

OIPRD MEETING MINUTES
November 8, 2012

Orcas Island Park and Recreation District Commission
Regular Meeting: 4PM-6PM; Thursday, November 8, 2012
Orcas Island Fire District Station #1, Eastsound

I. CALL TO ORDER (4:07P.M.)

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, present

Seat 3: *Martha Farish, absent*

Seat 4: Jim Bredouw, present

Seat 5: Ian Lister, present

A quorum was established and the meeting was called to order. There were no members of the public attending.

II. MONTHLY BUSINESS (4:09P.M.)

1. Minutes

- a. Vicki motioned, Ian seconded for approval of 10/27/12 special meeting minutes. Unanimous approval.

2. Financials

- a. SJC Expenses Status and Revenue Report were reviewed.
- b. OISD did send a check for roughly \$4,700 for reimbursement of irrigation repair.
- c. ActiveNet payments of roughly \$1,200 came in for soccer fees.

3. Payment of Claims

- a. Claims were reviewed, discussed and approved.

4. Employee Pay Slip

- a. Slip was reviewed and approved.

5. Director's Report

- a. Randy Gaylord is booked w/Marcia to sign off on our books/minutes on Tuesday, 11/13 at the OIPRD offices.
- b. Marcia would like more coordination re: advertising with winter basketball and indoor soccer programs. She requests approval of a few hours of a web asst. to upgrade our web presence.

MOTION: Jim moved, Vicki 2nd to authorize up to \$750 for a web asst. to assist her in the process. Discussion ensued with a focus on making sure that our considerable investment in ActiveNet be maximized. Passed unanimously.

- c. Ian and Marcia discussed whether or not ActiveNet is the best solution for advertising and promotion. Marcia suggested that it was not perhaps the best interface for that but committed to further research the subject.

6. Committee Reports/Discussions

- a. **Programs:** Jim discussed the conversation Vicki, he and Marcia had on Nov. 6 re: Teen Night and After School. It was determined that they are programs worth keeping, that they should be under the OIPRD banner with our own employees, picked by us and that re-branding/re-vamping them would also be advisable. Also discussed was the notion of having Teen Night look like -> Friday: 6-9pm middle school at FH; 9-11pm High Schoolers Open Gym at OIHS; Saturday: 8-Midnight High Schoolers *only* at FH. Bob: Maybe have a space between middle school and high school kids ("dwell" time), which might not be necessary if the above plan is in effect. Events like movie night might draw more kids.
- b. **Buck Park:** The pros and cons of grading and seeding the lower baseball fields was discussed, as well as the timing of a permanent or moveable outfield fence in the lower field.

MOTION: Jim moved, Vicki 2nd to approve up to \$2,500 to regrade, reseed and cleanup both baseball fields. Approved unanimously. A discussion will be organized in the future with Bob and Vicki meeting with Cindy Elliot, Scott Lancaster and soccer and baseball coaches to work on a big picture usage/improvement of the fields, including discussion about fencing.

- c. **Athletic Solutions:** Discussion about the future of OISD sports programs and potential OIPRD involvement would best be shelved until the impact of the passage of the new bonds last Tuesday is better understood.

III. UNFINISHED BUSINESS (5:55P.M.)

1. 2103 Budget Hearing

- a. As mentioned, there were no members of the public, so the budget discussion occurred among the 4 commissioners present and Director West.
- b. It was determined that we will cut back on Summer After School and Teen Night type programs roughly by 2/3rds, insofar as they will not be necessary during Summer. Jim and Marcia will finalize the budget tomorrow morning at the OIPRD offices.

IV. PUBLIC COMMENT (6:11P.M.)

<none>

V. NEW BUSINESS (6:12P.M.)

1. Minutes Taker

- a. Bob felt that it is a worthwhile expense to hire a minutes taker, insofar as they will only be memorializing meetings and editing/refining minutes will be up to us and Marcia.

2. Winter Snow Bus Program

- a. OIPRD has offered facilitation and hiring of the charter bus to take over the standard winter programs

3. Funhouse Resolution

- a. It was agreed to sign a resolution re: the Funhouse lease and programming that had previously been discussed and approved but never signed.

4. Appt. of Claims Officer

- a. It was agreed to change the official title of the Claims Officer with SJC from Jim Bredouw to Marcia West.

VI. ADJOURNMENT (6:20 P.M.)

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

Addenda:

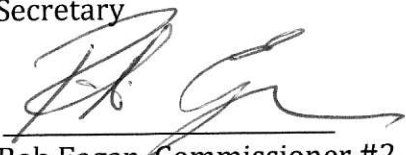
none

Regular Meeting minutes for November 8, 2012

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

Signed and attested this 12th day of December, 2012


Ian Lister, Commissioner #5,
Secretary


Bob Eagan, Commissioner #2,
Chair

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE				95,261.39	
212	SALARY PAYABLE	3,344.37			
231	OTHER ACCRUED LIABILITIES	1,174.18			
310	TAXES	70,048.27			
340	CHARGES FOR GOODS AND SERVICES	1,870.26			
	TOTAL RECEIPTS		76,437.08		
570	CULTURE AND RECREATION				
212	SALARY PAYABLE	3,344.37			
231	OTHER ACCRUED LIABILITIES	1,174.18			
570	CULTURE AND RECREATION	18,763.79			
	TOTAL DISBURSEMENTS		23,282.34		
101 ENDING CASH BALANCE					148,416.13
				GL ENDING CASH BALANCE	148,416.13
				NET VARIANCE	0.00
241 PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)				0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		0.00
241 BONDS OUTSTANDING (ENDING BALANCE)					0.00
151 BEGINNING INVESTMENT BALANCE				0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151 ENDING INVESTMENT BALANCE					0.00

Revenue Detail Report

OCT REVENUES

San Juan County

10/01/2012 through 10/31/2012

Page: 151

revdetl.rpt
11/07/2012 12:21PM
Periods: 10 through 10

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					
10/1/2012 gl tax rec GJ 50925		508.03			
10/2/2012 gl tax rec GJ 50926		113.44			
10/3/2012 gl tax rec GJ 50927		1,432.95			
10/4/2012 gl tax rec GJ 50937		413.48			
10/5/2012 gl tax rec GJ 50938		1,577.21			
10/8/2012 gl tax rec GJ 50939		626.05			
10/9/2012 gl tax rec GJ 50941		4,924.18			
10/10/2012 gl tax rec GJ 50943		2,563.37			
10/11/2012 gl tax rec GJ 50950		1,451.53			
10/12/2012 gl tax rec GJ 50951		1,767.02			
10/15/2012 gl tax rec GJ 50977		2,303.53			
10/16/2012 gl tax rec GJ 50978		1,772.26			
10/17/2012 gl tax rec GJ 50979		3,255.72			
10/18/2012 gl tax rec GJ 50980		1,976.99			
10/19/2012 gl tax rec GJ 50982		1,513.42			
10/20/2012 gl tax rec GJ 50983		0.80			
10/22/2012 gl tax rec GJ 51000		2,091.86			
10/23/2012 gl tax rec GJ 51001		3,437.49			
10/24/2012 gl tax rec GJ 51002		2,846.76			
10/25/2012 gl tax rec GJ 51003		5,491.90			
10/26/2012 gl tax rec GJ 51004		5,104.65			
10/27/2012 gl tax rec GJ 51039		-4.68			
10/28/2012 gl tax rec GJ 51035		-124.66			
10/29/2012 gl tax rec GJ 51021		14,233.04			
10/30/2012 gl tax rec GJ 51022		5,482.11			
10/31/2012 gl tax rec GJ 51023		5,233.95			
311.10.00.0000 General Property Taxes	251,205.00	69,992.40	217,722.58	33,482.42	86.67
312.10.00.0000 Timber Harvest Tax					
317.20.00.0000 Leasehold Tax					
10/31/2012 gl cr GJ Trx 3746	0.00	0.00	11.77	-11.77	0.00
317.20.00.0000 Leasehold Tax	0.00	0.00	208.92	-208.92	0.00
347.30.00.0000 Rental Revenue					
	0.00	55.87	264.79	-264.79	0.00
	10,000.00	0.00	0.00	10,000.00	0.00

Page: 151

Revenue Detail Report

OCT REVENUES

San Juan County

10/01/2012 through 10/31/2012

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

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
347.60.00.0000 Activity Fees	19,000.00	0.00	4,671.70	14,328.30	24.59
10/2/2012 gl cr GJ Trx 3280		100.00			
10/2/2012 gl cr GJ Trx 3281		150.00			
10/5/2012 gl cr GJ Trx 3348		190.00			
10/22/2012 gl cr GJ Trx 3596		1,317.26			
10/30/2012 gl cr GJ Trx 3713		113.00			
347.60.00.0000 Activity Fees	19,000.00	1,870.26	6,541.96	12,458.04	34.43
367.11.00.0000 Donations - Private Grants	10,000.00	0.00	110.00	9,890.00	1.10
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
389.00.00.0000 Other Nonrevenues	0.00	0.00	72.60	-72.60	0.00

Revenue Detail Report
OCT REVENUES
San Juan County
10/01/2012 through 10/31/2012

6501 Orcas Island Park and Rec District
Total Orcas Island Park and Rec District

315,205.00	71,918.53	224,723.70	90,481.30	71.29
------------	-----------	------------	-----------	-------

Expenditure Status Report
 October 2012 ESR
 San Juan County
 10/1/2012 through 10/31/2012

expstat.rpt
 11/02/2012 10:44AM
 Periods: 10 through 10

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	Pct Used
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
Total	70,914.00	0.00	0.00	0.00	70,914.00	0.00
508.00.00.0000 Cash and Transfers	70,914.00	0.00	0.00	0.00	70,914.00	0.00
Total	70,914.00	0.00	0.00	0.00	70,914.00	0.00
508.00.00.0000 Cash and Transfers	70,914.00	0.00	0.00	0.00	70,914.00	0.00
Total	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	4,166.66	8,333.32	0.00	16,666.68	33.33
576.80.10.0002 OIPRD Assistant Director	16,250.00	0.00	0.00	0.00	16,250.00	0.00
Total	41,250.00	4,166.66	8,333.32	0.00	32,916.68	20.20
576.80.20 Personnel Benefits						
576.80.20.0001 Payroll Taxes	5,363.00	318.75	637.50	0.00	4,725.50	11.89
576.80.20.0002 L & I	0.00	45.90	51.59	0.00	-51.59	0.00
576.80.20.0004 Health Insurance Dir. Stipend	2,700.00	0.00	0.00	0.00	2,700.00	0.00
576.80.20.0009 Unemployment	0.00	133.33	133.33	0.00	-133.33	0.00
Total	8,063.00	497.98	822.42	0.00	7,240.58	10.20
576.80.31 Supplies						
576.80.31.0000 Contingency	6,000.00	0.00	0.00	0.00	6,000.00	0.00
576.80.31.0001 Athletic Supplies	0.00	0.00	1,185.38	0.00	-1,185.38	0.00
576.80.31.0002 Office Supplies	0.00	0.00	2,243.82	0.00	-2,243.82	0.00
576.80.31.0003 Computer Supplies	500.00	0.00	0.00	0.00	500.00	0.00
576.80.31.0004 Software	0.00	0.00	139.60	0.00	-139.60	0.00
576.80.31.0007 Grounds - Sprinkler	0.00	0.00	126.50	0.00	-126.50	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
576.80.31.0013 Promotion Supplies	0.00	0.00	33.58	0.00	-33.58	0.00
576.80.31.0019 Supplies - Other	0.00	0.00	56.68	0.00	-56.68	0.00
Total	7,500.00	0.00	3,785.56	0.00	3,714.44	50.47

Expenditure Status Report
 October 2012 ESR
 San Juan County
 10/1/2012 through 10/31/2012

Page: 48

expstat.rpt
 11/02/2012 10:44AM
 Periods: 10 through 10

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
576.80.35 Small Tools and Minor Equipment						
576.80.35.0001 Athletic Equipment	3,000.00	0.00	446.65	0.00	2,553.35	14.89
576.80.35.0002 Office Equipment	5,500.00	0.00	6,340.00	0.00	-840.00	115.27
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	0.00	6,786.65	0.00	2,963.35	69.61
576.80.41 Professional Services						
576.80.41.0000 Contingency	2,000.00	0.00	7,732.62	0.00	-5,732.62	386.63
576.80.41.0001 Professional Services	0.00	0.00	1,333.53	0.00	-1,333.53	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 Legal Services	4,000.00	0.00	1,638.00	0.00	2,362.00	40.95
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	1,924.50	0.00	2,075.50	48.11
576.80.41.0007 Accounting Services	6,500.00	0.00	43.29	0.00	6,456.71	0.67
576.80.41.0009 Grounds - Mowing	0.00	1,986.22	6,667.44	0.00	-6,667.44	0.00
576.80.41.0010 Grounds/Sprinkler	0.00	0.00	3,471.76	0.00	-3,471.76	0.00
576.80.41.0011 AV Technician	1,000.00	0.00	0.00	0.00	1,000.00	0.00
576.80.41.0014 Grounds - Other	0.00	833.55	1,869.55	0.00	-1,869.55	0.00
576.80.41.0017 Program Subcontracting	0.00	3,310.00	17,870.00	0.00	-17,870.00	0.00
576.80.41.0019 Promotion	0.00	0.00	323.40	0.00	-323.40	0.00
Total Professional Services	55,360.00	6,129.77	42,874.09	0.00	12,485.91	77.45
576.80.42 Communication						
576.80.42.0000 Contingency	3,000.00	0.00	6,360.20	0.00	-3,360.20	212.01
576.80.42.0001 Postage & Shipping	12,100.00	0.00	0.00	0.00	12,100.00	0.00
576.80.42.0002 Website / Online Billing	0.00	0.00	252.70	0.00	-252.70	0.00
576.80.42.0003 Printing / Graphics	0.00	0.00	25.00	0.00	-25.00	0.00
576.80.42.0004 Telephone/Internet	1,200.00	251.05	251.05	0.00	948.95	20.92
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	251.05	6,888.95	0.00	13,411.05	33.94

Page: 48

Expenditure Status Report
October 2012 ESR
San Juan County
10/1/2012 through 10/31/2012

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
576.80.43 Travel						
576.80.43.0002 Travel	250.00	0.00	0.00	0.00	250.00	0.00
Total	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	1,314.72	0.00	685.28	65.74
576.80.44.0002 Programs Brochures/Mailers	0.00	0.00	1,886.40	0.00	-1,886.40	0.00
576.80.44.0003 Employment Advertising	0.00	0.00	39.17	0.00	-39.17	0.00
576.80.44.0006 Advertising - Legal / General	0.00	0.00	28.20	0.00	-28.20	0.00
Total	2,000.00	0.00	3,268.49	0.00	-1,268.49	163.42
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
576.80.45.0002 Operating Rentals and Leases	0.00	400.00	800.00	0.00	-800.00	0.00
576.80.45.0004 Event Rental Fees	6,000.00	0.00	0.00	0.00	6,000.00	0.00
576.80.45.0009 Rentals and Leases - Park Related	0.00	100.00	200.00	0.00	-200.00	0.00
Total	6,000.00	500.00	1,044.00	0.00	4,956.00	17.40
576.80.46 Insurance Premiums and Recoveries						
576.80.46.0001 Insurance Premiums and Recoveries	3,000.00	0.00	2,495.00	0.00	505.00	83.17
Total	3,000.00	0.00	2,495.00	0.00	505.00	83.17
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
576.80.47.0011 Utilities - Septic Svcs.	0.00	100.00	250.00	0.00	-250.00	0.00
Total	9,000.00	100.00	250.00	0.00	8,750.00	2.78
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
576.80.48.0002 Office Repairs and Maintenance	0.00	7,118.33	7,761.64	0.00	-7,761.64	0.00

Expenditure Status Report
October 2012 ESR
San Juan County
10/1/2012 through 10/31/2012

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
576.80.48.0005 Grounds Maintenance	26,700.00	0.00	0.00	0.00	26,700.00	0.00
Total Repairs and Maintenance	29,200.00	7,118.33	7,761.64	0.00	21,438.36	26.58
576.80.49 Miscellaneous						
576.80.49.0000 Contingency	2,000.00	0.00	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/Domaines	14,000.00	0.00	0.00	0.00	14,000.00	0.00
576.80.49.0009 Other	0.00	0.00	15.00	0.00	-15.00	0.00
Total Miscellaneous	22,000.00	0.00	16,378.69	0.00	5,621.31	74.45
Total General Parks	213,673.00	18,763.79	100,688.81	0.00	112,984.19	47.12
Total Park Facilities	213,673.00	18,763.79	100,688.81	0.00	112,984.19	47.12
581.20.79 Other Debt						
581.20.79.6721 Interfund Loan Principal Payment	0.00	0.00	21,688.00	0.00	-21,688.00	0.00
Total Other Debt	0.00	0.00	21,688.00	0.00	-21,688.00	0.00
Total Loan Repayment Issued	0.00	0.00	21,688.00	0.00	-21,688.00	0.00
Total Interfund Loan Disbursements	0.00	0.00	21,688.00	0.00	-21,688.00	0.00
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
592.14.82 Interest on Interfund Debt						
592.14.82.6721 Interfund Loan Interest Payment	0.00	0.00	1,950.00	0.00	-1,950.00	0.00
Total Interest on Interfund Debt	0.00	0.00	1,950.00	0.00	-1,950.00	0.00
Total Int & Debt Svc Costs - Finance/Admin	0.00	0.00	1,950.00	0.00	-1,950.00	0.00
Total Interest and Other Debt Service Costs	0.00	0.00	1,950.00	0.00	-1,950.00	0.00

Expenditure Status Report
 October 2012 ESR
 San Juan County
 10/1/2012 through 10/31/2012

Page: 51

expstat.rpt
 11/02/2012 10:44AM
 Periods: 10 through 10

6501 Orcas Island Park and Rec District

00 *** Title Not Found ***

<u>Account Number</u>		<u>Adjusted</u>	<u>Expenditures</u>	<u>Year-to-date</u>	<u>Year-to-date</u>	<u>Balance</u>	<u>Prct</u>
		<u>Appropriation</u>		<u>Expenditures</u>	<u>Encumbrances</u>		<u>Used</u>
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
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	18,763.79	124,326.81	0.00	190,878.19	39.44

Page: 51

Expenditure Status Report
October 2012 ESR
San Juan County
10/1/2012 through 10/31/2012

6501 Orcas Island Park and Rec District

Total	Orcas Island Park and Rec District	315,205.00	18,763.79	124,326.81	0.00	190,878.19	39.44
-------	------------------------------------	------------	-----------	------------	------	------------	-------