

Meeting Minutes September 11, 2014

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, September 11, 2014
Eastsound Firehall
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:33 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present

Seat 4: vacant

Seat 5: Ian Lister –present

Public present:

II. PUBLIC COMMENT

Present: Tony Simpson. No public comment.

III. MONTHLY AGENDA

1. Previous Minutes – August 14, 2014 and September 2, 2014

MOTION: With no revisions, Ian moved to approve both the August 14th meeting minutes and September 2nd special meeting minutes; Martha seconded and it was approved unanimously.

2. Payment of Claims

MOTION to approve Claims Payment #6501 for \$11,989.88 by Ian; seconded by Martha; It was approved unanimously.

MOTION to approve sales tax payment of \$118.62 to the Department of Revenue by Martha; seconded by Ian; It was approved unanimously.

3. Employee Pay Slip

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

V. MONTHLY BUSINESS

1. Financials

<Custom runner attached>

Cash ending balance at end of August 2014 was \$134,326.27.

2. **Director's Report**

<Monthly Director's report attached>

VI. **UNFINISHED BUSINESS**

1. **Employee Handbook for approval**

MOTION to approve Employee Handbook by Bob; seconded by Vicki; and it was approved unanimously.

2. **Appointment of Commissioner to fill Seat 4**

MOTION to accept Justin Paulsen as the new OIPRD commissioner filling the spot of Commissioner Bredouw by Martha; seconded by Ian; and it was approved unanimously.

Marcia will notify the county and announce it to the public.

3. **Review of temporary signs for Buck Park**

Edits were made on the new temporary signs for Buck Park. Marcia will make these changes and order the signs.

4. **Proposed staffing plan and budget**

After reviewing the proposed staffing plan and the budget projection from the County Assessors office, it was decided that there needs to be a 2015 budget meeting before staffing plans can be completed. The staffing positions will be advertised for the jobs in November, interviews completed in December, and hire January 1st.

5. **Advisory committee appointments for park planning**

This has been put off until after there is a staffing plan and budget in place.

VII. **NEW BUSINESS**

1. **Snow Bus- do we collect estimate and poll for interest**

The pros and cons to doing the snow bus this year were discussed. Someone had approached Marcia with a lot of interest in having this happen. OIPRD decided that in order for having the snow bus be a successful part of OIPRD they need some else to coordinate the parent volunteers. Marcia will bring this information back to the interested party.

VIII. ADJOURNMENT

MOTION to adjourn by Vicki, seconded by Bob at 6:07 pm, unanimously approved.
The meeting was adjourned at 6:07 pm.

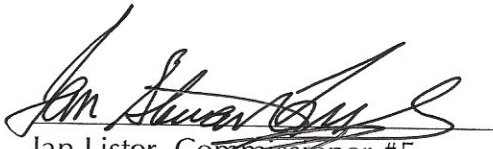
Addenda:

September Payment of Claims
Custom Report Runner
Director's dashboard.pdf
Letter of Intent, Paulsen
Draft Temporary Park Signs

Public Meeting minutes for September 11, 2014

Approved by motion on this 9th day of Oct, 2014

Signed and attested this 9th day of Oct, 2014


Ian Lister, Commissioner #5,
Secretary


Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 11-Sep-14 Page 1 of 1

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$11,989.88

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.

Board Authorization

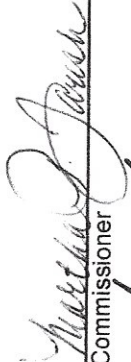
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 11,989.88 for the period ending September 11, 2014 We approve payment with our signatures below.


Signed as Chairman, Commissioner
9/11/14
Date

Commissioner

Vicar Vandermay
9-11-14
Date
Commissioner

Commissioner

Michael J. Janssen
09/11/14
Date
Commissioner

09/11/14
Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: cen480		Name: CENTURYLINK	
Invoice Number ct0911	Line No 1	Line Description Sept phone bill	Account Number E 6501.00.571.00.42.0004
Vendor Number: dan146		Name: DANN, JILL	Amount Type 240.80 in
Invoice Number jd0914	Line No 1	Line Description Aug tennis instruction	Account Number E 6501.00.571.00.41.0003
Vendor Number: eas350		Name: EASTSOUND WATER USERS ASSN	Amount Type 800.00 in
Invoice Number eswu0914	Line No 1	Line Description Buck Park Water Service	Account Number E 6501.00.571.00.47.0011
Vendor Number: gri146		Name: GRIFFIN YARD WORKS	Amount Type 78.75 in
Invoice Number gyw0910	Line No 1 2	Line Description August maintenance Buck Park sales tax	Account Number E 6501.00.571.00.48.0006 E 6501.00.571.00.48.0006
Vendor Number: hic144		Name: HICKMAN, LANA	Amount Type 903.64 in 73.19 in Vendor Total: 976.83
Invoice Number lh0914	Line No 1	Line Description Summer arts program instruction	Account Number E 6501.00.571.00.41.0003
Vendor Number: orc149		Name: ORCAS SEPTIC SERVICE	Amount Type 380.00 in
Invoice Number 12262	Line No 1	Line Description Aug sani-can service - buck park	Account Number E 6501.00.571.00.47.0011
Vendor Number: pro147		Name: PROSTOCK ATHLETIC SUPPLY, INC.	Amount Type 375.00 in

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ps0914	1	football gear - Kings	E 6501.00.571.00.35.0100	319.50	in
	2	sales tax	E 6501.00.571.00.35.0100	27.80	in
Vendor Total:				347.30	

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sis0910	1	August trash and recycle Buck Park	E 6501.00.571.00.47.0013	174.65	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc0914	1	rent and storage September	E 6501.00.571.00.45.0002	460.00	in
	2	Aug program and staff services	E 6501.00.571.00.41.0200	3,307.50	in
	3	Fall mailer printing	E 6501.00.571.00.41.0020	904.08	in
Vendor Total:				4,671.58	

Vendor Number: vis100 Name: VISA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ibcc0914	1	Buck Park maintenance - skatepark and	E 6501.00.571.00.48.0011	122.75	in
	2	football insurance	E 6501.00.571.00.46.0001	743.26	in
	3	football transportation	E 6501.00.571.00.31.0100	773.65	in
	4	adobe creative cloud	E 6501.00.571.00.31.0004	21.89	in
	5	custom ink - soccer t-shirts	E 6501.00.571.00.31.0100	1,000.00	in
	6	office supplies - cleaning, bags,	E 6501.00.571.00.31.0009	134.98	in
Vendor Total:				2,796.53	

Vendor Number: wes146 Name: WEST, MARCIA J.

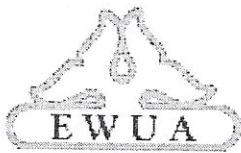
Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw0910	1	Soccer goals	E 6501.00.571.00.35.0100	370.55	in
	2	Soccer pennies~	E 6501.00.571.00.31.0100	180.44	in
	3	Football transportation - 3 auto / 2 pax	E 6501.00.571.00.31.0100	597.45	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Total: 1,148.44

Grand Total: 11,989.88

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Eastsound Water Users Association

PO Box 115, Eastsound WA 98245
 Phone: (360) 376-2127 Fax: (888) 523-2470
 www.eastsoundwater.org

Billing Date	Location No.
08/20/2014	06-0135
Due Date	Amount Due
09/20/2014	\$78.75

Add \$17.00 PER MONTH LATE FEE if paying after due date.

OI PARK & RECREATION DISTRICT
 C/O: MARCIA WEST, DIRECTOR
 PO BOX 575
 EASTSOUND, WA 98245-

Amt Enclosed

Make Checks Payable to **EWUA**

This stub ensures your payment is processed accurately.
 Please detach and return the stub with your payment,
 and add your Location # to your check.

For emergencies EWUA has your email address and phone as:

☐ **Address or email corrections or updates
 provided on reverse of stub.**

Please Detach and Remit Stub with Payment

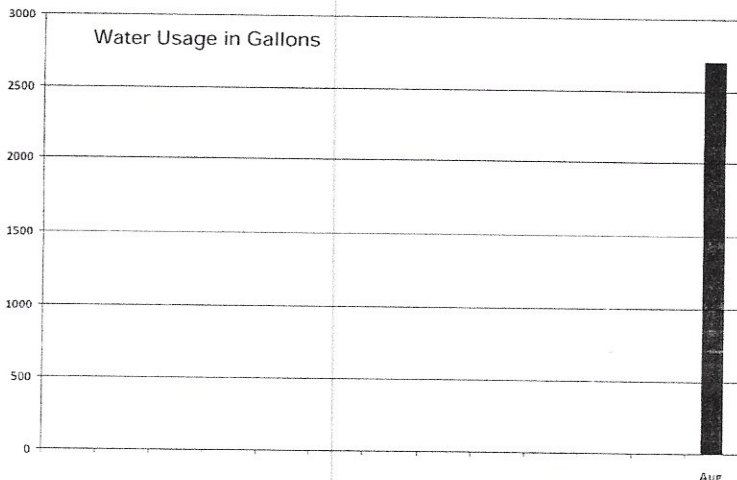
Eastsound Water Users Association

286 Enchanted Forest Road, Suite B102
 PO Box 115, Eastsound WA 98245
 Phone: (360) 376-2127 Fax: (888) 523-2470
 www.eastsoundwater.org EWUA@rockisland.com

OI PARK & RECREATION DISTRICT
 C/O: MARCIA WEST, DIRECTOR
 PO BOX 575
 EASTSOUND, WA 98245-

Billing Name	Member Name
OI PARK & RECREATION DISTRICT	ORCAS SCHOOL #137
Service Address	
673 MT. BAKER RD (1.75 ERUs)	
Location No.	Due Date
06-0135	09/20/2014

Billing Date	Service Dates Starting Ending	Meter Readings Previous Current	Usage (gallons)	Charge Amount
08/20/2014	PREVIOUS BALANCE 07/20/2014 - 08/20/2014	2,616,800 2,619,500	2,700	\$0.00 \$78.75



Total Amount Due **\$78.75**

\$17.00 PER MONTH LATE FEE will be applied to all past due accounts.

Special Message

EWUA Rates 2014:
 Inactive - \$38/mo/ERU; Active - \$45/mo/ERU
 Water Included w/ Base Rate - up to 5,000 gal/mo/ERU.
 Surplus Water Fee - \$20.00/1000 gal.

E-Bill & Bank Draft AVAILABLE!



San Juan Sanitation Co.
279 Gravel Pit Road
Eastsound, WA 98245
Phone: 360-376-4709 ■ www.sanjuansani.com

Remit Payments To
P.O. Box 267
Lynden, WA 98264

Garbage Collection
Commerical Recycling
Landscaping Supplies

Billing Date: 08/31/14		Due by: 09/25/14	Delinquent: 09/30/14
ACCOUNT NUMBER		SERVICE NAME & ADDRESS	PREVIOUS BALANCE
2960959-SJ		ORCAS PARK & RECREATION D - 95 SWORD FERN LN	174.65
QUANTITY	DATE	DESCRIPTION	AMOUNT
1	08/27/14	PAYMENT	-174.65
2	08/31/14	2-YD SPECIAL	122.00
1	08/31/14	16% SAN JUAN COUNTY EXCISE TAX	21.76
1	08/31/14	SERVICE:RENT 2-YD SPECIAL PERIOD:AUG	14.00
1	08/31/14	SERVICE:RENT CO-MINGLE 2YD PERIOD:AUG	12.00
1	08/31/14	3.6%STATE REFUSE TAX	4.89
Do you have a cleanup, remodel or construction project coming up?We offer temporary dumpsters and roll-off boxes for cleaning up any size project.			



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

Due by: 09/25/14

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

Make Checks Payable To:
SAN JUAN SANITATION CO.

ACCOUNT NUMBER
2960959-SJ

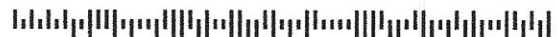
PREVIOUS BALANCE: 174.65
PAYMENTS: -174.65
BALANCE FORWARD: 0.00
CURRENT CHARGES: 174.65
BALANCE DUE: 174.65

ENTER AMOUNT
BEING PAID

162 1 AV 0.378 162 / 162 1-1-162
ORCAS PARK & RECREATION D
PO BOX 575
EASTSOUND WA 98245-0575



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



Account Summary

Billing Cycle		09/01/14
Days In Billing Cycle		31
Previous Balance		\$1,099.04
Purchases	+	2,796.53
Cash	+	0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$1,099.04
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE **\$2,796.53**

Credit Summary

Total Credit Line	\$3,000.00
Available Credit Line	\$203.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Customer Service: (800) 423-7503
 Report Lost or Stolen Card: (727) 570-4881



Visit us on the web at:
www.MyCardStatement.com



Please send Billing Inquiries and Correspondence to:
 PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE **\$2,796.53**

MINIMUM PAYMENT **\$77.00**

PAYMENT DUE DATE **09/26/14**

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

PAY ONLINE OR VIEW YOUR ACCOUNT AT:

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
08/05/14	08/06/14	5999	24388944217230186744028	ORCAS ISLAND HARDWARE	\$81.57
08/12/14	08/13/14	5960	24492154224849303519623	EASTSOUND WA	\$743.26
08/18/14	08/19/14	7941	24435654231200407607338	KK INSURANCE 800-506-4856 IN USA FOOTBALL 317-614-7750 IN	\$5.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0926

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 ENCLOS

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
09/01/14	\$2,796.53	\$77.00	09/26/14



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

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			146,719.89	
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,238.32			
310	TAXES	2,105.45			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	2,277.93			
360	MISCELLANEOUS REVENUES	3,275.00			
380	NONREVENUES	118.62			
	TOTAL RECEIPTS		12,296.05		
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,238.32			
570	CULTURE AND RECREATION	19,860.91			
580	NONEXPENDITURES	309.71			
	TOTAL DISBURSEMENTS		24,689.67		
101	ENDING CASH BALANCE				134,326.27
				GL ENDING CASH BALANCE	134,326.27
				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				
	INVESTMENTS ACQUIRED	0.00		0.00	
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activities

Activity Report

September 11, 2014 Avg. served last week of Aug = 119

Fall Soccer starts Tuesday. We are still looking for coaches. Supplies, t-shirts, and equipment is ready with the exception of ONE SET OF GOALS.

Midget King Football are ready for their first game on Saturday.

Volleyball tourny had a good turn out with 8 teams. Excellent day in the park.

Fall

activity	category	participants avg each time	end date	staffing	location
Art / Science Classes	II	6	20-Aug	Hickman	Funhouse
Magic the Gathering	II	8	on going	FHC	Funhouse
Adult Volleyball (2)	III	16	needs to move		
Adult Baseball 35+	III	14	Inside	FHC	BP - K8 Gym
Adult Soccer	III	28	15-Sep	FHC	BP
Tennis - Youth	III	8	27-Sep	FHC	BP
Tennis - Adult	III	12	final classes	Dann	BP
Run & Kick 3-6 yrs.	III	6	20-Aug	FHC	BP
Kings Football	II	15	1-Nov	Rancourt	School field
Fall Soccer	II	est 100	1-Nov	Coffey	BP
Fall Dance	III	6	12-Nov	McMurray	PTDance
Running Club	II	open	16-Dec	open	FHC

Request has been made to run the snow bus. We had a donor to support the cost of the bus rental. Should we research costs and survey for interests?

Commissioners' Action Items

- Buck Park Transfer – After Action
 - Signage
 - Security
 - Risk Management Assessment
 - Insurance Update
- Review draft operations manuals that include administrative policies and procedures.
- Planning and programming for park and OIPRD organizational structure
 - Needed committee
 - Citizen Input
- Staffing Options for Fall and 2015 Contracting

Orcas Island Park and Recreation District Monthly Director's Report

Funds as of 8/31/2014

Ending Cash Balance:

\$134,326.27

Revenue for August 2014:

\$7,777.00

Expenses for August 2014:

\$20,170.62 (incl. salary)

Difference from Budget:

As of end of August

+ 28,786

- See attached budget recap for year to date summary of accounts.
- Football is + \$1,933 with all fees, bills, and first two games travel paid for.

Buck Park Maintenance & Management

- Plan for installing the deduct meter is in place. Paul K. found an excellent solution with some meter changes on the line that will save us the cost of a new valve.
- Draft signs are ready for review. It is important we get new temporary signage up a.s.a.p.
- Fields are ready for the start of soccer season. Mowing will be done on Wed.
- Sani-can maintenance will be stepped up during soccer season. We have notified Orcas Septic that we will be done with the service for this year as on Oct. 27th.
- Sheriff coverage has been requested for periodic patrols to go through the park. We are continuing to receive concerns about loose dogs.
- We need to establish a way to post field activities and have the schedules at park. I think the best method might be an information board at the shed with the park map and scheduled events and reservations.

AS OF: 9/11/14

Administrative Task Update

- All utility transfers are complete for Buck Park.
- Kings football is ready for it's first game on Saturday. All uniforms and equipment have been issued. The parents are running a very successful fund raising effort and have covered all costs to date.
- I still need to coordinate with the school for fall programming and an adjustment on rental fees if space is unavailable.
- Fall newsletter and flyer went out.
- Signups are in progress for fall soccer and other activities. We are having trouble rounding up volunteers for coaches. We had the coaches meeting for soccer but still need 6 – 8 coaches.
- Policy & Procedure still on the to-do list. Manuals will include an indexed list of all policies, procedures, and forms. Instructor contract needs inclusion.
- Continuing to coordinate with the Athletic Club for fall open swimming. We are planning on three trail days on the first Sunday of Oct., Nov., and Dec.
- Attached is the proposal for 2015 staffing for Board review. The County Assessor indicated that it is to early to till for next year's budget but his best guess is we will see another 5% reduction in our annual tax base.
- I would like to open a business account with the Washington State Ferries. The form needs to be completed and mailed. This will let us buy and be billed for tickets and make reservations for spaces.
- We should start thinking about computer and software upgrades and replacement. 3 years is a milestone for business machines.

Park and Recreation Commissioner Position #4

The purpose of this letter of intent is to provide introductory information for the selection of a citizen volunteer to serve the remaining term of Orcas Island Park and Recreation District Commissioner #4. The remaining term of this position runs until December 31, 2015. The position will appear on the San Juan County 2015 general election ballot for a full term of four (4) years beginning Jan. 2016.

If you are interested in filling the vacancy please complete the following questionnaire and return it by email to oiprd@oiprd.org or in person at the park office located in the Funhouse Commons at 30 Pea Patch Lane, Eastsound, WA not later than Sept. 10, 2014.

Name Justin Paulsen
 Email justin@tfnwllc.com
 Street Address 99 Mountain View Street Eastsound, WA 98245
 Phone 360-201-1366

Resident of Orcas Island ☒ Yes ☐ No

Current Employer Self Employed - Terra Firma NW

Non-profit/Public Boards on which you are currently serving Orcas Family Health Center
Orcas Island Booster Club

Are you available to attend monthly meetings the second Thursday of each month from 4PM to approximately 6PM and occasionally attend special meetings where attendance is required?

☒ Yes ☐ No

Please rank in order of interest the major areas of focus and expertise you have in the park and recreation field (1-6; 1 is area of greatest interest/strength):

- | | |
|---|---|
| <input type="text" value="1"/> Youth / Adult Activities | <input type="text" value="2"/> League Sports |
| <input type="text" value="4"/> Park Planning and Management | <input type="text" value="3"/> Park and Recreation funding and administration |
| <input type="text" value="5"/> Park Maintenance | <input type="text" value="6"/> Communication and social media |

Is there anything you would like us to know that would limit your availability to participate fully in Park and Recreation administration?

As a parent of 4 children currently in High/elementary/pre-school, and a wife that keeps a busier schedule than I do, things will occasionally come up, but there are no major items that should be an issue.

What do you see as the mission of the Park and Recreation District?

I believe the "mission" or the current PRD is evolving. Simply getting established was mission #1. With the acquisition of Buck Park and the establishment of programming, the short/long term plan for the PRD will need to be re-evaluated to make sure that the direction meets with the public's wishes. Ultimately that is the mission of the PRD - to provide both the physical location and programming to meet the recreational needs of the residents of Orcas Island.

Thank you for your time and interest.

SKATE PARK RULES

THIS SKATE PARK IS NOT SUPERVISED
ALL INDIVIDUALS UNDERSTAND AND FULLY ACCEPT
THAT THEY ARE USING THIS FACILITY
AT THEIR OWN RISK

PARK IS OPEN DAWN TO DUSK

HELMETS, PADS, SAFETY GEAR
STRONGLY RECOMMENDED

NO DRUGS, ALCOHOL, OR AMPLIFIED MUSIC

ORCAS ISLAND PARK AND RECREATION DISTRICT

www OrcasIslandParks.com

WELCOME TO BUCK PARK
ORCAS ISLAND PARK AND RECREATION DISTRICT

- PARK CLOSES AT DARK -
- ALCOHOLIC BEVERAGES PROHIBITED -
- NO CAMPING OR OVERNIGHT PARKING -
- NO VEHICLES BEYOND THIS POINT -

PETS MUST BE ON LEASH.
PLEASE PICK UP AFTER YOUR PET.

CALL 376-PARK TO RESERVE FIELDS AND FACILITIES

www OrcasIslandParks.com