

Meeting Minutes October 17, 2013

Orcas Island Park and Recreation District Commission
Special Public Meeting, Thursday, October 17, 2013
OIPRD Conference Room
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:20 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - *absent*

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister - *absent*

It was established that a quorum was present.

II. PUBLIC COMMENT

No members of the public were present

III. UNFINISHED BUSINESS

1. Director's one-year review and contract renewal

MOTION: Martha moved that the OIPRD restored the Director's salary to from \$3,645.83 monthly to the original contracted amount of \$4166.6 (\$50,000 annual) and that the adjustment be effective as of the contract renewal date of Aug. 27, 2013. Jim seconded.
Unanimous approval.

2. Payment of Claims – additional Oct claims

MOTION to approve Claims Payment #6501 for \$1,461.46 by Martha; seconded by Jim; It was approved unanimously.

3. Employee Pay Slip – Corrected copy

MOTION to approve corrected copy of the pay slip reflecting the salary adjustment and back pay. The corrected pay slip is for \$4,687.51 by Martha; seconded by Jim and it was approved unanimously.

4. 2014 Draft Budget Review

The amount of tax revenue was estimated at \$166k; down even from last year. It was the assessor's advice to put more than that, however, in our budget as it may be available as some of the variables can't be known yet and if the budget asks for only \$166k, that will be the limit of what can be received. Martha asked Marcia to ask the assessor if this applies as a general number or if it applies to each of the many taxes (e.g. Leasehold, Timber Harvest, etc) individually. She will research this.

Public Meeting
October 17, 2013

The issue of cash flow, as it relates to receiving the bulk of income in May and November, was discussed. Specifically discussed was the notion of a 2nd employee to help Marcia during peak need periods. Marcia will plug in various scenarios into the month-to-month spreadsheet template developed last year in order to best judge cash flow for 2014.

VII. ADJOURNMENT

MOTION to adjourn by Jim at 5:25pm; 2nd by Martha, unanimously approved.
The meeting was adjourned at 5:25pm.

More addenda:

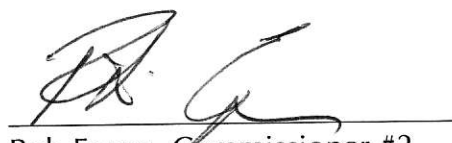
Claims Payment Request, 10/17/13
Salary Revision Memo
Corrected Payroll Worksheet
Draft 2014 OIPRD Budget

Special Public Meeting minutes for October 17, 2013

Approved by motion on this 14th day of Nov, 2013

Signed and attested this 14th day of Nov, 2013


Ian Lister, Commissioner #5,
Secretary


Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

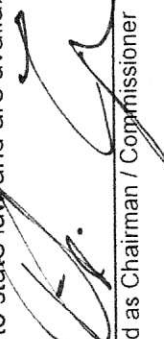
DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 17-Oct-13 Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$1,461.46

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 10/17/13

Board Authorization

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

\$ 1,461.46 for the period ending October 17, 2013 We approve payment with our signatures below.


Commissioner Date 10/17/13


Commissioner Date 10/17/13

Commissioner Date

Commissioner Date

Invoice Accounting Report by Vendor Name San Juan County

Page: 1

aplnAVnn
10/17/2013 12:59:57PM

Vendor Number: rai160 Name: RAINBOW SERVICES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
cs-3228	1	Event schedule printing	E 6501.00.571.00.41.0008	28.00	in
	2	sales tax	E 6501.00.571.00.41.0008	2.27	in
Vendor Total:				30.27	

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw14	1	costco supplies - office, printing,	E 6501.00.571.00.31.0019	261.19	in
	2	Skaqit County SWISH team enrollment	E 6501.00.571.00.49.0009	1,170.00	in
Vendor Total:				1,431.19	
Grand Total:				1,461.46	

Orcas Island Park & Recreation District

P.O. Box 171, Lynden, WA 99226

October 17, 2013

MEMORANDUM

Subject: Salary Revision – Director, Orcas Island Park & Recreation District

As an action of the Director's annual performance review and approved during the Oct. 10th public meeting of the Orcas Island Park and Recreation District, the annual salary of the District Director shall be restored as of the one-year anniversary date to the original contracted amount effective Aug. 27, 2013. A confirming motion was made, seconded, and passed during the Oct. 17th special public meeting.

Based on this directive the following payroll and contract adjustments are made:

- Annual Salary reinstated to \$50,000 effective Aug 27, 2013.
- Resulting monthly pay adjusted from \$3,645.83 to **\$4166.67**.
- Back pay from Aug 27th shall be included in the October pay slip.

Please adjust the pay and personnel records to reflect this change.

Bob Eagan
Chairman

Orcas Island Park and Recreation District
Commissioner Position 2

PHONE
360-376-7275

EMAIL
oiprc@oicrd.org

WEB
www.oicrd.org

DATE: 10/17/13

PAYROLL WORKSHEET

October

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
\$4,166.67	Marcia West	WES101	6501	6501.00.571.00.10.0001	184	\$4,166.67	184			
	Marcia West*	WES101	6501	6501.00.571.00.10.0001		\$ 520.84				
	adjustment from Sept									
	TOTALS				184.00		184	0	0	0

\$ 4,687.51

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

[Signature]
Chairman

10/17/13
Date

[Signature]

DRAFT as of: 10/10/13

Orcas Island Park and Rec District 2014 Budget

	date of this revision 10/10/13	Revised Budget	total 2013	diff from budget	2014	diff from 2013
Revenues		41,375.00				
Beginning Net Cash and Investments	308.80.00.0000	139,172.00			130,000	-9,172.00
General Property Taxes	311.10.00.0000	175,950.00	175,950	0	175,000	-950.49
Leasehold Tax	317.20.00.0000	200.00	177	-23	200	23.00
Timber Harvest Tax	317.40.00.0000	0.00	32	32	50	18.00
Payment In-Lieu of Property Tax (DNR)	336.02.31.0000	0.00	0	0	0	0.00
Activity Fees	347.60.00.0000	16,000.00	22,138	6,138	20,000	-2,137.71
Adult Drop-In Sports	347.60.00.0001					
Baseball	347.60.00.0002					
Basketball	347.60.00.0003					
Boys Choir	347.60.00.0004					
Creative Explorations	347.60.00.0005					
Football	347.60.00.0006					
Golf	347.60.00.0007					
Running Club	347.60.00.0008					
Soccer	347.60.00.0009					
Snow Sports	347.60.00.0010					
Summer Sports	347.60.00.0011					
Tennis	347.60.00.0012					
Rental / Lease Revenue	362.40.00.0000	1,200.00	4,616	3,416	1,200	-3,416.00
Donations						
Donations - Unrestricted	367.00.00.0010	3,000.00	698	-2,302	500	-198.00
Donations - Team/Corporate Sponsorship	367.00.00.0020	7,000.00	0	-7,000	1,000	1,000.00
Donations - Private Grants	367.00.00.0030	0.00	670	670	500	-170.00
Donations - Restricted	367.00.00.0100	4,000.00	1,735	-2,265	500	-1,235.00
State Remittances	386.00.00.0000	0.00	1,342	1,342	1,000	-341.76
Refunds (technically "Other Nonrevenues")	389.00.00.0000	0.00	0	0	0	0.00
column total ->		346,522.00	344,200.15	8	329,950	-14,250.15 shortfall
Expenditures						
Ending Cash	508.80.00.0000	121,635.00				
Personnel						
OIPRD Director	571.00.10.0001	43,750.00	43,750	0	50,000	6,250.17
FICA	571.00.20.0001	3,447.00	3,350	-97	3,830	480.09
L & I	571.00.31.0002	0.00	309	309	360	51.41
Unemployment	571.00.20.0009	0.00	626	626	720	94.00

DRAFT as of: 10/10/13

Orcas Island Park and Rec District 2014 Budget

	date of this revision 10/10/13	Revised Budget	total 2013	diff from budget	2014	diff from 2013	
Supplies	Revenues	41,375.00					
Office Supplies	571.00.31.0002	1,350.00	1,235	-115	1,300	64.52	6,875.67
Computer Supplies	571.00.31.0003	150.00	72	-78	150	78.00	
Software	571.00.31.0004	200.00	166	-34	200	34.11	
Grounds - Sprinkler	571.00.31.0007	3,000.00	619	-2,381	750	130.81	
Janitorial Supplies	571.00.31.0009	225.00	197	-28	230	32.61	
Promotion Supplies	571.00.31.0013	500.00	334	-166	400	66.00	
Supplies - Other	571.00.31.0019	600.00	2,688	2,088	2,500	-188.20	
Athletic Supplies - General	571.00.31.0100	2,000.00	2,748	748	2,500	-247.76	
Adult Drop-In Sports	571.00.31.0101						
Baseball	571.00.31.0102						
Basketball	571.00.31.0103						
Boys Choir	571.00.31.0104						
Creative Explorations	571.00.31.0105						
Football	571.00.31.0106						
Golf	571.00.31.0107						
Running Club	571.00.31.0108						
Soccer	571.00.31.0109						
Snow Sports	571.00.31.0110						
Summer Sports	571.00.31.0111						
Tennis	571.00.31.0112						
Equipment Non-Capitalized							-29.91
Office Equipment	571.00.35.0002	200.00	100	-100	200	100.00	
Signage	571.00.35.0003	500.00	67	-433	150	83.00	
Athletic Equipment - General	571.00.35.0100	3,000.00	5,682	2,682	3,000	-2,681.57	
Adult Drop-In Sports	571.00.35.0101						
Baseball	571.00.35.0102						
Basketball	571.00.35.0103						
Boys Choir	571.00.35.0104						
Creative Explorations	571.00.35.0105						
Football	571.00.35.0106						
Golf	571.00.35.0107						
Running Club	571.00.35.0108						
Soccer	571.00.35.0109						

DRAFT as of: 10/10/13

Orcas Island Park and Rec District 2014 Budget

	date of this revision 10/10/13	Revised Budget	total 2013	diff from budget	2014	diff from 2013
Revenues		41,375.00				
Snow Sports	571.00.35.0110					
Summer Sports	571.00.35.0111					
Tennis	571.00.35.0112					
Professional Services						-2,498.57
Professional Services	571.00.41.0001	2,100.00	925	-1,175	1,000	75.00
Instructors	571.00.41.0003	4,500.00	3,307	-1,193	4,500	1,193.00
Website Development / Consulting	571.00.41.0004	3,000.00	1,000	-2,000	1,000	0.00
Legal Services	571.00.41.0006	6,000.00	11,447	5,447	6,000	-5,447.19
Accounting Services	571.00.41.0007	1,400.00	757	-643	800	43.00
Print/Graphics Services	571.00.41.0008	1,800.00	600	-1,200	1,000	400.00
Grounds - Mowing	571.00.41.0009	0.00	0	0	0	0.00
Grounds - Design/New Installations	571.00.41.0014	1,000.00	0	-1,000	0	0.00
WA State Auditors Fees	571.00.41.0015	3,000.00	0	-3,000	1,500	1,500.00
Promotion	571.00.41.0019	1,000.00	844	-156	1,000	155.83
Programs Brochures/Mailers	571.00.41.0020	3,000.00	1,156	-1,844	3,000	1,844.00
Advertising	571.00.41.0100	0.00	0	0	0	0.00
Employment Advertising	571.00.41.0101	0.00	0	0	0	0.00
Program Subcontracting	571.00.41.0200	29,909.00	26,983	-2,926	30,000	3,017.00
Teen Night / After School Programs	571.00.41.0201	0.00	0	0	0	0.00
Admin./Office non-supplies/equip. costs						2,780.64
Postage & Shipping	571.00.42.0001	500.00	576	76	600	24.00
Website / Online Billing	571.00.42.0002	300.00	407	107	450	43.00
Printing / Graphics	571.00.42.0003	700.00	2,043	1,343	2,500	457.00
Telephone/Internet	571.00.42.0004	3,000.00	2,802	-198	3,000	197.90
Active Net Fees	571.00.42.0005	500.00	137	-363	300	163.00
Travel	571.00.43.0010	9,000.00	8,645	-355	200	-8,445.00
Taxes						
External Taxes and Operating Assessments	571.00.44.0000	1,500.00	700	-800	1,000	300.00
DOR Tax Payments	571.00.44.0001	0.00	0	0	0	0.00
Rentals and Leases						300.00
Operating Rentals and Leases	571.00.45.0002	5,400.00	5,400	0	6,000	600.00
Event Rental Fees	571.00.45.0100	7,100.00	6,800	-300	7,000	200.00
Insurance Premiums and Recoveries						
Utilities	571.00.46.0001	4,000.00	2,568	-1,432	3,000	432.00
						1,232.00

DRAFT as of: 10/10/13

Orcas Island Park and Rec District 2014 Budget

	date of this revision 10/10/13	Revised Budget	total 2013	diff from budget	2014	diff from 2013
Revenues		41,375.00				
Utilities Services - Chem RR Svc.	571.00.47.0011	1,200.00	1,353	153	1,500	147.13
Sewer / Garbage	571.00.47.0013	480.00	684	204	800	116.02
Repairs and Maintenance						263.15
Grounds / Mowing	571.00.48.0006	13,500.00	11,475	-2,025	13,500	2,024.81
Grounds / Sprinkler Related	571.00.48.0007	7,520.00	2,000	-5,520	2,000	0.00
Grounds / Gen. Water System Related	571.00.48.0008	6,000.00	9,870	3,870	5,000	-4,870.00
Grounds Maintenance	571.00.48.0010	2,300.00	4,409	2,109	2,500	-1,909.00
Grounds - Other	571.00.48.0011	7,700.00	9,547	1,847	8,000	-1,546.93
Miscellaneous						-6,301.12
Auditor Recording Fees	571.00.49.0002	400.00	127	-273	200	73.00
Ballot/Promo/Domains	571.00.49.0004	640.00	134	-506	500	366.00
Other	571.00.49.0009	0.00	0	0	0	0.00
GAP Loan Principal Repayment	581.20.79.6721	21,666.00	21,666	0	21,670	4.00
Taxes and Operating Assessments	586.00.44.0000	1,100.00	1,245	145	1,300	55.47
Interest on GAP Loan	592.71.80.6721	1,150.00	1,138	-12	1,150	12.00
Park Improvements	594.71.63.0010	14,000.00	7,000	-7,000	7,000	0.00
column totals ->		346,922.00	209,687.77	-15,599	205,260.00	-4,427.77
estimated ending of period cash balance ->			\$134,512	carry short from 2013	\$124,690	amount reduced expenses
					\$9,822	