

# Meeting Minutes

## April 12, 2012

Orcas Island Park and Recreation District Commission  
Regular Public Meeting, Thursday April 12, 2012  
Orcas Island Fire District Station #1, Eastsound WA  
12:00-3:00 P.M.

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

Martha Farish, Chairman

Roll call:

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

A quorum was established and the meeting was called to order. Also attending were Pete Moe & Krista Bouchey, the Funhouse Commons; Jen Vollmer and Susannah Beck, Triple Ripple Running Festival; Jared Lovejoy; Labor Day Weekend Event; Margie Doyle, Cara Cone and Ken Brown, Orcas Issues; Dave Johnson, OISD Facilities Mgr.; and Kate Long.

### **II. PUBLIC COMMENT (12:05)**

- **LABOR DAY WEEKEND EVENT:** Jared Lovejoy said that the notion brought up at last month's meeting of a Labor Day Weekend Event has been received with enthusiasm by most of the public and officials with whom he has met including commitment with the Chamber of Commerce and parking permission from the Port of Orcas for airport parking. He is applied for two funding grants and was looking for a coalition of organization vs. a private enterprise.

[Jared Lovejoy Labor Day event email.html](#)

- **TRIPLE RIPPLE:** Jen Vollmer introduced her partner, Susannah Beck and asked when ActiveNet would go live and what the procedure would be for them to go forward with registrations. Martha indicated that ActiveNet should be online during the month of May and that Jen and Susannah should prepare their policies and expectations specifically.
- **OISD PLAYGROUND DONATION:** Dave Johnson indicated that there was a playground donated to the school and that, after learning that OISD could not accept the donation because of the costs to install it, asked if OIPRD would like to accept it. He suggested that the sides be covered for safety. Ian asked

if Dave is legally certified and he said he was, in fact, nationally certified as a playground inspector. He gave the contact number of the potential donor, who he said is willing to donate the playground and platform, built by Chris Doherty, in their entirety. Dave indicated that we would need 12" of playground chips and other specifications to be legal but that he would be willing to donate his time and that we should ask Chris Doherty how much he would charge to reconstruct it. Regarding the value of the gift, Dave mentioned that the slide alone would cost roughly \$10k retail. Martha volunteered to send an email of interest to the donor and Chris.

[Playground slide1.jpg](#), [Playground slide 2.jpg](#)

### **III. UNFINISHED BUSINESS (12:30)**

- Treasury report - Ian  
[glExpStatusRpt.pdf](#)  
[glRevDetailRpt.pdf](#)  
[glWAMonthly\\_burst.rtf](#)

Treasury update: We have an expense report. Ian will find out how revenues are distributed to our account. We also have the Wildlife Cycles donation of \$100. Bob asks if we're still needing to use the Port of Orcas loan funds now that we're receiving public fund. Jim responded by saying that, while some projected expenses are coming in later than originally projected, that unless they actually disappear, we will eventually need all funds borrowed per our budget.

- Enduris – Ian explained that he is currently filling out information for Enduris as to the 2013 insurance needs – Martha asked him to send us his answers before sending them in.
- SJC Auditor report - Jim
- Payment of Claims - Jim

Jim submitted April's Claims Payment Request for \$18,646.81, which included legal fees, election costs in arrears, equipment and maintenance.

**Motion:** To approve the April Payment of Claims

- Ian, Vicki
- Deliberations: It was requested that Jim look at last month's submission by Jose from SJC to check against the budget, to make sure we are in alignment. Martha is requesting a budget review and realignment at or around the end of Q2.
- Vote: unanimously aye
  - Executive Director search

The final OIPRD Exec. Director Job Description was approved. It was suggested that Ian add a menu item on the OIPRD website called "Employment" on which the Job Description is listed. It will say that all applications will need to be hard copies sent by mail; that email applications will not be accepted. We also need an end date, which is suggested to be June 1, 2012. Costs: MRSC – free; LinkedIn Skagit Valley - \$200.

Jim will add paragraph about hard copy only and address and June 1 deadline. Also, resumes and contact information may be submitted.

We have agreed that Martha will compose the ad within the week and Vicki will list it, at her discretion money-wise, in: The Bellingham Herald, Skagit Valley Herald, LinkedIn / Skagit Valley and Seattle Times (Sunday only max); Martha will list it in Park & Rec magazine, Islands Sounder, Orcas Issues, San Juan Journal; and Ian in MRSC.

**Motion:** To give Martha and Vicki permission to go forward with USTA organizing an indoor tennis clinic for June/early July

- Jim, Ian
- Deliberations: none
- Vote: unanimously aye

- Funhouse-Pete and Krista

Funhouse Commons: Pete asked if we need an official agreement and Martha said yes, the Funhouse Commons and OIPRD need to write an official lease agreement, as well as an official programming subcontracting agreement. Jim will create with Pete and Adina. General outline:

1. Two-year lease including water and electric, beginning July 1 at \$400/month with 3% annual increases starting Year 2 w/add'l 4-year, one-way OIPRD only option beginning July 1, 2014. Storage room is ours exclusively; Conference room is a shared facility used by first advance booked; FH allows parking, signage, separate entrance, use of bathroom; internet use is not included.
2. \$15,000 to subcontract programming:
3. Manage and 'roll out' ActiveNet.
4. Website/ActiveNet integration
5. Inform/teach ED everything.
6. Supply OIPRD bookkeeper w/information as requested.
7. Share FHC database.
8. Design and send brochure Summer / Fall coordinating w/OIPRD's budget constraints.
9. Assist w/Buck Park maintenance as needed.
10. Manage and/or promote programs for some Spring/Summer/some Fall, including booking, sign ups, equipment setup, parent questions, activity coordination and some staff coordination, etc. for some to all of the following:

Basketball Clinic, Spring Soccer, Wrestling, Sailing, British Soccer, Soccer Camp, Summer Day Camp, Swimming, Quick Start Tennis - as needed, Babysitting classes, Running Club, Ninja day camp, Teen Night, After School programs, Misc. others, as designed and mutually agreed

- Buck Park - Bob

1. Bob reported that it is his understanding that OISD previously agreed to pay ½ of all Buck Park expenses. Martha suggested that Bob approach Scott Lancaster, Barbara Kline and OISD to remunerate ½ of bills heretofore generated to see if that's still their intention.
2. He pointed out that the copper wire for the pump was stolen but was generously replaced/donated by EWUA.
3. Dave Smith said the sign is complete and we've determined to delay putting up the sign until such time as OIPRD actually owns Buck Park.
4. There is a free software program called CUPPS that is designed to keep all plumbing and water information in one place; a move applauded by the Board.
5. Bob's Buck Park maintenance committee of himself, Greg Bronn and Terry Turner are preparing a job description in order to put out to bid to maintain Buck Park; including mowing, skatepark, sanicans and trash.
6. Ron Griffin of Griffin Yard Works has agreed to work as an interim service to do some temporary mowing service in case we have our lease with OISD before we have bids ready for review.

#### **IV. PUBLIC COMMENT**

*Comments, Concerns, Ideas*

#### **V. NEW BUSINESS**

*none*

#### **VI. ADJOURNMENT (3:00)**

**Motion:** To adjourn

- Jim, Vicki
- Deliberations: *none*
- Vote: unanimously aye

#### ***Addenda:***

[Jared Lovejoy Labor Day event email.html](#)

[Playground slide1.jpg](#)

[Playground slide 2.jpg](#)

[glExpStatusRpt.pdf](#)

[glRevDetailRpt.pdf](#) [glWAMonthly\\_burst.rtf](#)

Regular Public Meeting minutes for April 12, 2012  
Approved by motion on this 27<sup>th</sup> day of October, 2012  
Signed and attested this 27<sup>th</sup> day of October, 2012

  
Ian Lister, Commissioner #5,  
Secretary

  
Martha Farish, Commissioner #3,  
Chair

**Jared Lovejoy** <jaredlovejoy@mac.com>

Thu, Apr 12, 2012 at 10:57 AM

To: Martha Farish <mfarishster@gmail.com>

Cc: Jim Bredouw <bunz@interisland.net>, doebee@rockisland.com, bob@coldspringresource.com, vickir@centurytel.net

Hey Everyone,

I wanted to quickly update you. Something has come up and I'm not sure I'll be able to make it to the meeting today at noon.

We are still exploring the viability of this project and I know you guys are still working on the transfer of the park correct?

I met with Janet Brownell this week and she's very supportive. I will also be meeting with Barbara Kline very soon. We have been in touch and are just working out a time to meet.

I also have a commitment for parking from the Airport.

We have gotten a great response form the community and Chamber of Commerce.

The Chamber agreed to be our funding partner for a request I wrote for some LTAC funding for the festival for 2013.

There is a possibility that we may wait till 2013 to produce the first show because there has been such a great response form the community and an event like this would be better served as the production of a community coalition rather than a private group.

Currently we are still looking at trying to produce a smaller show this year with a skate event. This will depend on aligning the right bands and a partner for the skate event which we are working on right now.

I'm going to try to pop by the meeting, I hope I see you all today, if not I will be in touch. Thanks for your time,

Jared Lovejoy

air . 206.679.5683

land . 360.376.1421









**Expenditure Status Report**  
**March Expenditure Status Report**  
**San Juan County**  
**3/1/2012 through 3/31/2012**

**6501 Orcas Island Park and Rec District**

00 \*\*\* Title Not Found \*\*\*

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
508.00.00 Cash and Transfers						
508.00.00.0000 Cash and Transfers	70,914.00	0.00	0.00	0.00	70,914.00	0.00
<b>Total</b> Cash and Transfers	70,914.00	0.00	0.00	0.00	70,914.00	0.00
<b>Total</b> *** Title Not Found ***	70,914.00	0.00	0.00	0.00	70,914.00	0.00
<b>Total</b> Ending Net Cash and Investments	70,914.00	0.00	0.00	0.00	70,914.00	0.00
576.80.10 Salaries and Wages						
576.80.10.0001 OIPRD Director	25,000.00	0.00	0.00	0.00	25,000.00	0.00
576.80.10.0002 OIPRD Assistant Director	16,250.00	0.00	0.00	0.00	16,250.00	0.00
<b>Total</b> Salaries and Wages	41,250.00	0.00	0.00	0.00	41,250.00	0.00
576.80.20 Personnel Benefits						
576.80.20.0001 Payroll Taxes	5,363.00	0.00	0.00	0.00	5,363.00	0.00
576.80.20.0004 Health Insurance Dir. Stipend	2,700.00	0.00	0.00	0.00	2,700.00	0.00
<b>Total</b> Personnel Benefits	8,063.00	0.00	0.00	0.00	8,063.00	0.00
576.80.31 Supplies						
576.80.31.0000 Contingency	6,000.00	0.00	0.00	0.00	6,000.00	0.00
576.80.31.0003 Computer Supplies	500.00	0.00	0.00	0.00	500.00	0.00
576.80.31.0008 Print/Graphics	500.00	0.00	0.00	0.00	500.00	0.00
576.80.31.0009 Janitorial Supplies	500.00	0.00	0.00	0.00	500.00	0.00
<b>Total</b> Supplies	7,500.00	0.00	0.00	0.00	7,500.00	0.00
576.80.35 Small Tools and Minor Equipment						
576.80.35.0001 Athletic Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00
576.80.35.0002 Office Equipment	5,500.00	0.00	0.00	0.00	5,500.00	0.00
576.80.35.0003 Signage	1,250.00	0.00	0.00	0.00	1,250.00	0.00
<b>Total</b> Small Tools and Minor Equipment	9,750.00	0.00	0.00	0.00	9,750.00	0.00
576.80.41 Professional Services						

**Expenditure Status Report**  
**March Expenditure Status Report**  
**San Juan County**  
**3/1/2012 through 3/31/2012**

**6501 Orcas Island Park and Rec District**

**00 \*\*\* Title Not Found \*\*\***

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
576.80.41.0000 Contingency	2,000.00	3,997.50	3,997.50	0.00	-1,997.50	199.88
576.80.41.0001 Professional Services	0.00	0.00	39.93	0.00	-39.93	0.00
576.80.41.0002 Business Consulting	16,000.00	0.00	0.00	0.00	16,000.00	0.00
576.80.41.0003 Instructors	4,000.00	0.00	0.00	0.00	4,000.00	0.00
576.80.41.0004 Website Development / Consulting	2,000.00	0.00	0.00	0.00	2,000.00	0.00
576.80.41.0005 Teen Night / After School Programs	19,860.00	0.00	0.00	0.00	19,860.00	0.00
576.80.41.0006 Legal Services	4,000.00	0.00	0.00	0.00	4,000.00	0.00
576.80.41.0007 Accounting Services	6,500.00	0.00	0.00	0.00	6,500.00	0.00
576.80.41.0011 AV Technician	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<b>Total</b> Professional Services	55,360.00	3,997.50	4,037.43	0.00	51,322.57	7.29
576.80.42 Communication						
576.80.42.0000 Contingency	3,000.00	0.00	0.00	0.00	3,000.00	0.00
576.80.42.0001 Postage & Shipping	12,100.00	0.00	0.00	0.00	12,100.00	0.00
576.80.42.0004 Telephone/Internet	1,200.00	0.00	0.00	0.00	1,200.00	0.00
576.80.42.0005 Active Net Fees	4,000.00	0.00	0.00	0.00	4,000.00	0.00
<b>Total</b> Communication	20,300.00	0.00	0.00	0.00	20,300.00	0.00
576.80.43 Travel						
576.80.43.0002 Travel	250.00	0.00	0.00	0.00	250.00	0.00
<b>Total</b> Travel	250.00	0.00	0.00	0.00	250.00	0.00
576.80.44 Advertising						
576.80.44.0001 Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00
<b>Total</b> Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00
576.80.45 Operating Rentals and Leases						
576.80.45.0000 Operating Rentals and Leases	0.00	0.00	44.00	0.00	-44.00	0.00
576.80.45.0004 Event Rental Fees	6,000.00	0.00	0.00	0.00	6,000.00	0.00
<b>Total</b> Operating Rentals and Leases	6,000.00	0.00	44.00	0.00	5,956.00	0.73
576.80.46 Insurance Premiums and Recoveries						

**Expenditure Status Report**  
**March Expenditure Status Report**  
**San Juan County**  
**3/1/2012 through 3/31/2012**

**6501 Orcas Island Park and Rec District****00 \*\*\* Title Not Found \*\*\***

<b>Account Number</b>	<b>Adjusted Appropriation</b>	<b>Expenditures</b>	<b>Year-to-date Expenditures</b>	<b>Year-to-date Encumbrances</b>	<b>Balance</b>	<b>Pct Used</b>
576.80.46.0001 Insurance Premiums and Recoveries	3,000.00	0.00	0.00	0.00	3,000.00	0.00
<b>Total</b> Insurance Premiums and Recoveries	3,000.00	0.00	0.00	0.00	3,000.00	0.00
576.80.47 Utility Services						
576.80.47.0002 Water	2,000.00	0.00	0.00	0.00	2,000.00	0.00
576.80.47.0008 Sewer / Garbage	7,000.00	0.00	0.00	0.00	7,000.00	0.00
<b>Total</b> Utility Services	9,000.00	0.00	0.00	0.00	9,000.00	0.00
576.80.48 Repairs and Maintenance						
576.80.48.0000 Contingency	2,500.00	0.00	0.00	0.00	2,500.00	0.00
576.80.48.0005 Grounds Maintenance	26,700.00	0.00	0.00	0.00	26,700.00	0.00
<b>Total</b> Repairs and Maintenance	29,200.00	0.00	0.00	0.00	29,200.00	0.00
576.80.49 Miscellaneous						
576.80.49.0000 Contingency	2,000.00	0.00	0.00	0.00	2,000.00	0.00
576.80.49.0003 Swimming scholarships/opportunities	6,000.00	0.00	0.00	0.00	6,000.00	0.00
576.80.49.0004 Ballot/Promo/Domains	14,000.00	0.00	0.00	0.00	14,000.00	0.00
<b>Total</b> Miscellaneous	22,000.00	0.00	0.00	0.00	22,000.00	0.00
<b>Total</b> General Parks	213,673.00	3,997.50	4,081.43	0.00	209,591.57	1.91
<b>Total</b> Park Facilities	213,673.00	3,997.50	4,081.43	0.00	209,591.57	1.91
591.79.77 Other Notes						
591.79.77.6721 GAP Loan Principal Repayment	21,668.00	0.00	0.00	0.00	21,668.00	0.00
<b>Total</b> Other Notes	21,668.00	0.00	0.00	0.00	21,668.00	0.00
<b>Total</b> *** Title Not Found ***	21,668.00	0.00	0.00	0.00	21,668.00	0.00
<b>Total</b> Long-Term Debt Redemption-Governmental	21,668.00	0.00	0.00	0.00	21,668.00	0.00
594.76.64 Machinery and Equipment						
<b>Total</b> Machinery and Equipment	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b> *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00

**Expenditure Status Report**  
March Expenditure Status Report  
San Juan County  
3/1/2012 through 3/31/2012

**6501 Orcas Island Park and Rec District**

00 \*\*\* Title Not Found \*\*\*

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
594.79.61 Land and Land Improvements						
594.79.61.0001 Park Improvements						
Total Land and Land Improvements	7,000.00	0.00	0.00	0.00	7,000.00	0.00
594.79.64 Machinery and Equipment	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Total Machinery and Equipment	0.00	0.00	0.00	0.00	0.00	0.00
594.79.83 Interest on Long-Term External Debt						
594.79.83.6721 Interest on GAP Loan						
Total Interest on Long-Term External Debt	1,950.00	0.00	0.00	0.00	1,950.00	0.00
Total *** Title Not Found ***	1,950.00	0.00	0.00	0.00	1,950.00	0.00
Total Capital Expenditures	8,950.00	0.00	0.00	0.00	8,950.00	0.00
Total *** Title Not Found ***	8,950.00	0.00	0.00	0.00	8,950.00	0.00
	315,205.00	3,997.50	4,081.43	0.00	311,123.57	1.29

**Expenditure Status Report**  
**March Expenditure Status Report**  
**San Juan County**  
**3/1/2012 through 3/31/2012**

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**6501 Orcas Island Park and Rec District**

Total	Orcas Island Park and Rec District	315,205.00	3,997.50	4,081.43	0.00	311,123.57	1.29
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# Revenue Detail Report

Page: 144

revdetl.rpt  
04/10/2012 3:30PM  
Periods: 3 through 3

San Juan County  
03/01/2012 through 03/31/2012

## 6501 Orcas Island Park and Rec District

00 \*\*\* Title Not Found \*\*\*

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
308.00.00.0000 Beginning Net Cash and Investments					
311.10.00.0000 General Property Taxes					
3/1/2012 q1 tax rec GJ 49502	0.00	0.00	0.00	0.00	0.00
3/2/2012 q1 tax rec GJ 49503		50.54			
3/5/2012 q1 tax rec GJ 49622	251,205.00	28.01	573.83	250,631.17	0.23
3/6/2012 q1 tax rec GJ 49623		28.05			
3/7/2012 q1 tax rec GJ 49624		103.88			
3/8/2012 q1 tax rec GJ 49947		3,699.36			
3/9/2012 q1 tax rec GJ 49709		2,751.57			
3/12/2012 q1 tax rec GJ 49948		756.85			
3/13/2012 q1 tax rec GJ 49710		3,169.50			
3/14/2012 q1 tax rec GJ 49833		856.40			
3/15/2012 q1 tax rec GJ 49834		5,353.71			
3/16/2012 q1 tax rec GJ 49835		555.22			
3/19/2012 q1 tax rec GJ 49836		904.93			
3/20/2012 q1 tax rec GJ 49837		199.13			
3/21/2012 q1 tax rec GJ 49839		1,227.62			
3/22/2012 q1 tax rec GJ 49840		33.85			
3/23/2012 q1 tax rec GJ 49950		1,151.07			
3/25/2012 q1 tax rec GJ 50012		280.63			
3/26/2012 q1 tax rec GJ 49951		-49.26			
3/27/2012 q1 tax rec GJ 49952		2,925.34			
3/28/2012 q1 tax rec GJ 49953		371.45			
3/29/2012 q1 tax rec GJ 49954		218.28			
3/30/2012 q1 tax rec GJ 49972		412.82			
311.10.00.0000 General Property Taxes	251,205.00	25,776.39	26,350.22	224,854.78	10.49
312.10.00.0000 Timber Harvest Tax	0.00	0.00	0.00	0.00	0.00
317.20.00.0000 Leasehold Tax	0.00	0.00	33.11	-33.11	0.00
347.30.00.0000 Rental Revenue	10,000.00	0.00	0.00	10,000.00	0.00
347.60.00.0000 Activity Fees	19,000.00	0.00	0.00	19,000.00	0.00
367.11.00.0000 Donations - Private Grants	10,000.00	0.00	0.00	10,000.00	0.00
3/22/2012 q1 cr GJ 49829		100.00			
367.11.00.0000 Donations - Private Grants	10,000.00	100.00	100.00	9,900.00	1.00

Page: 144

# Revenue Detail Report

San Juan County  
03/01/2012 through 03/31/2012

6501 Orcas Island Park and Rec District  
00 \*\*\* Title Not Found \*\*\*

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
367.11.00.0001 Donations - Unrestricted	15,500.00	0.00	0.00	15,500.00	0.00
367.11.00.0002 Donations - Team/Corporate Sponsorship	9,500.00	0.00	0.00	9,500.00	0.00
381.10.00.6721 Interfund Loan from Port of Orcas	0.00	0.00	0.00	0.00	0.00

Revenue Detail Report

San Juan County  
03/01/2012 through 03/31/2012

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6501 Orcas Island Park and Rec District

Total	Orcas Island Park and Rec District	315,205.00	25,876.39	26,483.33	288,721.67	8.40
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**SAN JUAN COUNTY  
MONTHLY FINANCIAL STATEMENT BY FUND**

2012 3:10:22PM  
Fiscal Year: 2012

**START DATE: 3/1/2012 END DATE: 3/31/2012**

**FUND 6501.00 ORCAS ISLAND PARK AND REC DISTRICT**

**Account No  
Account Description**

**Amount  
Total Amount  
Beginning Balance  
Ending Balance**

**BEGINNING CASH BALANCE**

25,770

**CHARGES FOR GOODS AND SERVICES**

**CELLANEIOUS REVENUES**

10

**REVENUES**

25,870

**AL RECEIPTS**

**CULTURE AND RECREATION**

**CULTURE AND RECREATION**

3,990

**UTILITY SERVICE AND OTHER**

3,990

**AL DISBURSEMENTS**

**BEGINNING CASH BALANCE**

70,420

70,420

**GL ENDING CASH BALANCE**

**NET VARIANCE**

**FOR BONDS OUTSTANDING (BEGINNING BALANCE)**

**BONDS PAID**

**BONDS ISSUED**

**CHANGE**

**BONDS OUTSTANDING (ENDING BALANCE)**

**BEGINNING INVESTMENT BALANCE**

**INVESTMENTS ACQUIRED**

**INVESTMENTS LIQUIDATED**

**ENDING INVESTMENT BALANCE**