

Meeting Minutes September 12, 2013

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, September 12, 2013
Eastsound Firehall
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:05 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - *initially absent*

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister - present

II. PUBLIC COMMENT

Tony Ghazel, attending as an individual, not as an OISD school board member, and Barbara Kline, OISD superintendent were the only members of the public in attendance.

Tony raised his concern that the transfer of Buck Park seems delayed and wanted to understand OIPRD's side of why and how this is the case.

Martha said she was prepared to discuss this at length later in the meeting, at which time it was determined to move this issue up from later in the agenda.

III. UNFINISHED BUSINESS

Buck Park transfer – status update

<OISD's proposed Appendix A #00304905;1 as part of a Quitclaim agreement>

<Jim's synopsis of issues that may be agreeable to both sides>

<Martha's version of a revised Appendix A to a potential Quit Claim agreement>

Barbara Kline says that they have been moving on this issue for a long time and wants to be clear if the documents for this transfer will be acceptable for passage at OISD's Sept. 26 meeting.

Bob said no; that he has been frustrated that OISD's subcommittee has generally been unavailable for meeting, cancelling agreed-to appointments and giving him a 'take it or leave it' ultimatum re: OISD's only proposed solution to date (*Appendix A, attached*), that OIPRD's counsel finds unacceptable in its present form. Barbara said this was confusing, since this document has changed little in months. Martha explained that there have been legal disconnects expressed also from the beginning and that her impression is that OISD's counsel has been unresponsive to overtures from OIPRD's counsel's attempt to work together to resolve the handful of issues standing in the way of a successful transfer.

Public Meeting
September 12, 2013

Tony said to Bob that he regarded the OISD board member who made the aforementioned ultimatum as speaking for himself and not the OISD board, to which Bob said, to the contrary, that he had indicated that he was told by OISD board chair to say this to him.

Tony and Barbara wanted to know what the issues are. Martha said it is inappropriate to put the contents of OISD's proposed Appendix A in a Quitclaim; that they belong in an Interlocal Agreement or Facilities Use agreement. Barbara says that OISD has always been consistent that these conditions have to be in a transfer document.

Jim read a personal note *<attached>* outlining what he believes are the salient points of any agreement between the two organizations, to see if we are all generally at least on the same page; and that the only sticking point is in what format these points belong – a Quitclaim or an Interlocal side agreement. Barbara said that these were generally agreeable and that this is already in the Interlocal agreement, which Jim and Martha agreed that it substantially is but that they have been advised that it should stay there.

Barbara said that she never knew that there was any issue with previous language and discussion ensued between Martha, Bob and Barbara as to the nature of the miscommunication. Jim suggested that we write to the OISD board a summary of the minor differences and, if agreed, then direct our relative counsels to cooperate in finding a solution.

Tony said that we need to work this out, to which Bob pointed out that the 'line in the sand' approach does not accommodate this spirit of cooperation, to which Tony agreed. He further suggested that we start fresh with a better footing and try a restart on the process.

Martha said she would like to present a draft of her own version of an Exhibit A to the OISD board as what her preference is for the Quit Claim *<attached>*, though this may not happen depending on whether other approaches may or may not be satisfactory to her.

Adina Cunningham, OIPRD counsel, then arrived at 5pm and explained to Tony and Barbara that OISD attorney, Mike Hoge has, in her opinion, been primarily unresponsive and that the only communication has been in the form of dictating statements rather than that of dialogue or negotiation. *(Responding to a separate requested point of clarification whether or not an executive session of both boards could be permitted, she gave her opinion that such a meeting would not be appropriate and would have to be a public one.)*

Tony said he believes that his board is committed to making this transfer happen and being productive and helpful in the process, so long as there are key elements in the 'forever document', in whatever form it ultimately takes, exist. He suggested that at OISD's next regular board meeting on Sept. 26 that there be a public comment about this issue, at which time the format going forward can be decided.

The discussion made it clear that the school district and OIPRD have different positions on the school district's use of the park now and in the future.

MOTION: Ian moved that the OIPRD approach the OISD board asking for a joint board to board meeting regarding this Buck Park property transfer issue, Jim seconded. Ian and Jim voted yes; Martha and Bob voted no, so no passage occurred.

Public Meeting
September 12, 2013

Vicki arrived at 5:15pm and abstained from all discussion given her potential conflict as OISD's Athletic Director.

MOTION: Martha moved that we convene a special meeting at 5pm on Sept. 26 at the OISD monthly meeting; Ian seconded. Unanimous approval.

Tony and Barbara left at 5:25pm. Further discussion ensued. Martha suggested that she wants any side agreement about school priority to be potentially changeable in the future; Jim suggested that this would likely be a certain deal breaker insofar as OISD has no motivation to open themselves to any potential curtailment of their current usage right and have been clear on this from day one; that it would be one thing if we were given Buck Park, but we weren't and the school owns it.

Adina suggested that if OIPRD board wanted to allow something outlining continued use of the park in accordance with a mutually approved schedule between the parties, as now, that it might be more amenable to them. Jim questioned whether anything potentially changeable in the future; anything other than perpetuity wouldn't likely be summarily rejected by OISD board members.

It was then generally agreed that we could live with the following revisions to the current Appendix A proposed by the OISD counsel:

- 1) Change all reference to the existing Interlocal lease agreement's "Section 7" to, instead, the "45-days in advance with the exception of WIAA sanctioned events" language generally referred to by Jim in his attached synopsis;
- 2) That the maintenance agreement change from the referred to Field Manual to the less stringent 1992 Grant Agreement authored by WA state.
- 3) As written is fine.
- 4) Remove this clause.
- 5) Change from 'rights' to 'usage and maintenance', as neither organization has rights; rather these are exclusively held by EWUA.

MOTION: Martha moved to authorize counsel Adina Cunningham to redraft Appendix A to reflect these changes above discussed by the board; seconded by Bob. Unanimous approval with Vicki abstaining.

MOTION: Martha moved to authorize Bob to sign the above-mentioned redraft and distribute it to OISD board chair, Chris Sutton, with a cc to all other board members and Barbara Kline; seconded by Jim. Unanimous approval with Vicki abstaining.

IV. **CONSENT AGENDA**

1. **Previous Minutes** – August 8, 2013. **MOTION:** With no revisions, Martha moved to approve; Vicki seconded and it was approved unanimously.
2. **Payment of Claims** (*both electronic and warrants*)
MOTION by Martha to approve an expenditure of \$640.43 from the Wrestling Club's designated grant funds, any excess of which to be reimbursed to OIPRD in full plus shipping by said Wrestling Club; seconded by Jim. Unanimous approval.
MOTION to approve Claims Payment #6501 for \$15,895.05 by Vicki; seconded by Jim; It was approved unanimously.
MOTION to approve sales tax payment of \$204.53 to the state auditor by Martha; seconded by Bob; It was approved unanimously
3. **Employee Pay Slip**

MOTION to approve \$3,645.83 by Martha; seconded by Vicki and it was approved unanimously.

V. MONTHLY BUSINESS

1. Financials

<Custom runner attached>

MOTION: Martha moved that we approve an \$811.12 expenditure request for new soccer equipment; Ian second. Unanimous approval.

MOTION: Bob moved that we approve up to a \$150 expenditure in support of the upcoming "Mad Scientist" class; Ian second. Unanimous approval.

2. Director's Report

<Monthly Director's report attached>

VI. UNFINISHED BUSINESS (cont.)

1. Fall program staffing – Activity Coordinator – FHC Revision and Soccer Coordinator

MOTION: Martha moved to approve the job description and projected cost of \$880 for an independent contractor soccer coordinator for the upcoming soccer season; Ian seconded. Approved unanimously.

2. School facility OISD lease renewal. Martha reports that Marcia, Kyle Freeman, Cindy Elliot, Barbara Kline, Vicki and herself met recently to review the existing Facility's Use Agreement. Those present suggested no substantive changes. There was agreement to present as written for both board's approval.

MOTION: Martha moved to approve the Facility's Use Agreement as written; Vicki second. Approved unanimously.

Director's one-year review and contract renewal.

Bob and Jim agreed to conduct an official review and salary recommendation going forward in time for the next special meeting on Sept. 26.

VII. NEW BUSINESS

1. One year newsletter mailing with fall / winter schedule.

MOTION: Request for budget approval not to exceed \$2,500 for printing and mailing the annual Fall/Winter schedule newsletter was made by Vicki; seconded by Jim. Unanimous approval.

2. Request for sprinkler costs – Hunter I-25 heads

MOTION: By Vicki for Buck Park sprinkler head replacements up to \$600; seconded by Ian. Unanimous approval.

3. Request for improvements to fitness trail and volleyball court. It was decided to wait on future improvements to Buck Park until further conversation regarding Buck Park ownership occurs.

VII. ADJOURNMENT

MOTION to adjourn by Jim at 7pm; 2nd by Vicki, unanimously approved.
The meeting was adjourned at 7 pm.

Public Meeting
September 12, 2013

Addenda:

~~OIPRD counsel, Adina Cunningham's phone conversation with OISD's counsel, Perkins Coie~~
OIPRD response from SCP, Scott Robinson regarding the Transfer of Grant
OISD's proposed Draft Quit Claim Deed with Appendix A
Jim's synopsis of issues that may be agreeable to both sides
Martha's version of a revised Appendix A to a potential Quit Claim agreement
September Payment of Claims
Custom Report Runner
Director's dashboard.pdf

Public Meeting minutes for September 12, 2013

Approved by motion on this 10th day of Oct, 2013


Signed and attested this 10th day of Oct, 2013



Ian Lister, Commissioner #5,
Secretary



Bob Eagan, Commissioner #2,
Chair

Adina Cunningham <Adina@gov-law.com> 

September 10, 2013 11:03 AM

To: "'Robinson, Scott (RCO)'" <scott.robinson@rco.wa.gov>

Cc: "Marcia West (marciaw@oiprd.org)" <marciaw@oiprd.org>, "Bob Eagan (bobe@oiprd.org)" <bobe@oiprd.org>, Yen Huynh <Yen@gov-law.com>

RE: Transfer of Grant from Orcas Island School District to Orcas Island Park and Recreation District

1 Attachment, 3 KB

Scott,

Thanks so much for taking the time to review this.

Are there particular policies you can point me regarding the: "consistent with the policies of the Washington Wildlife and Recreation Program, Local Parks category"?

Thank you,
Adina

From: Robinson, Scott (RCO) [mailto:scott.robinson@rco.wa.gov]

Sent: Wednesday, September 04, 2013 3:06 PM

To: Adina Cunningham

Subject: RE: Transfer of Grant from Orcas Island School District to Orcas Island Park and Recreation District

Hello Adina-

RCO staff have reviewed you request below and would like to suggest a friendly amendment that we feel would better represent the intent of the original grant. The highlighted text is what we recommend be added to Appendix A of the quitclaim deed from the school district to the parks district.

Appendix A, #1, revise first sentence: The School District retains its historical first right of use for all school athletics and outdoor educational uses that are consistent with the policies of the Washington Wildlife and Recreation Program, Local Parks category.

We wish to have it clear that the property is not to be used to add school buildings or etc. in the future, but primarily for outdoor recreation and educational uses.

I am happy to chat further or answer any questions you may have. Thank you for your patience as we reviewed the language.

Sincerely,

^Scott

Scott T. Robinson ■ Deputy Director ■ O: 360.902.0207 ■ C: 360.628.2548 ■ www.rco.wa.gov



From: Adina Cunningham
Sent: Monday, August 26, 2013 5:30 PM
To: 'kaleen.cottingham@rco.wa.gov'
Cc: Martha Farish (marthaf@oiprd.org); Bob Eagan (bobe@oiprd.org); 'myra.baker@rco.wa.gov'; Marcia West (marciaw@oiprd.org); Yen Huynh
Subject: Transfer of Grant from Orcas Island School District to Orcas Island Park and Recreation District

Director Cottingham,

I advise the Orcas Island Park and Recreation District ("Park District") on Orcas Island, Washington. As your grants administrator Myra Baker is aware, the Park District is negotiating the transfer of a park from the Orcas Island School District ("School") to the Park District, with all known encumbrances.

In 1992, the School received grant funding from the IAC to construct Buck Park, as set forth in the attached 1992 grant agreement. Through Myra, the RCO requested that if the School transfers Buck Park to the Park District, that the Park District accept transfer of the 1992 grant agreement. The Park District plans to do so, and is working with the School District on a joint letter requesting transfer of the 1992 grant agreement.

In 1992, the School District also received title to Buck Park, from the Buck Park Association. This was in the form of a quitclaim deed, also attached, which dedicated the property for "public park and recreational purposes."

Before we request transfer of the grant agreement, a subcommittee of the Park District would like to know if the form of the transfer proposed by the School District: (a) complies with the terms of the 1992 grant agreement; and/or (b) complies with the terms of the dedication of use in the 1992 quit claim deed for "public park and recreational purposes."

In particular, the draft quit claim deed sent by the School District provides in Appendix A (as attached):

The School District retains its historical first right of use for all school athletic and educational uses . . . Scheduling of uses of the property shall be done in the manner described at section 7 of the parties' May 2012 lease and maintenance agreement

Section 7 of the lease agreement provides, in part, that "the School District's programs and activities have priority over OIPRD's use of Buck Park."

The Park District would like to own and maintain Buck Park as a public park, open to all members of the public.

The main question is therefore whether the RCO would approve of a transfer of the grant agreement under conditions where the School District's use would apparently supersede the public's use, in perpetuity, for a park dedicated to public outdoor recreational purposes (per the grant agreement and the original dedication).

Your answer to this question would greatly help the Park District Commission decide how, and whether, to

request transfer of the 1992 grant agreement. Please feel free to call or email me with any questions.

Thank you,

Adina K. Cunningham

BEERY ELSNER & HAMMOND, LLP

441 North Beach Road, Suite A

PO Box 78 (mailing)

Eastsound, WA 98245

t (360) 376-4704 | f [\(877\) 375-2958](tel:8773752958)

Portland Office:

1750 SW Harbor Way, Suite 380

Portland, OR 97201

t [\(503\) 226 7191](tel:5032267191) | f [\(503\) 226 2348](tel:5032262348)

www.gov-law.com

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210017 13-37-26

DEC 30 1987

WHEN RECORDED RETURN TO:

Bruce R. Orchid
P. O. Box 567
Eastsound, Washington 98245

87149249

SAN JUAN COUNTY WASH.
REAL ESTATE EXCISE TAX
AMOUNT PAID \$ None

QUIT CLAIM DEED

DEC 30 1987
Aff. # 31475.00
COUNCIL ERIKSON
COUNTY TREASURER

[THE GRANTOR ROBERT F. BUCK, dealing with his sole and separate property by inheritance from his parents, motivated by memories of their love for San Juan County, for Orcas Island and in particular for the property hereinafter described, and desirous of creating a living memorial in the name of his parents, hereby conveys and quit claims to ORCAS CENTER, a Washington nonprofit corporation, the following described real estate situate in the County of San Juan, State of Washington, together with all after-acquired title of the Grantor therein:

The West half (1/2) of the Northwest quarter (1/4) of the Northwest quarter (1/4), Section 13, Township 37 North, Range 2 West, W.M., except the North 330 feet of the West 330 feet (heretofore dedicated to cemetery purposes) and except County road, reserving to Donor all standing timber thereon, with right of removal for one year.

[To have and hold said real estate for its own purposes until a Washington nonprofit corporation which is tax exempt for federal income tax purposes to which gifts of property may be made which provide income tax deductions to donors thereof, or a Parks and Recreational District, is formed and qualifies as such a corporation or district, at which time Orcas Center shall convey the aforesaid real estate to such corporation or district to be utilized for public park and recreational purposes and to be known as the SAMUEL R. AND FAYE F. BUCK MEMORIAL PARK.]

DATED this 30th day of December, 1987.

Robert F. Buck
ROBERT F. BUCK

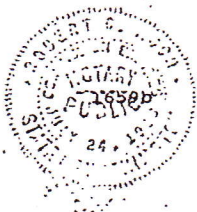
STATE OF WASHINGTON)
COUNTY OF KING) s.

On this day personally appeared before me Robert F. Buck to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 30th day of December, 1987.

Robert D. Moch
NOTARY PUBLIC in and for the
State of Washington, residing
at Longview

My commission expires: July 24, 1988



OFFICIAL RECORDS VOL. 198 PAGE 397

27

DRAFT – 08-13-13

WHEN RECORDED RETURN TO:

Adina K. Cunningham
Beery Elsner & Hammond LLP
PO Box 78
Eastsound, WA. 98245

Barbara Kline, Superintendent
Orcas Island School District
557 School Road
Eastsound, WA 98245

Grantor:	ORCAS ISLAND SCHOOL DISTRICT NO. 137
Grantee:	ORCAS ISLAND PARK AND RECREATION DISTRICT
Short Legal Description(s):	PR NW-NW Sec 13, T 37N, R 2W
Tax Parcel No.:	271322002000

QUIT CLAIM DEED

The Grantor, ORCAS ISLAND SCHOOL DISTRICT, a Washington municipal corporation, for and in consideration of ten dollars (\$10.00), conveys and quitclaims to Grantee, ORCAS ISLAND PARK AND RECREATION DISTRICT, a Washington park and recreation district, all interest in the following described real estate known as the Samuel R. and Faye F. Buck Memorial Park, located at 673 Mt. Baker Road, legally described as follows:

The West-half (1/2) of the Northwest quarter (1/4) of the Northwest quarter (1/4), Section 13, Township 37 North, Range 2 West, W.M.

EXCEPT the North 330 feet of the West 330 feet (heretofore dedicated to Cemetery purposes) and

EXCEPT County Road No. 56 (Mt. Baker Highway).

Situated in San Juan County, Washington.

The property herein conveyed shall be used for public park and recreational purposes and

outdoor recreational purposes pursuant to the Deed of Right to Use Land for Public Recreation Purposes, recorded at AFN 92182496 (Attachment A); and the Quit Claim Deed, recorded at AFN 92188756 (Attachment B); and subject to the Orcas Island School District's historical priority use of the property, to the conditions attached hereto as Appendix A, and to such reservations, easements and encroachments as are duly recorded.

The property herein conveyed shall revert back to Grantor Orcas Island School District No. 137, in the event that Grantee Orcas Island Park and Recreation District dissolves or ceases to exist as a duly established park and recreation district under the laws of the state of Washington.

Dated this ____ day of _____, 2013.

Barbara Kline
Superintendent
Orcas Island School District No. 137

STATE OF WASHINGTON)
) :ss
COUNTY OF SAN JUAN)

ON THIS day of _____, 2013, before me, personally appeared BARBARA KLINE, known to be the individual who executed the within and foregoing instrument, and acknowledged said instrument to be her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto the day and year in this certificate first above written.

Notary Public in and for the State of Washington,
residing at:

My Appointment Expires _____

APPENDIX A

The following conditions are part of the Quit Claim Deed transferring ownership of the Buck Park Property from the Orcas Island School District to the Orcas Island Park and Recreation District. Ownership of the property shall revert to the Orcas Island School District in the event that one or more of the below-listed conditions is not fully observed:

1. The School District retains its historical first right of use for all school athletic and educational uses, with zero cost to the School District. Scheduling of uses of the property shall be done in the manner described at section 7 of the parties' May 2012 lease and maintenance agreement, recorded October 18, 2012 as 2012-1018016.
2. The Park District will continue to maintain the property according to the standards set forth in the existing Buck Park Field Manual and consistent with sections 5.B and 8 of the parties' May 2012 lease and maintenance agreement.
3. The Park District continues to exist as a legal entity.
4. The Park District continues to hold its interest in the property, and does not purport to transfer any portion thereof, unless any transfer is formally approved in advance by the School District's Board of Directors.
5. Rights to water from the well serving the property are shared.

Jim Bredouw's Buck Park Transfer Summary

What I think/hope OIPRD and OISD can agree on

- 1) That the school should have priority to free usage of Buck Park facilities for perpetuity for both events and practices that are consistent with their current usage during the school year, so long as they 'book' these facilities 45 days or more ahead of time – which should be a relatively easy practice given the decades of history OISD has had in booking these activities. If this simple pre-booking condition is not there, it would make all others' bookings virtually meaningless; consequently rendering OIPRD unable to function in any meaningful way. *(Additionally, OIPRD would also make an exception for all WIAA sanctioned games including rescheduled games or playoff and/or championship events, which should have priority as they are difficult to know ahead of time and because of the complicated nature of coordinating multiple schools' schedules).;*
- 2) That the public, who is now footing the great majority of the bill to improve and maintain Buck Park, should have priority when the school does not fit one of the above-mentioned circumstances; that is, the school cannot simply re-book, say, practice schedules late or arbitrarily if it means bumping a public member's previous booking anymore than they can, say, bump a camper from Moran Park; another publicly funded state organization. That is, a recognition that the school and the public are one and the same; not one superior to the other, (even though OISD would have clear priority over the general public or OIPRD 46 days+ out at all times).
- 3) That these rights pertain to existing facilities and not necessarily to new facilities that OIPRD may someday create, as these aren't currently part of OISD's use or expectations;
- 4) That OIPRD may reschedule its own activities and schedules *(so long, of course, as it doesn't interfere with previously booked OISD activities);*
- 5) That OIPRD have the right to develop its own policies and procedures without asking permission of the OISD school board or any other board, as it is an autonomous organization funded by the general public, just like the school district.
- 6) That whatever water rights EWUA grants the Park are shared equally, both in usage and expense, by the two organizations.
- 7) That should OIPRD cease to exist, OISD would automatically reclaim title to Buck Park without encumbrance.

Memo**To:** OIPRD Board for discussion at 9/12/13 Regular Meeting**From:** Martha Farish**Re:** Proposed Amendments to Draft 8/13/13 Quit Claim Deed from OISDAppendix A: *to read*

1. The School District established a pattern of use of Buck Park, assuming priority use, at their own instigation, since being granted oversight and use of the public park in 1999.
2. The general public also has used Buck Park continuously since 1999 under the School Districts terms and conditions. Thus both parties have enjoyed "historic" use of Buck Park.
3. OIPRD acknowledges that its first responsibility is for increased opportunity for citizens, school age and non school age, to use and enjoy the facilities of Buck Park.
4. OISD acknowledges its first responsibility is for meeting school children's recreational needs at Buck Park.
5. Shared Facility Use Agreement, rather than operating terms and conditions locked in a Deed, assure both "publics" are fully represented and recreational needs are fully aired and addressed as demands for shared use change over time.
6. Scheduling and use of Buck Park will be by OIPRD and governed by the terms and conditions in effect in the Facilities Use Agreement. (Current terms and condition of operation and scheduling have been in effect for most of 2012-13, are working well, and no substantive need for change was indicated as of August 2013).
7. OISD and OIPRD have agreed, historically, to give priority use to the school and have demonstrated that commitment consistently and through terms and conditions already agreed upon in the current Facilities Use and Lease Agreements currently in effect.
8. Priority use by the school of Buck Park facilities pertains to existing facilities as of the date of this agreement (see attachment B for list of existing facilities). Priority use for OISD will not necessarily apply to new facilities developed by OIPRD unless OIPRD specifically elects to include the new facility in the Facilities Use Agreement in effect.
9. OIPRD agrees to maintain the property according to the maintenance standards set forth in the original grant agreement from the State that was also similarly adopted by OISD when the property was transferred to OISD in 1999.
10. Buck Park will revert to OISD if OIPRD is no longer a legal entity.
11. The elected OIPRD board oversees and holds the property and use interest in Buck Park on behalf of the tax paying public. Use is subject to any effective legal agreements between OISD and OPIRD. All decisions related to transfer or amendment to uses of Buck Park will be conducted according to the standards and procedures required of Park and Rec districts but will not be

necessarily be held to the standards, policies and procedures pertaining to school districts.

12. Rights to water, via the lease of water right (to be transferred from OISD to OIPRD as negotiated and previously agreed) will be shared. Use of the water and responsibilities for maintenance and repair will be 50/50 with allocations as negotiated by OIPRD and OISD representatives in 2011 in preparation for eventual transfer of the agreement, with Buck Park, to OIPRD.
13. OIPRD reserves the right to develop policies and procedures for operations and maintenance of Buck Park guided by requirements governing Park and Rec Districts and will not be held to policies and procedures that may govern School Districts.

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

DATE: 12-Aug-13 Page 1 of 6

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$15,895.05

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.

Board Authorization

Signed as Chairman / Commissioner Date

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

\$ 15,895.05 for the period ending August 12, 2013 We approve payment with our signatures below.

Commissioner Date Commissioner Date

Commissioner Date Commissioner Date

Invoice Accounting Report by Vendor Name San Juan County

aplAVnn
09/12/2013 12:04:43PM

Vendor Number: abo100 **Name:** ABOOD SEPTIC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
as0831	1	septic service August Buck Park	E 6501.00.571.00.47.0011	218.03	in
	2	sale tax	E 6501.00.571.00.47.0011	17.84	in
Vendor Total:				235.87	

Vendor Number: amj144 **Name:** AMJAY SCREENPRINTING, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
68581	1	Soccer t-shirts - fall 2013	E 6501.00.571.00.31.0100	1,273.65	in
	2	sales tax - t-shirts	E 6501.00.571.00.31.0100	110.81	in
Vendor Total:				1,384.46	

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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
10916	1	legal services - audit and transfer	E 6501.00.571.00.41.0006	2,787.00	in

Vendor Number: cen480 **Name:** CENTURYLINK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
ct0909	1	Sept phone bill	E 6501.00.571.00.42.0004	230.10	in

Vendor Number: dan146 **Name:** DANN, JILL

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
jd0831	1	tennis clinic - Aug	E 6501.00.571.00.41.0003	475.00	in

Vendor Number: gri146 **Name:** GRIFFIN YARD WORKS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
gyw0831	1	August Maintenance	E 6501.00.571.00.48.0006	1,586.67	in
	2	skatepark maintenance and repairs	E 6501.00.571.00.48.0011	2,925.00	in
	3	sales tax - monthly maintenance	E 6501.00.571.00.48.0006	128.52	in

Invoice Accounting Report by Vendor Name

San Juan County

Page: 2

aplAVnn
09/12/2013 12:04:43PM

4 sales tax - skatepark repairs and E 6501.00.571.00.48.0011 236.93 in
Vendor Total: 4,877.12

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
lh0831	1	instruction - summer art classes	E 6501.00.571.00.41.0003	280.00	in

Vendor Number: lid144 Name: LIDDLE ASSISTANCE DOG SCHOOL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ll0831	1	dog lure coursing - Jun - Aug	E 6501.00.571.00.41.0003	240.00	in

Vendor Number: orc140 Name: ORCAS GREENS LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oigc0831	1	Golf clinic instruction	E 6501.00.571.00.41.0003	72.00	in

Vendor Number: pro147 Name: PROSTOCK ATHLETIC SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
BBT011234-BT06	1	football helmet reconditioning and	E 6501.00.571.00.35.0100	1,352.82	in
	2	tax on sales and reconditioning	E 6501.00.571.00.35.0100	109.58	in
Vendor Total:				1,462.40	

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sis0831	1	August service Buck Park	E 6501.00.571.00.47.0013	114.98	in

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
6032314090909	1	Aug Sales tax	E 6501.00.586.00.44.0000	204.53	in

Page: 2

Invoice Accounting Report by Vendor Name
San Juan County

aplAVnn
09/12/2013 12:04:43PM

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
FHC091013	1	program and staff services	6501.00.571.00.41.0200	1,046.01	in
	2	Augst rent and storage	6501.00.571.00.45.0002	460.00	in
	Vendor Total:			1,506.01	

Vendor Number: west146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw11	1	Office supplies - ink, sale books,	6501.00.571.00.31.0002	300.48	in
	2	adobe system monthly creative cloud	6501.00.571.00.31.0004	21.89	in
	3	snack sales, class supplies, reuseable	6501.00.571.00.31.0019	512.55	in
	4	Kimwel Athletic - volleyballs, footballs	6501.00.571.00.35.0100	240.46	in
	5	Island Hardware - line paint soccer	6501.00.571.00.31.0100	97.13	in
	6	Resolite Wrestling Mat from grant funds	6501.00.571.00.35.0100	640.43	in
	7	prostock - prizes volleyball tourny	6501.00.571.00.41.0019	17.17	in
	8	US postal service bulk mail permit -	6501.00.571.00.42.0001	400.00	in
Vendor Total:				2,230.11	

Grand Total: 16,099.58

- 204,53
15895.05



San Juan Sanitation Co.
 279 Gravel Pit Road
 Eastsound, WA 98245
 Phone: 360-376-4709 ■ www.sanjuansani.com

Remit Payments To
 P.O. Box 267
 Lynden, WA 98264

Garbage Collection
 Commerical Recycling
 Landscaping Supplies

Billing Date: 08/31/13		Due by: 09/25/13		Delinquent: 09/30/13	
ACCOUNT NUMBER		SERVICE NAME & ADDRESS			PREVIOUS BALANCE
2960959-SJ		ORCAS PARK & RECREATION D - 95 SWORD FERN LN			201.20
QUANTITY	DATE	DESCRIPTION			AMOUNT
1	08/15/13	PAYMENT			-201.20
1	08/30/13	2-YD SPECIAL			72.10
1	08/31/13	SERVICE:RENT 2-YD SPECIAL PERIOD:AUG			14.00
1	08/31/13	16% SAN JUAN COUNTY EXCISE TAX			13.78
1	08/31/13	SERVICE:RENT CO-MINGLE 2YD PERIOD:AUG			12.00
1	08/31/13	3.6%STATE REFUSE TAX			3.10
Did you know?? We offer commercial co-mingled recycling in cans,toters or larger containers. Save money and recycle more. Call u s for details.					
PAYMENTS POSTED AFTER THIS DATE WILL APPEAR ON THE NEXT BILLING		08/31/13	Aging 0-30 \$ 114.98	31-60 0.00	61-90 0.00
			Over 90 0.00	Total 114.98	BALANCE DUE ➡ 114.98



DIG THIS! We've got dirt—and more!



San Juan Sanitation Co.
 PO Box 267
 Lynden, WA 98264-0267

Due by: 09/25/13

Phone: 360-376-4709 ■ www.sanjuansani.com

Make Checks Payable To:
 SAN JUAN SANITATION CO.

Summary Section

Previous Balance: 201.20
 Payments: -201.20
 Balance Forward: 0.00

ACCOUNT NUMBER

2960959-SJ

PREVIOUS BALANCE: 201.20
 PAYMENTS: -201.20
 BALANCE FORWARD: 0.00
 CURRENT CHARGES: 114.98
BALANCE DUE: 114.98

ENTER AMOUNT
 BEING PAID ➡

148 1 AV 0.357 148 / 148 1-3-2
 ORCAS PARK & RECREATION D
 PO BOX 575
 EASTSOUND WA 98245-0575



SAN JUAN SANITATION CO.
 PO BOX 267
 LYNDEN, WA 98264-0267



CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 12-Aug-13 Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$204.53

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.

Board Authorization

Signed as Chairman / Commissioner _____ Date _____

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

\$ 204.53 for the period ending August 12, 2013 We approve payment with our signatures below.

Commissioner _____ Date _____ Commissioner _____ Date _____

Commissioner _____ Date _____ Commissioner _____ Date _____

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ORCAS ISLAND PARK AND RECREATION DISTRICT

Tax Registration Number: 603-231-409

Frequency: Monthly

PO BOX 575
EASTSOUND, WA 98245-0575

Period 08/2013

Filed 09/09/2013 3:29:59 PM

Return due date 09/25/2013


Total taxes \$204.53

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

Amount due \$204.53

Select payment method **E-Check** :

E-check payment

Transfer date **09/26/2013** 

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

Amount 204.53

[Cancel](#)

[Next](#)

DATE: 9/12/13

PAYROLL WORKSHEET

September

PLEASE DO NOT CHANGE FORMULAS

Orcas Island Park & Recreation District 6501

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND NUMBER	BARS	NUMBER	REG HRS	AMOUNT DUE	L&I HRS	PERSONAL HRS	VAC HRS	HOL HRS
\$3,645.83	Marcia West	WES101	6501	6501.00.571.00.10.0001		147	\$3,645.83	154			
						147.00		154	0	0	0
	TOTALS										

\$ 3,645.83

I, the undersigned 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 a just, due and unpaid obligation against San Juan County, and that I am authorized to authenticate and certify to said claim.

Marcia West
Signed

Chairman

9/12/13
Date

Martha P. Trench
John R. Trench
Vicci Vandermay

MONTHLY FINANCIAL STATEMENT BY FUND

SAN JUAN COUNTY

START DATE: 8/1/2013 END DATE: 8/31/2013

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			141,665.08	
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,033.92			
310	TAXES	1,140.85			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	2,567.90			
360	MISCELLANEOUS REVENUES	34.00			
380	NONREVENUES	204.54			
	TOTAL RECEIPTS		7,903.03		
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,033.92			
570	CULTURE AND RECREATION	17,575.85			
580	NONEXPENDITURES	126.65			
	TOTAL DISBURSEMENTS		21,658.24		
101	ENDING CASH BALANCE				127,909.87
				GL ENDING CASH BALANCE	127,909.87
				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			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activities and Events

September 12, 2013							Avg. served per week = varies	
activity	category	participants avg each time	end date	staffing	location			
tennis instruction	I	8	open end	Toney	BP Courts			
Golf Skills Workshop	II	7	19-Jun	Taylor	golf course			
Hop & Jump	III	8	24-Jun	J Quande	BP B. Court			
Inverters Challenge	III	15	30-Jul	west	school café			
Kick & Run	III	10	9-Jul	J Quande	BP1			
Outdoor Volleyball	III	35	19-Jun	drop in	BP V. Court			
Adult basketball	III	24	25-Jun	FHC	K8 Gym			
Senior Softball	II	20	15-Jul	Turney	BP 2			
Fall Soccer	III	6	15-Jul	Hickman	school lib			
Kings Skill Camp	III	100	23-Oct	Anderson	BP Fields			
Summer Volleyball Tourney	IV	34	19-Aug	Mierau	cancelled			
Peewee Football	II	12	17-Aug	Date	BP 1 & 2			
Upcoming Activities	II		12-Aug	Justin	BP 1			
Decoding the Past	III	Y / all	23-Oct	Library / Museum				
Model Club - Jr / Sr Mix	III	Y / Y, t, a	5-Nov	west	senior ct.			
Fall Kings Camp	III	Y / Y, t	30-Oct	Mierau	upper fields			
Running Club	III	Y / t	16-Sep	fhc	funhouse			
Mad Scientist	III	Y / t	23-Sep	Hickman	funhouse			
Draw and Build it	III	Y / t	25-Sep	Hickman	Funhouse			

Commissioners' Action Items

- Follow up on Buck Park Transfer.
- Renew the School Facility Use agreement.
- Review Director's contract and annual performance review
- Review first year of programing and operation and set direction for OIPRD.
- Staffing and service contract review and revisions
- Annual report to the community – input

Budget Update

As of 8/31/13

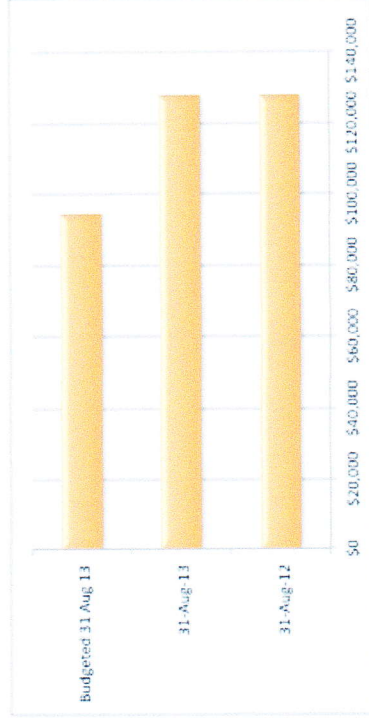
Ending Cash Balance: \$127,910
Revenue last month:

\$1,270 in taxes

\$2,567 in activity fees (over the projected amount for the year)

Expenditures last month:

\$17,703 including staff and BP maintenance



One Year Of Operations

Balance prior to office buildout and staff salary

Buck Park Maintenance & Management

- Park mowing heights have been adjusted for fall soccer session.
- Tennis courts need to be washed several times to clean the surface now that the roadwork is complete.
- The park storage shed needs repair and additional hanging hooks for the gear bags. The combination is being changed and an OIPRD contract staff will be on hand to issue gear during soccer practices.
- The running trails need fall clearing and drains need to be checked prior to the rainy season.
- Soccer fields will be lined in coordination with the HS teams.
- The skatepark is in good shape with no new graffiti. The park had high use during the Lopez event.

Administrative Task Update

- Preparing first year community report.
- Fall programs are off to a strong start with many folks checking the website, Facebook, and using ActiveNet. Still receiving mixed reviews on ActiveNet.
- October and November programs still need additional coordination and advertising.
- Open gyms start in Oct. The plan is to have a parent meeting prior to teen night open gym starting and have a roster of parents signed up for chaperoning.
- We have received the templates for the 2014 budget. I am building the activity pages for 2013 and new bars codes for the high use activity groups. I am planning to have the activity analysis complete for the next meeting.
- FHC is on track to provide Activity Supervisors for fall programs.

murray@prostockathletic.com
To: marciaw@oiprd.org
Reply-To: murray@prostockathletic.com
Soccer Quote

September 9, 2013 4:56 PM

1 Attachment, 6 KB

This message was sent though an automated system by:

Prostock Athletic
PO Box 96
110 N Samish Way
Bellingham, WA 98225
Phone: 360-647-0410 Fax: 360-647-0411
From: Murray Tweit

Sales Order Quote

Prostock Athletic
PO Box 96
110 N Samish Way
Bellingham, WA 98225
Phone: 360-647-0410 Fax: 360-647-0411

Prostock Athletic Supply
360-647-0410
110 N. Samish Way
Bellingham, WA 98225

Invoice Number	BBT011344-	Order Date	9/9/2013	P.O. Number	
Date	9/9/2013	Request Date	9/12/2013	Employee	MT
Customer Number	3767275	Cancel Date	10/9/2013	Sales Person	MT

To: Orcas Parks and Recreation
30 Pea Patch Lane
Eastsound, WA 98245

Orcas Parks and Recreation
Marcia West
30 Pea Patch Lane
Eastsound, WA 98245
Phone:

Terms: Net 30

D	Qty	Un	Keyin Code	Vendor	Mfg Number	Description	Color	Size	Price	Total
	10	eac	09424181400		SB530	Soccer Ball 3 - Fire Electric Blue	ElecB	3	\$11.00	\$110.00
	40	eac	06944920875		SB530	Soccer Ball 4 - Fire Maize	Maze	4	\$11.00	\$440.00
	1	6pk	01300077684		FV16	Trainer Pinnies 6 pack	Gold	Int	\$19.50	\$19.50
	1	6pk	07556750592		FV16	Trainer Pinnies 6 pack	Purpl	Int	\$19.50	\$19.50
	1	eac	04366483960		FV6	Trainer Pinnies 6 pack	Gold	Adult	\$19.50	\$19.50
	1	eac	07283222883		FV6	Trainer Pinnies 6 pack	Purpl	Adult	\$19.50	\$19.50
	6	ea	03669571498		0100	Mesh Bag (26" x 37")	Purpl		\$7.95	\$47.70
	1		Asst. Colors set 06095088570		A193SB	Corner Flag with Sand Base spring			\$70.50	\$70.50
			Pring loaded base - set of 4 0.5" Diameter 60" height							
									Subtotal	\$746.20
									Tax	\$64.92
									Total	\$811.12



TOLL FREE: 1(800) THE-MATS
(1-800-843-6287) Weekdays 8am-5pm EST/EDT

0 Products \$0.00

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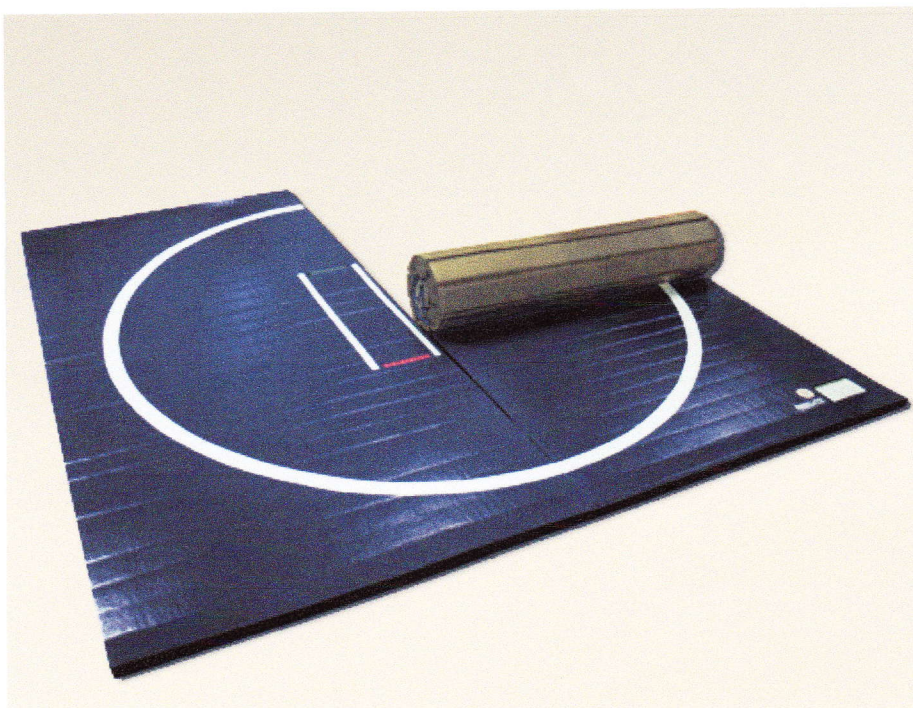


GIM Members Area

Information

Royal: LiteWeight 10'x10'x1-5/8" (2pc)

Price



Includes:

10' x 10' x 1-5/8" Resilite LiteWeight Home Use Mat and a Roll of Mat Tape with our Care and Handling Instructions.

NOTE: All stock mats are sold on a First-Come basis.

All Stock Mats are sold as a QTY of 1 only! If you are looking to purchase multiple mats, please choose 1 of each mat available.

HULW-2013031

- **NEW - Resilite LiteWeight Mat**

SHIPPING INCLUDED

- The only mat with a genuine Resilite coated surface-- Giving the look and feel of a traditional Resilite surface.
- 1-5/8" Crosslink foam core. Meets or exceeds ASTM F355 Wrestling Mat Shock-absorbency standards.

Applicable Sales Tax will be added. On-line purchases of home use mats will be taxed for the following states: PA, CA, LA, SD, WI, NJ, IN, FL, and WA



Douglas Hickman <hickmansoe@hotmail.com>

September 10, 2013 12:23 PM

To: marciaw@oiprd.org

Items to order

Dear Marcia, here is a list of the items to order from Edmund Scientific, 1-800-818-4955 or on the web:

- 1) Microscope, # 3052884, \$54.95
- 2) Microscope accessories, kit# 3153313, \$11.95
- 3) Chemistry C 100, #3152639, \$13.95
- 4) Magic Garden, #3037691, \$5.95, at least 2, better 3, of course.
- 5) Borosilicate glass test tubes, #3127042, 50 cents a piece, 20 needed.

I believe, only Chemistry C kit was not discussed in detail.

Anyway, the majority of the items are on sale for the prices listed.

Thank you so much! Hopefully, financing is approved by now.

Lana

Soccer Coordinator
Fall 2013 Season

Tasks

- 1 Identify coaches and assistant coaches for teams - assume 8 teams and 2 pee wee teams
- 2 meet with coaches twice - one introduction meeting on Aug 29 ³⁰ 6 one skills / coaching meeting Tuesday 10th after sign ups
- 3 check in with coaches for any problems or needs
- 4 provide backup coaching or fillers if someone is absent
- 5 get the word to coaches for game schedules
- 6 coordinate with OIPRD on game schedules and rosters
- 7 follow up with parent volunteers for any issues and end of session gathering
- 8 distribute tee-shirts to coaches
- 9 help advertise and get the word out about the soccer season
- 10 insure fields are lined for game days
- 11 coordinate with parents and off island teams for one or two games w/ Lopez and Friday Harbor

Hours

	number of times	hours per time	total hours
Season prep and coordination	1	8	8
Start up meetings	2	3	6
Weekly practice days	14	1	14
Games days	6	2	12
Advertising	1	4	4
	TOTAL HOURS		44
rate	per hour	\$20	
	Contract		\$880

Soccer Coordinator _____ Date _____

OIPRD Director _____ Date _____