

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
Minutes – April 4, 2024, 5pm

1. Call to order
 - a. Commissioner Cumming called the meeting to order at 5:00 pm on Thursday, April 4, 2024, in the Island Rec Office. Commissioners present: Zehner and Eltinge; Commissioner Miniken arrived at 5:22 pm. Absent: Commissioner Moalli. Commissioner Miniken left the meeting at 6:15pm. Staff present: Director Jack, Rec Manager Klassen and Administrative Coordinator Mapstead (recording minutes).
 - b. Visitors: 0
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of the March 7, 2024, meeting minutes
 - a. Commissioner Eltinge moved to approve the minutes; Commissioner Zehner seconded. The vote passed unanimously.
4. Approval of Payroll/Vouchers
 - Vouchers for fund 6351: \$733.89 and \$8177.30
 - Vouchers for fund 6353: \$86.57 and \$5,808.39
 - March Payroll totaling: \$60,463.04
5. Old Business:
 - Trails Committee No Update
 - Landbank Agreement/Beaverton Valley Marsh – permits from the Town have not yet been finalized.
 - Batting Cages – Director Jack met with Jon Smith the new HS baseball coach to provide project background information.
 - Recreation Software – Rec Manager Klassen & Director Jack
 - The commissioners were shown how Rec Desk looks online, how it works, how many have already created new accounts and filled out summer camp forms.
 - Discussion around scholarships and FANS scholarships
 - Rec Manager Klassen shared how we are promoting the new software along with meeting with the Family Resource Center and the Mullis Center.
 - Program Guide-Improvements were made to make it easier to read.
 - Commissioners had positive comments about the guide updates.
 - Commissioners were shown the difference between residents' vs non-residents registration dates
 - OPALCO easement projects – No update
 - Water at Fairgrounds-Director Jack listened to the Town meeting today regarding the County's appeal.
 - Deliberations will take place on April 15th by the Town Council about the water issue.
 - Commissioner Cumming wants people to know that we are still able to have activities whether there is water available at the fairgrounds or not.
 - Adult Fitness Programming – Staff are in discussions with CORE fitness in an effort to provide additional fitness programs for older adults. If successful, program offerings would begin in the fall.

- Capital Projects-Linde Park Feasibility Study is scheduled to begin April 15th and is projected to be complete by September 2nd.
 - Discussion around Lopez pool project and Anacortes Pool
 - Personnel Policy Updates/Discussion – On-going work/meeting project covering:
 - Cancellation, Refund & Credit Policy – Discussion about amending the policy to include credit card refunds as this is now an option with the new RecDesk registration software.
 - Commissioner Zehner moved to approve the Amended Cancellation, Refund, & Credit card Policy; Commissioner Eltinge seconded. The vote passed unanimously.
 - COLA language-no update
 - Salary Schedule-no update
 - ETO-no update
 - Salary Cap-no update
 - Sick/wellness time-no update
 - Conduct – to be removed from agenda
6. New Business
- Summer Guide
 - Commission Vacancy- Commissioner Miniken formally resigned tonight after having served since 2016; Commissioner Cumming thanked her for her dedicated service.
 - Nomination of candidate(s)-Notice of vacancy will be posted for 15 days, through April 20; Anyone resident can nominate any other resident. We will accept a letter of interest or an application for those interested. A special meeting will be held on April 25th at 5pm for candidate interviews and selection.
 - Two applicants were nominated: Tessa Nichols and Candace Ragsdale.
 - Financial Report- January 2024
 - Discussion regarding how much IR might want to consider leaving in the new bank account set to receive credit card funds in order to ensure that credit card refunds can be guaranteed. Staff will keep an eye on the refund amounts requested to gauge what may be needed.
 - Tracy is working on quotes and RFQ for an automatic gate at Linde Park.
7. Director’s Report-Discussed
8. Commission Discussion Items
- F-1 Filing (due April 15)
9. Adjournment at 7:55 pm

Next Official Meeting: May 2, 2024



 Commissioner Cumming



 Commissioner Zehner

 Commissioner Eltinge



 Commissioner Moalli