

## Special Meeting Minutes July 22, 2013

Orcas Island Park and Recreation District Commission  
Special Public Meeting, Monday, July 22, 2013  
OIPRD Office  
4:00 P.M.- 5:00 P.M.

### **I. CALL TO ORDER – 4:10 P.M.**

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present

Seat 2: Bob Eagan - absent

Seat 3: Martha Farish - present

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister - present

### **II. PUBLIC COMMENT**

*<No public in attendance>*

### **III. UNFINISHED BUSINESS**

#### **1. Kings Football**

Director's Update:

Krista and I have met with the volunteer coach for Kings football and developed a plan for football camp this year. The camp will prepare players for league play in the 2014 season and develop a base of parents that can be contacted for league support next year. The plan is to offer football skills camp Aug. 19 to Aug. 30. The camp will then continue on Wednesdays and Fridays from Sept. 4 through Oct. 25. Camp will be from 4:30 – 6:30 both sessions. Players must attend 8 skills sessions before they can suit up for Friday skirmish games. Several interested parents have reviewed the camp plan and we have good support for this approach, which keeps kids playing and we will be positioned for attending league meetings and sign ups for next year. We need to have the equipment ready for the skirmish games including the helmet refurbishing. Helmets cost ~ \$40 to refurbish and we have 21 helmets. If all are eligible for service the cost will be apx. \$850. Football funds are currently \$1,734.93. We are charging \$125 for the football camp and estimate we will have 20 players.

**MOTION:** Martha moved to approve, if our insurance covers this program, refurbishing 21 Kings football helmets, up to \$1,000; Vicki seconded and it was approved unanimously.

#### **2. Skatepark Graffiti Removal**

Director's Update:

With Peter and Paul Kamin's help we tried the power wash / solvent approach to removing the graffiti at the park with out positive results. It will be necessary to use the Graffiti Remover for Concrete to get the paint off without damaging the concrete. I have priced the remover and am able to pick it up while picking up other summer activity

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supplies. The cost for 5 gallons is \$320. We will also need a broom for application and gloves. The remover is broomed on and then washed off with a power washer. Peter has volunteered to continue with the project. I would also like to approach Camp Orkila for some funds to help maintain the park. I have two other volunteers for the clean up project. Would it be good to paint the fence with rust-oleum to retard the rusting problem on the posts and rails (\$28 / gal)? If so I can also pick up paint.

**MOTION:** Martha moved to approve up to \$400 for graffiti remover and repair supplies for the skatepark; Vicki seconded and it was approved unanimously.

## VII. NEW BUSINESS

### 1. District Credit Card – see addenda for Credit Card Policy

**MOTION:** Jim moved to approve to adopt the policy of an OIPRD credit card per the policy statement attached as addenda, with a credit limit of up to \$3000.00 and authorize Marcia to apply for same; Ian seconded and it was approved unanimously.

## VII. ADJOURNMENT

**MOTION** to adjourn by Jim at 4:20 pm; 2<sup>nd</sup> by Vicki, unanimously approved.  
The meeting was adjourned at 4:25 pm.

### **Addenda:**


#### *Credit Card Policy*

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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

  
Jim Bredouw, Commissioner #4,  
Acting Chair

# Orcas Island Park & Recreation District

P.O. Box 575, Eastsound, WA, 98245

## Credit Card Policy

The Orcas Island Park and Recreation District Director is authorized to apply for a credit card from a local commercial bank that has no annual fee and allows for flexibility in setting the billing period.

The credit card will be in the name of Orcas Island Park and Recreation District.

The credit limit allowed is \$3,000.

The credit cards will be kept in a secured location in the administrative offices when not in use.

All uses of the credit card must be pre-authorized by the Director.

The credit card may be used for purchases from vendors with whom Orcas Island Park and Recreation District does not maintain credit accounts. When vendors are used repeatedly staff will arrange for Orcas Park and Rec to be billed for such goods and services. Exceptions may be for purchases that provide discounts when paying by a credit card.

The credit card may be used for travel expenditures as authorized by the Orcas Island Park and Recreation District travel policy.

The credit card bills will be reconciled by the Director and reviewed by the Board Secretary for compliance with these guidelines.

Credit card bills will be paid on a timely basis to avoid incurring finance charges. If necessary to avoid incurring any finance charges the Director may approve the credit card bill for payment by the San Juan County Auditor before the Park and Recreation Commission authorizes payment of vouchers. In those cases the commission's approval will be obtained at the next regularly scheduled Park and Recreation Commission meeting.

**ADOPTED BY THE BOARD OF COMMISSIONERS ON THIS THE 22<sup>nd</sup> day of July 2013**