

## Minutes

*Thursday October 13, 2011*

Orcas Island Park and Recreation District Commission  
Regular Public Meeting, Thursday October 13, 2011  
Orcas Island Fire District Station #1, Eastsound WA  
12:00-2:30 P.M.

### **I. CALL TO ORDER (12:00)**

Martha Farish, Chairman

Roll call:

Seat 1: Vicki Vandermay - by phone  
Seat 2: Bob Eagan  
Seat 3: Martha Farish  
Seat 4: Jim Bredouw  
Seat 5: Ian Lister

### **II. UNFINISHED BUSINESS**

#### MINUTES

**MOTION:** To approve the September 8, 2011 Regular Public Meeting minutes.

- Jim, Bob
- No discussion
- unanimous approval

Martha Farish, Chair, asked Ian to post June 9, July 14 and Aug. 11 minutes from 2011 and to then email fellow commissioners when they've been posted.

Pending additions from commissioners, Martha and Ian will approve. A motion to approve September 8, 2011 minutes, with relevant attachments, was made by Eagan and seconded by Bredouw and approval was unanimous.

### **III. PUBLIC COMMENT (12:19)**

~ None ~

#### **IV. UNFINISHED BUSINESS (12:20)**

##### OIPRD Acct. Setup w/SJC

Jim explained the overview of his and Martha's weekly meetings with Leslie Rae Schwartz. This included the development of the Chart of Accounts, BARS coding and the procedure as to how commissioners get reimbursed for expenses they've fronted to OIPRD.

Ian suggested that the project meetings Jim and Martha have been having with Leslie should be, in the future, public meetings so that more than two commissioners can attend. Jim suggested that Ian and Vicki become the new project meeting attendees insofar as the Accounting phase is over and Leslie is moving into programming software, which may be more to their expertise though Ian was not interested in this relationship. Bob suggested this discussion be postponed, to which there was general agreement.

It was discussed that the role of Clark Nuber may be far less ambitious than previously discussed. We are expecting a Letter of Agreement, but it has apparently yet to be sent.

Leslie asked the County about the procedure of having a credit card for which to pay petty expenses, about which she may report back later.

***(Vicki left the meeting at 1pm and returned at 1:15pm)***

##### Budget Discussion, 2011 and 2012

The Resolution 2011-7 was discussed. Bob Eagan motioned, Ian seconded to adopt, passed unanimously.

The 2012 budget hearing occurred without public comment.

##### Payment of Claims

It was moved by Martha and seconded by Ian to pay the Claims Payment Request, passed unanimously.

Report on Buck Park sprinkler repairs

Bob said that described his work with Craig Saunders and Island Irrigation, which came in \$200 under budget and was completed successfully.

Additionally, Island Excavation is intending to bring their mini-excavator to clear ditches with a concentration on good drainage. From the roughly remaining \$3k for Buck Park maintenance this year, we had informally authorized \$300 for mowing; Martha made a motion, seconded by Ian to "authorize Bob Eagan to spend up to \$1k to complete mowing and maintenance at Buck Park, previously authorized". Passed unanimously.

Report on Buck Park water agreement w/OISD

Bob relayed information on his negotiation with Paul Kamin and Scott Lancaster, which would be a flat fee of \$4k for Buck Park, which would be split with OISD, limited only by the outflow of the existing well.

Other

- Bob suggest that we employ Bob Ingram to develop a consultant to develop a 3-year plan for field repair and maintenance. Ian mentioned that others had been mentioned to perhaps do this consultation, though Bob feels that having an arms-length consultant who isn't interested in the subcontracting job might be best. He also believes it would ultimately save the District money to have a professionally crafted "as built" of the Park developed by a licensed surveyor. Bob will come up with a bid and/or further information from Ingram and a surveyor by November's monthly meeting.

Bob suggests we pull the well pump for \$2-300 and id the problem.

Martha suggests we be sensitive to any fertilizer near wetlands.

9-2011 BP Report.pdf

## **V. NEW BUSINESS (2:00 pm)**

### Programming Software

Leslie explained that with Phase I over, she is open to new leadership for project meetings on Phase II – Scheduling Software and Payment system. She had a meeting the Sally Thompsen of San Juan Island's Island Rec. Their vendor is ActiveNet, a cloud-based software service; a large Canadian corporation. She explained that there are two types of users: The public and those working with and/or for their Park and Rec. program with various levels of security codes. Island Rec paid a \$7,000 setup w/an annual fee of \$4,000. There is an extensive training process included in these fee structures.

ActiveNet serves as their own "Paypal", effectively, using their own internal payment system and sending a monthly check to them. She will be presenting to next week's project meeting a project outline as regards demo-ing, selection, implementation and testing with the hope of it being fully functional before the Spring sports season.

Vicki asked if ActiveNet handles facility scheduling. Ian said that this is an additional module, which will cost extra. Vicki says this will likely be a critical factor and that we need something like this, as the current booking calendar is difficult to read.

Discussion of this approach vs. a smaller programmer would be best.

Bob wanted Leslie to make sure that ActiveNet would allow another related but separate non-profit to use the service in her discussions.

### Bookkeeper Services

Bob Phalan suggested that we consider Rick Anda. Jim said he's spoken to Lynn Carter, who wanted to speak with her husband to determine an appropriate rate for her services. Other names discussed were Ann Lister, Annie Moore, Minnie Tuck, Katy Cardinale and Pam Harney. Vicki wants to make sure we check

references thoroughly, regardless of our decision. Martha will ask counsel, Adina C., whether Ann Lister, as FH board member and/or Annie Moore, as a FH bookkeeper, are in a conflict of interest.

### Other

Vicki read an email from Kevin O'Brien that encourages high school winter sports be supported. Hilary Canty suggests that OICF may be able to help. Ian suggests that, while OIPRD will likely not have sufficient funds to make up budget shortfalls for OISD, that it may be able to funnel/conduit money through our organization in order to save their functions, though suggests that next year will be much more viable than this year.

We want to be in prep for Oct. 27 OISD 4:30pm mtg. with a focus on Bob to be prepared to discuss water and Buck Park issues and Vicki/Martha Buck Park/gym facilities issues.

## **VI. ADJOURNMENT (3:45)**

### ***Addenda:***

*9-2011 Buck Park Report*

*Draft Resolution to Adopt the 2011 General Fund*

*glWAMonthly Report*

Regular Public Meeting minutes for October 13, 2011

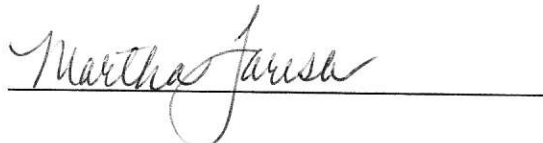
Approved by motion on this 18<sup>th</sup> day of October, 2011<sup>2</sup>

Signed and attested this 18<sup>th</sup> day of October, 2011<sup>2</sup>

A handwritten signature in black ink, appearing to read "Ian Lister", written over a horizontal line.

Ian Lister, Commissioner #5,

Secretary

A handwritten signature in black ink, appearing to read "Martha Farish", written over a horizontal line.

Martha Farish, Commissioner #3,

Chair

# Buck Park Maintenance Committee Report 9-2011

## Well Negotiation:

Met with Paul Kamin and Scott Lancaster, agreed to flat rate price of \$4,000 per year for all the water, whether we use it all or not. (We can negotiate with OISD on split). 10 year deal. Must be accepted by all parties.

## BP repair:

Worked with Craig Saunders, repaired 25 sprinkler heads, 8 valve boxes (replaced 4 of them), and ran through the cycles to check operation. Identified lack of flow from well pump, well capacity appears adequate. Except for well pump irrigation system is operational and should not become major expense moving forward. With additional work and materials we were able to stay under budget. Budget \$2,000, cost to date \$1,800.

## Action:

Remove well pump and identify problem. Irrigation system has been shut down for the season so pump can be removed and assessed for report back to OIPRD and OISD to decide on action. Estimated cost to remove and test \$200-\$300. Worst case scenario is replace liquid end, estimated cost \$2,500.

Moved my tractor in and mowed what I could of the perimeters and ditches. Island Excavating should be there this Sunday the 16<sup>th</sup> to mow with their mini excavator and mower to concentrate on drainage for winter. Paul Vierethaler reduced price to \$50 per hour to cover expenses. Estimated time to complete 6-8 hours.

## Considerations as we move forward:

- How much do we budget for spring 2012?
- Meet with consultant to develop 3 year plan on field repair and maintenance
- Develop as-built of infrastructure.
- Cost estimate on digital metering and recording
- OIPRD an OISD water use agreement.
- Identify exact irrigation area to determine volume per year
- Research rain sensors to be sure of efficient operation

DRAFT

## **Resolution To Adopt the 2011 General Fund Budget**

*WHEREAS* the creation of the Orcas Island Park and Recreation District (OIPRD) was approved by over 60% of the voters in November 2009; and

*WHEREAS* funding for OIPRD was approved by over 60% of the voters in February 2011; and

*WHEREAS*, a notice of said public hearing was recorded in the official newspaper of San Juan County on September 28, 2011 and October 5, 2011; and

*WHEREAS* OIPRD has received revenues to the District's General Fund during 2011 fiscal year in the amount of \$83,612.; and

**WHEREAS** the Commissioners of OIPRD held a Public Hearing on October 13, 2011 TO CONSIDER THE DISTRICT'S 2011 BUDGET; and

NOW THEREFORE BE IT RESOLVED that OIPRD set the final General Fund Budget for the Year 2011:

(Attach the Revenue and Expense categories and amounts each totaling \$83,612.)

ADOPTED, THIS 13<sup>th</sup> day of OCTOBER 2011.

Orcas Park and Recreation District Commissioners

Jim Bredouw

Bob Eagan

Ian Lister

Martha Farish

Vicki Vandermay

**SAN JUAN COUNTY  
MONTHLY FINANCIAL STATEMENT BY FUND**

2011 1:33:25PM

fiscal Year: 2011

START DATE: 9/1/2011 END DATE: 9/30/2011

ID: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No

Account Description

**Amount**  
**Total Amount**  
**Beginning Balance**  
**Ending Balance**  
75,86

BEGINNING CASH BALANCE  
CELLANEEOUS REVENUES

91

TOTAL RECEIPTS

91

ENDING CASH BALANCE

76,77

76,77  
GL ENDING CASH BALANCE

NET VARIANCE

BOR BONDS OUTSTANDING (BEGINNING BALANCE)

BONDS PAID

BONDS ISSUED

CHANGE

BONDS OUTSTANDING (ENDING BALANCE)

BEGINNING INVESTMENT BALANCE

ESTMENTS ACQUIRED

ESTMENTS LIQUIDATED

ENDING INVESTMENT BALANCE