

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – January 12, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:04pm on Tuesday, January 12, 2021. The meeting was held remotely via zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken, Cumming. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** High school athletic director Brock Hauck was in attendance.
3. **Approval of the Minutes:** The minutes from the December 3, 2020 meeting were approved.

4. **Approval of Payroll and Vouchers:**

The following were approved:

Final 2020 Vouchers for fund 6351, for \$137,011.56

Final 2020 Vouchers for fund 6353, for \$488.59 and \$8,494.19

2021 Vouchers for fund 6353, for \$200.00

2021 Vouchers for fund 6351, for \$4,200.10 and \$2,298.00

December 17th 2020 payroll totaling \$27,730.06

Heidi will send out payroll and vouchers for e-signature following the meeting.

Director Ovenell noted that the final school sports payment was made for the year. There is still approximately \$68,000 available in reserve. The school district did not request this amount due to cancelled athletics this year.

5. **Old Business:**

SJISD Athletic Budget Request: Brock Hauck said the weight room equipment in Turnbull Gym is from the 1980s and was donated to the school in the early 2000s. He recommended replacing the equipment with funds that were not used due to COVID-19 cancelling many sports. He asked the commissioners to approve the request. The estimate is \$46,415 including freight and could be installed after delivery in 4-6 weeks. There was discussion. All commissioners were in favor of the expenditure. Brock said the school is also going to install a camera system in the gym and on the football field to be able to livestream games. Commissioners discussed the possibility of adding it at Linde fields at some point. Brock left the meeting.

Linde: Director Ovenell reported that park neighbor Jayme Rudd called after hours on December 30th to report people in the park setting off fireworks. He said he also called the sheriff. Video footage shows people coming from the trailer park to set off a few fireworks in the rain and then ran back. It was a very quick incident. Jayme has requested to move the trailer park entrance and lock all the gates after hours. Tracy has followed up with him about why this is not possible.

Recreation Update: Director Ovenell reported that the Governor's new plan for the state has two phases. Everyone is currently in phase 1. The islands are in a region grouped with several other counties. The region must meet requirements in 4 metrics related to COVID-19 before moving to phase 2. Maddie is working with Morgan to come up with program ideas and then run them by the health department. She is hopeful that some adult in-person programs such as pickleball can get

going. There may be some youth programs that can operate as well in the next few months. The board discussed program ideas. Commissioner Cumming suggested adding an adult and youth horseshoe pit at Linde.

Staff Update: Director Ovenell said ideally Island Rec would hire recreation specialists that could be in place by mid-April. The STAR program will not be in session at school this spring. Former STAR program manager, Doug Archuleta, has permanently accepted a job with parks and is eligible to re-apply for the STAR program manager if/when it is posted again. Director Ovenell reported that under The Families First Coronavirus Act, employees were eligible for a certain number of hours at 2/3 of their regular pay in the event of COVID-19 illness or to care for a child when school was not in session. The requirement to offer the hours to staff expired at the end of 2020. The board discussed extending the benefits further to staff. Commissioner Eltinge made a motion to allow full-time staff an extension to use their FFCA hours through 2021. Commissioner Miniken seconded the motion and it passed unanimously. Director Ovenell said Tracy Roberson wanted to pass on a thank you for her pay raise that was approved by the board.

2021 Levy Planning: The board reviewed the levy information postcard that Island Rec would send out to residents – exact timing TBD. The board reviewed a draft of FAQs regarding the levy. Commissioner Zehner said the school district will also produce an FAQ about the school sports portion of the levy. Director Ovenell asked the board for additional ideas of what Island Rec wants to accomplish in the next six years. Commissioner Eltinge suggested expanding organized adult sports, including possible inter-island games or competitions. Commissioner Cumming suggested beginning the planning phases for a community recreation center or expanded rec facilities at Linde Park. Discussion.

The board reviewed and finalized the rate for the levy: Renewal of 38.5 cents, allocated as: 12 cents for Linde and other parks. School Sports has only asked for 10 cents. 16.5 cents would be for Rec programs and Trails. The new budget would include funding for an additional year-round park maintenance position, full-time. Commissioner Zehner asked each commissioner to donate between \$50-\$100 to the Island Rec Levy Committee if possible. Checks can be mailed to 103 Blake Way. He reported that Purple and Gold already donated \$3,000 to the levy committee. Commissioner Cumming suggested bumper stickers and buttons.

6. New Business:

Fair Interlocal Agreement: Director Ovenell said a new fair interlocal agreement needs to be signed. The agreement remains unchanged and she recommended re-signing it as written. Tracy and Mike have reviewed the agreement as well. The county needs to sign it and then it will be sent to commissioners for signature. Commissioner Zehner made a motion to approve it as presented. Commissioner Moalli seconded the motion, and it was passed unanimously. Commissioner Eltinge asked about the student project at the skate park. Maddie said the project did not occur unfortunately because the students could not get the project together.

Linde Rental Packet Review: Director Ovenell presented the packet for annual review. No changes were recommended. In addition to the packet, park users must also sign an agreement to comply with COVID-19 safety requirements. Commissioner Cumming made a motion to accept the packet as presented. Commissioner Eltinge seconded it and the motion passed unanimously.

Family Resource Center Needs Assessment Survey request: Director Ovenell presented a letter requesting that Island Rec send out a survey using the Active Net registration database for a community-wide assessment of childcare needs. Maddie did not recommend sending it out to everyone in ActiveNet. She recommended potentially sending it out just to people who have done preschool programs or to parents of school-age children. The board discussed the use. The board was in favor of a targeted email to specific users only as well as asking what other agencies will be distributing the survey to the community.

Financial Report – November: reviewed/discussed.

7. **Director’s Report:** reviewed/discussed. Maddie said she has invited Amelia Schaefer, new president of FANS to a future meeting for an introduction.
8. **Commission Discussion Items:** Commissioner Zehner said good job to Commissioner Moalli on her first meeting as chair! He also reported that Ellen Goodrich talked to him about a group of people that are trying to develop indoor tennis courts. The board discussed Island Rec’s potential use of the courts if the project was developed. Commissioner Cumming said there is a small fitness club being built next to San Juan Bakery. Commissioner Miniken said it is going to be for CrossFit and personal training.
9. **Executive Session in conformance with RCW 42.30.110 (g), Director’s Performance Review**
Commissioner Moalli said the board would go into executive session at 6:55pm for approximately 30 minutes for Director Maddie Ovenell’s performance review. Heidi White left the meeting. Commissioner Moalli ended the executive session at 7:27pm. Commissioner Miniken made a motion to increase the Director’s wage by 4% effective 12/18/2020. Commissioner Eltinge seconded the motion and it passed unanimously.
10. **Adjournment:** Commissioner Moalli adjourned the meeting at 7:29pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – February 4, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:00pm on Thursday, February 4, 2021. The meeting was held remotely via zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken, Cumming. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, and Recreation Manager Morgan Johnston.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:**
Beaverton Marsh update: Lincoln Bormann from the Land Bank was in attendance to provide an update on the Beaverton marsh project. The Land Bank hopes to create a trail to an overlook that departs from Linde park near the baseball field. The Land Bank has been given the property adjacent to the park and there could be a connector trail to the existing walking trail at Linde. Lincoln presented a review of the marsh property and trail ideas. The trail could be completed in the next year. Dona Wuthnow has been contracted to manage the Beaverton Marsh project. The Land Bank could contribute to maintenance costs of the Linde parking lot, etc. since it would serve as access to the property for trail use. Discussion. Commissioner Zehner asked about the potential for swimming at Zylstra? Lincoln said there is potential for water access, but there are water quality issues, so it is not likely going to be a developed swimming area. Bass fishing will be likely be allowed. Lincoln left the meeting.
3. **Approval of the Minutes:** The minutes from the January 12th meeting were approved.
4. **Approval of Payroll and Vouchers:**
The following were approved:
Vouchers for fund 6353, for \$5,077.43
Vouchers for fund 6351, for \$5,277.19
January 17th payroll totaling \$27,033.25
Heidi will send out payroll and vouchers for e-signature following the meeting.
5. **Old Business:**
Recreation Update: Director Ovenell reported: San Juan County is in Phase 1, and there have been some roadblocks limiting what Island Rec can offer during this phase. Indoor hockey coaches were not interested in running the program due to COVID protocols. The health department did not feel comfortable with Island Rec running skate night. They said only one person could skate in a 500 sq foot area. On February 2nd a media release from the SJC health officer came out stating that Dr. James did not recommend any indoor athletics at this time. There was some confusion about whether that was for school sports or everyone. Director Ovenell contacted the health department and they said the health officer is concerned about all indoor sports, adults included. It is a recommendation, not a mandate. Island Rec was supposed to start Pickleball last Tuesday at the Fairgrounds but was cancelled due to the health officer's recommendation. Director Ovenell also reported that Jen Allen at the Fair said the building is also going to be used for vaccinations and that some community members expressed concern of the multi-use of the site for both recreation and vaccinations. The board discussed the issue. There was consensus to follow the SJC health officer's recommendation and cancel all indoor sports at this time.

Sponsorships at John O. Linde Community Park: Morgan Johnston reported: She met with leaders of local sports organizations and presented a review of their sponsorship needs. The baseball boosters do not necessarily want to continue with the sign boards that are at Hartman field. They were mainly raising funds to maintain Hartman field. Morgan said there was not an expectation for sponsorship signage at Linde from the groups. Most groups use the back of player jerseys or put up a banner at games. Baseball is wondering about the “Home of the Wolverines” signs going up at Linde. The board discussed and agreed that Wolverines signs should be put up. Maddie will have Tracy coordinate with the team on sign placement. The board thanked Morgan for having the conversations with the teams. Maddie said there could be sponsorship funds that come through Island Rec and teams can apply for a portion of the funds to replace equipment if needed. Commissioner Zehner asked about the Kiwanis caboose. Morgan said there is a mobile concession vending application for Linde but they wouldn’t be able to leave it at Linde. Morgan left the meeting.

John O. Linde Community Park: Director Ovenell reported: The commercial fence company did an assessment today for the backstop netting. It is ordered and they hope to have it installed by Mid-March. It will protect the playground from foul balls. The baseball team is already practicing at Linde. The sponsorship bricks will be going in soon. Tracy is working to have a few volunteers from Purple and Gold help install them. Maddie said she received an email from Lori Stokes with concerns about water running over the trail behind the baseball field at Linde. Lori has a walking group. Director Ovenell said the issue was identified last year as well – the area is very wet with seasonal rain and can be hazardous if it freezes. She has discussed drainage options with Tracy and Don Campbell. Maddie recommended that it be a priority to get fixed. The board discussed eventually connecting the trail to the Land Bank property. The board reviewed the parks quarterly report from Tracy and the 2020 work hour report. Director Ovenell reported that the baseball bullpen is soft. Tracy pulled back soil and it is short on mound-clay that did not get added. Island Rec will need to purchase 15 bags of mound clay and add it, which will cost about \$300 plus staff labor.

FANS update – Amelia did not attend. Maddie has directed FANS not to fundraise at this time.

Staff Update: Director Ovenell said Island Rec was going to hire a part time person to do facility management for fair building programs but now indoor programs are paused. Hopeful for summer programs, but it is still hard to tell when to hire additional staff. The board discussed potential hiring timelines. The school is starting to re-open. Currently K-2 are back in an in-person/hybrid learning model. Director Ovenell said Doug Archuleta is with parks full-time, permanent. The after-school manager position will be re-designed / re-hired when it is time.

2021 Levy Planning: Resolution 21-1; Authorizing Levy Request:

Director Ovenell presented the resolution for review. Once signed it goes to election office and then the language is reviewed by the prosecutor’s office for the ballot. Commissioner Zehner reported that the Town of Friday Harbor is also on the April ballot. They will be asking town residents for permission to be annexed into the Fire District. By the next meeting, the levy info postcard will be in the mail to residents. Commissioner Zehner talked to the Lyons this week and they were supportive of the levy. There was discussion about when to do a press release. The board decided it can go out as soon as the resolution is filed. Commissioner Eltinge made a motion to approve resolution 21-1 as presented. Commissioner Zehner seconded the motion and it passed unanimously. Heidi will send out the resolution for e-signature.

Director Ovenell said the levy committee members asked what sort of capital projects Island rec wants to use the money that was saved during the past year for? She presented a list of possible uses for capital funds at parks. Discussion. The board discussed parking lot resurfacing at Linde. Maddie said installing two pickleball courts would cost around \$40,000, not including site prep/earth work. Commissioner Cumming said the high school tennis courts are going to be re-done this summer and will include pickleball court lines. The board decided that 75% of the funds should go to capital projects, and 25% to offset program costs, such as a one-time fee reduction for programs like STAR. Director Ovenell will discuss with Tracy about prioritizing capital projects and report back in March.

Levy trivia: Commissioner Zehner presented info explaining that the funds Island Rec saved this year due to the pandemic equate to approximately a \$13 “rebate” per household if Island Rec had decided not to keep the funds. Additionally, the levy renewal request is for the same as the existing rate but equates to approximately 4.5% budget increase for Island Rec each year due to property value increases.

6. New Business:

Annual Review of Pest Management Plan: There were no recommended changes from either Maddie or Tracy. Maddie is going to follow up with Tracy about getting Mike certified in pesticide application. The board reviewed and agreed no changes were needed.

Financial Report – December/ year end 2020: review of year-end financials and reserve funds.

7. Director’s Report: presented/discussed.

8. Commission Discussion Items: Commissioner Cumming said the covered bus stop that Rotary put in by the trailer park is very nice and helpful for kids waiting in bad weather. Commissioner Eltinge said Rotary is open to building more of them.

9. Adjournment: Commissioner Moalli adjourned the meeting at 7:06pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – March 4, 2021

1. **Call to Order:** Commissioner Cumming called the meeting to order at 5:00pm on Thursday, March 4, 2021. The meeting was held remotely via zoom. Commissioners present: Moalli, Zehner, Eltinge, Cumming. Commissioners absent: Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Approval of the Minutes:** The minutes from the February 4th meeting were approved.
3. **Introduction of Visitors/Public Comment on Non-Agenda Items:** In attendance were: Gib Black, Amelia Schaefer, Mark Noyes, Todd Kaden, Dave Zeretzke, and Julie Fonseca de Borges.

Gib Black said he and his family are avid pickleball players and popularity is growing on the island. He asked Island Rec to consider developing dedicated Pickleball courts with permanent nets. He suggested courts at Linde Park. He is willing to help fundraise and estimates costs to be \$25,000-\$30,000 per court if surfaces are already level. Commissioner Cumming said the vacant land at Linde is potentially going to be a larger rec facility that could include Pickleball courts. The board discussed the idea, including how to limit potential “pinging” noise for neighbors. Gib left the meeting.

Amelia Schaefer introduced herself as the current president of FANS. She has been with FANS since 2018. FANS has five members, including a new member, Lindsey Callahan, who joined in January. Amelia left the meeting.

OMRT Committee Update: Dave Zeretzke presented: The committee is two years old now, with the same original nine members. The RTCA Program has renewed their support for another full year. Julie Fonseca de Borges from the NPS has joined as a counselor for the project. They hope to open a section of the trail this year, from the new American Camp visitor center to the Land Bank's Fraser homestead. The committee is working with Alexis Fredy on signage that will meet NPS standards. The original concept proposal has been revised and should be finished in about a week and will be sent out to commissioners. Dave said he would like to return to a future board meeting to answer any questions after the board reviews the proposal. The Land Bank recently purchased the Buck property of 142 acres on Cady Mountain. The purchase will be a critical link on the trail. There has been no significant pushback on the development of the trail. People generally seem in favor of the trail. Todd Kaden narrated an 11-minute slide presentation about the trail that is going to be available to the public. Discussion. Dave, Julie, Mark, Todd left the meeting.

4. **Approval of Payroll and Vouchers:**

The following were approved:

Vouchers for fund 6353, for \$3,926.29

Vouchers for fund 6351, for \$7,518.55

February 17th payroll totaling \$29,648.15

Heidi will send out payroll and vouchers for e-signature following the meeting.

5. **Old Business:**

John O. Linde Community Park: Director Ovenell reported: Next Tuesday there will be a high

school baseball and softball game in the afternoon at Linde against La Conner. She is working with the school district to try and minimize a potential crowd. The school district already sent info out that said 200 people could attend, but since Linde is a “multi-field facility” the guideline is only 75 people per field at event. This includes players/coaches. The board discussed. Director Ovenell said concessions are allowed based on the current guidelines, and asked the board about whether to open the concession stands for use by Purple & Gold? There was discussion. The board decided not to allow concessions for at least the first game and keep the focus on the kids. Director Ovenell will attend the game.

The brick pavers have been installed behind home plate at the baseball field.

The flagpole is also on order. Shannon Plummer is going to have the boy scouts help install it as a community project. It will go near the OPALCO transformer by the Field House.

Recreation Update: Director Ovenell reported: The SJC health officer lifted his recommendation not to have indoor athletics. Pickleball has started. Teen Open Gym will also be starting on Sundays. Morgan is putting together a hiking club on Wednesdays from 1-3pm for elementary age children. There will also be a 4-leaf clover hunt in the parks for St. Patrick’s Day. The board discussed potential Music on the Lawn concerts. Director Ovenell said the fairgrounds has offered their space instead of the historical museum lawn. The board decided to keep the concerts at the historical museum lawn but to not plan or advertise them yet. They could be with local bands with less notice depending on guidelines at the time. Director Ovenell said the Fitness Center has asked Island Rec about offering swim lessons. The board agreed to start offering swim lessons.

Staff Update: Director Ovenell said Island Rec needs to hire ten part-time staff for Camp Eagle Rock and other summer programs. Commissioner Zehner asked about vaccines for CER staff. Director Ovenell said she is talking with the health department about this. Additionally, one full-time recreation specialist may be needed before summer starts. Director Ovenell said she will probably post the position in April.

2021 Levy Planning: Director Ovenell said the explanatory statement for the voter’s pamphlet was accepted. Tori Zehner is going to write the “pro” statement. Have not found someone to do a con statement. The elections office will attempt to find someone. The San Juan Update and the San Juan Islander have not shared the press release about the levy and did not respond to a follow up. It was posted in the Journal. The Town of Friday Harbor approved a resolution in support of the levy. Commissioner Zehner said the levy committee is struggling to get the word out. The board decided to email Island Rec participants through Active Net with information about the levy. Commissioner Eltinge said he talked to Theresa Simendinger about emailing the Trails group through their listserv.

6. New Business:

OMRT Committee Update: already discussed

Capital Projects: Director Ovenell said she met with Tracy to talk about projects. She presented a review of proposed project ideas to the board. There was discussion of potential projects and costs. Bike park – discussed possible locations and ideas. Commissioner Eltinge asked partnering with the Land Bank on the adjacent land for a bike park? Discussion. Director Ovenell will talk to the Land Bank about the idea.

Financial Report – January: The district is lower on revenue without normal January registrations.

7. **Director’s Report:** presented/discussed. Additionally, Director Ovenell said someone has contacted Island Rec multiple times about flying a drone at Island Rec parks. All Island Rec parks are within the range where you cannot have drones. She is going to draft a no-drone policy for Island Rec.
8. **Commission Discussion Items:** None. Commissioner Moalli thanked Commissioner Cumming for running the meeting.
9. **Adjournment:** Commissioner Cumming adjourned the meeting at 7:19pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – April 1, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:00pm on Thursday, April 1, 2021. The meeting was held remotely via zoom. Commissioners present: Moalli, Eltinge, Cumming, Miniken. Commissioners absent: Zehner. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Stephanie Buffum, Brent Snow, Gib Black, and Dave Zeretzke were in attendance.

OMRT Committee Update: Dave Zeretzke reported that the concept proposal is online for reading, however it will still be changing. The committee is working on signage. Commissioner Eltinge suggested more contrast with lettering on website for easier reading. The board thanked Dave for the committee's hard work! Dave left the meeting.

3. **Correspondence / Public Comment:** The board reviewed and discussed correspondence from:
 - 1) Mary Ellen Demrose, re: asking Island Rec to look at creative ways of offering programs to the mentally and physically challenged.
 - 2) Stephanie Buffum re: Pickleball Courts – the need for striping when the FHHS courts are re-surfaced, and a request for feasibility of developing new courts on San Juan Island.Stephanie Buffum, Gib Black, and Brent Snow called into the meeting from the Roche Harbor pickleball courts to offer public comment in support of expanding pickleball play on the island through additional striping to existing tennis courts at FHHS/Cahail Park, as well as the need to develop dedicated pickleball courts. Gib Black said he feels that Linde Park is the best place to pursue a pickleball complex. He said the FHHS tennis courts are not accessible to the public during school hours, which limits play. Commissioner Cumming said that the resurfacing of the tennis courts at the high school is not an Island Rec project and the group needs to contact the school district about their striping request. Stephanie, Brent, and Gib left the meeting. Commissioner Zehner joined the meeting. Commissioners Eltinge and Zehner agreed to be the Island Rec liaisons for future communication with pickleball players regarding any development of courts.
4. **Approval of the Minutes:** The minutes from the March 4th meeting were approved.
5. **Approval of Payroll and Vouchers:**

The following were approved:
Vouchers for fund 6353, for \$3,327.09
Vouchers for fund 6351, for \$1,888.43
March 17th payroll totaling \$26,772.86
Heidi will send out minutes, payroll and vouchers for e-signature following the meeting.

6. **Old Business:**

John O. Linde Community Park:

Land Bank Connection: Director Ovenell reported that she met with Dona Wuthnow, who is the consultant for the Land Bank's Beaverton Marsh project and possible trail connection with Linde. An

interlocal agreement is in the works, along with a fee for the Land Bank's trailhead access to help cover costs for bathroom use/trash/dog waste bags/maintenance of trailhead parking, etc. The Land Bank is interested in allowing mountain bike use of the trail and was interested in a potential bike park discussion. The board discussed the fee and the length of the first contract. Commissioner Moalli noted that parking at Linde is already at capacity on game days.

Concessions at Linde: will not be opening. WIAA is making a recommendation for facilities not to open concessions.

Gravel at softball field: The warning track material that was used at the Softball field during development was an expensive Safeco mix and was not used on the baseball field's track. The baseball field used a gravel for cost savings and was deemed appropriate for the field. The material has to be the same on both fields to meet Title IX requirements. Commissioner Miniken reported that the softball coaches asked to continue having the Safeco mix. Tracy Roberson recommends switching boat tracks to the gravel. Cost estimate is \$13,500 for warning track material for both fields and the gravel at the baseball field would have to be pulled out. Cost estimate is \$3,100 to put gravel on both tracks instead. It would be re-applied every 3-5 years. The board discussed the issue.

Commissioner Zehner left the meeting.

The board decided to proceed with using gravel at both fields. Commissioner Miniken will communicate the change to the softball coaches.

Director Ovenell reported that Duncan Wilson contacted her about federal funding opportunities for facilities through Rick Larsen's office. He suggested Island Rec apply for the federal grant for a facility. The deadline was seven days away. Everyone agreed that was too quick to put a proposal together and the community would need to be brought on board for a public process first.

Commissioner Cumming suggested getting familiar with the RCO grant cycle. Commissioner Eltinge suggested Island Rec start to look at feasibility. Director Ovenell said she hopes to do so once recreation is up and running again post-pandemic.

OMRT Committee Update – already discussed in public comment.

Recreation Update: Director Ovenell reported: The summer program guide will be in mailboxes between May 10-14. Registration opens May 17. Programs should include: Adventure camps for teens, Camp Eagle Rock, Dragonfly preschool, sailing, adult fitness, 8.8k run, soccer camps, swim lessons, basketball, art, lego camps. There are increased mask requirements compared to last summer.

Staff Update: Director Ovenell reported: Island Rec needs a director for Camp Eagle Rock. Jobs that are currently advertised: Year-round Recreation Specialist, CER director, CER counselors, Dragonfly preschool director and assistant, Sailing Instructors. There are a lot of open jobs on the island right now. Morgan is working hard on summer programming and hiring. Commissioner Cumming brought up the issue of pay and whether it needs to be increased to attract applicants.

2021 Levy Planning: The pro statement by Tori Zehner was submitted. According to the county, no one submitted a con statement for the voter's guide. Heidi gave a levy committee promotion update.

7. New Business:

Skate Park: Director Ovenell reported that the skate park was closed for a few days this month due to escalating issues at the park. Someone parked their car in the skate park. There were verbal confrontations between parents and skaters and there was a litter issue. Sandwich boards that staff put up were being used as ramps for skating. The closure brought comments and feedback from the community. Director Ovenell is trying to get a group of teens together who are interested in meeting with parks staff to help them feel heard about their park use. The trash issue is going ok right now.

Drone Policy: Director Ovenell put together a policy for review. The board discussed approval of special requests for drone use. Commissioner Eltinge said any special requests would have to be approved by the FAA because Island Rec parks are within the no-fly zone of the airport. Commissioner Cumming made a motion to approve the Unpiloted Aircraft Systems Use policy as presented, with the addition that special requests may be considered with pre-approval by the FAA. Commissioner Eltinge seconded the motion and it passed unanimously.

Linde Field Use Request: Spring Street School has been using Linde for some of their P.E. classes, which is technically a commercial use and subject to rental fees. Director Ovenell recommended waiving their fee due to the pandemic and since it is part of an educational use. The board approved.

Financial Report – February: presented/discussed. No current concerns.

8. Director's Report: presented/discussed. Director Ovenell requested vacation July 26-30. She asked the board for clarification regarding Island Rec's practice of not granting time off in the summer. After discussion the board decided as long as multiple people were not gone at the same time, vacation requests should be granted if possible. The board approved the director's vacation request.

9. Commission Discussion Items: Commissioner Cumming said he met for several hours with a community member/former developer of Linde fields, who has a strong desire to build a community center at the park. Commissioner Cumming told him that at some point Island Rec is going to begin the public process of looking at the feasibility for a facility. As landowner, the school district board approves any development at Linde and field/building naming, etc.

10. Adjournment: Commissioner Moalli adjourned the meeting at 7:09pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – May 6, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:01pm on Thursday, May 6, 2021. The meeting was held remotely via zoom. Commissioners present: Moalli, Eltinge, Cumming, Miniken, Zehner. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, Recreation Specialist Katie Aiello, and Parks Maintenance Superintendent Tracy Roberson.

2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Island Rec's new recreation specialist, Katie Aiello, introduced herself to the board.

FANS president Amelia Schaefer and new FANS board member Lindsey Callahan were also in attendance. Amelia asked the Island Rec board if it would be appropriate for FANS to start fundraising. The board discussed. Director Ovenell said FANS usually funds \$2,000 in additional scholarship funds. They have not done any fundraising since before the pandemic. The board asked FANS to wait until summer registration is underway – June or July - to see if there is a large scholarship need. Amelia, Lindsey, and Katie left the meeting.

3. **Approval of the Minutes:** Commissioner Moalli made a motion to approve the minutes from the April 1st meeting. Commissioner Cumming seconded the motion and it passed unanimously.

4. **Approval of Payroll and Vouchers:**

The following were approved:

Vouchers for fund 6353, for \$1,517.44 and \$13,426.91

Vouchers for fund 6351, for \$2,654.01 and \$37,410.90

April 17th payroll totaling \$28,811.91

Heidi will send out minutes, payroll and vouchers for e-signature following the meeting.

5. **Old Business:**

John O. Linde Community Park:

Director Ovenell reported that the backstop netting has been installed at the baseball field. Island Rec paid for it but will be reimbursed by the county grant that was awarded. Tracy reviewed the quarterly parks report with the board. She said the skate park trash issue is better and it seems like users are being more respectful. Director Ovenell said one community member called recently about profanity by users in the afternoon. Tracy offered to have staff stop by during that time of day. Staff will need to open and close Linde park for the foreseeable future – Jeff Musburger is unable to do so right now. Tracy left the meeting.

Staff Hiring Update: Director Ovenell reported that we still need a Camp Eagle Rock director. Morgan will take on some of that role if we do not find a director. Currently have hired only two counselors, which means camp can only have 20 kids. The CER director wage is advertised at \$25/hour. Counselors are at \$15/hour. Island Rec will keep advertising the jobs. Also still have not hired sailing instructors. Courtney Leake is returning to run Dragonfly Preschool camps. Lucy Martin has been hired as Dragonfly preschool assistant. We are excited to have Katie on board.

2021 Levy Renewal: The levy passed, with 80% approval! The board reviewed voter turnout and

approval numbers of the last several levy elections. Levy will be certified tomorrow. Great job to the levy committee.

6. New Business:

Pickleball Update: Director Ovenell reported that the lines at the high school courts will be painted as the pickleball group had requested. She confirmed with the school district that the courts are not open for public use when school is in session. She met with Tracy Roberson and Commissioner Zehner at Linde park about a potential pickleball court location north of the softball field. Commissioner Zehner said he thought it would be a good use of space in that corner of the park. Director Ovenell said from her research that noise is the #1 issue for other park and rec districts who add pickleball courts. She said there are noise inhibiting nets that can be put up. The board discussed putting in a pickleball court at Linde. Director Ovenell noted that the school district would need to approve adding the courts to the facility and the conditional use permit would need to be updated. Commissioner Zehner will proceed with working with the pickleball interest group about a proposal for the site. Commissioner Moalli suggested making sure the proposal includes sound mitigation. Director Ovenell will look into the CUP change process. Priorities for the proposal should include soundproofing, fundraising for the development, multi-use possibilities, and re-routing the walking path. Island Rec would provide siting, on-going maintenance, and court scheduling. The board discussed having a non-profit or the community foundation be the developer of the site, like how the baseball field was done. Commissioner Eltinge suggested LTAC funding as well.

Summer Program Guide: Review of summer guide. Director Ovenell said great job to Morgan who developed the programs and Heidi for putting the guide together. Music on the Lawn might be possible with local musicians in July if new rules allow.

Rec House Use: Commissioner Moalli asked if she could start using the Rec House again for in-person meetings once per week with her Alateen group. Director Ovenell recommended allowing the use since it is a small group of 4-5 kids. The board agreed. Director Ovenell said the use agreement paperwork will need to be updated with a COVID waiver.

Special Olympics Partnership: Director Ovenell has been working with Becky Bell and Deb Nolan about Island Rec organizing a Special Olympics team. There used to be a team on the island. An Island Rec staff member or community volunteer would get training to help coach a team.

Candidate Filing: Commissioners Moalli, Miniken and Zehner are all up for re-election. Remember to file online May 17-21.

Financial Report – March: presented/discussed.

7. Director's Report: presented/discussed. Director Ovenell is starting the process of reviewing salaries and hopes to have information to review by July. Commissioners Cumming and Eltinge offered to help.

Director Ovenell asked if the board wanted to meet in person in June and everyone agreed. She will look into the details of still having a zoom-in option and whether masks are required. Director Ovenell said the school district is planning for full-time in person learning in the fall, so Island Rec would start

hiring for a STAR manager later this summer. Commissioner Zehner said someone approached him about donating recording studio equipment. Discussion. No space to accommodate currently.

8. Commission Discussion Items: None.

9. Adjournment: Commissioner Moalli adjourned the meeting at 7:02pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – June 3, 2021

1. **Call to Order:** Commissioner Moalli, called the meeting to order at 5:01pm on Thursday, June 3, 2021. The meeting was held in person at the Island Rec Office. Commissioners present: Adam Eltinge, Bill Cumming, Scott Zehner, & Alli Moalli. Staff present: Director Maddie Ovenell, Recreation Manager Morgan Johnston. Not Present: Commissioner Miniken, & Administrative Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No Attendees
3. **Approval of the Minutes:** Commissioner Moalli, made a motion to approve the minutes from the May 6th meeting. Commissioner Zehner seconded the motion and it passed unanimously.
4. **Approval of Payroll and Vouchers:**
 - The following were approved:
 - Vouchers for fund 6353, for \$5,140.00
 - Vouchers for fund 6351, for \$12,311.61
 - May 17th payroll totaling \$32,576.42
 - Heidi will send out minutes following the meeting.
5. **Old Business:**

FANS Update: FANS donated \$2,000 to Island Rec. So far \$1,370 of the FANS scholarship has been used. They hope to build up their membership in July and start fundraising again this year.

Trails Committee: The website for the Trails Committee has been redesigned by Val Curtis. The update was long overdue and looks great. www.SanJuanIslandTrails.org

John O. Linde Community Park: There has been lots of discussion recently about naming of the fields and facility. Most notably re-naming of the field house. Director Ovenell will meet with High School Superintendent Fred Woods to see if the field house can be named by the School District board, or if a naming committee needs to be assembled. Director Ovenell is also hoping to put together a donor plaque for the wall of the field house to commemorate all the donors with the possibility of a celebration in September or October.

Pickleball: Director Ovenell met with Town Administrator Duncan Wilson to discuss how to move forward with adding amenities to Linde Park, re Pickleball Courts. Amendments will need to be made to the current conditional use permit. There are no fees associated with amendments, however, new structures will have to be approved in an open public meeting.

Commissioner Cumming requested that additional site locations be looked at by the committee to put in pickleball courts, as we want to make sure that respecting the neighbors and sound mitigation is top priority. The Pickleball courts committee, headed by Gib Black has moved forward with finding sound dampening nets, and reached out to an excavator to determine costs in making it happen.

Staff Hiring Update: Camp Eagle Rock currently has 4 counselors hired and is awaiting a reply from a potential fifth counselor. If the fifth counselor is hired, then we will be able to add 10 more kids to camp. Recreation Manager Morgan Johnston is currently acting Camp Eagle Rock Director, as no one has applied for the position. Dragonfly preschool Camp has all necessary staff. Courtney Leake will be coming back to lead that program.

No one has applied for the sailing camp instructor position.

Summer Program Registration: Registration opened on May 17th. Camp Eagle Rock was full by 11am that day. Almost every program has a waitlist, with the exception of a few programs in our adult outrigger canoe classes and swim lessons.

6. New Business:

Dog Park: Certain trees at Eddie and Friends Dog Park needed trimming, and dangerous branches needed removed. Casey Baisch of Baisch Tree Service volunteered to remove the branches. Casey then determined for safety concerns, that some trees needed to have more trimming done and topped a few trees while he was working. Director Ovenell, Parks Superintendent Tracy Roberson, Casey Baisch, Commissioner Cumming, and land owner Terry Brown all met to further discuss the trees at the park and determined that removal of one tree and trimming of more branches was necessary for the safety of the park. The trimmed branches and wood from the trees are free to the community and being left in the parking lot, first come first serve.

Financial Report – April: presented/discussed. Property Tax came in.

7. Director’s Report: presented/discussed. Amplified sound was re-approved for 2 years at Linde from the Town Council.

Parks Superintendent Tracy Roberson and Director Ovenell met with Grindline Skateparks about crack issues in the park. Grindline will also put together a proposal to add elements to the park that users have been asking for that will help enhance the space.

Parking lot resurfacing at Linde has gone out for bid, Tracy put together the bid package due June 24th.

8. Commission Discussion Items: Commissioner Cumming discussed that he was approached by an individual that wants to build a community pool. At this time that is not something that Island Rec would pursue.

9. Adjournment: Commissioner Moalli, adjourned the meeting at 7:16pm

Submitted by: Morgan Johnston, Recreation Manager

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – July 1, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:01pm on Thursday, July 1, 2021 in the Island Rec office. Commissioners present: Moalli, Eltinge, Cumming, Miniken, Zehner. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Dave Zeretzke. Gib Black on Zoom.

Dave Zeretzke updated the board on the Old Military Road Trail. Dave thanked Island Rec for having it being a sub-committee of Island Rec for over two years. Island Rec is one of four critical partners to the project, with the others being the National Park Service, SJC Public Works, and the SJC Land Bank. The board reviewed the proposal for signage that will go along trail. The committee is working on an outreach/engagement plan to obtain public feedback. The committee needs help with their website. They are also working with the Cowichan tribe regarding support of the trail process and the possibility of sharing indigenous history along the trail. Michael Noonan is working on a film about the OMRT that should be finished by the end of the year. Thanks Dave! Dave left the meeting.

Gib Black gave a presentation about the interest in pickleball on the island and possible locations for developing public courts. Gib said the Town of FH gets noise complaints about pickleball being played at Cahail Court. Linde Park and the fairgrounds are potential options. Gib recommended developing courts at Linde. He suggested placing them in the parking lot to help keep the noise away from homes that surround the park. Gib did research and suggested 350ft as a good noise buffer. Gib asked the board for direction on how to proceed. Discussion. The board discussed talking to the county council and the fairgrounds about specific possibilities, ideally four outdoor courts: 60'x120.' Gib left the meeting.

3. **Approval of the Minutes:** Commissioner Cumming made a motion to approve the minutes. Commissioner Zehner seconded the motion and it passed unanimously.
4. **Correspondence:** The board reviewed the San Juan Island Racquet Club proposal. Director Ovenell said Island Rec has not been able to find tennis instructors. The club is asking for a morning drop-in program. Discussion. The board decided not to take the equipment or the funds. Island Rec could offer morning drop-in tennis at the fairgrounds if it is feasible.
5. **Approval of Payroll and Vouchers:**
The following were approved and signed:
Vouchers for fund 6353, for \$3,940.48
Vouchers for fund 6351, for \$15,921.11
June 17th payroll totaling \$36,484.56

6. Old Business:

OMRT Update – discussed previously.

Pickleball: Director Ovenell reported that Fred Woods was not in favor of developing pickleball courts at Linde Park since it is not a school sport, although the school board would make the final decision. The school is painting pickleball lines on the high school courts to help meet the community interest. The board discussed pickleball court locations. There was consensus to pursue a partnership with the fairgrounds to develop courts there if possible. Director Ovenell will meet with Jen Allen at the fair again.

John O. Linde Community Park:

-Parking lot Sealing Bid: The board reviewed two bids. The project will cost significantly more than Island Rec originally planned for. The board agreed to accept the lower bid from San Juan Sealcoating & Striping LLC.

Director Ovenell talked with Fred Woods about the naming of the Field House to recognize the Browne family. Fred said he will talk to the school board.

7. Executive Session RCW 42.30.110, Personnel

Commissioner Moalli opened the executive session at 6:48pm for the purpose of discussing personnel and asked the public to return in 20 minutes. Heidi White left the meeting. Executive session ended at 7:35pm. Heidi rejoined the meeting. Commissioner Cumming left the meeting.

Old Business Continued:

Staff Hiring Update: Director Ovenell reported that Katie Aiello resigned. Her last day is July 9. Island Rec will be posting two jobs next week but will be pausing on hiring for the STAR program. The board reviewed the updated job descriptions. Director Ovenell will oversee hiring. Sailing classes, Dragonfly preschool camps and Camp Eagle Rock are fully staffed. The office is under-staffed so the office will not be opening to the public this summer. Hope to reopen for regular hours in the fall.

Summer Programming: Island Rec is running 72 programs this summer with limited professional staff, and with Katie's resignation the program load is a lot. Existing staff have been taking on additional tasks. Director Ovenell will take on roles that Katie would have taken on. Need a board member to help with Music on the Lawn. July 7, 14, and 21. Need to find housing for British Soccer coaches.

8. New Business:

SJISD Athletic Budget:

Reviewed/discussed. Brock sent pictures of the weight room with new equipment - looks great!

Financial Report – May: presented/discussed.

9. Director's Report: presented/discussed.

10. Commission Discussion Items: Commissioner Moalli asked if the board members could rotate bringing snacks for the meetings. She also asked if the board would help with birthday celebrations for staff.

11. Adjournment: Commissioner Moalli adjourned the meeting at 8:09pm.

Submitted by: Heidi White, Administrative
Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – August 5, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:01pm on Thursday, August 5, 2021 in the Island Rec office. Commissioners present: Moalli, Cumming, Miniken, Zehner. Absent: Commissioner Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Humberto Orozco was in attendance and requested a gate at Linde Park from his property. There is already a gate but it is in a very wet area. He is requesting a gate in a dry area. The gate would have a lock on it. The board discussed security and reviewed the location. There are two other private entrances at the park that were already there prior to Island Rec taking over maintenance. Humberto offered to pay for the gate and install it. The board agreed to allow Humberto to proceed with installing a gate.
3. **Approval of the Minutes:** Commissioner Moalli made a motion to approve the minutes from the July 1st meeting. Commissioner Miniken seconded the motion and it passed unanimously.
4. **Approval of Payroll and Vouchers:**
The following were approved and signed:
Vouchers for fund 6353, for \$6,156.28
Vouchers for fund 6351, for \$14,728.81
July 17th payroll totaling \$55,374.92
5. **Old Business:**

Pickleball: Director Ovenell reported that Gib Black emailed about the Pickleball group's interest in attending attend a County Parks & Fair Commission meeting to talk about locating Pickleball courts at the Fairgrounds. Commissioner Zehner and Director Ovenell have contacted the commission, but they have not confirmed a date for their next meeting. Director Ovenell will follow up when a date is set.

John O. Linde Community Park: Director Ovenell reported that the parking lot re-sealing is done and looks great. She has been in touch with Fred Woods about re-naming the Field House. Director Ovenell read a message to the board from Fred stating that he did not think the school district needed to be involved with re-naming and the process belonged to the Island Rec board. Director Ovenell will continue the conversation with the school district since they previously approved a different name. Commissioner Cumming suggested making a formal name suggestion and asking the school district to sign off on it. Name suggestion: Browne Family Field House, however, need to run name suggestion by Terry Browne.

Tracy Roberson is working with Shannon Plummer and is ready to install the flagpole at Linde Park. Shannon and the Legion will manage the flag. It should be installed within the

month.

Tracy is also working on creating ADA access to Linde Park at the Chinook Way entrance.

Dog Park: The trees at the dog park still need to be removed. Director Ovenell said Island Rec may need to hire someone to finish removing them as Casey Baisch has not responded to requests to finish taking them down.

Staff Hiring Update: Director Ovenell reported that two recreation specialist positions are advertised, and a few people have applied. Island rec is going to advertise the STAR program position next week. The goal is to have STAR up and running in October, but need to get someone hired and make sure it's possible to integrate the program with the COVID protocols in place at the school, including distancing.

The new levy funding starts in 2022 and has funding for an official third year-round parks position. Doug Archuleta would need to formally apply for this position.

Programming: Island Rec will be offering some limited adult fitness classes on zoom in September. Additional programs and events could start in October following hiring and training of new recreation specialists. Working on messaging to the community about STAR next week that it will not be starting right away with school. Summer programming overall went very well.

6. New Business:

Fairgrounds Family Park: Someone contacted Island Rec with concern over the tree-climbing element/hole at Family Park Playground. A two-year-old child had a non-injury falling incident and the family has asked about modifying the equipment. The board reviewed pictures of the equipment and discussed. Director Ovenell said she checked with the manufacturer and the element is still being sold as is. Commissioner Moalli asked about putting age-appropriate stickers on the element if it is more appropriate for older kids. Director Ovenell said more engineered wood fiber for fill will be coming. She said she'll have Tracy look into options for the element. The board agreed no modifications unless recommended by the manufacturer.

Salary Schedule: The board reviewed the existing salary schedule and individual employee wages. Director Ovenell has not had time to do a salary study review and some staff are near the top of their pay scales, especially with the estimated 2022 COLA increase of 5.5% per the CIP index. Whidbey Island Park and Rec is doing a salary study this year with a consultant that they said they would share with Island Rec. Director Ovenell asked the board how to proceed with staff wages for the time being. After discussion, Commissioner Cumming suggested adding a few 4% steps to each schedule to allow for performance/COLA increases as needed. The board agreed. Director Ovenell will put together the updated salary schedule and report back next month.

Financial Report – June: presented/discussed. Have not received an invoice from school

district yet for sports.

7. **Director's Report:** presented/discussed. Floyd Bourne asked if Island Rec is interested in partnering with Friday Harbor Football Club to potentially take over youth soccer. It is currently run all by volunteers. The board discussed ideas for how it could work and agreed Island Rec could be a good partner.

The 8.8k Race is on August 21st. Commissioner Cumming, Moalli and Miniken said they would all likely be available to volunteer.

Director Ovenell reported there was a non-injury incident between participants at Dragonfly Preschool Camp on July 2nd. One of the families has pursued correspondence with Commissioner Eltinge and asked if Island Rec has a bullying policy. Director Ovenell said this was not a bullying incident. Island Rec has a behavior management policy. The board discussed the incident.

8. **Commission Discussion Items:** Commissioner Zehner asked about applicants and how much interest there has been in the open positions. Director Ovenell said she thought the bottom of both pay scales is too low. Commissioner Cumming suggested raising the pay scale now to attract more applicants. Director Ovenell suggested raising the start of the pay scale to \$25/hr. The board discussed. Would need to re-advertise positions.

Thank you to Commissioner Miniken for bringing snacks! Commissioner Moalli brought up doing something for staff birthdays. Director Ovenell suggested doing a once per year appreciation lunch for the staff as opposed to every individual birthday.

9. **Adjournment:** Commissioner Moalli adjourned the meeting at 6:50pm

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – September 2, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:03pm on Thursday, September 2, 2021 in the Island Rec office. Commissioners present: Moalli, Cumming, Eltinge, Zehner. Absent: Commissioner Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Dave Zeretzke and Mark Noyes from Trails presented a proposal for an adopt-a-trail program modeled after Puyallup's program. Volunteers would be recruited to walk a trail once per month and make observations and report back on a form. They could also pick up trash and clip small plant growth in the way. Dave and Mark asked for Island Rec to administer the program and support the volunteers. Dave and Mark offered to oversee the program for at least the first year. The board discussed concerns about adding workload to existing staff. Director Ovenell said the program sounds great, but Island Rec doesn't have the staff to act as a liaison for the program right now. She asked if the Land Bank could possibly take the program on. After further discussion the board said they could re-visit the idea of the program next year when Island Rec is hopefully fully staffed. The board asked Dave and Mark to return with the idea next spring. Commissioner Eltinge also suggested approaching service groups like Rotary and Kiwanis. Dave and Mark left the meeting. The commissioners discussed concerns about what happens long-term when volunteers aren't interested in supervising the program anymore; the program will fall to Island Rec to administer. Island Rec doesn't have the staff to run the program.
3. **Approval of the Minutes:** Commissioner Eltinge made a motion to approve the August 5th meeting minutes. Commissioner Moalli seconded. Minutes approved and signed.
4. **Approval of Payroll and Vouchers:**
The following were approved and signed:
Vouchers for fund 6353, for \$67,353.02 and \$1,611.88 and \$2,315.71
Vouchers for fund 6351, for \$9,330.27 and \$48,599.04 and \$2,818.50
August 17th payroll totaling \$52,491.62
5. **Old Business**
Pickleball: Director Ovenell said there is a joint parks and fair meeting on September 9th but it is a special meeting only. October 14th is the next meeting that Island Rec can come talk about Pickleball. The tennis/pickleball courts at the high school are being built right now.

John O. Linde Community Park: Director Ovenell met with Terry Browne and they have agreed on a name for the field house: The Browne Family Field House. There will be a plaque on the inside of the field house with the family member's names. Trying to get the sign made this month before Terry leaves for Arizona so a naming ceremony can happen. Director Ovenell spoke with Fred Woods and confirmed that the school district board officially named the fields, but the board did not name the Field House in any formal capacity. That was a committee decision, so re-naming it is OK. A sign is also being made for Terry's dog Eddie, at the dog park, who the dog park is named after.

Batting cages: Director Ovenell reported Rich Warin emailed and said the baseball field is not complete without batting cages. Director Ovenell said if Island Rec wants batting cages, there needs to be a committee to get them built and an estimate for cost. Title IX requires the cages be accessible for both softball and baseball, regardless of who funds the project. The board discussed putting a batting cage at each field. Commissioner Zehner suggested working with Don Campbell again to ensure the quality matches the development of the fields. The batting cages need to be professionally built. Commissioner Cumming suggested also asking the baseball/softball coaches to come up with a design and asking the high school athletic program to help fund. Island Rec can't fund the batting cages. Director Ovenell will

reach out to Don Campbell to ask about cost.

The board reviewed Tracy's 2nd quarter parks report. Commissioner Zehner asked if the Linde restroom cleaning schedule is really needed seven days per week. Director Ovenell said they will transition to having park staff clean more instead of contracting for the service. The board said Linde Park looks great. The horseshoe pit has been a good addition.

Staff Hiring Update: Director Ovenell reported that Island Rec received 18 applicants for the two recreation specialist positions advertised. Six interviews are scheduled for next week. Director Ovenell asked if any commissioners would like to assist with interviews. Commissioner Moalli and Cumming will help. The board reviewed the candidates. The STAR Program manager position is also posted and open until September 22.

Programming: Director Ovenell said some adult fitness on zoom is happening this month, but other programming is on pause. Existing staff are getting caught up from the summer. Commissioner Cumming noted that staff need time off also. Once new staff is hired, drop-in programs such as Pickleball, Ping Pong and Soccer could get started in October. A Teen Halloween event would be the first event for the new special events hire. The bowling alley is closed. Commissioner Eltinge said casino night has been a popular idea for grad night. Director Ovenell said she hopes to have new employees working by the end of September.

Salary Schedule: Director Ovenell presented a proposed revision to the salary schedule as discussed at the last meeting. There are not currently steps in the Island Rec schedule, only a minimum and a maximum. Director Ovenell said other agencies give a certain percentage merit increase for a specific number of years of service, then a lower percentage increase after that. She met with Whidbey Island Parks and Rec and they should be sharing info from their salary study soon. Director Ovenell said she would like to create a schedule utilizing their salary study info next year and then adjust the entire schedule with the COLA each year going forward. The board discussed how to cap the schedule, and how to decrease the raise percentages as employees stay for overtime. Commissioner Cumming made a motion to adopt the revised salary schedule as presented and that it stay in place until the district has time to revisit the schedule as a whole. Commissioner Eltinge seconded the motion and it passed unanimously.

6. New Business:

Vaccine Requirement: Director Ovenell reported that Governor Inslee passed a state-wide COVID-19 vaccination requirement and Island Rec falls under the proclamation as an educational setting. It includes all volunteers, staff, and contractors for Island Rec. All current Island Rec staff are fully vaccinated. It will be a requirement going forward. The board discussed possible future vaccine requirements for kids/participants and booster shots, as well as the difficulty of getting tests since there's no testing available on the island.

Unemployment Insurance: Director Ovenell said right now Island Rec is classified as reimbursable for unemployment. This means the district does not pay unemployment insurance but pays all claims as they come in. The district has paid \$6,000 in unemployment this year to date - pandemic related. If the district switches to taxable, Island Rec would pay unemployment insurance instead. As Island Rec grows, being reimbursable creates a potential for increased liability that the pandemic has highlighted. Director Ovenell said the district must pay for up to 2 years after the person leaves, even if people resign on their own. The board discussion the liability. Island Rec's self-insurance policy says the district reserves \$4,000 each year. This is the first year the district has gone over. Director Ovenell says the library pays approximately \$1,400 each year for insurance. If Island Rec wants to switch, a form must be turned in prior to each November. The board discussed and decided to stay reimbursable and re-assess next year. Commissioner Eltinge asked how Island Rec will pay for long-term care insurance. Director Ovenell has been researching and will likely use the state program. The district pays for it.

Additional Floating Holiday request: Director Ovenell asked the board to consider providing an additional 2-3 floating holidays to existing full-time staff for 2021. She said it takes staff awhile to accrue vacation time and staff are reluctant to use vacation days although staff need a break. Commissioner Cumming made a motion to approve three floating holidays for existing full-time staff, to be used by December 31, 2021. Commissioner Moalli seconded the motion and it passed unanimously.

Financial Report-July: presented/discussed.

7. **Director's Report:** presented/discussed. Director Ovenell said the Library has asked about installing a "storywalk" with pages from a children's book along the trail at Linde Park. Director Ovenell said it might be better at the Family Park. She will ask Melina from the Library to come to the next board meeting to talk about it.
8. **Commission Discussion Items:** Commissioner Moalli said she visited the Bellingham bike pump park, and it was very cool.
9. **Adjournment:** Commissioner Moalli adjourned the meeting at 7:23pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – October 7, 2021

1. **Call to Order:** Commissioner Cumming called the meeting to order at 5:03pm on Thursday, October 7, 2021 in the Island Rec office. Commissioners present: Cumming, Zehner, Miniken, and Commissioner Eltinge on zoom. Absent: Commissioner Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Melina Lagios and Elizabeth Griffin from the Library gave a proposal to partner with Island Rec for a grant-funded Story Walk at Linde Park or the Family Park in summer 2022. They are about to do a Story Walk with the Land Bank at Zylstra. They presented examples of temporary signage, which could be permanent at some point with options to change the stories. The signs would be up Memorial Day to Labor day. Library staff would monitor and take care of the signs. The board discussed and was in favor of the Story Walk. Commissioner Cumming asked if they could do the Story Walk at both parks. Elizabeth and Melina said they'll proceed with the grant application. They left the meeting.

Jason Lefasheff presented his community project idea for adding a curb element to the skate park. Bradley Easterling was also in attendance. Director Ovenell said she and Tracy met with James from Grindline Skateparks a few months ago and this element was recommended. Bradley estimated the cost at \$12,000 with labor donated. Commissioner Cumming asked about funding and who would do construction. Jason said Grindline would assist with construction. Director Ovenell said Tracy is helping oversee and mentor the project. Discussion about funding ideas. Island Rec does not have funds budget for re-doing the skate park. Bradley said the park needs improvements to be more user-friendly for younger skaters. Discussion. The board gave concept approval to Jason, subject to being able to raise the funds first and complete the project on time. Commissioner Cumming asked Jason and Bradley to communicate with Island Rec about fundraising methods since Island Rec can't do fundraising. Director Ovenell said she will provide them information about FANS. The community projects class deadline is December 9th. Jason left the meeting.

Bradley Easterling asked about RCO grant possibilities for re-doing the skate park. Director Ovenell said Island Rec has gotten one in the past. She said once a proposal from Grindline comes, the board can review it and decide how to proceed. Bradley left the meeting. Commissioners discussed the skate park. Commissioner Miniken said she agreed there is not much of a beginner area at the park.

3. **Approval of the Minutes:** Minutes from the September 2nd meeting were approved and signed.
4. **Approval of Payroll and Vouchers:** The following were approved and signed:
Vouchers for fund 6353, for \$2,347.91
Vouchers for fund 6351, for \$5,812.57 and \$2,424.58
September 17th payroll totaling \$31,476.89

5. **Old Business**

Pickleball: Director Ovenell reminded everyone that the joint parks and fair meeting is on October 14th. Commissioner Zehner and Eltinge will attend. Commissioner Miniken said she would be a backup.

John O. Linde Community Park: Director Ovenell reported that the Browne Family Field House sign was hung, and the family attended the ceremony. Next is getting the donor plaque up for the inside. Director Ovenell was onsite when three kids broke into the concession stand. FHAA had not fully locked it. She informed the kids they were on video and also called the sheriff, who picked up the kids. Commissioner Cumming suggested following up with the sheriff to make sure the report gets to juvenile. Two of the kids have been removed from an Island Rec program in the past. Director Ovenell said she did not think it was necessary to trespass them at this time. Commissioner Cumming suggested trespassing

them and then re-negotiating their ability to return to the park. Discussion. Director Ovenell said she will touch base with the sheriff's office. Tracy could not attend the meeting tonight. The board said the field house sign looks great!

Staff Hiring Update: Director Ovenell reported that Island Rec has hired Carlos Garcia to start Oct 25th as Recreation Specialist for programs. Jennifer Henry has been hired for community events starting Oct 19th. Jennifer has secured housing, but it was challenging to find. Director Ovenell asked the board if the Rec House would ever be a housing option if needed for employees? The school district used to use it as teacher housing. Discussion of pros and cons of providing housing to employees and loss of program space. Board decided it's too problematic to rent it. Director Ovenell said she offered the STAR manager position to an applicant today. They have not accepted yet. Also need to hire STAR leaders/assistants to run the program. No one has applied yet. Director Ovenell and Morgan met with Doug Archuleta. He accepted the new full-time permanent position with parks, however he is also going to help run Island Rec's youth basketball this winter.

Vaccine Requirement: Director Ovenell reported that clarification came out regarding Governor Inslee's COVID-19 vaccine proclamation. It states:

"At this time, proclamation 21-14.1 is not intended to impact the services and activities offered by local parks and recreation departments and other youth-serving community-based organizations except when those entities are providing child care, including licensed and unlicensed care, and other in-person basic supports for children and youth."

Director Ovenell said she interpreted the proclamation to encompass all of Island Rec's youth programs staff. It does not include those providing adult fitness classes, office cleaning staff, trails committee members, Old Military Road Trail Committee, or other contractors/volunteers, etc. The board would need to make a resolution to mandate a vaccine requirement to encompass everyone. The board discussed liability and staff workload regarding verifying vaccines if required. The town and county have both implemented a vaccine requirement, including for contractors. Commissioner Cumming asked about exemptions? Director Ovenell school employees do not have the option for testing in place of vaccination. There would be religious and medical exemptions legally. Would not apply to FANS board members. After discussion, there was consensus to adopt a vaccination mandate encompassing all Island Rec staff, volunteers and contractors and commissioners. Director Ovenell will draft a resolution.

Programming: Director Ovenell said the Teen Halloween party is happening Sunday October 31st. Has been moved outside at the fair building due to health department concerns. There will be a live band: Pilots in Training. Masks will be required. Need volunteers to assist if anyone can help. The party is within all COVID guidelines. Youth basketball registration is open. Current guidelines indicate basketball is a high-risk indoor sport so kids have to wear masks. Hoping to get STAR started by October 25th. Recently the STAR fridge was moved out of the elementary school kitchen when the school got new fridges. Director Ovenell met with Fred Woods and they are going to re-configure space to accommodate the STAR fridge. Director Ovenell said that new staff will be immediately working to set up programs for next year. Would like to get a program guide out in early February and a summer guide after that.

6. New Business:

Bloodborne Pathogens Review: Reviewed and discussed. Commissioner Zehner made a motion to continue using the bloodborne pathogens policy as is. Commissioner Miniken seconded the motion and it passed unanimously.

2022 Cost of Living Adjustment: Director Ovenell reported that the recommended cost of living adjustment (COLA) for 2022 is 5.2% based on the Seattle/Bremerton/Bellevue Cost of living index. Discussion and review of past COLA's, as well as the increased cost of living on San Juan Island.

Commissioner Eltinge made a motion to approve a 5.2% COLA for all full-time staff effective January 1, 2022. Commissioner Miniken seconded the motion and it passed unanimously.

2022 Budget Development Schedule/Discussion: Director Ovenell reported that she is expecting the official numbers from the assessor’s office for 2022 to start building the budget. Commissioner Cumming asked to begin the process of looking at building a community center and figuring out planning costs. Commissioner Zehner asked about the batting cages. Tracy has asked about a storage area at Linde. Director Ovenell reported that the OMRTC has requested \$4,500 for 2022, outside of the Trails Committee’s regular budget of \$5,000. The board discussed and agreed to include the OMRTC’s budget request in 2022.

Director Ovenell said Washington has added a long-term care tax called WA Cares. Each employee must pay into it via paycheck deduction. Employers can choose to pay for it on behalf of the employees instead. Island Rec’s full cost would be about \$5,000 if the district chooses to pay for it for all employees. Director Ovenell recommended the district offer it as a benefit. There was board consensus to have the district pay for it.

Review of budget development schedule: Nov 4th meeting will include a review of the budget. On November 10th there will be a special meeting/public hearing for any comment. Commissioner Zehner offered to help review the budget. Director Ovenell said she will also ask Commissioner Moalli. Commissioner Miniken offered to be a backup to review.

Financial Report-August: presented/discussed. Funds were moved out of reserve to cover parking lot resurfacing at Linde. The board discussed reserve funds. Lafarge property reserve funds that were drained to cover the assessor’s error are beginning to be rebuilt. Commissioner Eltinge asked about starting to allocate a specific percentage to reach a goal. Director Ovenell will add the Lafarge reserve fund back into the budget.

7. Director’s Report: presented/discussed.

8. Commission Discussion Items: Commissioner Zehner asked about batting cages. Director Ovenell said she reached back out to Rich Warin and cc’d Brock about next steps but never heard back from them. Commissioner Zehner recommended Island Rec take the initiative to come up with an acceptable design that could be implemented. Director Ovenell will also reach back out to Don Campbell about costs and design. The board suggested that any school sports reserve funds could be held to go toward batting cages. Commissioner Miniken said baseball and softball start in February. Commissioner Eltinge said the new tennis courts will not be painted until spring due to delays and the colder temperatures.

9. Adjournment: Commissioner Cumming adjourned the meeting at 7:07pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 4, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:00pm on Thursday, November 4, 2021 in the Island Rec office. Commissioners present: Moalli, Cumming, Zehner, Miniken, Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** None
3. **Introduction of new Island Rec Staff:** Jen Henry – Recreation Specialist for Community Events, Brian Krembs – STAR After School Program Manager, and Carlos Garcia – Recreation Specialist for Programs introduced themselves. Staff introduced themselves and then left the meeting.
4. **Approval of the Minutes:** Commissioner Eltinge made a motion to approve the minutes from the October 7th meeting. Commissioner Zehner seconded the motion and it passed unanimously. Minutes were signed.
5. **Approval of Payroll and Vouchers:** The following were approved and signed:
Vouchers for fund 6353, for \$5,196.29 and \$650.49
Vouchers for fund 6351, for \$16,903.44 and \$800.08
October 17th payroll totaling \$28,635.46
6. **Old Business:**

Pickleball – Director Ovenell reported that she and Commissioners Zehner and Cumming attended the SJC parks and fair meeting via zoom. They asked about the potential for developing pickleball courts at the fairgrounds. Commissioner Zehner said Gib Black also gave public comment in favor of developing courts. Island Rec proposed that the fairgrounds would provide the space, a committee would develop the proposal to build the courts, and Island Rec would rent and manage the space once completed. Director Ovenell said she has not heard back from the parks and fair board. Director Ovenell said Fred Woods has clarified that it would be a school board decision if Island Rec wanted to propose building pickleball courts at Linde Park. Commissioners discussed concerns about having courts at Linde, including the potential for noise complaints from park neighbors, CUP limitations and lack of parking. Director Ovenell said other municipalities have had to close courts due to sound complaints. After discussion the board agreed to pursue pickleball court development at the fairgrounds if possible. Commissioner Moalli suggested organizing a committee to represent Island Rec's interests, which could include commissioners, that would pursue conversations with the Fair board. Commissioner Eltinge reported that the first indoor night of pickleball on Tuesday had a lot of new players. Commissioner Cumming said he would speak with Fair board commissioner Barbara Bevens. After discussion, the board asked Director Ovenell to be the lead on the project and commissioners can be a sounding board as needed. Director Ovenell said Don Campbell just designed four recreation pickleball courts in Bellingham and would be a good resource. Discussion of timeline. Commissioner Cumming suggested it should be a high priority given that there are so many enthusiastic pickleball players on the island. Director Ovenell said with the batting cages project and putting together a committee on a future recreation center, there will already be a lot going in the spring. She requested a committee to support the pickleball court project in the spring. Director Ovenell will contact the new parks and fair director and find out when their next board meeting is.

Batting Cages: Director Ovenell said Don Campbell will help with designing the batting cages. He researched Title IX in terms of whether to build cages at both the softball field and the baseball field. and it is up to the school board to decide. The school board has discussed the issue. A batting cage at the softball field was not on the original conditional use permit. Director Ovenell asked the Town of Friday Harbor about the CUP and they are now reviewing the CUP in its entirety. Director Ovenell will have more info once they finish their review. Commissioner Eltinge asked about other additions to the park for the CUP, such as a rec center. Director Ovenell said if we must open the CUP we could consider adding

more. Commissioner Zehner reported that the booster club said they can raise funds for the batting cages. Director Ovenell said Island Rec would pay for Don Campbell's design services for the batting cages.

John O. Linde Community Park: Review of Tracy's 3rd quarter parks report. The port-a-potty at the Family Park is seeing an increase in use, leading to an increase in cost for servicing and cleaning. Director Ovenell said the parks team is working on the drainage issue behind the baseball field. Humberto Orozco is volunteering to help with the project too, as it borders his property. Commissioner Cumming asked about having a tree / planting guide or signs labeling plants at the park. Director Ovenell said she'll ask Tracy. Director Ovenell reported that someone has been dumping their household trash at the park. Tracy is monitoring.

Staff Hiring Update: Director Ovenell reported that Island Rec is fully ready to open STAR but can't until additional support staff can be hired. Morgan is going to put a press release together to ask for volunteers for the program. Commissioner Cumming suggested the Running Start program for school credit. The goal is not to put new full-time staff at STAR who were hired for other positions at Island Rec. Parents are eager for STAR to start. Current wage is \$15/hour for the additional STAR staff because the budget supports it at the wage. Discussion. The board encouraged raising the wage to get the program started. Director Ovenell said she will look at the budget to come up with a new proposed wage. Director Ovenell said Facility Supervisors are also needed. Currently Carlos will go to the evening programs, which will be Pickleball and Family Open skate. Need to hire so before evening program offerings can be expanded. That position is also \$15/hour. It's great to have the three new full-time staff!

Vaccine Requirement: Director Ovenell presented a proposed resolution for a COVID-19 vaccine requirement. Language for the resolution came from the town/county/other organizations who have already passed one. The vaccine requirement would apply to all contractors, volunteers, and employees of Island Rec. Commissioner Eltinge asked about exemptions. The resolution includes medical and religious exemptions. Discussion. If booster shots become part of the CDC's definition for fully vaccinated, then that would become required. Commissioner Moalli made a motion to adopt resolution 21-03 mandated COVID-19 vaccinations. Commissioner Miniken seconded the motion and it passed unanimously.

Programming: Director Ovenell said after staff are trained, more programs can be opened. Boys' basketball starts next week. Girls' basketball starts in January. The press release announcing new staff did not include adult recreation programming in Carlos Garcia's responsibilities and a community member commented on it. Morgan called her and addressed it.

7. New Business:

2021 Budget Amendment: Review and discussion of proposed amendment to the 2021 budget.

8. Open Public Hearing: for comments on amending the 2021 Budget: Commissioner Moalli opened the public hearing at 6:35pm. No public present.

9. Close Public Hearing: Commissioner Moalli closed the public hearing at 6:36pm. Commissioner Zehner made a motion to approve Resolution 21-02 amending the 2021 budget as presented. Commissioner Cumming seconded the motion and it passed unanimously.

2022 Budget Presentation: Director Ovenell said she met with Commissioners Zehner and Moalli to prepare the 2022 budget proposal. The board reviewed the proposed budget and projected tax revenue numbers for next year.

Budget notes:

-FANS has said they could only give \$1,000-\$2,000 in 2022.

- Budget includes funding a new part-time administrative position, 20-hours per week, no benefits.
- State 3-year audit must be completed in 2022.
- There will be a budget for capital projects next year.
- Need to add Lafarge reserves.
- Parks budget includes a third full-time position (Doug Archuleta).
- Jeff Musburger says he won't be doing the opening and closing of Linde Park after 2021. He has opened and closed it nearly every day of the year. Working on figuring out a new option. A mechanized/automated gate could be put in but won't happen before January 1st.
- Budget includes funds for improvements at skate park.
- Parks needs another vehicle.

The board discussed reserves fund availability, desired safety net levels and potential uses. Commissioner Cumming suggested speaking with the school district about using the school sports reserves for capital projects like the batting cages, instead of fundraising in the community. Director Ovenell said she has researched recommended reserve guidelines for governments and the proposed reserve numbers are acceptable – covering a few months of spending. She will bring the recommended reserve guidelines to the next board meeting.

Skate Park student project update: Director Ovenell spoke with Jenny Wilson regarding the project. The school did not know Bradley was involved with Jason's project. He is no longer involved. The project is proceeding with donated time and materials. Tracy is managing the project.

Financial Report- September: presented/discussed.

- 10. Director's Report:** presented/discussed. 177 kids attended the Teen Halloween party! Some students did an escape room at the party for their junior project, and it was very popular.
- 11. Commission Discussion Items:** The board thanked Maddie for her work on the budget!
- 12. Adjournment:** Commissioner Moalli adjourned the meeting at 7:33pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – November 10, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:00pm on Wednesday, November 10, 2021 in the Island Rec office. Commissioners present: Moalli, Cumming, Zehner, Miniken. Absent: Commissioner Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Open Public Hearing: for comments on the proposed 2022 Budget:** Commissioner Moalli opened the public hearing at 5:01pm. No public present.
3. **Close Public Hearing:** Commissioner Moalli closed the public hearing at 5:02pm.
4. **New Business:**
Re-sign resolution 21-02:
The beginning cash for fund 6353 was incorrect on Resolution 21-02 amending the 2021 budget that was signed at the 11/4/21 meeting. Commissioner Cumming made a motion to approve the corrected Resolution 21-02. Commissioner Zehner seconded the motion and it passed unanimously. The board re-signed the corrected resolution.

Resolution 21-04 Adopting the 2022 Budget:
No changes were made since the board reviewed the proposed budget at the last meeting. After review, Commissioner Zehner made a motion to approve Resolution 21-04 adopting the 2022 budget. Commissioner Miniken seconded the motion and it passed unanimously.

Reserve Fund Information: Director Ovenell presented recommendations for reserve amounts from the Government Finance Officers Association (GFOA). The district falls within the recommendations. The board reviewed the recommendations and projected 2022 beginning and ending cash balances.
5. **Commission Discussion Items:** Commissioner Moalli said Colin Williamson is the new high school basketball coach and mentioned they need a new basketball rebounding machine.
6. **Adjournment:** Commissioner Moalli adjourned the meeting at 5:11pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge

San Juan Island Park & Recreation District
Minutes of the Board of Commissioners' Meeting – December 2, 2021

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:00pm on Thursday, December 2, 2021 in the Island Rec office. Commissioners present: Moalli, Cumming, Zehner, Miniken, Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** FHHS Athletic Director Brock Hauck was in attendance.
Final Athletic Budget 20-21: Bock Hauck: Brock reviewed the projected vs. final high school athletic budget with the board. The school did not charge anyone to play sports or to attend games this year. A new law has gone into effect; families eligible for free/reduced lunch don't have to pay for sports and their families don't have to pay to attend games. This will affect revenue going forward. The board discussed the possibility of having cameras at more fields to broadcast games. Director Ovenell reported on the school sports reserves: Approximately \$70,000 currently with an anticipated additional \$40,000 before year-end. Brock said the new weight room has been a great addition. He also said the football field needs to be re-done, ideally turf. This could cost around \$3.5 million. Football play-offs can't legally be held on non-turf fields. The track is also old and not legal for meets. The tennis courts have not been able to be finished due to the wet weather. The board thanked Brock and he left the meeting.
3. **Approval of the Minutes:**
Commissioner Eltinge made a motion to approve the minutes from the November 4th and November 10th meetings. Commissioner Miniken seconded the motion and it passed unanimously. Minutes were signed.
4. **Approval of Payroll and Vouchers:** The following were approved and signed:
Vouchers for fund 6353, for \$7,838.98 and \$1,081.20
Vouchers for fund 6351, for \$313,357.04 and \$1,990.71
November 17th payroll totaling \$42,349.81
5. **Old Business:**
Pickleball Director Ovenell met with Brandon Cadwell; the new director of SJC Parks and Fair. He is eager to work with Island Rec in general and about pickleball court placement. He said he will start talking with the fair board. He brought up the food court as a potential court location. Director Ovenell will continue the conversation with him. Commissioner Cumming said he spoke with Fair board commissioner Barbara Bevens and she seemed receptive to the project. Discussion.

Batting Cages: Director Ovenell heard back from the town planning department and they said if the batting cages would be in a building, the Conditional Use Permit would need to be opened. An open structure does not require opening the CUP. Director Ovenell said the school district was eager to have an enclosed structure due to weather. Either way the plan for the batting cages needs to be taken to the town council for approval. Discussion about CUP process and batting cage ideas. Director Ovenell has asked the Town for a definition of an open structure but has not heard back yet. Commissioner Zehner said the timing for getting batting cages in place for this upcoming spring baseball and softball season is probably too late. Commissioner Miniken said the softball team practices in Hall gym when there is bad weather. A batting cage facility would only be good for a few players at a time while other players would be out in

inclement weather anyway. Discussion to be continued...

John O. Linde Community Park: Review of before and after pictures from Linde Park drainage work. There are no more drainage issues on walking pathway behind baseball field now. Thanks to Tracy and parks team, great work! Park neighbor Humberto Orozco helped with the project too. Tracy is going to add the tree and plant guide back at the park – it had blown away.

Staff Hiring Update: Director Ovenell reported that Recreation Manager Morgan Johnston gave her notice on November 15. Her last day was Nov 24. She had been with Island Rec for 9 years. The loss of information and leadership has been hard on remaining staff. Heidi and Director Ovenell have had a significant increase in workload to help support new staff. The Rec Manager position is open for applications until December 17th. Director Ovenell said without a Recreation Manager she doesn't currently have time for working on bigger projects. The board thanked Heidi and Director Ovenell for their extra work during this transition. Director Ovenell reported Aiden Haines has been hired as a STAR Leader. The pay rate was raised to \$19/hour. After Winter Break Camp, the goal is to start STAR January 3rd. Commissioner Cumming asked about STAR attendance limits. If the program sees high numbers, additional staff could be sent over – either Carlos or Jen.

Programming: Director Ovenell reported that Doug Archuleta has been running basketball. Kids must wear masks since we are not collecting vaccination status on participants. There has been some pushback on mask wearing. Other programming: Pickleball is happening, Skate Nights and some special events. Every new program takes time with new staff. Director Ovenell is assisting at and attending various programs. New program planning is underway; a program guide is scheduled to come out in February.

6. New Business:

Final Athletic Budget 20-21: Bock Hauck: already discussed.

Selection of new Board Chair: Thanks to Commissioner Moalli for being board chair for 2021. After discussion, the rotation went to Commissioner Zehner to be the chair for 2022.

2022 Meeting Schedule: Review of commissioner meeting schedule and topics for next year.

Open Public Meetings Training: Director Ovenell reported that commissioners need to complete OPMT and provide certificate for the district's files. She will send out a link. Commissioner Cumming asked about public record requests. Heidi said the district receives minimal and manageable requests.

Financial Report – October: presented/discussed.

7. Director's Report: Presented/Discussed. Director Ovenell asked the board for input regarding providing refunds to participants who choose not to participate if they are not feeling well. It's not currently in Island Rec's refund policy to do so, however the practice during the pandemic has been to offer credits on account to those who can't attend due to illness, with the goal of keeping sick participants out of programs. The board discussed the administrative burden and agreed to continue giving credits to those who can't attend due to illness for the foreseeable future.

The board reviewed photos of the Skate Park addition that was completed by Jason Lefasheff with the

help of Tracy and the parks team and donated materials. Great addition!

- 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 the board would go into executive session at 6:51pm for approximately 40 minutes for Director Maddie Ovenell’s performance review. Heidi White left the meeting.

Commissioner Moalli ended the executive session at 7:40pm. Commissioner Moalli made a motion to increase the Director’s wage by 4% effective 12/18/2021, provide a \$7,000 bonus to Director Ovenell, a \$5,000 bonus to Administrative Assistant Heidi White, and a \$2,000 bonus to Park Superintendent Tracy Roberson. Commissioner Eltinge seconded the motion and it passed unanimously.

- 9. Commission Discussion Items:** none.

- 10. Adjournment:** Commissioner Moalli adjourned the meeting at 7:42pm.

Submitted by: Heidi White, Administrative Assistant

Commissioner Cumming

Commissioner Zehner

Commissioner Miniken

Commissioner Moalli

Commissioner Eltinge