passed unanimously

9. Commission Discussion Items: A sub-committee^{will} be made to look at the salary schedule.

- Director Jack, Commissioner Ragsdale and Commissioner Eltinge will be on the sub-committee.


10. Adjournment at 7:50 pm.

Next Official Meeting: February 6, 2025


 Commissioner Cumming


 Commissioner Eltinge


 Commissioner Zehner


 Commissioner Moalli

 Commissioner Ragsdale