

Meeting Minutes

February 11, 2010

Orcas Island Park and Recreation District Commission
Regular Public meeting #2
12:00 A.M., Orcas Island Fire Dept. Station 1

I. Call to order (12:00)

Meeting called to order by Bob Eagan, acting Chairman.

Community groups represented:

County Parks and Recreation Commissioners: Gil Blinn, Sandy Playa

*Orcas Island Recreation Program Coordinator: Linda Sheridan, Program Assistant: Gina Burger,
and Advisory Board members: Bob Phalan, Kevin O'Brien*

*Funhouse Executive Director: Pete Moe
Funhouse Board member: Deborah Hansen*

*OISD School Board Directors: Janet Brownell, Tony Ghazel
OISD Superintendent: Barbara Kline*

II. Roll call

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

III. Old business

Motion: To approve the previous meeting minutes as written.
- Jim Bredouw, 2nd Vicki Vandermay
- Deliberations:

Ian Lister requested some help with the whereas' and therefore for resolution
10011401

Martha Farish offered the following statement of purpose:

"The purpose of the OIPRD is to study, express opinions, to pose organic solutions, and seek funds for Parks and Recreation ..."

- Vote: no vote taken

Motion: Move to adopt RCW section 36.69.010 as our statement of purpose"

- Ian Lister, 2nd Vicki Vandermay
- Vote: unanimously aye
- Deliberations (post):

the above section should become by-law #2

Motion: Revise by-law #4 to read: "...Robert's Rules of Order, Modern Edition, where they are applicable but not inconsistent with other. . ."

- Martha Farish, 2nd Ian Lister
- Vote: unanimously aye.

Motion: Exchange the Office holders of Legislative Liaison and Vice Chair, so that Bob Eagan shall Be the Legislative Liaison, and Jim Bredouw shall Be the Vice Chair.

- Martha Farish, 2nd Jim Bredouw
- Vote: unanimously aye.

Motion: Go to committee session to discuss the Resolution for our purpose

- Jim Bredouw, 2nd Martha Farish
- Vote: unanimously aye.

Convene to Committee session (12:30)

Discussed:

The wisdom and content of a purpose statement.

Reconvene from Committee session (1:25)

IV. Public Comment Period (1:25)

Marian O'Brien submitted:

OBSERVATIONS LEADING TO FORMATION OF PARK & REC DISTRICT

- paper document, 2 pgs. Dbl sided, duly submitted, and included - I.L.

Kevin O'Brien
Gil Blinn
Bob Phalan
Johnathan Loop

V. New Business

Discussion: Committees and interests

It was decided by consensus to establish three committees along lines previously discussed before formation of the district as follows:

1. Program Committee – Jim Bredouw, Vicki Vandermay
2. Real Estate Committee – Bob Eagan, Martha Farish
3. Finance, Legal – Jim Bredouw, Ian Lister

If possible, committees should contain no more than two Commissioners, so that meetings can be conducted without quorum, for expediency.

Motion: To establish 3 committees as discussed and outlined above.
- Martha Farish, 2nd Jim Bredouw
- Vote: unanimously aye.

Motion: That Marian O'Brien be included among the names of the Originators (resolution 10011401)
- Jim Bredouw, 2nd Vicki Vandermay
- Vote: unanimously aye.

VI. Next agenda

Discussion:
Reports from Committees

Motion: To adjourn
- Ian Lister, 2nd Jim Bredouw
- Vote: unanimously aye.

VII. Adjournment

Addenda:

Paper Document: OBSERVATIONS LEADING TO FORMATION OF PARK & REC DISTRICT,
by Marian O'Brien. 2pgs., dbl sided

Regular Public Meeting minutes for February 11, 2010
Approved by motion on the 11th day of March, 2010
Signed and attested this 8th day of April, 2010



Ian Lister, Commissioner #5,
Secretary



Martha Farish, Commissioner #3,
Chair

Marian O'Brien
PO Box 1299
Eastsound, WA 98245
376.1402
marian@bokubooks.com

Presented to Orcas Island Park & Recreation Commission

February 11, 2010

OBSERVATIONS LEADING TO FORMATION OF PARK & REC DISTRICT

For over two years prior to last Spring, I observed the following through observations at public meetings, conversation and correspondence:

- Orcas Rec was in constant struggle to keep doors open, with constant fundraising
- Orcas School sports program was continually on budgetary chopping block, due to no funding from state or fed, field expenses not funded
- Resources of generous community were stretched to fund nonprofits

Three years ago, I was in a meeting where Gene Knapp said that Orcas would do well to consider the formation of a Park and Rec district to address these needs. When I queried a current Orcas Rec advisory group member, and Didier about this, was told that when this was last attempted, it failed and no one had wanted to do it since... that it would be too expensive and no one was available to do it. At this same time, the school board was being faced with difficult decisions of not being able to fund school sports... extremely important to students... but no mandated funds available. With the knowledge that the county was going to stop carrying Orcas Rec, and that San Juan Island was developing a Park and Rec/School district model, the time seemed right to re-surface the Park and Recreation district concept again. Last Spring, I developed an early proposed model, based on my understanding at that time, that I shared with Orcas Rec, the Funhouse and the School.

CONCLUSION

With a diverse population on Orcas, with varying needs and interests, a well-developed Park & Rec district could facilitate the best use of private and public funds to achieve the community desire for park and rec services.

GOAL

In my estimation, the goals of this district would be to create programming and services that were:

- appropriate in scale and responsive to community
- sustainable
- beneficial on many levels
 - support personal health
 - community lifestyle
 - economically advantageous to community

Now that the district has been formed, I offer my suggestion for a possible model.

POSSIBLE LONGTERM MODEL

- Commission would be responsible for policy, fundraising, P&R Program Director hiring and oversight, budgetary preparation and governmental compliance as per RCW.
- Commission hire full-time Park & Rec Program Director
 - Job description based on many examples found on internet, (I've attached a good example of one) but primarily must be a highly qualified committed individual with business administration background who is capable of not only meeting requirements of commission, and able to coordinate the following aspects of the district:
 - Oversee internal programs such as larger scale community events
 - Oversee contract services with outside entities
 - Funhouse, Senior Center, OISD, Tennis, Sailing, etc.
 - Hire part-time Orcas Rec Coordinator who does the following:
 - design, coordinate and administer kid & adult athletic programs
 - maintain budget and accountability
 - hire coaches, teachers, specialists, organize volunteers

STEPS TO ACHIEVE

My recommendation to achieve a workable model at this time would be to develop immediate fundraising that will sustain the hiring of P&R Director and all the requisite costs, i.e. insurance, overhead. It should be a privately funded temporary model that will allow the district to be able to begin to function while commission develops budget to go to community for levy. This should be possible given the current fundraising ability that Orcas Rec has, with budgetary oversight and guidance by Commission. Office space at first, should be maintained at Senior Center by negotiating no rent for space, with county.

I WOULD NOT recommend encumbering the district with "bridge" financing based on future levy or bonding capacity. It would necessitate starting out at a deficit that would require constant catch-up. A well-presented levy in November 2010 would begin to generate revenue after the first quarter of 2011. (double check specifics of disbursement with county)

In order to successfully request a levy, there has to be much discussion as to what the eventual model of services and programming needs to be. This was promised to the community and with this model should be achievable.

BUDGET DEVELOPMENT REQUIREMENTS

- Clear and fully disclosed accounting for current Orcas Rec program, its expenditures and revenue and services detailed. This will require interviews with current and prior Orcas Rec staff to clarify, and with Dona Wuthnow from the county.
- Clear and fully disclosed accounting for Funhouse, OISD regarding Buck Park and school facilities that are currently rented by Orcas Rec program, Senior Center for possible classes and services, and other programs.
- Committee meetings with Funhouse, OISD and Senior Center, etc. to develop concepts that will coordinate with and benefit their programs.

Recreation Program Specialist



Gaithersburg

GENERAL STATEMENT OF DUTIES

Performs advanced professional work in planning, organizing, and managing special event programs and allocated budgetary resources and high volume revenues; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for establishing goals and objectives for assigned events and programs and for development and establishment of policies and procedures to successfully accomplish such goals. Work includes developing and implementing comprehensive programming and services within scope of authority in compliance with departmental policy. The employee works under general direction with substantial latitude for independent judgment in determining resource allocation and special event programming objectives. Work is reviewed through conferences, reports, and observation of results obtained. Manages and coordinates staff, volunteers, and other individuals associated with assigned special events and programs.

ESSENTIAL FUNCTIONS

Developing, directing, and managing special events and assigned recreation programs; managing budget resources; revenues accounting; securing program staff; preparing and maintaining appropriate records.

EXAMPLES OF WORK

- Designs, develops, and implements large scale special event programs in response to community needs.
- Manages large scale event logistics requiring coordination with multiple agencies, business interests and individuals; includes ensuring compliance with associated regulatory standards and ordinance.
- Participates in the bid proposal process, including evaluation and selection; requires negotiation of contracts with contractors, vendors, artists and associated agencies.
- Oversees, develops and implements accounting procedures, cash management rules and requirements, personnel procedures and revenue reporting standards for large scale events.
- Manages appropriate safety and traffic planning with applicable entities, e.g., Police, Public Works, County and State agencies, private contractors.
- Manages the implementation of program initiatives through strategic planning and development with associated entities, e.g., staff and citizen committees, City administration officials, community and business interests.
- Solicits sponsorships from business and community interests in support of City events.
- Manages asset inventories and purchasing functions associated with events, including establishing systems for checks and balances for collection, accounting and reporting of high volume revenues.
- Participates in development and strategic planning for public information initiatives to advertise and effectively publicize major events.
- Performs statistical and summary reporting regarding events, including attendance, revenues, financial statements, program surveys, and related event data.
- Participates in budget development, including revenue estimates, fixed asset statements and accounting, personnel forms and individual program budget sheets.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, rules, materials, and equipment required for special events activities according to assignment area; ability to manage and effectively instruct participants, vendors, business and community interests, and volunteers as appropriate to assigned events; thorough knowledge of the philosophy and objectives of public recreation and leisure services programming; general knowledge of first aid practices and techniques; ability to develop, implement and adhere to program standards and objectives outlined by department management and City administration; ability to resolve disputes with firmness and impartiality; ability to meet and deal tactfully with the public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Education, or a related field. Five (5) years of full-time paid experience in organized special events work; with demonstrated responsibility and accountability for management of program budgets and high volume event revenues; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, stooping, reaching, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- CPR and First Aid certification.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.