

Public Meeting
July 9, 2015

Meeting Minutes July 9, 2015

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, July 9, 2015
Eastsound Firehouse
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:03 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - *absent*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *present*

Seat 4: Justin Paulsen - *absent*

Seat 5: Joe Gaydos- *present*

Staff present: Marcia West (Director)

Public present:

II. PUBLIC COMMENT

III. MONTHLY AGENDA

1. Previous Minutes – June 11, 2015

MOTION: With no revisions, Martha moved to approve the June 11, 2015 public meeting minutes; Joe seconded and it was approved unanimously.

2. Previous Payment of Claims – June 30, 2015

MOTION: to reaffirm the already passed motion from the second June claims in the special meeting for \$1,089.14, Martha moved to approve; Joe seconded and it was approved unanimously.

3. Payment of Claims

MOTION to approve the July Claims Payment #6501 for \$6,233.30, Bob moved to approve; Joe seconded and it was approved unanimously.

MOTION to approve sales tax payment of \$303.13 to the Department of Revenue by Joe; seconded by Martha; It was approved unanimously.

3. Employees Pay Slip

MOTION to approve employees pay slip by Bob; seconded by Martha; and it was approved unanimously.

V. MONTHLY BUSINESS

1. Financials

<Custom runner attached>

Cash ending balance at end of June 30th, 2015 was \$187,573.73.

2. Director's Report

<Director's report attached>

VI. UNFINISHED BUSINESS

1. Facility rental fees – OISD vs OCS fees and facilities

OCS is renting their facilities to OIPRD for \$25 an hour, and OIPRD has been using them for 3-4 hours at a time. The preference that was expressed was to continue using the OISD facilities, but to use OCS as a back up. Marcia will be meeting with Eric Webb when he returns from vacation. OISD said that they are unable to rent the classrooms to OIPRD because of security issues.

2. Sand Court Volleyball Maintenance

The OIPRD and Josh Mason, volunteer for the sand court volleyball maintenance, are currently working on getting the pledged donations in writing.

3. Open Meeting Training

Marcia will send the board the link to the video for the open meeting training. The board will watch it on their own time and let Marcia know that they watched it.

VII. NEW BUSINESS

1. Cigarette butt holders at Buck Park

A member of the community approached OIPRD with an interest for them to provide cigarette butt holders at the skate park in Buck Park. The OIPRD board indicated that they felt that providing cigarette butt holders would increase the cigarette smoking in the park. The problem will be monitored.

2. Buck Park Water Use

Bob talked to Paul Kamin about the water use in Buck Park. Currently OIPRD is not at risk to impact the groundwater table. Bob and Paul are planning on downloading the data to compare last year's water use data to this year's data. As long as it is not in risk of hitting the groundwater mark, we will continue to irrigate the playing fields for both player safety and care of the field surface. Buck Park Water Use will be put on the agenda for September and October.

VIII. ADJOURNMENT

MOTION to adjourn by Martha, seconded by Bob at 4:55 pm, unanimously approved.
The meeting was adjourned at 4:55 pm.

Public Meeting
July 9, 2015

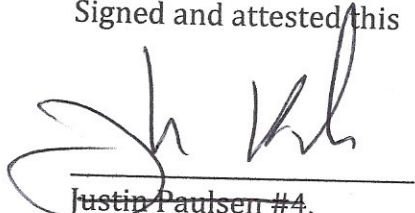
Addenda:

July Payment of Claims
Custom Report Runner
Director's Dashboard

Public Meeting minutes for July 9, 2015

Approved by motion on this 13th day of Aug, 2015

Signed and attested this 13th day of Aug, 2015



Justin Paulsen #4,
Secretary

JOSEPH R. GAYDOS
#5



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICTFUND # 6501DATE: 9-Jul-15Page 1 of 6

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$6,233.30

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

Signed as Chairman / Commissioner

Date

7/9/15

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

\$ 6,233.30 for the period ending July 9, 2015

We approve payment with our signatures below.

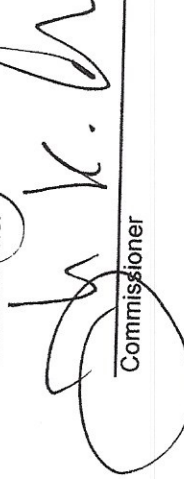
Commissioner

Date


Commissioner7/9/15
Date

Commissioner

Date


Commissioner7/9/15
Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: cen480

Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct0709	1	July Phone bill	E 6501.00.571.00.42.0004	245.00	in

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eas0709	1	June Buck Park Water	E 6501.00.571.00.47.0012	78.75	in

Vendor Number: gri146

Name: GRIFFIN YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
griw0709	1	June maintenance Buck Park	E 6501.00.571.00.48.0006	903.64	in
	2	sales tax	E 6501.00.571.00.48.0006	73.19	in
			Vendor Total:	976.83	

Vendor Number: isl147

Name: ISLAND IRRIGATION, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2806	1	2013 - zone 6 valve repair	E 6501.00.571.00.48.0007	885.20	in
	2	sales tax - zone 6 repair	E 6501.00.571.00.48.0007	71.70	in
	3	2013 winterization	E 6501.00.571.00.48.0007	135.00	in
	4	20'3 sales tax winterization	E 6501.00.571.00.48.0007	10.94	in
			Vendor Total:	1,102.84	

Vendor Number: kno144

Name: KNOWLES, ROBERT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
rk0709	1	Orcas soccer camp - 21 players minus	E 6501.00.571.00.41.0003	1,900.00	in

Vendor Number: orc100

Name: ORCAS CHRISTIAN SCHOOL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ocs0709	1	Rental - June 30th - Coach Rob	E 6501.00.571.00.45.0100	50.00	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: orc149

Name: ORCAS SEPTIC SERVICE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
13563	1	June Buck Park Service and Rental	E 6501.00.571.00.47.0011	520.00	in

Vendor Number: san180

Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
02795	1	2nd Qtr. 2015 auditor fees	E 6501.00.571.00.41.0007	142.89	in

Vendor Number: sou148

Name: SOUTHEASTERN SECURITY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
95938	1	OIPRD Security checks	E 6501.00.571.00.41.0001	37.00	in

Vendor Number: fun100

Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc0709	1	Aug rent	E 6501.00.571.00.45.0002	460.00	in
	2	June program and staff support	E 6501.00.571.00.41.0200	284.25	in
		Vendor Total:		744.25	

Vendor Number: vis100

Name: VISA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
visa100	1	Tennis court cleaning - rental	E 6501.00.571.00.48.0010	112.96	in
	2	July 4th games and setup	E 6501.00.571.00.31.0019	195.50	in
	3	Ice packs, mesh bags	E 6501.00.571.00.31.0100	116.08	in
	4	quickbooks - monthly	E 6501.00.571.00.31.0004	11.20	in
		Vendor Total:		435.74	
		Grand Total:		6,233.30	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 9-Jul-15

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$303.13

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

Signed as Chairman / Commissioner

Date

7/9/15

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

\$ 303.13 for the period ending

July 9, 2015

We approve payment with our signatures below.

Commissioner

Date

Martha C. Jurek

Commissioner

7/9/15

Date

Commissioner

Date

K. A.

Commissioner

7/7/15

Date

aplAVnn

07/09/2015 12:19:20PM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

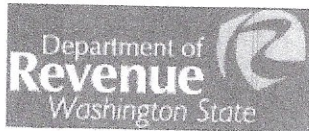
Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-231-409	1	June Sales Tax	E 6501.00.586.00.44.0000	303.13	in

Grand Total: 303.13

Page: 1



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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 06/2015

Filed 7/9/2015 9:52:55 AM

Return due date 7/27/2015

Total taxes \$303.13

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

Amount due \$303.13

Select payment method E-Check

E-check payment

Transfer date 7/28/2015  *

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

Amount 303.13

[Cancel](#)

[Next](#)

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			196,467.24	
212	SALARY PAYABLE	5,825.40			
231	OTHER ACCRUED LIABILITIES	1,669.04			
310	TAXES	1,528.15			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	3,440.78			
380	NONREVENUES	236.72			
	TOTAL RECEIPTS		12,700.09		
212	SALARY PAYABLE				
231	OTHER ACCRUED LIABILITIES	5,825.40			
570	CULTURE AND RECREATION	1,669.04			
580	NONEXPENDITURES	13,915.73			
590	DEBT SERVICE AND OTHER	183.43			
	TOTAL DISBURSEMENTS		21,593.60		
101	ENDING CASH BALANCE				
				GL ENDING CASH BALANCE	187,573.73
				NET VARIANCE	187,573.73
					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

Avg. served per week = 35

enrolled

activity	category	participants avg each time	end date	staffing	location
Pokemon Club	III	12	Sept	FHC	FHC
Youth Tennis	II	8	Sept	ID / T	BP
Football Skills	II	15	June	Denny	upper field
Skateboard Camp	III	8	22-Jun	Marcus	BP
Soccer Camp	III	15	22-Jun	Peter Q	BP
Soccer Camp - HS	II	21	29-Jun	Rob & Dan	upper field
Play in the Park	III	9	6-Jul	staff	BP
Drop in PeeWee Play	III	6	24-Jun	Grayson	BP
IR Kick & Run Soccer	III	6	2-Jul	Grayson	BP
Upcoming Activities					
activity	category	registered	start date	staffing	location
Football	III	11	Aug	staff	BP
Flag football	III	10	Sept	staff	BP
Volleyball Camp	II	5	Aug	Rebecca	upper field
Basketball Camp	III	4	Aug	staff	BP
Very Special Sports Camp	III	all ages	Aug	Megan	BP
Skateboard Camp	III	5-Jan	Aug	Marcus	BP

Summer - adult drop in activities in the park:

Softball - two levels - adult and senior

Volleyball - two nights a week

Soccer

Pickleball - two nights

Tennis - summer schedule

Orcas Island

Park & Recreation District Monthly Director's Report

AS OF: 7/9/15

July 3rd Historic Event

Authorized: \$200

Cost of Games, Prizes and Setup: \$195.50

Games & Décor - \$85.20 reusable

- \$27.39 expendable

Prizes - \$82.91 with ~ 60 lights left over

Entry fee - \$0.25

Ticket income - \$68.97

As of June 30, 2015

Balance: \$187,573.73

Expenses June:

\$ 14,099.16

Revenue June:

\$5,205.65

Difference from budget:

+ \$14,377.73

Commissioners' Action Items

- **Planning for levy and ballot issues - Create timeline for key events and progress.**
- Complete Buck Park Risk Management Assessment
- Review draft operations manuals that include administrative policies and procedures.
- Planning and programming for park and OIPRD organizational structure
 - Funding opportunities
 - Citizen Input
- Continue work on OOLA - permit support
- Meeting with OISD - July
 - Facility use agreement
 - Buck Park use costs

Buck Park Maintenance & Management

- Water fountain repair is still in progress. The break includes the lower 90-degree joint.
- We need to review the irrigation watering. Should we continue to water the fields or just the tennis court trees? The water is not from the Eastsound system but the perception might be that we should conserve.
- Skatepark cleaning and graffiti removal will be completed as a community service project with the ORKILA leadership class.
- We are working on confirming the donations for the sand and excavation work for the volleyball court. The funding arrangement with Booster Club is in place.
- The sani-cans needed additional supplies this week, also the trash pick up had to be doubled after the weekend.
- Orcas Youth Conservation Corps cleaned Alders, blackberries, and other invaders out of the detention pond. This will be a big

Administrative Task Update

- Good attendance at summer programs so far. We have added a second skatecamp and an ADA sports camp for August.
- Footballs is still touch and go for fall - 11 enrolled for the tackle team. We should buy new air helmets for the team as soon as we know we have enough players.
- Kim has attended two meetings of the positive coaching committee and plans for shaping up for using some of the materials with the fall program coaches.
- Meeting with OISD is now looking like late July to review the facility use. It does not look like classrooms will be added to the rental list and the band room might be more difficult to schedule.
- Next gym use is in August for basketball and volleyball camps.
- Working on activities account balances and office policies.

HOW TO TAKE ONLINE OPEN GOVERNMENT TRAINING
THROUGH THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE WEB PAGE



Emailed 7/13/15

STEPS

1. Click [here](#) to access the "Washington State Attorney General's Office Open Government Training Web Page."
2. Scroll down to the "Open Government Training Curriculum."
3. Select the training lesson(s) you need to take. In sum, effective July 1, 2014, within 90 days of appointment/taking office and at intervals of no more than 4 years thereafter:

- Members of multimember **governing bodies** need to take open public meetings training. (Lesson 3). The members who are **elected** local or statewide officials must also take records training. (Lessons 2 and 4).
- Other **elected local and elected statewide officials** must take records training. (Lessons 2 and 4).
- **Records officers** must take records training. (Lessons 2 and 4).
- Although not required, **other public officials and public employees** can take the trainings as well. For example, incumbents in their office/position as of July 1, 2014 are strongly recommended to take the training in 2014 relevant to their position, as described above.

See [RCW 42.30.205](#), [RCW 42.56.150](#), and [RCW 42.56.152](#); and [Q & A](#).

4. View the online training lesson(s).
5. When you are done, it is recommended you document the training you received.

More details are below.

- If you need **open meetings training** (see RCW 42.30.205):



Watch the **Open Public Meetings Act** (RCW 42.30) **video*** (16 minutes) or review the **PowerPoint**. They are in **Lesson 3**. Lesson 3 is for state and local agencies.

- If you need **records training** (see RCW 42.56.150 and RCW 42.56.152):



Watch the **Public Records Act** (RCW 42.56) **video*** (22 minutes) or review the **PowerPoint**. They are in **Lesson 2**. Lesson 2 is for state and local agencies.

+ and

Review the **Records Retention and Management** (RCW 40.14) online tutorial for your position linked in **Lesson 4**. Those tutorials are provided by the [State Archives](#). You can also go directly to those tutorials here:

Local Agencies

- If you are a **local official**, click [here](#) to review the online tutorial.
- If you are a **local employee**, click [here](#) to review the online tutorial.

State Agencies

- If you are a **state official**, click [here](#) to review the online tutorial.
- If you are a **state employee**, click [here](#) to review the online tutorial.



- Last step: If you want to **document the training** (recommended):

- You can use the sample certificate under "**Last Step**" at the bottom of the AGO Open Government Training Web Page.
- **Or**, your agency may have other methods to document training.

If you want more information on the topics covered in these lessons, see the "Other Resources" and other materials linked on the Open Government Training Web Page.

* Note: The videos are accessible through YouTube. State employees are also able to view the videos through the Washington State Department of Enterprise Services online [Learning Management System](#).