

## Meeting Minutes January 9, 2014

Orcas Island Park and Recreation District Commission  
Public Meeting, Thursday, January 9, 2014  
Eastsound Firehall  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:15 pm**

Martha Farish, acting 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 was in attendance; Emily Gincig observed for future note taking duties>*

### **III. CONSENT AGENDA**

#### **1. Previous Minutes – Dec. 12, 2013**

**MOTION:** With no revisions, Vicki moved to approve Dec. 12 meeting minutes; Jim seconded and it was approved unanimously.

#### **2. Payment of Claims**

**MOTION** to approve Claims Payment #6501 for \$13,165.31 by Vicki; seconded by Martha; It was approved unanimously.

*(During discussion, Marcia acknowledged that she mistakenly paid rent twice, so it was determined, rather than request a refund, paying twice has the effect of henceforth making OIPRD current on rent in the month OIPRD commissioners vote to approve the rental payment. The old process caused us to be late on rent. It was agreed OIPRD will now be paying rent on time and therefore it was agreed to allow the one-time double payment to stand.)*

**MOTION** to approve sales tax payment of \$13.21 to the Department of Revenue by Jim; seconded by Ian; 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 Dec. 2013 was \$143,319.78.

It was asked if the 2014 budget amount allotted for Buck Park maintenance (which roughly matches the less than expected amount spent in 2013), would be sufficient. Marcia said that she thought it would be and that there was, in fact, a fair amount of the 2013 budget that was spent on improvements, indicating that we can continue to improve AND maintain B.P. in 2014, even on the reduced budget number.

3. **Director's Report**

*<Monthly Director's report attached>*

The issue of growing dog deposit numbers was discussed. It was believed that most large dog owners are not leashing their dogs and may not be aware of their pets' deposits while out of their immediate vicinity. Jim volunteered to write a letter to the editor re: this issue.

Also, Marcia mentioned that a small, open shortbed four-wheel drive vehicle (called a "Mule") has been offered for donation. **MOTION** by Vicki (Ian seconded) to approve accepting this donation. Passed unanimously. Marcia will explore options for picking it up and storing it to be discussed at the next meeting.

Marcia is instructed to make OIPRD's insurance carrier aware of this new acquisition.

V. **UNFINISHED BUSINESS**

1. **Buck Park transfer update**

Jim summarized the process for the Board. At this point, OIPRD is waiting on OISD for their reaction. Next steps are further revisions, if any, to the Quit Claim and InterLocal agreement made by the committees, then Boards then attorneys. Once finalized, it will then go to the state level.

2. **Service Support Contract – Procurement vs. Sole Source**

We have the need for a \$35k independent services contract in 2014, in which are 3 levels of help needed: Activities Supervisor, Program Coordinator and Program Assistant. We were intending on asking the Funhouse Commons for this purpose, as they seem likely to be the only Orcas organization set up to inexpensively accomplish these tasks. At the same time, it has been suggested that we put this job out to bid, to insure fairness in a transparent and public request for proposals. Martha suggests that we put it to a 60 day window bid worded as: **Sole source contractor to provide limited sporadic and seasonal support to OIPRD to include Activities Supervisor, Program Coordinator and Program Assistant services.**

**MOTION** by Martha, seconded by Jim to authorize Marcia, within the next 60 days, to place ads in the Sounder and online to request proposals to fulfill contract requirements. Unanimous approval.

## **VI. NEW BUSINESS**

### **1. Revision to Levy Budget Resolution, DOR resolution form and Assessor's recommendations.**

Marcia and Jim were contacted by SJC Assessor, Charles Zalmanek, who requested a revised form from the one originally sent, as the one sent previously is apparently not the correct one. He recommended that we ask for only a \$500 increase over 2013, representing roughly the amount of OIPRD's share of 2014 property tax increases he believes will be due OIPRD, even though it's far less than the amount we understood we might be due. After much discussion, it was determined that we should resubmit with the correct form, but will ask for last year's requested amount plus 1.96% and if tax revenues come in at a smaller number, so be it.

### **2. Donation of a "mule" to Park & Rec from the Family Tides Farm. It runs, dumps, and is in good condition.**

*<see previous>*

### **3. Listing in Orcas Island Chamber of Commerce Visitor and Business Guide - \$175**

**MOTION** by Vicki, seconded by Martha, to authorize this expense. Unanimous approval.

### **4. Wellness class for body & mind – offering one-week trial class first week of Feb.**

It was determined that Marcia can offer this without Board approval, but it was suggested that a background check, if dealing with children, should be done.

## **VIII. ADJOURNMENT**

**MOTION** to adjourn by Jim at 5:35 pm; 2<sup>nd</sup> by Ian, unanimously approved.  
The meeting was adjourned at 5:36 pm.

Public Meeting  
January 9, 2014

**Addenda:**

*January Payment of Claims*  
*Custom Report Runner*  
*Director's dashboard.pdf*  
*Revised Levy Resolution 2013-9*

Public Meeting minutes for January 9, 2014

Approved by motion on this 13<sup>th</sup> day of February, 2014

Signed and attested this 13<sup>th</sup> day of February, 2014



Ian Lister, Commissioner #5,  
Secretary



Bob Eagan, Commissioner #2,  
Chair

# CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

Page 1 of 5

DATE: 9-Jan-14

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$13,165.31

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.

Martha French - Acting Chair 1/19/14  
Signed as Chairman / Commissioner Date

## Board Authorization

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

\$ 13,165.31 for the period ending January 9, 2014 We approve payment with our signatures below.

[Signature] 1/9/14  
Commissioner Date

[Signature] 010914  
Commissioner Date

Vicki Vandermay 1-9-14  
Commissioner Date

[Signature]  
Commissioner Date

# Invoice Accounting Report by Vendor Name

San Juan County

aplAVnn  
01/08/2014 4:17:30PM

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct20140109	1	Jan phone bill	E 6501.00.571.00.42.0004	240.70	in

Vendor Number: por800 Name: PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
port20140108	1	payment 3 - interlocal loan payment	E 6501.00.581.20.79.6721	10,833.00	in
	2	gap loan interest	E 6501.00.592.71.80.6721	325.00	in
Vendor Total:				11,158.00	

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sif20140108	1	4th Quarter Fees	E 6501.00.571.00.41.0007	108.07	in

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
dor20140109	1	Dec Sales Tax	E 6501.00.586.00.44.0000	13.21	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc20140108	1	Jan rent and storage	E 6501.00.571.00.45.0002	460.00	in
	2	December program and staff services	E 6501.00.571.00.41.0200	251.63	in
	3	Mid Winter postcard printing	E 6501.00.571.00.41.0008	546.16	in
Vendor Total:				1,257.79	

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw17	1	office cupboard - ink	E 6501.00.571.00.31.0002	18.91	in
	2	dowel - gym mat barrier~	E 6501.00.571.00.31.0100	146.88	in

Invoice Accounting Report by Vendor Name  
San Juan County

3 Adobe Creative cloud - monthly E 6501.00.571.00.31.0004

21.89 in  
187.68

Vendor Total:

Vendor Number: wil149

Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bd20140108	1	boys choir music, supplies and travel	E 6501.00.571.00.31.0019	213.07	in

Grand Total:

13,178.52  
- 13.21 ETF  
13,165.31

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

Page 1 of 2

DATE: Jan. 9, 2013

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$13.21

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.

Martina Fusch - Acting Chair 1/9/14  
Signed as Chairman / Commissioner Date

**Board Authorization**

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

\$ 13.21 for the period ending Jan. 9, 2013 We approve payment with our signatures below.

[Signature] 1/9/14  
Commissioner Date

[Signature] 010914  
Commissioner Date

Vicki Vandernay 1-9-14  
Commissioner Date

\_\_\_\_\_  
Commissioner Date





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## 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 12/2013

Filed 01/08/2014  
12:40:29 PM

Return due date 01/27/2014


Total taxes \$13.21

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

**Amount due \$13.21**

Select payment method

### 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 >](#)

Need Assistance? 1-877-345-3353

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			148,606.13	
212	SALARY PAYABLE	3,272.61			
231	OTHER ACCRUED LIABILITIES	1,249.85			
310	TAXES	3,391.00			
340	CHARGES FOR GOODS AND SERVICES	646.89			
380	NONREVENUES	31.11	8,591.46		
	<b>TOTAL RECEIPTS</b>				
212	SALARY PAYABLE	3,272.61			
231	OTHER ACCRUED LIABILITIES	1,249.85			
570	CULTURE AND RECREATION	9,316.91			
580	NONEXPENDITURES	38.44	13,877.81		
	<b>TOTAL DISBURSEMENTS</b>				
<b>101</b>	<b>ENDING CASH BALANCE</b>				143,319.78
				<b>GL ENDING CASH BALANCE</b>	143,319.78
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>				
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

# Budget Analysis 2013 - 2014

Funds as of  
1/9/2014

Ending Cash  
Balance:  
\$143,319.78

Revenue  
Dec 2013:  
\$4,069.00

Expenses  
Dec 2013:  
\$9,355.35

Ending Net  
from 2013:  
+ \$23,046.78

	Taxes	Activities & Rents	Other Income	Personnel	Operations	Programs	Buck Park
\$200,000							
\$150,000							
\$100,000							
\$50,000							
\$0							
budgeted 2013	\$175,950	\$17,200	\$14,400	\$47,197	\$45,565	\$56,009	\$53,700
actual 2013	\$174,401	\$28,484	\$5,203	\$50,719	\$32,525	\$50,784	\$39,042
budgeted 2014	\$174,901	\$21,200	\$2,500	\$54,910	\$33,930	\$58,400	\$39,300

## Buck Park Maintenance & Management

- Do we need a winter park maintenance contract and trash pickup? I have regularly walked the park and we have trash, dog leavings, and other routine cleanup chores that need to be done. We need to add some weekly maintenance time to either my schedule or hire the tasks.
- Should we put an article in the paper regarding the need for citizen care of the park?
- With the addition of the new mule we can take care of park tasks more efficiently. We will need to decide on use, storage, and other operating issues.
- 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. Should this include expanding the services to a year round contact with limited winter tasks?

## Administrative Task Update

- The levy number needs to be revised based on new input from the County Assessors office. A new resolution is prepared for Board review.
- Midwinter programming is out to the community and we are getting good responses to the programs.
- Boy's SWISH has started. We have two 5/6 grade teams and one 7/8 team. Both coaches and parent assistants are in place. First games are this Saturday.
- Teen Night open gym restarts this Friday. New more directed activities are planned. Mariah Miller, the new program coordinator for the Funhouse, is on board and is taking an active role in the Friday teen night. She has a strong background in youth centers.
- We are beginning the coordination for baseball and will be preparing announcements for the upcoming season and searching for program volunteers.
- I am beginning a year-end review & digital backup of the files and record keeping to ensure all documents are complete for 2013.
- We are STILL without a credit or debit card. I will redouble efforts to get this problem resolved.

## Commissioners' Action Items

- Follow up and complete Buck Park Transfer.
- Finalize contract review and revisions, with FHC or other provider for professional services for 2014.
- Procurement policies – review sample
- Community outreach – spring event?

**Ordinance / Resolution No.** 2013-9  
**RCW 84.55.120**

**WHEREAS**, the Board of Directors of Orcas Island Park and Recreation District has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2014; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 174,401; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2014 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 5000.00  
which is a percentage increase of 2.8669 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 14 day of November, 2013.

Martha Parish  
Vicki Vandermay  
Don Shumaker

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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