

## MEETING MINUTES

**Dec. 8, 2011**

Orcas Island Park and Recreation District Commission  
Regular Meeting, Thursday, Dec. 8, 2011  
The Firehall, Eastsound  
Noon-3 P.M.

### **I. CALL TO ORDER (Noon)**

Jim Bredouw, Acting Chairman OIPRD

Roll call:

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

Special Advisor, Leslie Rae Schmitz, was also in attendance.

Minutes passed by all but Martha who abstained.

### **II. NEW BUSINESS (12:05pm)**

#### **NEW COMMITTEE REPORT ON PROCEDURES**

Discussed memorandum - Ian suggests that the new, more formal paradigm will require more of Lynn's work effort going forward. Leslie confirms this notion and further suggests that this memorandum outlines a process that is both more complete than currently, but also will create a method that will be usable by any secretary going forward. Martha was unable to read .docx and will read thoroughly when Leslie sends her a zip of the files. Bob would like the issue of adequate weekly backup to be addressed. Ian suggests that there will be developed a system, beyond a constantly refreshed 'cloud' technology in place, whereby a flash drive copy will be stored in a safe fireproof place, as mentioned in the OIPRD retention and destruction policy in the aforementioned Memorandum.

Ian motioned that we authorize Jim and <sup>Leslie</sup> Lynn to approach Lynn to ask her interest and capability in expanding her scope of duties and attending meetings, taking minutes, etc. Bob seconded. Martha wants Ian and Jim to make sure she's not only interested but qualified and to see if the rate is the same as bookkeeping. Ask about travel schedule. Passed unanimously.

### **III. UNFINISHED BUSINESS (1:00pm)**

#### **ACTIVENET**

Martha would like verification of her thoughts in her email to Jim and Leslie; e.g. would a cash paying participant have to pay an add'l fee or does the public have to, in essence, pay twice via a tax and again with our booking software company. Leslie, Martha and Jim will contact Neal and negotiate his proposal. Ian, Vicki and Bob

would like to be informed (though not to OIPRD publicly, as it is a confidential nego) as to what blocks we're suggesting and the commensurate prices of such, but give Jim and Martha authorization to negotiate on behalf of OIPRD as best they can and ultimately decide whether to pull the trigger or pass. Jim's agreed to send the contract and Martha's email with concerns to the other 3 commissioners and they will either: 1) call for a special mtg. to further discuss within the next week; OR 2) say 'go ahead' and/or make suggestions they would like Martha/Jim to ask/consider. If #2, Leslie, Martha and Jim will plan to do a final negotiation late next week and, if needed by year end, whatever commissioners are available will be presented with a Resolution to hire ActiveNet.

Leslie suggests we review her memo of 10/26 comparing Neal's prices with other customers' and will send again.

#### **Martha's computer**

Jim is to pick up her laptop from Tony and deliver to Annie with new software, Excel 2010 and QuickBooks Pro 2012. Annie can make recommendation if more memory is necessary.

#### **FUNHOUSE**

Pete Moe, Krista Boucher and the FH Board have responded to our previous proposal.

OIPRD agrees in principal with 2-yr. lease commitment plus a one-way 5-yr. option. By "Basketball Clinic", FH means doing the Ian Harlow/Dustin Fox program at Christian school gym for Grades 6-8, boys and girls.

Martha suggests that Sailing and Swimming might just use ActiveNet and take relatively little time. She would like FH to promote and instruct as well or coordinate various programs - Pete suggests that this was his intention all along. Krista suggests that even a turn key operation like Sailing takes a bunch of hours and efforts.

She also suggests that we just agree in principal to do a package of programs similar in scope to those listed.

With regard to Teen Night, After School and swim programs, it was generally agreed that OIPRD has, based the levy promotion on these three specific programs, and that the FH can likely depend on financial support for these specific goals, barring unexpected circumstances.

Jim agreed to take the FH response and move the agreement to more specificity . Ian asked that the sunset date be more clearly defined.

#### **IV. PUBLIC COMMENT (2:20pm)**

<None>

#### **V. UNFINISHED BUSINESS (cont.) (2:25pm)**

##### **Payment of Claims**

It was moved by Martha and seconded by Bob to pay the following amounts for the Dec. Claims Payment Request: \$2,446.25 Leslie Rae Schmitz; \$105 Coldspring

Pumps; \$271.27 Jim Bredouw bookkeeping software reimburse and \$52.63 Vicki Vandermay reimbursement and passed unanimously. Jim will process form, send to all 5 commissioners who will sign, scan and Jim will send to Kim at County.

Buck Park update

Got a draft negotiation from Paul Kamen that isn't yet ready for review - \$4k for water use may have gone to \$4.5k.. Bob will look into it. State Health said we wouldn't need to include them in a non-potable irrigation system.

Bob continues to research whether to suggest the cost of 3-phase or live with existing 5hp pump, as the proper 7.5hp pump single phase won't fit in the well. Or to perhaps suggest it in a year or two for ongoing upgrades.

OISD

Martha would ask that we re-read her late Nov. email with the proposed joint use facilities agreement draft she and Vicki co-created, that is now in Adina Cunningham's hands, that would give OIPRD first right of refusal of OISD facilities for a flat rate; requiring OISD to formally commit to their needs and usage.

**ADJOURNMENT** (2:45pm)

**Motion:** To adjourn - Vicki and Ian second - deliberation: none - unanimously aye

**Addenda**

*Memorandum to OIPRD Commissioners 12\_18\_11 Meeting*  
*Draft Steps for Creating Documentation for an OIPRD meeting*  
*OIRPD Document Retention and Destruction Policy*  
*OIRPD Public Meetings Preparations*  
*Web-based Records System Functionality Matrix*  
*OIPRD 2012 signed budget resolution*  
*OIPRD 12-8-11 Claims Payment request*

Regular Public Meeting minutes for December 8, 2011  
Approved by motion on this 18<sup>th</sup> day of October, 2012  
Signed and attested this 18<sup>th</sup> day of October, 2012



Ian Lister, Commissioner #5,  
Secretary



Martha Farish, Commissioner #3,  
Chair

## MEMORANDUM

TO: OIPRD Commissioners Jim Bredouw, Martha Farish, and Bob Eagan

FROM: OIPRD Commissioners Vicki Vandermay and OIPRD Commissioner/Secretary Ian Lister

RE: OIPRD Web-Based Records System

Date: December 8, 2011

The enclosed documentation is for purposes of providing a framework for the OIPRD web-based records system. It is intended to provide an outline of policies, protocols, procedures, and research for the OIPRD Recreation Director to implement when hired in spring 2012. It is intentionally left in a *draft* form to ensure the OIPRD Recreation Director has the authority and responsibility to provide additional input and finalization with the OIPRD Commissioners.

Documentation includes:

- Steps for Creating Documentation for an OIPRD Public Meeting
- OIPRD Document Retention and Destruction Policy
- OIPRD Public Meetings Preparation
- OIPRD Open Conduct of Public Meetings Statement (for OIPRD Website)
- OIPRD Web-based System Technology Functionality Matrix

*For purposes of the 12/8/11 Monthly OIPRD Public hearing, we respectfully request that you approve in concept the proposed documentation.* The OIPRD Secretary is ultimately responsible for the leadership, oversight, and policy direction of the OIPRD documentation and related public meeting conduct. It is the intent of this framework to provide the necessary documentation for the newly hired OIPRD Recreation Director to manage day-to-day operations.

Respectfully submitted,

Ian Lister, OIPRD Secretary/Commissioner

Vicki Vandermay, OIPRD Commissioner

## Steps to recording the Documentation for an OIPRD Public Meeting

### 1. Create a new Directory on oiprd.org

- All files pertinent to a particular public meeting are stored in a single directory. Each separate meeting is assigned one unique directory. The directory is named as a date using the following convention:

/nnnn[year]nn[month]nn[day]

example:

20010911 would be for September 11, 2001

- The directory is created below the following existing address:

oiprd.org/Regular\_Public\_Meetings/2011 *[or current year]*

- Each year a new directory will need to be created below the address "oiprd.org/Regular\_Public\_Meetings"

example:

oiprd.org/Regular\_Public\_Meetings/2013

- The directory can be created by several means, but the proper credentials must be used. The complete address will then be like this:

example:

"http://www.oiprd.org/Regular\_Public\_Meetings/2001/20010911"

### 2. Store the Agenda file to oiprd.org

- Create the agenda. The agenda may be saved as an HTML document complete with hyperlinks if desirable. If another format is used, for example ".docx", substitute the appropriate file type suffix below for ".html". The agenda file is named using the following convention:

OIPRD\_Agenda\_[nnnn](year)[nn](month)[nn](day).html

example:

OIPRD\_Agenda\_20010911.html

- The agenda is stored on oiprd.org, in the directory created in step 1 above. The complete address will then be like this:

example:

"http://www.oiprd.org/Regular\_Public\_Meetings/2001/20010911/OIPRD\_Agenda\_20010911.html"

### 3. Update the OIPRD Google Calendar

- Log onto <https://www.google.com/calendar/> and create the meeting date appropriately. The calendar entry can point to the agenda with a hyperlink created in the description section of the Google calendar event using a variation of the following HTML statement:

```
<a  
href="http://oiprd.org/Regular_Public_Meetings/2001/20010911/OIPRD_Agenda_20010911.html">Age  
nda</a> (substituting the applicable file names)
```

Google will interpret this as html, and a hyperlink will appear as the word: Agenda

- The calendar page at oiprd.org will now reflect the new entry

### 4. Store the Minutes file to oiprd.org

- Create the minutes. The minutes may be saved as html, complete with hyperlinks if desirable. If another format is used, for example ".docx", substitute the appropriate file type suffix below for ".html". The minutes file is named using the following convention:

```
OIPRD_Minutes_[nnnn](year)[nn](month)[nn](day).html
```

example:

```
OIPRD_Minutes_20010911.html
```

- The minutes file is stored on oiprd.org, in the directory created in step 1 above. The complete address would then resemble:

example:

```
"http://www.oiprd.org/Regular_Public_Meetings/2001/20010911/OIPR  
D_Minutes_20010911.html"
```

### 5. Store the minutes addenda to oiprd.org

- Before and during the meeting, the pertinent documents and submissions are accumulated by the Secretary. These addenda are also stored in the directory created above in step 1, alongside the agenda file, and the minutes file. With this in mind, the hyperlinks within the minutes file should use "relative addressing" only; this will allow the "Regular\_Public\_Meetings" section of oiprd.org to be transportable, as the OIPRD website evolves. "Absolute addressing" should only be used in rare cases, or when citing a reliable fixed location elsewhere on the web (Enduris.org for example).

example:

```
Use this relational form of hyperlink address <a href=" OIPRD piece of  
addenda.pdf">Piece of addenda</a>
```

NOT this absolute form of hyperlink address <a href="http://oiprd.org/Regular\_Public\_Meetings/2001/20010911/OIPRD piece of addenda.pdf">Piece of addenda</a>

- Minutes, or other documents residing in other meeting directories can be cited (relationally) as follows:

example:

<a href="../2001/20010911/file in a different meeting directory.pdf">file from another meeting, years ago</a>

or

<a href="./20010911/file in a different meeting directory.pdf">file from another meeting, this same year</a>

- The minutes are watermarked with the word UNAPPROVED, until their approval. This is accomplished with a file located at <http://www.oiprd.org/html/UNAPPROVED.jpg>, which may be referenced from that location.

## 6. Update the Index file on oiprd.org

- The minutes are cataloged and exhibited on the following page:

[http://www.oiprd.org/Regular\\_Public\\_Meetings/2011/index.html](http://www.oiprd.org/Regular_Public_Meetings/2011/index.html) (or the appropriate year)

- Each meeting is given an entry showing the date of the meeting, with a link to the agenda, and a link to the minutes. Currently the meeting entries are arrayed in a table, each cell holding an entry. It is simplest to copy an existing entry into a new cell, and then fix up the links and date. Each link is relational as follows:

example:

<a href="/20010911/OIPRD\_Agenda\_20010911.html">Minutes</a>

- The oiprd.org site will now reflect the changes resulting from a new meeting. New information is made accessible to search engines via the sitemap at <http://www.oiprd.org/sitemap.xml>, which is periodically updated automatically.

**Orcas Parks & Recreation District (OIPRD)**  
**Document Retention and Destruction Policy**  
Adopted by the Board of Commissioners \_\_\_\_\_

**1. Purpose**

1.1. The purpose of this policy is to provide for systematic review, retention and destruction of documents related to the operations of the OIPRD. It is intended to assure legal and regulatory compliance, appropriate safeguards for records and information, and efficient and effective operations.

**2. Document Retention**

2.1. OIPRD shall retain records for the period of their immediate and current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents covered by this policy include paper, electronic files and e-mails, wherever stored, including physical files, servers, personal computers and handheld computers or other wireless devices. Documents that are not listed below, but are substantially similar to those listed, will be retained for the appropriate length of time. Any employee, or any other person who is in possession of OIPRD records, who is uncertain as to which records to retain or destroy, and when or how to do so, should seek assistance from OIPRD's Recreation Director or Office Manager.

2.2. In accordance with 18 U.S.C. § 1519 and the Sarbanes-Oxley Act, under no circumstances will any of OIPRD's documents, including electronic files and voice messages, be altered, covered up, falsified or destroyed in order to prevent their use in any official proceeding. Once any kind of litigation or official investigation is suspected or under way, all document purging, routine or otherwise, will immediately cease. In order to eliminate accidental or innocent destruction, OIPRD has adopted this policy and the following retention schedule.

**3. Policy Review**

3.1. These guidelines will be reviewed by the OIPRD Board of Commissioners at a minimum every three years and, if appropriate, updated periodically, through consultation with expert resources.

**4. Electronic Documents**

4.1. OIPRD will maintain a data backup and recovery system, which will be tested on a regular basis.

**5. Emergency Planning**

5.1. OIPRD's records will be stored in a safe, secure and accessible manner. Documents and financial records, physical or electronic, that are essential to keep OIPRD operating in an emergency will be duplicated periodically and maintained off-site.

**6. Document Destruction**

6.1. OIPRD's Secretary and Recreation Director are jointly responsible for the ongoing process of identifying its records which have met the required retention period, and overseeing their destruction. Destruction of San Juan County financial, personnel-related, donor, nonprofit, or other confidential documents will be accomplished by shredding, or otherwise destroyed in manner to preserve their confidentiality.

## **OIPRD BOARD OF COMMISSIONERS MEETINGS:**

Regular Meetings are open to the public and held on the first Thursday of each month at 12pm at the Orcas Fire Department Station 21. Any change in the meeting time, date or location must be made by Public Notice.

OIPRD Board of Commissioners, Dates of Terms and Contact Information can be found at [www.OIPRD.org](http://www.OIPRD.org) and should be kept up to date.

Annual Board Meeting Calendar: The calendar is created by the OIPRD Recreation Director each year and can be found at [www.OIPRD.org](http://www.OIPRD.org)

Public Hearings are required for specific OIPRD Board actions, particularly Budget approval and amendment. Notice of the Hearing should be posted in the same manner as for Public and Special meetings.

Public Notice is required for any meeting other than the regular meeting. As required by policy, the public notice should be posted at least five days in advance on the door of the Orcas First Department Station 21 and on [www.OIPRD.org](http://www.OIPRD.org).

Special Meetings: The OIPRD Board Chair or any three members may call a special meeting. The notice advertising the meeting should state the topic(s) to be discussed. Only those topic(s) specifically noted may be discussed at the special meeting.

Resolutions: These authorize the OIPRD Board or Director to take an action or state a position or policy. The OIPRD Recreation Director may prepare or ask the Administrative Assistant to prepare resolutions for OIPRD Board approval. OIPRD Board will move to approve resolution and sign. The original signed resolution (and copy of financial report if a budget amendment) should be filed in the Resolution Binder. A copy with signatures goes to County Auditor if a budget amendment, with copy for Budget Binder. Update Resolution Master List and place in front of binder.

- **Tuesday before the meeting:**

Copies of the draft Minutes of the previous meeting, the Agenda for the upcoming meeting, financial reports and correspondence plus any other relevant documents are e-mailed by the Recreation Director to the OIPRD Board members and Admin Asst. no later than the Tuesday preceding the meeting. Print out one copy of each. Complete a **CLAIMS REQUEST** to date. This will be updated with new claims on Wednesday and Thursday.

- **Wednesday before the meeting:**

Run through Agenda with Director, confirm all paperwork available. Take copies for Board as required. Set aside two copies of the Draft Minutes from last meeting for those who have not read them. Have a final copy (with the word "draft" removed) ready for signature. Collate 8 Board packages – One for each Commissioner, Director, Admin, and Board Packet Binder.

- **Day of the meeting:**

Put 2 or more copies of the agenda under the Visitor sign-in sheet, with a pen, on the clip board.  
Put the clip board on the divider wall for visitors.

Put each Commissioner's notebook on the conference table.

Arrange the chairs and set up table.

Put out extra pens, water and cups.

Use the recorder, but also take notes.

- **During the Meeting:**

Ask visitors to sign in.

When Chair begins the meeting start the recorder, note start time and who is present.

As the meeting progresses, note when a commissioner makes a motion, who made the motion, who seconded the motion, and the vote. Usually unanimous, if not note who voted yes, who no.

After the Board approves the previous Minutes, pass the original around the table for signature.

Corrections to the minutes: If the correction is substantive, a motion should be made to amend the minutes. If the correction is clerical, it doesn't require a motion and can be made by you. If it is a simple correction you can do it with a pen. If the page has to be rewritten, wait until the next meeting for signatures. If the correction is only on the first page, have Board sign the second page and reprint the first with the correction.

Collect and ensure all Claims Payment Requests, Payroll and Minutes etc. have been signed by all commissioners present.

If the Board goes into an Executive Session the Chair will announce the beginning of the Executive Session. Members of the public must leave.

Note the reason for the meeting (referencing the applicable RCW section), how long it will last, and the start time. Turn off recorder and do not take notes. Stay or go as requested.

Upon close of the executive session, the Chair will announce the end of the session and invite the public back in.

Turn on recorder and note time the executive session ended. Note any action taken (or no action taken). The Commission cannot take action during an executive session, but may take action after the executive session is closed and the regular session reconvened.

Note the time of adjournment.

When Board members leave tidy up and come in at 11am the following day to prepare draft Minutes.

- **Day after the Meeting:**

Approved Minutes of previous meeting; follow the Steps to Creating OIPRD Commissioners Meeting Documentation. File signed Minutes together with a copy of the Agenda and any documentation handed in during the meeting, plus visitor sign-in sheet if used.

Claims Request: Staple a copy of the signed Claims Request to invoices and file. Deliver the original to Kimberly Cox in the Auditor's office with any remittance slips that should be sent out with payment.

Payroll: Copy signed Payroll and file. Deliver original to Jo George in the Auditor's office.

Write draft Minutes, using the format of previous meetings and following the Agenda listing. Submit the draft to the Director for review.

If a Board member was absent, staple a Board packet together and place it in the left side of his/her binder, otherwise empty all binders and put back on shelf under counter.



## OIPRD Web-based Records System

Type of OIPRD website technology	Description	How used	Change frequency
Relatively static website and web resources	Website is a relatively stable repository for OIPRD publications. The only real interactivity is that which allows movement from one document to another. This is basically what is in use now and that set-up for Island Rec.	Essentially the website is a collection of static documents sitting in folders on a server linked together with hyperlinks.	Updates add information that is not likely to change.
Website that serve as a fluid repository for OIPRD publications and information	Similar to a static website (see example above) in that the only real interactivity is that which allows movement from document to one another.	The website is used by OIPRD as a communications tool for information that changes frequently.	Updates to this kind of website will often include revision, removal and addition of information on an 'as needed' basis by OIPRD.
A static website that serves as a limited communications tool through form based interactivity	Website utilizes forms where end- users can submit questions or comments. This site is largely static in that the form is generally submitted through a public mailbox yet other website content remains static.	Website is designed for minimal interaction between the public and OIPRD. Used to collect information such as comments, requests and orders.	The forms that are used for obtaining information may not change often, yet OIPRD needs to be aware of the frequent changes to the back end system or database which stores the information obtained from the forms.
Website based on dynamic data access (query based access to public office information)	Used as a user interface for accessing OIPRD's database/s. Often documents exist as objects in a database and each document has its own unique identifier.	Site users search prepared lists or put together their own searches which query the content of a database.	Information contained in databases (ActiveNet?) behind the OIPRD site may be continually changing even if the site's top level pages remain static.
Dynamically generated website	The website is an interface to multiple applications and information services. The component parts of each individual page are generated using a combination of databases and style sheets. This activity is also known as 'on the fly'. This is basically how ActiveNet is designed.	Used to deliver OIPRD's major services online.	This website may change frequently as information supplied by the end-user and displayed on the site is varied. This form of website activity does not exist in a single form as each user can see a different 'site'. The processes used to build the pages involve the use of a number of software tools and hence the website will often behave more like a software application rather than a publication.

**Resolution to adopt the 2012 General Fund budget for Orcas Park and Recreation District**

**Resolution 2011-8  
November 10, 2011**

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

**WHEREAS** a General Fund budget for 2011 was adopted in October 2011 and a General Fund budget was proposed for 2012; and

**WHEREAS** notices of said public hearing were recorded in the official newspaper of San Juan County in accordance with RCW 36.40.60 as required; and

**WHEREAS** OIPRD will have some funds and donations deposited to the District's General Fund for 2011 leftover to be added to revenue from estimated tax distributions in 2012 in the amount of \$ 251,205; and

**WHEREAS** the Commissioners of OIPRD desire to adopt a budget for the 2012 General Fund to allow for the expenditure of those funds; and

**WHEREAS** the Commissioners of OIPRD held a public hearing on October 13 to consider the District's 2012 budget; and

**NOW, THEREFORE BE IT RESOLVED** that OIPRD set the General Fund budget for the year 2012, \$315,205:

## Revenue

Activity Fees	\$ 19,000
Rental	\$ 10,000
Donations-Unrestricted	\$ 15,500
Grants	\$ 10,000
Tax district revenues	\$251,205
Donations-Corporate	\$ 9,500
<b>Total:</b>	<b>\$315,205</b>

## Expenses *(incl. reserves)*

One Time Capital Expenses	\$ 40,250
One Time Setup Expenses	\$ 22,000
Staffing	\$ 49,313
Administrative	\$ 36,050
Loan repayment incl. interest	\$ 23,618
Parks	\$ 38,200
Programs	\$ 32,360
Low Income Scholarships	\$ 2,500
Excess Year End Carryover	\$ 70,914
<b>Total</b>	<b>\$315,205</b>

**ADOPTED, THIS 10<sup>th</sup> day of November 2011**

**Orcas Park and Recreation District Commissioners**

Jim Bredouw \_\_\_\_\_

Bob Egan \_\_\_\_\_

Martha Farish \_\_\_\_\_

Ian Lister \_\_\_\_\_

Vicki Vandermay \_\_\_\_\_

# CLAIMS PAYMENT REQUEST

Batch#

FROM: Orcas Island Park & Rec. District

DATE: December 8, 2011

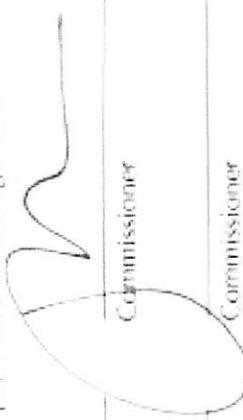
Page 1 of 1

Vendor#	Vendor Name	Bars #	\$ Amount	Grant#	Project#	Date	Inv#	1099
rae144	Leslie Rae Schmitz	6501.576.80.41.2002	\$2,446.25			11/30/2011	4	n/a
<i>ibcd</i>	Vicki Vandermay	6501.576.80.49.0004	\$30.00			11/10/2011	50068	yes
<i>ibcd</i>	Vicki Vandermay	6501.576.80.35.001	\$22.63			11/10/2011	50068	yes
col100	Coldspring Pumps	6501.576.80.48.0005	\$113.19			10/25/2011	5075	n/a
<i>(please book up)</i>	Jim Bredouw	6501.576.80.31.0004	\$271.27			12/7/2011	71	n/a
<b>Total this page</b>			<b>\$2,883.34</b>					

I do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

## Board Authorization

As the duly elected board for this district we have reviewed the claims listed above (including original backup materials) totaling **\$2,883.34** for the period ending December 8, 2011. We approve payment with our signatures below.

Commissioner	_____	Date	_____
Commissioner		Date	<u>12/8/11</u>
Commissioner	_____	Date	_____

Signed \_\_\_\_\_ (Martha Farish) Chairman  
 \_\_\_\_\_ (Tate) Vice

	Hours				Total Hours	Total Pay
	Previously Billed	Pay Previously Billed	01	15		
<b>PROJECT 1a: Chart of Accounts/Accounting System</b>						
Project 1a Subtotal:	55.5	\$2,636.25	2.0	2.0	4.0	\$190.00
<b>PROJECT 1b: Accounting Software Selection</b>						
Project 1b Subtotal:	2.0	\$95.00	0.0	0.0	0.0	\$0.00
<b>PROJECT 1c: Manual of Accounting System/Internal Controls for Staff and Board</b>						
Project 1c Subtotal:	38.5	\$1,543.75	0.0	2.0	2.0	\$95.00
<b>PROJECT 1d: Documentation of Observations and Best Practices</b>						
Project 1d Subtotal:	8.5	\$261.25	3.0	0.0	3.0	\$142.50
<b>PROJECT 2a: Program Software Selection</b>						
Project 2a Subtotal:	20.5	\$973.75	0.0	10.5	10.5	\$498.75
<b>PROJECT 2b: Online Payment System Selection</b>						
Project 2b Subtotal:	10.0	\$475.00	0.0	5.0	5.0	\$237.50
<b>PROJECT 2c: Instruction Manual and User Guide for Programming and Scheduling Systems</b>						
Project 2c Subtotal:	2.0	\$95.00	0.0	5.0	5.0	\$237.50
<b>PROJECT 2d: Observations Report and Best Practices Summary</b>						
Project 2d Subtotal:	2.0	\$95.00	0.0	2.0	2.0	\$95.00
<b>PROJECT 3a: Web-Based Records System</b>						
Project 3a Subtotal:	0.0	\$0.00	10.0	6.0	16.0	\$760.00
<b>Project 3b: Instruction Manual for Records System and Administration</b>						
Project 3b Subtotal:	0.0	\$0.00	2.0	2.0	4.0	\$190.00
<b>TOTAL:</b>	<b>139.0</b>	<b>\$6,175.00</b>	<b>5.0</b>	<b>26.5</b>	<b>51.5</b>	<b>\$2,446.25</b>

<b>Summary for Accounting:</b>	
Hours	Total Pay
51.5	\$2,446.25

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_



SAN JUAN COUNTY

5458

DATE 12/15/10

Supervisor

sanjuan.us

RECEIVED FROM

Vicki Vandermay

\$ 30.00

DOLLARS

FOR

OIP&RD voter list

AMOUNT OF ACCOUNT		
THIS PAYMENT	30.00	
BALANCE DUE		

CASH  
 CHECK  
 M.O.

BY

[Signature]

Thank You!

Phone 98250

sanjuan.com

TON

Information to be furnished for mailing or registration product or services, or anything you understand that

violation of the provisions of RCW 29A.08.740 subject the violator to civil and criminal penalties. I agree to indemnify and hold San Juan County harmless from civil penalties resulting from my failure or alleged failure to comply with the provisions of RCW 29A.08.720(2).

I authorize San Juan County Auditor's staff to submit information related to the services provided me which may be necessary to comply with the requirements of the Public Disclosure Law.

Requested by: Vicki Vandermay (Print)

[Signature] (Sign)

Representing: Orcas Island Park & Recreation Date 12-14-10

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Voter registration list for OIP&R District, including voting history for November 2, 2010 General Election. Electronic format.

Cost: \$30.00

For Office Use

Original Received Time Spent

Vicki E Vandermay  
Larry J Vandermay  
PO Box 160  
Olga, WA 98279-0160

Date 12-14-10

4241

10 10/1250

Pay to the Order of San Juan County \$ 30.00  
Thirty dollars Dollars

US BANK

Nov. 2, 2010 election  
For voter registration list

Be Unique  
Vicki Vandermay

⑆ 25000 ⑆ 05⑆ ⑆ 5355935 ⑆ 074 ⑆ 424 ⑆

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <i>Vicky E Vandermay</i>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification required: <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ <span style="float: right;"><input type="checkbox"/> Exempt payee</span>	
Address (number, street, and apt. or suite no.) <i>PO Box 165</i>		Requester's name and address (optional)
City, state, and ZIP code <i>Ola, Wa 98279</i>		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										
6	3	2	-	8	2	-	2	6	1	0

Employer identification number								
			-					

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here      Signature of U.S. person ▶ *Vicky Vandermay*      Date ▶ *11-10-11*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

ORCAS ISLAND HARDWARE  
421 N BEACH RD  
EASTSUOND WA 98245  
360 376 3933  
6701214625

Merchant ID: 670121462581

*Sale Park & Rec*

\*\*\*\*\*  
ADE - ORCAS ISLAND HARDWARE  
Orcas Island Hardware  
P.O. Box 397  
Eastsound, Wa 98245  
360-376-3933

Sales Region: # 15070  
Date: 09/08/2011  
Inst: REGISTER SALE

\* 1411001 0000 241044990  
1.00 @ 20.99 HS0907009N5254E  
Tax 1.00 Discount 0.00 \$20.99  
-----  
Subtotal: \$20.99  
Tax: 1.00  
Total: \$21.99

VISA 22.63  
0035  
-----  
Total Tendered: \$21.99  
Change: \$0.00

\*\*\*\*\*0035  
VISA Entry Method: Swiped  
Total: *look for Buck Park shed* \$ 22.63  
09/08/11 19:32:19  
Inv#: 000029 Appr Code: 000683  
Acqrd: Online Batch#: 001059

Customer Copy  
THANK YOU!  
COME AGAIN!

Signature

\*\*\*\*\*



# Coldspring Pumps, Inc.

Post Office Box 228  
Eastsound, WA 98245

# Invoice

Phone: (360) 376-2739  
info@coldspringpumps.com

Send To:

CRM, Inc.  
828 Eastman Road  
Eastsound, WA, 98245

Invoice number: 5075  
Date of invoice: 10/25/2011  
Payment due: 11/9/2011  
Terms: Net 15 days

Project: Orcas Parks & Rec District

Quantity	Description	Rate	Amount
1	Hours of crane service with operator. Remove irrigation pump from Buck Park well.  Pay your bills online at: <a href="https://www.intuitbillpay.com/coldspringpumps">https://www.intuitbillpay.com/coldspringpumps</a>	105.00	105.00

Thank you for your business. Please feel free to call us with any questions.

**Subtotal:** \$105.00  
**Sales Tax: (7.8%)** \$8.19

**Total Due:** \$113.19



See reverse side for payment details and warranty information, or visit our website.

INVOICE #71

12/7/11

FROM: Jim Bredouw

885 Mt. Woolard Rd.

Eastsound, WA 98245

To: Orcas Island Park and Rec. District

Reimbursement for new Microsoft Excel 2010 (\$120.94) software and new QuickBooks Pro 2012 (\$119.73) software. With tax and shipping, total is **\$271.27**. *Please see attached receipt.*



[www.amazon.com/your-account](http://www.amazon.com/your-account)

For detailed information about this and other orders, please visit Your Account. You can also print invoices, change your e-mail address and payment settings, alter your communication preferences, and much more - 24 hours a day - at <http://www.amazon.com/your-account>.

### Returns Are Easy!

Visit <http://www.amazon.com/returns> to return any item - including gifts - in unopened or original condition within 30 days for a full refund (other restrictions apply). Please have your order ID ready.

FOR REFUND  
REIMBURSE

### Your order of November 11, 2011 (Order ID 104-0784211-7170652)

Qty	Item	Item Price	Total
1	Microsoft Excel 2010 CD-ROM (** A-2 **) B0039L2XG6 8853700.19674	\$120.94	\$120.94
1	QuickBooks Pro 2012 Software (** A-2 **) B005FIWUMS 0282670.33030	\$119.73	\$119.73
Subtotal			\$240.67
Shipping & Handling			\$10.97
Tax Collected			\$19.63
Order Total			\$271.27
Paid via credit/debit			\$271.27
Balance due			\$0.00

This shipment completes your order.

Have feedback on how we packaged your order? Tell us at [www.amazon.com/packaging](http://www.amazon.com/packaging).

