

Meeting Minutes December 12, 2013

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, December 12, 2013
Eastsound Firehall
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:05pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - *absent*

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister - present

II. PUBLIC COMMENT

<no public was in attendance>

III. CONSENT AGENDA

1. Previous Minutes – Nov 14, 2013

MOTION: With no revisions, Jim moved to approve Nov. 14 meeting minutes; Ian seconded and it was approved unanimously.

2. Payment of Claims

MOTION to approve Claims Payment #6501 for \$4,794.45 by Vicki; seconded by Jim; It was approved unanimously.

MOTION to approve sales tax payment of \$38.44 to the Department of Revenue by Ian; seconded by Vicki; It was approved unanimously.

3. Employee Pay Slip

MOTION to approve \$4,166.67 by Ian; seconded by Vicki and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<Custom runner attached>

Cash ending balance at end of Nov. was \$148,606.13; roughly \$30k better than our 2013 budget indicated for this point.

2. Director's Report

<Monthly Director's report attached>

V. UNFINISHED BUSINESS

1. Buck Park transfer update

Jim and Bob updated the board that they, Chris Sutton and Janet Brownell (OISD board members) are continuing the process of moving through issues that might stand between OIPRD and OISD to the end of the property transfer, which are happily minimal. As Janet was out of the country for a month and OISD is now working primarily at finding a new Superintendent to replace retiring Barbara Kline, they have indicated that it may need to be backburnered for the holidays but they remain optimistic that January should be a realistic month to complete the process.

2. Review of County Assessment numbers for 2014

Bob was wondering why County Assessor Charles Zalmanek earlier suggested that tax revenues would be lower in 2014 when Bob's understanding was that Orcas is having a 3% general increase. He met w/Charles and was told that there is not a 3% increase; rather a *POINT* 3 increase (.3%), which means we should receive roughly \$400 more in 2014 than in 2013.

3. Funhouse Service Support Contract

The Funhouse Commons is helping with potential candidates to fill the vacancy created by her ascendancy to FHC Interim Director and the process seems to be productive and going well. Marcia is tightening up the job descriptions so there is less room for confusion of duties and to increase overall efficiencies.

VI. NEW BUSINESS

1. Winter Programming

Boys SWISH team is on this winter, as well as three special events being planned: A February bus trip to Seattle Flower and Garden show (SJI rec is co-sponsoring); Kiwanis paper airplane March contest and an April Mariners ball game trip (SJI rec again co-sponsoring).

VIII. ADJOURNMENT

MOTION to adjourn by Jim at 4:58 pm; 2nd by Ian, unanimously approved.
The meeting was adjourned at 5pm.

Public Meeting
December 12, 2013

Addenda:

December Payment of Claims
Custom Report Runner
Director's dashboard.pdf
Draft Service Support Contract with Funhouse Commons

Public Meeting minutes for December 12, 2013

Approved by motion on this 9th day of Jan., 2014

Signed and attested this 9th day of Jan., 2014

Ian Lister, Commissioner #5,
Secretary

Martha Jursi - Acting Chair
12/9/14

Bob Eagan, Commissioner #2,
Chair


[Signature]
1/09/14

CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page 1 of 5DATE: Dec. 12, 2013

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$4,794.45

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 12/12/13

Board Authorization

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

\$ 4,794.45 for the period ending Dec. 12, 2013 We approve payment with our signatures below.


Commissioner Date 12/12/13


Commissioner Date 12/12/13


Commissioner Date 12/12/13

Commissioner Date

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

aplAVnn
12/11/2013 1:18:39PM

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct121113	1	Dec phone bill	E 6501.00.571.00.42.0004	240.31	in

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
lh121113	1	instruction nov / dec science and art	E 6501.00.571.00.41.0003	256.24	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
san1213	1	Nov service and end of season closeout	E 6501.00.571.00.47.0013	240.20	in

Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
dor1130	1	Nov. Sales Tax	E 6501.00.586.00.44.0000	38.44	in

Vendor Number: fun100

Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc121113	1	Nov. rent and storage	E 6501.00.571.00.45.0002	460.00	in
	2	November program and staff services	E 6501.00.571.00.41.0200	1,763.95	in
Vendor Total:				2,223.95	

Vendor Number: wes146

Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw16	1	Basketball jerseys - t-shirts by design	E 6501.00.571.00.31.0100	329.45	in
	2	adobe creative cloud monthly fee	E 6501.00.571.00.31.0004	21.89	in
	3	Skagit County Boys SWISH registration -	E 6501.00.571.00.49.0009	1,160.00	in
Vendor Total:				1,511.34	

Page: 1

Invoice Accounting Report by Vendor Name
San Juan County

aplNAVnn
12/11/2013 1:18:39PM

Vendor Number: wil149 **Name:** WILLALLEN, MARY TAYLOR

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
bc121113	1	boys choir music, supplies and travel	E 6501.00.571.00.31.0019	322.41	in
Grand Total:				4,832.89	

- *DOR*
 3844 EFT

 4794.45

CLAIMS PAYMENT REQUEST

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


Page 1 of 2

DATE: Dec. 12, 2013

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$38.44


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 12/12/13


Board Authorization

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

\$ 38.44 for the period ending Dec. 12, 2013 We approve payment with our signatures below.


Commissioner
Date 12/12/13


Commissioner
Date 12/12/13


Commissioner
Date 12/12/13

Commissioner
Date

My account

oiprdadmin Log out | DOR Home

My account home

File a return

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: Monthly

PO BOX 575
EASTSOUND, WA 98245-0575
[Edit](#)

Current unpaid tax return

Period 11/2013

Filed 12/09/2013 2:21:00 PM

Return due date 12/26/2013


Total taxes \$38.44

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

Amount due \$38.44

Select payment method **E-Check**

E-check payment

Transfer date **12/27/2013**  *

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

Amount **38.44**

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Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			147,175.71	
212	SALARY PAYABLE	3,272.61			
231	OTHER ACCRUED LIABILITIES	1,245.02			
310	TAXES	12,721.79			
330	INTERGOVERNMENTAL REVENUE	233.69			
340	CHARGES FOR GOODS AND SERVICES	1,263.92			
380	NONREVENUES	28.89	18,765.92		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	3,272.61			
231	OTHER ACCRUED LIABILITIES	1,245.02			
570	CULTURE AND RECREATION	12,765.79			
580	NONEXPENDITURES	52.08	17,335.50		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				148,606.13
					148,606.13
	GL ENDING CASH BALANCE				0.00
	NET VARIANCE				0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		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

Activities and Events

December 12, 2013		Avg. served per week = 85			
activity	category	participants avg each time	end date	staffing	location
SWISH Girls	II	20	21-Dec	Simpson	K8 Gym
Running Club	III	10	18-Dec	Bruner	funhouse
Boys Choir	II	8	18-Dec	WillAllen	Band Room
Elemento Science Club	III	8	2-Dec	Hickman	ferry trip
Art Club - Mt. & Islands	III	6	4-Dec	hendric	K8 Gym
Magic the Gathering	III	9	20-Dec	FHC	funhouse
Adult Basketball (2)	III	12	21-Dec	FHC	K8 Gym
Adult Volleyball (2)	III	14	22-Dec	Hickman	K8 Gym
Teen Night Open Gym	III	cancelled	20-Dec	Parnell	K8 Gym
<u>Upcoming Activities</u>					
activity	category	setup / age	start date	staffing	location
Model Club - Jr / Sr Mix	III	y / y, t a	19-Jan	west	funhouse
Basketball boys SWISH	II	y / t	7-Jan	tbd	K8 Gym
Bowling Nights - FH	III	n / y, t	Feb	FHC	ferry trip
Basketball Youth	III	y / y, t	Jan	tbd	OCS
Indoor Soccer	III	y / y	Jan	hendric	OCS

TRIPS AND EVENTS

Mountaineers Lodge	Feb. (if organized, student driven)
Flower and Garden trip	8-Feb
Kawani's Paper Airplane	1-Mar
Mariner Game trip	27-Apr
Baseball	meetings starting next week
Football	meetings starting Jan

Commissioners' Action Items

- Follow up and complete Buck Park Transfer.
- Finalize contract review and revisions, with FHC for 2014.
- Community outreach – spring event?

Funds as of 12/1/13

Ending Cash Balance:
\$148,606.13Revenue Nov 2013:
\$14,248.29Expenses Nov 2013:
\$12,817.87Ending Net from Budget:
+ \$33,966.13

Activities	12/1/13 Income	12/1/13 Expenses	2013 NET
Adult drop-in sports	2,272.31	459.78	1,812.53
Baseball	4,627.87	4,741.25	-113.38
Basketball	1,486.93	1,970.00	-483.07
Boys Choir	1,328.00	344.03	983.97
Creative Explorations	1,649.44	1,089.65	559.79
Football	2,241.31	1,603.00	638.31
Golf	358.73	312.00	46.73
Running Club	305.81	256.94	48.87
Snow Sports	8,330.00	10,940.25	-2,610.25
Soccer	4,164.76	3,938.93	225.83
Summer Sports	1,042.72	1,213.76	-171.04
Tennis	1,622.03	2,105.00	-482.97
Wrestling	641.43	641.43	0.00
	30,071.34	29,616.02	455.32
Buck Park Operations & Upgrades	Budgeted 44,183.00	Actual 40,267.77	3,915.23

Buck Park Maintenance & Management

- Park has been winterized and all equipment stored. SaniCans have still not been removed but we are not being charged for service and they are the responsibility of the septic company.
- As-built drawings of the irrigation system still need to be prepared. This will be added to the winter task list.
- Next year's maintenance contract and specifications will be reviewed and revised next month prior to advertising.

Administrative Task Update

- All budget documents have been posted with the County. The 2014 worksheets have been input by the auditor's office.
- Midwinter programming is finalized and a postcard mailing will go out next week. I am currently working on posting and announcing the schedule.
- We will have two teams in the boy's SWISH program. Both teams have good starting rosters and coaches.
- Teen Night open gym will restart after the first of the year. We are looking for a new supervisor for the evening and are planning more directed activities.
- The Funhouse is interviewing over the next week for a new Program coordinator and I am assisting with the interviews and the selection process.

**ORCAS ISLAND PARK AND RECREATION DISTRICT
AND THE FUNHOUSE COMMONS
AGREEMENT FOR TEMPORARY SERVICES**

THIS AGREEMENT is made and entered into by and between the Orcas Island Park and Recreation District (OIPRD), a municipal corporation of the State of Washington ("OIPRD"), and Children's Discovery Foundation dba The Funhouse Commons ("Contractor"), a 501(c)(3) non-profit corporation duly established by the laws of the State of Washington (collectively, "the Parties"), for a short-term contract for services relating to the administration of OIPRD's recreational programs and facilities.

BACKGROUND

WHEREAS, 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, including managing indoor and outdoor recreational and educational programs;

WHEREAS, OIPRD has only one staff member and has need for additional temporary services both in its office support and for the oversight and operation of some its 2014 programming; and

WHEREAS, the Contractor is experienced with providing educational and recreational programs in the community and is qualified and able to provide services in connection with OIPRD's needs, as set forth in this Agreement, and is willing and agreeable to provide such services upon the terms and conditions contained herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants, promises, and conditions set forth in this Agreement, the Parties agree as follows:

1. Purpose.
The purpose of this Agreement is to provide OIPRD temporary services to assist OIPRD's Director and perform general office duties and program support as set forth in the Scope of Services attached as Exhibit A, from the effective date of this Agreement until December 31, 2014. OIPRD's Commission finds that such temporary services are needed to adequately administer its upcoming programs in light of a budget shortfall for 2014.
2. Term.
The term for this Agreement will be from the date the Agreement is duly executed by both parties ("the effective date") until **December 31, 2014** ("the Term").
3. Scope of Services.
The Contractor agrees to perform in a good and professional manner the tasks described

in Exhibit A attached and incorporated herein. (The tasks described on Exhibit A, Scope of Services, shall be individually referred to as a "task," and collectively referred to as the "services.")

4. Additional Services.

- a. From time to time, the Parties agree that Contractor may need to perform additional services with respect to work or projects related to the services under this Agreement. Any such agreement(s) for additional services will be set forth in writing and will be executed by the Parties prior to Contractor's performance of the additional services, except as may be provided in paragraph B, with compensation to be agreed upon at that time. On completion and execution of an addendum (an "Agreement for Additional Services"), such addendum shall be incorporated into this Agreement and shall have the same force and effect as if the terms of the addendum were part of the Agreement. The performance of services pursuant to an addendum shall be subject to the terms and conditions of this Agreement.
- b. On an emergency, occasional or as-needed basis, additional services may need to be performed before an addendum can be executed. The Contractor agrees that it shall perform such services on written request, including by email, of an authorized representative of OIPRD, pending execution of an addendum, at a rate of compensation to be agreed to at the time. The invoice procedure for any additional services will be as described in Section 8.
- c. With respect to approving emergency or occasional services that have not come before OIPRD's Board but require an immediate response, the OIPRD Director may approve additional services and expenditures if and when, in their best judgment, the costs of the additional services do not exceed **\$500.00** (five hundred dollars) in total and require a level of urgency that makes it impractical to wait for a decision by OIPRD's Board.

5. Contractor's Representations.

The Contractor represents and warrants that it and its officers and employees have all necessary licenses and certifications to perform the services provided for herein, and is qualified to perform such services.

6. Contractor's Responsibilities.

Contractor shall perform the following duties and those set forth in Exhibit A in a timely manner so as to not impede the reporting and accountability requirements of OIPRD:

- a. Comply with deadlines for reporting and projecting activities on a month-by-month basis. These reports should include descriptions and time spent of all activity performed on behalf of OIPRD during the previous month, plus descriptions and time estimates for activities projected for the month upcoming;
- b. Handle all financial transactions in a manner required by OIPRD protocols and applicable state law; and
- c. Perform the duties set forth in Exhibit A, Scope of Services, in a professional and timely manner, and as directed by OIPRD's Board of Directors.

7. Independent Contractor. The Contractor shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with OIPRD. The implementation of services lies solely in the discretion of the Contractor, except that OIPRD may assign duties to the persons assigned by the Contractor as the need arises. No agent, employee, servant or representative of the Contractor shall be deemed to be an employee, servant or representative of OIPRD for any purpose, and the employees of the Funhouse are not entitled to any benefits OIPRD provides its employees. The Contractor will be solely and entirely responsible for its actions and omissions, and for the actions and omissions of its officers, agents, employees, subcontractors or representatives during the performance of this Agreement.

The Contractor agrees and understands that due to the nature of the work, some duties set forth in the Scope of Services must be assigned by OIPRD's Director on an as-needed basis. The Contractor and not OIPRD has the duty to supervise, manage, review, discipline or otherwise take personnel action regarding the person(s) assigned by the Contractor to perform such duties. These services are not and shall not be construed as a delegation to Contractor of any of OIPRD's duties or responsibilities.

8. OIPRD's Responsibilities.

OIPRD shall do the following in a timely manner so as not to delay the services of the Contractor:

- a. Duly designate and authorize the Director to act as OIPRD's representative with respect to Contractor's services. OIPRD's Director shall have complete authority to transmit instructions, receive information, and interpret and define OIPRD's policies and decisions with respect to the services, so long as such interpretation does not conflict with this Agreement.
- b. Furnish the Contractor with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- c. Arrange for access to the property or facilities as required for the Contractor to perform the services provided for herein.
- d. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Contractor and render decisions regarding such documents in a timely manner to prevent delay of the services.

9. Acceptable Standards.

Contractor agrees to provide, in connection with the services and any additional services contemplated in this Agreement, work product and services of a quality and professional standard acceptable to OIPRD.

10. Compensation.

OIPRD agrees to pay Contractor an annual total not to exceed **\$35,000** for the services set forth in Exhibit A, for the Term of this Agreement. On or before the first day of each month, the Contractor shall submit to OIPRD an invoice or statement of time spent on tasks included in the scope of work provided in Exhibit A, and OIPRD will process the invoice or statement in the next billing/claim cycle following receipt of the invoice or statement. OIPRD agrees to remit payment for the contract amount, once per month,

based on the contracted hourly rate in an amount not to exceed **\$2,900**, for the Term of this Agreement. OIPRD will pay for costs that are necessary and related to the agreed upon services, such as postal fees, copying fees, or other necessary fees, upon prior approval by OIPRD. Contractor shall be solely liable and responsible for complying with applicable tax laws and requirements for Contractor's employees or contractors, and applicable state and federal wage and hour laws and requirements.

11. Ownership and Use of Documents.

All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Contractor as part of his performance of this Agreement (the "Work Products") shall be owned by and become the property of OIPRD, and may be used by OIPRD for any purpose beneficial to OIPRD. Upon termination of this Agreement, Contractor agrees to return or give to OIPRD all documents and records created pursuant to work performed under this Agreement.

12. Public Records Act Compliance; Legal Compliance.

Contractor agrees and acknowledges that OIPRD is a municipal corporation subject to the State of Washington's Public Records Act, RCW Chapter 42.56, and that Contractor's work product may be subject to the Public Records Act, as well as the Open Public Meetings Act and other applicable laws. Contractor agrees to maintain all records, including email, electronic messages, electronic documents, written documents, and other records considered a public record, in compliance with the Public Records Act.

Contractor further agrees to be in compliance with all applicable laws, including all tax and employment-related laws, for work created or performed and compensation received pursuant to this Agreement.

13. Records Inspection and Audit.

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by OIPRD for a period of up to three (3) years from the final payment for work performed under this Agreement.

14. Continuation of Performance.

In the event that any dispute or conflict arises between the Parties while this Agreement is in effect, the Contractor agrees that, notwithstanding such dispute or conflict, the Contractor shall continue to make a good faith effort to cooperate and continue work toward successful completion of its duties and responsibilities.

15. Administration of Agreement.

This Agreement shall be administered by the Director of the Funhouse, on behalf of Contractor, and by the Director of OIPRD, Marcia West, or her designee on behalf of OIPRD. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

To the Funhouse Commons:

Krista Bouchey, Interim Exec. Director
30 Pea Patch Lane
Eastsound, WA. 98245
Phone: 360-376-7177
Email: pete@thefunhouse.org

To OIPRD:

Marcia West, Director, OIPRD
P.O. Box 575
Eastsound, WA.
Phone: 360-376-7275
Email: marciaw@oiprd.org

16. Notices.

All notices or communications permitted or required to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified mail, return receipt requested, and addressed, if to a party of this Agreement, to the address for the party set forth above, or if to a person not a party to this Agreement, to the address designated by a party to this Agreement in the foregoing manner.

Any party may change his, her or its address by giving notice in writing, stating his, her or its new address, to any other party, all pursuant to the procedure set forth in this section of the Agreement.

17. Insurance.

The Contractor shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverages and in the amounts described below. The Contractor shall furnish evidence, satisfactory to OIPRD, of all such policies. During the term hereof, the Contractor shall take out and maintain in full force and affect the following insurance policies:

- a. Comprehensive liability insurance, including automobile and property damage, insuring OIPRD and the Contractor against loss or liability for damages for personal injury, death or property damage arising out of or in connection with the performance by the Contractor of its obligations hereunder, with minimum liability limits of \$1,000,000.00 combined single limit for personal injury, death or property damage in any one occurrence.
- b. Such worker's compensation and other similar insurance as may be required by law.
- c. Director's and Officer's liability insurance with minimum liability limits of \$1,000,000.

18. Indemnification.

The Contractor shall indemnify and hold harmless OIPRD, and OIPRD shall indemnify and hold harmless Contractor, for the actions or omissions of each of their respective officers, agents, volunteers and employees, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of the negligent act or omission of the Contractor or OIPRD, as the case may be, for their respective officers, agents, employees, or any of them relating to or

arising out of the performance of this Agreement. If a final judgment is rendered against OIPRD, its officers, agents, employees and/or any of them, or jointly against OIPRD and the Contractor and their respective officers, agents and employees, or any of them, the Contractor shall satisfy the same to the extent that such judgment was due to the Contractor's negligent acts or omissions.

19. Dispute Resolution.

- a. The parties will attempt to resolve any controversies or disputes arising out of or relating to this Agreement through a good faith attempt at mediation, unless the parties agree that it would be futile to do so. Each party will pay its own attorney's fees and costs, and half of the mediator's costs.
- b. Any controversy or claim arising out of or relating to this Agreement that is not resolved through mediation shall be resolved by final and binding arbitration pursuant to RCW 7.04A. Demand for arbitration shall be made in writing to the other party. The arbitration shall be held in San Juan County on Orcas Island, unless otherwise mutually agreed to by the parties, before a single arbitrator selected by agreement of the parties. If the parties cannot agree upon an arbitrator within fifteen (15) days after the demand for arbitration is made, the arbitrator shall be selected by a judge in the Superior Court of San Juan County in accordance with the procedures set out in RCW 7.04A.110.
- c. Unless the parties agree otherwise in writing, the arbitration hearing shall occur no later than sixty (60) days after the date the arbitrator is appointed. The parties agree that, with the exception of the circumstances set forth in RCW 7.04A.230, the arbitrator's decision shall be binding, final and not appealable to any court of law. Each party shall pay its own costs of arbitration including attorneys' fees. The arbitrator's fee and any administrative expenses imposed by the arbitrator shall be shared equally by the parties.

20. Assignment.

Neither party to this Agreement shall assign any right or obligation hereunder in whole or in part, without the prior written consent of the other party hereto. No assignment or transfer of any interest under this Agreement shall be deemed to release the assignor from any liability or obligation under this Agreement, or to cause any such liability or obligation to be reduced to a secondary liability or obligation.

21. Amendment, Modification or Waiver.

No amendment, modification or waiver of any condition, provision or term of this Agreement shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or such party's or parties' duly authorized representative(s) and specifying with particularity the nature and extent of such amendment, modification or waiver. Any waiver by any party of any default of the other party shall not effect or impair any right arising from any subsequent default.

22. Termination and Suspension.

- a. Either party may terminate this Agreement upon written notice to the other party if the other party fails substantially to perform in accordance with the terms of this

Agreement through no fault of the party terminating the Agreement.

- b. OIPRD may terminate this Agreement upon not less than seven (7) calendar days written notice to the Contractor if the services provided for herein are no longer needed from the Contractor, and/or if the legislative body of OIPRD does not appropriate funds in OIPRD Budget to pay for such services.
- c. If this Agreement is terminated through no fault of the Contractor, the Contractor shall be compensated for services performed prior to termination in accordance with the rate of compensation provided in this Agreement and any applicable addenda.

23. Parties in Interest.

This Agreement shall be binding upon, and the benefits and obligations provided for herein shall inure to and bind, the Parties and their respective successors and assigns, provided that this section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Agreement. This Agreement is for the exclusive benefit of the Parties and it does not create a contractual relationship with or exist for the benefit of any third party, including contractors, sub-contractors and their sureties.

24. Costs to Prevailing Party.

In the event of such litigation or other legal action, to enforce any rights, responsibilities or obligations under this Agreement, the prevailing parties shall be entitled to receive its reasonable costs and attorney's fees

25. Applicable Law.

This Agreement and the rights of the parties hereunder shall be governed by the interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be in San Juan County, Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion by the Contractor of the services.

26. Severable Provisions.

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

27. Entire Agreement.

This Agreement contains the entire understanding of the parties hereto in respect to the transactions contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such subject matter.

28. Counterparts.

This Agreement may be executed in multiple counterparts, each of which shall be one and the same Agreement and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

29. Authority.

The Parties executing this Agreement represent that they have the authority from their Board or Commission to bind their Board or Commission to any and all terms and conditions of this Agreement.

30. Criminal Background Check.

Contractor agrees that OIPRD may conduct a criminal background check on Contractor and any of its officers, employees or agents who will be performing work under this Agreement prior to Contractor performing such services, and at any time during the term of the Agreement in compliance with applicable laws, including but not limited to RCWs 43.43.832 and 43.43.837 . If Contractor's background check(s) does not, in OIPRD's discretion, comply with all applicable laws regarding Contractor's services, then OIPRD may immediately terminate this Agreement upon written notice to Contractor. If in the normal course of Contractor's business, Contractor has performed criminal background checks that comply with applicable laws for such checks, Contractor agrees to submit the results of such background checks to OIPRD within ten (10) calendar days of receiving such results or within ten (10) calendar days of the execution of this Agreement, as applicable.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed effective the day and year first set forth above.

THE FUNHOUSE COMMONS

Eric Youngren
Chairperson, Children's Discovery Foundation

Date

Krista Bouchey
Interim Executive Director, Children's Discovery Foundation

Date

ORCAS ISLAND PARKS AND RECREATION DISTRICT

Bob Eagan
Chairman/Commissioner, OIPRD

Date

Marcia West
Director, OIPRD

Date

STATE OF WASHINGTON)
):ss
COUNTY OF SAN JUAN)

ON THIS day of _____, 2013, before me, personally appeared **Krista Bouchey**, known to be the individual who executed the within and foregoing instrument, and acknowledged said instrument to be her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto the day and year in this certificate first above written.

Notary Public in and for the State of Washington,
residing at:

My Appointment Expires _____

STATE OF WASHINGTON)
):ss
COUNTY OF SAN JUAN)

ON THIS day of _____, 2013, before me, personally appeared **MARCIA WEST**, known to be the individual who executed the within and foregoing instrument, and acknowledged said instrument to be her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto the day and year in this certificate first above written.

Notary Public in and for the State of Washington,
residing at:

My Appointment Expires _____

Exhibit A **2014 Scope of Services**

The Orcas Island Park and Rec District (hereafter "OIPRD") and the Funhouse Commons (hereafter "FHC") agree that pursuant to the terms of the attached Agreement, FHC will perform the following services for OIPRD, within the time period and for the compensation set forth in the Agreement. Compensation under the Agreement shall be for services rendered as of the effective date of the Agreement.

FHC agrees to assign personnel to the following part-time duties, an Activities Coordinator, Activities Supervisors and a Program Assistant, who will assist OIPRD's Director ("the Director") with the following OIPRD functions and duties:

A. Activities Coordinator. The Activities Coordinator will:

1. Assist the Director with identifying, training and supervising qualified Activities Supervisors and volunteers for OIPRD programs. Ensure supervisors are on site for all activities and coordinate backup personnel as necessary.
2. Prepare and maintain a database of all volunteers and activities supervisors including a roster of their skills and contact information.
3. Prepare and maintain a printed file of all volunteer and activities supervisors' background checks. All background checks must be annually reviewed.
4. Verify the daily Program Fee Transfer, Drop In Sheets and Activity Checklist. Review for accuracy and inform the Director of any reported participant or facility issues.
5. Check the OIPRD Activities Supervisors storage area and ensure all necessary forms, first aid gear and equipment are in place prior scheduled activities and events.
6. At the direction of the FHC Director, assist OIPRD in the development of program activities and supporting marketing and logistical planning.
7. Each month, provide a monthly written report to the FHC Director for submission to OIPRD. The report should summarize the Activities Coordinator and Activities Supervisor's work for the month. Deliver it to the FHC Director at least 2 days before each month's regular OIPRD public meeting, for presentation to OIPRD's Commission.

B. Activities Supervisor. An Activities Supervisor will:

1. At the direction of the Activities Coordinator, assist OIPRD with program supervision, instruction, equipment setup and maintenance.
2. Supervise assigned activities including: monitor attendance, complete rosters and drop in forms, setup and/or maintain and/or store equipment needed for the activities and provide activity checklists to the Activity Coordinator.

3. Complete drop in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.

C. Program Assistant. A Program Assistant will:

1. Assist the OIPRD Director with marketing work and flyers/brochures, in electronic and other form.
2. Assist the OIPRD Director with activity posting and upkeep of ActiveNet website, OIPRD website, Google calendar posting, Community calendar posting, Facebook posting, and data base management.
3. Assist the OIPRD Director with news articles for Orcas Issues, the Island Sounder, school newsletters, and other outreach publications.
4. Provide office coverage including phone and drop-in support as mutually arranged.
5. Assist with event organizing and setup.
6. Assist with maintenance and accountabilities of OIPRD property and supplies.
7. Record meeting minutes during all OIPRD Board meetings. Proof the draft minutes and email to all board members and the OIPRD Director for comment and revisions.