

Meeting Minutes January 10, 2013

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, January 13th, 2013
Orcas Island Fire District Station #1 Kitchen, Eastsound
4:00 P.M.- 6:00 P.M.

I. CALL TO ORDER - 4:25 PM

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present via conf. call

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister - present

II. PUBLIC COMMENT

<no public attended>

III. MONTHLY BUSINESS

1. **Previous Minutes** – December 13, 2012. **MOTION:** After revisions, Jim moved to approve; Vicki seconded and it was approved unanimously.

2. Financials

Custom Report runner is attached as addenda.

There was a more robust balance at year end than had been anticipated. Marcia and Jim will look further into the reasons and repercussion of this sometime next week.

3. Payment of Claims

Jim made a **MOTION** to accept the two claims payment requests at \$120.16 and \$1,596.38; 2nd by Martha. Passed unanimously. There was also a **MOTION** made by Jim, 2nd by Ian to approve up to \$3,000 for Winter Snow Bus to be paid as billed, the claim payment for which will be signed in the OIPRD offices by commissioners individually before the next meeting, as this bill is on a two week cycle. Passed unanimously.

4. Employee Pay Slip

Signatures were made. Martha made a **MOTION**; Ian 2nd to approve the memorandum from the Bob to the County informing the new 12.5% reduction in Marcia's 2013 salary. Approved unanimously. Ian made a **MOTION**; Jim 2nd to approve the payroll work sheet for mid-Dec., 2012 to mid-January, 2013. Approved unanimously.

5. Director's Report

It was discussed to go to Facebook's "San Juan Islands Buy Sell Trade" as a bulletin board to post seats available on the Winter Ski Bus. It was also discussed where our responsibilities

reside re: unknown adults signing up for the Ski Bus, as this pertains to youths and our own OIPRD supervisors.

Marcia requested a "communication committee" of some nature to decide policy on where and when we choose to put our marketing energies. Ian suggested that we wait until the effect of Krista's input is better understood. Martha volunteered to be on that committee with either Ian, Marcia or Krista to be determined.

6. Committee Reports and discussions

- **Programs Committee -**

Jim explained the results of the program committee's recommendations for assistants for Marcia for 2013. It was suggested that he rework the Scope of Services to increase specificity in terms of duties and less specificity in terms of how and whom should carry out said duties or at what dollar rate. Jim agreed to rewrite the drafts of both the contact and scope and send to the Board and Marcia for review before running it by counsel.

- **Buck Park Committee -**

Marcia spoke w/the SJC Parks director looking at the potential of an interlocal agreement for potential efficiencies of combined maintenance efforts. Specifically, it was suggested that whomever the County hires to oversee aspects of the Village Green might be a natural extension hire for OIPRD.

Bob suggested that he and Marcia create a draft of a new 2013 package of duties for bid before the next regular February meeting.

- **Athletic Solutions Committee -**

Vicki reported her belief that after the OISD board retreat Parks and Rec is unlikely to be directly involved in public funding for WIAA school athletics in 2013.

IV. UNFINISHED BUSINESS

Ian, while agreeing to put his thoughts into a more detailed email for review, brought up the need to review officer roles and titles.

V. NEW BUSINESS

The new draft agreement of attorney engagement will be distributed via email by Marcia to the Board.

There was a discussion of the Buck Park property transfer, taxes and easements relative to OISD. Bob and Marcia will meet with First American Title to discuss further.

VI. ADJOURNMENT

MOTION to adjourn by Vicki; 2nd by Ian, unanimously approved.
The meeting was adjourned at 6:19pm.

Addenda:

CustomReportRunner.pdf

Director's Report, Jan 10, 2013

Public Meeting
January 10, 2013

Approved by motion on this 11th day of Feb, 2013

Signed and attested this 11th day of Feb, 2013

A handwritten signature in black ink, appearing to read "Ian Lister", written over a horizontal line.

Ian Lister, Commissioner #5,
Secretary

A handwritten signature in black ink, appearing to read "Bob Eagan", written over a horizontal line.

Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page 1 of 3DATE: 10-Jan-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$1,596.38

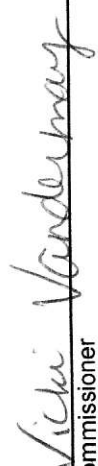
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing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

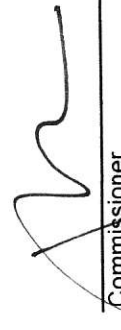

Signed as Chairman / Commissioner _____
Date 1/10/13

Board Authorization

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

\$ 1,596.38 for the period ending January 10, 2013 We approve payment with our signatures below.


Commissioner _____
Date 1-10-13


Commissioner _____
Date 1/10/13


Commissioner _____
Date 01/10/13

Commissioner _____
Date _____

Invoice Accounting Report by Vendor Name

Page: 1

apInAVnn
01/10/2013 2:04:41PM

San Juan County

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10544	1	Gym Policy review & Land Use - Buck	E 6501.00.571.00.41.0006	624.00	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
427063167	1	Jan 6 phone bill	E 6501.00.571.00.42.0004	227.01	in

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
02561	1	4th qu auditors fees	E 6501.00.571.00.41.0007	101.82	in

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603231409	1	OIPRD DOR EFT	E 6501.00.571.00.44.0001	120.16	in

on EFT Claim Form

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
FHC1214	1	January Rent	E 6501.00.571.00.45.0002	400.00	in

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw003	1	Office supplies	E 6501.00.571.00.31.0002	101.76	in
	2	Program flyer printing	E 6501.00.571.00.42.0003	141.79	in

Vendor Total:

243.55

Grand Total:

1,716.54

- 120.16

Claim total 1596.36

less EFT payment

Page: 1


CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6510**Page 1 of 2

DATE: Jan. 10, 2013

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS 120.16

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 1/10/13

Board Authorization

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

\$ 120.16 for the period ending Jan. 10, 2013 We approve payment with our signatures below.


Commissioner
Date 01/10/13


Commissioner
Date 1-10-13


Commissioner
Date 1/10/13


Commissioner
Date _____


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- Manage business account
- Invoices & payment options
- Credits & tax incentives
- More services
- E-mail & notices
- My logon profile

ORCAS ISLAND PARK AND RECREATION DISTRICT**Tax Registration Number:** 603-231-409**Frequency:** MonthlyPO BOX 575
EASTSOUND, WA 98245-0000
[Edit](#)**Current unpaid tax return**

Period	12/2012
Filed	01/07/2013 4:17:03 PM
Return due date	01/25/2013

Total taxes	\$120.16
Less payments	\$0.00 (does not include check or ACH credit payments)
Amount due	\$120.16

Select payment method **E-Check** ▾**E-check payment**Transfer date  *

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

Amount

Cancel

Next >

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FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			158,419.00	
212	SALARY PAYABLE	3,344.37			
231	OTHER ACCRUED LIABILITIES	1,174.18			
310	TAXES	1,698.88			
330	INTERGOVERNMENTAL REVENUE	112.92			
340	CHARGES FOR GOODS AND SERVICES	1,540.40			
	TOTAL RECEIPTS		7,870.75		
212	SALARY PAYABLE	3,344.37			
231	OTHER ACCRUED LIABILITIES	1,174.18			
570	CULTURE AND RECREATION	10,773.20			
580	NONEXPENDITURES	10,833.00			
590	DEBT SERVICE AND OTHER	650.00			
	TOTAL DISBURSEMENTS		26,774.75		
101	ENDING CASH BALANCE				139,515.00
				GL ENDING CASH BALANCE	139,578.00
				NET VARIANCE	-63.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		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

Orcas Island Park & Recreation District

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

DIRECTOR'S REPORT

Jan. 10, 2013

Activity Attendance and Signup:

Adult Volleyball – good attendance during the holidays

Math Club – 6 – 7 on each team. Using the school library, 6th is shifting time

Ski Bus – combined with San Juan and Lopez

35 on bus still room for many more, other events are causing dropouts

No refunds are this point, good PR but looks like we will not break even unless we have more sign ups.

Signups underway for the Winter Programs – some ActiveNet issues that need to be fixed with each user who has a problem.

2013 Funds for Subcontracted Programs

Subcontracting Programing meeting – Jim B. to present committee report

Open Gym – continuing to be popular on Friday Night and will continue as a OIPRD Program

Open Gym will start on Saturday 8PM – 10PM

Family Open Gym will start Jan 20 from 2PM – 5PM

ActiveNet Summary:

Winter Ride Ski Bus:

San Juan and Lopez have logged on and signed up with ActiveNet

San Juan Student Body Account has sent a check for their original signups.

Winter / Spring Program activities loaded to ActiveNet.

Program Issues:

Winter Program flyer is out and announced in Orcas Online. We need a marketing plan in place – how do we get the word out, how do we get corrections out, what do we print and what is electronic? Can we form a marketing committee to get direction on this vital arm of our operation? What works best blast emails, ads in the paper, ads online, and/or Facebook?

Budget:

2013 budget by quarters and new bars numbers are posted for accounting. Looks like we will have a larger carry over then expected – projected number was \$89,000 and actual amount is looking closer to \$130,000. Current Balance is \$139,578.

I have not yet spread the budget by month. The accounts will need to be rebalanced in February when the county issues our final numbers and an adjusted budget is due. I recommend the by month distribution be created at that time.