

## Meeting Minutes July 11, 2013

Orcas Island Park and Recreation District Commission  
Public Meeting, Thursday, July 11, 2013  
Eastsound Fire Hall  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:05**

Bob Eagan, Chairman

Roll call:

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

### **II. CONSENT AGENDA**

1. **Previous Minutes** – June 12, 2013. **MOTION:** With two minor revisions, Jim moved to approve; Martha seconded and it was approved unanimously (Ian abstained as he was not present at the June 12 mtg.).
2. **Payment of Claims** (both electronic and warrants) for \$5,644.26.  
**MOTION** to approve by Martha; seconded by Ian; and it was approved unanimously.
3. **Payment of Sales tax** of \$27.55.  
**MOTION** to approve by Martha; seconded by Ian; and it was approved unanimously
3. **Employee Pay Slip** for \$3,645.83  
**MOTION** to approve by Martha; seconded by Jim and it was approved unanimously.

### **III. PUBLIC COMMENT**

<No public in attendance>

### **IV. MONTHLY BUSINESS**

#### **1. Financials**

Custom Report Runner

<See addenda>

Tax income is slightly ahead of schedule due to early property tax payers and program fees income is higher than anticipated due to a higher rate of success than budgeted.

#### **2. Director's Report**

Sail Orcas, with 118 participants, is doing far better than expected and programs, in general, are robust, though Game Club and High Flyers Workshop have disappointed. Marcia asked at what point do we bail on a program. Martha responded by suggesting that it is a judgment call for Marcia to make; that is, if it is taking more time and/or effort than its commensurate benefit to feel free to make this call independently, assuming that it isn't merely a seasonal issue.

Need to increase flyers, posters, sandwich boards, etc.

<See addenda>

**3. Buck Park Committee Report**

Completed minor repairs successfully (zone valve, nozzles, spray heads, etc.). Skatepark patching will begin next week.

**V. UNFINISHED BUSINESS**

**1. Buck Park Transfer**

Bob reports the committee process is hampered by fits and starts. The May joint committee meeting (OIPRD and OISD reps), in Bob's mind, established a shared plan to let the two attorney's define the proper means by which we transfer the agreement to operate and maintain Buck Park. Our attorney says the transfer is of an existing AGREEMENT (only) for operations and maintenance of the Park (property interest to continue to be held by the State). If the new organization (OIPRD) agrees to the same terms and conditions outlined in the existing operations agreement, then the State will have no objections to transferring the responsibility outlined in the agreement from OISD to the Park District.

Bob and Martha were insisting that the attorney's work it out as both OISD and OIPRD are stuck in "beliefs" discussions until legal counsel clarifies legal processes. OISD, for reasons unclear to Bob and Martha, has not gone to their attorney for legal advice and that fact is frustrating the process considerably. Bob and Martha feel strongly that OISD may be asking OIPRD commissioners to do things that we, in fact, have no legal basis for doing through the transfer process and especially as a condition of transferring the agreement.

Bob and Martha feel OIPRD commissioners need to insist this process precede correctly. OIPRD's first obligation is to the public and any special or priority use current commissioners grant should be able to be scrutinized, from time to time, by future commissioners so they can determine if the use is still appropriate. That would involve an interlocal process that has a term and thus a guaranteed time when the terms and conditions are to be revisited. OISD is probably comfortable with transfer of agreement first, and using the inter local process second, but appears not of one mind, or have a shared understanding of the legal process that needs to be followed.

**2. Kings Football Plan**

Marcia met with the league and recent directors and it was determined that we can't have a Kings season this year due to lack of safety office training, helmet certification and requisite league meeting attendance, but we can have a camp to develop interest for next year, which she will develop. **MOTION:** Martha moved that we authorize money from the existing Kings account to check and evaluate current helmets. No second. Marcia will see if flag football requires helmets or not. If so, we will revisit this issue next month.

**VI. NEW BUSINESS**

**1. Interlocal Agreement with Orcas Island Library**

**MOTION:** Ian moved that we accept the submitted Library/OIPRD Interlocal Agreement as written; Jim seconded. Passed unanimously.

<See addenda>

Public Meeting  
July 11, 2013

**2. Graffiti removal at the skatepark**

Techniques for removal involving pressure washers and various liquids and their effectiveness was discussed.

*<Bob departed the meeting at 5:37pm>*

**3. School Facilities Agreement**

This will go to committee for discussion at our next meeting.

**VII. ADJOURNMENT**

**MOTION** to adjourn by Jim at 5:40 pm 2<sup>nd</sup> by Martha, unanimously approved.  
The meeting was adjourned at 5:40 pm

**Addenda:**

*CustomReportRunner.pdf*

*Director's dashboard.pdf*

*Draft Interlocal Agreement between OILD and OIPRD*

Public Meeting minutes for July 11, 2013

Approved by motion on this **8**<sup>th</sup> day of **AUGUST**, 2013

Signed and attested this **8**<sup>th</sup> day of **AUGUST**, 2013

  
Ian Lister, Commissioner #5,  
Secretary

  
Bob Eagan, Commissioner #2,  
Chair

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: 11-Jul-13 Page 1 of 7

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **\$5,644.26**

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 7/10/13

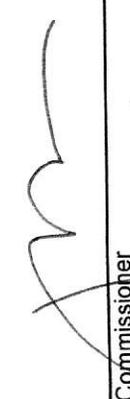
**Board Authorization**

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

\$ **5,644.26** for the period ending **July 11, 2013** We approve payment with our signatures below.

  
Commissioner  
Date 07/11/13

  
Commissioner  
Date 7/10/13

  
Commissioner  
Date 7/11/13

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

**Invoice Accounting Report by Vendor Name**  
San Juan County

aplAVnn  
07/11/2013 1:51:34PM

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10869	1	legal support Buck Park Transfer	E 6501.00.571.00.41.0006	175.50	in

**Vendor Number:** cen480      **Name:** CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2680	1	July phone bill	E 6501.00.571.00.42.0004	231.05	in

**Vendor Number:** crm100      **Name:** CRM INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2680	1	Well fittings - Buck Park	E 6501.00.571.00.48.0008	83.38	in
	2	sales tax	E 6501.00.571.00.48.0008	5.44	in
				<b>Vendor Total:</b>	88.82

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
itd0710	1	June Tennis Instruction	E 6501.00.571.00.41.0003	225.00	in

**Vendor Number:** eas350      **Name:** EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
284	1	water system repair part	E 6501.00.571.00.48.0008	20.73	in
	2	sales tax	E 6501.00.571.00.48.0008	1.66	in
				<b>Vendor Total:</b>	22.39

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
gwy0711	1	mowing and maintenance	E 6501.00.571.00.48.0006	1,714.17	in
	2	sales tax	E 6501.00.571.00.48.0006	138.85	in

Invoice Accounting Report by Vendor Name  
San Juan County

apInAVnn  
07/11/2013 1:51:34PM

Vendor Total: 1,853.02

Vendor Number: orc140 Name: ORCAS GREENS LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oigc0710	1	Golf Clinic Instruction	E 6501.00.571.00.41.0003	180.00	in

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
00380702	1	2nd Quarter fes	E 6501.00.571.00.41.0007	60.83	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sjs0711	1	June service Buck Park	E 6501.00.571.00.47.0013	153.98	in

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
6032314090711	1	June Sales Tax	E 6501.00.586.00.44.0000	27.55	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc0713	1	June 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	1,159.50	in

Vendor Total: 1,619.50

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw9	1	office supplies	E 6501.00.571.00.31.0002	55.37	in
	2	adobe creative cloud monthly	E 6501.00.571.00.31.0004	21.89	in
	3	buck park maintenance supplies - wasp	E 6501.00.571.00.31.0019	179.05	in
	4	sports equipment summer programs	E 6501.00.571.00.35.0100	697.21	in

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Total: 953.52

Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount Type
bc0711	1	transportion Boys Choir	E 6501.00.571.00.31.0019	80.65 in

Grand Total: 5,671.81  
- 27.55  
5644.26

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

Page 1 of 2

DATE: 11-Jul-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$27.55

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 7/11/13

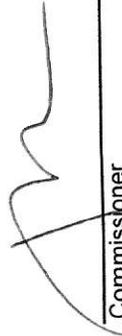
**Board Authorization**

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

\$ 27.55 for the period ending July 11, 2013 We approve payment with our signatures below.

  
Commissioner \_\_\_\_\_  
Date 071113

  
Commissioner \_\_\_\_\_  
Date 7/11/13

  
Commissioner \_\_\_\_\_  
Date 7/11/13

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



My account

oiprdadmin | Log out | DOR Home

"Working together to fund Washington's future"

My account home

File a return

Manage business account

Invoices & payment options

Credits & tax incentives

More services

E-mail & notices

My logon profile

Current unpaid tax return

ORCAS ISLAND PARK AND RECREATION DISTRICT  
Tax Registration Number: 603-231-409  
Frequency: Monthly

PO BOX 575  
EASTSOUND, WA 98245-0575  
Edit

Period

06/2013

Filed

07/10/2013 6:39:16 PM

Return due date

07/25/2013

Total taxes

\$27.55

Less payments

\$0.00

(does not include check or ACH credit payments)

Amount due

\$27.55

Select payment method

E-Check

E-check payment

Transfer date

07/26/2013 \*

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

Amount

27.55

Cancel

Next >

Need Assistance? 1-877-345-3353

DATE: 7/11/13 PAYROLL WORKSHEET

July

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	571.00.10.0001	161	\$3,645.83	161			
TOTALS					161.00	\$ 3,645.83	161	0	0	0

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.

Signed Marcia West

Date 7/16/13

[Signature] Chairman  
[Signature]  
[Signature]

MONTHLY FINANCIAL STATEMENT BY FUND

SAN JUAN COUNTY

START DATE: 6/1/2013 END DATE: 6/30/2013

giwamonthly

7/10/2013 9:17:34AM

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			166,584.18	
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,031.10			
310	TAXES	965.70			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	1,355.90			
360	MISCELLANEOUS REVENUES	500.00			
380	NONREVENUES	27.57			
	<b>TOTAL RECEIPTS</b>		6,802.09		
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,031.10			
570	CULTURE AND RECREATION	16,056.98			
580	NONEXPENDITURES	10,845.47			
590	DEBT SERVICE AND OTHER	488.00			
	<b>TOTAL DISBURSEMENTS</b>		31,343.37		
101	ENDING CASH BALANCE				142,042.90
	<b>GL ENDING CASH BALANCE</b>				142,042.90
	<b>NET VARIANCE</b>				0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		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

Monthly Director's Report

Activities and Events

Total served = 124 not including sailing.

activity	category	participants	end date	staffing	location
Sail Orcas	II	118	20-Aug	League	West Sound
tennis instruction	I	9	open end	Toney	BP Courts
Golf Skills Workshop	II	12	19-Jun	Taylor	golf course
Lady Viking Soccer	II	12	8-Jul	Anderson	BP3
Luring Coursing	II	15	9-Jun	OAPS	BP1
Ladies Intern. Tennis	III	na	open end	drop in	BP Courts
Game Club	III	8	25-Jun	west	school lib
Hop & Jump	III	12	24-Jun	J Quande	BP B. Court
Inventors Challenge	III	4	30-Jul	west	school café
Kick & Run	III	10	9-Jul	J Quande	BP1
Open Intern. Tennis	III	na	open end	drop in	BP Courts
Outdoor Volleyball	III	18	19-Jun	drop in	BP V. Court
Adult basketball	III	24	25-Jun	FHC	K8 Gym

UPCOMING

activity	category	setup / age	start date	staffing	location
tennis instruction	I	V / all	open end	Toney	BP Courts
sketching	I	V / Y	12-Aug	/Anderson	school lib
quick start tennis	II	n / y	tba	Toney	BP Courts
intro to kayak	III	V / Y, t	26-Jul	Corey	deer harbor
Senior Softball	II	Y / a	15-Jul	Turneoy	BP 2.
Kings Skill Camp	III	n / y	tba		BP 1 or upper
Animation Workshop	III	V / Y, t	5-Aug	Limbach	FHC
Science Café	III	V / t, a, s	18-Jul	Hickman	FHC
folk art	III	V / Y, t	15-Jul	Hickman	school lib
Challenger Soccer	IV	V / Y, t	29-Jul	club	BP 1, 2, 3
Summer Volleyball Tourney	IV	n / t, a	17-Aug	Date	BP 1 & 2

Starting Setup for Fall

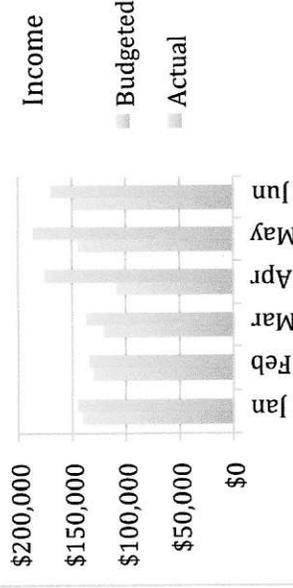
activity	category	setup / age	start date	staffing	location
Decoding the Past	III	V / all	tbd	Library / Museum	
Wieldal Club - Jr / Sr Mix	III	V / Y, t, a	tbd	senior. ct.	
Fall Soccer	III	n / y	tba		BP Courts
Fall Kings Camps	III	V / Y, t	tbd		upper fields
Astro Club	II	Y / a	tbd		funhouse

Commissioners' Action Items

- Follow up on Buck Park Transfer.
- Renew the School Facility Use agreement.
- Agree on a meeting time with the school and set up a committee to review rental policies. - Aug 13 at 11PM need committee member to attend with Director
- Review ActiveNet contract - cost increase to remove active advantage

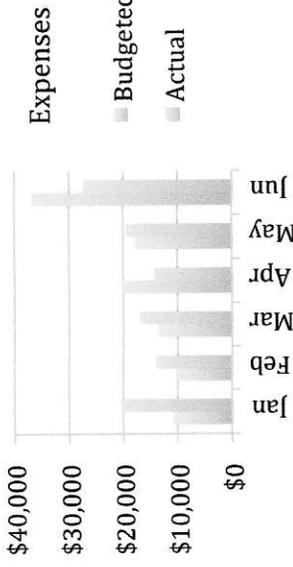
Budget Status - 50% through year

Revenue - YTD  
 \$100,150 Property Tax  
 \$15,207 Activity Fees



Expenditures Year to Date

Total Budget vs Actual  
 \$109,284 vs \$112,436



Buck Park Maintenance & Management

- Some minor repairs are being completed on the irrigation system including replacement of one zone valve and new or adjusted spray heads.
- Skatepark concrete patching is scheduled to begin next week.
- We need to clean off all graffiti at the skatepark. It will need daily monitoring until we stop the painters.
- Started researching reserved signs for 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 will continue through July with both Sunday and Thursday classes.
- British soccer camp will use most of the field space from July 29 - Aug 2. Good early sign up with 43 players.

Administrative Task Update

- Continuing work on summer activity setup including:
  - o Developed accounting sheet for Types I and II activities.
  - o Finalizing instructors and supplies for summer including adding drawing, football camp, kayaking, quick start tennis, and senior softball.
- Meeting with Kings football administration and developed a plan for the session.
- Tracking and assisting Sail Orcas sign ups
- Major to do:
  - o Update activity posting, calendars, and get out new flyers.
  - o Irrigation as-built drawings
  - o Get back on tract with The Pitch
  - o Signs plan for BP

**INTERLOCAL AGREEMENT: Orcas Island Library District and Orcas Island Park and Recreation District**

THIS AGREEMENT is made and entered into by and between Orcas Island Library District, Washington, a junior taxing district of the State of Washington, hereinafter referred to as Library; and Orcas Island Park and Recreation District, a junior taxing district of the State of Washington, hereinafter referred to as Park and Recreation.

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for inter-governmental cooperation between governmental agencies; and

WHEREAS, the Library and Park and Recreation may find from time to time that they are able to improve the quality of their services to the public by working collaboratively; and

WHEREAS, such collaborative operations may result in financial efficiencies of benefit to taxpayers;

NOW THEREFORE, the parties agree as follows:

1. **Administration.** No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
2. **Scope.** The Library and Park and Recreation shall perform their respective roles as agreed on for each individual collaborative project, per formal or informal documents, which will be preserved as appropriate according to records retention requirements.
3. **Duration of Agreement – Termination.** This Agreement shall remain in force from the latest date of signature until cancelled by either party in writing with thirty days' notice, or by mutual agreement on the date of signature.
4. **Compliance with Legal Requirements.** Each party accepts responsibility for compliance with federal, state or local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services or disposal of property.
5. **Financing.** Each party will be responsible for its own operating costs except as otherwise agreed on in writing for a specific project.
6. **Delegation/Assignment.** While either party may delegate the elements of any collaborative project to a legally contracted third party per normal operating procedures, neither party may assign this agreement without the written consent of the other party.
7. **Mediation.** The parties shall attempt to resolve any disputes arising out of or relating to this Agreement through a good faith attempt at mediation. Each party will pay its own legal expenses.
8. **Hold Harmless.** Each party shall be liable and responsible for the consequences of any negligent or wrongful act or failure to act on the part of itself and its employees. The Library shall protect, defend, save harmless and indemnify Park and Recreation from and against all claims, suits and actions arising from negligent acts or other omissions of the Library in the performance of this Agreement. Park and Recreation shall protect, defend, save harmless and indemnify Library from and

against all claims, suits and actions arising from negligent acts or other omissions of Park and Recreation in the performance of this Agreement.

9. **Severability.** Any provision of this Agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.
10. **Entire Agreement.** This instrument contains the entire Agreement between the parties. This Agreement may only be modified in writing signed by both parties.

**ORCAS ISLAND LIBRARY DISTRICT**  
**Philip Heikkinen, Director**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ORCAS ISLAND PARK AND RECREATION DISTRICT**  
**Marcia West, Director**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_