

Meeting Minutes August 14, 2014

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, August 14, 2014
Eastsound Firehall
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:16 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present
Seat 2: Bob Eagan - present
Seat 3: Martha Farish - present at 4:15
Seat 4: Jim Bredouw - absent
Seat 5: Ian Lister –present at 4:37

Public present: David Turnoy, Janet Knowles, Laurie Liebmann, RJ Myers, Debbie Post.

II. PUBLIC COMMENT

David Turnoy expressed that he was attending the meeting with interest of the idea of adding a third or a fourth public tennis court. Janet Knowles and Laurie Liebmann were here with similar interest. Debbie Post expressed that she was in attendance to get in on the long range Buck Park planning discussion, particularly with the interest in having a track built. Debbie says she knows of significant backing and financial assistance for a track. The idea was suggested that maybe the track could fit around the tennis courts. Another suggestion for Buck Park was making public bathrooms a priority.

Martha expressed wanting to come up with a formal process for getting public input in evaluating and prioritizing what the community needs. She suggested an advisory board of 7-10 people who meet three or four times and come up with a format for public input, and then have a concept workshop in January or February of 2015.

It was discussed in depth the importance of what skillsets are represented by the 7-10 people on the committee and what knowledge they bring. While discussing tennis court possibilities concerns were brought up about security, windscreens, courts getting scratched up, and missing benches and brooms. Marcia said that she would get a new broom, a new bench is being built, and there is a bid out for slats for the wind issue. The idea came up of having the potential third tennis court be covered. Another idea was making the covered court be the school's priority use court. A grant from the state could possibly help with funding for that. The suggestion arose of an online schedule for tennis, but this appeared to be problematic due to people signing up and not showing up or booking an unfair portion of the day. The idea of OIPRD collaborating with private tennis courts is still being looked in to. RJ asked if the foundation problem at the skate park had

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been solved. This sparked a discussion about how the skate park attracts tourists from near and far. Martha suggested that OIPRD applies for LTAX money because it might qualify for funds because it brings people to the island.

III. MONTHLY AGENDA

1. Previous Minutes – July 10, 2014

MOTION: With no revisions, Ian moved to approve July 10th meeting minutes; Martha seconded and it was approved unanimously.

2. Previous Minutes – July 22, 2014

MOTION: With no revisions, Ian moved to approve July 22th special meeting minutes; Vicki seconded and it was approved unanimously.

3. Payment of Claims

MOTION to approve Claims Payment #6501 for \$15,341.86 by Bob; seconded by Ian; It was approved unanimously.

MOTION to approve sales tax payment of \$309.71 to the Department of Revenue by Ian; seconded by Martha; It was approved unanimously.

3. Employee Pay Slip

MOTION to approve employee pay slip by Martha; seconded by Bob; and it was approved unanimously.

V. MONTHLY BUSINESS

1. Financials

<Custom runner attached>

Cash ending balance at end of July 2014 was \$146,719.89.

4. Director's Report

<Monthly Director's report attached>

VI. UNFINISHED BUSINESS

1. Policies and Procedures Handbook

The Employee Handbook has been completed and Martha has reviewed the document. All of the other present OIPRD commissioners agree to review this document before the next board meeting.

VII. NEW BUSINESS

1. Long range planning

Motion: to form a Buck Park advisory committee by Ian; seconded by Vicki; and it was approved unanimously. Discussion: The board agreed to bring names to Marcia of quality

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suggestions for the committee. The Board would like to find a signage expertise and park management expertise to be on the committee.

2. Commissioner position designate

Jim will send in a letter of resignation and OIPRD will begin the search for a new commissioner.

3. Buck Park Transfer Tasks – Signs, utilities transfer, Sheriff notice

Marcia will write a formal letter to the local sheriff department and request that they begin to patrol Buck Park. OIPRD plans to discuss signage needs. Bob reports that Eastsound Water has waived the water transfer fee.

4. Personnel and Staffing

The Funhouse has requested to discontinue providing the program coordinator position. It is proving to difficult to share the tasks and hours. They would like to work with us to find a solution that will continue our collaboration.

- Marcia has been requested to detail exactly what she needs in a program coordinator. OIPRD has discussed the possibility of splitting the position in to two people.
- Vicki brought up the question of whether OIPRD is prepared to take over online sign ups of the schools sports programs, and it was tabled until a later meeting.

VIII. ADJOURNMENT

MOTION to adjourn by Martha, seconded by Vicki at 6:05 pm, unanimously approved. The meeting was adjourned at 6:05 pm.

Addenda:

August Payment of Claims

Custom Report Runner

Director's dashboard.pdf

Public Meeting minutes for August 14, 2014

Approved by motion on this 11th day of September, 2014

Signed and attested this 11th day of September, 2014



Ian Lister, Commissioner #5,
Secretary



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 14-Aug-14

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$15,341.86

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


8/14/2014
Date**Board Authorization**

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

\$ 15,341.86 for the period ending August 14, 2014 We approve payment with our signatures below.


John Thompson
Commissioner08/14
Date
Matthew Johnson
Commissioner
Vince Winkenmay
Commissioner8-14-14
DatePage 1 of 7
Date

aplAVnn
08/14/2014 10:17:45AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: cen480

Name: CENTURYLINK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
ct0814	1	Aug phone bill	E 6501.00.571.00.42.0004	240.80	in

Vendor Number: dan146

Name: DANN, JILL

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
id0814	1	tennis clinics - July	E 6501.00.571.00.41.0003	1,450.00	in

Vendor Number: end225

Name: ENDURIS WASHINGTON

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
R15556	1	2015 insurance policy renewal	E 6501.00.571.00.46.0001	2,641.00	in

Vendor Number: qri146

Name: GRIFFIN YARD WORKS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
qyw0814	1	July maintenance Buck Park	E 6501.00.571.00.48.0006	903.64	in
	2	sprinkler maintence and supplies	E 6501.00.571.00.48.0007	595.35	in
	3	SALES TAX	E 6501.00.571.00.48.0007	121.42	in
			Vendor Total:	1,620.41	

Vendor Number: hic144

Name: HICKMAN, LANA

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
lh0814	1	Summer art and science classes	E 6501.00.571.00.41.0003	530.00	in

Vendor Number: jea144

Name: JEAN HENIGSON'S

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
lh0814	1	dance studio rental July and Aug	E 6501.00.571.00.45.0100	180.00	in

Vendor Number: mcm144

Name: MCMURRAY, AUGUSTA JEAN

Page: 1

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
qmc0814	1	summer dance classes - 20 hours	E 6501.00.571.00.41.0003	400.00	in
Vendor Number: nor143		Name: NORTH CASCADE YOUTH			
ncyfl0814	1	League fees - \$50~	E 6501.00.571.00.41.0001	880.00	in
Vendor Number: orc140		Name: ORCAS GREENS LLC			
oq0814	1	Summer youth golf clinic and supplies	E 6501.00.571.00.41.0003	377.50	in
Vendor Number: orc143		Name: ORCAS ISLAND BOOSTERS CLUB			
dc0814	1	fund raising - volleyball camp - girls	E 6501.00.571.00.45.0100	180.00	in
Vendor Number: orc149		Name: ORCAS SEPTIC SERVICE			
12100	1	July service - buck park	E 6501.00.571.00.47.0011	275.00	in
Vendor Number: pro147		Name: PROSTOCK ATHLETIC SUPPLY, INC.			
ps0814	1	Football gear	E 6501.00.571.00.35.0100	295.50	in
	2	sales tax	E 6501.00.571.00.35.0100	25.71	in
			Vendor Total:	321.21	
Vendor Number: san180		Name: SAN JUAN CO TREASURER			
sja0814	1	recording fee - Buck Park Transfer	E 6501.00.571.00.49.0002	301.00	in

Invoice Accounting Report by Vendor Name
San Juan County

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Vendor Number: san275

Name: SAN JUAN SANITATION CO INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
sis0814	1	Aug trash and recycle Buck Park	E 6501.00.571.00.47.0013	174.65	in

Vendor Number: fun100

Name: THE FUNHOUSE DISCOVERY CTR

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
fnc0814	1	rent and storage - Aug	E 6501.00.571.00.45.0002	460.00	in
	2	July program and staff services	E 6501.00.571.00.41.0200	4,211.25	in
			Vendor Total:	4,671.25	

Vendor Number: vis100

Name: VISA

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
ibcc0814	1	Buck Park maintenance - skate park	E 6501.00.571.00.48.0011	490.68	in
	2	adobe creative cloud	E 6501.00.571.00.31.0004	21.89	in
	3	tournament T-shirt and winners bags -	E 6501.00.571.00.31.0100	586.47	in
			Vendor Total:	1,099.04	
			Grand Total:	15,341.86	

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ISLANDER BANK
P O BOX 909
FRIDAY HARBOR WA 98250 - 0909

Account Number
4473

Check box to indicate
name/address change on
back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
08/01/14	\$1,099.04	\$31.00	08/26/14

\$

ORCAS ISLAND PARK & REC
MARCIA WEST
PO BOX 575
EASTSOUND WA 98245-0575



MAKE CHECK PAYABLE TO:

VISA
PO BOX 30131
TAMPA FL 33630-3131

31 4442 9499 8000 4473 00003100 00109904 5



San Juan Sanitation Co.
PO Box 267
Lynden, WA 98264-0267

Phone: 360-376-4709 ■ www.sanjuansani.com

Make Checks Payable To:
SAN JUAN SANITATION CO.

Due by: 08/26/14

ACCOUNT NUMBER

2960959-SJ

PREVIOUS BALANCE:	101.70
PAYMENTS:	-101.70
BALANCE FORWARD:	0.00
CURRENT CHARGES:	174.65
BALANCE DUE:	174

ENTER AMOUNT
BEING PAID 

869 1 AV 0.378 874 / 869 3-3-285
ORCAS PARK & RECREATION D
PO BOX 575
EASTSOUND WA 98245-0575

SAN JUAN SANITATION CO.
PO BOX 267
LYNDEN, WA 98264-0267





FOR CHANGE OF ADDRESS OR PAYMENT AUTHORIZATION:
 Please check here and complete reverse. Thank You.

Account Number:

Amount Due By Aug. 29, 2014

427063167

240.80

ORCAS ISLAND PARK & REC DISTRICT
P.O. BOX 575
EASTSOUND, WA 98245-0575

CenturyLink
P.O. Box 4300
Carol Stream, IL 60197-4300

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

Aug. 13, 2014

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$309.71

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
08/14/14**Board Authorization**

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

\$ 309.71 for the period ending Aug. 13, 2014 We approve payment with our signatures below.


John Jameson
Commissioner
Date
08/14/14
Matthew Dowd
Commissioner
Date
08/14/14
Vickey Vandermay
Commissioner
Date
8-14-14
Commissioner
Date

Welcome oipradmin

Log Off

ORCAS ISLAND PARK AND RECREATION DISTRICT PO BOX 575 EASTSOUND, WA 98245-0575
Tax Registration Number: 603-231-409

Frequency: Monthly

My account home

File a return



Manage business account

Paying with options

Businesses

Individuals

Employees

Transferring funds

Registration/Update

Payment methods

Miscellaneous payments

Credits & tax incentives

E-mail & notices

My logon profile

Amount

Cancel

Next

E-check payment

Select payment method E-Check

Amount due

Less payments

(does not include check or ACH credit payments)

Total taxes

Return due date

Filed

11:38:39 AM

Period

08/13/2014

File

Return

Print

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aplInAinv
08/14/2014 10:20:18AM

Invoice Accounting Report
San Juan County

Page: 1

Invoice #: dor0814 Doc Date: 08/14/2014 Due Date: 08/18/2014
Vendor #: sta895 Name: STATE OF WASHINGTON Type: in

<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>PO Number</u>
1	July sales tax 2014	E 6501.00.586.00.44.0000	309.71	

Grand Total: 309.71

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE				159,245.84	
212 SALARY PAYABLE		3,280.73			
231 OTHER ACCRUED LIABILITIES		1,238.32			
310 TAXES		944.06			
330 INTERGOVERNMENTAL REVENUE					
340 CHARGES FOR GOODS AND SERVICES		3,178.82			
360 MISCELLANEOUS REVENUES		240.00			
380 NONREVENUES		309.72			
TOTAL RECEIPTS		9,191.65			
212 SALARY PAYABLE		3,280.73			
231 OTHER ACCRUED LIABILITIES		1,238.32			
570 CULTURE AND RECREATION		17,033.85			
580 NONEXPENDITURES		164.70			
TOTAL DISBURSEMENTS		21,717.60			
101 ENDING CASH BALANCE				146,719.89	
				146,719.89	
				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			
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		

August 14, 2014
 Circus Camp was held in the HS gym as a joint project between OIPRD and Funhouse. 28 campers. Thanks to Bob for welding help. No harm to the gym.
 Midget King Football has begun. 2 Coaches, 15 players. All players have completed waiver packages. \$1,650 from the community has been committed in donations for equipment and fees. Most of the team is outfitted in existing Kings gear.

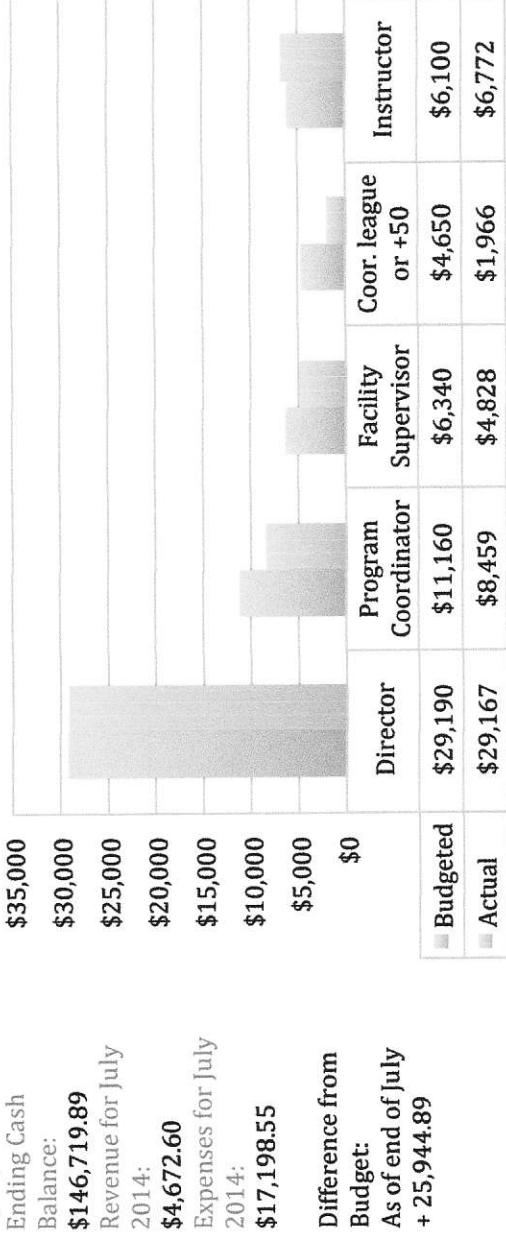
Volleyball tourney on this Sunday. Expecting 30+ players. Play starts at 10AM

Cancelled	Harvest Bike	reason	1 enrolled, conflicts with the fair
<hr/>			
o	Buck Park Transfer – After Action		
o	Utility transfers		
o	Signage		
o	Security		
o	Risk Management Assessment		
o	Insurance Update		
•	Review draft operations manuals that include administrative policies and procedures.		
•	Planning and programming for park and OIPRD organizational structure		
o	Needed committee		
o	Citizen Input		
•	Staffing Options for Fall and 2015		
•	Contracting		

Orcas Island Park and Recreation District Monthly Director's Report

AS OF: 8/14/14

Staffing Analysis - first 7 months 2014



Buck Park Maintenance & Management

- Irrigation system repairs completed.
- Need the deduct meter installed at the school mainline valve.
- Graffiti was removed in the skatepark, additional work is needed.
- Park supervision is very helpful for summer drop in sports. Better care of equipment and facilities.
- We have lost several of the new trees at the tennis courts. Watering was increased but it is unlikely they will recover.
- The Mule is useful for transporting sporting equipment. However it is running very rough and stopped yesterday. We have dragged the fields of Monday evening softball.
- The volleyball tournament will setup on Sunday morning near the softball field.
- We need to request sheriff coverage if we would like the patrols to go through the park periodically.
- Sani-can care is much improved from late year, no recent issues.

Administrative Task Update

- All documents for the Park transfer have been recorded, transmitted, and filed.
- Additional insurance coverage is in place for the football team. Kim has been extremely helpful in getting this setup and running.
- We need to coordinate with the school for fall programming and an adjustment on rental fees if space is unavailable.
- Fall schedule and newsletter have been sent to the printers.
- Policy & Procedure work over run by football and the clown. Manuals will include an indexed list of all policies, procedures, and forms. Instructor contract needs inclusion.
- Coordinating with the Athletic Club for open swim time in the fall.
- The Funhouse has requested to discontinue providing the program coordinator position. It is proving to difficult to share the tasks and hours. They would like to work with us to find a solution that will continue our collaboration.