

ISLAND REC
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING
April 3, 2025, 5pm

1. Call to order
 - Commissioner Zehner called the meeting to order at 5:00 pm on Thursday, April 3rd, 2025, in the Island Rec Office. Commissioners present: Ragsdale and Eltinge. Absent: Commissioner Moalli and Cumming. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items
 - AD Brock Hauck visiting FHHS
 - Ken Atwell-Mr Atwell stated that Island Rec should have more amenities available at Linde such as horseshoes, bocci ball, and miniature golf. He also would like the commission to consider more trails at the Lafarge Open Space that include a more meandering path from the eastern parking area down into the pit as well as a toilet and dog waste stations. He also asked if the runs that we put on could go against the flow of traffic instead of with the traffic.
 - i. Commissioner Eltinge commented that the South side of the pit is very unstable and not suitable for any trails
 - ii. Commissioner Zehner encouraged Mr Atwell to attend another meeting with some pictures and a proposal with his ideas.
3. Approval of March 6, 2025, meeting minutes
 - Approved unanimously
4. Approval of Payroll/Vouchers
 - Vouchers for fund 6351: \$1278.55, \$6599.64
 - Vouchers for fund 6353: \$3943.65, \$1520.13
 - February Payroll totaling: \$35,145.87, \$38,582.08
5. Old Business
 - Hiring Update
 - Eagle Rock Director has been selected but not hired yet, waiting on recommendations before officially hiring. CER is nearly full staffed for counselors, still looking for assistants.
 - Dragonfly has a counselor interview scheduled, then fully staffed.
 - Trails Committee Update
 - Tim Dustrude will reprise his presentation from several years ago advocating routes/trails through town; when complete he will be invited to attend an IR commission meeting.
 - Director Jack gave a tour of Trails new website at sjitrails.org.
 - OPALCO easement project
 - Opalco will be doing some repair next week to the ground where the trucks got stuck in the mud during the outage. Kerry and Tracy toured the damaged areas with OPALCO reps and discussed how the repairs will take place.
 - Director Jack discussed creating a berm and tree planting at the Pear Point corner
 - The berm will not be created until after the removal of the old poles. The berm will be both high enough and close to the road in order to discourage any cars from attempting to enter. Pole removal timeline has not been determined yet.
 - Tree work/planting ideally will take place in late fall.

- New Accounting and Payroll Systems update
 - Admin Coordinator Mapstead shared how the new system is working and the process we are going through to enter payroll into Xero.
 - Huge strides are being made in comprehension and data entry
- Capital Projects
 - Feasibility Study update-ROM estimate was higher than anticipated
 - Commissioners discussed priorities, needs, and wants.
 - Postpone opening an account with the Community Foundation
- Dog Park Gazebo – no update

6. New Business

- Batting Cages & Athletics update –
 - AD Hauck said that there are more students involved in sports this year than ever before.
 - He mentioned that WIAA has changed State to two weeks for all the State championships for the spring sports instead of one week.
 - AD Hauck and Director Jack recounted the background of the batting cage project.
 - Brock reiterated that the baseball booster club had completed some fundraising for the project, and that the school district did not have any plans to fund it. He indicated that the best option for the project to be completed is if a coach takes it on. Director Jack recalled that there had been a meeting with former coach Schram who indicated that additional funds had been raised by other organizations, and his role would be to continue fundraising as well as sub-out the construction once designs were finalized.
 - Island Rec contracted with a design firm to develop plans and drawings for both baseball and softball cages in 2023.
 - After Coach Schram retired, Director Jack met with Coach Smith to provide the background of the project and the design drawings. A subsequent conversation revealed concern that the plans had not been formally approved by the IR commissioners.
 - After re-reviewing the plans, commissioners unanimously agreed that the plans were approved.
 - Coach Michelle Stringer has requested permission for a temporary batting cage to be put up. Commissioners had said no to this request in the past and agreed that they have not changed their opinion.
- Commissioner subcommittee(s)
 - Commissioner Eltinge met with Director Jack to discuss job descriptions, salaries, and comparable communities in preparation for his work on the salary survey.
 - South Whidbey has contracted with a company to perform a salary survey and reached out to Island Rec; they have agreed to provide results when they are tabulated.
 - Draft changes to some sections of the personnel policy will be presented at the next board meeting, prior to adoption at the June meeting.
- Financial Report – January & February 2025
 - Director Jack presented both January and February reports, highlighting the new Lafarge Reserve fund and updating on some of the challenges in finalizing the report.
 - January's entire payroll came out of 6351; there will be a journal adjustment later this spring in order to move funds from 6353 to cover that funds payroll.

7. Director's Report

- Office lease was renewed for three years and included a slight price increase.
- Director Jack is considering attending the WRPA conference in May. No staff were able to attend.
- Raquel was invited to join the FHFC Board.
- Superintendent Roberson and Director Jack met with Gabe at the Fairgrounds to decide where the new vault toilet will be situated.


8. Commission Discussion Items

9. Adjournment at 7:50pm

Next Official Meeting: May 1, 2025




Commissioner Cumming

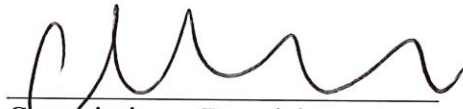


Commissioner Zehner

Commissioner Eltinge



Commissioner Moalli



Commissioner Ragsdale