

## Meeting Minutes August 8, 2013

Orcas Island Park and Recreation District Commission  
Public Meeting, Thursday, August 8, 2013  
OIPRD offices  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:07pm**

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 - present

### **II. CONSENT AGENDA**

1. **Previous Minutes** – July 11, 2013. **MOTION:** With no revisions, Martha moved to approve; Bob seconded and it was approved unanimously (*Vicki abstention*).
2. 1. **Previous Minutes** – July 22, 2013. **MOTION:** With no revisions, Jim moved to approve; Ian seconded and it was approved unanimously (*Bob abstention*).
3. 1. **Previous Minutes** – August 5, 2013. **MOTION:** With no revisions, Martha moved to approve; Ian seconded and it was approved unanimously (*Vicki abstention*).
4. **Payment of Claims** (*both electronic and warrants*)  
**MOTION** to approve \$13,620.11 and \$126.65 by Martha; seconded by Vicki; and it was approved unanimously.
5. **Employee Pay Slip**  
**MOTION** to approve \$3,645.83 by Vicki; seconded by Martha and it was approved unanimously.

### **III. PUBLIC COMMENT**

*<No public was in attendance>*

### **IV. MONTHLY BUSINESS**

1. **Financials**  
*<Custom runner attached>*
2. **Director's Report**  
*<Monthly Director's report attached>*
3. **Buck Park Committee Report**  
*(see Director's Report for this information)*

Two full sized soccer nets were donated by Jill Wheeler's family. Her son is an avid player and is enjoying the Sunday drop in games. Martha volunteered to write a thank you note.

## **V. UNFINISHED BUSINESS**

### **1. Buck Park transfer – status update**

*< Attached: OIPRD counsel, Adina Cunningham's phone conversation with OISD's counsel, Perkins Coie >*

### **2. Skatepark repairs and event preparation**

We are in process of preparing for Lopez SkateLite overflow and the skate park has been cleaned up.

**MOTION:** Martha moved to approve Ron Griffin's estimate of \$1,700 for repair of the concrete at the skatepark, per May 9 discussion and proposal; Bob second. Unanimous approval.

The concrete repairs were more detailed than previously thought and it appears that roughly \$2,000 more in labor costs and materials will be necessary to finish the job.

**MOTION:** Martha moved to authorize up to \$2,000 in additional funds to complete the repair and cleanup of the skate park before the SkateLite retreat on August 17, Vicki seconded. After discussion, unanimous approval.

### **3. School facility lease and goals for Aug 13 meeting with OISD facilities use group**

This will be our annual review meeting to make sure that OIPRD and OISD are clear on their relative responsibilities, fees, etc. and to discuss how well the past year's relationship has worked. Bob and Martha have agreed to attend the meeting with Marcia. It was requested that Vicki declare at any meeting involving OISD, given her position as its Athletic Director, that she has a conflict of interest and will recuse herself from any voting that affects financial decisions.

### **4. Audit results and recommendations**

We received a very lengthy and informative response today to our multiple answers sent in response to an earlier, extensive audit query from Brandt H. Orme, Special Purpose District Coordinator from the WA State Auditor's Office. In today's communication, he specified multiple areas of past operations and decisions we've made that need improvement and/or correction going forward. It is not clear whether or not this is the final communication from Mr. Orme, however, we will send it informationally to Adina Cunningham, OIPRD counsel. Going forward, Director West and the full commission will read his response and his 17 attachments thoroughly, before the next regular meeting, to ensure that future operations are conducted in line with all appropriate rules and requirements of a junior taxing district.

Among discussed topics were:

- \* The difficulty in documenting drop-in participants;
- \* How to determine exactly when and how prevailing wages are germane;
- \* The subtle but critical differences between funding a program internally and funding an outside non-profit to execute same, even if the function, effect and public dollars spent are identical;
- \* Also, Marcia and Martha discussed the recommendation by the auditor to have a fixed asset policy and they will work on a draft for future board consideration;
- \* Jim suggested that all five commissioners and OIPRD director take 2-3 hours each to carefully review Mr. Orme's entire email and establish a list of questions. It was agreed by all commissioners to do this homework, send any

questions to Marcia and she will then determine whether or not a special meeting is warranted to further discuss the issue before our next regular mtg.;  
\* Ian suggested that we establish a more specific set of strictly stated policies going forward to avoid falling into potential violations going forward.

**MOTION** by Martha to authorize the purchase, on behalf of OIPRD, office supplies up to \$400, Vicki second – unanimous approval.

**5. Signage for Buck Park – field reservation and contact information**

**6. Completion of credit card application**

Marcia distributed the completed application to Bob, as Chair, and Ian, as sec'y, who approved and signed it.

**7. Kings Football camp preparations and insurance**

Enduris has been contacted regarding insurance and they have confirmed that the camp is covered under our current policy.

**VI. NEW BUSINESS**

**1. Director's contract review and adoption**

- a. To address and rectify an earlier procedural oversight, we discussed and considered Resolution 2013-5 to hire Marcia West as the Executive Director.  
**MOTION** by Martha to adopt Rec. 2013-5, seconded Vicki. Unanimous approval.

**2. ActiveNet contract review and adoption**

- a. To address and rectify an earlier procedural oversight, we discussed and considered Resolution 2013-6 to adopt the original 2011 contract with ActiveNet. After discussion, there was a **MOTION** by Ian to adopt Rec. 2013-6, seconded by Bob. Unanimous approval.
- b. It was determined that we need to discuss the ActiveNet contract at next month (September's) regular meeting.

**3. Fall programming**

Office staffing and hours of operation for this fall was discussed. FHC has said they won't be able to provide Krista to us w/as many hours, so the question is, what is the solution. It was discussed hiring a ½ time employee to fill this gap. It was also discussed to shut down the office from 3-5pm-ish, because: a) it is untenably loud at the office, b) it is rare that Marcia isn't absent anyway attending programs and c) Marcia carries a cell phone that is forwarded from the office phone.

**4. Office staffing and hours of operation**

- a. *(see above)*

**5. Relationship with Funhouse Commons / future function of OIPRD**

- a. After notice by counsel that it would be well advised to make the relationship with FHC and other non-profits more discrete/separate, many ideas and options were discussed. Among these, the notion was brought up to create/"own" an OIPRD after school program and teen night ("Night Owls?"), that would be staffed by ICs and conducted at locations to be determined, that could include the FHC and/or the school and/or the Christian School, etc. In light of this, along with some parental perception that FHC programs are perennially lacking in adequate supervision coupled with the ongoing budget challenges of the FHC's ability to pay

- for programming, it is a notion worth considering (though it was also raised what the FHC would actually be in light of this);
- b. It was also determined that there must be better clarity in published materials as to which program is supplied by which organization;
  - c. The wisdom of leasing space from the FHC was also discussed, with some commissioners believing that the synchronicity of being in their building and near the school is highly valuable; while others pointed out that, if separation is more desirable, that giving notice as of March 30, 2014 is all that's required to end the lease on May 31, 2014;
  - d. On another note, the swimming program was continued to be deemed essential but the attendant liability is of concern and it was questioned whether the current private swimming lessons are better serving the public. The existing tennis program has some parallels as well.

## **VII. ADJOURNMENT**

**MOTION** to adjourn by Martha at 6:45; 2<sup>nd</sup> by Vicki, unanimously approved.  
The meeting was adjourned at 6:45 pm.

### **Addenda:**

*Director's dashboard.pdf*  
*Resolution 2013-5, OIPRD Employment Agreement, Director*  
*Resolution 2013-6, OIRPD Service Contract, ActiveNet*  
*State Audit Results and Recommendations*  
*Credit card application*

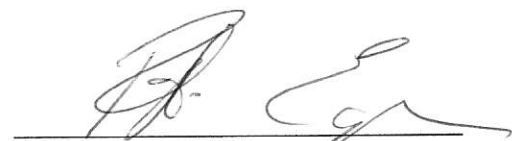
Public Meeting minutes for August 8, 2013

Approved by motion on this 12<sup>th</sup> day of September, 2013

Signed and attested this 12<sup>th</sup> day of September, 2013



Ian Lister, Commissioner #5,  
Secretary



Bob Eagan, Commissioner #2,  
Chair

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 8-Aug-13 Page 1 of 6

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$13,620.11

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**

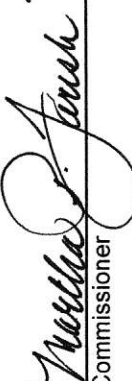
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling


\$ 13,620.11 for the period ending August 8, 2013 We approve payment with our signatures below.

  
\_\_\_\_\_  
Commissioner Date 8/8/13

  
\_\_\_\_\_  
Commissioner Date 080813

  
\_\_\_\_\_  
Commissioner Date 8-8-13

  
\_\_\_\_\_  
Commissioner Date 8-8-13

  
\_\_\_\_\_  
Signed as Chairman / Commissioner Date 8/8/13

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: abo100

Name: ABOOD SEPTIC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
319	1	June and July septic service Buck Park	E 6501.00.571.00.47.0011	332.00	in
	2	sale tax	E 6501.00.571.00.47.0011	26.89	in
Vendor Total:				358.89	

Vendor Number: and110

Name: ANDERSON, CHAMA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ca0731	1	Soccer instruction - Lady Viking Camp	E 6501.00.571.00.41.0001	345.00	in
	2	camp shirts	E 6501.00.571.00.31.0013	66.97	in
Vendor Total:				411.97	

Vendor Number: cen480

Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct0731	1	Aug Phone bill	E 6501.00.571.00.42.0004	230.10	in

Vendor Number: dan146

Name: DANN, JILL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
itd0731	1	tennis instruction - July	E 6501.00.571.00.41.0003	800.00	in

Vendor Number: end225

Name: ENDURIS WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
R14556	1	2014 Policy Year coverage	E 6501.00.571.00.46.0001	2,568.00	in

Vendor Number: gri146

Name: GRIFFIN YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
qyw0731	1	July maintenance	E 6501.00.571.00.48.0006	1,661.67	in
	2	skatepark maintenance and repairs	E 6501.00.571.00.48.0011	1,575.00	in
	3	supplies for maintenance	E 6501.00.571.00.31.0007	80.76	in



Invoice Accounting Report by Vendor Name  
San Juan County

4 sales tax - monthly maintenance	E	6501.00.571.00.48.0006	134.59 in
5 sales tax - skatepark maintenance	E	6501.00.571.00.48.0011	127.58 in
6 sales tax - supplies	E	6501.00.571.00.31.0007	6.54 in
<b>Vendor Total:</b>			<b>3,586.14</b>

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ldh0731	1	Art and Science Instruction	E 6501.00.571.00.41.0003	370.00	in

Vendor Number: orc140 Name: ORCAS GREENS LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oigc0731	1	Golf clinic instruction	E 6501.00.571.00.41.0003	240.00	in

Vendor Number: orc143 Name: ORCAS ISLAND BOOSTERS CLUB

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bc0731	1	Lady Viking Soccer	E 6501.00.571.00.41.0200	558.03	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sis0731	1	July service Buck Park	E 6501.00.571.00.47.0013	201.20	in

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
6032314090807	1	July sales tax	E 6501.00.586.00.44.0000	126.65	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc080613	1	program and staff services	E 6501.00.571.00.41.0200	2,145.25	in
	2	July rent and storage	E 6501.00.571.00.45.0002	460.00	in
<b>Vendor Total:</b>				<b>2,605.25</b>	

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: wes146

Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw10	1	office supplies	E 6501.00.571.00.31.0002	93.42	in
	2	adobe system monthly creative cloud	E 6501.00.571.00.31.0004	21.89	in
	3	buck park maintenance supplies concrete	E 6501.00.571.00.31.0009	116.61	in
	4	glidden professional griffith removal	E 6501.00.571.00.31.0019	345.69	in
	5	Summer class supplies	E 6501.00.571.00.31.0019	614.41	in
	6	athletic equipment - softball & fresbee	E 6501.00.571.00.35.0100	246.16	in
	7	volleyball tournament shirts	E 6501.00.571.00.41.0019	252.35	in

Vendor Total: 1,690.53

Grand Total: 13,746.76

EFT Claim

126.65

Balance

13,620.11




**CLAIMS PAYMENT REQUEST**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**DATE: 8-Aug-13 Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$126.65

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 8/8/13

**Board Authorization**

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

\$ 126.65 for the period ending August 8, 2013 We approve payment with our signatures below.

 Commissioner 8/8/13 Date 080813 Date

 Commissioner 8-8-13 Date 8/8/13 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 07/2013

Filed 08/07/2013 9:32:04 AM

Return due date 08/26/2013

Total taxes \$126.65

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

**Amount due \$126.65**

Select payment method **E-Check**

**E-check payment**

Transfer date **08/27/2013** \*

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

Amount **126.65**

Cancel **Next**

Need Assistance? 1-877-345-3353

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# PAYROLL WORKSHEET

DATE: 8/8/13

August

PLEASE DO NOT CHANGE FORMULAS

Orcas Island Park & Recreation District 6501

City of Kauai Department of Public Works													
Office of Planning and Development													
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\$ 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.

Signed Marcia West

Chairman Vic Vardumay 8-8-13

Martha J. Jurek 8-8-13

Date 8/9/13

080813

8-8-13

## 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>			142,042.90	
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,035.33			
310	TAXES	1,566.56			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	1,436.92			
360	MISCELLANEOUS REVENUES	6,451.27			
380	NONREVENUES	126.66			
	<b>TOTAL RECEIPTS</b>		13,538.56		
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,035.33			
570	CULTURE AND RECREATION	9,931.68			
580	NONEXPENDITURES	27.55			
	<b>TOTAL DISBURSEMENTS</b>		13,916.38		
<b>101</b>	<b>ENDING CASH BALANCE</b>				141,665.08
				<b>GL ENDING CASH BALANCE</b>	141,665.08
				<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

## Monthly Director's Report

## Activities and Events

ex. Sailing &  
Challenger

August 8, 2013		Avg. served per week = 153			
activity	category	participants avg each time	end date	staffing	location
Sail Orcas	II	12	20-Aug	league	West Sound
Tennis Instruction	I	15	open end	Toney	BP Courts
Golf Skills Workshop	II	8	19-Jun	Taylor	golf course
Luring Coursing	II	15	9-Jun	OAPS	BP1
Hop & Jump	III	8	24-Jun	/Quande	BP B. Court
Invertors Challenge	III	6	30-Jul	west	school café
Kick & Run	III	10	9-Jul	/Quande	BP1
Outdoor Volleyball	III	35	19-Jun	drop in	BP V. Court
Adult basketball	III	24	25-Jun	FHC	K8 Gym
Intro to kayak	III	8	26-Jul	Corey	deer harbor
Senior Softball	II	16	15-Jul	Turneoy	BP 2
Science Café	III	2	18-Jul	Hickman	FHC
Folk art	III	6	15-Jul	Hickman	school lib
Challenger Soccer	IV	47	29-Jul	club	BP 1, 2, 3
<b>Upcoming Activities</b>					
activity	category	setup / age	start date	staffing	location
Kings Skill Camp	III	open	19-Aug	Mierau	BP 1 & upper
PeeWee Football	II	open	12-Aug	Justin	BP 1
Summer Volleyball Tourney	IV	open	17-Aug	Date	BP 1 & 2
<b>Starting Setup for Fall</b>					
activity	category	setup / age	start date	staffing	location
Decoding the Past	III	y / all	tbd	Library /	Museum
Model Club - Jr / Sr Mix	III	y / y, t a	tbd		senior ct.
Fall Soccer	III	n / v	tba		BP Courts
Fall Kings Camp	III	y / y, t	19-Aug		upper fields
Running Club	III				funhouse
Astro Club	II	y / a	tbd		funhouse
open gym	II	y / a	tbd		K8 gym

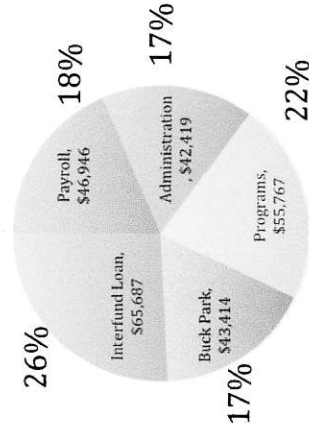
## Commissioners' Action Items

- Follow up on Buck Park Transfer.
- Renew the School Facility Use agreement.
- Rep to attend facility use meeting Aug 13 at 11PM
- Review Director's contract and annual performance review
- Review first year of programming and operation and set direction for OIPRD.

## Budget Update (not reviewed in time for printing)

Monthly income - \$9,581.41  
 Monthly exp. - \$9,959.23  
 GL Ending Cash  
 Balance -  
 7/31/2013 - \$141,665.08

Total Expenditures from Jan 1, 2012 -  
 Aug 1, 2013 = \$207,286



## Buck Park Maintenance &amp; Management

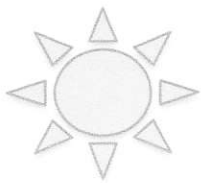
- Concrete patching is complete for the cracks and gaps but will need additional work for the areas of surface spalling.
- Graffiti removal is complete thanks to our volunteer - Peter. The product used works very well and is the product recommend by Seattle Parks. We have one gallon left and will need daily monitoring until we stop the painters.
- Lure course for dogs has wrapped up for this round. They are planning a second program and will coordinate the time and field use with us.
- British soccer was a big success with 47 players and busy fields.
- New soccer nets were donated for the full size goals. We need to inventory the small nets and be sure we are prepared for the fall season.
- A walk though needs to be completed for the fitness trail before fall season.

## Administrative Task Update

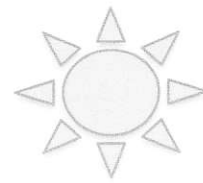
ActiveNet removed active advantage with no new fees.

Enduris confirmed that football camp is covered under our insurance.

- Support audit requests for information
- Prepare paperwork for credit card
- Updates to ActiveNet and Website including new posting for upcoming events
- Updated calendars and prepared new flyers and activity schedule for mid-summer
- Tracking and assisting Sail Orcas sign ups
- Reviewed facility use for upcoming meeting
- Major to do:
  - Fall activity setup and staffing
  - File and accounting refinements and improvement
  - Irrigation as-built drawings
  - Sign plan for BP - reservations & contact info



## Orcas Island Park and Recreation District Mid-Summer Recreation Activities



Orcas Park and Rec has a wide range of activities to keep everyone in the family active day, and night. Details and sign up for the activities are on our website at [www.orcasparkandrec.org](http://www.orcasparkandrec.org) or call 376-PARK or come into our office located in the Funhouse.

### Drop In Sports

DAY	SPORT	AGES	LOCATION	TIME
Mon.	Softball	30+	Buck Park	6:30 – 8:30 pm
Mon.	Ultimate Frisbee	12+	Buck Park	6:00 – 7:00 pm
Wed.	Tennis, Ladies	18+	BP Tennis Courts	8:30 – 11:00 am
Wed.	Tennis, Intermediate	16+	BP Tennis Courts	4:00 – 6:00 pm
Wed.	Outdoor Volleyball	14+	Buck Park	7:00 – 9:00 pm
Thur.	Soccer, Youth	12 - 18	Buck Park	5:00 – 7:00 pm
Fri.	Tennis, Ladies	18+	BP Tennis Courts	8:30 – 11:00 am
Sat.	Tennis, Intermediate	16+	BP Tennis Courts	9:00 – 11:00 am
Sun.	Soccer	16+	Buck Park	5:00 – 7:00 pm

### Sports Clinics, Camps and Workshops

DATES	SPORT	AGES	LOCATION	TIME
Tues. & Thur. till Aug 22	Run & Kick – Intro to Soccer	4 - 7	Buck Park	3:00 – 4:00 pm
Wed. till Aug. 21	Golf Skill Clinic	9 - 16	Orcas Island Golf Course	3:00 – 4:00 pm
Aug. 12 – 15	PeeWee Football Clinic	7-10	Upper fields at Buck Park	4:30 – 5:30 pm
By Arrangement	Tennis – skill classes and quick start	5 +	BP Tennis Courts	Call to setup times
On going till Aug 22	Sailing Lessons w/ Sail Orcas	8+	Westsound Yacht Club Pavilion	AM and PM sessions
Aug 19 – Oct 25	Kings Football Camp	10 - 14	Upper fields at Buck Park	4:30 – 6:30 pm

### Creative Explorations

DATES	ACTIVITY	AGES	LOCATION	TIME
Mon. & Thurs. till Aug. 22	Folk Art	7 - 12	Orcas School Library	1:00 – 3:00 pm
Tues., Jul 30 - Aug 27	Inventors Challenge	7 - 14	Orcas School Cafeteria	1:00 – 4:00 pm
Mon. – Fri. Aug. 12 – Aug 16	Drawing & Sketching	7 - 12	Orcas School Library	10:00 am – 12:00 pm

**VOLLEYBALL IN THE PARK – 4x4 Grass Court Tournament**  
**Sunday, August 18<sup>th</sup>**  
**Co-Ed, Open to all players on and off island**  
**Sign Up with a team or individually**

UPDATED AS OF: July 26, 2013



Personnel	2012	2013
OIPRD Director	\$16,667	\$25,521
Payroll Taxes	\$1,933	\$2,826
Office Supplies	\$2,301	\$542
Computer Supplies		\$22
Software	\$645	\$22
Office Equipment	\$6,340	
Signage		\$67
Professional Services	\$11,334	\$80
Website Development / Consulting	\$700	
Legal Services	\$4,039	\$4,081
Accounting Services	\$130	\$257
Postage & Shipping		\$51
Website / Online Billing	\$253	\$347
Telephone/Internet	\$940	\$1,592
Operating Rentals and Leases	\$1,644	\$3,040
Insurance Premiums and Recoveries	\$2,495	
Auditor Recording Fees	\$127	
DOR Tax Payments	\$607	\$765
Promotion Supplies	\$62	\$92
Supplies - Other	\$57	\$997
Athletic Supplies - General	\$1,185	\$257
Athletic Equipment - General	\$447	\$1,585
Instructors		\$405
Promotion	\$1,638	\$275
Programs Brochures/Mailers	\$1,886	\$556
Program Subcontracting	\$14,490	\$13,769
Printing / Graphics	\$25	\$1,893
<b>Travel</b>		\$8,495
Event Rental Fees park related	\$1,200	\$6,452
Water		
Utilities - Septic Svcs.	\$250	\$758
Sewer / Garbage		\$368
Grounds / Mowing	\$6,667	\$6,863
Grounds / Sprinkler Related		
Grounds / Gen. Water System Related		\$9,170
Grounds Maintenance		\$3,809
Grounds - Other	\$10,845	\$4,683
Office Repairs and Maintenance	\$7,762	
Interfund Loan Principal Payment	\$32,521	\$21,666
Interfund Loan Interest Payment	\$2,600	\$1,138



Adina Cunningham <Adina@gov-law.com>

August 6, 2013 12:03 PM

To: "Bob Eagan (bobe@oiprd.org)" <bobe@oiprd.org>, "Marcia West (marciaw@oiprd.org)" <marciaw@oiprd.org>

Cc: "Martha Farish (marthaf@oiprd.org)" <marthaf@oiprd.org>, Yen Huynh <Yen@gov-law.com>  
Buck Park Update

All,

I had a call today with Mike Hoge, the School District's attorney. We discussed:

- The need to agree on the form of the transfer, i.e., quit claim deed or otherwise, with me recommending the draft quitclaim deed I drafted and sent to him a few months ago. I discussed how this is the typical form used for transfer of public property. He's going to look it over and let me know what his recommendation to the School District will be. HE said that OISD wants to protect its interest in the park, for the park to revert back to OISD if OIPRD no longer exists, etc. I told him that I'd drafted language into the deed to that effect, and that OIPRD had already reviewed and approved it.
- The need to agree on what "priority use" means. I told him that my interpretation of the dedication language is that it is restricted to public park use, which means that while the School District may continue to use the park—because its use is an authorized public park use—it cannot use it in a way that would bump the public's use. He said he would look at this issue and discuss it with the School District. I think it's likely we can reach an agreement on it. I emphasized that this issue exists whether OIPRD owns the park or the School District does.
- I confirmed with him that we are no longer asking not to have the grant agreement transferred to us, and are going along with the School District's proposal for a joint letter requesting transfer of the grant agreement. No issue there, we just need to get it done.

He said that he would get back to me next week, and seemed engaged and ready to do so. Let's cross our fingers.

Truly,

Adina K. Cunningham

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