

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – January 6, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:02pm on Thursday, January 6, 2022 in the Island Rec office. Commissioners present: Moalli, Zehner, Eltinge, Absent: Commissioners Cumming and Miniken. Staff present: Director Maddie Ovenell. Admin Assistant Heidi White attended via Zoom.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** none.
3. **Approval of the Minutes:** The minutes from the December 2, 2021 meeting were approved.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$6,908.74 and \$565.00  
Vouchers for fund 6353, for \$3,698.38 and \$300.00  
December 17<sup>th</sup> 2021 payroll totaling \$35,331.88

5. **Old Business:**

**Pickleball:** Director Ovenell reported there has not been any movement with court development due to the holidays and bad weather. She has asked the Fair about marking out additional courts indoors and they do not want to add any more lines on the floor. A player from the tennis club that also rents the fair building called and was upset about the pickleball lines. Island Rec would like to host a pickleball tournament at Roche Harbor's outdoor courts in May, Roche has not responded about availability. The Fair building is the back up.

**Batting Cages:** Director Ovenell reported that the conditional use permit (CUP) for Linde Park needs to be opened to be build the batting cages. She met with Fred Woods and they are in agreement to make two batting cages; one at baseball and one at the softball field. The school district as landowners had to give official permission to Island Rec to build the batting cages. Director Ovenell will turn in a site plan this week to the Town planning department. Don Campbell will help manage design after that.

**John O. Linde Community Park:** No updates.

Director Ovenell reported that the new Town Administrator is Denise Kulseth, who was a former Island Rec commissioner.

**Staff Hiring Update:** Director Ovenell reported that Island Rec received eight applicants for the Rec Manager position. Three interviews are scheduled for next week. Commissioners Eltinge and Moalli offered to assist with the interviews. Only one application has been received for the after-school program manager position, so the position will stay open longer. Director Ovenell is considering re-naming that position and possibly structuring it differently. With COVID, she said she is weighing whether it is in Island Rec's best interest to run the STAR program at this point in the school year.

**Programming:** Director Ovenell presented a draft of the upcoming program guide that will be in mailboxes at the end of January. Registration is scheduled to open on February 7<sup>th</sup>. New staff have done a great job putting all these upcoming programs together! Although it is unclear at this time what direction the new COVID wave will have and if state/local guidelines will change. Discussion. Commissioner Moalli noted that if school goes remote, school sports won't be allowed. Commissioner Zehner suggested adding a disclaimer about possible cancellations due to COVID.

**6. New Business:**

**School District Interagency Agreement:** Director Ovenell reported that the school district had no changes, and Island Rec did not have any changes to the existing agreement. Director Ovenell signed a renewal of the agreement on Island Rec's behalf.

**Lafarge; OPALCO:** Director Ovenell and Tracy Roberson met with Terry from OPALCO on Tuesday at Lafarge. Review of aerial image of Lafarge. A power pole needs to be taken out because it is in salmon spanning habitat. The power needs to be re-routed and the board reviewed options for an easement to go through Lafarge. Terry said the lines cannot be buried, so they would be in the air. Discussion. The board agreed not to make any decisions that could negatively impact future recreational use at Lafarge. Director Ovenell will follow up with Terry.

**Linde Rental Packet Review:** The board reviewed the packet. Director Ovenell reported that Tracy Roberson was interested in taking over field scheduling and rental use, so she oversees that now. Previously Morgan Johnston handled it. Commercial use of the park has been requested. Director Ovenell included proposed commercial use fees in the packet for the park; for rental users who are collecting fees from their participants. Field users still must sign a separate COVID agreement. The board reviewed the changes. Commissioner Eltinge made a motion to accept the changes as presented. Commissioner Moalli seconded the motion and it passed unanimously.

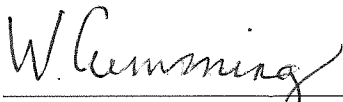
**Financial Report; November:** reviewed/discussed.

**7. Director's Report:** presented/discussed. Director Ovenell asked the board if she could attend FANS meetings quarterly instead of monthly due to time constraints. FANS could still update the board regularly at commission meetings. The board agreed. The parks team is doing some needed maintenance to the Rec House that was highlighted during the recent storms.

**8. Commission Discussion Items:** none

**9. Adjournment:** Commissioner Zehner adjourned the meeting at 6:10pm.

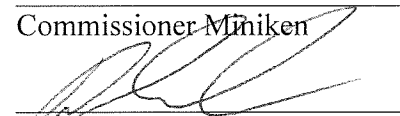
Submitted by: Heidi White, Administrative Assistant

  
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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 3, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:00pm on Thursday, February 3, 2022 in the Island Rec office. Commissioners present: Cumming, Miniken, Moalli, Zehner, Eltinge. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** David Waldron from FANS.
3. **Approval of the Minutes:** The minutes from the January 6, 2022 meeting were approved and signed.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  

Vouchers for fund 6351, for \$2,566.49 and \$4,989.61	Vouchers for fund 6353, for \$909.34
2021 Vouchers for fund 6351: \$9,440.26	2021 Vouchers for fund 6353: \$3,794.27
January payroll totaling \$33,586.45	

5. **Old Business:**

**FANS Update:** David Waldron reported that FANS hasn't gotten to do anything this year except help at Music on the Lawn last summer and it has been frustrating. The FANS board is down to 4 members. Lindsay Callahan has joined. David said FANS wants to do their carnival again - they had to cancel the March 2020 carnival five days before it happened due to the pandemic. They are hoping for mid-June outside at the fairgrounds. Discussion. The board thanked FANS for their work. David left the meeting. Director Ovenell reported that she will attend FANS meetings quarterly.

**Pickleball:** Commissioner Zehner and Director Ovenell reported that they met with Brandon Cadwell, the new director of SJC Parks and Fair. Brandon will meet with the Fair Board on Feb 11 to seek approval for putting a pickleball court in the food court area at the Fair. He would then seek approval from the county council if needed. He will also investigate whether permits are needed. Commissioner Zehner said the concrete pads at the food court would need to be re-poured. The proposed idea is four courts. Director Ovenell reported that Stephanie Buffum and Gib Black suggested applying for LTAC funds (due March 2) for funding the project. Director Ovenell recommended not applying for LTAC funds since they are focused on tourism. She recommended applying for PFAPP funds instead. The Community Foundation is open to assisting with funding as well.

**Batting Cages:** Director Ovenell reported that the site plan paperwork and fee were submitted on January 10<sup>th</sup> to the Town of Friday Harbor to start the process. No update back from the Town yet. Expecting a determination on whether the Conditional Use Permit will need to be opened.

**John O. Linde Community Park:** The board reviewed Tracy's 4<sup>th</sup> quarter parks report. Discussion. Director Ovenell reported that town administrator Duncan Wilson told her once the leaks in the pipes at the trailer park were fixed after the cold snap, the trailer park is using 100,000 gallons less per month. Duncan thought there may have been nearly 100,000 gallons leaking monthly toward Linde park. This may have been part of the problem with the area that was perpetually wet near the walking trail behind the baseball field. Island Rec staff just did work in that area to mitigate the water issue.

**Staff Hiring Update:** Director Ovenell reported that Carey Musburger has been hired as the Recreation Manager. There were several qualified applicants for the position. Carey will start February 14. She previously worked at Banner Bank and is currently with the SJC Treasurer's office. Commissioners Eltinge and Moalli assisted with the interviews. Discussion. Director Ovenell reported that she and Commissioner Moalli interviewed two people for the STAR manager but are not going to proceed with offering the position. Director Ovenell re-posted the job with a new job title of Recreation Specialist and

has an interview on Monday. Commissioner Cumming offered to assist with the interview. Director Ovenell is reaching out to past summer employees for Dragonfly preschool camp, Camp Eagle Rock, and sailing classes. Jen and Carlos are doing great in their new roles at Island Rec!

**Programming:** Winter/Spring program guide went out to all island mailboxes. Registration opens Monday. Girls Basketball is running. There have been several COVID cases on teams. Director Ovenell has been working with the health department and teams regarding close contacts. Two families have contacted Island Rec that previously volunteered for basketball and are upset that they have been excluded from volunteering due to Island Rec's vaccination policy. Father Daughter Dance is tomorrow evening at the fair building; masks are required. The Mullis Center did not want to host the event.

**6. New Business:**

**Annual Review of Pest Management Plans:** The board reviewed the existing plan with proposed/highlighted changes from Tracy. There were no herbicides applied in 2021. The seed spreaders seem to be gone especially after baseball field development. Commissioner Eltinge made a motion to amend the pest management plan as proposed. Commissioner Miniken seconded the motion. Discussion. Commissioner Cumming asked about licensing. Director Ovenell said Tracy is the only licensed pesticide applicator. The motion passed unanimously.

7. **Financial Report; December:** reviewed/discussed.

8. **Director's Report:** reviewed/discussed. Office space lease has been renewed for 3 years.

Director Ovenell asked the board for input on a timeline for assessing wages. Commissioner Cumming said if needed, changes to wages could be made retroactive. Discussion: staff retention is important as training new people is time-consuming and costly. Wages need to be reflective of the cost of living on San Juan Island. Director Ovenell is interested in developing a wage increase system that doesn't need to be re-visited frequently. Commissioner Zehner suggested considering if Island Rec could change other benefits besides wages, such as time off or health care, to make jobs more attractive. Director Ovenell said she would need to research legal options for benefits and structuring jobs as a public agency. The board agreed to convene a committee in April/May for wage study and have recommendations in August.

9. **Commission Discussion Items:** Commissioner Zehner noted that if Island Rec develops a pickleball court at the Fairgrounds, the district will have three parks there in addition to being a primary renter of the fair building. Discussion about Island Rec's role regarding fairgrounds facilities, but not the annual Fair itself. Director Ovenell said Island Rec has been asked in the past to take on the county fair and we've turned it down.

10. **Adjournment:** Commissioner Zehner adjourned the meeting at 6:57pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

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Commissioner Miniken

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Commissioner Eltinge

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Commissioner Zehner

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Commissioner Moalli



San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – March 3, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:00pm on Thursday, March 3, 2022, in the Island Rec office. Commissioners present: Miniken, Moalli, Zehner, Eltinge. Absent: Commissioner Cumming. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** New Island Rec staff introduced themselves: Recreation Manager Carey Musburger, and Recreation Specialist Nate Colegrove. introduced themselves. Nate will be running STAR and teen trips this summer. Hoping to start STAR on March 21.

**Community Project Presentation: Baseball Scoreboard:**

High school students: Geoffery Volk and Zach Place presented their idea for a manually-operated scoreboard to be installed at the baseball field at Linde park. They would raise funds on their own through Purple & Gold and would build the scoreboard. Estimate: \$700-\$800 cost. Director Ovenell reported Tracy Roberson is not their official mentor for the project but would be involved. Commissioner Miniken asked about scoreboard at softball field? Director Ovenell said there is a wooden scoreboard for softball in storage. Discussion. The board approved the project.

**New Business: Land Bank – Beaverton Valley Marsh**

Doug McCutchen from the Land Bank joined the meeting on zoom. Director Ovenell said she met with Karen Vedder from the Land Bank about the potential trail from Linde Park onto the Land Bank's Beaverton Valley Marsh preserve. Director Ovenell asked if the trail could be asphalt to keep maintenance low. She also spoke with Fred Woods and the school district is in favor of the trailhead concept. Doug said he would bring the proposal for an asphalt trail to the Land Bank. Doug said that the trail will likely see transportation-type use as a connector from Halvorsen Road by bikers/walkers from that neighborhood to town.

Commissioner Zehner asked about hours that the trail will be open? Director Ovenell said Linde Park is closed at night and Doug said that per county code Land Bank properties are day-use only. Doug reviewed a map of potential trail locations. He said in places the marsh has been measured at 83 feet deep, which could slow the process of putting in piles to support a boardwalk. Development of the trail does not require access from Linde – it could be done from the other side. The board reviewed a draft of an interlocal agreement between the Land Bank and Island Rec. Doug said once agreement is signed, the project could proceed with neighborhood meetings and public process. The board expressed support for the project. The trail would need to be paved and match the existing path at Linde Park so as not to create a maintenance issue for Island Rec Park staff. The "blue" line trail makes the most sense. Doug invited the board out for a site visit. Discussion of posting signage and mileage of the trail.

3. **Approval of the Minutes:** The minutes from the February 3, 2022 meeting were approved and signed.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$12,487.51 and \$3,879.48  
Vouchers for fund 6353, for \$10,015.62 and \$1,217.10  
February payroll totaling \$37,872.92
5. **Old Business:**  
**FANS Update:** Director Ovenell said FANS is working on a tri-fold mailer. They will also be at the volunteer fair this weekend.

**Pickleball:** Director Ovenell reported that she met with Stephanie Buffum and Gib Black in early February. There was discussion about Island Rec going out for an RCO grant. Island Rec went out for an RCO grant for Linde and it was very time-consuming, even with Don Campbell assisting. Discussion. The board agreed that Island Rec will not do any fundraising for developing pickleball courts, only approve design and operations/maintenance. Director Ovenell said once the project is under way, Island Rec could ask for public facilities funding if there was a specific item such as fencing. Brandon Cadwell said the Parks and Fair board has approved the food court location at the Fairgrounds. He will work on a draft for an agreement. Brandon also checked with community planning and no permits are needed. Brandon has said they are happy to provide the space and support the project, but this is not a high priority for the fairgrounds, and they won't be part of fundraising.

Commissioner Zehner asked the board how commissioners want to work with folks who come to Island Rec with ideas. Discussion: Facilities that will become Island Rec's to operate and maintain means that Island Rec needs to have design control. Who pays? Director Ovenell suggested splitting costs to gain buy-in from groups with ideas for development. Director Ovenell will follow up with Don Campbell about an estimate for design process including cost and timeline. Then could follow up with Stephanie and Gib about splitting costs.

**Batting Cages:**

The board reviewed concept drawings of the batting cages. The batting cages would be open to the public, although not sure how that would work with the pitching machine. The design is being passed around to user groups for approval and feedback. Then a cost-estimate for building can be obtained. It is unknown if the Town will require opening the CUP first or if they will allow building the batting cages to proceed under existing CUP. Application was submitted the Town on January 10.

**John O. Linde Community Park:** no further updates. Director Ovenell recommended taking Linde off the board meeting agendas. Specific issues such as batting cages can be added as needed.

**Staff Hiring Update:** Director Ovenell reported that Nate is interviewing an applicant tomorrow for the STAR assistant position.

Sailing: Leah Black is returning as an instructor and Per Black has tentatively said yes. Will start advertising for the Camp Eagle Rock director soon. Carey is also working on hiring Camp Eagle Rock counselors. Director Ovenell said Courtney Leake will decide by March 18 if she is going to return as Dragonfly Preschool Camp Director. Lucy Martin will return to Dragonfly as well.

Heidi and Director Ovenell are working on developing another part-time admin position this month. The position would be Customer and Communications Specialist. Heidi would move into more of an office manager role and supervise the position.

Director Ovenell said training new staff is going well but is extremely time-consuming.

**Programming:** Director Ovenell reported that the health department and schools are meeting tomorrow to discuss the state mask mandate lifting and whether masks will still be required locally. The local mask mandate has not been lifted yet. Masking would become a choice if lifted. Island Rec will continue to follow all guidelines. Awaiting a formal statement.

Summer programming is in progress. Some contractors are still not available due to pandemic-related issues, such as Skate Like a Girl. They've said they can come back in 2023. Six weeks of Music on the Lawn are scheduled. Nate will be able to do six different Teen Adventure Camps. Commissioner Moalli suggested Lisa Holt for archery instruction.

6. **New Business:**

**Land Bank – Beaverton Valley Marsh:** previously discussed.

**Financial Report; February:** reviewed/discussed. Director Ovenell said she discussed with Fred Woods about using the high school sports funding reserves to pay for the batting cages. He will discuss with Jose Domenech.

7. **Director's Report:** Reviewed/discussed. Special Olympics Track and Field is coming up starting March 7<sup>th</sup> at Linde Park. Jen has been working the Family Resource Center to coordinate this.

8. **Commission Discussion Items:** Commissioner Eltinge reported that the PTA puts on grad night. On April 5<sup>th</sup> they are doing their Haley's dinner that coincides with the baseball/softball home game. He said the PTA can bring trash cans to Linde Park and volunteer to clean up because there might be more people eating food there and producing more trash than normal.

Commissioner Eltinge also asked about using Linde Park for Grad Night. Director Ovenell said it would just be treated as a rental.

Commissioner Moalli said she and her dog Bendy are doing PADS for Parkinson's. She said there is boxing instruction for people with Parkinson's. She knows someone who can train instructors in teaching boxing for Parkinson's. It could be something Island Rec could take on. Commissioner Miniken expressed interest in getting trained.


Commissioner Miniken said SJI Fitness is up for sale as a business, but not the building. People have asked about whether Island Rec would take over the pool? The board discussed the idea of acquiring only the pool. The community will probably ask for a pool if SJI Fitness disappears. Director Ovenell said the county may have to take over some ownership of the Lopez Pool that is being built because their revenue model may not work out to fund it. The county donated the land the Lopez Pool is going to be on.

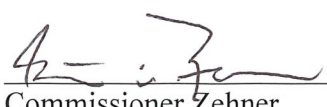
9. **Adjournment:** Commissioner Zehner adjourned the meeting at 7:15pm.

Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

  
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Commissioner Miniken

  
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Commissioner Eltinge

  
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Commissioner Zehner

  
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Commissioner Moalli

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – April 7, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:00pm on Thursday, April 7, 2022, in the Island Rec office. Commissioners present: Miniken, Moalli, Zehner, Eltinge, Cumming. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Amelia Schaefer from FANS: Amelia reported that FANS is looking at June 18<sup>th</sup> for a potential carnival fundraiser so it could be outside. Their annual brochure is almost done and should be in mailboxes at the end of April. They are still looking for board members. Director Ovenell said she'll attend the next meeting.
3. **Approval of the Minutes:** The minutes from the March 3, 2022 meeting were approved and signed.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$5,401.88 and \$7,806.17  
Vouchers for fund 6353, for \$2,656 and \$3,238.76  
March payroll totaling \$39,992.33
5. **Old Business:**  
**FANS Update:** discussed earlier.

**Pickleball:** Review of cost estimate from Don Campbell for Pickleball Court design and project management fees; Approximately \$40,000. Director Ovenell noted that applying for an RCO grant requires a six-year plan, which Island Rec does not currently have in place. 2011-2016 plan was the last one Island Rec had. The board discussed how to reduce costs for the Pickleball Court design. Director Ovenell will ask if the Fair has an existing tent that needs to be incorporated into the design. Discussion of committing to just design. After discussion, the board agreed to offer the pickleball user group that Island Rec would pay 50% of the costs for "Concept Site Plan for Marketing," quoted at \$5,670. Director Ovenell expressed concern over community perception of picking and choosing community needs. Board discussed and decided to proceed. Director Ovenell said she does not know if the Fair has done its due diligence to let the community know about developing a pickleball court on the Fairgrounds, or talked with neighbors, or if the county council is aware, etc. Director Ovenell will discuss with Brandon Cadwell about what neighborhood and community conversations have happened about the project.

**Batting Cages:** Director Ovenell said the Town reported they are backlogged with permit applications. Island Rec's was the first application of 2022 and the Town still has not looked at it. Fred Woods reported to Director Ovenell that the teams were hoping for closed-in batting cages for weather/heat, but said they did like the design. The buildings could be closed in later date. Director Ovenell said she asked Fred Woods about a \$20,000 buy-in from the school district's reserve high school sports funds to help pay for the project.

**Staff Hiring Update:** Director Ovenell reported that the STAR program is fully staffed; Nate Colegrove, Satchel Bourne, and Paulina Falcon. STAR is going great and averaging about 20 kids a day, with 30 kids on the early dismissal day. Spring Break Camp next week is nearly full.

Still hiring for summer positions. Courtney Leake and Lucy Martin are both returning to run the Dragonfly Preschool camps. Parks is hiring a seasonal maintenance worker. Also looking for someone to lead Teen Adventure Camps with Nate. Perry Tobe will return as lead sailing instructor. Still need to fill the assistant sailing instructor positions. Director Ovenell said she is interviewing an applicant for the Camp Eagle Rock director tomorrow. Still need Camp Counselor applicants. Housing is an issue for

staff who don't already live here. The Sports & Games and Arts & Crafts director positions have been removed from Camp Eagle Rock. The Camp Counselor positions are advertised at \$17/hr, which is bumped up from \$15/hr last summer. Discussion of pay rates and issues attracting applicants.

The board reviewed two new admin job descriptions and pay rates; Administrative Coordinator and Customer and Communications Specialist and Communications. Heidi is currently in the Administrative Assistant position, which is outdated as Island Rec has grown. Heidi would move into the Admin Coordinator position and supervise the Customer and Communications Specialist. The Administrative Assistant position would no longer exist. The Customer and Communications job does not have full benefits. It could potentially become a benefitted position in 2023 if the budget allows. Commissioner Cumming made a motion to add the two new positions and pay rates as described to Island Rec. Commissioner Eltinge seconded the motion and it passed unanimously,

**Programming:** Preview of the summer program guide! Should be in mailboxes at end of April. Registration opens May 2. Carlos and Jen are approaching their six months with Island Rec. Director Ovenell said she hopes to get the TREC teen program started in September.

**6. New Business:**

**Comprehensive Plan:** Director Ovenell said Island Rec is not currently eligible to apply for RCO grants without a comprehensive plan in place. The plan will help guide the district in knowing community needs. The plan needs to be in place before Island Rec can move forward with capital projects that the district may want to apply for funding for. For the last 6-year plan, which expired in 2016, Island Rec hired Conservation Technix in 2010 as a consultant, which cost \$20,000. Director Ovenell reviewed plan requirements with the board, which include public involvement and community surveys. She suggested hiring a local consultant to assist with the process. The only need not met from previous plan is a restroom at Lafarge. Director Ovenell recommended that a six-year plan be Island Rec's next project. The plan could help identify if the community is interested in paying more for things like a rec center, a pool, etc. Discussion. The board agreed that a plan is needed. Director Ovenell asked for commissioner involvement. Commissioners Cumming, Moalli, and Miniken offered to help.

Discussion about whether Island Rec is interested in building a "Rec center" or a "Community Center." After discussion, everyone agreed Rec Center.

**Financial Report; February:** reviewed/discussed

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

**8. Commissioner Discussion Items:** Commissioner Moalli brought a thank you note from the basketball team to Island Rec for supporting high school sports.

Commissioner Eltinge reported that one of the high school soccer coaches has been encouraging 16-year-old players to join the Island Rec adult soccer league. Discussion of intensity of game for 16-year-olds playing with adults. Director Ovenell said she looked into other community adult leagues and age 16 is a common cut-off. It is also a requirement of our insurance to not have players younger than 16 enrolled in the adult soccer league. Commissioner Eltinge brought up the idea of a recreational/no-contact league for the future to encourage more people to sign up. Director Ovenell discussed ideas for other adult rec leagues; including other sports like volleyball, kickball etc.

Commissioner Zehner said it is good for Island Rec to stay aware of trends in recreation. Currently boys' baseball sign-ups are low and interest in baseball is low nationwide.




9. **Executive Session:** Executive Session RCW 42.30.110 (g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee:

Commissioner Zehner announced that the board would go into executive session and it would last 20 minutes. Heidi left the meeting and the the executive session started at 7:27pm.  
Commissioner Zehner ended the executive session at 7:42pm. No action taken.

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

Submitted by: Heidi White, Administrative Assistant

  
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Commissioner Cumming

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Commissioner Miniken  
  
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Commissioner Eltinge

  
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Commissioner Zehner

  
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Commissioner Moalli

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – April 11, 2022

1. Commissioners met at 4:30pm on Monday, April 11, 2022 at the Browne Family Fieldhouse at John O. Linde Community Park to discuss the development of a trailhead to Beaverton Marsh Preserve. Commissioners present: Eltinge, Moalli, Miniken. Absent: Zehner, Cumming. Staff present: Director Maddie Ovenell.

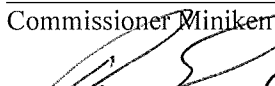
San Juan County Land Bank staff were also in attendance: Director Lincoln Bormann, Land Bank Consultant Karen Vedder, SJI Preserve Steward Doug McCutchen and Land Bank Commissioner Mike Pickett.

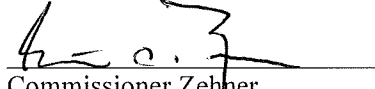
2. SJI Preserve Steward Doug McCutchen gave a brief overview of the Beaverton Marsh Preserve and talked about trail placement at John O. Linde Community Park.
3. The board exited Linde and entered the Beaverton Marsh Preserve property and walked the full loop, discussing ideas and talking about timelines and trail development. Vedder provided Director Ovenell with a draft copy of the Interagency Agreement to review. Vedder will send the agreement to the school district for review and will present the project to town council at a yet to be determined date.
4. Adjournment: The meeting was adjourned at 5:40pm.

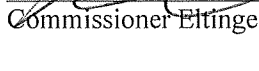
Submitted by: Maddie Ovenell, Director

  
Commissioner Cumming

  
Commissioner Moalli

  
Commissioner Miniken

  
Commissioner Zehner


  
Commissioner Eltinge

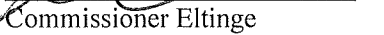
San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – April 20, 2022

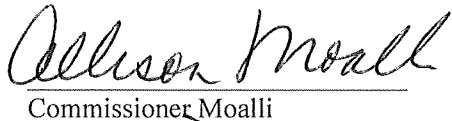
1. Call to order: Commissioner Zehner called the meeting to order at 4:30 pm on Wednesday, April 20, 2022 in the Island Rec Office. Commissioners present: Cumming, Eltinge, Miniken, Zehner, and Moalli. Staff present: Director Maddie Ovenell.
2. Executive Session Executive Session RCW 42.30.110, Personnel  
The board announced that they anticipated executive session lasting around two hours and began the Executive Session at 4:30 pm. Executive session ended at 6:25pm.
3. Commissioners came out of executive session at 6:25pm and made the announcement that they unanimously agree to make a one-time approval of 120hrs of comp time for Director Maddie Ovenell, due to time she has worked above and beyond a normal schedule. The commissioners made the request that this time be used in the month of May 2022.
4. Adjournment: Commissioner Zehner adjourned the meeting at 6:30pm

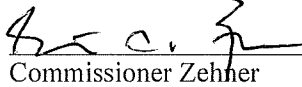
Submitted by: Maddie Ovenell, Director

  
Commissioner Cumming

  
Commissioner Miniken

  
Commissioner Eltinge

  
Commissioner Moalli

  
Commissioner Zehner

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – May 5, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:00pm on Thursday, May 5, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Eltinge, Cumming. Absent: Commissioner Miniken. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** David Waldron from FANS was in attendance. David reported that the FANS mailer should be in mailboxes tomorrow. FANS has 4 board members; they would like more. FANS was at the volunteer fair to recruit. Their Carnival is going to be June 18, outside at the Fairgrounds from 11-2. Asked the board for help that day. David left the meeting.
3. **Approval of the Minutes:** The minutes from the April 7, April 11, and April 20, 2022 board meetings were approved and signed.
4. **Approval of Payroll and Vouchers:**  
The following were discussed and approved:  
Vouchers for fund 6351, for \$15,466.39 and \$10,310.96  
Vouchers for fund 6353, for \$15,527.33 and \$180.49  
~~March~~ payroll totaling \$45,484.68  
**APRIL**
5. **Old Business:**  
**FANS Update:** discussed earlier. Director Ovenell attended the last FANS meeting.

**Pickleball:** Director Ovenell reported that Brandon said the Fair is not doing public meetings regarding the pickleball court development on the existing Food Court, but he is going door-to-door with neighbors to discuss it. The tent used at the Food Court that would go over the pickleball court can vary in size depending on availability of inventory. Brandon is putting together an agreement for Island Rec and the County to sign. The Fair is going to be doing some paving of previously gravel areas and Director Ovenell asked if the Fair could also pave a ramp toward the Island Rec playground to improve accessibility.

**Batting Cages:** Director Ovenell reported that she spoke at the town council meeting today. Ryan Ericson presented the site plan for the Batting Cages and the town council saw no issue with the plan. The baseball scoreboard was also approved. Tracy Roberson and Brock Hauck also attended. The council asked about Island Rec's plans for the open space at Linde Park. Director Ovenell reported that she told the council that Island Rec is in the beginning stages of planning for a recreation center and putting together a committee to gather community input. Councilman Noel Monin said he wants full public access to be able to drive into Linde Park from Coho Drive. He directed Ryan Ericson to work on gaining the road access.

The board discussed batting cage development: Commissioner Cumming recommended asking the school district to manage development of the project as landowner. Permit will be required and an amendment to the CUP. The board agreed that the school district should handle permitting and construction. Director Ovenell said she will discuss with Fred Woods and Brock Hauck. Island Rec wants final approval of design for maintenance purposes.

**Staff Hiring Update:** Per Black has been hired as Camp Eagle Rock director. Two counselors and one rec assistant have also been hired. Still need to hire three additional counselors as there are 55 kids already enrolled in camp. No one applied for the seasonal park maintenance position or the customer and communications specialist. Park maintenance position was advertised at \$19/hr. After looking at the parks budget, Tracy is going to re-advertise it at \$21/hr. She is also going to look at recruiting volunteers



to help at the park and having some specific things contracted out. Satchel Bourne will be doing Adventure Trips with Nate. Heidi noted that the customer and communications position is critical, and she will be working more hours in the meantime to fill the gap. Discussion. Commissioner Cumming suggested adding benefits to the position and increasing the pay. Director Ovenell will look at the budget for the position.

**Programming:** Director Ovenell reported that the largest registration day in the history of Island Rec was May 2. Camp Eagle Rock is full with a lengthy wait list. Many other programs are also already full as well. Island Rec is at capacity of what can be offered, although there are still families wanting more programming since there are so many kids on waitlists. Camp Eagle Rock has taken up to 80 kids in the past when enough staff could be hired.

**6. New Business:**

**Payroll – direct deposit:** Review of MRSC and Labor and Industries guidance on whether the district can require direct deposit for employee paychecks. San Juan County payroll deputy does not want to do paper checks for Island Rec employees. Director Ovenell recommended that Island Rec require direct deposit for employees without a policy. Discussion. San Juan County does not have a formal policy but requires direct deposit for SJC employees. Board agreed.

**Personnel Policy Revision:** Director Ovenell reviewed proposed changes. Discussion. Commissioner Cumming made a motion to amend the personnel policies with all changes as proposed. Commissioner Zehner seconded the motion and it passed unanimously.

**Landbank Agreement – second look:** Review of changes to the agreement about the trail from Linde Park to the Beaverton Marsh Preserve. Discussion of who would pay for and fix the pathway if a major issue occurred.

**Lafarge Property Gate Request:** Director Ovenell reported that Island Rec has received two requests from community members asking to install a gate on the Pear Point Road side of the park to help keep dogs in at Lafarge. In 2019 Sara Jensen asked for a gate, which was approved but it never happened. The people who requested the gate offered to pay for it. Tracy has indicated that the parks team does not have time to install a gate right now. Director Ovenell said she is hesitant to install the gate because it gives more of an impression that Lafarge is a dog park. Dog owners need to have control over their dogs at Lafarge per SJC code. After discussion the board suggested installing a gate whenever is convenient for Tracy.

**Financial Report; March:** presented/discussed

- 7. Director's Report:** presented/discussed. Discussion of Hillside HOA walking path issue for Island Rec youth programs walking through: Commissioners will help look for alternate routes if the HOA does not want to continue to allow children to walk through. Commissioner Zehner offered to attend an HOA meeting to discuss continued use of the pathway for Island Rec. Kiwanis notified Island Rec yesterday that they are unable to do the hot dog wagon at the Children's Festival this Saturday. Carey is working on other alternatives to be able to provide free food at the festival. Kiwanis donated \$200 to help fund an alternative since they can't come.
- 8. Commissioner Discussion Items:** Commissioner Eltinge said Lucy Martin wants to ask for time off during Dragonfly preschool camp. Director Ovenell said she will reach out to her – there aren't backup staff for that program. A Rec Specialist would have to go.

Commissioner Eltinge said Grad Night fundraiser Seniors vs. Staff Kickball is coming up on June 2. Asked about Purple & Gold doing food vending at Linde Park. Discussion. Director Ovenell



recommended renting the concession stand and the multi-purpose field.

Discussion of June board meeting date: Board agreed to move the June 2<sup>nd</sup> meeting to June 9<sup>th</sup> instead.

Commissioner Cumming requested an Executive Session to discuss personnel.


Commissioner Zehner announced the board would go into executive session at 7:14pm to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, estimating the discussion would last 5 minutes.

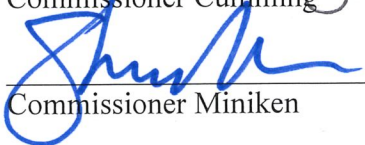
Heidi left the meeting.

Commissioner Zehner ended the Executive Session at 7:34pm. Heidi returned to the meeting.

**9. Adjournment:** Commissioner Zehner adjourned the meeting at 7:35pm.

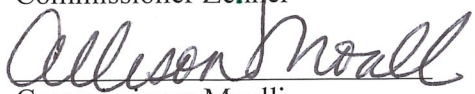
Submitted by: Heidi White, Administrative Assistant

  
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Commissioner Cumming

  
\_\_\_\_\_  
Commissioner Miniken

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Commissioner Eltinge

  
\_\_\_\_\_  
Commissioner Zehner

  
\_\_\_\_\_  
Commissioner Moalli

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – June 9, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:03pm on Thursday, June 9, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Miniken. Absent: Commissioners Eltinge and Cumming. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** David Waldron from FANS and Brock Hauck from the school district were in attendance.

**FANS Update:** David reported: the FANS carnival has been cancelled due to a lack of volunteers. Lindsay Callahan resigned from the board. Decided to do a magic show and raffle on June 18<sup>th</sup> instead, which requires less volunteers. FANS only has three remaining board members and is legally supposed to have more. The group is struggling to keep going. Discussion of volunteerism being low in general. FANS wants to stop paying for monthly storage of carnival items – could donate to Island Rec. David left the meeting.

**Projected Athletic Budget 22-23:** Brock Hauck reported: It's been six years since coaching stipends have been adjusted. Friday Harbor coaches spend more time with ferries and travel than other schools in the area. Brock compared other school stipends to find an average. He presented the revised coaching stipend increase proposal. The school district already agreed to the proposal, and it is included in the current projected budget. Review of projected 2022-2023 athletic budget. Director Ovenell asked about adding a paid person to run the new baseball scoreboard at Linde. Brock mentioned there is a programmable automated field striper that could save a lot of time. Cost of sports equipment in general has increased. The board thanked Brock for updating stipends for coaches. Brock left the meeting.

3. **Approval of the Minutes:** The minutes from the May 5, 2022 meeting were approved and signed.

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

The following were discussed and approved:

Vouchers for fund 6351, for \$15,781.36 and \$1,548.32

Vouchers for fund 6353, for \$3,869.34 and \$100.55

May payroll totaling \$47,521.57

5. **Old Business:**

**FANS Update:** Discussion of FANS group dwindling and lowered interest in board participation. FANS just sent out their tri-fold mailer for donations. If FANS disappears, the FANS fund scholarships will disappear, they also currently provide snacks at Music on the Lawn. FANS has a 501c3 status; unclear if the group/status could be maintained for a future date without any members.

**Hillside Association Walking Path** – Commissioner Zehner met with the neighbors of the Hillside neighborhood where STAR and CER campers have been walking through to Jackson Beach for many years. The easement is private, and a neighbor recently expressed concerns about Island Rec's use. Commissioner Zehner reported that the HOA hasn't decided about whether to allow the continued use. In the meantime, an alternative longer route is available: Grover Street through the Sunrise Neighborhood. Commissioner Zehner said Tracy Roberson informed him about Washington's recreational immunity law that is meant to protect homeowners in this exact situation. He forwarded the info on to the HOA. Discussion.

Commissioner Cumming joined the meeting at 5:55pm.

**Pickleball:** Director Ovenell reported that Barb Bevins asked her today if Island Rec wanted someone from the fairgrounds to come to every Island Rec board meeting? Director Ovenell told her that was not necessary – the board agreed. Director Ovenell said she talked to Barb about the need for community meetings and official sign-off from the county council or county manager regarding the development of Pickleball Courts.

**Batting Cages:** Director Ovenell said there was not any official follow up regarding the town council meeting's advisement about the batting cages. She contacted Ryan Ericson again at the Town and he said he will email an "administrative determination" next week. Still unclear what that means for the project.

**Staff Hiring Update:** Director Ovenell reported that Carey and Per interviewed two additional applicants for camp counselors. Hoping to be fully staffed by the start of camp. This is the youngest group of staff ever hired; they are primarily high school students. Director Ovenell will be leading behavior training with staff. Per Black is the camp director, there are 5 counselors and 2 rec assistants, 55 campers.

Customer & Communication Specialist update: Three applicants were interviewed, although none were selected for the position.

Doug Archuleta has turned in his notice; his last day with Island Rec parks will be July 1. Have yet to hire anyone for the 20 hour per week seasonal park maintenance position. Tracy has expressed some concerns about work getting done this summer due to lack of staff. She is looking at ideas for contracting things out or automating some tasks by purchasing new equipment.

**Programming:** Director Ovenell reported that Carlos is doing a great job managing the adult soccer league. Hill of Thrills was cancelled while Director Ovenell was away on vacation. Recreation staff made the decision to cancel it two weeks out due to low enrollment, without contacting a board member. There was some community disappointment. Commissioner Cumming asked about rescheduling it. Director Ovenell said staff are looking at potentially rescheduling for the fall. She has discussed program cancellation procedures with staff for the future. STAR program is going very well; Nate is doing a great job managing the program and behavior issues, and the STAR support staff are great. Summer staff training is starting soon; programs begin June 27.

## **6. New Business:**

**Projected Athletic Budget 22-23:** discussed earlier.

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

--**Quarterly Report:** reviewed/discussed the Jan-Mar report.

--**Security Cameras:** Exact Vision is the operating system for the cameras; the system continually needs updating and requires buying a new license repeatedly. It is requiring a lot of work for Tracy. Tracy calculated she spent 125 hours working on and maintaining the security camera system in 2021. Mike Roling, with the Port of Friday Harbor, has recommended a new system. It would be a one-time capital purchase of \$4,400 and he has offered to manage the system on a contract-basis. Director Ovenell recommended making the purchase to ease the work on staff. The board agreed.

--**Hazardous Trees:** Volunteer Casey Baisch has been helping track safety hazard trees at the park and will be removing a few on June 14. Review of photos of the trees. The school district has already been made aware of the removal plans. Casey donates his time to do this. Thank you Casey!

**Proposed Parks Wage Adjustment:** Director Ovenell recommended increasing the parks staff wages. She presented a review of existing wages, a proposed increased pay scale, and a regional average from the South Whidbey salary study. After discussion, Commissioner Cumming made a motion to amend park

staff wage ranges as proposed. Commissioner Zehner seconded the motion and it passed unanimously (Commissioner Eltinge absent).

**COVID-19 Vaccination Requirement Update: Contractors/Volunteers:** Director Ovenell reported that Governor Inslee updated the vaccination proclamation; removing the COVID-19 vaccination requirement for contractors and volunteers who work outside and are not working directly with participants. Director Ovenell recommended amending Island Rec's vaccination mandate resolution to reflect the change as well. This would eliminate the vaccination requirement for contractors and volunteers to work in Island Rec parks. The board discussed and reviewed the proposed changes to of proposed amendment to resolution 21-03. Commissioner Zehner made a motion to amend Resolution 21-03 as presented. Commissioner Miniken seconded the motion and it passed unanimously (Commissioner Eltinge absent). The resolution was signed.

**Financial Report – April:** presented/discussed. Property Tax revenue increased in April as expected.

7. **Director's Report:** presented/discussed. Island Rec will be doing games at the Pig War Picnic on the 4<sup>th</sup> of July. The Trails Committee will be moving their meetings to the Island Rec office on the first Thursday of the month at noon. Mark Noyes will be the chair. Commissioner Miniken offered to attend the Trails meetings.
8. **Commissioner Discussion Items:** Discussion of SJI Fitness possibly being sold soon. Discussion of bowling alley closing. There is still some community interest in bowling leagues.
9. **Executive Session RCW 42.30.110 (g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.**

Commissioner Zehner announced the board would go into executive session at 7:00pm for approximately one hour, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Heidi left the meeting.

At 8:00pm Commissioner Zehner ended the executive session. No action was taken.

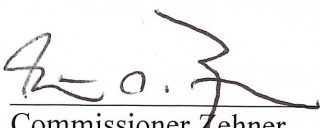
10. **Adjournment:** Commissioner Zehner adjourned the meeting at 8:01pm.

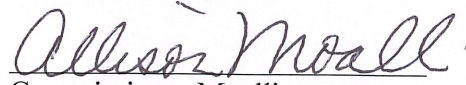
Submitted by: Heidi White, Administrative Assistant

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Commissioner Cumming

  
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Commissioner Miniken

\_\_\_\_\_  
Commissioner Eltinge

  
\_\_\_\_\_  
Commissioner Zehner

  
\_\_\_\_\_  
Commissioner Moalli

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – July 7, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:06pm on Thursday, July 7, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Miniken. Absent: Commissioners Eltinge and Cumming. Staff present: Director Maddie Ovenell and Admin Assistant Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** Amy Saxe-Eyler, Development Director with SJI Library, was in attendance to provide an update on the library building project: She said the library will hopefully be passing a bond on the ballot this November to help fund the new building on Spring Street, which will be approximately 15,000 square feet. The building will be LEED silver certified to be eligible for state grants. Funding source estimates: 60% from bond, 15% grants, 25% philanthropy. The library's goal is to open the new building in early 2025. Amy left the meeting.
3. **Approval of the Minutes:** The minutes from the June 9, 2022 meeting were approved and signed.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$6,807.94 and \$1,603.40  
Vouchers for fund 6353, for \$2,464.50 and \$437.98  
June payroll totaling \$53,507.29

5. **Old Business:**

**FANS Update:** Director Ovenell said FANS did a magician show on June 18. FANS is doing treats for sale at Music on the Lawn, which started last night.

**Hillside Association Walking Path:** The board reviewed an email from Kim Carlson with language for an agreement to allow use of the walking path. Director Ovenell recommended asking the association to extend the end date of the agreement beyond 2022. The Hillside Owners Association and Jean Vaughn have requested agreements and evidence of coverage before allowing Island Rec to continue using the path.

**Land Bank Agreement/Beaverton Valley Marsh:** The board discussed development and maintenance of the proposed path from Linde Park onto the Beaverton Valley Marsh Preserve. Director Ovenell suggested asking the Land Bank to guarantee initial asphalt path construction for a certain period of time, such as 3 years. Then going forward the Land Bank would pay \$5,000 annually to Island Rec for maintenance and trailhead access. The proposed agreement goes until 2040. Director Ovenell suggested separating out the fee from the agreement so it can be re-negotiated as time passes if needed. Director Ovenell will discuss with the Land Bank and report back.

**Pickleball:** No update.

**FHHS Tennis Courts:** Director Ovenell reported that Don Campbell sent someone yesterday to check for moisture levels at the FHHS Tennis Courts to be able to continue construction. Island Rec tennis camp had to be moved to Cahail Park, which only has one court, because the FHHS courts aren't completed yet.

**Batting Cages:** Director Ovenell reported: a decision was received from the Town of FH; an administrative amendment was made to the CUP. Batting cages are now an approved part of the plan and opening the CUP is not needed. The decision process took six months from the Town. Next is submitting for a building permit, which would be good for 150 days once issued. Director Ovenell will discuss with Fred Woods and let the school district know that they can proceed with the development



process if they want. Director Ovenell is going to meet with Town Administrator Denise Kulseth next week to discuss working with the Town for further developments at Linde.

**Staff Hiring Update:** Seasonal parks applicant backed out after accepting, so that position remains unfilled. Additionally, the year-round, full-time parks position is open. Still trying to hire for Customer & Communication Specialist, Heidi and Director Ovenell are interviewing a candidate next week. Doug ran winter basketball league last year, which was a huge help, and it will be hard to add this onto Carlos' workload. Looking to hire someone to run the youth basketball leagues this winter.

**Programming:** Camp Eagle Rock is going well; field trips are back and lots of visiting partner groups doing programming at camp. Several staff were out with COVID right as programs started. Other staff stepped up to help cover programs. Staff were spread very thin but have been doing a great job jumping in. Jump Rope Camp had to be cancelled; the instructor double-booked herself. 130 people attended Music on the Lawn last night, even with some rain. Host families are needed for Challenger soccer coaches.

**6. New Business:**

**San Juan Island Library Update:** Discussed earlier.

**Financial Report – May:** presented/discussed.

7. **Director's Report:** presented/discussed. Discussion of creative outreach solutions to make sure families who have less access to technology or language barriers for registration can get into programs. Summer registration sold out quickly online for many programs, including Camp Eagle Rock. Director Ovenell asked the board to assist with announcements at the Music on the Lawn concert. Commissioners Moalli and Miniken will attend the concerts on the 13<sup>th</sup> and the 3<sup>rd</sup>. Commissioner Zehner will attend the 20<sup>th</sup>.

**8. Commissioner Discussion Items:** None.


9. **Executive Session RCW 42.30.110 (g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.**

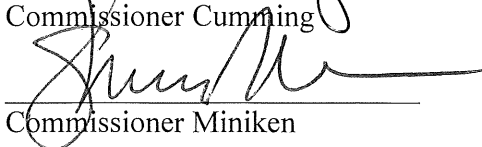
Commissioner Zehner announced the board would go into executive session at 6:55pm for approximately 90 minutes, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Heidi left the meeting.

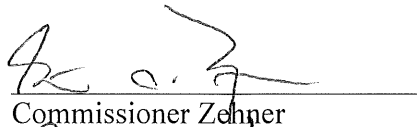
At 8:30pm Commissioner Zehner ended the executive session.

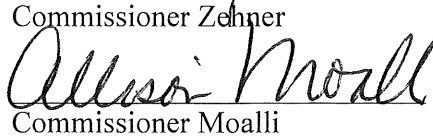
- 10. Adjournment:** Commissioner Zehner adjourned the meeting at 8:31pm.

Submitted by: Heidi White, Administrative Assistant

  
Commissioner Cumming

  
Commissioner Miniken

  
Commissioner Zehner

  
Commissioner Moalli

\_\_\_\_\_  
Commissioner Eltinge

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – August 4, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:02pm on Thursday, August 4, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Miniken, Cumming, Eltinge. Staff present: Director Maddie Ovenell and Administrative Coordinator Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No visitors
3. **Open Public Hearing: for comments on amending the 2022 Budget.** Commissioner Zehner opened the public hearing at 5:03pm. No visitors present.
4. **Close Public Hearing:** Commissioner Zehner closed the public hearing at 5:04pm.
5. **Approval of the Minutes:** The minutes from the July 7, 2022 meeting were approved and signed.
6. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$12,672.21 and \$125,108.13 and \$3,293.79  
Vouchers for fund 6353, for \$2,103.02 and \$1,674.01 and \$2,272.97  
July payroll totaling \$74,027.11

7. **Old Business:**

**FANS Update:** Fans has been selling treats and ice cream at Music on the Lawn.

**Trails Committee Update:** Commissioner Miniken reported that some Trails members have receipts that need reimbursed. She said SJC Parks and Fair director Brendan Cadwell proposed that the county create GPS maps of all trails throughout the county so they can be accessible to view all in one place. Trails wants to know if the Island Rec board is ok if the committee puts their support behind the project. Commissioner Miniken recommended supporting the project. Discussion. SJI Trails volunteers already did a lot of mapping on SJI – maybe it could be incorporated. Board agreed to support.

**Hillside Association Walking Path:** Director Ovenell reported that signed agreements are in place through August 31, 2023 for Camp Eagle Rock and STAR to be able to continue using the path.

**Land Bank Agreement/Beaverton Valley Marsh:** Land Bank has not had a chance to review Island Rec requests regarding guaranteeing the asphalt for a certain number of years and negotiation of the annual fee to paid to Island Rec. Director Ovenell said Doug McCutcheon recommended a “diamond pier” walkway in wet areas instead of asphalt. On-going conversation.

**Pickleball:** No updates. Director Ovenell recommended removing from the agenda. Commissioner Eltinge said some players are going to look at the Food Court space and its use during the fair.

**Batting Cages:** No update.

**Staff Hiring Update:** Director Ovenell reported: Customer & Communication Specialist position is still vacant. Luke Praschak has been hired as the Park Maintenance Worker 1 (former Doug Archuleta). He is moving here from Lopez Island and starts in early September.

**Programming:** Director Ovenell reported: Dragonfly Preschool Camp ended last Friday, which went great. The final week of sailing classes had to be cancelled due to two staff resigning with short notice. The Shaw Family Bike Ride had 30 riders last weekend! Music on the Lawn has been going well with an average of 300 folks attending each concert. Thank you to commissioners for doing announcements at the concerts. Camp Eagle Rock's final week is next week. Staff are working on the Fall Program

Guide, which should be in mailboxes by the end of the month. Fall program registration opens Sept 6.

**8. New Business:**

**Amending the 2022 Budget:** Director Ovenell presented proposed amendments to the budget. The board reviewed and discussed. Commissioner Cumming made a motion to approve Resolution 22-02 amending the 2022 budget as presented. Commissioner Zehner seconded the motion and it passed unanimously. Commissioners signed the resolution.

**Fairgrounds Family Park** – Director Ovenell reported that the water fountain has not been working since April 17. It is the county's responsibility to maintain it and provide utilities at the park, per the inter-local agreement. SJC Parks and Fair director Brandon Cadwell said the county cannot fix the fountain until October and asked Island Rec to take over maintenance of it permanently. Discussion: Island Rec's agreement with the county goes until 2025 so it is their responsibility until then. The board agreed it is not Island Rec's responsibility to fix. Park users have complained. There won't be water there until the county fixes it.

**Financial Report – June:** presented/discussed.

- 9. Director's Report:** Presented/discussed. Director Ovenell asked commissioners to volunteer at the 8.8k race. A child threw a rock at Camp Eagle Rock and broke a window at the snack shack. Do not know the cost yet. The board discussed asking the family of the child to help with cost. Director Ovenell reported that the county has enacted new fees for Island Rec camps to use county day parks, which has never been the case in the past. A request to use Eagle Cove County Park on short notice for Camp Eagle Rock was denied. After discussion, the board recommended Director Ovenell discuss the issue with county manager Mike Thomas.
- STAR Program: – FHES will be getting out early on Wednesdays, so STAR will start early. STAR will cost \$2 more on Wednesdays.

**10. Commissioner Discussion Items:** None.

**11. Executive Session RCW 42.30.110 (g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.**

Commissioner Zehner announced the board would go into executive session at 6:20pm for approximately two hours, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Heidi left the meeting.

At 8:30pm Commissioner Zehner ended the executive session. Commissioner Zehner announced the board will hold a special meeting on August 9, 2022 at 9am at the Island Rec office.


**12. Adjournment:** Commissioner Zehner adjourned the meeting at 8:31pm.

Submitted by: Heidi White, Administrative Coordinator

  
Commissioner Cumming

  
Commissioner Zehner

  
Commissioner Miniken

  
Commissioner Moalli

  
Commissioner Eltinge

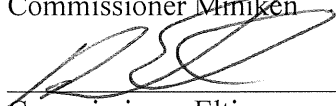
San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Special Meeting – August 9, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 9:00am on Tuesday, August 9, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Absent: Miniken. Staff present: Director Maddie Ovenell and Administrative Coordinator Heidi White
2. **Business: Organizational Structure** – Commissioner Zehner announced that after executive sessions evaluating the Director, the board has decided to hire an additional employee to manage most day-to-day operations of Island Rec. This will enable the Director to focus on long-term projects for the district. Commissioner Cumming asked about a re-organizational chart. Director Ovenell said Commissioner Zehner directed her to wait on creating a chart.
3. **Adjournment:** Commissioner Zehner adjourned the meeting at 9:03am.

Submitted by: Heidi White, Administrative Coordinator

  
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Commissioner Cumming

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Commissioner Miniken

  
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Commissioner Eltinge

  
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Commissioner Zehner

  
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Commissioner Moalli





San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – September 1, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:00pm on Thursday, September 1, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Absent: Miniken. Staff present: Director Maddie Ovenell and Administrative Coordinator Heidi White
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** No visitors
3. **Approval of the Minutes:** Minutes from August 4<sup>th</sup> and August 9<sup>th</sup> meetings were approved and signed.
4. **Approval of Payroll and Vouchers:**  
The following were approved:  
Vouchers for fund 6351, for \$33,373.58 and \$3,195.24  
Vouchers for fund 6353, for \$4,384.64 and \$664.91  
August payroll totaling \$74,034.88

5. **Old Business:**

**FANS Update:** Director Ovenell reported that Dave Stegman and his daughter Amelia Schaefer are the only remaining board members of FANS, which is not enough for a board per their by-laws. Their Music on the Lawn concessions brought in about \$1500. The two of them have agreed to keep the FANS organization going on a basic level. They said FANS still plans to give Island Rec a donation this year. After discussion, Commissioner Cumming recommended giving Amelia and Dave permission to put the organization on pause and ask them to kindly just maintain the 501c3 status, until other volunteers are interested in taking on the organization. Director Ovenell will still receive copies of their monthly financial statements. The board expressed appreciation for all that FANS has done over the years. FANS will remain on the Island Rec board agenda on a quarterly basis.

**Trails Committee Update:** this month's meeting was cancelled.

**Land Bank Agreement/Beaverton Valley Marsh:** Director Ovenell reported that Tracy reviewed the diamond pier walkway idea and thought it would work. She wants to work with the Land Bank this winter to observe the water in that area prior to the trail going in. No updates from the Land Bank.

**Pickleball:** Director Ovenell reported:

The FHHS tennis courts are done, and they have pickleball lines painted on them. The courts look great! There are no pickleball nets; Individuals must bring their own net if they want to play pickleball. The board discussed the lack of nets that are accessible to the public and possible misuse of the new tennis nets with people trying to use them for pickleball instead of tennis. Director Ovenell asked if Island Rec is interested in providing nets? Discussion. Director Ovenell said she will discuss with Fred Woods to see if there is a way that Island Rec can provide pickleball nets up at the courts for public use. Pickleball users have also asked for a posted sign of when the courts are available for public use.

Fairgrounds neighbors Connie and Michael Biggers reached out to Island Rec with questions about pickleball court development and the public process required prior to development. Commissioner Zehner spoke with them on the phone and is going to meet with them and Director Ovenell next week.

Karen Meenan emailed the board asking if there could be three sessions of pickleball at drop-in pickleball this fall/winter instead of two. Currently the program has two time slots: beginner/intermediate and intermediate/advanced.

**Batting Cages:** No updates.

**Programming:** Director Ovenell reported that the Fall/Winter program guide is out. She presented a review of this summer's program revenue compared to previous years, and revenue is back to pre-pandemic levels. Island Rec has still not been able to find instructors to meet the need for adult/senior fitness with Island Rec programs, since Tracy McClintock and Katerina Wen left.

**6. New Business:**

**Staff Hiring:** Director Ovenell reported that Administrative Coordinator Heidi White has resigned; her last day is September 20. She has offered to be available about 7 hrs/week to work on paying invoices, vendor accounts, and the upcoming 3-year accountability audit. The board reviewed a revised administrative coordinator job description. Director Ovenell recommended putting the Customer & Communication Specialist position on hold until filling Heidi's position.

Director Ovenell has also submitted her resignation. She is ready for a change. Her last day is December 31. Director Ovenell said she will work on a job description and advertisement with information about the island and the unique way the district is set up. Director Ovenell asked the board about forming a hiring committee for the position. The board asked her to assist in reviewing applicants for credentials. Commissioners Cumming and Zehner will review all applications along with Director Ovenell. Final interviews will be done in executive session with the full board. Hope to have the director position advertised by September 16. Application deadline by October 7.

**Financial Report – July:** presented/discussed.

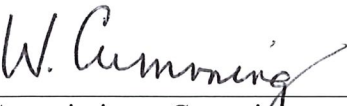
**7. Director's Report:** presented/discussed. Director Ovenell asked if commissioners would like to start attending staff meetings. Discussion of public meeting/quorum requirements and whether 3 or more commissioners could attend. Today was the first day of school and the STAR program.

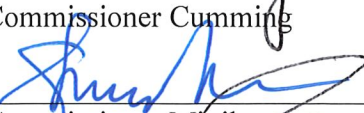
**8. Commissioner Discussion Items:** Commissioner Eltinge noted there are issues with homeless people using the bathrooms at Island Rec's fairgrounds parks. There's at least one person living in the storage units adjacent to the fairgrounds and family park. There are also people living out of their vans in parking spaces on Argyle adjacent to the park. Director Ovenell said she and Tracy have talked about adding cameras at the park. Director Ovenell also reported that the Fairgrounds is directing the public to use the Island Rec port-a-potty at the fairgrounds as the public restroom instead of their bathrooms.

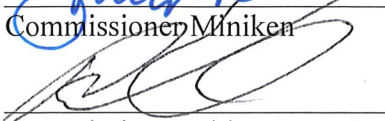
Commissioner Eltinge reported: Chloe and Alex are soccer coaches from Challenger Sports camps this summer who are going on to become professional coaches. They really enjoyed running camps on San Juan Island and have asked Commissioner Eltinge about starting an independent business for soccer camps for Island Rec. Could be an additional soccer camp offered next summer.

**9. Commissioner Zehner adjourned the meeting at 7:07pm**

Submitted by: Heidi White, Administrative Coordinator

  
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Commissioner Cumming

  
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Commissioner Miniken

  
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Commissioner Eltinge

  
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Commissioner Zehner

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Commissioner Moalli

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – October 6, 2022

1. **Call to order:** Commissioner Zehner called the meeting to order at 5:00pm on Thursday, October 6, 2022, in the Island Rec office. Commissioners present: Zehner, Cumming, Eltinge, Miniken. Absent: Moalli. Staff present: Director Maddie Ovenell and Administrative Coordinator Carey Musburger.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** David Zeretzke and Mark Noyes from Trails presented educational tri-fold display being used during their upcoming attendance at the Washington State Trails Coalition meeting. David and Mark presented new partner project with Town of Friday Harbor Preservation for signage in Sunshine Alley showcasing island history- last panel will feature OMRT. Additionally, Trails will be featured at the upcoming Friday Harbor Film Festival. David reports Trails committee eager to begin community hikes on a regular basis- beginning process of first aid certifications for hike leaders. Budget update: David reported he and Mark met with Jim McNairy regarding applying for a grant offered by National Park Service to fund trail head and various other signage at English and American Camps. Grant proposal includes signs with interchangeable panels that will allow for flexibility and easy updates, estimated cost \$20,000-\$30,000. OMRT are getting ball caps made to sell as a fundraiser. David and Mark working on proposal for two capital projects (1) purchase new maintenance equipment – gas, electric and hand tools, to be shared between OMRT and Trails supporting volunteer work parties. Discussion with Commissioners Zehner and Eltinge regarding storage, access and using public funds for shared equipment. (2) new OMRT signs for trail heads, similar to current metal trails signs. Exploring adding QR code that would direct participants to the Trails website. Estimated quantity needed: 50-60, cost \$2,000. Discussion about proposal development and funds availability. Director Ovenell reported capital improvements funds budgeted for Trails in 2021, and shared with OMRT, has \$5,000 available in reserve. Commissioner Cumming asked if both capital improvement would be satisfied with the reserve funds. David feels they would be. David and Mark left the meeting.

Brandon Cadwell, SJC Parks and Fair Director joined the meeting late at 5:22 pm. Commissioner Zehner introduces Brandon Cadwell, inviting him to discuss SCJO Parks & Fair proposed fee increases. Brandon reports his requirement per San Juan County Manager, to increase facility use fees, which will in some cases create new fees that were not charged in past. This includes fees now being assessed for parks such as Eagle Cove and Ruben Tarte. In addition to new/increased fees, Brandon will be completing some capital improvement projects, allowing more flexibility for fairground facility use, projecting an increase in rental traffic, which he hopes to further reduce rates in future. Commissioner Cumming asked if there could be an additional category created in their fee structure to appropriately classify Island Rec as the district operates using levy funds and is not a for profit entity. Discussion. Brandon can offer a reduced rate of \$100 for any parks use, rather than the public fee of \$114.00. SJCO Parks & Fair will also be offering a season pass, estimated to be in the fee range of \$500.00, but would consider a reduction to \$250.00 for programming like STAR, CER, Dragonfly and Adventure Camps. Commissioner Zehner asked Director Ovenell how often our programs use county parks, she reported use over this past summer as one field trip. Discussion regarding advantages/disadvantages of a season pass. Commissioner Eltinge explained SJIPRD programming and fee structures, emphasizing needs-based community programs such as CER, STAR and Dragonfly operate at a loss. SJIPRD budget cannot support the fee increase being proposed and still offer sensible cost recreation to the community. Commissioner Cumming asks Brandon to discuss with Mike Thomas, County Manager to provide further clarity of SJIPRD's classification within their fee schedule- suggest creating another bracket to allow for entities that are not 501c3 but are funded by public dollars. Discussion moves to fairground building use and impacts of new rates on SJIPRD programs, such as drop-ins. Commissioner Cumming points out fee increases will create programming the community will not support, causing programs to close and loss of revenue to SJCO Parks & Fair. Discussion. Brandon reports he's recommending county council pass the fee increase to support his department's revenue needs but offered to explore options such as use or rate

reduction in lieu of trade. Director Ovenell reported she is currently looking into several free facility alternatives in the event county council passes the proposed fee increase. Discussion. Brandon left meeting at 6:26pm. Director Ovenell recommend drafting a letter to county council regarding concerns to present at next council meeting.

3. **Approval of the minutes:** Minutes from the September 1, 2022 meeting was approved and signed.

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

The following were approved:

Vouchers for fund 6351, for \$16,832.08

Vouchers for fund 6353, for \$2576.24

September payroll totaling \$46,180.87

5. **Old Business:**

**FANS Update:** FANS will continue to operate in a very limited capacity, with two members. Director Ovenell reports FANS still intends to give to Island Rec for scholarships.

**Trails Committee Update:** Commissioner Miniken unable to attend Trails meeting, no update at this time. Old Military Road Trail update provided by Dave Zeretzke earlier during the meeting.

**Landbank Agreement/Beaverton Valley Marsh:** No update.

**Pickleball:** Director Ovenell explored with Brock the possibility of portable nets for FHES tennis courts use for pickleball. Per Brock, nets must be kept outside the tennis courts, including storage. Commissioner Zehner voiced concern over nets requiring assembly- potential for community members to not use at all or requesting constant assistance from Island Rec staff. Discussion. Commissioner Eltinge propose further discussion with Brock about leaving assembled nets in tennis courts during summer or hung on the fence. Also discuss pickleball use for times school or tennis practice is not in session. Commissioner Eltinge also would like to hang a sign on the tennis court fence for the community stating times when play on the tennis courts is permitted. Director Ovenell will continue conversations with Brock and provide updates.

**Batting Cages:** Director Ovenell met with Brock Hauck to discuss pausing this project and Island Rec involvement moving forward. Island Rec will continue to be involved, however no longer leading the project. Island Rec will remain committed to the approved budget planned to be used for batting cages. Director Ovenell will follow up with Brock in a few weeks.

**Programming:** Director Ovenell reports programs are doing well and we are seeing pre-pandemic attendance in most areas. She also requests programming be removed from agenda as it was added during/due to the pandemic and no longer necessary.

6. **New Business:**

**Petty Cash Account Resolution:** Commissioner Eltinge moved to adopt Petty Cash Account Resolution 22-03, identifying the change in cash account custodians, removing Heidi White, adding Carey Musburger. Commissioner Zehner seconded the motion.

**Staff Hiring:** Director Ovenell reported Carey Musburger has accepted the position of Administrative Coordinator.

Carlos has filled all our Facility Supervisor positions, which in past is very difficult to fill multiple positions for. In future, may need to explore leagues rather than drop-in programs. Commissioner Eltinge suggested volunteer run drop-in programs, Director Ovenell shared the difficulties with a volunteer in that position rather than an employee, including liability.

Program attendance for STAR is strong and still have a vacancy for a leader position. Commissioner Miniken asked if applicants that are only seasonally available due to fall/spring sports would be considered, Director Ovenell responded yes.

**Van Donation to Parks Department:** Director Ovenell reports Parks has received a very generous donation of a 2004 Honda Odyssey minivan from a part-time resident and Island Rec participant. Mike and Tracy test drove the vehicle and found nothing mechanically wrong, vehicle is in great shape. Director Ovenell reported no limitations per MSRC to resell the vehicle should it not meet needs, using those funds towards a more relevant vehicle purchase. The current owner is locating title to sign over ownership.

**Bloodborne Pathogens Plan Review:**

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

**2023 Cost of Living Adjustment (COLA):**

Director Ovenell reported that the recommended cost of living adjustment (COLA) for 2023 is 9% based on the Seattle/Bremerton/Bellevue Cost of living index. Discussion and review of past COLA's, as well as the increased cost of living on San Juan Island. Director Ovenell proposed an increase to 9%, focusing on staff retention. Commissioner Cumming made a motion to approve a 9% COLA for all full-time staff effective January 1, 2023. Commissioner Miniken seconded the motion and it passed unanimously.

**2023 Budget Development Discussion:** Director Ovenell provided and reviewed preliminary information regarding the budget planning process. Director Ovenell advised Commissioners Eltinge and Cumming's terms are ending at the end of 2023, estimate \$8,000 for re-election costs.

Discussion regarding SJCO Park & Fair fee increases and impact on drop-in programs. Commissioners Eltinge and Zehner recommend planning 2023 budget and program pricing to reflect increased fairgrounds use fees. Commissioner Zehner also discussed increasing drop-in fees slightly for the upcoming winter/spring program season to test the community's tolerance. Director Ovenell concerned about seasonal staff layoffs and unemployment if drop-in programs are cut mid-season. Director Ovenell will explore alternative facilities to replace fairgrounds. Commissioner Zehner recommends continuing discussion at next meeting, Commissioners Eltinge, Cumming and Miniken agree.

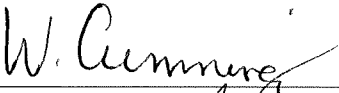
Review of budget development schedule: Nov 3<sup>rd</sup> meeting will include a review of the budget. On November 9<sup>th</sup> there will be a special meeting/public hearing for any comment. Commissioner Zehner offered to help review the budget. Director Ovenell said she will also ask Commissioner Moalli.

**COVID-19 Vaccination Discussion:** Director Ovenell shared Gov. Inslee is cancelling all COVID-19 mandates as of 10/31/2022. She has also met with the SJISD Superintendent, Fred Woods, who advised the school district will no longer require COVID-19 vaccinations for employees. Director Ovenell recommends also removing vaccination requirements from the district's personnel requirements. Also recommend updating personnel policy to reflect come to work healthy expectations, including a plan for future potential pandemic events. Discussion. Director Ovenell will explore language for personnel policy update and how to cancel the resolution, bringing her findings to the next meeting.

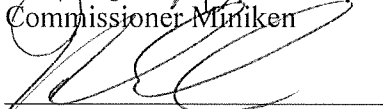
**Financial Report- August:** Presented/discussed.

7. **Director's Report:** Presented/discussed. Director Ovenell reports receiving a request from a community member asking for permission of facility use of Eddie and Friends Dog Park to conduct Dog Training and Behavior class. This is the first time a request for facility use at the dog park has been asked and there is no established fee schedule. Discussion. Commissioner Cumming approved, Commissioner Zehner seconded use of the dog park with the criteria it's not advertised as an Island Rec program/event.
8. **Commission Discussion Items:** None.
9. Commissioner Zehner adjourned the meeting at 8:00 pm.

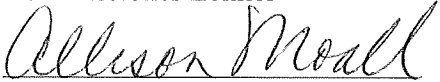
Submitted by Carey Musburger, Administrative Coordinator

  
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Commissioner Eltinge

  
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Commissioner Zehner

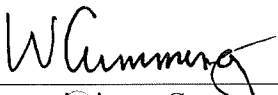
  
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Commissioner Moalli



San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Special Meeting – November 2, 2022

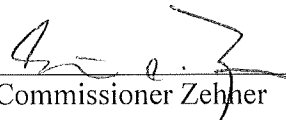
1. **Call to Order:** Commissioner Zehner called the meeting to order at 12:38 pm on Wednesday, November 2, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Cumming, Eltinge, Miniken. Applicant present: Jennifer Henry
2. **Business: Evaluate an Applicant for Public Employment for Organization Director** – Commissioner Zehner announced the meeting would be in executive session RCW 42.30.110 (g) for the purpose of evaluating qualifications of applicant Jennifer Henry for the role of Organization Director of San Juan Island Park and Recreation until 2:00 pm. Applicant was dismissed at 1:40pm, Commissioner Zehner exited the executive session at 2:00pm, announcing the Board of Commissioners was extending executive session for a period of 5 minutes, until 2:05 pm.
3. **Adjournment:** Commissioner Zehner adjourned the executive session at 2:04 pm.

Submitted by: Carey Musburger, Administrative Coordinator

  
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Commissioner Cumming

  
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Commissioner Miniken

  
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Commissioner Eltinge

  
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Commissioner Moalli

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING  
AGENDA – November 3, 2022, 5pm

1. **Call to order:** Commissioner Zehner called the meeting to order at 5:02 pm on Thursday, November 3<sup>rd</sup>, 2022 in the Island Rec Office. Commissioners present: Moalli, Cumming, Zehner, Miniken, and Eltinge. Staff present: Director Maddie Ovenell, Administrative Coordinator Carey Musburger.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** None
3. **Approval of the minutes:** Commissioner Zehner made a motion to approve minutes from the October 6<sup>th</sup>, 2022 meeting. Commissioner Eltinge seconded the motion and it passed unanimously. Minutes were signed.
4. **Approval of Payroll/Vouchers:** The following were approved and signed:  
Vouchers for fund 6353, for \$3,417.79 and \$838.20  
Vouchers for fund 6351, for \$8,022.35 and \$3,855.90  
Payroll for October 17<sup>th</sup> for \$47,978.48
5. **Old Business**
  - **FANS Update:** Director Ovenell reported no updates at this time
  - **Trails Committee Update:** No update at this time, Commissioner Miniken was otherwise obligated for today's meeting. Reports Tanja Williamson will send meeting minutes in a few days.
  - **Landbank Agreement/Beaverton Valley Marsh:** Director Ovenell reported no updates at this time.
  - **Pickleball:** Director Ovenell reported she and Commissioner Eltinge have not had an opportunity to complete a dry run of pickleball net storage on the FHES tennis courts. As weather permits, Director Ovenell and Commissioner Eltinge will evaluate the physical site for proposed space use, net storage and meet with Brock Houck, SJISD Facility Manager for approval. Commissioner Zehner shifts conversation to recent email correspondence from Gibb Black who reports the Pickleball Association have formally applied for their 501c3 Non-Profit status. Gibb sent an M.O.U. (Memorandum of Understanding) proposing cooperative efforts between the association, SJIPRD and SJCO Fair to pursue development of court facilities at the fairgrounds. Discussion regarding what the district's expected role would be with the project. Commissioner Zehner feels the district's involvement would be limited, acting in a facilitator capacity between the Pickleball Association and SJCO Fair. Director Ovenell along with Commissioners Moalli and Eltinge feel there would be strong public use by residents and seasonal visitors, warranting more involvement by the district to oversee the project, maintain facilities and scheduling public / association use. Additionally, the district's involvement is key, acting as liaison between SJCO Fair, surrounding neighborhoods and the Pickleball Association, fostering thoughtful and open communication between all. Discussion about facility design, logistics and scheduling priority for SJIPRD programming, the association and public. Commissioner Cumming suggested the Pickleball Association prepare a graphic rendering of proposed facilities along with a presentation to be heard at a future SJIPRD Board of Commissioners meeting. This would provide an opportunity for the district to fully understand the associations plans, make recommendations to

further define the association's current MOU, and work cooperatively to present a cohesive plan to the county. Once the three organizations are in agreement, begin community outreach, making sure neighbors have the ability to voice any concerns. Discussion. Commissioner Zehner will respond to Gibb Black with Commissioner Cumming's recommendations.

- **Staff Hiring:** Director Ovenell reported Ashlynn Wilson has been hired to fill the STAR Leader position. We are looking forward to her starting soon and feel she will be a good addition as she grew up in STAR and other Island Rec programs.

## 6. New Business

- **2023 Budget Presentation:** Director Ovenell presented the proposed budget and projected tax revenue for 2023.

*Budget notes:*

- Budget includes hiring for the Customer Service/Communications position and Assistant Director/Recreation Manager if the need became apparent per the new director.*
- Supply/program guide budgets increased to account for inflation*
- Additional funds allocated to Music on the Lawn- it's a well-attended community event and worthwhile investment*
- Director Ovenell will increase budget for staff training and travel per Commissioner Cumming's request. Staff development is vital for employee retention and beneficial to the district.*
- Scoot/Skate and indoor soccer drop-in programs are being moved to FHES, reducing projected expense for Fairground building use.*
- Capital improvements for Linde Fields increased- possible to use toward a replacement pump for irrigation. Tracy reports having pressure issues again. Trying to troubleshoot.*

The board discussed reserves fund availability, desired safety thresholds and potential uses.

- **COVID-19 Vaccination Resolution:** Director Ovenell presented resolution 22-04 rescinding resolutions 21-03 and 22-01, establishing mandatory COVID-19 vaccination for San Juan Island Park and Recreation District. Commissioner Eltinge made motion to approve resolution 22-04, Commissioner Zehner seconded. Resolution 22-04 was unanimously approved and adopted.
- **Personnel Policy update:** Director Ovenell presented and reviewed proposed update to the personnel policy removing mandatory COVID-19 vaccinations for staff and volunteers. Director Ovenell sourced the language for the revised policy from Dept. of Labor and Industry. Commissioner Cumming made a motion to adopt the updated policy, Commissioner Moalli seconded the motion. It was unanimously agreed and passed.
- **2023 Board Chair:** Thanks to Commissioner Zehner for being board chair for 2022. After discussion, the rotation went to Commissioner Eltinge to be the chair for 2023.
- **Financial Report- September:** Presented and discussed. Director Ovenell expects tax revenue will be reflected on next month's report.

## 7. Director's Report: Presented and discussed.

Teen Halloween: 164 in attendance. Several games and activities were planned, but found teens weren't interested, rather just wanted a place to gather with friends and talk. Hopes is for the bowling

alley to re-open and be available to reserve for next year's event as it's an ideal space, offering something for everyone.


Children's Fest: Jen Henry and Tracy Roberson are enthusiastically pursuing moving the event to Linde park for the 2023 May event. Director Ovenell is excited for an event other than sports to be featured at the park, feeling it will increase reservations. Commissioner Cumming concerned about the condition of the fields and if they can support a busy event like Children's Fest. He also feels if it were to proceed at Linde, weather would be a factor. Suggests looking into more substantial tents and possibly heaters. Jen is also re-evaluating the service Children's Fest provides to the community, focusing more on activities rather than creating items/crafts. Doing so will mean less prep for vendors, also reducing disposable take aways for families. Discussion about future use of Linde fields as an event space by both SJIPRD and community.

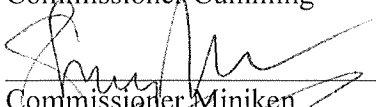
TREC: Attendance is low, Director Ovenell feels it is due to the early out Wednesdays and the difference in Spring Street School/FHMS-HS schedule differences. She discussed with Carlos the potential of moving it to another day of the week, seeing if attendance increases.


**8. Commission Discussion Items:** None

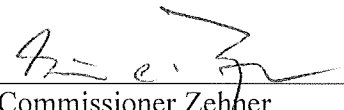
**9. Adjournment:** Commissioner Zehner adjourned the meeting at 7:48 pm.

Next Meeting: November 4, 2022

  
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Commissioner Cumming

  
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Commissioner Miniken

  
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Commissioner Eltinge

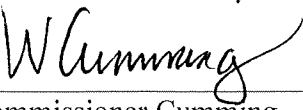
  
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Commissioner Zehner

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Commissioner Moalli

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Special Meeting – November 3, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 12:37 pm on Thursday, November 3, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Cumming, Eltinge, Miniken.  
Applicant present: Jessica Compton
2. **Business: Evaluate an Applicant for Public Employment for Organization Director** – Commissioner Zehner announced the meeting would be in executive session RCW 42.30.110 (g) for the purpose of evaluating qualifications of applicant Jessica Compton for the role of Organization Director of San Juan Island Park and Recreation until 2:00 pm. Applicant was dismissed at 1:30pm.
3. **Adjournment:** Commissioner Zehner adjourned the executive session at 1:50 pm.

Submitted by: Carey Musburger, Administrative Coordinator

  
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Commissioner Cumming

  
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Commissioner Eltinge

  
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Commissioner Zehner

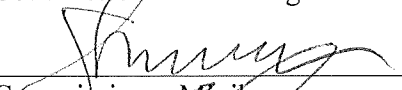
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Commissioner Moalli


San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Special Meeting – November 4, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 12:40 pm on Thursday, November 4, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Cumming, Eltinge, Miniken. Applicant present: Kerry Jack. Staff present: Maddie Ovenell- Director, Tracy Roberson, Park Superintendent.
2. **Business: Evaluate an Applicant for Public Employment for Organization Director** – Commissioner Zehner announced the meeting would be in executive session RCW 42.30.110 (g) for the purpose of evaluating qualifications of applicant Kerry Jack for the role of Organization Director of San Juan Island Park and Recreation until 2:00 pm. Applicant was dismissed at 1:48 pm. Director Ovenell and Tracy Roberson, Park Superintendent we asked to join executive session at 1:50 pm by Commissioner Zehner. Commissioner exited executive session at 2:00 pm, stating session is being extended until 2:15 pm. Director Ovenell and Park Superintendent Roberson were dismissed at 2:08 pm.
3. **Adjournment:** Commissioner Zehner adjourned the executive session at 2:15 pm.

Submitted by: Carey Musburger, Administrative Coordinator

  
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Commissioner Cumming

  
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Commissioner Eltinge

  
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Commissioner Zehner

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Commissioner Moalli



San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – November 09, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:00pm on Wednesday, November 09, 2022 in the Island Rec office. Commissioners present: Moalli, Cumming, Zehner, Eltinge. Absent: Commissioner Miniken. Staff present: Director Maddie Ovenell.
2. **Open Public Hearing: for comments on the proposed 2023 Budget:** Commissioner Zehner opened the public hearing at 5:01pm. No public present.
3. **Close Public Hearing:** Commissioner Zehner closed the public hearing at 5:02pm.
4. **New Business:**

**Resolution 22-05 Adopting the 2023 Budget:**

Director Ovenell increased the training budget by \$7,000 to accommodate a request made by Commissioner Cumming at the last meeting. The board reviewed the requested changes in the budget. After review, Commissioner Zehner made a motion to approve Resolution 22-05 adopting the 2023 budget. Commissioner Eltinge seconded the motion and it passed unanimously.

**Resolution 22-06 Setting the Levy Rate for 2022:**

The commissioners reviewed and discussed the resolution. Commissioner Cumming made a motion to approve Resolution 22-06 as presented. Commissioner Moalli seconded the motion and it passed unanimously.

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

At 5:11pm Commissioner Zehner announced that the board would meet in executive session for 60 minutes for the purpose of discussing qualifications for a new employee. Executive session ended at 6:00pm.

6. **Commission Discussion Items:** No discussion items.
7. **Adjournment:** Commissioner Zehner adjourned the meeting at 6:01pm.

Submitted by: Maddie Ovenell, Director

  
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Commissioner Cumming

  
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Commissioner Miniken

  
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Commissioner Eltinge

  
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Commissioner Zehner

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Commissioner Moalli

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

San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Meeting – December 1, 2022

1. **Call to Order:** Commissioner Zehner called the meeting to order at 5:01pm on Thursday, December 01, 2022 in the Island Rec office. Commissioners present: Cumming, Zehner, Eltinge. Commissioner Moalli joined via Zoom at 5:10 pm, Commissioner Miniken joined meeting at 6:09pm. Staff present: Director Maddie Ovenell, Administrative Coordinator, Carey Musburger.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:**  
Newly hired San Juan Island Park and Rec Director, Kerry Jack introduced herself. Her start date is Monday, 12/5/2022.
3. **Approval of the previous meetings minutes:** Commissioner Eltinge made a motion to approve minutes from the following meetings, Commissioner Zehner seconded the motion and it passed unanimously. Minutes were signed.
  - November 2<sup>nd</sup> Special Meeting
  - November 3<sup>rd</sup> Special Meeting
  - November 3<sup>rd</sup> Regular Meeting
  - November 4<sup>th</sup> Special Meeting
  - November 9<sup>th</sup> Special Meeting
4. **Approval of Payroll/Vouchers:** The following were approved and signed:
  - Vouchers for fund 6351, for \$8,116.58 and \$8,914.37
  - Vouchers for fund 6353, for \$16,796.06 and \$279.53
  - Payroll for November 17<sup>th</sup> in the amount of \$51,156.73
5. **Old Business**
  - **FANS Update:** David Stegman was present at the start of the meeting, providing a \$6,500.00 donation to Island Rec. Commissioner Eltinge asked David what the future outlook of FANS is, David responded he and Amelia intend to continue FANS while continuing to build membership to pre-pandemic numbers. Director Ovenell and Commissioners thanked David and Amelia for their hard work and fundraising efforts.
  - **Trails Committee Update:** No update from today's monthly meeting, Commissioner Miniken was out of town and was not able to attend. Director Ovenell reported she met with Marc Noyes to review the Trails budget and provide Marc, who is new to his role within the committee, a better understanding of its use and allocation of funds. Also discussed were the storage needs for hand and other trails tools that are purchased with public funds, making sure they are tracked, inventoried, secure and accessible. Director Ovenell recommended a lockable shed at Linde and discussed potential cost sharing between Parks and Trails/OMRT. Marc will connect with David Zeretzke and discuss shared use of resources and responsibilities
  - **Landbank Agreement/Beaverton Valley Marsh:** The Landbank will be presenting at a Town Council meeting in January about the trail project at Linde and Director Ovenell recommends that a representative from Island Rec attend the meeting. Discussion. Commissioner Moalli asked if permitting was required before the Land Bank develops trails on Linde property. Director Ovenell is unsure.

- **Pickleball:** Director Ovenell reports no updates. Commissioner Zehner shared his recent conversation with Gib Black regarding recommendations made at last month's commissioner meeting. Gib met with County Park & Fair Director, Brandon Cadwell, will need to continue conversations with Brandon to further define needs vs. wants as well as identify responsibilities and set expectations. Public/pickleball association use of facilities during the month of August remains a concern. Gib will reach out to SJIPRD when details have been worked out and are ready to move onto the next step.
- **Staff Hiring:** Kerry Jack was offered and accepted the role of SJIPRD Director. The Board of Commissioners are excited to have her on board as Director Ovenell's successor! Her first day is Monday, 12/5/22. She estimates she will be in the office Mon-Wed, shadowing, and training with Director Ovenell and working remotely Thursday-Fri for the first two weeks in December and then will be on island fulltime starting December 19<sup>th</sup>.

Director Ovenell presented her drafted service contract for review by the Commissioners. It will provide ongoing support to the incoming Director on an as needed basis. Discussion. Commissioner Cumming recommends an ending date of 12/31/2023. Commissioners agreed, Director Ovenell will add the ending date of 12/31/2023 and submit the contract to the new director.

## 6. New Business

- **John O. Linde Community Park**

- Linde Water Rights: The Department of Ecology allocates water usage limits from our wells at Linde, under a temporary permit during the construction period. When the construction is declared completed, or the temporary allocation permit expires, the district will have to apply for a permanent water rights permit, requiring stricter limits on usage, installing equipment to measure usage from the wells, and reporting gallons used to DOE. In 2013, when the temporary usage allocation permit was issued, estimated date of completion for the Linde project was August 2023. Director Ovenell has recommended Superintendent Roberson reach out to Don Campbell for assistance on this process in addition to potential impact on fields and appearance should less water be available. Discussion. Superintendent Roberson will continue to work on this issue so that the district can comply with the permitting needs.

- Field Painting Robot: Commissioner Eltinge, Parks Superintendent Roberson and Director Ovenell attended a demo with SJISD Facilities/Athletic Director Brock Hauck at FHHS to evaluate the potential of purchasing a robot that paints lines for athletic fields. Using cellular and a tablet, the fields are painted based on user entry into the app. Superintendent Roberson called current users inquiring about satisfaction, ease of use, etc. All responses are positive. SJISD Superintendent Woods has agreed to cover half of the cost (estimated \$40,000 purchase, plus annual subscription). The co-purchase will require a mutual written agreement between SJISD and SJIPRD, identifying storage, maintenance responsibilities and standards, annual subscription costs and shared usage schedule. If both entities are onboard to move forward entering into an agreement, Director Ovenell recommends moving quickly, placing the purchase order before end of year due to lead time. Payment is not due until delivery in 2023, out of 2023 budget. Discussion about device maintenance, supplies and ease of use. Benefits are substantial for both entities and cost savings will repay the investment- estimated to be over several years. Given the bot is not 100% automated, still relying on staff to program, execute and monitor, in no way will it replace staff, rather enhance their ability to work in the same area on other maintenance (mowing, weeding, trimming, etc.). Next step will be to create an agreement with SJISD. Commissioner Eltinge made motion to approve purchase, Commissioner Zehner seconded. Motion was unanimously approved.

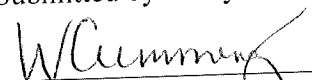
- **Programming Locations:** To help with rising costs of fair building facility use, some drop-in programs are being moved to alternate locations for 2023. SJISD approved FHES gym use for Skate Night and Indoor Soccer beginning January 2, 2023. After approving, SJISD Superintendent Woods voiced concern about wear on facilities, requesting to revisit the discussion with Director Ovenell. After extended conversation, Superintendent Woods kept the agreement with Director Ovenell's reassurance staff will monitor wear during use.
- **Lafarge Property- OPALCO Easement:** Director Ovenell reports OPALCO will be conducting maintenance island wide as part of their fire abatement standards. During this time, OPALCO will be clearing trees and brush to maintain a 50' perimeter around power poles and stations on the Lafarge property. Felled trees will be cut into firewood and donated to Family Resource Center for community members in need- specifically the senior population. Additionally, OPALCO will be creating a maintenance road off Pear Point Road to access poles and easement areas. When complete, the access point will be chained and locked.
- **3-year State Audit:** Director Ovenell reports the district passed the recent 3-year SAO audit concentrating on Accounts Payable, Open Public Meetings, and Self-Insurance, with zero findings. Director Ovenell credits previous Administrative Coordinator, Heidi White with the overwhelming success. Her diligent record keeping, organization and excellent financial practices are responsible for the successful outcome.
- **Financial Report- October:** The district is in excellent shape for year end.

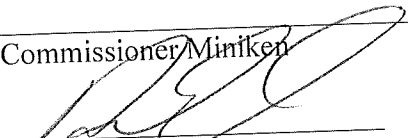
7. **Director's Report:** Presented/Discussed

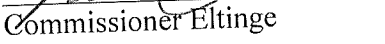
8. **Commission Discussion Items:** Commissioners thanked Director Ovenell for her service to the District.

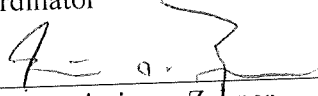
9. **Adjournment:** The meeting was adjourned by Commissioner Zehner at 7:03 pm.

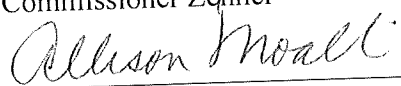
Submitted by Carey Musburger, Administrative Coordinator

  
Commissioner Cumming

  
Commissioner Miniken

  
Commissioner Eltinge

  
Commissioner Zehner

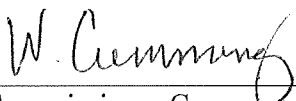
  
Commissioner Moalli



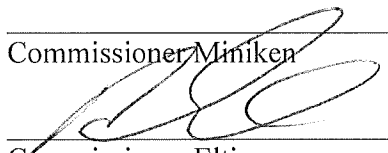
San Juan Island Park & Recreation District  
Minutes of the Board of Commissioners' Special Meeting – December 8, 2022

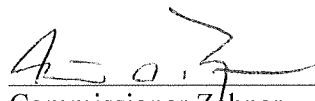
1. **Call to Order:** Commissioner Zehner called the meeting to order at 4:28 pm on Thursday, December 8, 2022, in the Island Rec office. Commissioners present: Moalli, Zehner, Cumming, Eltinge. Absent: Miniken. Staff present: Director Maddie Ovenell.
2. **Executive Session RCW 42.30.110 (g)**, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Commissioner Zehner announced the board would go into executive session at 4:30pm for approximately 30 minutes. Director Ovenell left the meeting at 4:34pm. Commissioner Moalli ended the executive session at 4:57pm and Director Ovenell rejoined the meeting. Commissioner Cumming made a motion to provide a \$3,000 bonus to Director Ovenell for her extended notice she provided to help support the past, present and future transition for the district. The Commissioners also increased the rate of payment on Director Ovenell's Service Contract for 2023 to \$90/hour, not to exceed \$10,500. Commissioner Zehner seconded the motion and it passed unanimously.
3. **Adjournment:** Commissioner Zehner adjourned the meeting at 5:00 pm.

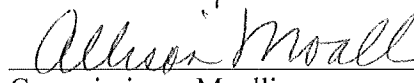
Submitted by: Maddie Ovenell, Director

  
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Commissioner Cumming

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Commissioner Miniken

  
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Commissioner Eltinge

  
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Commissioner Zehner

  
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Commissioner Moalli