Meeting Minutes
April 11, 2013

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

I. CALL TO ORDER –

Bob Eagan, Chairman
Roll call:
Seat 1: Vicki Vandermay - initially absent; arrived at 4:25pm during consent agenda
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** – March 14, 2013. **MOTION**: With no revisions, Martha moved to approve; Jim seconded and it was approved unanimously.
2. **Payment of Claims** *(both electronic and warrants)*
   MOTION to approve $9,943.33 + $81.44 by Martha; seconded by Ian; and it was approved unanimously.
3. **Employee Pay Slip**
   MOTION to approve by Martha; seconded by Vicki and it was approved unanimously.

III. PUBLIC COMMENT

KINGS FOOTBALLS: Krista Bouchey was the sole member of the public in attendance. She pointed out that she, as a rep of FHC, oversaw the collection of funds for Kings Football last year, as FHC was being subcontracted by OIPRD at that time. She expressed that neither she nor FHC is interested in continuing this role and wanted to know if OIPRD is intending on taking over the administration of this program going forward.

Marcia indicated that she thought this might be possible – some Board discussion questioned this - however, there is an issue of existing funds and equipment, the ultimate ownership of which is questionable and needs further clarification. It was also suggested that there will need to be a local volunteer leader for the program to survive. Names were discussed of various community members who might be interested in this role. Vicki suggested offering a stipend from the King's account to stabilize the program. Krista volunteered to determine if there are rule forbidding such stipends and/or if a Park and Rec district is allowed to take over a program such as this. She will report to Marcia once this has been done.

IV. MONTHLY BUSINESS

1. Financials

* Custom Report Runner

<See addenda>

- Budget Adjustments and Resolution

<See addenda>

MOTION: Martha moved to adopt Resolution #2013-4 to adjust the general fund budget for 2013; Ian seconded. Unanimous approval.

2. Director's Report

<See addenda>

MOTION: Martha moved to authorize $200 for music and a sound system for "Wheelie Dealie"; Vicki seconded. Approved unanimously.

3. Buck Park Committee Report

<See addenda>

Bob mentioned that he would be willing to recuse himself due to his past association with one of the bidders. Jim asked if there is any benefit, either directly or implied; financial or in any way whatsoever, to him should the company with which he was previously associated be awarded a bid from OIPRD. He said none at all, to which Jim suggested there is no conflict, thus no need for recusal.

V. UNFINISHED BUSINESS

1. Resolution for Buck Park Maintenance 2013

MOTION: Ian moved to adopt Resolution #2013-3 hiring Griffin YardWorks for 2013 Buck Park maintenance; Jim seconded. Unanimous approval.

<See addenda>

VI. NEW BUSINESS

1. Review of Bids for Buck Park Well Pump project

MOTION: Martha moved that we recommend Mark Sawyer Drilling & Pump Inc.'s low bid to OISD; seconded by Ian. Unanimous approval.

2. Storage rental proposal

OIPRD is out of storage space in their rental space. FHC has access to add'l storage at Island Storage and has offered to allow us to sublease@$720/year for 1/2 of this storage unit.
MOTION: Jim moved to adopt this add'l rental increase for this add'l storage space. Ian seconded. Unanimous approval.

3. Summer Recreation Catalog

MOTION: Jim moved to adopt the action described in the Director's Report under "Program Management" consolidating various activities for an online catalog and limited printed material mailed; Vicki seconded. Bob suggested advertising using as many mediums as possible for maximum exposure. Unanimous approval.

4. Relationships with facility renters and leagues

Bob asked Marcia to review our OISD facilities use agreement and draft a letter to the OISD board members emphasizing current concerns surrounding ongoing maintenance and safety issues. Marcia also suggested a standard monthly meeting with all athletic coordinators/directors including OISD, P.E., OIPRD and community program organizers in order to better coordinate field and program conflicts.

VII. ADJOURNMENT

MOTION to adjourn by Jim at 6:00pm; 2nd by Ian, unanimously approved.
The meeting was adjourned at 6:02 pm.

Addenda:
CustomReportRunner.pdf
Director's Report
Buck Park Committee Report
Resolution 2013-3, Griffin Yardworks Maintenance Services for Buck Park
Resolution 2013-4, Adjusting the 2013 General Fund Budget

Public Meeting minutes for April 11, 2013

Approved by motion on this NINE th day of MAY , 2013

Signed and attested this NINE th day of MAY , 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-Apr-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **$10,024.77** - 81.44 (DOR CLAIM) = $9,943.33

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: 4/11/13

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling $ ~~10,024.77~~ $9,943.33 for the period ending April 11, 2013 We approve payment with our signatures below.

Commissioner — Date: 4/11/13

Commissioner — Date: 4/11/13

Commissioner — Date: 4/11/13

Commissioner — Date: 4/11/13

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
241	1	install and 1st service Buck Park	E	6501.00.571.00.47.0011	166.00	in
	2	sales tax	E	6501.00.571.00.47.0011	12.95	in
				Vendor Total:	178.95	

Vendor Number: cen480 **Name:** CENTURYLINK

Invoice Number	Line No	Line Description		Account Number	Amount	Type
42706316704	1	April Phone Bill	E	6501.00.571.00.42.0004	226.74	in

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

Invoice Number	Line No	Line Description		Account Number	Amount	Type
gwy1303	1	mowing and spring cleanup	E	6501.00.571.00.48.0006	511.25	in
	2	sales tax	E	6501.00.571.00.48.0006	41.41	in
	3	Buck Park Maintenance / Repair	E	6501.00.571.00.48.0010	2,276.26	in
	4	sales tax - repairs	E	6501.00.571.00.48.0010	184.38	in
				Vendor Total:	3,013.30	

Vendor Number: isl153 **Name:** ISLANDS BASEBALL & SOFTBALL

Invoice Number	Line No	Line Description		Account Number	Amount	Type
ibse0410	1	baseball and t-ball as of Apr 10	E	6501.00.571.00.41.0200	3,791.25	in

Vendor Number: san180 **Name:** SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description		Account Number	Amount	Type
02567	1	1st Quarter 2013 fees	E	6501.00.571.00.41.0007	94.61	in

Vendor Number: san275 **Name:** SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description		Account Number	Amount	Type
sjs1303	1	rental and service dumpster	E	6501.00.571.00.47.0013	12.05	in

Vendor Number: sta895 **Name:** STATE OF WASHINGTON

Invoice Number	Line No	Line Description		Account Number	Amount	Type
603231409-04	1	State sales tax	E	6501.00.586.00.44.0000	81.44	in

Vendor Number: fun100 **Name:** THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description		Account Number	Amount	Type
fhc040913	1	March rent and storage space	E	6501.00.571.00.45.0002	460.00	in
	2	program subcontraction - activity	E	6501.00.571.00.41.0200	1,488.00	in
				Vendor Total:	1,948.00	

Vendor Number: wes146 **Name:** WEST, MARCIA J.

Invoice Number	Line No	Line Description		Account Number	Amount	Type
mw06	1	water broom - tennis equip	E	6501.00.571.00.35.0100	203.46	in
	2	tennis signs	E	6501.00.571.00.35.0003	66.50	in
	3	Mutt Mitts 2 cases	E	6501.00.571.00.31.0019	231.98	in
	4	laminating sheets	E	6501.00.571.00.31.0002	2.16	in
	5	promotion - pinwheels for wheelie dealie	E	6501.00.571.00.31.0013	92.24	in
	6	costco running club snacks	E	6501.00.571.00.31.0100	82.09	in
				Vendor Total:	678.43	
				Grand Total:	10,024.77	

CLAIMS PAYMENT REQUEST

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

DATE: 11-Apr-13

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **$81.44**

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: 4/11/13

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling $ 81.44 for the period ending April 11, 2013 We approve payment with our signatures below.

Commissioner — Date: 4/11/13

Commissioner — Date: 4/11/13

Commissioner — Date: 4/11/13

Commissioner — Date: 4/11/13

Department of Revenue Washington State

"Working together to fund Washington's future"

My account

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- My account home
- File a return
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- Invoices & payment options
- Credits & tax incentives
- More services
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ORCAS ISLAND PARK AND RECREATION DISTRICT
Tax Registration Number: 603-231-409
Frequency: Monthly

PO BOX 575
EASTSOUND, WA 98245-0000
Edit

Current unpaid tax return

Period	03/2013
Filed	04/10/2013 11:31:34 AM
Return due date	04/25/2013
Total taxes	$81.44
Less payments	$0.00 (does not include check or ACH credit payments)
Amount due	**$81.44**

Select payment method E-Check

E-check payment

Transfer date 04/26/2013 *

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

Amount 81.44

Cancel Next

Need Assistance? 1-877-345-3353

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MONTHLY FINANCIAL STATEMENT BY FUND
SAN JUAN COUNTY
START DATE: 3/1/2013 END DATE: 3/31/2013

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	**BEGINNING CASH BALANCE**			120,586.98	
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,032.51			
310	TAXES	13,181.32			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	2,390.93			
360	MISCELLANEOUS REVENUES	698.00			
380	NONREVENUES	155.77			
	TOTAL RECEIPTS		20,380.35		
212	SALARY PAYABLE	2,921.82			
231	OTHER ACCRUED LIABILITIES	1,032.51			
570	CULTURE AND RECREATION	16,827.73			
580	NONEXPENDITURES	102.43			
	TOTAL DISBURSEMENTS		20,884.49		
101	**ENDING CASH BALANCE**				120,082.84
				GL ENDING CASH BALANCE	120,082.84
				NET VARIANCE	0.00
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

DIRECTOR'S REPORT
APRIL 11, 2013

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

Activity Attendance and Signup:

ActiveNet Update and Program Funds:

Through Apr 10, 2013

Fees paid via ActiveNet Credit Card – 1 Qtr.	$3,221
Fee paid check or cash – 1 Qtr.	$5,501
ActiveNet Service charges – 1 Qtr.	- $329
Total Program Fees Collected and applied to expended	$8,393 + $1,906 winter ride + $1,708 Apr = $12,007
Fees Expended – baseball league, ski program, equipment, and supplies	$13,145
Loss on Winter Ride Program	- $1,138

Open gym – This week we are wrapping up adult gym activities. Gym has been running smoothly with the addition of the activity supervisors. Volleyball will restart indoor after spring break. Friday and Saturday night open gyms have 10 – 15 participants with Friday being the larger crowd. I recommend we continue these until the end of the school year. During the summer it would be nice to offer an outdoor alternative at the park. Zombies vs Humans might be one game to consider.

Baseball – 20 of the 54 players registered directly on line. The balance of players were entered into the system by hand however over half were already on ActiveNet. T-Ball currently has 12 registered in advance with the season starting on Apr 22.

Program Management

In previewing the summer activity options I have come to the conclusion that a valuable service we can offer to the community is the preparation and publishing of a whole island summer activity catalog. With Krista's help we reviewed the catalogs and activities from past years and would like to include both nonprofit and for-profit activities and events. The catalog would be posted on line and would be updated as new information comes in. I would like to send out a postcard mailing directing people to the website and highlighting some of the events. We would also print ~100 copies for special mailing and for pickup at the office, the library, the chamber, and the senior center.

I recommend we request a minimum donation of $30 from for-profit providers. This would address the problem of providing free advertising for some and not for others. We can add new activities as they surface but we will no doubt miss someone. The donation can be applied to the printing cost.

I have been working on compiling a full email list of activity providers and can send the request for input the first of next week if this project is approved. My goal would be to have the catalog web

published the first week of May. I feel this is one of the greatest services we can provide especially since we are on our first summer of activities and have limited resources to operate OIPRD programs. We have discovered a vast wealth of different camps and activities already plan to happen on Orcas this summer and the catalog will be an excellent way to help identify only voids that OIPRD should focus on filling.

Program Issues:

Our first OIPRD event is "Wheelie Dealie" April 20 from 10 – 3PM. We have posted flyers, newspaper announcements, website, and Facebook. I would like to know if we should use sandwich board advertising. I have purchased pinwheel lollipops and materials to make garden pinwheels for advertising. I would like authorization for $200 for music for the event. We have identified a DJ and sound system we can use. I can use more help staffing the event. I need a couple of pinwheel people, a bicycle swap team, and a helmet fitting person.

Budget:

The updated budget has been prepared and is ready for posting and forwarding to the County for budget adjustments. A copy of the revised budget will be posted on the website for public information. The MACC state audit report is due by the end of May. I would like to get this report put together within the next few weeks and hope to arrange time with both Ian and Jim to complete the forms.

Please let me know if you have any questions or additional input.

Marcia

Committee Report: Buck Park
Submitted: April 11, 2013
Lead Commissioner: Bob Eagan

Major Activities

- Bids are in for the Well and Pump system contract. We had three responding bidders and all three bids are within the same price range. Cost for the work is to be split with OISD. The current arrangement is that we will pay the contractor and bill OISD for ½ of the completed work. Bids are attached to this report for your review and selection.

- The first month of trash and septic service has gone smoothly with dumpsters and recycle/trash cans in place. Included in the claims form are billings from both Abood Septic and San Juan Sanitation.

- Ron Griffin has completed the spring cleanup and first round of mowing and trimming. Baseball folks have commented on how good everything is looking. Ron reports that there are two primary spots that dog walkers are not picking up at. He recommends adding bag stations at the intersection of the paths by the softball fields and at the start of the path on the east of the skatepark. Prices for additional boxes are included in the work task list at the end of this report.

- Griffin Yard Works completed all the short list work tasks approved during our last meeting. The drainage on the trail has been corrected and new base material is in place. The ditch at the tennis court has been enclosed and seeded. We need some additional large stones to keep people from driving around the bollard and across the new drain.

- Island league baseball graded and resurfaced the upper fields with the school's approval. Some repair is needed to the irrigation that was damaged during the work. This will be the league's responsibility.

- New signs are in for the tennis courts and we are revising and posting the tennis information box. The locks for the courts can be put back on if we elect to do so.

- It is time to prepare a signage plan for the park and identify what is needed and locations. We need to place signage for ADA access including drop-off access to the fields.

- As the Buck Park transfer committee, Bob E. and Martha F. and Marcia met Wednesday, Apr 10, and reviewed the history of the transfer process and the next steps to completing the task. We have compiled a Buck Park binder with all information to date. Martha will review the material and prepare a draft of the next steps.

As of: 4/11/13

Small Task List BUCK PARK

Repairs authorized 3/14/2013 not to exceed $4,000

Task	Bid	Completed
Removal and capping of the broken drinking fountain at tennis courts	$162	$194
Tennis court backboard fencing	$243	$225
Chain & Lock at skatepark access path on east side	$155	$144
Path repair on walking trail at south end including resetting culvert and graveling mud areas	$503	$465
French drain enclose the drain ditch between the tennis court and the parking lot	$1424	$1248
March Total	**$2487**	**$2276**
tax	**$201**	**$184**
Grand Total	**$2688**	**$2460**
Authorized	**$4,000**	
Balance		**$1540**
Additional Tasks	**ESTIMATE**	
Tree Well cover at skatepark – grate and rim	$350	
Backstop Reinforcement at Fields 3 & 4 – 2 ea. 12"x2"x12' & 2 ea horse mat (4'x6')	$420	
Quick Coupler, key, and box at tennis court hose connection	$176	
Repair boards on bleachers	$400	
Two boxes for pick-up bags - $63 each	$160	
TOTAL ESTIMATE	**$1506**	

Orcas Island Park & Recreation District

Resolution 2013-3

Resolution to Hire Griffin Yardworks, Eastsound, WA to provide maintenance services for Buck Park.

Resolution 2013-3

WHEREAS, Orcas Island Park and Recreation District (OIPRD) is a municipal corporation duly established pursuant to the laws of the State of Washington, RCW Chapter 36.69, as a park and recreation district, for the purpose of providing leisure time activities and recreational facilities for its residents; and

WHEREAS, OIPRD is in need of services that the Contractor can provide for Buck Park, located at 673 Mt. Baker Road, Eastsound, Washington (TPN 271322002) ("Buck Park"), which OIPRD leases from the Orcas Island School District; and

WHEREAS, the Board of Commissioners of OIPRD have advertised and received written bids as to the cost of providing seasonal maintenance; and

WHEREAS, the Contractor is experienced with providing said services and has represented that it is qualified and able to provide such services in a professional and timely manner, and is willing and agreeable to provide such services upon the terms and conditions contained herein.

NOW THEREFORE, based on the foregoing and in consideration of the mutual covenants contained herein, the Commission hereby RESOLVES:

The Commission adopts the Buck Park Seasonal Maintenance Contract bid presented to it at its March 14, 2013 public meeting. The Commission authorizes the District Director, Marcia West, to sign the Agreement on behalf of the Commission and to be the Board's contact for Griffin Yardworks.

ADOPTED by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 11th day of Apr, 2013

Signed

Chair, Commissioner #2

Vicki Vandermay
Commissioner #1

Martha Tarush
Commissioner #3

Commissioner #4

Jan Stewart Eisler
Commissioner #5

PHONE EMAIL WEB

Resolution 2013-4

RESOLUTION 2013-4

Resolution Adjusting the 2013 General Fund Budget

WHEREAS, since the original adoption of the 2013 general fund budget Orcas Island Park and Recreation District has received updated information concerning the actual amounts of beginning net cash and investments; and

WHEREAS, the Board of Commissioners of Orcas Island Park and Recreation District desires to make the necessary adjustments to the approved 2013 Budget to reflect this updated information and to allocate the funds to the appropriate revenue and expenditure categories.

NOW THEREFORE BE IT RESOLVED, that the Orcas Island Park and Recreation District set the 2013 General Fund Budget as amended reflect the following revenue and expenditure adjustments.

2013 General Account Fund #6501 Budget - $ 346,922

Revenue

	Increase / Decrease	Amended Amount
Beginning Net Cash	+ $**50,171**	$139,171
Tax District Revenues	-171	$176,550
Activity Fees	+2,374	$16,000
Donations	-7,698	$14,000
Rental	+400	$1,200
TOTAL		**$346,922**

Expenses (incl. reserves)

	Increase / Decrease	Amended Amount
Personnel	+ $87	$47,197
Buck Park	+ $2,200	$52,700
Operating Expenses	- $335	$18,865
Professional Services	+ $6,700	$23,800
Rental Fees	+ $1,500	$12,500
Programs	+ $7,035	$47,409
Loan Repayment incl. interest	+ $1,150	$22,816
Cash and Transfers	+ $35,634	$121,634
TOTAL		**$346,922**

Adopted by the Board of Commissioners of Orcas Island Park and Recreation District.

DATED this 11th day of April 2013.

Jim Bredouw, Commissioner

Bob Eagan, Chair, Commissioner

Ian Lister, Commissioner

Martha Farish, Commissioner

Vicki Vandermay, Commissioner

ATTEST:

Marcia West, Director