

## Meeting Minutes July 10, 2014

Orcas Island Park and Recreation District Commission  
Public Meeting, Thursday, July 10, 2014  
Eastsound Firehall  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:07 pm**

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - absent

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister –present

### **II. PUBLIC COMMENT**

Public Present: Eric Webb (Superintendent of Orcas Island School), Tony Simpson (Airport), Krista Bouchey (Executive Director of the Funhouse Commons). No public comment at this time. Jeni Sanders (Treasurer for the Funhouse Commons) entered at 4:16 pm. Margie Doyle (Orcas Issues) entered at 4:38 pm.

### **III. MONTHLY AGENDA**

#### **1. Previous Minutes – June 12, 2014**

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

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

**MOTION** to approve Claims Payment #6501 for \$12,102.57 by Ian; seconded by Jim; It was approved unanimously.

**MOTION** to approve sales tax payment of \$164.70 to the Department of Revenue by Ian; seconded by Jim; It was approved unanimously.

#### **3. Employee Pay Slip**

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

### **V. MONTHLY BUSINESS**

#### **1. Financials**

*<Custom runner attached>*

Cash ending balance at end of June 2014 was \$159,245.84.

### **3. Director's Report**

*<Monthly Director's report attached>*

## **VI. UNFINISHED BUSINESS**

### **1. Buck Park transfer update**

- The Buck Park transfer paper is currently in the hands of the Orcas Island School District's lawyer for editing. Some specific things that need to be checked on the transfer are making sure the titles and the right name are on the deed, making sure the interlocal is locked to the deed, and making sure the abbreviations EWUA and WIAA are spelled out in the text, the well document phrasing, and changing the year.
- Jim and Martha expressed interest in talking to Orcas Island Park and Recreation District's lawyers and making sure that the correct process steps are being followed. Martha would like these steps in writing. Bob volunteered to be a part of this discussion with the lawyers as well.
- The next step is to sign the papers on July 15<sup>th</sup> if both parties approve of the changes. The Orcas Island Park and Recreation District Board expressed a desire to have the opportunity to review the transfer papers before July 15<sup>th</sup>. Eric Webb said he thinks that is possible.

### **2. 2014 Budget Adjustment – WAC review**

Marcia reported that she was informed that Park and Rec is not required to adjust the budget, and can continue with it the way that it is.

### **3. Policies and Procedures Handbook**

Marcia requested help with this before it is needed in the fall.

## **VII. NEW BUSINESS**

### **1. Long range planning – schedule and goals**

#### **a. Park programming and design**

- Bob and Martha reported back on a meeting they attended with Kevin O'Brien, Rick Hughes, and Phylis Henigson. During this meeting they discussed what is the best way to utilize the land. Possibilities arose such as a track, adjoining dog park, an outdoor basketball court, a beach volleyball court, a pickleball court, and public bathrooms. Martha expressed coming up with a vision of what Orcas Island Park and Recreation District's priorities are and moving forward from there. Martha would like to have a discussion with Marcia to hear what she suggests on how to approach this, and then report back to the board with a priority proposal for board use.
- A conversation came up starting with Krista Bouchey about different ways Orcas Island Park and Recreation District and The Funhouse Commons can

Public Meeting  
July 10, 2014

collaborate. She would like to know what the future of the contract between the Funhouse Commons and Orcas Island Park and Recreation District will be like, and if there is a way the two organizations can work together more. The idea of out of the box and creative thinking options was brought up.

**2. Process for Commissioner position dominates**

Jim said that he will bring his letter of resignation to the August board meeting. At that point the process will be that the board will submit the paper work, actively start looking for new board members, conduct interviews for possible candidates, and agree as a board who to instate. The new board member will serve the remainder of Jim's term, ending in 2016.

**3. Pickleball and Beach Volleyball proposals**

See 1a. Park programming and design

**VIII. ADJOURNMENT**

**MOTION** to adjourn by Jim, seconded by Ian at 5:34 pm, unanimously approved.  
The meeting was adjourned at 5:34 pm.

**Addenda:**

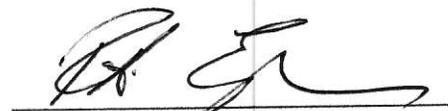
*July Payment of Claims*  
*Custom Report Runner*  
*Director's dashboard.pdf*

Public Meeting minutes for July 10, 2014

Approved by motion on this *14*<sup>th</sup> day of *August*, 2014

Signed and attested this *14*<sup>th</sup> day of *August*, 2014

  
Ian Lister, Commissioner #5,  
Secretary

  
Bob Eagan, Commissioner #2,  
Chair

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 10-Jul-14 Page 1 of 7

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$12,102.57

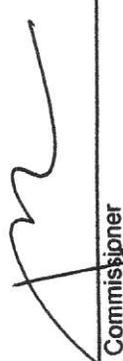
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing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

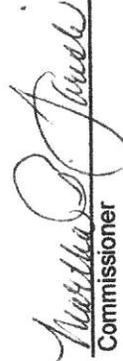
  
Signed as Chairman/Commissioner 7/10/14  
Date

**Board Authorization**

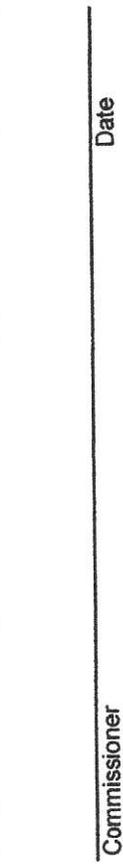
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 12,102.57 for the period ending July 10, 2014 We approve payment with our signatures below.

  
Commissioner 7/10/14  
Date

  
Commissioner 7/10/14  
Date

  
Commissioner 7/10/14  
Date

  
Commissioner 7/10/14  
Date

Invoice Accounting Report by Vendor Name  
San Juan County

aplAVnn  
07/10/2014 1:51:23PM

Vendor Number: and110 Name: ANDERSON, CHAMA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
soc0714	1	Summer Soccer Camp - Orcas	E 6501.00.571.00.41.0003	986.60	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct0714	1	July phone bill	E 6501.00.571.00.42.0004	240.80	in

Vendor Number: dan146 Name: DANN, JILL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
jd0714	1	tennis clinics - June	E 6501.00.571.00.41.0003	1,250.00	in

Vendor Number: eas143 Name: EASTSOUND MMA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
kat0714	1	Karate for Youth	E 6501.00.571.00.41.0003	225.00	in

Vendor Number: qri146 Name: GRIFFIN YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
qyw0714	1	Buck Park maintenance for June	E 6501.00.571.00.48.0006	978.64	in
	2	Sales tax	E 6501.00.571.00.48.0006	79.27	in
<b>Vendor Total:</b>				1,057.91	

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
LH0714	1	Summer art and science classes	E 6501.00.571.00.41.0003	390.00	in

Vendor Number: kno144 Name: KNOWLES, ROBERT

Invoice Accounting Report by Vendor Name  
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
robsoc0714	1	HS Soccer Camp - with Dan Drake	E 6501.00.571.00.41.0003	1,100.00	in
<b>Vendor Number: mad100 Name: MADRONA INSTITUTE</b>					
oycc0714	1	OYCC - Buck Park Work Party, Junly 2014	E 6501.00.571.00.48.0011	800.00	in
<b>Vendor Number: med143 Name: MEDEIROS, MARCUS</b>					
skate0714	1	Skateboard Camp - Orcas	E 6501.00.571.00.41.0003	400.00	in
<b>Vendor Number: orc143 Name: ORCAS ISLAND BOOSTERS CLUB</b>					
bc0714	1	fund raising Chama Soccer - Girls HS	E 6501.00.571.00.45.0100	200.00	in
<b>Vendor Number: orc149 Name: ORCAS SEPTIC SERVICE</b>					
11952	1	June sani-can service - Buck Park	E 6501.00.571.00.47.0011	361.69	in
<b>Vendor Number: san180 Name: SAN JUAN CO TREASURER</b>					
aja0714	1	2nd Qrt auditors fees	E 6501.00.571.00.41.0007	129.88	in
<b>Vendor Number: san275 Name: SAN JUAN SANITATION CO INC</b>					
sis0714	1	Buck Park July trash & recycle	E 6501.00.571.00.47.0013	101.70	in
<b>Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR</b>					

# Invoice Accounting Report by Vendor Name

San Juan County

aplNAVnn  
07/10/2014 1:51:23PM

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fbc0714	1	rent and storage - July	E 6501.00.571.00.45.0002	460.00	in
	2	June program and staff services	E 6501.00.571.00.41.0200	2,364.75	in
	3	Running club - entry fees - color run	E 6501.00.571.00.45.0100	152.76	in
	4	t-shirts - running- FC5 race printing	E 6501.00.571.00.41.0019	750.00	in
<b>Vendor Total:</b>				<b>3,727.51</b>	

**Vendor Number:** uni160      **Name:** UNITED STATES POST OFFICE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
upss0714	1	renewal - postal permit #14	E 6501.00.571.00.42.0001	220.00	in

**Vendor Number:** vis100      **Name:** VISA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ibcc0714	1	supplies - water jugs	E 6501.00.571.00.31.0019	336.49	in
	2	office supplies - markers & sign boards	E 6501.00.571.00.31.0002	33.72	in
	3	park locks	E 6501.00.571.00.31.0009	32.41	in
	4	summer program supplies - chess, art,	E 6501.00.571.00.31.0019	461.00	in
	5	promotional banner - golf	E 6501.00.571.00.41.0008	25.97	in
	6	adobe creative cloud - monthly	E 6501.00.571.00.31.0004	21.89	in
<b>Vendor Total:</b>				<b>911.48</b>	

**Grand Total:** 12,102.57

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 10-Jul-14 Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$164.70

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.

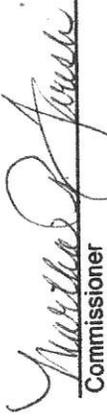
  
Signed as Chairman Commissioner  
7/10/14  
Date

**Board Authorization**

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

\$ 164.70 for the period ending July 10, 2014 We approve payment with our signatures below.

  
Commissioner  
7-10-14  
Date

  
Commissioner  
7/10/14  
Date

  
Commissioner  
07.10.14  
Date

  
Commissioner  
Date

apInAVnn  
07/10/2014 1:48:21PM

**Invoice Accounting Report by Vendor Name**  
San Juan County

Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
dor0714	1	June sales tax 2014	E 6501.00.586.00.44.0000	164.70	in
<b>Grand Total:</b>				164.70	



Welcome oiprdadmin

[Log Off](#)

- My account home
- File a return
- Manage business account
- [Business 21 payment options](#)
- Pay/view invoices (BillPay)
- Electronic funds transfer registration/update
- Payment methods
- Miscellaneous payment
- 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](#)

Period 06/2014  
 Filed 07/09/2014 2:27:25 PM  
 Return due date 07/25/2014

Total taxes \$164.70  
 Less payments \$0.00  
**Amount due \$164.70**

(does not include check or ACH credit payments)

Select payment method **E-Check** ⌵

**E-check payment**

Transfer date **07/28/2014** \*

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

Amount **164.70**

Cancel **Next** ⌵

MONTHLY FINANCIAL STATEMENT BY FUND  
 SAN JUAN COUNTY  
 START DATE: 6/1/2014 END DATE: 6/30/2014

7/9/2014 12:22:48PM  
 Fiscal Year: 2014

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			167,770.14	
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,241.53			
310	TAXES	1,335.92			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	3,872.54			
380	NONREVENUES	224.71	9,955.43		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,241.53			
570	CULTURE AND RECREATION	13,830.40			
580	NONEXPENDITURES	127.07	18,479.73		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				159,245.84
					159,245.84
					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				
	INVESTMENTS LIQUIDATED				
151	ENDING INVESTMENT BALANCE				0.00

## Activities – Spring Wrap Up & Summer Programming

Activity Report  
**July 10, 2014**  
 Avg. served per week = 143  
 Spring sports wrapped up with a baseball barbecue and awards.  
 Running club finished two off island races and had many runners earn 50 miles sweatshirts.  
 Tumbling finished with a Olympic game. Both players and parents enjoyed the event.

activity	category	participants avg each time	end date	staffing	location
Skateboard Camp	III	7	27-Jun	Marcose	BP
Art Classes	II	6	9-Jul	Hickman	Funhouse
Puppet Class	II	5	10-Jul	Hickman	Funhouse
Coach Rob's Soccer	III	13	3-Jul	Rob	BP
Magic the Gathering	II	4	on going	FHC	Funhouse
Adult Volleyball (2)	III	24	on going	FHC	BP
Adult Baseball, 35+	III	2	on going	FHC	BP
Adult Soccer	III	23	on going	FHC	BP
Tennis - Youth	III	12	on going	Dann	BP
Tennis - Adult	III	8	on going	Dann	BP
Run & Kick, 3-6 yrs.	III	6	20-Aug	FHC	BP
Dance - Pre-Ballet	III	6	23-Jul	Gus	BP
Golf Clinic	III	6	31-Jul	Golf Pro	Golf Course
Chama's Soccer Camp	III	15	11-Jul	Chama	BP
Dog Luring	I	6	on going	Hendrick	BP

Cancelled  
 Adventure Camp 2 enrolled, staffing shortage and program plan  
 Basketball Camp 0 enrolled  
 Pee Wee Football 1 enrolled, staffing shortage  
 Challenger Sports -  
 26 enrolled for Brazilian Soccer  
 6 enrolled for British Soccer (first kicks)

### Commissioners' Action Items

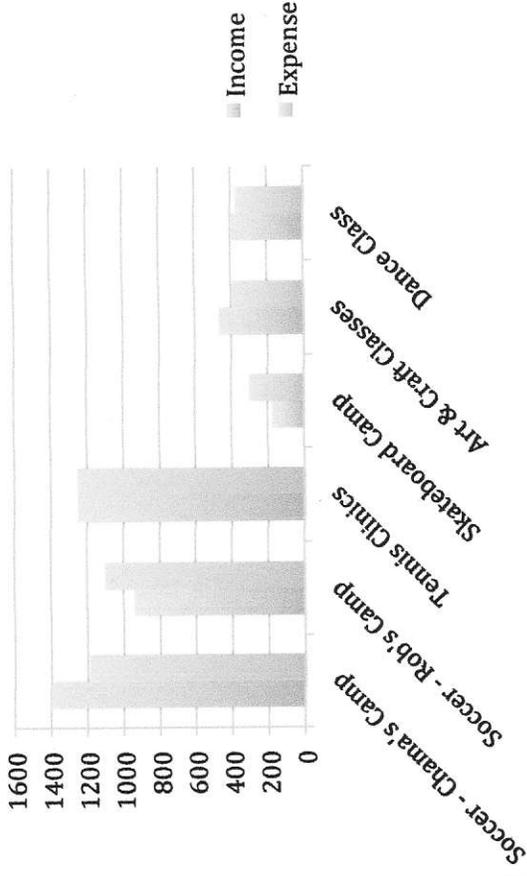
- Follow up and complete Buck Park Transfer.
  - Water Use Agreement
  - Quit-Claim Deed
  - Facility Use Agreement
  - ESWU transfer
- Review draft employee and operations manuals that include administrative policies and procedures.
- Planning and programming for park and OIPRD organizational structure

## Orcas Island Park and Recreation District Monthly Director's Report

AS OF: 7/10/14

Funds as of 6/30/2014  
 Ending Cash Balance:  
**\$159,245.84**  
 Revenue for June 2014:  
**\$5433.17**  
 Expenses for 2014:  
**\$13,957.47**

Difference from Budget:  
 As of end of June  
 + 17,215.84

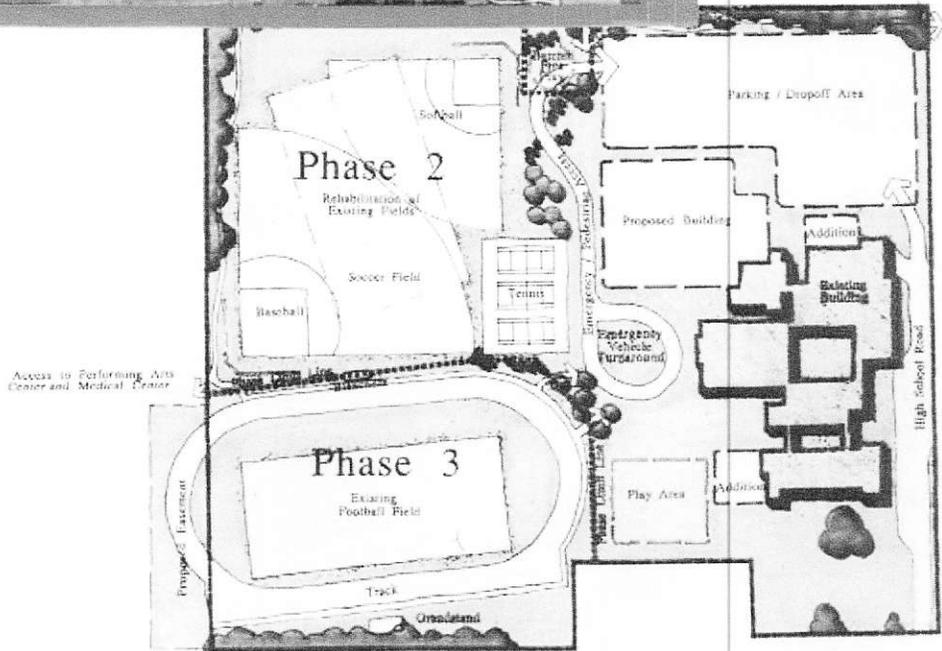
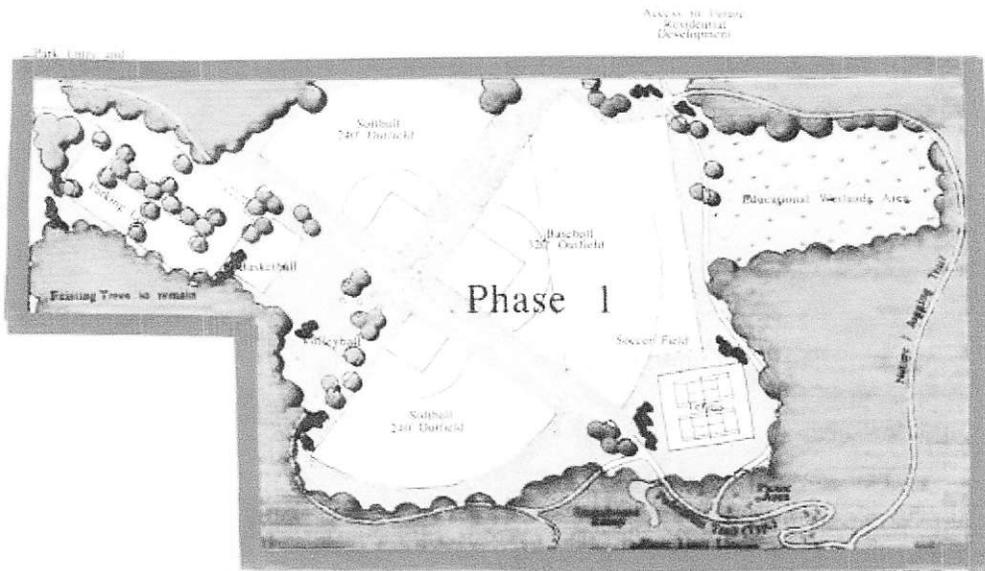


### Buck Park Maintenance & Management

- Irrigation system is on – just ask the volleyball players. Need to fine-tune some heads.
- OYCC completed park cleanup and old fitness station removal. They also move broken equipment and competed much of the painting on the skateboard fence.
- Equipment and supervision in place for summer drop in sports.
- Cameras and signs are up around the tennis and skatepark areas.
- Additional trashcans are in place – thank you Bob!
- Need to increase mowing schedule with the soccer camps.
- Removed graffiti on back on baseball fence and some of Skate Park. Need additional supplies.
- We are planning on using the Mule to transport the different sporting equipment. Funhouse has offered to wash it. Need to repair the flat tire and the windshield. It would be most helpful to store it at the Funhouse for summer.

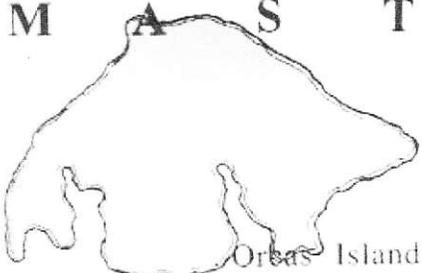
### Administrative Task Update

- Keeping up with summer activities is requiring a lot of time, both supporting the on going events and setting up the up coming activities.
- Word documents complete and transmitted to OISD for their use in preparing the final Buck Park transfer documents.
- Behind on Policy & Procedure work. Draft operation and employees manuals are nearly complete and ready for review. Manuals will include an indexed list of all policies, procedures, and forms.
- Community family game night is going. We have made signage and had 3 – 4 families for the first sessions. I am not sure if this will succeed long term but we will keep trying.
- After reviewing the WAC and asking the county, there does not seem to be a requirement to adjust the budget mid-year. We can either continue with the original funding amounts or make an adjusted budget to reflect the end of year funding.



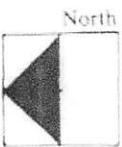
# Buck Recreational Park

## M A S T E R P L A N



Oras Island, Washington

Weisman Design Group, Inc., P.S.  
 5110 First Station  
 Seattle, Washington 98112  
 May 1, 1991



Scale 1"=50'