

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – January 2, 2020

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:01pm on Thursday, January 2, 2020 in the Island Rec Office. Commissioners present: Cumming, Eltinge, Moalli. Commissioners absent: Miniken, Zehner. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** None.
3. **Approval of the minutes** of the previous meeting: Dec 5<sup>th</sup> minutes were approved and signed.
4. **Approval of Payroll/Vouchers:** The following were approved and signed:  
December 17<sup>th</sup> payroll totaling \$36,720.65  
2019 Vouchers for fund 6351, for \$12,674.94  
2019 Vouchers for fund 6353, for \$6,836.59  
2020 Vouchers for fund 6351, for \$7,406.64
5. Ongoing Business:  
**FANS Report:** None

**Trails Committee Report:** Director Ovenell reported that monthly meetings have been switched to the first Monday of the month at noon at the library.

**Lafarge Property:** Director Ovenell reported that she and Tracy Roberson met with Jeff Sharpe from SJC public works and DJ Williamson, the contractor for the connector road. They are tentatively scheduled to start work on the road on January 13. Work on the new trail should start this week. Complaints or feedback about the project should be directed to public works. Commissioner Cumming asked for Island Rec to be notified also regarding any complaints. Director Ovenell reported that she updated the Port regarding the board's decision not to allow the Port's new septic drain field at Lafarge.

**Dog Park:** Director Ovenell reported that she and Commissioner Cumming met with Terry and Claudia Browne. They signed a new 5-year lease. They discussed doing a separate naming event in May to recognize the Browne family for their contributions to developing John O. Linde Park. Mr. Cornelius has been informed of Island Rec's new lease at the dog park.

**John O. Linde Community Park:** Director Ovenell said she spoke with Tracy and they picked April 4th for a volunteer work party at Linde park. They are still trying to decide when to open the new trail. Commissioner Moalli suggested having mileage markers on the new trail.

**Three-year Audit:** Director Ovenell reported that the audit exit conference went well. She attended along with Commissioner Eltinge and Heidi White. The recommendations that were made are already being addressed. There were no findings or management letters.

6. New Business:  
**Winter/Spring Program Guide 2020:** The new program guide is out- registration opened today. This is the most programs Island Rec has ever offered at this time of year.

**Linde Packet Rental Review:** Director Ovenell presented the packet and discussed the proposed fee increases. These are the first fee increases in 3 years. The board discussed. Commissioner

Cumming made a motion to approve the proposed fee changes. Commissioner Eltinge seconded the motion and it passed unanimously.

**STAR Agreement:** Director Ovenell reported that Island Rec has an updated STAR agreement in place with the school district regarding Island Rec's use of space. The number of participants allowed at the STAR program at any given time has been updated to 50. The board discussed ideas to accommodate the program's growth, including possibly splitting up the program by age.

**November Financials:** reviewed/discussed. Director Ovenell reported that she expects year-end revenue to be within approximately \$1,600 of the amount that was budgeted.

7. **Director's Report:** presented/discussed.

Director Ovenell asked the board for any fundraising ideas for the FANS board. She will attend the FANS planning retreat. The board discussed FANS possibly doing a bingo or trivia night where people win something tangible.

Commissioner Eltinge asked about the possibility of painting pickleball lines on the parking lot at Linde.

8. **Executive Session:** in accordance with RCW 42.30.110, Personnel and 42.30.110(g), Director's Performance Review: Commissioner Moalli opened the executive session at 6:15pm for the purpose of discussing personnel and for the director's performance review. The session was estimated to take 30 minutes. At 6:45pm the commissioners came out of session and announced that executive session would continue for 45 more minutes.

Executive session ended at 7:35pm.

Commissioner Cumming announced a positive performance review for the director and made a motion to approve a 4% increase to the director's salary. Commissioner Eltinge seconded the motion and it passed unanimously. No other action taken.

9. Commission Discussion Items: None

Adjournment: Commissioner Moalli adjourned the meeting at 7:37pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – February 6, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:03pm on Thursday, February 6, 2020 in the Island Rec Office. Commissioners present: Miniken, Zehner, Cumming, Eltinge, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Todd Nicholson, representing Bad Draw wrestling. Todd said that the high school wrestling team as well as Bad Draw wrestling are seeking a permanent mat room. Bad Draw is currently renting the fair building and putting mats down. Todd asked about the possibility of building a stand-alone mat room at Linde Park that wrestling and other groups such as gymnastics or cheer could use. He also suggested that approximately a 40' x 60' mat room could be incorporated into a larger rec facility if Island Rec was going to build a rec center. The board discussed the mat room idea and the need to collect info regarding other community interests for a multi-use rec facility. Todd left the meeting.

**Correspondence:** Director Ovenell passed around a letter she received from Eileen Drath supporting the work of the members on the Old Military Road Trail Committee.

3. **Approval of the minutes** of the previous meeting: Jan 2<sup>nd</sup> minutes were approved and signed.
4. **Approval of Payroll/Vouchers:** The following were approved and signed:  
January 17<sup>th</sup> payroll totaling \$38,658.48  
2019 Vouchers for fund 6351, for \$199,012.88 and \$1,601.60  
2020 Vouchers for fund 6353, for \$3,945.34  
2020 Vouchers for fund 6351, for \$15,482.46
5. Ongoing Business:  
**FANS Report:** None

**Trails Committee Report:** Commissioner Miniken reported that at the last Trails meeting the committee authorized \$1,500 of their 2020 Island Rec budget for use by the Old Military Road Trail Committee.

**Lafarge Property:** Director Ovenell reported that connector road construction should be finished in two weeks, then chip sealing will happen in the summer. She will work with the county to make sure Island Rec's trail and other requests have been met. Commissioner Cumming asked about the purpose of the road. Director Ovenell reported that she asked the county and they said they were fulfilling a long-standing agreement with the town to provide access to a new neighborhood. There was discussion.

**John O. Linde Community Park:** Director Ovenell reported that the pads for the baseball outfield have been ordered and should be here in 4-6 weeks for installation. The install process is still being figured out. Director Ovenell said that it is weather dependent, but Island Rec hopes to be able to have the May 8<sup>th</sup> FH vs. Orcas baseball game on the new field.

The one-mile paved loop trail is open at Linde. The community reception about the trail has been great. The surplus drain pipe at Linde has been posted for sale.

**Parks Quarterly Report:** The board reviewed and discussed Tracy Roberson's July-Sept 2019 parks report. Director Ovenell reported that park staff are trying to get a better handle on water calculation needs at Linde. The department of ecology's limits on water use go into effect once construction at Linde is completed.

**2020 Meeting Schedule/Levy Timeline:** Director Ovenell presented elections information, levy timeline options, and the 2020 commissioner meeting schedule. She recommended going out for a levy renewal in the April 2021 election. The board discussed the levy renewal. Commissioner Eltinge recommended reviewing salaries this summer for the levy renewal. There was consensus to continue keeping the parks, recreation/operations, and the high school sports all together as one levy. Director Ovenell asked the board if they wanted to do a community survey prior to the levy. The board discussed survey options and decided that Fall/Winter 2020 would be a good time for a public survey. There was also discussion regarding completing a six-year plan in-house.

6. New Business:

**Staff Program Reports:** Program staff joined the meeting: Recreation Specialists John Fyrqvist and Lili Lyne gave their program reports and Doug Archuleta reported on the STAR After-School Program.

**Annual Review of Pest Management Plan:** The board reviewed the plan. Commissioner Cumming made a motion to continue using the existing plan. Commissioner Miniken seconded the motion and it passed unanimously. Commissioner Cumming suggested having both park staff certified in pesticide application.

**Shared Leave Program:** Director Ovenell presented a proposed addition to the personnel policy: a shared leave program in which full-time/year-round staff would be able to share sick leave with another employee if a need arises. The board reviewed the proposal. After discussion Commissioner Eltinge made a motion to amend the personnel policy to include the shared leave program as presented. Commissioner Zehner seconded the motion and it passed unanimously.

**December 2019 Financials:** reviewed/discussed. The second school sports payment was made at year-end.

7. **Director's Report:** presented/discussed.

Island Rec is seeking a seasonal park maintenance person to start March 1.

8. **Executive Session:** in accordance with RCW 42.30.110, Personnel

Commissioner Miniken opened the executive session at 6:52pm for the purpose of discussing personnel. The session was estimated to take 30 minutes. At 7:20pm the commissioners came out of session and announced that executive session would continue for 40 more minutes. Executive session ended at 8:02pm. No action taken.

9. Commission Discussion Items: None

Adjournment: Commissioner Miniken adjourned the meeting at 8:03pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – March 5, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:00pm on Thursday, March 5, 2020 in the Island Rec Office. Commissioners present: Miniken, Zehner, Cumming, Eltinge, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors:** None, Director Ovenell said she is expecting Jayme Rudd to join the meeting.
3. **Approval of the minutes** of the previous meeting: Feb 6<sup>th</sup> minutes were approved and signed.
4. **Approval of Payroll/Vouchers:** The following were approved and signed:  
February 17<sup>th</sup> payroll totaling \$38,395.44  
Vouchers for fund 6353, for \$3,052.20  
Vouchers for fund 6351, for \$13,173.96
5. Ongoing Business:  
**FANS Report:** Director Ovenell reported that Saturday's FANS carnival has been postponed due to public health concerns and the likelihood of low attendance. They hope to reschedule in the Fall.

**Trails Committee Report:** No updates.

**Lafarge Property:** Director Ovenell reported that SJC public works would like to move the water meter at Lafarge and have Island Rec take over the monthly cost. The county will pay for the move of the meter. The board reviewed a map to decide on a location. The existing 2" pipe costs the county \$600 per month in water utilities. They can reduce it to a 5/8" pipe that would cost Island Rec approximately \$63.00 per month. The board discussed and decided to move the connection to the north side of the new road but keep an empty conduit to the other side of the road, in addition to switching to a 5/8" pipe.

**Visitors:** Jayme Rudd joined the meeting. He said he is a neighbor of Linde park on Coho Drive and has 220 lineal feet of mature Yew shrubs that he would like to donate for planting at Linde behind his house to help create privacy from his property. The trees are currently 8 feet tall and would grow to 16-20 feet. Jayme also offered to water the trees. The board reviewed a photo of the area and discussed the plantings. The board agreed to the donation and thanked Jayme. Director Ovenell will have Tracy coordinate the plantings with Jayme. Jayme left the meeting.

**Lafarge Property, continued:** Director Ovenell reported that public works asked Island Rec for a general idea of the location for the new parking area on the Turn Point side of the connector road. The board reviewed a map of the area and discussed. Director Ovenell suggested that a public facilities grant could help Island Rec develop the parking lot. Island Rec will also need to create fencing and a gate on that side of the park.

**John O. Linde Community Park:**

Director Ovenell reported:

-*Will Owen* has been hired for the seasonal park maintenance position. He starts on March 9<sup>th</sup>.

-*parks report:* The board reviewed Tracy Roberson's 2019 4<sup>th</sup> quarter parks report and labor hours.

-*quote for fieldhouse:* Director Ovenell presented pictures of areas of the field house that need painting/staining. A quote for the needed work from Dave Stegman came in at \$10,000. Director Ovenell said she will apply for a public facilities grant for the work that needs to be done. The grant application process starts in May.

*-backstop netting:* A quote for the baseball field netting came in at \$24,000 with an estimated lifetime of 10 years. Don Campbell recommended putting up warning signs at any games that happen before the netting is installed. The netting was not part of the original development design so Island Rec would pay for the netting. The board discussed netting options. Director Ovenell will ask Don Campbell if there are any other more permanent options he would recommend.

*-outfield pad installation:* the outfield pads have arrived, but the brackets to hang them have not. Island Rec is responsible for installation. Director Ovenell asked for help from the board to guide the project. Commissioner Eltinge offered to help. The board discussed the install process.

*Galt Field House sign:* Director Ovenell presented a picture of the sign, which would be hung at the April 4<sup>th</sup> work party. Commissioner Cumming will talk to Don Galt about attending.

*-volunteer event:* The April 4<sup>th</sup> work party is scheduled from 9:30am-Noon. Director Ovenell asked commissioners to please let any service organizations know about the event.

*-stock pile area:* There is a stockpile of tarped sand and mulch in the parking lot at Linde that needs a permanent home. Director Ovenell suggested using the ecology blocks stored at Lafarge to create storage area bins in the corner of the park. The board discussed and suggested talking with neighbors. There would be four stalls for a total of approximately 52 feet across. Director Ovenell has reviewed the proposed site with Don Campbell. The board agreed to pursue stockpile area.

*-surplus pipe:* Mike Carlson originally didn't want the surplus drainage pipe, so some was sold as surplus. He has changed his mind and has now purchased the remaining pipe from Island Rec for \$2,500. There are some drainage issues behind the path near the baseball field that some of the pipe is being saved for.

6. New Business:

**Coronavirus: Island Rec Response:**

Director Ovenell reported that she is in touch with health and community services. There is heightened awareness but currently no need to change programming. Director Ovenell met with the school district superintendent today. If school is cancelled, Island Rec would likely not do youth programming. Any staff who are ill have been asked not to come to work. The board discussed ideas for staff for working remotely or changing tasks if needed. Refund or credits would be issued to participants of canceled programs. Director Ovenell said she would work remotely if school was closed in order to care for her children.

Director Ovenell reported that program revenue could be impacted due to virus concerns. The board discussed the 6352 reserve account balance and what a comfortable threshold should be. Director Ovenell estimated a 3-4 month expense buffer of approximately \$150,000.

**Recreation Specialist Hiring:**

Lili Lyne has submitted her resignation. Her last day will be April 8. The job has been posted but there have been no applicants yet.

**DRS Audit:** Director Ovenell reported that the WA state Department of Retirement Systems (DRS) is auditing Island Rec and four other local districts for retirement processes including eligibility determination and reporting. The auditors will be on-site in May.

**January Financials:** presented/discussed. February tax revenue has been slow to come in. Director Ovenell is asking staff to stay aware of spending too early in case programs are cancelled.

7. **Director's Report:** presented/discussed. Director Ovenell reported that the TREC program has grown with John's leadership and he has said he may need additional staffing. The board discussed ideas. There was consensus that the program should remain free to participants.

8. Commission Discussion Items: None

Adjournment: Commissioner Miniken adjourned the meeting at 7:05pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Special Emergency Meeting – March 13, 2020

1. **Call to Order:** Commissioner Miniken called the emergency meeting to order at 3:00pm on Friday, March 13, 2020 in the Island Rec Office. Commissioners present: Miniken, Zehner, Cumming, Eltinge, Moalli. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.

2. **Ongoing Business:**

*Coronavirus: Island Rec Response:* Commissioner Cumming reported that the schools will be closing for six weeks, as per the state mandate. Director Ovenell recommended cancelling all Island Rec programming. She said she does not recommend Island Rec provide any kind of youth care due to risk for staff and potential participant health screening that Island Rec cannot provide. Director Ovenell reported that some staff will not have work during this time and depending on the duration of the closure could ultimately lead to not enough work for full-time staff. There was discussion.

The board reviewed a report from Tracy Roberson regarding essential parks tasks and discussed park maintenance. The board discussed staff safety and ideas to help retain staff. The board also discussed revenue impacts and use of the reserve funds to retain staff if necessary.

The board recommended offering part-time STAR program and facility supervisor staff temporary parks positions and to try and create work opportunities when possible.

The commissioners agreed to meet weekly on Thursday mornings at 9am going forward.

Commissioner Cumming made a motion to cancel all Island Rec programming and close the office to visitors until further notice, effective immediately. Commissioner Miniken seconded the motion and it passed unanimously.

Director Ovenell asked if the board was ok with staff working remotely and the board agreed.

Commissioner Cumming made a motion to keep all Island Rec parks open and fully maintained for the time being, with daily bathroom cleaning at John O. Linde Community Park. Commissioner Moalli seconded the motion and it passed unanimously.

3. **Commission Discussion Items:** Commissioner Moalli asked about the status of use of the Rec House. Director Ovenell reported that the Rec House will be cleaned this weekend and then no further use allowed.
4. **Adjournment:** Commissioner Miniken adjourned the meeting at 4:00pm.

The next meeting will be Thursday, March 19<sup>th</sup> at 9am in the Island Rec office.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge



San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – March 19, 2020

1. **Call to Order:** Commissioner Moalli called the meeting to order at 9:07am on Thursday, March 19, 2020 in the Island Rec Office. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Commissioners absent: Miniken. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.

2. **Ongoing Business:** *Coronavirus: Island Rec Response:*

Financial: Director Ovenell reported that she was notified by the SJC treasurer about a possible deadline extension to pay property taxes, which could delay tax revenue distribution to the district and affect cash flow. The board reviewed and discussed the February financials. Director Ovenell reported that the district's payroll and benefits cost for its eight full-time staff is approximately \$49,495 per month. Spending has already been greatly reduced. Remaining contracts for programs that need to be paid total \$3,279. Contracts will not be paid for April/May since programming has been cancelled.

Staffing: Director Ovenell reviewed remaining part-time staff who are working. Some STAR employees and facility supervisors declined part-time parks work. Kimmie Blackmon and Cole Wilson may work in the parks. Tracy and Mike have both expressed health concerns regarding working with additional staff in the parks. Director Ovenell presented a proposed emergency closure policy that would keep full-time staff on payroll with benefits in the event of reduced hours and closure. The policy would also allow the Director to authorize staff to work from home. The board discussed the policy and the reserve funds. Commissioner Zehner recommended adding that fulltime employees would be compensated as long "as financial resources permit, determined by the board." Commissioner Eltinge recommended talking to staff about the financial health of the organization on a regular basis.

Commissioner Cumming made a motion to adopt the emergency closure staff policy as part of the personnel policy, with the amendment that compensation will be as long as financial resources permit, as determined by the commissioners." There was discussion. Director Ovenell reported that John Fyrqvist will be taking paid family leave during the month of April, during which time his wages are paid by the state.

Commissioner Eltinge seconded Commissioner Cumming's motion and it passed unanimously.

Parks: The board asked for more information regarding Mike and Tracy's work in the parks. Director Ovenell reported that Tracy is home not feeling well, and Mike expressed worries about staying healthy while working in public during a conversation with Maddie yesterday. Commissioner Moalli suggested closing the bathrooms at Linde to eliminate the need for staff to clean them and reduce possible exposure. Director Ovenell supported the recommendation. Director Ovenell reported that parks use is dropping. There are signs up at the playground that say, "use at your own risk." The board agreed to close the restrooms at Linde.

Director Ovenell reported that staff have asked about going into the Rec House and the storage units. The board recommended staff wear gloves and work one at a time. The Rec House will need to be cleaned again before programs start.

Meetings: Director Ovenell reported that requirements of the Open Public Meetings Act require the district to have meetings in a central public place. Commissioners could attend digitally via Zoom if one person hosted the meeting at the Island Rec office. The next meeting will be April 2<sup>nd</sup> at 5pm, and she will try to have a digital option available.

3. Commission Discussion Items: None.
4. Adjournment: Commissioner Miniken adjourned the meeting at 10:25am

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – April 2, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:00pm on Thursday, April 2, 2020. All commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Miniken, Moalli, Zehner, Cumming, Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Approval of the Minutes:** *March 5, March 13 and March 19*  
Commissioner Moalli asked for the March 5<sup>th</sup> minutes to be amended to reflect that the board wants to switch the Lafarge water pipe from a 2" pipe to a 5/8" pipe. Commissioner Cumming made a motion to approve all three meeting minutes with Commissioner Moalli's change included. Commissioner Moalli seconded the motion and it passed unanimously.
3. **Approval of Payroll and Vouchers:**  
March 17<sup>th</sup> payroll totaling \$37,119.20  
Vouchers for fund 6351, for \$17,229.04  
Vouchers for fund 6353, for \$2,969.41  
Commissioner Cumming made a motion to approve payroll and vouchers as presented. Commissioner Miniken seconded the motion and it passed unanimously.
4. **Ongoing Business: Coronavirus: Island Rec Response:**  
Staffing: Director Ovenell reported that most staff are working remotely. Tracy and Mike are still working in the Parks. Lili Lyne's last day is Wednesday. John Fyrqvist will be on paid family leave starting on Monday for three weeks. Will Owen, who was hired for seasonal parks maintenance, has resigned. Kimmie Blackmon is now working 15 hours/week in the parks instead of at STAR. Tracy has expressed concerns about social distancing with the addition of new and untrained staff who can't work alone. Director Ovenell reported that Tracy has been asked by someone why parks staff are still working. The board discussed public perception and Tracy's concerns. Commissioner Cumming suggested having signs at the park regarding essential maintenance of the facilities. Commissioner Eltinge suggested staggering work schedules as much as possible to maintain social distancing. Director Ovenell asked the board if they wanted to re-hire for the seasonal parks maintenance position and add new people to the staff. There is one other employee who was previously working 3-6 hours as a facility supervisor that Island Rec could offer parks hours to. The board discussed. The board agreed to re-hire for the seasonal parks position and offer 3-6hrs/week of parks work to the facility supervisor. Commissioner Eltinge suggested sending a letter to the anonymous donor of Linde Park development, assuring them that the fields are still being maintained.

Program Guide: The board discussed summer programming and the registration timeline. Director Ovenell recommended delaying summer program registration by one month, opening it on June 1<sup>st</sup> instead of May 1<sup>st</sup>. Director Ovenell reviewed Island Rec's May programs and special events. She recommended cancelling them and not trying to re-schedule them. The board discussed. Commissioner Eltinge recommended pushing the timeline back on the adult summer soccer league and trying to reschedule the pickleball tournament if possible. The board agreed to push back summer registration opening to June 1<sup>st</sup> and cancel the remaining May programs. Director Ovenell reported that Island Rec's unemployment liability increases with each person hired that ends up not being able to work due to cancelled programs.

Financials: The board reviewed February financials. Director Ovenell reported that March tax revenue is coming and still on par with previous years. She anticipates approximately \$245,595 of revenue to be posted for March. The board discussed tax revenue. Director Ovenell said she will contact the school

regarding the school district's levy funds collected by Island Rec, since they are no longer operating high school sports. Commissioner Cumming noted that Island Rec can reduce its future tax revenue collections on behalf of the school district and/or Island Rec.

Parks: Director Ovenell reviewed Island Rec's parks that are open, noting that the playgrounds remain closed per the SJC health officer's order. She asked for commissioner input on whether to continue keeping the parks open. The board recommended increasing signage regarding mandatory social distancing and encouraging people to wipe surfaces that they touch, such as the dog park gate. Commissioner Zehner recommended keeping John O. Linde Community Park open and well-maintained. After discussion there was consensus that the parks should remain open at this time.

Programs: Director Ovenell reported that the Fit and Over 50 live Zoom class has 19 participants and is going well. Morgan is also going to reach out to Katerina Wen about the possibility of offering classes. Director Ovenell asked the commissioners if they would like staff to continue to pursue offering classes via online platforms. The board agreed. Director Ovenell recommended that Island Rec not try to offer youth programming as there is so much available for free online already for kids right now. Commissioner Moalli suggested seeing if John could connect with his TREC students via Zoom.

5. Commission Discussion Items: Commissioner Cumming asked about Island Rec's payment to the fitness center for cancelled classes. Director Ovenell said she did not seek any kind of refund on Island Rec's behalf because there were only a few classes that got cancelled that had already been paid for. The commissioners and Director Ovenell discussed their varying experiences with tele-schooling for their children. Commissioner Cumming reported that he has been delivering school lunches and meals on the weekends.

At 6:10pm Commissioner Moalli reported that she was notified that Governor Inslee had just extended the stay-at-home order through May 4<sup>th</sup>.

6. Adjournment: Commissioner Miniken adjourned the meeting at 6:13pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – April 28, 2020

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:04pm on Tuesday, April 28, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Commissioner Miniken joined the meeting later. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, and Park Maintenance Superintendent Tracy Roberson.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No visitors
3. **Approval of the Minutes:** Commissioner Eltinge made a motion to approve the April 2<sup>nd</sup> minutes as written. Commissioner Zehner seconded the motion and it passed unanimously.
4. **Approval of Payroll and Vouchers:**  
Vouchers for fund 6351, for \$1,980.63  
Vouchers for fund 6353, for \$10,150.22  
Director Ovenell will sign the vouchers for approval. Commissioners will sign later.
5. **Ongoing Business:**  
**Parks Update: Tracy Roberson:** Tracy reviewed the 1<sup>st</sup> quarter parks report. She reported that parks visitors seemed appreciative of the parks being open. Commissioner Eltinge asked for clarification regarding fields not being playable if there was less than 75% grass coverage. Tracy said 75% is an industry standard for safety. The softball field currently has some bare spots. There was a lot of die back this winter because it was such a wet winter. Tracy reported that she and Mike are the only staff working, with Wyatt Cuddington working up to six hours per week. Due to the lower staffing, admin tasks have not been a priority; instead mainly weeding and mowing. Director Ovenell reported that Kimmie Blackmon is no longer working in the parks. Tracy reported that she has not had any problems with groups trying to use the parks. Tracy left the meeting.

**Coronavirus: Island Rec Response:**

Financials: Director Ovenell presented possible scenarios regarding Island Rec's finances. If Island Rec received full property tax revenue in 2020, there was no summer programming revenue, limited fall programs, parks kept fully funded, and full-time staff were kept on payroll, Island Rec would finish the year with approximately \$23,000 to start 2021. The district would need to use reserve funds to get through January. If Island Rec received 5% less in property taxes due to property owners not paying their taxes, the district would need to start 2021 using reserve funds to operate. Parks would start the year with only \$40,000 which would last 1.5 - 2 months. The first few months of the year are typically lean until property tax revenue starts coming in again. The board discussed the financial outlook. The district has approximately \$160,000 in reserve funds.

Programs/Program Guide: Director Ovenell reviewed WA state health department guidelines for childcare facilities that would need to be met if programs were allowed to operate. She said it would be extremely difficult to meet the guidelines and keep staff safe. The governor has not made an announcement about extending the stay-at-home order, and the SJC health officer could also make decisions that would affect Island Rec programs. Director Ovenell noted that some Island Rec programs, like Camp Eagle Rock, don't cover their costs, and would cost the district even more if the number of kids that could safely attend is decreased. Director Ovenell reported that 14 other parks and rec departments throughout the state have already cancelled all summer programs. The Families First Coronavirus Response Act requires the district to pay staff if programs end up being closed due to exposure. The board discussed what camps would possibly look like if they were allowed to run, as well as liability and safety of staff/participants.

Director Ovenell reviewed the program guide timeline and recommended not producing a summer program guide this year to cut costs and because of the uncertainty of what programs the district will be able to offer. She suggested promoting programs online instead and creating a printed flyer that could be distributed if necessary. Commissioner Cumming asked if she recommended canceling summer programs. Director Ovenell responded yes.

Commissioner Cumming recommended alternative program planning and no face-to-face programming this summer.

The board agreed not to mail a summer program guide this year.

Director Ovenell reviewed the list of summer programs. There was discussion of how some programs could possibly operate more safely than others. Director Ovenell suggested a virtual 8.8k run in place of the actual event. The board discussed the various programs. Adult online fitness classes can continue. Commissioner Cumming said if programs don't pay for themselves than Island Rec shouldn't run them.

There was discussion. There was consensus to cancel in-person programs for the summer. Commissioner Moalli suggested reaching out to the community to let them know. Director Ovenell will work on a press release. Commissioner Zehner said that if restrictions open up, Island Rec should try to get programming going.

Director Ovenell said that Island Rec and other camps have asked for guidance on what should be allowed. She would like to get a press release to the community May 6-8<sup>th</sup> following an announcement from the governor and any update from the SJC health officer.

Staffing: Director Ovenell reported that Tracy Roberson has asked for one day off per week to help at home with her children. She is taking one sick day per week to cover the time. Commissioner Cumming said that he felt that was a mis-use of sick time. Director Ovenell responded that employees with children are entitled to a certain amount of paid time at home as part of federal laws that were passed and will try to figure that out for Tracy's hours.

Commissioner Miniken joined the meeting.

Director Ovenell reported that parks staff normally go to 40 hours/week on May 1<sup>st</sup>. Director Ovenell asked if staff should still increase their hours? She said that Mike Erickson has asked to stay at 32 hours/week to accommodate his personal mowing business. She said Luke Erickson is interested in the seasonal park maintenance job again. There was discussion. The board decided to wait one month before deciding whether to hire for the seasonal park maintenance job again. The board agreed that Mike could stay at 32 hours/week and Maddie will work with Tracy to figure out her hours.

Director Ovenell reported that John Fyrqvist has extended his paid family leave through May 22. If summer programming is gone, recreation staff will have some tasks but not a full workload. Director Ovenell asked if staff should continue to be paid their full rate or be on emergency pay. There was discussion about the risk of losing staff if pay is lowered as well as the taxpayer's perspective. Commissioner Eltinge recommended setting financial thresholds at which the district would need to start reducing costs by cutting staff hours. He said he does not recommend cutting hours right now. Director Ovenell said staff would need to be paid a minimum of 25 hours/week to maintain eligibility for full-time benefits.

**6. Executive Session RCW 42.30.110, Personnel**

Commissioner Moalli announced that the board would go into executive session at 6:36pm to discuss personnel and the session would last 20 minutes. Heidi White left the meeting.  
Executive session at 6:53pm.

**7. Commission Discussion Items:** None.

**8. Adjournment:** Commissioner Moalli adjourned the meeting at 6:55pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – June 4, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:11pm on Thursday, June 4, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Miniken, Moalli, Zehner, Cumming, Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, and Recreation Manager Morgan Johnston.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No visitors

Commissioner Miniken reported that Gib Black contacted her and is interested in a bike park at Lafarge. Director Ovenell said she responded to Gib that Island Rec is waiting for the connector road to be finalized and that she would reach back out when the road was done. Commissioner Miniken said Gib also wanted to make sure Island Rec is ready to go with any possible programs if/when restrictions lift. Director Ovenell reported that Gib had asked about adult soccer and pickleball and she told him that those activities will have to wait until guidelines are released from the health department. The guidelines for athletics in phase II are skills and drills only; no games. The board discussed restrictions and phases. The board agreed that Island Rec's goal should be to provide programming for the community as soon as possible when guidelines are released.

3. **Approval of the Minutes:** Commissioner Moalli made a motion to approve the April 28<sup>th</sup> minutes as written. Commissioner Eltinge seconded the motion and it passed unanimously.

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

The following were reviewed and approved:

Vouchers for fund 6351, for \$5,898.77 and \$4,777.03

Vouchers for fund 6353, for \$2,038.07 and \$3,270.66

May 17<sup>th</sup> payroll totaling \$26,443.62

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

5. **Ongoing Business:**

**Recreation Programming Update:**

*Summer Programming:* Morgan Johnston reviewed summer virtual program options that she and Doug Archuleta have been working on. She reported that Peace Health has given a \$1,000 sponsorship to do a 50-mile challenge in July, in place of the Tour de Family, which was cancelled. The board discussed the programs and agreed to offer them to the community. The board also discussed sailing classes, which could be offered later in the summer if restrictions are lifted.

*Modified version of Camp Eagle Rock:* Director Ovenell reported that there is a community need for summer childcare. She presented a proposal for Island Rec to offer Camp Eagle Rock this summer in accordance with the WA state department of health guidelines for day camps. The program would require a lot of cleaning. She proposed camp with 25 kids for six weeks, Mon-Thurs only. Maddie, Morgan and Doug would lead the program with additional counselors. The board discussed the program and reviewed associated expenditures. Commissioner Cumming suggested hiring professional cleaners for deep cleaning on Fridays. Commissioner Zehner asked about liability waivers specific to COVID-19. Director Ovenell will research a waiver and contact Island Rec's insurance company. The board gave approval for Camp Eagle Rock to operate. Morgan Johnston left the meeting.

**Parks Update:**

*Lafarge:* Director Ovenell reported that she met with Jeff Sharpe from public works at Lafarge regarding the fence to be installed. The county has chip sealed the road and will stripe it later. They are not in any



hurry to open the road. The fence would go along the new trail that has been put in place if that is ok with board. The board agreed to the fence location.

Director Ovenell said that Doug McCutcheon reached out to her and asked about making the gravel pit only one direction for walking. Maddie said she did not recommend creating that regulation. The board concurred.

*John O. Linde Community Park:* Commissioner Zehner reported that he attended a meeting with Don Campbell, Tracy Roberson, Mitch Carlson and Scott Boden to discuss the criteria that needed to be met for Island Rec to formally accept maintenance of the baseball field. The conclusion was that conditions had all been met or were about to be met. The board discussed and agreed to take over the field. Director Ovenell said that there are some things that were not part of the development contract that Island Rec will need to finish, including staining the dugouts and repairing the water fountain by the playground which is not working. Commissioner Eltinge suggested involving youth volunteers for the dugout staining project.

Director Ovenell reported that the pads still need to be put on the baseball field and suggested trying to put them up this fall. Commissioner Eltinge reported that he has heard public feedback that the park has been a great jewel for the community. Commissioner Cumming mentioned that Rich Warren asked about putting sponsorship signs up at the baseball field. The board discussed installation of the bricks that were purchased as part of the fundraiser. Director Ovenell said that the goal was for volunteers to assist with the install.

Commissioner Miniken asked about the high school boys who are starting to meet up for soccer at Linde. She said that there were more than 5 so Tracy asked them to leave. Commissioner Miniken asked if they can be on separate parts of the field or if they must be on separate fields. Director Ovenell said she will ask the health department.

#### **Draft Policy Request for Approval: Outside Employment Policy**

Director Ovenell presented a draft policy regarding outside employment. Commissioner Zehner made a motion to approve the policy as written. There was discussion. Commissioner Eltinge seconded the motion and it passed unanimously.

#### **Coronavirus: Island Rec Response:**

Budget Update: Director Ovenell reviewed a budget summary of current finances and said she was confident in Island Rec's current financial picture, partly due to the recent resignation of two recreation specialists. The board reviewed and discussed. SJC auditor's recent report says property tax revenue is still strong.

Hiring Parks Part-Time Employee: Director Ovenell recommended re-hiring Luke Erickson for the position and said it is within budget. The board discussed keeping Linde park maintenance as a priority, especially with the additional maintenance of the baseball field. Commissioner Moalli asked about Tracy's time off. Director Ovenell reported that Tracy is using paid leave in accordance with the Families First Coronavirus Act, which pays two-thirds her normal hourly rate.

Hiring Recreation Staff: Director Ovenell recommended putting hiring on hold for the recreation specialist positions. It is not the right environment for training. The status of the STAR program for the fall is unclear, and Doug has remained open to filling different roles for Island Rec currently. There was discussion. The board agreed to hire for the part-time parks position but wait to hire recreation specialists.

**April Financials:** Reviewed/discussed. No current concerns.

6. **Commission Discussion Items:** Director Ovenell asked if the board wanted to meet in July this year. The commissioners discussed and agreed to meet via Zoom on July 2 at 5pm. Commissioner Eltinge asked about doing an event like Island Quest. Commissioner Zehner mentioned Ron Whalen's petition that is circulating regarding the Land Bank. The board discussed Zylstra Lake and Island Rec's potential involvement.
7. **Adjournment:** Commissioner Moalli adjourned the meeting at 6:46pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – July 2, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:01pm on Thursday, July 2, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Miniken, Moalli, Zehner, Cumming, Eltinge. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.

2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No visitors.  
Commissioner Miniken reported that Gib Black asked her about the possibility of painting pickleball court lines at Linde in the parking lot. There was discussion. Director Ovenell reported that she did some research and there are potential liability issues of putting a recreation space in a parking lot. She did not advise it. There are also some occasions during games where the entire parking lot is in use by cars. The board discussed the possibility of asking the school district to include pickleball lines when the school tennis courts are re-done, since Cahail is the only other pickleball court in town. Director Ovenell said that Island Rec has portable nets and paddles that could be reserved/checked out.

Director Ovenell reported that the road at Lafarge, called Missing Mountain Road, opened yesterday on short notice. The fence along the Island Rec's walking trail has not been installed. She said she spoke with public works about putting a crosswalk at Pear Point Rd to that side of Lafarge. She reported that Colin Huntmer told her putting a crosswalk there will not happen and would not safely get people across the road. A crosswalk was on Island Rec's initial list of requests when the road was designed. The commissioners discussed.

3. **Approval of the Minutes:** Minutes of the June 4<sup>th</sup> meeting were approved as written.

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

The following were reviewed and approved:

Vouchers for fund 6351 for \$10,412.71

Vouchers for fund 6353 for \$3,468.54

June 17<sup>th</sup> payroll totaling \$31,409.13

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

5. **Business:**

**High School Sports Budget**

The commissioners reviewed and discussed the high school's projected 2020-2021 athletic budget. Director Ovenell offered to relay any questions back to Brock. The final budget from the 2019-2020 school year was not available yet. Commissioner Cumming suggested the board discuss how to handle levy funds Island Rec receives for the school sports levy that will not get spent due to COVID-19 sports cancellations. The board discussed. Island Rec will need to be able to explain how funds were used during the period of inactivity. The school district has invoiced Island Rec for the levy funds for the upcoming school year for high school sports in the amount of \$139,711. The board decided not to release the funds until there are clarifications regarding spring 2020 spending since sports were cancelled, as well as upcoming fall sports. Director Ovenell will reach out to Fred Woods regarding the questions prior to the next board meeting.

**Recreation Programming Update**

Camp Eagle Rock: Director Ovenell reported that CER has been going very well and that campers have been grateful and joyful. She reviewed the check-in process, including temperature checks. Parents have been patient with the process. Masks must be worn inside. Camp is primarily outside. They are focusing on hand-washing and being outside. Camp did not fill up right away but is now full. The next three weeks

opens up for registration on July 6<sup>th</sup>. There may not be as big of a need for childcare as was thought initially. The partnership with the school maintenance team has been great and very supportive of the program. There is no transportation – camp takes walking field trips only to Jackson Beach. Commissioner Moalli said her daughter has been really enjoying virtual/video camp. She said it seemed like many people didn't know there were programs being offered. Director Ovenell said messaging has been difficult since Island Rec normally relies heavily on the summer program guide for promotion.

Fall Program Guide: Director Ovenell said typically staff start working on fall planning now. All staff except for Heidi and Parks team are at Camp. Staff don't have a lot of time right now and it is unclear what Island Rec will be able to offer based on phases and restrictions. The board discussed doing a postcard mailing in place of the fall program guide to remind people to look online for current information. Commissioner Cumming said August 12<sup>th</sup> is when the school is hoping to announce a plan regarding classes.

**Parks Update:** Director Ovenell reported that Island Rec has taken over maintenance of the baseball field. Costs that were not in the development contract that need to get paid for are additional infield mix, staining the dugouts, and irrigation needs – an estimated total of \$3,000-\$6,000. The board discussed and agreed to use funds in Linde reserves for the expenses.

Director Ovenell reported that there is a county public facilities financing application period that closes July 31. Island Rec could apply for funds for \$24,000 for the netting along the 3<sup>rd</sup> baseline to avoid balls going into the playground area. The board supported applying for the funds.

There has been a request from Shannon Plummer with the Legion to put a flagpole in at Linde. Shannon said he would maintain the flagpole. The board discussed long-term maintenance issues. The board liked the idea and asked Director Ovenell to pursue the arrangement with the Legion to figure out the details.

Director Ovenell said that Linde park neighbor, Jayme Rudd, is requesting more signs about keeping dogs on leash at the park. He has said that he will start putting signs up if we give him permission. He has posted photos online of people with their dogs off-leash at the park. Tracy has put up sandwich-board signs already. The board discussed whether adding more signs would really help. Director Ovenell will continue the conversation with Jayme about the issue.

### **Coronavirus: Island Rec Response**

Phase III: July 16<sup>th</sup> is the earliest that the county could move to phase III since Governor Inslee has put a hold on counties advancing through phases. Director Ovenell said that Island Rec's ability to run additional programming in late July becoming limited because it is so difficult to plan right now. She said as we move to phase III people may start to look to Island Rec for recreation options, but planning is more complicated than perhaps the community recognizes. Director Ovenell said programming will not look much different even in phase III. She recommended waiting to hire for the two recreation specialist positions.

**Parks:** In Phase III the playgrounds could open. Maddie asked the board if they wanted to re-open the restrooms at Linde Park when Phase III began. Commissioner Eltinge suggested checking with Tracy and Mike to make sure they would be comfortable cleaning them, otherwise possibly contracting additional cleaning. Director Ovenell reported that there are currently groups of 60-80 people playing soccer at the park at times. She has been in touch with the health department about it. Commissioner Cumming suggested opening the restrooms as soon as possible based on current park use to avoid further public health issues. There was discussion and the board agreed. Director Ovenell will talk with Tracy and Mike and figure out cleaning costs for opening them. Commissioner Zehner recommended tracking expenditures that are costing Island Rec more during COVID-19 such as keeping the bathrooms open.

Commissioner Cumming suggested asking what the town is doing for restroom cleaning.

6. **Financial Report - May: reviewed/discussed.**
7. **Commission Discussion Items:** Commissioner Cumming noted that he appreciated receiving the financials via email each month. Commissioner Eltinge commented on how expensive dog waste bags are. Director Ovenell said she has seen other places where businesses sponsor dog waste bag stations.
8. **Adjournment:** Commissioner Moalli adjourned the meeting at 6:45pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – August 6, 2020

1. **Call to Order:** Commissioner Moalli called the meeting to order at 5:02pm on Thursday, August 6, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Commissioners absent: Miniken. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Brock Hauck and Jose Domenech from the school district were in attendance to discuss school sports and the current invoice from the school district for the school sports levy funds.

Jose clarified that the school district invoices Island Rec after costs are incurred. The current invoice for \$139,711 is for activity that already occurred. The district invoices Island Rec in June and December of each year for school sports levy funds. The invoice is for the final cost of sports programs minus any revenue taken in. The current invoice also includes a balance to recover funds from the assessor's error. Jose said coaches were compensated for work that was done this spring before the shutdown. Brock said the fall sports season has been tentatively moved to February and March. He is working on trying to create small group opportunities for kids to still be able to come in and work out. Commissioner Cumming said that Island Rec and the school district may have to address whether the district is collecting more in taxes than what is going to be needed if sports don't happen. There was general discussion of what school sports could look like. Brock and Jose left the meeting.

Director Ovenell said she anticipated the school district's December invoice to be less than normal due to school sports being cancelled. She said the school district needs more than what Island Rec is collecting for their levy right now for school sports. They always invoice Island Rec for more than what is available. Post-season play costs have increased. There was discussion about the school sports budget.

Director Ovenell reported that she received a call from a community member named Alex Scott. He has concerns about the skate park. He said he has been skating on it for years and that it is awful and wants a new skate park at Linde.

3. **Approval of the Minutes:** The board approved the minutes from the July 2<sup>nd</sup> meeting.
4. **Approval of Payroll and Vouchers:**  
Commissioner Cumming made a motion to approve the following vouchers:  
Vouchers for fund 6351, for \$963.68 and \$167,930.53  
Vouchers for fund 6353, for \$675.45 and \$5,737.79  
July 17<sup>th</sup> payroll totaling \$35,020.94  
Commissioner Eltinge seconded the motion and it passed unanimously.  
Heidi will send out payroll and vouchers for e-signature following the meeting.

5. **Business:**  
**High School Sports Budget:** discussed earlier

**Recreation Programming:**

*Camp Eagle Rock Update:* Director Ovenell reported that CER revenue was around \$15,000 as anticipated. The final week only had 24 participants, but the other five weeks were full at 25. She said camp went very well and families were very thankful for the program. She said it was a tremendous amount of work and highly stressful due to the public health aspect. Director Ovenell said there could be real consequences to running programs right now and asked the board to keep this in mind moving

forward. Director Ovenell said she would be hesitant to let another staff member make health decisions. Campers had their temperatures taken every morning and a review of health information. No one was turned away. The board discussed hiring a specialist to be on-site for programs. Commissioner Zehner said he applauded her for taking it on and was proud of Island Rec for running the camp successfully.

*Fall Programming- STAR:* Director Ovenell reported that the school district will be making a recommendation to do tele-schooling but it has not been announced yet. She is meeting with Fred Woods tomorrow to determine what Island Rec's role in the fall is. She would like to send out a survey to STAR and CER families once the school announces their plan. The commissioners discussed ideas for what an after-school program could look like. Director Ovenell said 22 is the maximum number of kids that could be in a group. She said Island Rec needs to keep the conversation going regarding the longevity of the full-time after school program manager position, which is held by Doug Archuleta.

Director Ovenell asked commissioners for input on Island Rec continuing to run programs. There was discussion. The board said Island Rec needs to offer some programming if possible. There was discussion of how to unburden Maddie from programming and public health duties. The commissioners agreed it was very beneficial to have Maddie at Camp this summer to set a standard but there is a need to train other staff or bring on additional support. Commissioner Zehner recommended that Island Rec find a way to offer a similar type of program as Camp Eagle Rock/STAR for island families going forward.

#### **Parks Update:**

*Lafarge:* The board reviewed a proposal from port director Todd Nicholson to install a wastewater drain field along the trail at Lafarge, which would support the port's new development at Jensen's. After discussion, the commissioners decided not to consider the proposal.

#### *John O. Linde Community Park:*

PFFAP- Baseball Netting: Director Ovenell said she applied for the public facilities grant to help fund the safety netting for the baseball field. She asked for \$21,000 of the estimated cost of \$24,800. Commissioner Cumming said he would attend the presentation with Maddie.

Cleaning Costs: Director Ovenell reported that it would cost an estimated \$16,000 - \$20,000 to contract for twice daily cleanings of the Linde park bathrooms between now and the end of the year. She said the parks budget does not have these extra funds and Tracy and Mike are not comfortable cleaning the bathrooms. Commissioner Zehner asked about renting a port-a-potty instead. Director Ovenell said she will research those costs. The Port-a-potty at the family park is currently closed. The board discussed possibly opening the bathrooms for specific uses such as when sports teams can practice there.

COVID Testing Site: San Juan Health and Community Services has requested to use the Linde parking lot as a drive-thru COVID-19 testing site on August 23. The commissioners agreed to the use.

COVID Agreement added to rental packet: The commissioners reviewed and approved a COVID-19 agreement to comply with safety regulations, to be added to the Linde Park rental packet. The board also reviewed the sports activities requirements for Phase II and Phase III.

#### **Coronavirus: Island Rec Response:**

Director Ovenell said she wants to better understand where the commission is in directing staff for planning programs for the Fall. Commissioners discussed wanting to move forward with some programs. Director Ovenell noted that in-person programs would operate at a deficit because participant numbers have to be lower. She said she will re-start the director's reports next month.

Friday Harbor FC contacted Maddie asking if Island Rec wanted to partner and help run soccer clinics this fall. She said it would only be skills and drills in small groups.

Island Rec is working on a postcard that should go out to the community soon. The cost is about \$1,700 for printing and mailing.

Director Ovenell said that the Department of Retirement Systems (DRS) has begun their audit of the district's reporting and eligibility determination.

Director Ovenell reported that she will be off next Monday through Wednesday.

6. **Financial Report – June:** reviewed/discussed – no current budget concerns.
7. **Commission Discussion Items:** None.
8. **Adjournment:** Commissioner Zehner adjourned the meeting at 7:17pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge



San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – August 17, 2020

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:02pm on Monday, August 17, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Commissioners absent: Miniken. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No visitors
3. **Approval of the Minutes:** Commissioner Cumming made a motion to approve the minutes from the August 6<sup>th</sup> meeting. Commissioner Eltinge seconded the motion and it passed unanimously.
4. **Business:**  
**Coronavirus: Island Rec Response/ Fall 2020 Recreation Programming**  
Director Ovenell said after having time to think about fall programming she does not recommend that Island Rec do any in-person fall programs this year. She said her main concern was exposure and bringing children together for a program is too great of a risk. Since Island Rec does not have its own facility there are cleaning and sanitation challenges as well. There are also potential liability concerns for the district. There was discussion. The commissioners agreed not to do any in-person programming. They discussed online class options, virtual challenges, and/or scavenger hunts that families could participate in from home. The board discussed offering some free programming if possible.
5. **Executive Session: Executive Session RCW 42.30.110, Personnel**  
Commissioner Zehner opened the executive discussion at 5:23pm for the purpose of discussing personnel. The session was estimated to last 40 minutes. Heidi White left the meeting. The executive session ended at 6:05pm. No action was taken.
6. **Commission Discussion Items:** None.
7. **Adjournment:** Commissioner Zehner adjourned the meeting at 6:06pm

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – September 3, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:01pm on Thursday, September 3, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken. Commissioners absent: Cumming. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White.
2. **Open Public Hearing: for comments on amending the 2020 budget:** Commissioner Miniken opened the public hearing at 5:02pm. No visitors were present.
3. **Close Public Hearing:** Commissioner Miniken closed the public hearing at 5:03pm.
4. **Introduction of Visitors/Public Comment on Non-Agenda Items:** None.
5. **Approval of the Minutes:** Commissioner Moalli made a motion to approve the minutes from the August 17<sup>th</sup> meeting. Commissioner Zehner seconded the motion and it passed unanimously.
6. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$7,857.77  
Vouchers for fund 6353, for \$4,830.15  
August 17<sup>th</sup> payroll totaling \$33,691.88  
Heidi will send out payroll and vouchers for e-signature following the meeting.
7. **Business:**  
**2020 Budget Amendment, Resolution 20-01:** Director Ovenell reviewed the proposed budget amendment with the commissioners. The district had cost savings due to less personnel and lower expenses, but also experienced a program revenue loss of approximately \$146,900 due to the COVID-19 shutdown. The board discussed the changes. Commissioner Zehner asked Director Ovenell if she could estimate any 2020 park maintenance savings due to COVID-19 to bring for the next meeting. Director Ovenell reported that Tracy Roberson will join the October board meeting for a parks report. Commissioner Zehner made a motion to approve Resolution 20-01, amending the 2020 budget as presented. Commissioner Eltinge seconded the motion and it passed unanimously. Commissioner Zehner asked the board to plan on discussing how to address the expected year-end savings for parks and programs due to COVID-19 at the next board meeting.

**Staff Update:**

Director Ovenell reported that Doug Archuleta has accepted a temporary parks maintenance position since there is no STAR program. He reports to Tracy. The position is scheduled to end on October 31<sup>st</sup> unless reevaluated. Heidi, Morgan, Tracy and Mike are Island Rec's other remaining full-time employees. Luke is still working as seasonal park maintenance.

**Parks Update:**

*Lafarge Property:* Director Ovenell reported that there have been several complaints about the new trail that the rock size and stability is not ideal for walking on. People are walking beside the trail instead of on it. She has reached out to Colin at public works and he said that he will re-visit it in the fall and address it. There have also been complaints about RV's parking overnight at Lafarge on the east side of Missing Mountain Rd. Tracy Roberson spoke with the sheriff and she put up cones and a sign that says no overnight parking.

*John O. Linde Community Park:*

Director Ovenell reported that Island Rec has received a several requests to open the restrooms at Linde. Based on CDC recommendations and the health department, Island Rec could open them if they were cleaned once per day. The parks staff can clean 2 of 7 days. The other 5 days would need to be contracted, which is approximately \$50 per day. The board discussed. Commissioner Eltinge suggested signage indicating that the bathrooms are use at your own risk. The board agreed to open the restrooms. Director Ovenell said that they would likely be open in the next one to two weeks depending on when the cleaning contract could start.

*Quarterly Report:* The commissioners reviewed and discussed the Parks 2<sup>nd</sup> quarter report.

*Rental request:* Director Ovenell reported that SJC health & community services has moved their COVID-19 testing date at the Linde parking lot to September 13. They have asked about continuing to use the park in the future for flu-vaccinations, immunizations, and future COVID-19 testing. The board discussed the request and agreed to the partnership and to waive the rental fee for use. Director Ovenell will follow up with the health department about a contract.

*Baseball Field:* Director Ovenell reported that the field is complete and paid for. Originally Mike Carlson had paid Island Rec \$2,500 for surplus pipe. Island Rec has returned those funds to help offset an overage of \$5,500 in field development costs. Community donations covered the rest of the overage. Maddie said working with the Community Foundation on the project was a very positive and transparent process. Thank you to the anonymous donor who funded much of the baseball field development! Installation of the baseball padding has been transferred to Tracy. She will be working her staff to complete the install. The field should be open for use in the next one to two months.

**Recreation Update:** Director Ovenell presented a review of Camp Eagle Rock expenditures/revenue as well as a preview of upcoming Fall programming ideas that are in the works.

8. **Financial Report – July:** reviewed/discussed.

9. **Director's Report:** reviewed/discussed. FANS is only able to give \$2,000 to Island Rec this year. They are also losing Marc Islam and Kyle Loring as board members. There will only be 4 remaining members. Director Ovenell recommended that they not do any fundraising right now - the board agreed. Director Ovenell said responding to unemployment paperwork has been time consuming. Island Rec received the first invoice for \$1,400 in unemployment costs related to COVID-19 shutdowns. Island Rec paid the invoice but is retroactively contesting it because the costs were for employees who resigned. Director Ovenell suggested the board review if the district should continue as reimbursable/self-insured or pay for unemployment insurance instead. The board discussed.

Director Ovenell is working on ways to reduce her workload so she can assist with tele-school for her kids.

Director Ovenell asked how the commissioners would like to approach setting the 2021 budget. The board discussed. Commissioners Zehner and Moalli agreed to be on the budget committee again. The board agreed to allocate funds for a full year of programs as usual and amend if there are cancellations.

10. **Commission Discussion Items:** Commissioner Zehner asked about the status of the grant application for the baseball field netting. Director Ovenell said she and Commissioner Cumming will be doing a virtual presentation to the grant committee this month and she should have more information at the October meeting.

11. **Adjournment:** Commissioner Miniken adjourned the meeting at 6:26pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – October 1, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:02pm on Thursday, October 1, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken, Cumming. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White, and Park Maintenance Superintendent Tracy Roberson.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Girls Thrive Network: Kara Navradszky, from Girls Thrive Network, joined the meeting. GTN is interested in creating a meditative walking labyrinth on the flats at the bottom of Lafarge. The community could participate by adding rocks along a template to create the labyrinth. Kara said GTN is seeking permission for the project and potentially some assistance from Island Rec parks staff. The board discussed the proposal. Tracy said there are extra rocks at Linde that could be used. The board asked for a detailed plan including size, location, and an estimate of time needed from Island Rec staff. Maddie will follow up with Kara before the November board meeting. Kara left the meeting.

**Correspondence:** The board reviewed an email from Susan Williamson requesting increased COVID-19 safety signage at John O. Linde Community Park and on the Island Rec website. Director Ovenell reported that signs have been re-posted at the park. They had gotten wet in the rain. The website has also been updated to include language about mask requirements. Commissioner Zehner offered to respond to Susan's email.

Director Ovenell reported that Lafarge neighbors, Larry Shatuck and Kim Carlson, have requested a gate in the fence between their property and Lafarge. The gate would be for their private use to/from Lafarge. The board discussed the request. Commissioner Moalli suggested allowing a gate for one neighborhood or HOA to use instead of individual residences. The board agreed. Tracy noted that any gate would have to be kept locked to protect Island Rec from liability for things like theft or trespassing onto the homeowner's property. Director Ovenell will respond to Larry and Kim.

3. **Approval of the Minutes:** Commissioner Miniken made a motion to approve the minutes from the September 3<sup>rd</sup> meeting. Commissioner Cumming seconded the motion and it passed unanimously.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$292.12 and \$3,202.60  
Vouchers for fund 6353, for \$433.69 and 6,885.58  
September 17<sup>th</sup> payroll totaling \$30,574.29  
Heidi will send out payroll and vouchers for e-signature following the meeting.

5. **Old Business:**

**Parks Update:** Tracy reviewed the 3<sup>rd</sup> quarter parks report. She said it has been great to have the extra help from Doug Archuleta. Director Ovenell reported approximately \$7,800 cost savings in 2020 due to COVID-19 – no paint striping for sports games, etc. Commissioner Moalli asked about having more permanent safety signs made for Linde. There was discussion. Tracy said there are 8 sandwich-board signs up already. Maddie said she will look into sign costs. Commissioner Cumming said he is interested in volunteering to mow at the park.

**Playground/bathrooms:** Director Ovenell reported that the park bathrooms and playground have been opened. The SJC health officer's order to close playgrounds was lifted on 9/10/20. Island Rec's playgrounds opened 9/14/20. The bathrooms opened at the same time. They are being cleaned every day. Staff clean bathrooms 2 days per week and the other 5 days are done by a contracted cleaning service.

**High School/Youth sports:** The high school is practicing Monday-Thursday at Linde Park. Island Rec has the high school's plan on file for what they can do under phase II restrictions. It is going well. FHAA has also contacted Island Rec about potentially practicing, but they ended up using the elementary school field instead. Commissioner Eltinge said softball starts tomorrow.

**Lafarge:** Director Ovenell reported that she and Commissioner Eltinge met with Colin and Jeff from public works at Lafarge to talk about the new access point and parking lot. Island Rec would need to do groundwork to get the parking lot ready for use. Commissioner Eltinge reported that Colin asked if public works could stockpile sand for projects on the east side of Missing Mountain Rd. The board discussed the request. Director Ovenell said she will ask Colin for specifics about the request and report back.

**Recreation update:** Director Ovenell said that Gib Black asked Island Rec about organizing Pickleball indoors at the fair building. Island Rec worked with the health department and the county to determine safe guidelines and capacity. Pickleball is going to happen on Tues/Thurs nights in October. Director Ovenell said she is also looking at how to do skate night since skate rinks are open for counties in Phase II. Each activity that Island Rec considers must be assessed for regulations and researched how to make it happen, which requires more staff time.

**Staff update:** Director Ovenell reported that Doug Archuleta is currently in a temporary seasonal park maintenance position that is slated to end October 31<sup>st</sup> unless authorized further. He is still being paid out of the 6351 recreation budget since the parks budget can't support an additional staff person.

6. **New Business:**

**2021 Levy planning:** Director Ovenell reported that Island Rec's current levy funding ends Dec 31<sup>st</sup>, 2021. The board discussed when to put a new levy on the ballot and various funding concerns/considerations. Commissioner Zehner asked Maddie to get current SJC assessor info to help with levy rate planning. Commissioner Zehner and Director Ovenell will work on levy planning. The board agreed to tentatively plan on the April 2021 election. Commissioner Zehner said the school district will need to provide their six-year projection of costs for the high school sports part of the levy. Commissioner Eltinge offered to be part of levy discussions as well.

**COVID Impact on 2020 Budget:** Director Ovenell presented an estimate of the cost savings to the district's budget. Expenditures are down an estimated \$99,000 compared to this time last year. The district is also down about \$89,000 in program revenue compared to this time last year.

**2021 Budget Development schedule:** Director Ovenell presented a proposed meeting schedule for the remainder of the year to accommodate budget development. Commissioners Zehner and Moalli are on the budget committee. The board agreed to the schedule, which includes an additional meeting on November 12<sup>th</sup> at 5pm.

**Cost of Living Adjustment for 2021:** Director Ovenell reported that the COLA for the Seattle area for 2021 is a 1.6% increase. She noted that the bureau of labor statistics stopped collecting some information for the consumer price index in March 2020 due to the pandemic. Commissioner Cumming made a motion to approve a 1.6% COLA for all full-time staff effective January 1, 2021. Commissioner Eltinge seconded the motion. There was discussion. The motion passed unanimously. Director Ovenell asked the board if staff who are eligible to receive raises can still receive them during the pandemic. The board agreed that funds are available and eligible staff should still receive pay raises.

**Bloodborne Pathogen Exposure Plan review:** Commissioner Zehner made a motion to continue using the existing plan. Commissioner Miniken seconded the motion and it passed unanimously.

7. **Financial Report – August:** reviewed/discussed.
8. **Director’s Report:** reviewed/discussed. Commissioner Eltinge made a motion to make December 24<sup>th</sup> a permanent paid holiday for full-time staff. Commissioner Cumming seconded the motion and it passed unanimously.
9. **Commission Discussion Items:** Commissioner Moalli asked Director Ovenell about how she is doing taking things off her plate to balance tele-schooling at home. Maddie said she has been trying to delegate when possible.
10. **Adjournment:** Commissioner Miniken adjourned the meeting at 7:25pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – November 5, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:02pm on Thursday, November 5, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken. Commissioners absent: Cumming. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:**  
**Community Project Presentation:** High school students Dexter and Levi presented their idea for an addition of approximately 6' x 21' of concrete to the grassy at the skate park (commissioners watched their video of the project idea earlier). MEM would donate the concrete for the project. Director Ovenell said that Tracy is on board with the project. The park would need to be closed for a few days to dig and pour the concrete. The commissioners discussed the project and approved it to proceed. Dexter & Levi left the meeting.  
  
**Climbing Wall: Patrick McEvoy**  
Patrick said he is interested in creating a climbing gym and/or an outdoor climbing area on the island. An outdoor facility would be used like a playground and would not need to be staffed. He asked if Island Rec would be interested in helping. The board discussed ideas for potential locations. Commissioner Eltinge suggested asking about the Fair building. The board agreed that Island Rec would be interested in bringing user groups to the facility. Director Ovenell said Island Rec can't currently support the project with finances or a location but asked Patrick to keep in touch regarding the idea.
3. **FANS Update:** Missy Martin reported that since the end of February, FANS was ready to do their carnival but it didn't happen due to COVID-19. They will do it when it is appropriate. FANS also did not do their annual mailer. However, they recently received three generous donations totaling \$2,500 in the last month. FANS will be giving Island Rec some funds this year. They will be sending out a holiday mailer. Kyle and Marc are both leaving the FANS board so they are recruiting new members.
4. **Approval of the Minutes:** Commissioner Eltinge made a motion to approve the minutes from the October 1<sup>st</sup> meeting. Commissioner Miniken seconded the motion and it passed unanimously.
5. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$1,166.28 and \$6,019.14  
Vouchers for fund 6353, for \$3,226.05 and \$5,417.98  
October 17<sup>th</sup> payroll totaling \$27,393.68  
Heidi will send out payroll and vouchers for e-signature following the meeting.
6. **Old Business:**  
**Lafarge:**  
-Labyrinth: The board reviewed the plan for the labyrinth at Lafarge. Commissioner Eltinge suggested recruiting volunteers to help with the project if possible.  
  
-Public Works: Director Ovenell reported that she followed up with Colin Huntmer about Public Works wanting to store materials at Lafarge. Colin is interested trading spaces; he said Island Rec could use the county's waterfront space for programming at Jackson Beach, where they currently store materials, in exchange for storage at Lafarge. Director Ovenell said that Island Rec doesn't really need it's own waterfront space since we can use Jacksons Beach.

The County is in the process of switching the water pipe over to 5/8" pipe for Island Rec to take over. Colin

told Director Ovenell that the county needs sand. They currently pay to haul sand from off island. He wants to know if Island Rec wants to sell sand from Lafarge? The board discussed the request. Maddie will do more research on whether this is an allowable use of the area and what the possible benefit to Island Rec would be.

**PFFAP Grant Application: Baseball backstop net:** Director Ovenell reported that Island Rec was awarded a grant of \$20,000 to fund the backstop netting for the baseball field. Bill Watson was the only councilmember who went against the committee's recommendations and voted against funding the project. Director Ovenell contacted him after the meeting, and he said he did not see any economic value in the project. Island Rec will complete the project in 2021. It is estimated to cost up to \$24,000.

**Recreation Update:** Director Ovenell reported that youth basketball is going very well. Adult pickleball is on hold until the floor at the fair building is finished being re-done. Island Rec did two skate nights at the fair building, which were well received. Maddie met with Fred Woods to talk about use of space at the school. He said Island Rec can't use the school for STAR right now due to the hybrid learning setup. The afternoon recess program was cancelled two out of three weeks due to low enrollment.

**Staff Update:** Director Ovenell reported that Doug Archuleta's time is being split with 8-10 hours for recreation and the remaining 20 hrs/week with parks. Tracy still wants the help at parks and Island Rec has the funds to continue paying for Doug's position.

**2021 Levy Planning:** The commissioners reviewed levy rate information and discussed 2021 levy planning in detail. Commissioner Eltinge will work with Director Ovenell to review salary schedules to plan for increases. Commissioner Zehner will help with estimating Island Rec's budget needs for the next six years to come up with a proposed levy rate. The school district needs to submit a budget request for high school sports for the upcoming 6 years.

The board discussed potentially collecting less in levy funds in 2021, since less programming was offered this year due to COVID-19. The board discussed available reserves in detail. Reserves were mostly depleted up until a year ago due to the assessor's error. This year Island Rec has been able to replenish some reserves. After discussion, the board decided to maintain collecting the existing levy rate for 2021.

Commissioner Zehner said Island Rec needs to form a levy committee that organizes and strategizes regarding levy promotion. The committee needs to be a broad spectrum of members from the community and typically two Island Rec board members. Historically the committee raises between \$4,000-\$5,000 for levy promotion. The committee should highlight Island Rec levy supporters. Director Ovenell asked about voter turnout since the recent election had such high turnout. There must be a minimum of 40% turnout of the previous election. Island Rec would require minimum 60% voting yes to approve a new levy. The board discussed. The deadline to file for the February special election is December 11<sup>th</sup>.

## 7. New Business:

**2021 Budget Review and Discussion:** Director Ovenell reviewed the 2021 proposed budget with the board for recreation, parks and reserves. She also presented an overview of reserves in comparison to previous years prior to the assessor's error, as well as standard reserves to carry forward. The board discussed the budget in detail. The 2021 budget includes the existing part time seasonal parks position that was filled by Luke this summer. The bathroom cleaning at Linde is budgeted for \$8,000, which will not cover the entire year at 5 days per week. The bathrooms are not getting heavily used – may be able to cut back on cleaning since it is winter. November 12<sup>th</sup> at 5pm is the public hearing for any comments and planned adoption of the budget.

**Department of Retirement Audit:** Director Ovenell reported that the audit went well. This was Island Rec's first retirement audit. They audited how Island Rec determines eligibility for retirement and reporting compliance. Island Rec tracks hours to make sure eligibility is accurate and is in full compliance.



**Financial Report** – September: presented/discussed. There has not been a decline in property taxes being paid so tax revenue has stayed as expected.

8. **Director's Report:** reviewed/discussed. Director's review needs to be done in December. Director Ovenell has been meeting with a group through the Community Foundation discussing childcare options and needs on the island, especially for pre-school aged children.
9. **Commission Discussion Items:** Commissioner Eltinge discussed school sports and which schools can compete against each other depending on how many COVID cases they have had in their area.
10. **Adjournment:** Commissioner Miniken adjourned the meeting at 7:39pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – November 12, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:01pm on Thursday, November 12, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken, Cumming. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White.
2. **Open Public Hearing; for comments on setting the 2021 Levy Rate and proposed 2021 Budget:** Commissioner Miniken opened the public hearing at 5:02pm. No visitors were present.
3. **Close Public Hearing:** Commissioner Miniken closed the public hearing at 5:03pm.
4. **New Business:**  
Resolution 20-02 Setting the Levy Rate for 2021: The commissioners reviewed and discussed the resolution. Commissioner Eltinge asked if SJC Assessor John Kulseth could come to a future board meeting for a levy Q&A with commissioners. Director Ovenell will find out if he can attend the December 3<sup>rd</sup> meeting.  
  
Commissioner Cumming made a motion to approve Resolution 20-02 as presented. Commissioner Eltinge seconded the motion and it passed unanimously.  
  
Resolution 20-03 Adopting the 2021 Budget: The board discussed the budget. No changes were made to the numbers presented at the November 5<sup>th</sup> meeting. Commissioner Zehner made a motion to approve resolution 20-03 as presented. Commissioner Miniken seconded the motion and it passed unanimously.  
  
Heidi will send out the resolutions for e-signature following the meeting.
5. **Commission Discussion Items:** Commissioner Cumming reported that he is driving school buses again since some grades are going back to in-person school. Commissioner Eltinge said Governor Inslee is giving a press conference tonight at 5:30pm and is expected to announce more restrictions on Monday.
6. **Adjournment:** Commissioner Miniken adjourned the meeting at 5:14pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – December 3, 2020

1. **Call to Order:** Commissioner Miniken called the meeting to order at 5:00pm on Thursday, December 3, 2020. Commissioners and staff attended the meeting remotely via Zoom. Commissioners present: Moalli, Zehner, Eltinge, Miniken, Cumming. Staff present: Director Maddie Ovenell, Admin Assistant Heidi White. Happy Birthday to Commissioner Miniken!
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** High school athletic director Brock Hauck and SJC Assessor John Kulseth were in attendance. Brock reviewed and discussed the final 2019-2020 high school athletic budget with the commissioners. He said they are hoping to get kids back into sports as soon as it is allowed again. Brock left the meeting.

John Kulseth answered questions from the board regarding levy funds. He said during a levy cycle the district is guaranteed last year's levy amount plus 1%. In addition, the district receives a variable amount for new construction, typically about another 1%, although the exact amount is unknown until the end of the year when new construction is totaled. Commissioner Cumming said he was concerned about collecting Island Rec's full levy from taxpayers in 2021 since there hasn't been a full year of programs this year. John said Island Rec can only set the levy collection amount once per year in November. It cannot be changed mid-year to take less or more. John left the meeting. Commissioner Miniken left the meeting.

3. **Approval of the Minutes:** The minutes from the Nov 5<sup>th</sup> and Nov 12<sup>th</sup> meetings were approved.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$3,404.30  
Vouchers for fund 6353, for \$3,092.47  
November 17<sup>th</sup> payroll totaling \$27,639.96  
Heidi will send out payroll and vouchers for e-signature following the meeting.

5. **Old Business:**  
**Lafarge:** Director Ovenell reported that she talked with Julie at Community Development about selling sand. Island Rec cannot sell sand because the land is designated as rural farm forest. Island Rec would have to apply for a land use designation change. SJC public works is interested in sand starting next spring. Director Ovenell reported that 6,000 yards of sand were removed from Lafarge for the Linde baseball field through a previous approved permit. The board discussed. Commissioner Cumming said he is not in favor of selling sand. Director Ovenell said a neighbor reported someone has been camping at the property in a tent. It has been reported to the sheriff's office. Commissioner Zehner asked about the pedestrian access point near Jackson Beach Rd and why the gate is shaped in a zig-zag. Commissioner Cumming said the zig-zag was to prevent bikes and motorized bikes from entering.

**Linde:** Director Ovenell reported that the baseball pads are done and look great. The baseball field is playable and open to the public now, but not currently for groups due to COVID restrictions. There are some large groups of 10-12 youth showing up to play at Linde park. Director Ovenell reported that Tracy and Mike are struggling with enforcing the Governor's rules. The sheriff's office has been contacted but they are not enforcing rules. The rule is no more than five people, wearing masks. The board discussed enforcement options, liability, and possibly trying to contact the parents of the kids who are showing up. Commissioner Zehner suggested working with Tracy to identify an option that she is comfortable with. Maddie said she will follow up with Tracy.

**Recreation Update:** Director Ovenell reported that the basketball season was completed even though it had to move outside under the shed at the elementary school. Some parents did not want their kids to wear masks in basketball so they did not attend the program. No in person programs are being offered at this time due to the governor's restrictions. Even if restrictions are loosened, Island Rec would likely not start anything until January.

**Staff Update:** Director Ovenell reported that Luke Erickson is done working with parks for the season. Doug Archuleta is working all his hours with parks since recreation programming has been cancelled. He continues to be paid out of the 6351 recreation budget since the parks budget can't support the position. Director Ovenell said she does not believe Island Rec will do an after-school program at all until September 2021. The board discussed parks staffing: Island Rec needs to decide if a third year-round employee is needed to maintain parks, as opposed to just seasonally. If so, then the position should be paid out of the parks budget to get a proper accounting of the cost and show that it is needed for a new levy request.

**2021 Levy Planning:** Commissioner Zehner presented an estimate of budget projections for the next six years. The new levy funds would not start until 2022, so the budget is based on the confidence that the pandemic would be over and full Island Rec programming and high school sports would be up and running at that time. The board discussed the projections. Commissioner Eltinge suggested increasing the budget for wages and benefits by 5%-6% to allow for COLA and step increases. The tax revenue needs to be adjusted based on what John Kulseth said to accommodate new construction. Commissioner Zehner recommended that Island Rec ask for an 18.5 cent levy for operations/programs again. A final high school sports budget from the school district is still needed. The board discussed combining all the parks into fund 6353 and eliminating transfers from the operations budget for this levy. Director Ovenell reported that she checked with the elections office regarding voter turnout. The voter turnout requirements are based on 60% of the last general election, not any previous special election. She checked with other organizations and Island Rec might be on the April ballot alone. The board reviewed election and levy timeline/requirements and a draft of FAQs regarding the levy. The board agreed that how Island Rec adapted to the pandemic and cut costs should be on the FAQ.

**Old Military Road Trail Committee Update:** Director Ovenell reported that the group has kept very active this year. They have a 34-page concept plan and asked for one commissioner to read it and provide feedback. The board nominated Commissioner Miniken. Commissioner Moalli also volunteered to read it.

6. **New Business:**

**2019-20 Final Athletic Budget:** already discussed.

**Selection of New Board Chair:** Commissioner Moalli was nominated to be the 2021 chair. She accepted.

**2021 Meeting Schedule:** reviewed/discussed. No July meeting.

**Financial Report – October:** reviewed/discussed.

7. **Director's Report:** reviewed/discussed.

8. **Commission Discussion Items:** Commissioner Cumming asked about the status of the new access point and parking lot at Lafarge? Director Ovenell said parks staff put a gate up. Some grading needs to be done and the ecology blocks need to be moved – the parking lot is in progress.

Commissioner Cumming said he wanted to keep it on Island Rec's agenda to be planning for a recreation center and saving money for that. He said he was approached by Paul at SJI Fitness asking if Island Rec would be interested in taking over the fitness center. He told him he could present his idea to the board if he

wanted. Paul doesn't own the space, it is rented. The board discussed.

9. **Executive Session, RCW 42.30.110, Personnel**

At 7:32pm Commissioner Zehner announced that the board would meet in executive session for 20 minutes for the purpose of discussing personnel. Heidi White left the meeting.

Executive session ended at 7:49pm. Commissioner Zehner made a motion to approve a 4% pay increase for Park Maintenance Superintendent Tracy Roberson. Commissioner Cumming seconded the motion and it passed unanimously.

10. **Adjournment:** Commissioner Zehner adjourned the meeting at 7:50pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Zehner

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Commissioner Miniken

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Commissioner Moalli

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Commissioner Eltinge