

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING MINUTES
February 6, 2025, 5pm

1. Call to order
 - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, February 6th, 2025, in the Island Rec Office. Commissioners present: Zehner and Eltinge. Commissioner Cumming joined at 5:18 pm. Absent: Commissioner Ragsdale. Staff present: Director Jack, and Rec Manager Bethany Klassen and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - Amelia Schaefer from FANS presented Island Rec with a \$3,000 donation check.
 - Discussion took place on how to support FANS during Music on the Lawn
 - FANS plans to bring a donation once a year in February; need is high for more volunteers and Board members. Discussed maybe having FANS using HS Students through Mobile Serve.
3. Approval of the January 9, 2024, meeting minutes; Approved unanimously
4. Approval of Payroll/Vouchers: Discussion held regarding the new Payment Request Forms from the County so that everyone understood what was being signed. Vouchers were approved.
 - Vouchers for fund 6351: \$2472.65, \$2034.63, \$10,097.56
 - Vouchers for fund 6353: \$8805.04, \$1670.85
 - December Payroll totaling: \$73,041.22
5. Old Business:
 - Hiring Update – Bethany Klassen
 - Job Fair went well, and we received 2 applications on-site and 2 other applications this week for the Customer Service assistant and the Recreation Specialist.
 - Two candidates that will be setting up interviews with soon.
 - Discussion about how a Customer Service assistant will help offset the work that Admin Coordinator Mapstead is doing for the new accounting system.
 - We have hired three people for CER and a director for Dragonfly Preschool.
 - Planning for summer programming has already started along with new summer camps being discussed
 - Bethany presented reports about the number of registrations that occurred in January and the breakdown of ages, showing that roughly equal amounts of people from all age categories have been attending our programs. This information will be included in monthly reports moving forward.
 - Trails Committee Update-
 - Jonathan McVeigh will create a new website for the Trails Committee.
 - Funds had been allocated for this project in the 2025 budget.
 - OPALCO easement project-
 - Discussed the progress that OPALCO has made moving the poles at and around Lafarge.
 - Commissioners asked Director Jack to confirm in writing that OPALCO will have a plan to plant Douglas Firs at the back of the property within the Pear Point turn (where a gate was to be placed previously) and have a plan to care for them for a year.
 - New Accounting and Payroll Systems update-
 - Xero is mostly built but still not fully functioning.

- We are still entering revenue and expenses for Q4 for 2024.
- We have now run 2 payrolls through ADP but haven't begun the mapping that will go into Xero.
- Capital Projects
 - Feasibility Study update-Discussed next steps for moving forward with the study and presentation.

6. New Business

- Dog Park Gazebo-
 - Discussion around the design and the steps that were being taken to see how much and what would be required to build it.
- SJICF Fund information-To be discussed at a future meeting
- Commissioner subcommittee(s)-
 - Commissioner Eltinge and Commissioner Ragsdale have agreed to work on a the salary schedule subcommittee, while commissioners Moalli and Cumming will work on the overall personnel policy subcommittee.
 - This agenda item will appear monthly while the work is on-going to allow for committee updates.
 - Personnel Policy-
 - There is a need to update IR Personnel Policy.
 - Commissioner Moalli and Commissioner Cumming will meet with Director Jack to go through the policy and make recommendations to the board.
 - Director Jack will also send out information to all the board members before each Board meeting regarding the section of the policy that needs to be updated.
- Financial Report – December 2024- Discussed

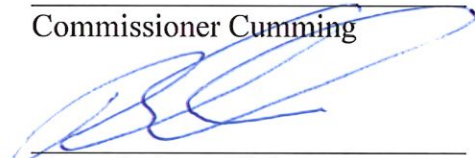
7. Director's Report-Director Jack shared her report

8. Commission Discussion Items

9. Adjournment at 8:00 pm

Next Official Meeting: March 6, 2025

Commissioner Cumming




Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli



Commissioner Ragsdale