

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
March 6, 2025, 5pm

1. Call to order
 - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, March 6th, 2025, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, Eltinge Absent: Commissioner Cumming. Staff present: Director Jack, and Rec Manager Bethany Klassen (recording minutes) and Recreation Specialist Raquel Rexach
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of the February 6, 2025, meeting minutes
Commissioner Eltinge moved and Commissioner Ragsdale seconded. Approved unanimously.
4. Approval of Payroll/Vouchers
 - Vouchers for fund 6351: \$25,580.38
 - Vouchers for fund 6353: \$10,589.30
 - EFT requests: \$1015.41
 - February Payroll totaling: \$63,126.96
5. Old Business:
 - Hiring Update – Bethany
 - Raquel Rexach was introduced as the new Recreation Specialist- Sports & Fitness. Her first day was March 5, 2025
 - Kim Erickson was hired as the Customer Service Assistant (temporary position). She started February 20, 2025.
 - Two applications for the Camp Eagle Rock Director position have been received. Interviews will be scheduled for later in March. Assistant Director has been hired in addition to three counselors.
 - Marina West will be returning as lead instructor for our sailing program.
 - Trails Committee Update
 - No trails committee meeting today – postponed until March 13, 2025
 - OPALCO easement project
 - Poles are up. March 26th power will be shut off. OPALCO was contacted because Island Rec wants to have Douglas Firs planted – wanting OPALCO to maintain them for a year. Best time to plant is October – December. Potentially to plant after nesting season ends in November.
 - New Accounting and Payroll Systems update
 - Accounting system not fully complete yet. It is a massive project and we are getting closer and closer to full implementation.
 - Payroll has been running smoothly, but the systems are not “speaking” currently; still having issues pulling an accurate financial report – having difficulties integrating all the BARS codes in the report.
 - Bookkeeper’s contract will be extended 4 hours a month for the next 3 months as more training is needed and some reports still need to be built with her help. 6 months from the

county was not enough time to research, learn, and implement a full and robust new accounting system.

○ Capital Projects

○ Feasibility Study update

no update, discussed next steps for moving forward with the study and presentation.

○ SJICF Fund information

Defer until April meeting

○ Dog Park Gazebo

Discussed the proposed gazebo project at the dog park; tentative committee formed. Pre-site visit with Town, refined plans, and a simple permit will be needed for the build.

One commissioner may opt to work with the committee, but would like to have group members come and give a presentation at a board meeting before proceeding. Group should be prepared with design, fundraising plan, budget, and point of contact. Director Jack and Tracy will contact the group.

6. New Business

○ Commissioner subcommittee(s)

The salary committee has not met but will before the next meeting – completion goal of end of the year.

Portions of the personnel policies were assigned for review and will be updated at the next two meetings. Personnel policies will be fully reviewed and updated before end of 2025

○ Financial Report – January 2025

Financial Report is delayed because of the accounting transitions. Director Jack plans to have both January and February financial reports at the April meeting.

Tax money has started to come in.

7. Director's Report

Report by Bethany was further developed now showing program numbers and revenue.

STAR average – Two-month comparison and a YTD – this report will be presented monthly moving forward

Lions bench has been delivered and is ready to install at Linde

8. Commission Discussion Items

9. Adjournment at 6:53 pm

Next Official Meeting: April 3, 2025 5pm.

Commissioner Cumming

Commissioner Eltinge

Commissioner Ragsdale

Commissioner Zehner

Commissioner Moalli