

## Meeting Minutes October 9, 2014

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

### I. CALL TO ORDER – 4:12 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present  
Seat 2: Bob Eagan - present  
Seat 3: Martha Farish - via phone  
Seat 4: Justin Paulsen - present  
Seat 5: Ian Lister – present

Public present: Carol Owens and RJ Myers

### II. PUBLIC COMMENT

See VII 1: OOLA.

### III. MONTHLY AGENDA

#### 1. Previous Minutes – September 11, 2014

**MOTION:** With no revisions, Ian moved to approve the September 11th meeting minutes; Bob seconded and it was approved unanimously.

#### 2. Payment of Claims

**MOTION** to approve Claims Payment #6501 for \$14,966.19 by Ian seconded by Vicki; It was approved unanimously.

**MOTION** to approve sales tax payment of \$71.86 to the Department of Revenue by Ian; seconded by Justin; It was approved unanimously.

#### 3. Employee Pay Slip

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

### V. MONTHLY BUSINESS

#### 1. Financials

*<Custom runner attached>*

Cash ending balance at end of September 2014 was \$123,625.78.

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**2. Director's Report**

*<Monthly Director's report attached>*

**VI. UNFINISHED BUSINESS**

**1. Oath of Office Commissioner Seat 4 – Justin Paulsen**

Bob administered the Oath of Office and Justin completed it.

**2. Draft 2015 Budget review**

The OIPRD board reviewed the 2015 budget and discussed the upcoming audit. Marcia is going to contact other Districts and see what their audits costs are so a better number can be set aside in the 2015 budget. OIPRD decided to set up follow up budget meetings: the first on November 5<sup>th</sup> and the second on November 6<sup>th</sup>, both at 4:30 pm at the OIPRD office.

**Motion:** For Marcia to give budgetary notice in the next two publications of the Island Sounder by Martha; seconded by Ian; and it was approved unanimously.

**3. Proposed staffing plan for 2015**

This will be discussed as a part of the 2015 budget.

**4. Irrigation deduct meter for Buck Park**

The school has asked that OIPRD stop the irrigation deduct meter so that they can look at it and make sure they are in agreement with the installation. The contractor who was doing the deduct meter is now doing another project. An on site meeting will be held on Monday, Oct. 13, to review the installation plan. Marcia will attend for OIPRD.

The sports fields need fall fertilization. This was not done last year and the turf needs a fertilizer that will activate during the winter and early spring.

**Motion:** to authorize Marcia to spend up to \$2,500 for fertilization of the fields this fall by Martha; seconded by Bob; and it was approved unanimously.

It was also discussed whether or not OIPRD has the money to spend on doing some fixing of ball fields and other areas on and around Buck Park.

**Motion:** To allocate \$1,500 of the money that is already budgeted in 2014 for Marcia to talk to Ron and spend if necessary by Justin; seconded by Vicki. Discussion: Martha was concerned about whether or not this was necessary. She does not want to authorize this money until it is known whether it is needed or not. Bob says the motion is just to give

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Marcia the permission to have a walk about and use her judgment on whether it is necessary or not. Justin, Vicki, Bob, and Ian approved this motion, Martha opposed it. Motion passed.

**5. Snow Bus update**

The new proposal for the snow bus is two trips to Stevens Pass, both trips being \$80 a piece. There is a donor who agreed to contribute \$1,000. Marcia has a parent in mind that is willing to do a lot of the legwork, but is not going to do all of the volunteer coordinating. Justin suggested Marcia speak to a high level Stevens Pass employee who lives on Orcas Island. Justin agreed to give Marcia their contact information. Marcia will continue to look in to this new snow bus idea.

**VII. NEW BUSINESS**

**1. OOLA – park relocation and operation proposal**

Carol Owens who represents the Orcas Off Leash Area (OOLA) came to the meeting to discuss having OOLA be taken in under the umbrella of OIPRD. She says it is done in other communities and would greatly benefit the community of Orcas Island. Currently they have a budget of about \$3,000 and they can fundraise for just about that much money every year. The Land Bank is looking into leasing the space next to the skate park for OOLA for an undetermined amount of time. OOLA is interested in conserving trees and having a large dog and a small dog section. OOLA currently have a 2-year lease with the Port of Orcas. Questions arose about parking spots. Bob is also going to attend a meeting with OOLA.

**Motion:** to engage with the Land Bank and the County along with OOLA for the purposes of determining site suitability, by Justin; seconded by Martha; and it was approved unanimously.

**2. Tennis court – Reserved times and Instruction policy**

Tabled until the next meeting.

**3. Facility Use contract renewal – committee and meeting arrangements**

The OIPRD board decided that they need to determine going forward how much use OIPRD got out of the facilities, and see if they are still paying a reasonable number. Marcia and Martha will discuss what a reasonable number is. That number will be passed on to Bob and Justin who will meet with Eric Webb for negotiating.

**VIII. ADJOURNMENT**

**MOTION** to adjourn by Ian, seconded by Justin at 6:33 pm, unanimously approved.

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The meeting was adjourned at 6:33 pm.

**Addenda:**

*October Payment of Claims*

*Custom Report Runner*

*Director's dashboard.pdf*

*Certificate of Appointment and Oath of Office*

*Draft 2015 Budget*

Public Meeting minutes for October 9, 2014

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

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



Ian Lister, Commissioner #5,  
Secretary



Bob Eagan, Commissioner #2,  
Chair

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

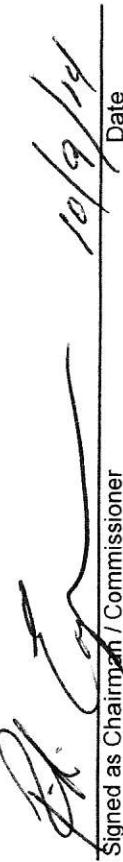
DATE: Oct. 9, 2014

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$14,966.19

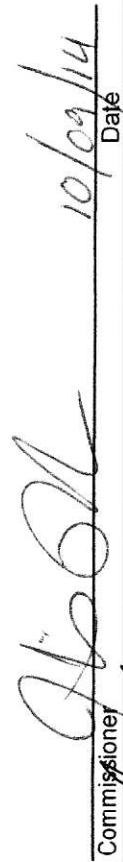
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing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

  
10/9/14  
Signed as Chairman / Commissioner**Board Authorization**

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

\$ 14,966.19 for the period ending Oct. 9, 2014

We approve payment with our signatures below.

  
Vickie Vindumay 10-9-14  
Commissioner Date  
John H. Johnson 100914  
Commissioner Date

Date

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

**Vendor Number:** cen480

**Name:** CENTURYLINK

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
ct1009	1	October phone bill	E 6501.00.571.00.42.0004	240.99	in

**Vendor Number:** cof144

**Name:** COFFEY, MONTY

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
sc1009	1	Soccer coordinator 2014	E 6501.00.571.00.41.0003	870.00	in

**Vendor Number:** eas350

**Name:** EASTSOUND WATER USERS ASSN

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
eswu1009	1	Buck Park Service Sept	E 6501.00.571.00.47.0011	78.75	in

**Vendor Number:** gri146

**Name:** GRIFFIN YARD WORKS

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
gwy1009	1	monthly mowing buck park	E 6501.00.571.00.48.0006	903.64	in
	2	sales tax - mowing	E 6501.00.571.00.48.0006	73.19	in
	3	sprinkler maintenance	E 6501.00.571.00.48.0007	112.50	in
	4	sign installation, playground	E 6501.00.571.00.48.0010	440.23	in
	5	sale tax - maintenance	E 6501.00.571.00.48.0010	44.78	in
<b>Vendor Total:</b>				1,574.34	

**Vendor Number:** har142

**Name:** HARVEY, RENAE KATHERINE

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
fc1009	1	football coordinator & field monitor	E 6501.00.571.00.41.0003	810.00	in

**Vendor Number:** hic144

**Name:** HICKMAN, LANA

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
lh1009	1	Arts of Autumn & food chemistry	E 6501.00.571.00.41.0003	170.00	in

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

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Vendor Number: orc149

Name: ORCAS SEPTIC SERVICE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Amount</u>	<u>Type</u>
12419	1	Sept sanic-an service - buck park	E 6501.00.571.00.47.0011	225.00 in

Vendor Number: pro147

Name: PROSTOCK ATHLETIC SUPPLY, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
PS1009	1	football gear and uniforms~	E 6501.00.571.00.35.0100	1,012.05 in	
	2	sales tax - football	E 6501.00.571.00.35.0100	88.05 in	
	3	BASKETBALLS - swish and open gym	E 6501.00.571.00.35.0100	379.35 in	
	4	sales tax - basketball	E 6501.00.571.00.35.0100	33.00 in	
	5	soccer goals	E 6501.00.571.00.35.0100	4,827.00 in	
	6	sales tax - soccere	E 6501.00.571.00.35.0100	419.95 in	
		<b>Vendor Total:</b>		<b>6,759.40</b>	

Vendor Number: san180

Name: SAN JUAN CO TREASURER

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
02707	1	3rd Qtr auditor fees	E 6501.00.571.00.41.0007	134.66 in	

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>
sja1009	1	Sept trash and recycle Buck Park	E 6501.00.571.00.47.0013	174.65 in	

Vendor Number: ska149

Name: SKAGIT COUNTY PARKS & REC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
scp1009	1	SWISH Team Entry Fee - 5/6 team, 7/8	E 6501.00.571.00.49.0009	1,220.00 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>
fhc1009	1	rent and storage October	E 6501.00.571.00.45.0002	460.00 in	
	2	Sept program and staff service	E 6501.00.571.00.41.0200	2,163.15 in	

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

Page: 3

Vendor Number: wil149

Name: WILLALLEN, MARY TAYLOR

<b>Invoice Number</b>	<b>Line No</b>	<b>Line Description</b>	<b>Account Number</b>	<b>Amount</b>	<b>Type</b>
mwa1009	1	boys choir - instructor and startup	E 6501.00.571.00.31.0019	85.25	in
			Grand Total:	14,966.19	

Vendor Total: 2,623.15

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**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

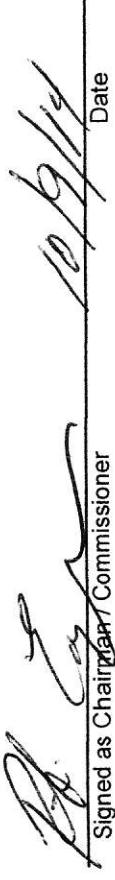
FUND # 6501

DATE: Oct. 9, 2014

SEE ATTACHED INVOICE ACCOUNTING REPORT

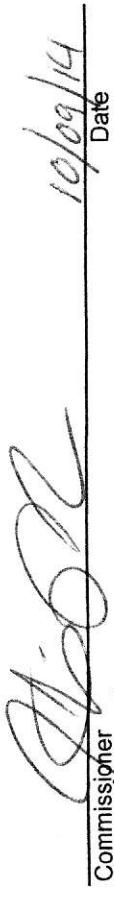
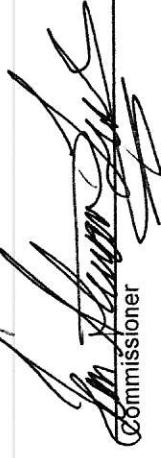
TOTAL CLAIMS \$71.86

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 Chairwoman Commissioner**Board Authorization**

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

\$ 71.86 for the period ending Oct. 9, 2014 We approve payment with our signatures below.

  
\_\_\_\_\_  
Vickie Vandermay Oct. 9-14  
Commissioner Date 10/09/14  
\_\_\_\_\_  
Tom Johnson  
Commissioner Date 10/09/14

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



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[Taxpayer services](#)

[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	09/2014
Filed	10/9/2014 10:13:37 AM
Return due date	10/27/2014
Total taxes	\$71.86
Less payments	\$0.00 (does not include check or ACH credit payments)
<b>Amount due</b>	<b>\$71.86</b>

Select payment method  E-Check

### 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](#)

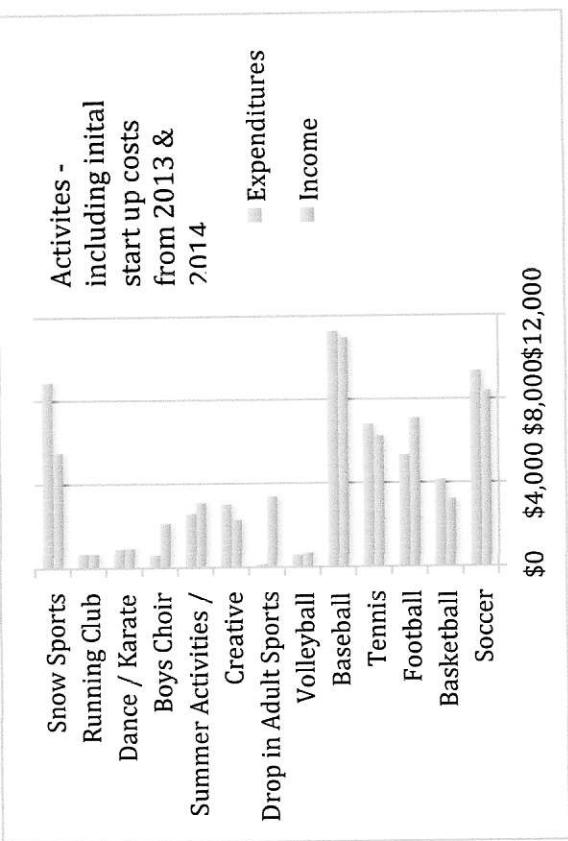
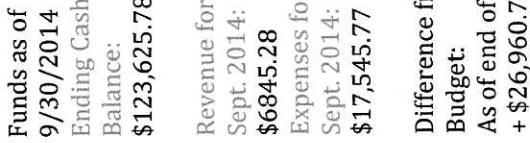
**FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101 BEGINNING CASH BALANCE</b>					
212	SALARY PAYABLE	3,280.73			134,326.27
231	OTHER ACCRUED LIABILITIES	1,238.32			
310	TAXES	3,395.98			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	2,005.43			
360	MISCELLANEOUS REVENUES	1,372.00			
380	NONREVENUES	71.87			
<b>TOTAL RECEIPTS</b>					
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,238.32			
570	CULTURE AND RECREATION	17,427.15			
580	NONEXPENDITURES	118.62			
<b>TOTAL DISBURSEMENTS</b>					
101	ENDING CASH BALANCE	22,064.82			
<b>241 PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>					
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>				
<b>241 BONDS OUTSTANDING (ENDING BALANCE)</b>					
<b>151 BEGINNING INVESTMENT BALANCE</b>					
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151 ENDING INVESTMENT BALANCE</b>					

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

AS OF: 10/9/14

Fall						
activity	category	participants	avg each time	end date	staffing	location
Art / Science Classes	II	6	16-Dec	Hickman	Funhouse	
Pokemon Club	II	7	on going	FHC	Funhouse	
Magic the Gathering	II	7	on going	FHC	Funhouse	
Adult Volleyball (2)	III	14	16-Dec	FHC	K8 Gym	
Adult Basketball (2)	III	14	16-Dec	FHC	K8 Gym	
Pickleball	III	1st night	16-Dec	FHC	K8 Gym	
Kings Football	II	15	1-Nov	Rancourt	School Field	
Fall Soccer	II	120	1-Nov	Coffey	BP	
Creative Dance	III	16	12-Nov	McMurray	PTDance	
Running Club	II	10	16-Dec	Kulper	FHC	
Single Event						
UPCOMING	II	47	1st Sun	West	OAC	
Chess Club with Library	I			Library	Public Library	
Girls Switch	II		24	6-Dec	Simpson/Gaydos	K8 Gym
Ski Bus estimate - \$80 per trip for two trips TO STEVENS PASS Dates Jan 24, 2015 AND FEB 7, 2015						



### Commissioners' Action Items

- 2015 Budget review
- Public Hearing on Budget and approval documents
- Facility Use Agreement and Use Fee for 2015
- Staffing direction and advertising
  - Interview input
- Buck Park Transfer – After Action
  - Risk Management Assessment
  - Rental fee schedule for facilities
- Tennis court use and reservation policy
- OOLA Relocation committee
- Review draft operations manuals that include administrative policies and procedures.
- Planning and programming for park and OIPRD organizational structure
  - Funding opportunities
  - Citizen Input

### Administrative Task Update

- First community open swim was a big success. It will take 3 volunteers each session.
- Adult drop in programs have all started and have been well attended in the first week.
- 2015 Budget and staffing proposal has been prepared for review.
- SWISH basketball for girls is ready to go. We may have gym practice time problems.
- We need to resolve the available gym times for late fall and winter. P&R may not be able to offer any youth sports programming.
- Football has two games left. The team has played very well and really learned a great deal. Others in the league have demonstrated outstanding sportsmanship when playing our young team.
- Meetings were completed with OOLA and Land Bank regarding relocation options.
- Talk schedule with Kiwanis to update what OIPRD has and is planning. I will schedule with other service organization after first of year.
- Policies and Procedures still on list.

## Certificate of Appointment

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

The undersigned officers of Orcas Island Park and Recreation District do hereby  
(Commission, Council, or Board Making Appointment)

Appoint JUSTIN PAULSEN of 99 Mountain View St, Eastsound, WA  
(Person Appointed) (Address)

to the office of COMMISSIONER #4, OIPRD. The term for this  
(Office and Position)

Position will expire on DECEMBER 31, 2015.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Justine Paulsen  
(Signature)  
Vicki VanderMay  
(Signature)  
Robert A. Eagan  
(Signature)

IAN LISTER, COMMISSIONER #5  
(Printed Name, Title)

Vicki VanderMay, Commissioner #1  
(Printed Name, Title)

Robert A. Eagan  
(Printed Name, Title)

## OATH OF OFFICE

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

I, JUSTIN PAULSEN, do solemnly swear that I am a citizen of the United States and the State of Washington; that I will support the Constitution and laws of the United States, the Constitution and laws of the State of Washington, and the Charter, laws and ordinances of San Juan County; and that I will faithfully and impartially perform the duties of the office of Commissioner in and for the County of San Juan, State of Washington, as such duties are prescribed by law and according to the best of my ability and understanding.

Signature X

Justine Paulsen  
Printed Name

Subscribed and sworn before me this 9 day of October, 2014

Robert A. Eagan  
(Signature)

Robert A. Eagan, Commissioner  
(Printed Name, Title of Swearing Officer)

**DRAFT as  
of: 10/09/14**

Orcas Island Park and Rec District 2015 Budget		
	date of this revision	
	10/8/14	2015
<b>Revenues</b>		
Beginning Net Cash and Investments	308.80.00.0000	\$140,000
General Property Taxes	311.10.00.0000	160000
Leasehold Tax	317.20.00.0000	250
Timber Harvest Tax	317.40.00.0000	150
Payment In-Lieu of Property Tax (DNR)	336.02.31.0000	
Activity Fees	347.60.00.0000	27000
Rental / Lease Revenue	362.40.00.0000	1200
Donations		
Donations - Unrestricted	367.00.00.0010	5000
Donations - Team/Corporate Sponsorship	367.00.00.0020	
Donations - Private Grants	367.00.00.0030	
Donations - Restricted	367.00.00.0100	
State Remittances	386.00.00.0000	1300
Refunds (technically "Other Nonrevenues")	389.00.00.0000	
column total->		\$334,900
<b>Expenditures</b>		
Ending Cash	508.80.00.0000	
<b>Personnel</b>		
OIPRD Director	571.00.10.0001	45000
OIPRD Program Coordinator	571.00.10.0002	24000
OIPRD Facility Coordinator	571.00.10.0003	18000
FICA	571.00.20.0001	7500
L & I	571.00.31.0002	1500
Unemployment	571.00.20.0009	1300
<b>Supplies</b>		
Office Supplies	571.00.31.0002	1500
Computer Supplies	571.00.31.0003	300
Software	571.00.31.0004	400
Grounds - Sprinkler	571.00.31.0007	0
Janitorial Supplies	571.00.31.0009	200
Promotion Supplies	571.00.31.0013	200
Supplies - Other	571.00.31.0019	2000
Athletic Supplies - General	571.00.31.0100	5000
<b>Equipment Non-Capitalized</b>		
Office Equipment	571.00.35.0002	1000
Signage	571.00.35.0003	500
Athletic Equipment - General	571.00.35.0100	6000
<b>Professional Services</b>		
Professional Services	571.00.41.0001	1500
Instructors	571.00.41.0003	12000
Website Development / Consulting	571.00.41.0004	1000
Legal Services	571.00.41.0006	2500
Accounting Services	571.00.41.0007	500
Print/Graphics Services	571.00.41.0008	1000
Grounds - Mowing	571.00.41.0009	
Grounds - Design/New Installations	571.00.41.0014	
WA State Auditors Fees	571.00.41.0015	1500
Promotion	571.00.41.0019	1000
Programs Brochures/Mailers	571.00.41.0020	2000
Advertising	571.00.41.0100	
Employment Advertising	571.00.41.0101	400
Program Subcontracting	571.00.41.0200	5000
Teen Night / After School Programs	571.00.41.0201	
<b>Admin./Office non-supplies/equip. costs</b>		
Postage & Shipping	571.00.42.0001	300
Website / Online Billing	571.00.42.0002	450
Printing / Graphics	571.00.42.0003	2000
Telephone/Internet	571.00.42.0004	3000
Active Net Fees	571.00.42.0005	300
Travel	571.00.43.0010	200

**2015 Budget Summary**

Revenue	
Beginning Net Cash	\$140,000
Taxes and Remittances	\$161,700
Activity Fees and Rents	\$28,200
Donations	\$5,000
<b>TOTAL</b>	<b>\$334,900</b>

**EXPENSES (incl. reserves)**

Personnel	\$97,300
Buck Park	\$43,300
Operating Supplies	\$19,950
Professional Services	\$11,400
Rental Fees	\$13,500
Programs	\$28,500
Cash and Transfers	\$120,950
<b>TOTAL</b>	<b>\$334,900</b>

**DRAFT as  
of: 10/09/14**

Orcas Island Park and Rec District 2015 Budget		
	date of this revision 10/8/14	2015
<b>Revenues</b>		
<b>Taxes</b>		
External Taxes and Operating Assessments	571.00.44.0000	0
	571.00.44.0001	0
<b>Rentals and Leases</b>		
Operating Rentals and Leases	571.00.45.0002	6000
	571.00.45.0100	7500
Event Rental Fees	571.00.46.0001	4000
<b>Insurance Premiums and Recoveries</b>		
<b>Utilities</b>		
Utilities Sevices - Chem RR Svc.	571.00.47.0011	3000
	571.00.47.0012	600
	571.00.47.0013	1500
	571.00.47.0014	200
<b>Repairs and Maintenance</b>		
Grounds / Mowing	571.00.48.0006	13000
	571.00.48.0007	2000
	571.00.48.0008	4000
	571.00.48.0010	4000
	571.00.48.0011	8000
<b>Miscellaneous</b>		
Auditor Recording Fees	571.00.49.0002	300
Ballot/Promo/Domaines	571.00.49.0004	500
Other	571.00.49.0009	2000
GAP Loan Principal Repayment	581.20.79.6721	
Taxes and Operating Assessments	586.00.44.0000	1300
Interest on GAP Loan	592.71.80.6721	
Park Improvements	594.71.63.0010	7000
<i>column totals -&gt;</i>		213,950
<i>estimated ending of period cash balance -&gt;</i>		120,950

**draft as of:**  
**10/10/14**

Orcas Island Park and Rec District 2015 Budget

		Q4			Q4			ACTUAL YTD		Budget Diff	2015
Revenues	Budget	YTD	Oct	Nov	Dec						
<b>Beginning Net Cash and Investments</b>											
308,80,00,0000	130,000	\$142,921	\$123,626	\$109,315	\$129,804	\$142,921					\$140,000
<b>General Property Taxes</b>	180,000	\$107,957	\$5,000	\$32,000	\$24,000	\$168,957	(\$11,043,42)				\$160,000
<b>Leasehold Tax</b>	200	\$135		80		\$215	\$14,65				\$250
<b>Timber Harvest Tax</b>	50	\$145				\$145	\$94,83				\$150
<b>Payment In-Lieu of Property Tax (DNR)</b>	0	\$0				\$0	\$0,00				
<b>Activity Fees</b>	20,000	\$22,843	\$1,600			\$320	\$25,083	\$5,082,54			\$27,000
<b>Rental / Lease Revenue</b>	1,200	\$1,560				\$1,560	\$360,00	\$360,00			\$1,200
<b>Donations</b>	0	\$0				\$0	\$0,00				
<i>    Donations - Unrestricted</i>	500	\$4,937	\$1,000			\$5,937	\$5,437,70	\$5,437,70			\$5,000
<i>    Donations - Team/Corporate Sponsorship</i>	1,000	\$0				\$0	(\$1,000,00)				
<i>    Donations - Private Grants</i>	500	\$0				\$0	(\$500,00)				
<i>    Donations - Restricted</i>	500	\$0				\$0	(\$500,00)				
<b>State Remittances</b>	1,000	\$1,098				\$1,098	\$97,82	\$97,82			\$1,300
<b>Refunds (technically "Other Nonrevenues")</b>	0	\$0				\$0	\$0,00	\$0,00			
<b>                column total-&gt;</b>	<b>334,950</b>	<b>281,594</b>	<b>131,226</b>	<b>141,715</b>	<b>154,124</b>	<b>345,914</b>	<b>\$10,964,42</b>	<b>\$334,900</b>			
<b>Expenditures</b>											
<b>Ending Cash</b>	<b>508,80,00,0000</b>										
<b>Personnel</b>											
OIPRD Director	571,00,10,0001	50,000	\$37,500	\$4,170	\$4,160	\$4,160	\$49,990	(\$9,97)			\$45,000
OIPRD Program Coordinator											\$24,000
OIPRD Facility Coordinator											\$18,000
FICA											\$7,500
L & I											\$1,500
Unemployment											\$1,300
<b>Supplies</b>											
Office Supplies	571,00,31,0002	1,300	\$1,392	\$50	\$100	\$1,542	\$242,04	\$1,500			
Computer Supplies	571,00,31,0003	150	\$0			\$0	(\$15,0,00)				\$300
Software	571,00,31,0004	400	\$496	\$0	\$0	\$496	\$95,59	\$400			
Grounds - Sprinkler	571,00,31,0007	750	\$0			\$0	(\$75,0,00)				\$0
Janitorial Supplies	571,00,31,0009	230	\$167			\$167	(\$62,61)				\$200
Promotion Supplies	571,00,31,0013	400	\$31			\$31	(\$369,16)				\$200
Supplies - Other	571,00,31,0019	2,500	\$1,609			\$1,609	(\$891,38)				\$2,000
Athletic Supplies - General	571,00,31,0100	3,200	\$7,398	\$900	\$400	\$8,898	\$5,697,71	\$5,000			

date of this revision  
 10/8/14

**draft as of:  
10/10/14**

Orcas Island Park and Rec District 2015 Budget						
date of this revision 10/8/14	2014			Q4		
	Revenues	Budget	YTD	Oct	Nov	Dec
<b>Equipment Non-Capitalized</b>						
Office Equipment	571.00.35.0002	200	\$0			\$0
Signage	571.00.35.0003	150	\$0	\$300	\$300	\$150.00
Athletic Equipment - General	571.00.35.0100	3,000	\$3,688	\$5,600	\$200	\$9,688
<b>Professional Services</b>						
Professional Services	571.00.41.0001	4,000	\$1,345			\$1,345
Instructors	571.00.41.0003	5,700	\$10,709	\$2,000	\$400	\$15,109
Website Development / Consulting	571.00.41.0004	1,000	\$0			\$0
Legal Services	571.00.41.0006	6,000	\$2,510			\$2,510
Accounting Services	571.00.41.0007	800	\$345			\$345
Print/Graphics Services	571.00.41.0008	1,000	\$621			\$621
Grounds - Mowing	571.00.41.0009	0	\$0			\$0
Grounds - Design/New Installations	571.00.41.0014	0	\$0			\$0
WA State Auditors Fees	571.00.41.0015	1,500	\$0			\$800
Promotion	571.00.41.0019	1,000	\$1,084			\$1,084
Programs Brochures/Mailers	571.00.41.0020	3,000	\$904			\$550
Advertising	571.00.41.0100	0	\$0			\$0
Employment Advertising	571.00.41.0101	0	\$193			\$193
Program Subcontracting	571.00.41.0200	30,000	\$23,372	\$2,400	\$1,500	\$1,500
Teen Night / After School Programs	571.00.41.0201	0	\$0			\$0
<b>Admin./Office non-supplies/equip. costs</b>						
Postage & Shipping	571.00.42.0001	600	\$268			\$268
Website / Online Billing	571.00.42.0002	450	\$0			\$0
Printing / Graphics	571.00.42.0003	2,500	\$570			\$400
Telephone/Internet	571.00.42.0004	3,000	\$2,103	\$241		\$2,826
Active Net Fees	571.00.42.0005	300	\$0			\$0
Travel	571.00.43.0010	200	\$0			\$0
Taxes	571.00.44.0000	1,000	\$0			\$0
External Taxes and Operating Assessments	571.00.44.0001	0	\$0			\$0
DOR Tax Payments	571.00.44.0001	0				
<b>Rentals and Leases</b>						
Operating Rentals and Leases	571.00.45.0002	6,000	\$4,140	\$460		\$5,520
Event Rental Fees	571.00.45.0100	7,000	\$7,823	\$80		\$7,903
<b>Insurance Premiums and Recoveries</b>						
Utilities	571.00.46.0001	3,000	\$3,384			\$3,384
Utilities Services - Chem RR Svc.	571.00.47.0011	1,500	\$2,270	\$480	\$140	\$30
Utilities Service - Water	571.00.47.0012					

**draft as of:  
10/10/14**

Orcas Island Park and Rec District 2015 Budget

date of this revision 10/8/14		2014		2014		Q4		ACTUAL YTD		Budget Diff	2015
Revenues	Budget			Oct	Nov	Dec					
Sewer / Garbage	571,00,47,0013	800	\$1,086	\$180	\$60			\$1,326	\$525,61	\$1,500	
Utilities Service - Electrical	571,00,47,0014									\$200	
<b>Repairs and Maintenance</b>											
Grounds / Mowing	571,00,48,0006	13,500	\$5,884	\$980	\$980			\$8,824	(\$4,676,40)	\$13,000	
Grounds / Sprinkler Related	571,00,48,0007	2,000	\$717					\$717	(\$1,283,23)	\$2,000	
Grounds / Gen. Water System Related	571,00,48,0008	4,000	\$0	\$1,000				\$1,000	(\$3,000,00)	\$4,000	
Grounds Maintenance	571,00,48,0010	2,500	\$1,818					\$1,818	(\$681,82)	\$4,000	
Grounds - Other	571,00,48,0011	8,000	\$4,602	\$2,500	\$500			\$7,602	(\$397,93)	\$8,000	
<b>Miscellaneous</b>											
Auditor Recording Fees	571,00,49,0002	200	\$301					\$301	\$101,00	\$300	
Ballot/Promo/Domaines	571,00,49,0004	500	\$0					\$0	(\$500,00)	\$500	
Other	571,00,49,0009	0	\$1,130					\$1,130	\$1,130,00	\$2,000	
GAP Loan Principal Repayment	581,20,79,6721	21,670	\$21,666					\$21,666	(\$4,00)		
Taxes and Operating Assessments	586,00,44,0000	1,300	\$1,084	\$120	\$60			\$1,384	\$84,03	\$1,300	
Interest on GAP Loan	592,71,80,6721	1,150	\$487					\$487	(\$663,00)		
Park Improvements	594,71,63,0010	7,000	\$1,297					\$1,297	(\$5,702,80)	\$7,000	
<i>column totals -&gt;</i>		209,360.00	157,968	21,911	11,911	9,731		201,521	(\$7,838,70)	\$213,950	
<i>estimated ending of period cash balance -&gt;</i>		\$125,590	\$123,626	\$109,315	\$129,804	\$144,393		\$18,803,12	\$120,950		

2015 OIPRD Personnel Budget  
OIPRD office hours: 1PM - 5PM Monday - Friday

Activity Hours

		Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Program Coor.	3:30 - 5:00	3:30 - 5:00	3:30 - 5:00	3:30 - 5:00	3:30 - 5:00	3:30 - 5:00	
Facility Super.	6:30 - 9:30	6:30 - 9:30	6:30 - 9:30	6:30 - 9:30	6:30 - 9:30	6:30 - 9:30	

other hours filled by Activity Coordinators for league and over 50 sports

Position	On Site	Hrs per week	Salary	Annual	taxes / L&I 11%	funds needed
Director	9 - 5 / 4 day	36	24	\$44,928	\$4,942	\$49,870
	12:30 - 5:30 / M - F	25	18	\$23,400	\$2,574	\$25,974
Program Coordinator	5:00 - 9:30 / Sun - Thurs	22.5	15	\$17,580	\$1,934	\$19,514
Facility Supervisor					\$95,358	
					\$5,000	
					<u>\$100,358</u>	
				total staff personnel fees 2pax * \$13 * 5hr * 30wk * 11%		
				misc summer and game night staff		