

Meeting Minutes

May 17, 2012

Orcas Island Park and Recreation District Commission
Special Public Meeting, Thursday May 17, 2012
Orcas Island Fire District Station #1, Eastsound WA
12:00-3:00 P.M.

I. **CALL TO ORDER (12:15)** 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.

II. **OLD BUSINESS (12:25)** SLIDE DONATION

It was determined that the generous offer from Taubman and Horowitz to donate a free custom slide and tower to OIPRD would likely be too expensive to make sense at this point in the development of Buck Park and OIPRD. Martha will call with appreciation.

PREVIOUS MINUTES

Motion: To approve May 2, 2012 minutes

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

FUNHOUSE COMMONS AGREEMENTS

Martha points out that it is essential that a money handling policy be written and followed.

Motion: To pass our approved FHC lease agreement and Temporary Service Agreement with Scope of Services onto the FHC board for review.

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

II. **PUBLIC COMMENT (1:20)**

- **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.

III. UNFINISHED BUSINESS (12:30)

- Previous minutes - Ian
[OIPRD Minutes 20120314](#)
[OIPRD Minutes 20120308](#)

Motion: To approve March 8 and March 14, 2012 minutes

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

- 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

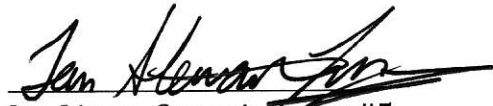
Addenda:

[Jared Lovejoy Labor Day event email.html](#)
[glExpStatusRpt.pdf](#)
[glRevDetailRpt.pdf](#)
[glWAMonthly_burst.rtf](#)

Special Meeting minutes for May 17, 2012

Approved by motion on this 12th day of July, 2012

Signed and attested this 27th 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

San Juan County

4/1/2012 through 4/30/2012

6501 Orcas Island Park and Rec District

00 *** Title Not Found ***

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
508.00.00 *** Title Not Found ***						
508.00.00.0000 Cash and Transfers	70,914.00	0.00	0.00	0.00	70,914.00	0.00
Total *** Title Not Found ***	70,914.00	0.00	0.00	0.00	70,914.00	0.00
Total *** Title Not Found ***	70,914.00	0.00	0.00	0.00	70,914.00	0.00
Total 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
Total 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
Total 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
Total 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	342.00	342.00	0.00	2,658.00	11.40
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
Total Small Tools and Minor Equipment	9,750.00	342.00	342.00	0.00	9,408.00	3.51
576.80.41 Professional Services						

Expenditure Status Report

San Juan County
4/1/2012 through 4/30/2012

6501 Orcas Island Park and Rec District

00 *** Title Not Found ***

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
576.80.41.0000 Contingency	2,000.00	1,941.12	5,938.62	0.00	-3,938.62	296.93
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
Total Professional Services	55,360.00	1,941.12	5,978.55	0.00	49,381.45	10.80
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
Total 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
Total 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
Total 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
Total 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

San Juan County
4/1/2012 through 4/30/2012

6501 Orcas Island Park and Rec District

00 *** Title Not Found ***

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
576.80.46.0001 Insurance Premiums and Recoveries	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Total 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
Total 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
Total 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	16,363.69	16,363.69	0.00	-14,363.69	818.18
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
Total Miscellaneous	22,000.00	16,363.69	16,363.69	0.00	5,636.31	74.38
Total General Parks	213,673.00	18,646.81	22,728.24	0.00	190,944.76	10.64
Total Park Facilities	213,673.00	18,646.81	22,728.24	0.00	190,944.76	10.64
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
Total Other Notes	21,668.00	0.00	0.00	0.00	21,668.00	0.00
Total *** Title Not Found ***	21,668.00	0.00	0.00	0.00	21,668.00	0.00
Total 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						
Total Machinery and Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
San Juan County
4/1/2012 through 4/30/2012

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	7,000.00	0.00	0.00	0.00	7,000.00	0.00
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						
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	1,950.00	0.00	0.00	0.00	1,950.00	0.00
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 ***	8,950.00	0.00	0.00	0.00	8,950.00	0.00
Total Capital Expenditures	8,950.00	0.00	0.00	0.00	8,950.00	0.00
Total *** Title Not Found ***	315,205.00	18,646.81	22,728.24	0.00	292,476.76	7.21

Expenditure Status Report

San Juan County
4/1/2012 through 4/30/2012

6501 Orcas Island Park and Rec District

Total	Orcas Island Park and Rec District	315,205.00	18,646.81	22,728.24	0.00	292,476.76	7.21
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Revenue Detail Report
APRIL REVENUES
San Juan County
04/01/2012 through 04/30/2012

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					
4/2/2012 GJ 50125	0.00	0.00	0.00	0.00	0.00
4/3/2012 GJ 50126		1,874.43			
4/4/2012 GJ 50127		1,456.04			
4/5/2012 GJ 50128		1,480.48			
4/6/2012 GJ 50129		1,467.45			
4/9/2012 GJ 50131		1,210.43			
4/10/2012 GJ 50132		4,154.11			
4/11/2012 GJ 50349		1,403.79			
4/12/2012 GJ 50350		5,629.37			
4/13/2012 GJ 50351		584.38			
4/16/2012 GJ 50352		3,189.85			
4/17/2012 GJ 50353		4,204.08			
4/18/2012 GJ 50354		2,293.62			
4/19/2012 GJ 50355		4,291.43			
4/20/2012 GJ 50375		2,812.83			
4/23/2012 GJ 50376		1,941.72			
4/24/2012 GJ 50381		7,435.27			
4/25/2012 GJ 50405		3,727.63			
4/26/2012 GJ 50382		5,080.09			
4/27/2012 GJ 50406		13,935.15			
4/28/2012 GJ 50403		7,190.10			
4/30/2012 GJ 50383		6.82			
311.10.00.0000 General Property Taxes	251,205.00	79,260.42	105,610.64	145,594.36	42.04
312.10.00.0000 Timber Harvest Tax					
317.20.00.0000 Leasehold Tax	0.00	0.00	0.00	0.00	0.00
4/30/2012 a-intrfd-r GJ 50384		0.00	33.11	-33.11	0.00
317.20.00.0000 Leasehold Tax	0.00	28.44	61.55	-61.55	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	100.00	9,900.00	1.00

Revenue Detail Report
APRIL REVENUES
San Juan County
04/01/2012 through 04/30/2012

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
APRIL REVENUES
San Juan County
04/01/2012 through 04/30/2012

6501 Orcas Island Park and Rec District

Total	315,205.00	79,288.86	105,772.19	209,432.81	33.56
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FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			70,421.14	
310	TAXES				
340	CHARGES FOR GOODS AND SERVICES	79,288.86			
380	NONREVENUES				
	TOTAL RECEIPTS		79,288.86		
570	CULTURE AND RECREATION				
570	CULTURE AND RECREATION	18,646.81			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		18,646.81		
101	ENDING CASH BALANCE				131,063.19
				GL ENDING CASH BALANCE	131,063.19
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE				
	INVESTMENTS ACQUIRED	0.00		0.00	
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00