

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
Meeting Minutes– January 5, 2023

Call to order: Commissioner Eltinge called the meeting to order at 5:00pm in the conference room at the Island Rec office. In attendance: Commissioner Chair Eltinge, along with Commissioners Moalli, Cumming, and Zehner. Commissioner Miniken was absent. Also present, Director Kerry Jack and Administrative Coordinator, Carey Musburger. San Juan Island School District Athletic Director, Brock Hauck joined the meeting at 5:03pm.

Introduction of Visitors/Public Comment on Non-Agenda Items: San Juan Island School District Athletic Director, Brock Hauck reviewed the 2021-22 athletic budget. See New Business: Final Athletic Budget for details.

Approval of the minutes of the previous meetings: Meeting minutes from December 1, 2022 Regular Meeting and December 8, 2022 Special Meetings were reviewed. Commissioner Chair Eltinge motioned to approve all minutes, Commissioner Moalli seconded. The minutes were unanimously approved.

Approval of Payroll/Vouchers: The following payroll and invoice vouchers were reviewed and approved:

- Invoice vouchers for fund 6351 for \$7,611.57 and \$1,323.94
- Invoice vouchers for fund 6353 for \$17,845.54 and \$892.21
- December 17th Payroll in the amount of \$50,789.08

Old Business:

- **Trails Committee Update:** Commissioner Miniken not in attendance for meeting, Director Jack commented Trails has cancelled their January meeting. No further updates at this time.
- **Landbank Agreement/Beaverton Valley Marsh:** Director Jack shared no significant updates at this time. She will be attending the upcoming Town of Friday Harbor council meeting, scheduled for January 19th to observe the Land Bank's presentation regarding potential permitting needs/requirements for the trail.
- **Pickleball:** Commissioner Zehner advises no updates at this time.

New Business:

- **Final Athletic Budget 21-22:** Brock Hauck: San Juan Island School District's Athletic Director, Brock Hauck presented the final 2021-2022 budget. Overall under budget, credited to participation numbers being lower than normal due to the pandemic and general lack of interest. Brock advises thus far this school year, participation numbers are increasing, and future projections indicate they will continue to rise. Additionally, the Washington Interscholastic Athletic Association (WIAA) has re-structured their officiating fees, resulting in savings for the school district. Discussion regarding referees and overall conduct of participants, referees and spectators. Still difficult to attract referees for SJISD games due to the challenging travel needs. Discussion shifts to other areas of the budget recap- Commissioner Zehner asks if there is still room in the budget for the joint purchase of the field painting robot. Brock commented the purchase has already been made so that it was part of the 2022 expenditures. Additionally, Brock has plans to replace broken weight room equipment with the remaining funds. Brock shares updates regarding updates to House Bill 1660 pertaining to free/reduced lunches and the potential impact on participation and revenue. Students eligible for and participating in the free/reduced

lunch program are subject to a reduction or full waive of fees for participation. The waive/reduced fees also apply to household members when attending games and functions. The anticipation is HB1660 will have a significant impact on revenue. Discussion. Brock left meeting at 5:32pm.

- **Resolutions 23-01, 23-02 and 23-03 were reviewed:**
 - **Resolution 23-01: Establishing Custodians for Petty Cash Account:** The updated resolution identifies the removal of former Director Maddie Ovenell, adding new Director Kerry Jack.
 - **Resolution 23-02: Establishing Custodians of the Business Credit Card:** Identifies the removal of former Director Maddie Ovenell, adding new Director Kerry Jack in addition to Administrative Coordinator, Carey Musburger.
 - **Resolution 23-03: Appointing Auditing Officer for Certification of Claims:** The updated resolution identifies the removal of former Director, Maddie Ovenell, adding new Director, Kerry Jack for the purpose of auditing and approving claims presented for payment.

Commissioner Eltinge made a motion to approve the above resolutions, Commissioner Zehner seconded the motion, it was unanimously passed.

- **Batting Cages:** Director Jack reported on her recent meeting with Parks Superintendent Roberson, and Don Campbell, including a rough estimate of projected costs to complete the project. Due to the many moving parts of the project, Director Jack recommends moving forward with co-project managers, Don Campbell and Steve Schramm. As Don's current project demands require him to be on Orcas Island often throughout the spring and summer, the intention is he maintain a consulting and planning role, while Steve will manage the daily tasks, working in tandem with Superintendent Roberson and Don. Director Jack also recommended forming a committee to oversee progress and ensure successful communication between organizations and vendors. Discussion regarding an oversight committee. Commissioner Eltinge volunteers to be on the oversight committee, in addition to Director Jack, Steve Schramm and SJISD Athletic Director, Brock Hauck. Discussion moves to funding of the project and financial responsibility between the SJISD and the district. Commissioner Cumming raises concerns regarding the use of tax dollars to fund the project. Currently, donated funds from FHAA, totaling \$17,150.35 is being held in the Linde Reserve account for the development of athletics at Linde. Former Director Ovenell felt the batting cage project was a justified expense to utilize those funds for. Discussion. Commissioners Eltinge, Zehner and Moalli agree, use of tax dollars for construction should not be utilized. Commissioner Cumming made a motion to approve the scope of work as it relates to the design and execution of batting cages at Linde Park up to the amount of the FHAA donated funds of \$17,150.35. Commissioner Moalli seconded; the motion was unanimously approved.

Financial Report- November: Discussed.

Director's Report: Presented and discussed.

Executive Session: Commissioners entered 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 at 7:10pm, estimated duration 45 minutes. Executive session ended at 7:40pm.

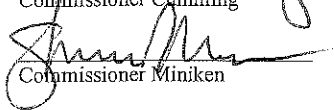
Commission Discussion Items: None

Adjournment: Commissioner Eltinge adjourned the meeting at 7:47pm.

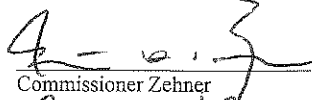
Next Meeting: February 3, 2023

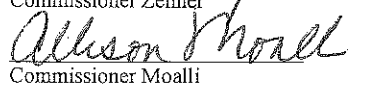
Submitted by: Carey Musburger, Administrative Assistant


Commissioner Cumming


Commissioner Miniken

Commissioner Eltinge


Commissioner Zehner


Commissioner Moalli

San Juan Island Park & Recreation District
Minutes of the Board of Commissioner's Meeting

February 2, 2023

1. **Call to order:** Acting Commissioner Cumming called the meeting to order at 5:01 pm on Thursday, February 2, 2023 in the Island Rec office. Commissioners present: Zehner, Miniken, Cumming, Moalli, Absent: Commissioner Eltinge. Staff present: Director Kerry Jack, and Administrative Coordinator, Carey Musburger.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** None.
3. **Approval of the Minutes:** The minutes from the January 5, 2023 meeting were approved.
4. **Approval of Payroll/Vouchers:** The following were approved:
Vouchers for fund 6351, for \$2542.60, \$217,045.77, \$1880.32 and \$2510.65
Vouchers for fund 6353, for \$210.00, \$574.65 and \$13,444.82
January 17th 2023 payroll totaling \$65,259.25
5. **Old Business:**
 - **Trails Committee Update:** Director Jack reports the trails committee postponed today's meeting until next week, February 9th, 2023. No further updates at this time.
 - **Landbank Agreement/Beaverton Valley Marsh:** Director Jack reported on the recent January 19th, 2023 Friday Harbor Town Council meeting. Town of Friday Harbor Community Development and Planning Director, Ryan Ericson indicated the new paths are within the current CUP, no revisions were required to establish the trail. Director Jack also summarizes her recent on-site visit with Parks Superintendent Roberson to assess trail and path structure and drainage concerns. Due to the natural topography of the area, the ground is over saturated during the winter/spring months. Giving thought to ongoing maintenance and sustainability of the path/trail site, the current recommendation is to install a puncheon over the swampy areas. Another topic recommendation made during the site assessment was slight adjustment of the path/trail location avoiding a public created social trail behind large trees, etc. resulting future safety concerns. Director Jack will follow-up with the Land Bank to discuss including a drainage plan and clarify who is responsible for funding the drainage. Commissioners reviewed and discussed the draft interlocal agreement between San Juan County, the school district, and Island Rec for the trail. Director Jack's feedback to the school district was need for consistency of our organization name throughout the document, which the Commissioner's agreed with. No further changes noted at this time.
 - **Pickleball:** Director Jack reports she is exploring the potential of extending Pickleball drop-ins for an additional 6 weeks, through end of April. The space, resources, and player demand is there, however Director Jack has concerns about sustainability and meeting minimum participation. Looking ahead short term, participation may not support the expenses associated with renting the fair ground's building and staffing due to spring's nicer weather and longer daylight hours, players will be moving to outdoor spaces; but does recognize the potential of the extension being an overflow space or back-up space for days the weather is not conducive to playing outdoors. Discussion. Commissioner Zehner asks about use of the FHHS tennis courts to offer as a space for the drop-in. Director Jack reports she has visited the topic with Fred Woods, but not in detail. In general, there are concerns about storage of equipment from both the school district and SJIPRD, keeping items accessible but not invasive to the space while limiting participant assembly/disassembly. Discussion. Commissioner Cumming suggested exploring use of space

behind the STEM building as it would meet many concerns both districts have. Director Jack will arrange to meet with Fred to revisit and further explore use of the tennis courts for pickleball.

- **Batting Cages:** Director Jack reported on her recent meeting she met with Don Campbell and Steve Schramm at Linde fields to discuss location of cages. Director Jack reviewed pro/cons of 1st base vs. 3rd base locations. Ultimately, placement on the 1st base line results in less earthwork and is least invasive to spectators and neighbors. Additionally, drainage for water run-off is significantly better on the 1st base line than the 3rd. Discussion about timeline for completion and potential temporary cages. Commissioners Zehner, Cumming, Moalli and Miniken all agree temporary batting cages do not provide quality commensurate to the investment and are not in favor of them.

6. New Business

- **Resolution 23-04: Authorization of Use of Safe Deposit Box at Banner Bank**
Commissioners reviewed the updated resolution to update authorized access to the safe deposit box at Banner Bank. Removing former Director Ovenell, and adding current Director Jack. Commissioner Moalli motioned to approve the resolution, Commissioner Zehner seconded. It was unanimously passed.
- **Staffing Updates:** Director Jack reports Administrative Coordinator Carey Musburger submitted her resignation on January 19th, effective February 17th and will be moving off island. Carey has offered to contract for the summer program guide and any other needed duties that can be accomplished remotely to help until a replacement is hired. At this time Director Jack's hiring priorities are for the Administrative Coordinator and Recreation Manager roles, which are being actively advertised locally, on our website and social media. Looking forward, she will be advertising for summer seasonal positions. When the new Admin Coordinator is hired and comfortable in their duties, Director Jack will focus on hiring for the Customer Service and Communications Specialist position. The commissioner's thanked Carey for her service and support of Island Rec - she will be missed.
- **Parks Updates**
 - Annual Review of Pest Management Policy: The current policy was reviewed, Director Jack conveyed to the commissioner's per Superintendent Roberson, no recommendations for changes to the policy at this time. Superintendent Roberson is currently the only Parks staff member with the necessary licensing to apply pesticides, however Director Jack reports Luke Praschak is in the process of taking courses to become licensed as well. Commissioner Zehner motioned to approve the Pest Management Policy, Commissioner Miniken seconded the motion. The policy was unanimously approved.
 - 4th Quarter Report: Reviewed and discussed.
- **Dog Park:** Director Jack reports she was contacted by Terry Browne regarding SJIPRD's land use of Eddie and Friends Dog Park and his request for the district to contribute half of the property taxes for this year and moving forward. Director Jack reviewed the lease agreement and calculated tax for the portion of land that is utilized by the district. She and Commissioner Cumming met with Terry to discuss and offered to amend the lease agreement, increasing the annual lease from \$1.00 to \$1700.00, representing the district's portion of land tax based on area used. Terry agreed to the new lease fee. Commissioner Cumming made motion to approved to move forward with the amendment of the current lease of the dog park. Commissioner Zehner seconded. The motion passed unanimously. Director Jack will inquire with MSRC on how to amend the lease agreement to be sure it's accurate.
- **Fairgrounds Update:** Director Jack recently met with the County Park and Fair Director and reports back on her meeting. She and Brandon Cadwell discussed how best the two organizations

can partner moving forward. Director Jack reports she shared with Brandon the districts need for open communication, the expectation of facility readiness and cleanliness in addition to unexplained changes in invoicing for space use varied from the contract. Brandon offered to arrange a meeting with Director Jack and Recreation Specialists, Carlos Garcia and Jen Henry, in addition to his scheduling and maintenance staff to discuss and set expectations. Director Jack and Brandon also touched base on potential programming partnerships, including extending drop-in programs. Discussion. Director Jack will continue to explore options. Director Jack also reports the expected improvements at the Fair Grounds in the spring and summer months will not include the John Crook Building as originally planned, Dragonfly PSC will be able to operate out of there again this summer. Discussion moves to the day use of parks and Camp Eagle Rock. Director Jack is waiting for a draft agreement from Brandon. She will report as this develops.

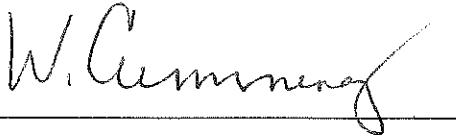
- **Lafarge requests:** Director Jack shares recent correspondence shared by Superintendent Roberson from Barbara DeFalco, a frequent user of LaFarge concerning dog safety. To prevent dogs from running into the parking lot, Ms. DeFalco is asking permission to install a spring-loaded gate at the head of the trail, sharing she is willing to fundraise and head the project up if given permission. Director Jack responded to Ms. DeFalco, encouraging her to attend a board meeting so she can share her thoughts, design and timeline. Discussion. Commissioners all agree they are amendable to installing a gate and have been approached in the past, however interest has quickly decreased when invited to a board meeting to discuss further. The discussion moves to OPALCO's request to install a swing gate at the northwest corner of the property for utility access. Gate would be locked and strictly for OPALCO use for maintenance purposes and access downed lines. Discussion. Commissioner have no objection to installment of a gate, however before they approve, want to be re-assured by OPALCO all neighboring properties are on board.
- **Purchasing Card (P-Card Program):** Director Jack presented benefits of obtaining a purchasing card program for Rec Specialists, Parks, and Office Admin. In addition to significantly reducing the use and risk of petty cash, P-Cards allow for individualized limits per user and real-time management by the Director. The county recently moved to this system for purchasing, as well as several municipalities in the state. Backed by US Bank, the card has already passed stringent requirements by SAO for use by municipalities and other public funds organizations. Other benefits include cash back on purchases and 45-day billing cycle. Director Jack also feels moving to this system and utilizing for administrative means to pay our operating bills would also drastically reduce the need to contract with the Auditor office to issue our vendor payments, thus reducing costs. Discussion. Next steps are to consult with MSRC and State Auditor's office before revising our policy and presenting to board for approval.

7. **Financial Report- December 2022:** Reviewed and discussed.
8. **Director's Report:** Reviewed and discussed. Director Jack reports the office now has permanent open hours, M-Fri 10am-2pm. The Roller Hockey drop-in recently received a very generous donation from Skip Foss in the amount of \$600.00. The MOU between the school district and SJIPRD has been signed. Director Jack also updated the board on programs upcoming and ongoing.
9. **Commission Discussion Items:** None.

The meeting was adjourned by Acting Commissioner Cumming at 7:47pm.

Minutes submitted by Administrative Coordinator, Carey Musburger. Next Meeting: March 2, 2023

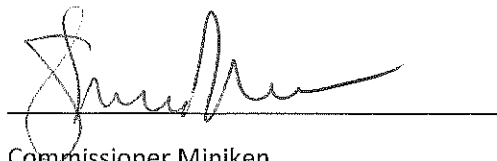
Submitted by: Kerry Jack, Director

A handwritten signature in cursive script, appearing to read "W. Cumming", written over a horizontal line.

Commissioner Cumming

A handwritten signature in cursive script, appearing to read "Zehner", written over a horizontal line.


Commissioner Zehner

A handwritten signature in cursive script, appearing to read "Miniken", written over a horizontal line.

Commissioner Miniken

A handwritten signature in cursive script, appearing to read "Allison Moalli", written over a horizontal line.

Commissioner Moalli



Commissioner Eltinge

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

AGENDA – March 2, 2023 5pm

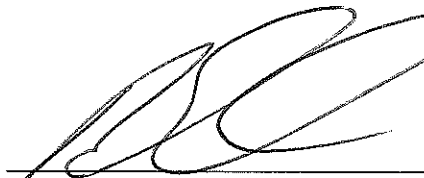
1. Call to order
 - a. Commissioner Eltinge called the meeting to order at 5:01pm on Thursday, March 2, 2023 in the Island Rec Office. Commissioners present: Cumming, Moalli, Miniken, Zehner. Staff present: Director Kerry Jack and Recreation Specialist Carlos Garcia
 - b. Visitors: 7 visitors
2. Introduction of Visitors/Public Comment on Non-Agenda Items: Sean Wilson as a SJI Resident, David Kane as a SJI Resident, Dave Zeretzke from the Old Military Road Trail Committee, Todd Kaden from Old Military Road Trail Committee, Mark Noyes from the Trails Committee, Karol McLuen as a SJI Resident, Doug McCutchen from the Land Bank, missing one person (trails person)
 - a. Sean W.
 - i. Resident Sean Wilson expressed concern over tree cutting taking place on Island Rec property along Pear Pt. Road.
 - b. David Kane
 - i. Resident David Kane provided comment regarding court needs for pickleball.
 - ii. Resident Kane also expressed concern with tree cutting along Pear Pt Road.
 - c. Karol McLuen
 - i. Resident McLuen expressed concern with tree cutting along Pear Pt. Road.
3. Approval of the February 2023 Meeting Minutes: The minutes from February 2, 2023, were approved and signed.
4. Approval of Payroll/Vouchers

The following were approved:
Vouchers for fund 6351, for \$11,711.50 and \$1323.79
Vouchers for fund 6353, for \$4736.02 and \$38,614.15
February payroll totaling \$53,494.11
5. Old Business:
 - a. Trails Committee Update
 - i. Dave Zeretzke – OMRT
 1. Trails Committee has applied for a grant to build signage (kiosks) with the backing from San Juan Historical Society to help with visitor's access to trails and navigating through the parks.
 - Trails committee has displays that will open in Sunshine Alley on May 1st that will be up for a year that focus on the history of the island and the trails.
 2. Todd Kaden: OMRT Committee's mission is to connect the two Camps of SJI National Historical Parks(American Camp and English Camp) This is separate from the Friday Harbor to Zylstra Lake Preserve trail proposal from SJ county
 - ii. Shannon Miniken

1. Commissioner Miniken asked for verification if hiking leaders need to be CPR/First Aid and, if so, is that training covered by Island Rec. Discussion took place and the Know Your Island Walk guides are considered staff. Director Jack assured that their training is covered by Island Rec.
- iii. Landbank Agreement/Beaverton Valley Marsh:
 1. Doug McCutchen – SJI Preserve Steward from Land Bank
 2. Park Maintenance Superintendent Roberson (not present) has concerns about the drainage with the trail development. Discussion about managing water flow around the border between the Landbank and Island Rec property
 3. Preserve Steward McCutchen discussed the Land Bank's plan for pavement and puncheon options
 4. After discussing the Land Bank's proposed plan, Island Rec and Landbank personnel will go in-person to assess the land in question
- b. Pickleball
 - i. Commissioners and Director Jack discussed the number of people coming to drop-in events.
 - ii. Commissioner Jack announced that Island Rec is extending the current drop-in structure through April 2023.
 - iii. Discussion took place about renewed interest for temporary pickleball courts in the Linde parking lot. Commissioners provided Director Jack with historical context of the request and their subsequent reasoning for not moving forward.
- c. Batting Cages
 - i. Discussion about temporary batting cages for the 2023 baseball/softball season in the event that permanent batting cages cannot be built by the start of the coming season. Commissioners indicated that they would not be supportive of temporary structures.
- d. Staffing Updates
 - i. Director Jack informed the board that there have been two interviews for Administrative Coordinator that occurred the week of Feb 27th, 2023. Current staff has been absorbing administrative tasks in the interim.
 - ii. Director Jack informed the board that the Camp Eagle Rock Director and Counselor positions are posted on the Island Rec website.
- e. Dog Park
 - i. Director Jack has written an amendment to the current lease for the updated annual amount. She is currently awaiting the landowners return from vacation in order to sign the amendment.
- f. Lafarge requests
 - i. Dog safety gates
 1. Tabled until April meeting due to Barbara DeFalco needing more time.
 - ii. OPALCO access – No update at this time.
6. New Business
 - a. Potential website upgrade
 - i. Discussion about possibly moving to a new company to re-create and host the Island Rec website and relieve duties on current and future staff.
 - ii. Kerry will prepare more information for April meeting
 - b. Financial Report- January 2023
 - i. Discussion about comparisons to last year

7. Director's Report
 - a. Staff Kudos
 - b. Parks update
 - c. Programs update
 - d. Upcoming Programs
8. Commission Discussion Items
 - a. Discussion about the OPALCO easement maintenance on Island Rec property at Lafarge property
 - i. Chair Eltinge moved to draft a statement about OPALCO easement maintenance on Island Rec Pear Point property.
 - ii. Commissioner Zehner Seconded
 1. Drafted Statement: "Island Rec has allowed access to OPALCO to maintain their easement and were offered the choice to replant the trees. Island Rec has decided to take that option."
 2. Addition? This decision was made in the efforts to mitigate fire hazards around the powerlines"
 - iii. Draft statement finalization was postponed.
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.
 - a. Time Started: 7:10pm
 - b. Time Ended: 7:54pm
10. Adjournment 7:55pm


Next Meeting: April 6, 2023



Commissioner



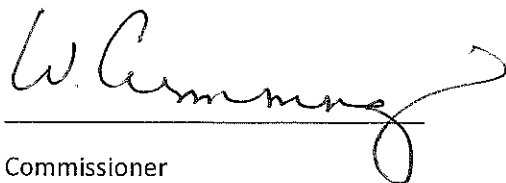
Commissioner



Commissioner



Commissioner



Commissioner

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
AGENDA – April 6, 2023 5pm

1. **Call to order:** Commissioner Eltinge called the meeting to order at 5:04pm on Thursday, April 6th, 2023 in the Island Rec office. Commissioners present: Moalli, Zehner, Miniken, Cumming, Absent: none. Staff present: Director Kerry Jack. Recreation Specialist Carlos Garcia.
2. **Introduction of Visitors/Public Comment on Non-Agenda Items:** none
3. **Approval of the March 2023 Meeting Minutes:** The minutes from the March 2nd, 2023 meeting were approved. Moved by Commissioner Cumming and seconded by Commissioner Moalli
4. **Approval of Payroll/Vouchers:**
The following were approved:
Vouchers for fund 6351, for \$6073.88 and \$4266.28
Vouchers for fund 6353, for \$5865.12 and \$10,953.44
March payroll totaling \$43,972.75
5. **Old Business:**
 - Lafarge requests:
 - Dog safety gates – Barbara DeFalco:
 - SJI Resident DeFalco Brought forth a concern with dogs being able to run out of Lafarge Gravel Pit ahead or behind of their owners. She proposed to build a gate.
 - Example given: a swinging, spring loaded gate with treated 4x4 for a frame with wire or something similar to dog-proof the gates to Lafarge.
 - This is in the efforts not having a dog run out of the dog park and getting onto the road.
 - Three points of concern: dogs can squeeze under the truck gate entrance to the park, “zig zag” gate that leads to Jackson Beach cannot be closed off, “zig zag” gate at the parking lot by the corner of Missing Mountain Rd and Pear Point Rd.
 - Commissioner Eltinge stated that while dogs are allowed off-lease at Lafarge, the dogs must be under control and that the intention of Lafarge is not solely for the space to be an off-lease dog park.
 - DeFalco is willing to help with financing it and propose a design plan to Parks Superintendent Roberson.
 - Director Jack will connect Tracy and Barbara in order to move the project forward.
 - OPALCO access:
 - Rex Guard has confirmed that OPALCO will be installing their access gate.
 - Trails Committee Update:
 - Know Your Island Walks are back for May through September
 - No update on Old Military Road
 - Landbank Agreement/Beaverton Valley Marsh:
 - Director Jack, McCutchen, Paving Contractor Tom Lawson, and Park Superintendent Roberson went out to Beaverton Valley Marsh area to analyze drainage concerns.
 - Lawson did not believe that there were any issues that would not be fixable.
 - Lawson is putting together a quote for the project of redirecting the drainage
 - Island Rec is responsible for the cost of redirecting the drainage on the Grassed Practice Area at Linde

- Director Jack met with McCutchen and Karen Vedder to review the agreement between Island Rec and the Landbank about the Beaverton Valley Marsh project.
 - Once the agreement is approved by the county attorney, both parties feel that the agreement is ready to be signed.
- Pickleball:
 - 5 session into extended season for drop-in program
 - Numbers provided to track the tipping point for stopping drop-ins
 - FHHS has approved the hanging of the nets at the FHHS Tennis Courts wall for pickleball public use
 - Island Rec will look into providing nets that are not used for the drop-in programs for the public use
- Batting Cages:
 - Planner Don Campbell has been sick but is planning a visit to look over the plans for the cages the week of April 10th.
 - Commissioner Eltinge would like to be included in the meeting.
- Staffing Updates:
 - No hires from the initial interviews for the administrative coordinator
 - Position will continue to be open until filled
 - Discussion over potential hiring issues.
 - Received 4 applications for Rec Manager position
 - Preliminary interviews to be planned by Director Jack in the next couple weeks
 - Discussion about staff absorbing duties of the administrative coordinator
 - The board would like to make it known to staff about support
- Potential website upgrade – No update:
- Dog Park:
 - Terry has signed the lease amendment.
 - There was a discussion about whether or not Browne's will be need part of the Dog Park Parking Lot in the future

6. New Business:

- Skate Park project/Superintendent Roberson's quarter 1 report:
 - Volunteer hours for Grindline project
 - Bradley Easterling, Greg Meyer, and Kyle Lutz combined to volunteer for nearly 80 hours to complete the project.
- OPALCO easement projects:
 - SJI Resident Sean Wilson met with Commissioner Zehner, Director Jack, and Ed Lago from OPALCO about the tree cutting on Pear Point Road by Lafarge Gravel Pit in early March.
 - Work was halted until it can be determined if limbing is a suitable alternative to cutting the trees that are along the corner of Pear Point Road.
 - OPALCO let Tracy know this week that they will need to cut trees on the north end of Lafarge Gravel Pit that are adjacent to private homes. He also indicated that all trees would be removed along the Pear Pt corner, despite what we were told by Ed at the site meeting.
 - Island Rec would like to take the position that while Island Rec would like to be an ally to OPALCO and our neighbors – without a written agreement the Island Rec Commissioners would not be able to support the easement work moving forward.
 - Director Jack will follow up with Ed Lago in a letter about these specifics of the project, and to request in writing:
 - OPALCO will need to commit to replanting trees or hedges to replace any trees cut down, similar to the plan on the Pear Point project
 - OPALCO will need to identify which plants are an option for replanting, as well as who will be responsible for maintenance and health until they are rooted

- OPALCO will need to check with each neighbor before cutting any of the trees before Island Rec will give permission for any tree removal on the property.
 - The Island Rec board of commissioners is open to discuss with OPALCO about moving their poles eastward down into the pit at LaFarge Open Space.
- Summer Hiring:
 - Recreation Specialist Henry made a flyer and posted job opportunities to social media accounts
 - Applications have started to come in for Camp Eagle Rock staff
 - 3 tentative returning Camp Eagle Rock counselors
 - Hoping for 7 to 10 counselors
 - Offer was made to a potential Director for Dragonfly Preschool
 - There was discussion about competition for staff for seasonal staff in the summer and difficulties for seasonal housing.
- Programming:
 - Childrens Fest: Poster winner: 5th grader, Kaci Bogart; as of Tuesday, 9 organizations committed
 - 74 people participated in St. Patty's Day Scavenger Hunt
 - 50 people at Messy Me
 - Pickleball Tournament numbers are low. Discussion about structure the tournament.
 - Summer Guide: Reviewed by board
- Financial Report- February 2023:
 - The levy money has started to come in at the end of March
- 7. Director's Report:
 - Director Jack Recreation Specialist Garcia will be meeting with Brandon Caldwell at the Fairgrounds to discuss usage for drop-ins.
 - Registration for summer programs start May 2nd, 7am online and 8am by phone or walk-in
 - Discussion about aligning all registration starting times
 - 2023 Island Rec Sponsors announced: IPS, Banner Bank, Islanders Insurance, Roche Harbor, and Valmark
 - Community service student will begin working on a fence project at John O. Linde Community Park
 - Discussion about Hill of Thrills viability based on low enrollment
- 8. Commission Discussion Items:
 - Discussion about port-a-potty by the softball field at John O. Linde Park
 - This was brought to the attention of the board by Michelle Stringer, FHHS Softball Coach
 - Commissioner Moalli will reach out to Coach Stringer about preparing for the placement of a port-a-potty during the softball season if the school pays for it out the sports budget
- 9. Adjournment: Commissioner Eltinge adjoured the meeting at 8:18pm

Next Meeting: May 4, 2023

Allison Moalli
Commissioner

Commissioner

W. Cummings
Commissioner

Commissioner

Joe O. Z...
Commissioner

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

**BOARD OF COMMISSIONERS' MEETING
AGENDA – May 4, 2023 5pm**

1. Call to order
 - a. Commissioner Eltinge called the meeting to order at 5:02pm on Thursday, April 4, 2023 in the Island Rec Office. Commissioners present: Moalli, Zehner, Cumming. Absent: Miniken. Staff present: Director Kerry Jack and Recreation Specialist Carlos Garcia (recording minutes)
 - b. Visitors: 23 visitors
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - a. Pickleball at Linde Park
 - i. Gib Black, speaking for many visitors, proposed a plan for using Linde parking spaces for Pickleball. Graphics/hand-out provided.
 - ii. Discussion about the design of the fencing of the proposed pickleball courts.
 - iii. Courts would not be used during high use times at the park.
 - iv. Stephanie Buffum asked Island Rec to consider all options.
 - v. David Kane spoke in support, recognizes this is not a “forever solution.”
 - vi. Mark Islam spoke in support.
 - vii. Kristen Venada spoke in support.
 - b. OPALCO easement maintenance at LaFarge Open Space:
 - i. Sarah Garbett – The trees that are planned to be maintained by OPALCO on the easement at LaFarge Open Space is a wind break. There are concerns that taking out the trees would disrupt the structure of the hillside.
 - ii. Shanda Stone – spoke in support of the Lafarge Open Space neighbors.
 - iii. Tanya Micheletti– would like to know OPALCO’s plan for the work on Pear Point Road
 - iv. Director Jack explained the replanting process that OPALCO has offered after maintaining their easement.
 - v. Mark Lyle – described the tree cutting that occurred on his property and his concern with which trees have been cut down.
 - vi. Chair Eltinge, on behalf of Island Rec, stated that the board would be in support of moving the OPALCO power poles on Island Rec property, keeping as many trees as possible, and would be willing to send a representative from Island Rec to walk the space.
 - vii. Sean Wilson – would like to continue to represent the neighborhood on pear point and relay the happenings to Island Rec. Mr. Wilson would like to continue have plans in writing.
 - viii. David Kane – spoke in support of the neighbors.

3. Approval of the April 2023 Meeting Minutes: Commissioner Zehner proposed updating the April 6th, 2023 minutes to include that the board is open to the discussion about moving the pole eastward down into the pit at LaFarge Open Space
4. Approval of Payroll/Vouchers
The following were approved:
Vouchers for fund 6351, for \$8608.19 and \$9383.47
Vouchers for fund 6353, for \$170.00 and \$13,766.05
April payroll totaling \$46,429.59
5. Old Business:
 - Trails Committee Update
 - 5 people came to the first Know Your Island walk, there were around 15 people that came at the end of the walk. This might have been due to the time difference between the first KYI walk and the other walks.
 - 20 people in attendance for the Old Military Road Trail opening.
 - Discussion about the recent guest column and letter to the editor in The Journal of the San Juan Islands and the Islander regarding Island Rec Trails Committee.
 - The trails committee will write a guest column about Island Rec's maintenance and involvement with trails on San Juan Island. This column will be reviewed by Board of Commissioners before being submitting for publication;
 - The board would like for the guest column from the Trails Committee to be factual regarding what the Trails Committee does, does not do, their neutral stance on the County's Town to Zylstra trail project, and how to get involved with the Trails Committee;
 - about how what Trails Committee does for trails on the island and not.
 - Lafarge requests
 - Dog safety gates – No Update
 - OPALCO access - No Update
 - Landbank Agreement/Beaverton Valley Marsh
 - Agreement has been submitted to Director Jack
 - OPALCO easement projects
 - Director Jack met with Lafarge neighbors and Ed Lago from OPALCO; the group was told that all trimming will be halted until October and an arborist will perform individual tree assessments.
 - Director Jack received a written letter from OPALCO outlining future communication regarding cutting and trimming with Island Rec as well as neighbors, and replanting plan for LaFarge Open Space on the OPALCO easement.
 - Pickleball
 - Discussion about plan proposed by Gib Black and pickleball group regarding traffic flow, permission from the school district, location of courts, noise issues for the neighbors of the park, and design of courts.

- Discussion about putting temporary courts somewhere on Linde other than the parking lot.
 - Director Jack reintroduced the idea of having pickleball courts at the SJC Fairgrounds.
 - The board is open to further discussion about pickleball courts but would need to know the approval status from the school district and consider all possible locations whether or not it would be in an Island Rec park.
 - Six-week extension of the pickleball season sustained numbers overall.
 - Island Rec staff is beginning to restructure fall pickleball offerings in the hope of increasing the number of weekly sessions and session skill division.
 - Batting Cages
 - Don Campbell visited with Director Jack and Commissioner Eltinge and brought designs for multiple structure/roofing types and styles, as well as prices.
 - In an effort to reduce costs, utilize local professional and volunteer labor, and match the aesthetic of the park, the group determined that a gable roof and timber structure were ideal.
 - Don indicated that designs and costs would be provided to Island Rec in roughly 4-6 weeks.
 - Staffing Updates
 - Manager Interviews took place
 - Director Jack discussed potential hires, will double-check with staff about preference, and make an offer by Monday, May 8th
 - Once a manager is hired, attention will be redirected back toward hiring for an Administrative Coordinator
 - 5 potential hires for Camp Eagle Rock Counselors and looking for more
 - Potential website upgrade – No update
 - Dog Park – No Update
6. New Business
- Programming
 - Summer Registration
 - Camp Eagle Rock filled in 3 minutes for 45 spaces.
 - People can be pulled off the waitlist if more staff is hired.
 - Childrens Fest
 - Reminder that it is on May 20th and Commissioner help is needed.
 - Financial Report- March 2023
 - Levy money has started coming in. Director Jack will look more into this year's comparison to last year.
7. Director's Report
- a. SJI Conservation District has contacted Director Jack about fencing off an area at the LaFarge Open Space for Marble Butterfly habitats.
 - b. Director Jack presented report from summer registration opening on May 2nd.
 - c. Commissioner Eltinge and Cumming positions will be up for election this year.
 - i. Director Jack will remind commissioners to fill out paperwork.
 - d. The Maker's Fair was a success.

- e. Program guides were delivered to the post office and sent out to the community.
- f. First quarter taxes were paid.
 - i. Discussion about outsourcing administrative tasks.
- g. The Annual Report has been started.
- h. Recreation Specialist Garcia went to the Tulip Tussle Pickleball Tournament at Skagit Valley College to shadow the tournament manager.
- i. Head Start contacted Director Jack about potentially providing a preschool program and possibly providing staff.
- j. Director Jack is looking into opportunities for Island Rec to have a space on San Juan Island where staff can have offices at the same place where programming occurs.
 - i. Commissioner Cumming considered a "sophisticated tent" space at Linde to recreate to meet the need for space to program.
- k. Biz Daniels contacted Director Jack about potential staff housing for seasonal hires. Director Jack will obtain more information about the options.
 - i. Commissioner Zehner would be willing inspect potential spaces, if needed
- l. Commissioner Cumming would entertain housing staff while out of town.

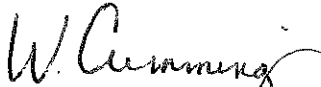
8. Commission Discussion Items

9. Adjournment

- a. 8:22pm

Next Meeting: June 1, 2023

Submitted by: Carlos Garcia



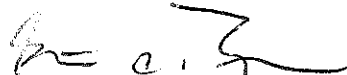
Commissioner Cumming



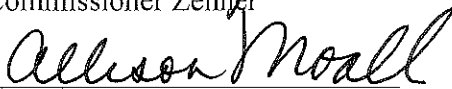
Commissioner Miniken



Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
AGENDA – June 1, 2023 5pm

1. Call to order
 - Commissioner Eltinge called the meeting to order at 5:03pm on Thursday, June 1, 2023 in the Island Rec Office. Commissioners present: Moalli, Zehner, Cumming, Miniken. Staff present: Director Kerry Jack and Recreation Manager Bethany Klassen (recording minutes)
 - Visitors:1
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - Gibb Black, here to comment and participate in the conversation about Pickleball suggested he stay until Pickleball was next on the agenda and provide comments then
 - Commissioner Eltinge motioned to modify the agenda to move Pickleball to the top of the agenda, Commissioner Miniken seconded
 - Introduction of Recreation Manager Bethany Klassen -Director Jack updated the board that Bethany's role will be focused on Camp Eagle Rock this Summer with a focus on risk management and behavioral and safety conversations happening in a timely manner
3. Approval of the May 2023 meeting minutes : minutes approved
4. Approval of Payroll/Vouchers

The following were approved:
Vouchers for fund 6351, for \$315.00 and \$16,870.27
Vouchers for fund 6353, for \$1633.75, \$20,010.00, and \$3940.67
April payroll totaling \$46,069.67
5. Old Business:

Pickleball- discussion began at approximately 5:15 pm

 - Director Jack provided an update on the draft proposal for the new pickleball schedule that will more than double the amount of playing time at the fairgrounds and keep the price the same
 - The new schedule would allow players to be divided into true beginners, intermediate, and advanced groups
 - The draft changes to the program are in direct response to feedback from the pickleball community
 - Discussion was held around the option for courts at the Fairgrounds.
 - Both the pickleball community and Island Rec are looking for a long-term solution
 - Commissioner Cumming agreed that Island Rec would commit to the long-term upkeep of the project if it moves forward
 - Commissioner Eltinge suggest a design concept be worked up so everyone is on the same page about what the potential project might include and look like
 - Commissioner Eltinge presented a list of concerns for the Linde park proposal for commissioners to discuss and present possible solutions to:
 - i. aesthetics issue – presented with no objections
 - ii. noise- agreement from the board that no other spot at Linde would have sound barriers of the proposed location. Community member Black added that there are 25 homes within the 350ft circle of the court on Cahail, Linde park has no homes in that 350ft circle

- (1) Commissioner Cumming suggested that Port enter into the conversation about what land they may have or what they might contribute to this ongoing discussion
 - (2) Current pickleballers in the community estimate to be approximately 150 people ranging from those who play once a year to five days a week
 - (3) Director Jack reiterated that this would be a temporary solution and not long term, we would need to do a trial period to see how it goes – A lot of money would be invested into a temporary solution
- iii. Traffic Patterns during high use- suggested signs of when pickleball is and is not allowed. Safety issues around traffic flow was discussed. Discussion about closures during peak time, generally after school.
 - (1) Commission Eltinge and superintendent Roberson watched the traffic cameras to assess traffic flow, children, and park users. They determined that the proposed location would cause safety issues for children and families.
 - (2) Director Jack suggested an alternate location in the parking lot which would allow people to turnaround and increase safety
 - (3) Commissioner Cumming suggests coming up with long term solution- if pickleball is going to be at Linde, a permanent solution should be found
 - (4) Discussion on setting clear parameters and considering pickleball, as with any other rec program, questions around financial investment for a temporary solution
- Commissioner Zehner suggesting looking for solutions to making the tennis courts less windy which minimize the cost of existing courts
 - i. Community member Black agreed the high school is a good suggestion, access during the school day would be an excellent solution, suggested acoustifence as wind and sound barrier
 - ii. Discussion around school safety – creating a plan for a secondary entrance so that access to the school isn't an issue, potential for net storage at the high school with locks
 - iii. The board has decided that Island Rec will initiate the conversation with the school district to discuss the tennis courts wind screen, noise reduction, and access during the school day. Island Rec will also schedule another conversation with the fairgrounds.
- Commissioner Zehner noted how much time was being devoted to the pickleball discussion taking away from other important business
- Commissioner Eltinge suggesting getting specific when adding pickleball to the agenda next month – pickleball at the high school, fairgrounds discussion, etc.

Pickleball discussion concluded at 6:51 pm

- Trails Committee Update
 - Commissioner Miniken spoke of the Bailer Hill update, a shoulder will be created.
 - Sunshine Alley posters are up
 - Recent guest column and letter to the editor in The Journal of the San Juan Islands and the Islander regarding Island Rec Trails Committee.
 - Nothing further came up after the initial article
- Lafarge requests
 - Dog safety gates – No Update
 - OPALCO access - No Update
 - These will be removed from the agenda for the time being
- Landbank Agreement/Beaverton Valley Marsh
 - Permit has been turned in and it could take 4 months
 - Print outs of the current plan were presented
 - Quote came back with entire project instead of having the extra drainage added separately. Director Jack is meeting to go over the quote on Friday, June 2nd

- OPALCO easement projects
 - Email presented from Ed Lago at OPALCO to Island Rec showing an agreement about informing Island Rec before any further tree cutting would happen
 - Island Rec was not informed that cutting would occur at Lafarge during the planned outage; a community member came and was visibly upset with the trees being cut down. Director Jack communicated with OPALCO and inquired why we were not informed.
 - Meeting has been planned between OPALCO and Island Rec to make sure everyone is on the same page to minimize any misunderstandings
- Batting Cages
 - Director Jack presented design concepts for the new batting cages
 - Question if the plan is to match the dugouts roof coloring
 - Commissioner Zehner requested more detailed drawings next meeting
 - Additional information about the trails committee needing storage space in the storage shed was shared
 - The batting cage designer suggested that the shed not be included in the design as a cost saving measure; Director Jack will follow up with Don and Tracy.
 - Commissioner Cumming suggested a texmo style shed for the project
- Dog Park
 - The landowner called to say the tree was dead and could be removed. Tracy has arranged for the tree to come down – signs have been put up that the tree removal will be happening on Friday, June 2nd
- Programming
 - Soccer started- 139 currently registered, games started last week – Island Rec staff have already had to reinforce rules around behaviors and sportsmanship. Group is receptive and positive.
 - Commissioner Eltinge suggest having sports journalism happening with this league due to the high amount of spectators and community interest
 - Camp Eagle Rock – director has been hired and will be starting on June 5th, 6 counselors, potentially 3 rec assistants, and an assistant director – currently with 60 enrolled and hopeful we will be able to accommodate 70 campers this year – Nate will be helping with training week
- Staffing Updates
 - Bethany Klassen has started as Rec Manager
 - Admin Coordinator candidates have been interviewed. Very close to filling the position
 - Still looking for sailing instructors
- Potential website upgrade – No update
Request to remove from agenda until summer is over
- 6. New Business
 - Financial Report- April 2023
 - Cash Balance letters received
 - Levy money starting to come in
 - Discussion about replenishing the LaFarge reserve fund and giving it some attention
 - Discussion about the need for developing 5 year plan and how necessary it is for community engagement, funding opportunities, direction for the future – suggestions around how to build a partnership with a someone local and an outside consultant to move forward to build the plan
 - Amplified Sound/Linde CUP
 - Approval needed every 2 years. Current approval is set to expire. Director Jack will be working towards a new approval and an extension to 3 years.

7. Director's Report

- i. Children's Festival was a great success- weather was perfect , a modest estimate of 750 attendees this year, feedback to return to the 10 am start time, rethink the layout for next year to get attendees to walk through the full event– next year's theme will be a Birthday Celebration to celebrate Island Rec's 40th Birthday
- ii. Shout out to Carlos for stepping up with meeting minutes the last few months
- iii. Annual Report has been submitted to the State
- iv. San Juan Conservation came out to assess marble butterfly habitat at LaFarge – due to too many snails, it's not a suitable site
- v. Brock from the school district will come to the July board meeting to present their athletic budget for next year
- vi. Wa Cares benefit deductions will begin in July – Island Rec board agreed to pay the deductions for staff
- vii. Director Jack's 6 month anniversary is June 5th
- viii. A used truck was purchased this week. Research is being done on purchasing a small electric vehicle

8. Commission Discussion Items

- Continued discussion regarding the 5 year plan, what is a healthy amount to have in reserves, when and how to start the process

9. Adjournment

- 8:35 pm

Next Meeting: July 6, 2023

Submitted by: Bethany Klassen

Commissioner Cumming

Commissioner Miniken

Commissioner Eltinge

Commissioner Zehner

Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
AGENDA – July 6, 2023 5pm

1. Call to order
 - a. Commissioner Eltinge called the meeting to order at 5:00 pm on Thursday, July 6, 2023 in the Island Rec Office. Commissioners present: Moalli, Zehner, Miniken. Staff present: Director Kerry Jack and Administrative Coordinator Kori Mapstead (recording minutes).
 - b. Visitors:1
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - Introduction of Admin Coordinator Kori Mapstead
 - Brock Hauck, here to go over the projected athletic budget for 2023-2024 school year.
 - Projected money from the Levy would be about \$449,000.
 - Budget needs are approx. \$464,000.
 - Commissioner Eltinge moved to have Brock speak at the beginning of the meeting to discuss the athletic budget.
3. Approval of the June 2023 meeting minutes

Commissioner Moalli moved to approve the minutes; Commissioner Zehner seconded. The vote passed unanimously.
4. Approval of Payroll/Vouchers
 - a. Commissioner Eltinge moved to add Resolution 23-06 to the agenda and Commissioner Miniken seconded.
 - b. Commissioner Eltinge shared that Resolution 23-06 would remove Carey Musberger as a credit card custodian and add Kori Mapstead.
 - c. Commissioner Moalli moved to approve Resolution 23-06; Commissioner Zehner seconded.
 - d. Resolution 23-06 was approved unanimously.
 - e. Commissioner Eltinge proposed to add Resolution 23-05, removing Carey Musberger and adding Kori Mapstead as a custodian of the petty cash account, on to the agenda; Commissioner Miniken seconded.
 - f. Commissioner Miniken made the motion to approve Resolution 23-05; Commissioner Zehner seconded.
 - g. Resolution 23-05 passed unanimously.
5. Old Business:
 - Trails Committee Update-
 - Meeting today -Director Kerry Jack shared that there had been some discussion about the No Trail signs on a recent KYI Walk and participants were directed to look at the County website.
 - Landbank Agreement/Beaverton Valley Marsh
 - Bidding closes July 28th, Completion by October 15th is the goal.
 - Bid did not include work for additional drainage behind the baseball field; staff will work to keep drain and distribution box clear.
 - OPALCO easement projects
 - Opalco should be sending an overlay with our easements identified and a work plan by August 3rd.

- We tried to establish better communication between OPALCO and Island Rec
- Pickleball
 - HS said no to having a gate off the street on the tennis courts and having visitors on the tennis court during school hours.
 - Commissioner Eltinge has a call to Tom Lawson about a bid for the Fairgrounds for pickleball courts.
 - Another possible site for consideration might be at the Presbyterian Church
 - Windscreen for H.S.
 - Quote is approximately \$3000 plus tax for two sides of the tennis courts at the High School
 - The wind shields would go up at the end of May and would need to be inspected once a week.
 - Discussion about splitting the cost with the pickleball club and if they would be willing to do the inspections.
 - Island Rec would install, maintain, and store the wind screen.
 - Commissioner Zehner proposes to pause until we have the money defined on who is paying for what.
 - More opportunities for play will happen in the fall program guide.
- Batting Cages
 - Drawings are not finished yet.
 - Softball has just a batting cage, the baseball field will have a batting cage and a 10x10 shed.
 - The life span of wooden posts will last approximately 40 years and could be treated to last even longer.
- Programming
 - Camp Eagle Rock has 70 kids this year.
- Staffing Updates
 - Rec Manager Bethany Klassen is doing an excellent job with doing behind the scenes management.
 - Per Black is back as the director but will have to leave for the last three weeks of Camp Eagle Rock.
 - We added 4 Rec Assistants this year to our staffing at Camp Eagle Rock and that has helped immensely.
 - Sailing -we added Emily H. as a staff person and Elizabeth as a volunteer. Marina is doing a great job.
 - Good attendance for the first Music on the Lawn.
 - Yoga numbers have decreased as summer progresses.
 - International Soccer Camp-There will be 4 to 5 coaches who will need housing July 17th-21st.
 - Playoffs starting next week for the Soccer League
 - There are a few players who are playing for several different teams that seem to be discouraging to the opposite teams.
 - Carlos has issued his resignation as Recreation Specialist.
 - Everyone has picked up his different programs.
 - Discussed options for hiring different positions.
 - Kori has started in the Admin Coordinator and has been able to provide immediate relief by answering the phones and working on ActiveNet to sign people up and issue refunds. Staff are very grateful for her support.
- Amplified Sound/Linde CUP
 - Town of Friday Harbor renewed the Amplified Sound amendment for an additional three years.

- Town of Friday Harbor renewed the Amplified Sound amendment for an additional three years.

6. New Business

- Park Updates
 - Park Quarterly Report written by Tracy Roberson.
 - Some discussion about pesticide usage at Linde and possibly having more permanent signage.
 - Dog Park/TAL LLC update
 - Billy Cornelius wants to renew the contract with Island Rec from year to year.
 - Local Parks Maintenance Grant Funding Opportunity
 - \$50,000 minimum to \$100,000 maximum.
 - Tracy and Kerry will work on writing the grant and decide on which project may qualify for the grant.
- Projected Athletic Budget 23-24
 - Brock would like to add Cross Country with Mr. Turnbow to be the coach. School has approved the budget presented. It adds \$16,204 to the budget. Budget was discussed.
 - Adam asked about when there might be a new track because the current one doesn't qualify for track meets. Would need about 4-5 million. Needs 6-7 lanes.
- Financial Report- May 2023
 - Director Kerry Jack discussed the report.

7. Director's Report

- a. Discussed how great the Seaweed class went and could see bringing the class back next year.
- b. Adam Sorelle is offering some free program at Linde this summer and we are adding some Intro to Karate this fall taught by him.
- c. FANS hoping to raise some money that would be earmarked Island Rec to put towards swimming lessons so that more kids will be able to learn how to swim.

8. Commission Discussion Items

9. Adjournment

- a. Meeting Adjourned at 7:32 pm

Next Meeting: August 3, 2023

Commissioner Cumming



Commissioner Miriken



Commissioner Eltinge

Commissioner Zehner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
MINUTES – August 3rd, 2023, 4:30 pm

1. Call to order
 - a. Commissioner Eltinge called the meeting to order at 4:30 pm on Thursday, August 3rd, 2023, in the Island Rec Office. Commissioners present: Moalli, Miniken. Staff present: Director Kerry Jack and Administrative Coordinator Kori Mapstead (recording minutes).
 - b. Visitors: 0
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of the July 2023 meeting minutes

Commissioner Eltinge moved to approve the minutes; Commissioner Miniken seconded. The vote passed unanimously.
4. Approval of Payroll/Vouchers

The following were approved:

Vouchers for fund 6351, for \$475.80, \$6050.05, \$14,701.46

Vouchers for fund 6353, for \$37.52, \$345.46, \$5462.23

July Payroll totaling \$99,780.10
5. Old Business:
 - o Trails Committee Update-given by Commissioner Miniken
 - o Landbank Agreement/Beaverton Valley Marsh -Doug optimistic that we will get it done soon. Lawson submitted a bid.
 - o OPALCO easement projects –
 - o Director Kerry Jack read a letter written to Island Rec asking for her to come speak to a group of women who live on Pear Point about the trees that OPALCO are taking out in their neighborhood.
 - There was a suggestion to respond to the letter in a positive way about what Island Rec is responsible for.
 - o Pickleball
 - o Windscreen for H.S.- There is desire to buy screens for all four sides and to take down 1 side during Tennis season.
 - We have received a donation for two sides.
 - Athletic Director Brock Hauck was in favor of this purchase and for it to be up all year at the HS tennis courts.
 - Island Rec would be responsible for the maintenance and to be checking for any wind damage.
 - The board discussed buying the other 2 sides.
 - o Discussion with fairgrounds director-
 - Director Kerry Jack talked to Brandon about pursuing adding pickle ball courts where the food court is at, and he is in favor of it.

- The project would have to be done in stages with the ground being paved first.
 - Fairgrounds Director Brandon would like to hold a public meeting in October about putting in the pickle ball courts.
 - Brandon is in favor of Island Rec using more of their property for programs.
- Batting Cages – No Update
- Programming
 - Prepping the fall guide
 - Dragonfly finished last week-considering what to do next year. Maybe splitting it into 2 different sessions for more kids to be involved
 - Teen Adventure Camp finished today-Biking was the favorite and we had access to bikes from the School District. We will consider an overnight bike trip next year.
 - Sailing finishes tomorrow and Marina has done an excellent job.
 - She is interested in helping out next year and maybe having a sailing overnight trip.
 - Coed Soccer wrapped up and Rec Manager Bethany Klassen sent out a survey to see how everyone felt about the refs this year.
 - We are thinking about adding line refs next year.
 - Camp Eagle Rock has one more week and everyone is feeling burned out but overall, we have had excellent feedback.
 - We want to throw a party for CER Counselors for the last day. We are pooling our money to be able to buy food, etc. for August 11th at 3:30.
- Staffing Updates
 - Rec Specialist ad is up several places, 2 people have shown interest.
- Dog Park/TAL LLC
 - Director Jack said that we have been offered a year-to-year lease.
 - Commissioner Moalli suggested that we ask for information ahead of time so that we can be prepared if we need to provide our own parking.

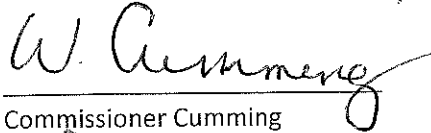
6. New Business

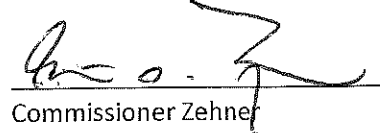
- Purchasing Card project – informational
 - Director Jack shared about the need to switch our credit card over to this new system.
 - Commissioners see the need for the purchasing card system and are in favor of moving forward with more research on how to implement it.
- Registration Software – informational
 - Active Net requires a year's notice if we want to switch to another system and they require a 3-year contract.
 - We are actively looking at other options.
- Budget Amendment – informational
 - Director Jack has been able to do research on our budget and is learning how to make a budget amendment.
 - Commissioner Eltinge said that we can ask the county for more money if we need it, and that John Kulseth does a good job explaining the tax money.

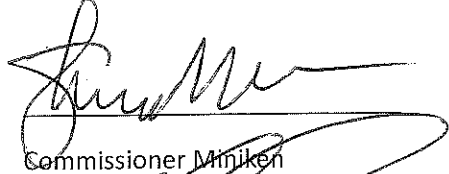
- o Financial Report- June 2023 discussed.
- 7. Director's Report-presented and discussed.
- 8. Commission Discussion Items

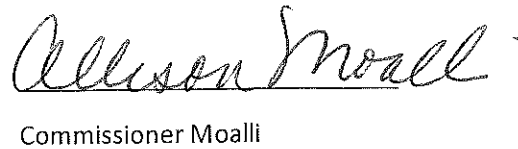
Adjournment- The meeting ended officially at 5:50 when Commissioner Eltinge had to leave for the ferry.


Next Meeting: September 7, 2023
Submitted by: Kori Mapstead, Administrative Coordinator


Commissioner Cumming


Commissioner Zehner


Commissioner Miniken

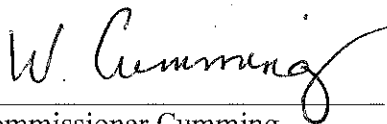

Commissioner Moalli


Commissioner Eltinge

SAN JUAN ISLAND PARK AND RECREATION DISTRICT
Minutes of the Board of Commissioners' Special Meeting – Sept 14, 2023

1. Commissioners met at 5pm on Thursday, September 14th, 2023 at the Lafarge Open Space for the purpose of familiarizing themselves with current power pole locations. Commissioners present: Moalli, Zehner, Cumming. Staff present: Director Jack.
2. Business
 - Commissioners discussed current OPALCO power pole locations and considered alternate locations if the opportunity arose.
3. Adjournment: the meeting was adjourned at 5:50pm.

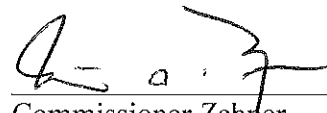
Submitted by: Kerry Jack, Director



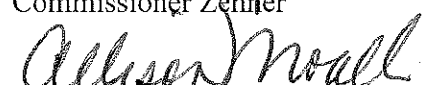
Commissioner Cumming

Commissioner Miniken

Not in Attendance
Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

Minutes – September 19, 2023, 5pm

1. Call to order
 - a. Commissioner Eltinge called the meeting to order at 5:00 pm on Tuesday, September 19, 2023, in the Island Rec Office. Commissioners present: Moalli, Zehner, Miniken, Cumming. Staff present: Director Kerry Jack, Rec Manager Bethany Klassen, and Administrative Coordinator Kori Mapstead (recording minutes).
 - b. Visitors:0
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of the August 2023 meeting minutes
 - a. Commissioner Eltinge moved to approve the minutes; Commissioner Cumming seconded. The vote passed unanimously.
4. Approval of Payroll/Voucher
 - a. The following were approved:
 - i. Vouchers for fund 6351, for \$2310.22, \$4911.09, \$12,145.93, \$35,492.08
 - ii. Vouchers for fund 6353, for \$2065.28, \$3198.29, \$253.37, \$6702.96
 - iii. August Payroll totaling \$90,412.77.
5. Old Business:
 - o Trails Committee Update-by Commissioner Miniken
 - o They are buying equipment.
 - o Know your Island Walk was well attended.
 - o Next walk is on Young Hill
 - o A \$19,000 Grant was awarded for signage to match the NPS signs.
 - o Landbank Agreement/Beaverton Valley Marsh – No update
 - o Batting Cages – No Update
 - o Dog Park/TAL LLC - No update
 - o Summer Programming wrap up-Rec Manager Klassen gave a report.
 - o Staffing Updates-Director Jack and Rec Manager Klassen:
 - o Park Maintenance staff Praschak will reduce hours November through February to 32 hours a week
 - o Rec Specialist Colegrove has returned from his month off and has interviewed another candidate to help with STAR
 - o Director Jack and Rec Manager Klassen reworked the three Recreation Specialist responsibilities:
 - *Rec Specialist-Athletics/Fitness/Programs*: Oversee fitness, athletics, general programs, drop-ins, tournaments.
 - *Rec Specialist - STAR/Outdoor*: STAR program oversight, TREC, Teen Adv. Camp, develop and increase outdoor recreation opportunities.
 - We have developed a position called STAR Site Lead that is 25 hours per week- a pilot position for the year. This position would reduce the workload on the Rec Specialist.

- *Rec Specialist - Events*: In addition to Special Events, coordinate community arts programs, one time community programs, assist with tournament organization.
 - *Recreation Manager*: Contract summer enrichment camps
- Rec Specialist – Athletics position - interviewed 4 candidates in person
 - An offer has been made
 - Waiting to see how soon they can get housing arranged; hopeful for a mid-October start
- Recreation Software-Staff have been researching other registration software options.
 - The current system costs Island Rec roughly \$20,000 a year in CC, processing, and registration fees. Staff have been frustrated with levels of service and limitations of the system.
 - Director Jack determined which companies to evaluate which could do all the things staff would prefer the software to do.
 - One system stood out; the annual fee would be \$7300/yr and CC fees are set at 3%, which we estimate to not exceed \$7000/yr., likely significantly lower.
 - The first year would be discounted, costing \$5400.
 - The system is simple to use and recommended by numerous park districts across the US.
 - Staff expressed concern that a transition this significant can be stressful to the community. Discussion about marketing and implementation timelines and how-to videos.
 - Commissioners were supportive of the decision to move forward with new registration software.
- Pickleball-
 - An informational meeting with approximately 20 people took place Sept 18; it was well received overall.
 - Are volunteers required to be CPR and First Aid trained?
 - Director Jack will check with our insurance.
 - Windscreen for H.S.-They will be ordered once we have the purchasing credit card system in place in order to save money on shipping costs. We will be buying all 4 sides. (2 sides are being paid by a donation)
- OPALCO easement projects
 - OPALCO has asked IR about possibility of relocating power poles at Lafarge Open Space. Commissioners discussed conditions, pros, and cons of various locations.
 - Expressed concerns for neighbors on all sides of gravel pit property
 - Pear Point neighbors are hosting a meeting with OPALCO at Brickworks next Thursday, Sept 28th at 11:30. IR was requested to attend.
 - Commissioners want to ensure that it is communicated that IR will be attentive and sensitive to solutions presented by OPALCO, and that the easement projects are fully OPALCO's responsibility.
- Budget Amendment- The amendment proposal will be emailed out before the next board meeting.

6. New Business

40th Anniversary is in 2024-

Director Jack would like to convene a working group to decide how to brand our 40th anniversary. Commissioner Cumming is willing to meet with our staff on the branding of the anniversary.

- Park Updates
 - Water Rights update-The dept of ecology corrected the error of 6.9-acre per feet to 18.5-acre feet per year. Tracy is now in the process of filing for project completion.
 - Family Park-

- The fireplace was refurbished. It still needs to be sealed and part of the grill is being welded to fit better but it is still usable.
- The two spring toys have been fixed.
- Some of the boards between the cement sidewalk sections have rotted and have been replaced with 2x4's.
- The Family Park could use a face lift.
- Financial Report- July 2023 – Discussed.

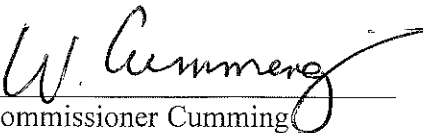
7. Director's Report

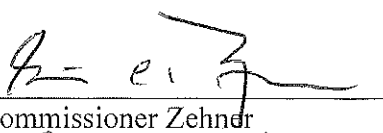
8. Commission Discussion Items


9. Adjournment


a. Meeting adjourned at 8:46 pm

Next Meeting: October 5, 2023


Commissioner Cumming


Commissioner Zehner


Commissioner Miniken


Commissioner Eltinge


Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
Minutes – October 5, 2023 5pm

1. Call to order
 - a. Commissioner Eltinge called the meeting to order at 5:00 pm on Tuesday, October 5, 2023, in the Island Rec Office. Commissioners present: Moalli, Zehner, and Cumming. Staff present: Director Kerry Jack, Rec Manager Bethany Klassen, and Administrative Coordinator Kori Mapstead (recording minutes).
 - b. Visitors: 2
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - a. Sara Garbett came to say thank you to IR.
 - b. Robyn Bjornstad-interested in becoming a commissioner.
3. Open Public Hearing: opened at 5:09 pm for comments on amending the 2023 Budget
4. Close Public Hearing: closed at 5:10 pm.
5. Approval of the September 14 & 19, 2023 meeting minutes
 - a. Commissioner Cumming moved to approve both minutes; Commissioner Moalli seconded. The vote passed unanimously.
6. Approval of Payroll/Vouchers

Vouchers for fund 6351: \$5,355.03 and \$8,450.15
Vouchers for fund 6353: \$2,533.34 and \$1,532.78
September Payroll totaling: \$48,272.74
7. Old Business:
 - o Trails Committee Update
 - o Trails met today with visitors interested in bicycle opportunities for families on and off road.
 - o Staffing Updates (Rec Manager Klassen)
 - o STAR Site Lead was offered to Paulina Falcon, and she will be transitioning into that role Oct 12th.
 - o Rec Specialist job offered to Chad, but he still has not found housing.
 - o Still looking for a Sunday night facilitator for Turnbull Gym.
 - o IR has 2 applicants that are being considered for the STAR assistant job.
 - **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 Eltinge announced the board would go into executive session at 5:50pm for approximately 30 minutes, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
 - Kori left the meeting.
 - At 6:21 Commissioner Eltinge ended the executive session. No action was taken.

- Landbank Agreement/Beaverton Valley Marsh-
 - It is too late for the project to move forward this year due to the permits still being under review, but Tom Lawson is willing to honor the bid through the middle of next year.
- Batting Cages – No Update
- Dog Park/TAL LLC - No update
- Recreation Software – No Update
- Pickleball-
 - The courts were laid down in the Fairgrounds Building in under 2 hours with 9 volunteers.
 - Signups are going well overall except for the upper levels which is starting slow
- OPALCO easement projects-
 - IR walked Lafarge with OPALCO (Russell and Krista) to look at the easement and current pole placements.
 - It would be 2-3 years at the soonest for OPALCO to begin work on any project once/if a decision is reached.
- 40th Anniversary-
 - IR staff will have the first Working Group meeting scheduled for next Tuesday October 10, at 9:30am.

8. New Business

- 2023 Budget Amendment-
 - Director Jack went through the changes that needed to be made.
 - Most significant change was with CER staffing that needed to be increased by \$10,000 due to needing more staffing because there were more campers.
 - Commissioner Eltinge recommended that IR bring in John Kulseth from the Assessor's office to explain the tax money that IR receives.
 - Lafarge budget was drained when the assessor's office made an error in the past and IR would like to start putting money back into that account.
 - Commissioners would like to figure out how much money IR should have in reserve and what amount IR can use for capital improvement.
 - Commissioner Eltinge made the motion to approve the Budget Amendment Resolution 23-07; Commissioner Zehner seconded.
 - Resolution 23-07 passed unanimously.
- 2024 COLA Adjustment
 - Director Jack will come back with a new policy to present to the Board.
 - Director Jack presented the likely COLA increase based on the published cost of living index. Confirmation forthcoming.
- Proposed Wage Adjustments/Personnel Policy Discussion
 - What happens when an employee hits the maximum in their salary schedule?
 - Director Jack will begin working on a new salary schedule in January.
- 2024 Budget Development Discussion
 - Director Jack is currently working on gathering the numbers for next year's budget. Commissioner Zehner and Commissioner Moalli are all willing to help in this process.
 - Commissioner Eltinge suggests that they have a subcommittee meeting next week.
- Bloodborne Pathogens Plan Review-
 - Commission Zehner motioned to accept the proposal and Commissioner Eltinge seconded it. The vote was passed unanimously.
- Financial Report- August 2023-discussed.

9. Director's Report-discussed

- a. Some discussion about looking into offering swim lessons at the Element Hotel's indoor pool.

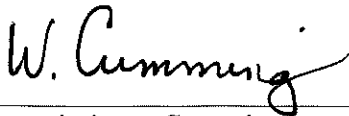
10. Commission Discussion Items-

- a. What are the steps when a commissioner wants to step down?


b. What steps does IR take when bringing on a new commissioner?

11. Adjournment-Commissioner Eltinge moved to adjourn at 8:11pm.

Next Meeting: November 2, 2023




Commissioner Cumming



Commissioner Mink



Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
Minutes – November 2, 2023 5pm

1. Call to order
 - Commissioner Eltinge called the meeting to order at 5:01 pm on Thursday, November 2, 2023, in the Island Rec Office. Commissioners present: Moalli, Zehner, Minikin and Cumming. Staff present: Director Kerry Jack, Rec Manager Bethany Klassen, and Administrative Coordinator Kori Mapstead (recording minutes).
 - Visitors: 1
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - Dave Stegman came to present Is Rec with a check from FANS.
3. Approval of the October 5, 2023, meeting minutes-
 - Commissioner Eltinge moved to approve the minutes; Commissioner Moalli seconded. The vote passed unanimously.
4. Approval of Payroll/Vouchers
 - Vouchers for fund 6351: \$4,886.00 and \$15,221.28
 - Vouchers for fund 6353: \$1,898.92 and \$6,893.13
 - October Payroll totaling: \$54,766.84
5. Old Business:
 - Trails Committee Update-Presentation on Edge Lane Road (advisory bike lanes) (VRU-vulnerable road users) lots of conversation about whether this would work on the Island.
 - Staffing Updates (B Klassen)-
 - The new Recreation Specialist let us know that he decided against moving his family here.
 - Nate and Paulina transition has been very smooth.
 - Nate is hiring 1 more STAR leader to finish out his team.
 - Mary Koehn is our new facility supervisor for Sundays.
 - Three volunteers are running our Pickleball times and doing a great job.
 - Basketball meeting last Friday, volunteer coaches helped find more coaches. We have approximately 12 coaches and 60 players. We still need score keepers and refs.
 - **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 Eltinge announced the board would go into executive session at 5:35pm for approximately 20 minutes, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
 - Kori left the meeting at 5:35pm
 - Bethany left the meeting at 5:55 and Chair extended the time by 5 more min.
 - At 6:00 Commissioner Eltinge ended the executive session.
- Landbank Agreement/Beaverton Valley Marsh – No Update
- Batting Cages – No Update
- Dog Park/TAL LLC - No update
- Recreation Software- Director Jack has contacted the company to begin the process.
- Pickleball-going well but wanting to make some tweaks for the winter/spring guide.

- OPALCO easement projects-Director Jack will be meeting with Opalco next week at their request.
- 40th Anniversary-Tag line will be "40 Years of Fun". Staff sweatshirts are being ordered with the tag line on the back. Commissioners may have a sweatshirt if they choose.
 - We are adding a new family dance, Island Rec float for the parade, and an appreciation event, in addition to 40th branded giveaways throughout the year.
- 2024 COLA Adjustment – Action Item
 - Director Jack reported that the recommended cost of living adjustment (COLA) for 2024 is 5.4% based on the Seattle/Bremerton/Bellevue cost of living index. Discussion.
 - Commissioner Cumming moved to approve the 5.4% 2024 COLA Adjustment for all full-time staff effective Jan. 1; Commissioner Minikin seconded. The vote passed unanimously.

6. New Business

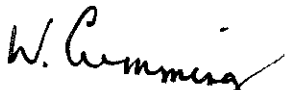
- FANS Update- Dave Stegman presented a check for \$10,500 to Island Rec. He is currently working on a grant to help bring more swimming lessons to Island children. Dave stated that FANS need more Board Members, there are only 2 currently. Director Jack would like to incorporate FANS into our 40th year celebration in 2024.
- 2024 Budget Presentation-discussed
Public Hearing date: Wednesday @4:00pm, November 8th, 2023.
- 2024 Board Chair-Thank you to Commissioner Eltinge for being the Board Chair this year and Commissioner Cumming will be the Board Chair for 2024,
- Parks Q3 Report-discussed
- Financial Report- September 2023-discussed

7. Director's Report-discussed

8. Commission Discussion Items

Adjournment-Commissioner Eltinge moved to adjourn at 8:20 pm.

Next Official Meeting: December 7, 2023



Commissioner Cumming



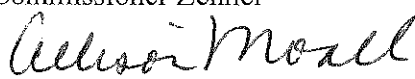
Commissioner Minikin



Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' SPECIAL MEETING
Minutes –November 8, 2023 4:00pm

1. Call to order

- a. Commissioner Moalli called the meeting to order at 4:12 pm on Wednesday, November 8th, 2023, in the Island Rec Office. Commissioners present: Cumming, Zehner, and Miniken. Commissioner Eltinge joined the meeting late. Staff present: Director Kerry Jack, Rec Manager Bethany Klassen, and Administrative Coordinator Kori Mapstead (recording minutes).
- b. Visitors: 0

2. Open Public Hearing: for comments on the proposed 2024 Budget: Commissioner Moalli opened the public hearing at 4:12 pm. No public present.

3. Close Public Hearing: Commissioner Moalli closed the public hearing at 4:13 pm

4. New Business

- **Resolution 23-08 Adopting the 2024 Budget**
- Commissioner Moalli made a motion to approve Resolution 23-08 adopting the 2024 budget. Commissioner Zehner seconded the motion and it passed unanimously.
- **Resolution 23-09 Setting the Levy Rate for 2024:**
- The commissioners reviewed and discussed the Resolution 23-09 Setting the Levy Rate for 2024. Commissioner Moalli made a motion to approve Resolution 23-09 as presented. Commissioner Miniken seconded the motion and it passed unanimously.

5. 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.

- a. Commissioner Moalli announced the board would go into executive session at 4:15pm for approximately 5 minutes, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
- b. Administrative Coordinator Kori Mapstead left the meeting.
- c. Commissioner Eltinge joined the executive session at 4:16pm
- d. At 4:20 Commissioner Moalli ended executive session
- e. Commissioner Moalli made a motion to award Jen Henry a bonus of \$4200 as a direct result of the increased workload outside the scope of her normal duties this last year.
- f. Commissioner Cumming seconded the motion. Discussion followed:
 - i. Jen helped Island Rec to remain stable during key staffing transitions including the Administrative Coordinator, Rec Manager, and Rec Specialist positions.

- ii. Jen maintained accounts receivable, managed hiring of summer staff, handled website updates and the promotion of all programs.
- iii. Jen was also the main receptionist and customer support person during our peak summer season, answering phones, registering participants, and managing the Camp Eagle Rock waitlist. We are so grateful for Jen's hard work and dedication to Island Rec.


g. The vote passed unanimously.

6. Commission Discussion Items-No discussion items

7. Adjournment: Commissioner Moalli adjourned the meeting at 4:22 pm.

Next Meeting December 7, 2023


Submitted by: Kori Mapstead, Administrative Coordinator



Commissioner Cumming



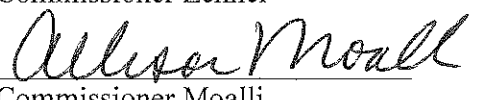
Commissioner Miniken



Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
Minutes – December 7, 2023 5pm

1. Call to order

- a. Commissioner Eltinge called the meeting to order at 5:00 pm on Thursday, December 7, 2023, in the Island Rec Office. Commissioners present: Moalli, Zehner, Miniken and Cumming. Staff present: Director Kerry Jack and Administrative Coordinator Kori Mapstead (recording minutes).
- b. Visitors: 1

2. Introduction of Visitors/Public Comment on Non-Agenda Items

- a. Brock Hauk

3. Approval of the November 2 & 8, 2023 meeting minutes

- a. Commissioner Moalli moved to approve both minutes; Commissioner Cumming seconded. The vote passed unanimously.

4. Approval of Payroll/Vouchers: The following were approved and signed:

Vouchers for fund 6351: \$8225.16, \$5162.85, and \$313,674.28

Vouchers for fund 6353: \$1668.36, \$7707.64, and \$1422.01

November Payroll totaling: \$59,863.67

5. Old Business:

- Trails Committee Update-Discussed the results of the county council public meeting regarding the Town to Zylstra Trail and how Edge Lane Roads function in other communities.
- Staffing Updates
 - Position restructure - As our Admin Coord is 40 hrs per week, there is no longer a need for the 'Customer & Communication Specialist' position as written. AR, Website and Social Media duties have been combined with the 'Rec Specialist – Events' duties to create a new position, 'Recreation Coordinator – Events & Communications'. Jen will move into this position beginning Jan. 1.
 - Rec Specialist position - reopened for applications and received 4 new applicants; 1 declined to be interviewed upon learning the full scope of the work.
 - Three interviews are scheduled for next week.
- Landbank Agreement/Beaverton Valley Marsh – No Update
- Batting Cages – No Update
- Recreation Software - First meeting/training is Thursday, Dec. 28
- OPALCO easement projects - Potential pole re-routing options were discussed.
- 40th Anniversary - "40 Years of Fun" will be branded on different items and publications over the year.
 - We will be highlighting people who have been involved with Island Rec over the past 40 years over social media beginning in Jan.

6. New Business

- 2023 Final athletic budget report (Athletic Director Brock Houck)
 - Discussed budget.
- Procurement Card policy
 - Resolution No. 23-10 Purchasing Card Policy and User Agreement

- Commissioner Zehner moved to adopt Resolution No.23-10. Commissioner Miniken seconded.
- Commissioners discussed the policy wording and user agreement.
- Resolution No. 23-10 passed unanimously.
- Parks Pesticide Summary 2023 - discussed
- Personnel Policy Updates future project - Director Jack will begin looking at making a few updates in January along with two board members.
- Financial Report - October 2023
 - Director Jack researched and presented information about participation in the Local Government Investment Pool.

7. Director's Report-Presented/Discussed

8. Commission Discussion Items

9. Adjournment: The meeting was adjourned by Commissioner Eltinge at 7:55pm.

Submitted by Kori Mapstead, Administrative Coordinator

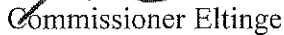
Next Official Meeting: January 4, 2023



Commissioner Cumming



Commissioner Miniken



Commissioner Eltinge



Commissioner Zehner



Commissioner Moalli