

Meeting Minutes June 12, 2013

Orcas Island Park and Recreation District Commission
Public Meeting, Wednesday, June 12, 2013
Eastsound Fire Hall
4:00 P.M.- 6:00 P.M.

I. CALL TO ORDER – 4:14 P.M.

Bob Eagan, Chairman

Roll call:

- Seat 1: Vicki Vandermay - present
- Seat 2: Bob Eagan - present
- Seat 3: Martha Farish - present
- Seat 4: Jim Bredouw - present
- Seat 5: Ian Lister - absent

II. CONSENT AGENDA

1. **Previous Minutes** – May 9, 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 to approve by Martha; seconded by Vicki; and it was approved unanimously.
3. **Employee Pay Slip**
MOTION to approve by Martha; seconded by Vicki and it was approved unanimously.

III. PUBLIC COMMENT

<No public in attendance>

IV. MONTHLY BUSINESS

1. Financials

Custom Report Runner

<See addenda>

2. Director's Report

<See addenda>

Marcia explained the Category 1-1V concept demonstrated in her new "Director Dashboard" graph (attached w/#3. below), originally outlined in her Feb. 14, 2013 Director's notes. Short summary:

- I:** We provide insurance and do registration but they provide instructor, teach the class – we provide only minor caretaking;
- II:** Bigger programs / club sports - they provide their own insurance / organization and we're helping with advertising, promotion and provide facilities, we do registration;
- III:** We do all the work – provide instruction, advertise, insure, register, etc.
- IV:** Special Events

Basically, the higher the category, the more work for OIPRD.

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Marcia explained the status of each of the upcoming programs on the docket – a good year so far in terms of participation, execution and future anticipation.

The 2013 income/expense picture looks good compared to budget, coming in a big better than anticipated. Professional Services are far under budget, however, should the Buck Park transfer occur this year as anticipated that will likely be used as projected.

Reaching out to the Hispanic community was discussed. It was suggested that we make an effort to work with Catherine Laflin, the OISD Spanish teacher, to make a few OIPRD materials available in Spanish, particularly program descriptions and attendant costs. Marcia will look into whether or not a Spanish language ActiveNet page could be available.

3. Buck Park Committee Report

<See Director's Dashboard addenda>

New well system is installed – thank you Bob Eagan for your handiwork – and working well. Next thing up is to improve and repair the outdoor volleyball facility on Field 1, as well as the fitness trail (remembering that some of the fitness stations are on school property). The school suggested that we pair up the soccer goals and put up signs for reserving fields – Marcia suggests that we do this, using color-coding to make the equipment and corresponding fields easier to understand. Bob suggests using a metal hose caddy and putting it inside the tennis court, so it can only be used by authorized people to power wash courts.

V. UNFINISHED BUSINESS

1. Buck Park Transfer

Bob agreed to let germane OISD administration members that their attorney has been relatively unresponsive to our attorney's repeated requests for dialogue to further the process of transferring title to Buck Park.

VI. NEW BUSINESS

1. Summer activities staffing and supplies

MOTION: Martha moved to approve Marcia's request for \$1,500 to fund summer activity equipment and supplies; Vicki seconded and it was approved unanimously.

MOTION: Martha moved to approve Marcia's request for \$2,915 to fund summer activity staffing; Vicki seconded and it was approved unanimously.

2. Attendance at OIFC risk management seminar

Bob, Martha and Marcia will endeavor to attend. Jim and Vicki will be out of town.

VII. ADJOURNMENT

MOTION to adjourn by Martha at 6:00pm; 2nd by Vicki, unanimously approved.
The meeting was adjourned at 6:02 pm.

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Addenda:

CustomReportRunner.pdf

Director's dashboard.pdf

Automatic Extension Letter for Buck Park Lease.pdf

Public Meeting minutes for June 12, 2013

Approved by motion on this 12th day of July, 2013

Signed and attested this 12th day of July, 2013



Ian Lister, Commissioner #5,
Secretary



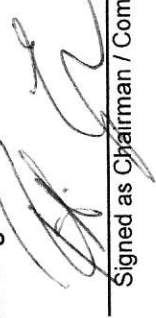
Bob Egan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page 1 of 5DATE: 12-Jun-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$23,425.06

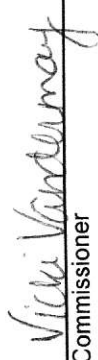
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing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

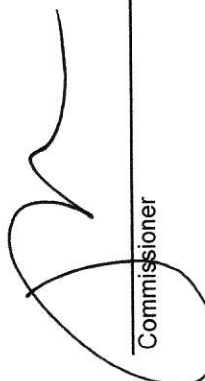

Signed as Chairman / Commissioner
Date 6/12/13

Board Authorization

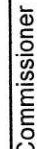
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 23,425.06 for the period ending June 12, 2013 We approve payment with our signatures below.


Commissioner
Date 6-12-13


Commissioner
Date 6/12/13


Commissioner
Date 6-12-13


Commissioner
Date _____

Invoice Accounting Report by Vendor Name San Juan County

aplNAVnn
06/12/2013 1:50:55PM

Vendor Number: abo100		Name: ABOOD SEPTIC			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
286	1	septic Buck Park - Apr, May	E 6501.00.571.00.47.0011	536.00	in
	2	sales tax	E 6501.00.571.00.47.0011	43.43	in
Vendor Total:				579.43	

Vendor Number: bee144		Name: BEERY ELSNER & HAMMOND, LLP		
Invoice Number	Line No	Line Description	Account Number	Amount Type
10821	1	legal support Buck Park Transfer	E 6501.00.571.00.41.0006	1,439.54 in

Vendor Number: cen480		Name: CENTURYLINK			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
42706316705	1	June phone bill	E 6501.00.571.00.42.0004	226.74	in

Vendor Number: gri146		Name: GRIFFIN YARD WORKS			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
gwy0613	1	mowing and maintenance	E 6501.00.571.00.48.0006	1,586.67	in
	2	sales tax	E 6501.00.571.00.48.0006	220.72	in
	3	repairs and irrigation assistance	E 6501.00.571.00.48.0010	1,138.25	in
Vendor Total:				2,945.64	

Vendor Number: saw100

Name: M. SAWYER DRILLING & PUMP

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1880	1	Buck Park Well Pump Balance	E 6501.00.571.00.48.0008	1,600.00	in
	2	sales tax	E 6501.00.571.00.48.0008	126.60	in
	Vendor Total:			1,726.60	

Vendor Number: orc095		Name: ORCAS CENTER	
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Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oc0613	1	Summer Theater Camp	E 6501.00.571.00.41.0200	875.00	in

Vendor Number: orc117 Name: ORCAS ISLAND COMMUNITY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oicf0624	1	ERM Workshop Jun 24	E 6501.00.571.00.41.0001	50.00	in

Vendor Number: por800 Name: PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
port0613	1	interlocal loan payment	E 6501.00.581.20.79.6721	10,833.00	in
	2	gap loan interest	E 6501.00.592.71.80.6721	488.00	in
Vendor Total:				11,321.00	

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sis0613	1	may 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
60.2314090613	1	May sales tax	E 6501.00.586.00.44.0000	12.47	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fch061113	1	may rent and storage	E 6501.00.571.00.45.0002	460.00	in
	2	program and staff services	E 6501.00.571.00.41.0200	1,380.76	in
fhc0611132	1	printing summer guide	E 6501.00.571.00.42.0003	1,181.51	in
	2	bulk mail summer postcard notice	E 6501.00.571.00.41.0020	556.43	in
Vendor Total:				3,578.70	

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw8	1	postage	E 6501.00.571.00.42.0001	7.36	in
	2	annual renewals - go daddy, survey	E 6501.00.571.00.42.0002	346.88	in
	3	adobe creative cloud - monthly	E 6501.00.571.00.42.0003	21.89	in
	4	OICF workshop	E 6501.00.571.00.41.0001	30.00	in
Vendor Total:				406.13	

Vendor Number: wil149

Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bc0613	1	transportation Boys Choir	E 6501.00.571.00.31.0019	161.30	in

Grand Total: 23,437.53
EFT - 12.47
23425.06

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

DATE: 12-Jun-13

Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$12.47

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

Board Authorization

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

\$ 12.47 for the period ending June 12, 2013 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

 6/12/13
Commissioner Date

 6/12/13
Commissioner Date



My account home

File a return

Manage business account

Invoices & payment options

Credits & tax incentives

More services

E-mail & notices

My logon profile

My account

ORCAS ISLAND PARK AND RECREATION DISTRICT

Tax Registration Number: 603-231-409

Frequency: Monthly

Current unpaid tax return

Period 05/2013

Filed 06/11/2013 3:20:37 PM

Return due date 06/25/2013

Total taxes \$12.47

Less payments \$0.00

Amount due \$12.47

Select payment method

E-Check

E-check payment

Transfer date

06/26/2013

*

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

Amount

12.47

Cancel

Next

Need Assistance? 1-877-345-3353

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"Working together to fund Washington's future"

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PO BOX 575
EASTSOUND, WA 98245-0575
Edit



ORCAS ISLAND PARK AND RECREATION DISTRICT 603-231-409

Confirmation

Confirmation Number	11429037
Tax Registration Number	603231409
Reporting Period	05/2013
Date and Time Submitted	06/11/2013 3:20:37 PM
Person Completing Return	Marcia West

- Your electronic return has been submitted.
- For easy reference, print this Confirmation Information page and keep it with your tax records.

[Return to Account List](#)

[Print Confirmation](#)

[View Printable Return](#)

Confirmation

**For Assistance Call:
1-877-345-3353**

MONTHLY FINANCIAL STATEMENT BY FUND

SAN JUAN COUNTY
START DATE: 5/1/2013 END DATE: 5/31/2013

giWAMonthly
6/6/2013 10:02:41AM
Fiscal Year: 2013

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

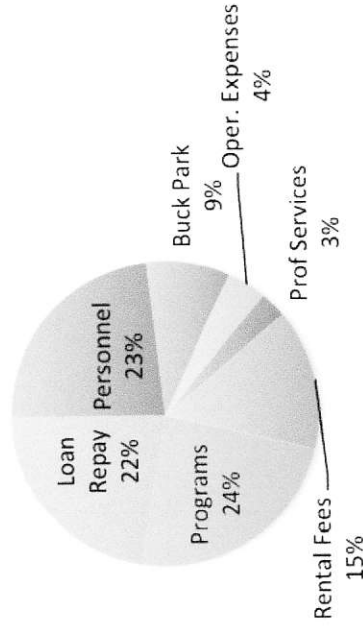
Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE				161,184.93	
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,035.33			
310	TAXES	23,985.18			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	845.27			
360	MISCELLANEOUS REVENUES	30.00			
380	NONREVENUES	12.49			
	TOTAL RECEIPTS		28,830.09		
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,035.33			
570	CULTURE AND RECREATION	19,436.83			
580	NONEXPENDITURES	36.86			
	TOTAL DISBURSEMENTS		23,430.84		
101 ENDING CASH BALANCE					166,584.18
	GL ENDING CASH BALANCE				166,584.18
	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

Activities and Events

May 31, 2013							Total served = 185	
activity	category	participants	end date	staffing	location			
Baseball & Softball	II	54	8-Jun	league	BP2, 5, 6			
Boys Choir	I	10	10-Jun	WillAllen	Music Room			
Lure Coursing Demo	II	12	4-Jun	OAPS	BP1			
Spring Running Club	III	19	5-Jun	FHC	FHC			
Spring Soccer	III	27	31-May	Hendrie	BP1			
T-Ball	III	28	1-Jun	league	BP7			
Teen Open Gym	III	15	14-Jun	FHC	K8 Gym			
Adult Soccer	III	12	open end	club	BP1			
Adult Volleyball - Indoor	III	8	12-Jun	FHC	K8 Gym			
UPCOMING								
activity	category	setup / age	start date	staffing	location			
Tennis Instruction	I	y / all	open end	Toney	BP Courts			
Sketching	I	n / y	tba	J Anderson	school lib			
Golf Skills Workshop	II	y / y, t	19-Jun	Taylor	golf course			
Lady Viking Soccer	II	y / y, t	8-Jul	Anderson	BP3			
Luring Coursing	II	y / a, s	9-Jun	OAPS	BP1			
Summer Theater Camp	II	y / y, t	24-Jun	Sparks	Orcas Center			
Soccer Goalkeeping	II	y / y, t	12-Jul	Anderson	BP3			
Youth Sailing	II	y / y, t	24-Jun	sail orcas	westsound			
Adult Sailing	II	y / a, s	open end	sail orcas	westsound			
Ladies Intern. Tennis	III	y / t, a, s	open end	drop in	BP Courts			
Animation Workshop	III	y / y, t	5-Aug	Limbach	FHC			
Bicycle Touring	III	y / all	27-Jun	Wrobel	Shaw			
Game Club	III	y / y, t	25-Jun	west	school lib			
High Flyers	III	y / y, t	10-Jul	west	school café			
Hop & Jump	III	y / y, t	24-Jun	Ahrens	BP B. Court			
Invertors Challenge	III	y / y, t	30-Jul	west	school café			
Kick & Run	III	y / y	9-Jul	Ahrens	BP1			
Open Intern. Tennis	III	y / t, a, s	open end	drop in	BP Courts			
Outdoor Volleyball	III	y / t, a	19-Jun	drop in	BP V. Court			
Science Café	III	y / t, a, s	18-Jul	west	FHC			
Volkswalkers	III	y / all	27-Jun	west	FHC			
Adult basketball	III	y / t, a	25-Jun	FHC	K8 Gym			
folk art	III	n / y, t	15-Jul	Hickman	school lib			
Challenger Soccer	IV	y / y, t	29-Jul	club	BP 1, 2, 3			
Summer Volleyball Tourney	IV	n / t, a	17-Aug		BP 1 & 2			

Commissioners' Action Items

- Follow up on Buck Park Transfer.
- Renew the Buck Park lease agreement.
- Renew the School Facility Use agreement.
- Agree on a meeting time with the school and set up a committee to review rental policies.
- Review activity work matrix.

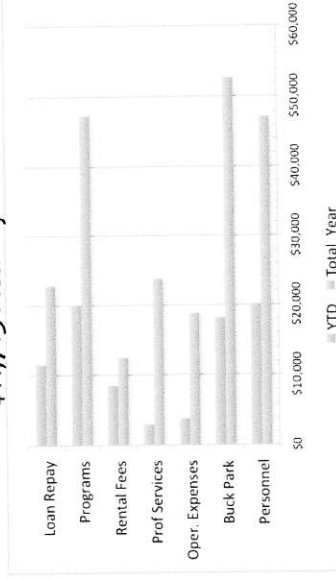
Budget Status – 42% through year**Distribution of Expenditures Year to Date**

Expenditures vs. total budgeted category

Revenue – YTD

\$99,143 Property Tax

\$11,713 Activity Fees

**Administrative Task Update**

- Continuing work on summer activity setup including:
 - Developing Activity Management packets for each category.
 - Finalizing instructors and supplies.
- Audit package submitted and additional information provided to the auditor.
- Weekly updates are being made to the Summer Guide and the Activity List.
- Tracking and assisting Sail Orcas sign ups
- I will be preparing the irrigation as-built plan over the summer.
- Developing signs for posting at the fields to show reservations. Need to find holders.
- Working on Kings Football for the fall – interviewing kids and parents to see how many are interested and would help.

Buck Park Maintenance & Management

- New well pump system is installed and running – thanks to Commissioner Bob for all his work.
- Irrigation system is charged and ready for operation.
- Baseball is complete for the season & the upper fields are ready for their final maintenance cleanup and hand back to the school.
- Next on the repair list are the volleyball area and the skatepark concrete patching.
- All fields and courts are busy in late afternoons and evenings.
- We have requests for repairing / improving the fitness trail.
- Excellent suggestion by OISD that we should add reserved signs to the fields so drop in players know if a use is planned and others will know how to reserve the fields.
- Lure course for dogs is running and is working well on Field 1.



Orcas Island School District 137

557 School Road, Eastsound, Washington 98245, Telephone: 360 376-2284, Facsimilie: 360 376-2283

June 7, 2013

Orcas Park and Recreation District
Attn: Marcia West
PO Box 575
Eastsound, WA 98245

RE: Automatic Extension of Buck Park Lease

Dear Marcia,

We have received the request from Orcas Park and Recreation District to renew the Interlocal Agreement for Buck Park Lease and Maintenance.

The terms of the lease state: Section 3. Term: Effective date: review. ... 'So long as title transfer has not occurred, then OIPRD may automatically renew this Agreement for a second one-year term by giving the School District thirty (30) days written notice prior to the termination of the Agreement, of OIPRD's intent to renew the Agreement.'

We accept that you have given us the written notice as required and that the lease has automatically been renewed for a second year term.

Sincerely,

Barbara Kline
Superintendent/Principal