

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

**BOARD OF COMMISSIONERS' MEETING**

**Minutes**

**January 9, 2025, 5pm**

1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, January 9<sup>th</sup>, 2025, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, Cumming and Eltinge. Staff present: Director Jack, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items- No Visitors
3. Approval of the December 5, 2024, meeting minutes:
  - Passed without objection
4. Approval of Payroll/Vouchers: approved
  - Vouchers for fund 6351: \$16,568, \$1699.38
  - Vouchers for fund 6353: \$7616.40, \$10,378.66
  - November Payroll totaling: \$81,408.68
5. Old Business:
  - Trails Committee Update- They have identified someone to assist with redesigning the Trails website.
  - OPALCO easement project-
    - Director Jack and Commissioner Moalli met with Opalco representatives at the Lafarge Open Space. Opalco had already measured and marked pole locations, and marked which trees needed to come down. They were able to work with Opalco to adjust a pole location that reduced the number of large trees that needed to come down.
    - The trail inside the fence will need to be closed for a short time.
    - Commissioners agreed that the felled trees should be made available for the Family Resource Center for those who need wood for heat.
  - Linde Park Memorial benches- the Lyons club sent in a check for another bench. Discussion around where Island Rec would want to have more benches at Linde Park.
  - New Accounting and Payroll Systems update-
    - Gusto determined that they weren't compatible with Island Rec so Director Jack found ADP for Island Rec to use for a payroll system.
    - Xero is set up with our BARS codes and Kori is now inputting quarter 4 in an effort to be able to compare with the County's q4 numbers.
  - Capital Projects
    - Feasibility Study update- Commissioner Zehner and Director Jack will be meeting with the Community Foundation to discuss funding and grant opportunities.
6. New Business
  - Staffing Update-
    - Frank Whitney submitted his resignation and we have begun the process of posting the job on several websites. Commissioners Zehner, Cumming and Ragsdale are willing to be a part of the hiring process.
    - We have already received applications for Camp Eagle Rock and Dragonfly positions this coming summer.

- Annual Pesticide report-discussed
- Resolution 25-01 A Resolution Authorizing a Change in the Payroll Period.
  - Commissioner Cumming moved to accept the resolution; Commissioner Moalli seconded.
  - Passed unanimously
- Resolution 25-02 A Resolution Authorizing the Adjustment of the Zero-based Payroll account to a Checking Account
  - Commissioner Cumming moved to accept the resolution; Commissioner Eltinge seconded.
  - Passed unanimously
- Financial Report – November 2024-discussed

7. Director's Report-

- Discussed the need to be sure the Rec house is more protected from a cold spell.
- Browne's is willing to help the group that is hoping to build a gazebo at the dog park. Commissioners would like to see the design and location.

8. 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 Moalli announced that the Commissioners would go into an executive session at 6:54 pm for 20 minutes. Director Jack and Admin Coordinator Mapstead left the meeting.
- Commissioner Moalli came out of the executive session to announce an extension of another 20 minutes. Director Jack returned to the Board room.
- Commissioner Moalli ended the Executive Session at 7:45 pm. Admin Coordinator Mapstead returned to the meeting.
- Commissioner Cumming made a motion to award Director Jack a 2% raise effective on her anniversary date with an additional 5 vacation days. Commissioner Eltinge seconded.
- Passed unanimously

9. Commission Discussion Items: A sub-committee<sup>will</sup> be made to look at the salary schedule.

- Director Jack, Commissioner Ragsdale and Commissioner Eltinge will be on the sub-committee.

10. Adjournment at 7:50 pm.

Next Official Meeting: February 6, 2025

  
 Commissioner Cumming

  
 Commissioner Eltinge

  
 Commissioner Zehner

  
 Commissioner Moalli

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 Commissioner Ragsdale

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING MINUTES  
February 6, 2025, 5pm

1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, February 6<sup>th</sup>, 2025, in the Island Rec Office. Commissioners present: Zehner and Eltinge. Commissioner Cumming joined at 5:18 pm. Absent: Commissioner Ragsdale. Staff present: Director Jack, and Rec Manager Bethany Klassen and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items
  - Amelia Schaefer from FANS presented Island Rec with a \$3,000 donation check.
  - Discussion took place on how to support FANS during Music on the Lawn
  - FANS plans to bring a donation once a year in February; need is high for more volunteers and Board members. Discussed maybe having FANS using HS Students through Mobile Serve.
3. Approval of the January 9, 2024, meeting minutes; Approved unanimously
4. Approval of Payroll/Vouchers: Discussion held regarding the new Payment Request Forms from the County so that everyone understood what was being signed. Vouchers were approved.
  - Vouchers for fund 6351: \$2472.65, \$2034.63, \$10,097.56
  - Vouchers for fund 6353: \$8805.04, \$1670.85
  - December Payroll totaling: \$73,041.22
5. Old Business:
  - Hiring Update – Bethany Klassen
    - Job Fair went well, and we received 2 applications on-site and 2 other applications this week for the Customer Service assistant and the Recreation Specialist.
    - Two candidates that will be setting up interviews with soon.
    - Discussion about how a Customer Service assistant will help offset the work that Admin Coordinator Mapstead is doing for the new accounting system.
    - We have hired three people for CER and a director for Dragonfly Preschool.
    - Planning for summer programming has already started along with new summer camps being discussed
    - Bethany presented reports about the number of registrations that occurred in January and the breakdown of ages, showing that roughly equal amounts of people from all age categories have been attending our programs. This information will be included in monthly reports moving forward.
  - Trails Committee Update-
    - Jonathan McVeigh will create a new website for the Trails Committee.
      - Funds had been allocated for this project in the 2025 budget.
  - OPALCO easement project-
    - Discussed the progress that OPALCO has made moving the poles at and around Lafarge.
    - Commissioners asked Director Jack to confirm in writing that OPALCO will have a plan to plant Douglas Firs at the back of the property within the Pear Point turn (where a gate was to be placed previously) and have a plan to care for them for a year.
  - New Accounting and Payroll Systems update-
    - Xero is mostly built but still not fully functioning.

- We are still entering revenue and expenses for Q4 for 2024.
- We have now run 2 payrolls through ADP but haven't begun the mapping that will go into Xero.
- Capital Projects
  - Feasibility Study update-Discussed next steps for moving forward with the study and presentation.

6. New Business

- Dog Park Gazebo-
  - Discussion around the design and the steps that were being taken to see how much and what would be required to build it.
- SJICF Fund information-To be discussed at a future meeting
- Commissioner subcommittee(s)-
  - Commissioner Eltinge and Commissioner Ragsdale have agreed to work on a the salary schedule subcommittee, while commissioners Moalli and Cumming will work on the overall personnel policy subcommittee.
  - This agenda item will appear monthly while the work is on-going to allow for committee updates.
  - Personnel Policy-
    - There is a need to update IR Personnel Policy.
    - Commissioner Moalli and Commissioner Cumming will meet with Director Jack to go through the policy and make recommendations to the board.
    - Director Jack will also send out information to all the board members before each Board meeting regarding the section of the policy that needs to be updated.
- Financial Report – December 2024- Discussed

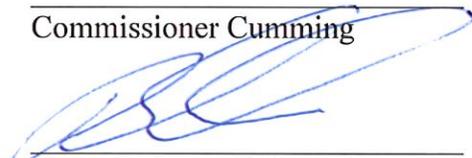
7. Director's Report-Director Jack shared her report

8. Commission Discussion Items

9. Adjournment at 8:00 pm

Next Official Meeting: March 6, 2025

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Commissioner Cumming



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Commissioner Eltinge



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Commissioner Zehner



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Commissioner Moalli



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Commissioner Ragsdale

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING  
March 6, 2025, 5pm

1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, March 6<sup>th</sup>, 2025, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, Eltinge Absent: Commissioner Cumming. Staff present: Director Jack, and Rec Manager Bethany Klassen (recording minutes) and Recreation Specialist Raquel Rexach
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of the February 6, 2025, meeting minutes  
Commissioner Eltinge moved and Commissioner Ragsdale seconded. Approved unanimously.
4. Approval of Payroll/Vouchers
  - Vouchers for fund 6351: \$25,580.38
  - Vouchers for fund 6353: \$10,589.30
  - EFT requests: \$1015.41
  - February Payroll totaling: \$63,126.96
5. Old Business:
  - Hiring Update – Bethany
    - Raquel Rexach was introduced as the new Recreation Specialist- Sports & Fitness. Her first day was March 5, 2025
    - Kim Erickson was hired as the Customer Service Assistant (temporary position). She started February 20, 2025.
    - Two applications for the Camp Eagle Rock Director position have been received. Interviews will be scheduled for later in March. Assistant Director has been hired in addition to three counselors.
    - Marina West will be returning as lead instructor for our sailing program.
  - Trails Committee Update
    - No trails committee meeting today – postponed until March 13, 2025
  - OPALCO easement project
    - Poles are up. March 26<sup>th</sup> power will be shut off. OPALCO was contacted because Island Rec wants to have Douglas Firs planted – wanting OPALCO to maintain them for a year. Best time to plant is October – December. Potentially to plant after nesting season ends in November.
  - New Accounting and Payroll Systems update
    - Accounting system not fully complete yet. It is a massive project and we are getting closer and closer to full implementation.
    - Payroll has been running smoothly, but the systems are not “speaking” currently; still having issues pulling an accurate financial report – having difficulties integrating all the BARS codes in the report.
    - Bookkeeper’s contract will be extended 4 hours a month for the next 3 months as more training is needed and some reports still need to be built with her help. 6 months from the

county was not enough time to research, learn, and implement a full and robust new accounting system.

○ Capital Projects

○ Feasibility Study update

no update, discussed next steps for moving forward with the study and presentation.

○ SJICF Fund information

Defer until April meeting

○ Dog Park Gazebo

Discussed the proposed gazebo project at the dog park; tentative committee formed. Pre-site visit with Town, refined plans, and a simple permit will be needed for the build.

One commissioner may opt to work with the committee, but would like to have group members come and give a presentation at a board meeting before proceeding. Group should be prepared with design, fundraising plan, budget, and point of contact. Director Jack and Tracy will contact the group.

6. New Business

○ Commissioner subcommittee(s)

The salary committee has not met but will before the next meeting – completion goal of end of the year.

Portions of the personnel policies were assigned for review and will be updated at the next two meetings. Personnel policies will be fully reviewed and updated before end of 2025

○ Financial Report – January 2025

Financial Report is delayed because of the accounting transitions. Director Jack plans to have both January and February financial reports at the April meeting.

Tax money has started to come in.

7. Director's Report

Report by Bethany was further developed now showing program numbers and revenue.

STAR average – Two-month comparison and a YTD – this report will be presented monthly moving forward

Lions bench has been delivered and is ready to install at Linde

8. Commission Discussion Items

9. Adjournment at 6:53 pm

Next Official Meeting: April 3, 2025 5pm.

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Commissioner Cumming

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Commissioner Eltinge

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Commissioner Ragsdale

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Commissioner Zehner

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Commissioner Moalli

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 3<sup>rd</sup>, 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](http://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

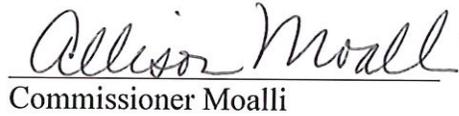


Commissioner Cumming

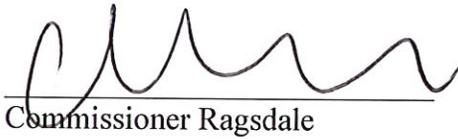


Commissioner Zehner

Commissioner Eltinge



Commissioner Moalli



Commissioner Ragsdale

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING  
May 1, 2025, 5pm

1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, May 1<sup>st</sup>, 2025, in the Island Rec Office. Commissioners present: Ragsdale, Cumming, Zehner. Absent: Commissioner Eltinge. Staff present: Director Jack, Kim Erickson, and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items
3. Approval of April 3<sup>rd</sup>, 2025,
  - Commissioner Zehner made a motion to approve the minutes and Commissioner Ragsdale seconded the motion and the minutes were approved unanimously
4. Approval of Payroll/Vouchers
  - Vouchers for fund 6351: \$11,713.46, \$6855.76, \$11,157.67
  - Vouchers for fund 6353: \$7825.58, \$6696.14, \$2151.87
  - March Payroll totaling: 4/4/25: \$42,143.74, 4/18/25: \$43,300.36
5. Old Business:
  - Hiring Update –
    - Welcome Kim Erickson- Kim started in her temporary position at the end of April and has been a welcome addition to the office. She has learned quickly, is able to take on more complicated tasks, and has provided much relief to the staff. We are so grateful for her help!
      - Discussion about the potential for making the position permanent.
    - Summer hiring – Kerry
      - CER, Dragonfly, and Sailing are all fully staffed with mostly college-aged employees this year. Lenny is back for the summer to work for the Parks. Raquel is still looking for volunteers to help with soccer and basketball camps.
  - Trails Committee Update-Commissioner Moalli updated
  - OPALCO easement project-
    - Director Jack learned that Opalco has not yet determined a date to remove the unused poles off of the Lafarge property. The poles on the beach must be removed by Sept 1<sup>st</sup>.
  - New Accounting and Payroll Systems update-we have Prima bookkeeping on retainer for 16 hours and we have used 8 hours so far
  - Capital Projects
    - Feasibility Study update –
      - Discussed options for reducing the scope of the project
    - SJICF Fund information – no update
  - Batting Cage-

- Commissioner Eltinge brought up the possibility of milling posts from logs around the Island. The coaches or booster club will need to take the lead on the project.
- Dog Park Gazebo – no update
- Commissioner subcommittee(s)
  - Salary sub-committee -Commissioner Ragsdale presented the process that will be taking place to determine the salary ranges.

## 6. New Business

- Summer Registration update-
  - Thursday, on opening registration day, there were 1,507 individual registrations by 11:30 am.
  - There were several incidents of people getting logged out of RecDesk mid-transaction, but most people were able to log back in and refill carts with their preferred programs.
    - Bethany has reached out to RecDesk and asked for an investigation into why this happened.
  - Director Jack reminded commissioners that beginning summer 2024 IR staff made a focused effort to offer alternative “Specialty Camps,” such as circus, athletics and arts camps, intended to take the pressure off of Camp Eagle Rock. Waitlists for CER had over 50 kids for the most popular weeks in the past. We maintained that focus for this summer and offered 6 more specialty camps than last summer; some of those specialty camps filled faster than CER(!), and there are still a few spaces available in Eagle Rock.
    - Director Jack also pointed out that in addition to an increase in camps, staff also added at least 10 more Preschool Programs over last summers offerings, 5 additional Youth & Teen programs, 2 additional All Ages Outdoor programs, and 6 additional Adult Programs.
  - Director Jack also described concerns about summer registration that were expressed by a community member on social media. The comment thread included some incorrect information that has since been clarified.
- Employee Handbook/Policies Update (discussion)
  - Commissioner Moalli met with some of the employees in order to get their input and thoughts on the policy handbook and how it can be more useful and informative for them.
  - Commissioners discussed policy revision drafts prepared by Director Jack.
    - Discussion around section 3.7.3 regarding COLA and the language to show some flexibility for the Board to have final approval.
    - Discussion about reworking the entire 9.0 Travel Policy section that includes meal per diem and P-card rules.
    - Reviewed proposed revisions to Section 3.2 Sick Leave to align the policy with current Washington State law.
- Summer Meeting Schedule- Commissioners made the decision to hold the June meeting on Tuesday the 3<sup>rd</sup> and will not meet in July due to the holiday.
- Financial Report – March 2025 Discussed

## 7. Director’s Report

- Kudos to the Parks team for keeping all the parks maintained beautifully.
- Celebrated Volunteer Appreciation Week
- Maker’s Fair is selling their handmade items on Friday, May 9<sup>th</sup> at Brickworks.
- Children’s Fest is May 17<sup>th</sup>

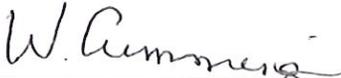
## 8. Commission Discussion Items-

- a student is working on the dock at Egg Lake with Commissioner Cumming.

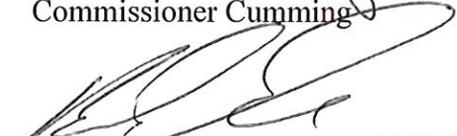
- Discussed options for FANS to have some relief with the amount of work involved with selling snacks at Music on the Lawn.

9. Adjournment at 7:50 pm

Next Official Meeting: Tuesday, June 3, 2025

  
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Commissioner Cummings

  
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Commissioner Zehner

  
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Commissioner Eltinge

  
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Commissioner Moalli

  
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Commissioner Ragsdale

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

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

1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Tuesday, June 3<sup>rd</sup>, 2025, in the Island Rec Office. Commissioners present: Zehner, Ragsdale, Cumming and Eltinge. Staff present: Director Jack, Rec Manager Klassen and Administrative Coordinator Mapstead (recording minutes).
2. Introduction of Visitors/Public Comment on Non-Agenda Items-
  - Maddie Ovenell visited at 5:33 to listen to what was being discussed
3. Approval of May 1, 2025, meeting minutes
  - *Commissioner Ragsdale made a motion to approve the minutes; Commissioner Zehner seconded. The vote was unanimous.*
4. Approval of Payroll/Vouchers: approved
  - Vouchers for fund 6351: \$3780.28, \$1529.05, \$6218.38
  - Vouchers for fund 6353: \$596.03, \$193.58, \$5094.94
  - March Payroll totaling: \$43,216.63, \$43,001.80, \$39,509.50
5. Old Business:
  - Trails Committee Update – no update
  - OPALCO easement project – no update
  - **Accounting and Payroll Systems update-**
    - Nearly 50% of the retainer has been utilized;
    - Staff hope to present different financial report options at the August meeting.
  - **Capital Projects**
    - Feasibility Study update – Commissioner Zehner discussed
    - SJICF Fund information–
      - **Resolution 25-03 A Resolution of the San Juan Island Park and Recreation District Authorizing the Establishment of a Nonprofit (Agency) Fund with the San Juan Island Community Foundation**
      - *Commissioner Eltinge moved to accept the resolution; Commissioner Cumming seconded.*
      - *Passed unanimously*
  - **Batting Cage** -Commissioner Eltinge is taking a second look at the plans to see if there is an opportunity for volunteers to be able to help build the batting cages
  - Dog Park Gazebo – no update
  - Commissioner subcommittee(s)
    - Salary sub-committee-no updates
    - Employee Handbook/Policies - discussed policy draft updates presented at the May meeting, and subsequent changes made as a result of the discussions. Final draft updates were presented.
      - Commissioner Cumming moved to approve the policy updates as presented; Commissioner Zehner seconded the motion. Passed unanimously.

- **Hiring Updates:** Discussed Customer Service Assistant job description and the change from Admin Coordinator position title to Admin Manager including updated job responsibilities.

## 6. New Business

- **WRPA Recap**-Director Jack shared what she learned and was thankful for the opportunity to go. There is a company that will match funds for playground equipment that Director Jack will follow-up to see what the process will look like.
- **Co-ed Soccer Update**
  - Rec Manager Klassen shared that Rec Specialist Rexach was out of town on Thursday, May 23<sup>rd</sup> when a player on a team had her nose broken and was taken by ambulance to the hospital. Manager Klassen was immediately notified by the Referee, Brian Goodremont, after the incident occurred. A detailed description of the incident and the response was given by the ref to the Rec Manager. Play had been immediately stopped, the injured party was tended to by two nurses who were onsite as players and spectators, injured player was transported to the hospital. All emergency protocol was followed, including timely filing of incident reports and emails from multiple witnesses. Rec Manager Klassen received word that some players planned to withdraw from the league due to the competitiveness of the players making safety of the league a concern; Rec Manager Klassen canceled the next week's game in order to determine how to reconfigure the team(s) so that all players wanting to continue would be able to continue playing the week after.
  - Discussion was held about how to potentially restructure the league so that participants are playing against those with equal abilities. Some options were to offer different skill levels and perhaps a beginner skills clinic.
- **Attorney on Retainer**-Director Jack expressed an interest in retaining the services of a lawyer or law group for a few tasks including confirming the legality of our updated personnel policies, liability waiver language, and contract language. Commissioners agreed that Director Jack should reach out to other agencies as well as law offices to determine how fees might be structured and any other services we might consider utilizing.
- **Summer Meeting Topics**-
  - Director Jack reminded the commissioners that they would not meet again until August, but that they might consider holding sub-committee meetings in order to continue making progress on sub-committee work.
  - **Board Retreat option**-discussed date and location options; topics to be covered might include Q4 policies, reserve fund or potential capital projects. Director Jack reminded the group that the retreat is still considered a public meeting, but that no normal business could take place nor decisions made at the retreat, and the public would be able to attend. Commissioner Cumming expressed that a facilitator should be utilized; Chair Moalli and Director Jack will reach out to potential facilitators.
- **Financial Report – April 2025**
  - PERS -As of July 1, Island Rec will only be required to pay 5.83% into staff retirement accounts compared to 9.6% that we had been paying for several years.
  - Discussed the report

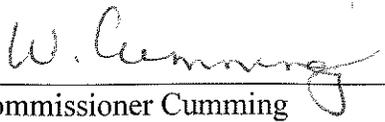
## 7. Director's Report- discussed Children's Festival and other events happening

8. Commission Discussion Items- No meeting in July, next meeting in August 7<sup>th</sup>.

- Tim from the FRC requested the use of our van and possibly partnering together. Renting the van is not an option but IR willing to partner with the FRC.
- FANS has a potential annual donor for a memorial fund and wants to know what we want to ask money for from the Fair. Possibly money for Camp Eagle Rock specific scholarships.

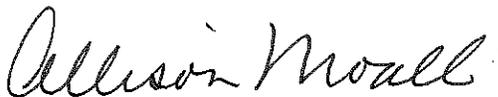
9. Adjournment at 8:10 pm

Next Official Meeting: August 7, 2025

  
\_\_\_\_\_  
Commissioner Cumming

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

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

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

  
\_\_\_\_\_  
Commissioner Ragsdale

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING  
August 7, 2025, 5pm

- Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, August 7<sup>th</sup>, 2025, in the Island Rec Office. Commissioners present: Cumming, and Ragsdale. Absent: Commissioner Zehner and Eltinge. Staff present: Director Jack, and Admin Manager Mapstead (recording minutes).
- Introduction of Visitors/Public Comment on Non-Agenda Items-none
- Approval of June 3, 2025, meeting minutes  
*Commissioner Cumming moved and Commissioner Ragsdale seconded. Approved unanimously.*
- Approval of Payroll/Vouchers
  - Vouchers for fund 6351: \$2050.25, \$17,380.39, \$2943.53, \$8050.15, \$49,784.59, \$10,423.06
  - Vouchers for fund 6353: \$796.30, \$3451.92, \$1183.25, \$436.22, \$8085.71, \$584.8
  - June & July Payroll totaling: \$44,402.24 (6/13) \$56,365.03 (6/27), \$67,202.23 (7/11),  
\$69,459.40 (7/25)
- Old Business:
  - Trails Committee Update –
    - *Know your Island Walks had 22 people attend the most recent one*
  - Accounting and Payroll Systems –
    - *Currently refining the information that we put into Xero, catching up on transactions in order to be able to record in real-time moving forward, and working through unique or rare transactions.*
  - Capital Projects
    - Feasibility Study update –
      - *Study authors ask what the commissioners feel the next logical steps are and if there is any feedback on the final draft. Director Jack suggested that she and Commissioner Zehner should also seek feedback from the community foundation. Commissioners discussed the report.*
    - SJICF Fund information-
      - *Director Jack submitted the paperwork to open an account with SJICF; it then goes to their board for approval. Director Jack and Commissioner Zehner will follow-up with the foundation to confirm that it should actually be opened now or at a later date, pending their feedback.*
  - Commissioner subcommittee(s)
    - Salary sub-committee-
      - *South Whidbey has provided their recent salary study and it was very helpful.*
    - Employee Handbook/Policies –
      - *Commissioners discussed the draft policy updates and agreed they should be voted on as presented at the September meeting.*
      - *The plan will be to send updated policy handbook to an attorney once it is finalized.*

- Board Retreat
  - Details are still being worked out, but we are planning a 6-hour, facilitated meeting that will include snacks and lunch. In addition to board development, the policy topics that need to be discussed may include:
    - Salary schedule
    - PTO and Holidays
    - Retirement plan
- Hiring Updates
  - Kori has officially been promoted to Administrative Manager and Kim is now a full-time staff member; we are thrilled for both of them and grateful for their commitment.
- Retirement Plan-Update
  - Director Jack reminded the commissioners that as of July 1, the state updated the mandated DRS employer contribution to PERS, reducing it by nearly 3.5%, and the employee contribution was reduced by 1%. This represents considerable savings for Island Rec ~~and also represents a decreased dollar amount paid into employee retirement accounts.~~ As the commissioners are currently considering employee policies and benefits, Director Jack felt that the group may want to add employee retirement into the retreat discussion. Options might include:
    - “Banking” the savings in order to offset rising staff wages, benefit costs, and the addition of a new, full-time position (Customer Service Assistant);
    - Consider an employer match into a deferred compensation account;
    - Other options
  - Director Jack will provide some research into what other organizations provide and present numbers for a few scenarios.
- New Business
  - Volunteer Policy DRAFT
    - Reviewed
    - Motion made by Commissioner Cumming and Commissioner Ragsdale seconded it. Passed unanimously.
  - DRAFT Cancellation, Refund & Credit Policy
    - Updated policy will now include a 3% admin fee for a refund via check, eliminating the \$13.00 check fee.
    - Motion made by Commissioner Cumming and Commissioner Ragsdale seconded it. Passed unanimously.
  - STAR program update – Delayed start this year.
    - We have decided to restructure STAR; attendance numbers and revenues have decreased, and the staffing structure (Nate as supervisor, On-Site Lead and program staff) is no longer sustainable. Nate will be more present on-site during the school year supervising program staff.
      - The program itself will see updates and new approaches including on-going weekly/daily themes, activities, and visitors.
      - Staff will refresh the site over the next couple of weeks.
    - STAR will start late, on September 8<sup>th</sup>; training will take place in the first full week of school. Training will include Love and Logic, which is provided to summer camp staff.
    - We will also be offering the TK students an option to join STAR beginning in October, if they have turned five. Otherwise, they can join once they turn five.
  - Lafarge gate request
    - Two separate requests were made asking permission to install a gate from their property into Lafarge.
    - Commissioners would prefer the neighborhood association determine one location, and present that as well as security precautions (who has access, key or code information).

- Discussion about potential benefit to Island Rec, including possible agreement to allow STAR and Camp Eagle Rock access, creating a shorter, safer route for walking to Jackson Beach.
- Financial Report – May & June 2025
  - Reviewed
- Director's Report-
  - Reviewed
  - We could use more volunteers for the 8.8K
    - i. Ask Jen to post an opportunity for HS students to volunteer
  - FANS will be raising funds at the Fair this year with SJICF. The goal is to raise up to \$10,000 to allow Island Rec to offer CER after-care for working families in the summer
- Commission Discussion Items
  - Consider looking at a new play structure or refresh for the Family Park at the Fairgrounds. Director Jack is looking into grant opportunities.
- Adjournment at 7:22pm

Next Official Meeting: September 4, 2025

  
 \_\_\_\_\_  
 Commissioner Cummings

*Not in attendance*  
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 Commissioner Eltinge

  
 \_\_\_\_\_  
 Commissioner Ragsdale

*Not in attendance*  
 \_\_\_\_\_  
 Commissioner Zehner

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

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

September 4, 2025, 5pm

1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, September 4th, 2025, in the Island Rec Office. Commissioners present: Cumming, Ragsdale, Zehner and Eltinge. Staff present: Director Jack, and Admin Manager Mapstead (recording minutes). Also present, Kevin Meenaghan (online) and Doug McCutchen.
  -
2. Introduction of Visitors/Public Comment on Non-Agenda Items:
  - Visitor Jeff Rachwitz came to share an incident that happened between him and a neighbor just outside of Linde Park near Tucker that made him feel threatened and unwelcome at the park.
3. Approval of August 7, 2025, meeting minutes-
  - Commissioner Cumming moved and Commissioner Ragsdale seconded. Approved unanimously.
4. Approval of Payroll/Vouchers-**approved**
  - Vouchers for fund 6351: \$16,522.15, \$5494.39, \$444.77
  - Vouchers for fund 6353: \$1814.04, \$4694.17
  - August Payroll totaling: \$55,295.70 (8/8), \$48,213.19 (8/22)
5. Old Business:
  - Beaverton Marsh Trail Update – Doug McCutchen shared the vision and updates about the proposed trail, which would utilize funding from the federal government designated for the multi-modal trail from town toward Zylstra Lake. The project is set up to be reimbursed as the work takes place. There may need to be some upgrades to portions of the walking path in Linde, as well as updated signage, which would be funded by the grant.
  - Trails Committee Update – no update
  - Accounting and Payroll Systems- Director Jack shared that our accounting system numbers are very close to the County, and that she and Admin Manager Mapstead are feeling confident in the system moving forward.
  - Capital Projects
    - Feasibility Study update – no update
    - SJICF Fund information – Application submitted, but the account has not been created yet, we should know more shortly.
  - Commissioner subcommittee(s)
    - Salary sub-committee- Commissioners will meet with Director Jack as soon as next week
    - Employee Handbook/Policies (Action Items)
      - 12.0 Emergency Closure Policy- Commissioner Cumming motioned, Commissioner Ragsdale seconded. Policy was approved unanimously.
      - 13.0 Public Health Emergency Policy-Commissioner Zehner motioned, Commissioner Eltinge seconded. Policy was approved unanimously.
      - 14.0 Outside Employment Policy- Commissioner Zehner motioned, Commissioner Cumming seconded. Policy was approved unanimously.
      - 15.0 Staff Discount Policy-Commissioner Ragsdale motioned, Commissioner Eltinge seconded. Policy was approved unanimously.

- Q4 policies (Informational)-Director Jack covered the 5 policies that will need to be updated in Q4

Lafarge gate request-Director Jack and Tracy communicated that the Island Rec commissioners will need them to bring an HOA approved gate location to a board meeting, and that the commissioners would likely request access for supervised groups of Camp Eagle Rock and STAR afterschool children and staff periodically.

- Retirement Plan Update-Director Jack clarified that the PERS benefit amount is based on the employee's salary and their years of service, so the reduction in the amount Island Rec is required to pay into PERS, as directed by the state, will not affect the amount an employee receives when they retire.
- Board Retreat – Director Jack, Chair Moalli, Kevin Meenaghan  
The Retreat will be on Friday the 26<sup>th</sup> at the Rec House from 9am-4pm with lunch catered. There will be discussion around specific benefits and policies that will need to be reviewed, especially the Employee Compensation Package and PTO. The subcommittee for the salary schedule will have more details to discuss. Commissioner Cumming will need to leave by 2:30.

## 6. New Business

- Consent Agenda-Director Jack shared information about the tool that would allow one vote and just one signature for all the AP, Payroll, and Minutes. Any Commissioner can ask for anything to be removed from the consent agenda to be approved separately.
  - Commissioner Ragsdale moved that the San Juan Park and Recreation District Board adopt the use of a consent agenda for routine items such as approval of meeting minutes, accounts payable, and payroll expenses. Any commissioner may request that an item be removed from the consent agenda for separate discussion and vote. Commissioner Zehner seconded the motion.
  - Discussion took place
  - Motion passed without opposition.
- Resolution 25-04: Authorizing the Opening of a New Bank Account at Banner Bank to be used for Electronic Transactions Received Through Registration Software.
  - The motion to approve the Opening of a New Bank Account was made by Commissioner Cumming. Commissioner Zehner seconded. Resolution 25-04 passed unanimously.
- 2026 Budget Committee- Commissioners Zehner and Eltinge volunteered to be on this committee.
- Financial Report – July 2025 Discussed

## 7. Director's Report- Discussed

## 8. Commission Discussion Items-

- Chair Moalli brought up the possibility of bringing in an IT support contractor and is wondering if the Board needs to give permission for Director Jack to spend \$5000 to \$6000 annually. There was some discussion about whether or not it already exists in the current budget.
- Commissioner Zehner talked about some spending he had done on printing a few items for the feasibility study.
- Commissioner Ragsdale expressed disappointment with how communication with former STAR employees was handled.
- Discussed the earlier visitor's incident that he brought to our attention and his request to place a camera near the Coho cul-de-sac. There is currently no power available to install a camera there, but Director Jack will continue to work with Tracy to look for solutions.

9. Adjournment- meeting adjourned at 7:45 pm

Special Meeting: September 26, 2025  
Next Official Meeting: October 2, 2025

~~\_\_\_\_\_  
Commissioner Cumming~~

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

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

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

~~\_\_\_\_\_  
Commissioner Ragsdale~~

*Approved by Consent Agenda*



ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' SPECIAL MEETING  
**Minutes –September 26, 2025, 9:00am**

1. Commissioners met at 9am at the Rec House, 650 Park St. for the purpose of a Board Retreat.
  - a. Commissioners present: Moalli, Zehner, Cumming, Ragsdale, Eltinge. Staff present: Director Jack. Public present: Meeting Facilitator Kevin G Meenaghan from Wardroom Success Strategies.
  
2. Business - Training and discussion of the following:
  - a. Team dynamics and commissioner expectations
  - b. Board governance and meeting best practices
  - c. Review of employee handbook and benefit policies, including:
    - i. Holidays
    - ii. Salary schedule
    - iii. Time off (PTO, Sick leave, etc.)
    - iv. Retirement
  - d. Retreat wrap-up and evaluation

No actions were taken

3. Adjournment: The meeting was adjourned at 4pm.

Submitted by: Kerry Jack

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT  
BOARD OF COMMISSIONERS' MEETING  
October 2, 2025, 5pm

1. Call to order-
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, October 2<sup>nd</sup>, 2025, in the Island Rec Office. Commissioners present: Ragsdale, Zehner and Eltinge. Absent: Commissioner Cumming, Staff present: Director Jack, Admin Manager Mapstead (recording minutes), and Rec Manager Klassen to talk about the NRPA conference.
2. Introduction of Visitors/Public Comment on Non-Agenda Items-none
3. Commissioner Ragsdale moved to reorder the agenda to hear Item *NRPA Recap* under New Business immediately following the consent agenda. Commissioner Eltinge seconded. Motion unanimous.
4. Consent Agenda (*Any commissioner may request removal of an item from the consent agenda for separate discussion and action*)
  - Approval of Minutes from September 4
  - Approval of Minutes from September 26 Special Meeting
  - 6351 September Accounts Payable totaling \$26,379.51
  - 6353 September Accounts Payable totaling \$11,763.49
  - 6351 September payroll totaling \$47,979.73
  - 6353 September payroll totaling \$33,921.21
    - Commissioner Eltinge moved to accept the Consent Agenda and Commissioner Ragsdale seconded. The Consent Agenda was approved unanimously.
5. Old Business:
  - Beaverton Marsh Trail
    - Director Jack attended a kickoff team meeting.
    - Permits will go out by January
    - They will consider any ADA concerns at Linde that would need to be addressed so that the entire path is compliant
  - Trails Committee Update
    - Dave Zaretsky and Lowell Johns will meet with several HS students who will be helping to work on the trails. Much of the work will be done on the UW trails.
    - Trails will be publishing a brochure that will go on the ferries to show where all the trails are available in the Islands.
  - Accounting and Payroll Systems
    - Admin Manager Mapstead shared about how well Xero is working for us and we are now utilizing the budget feature, and it is much easier to run more specific reports. Will remove this item from future agendas.
  - Capital Projects
    - Feasibility Study update
    - SJICF Fund information -Commissioner Zehner shared the Memorandum of Understanding and there was discussion around it.
  - Commissioner subcommittee(s)
    - Salary sub-committee-They will set up another meeting to get more clarity on the direction to move.

- Employee Handbook/Policies – Director Jack will draft a resolution for adding an additional holiday, as well as draft an update to the employee policy manual (holiday section) in anticipation of a vote in November.
- Lafarge gate request – no update
- Board Retreat follow-up
  - Chair Moalli felt the retreat was very valuable and appreciated facilitator’s involvement
  - Commissioner Zehner saw value in the retreat but did not necessarily see the need for another facilitator in the future.

## 6. New Business

- NRPA Recap – Bethany and Kerry (This item was heard earlier in the meeting following approval of the reordering of the agenda)
  - Bethany shared about the experience of going to the NRPA. Florida was a long way to go but the workshops were excellent and worth the trip. Commissioner Eltinge asked what came out of the workshop on how to keep aging programs fresh. Bethany shared what questions to ask about the community; Are we serving the same people? Is it worth your staff and money to serve a small group of people? How do we freshen up some legacy programs?
  - Kerry shared about her experience at NRPA. She brought back info regarding big blue blocks and how they could be used in future programming. She had great conversations with vendors and presenters and received practical information to use on future projects.
- Linde/Coho pedestrian entrance-
  - Commissioners agree that the Coho entrance should have the wind block taken down and establish a more welcoming entry point.
  - Commissioners agreed to draft a letter to the Town Council to clarify road, sidewalk and parking rules within the neighborhood, as well as removing unwelcoming park signage posted in the neighborhood.
  - Commissioner Zehner and Eltinge are willing to go to a town meeting if necessary.
- COLA
  - Director Jack informed the commissioners that the Seattle-Tacoma-Bellevue COLA is a 2.8% increase. Board took the information under advisement.
- 2026 Budget timeline-
  - Thursday, November 6<sup>th</sup> we will review the 2026 draft budget during the regular meeting.
  - Thursday, November 13<sup>th</sup> at 5pm will be the special meeting and public hearing to approve a budget and set the levy. This meeting will likely take less than 30 minutes.
- Director Evaluation –
  - Director Jack will complete a self-Evaluation by the end of October
  - At the Nov. or Dec. meeting there will be an Executive Session to discuss Director Jack’s evaluation
- Financial Report – August 2025 -Discussed

## 7. Director’s Report- Discussed

## 8. Commission Discussion Items-

- Chair Moalli suggested that we allow visitors a time limit of 5 minutes at the beginning of a meeting and that will be printed on the next agenda.
- Chair Moalli asked if the board wanted to discuss the Chair being on for 2 years.
  - i. What are the expectations of the Chair Commissioner?
- Do we have a set of bylaws for the Board?

## 9. Adjournment- meeting adjourned at 7:35pm

Next Official Meeting: November 6<sup>th</sup>, 2025

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' MEETING

November 6, 2025, 5pm

1. Call to order
    - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, November 6, 2025, in the Island Rec Office. Commissioners present: Ragsdale, Zehner, Eltinge, and Cumming. Staff present: Director Jack and Admin Manager Mapstead (recording minutes)
  2. Introduction of Visitors/Public Comment on Non-Agenda Items
  3. 5:01pm Consent Agenda (*Any commissioner may request removal of an item from the consent agenda for separate discussion and action*)
    - Approval of Minutes from October 2, 2025 Commission Meeting
    - 6351 October Accounts Payable totaling \$24,963.62
    - 6353 October Accounts Payable totaling \$5768.19
    - 6351 October payroll totaling \$51,443.50
    - 6353 September payroll totaling \$31,054.23
      - Commissioner Eltinge moved to accept the Consent Agenda and Commissioner Zehner seconded. The Consent Agenda was approved unanimously.
  4. 5:06 pm Old Business:
    - Beaverton Marsh Trail (5 mins)-No update but Director Jack and Tracy will meet with Rachel Dietzman to walk through Linde Park to discuss potential accessibility improvements.
    - Trails Committee Update (5mins)-A neighbor of the trail between Portland Fair and Frog Song came to the meeting because there had been cleanup on some of the neighbors' properties without their knowledge.
    - Capital Projects (10 mins)
      - Feasibility Study update -Commissioner Zehner expressed an interest in determining actual operating costs should a project move forward.
      - SJICF Fund information Commissioner Zehner met with the Community Foundation to understand what happens to the interest in the account if invested and found out that the Community Foundation takes 1% for their administrative fee.
    - Commissioner subcommittee(s) (5mins)
      - Salary sub-committee -No update
      - Employee Handbook/Policies – No update
    - Linde/Coho pedestrian entrance (15mins)-The letter from Island Rec was taken to the Town and they will review the signage that is currently up in the right of way and will reevaluate what signage should be there. The windscreens will be coming down to make it feel more inviting through the Linde/Coho Linde entrance.
- 5:45pm -5-minute BREAK-
5. 5:50pm New Business
    - Holiday/Juneteenth Resolution (5 mins)- Director Jack determined that a resolution was not necessary, so this will be considered to be added to employee holiday policy.
      - Commissioner Cumming moved that we approve Juneteenth as an employee holiday as policy. Commissioner Eltinge seconded. Juneteenth Holiday was approved unanimously.

- State Audit Update (15 mins)-Exit Conference is tomorrow at 10 am. There were no significant findings. As a result of the auditor taking initiative to review some of our new procedures, they did make some suggestions to be put into place in the near future, to ensure we are in compliance before our next audit in 2028.
  - EFT Policy- One suggestion by the auditor was that we have a policy in place detailing how Electronic Fund Transfers (EFT) will be approved, who can request them, and documentation. Director Jack presented a draft EFT Policy for the Commissioners to review.
  - Commissioner Ragsdale made a motion to adopt the EFT policy. Commissioner Eltinge seconded. Approved unanimously.
- Family Park Fairgrounds Restroom Building (5 mins)-Digging has begun with a gate around the site for the new vault toilet, and the project should be complete by mid-December at the latest. The vault toilet was purchased by the county, will be placed inside the Family Park, and Island Rec will pay for it to be pumped out twice a year. The accessible porta-potty that has been on-site for years will be removed.
- Financial Report – September 2025 (5 mins)-Discussed
- 2026 Commission Chair Position (5 mins)-
  - The commissioners are very grateful to Commissioner Moalli for her service as Chair in 2025. Commissioner Ragsdale accepted the Chair Position for 2026.
- 2026 Meeting date adjustment(s) (5 mins)- Commissioners agreed to shift the January Board Meeting to January 8<sup>th</sup> rather than January 1<sup>st</sup>.
- Budget Presentation (20 mins)-Discussed Proposed 2026 Budget
  - Wages are based on the usual Cola and Merit raises.
  - Medical is going up 19% in 2026
  - Discussed capital dollars that have been set aside as detailed in the 2022 levy: Some have been used to install the automatic gate at Linde, and the next priority is the 6-year comprehensive plan. Director Jack also detailed high priority projects at Linde including new dual-pump system for irrigation as well as resealing the parking lot. Commissioners agreed to revisit the projects once the cost of the comp plan has been determined. This would likely trigger a budget amendment in 2026.

6. 6:50pm Director's Report

- Rotary invited Director Jack to come to talk at their next meeting

7. 7:00pm Commission Discussion Items

- Parking along the football field at Linde has been a problem-What does the Fire Department say about the road? Should Island Rec put up cones to deter parking? Temporary Barriers? Lanes marked with arrows showing which direction going?
- Interagency Agreement with the School District- Commissioners will take the time to read through and refamiliarize.
- OPALCO thanked Island Rec for assisting them with their Salmon project in their magazine that went out in the mail.
- Commissioner Moalli suggested that we have a time limit when visitors come to a meeting. Add to the Introduction of Visitors that they are allotted 5 min,
- Kathy Ballard would like to put a Library Box at Linde Park and she will take care of the books.

8. Adjournment at 7:30 pm

Public Hearing: November 13, 2025  
 Next Official Meeting: December 4, 2025

ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT

BOARD OF COMMISSIONERS' SPECIAL MEETING  
MINUTES –November 13, 2025 5:00pm

1. Call to order
  - a. Chair Moalli called the meeting to order at 5:00pm on Thursday, November 13, 2025, in the Island Rec Office. Commissioners present: Ragsdale and Zehner. Absent: Commissioners Cumming and Eltinge. Staff present: Director Jack (recording minutes).
2. Open Public Hearing; for comments on the proposed 2026 Budget
  - a. Opened 5:01pm
3. Close Public Hearing
  - a. Chair Moalli closed the public hearing at 5:02pm
4. New Business
  - Resolution 25-05 Adopting the 2026 Budget
    - Commissioner Zehner moved to adopt resolution 25-05 adopting the 2026 budget as presented. Commissioner Ragsdale seconded the motion. Approved unanimously.
  - Resolution 25-06 Setting levy rate for 2026
    - Commissioner Zehner moved to adopt resolution 25-06 setting the levy rate for 2026; Commissioner Ragsdale seconded the motion. Discussion held. Vote approved unanimously.
5. Commission Discussion Items
6. Adjournment
  - a. Chair Moalli adjourned the meeting at 5:10pm

**Next Meeting December 4, 2025**



ISLAND REC  
SAN JUAN ISLAND PARK AND RECREATION DISTRICT  
BOARD OF COMMISSIONERS' MEETING  
December 4, 2025, 5pm

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1. Call to order
  - Commissioner Moalli called the meeting to order at 5:00 pm on Thursday, December 4<sup>th</sup>, 2025, in the Island Rec Office. Commissioners present: Ragsdale, Zehner and Cumming, Staff present: Director Jack, Admin Manager Mapstead (recording minutes)
2. Introduction of Visitors/Public Comment on Non-Agenda Items

*This is a designated time for public input on any topic; individual speakers will be limited to five minutes each.*

  - Commissioners unanimously agreed to reorder the agenda to allow Brock Hauck to give an update on SJISD Athletic Budget immediately following the consent agenda.
3. Consent Agenda (*Any commissioner may request removal of an item from the consent agenda for separate discussion and action*)
  - Approval of Minutes from regular November 6, 2025, Commission Meeting and November 13 Special meeting.
  - 6351 & 6353 November Accounts Payable
  - 6351 & 6353 November payroll
    - Commissioner Cumming moved to accept the Consent Agenda. Commissioner Zehner seconded. The Consent Agenda was approved unanimously.
4. Old Business:
  - Beaverton Marsh Trail – Director Jack provided an update on possible park/path upgrades as a part of the trail project. She will meet with Land Bank project manager next week for details.
  - Trails Committee Update (5 mins)
  - Capital Projects (5 mins)
    - Feasibility Study update – no update
    - SJICF Fund information – no update
  - Commissioner subcommittee(s)
    - Salary sub-committee (15 mins)-Director Jack described an organization policy recommendation requiring future salary schedule reviews to take place on a 6 year cycle, in the year prior to a levy election. Commissioner Ragsdale discussed employee policy 3.7, Employee Compensation Plan language updates, and a new proposed Appendix B which describes possible annual hourly wage maximum increases if approved. The Salary Schedule, Appendix A, is nearly complete. The committee still needs to finalize a policy recommendation about when salary maximums are reached. The Board determined that they would vote once the entire set of salary recommendations is complete in January.

- Commissioner Cumming made a motion to adopt the 2.8% COLA, presented in October, for 2026. Commissioner Zehner seconded. The vote was unanimous.
- Employee Handbook/Policies (10 mins)
  - Commissioner Zehner made a motion to adopt the handbook policies 1.0, 5.0, 6.0, 7.0, 8.0. Commissioner Ragsdale seconded. The vote was unanimous.
- Linde/Coho pedestrian entrance (5mins)- The Town responded to the letter from commissioners regarding more information about the Coho entrance to Linde:
  - The Town determined that the Island Rec fence is supposed to be 5 ft in height.
  - The Town indicated that signage in public right-of-way that was not put up by Town will be taken down.
  - The volume of a neighbor's automated recording messaging is not against the Town ordinance.
  - The Town will paint the curb red in front of the crash gate. They also determined that parking is permitted in the Coho cul-de-sac.
  - Tracy had a conversation with a neighbor who communicated his frustration that the windscreens would be removed as they created a sight barrier. Tracy recommended that he reach out to a commissioner for a one-on-one conversation.
- Family Park Fairgrounds Restroom Building (5 mins)
  - The restroom is nearly complete, with one more test before final permitting. There still needs to be a sidewalk poured to connect the path to the restroom; we believe this will start next week.

5-minute BREAK-

#### 5. New Business

- SJISD Athletic Budget update – Brock Hauck (20 mins)
  - Brock presented the 2024–25 athletics final numbers; group discussed that expenses exceeded the levy-funded budget by approximately \$24,400. Discussion centered on how budgeting can be challenging given that Island Rec operates on a different fiscal year than the school district. This timing difference may have contributed to confusion around the available levy amount. Staff discussed ways to better communicate levy totals and budget expectations with Brock and the school district's budget manager going forward.
  - The group also discussed the purpose and appropriate uses of the school athletics reserve fund, including how capital needs like a potential scoreboard replacement should be considered and planned for within that context.
- Resolution 25-07 Amending the 2025 Budget (5 mins)
  - Open Public Hearing: opened at 6:33 pm.
  - Close Public Hearing: closed at 6:34 pm.
  - Amendment discussed; one fund to be updated in order to allow transfer of money out of fund to cover SJISD overspend. Commissioner Cumming made a motion to adopt Resolution 25-07 to amend the budget. Commissioner Ragsdale seconded. The vote was unanimous.
- FHFC Transition (10 mins)
  - Still in process as planned. Staff met with Floyd last week to confirm.
- Hiring Update (5 mins)-

- We have 3 teen staff who are now working at STAR.
  - We posted the STAR/Outdoor rec specialist position. We have received one application so far; interview will be held next Tuesday afternoon. Commissioners Cumming and Ragsdale would like to attend.
  - Security Camera Policy (5 mins)
    - Commissioner Cumming made a motion to adopt the Policy for the Use of Security Cameras. Commissioner Ragsdale seconded. The vote was unanimous.
  - Cash Receipting & Transmittal policy (5 mins)
    - Commissioner Ragsdale made a motion to adopt the Cash Receipting and Transmittal Policy. Commissioner Zehner seconded. The vote was unanimous.
  - Financial Report – October 2025 (5 mins) Discussed
6. Director’s Report (5 mins) Discussed
7. 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. (15 mins)

“The Board will now meet in executive session at 7:12pm to evaluate the qualifications of an applicant for public employee or to review the performance of a public employee as allowed by RCW 42.30.110. The Board will be in executive session until 7:25 pm.”  
 The Board is expected to take further action following the executive session.  
 Commissioner Moalli called the meeting back to order at 7:25pm

After discussion, the commissioners agreed to award Director Jack a 3% merit increase upon her 3<sup>rd</sup> anniversary at Island Rec.

8. Commission Discussion Items
- Commissioner Ragsdale shared about Kevin meeting with our staff and went over the Gallup Strengths with the staff and shared their top 5 strengths with everyone. The staff was very receptive to the training; Director Jack and Commissioner Ragsdale feel that it may be beneficial to have Kevin come back for further training.
  - Commissioner Moalli brought up how review happens on staff anniversaries along with a merit raise. She suggested that all Island Rec Staff receive their review and merit increase during the same time of the year, rather than individual hiring anniversary dates. She would like to see a sub-committee come together to investigate this. Commissioner Ragsdale is interested in helping with this.
  - Commissioner Zehner asked about Raquel’s leaving of her position.
9. Adjournment at 7:54pm – please note that the January meeting is one week later than normally scheduled due to Jan. 1 holiday.

Next Meeting: January 8, 2025