

## Meeting Minutes February 11, 2013

Orcas Island Park and Recreation District Commission  
Special Public Meeting, Monday, February 11, 2013  
Orcas Island Park and Recreation Office  
4:00 P.M.- 6:00 P.M.

### **I. CALL TO ORDER – 4:05 PM**

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present via conf. call

Seat 4: Jim Bredouw - absent

Seat 5: Ian Lister - present

### **II. PUBLIC COMMENT**

*no public attended*

### **III. CONSENT ADGENDA**

1. **Previous Minutes** – January 10, 2013. **MOTION:** After revisions, Ian moved to approve; Vicki seconded and it was approved unanimously.

#### **2. Financials**

Jim and Marcia have looked at and drafted revisions to the budget to reflect the higher then projected year-end carry over. The revised amount of cash carry over is \$45 -50K over the projected \$89K. The final budget revisions will be made so soon so the 2012-year end reports are available.

Custom Report runner is attached as addenda. An accounting of winter program cost to date was presented and is attached as addenda.

#### **3. Payment of Claims**

Martha made a **MOTION** to accept the claims payment request as prepared by Marcia totaling \$383.76 for Department of Revenue Taxes. 2<sup>nd</sup> by Vicki. Passed unanimously.

Vicki made a **MOTION** to accept the claims payment request as prepared by Marcia totaling \$9587.97 for monthly expenses and activities. 2<sup>nd</sup> by Martha. Passed unanimously.

#### **4. Employee Pay Slip**

Signatures were made.

### **IV. UNFINISHED BUSINESS**

1. Authorization to continue to work with Adina Cunningham in her capacity as an associate at the new law firm, Beery Elsner & Hammond was discussed.

Ian made a **MOTION** to accept the Resolution 2013-2 accepting Adina Cunningham with the firm of Beery Elsner & Hammond to serve as legal council for the District. 2<sup>nd</sup> by Vicki. Passed unanimously.

Contract with BE&H and Resolution 2013-2 were signed.

2. Contract for temporary services with the Funhouse Commons was reviewed.

Ian made a **MOTION** to accept the Resolution 2013-1 as written for temporary services with the Funhouse Commons. 2<sup>nd</sup> by Martha. Passed unanimously.

Contract with the Funhouse Commons and Resolution 2013-1 were signed.

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

1. Buck Park Maintenance 2013 Request for Bids was reviewed.  
Lengthy discussion about dragging and stripping the infields and authorizing only selected individuals to prepare the fields. Bob resolved to handle the supervision of this activity personally at least this year. In the future it might be desirable task this activity to OIPRD staff.

Vicki made a **MOTION** to post the bid proposal notice and contract as written. 2<sup>nd</sup> by Ian. Passed unanimously.

Notice to be posted for two weeks in the Island Sounder and Orcas Online. Notice will also be posted on the website and announced in other electronic postings. Bids are due March 12<sup>th</sup>.

3. Status of OIPRD with the Island Baseball and Softball League was discussed. OIPRD will serve as a conduit for baseball registration, field reservations, and assist in providing rosters as generated by ActiveNet and advertising. OIPRD will not provide insurance coverage, transportation, or management for the program.
4. The Buck Park task list was reviewed. Marcia is to prepare a time line for the task list and a master list as-built of utilities, maintenance items and estimated costs for the operation of Buck Park. Ian volunteered to assist with the as-built drawings.
5. A proposal was reviewed to repair the ball field fencing at Buck Park. This needs to be completed before the mid-March start of baseball games.

Vicki made a **MOTION** to authorize Bob and Marcia a not to exceed budget of \$1,800 to execute Griffin Yard Work's bid of \$1182.81 for temporary fence repair. 2<sup>nd</sup> by Martha. Passed unanimously.

6. Proposals were reviewed for providing and servicing the sani-cans during the 2013 park season. Martha requested OIPRD require sani-cans that are in top repair and have all the up to date features for the park users.

Ian made a **MOTION** to accept the bid a Abood Septic to provide 1 ADA sani-can and 1 standard sani-can and routine service for \$166 / month at Buck Park. 2<sup>nd</sup> by Vicki. Passed unanimously.

7. A proposal was reviewed to repair the electrical service to the ball fields and equipment shed. Kevin Loomis has traced the electrical system and fault located one main break point. It is possible other breaks may exist.

Martha made a **MOTION** to accept Orcas Electric's bid of \$900.00 to replace and/or repair the existing electrical branch circuits at Buck Park. 2<sup>nd</sup> by Vicki. Passed unanimously.

8. Bob reported that it might be necessary to mow the ball fields in March before the maintenance contract. This will be dependent on the weather and the game schedule.

Martha made a **MOTION** to authorize \$800.00 during March only for emergency mowing and trimming if required to provide a playable field. 2<sup>nd</sup> by Vicki. Passed unanimously.

9. The tennis court maintenance was discussed and a proposed water broom are cleaning the courts was submitted by Marcia. Bob noted that used of the broom will need to be monitored because the hose connection at the park uses potable water.

Martha made a **MOTION** to authorize \$178 plus tax and shipping as a one time expense for the tennis water wand. 2<sup>nd</sup> by Ian. Passed unanimously.

10. Bob updated the status of the Buck Park lien and encumbrances review and the park transfer process. This will be discussed further at Thursday's meeting.

## **VI. ADJOURNMENT**

MOTION to adjourn by Vicki; 2<sup>nd</sup> by Ian, unanimously approved.  
The meeting was adjourned at 5:20pm.

### ***Addenda:***

*CustomReportRunner.pdf*

*Winter Program Cost Accounting Summary*

*Resolution 2013-1*

*Contract with The Funhouse Commons*

*Resolution 2013-2*

*Contract with the firm of Beery Elsner & Hammond*

*Bid Package for Buck Park Seasonal Maintenance 2013*

*Working list – Maintenance and Facility Upgrades for Buck Park 2013*

Special Public Meeting  
Feb 11, 2013

Special Public Meeting minutes for February 11, 2013

Approved by motion on this 14<sup>th</sup> day of February, 2013

Signed and attested this 14<sup>th</sup> day of February, 2013

A handwritten signature in black ink, appearing to read 'Ian Lister', written over a horizontal line.

Ian Lister, Commissioner #5,  
Secretary

A handwritten signature in black ink, appearing to read 'Bob Eagan', written over a horizontal line.

Bob Eagan, Commissioner #2,  
Chair

## MONTHLY FINANC STATEMENT BY FUND

SAN JUAN COUNTY

START DATE: 1/1/2013 END DATE: 1/31/2013

## FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			139,171.26	
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,035.33			
310	TAXES	537.78			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	4,737.80			
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
	<b>TOTAL RECEIPTS</b>		9,232.73		
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,035.33			
570	CULTURE AND RECREATION	8,973.69			
580	NONEXPENDITURES	10,833.00			
590	DEBT SERVICE AND OTHER	650.00			
	<b>TOTAL DISBURSEMENTS</b>		24,413.84		
<b>101</b>	<b>ENDING CASH BALANCE</b>				123,990.15
	<b>GL ENDING CASH BALANCE</b>				123,990.15
	<b>NET VARIANCE</b>				0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>				
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

# Winter Activities Cash Flow Summary

As of: Feb 11, 2013


Snow Bus	
Income	\$8,322.70
expenses	\$7,456.86 bus, ferry tickets, pool
out standing expenses	\$1,143.00 bus, final ferry tickets
balance	-\$277.16
Adult Basketball / Volleyball / Soccer	
Income	\$650.42
expenses	\$429.40 balls, nets, ball bags
out standing expenses	
balance	\$221.02
Ducks Basketball / Youth Basketball / Tennis / Chess / Running Club	
Income	\$666.35
expenses	\$429.41 balls, lights, snacks, chess clocks
out standing expenses	
balance	\$236.94 new chess sets donated by library
Open Gyms	
Income	\$26.00
expenses	
out standing expenses	
balance	\$26.00

**CLAIMS PAYMENT REQUEST**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page 1 of 4DATE: 11-Feb-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$9,587.97

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

  
Signed as Chairman / Commissioner 2/11/13  
Date


**Board Authorization**

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 9,587.97 for the period ending February 11, 2013 We approve payment with our signatures below.

  
Commissioner 02/11/13  
Date

Commissioner \_\_\_\_\_  
Date

  
Commissioner 2-11-13  
Date

Commissioner \_\_\_\_\_  
Date

# Invoice Accounting Report by Vendor Name San Juan County

aplAVnn  
02/11/2013 12:06:06PM

Vendor Number: bee144 Name: BEERY ELSNER & HAMMOND, LLP

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10592	1	Funhouse contract	E 6501.00.571.00.41.0006	351.00	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
42706316702	1	Feb Phone bill	E 6501.00.571.00.42.0004	227.01	in

Vendor Number: gri146 Name: GRIFFIN YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
GYW0128a	1	Balance, parking lot and drainage	E 6501.00.571.00.48.0011	1,414.53	in
	2	tax portion - parking lot and drainage	E 6501.00.571.00.48.0011	110.33	in
	3	clean ditches & culvert openings	E 6501.00.571.00.48.0011	300.00	in
	4	tax portion - clean ditches	E 6501.00.571.00.48.0011	23.40	in
	5	baseball & softball field repair	E 6501.00.571.00.48.0011	1,433.50	in
	6	tax portion - baseball & softball field	E 6501.00.571.00.48.0011	111.81	in
				<b>Vendor Total:</b>	3,393.57

Vendor Number: uni651 Name: POSTMASTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201302575	1	12 MONTH POST BOX RENT - BOX 575	E 6501.00.571.00.42.0001	44.00	in

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603231409-02	1	OIPRD DOR EFT Feb tax	E 6501.00.571.00.44.0001	383.76	in
				<b>Invoice Separate</b>	

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
FHC0207	1	Feb 2013 rent	E 6501.00.571.00.45.0002	400.00	in



# Invoice Accounting Report by Vendor Name

aplNAVnn  
02/11/2013 12:06:06PM

Vendor Number: tri145 Name: TRIANGLE CHARTER SERVICE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2213	1	Feb 2 Mt Baker Trip - All Island	E 6501.00.571.00.43.0010	1,100.00	in
	2	Feb 9 Mt Baker Trip - All Island	E 6501.00.571.00.43.0010	1,100.00	in
Vendor Total:				2,200.00	

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw04	1	Office supplies - ink, wall rack	E 6501.00.571.00.31.0002	156.72	in
	2	program supplies - athletic supplies	E 6501.00.571.00.31.0100	174.85	in
	3	program supplies - athletic equipment	E 6501.00.571.00.35.0100	683.96	in
mw05	1	Winter ride - ferry tickets	E 6501.00.571.00.43.0010	1,816.86	in
	2	Pool Rental - winter ride	E 6501.00.571.00.45.0100	140.00	in
Vendor Total:				2,972.39	

Grand Total: 9,971.73

DOR - 383.76  
 EFT 9587.97

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501


Page 1 of 2

DATE: 28-Jan-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,300.00

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

 Signed as Chairman / Commissioner  
1/30/13 Date

**Board Authorization**

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 3,300.00 for the period ending January 28, 2013 We approve payment with our signatures below.

 Commissioner  
1/29/13 Date

 Commissioner  
1-29-13 Date

 Commissioner  
1/29/13 Date

Commissioner  
Date

Vendor Number: tri145		Name: TRIANGLE CHARTER SERVICE		
Invoice Number	Line No	Line Description	Account Number	Amount Type
11213	1	Jan 12 Mt Baker Trip - All Island	E 6501.00.571.00.43.0010	1,100.00 in
	2	Jan 19 Mt Baker Trip - All Island	E 6501.00.571.00.43.0010	1,100.00 in
	3	Jan 26 Mt Baker Trip - All Island	E 6501.00.571.00.43.0010	1,100.00 in
Vendor Total:				3,300.00
Grand Total:				3,300.00

**CLAIMS PAYMENT REQUEST**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

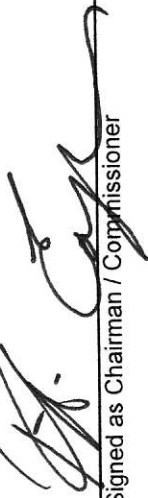
DATE: 11-Feb-13

Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$383.76

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

  
Signed as Chairman / Commissioner Date 2/11/13

**Board Authorization**

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 383.76 for the period ending February 11, 2013 We approve payment with our signatures below.

  
Commissioner Date 02/11/13

Commissioner Date

  
Commissioner Date 2-11-13

Commissioner Date



"Working together to fund Washington's future"

## My account

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File a return

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Invoices &  
payment options

Credits & tax incentives

More services

E-mail & notices

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### ORCAS ISLAND PARK AND RECREATION DISTRICT

Tax Registration Number: 603-231-409

Frequency: Monthly

PO BOX 575  
EASTSOUND, WA 98245-0000  
[Edit](#)

### Current unpaid tax return

Period 01/2013

Filed 02/07/2013 2:39:04 PM

Return due date 02/25/2013

Total taxes \$383.76

Less payments \$0.00 (does not include check or ACH credit payments)

**Amount due \$383.76**

Select payment method **E-Check** ▾

#### E-check payment

Transfer date  \*

If the payment transfer date is on a weekend or holiday, the payment will be initiated the next business day.

Amount

[Cancel](#)

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Need Assistance? 1-877-345-3955

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