

## Meeting Minutes June 30, 2015

Orcas Island Park and Recreation District Commission  
Special Public Meeting, Tuesday, June 30, 2015  
OIPRD Conference Room  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:05 pm**

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - *present*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *present*

Seat 4: Justin Paulsen - *present*

Seat 5: Joe Gaydos- *present*

Staff present: Marcia West (Director), Kim Ihlenfeldt (Program Coordinator)  
Public present: Theresa Haynie

### **II. PUBLIC COMMENT**

None.

### **III. BUSINESS AGENDA**

#### **1. Payment of Claims**

An additional claim needs to be approved for June to meet billing “due dates.” The motion will be reaffirmed in the July meeting.

**MOTION** to approve the second June Claims Payment #6501 for \$1,089.14, Joe moved to approve; Justin seconded and it was approved unanimously.

### **IV. 2016 LEVY PLANNING**

**Purpose:** To consider the timing and amount of the next levy request for OIPRD.

- Current funding expires December 2017. Last effective date of distribution of tax revenue is October 2017. OIPRD needs \$100-130,000 in bank every December to fund through to following May.
- A successful levy in calendar year 2017 means distributions will begin in May 2018 at approved amount.
- A successful levy in calendar year 2016, means distribution in May of 2017 will reflect the newly approved amount.

Discussion of election date options and costs followed:

Options to file in February 2016, May 2016 or November 2016 were debated. 2017 ruled out as failure to gain approval would result in "gap" in funding and cash flow.

**MOTION** to file on December 11<sup>th</sup> 2015 levy for the February 2016 election leaving open the possibility of a second request if the first levy request fails, Martha moved to approve; Justin seconded and it was approved unanimously.

Discussion of the amount to be requested in 2016 followed:

- Results and cost estimates of improvements, operating costs and capital improvements developed in special meeting in April have proved to be accurate in today's dollars according to Marcia and Bob.
- Bare bones operating at current levels of costs and staffing are 172K.
- There is roughly \$80,000 in repair and replacement of infrastructure left to bring Buck Park up to the standard established when it was first constructed. Although those costs were built into the original OIPRD levy request 5 years ago those funds were never allocated due to the property assessment decline and resulting decline in revenue to OIPRD.
- There is also approximately \$80,000 in new facilities planned for the next 6 years (including, fields, improved irrigation, potential off-leash area infrastructure, tennis court resurface, volleyball and pickleball support) needed over the course of the next funding cycle.
- The need for "saving" annually toward eventual replacement of aging facilities, fencing, and infrastructure is estimated at \$9,000 annually over the course of the next 6 years.
- Cash flow requires \$100,000 to \$130,000 be in the bank every December to carry over to May tax distributions.
- We can anticipate 2 state audits at between \$5-10,000 each over the course of the next levy cycle.
- Change in executive director would probably cost OIPRD about \$20,000 more in salary and benefits over existing salaries. Executive Director and one full-time assistant with occasional part-time assistance seem feasible for next cycle.
- If OIPRD elects to borrow, in 2016, the amount needed to bring facilities up to speed and build out to meet increased demand, all at once, and within a year of the approval: the "cost of capital" to cover and replay the loan is judged to be approximately \$3-4,000 annually over the 6 year cycle. The efficiencies to be gained by doing the work all at once may reduce that amount.

The risks and uncertainties affecting these decisions are:

- Another recession as big as the last one
- Interest rates rise
- OISD increases facility use fees
- OISD requires first right of use over the public use of fields due to new track reducing field availability "up top".

We estimate that we would need 15 cents per thousand (current is at 9 cents per thousand) based on the workshop and projected costs.

**MOTION** to go out for \$.15/thousand, Martha moved to approve; Joe seconded and it was approved unanimously.

Next Steps:

- We need to convene citizen committees to review the budget and strategy. We should setup several meetings for early Fall 2015.
- We also need to establish an email committee to vet the funding and timing.

**V. ADJOURNMENT**

**MOTION** to adjourn by Vicki, seconded by Bob at 5:36 pm, unanimously approved. The meeting was adjourned at 5:37 pm.

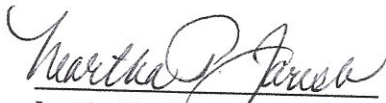
***Addenda:***

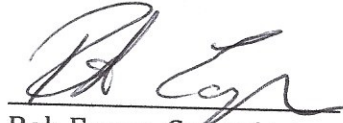
*Second June Payment of Claims*

Special Public Meeting minutes for June 30, 2015

Approved by motion on this 13<sup>th</sup> day of Aug, 2015

Signed and attested this 13<sup>th</sup> day of Aug, 2015

  
Justin Paulsen #4,  
Secretary,  
*Acting Secy.*

  
Bob Eagan, Commissioner #2,  
Chair



## 2015 Budget Summary

## LEVY ESTIMATE Annual Budget

### Revenue

Beginning Net Cash	\$150,000
Taxes and Remittances	\$174,700
Activity Fees and Rents	\$25,200
Donations	\$5,000
<b>TOTAL</b>	<b>\$354,900</b>

### EXPENSES (incl. reserves)

#### 6-year budget

Personnel	\$102,645	20%	\$123,174.00
Buck Park	\$31,700	7%	\$33,919.00
Operating Supplies	\$19,950	7%	\$21,346.50
Professional Services	\$19,900	10%	\$21,890.00
Rental Fees	\$12,100		
Programs	\$32,000	7%	\$34,240.00
Cash and Transfers	\$136,605		\$246,669.50
<b>TOTAL</b>	<b>\$354,900</b>		

**less cash carry over**  
**\$218,295**

**annual budget for operation for 2017 - 2023 - \$250,000**

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 1-Jul-15

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$1,089.14

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

\$ 1,089.14 for the period ending July 1, 2015

We approve payment with our signatures below.

Commissioner Michelle Anderson Date 6-30-15

Commissioner [Signature] Date 6/30/15

Commissioner [Signature] Date 6/30/15

Commissioner [Signature] Date 6/30/15

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount Type
LH0701	1	final spring classes and coloring book	E 6501.00.571.00.41.0003	310.00 in
Vendor Number: med143 Name: MEDEIROS, MARCUS				

Invoice Number	Line No	Line Description	Account Number	Amount Type
MM0701	1	Orcas skatecamp instructor	E 6501.00.571.00.41.0003	340.00 in
Vendor Number: nor143 Name: NORTH CASCADE YOUTH				

Invoice Number	Line No	Line Description	Account Number	Amount Type
NCYFL0701	1	2015 Orcas - Midget Team league fee	E 6501.00.571.00.49.0009	100.00 in
Vendor Number: orc830 Name: ORCAS POWER & LIGHT				

Invoice Number	Line No	Line Description	Account Number	Amount Type
9454400	1	June Buck Park Power Bill	E 6501.00.571.00.47.0014	39.14 in
Vendor Number: wis143 Name: WISHART, IAN				

Invoice Number	Line No	Line Description	Account Number	Amount Type
IW0701	1	Orcas Skateboard camp instruction	E 6501.00.571.00.41.0003	300.00 in
Grand Total:				1,089.14



## North Cascade Youth Football League

PO Box 1433 Burlington, WA 98233

<http://www.eteamz.com/ncyfl>

### 2015 League Fee - Worksheet & Invoice

Organization Name:

Contact Name:

Phone:

Email:

### Fee Schedule:

Organization Fee: 0

#### Team Fees:

PeeWee:	<input type="text"/>	x	100	0
Midget:	<input type="text" value="1"/>	x	100	100
Junior:	<input type="text"/>	x	100	0
Senior:	<input type="text"/>	x	100	0

Total 2015 Fees: 100

- 1) Please save and print a copy for your records.
- 2) Email a copy to Treasurer Dawn Taylor: [dawn.taylor@pacificallawgroup.com](mailto:dawn.taylor@pacificallawgroup.com)
- 3) Send payment to league PO Box