

Resolution No. 2011-4

A RESOLUTION of the Orcas Island Park and Recreation District to Hire Leslie Rae Schmitz to complete Scope of Work dated August 2011.

WHEREAS the Orcas Island Park and Recreation District (the District) has recently received interim, partial funding to begin operations; and

WHEREAS the District needs to set up an accounting system to both manage and track donated and grant funds as well as meet Washington State auditing requirements; and

WHEREAS the District will be purchasing, installing, testing and eventually operating a new online registration system for recreational activities on Orcas Island; and

WHEREAS office protocols, policies and procedures are needed to assure compliance with regulatory laws related to managing District finances and to documents appropriately; and

WHEREAS on August 11, 2011 the District approved a motion to adopt a Scope of Work for tasks and deliverables to be completed between the August 2011 to January 2012 timeframe and not to exceed \$10,000.

NOW THEREFORE the District has agreed to hire Leslie Rae Schmitz as an independent contractor, for professional services not to exceed \$10,000, to oversee and complete the attached Scope Of Work, dated August 2011. Related to the Scope of Work, and with the approval of two Commissioners, up to \$500 more may be charged to OIPRD for incidentals and/or travel expenses related to the fulfillment of the Scope of Work

ADOPTED by the Board of Commissioners of the Orcas Island Park and Recreation District, San Juan County, Washington, on the 25th day of AUGUST, 2011.

Orcas Island Park and Recreation District
San Juan County Washington

Vicki Vandermay

By: Commissioner #1

P. B. Egan

By: Commissioner #2

Martha Jansh

By: Commissioner #3

[Signature]

By: Commissioner #4

[Signature]

By: Commissioner #5

Attested