# Meeting Minutes
# April 9, 2015

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

## I. CALL TO ORDER – 4:11 pm

Bob Eagan, Chairman
Roll call:
Seat 1: Vicki Vandermay - present
Seat 2: Bob Eagan - absent
Seat 3: Martha Farish - present, acting as chairman
Seat 4: Justin Paulsen - present
Seat 5: Ian Lister – absent

Public present: none

## II. PUBLIC COMMENT

No public comment.

## III. MONTHLY AGENDA

1. **Previous Minutes** – March 12, 2015 and April 1, 2015
   **MOTION**: With no revisions, Vicki moved to approve the March 12, 2015 and April 1, 2015 special public meeting minutes; Justin seconded and it was approved unanimously.

2. **Payment of Claims**
   **MOTION** to approve the April Claims Payment #6501 for $8242.38, Justin moved to approve; Vicki seconded and it was approved unanimously.

   **MOTION** to approve sales tax payment of $97.82 to the Department of Revenue by Justin; seconded by Vicki; It was approved unanimously.

3. **Employees Pay Slip**
   **MOTION** to approve employees pay slip by Vicki; seconded by Justin; and it was approved unanimously.

## V. MONTHLY BUSINESS

1. **Financials**
   *<Custom runner attached>*
   Cash ending balance at end of March 31st, 2015 was $146,786.36.

2. **Director's Report**
*<Director's report attached>*

3. **Update of Resolution for Agent to Receive CLAIMS for Damages – Resolution 2015-7.**
**MOTION**: Vicki moved to adopt Resolution 2015-7, updating the Claims Agent; seconded by Justin; and it was approved unanimously.

## VI. UNFINISHED BUSINESS

1. Update of Positive Coaching Alliance proposal

Justin reports that he has submitted the grant and been through the interview process with a grant committee representative. The final meeting for the OICF grant committee is tomorrow, April, 10. By Monday, April, 13 the OICF board will approve which grants are vetted. On the following Monday, April, 20, OICF will reach out to the people who submitted proposals, let them know whether or not it was approved, and what their priority level is.

2. Pickleball Court options

One option for the sealing and painting of the pickleball courts is to recruit volunteers to apply the sealant. This option would require supervision, equipment, and material. The materials would cost approximately $350. Another option is to hire someone to obtain the materials and apply the sealant. The estimate for this option is approximately $1,000. After discussing the options it was decided that it would be best to hire the park maintenance contractor, Griffin Yard Works to do the job.

**MOTION** to approve up to $1,000 for the seal coating and relining of the pickleball courts by Justin; seconded by Vicki; and it was approved unanimously.

3. Recap of planning workshop
*<Meeting minutes on file>*

Martha spoke about wanting to create a one-page document explaining what OIPRD is going out for in the levy and why we are going out for it. She wants all of the Commissioners to be familiar enough with the funding model that they feel comfortable discussing it in both small and large groups. Martha would also like to eventually do an all-island mailing with this document. Justin requested at the next meeting they develop a timeline to guide them from now to through Election Day to make sure information and materials are ready on time and on track. It was also suggested to think of a way to utilize Facebook as a tool to help educate the public about the upcoming levy.

## VII. NEW BUSINESS

1. **Facility rental fees – fee schedule of facility rental**
It was agreed that OIPRD needs to have a meeting with the school district about the facility use agreement, including the use of park facilities. The Board will discuss a rental fee policy for people and organizations that are renting the school facilities in the evening. Also, it was reiterated that no children should be allowed to ride / drive the OIPRD Mule at any time. The Mule is meant to drag fields and/or move

equipment, and then be returned to where it belongs so it is accessible to the next person who needs to use it. It was also agreed that an agreement with OISD needs to be established for sharing the extra costs for toilets, trash, and extra mowing incurred by school activities.

2. **Mailing and program announcement schedule**
   A mailing will made 3 times a year – Summer, Fall-Early Winter, Late Winter-Spring. Marcia suggested having a part of the mailing be the "commissioner's corner" where they will have an opportunity to say what is coming up.

3. **2016 Planning, Next steps**
   See recap of planning workshop.

4. **Ian Lister's Resignation**
   *<Ian Lister – Resignation letter attached>*
   **MOTION** to accept the resignation of Ian Lister by Justin; seconded by Vicki; and it was approved unanimously.

5. **May Meeting Date**
   The May meeting has been changed from May 14 at 4:00 PM to May 12 at 4:00 PM.

## VIII. ADJOURNMENT

**MOTION** to adjourn by Vicki, seconded by Justin at 5:24 pm, unanimously approved. The meeting was adjourned at 5:24 pm.

***Addenda:***
*April Payment of Claims*
*Custom Report Runner*
*Director's Dashboard*
*Resolution 2015-7, Resolution to Appoint Agent to Receive Claims for Damages*
*Ian Lister – Resignation Letter*

Public Meeting minutes for April 9, 2015

Approved by motion on this 12th day of MAY, 2015

Signed and attested this 12th day of MAY, 2015

~~Ian Lister, Commissioner #5,~~
Secretary
JUSTIN PAULSEN #4

Bob Eagan, Commissioner #2,
Chair

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: 9-Apr-15

Page 1 of 20

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **$8,272.38**

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.

Martha Farish / Acting / Position 3 04/09/15
Signed as Chairman / Commissioner Date

**Board Authorization**

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

$ 8,272.38 for the period ending April 9, 2015 We approve payment with our signatures below.

#4 4/9/15
Commissioner Date

Commissioner Date

Vicki Vandermay 4-9-15
Commissioner Date

Commissioner 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 |
|---|---|---|---|---|---|---|
| ct0409 | 1 | April phone bill | E | 6501.00.571.00.42.0004 | 242.18 | in |

**Vendor Number:** eas350 **Name:** EASTSOUND WATER USERS ASSN

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| eawu0409 | 1 | March 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 |
|---|---|---|---|---|---|---|
| gyw0409 | 1 | March mowing and maintenance - BP | 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 | Upper field clean, clear, prep for use | E | 6501.00.571.00.48.0011 | 543.75 | in |
| | 4 | sales tax - field clearing | E | 6501.00.571.00.48.0011 | 44.04 | in |
| | | | | **Vendor Total:** | 1,564.62 | |

**Vendor Number:** hic144 **Name:** HICKMAN, LANA

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| lh0409 | 1 | Feb and March Instructor - Science and | E | 6501.00.571.00.41.0003 | 320.00 | in |

**Vendor Number:** orc143 **Name:** ORCAS ISLAND BOOSTERS CLUB

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| bc0409 | 1 | March Mayhambasketball tournament | E | 6501.00.571.00.45.0100 | 438.00 | in |

**Vendor Number:** orc830 **Name:** ORCAS POWER & LIGHT

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| opalco0409 | 1 | March Buck Park Electric | E | 6501.00.571.00.47.0014 | 43.32 | in |

**Vendor Number:** orc149 **Name:** ORCAS SEPTIC SERVICE

# Invoice Accounting Report by Vendor Name
San Juan County

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| 13164 | 1 | Buck Park Sani-can rental and service - | E | 6501.00.571.00.47.0011 | 360.00 | in |

**Vendor Number:** pro147 **Name:** PROSTOCK ATHLETIC SUPPLY, INC.

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| ps0409 | 1 | Baseball and spring sports equipment | E | 6501.00.571.00.35.0100 | 2,019.75 | in |
| | 2 | Sales tax | E | 6501.00.571.00.35.0100 | 175.72 | in |
| | | | | **Vendor Total:** | 2,195.47 | |

**Vendor Number:** san180 **Name:** SAN JUAN CO TREASURER

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| 02774 | 1 | 1sr Qtr. 2015 auditor fees | E | 6501.00.571.00.41.0007 | 133.74 | in |

**Vendor Number:** san275 **Name:** SAN JUAN SANITATION CO INC

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| sjs0409 | 1 | Buck Park trash and recycle startup and | E | 6501.00.571.00.47.0013 | 189.73 | in |

**Vendor Number:** fun100 **Name:** THE FUNHOUSE DISCOVERY CTR

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| fhc0409 | 1 | April rent | E | 6501.00.571.00.45.0002 | 460.00 | in |
| | 2 | March program and staff support | E | 6501.00.571.00.41.0200 | 1,428.45 | in |
| | | | | **Vendor Total:** | 1,888.45 | |

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

| Invoice Number | Line No | Line Description | | Account Number | Amount | Type |
|---|---|---|---|---|---|---|
| visa0409 | 1 | Gym floor - cleaner / anti skid | E | 6501.00.571.00.31.0019 | 118.20 | in |
| | 2 | quickbooks - monthly | E | 6501.00.571.00.31.0004 | 11.20 | in |
| | 3 | park maintenance - brooms, striping | E | 6501.00.571.00.31.0019 | 148.63 | in |
| | 4 | pickleball indoor / outdoor sets | E | 6501.00.571.00.35.0100 | 324.30 | in |
| | 5 | Island Hardware - lime - baseball fields | E | 6501.00.571.00.31.0100 | 113.49 | in |

| | | | | |
|---|---|---|---|---|
| | | **Vendor Total:** | 715.82 | |

**Vendor Number:** wil149 **Name:** WILLALLEN, MARY TAYLOR

| Invoice Number | Line No | Line Description | Account Number | Amount | Type |
|---|---|---|---|---|---|
| mwa0409 | 1 | Boys Choir - Winter session - | E 6501.00.571.00.31.0019 | 102.30 | in |
| | | | **Grand Total:** | 8,272.38 | |

P.O. Box 4300
Carol Stream, IL 60197-4300


Bill Date: Apr. 06, 2015

| Previous Balance | Payments | Adjustments Credits | Current Charges |
|---|---|---|---|
| 241.94 | 241.94 CR | 0.00 | 242.18 |

## Payment Summary

| | |
|---|---|
| Previous Balance | 241.94 |
| Payment by check received on MAR 23 | 241.94 CR |
| **Balance** | **0.00** |

## Adjustments/Credits Summary

| | |
|---|---|
| Adjustments to Previous Balance | 0.00 |
| **Total Adjustments** | **0.00** |

## Current Charge Summary

| | |
|---|---|
| Monthly Charges | 256.25 |
| One-Time Charges | 0.00 |
| Usage Charges | 0.00 |
| Discount | 40.00 CR |
| Adjustments | 0.00 |
| Taxes, Fees, and Surcharges | 25.93 |
| **Total Current Charges** | **242.18** |

**Due Date** Apr. 29, 2015 **Amount Due** 242.18

## IMPORTANT NEWS

CenturyLink understands that your telecommunication service is your lifeline to your business. Thank you for trusting us to help you make connections that count with your customers. For questions, or inquiries about additional services, call our Customer Contact Center at 1-800-201-4102 or call your local CenturyLink representative.

***PLEASE FOLD, TEAR HERE AND RETURN THIS PORTION WITH YOUR PAYMENT***

FOR CHANGE OF ADDRESS OR PAYMENT AUTHORIZATION:
☐ Please check here and complete reverse. Thank You.

| | |
|---|---|
| Account Number: | 427063167 |
| Amount Due By Apr. 29, 2015 | 242.18 |

ORCAS ISLAND PARK & REC DISTRICT
P.O. BOX 575
EASTSOUND, WA 98245-0575

CenturyLink
P.O. Box 4300
Carol Stream, IL 60197-4300

000042706316790000000000000000000000406150000024218140000000

**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. |
|---|---|
| 03/20/2015 | 06-0135 |
| **Due Date** | **Amount Due** |
| 04/20/2015 | $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

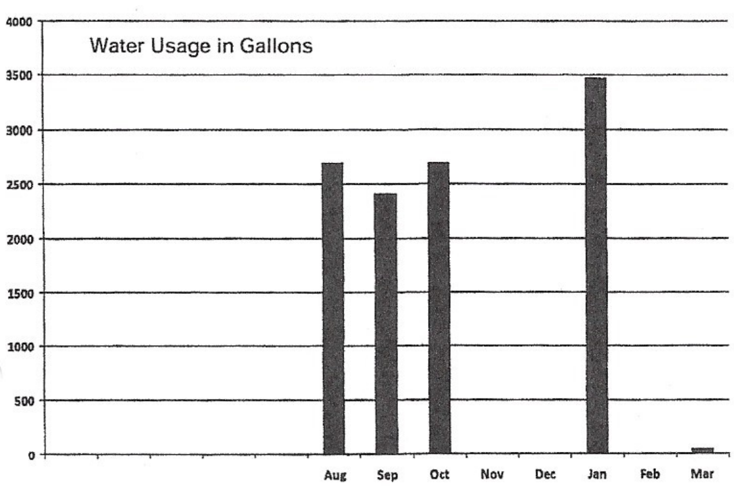
OI PARK & RECREATION DISTRICT
C/O: MARCIA WEST, DIRECTOR
PO BOX 575
EASTSOUND, WA 98245-

| 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 | 04/20/2015 |

| Billing Date | Service Dates Starting - Ending | Meter Readings Previous | Meter Readings Current | Usage (gallons) | Charge Amount |
|---|---|---|---|---|---|
| | PREVIOUS BALANCE | | | | $78.75 |
| 03/20/2015 | 02/20/2015 - 03/20/2015 | 6,780 | 6,830 | 50 | $78.75 |
| | PAYMENTS | | | | $-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:**
**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!**

**Orcas Power & Light Cooperative**
183 Mt Baker Rd
Eastsound WA 98245-9413

**For Billing Questions:** Eastsound - Call (360) 376-3500
Friday Harbor - Call (360) 376-3550
www.opalco.com

**Statement Date 03/16/2015**

| Billing Summary | |
|---|---|
| Balance From Last Billing | 8.18 |
| No Payments Received | 0.00 |
| Balance Into Billing | 8.18 |
| New Bill BUCK PARK WATER-MT BAKER | 35.14 |
| **Total Due By 04/06/15** | **43.32** |



1152 1 AV 0.378 4 1152
ORCAS IS PARK AND REC DISTRICT C-4 P-4
PO BOX 575
EASTSOUND WA 98245-0575

**Messages**
)PALCO Annual Meeting is May 2nd. Get on the boat!

## ervice Details

oc 2024263-001 Service Add BUCK PARK WATER-MT BAKER RD Desc RC 20

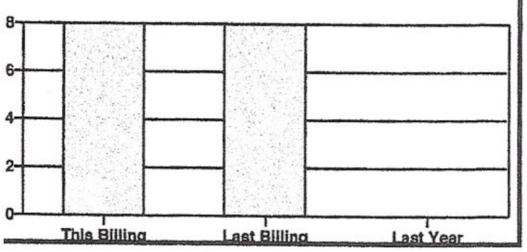
**eter Reading Details** **Meter 110317844**

| | | |
|---|---|---|
| ırrent Reading | 03/12/15 | 19067 |
| evious Reading | 02/11/15 | 19059 |
| ›tal Usage | | 8 |
| ays Served 29 | | |

**Detail of Charges**

| | | |
|---|---|---|
| Balance Into Billing | | 8.18 |
| Facility Charge | | 34.40 |
| KWH Charges | | 0.74 |
| 8 KWH @ .0923 | 0.74 | |
| **This Service** | | 35.14 |
| **Sub-Total Amount Due** | | **43.32** |

**Electric Energy Usage**




| KWH & Cost Comparison | No. Days | Total KWH | KWH Per Day | Total Monthly Cost | Avg. Cost Per Day |
|---|---|---|---|---|---|
| Current Billing | 29 | 8 | 0 | 35.14 | 1.21 0 |
| Last Billing | 30 | 8 | 0 | 35.14 | 1.17 0 |
| This Billing Last Year | 0 | 0 | 0 | 0.00 | 0.00 0 |

Please Return This Stub With Your Payment
Please Do Not Staple, Paperclip, Or Tape

ORCAS IS PARK AND REC DISTRICT
PO BOX 575
EASTSOUND WA 98245-0000

| | |
|---|---|
| **Account:** | **9454400** |
| **Statement Date:** | **03/16/2015** |
| Total Due By 04/06/2015 | 43.32 |
| **Total Due After 04/06/2015** | **43.32** |

Your payment and any returned items may be processed electronically.

**Initial any programs below to sign up.**

____ Pal Round-up or one-time donation $________

____ Green Power $4/block
# of blocks to add (or All to go All Green)______
See reverse for more information.

**Orcas Power & Light Cooperative**
**183 Mt Baker Rd**
**Eastsound WA 98245-9413**

**SAN JUAN COUNTY**
350 Court Street
Friday Harbor, WA 98250
(360) 378-2161

**INVOICE** 02774



| | |
|---|---|
| DUE DATE | **03/31/2015** |
| INVOICE DATE | **03/31/2015** |
| CUSTOMER # | **0038** |
| AMOUNT DUE | **133.74** |

ORCAS IS PARK & REC DISTRICT
MARCIA WEST
PO BOX 575
EASTSOUND, WA 98245

AMOUNT PAID________________

**Contact Name:** KIMBERLY COX **Phone:** (360) 370-7554

**PLEASE DETACH AND RETURN WITH YOUR REMITTANCE. MAKE CHECKS PAYABLE TO SAN JUAN COUNTY**

SAN JUAN COUNTY

| DESCRIPTION | | AMOUNT |
|---|---|---|
| Payroll Warrants | | 68.75 |
| Quantity @ $6.25 | 11 | |
| A/P Warrants Entered-District | | 34.30 |
| Quantity @ $.98 | 35 | |
| Miscellaneous Auditor charges | | 24.48 |
| Postage Charge | 24.48 | |
| iscellaneous Charge | 0.00 | |
| A/P Warrant Stock | | 3.50 |
| Quantity @ $0.10 | 35 | |
| Envelope Stock | | 1.61 |
| Quantity @ $.035 | 46 | |
| Payroll Warrant Stock | | 1.10 |
| Quantity @ $0.10 | 11 | |
| | Total Amount Due: | 133.74 |

Quarterly Fees - 1st Quarter, 2015

| | | | |
|---|---|---|---|
| STOMER # 0038 | INVOICE # 02774 | PAYABLE UPON RECEIPT | 133.74 |

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

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

**Make Checks Payable To:**
SAN JUAN SANITATION CO.

Due by: 04/24/15

**ACCOUNT NUMBER**

**2960959-SJ**

| | |
|---|---|
| PREVIOUS BALANCE: | 189.73 |
| PAYMENTS: | -189.73 |
| BALANCE FORWARD: | 0.00 |
| CURRENT CHARGES: | 54.05 |
| **BALANCE DUE:** | **54.05** |

ENTER AMOUNT BEING PAID

832 1 AV 0.378 838 / 832 3-3-256
ORCAS PARK & RECREATION D
PO BOX 575
EASTSOUND WA 98245-0575

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

ISLANDER BANK
P O BOX 909
FRIDAY HARBOR WA 98250 - 0909

**Account Number**

#### #### #### 4853

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

| Closing Date | New Balance | Total Minimum Payment Due | Payment Due Date |
|---|---|---|---|
| 04/01/15 | $715.82 | $20.00 | 04/26/15 |

$

ORCAS ISLAND PARK & REC
**MARCIA WEST**
PO BOX 575
EASTSOUND WA 98245-0575

4377

**MAKE CHECK PAYABLE TO:**

VISA
PO BOX 30131
TAMPA FL 33630-3131

31 4442 9499 8000 4853 00002000 00071582 9

**IMPORTANT INFORMATION**

**Interest Charge Calculation Methods (ICM) and Computation of Balance Subject to Interest Rate.** The **Interest Charge** Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:
**Method A** - Average Daily Balance (including new transactions). The **Interest Charge** on purchases begins from the date the transaction is posted to your account, and the **Interest Charge** on cash advances begins from the date you obtained the cash advance, or the first day of the billing cycle in which it is posted to your account, whichever is later. There is no grace period. The **Interest Charges** for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid interest charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method E** - Average Daily Balance (excluding new transactions). To avoid incurring an additional **Interest Charge** on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the entire "New Balance" in full, shown on your monthly statement on or before the Payment Due Date. The **Interest Charges** for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day (excluding new transactions) and subtract any payments, credits, non-accruing fees, and unpaid interest charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method F** - Average Daily Balance (including new transactions). To avoid incurring additional **Interest Charges** on the beginning balance of cash advances (and purchases, if Method F is specified as applicable to purchases) reflected on your monthly statement you must pay the Beginning Balance shown on your monthly statement on or before the Payment Due Date. No grace period is provided for current cycle transactions. The **Interest Charges** for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of cash advances (and if applicable purchases). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances and subtract any payments, credits, non-accruing fees, and unpaid interest charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method G** - Average Daily Balance (including new transactions). To avoid incurring additional **Interest Charges** on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the entire "New Balance", in full, shown on your monthly statement on or before the Payment Due Date. The **Interest Charges** for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid interest charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the average daily balance.

Payment Crediting and Credit Balance. Payments received by 5PM at the location specified on the front of the statement after the phrase **"Please Mail Your Payments to"**: will be credited as of the date of receipt to the account specified on the payment coupon. Payments made in person during normal business hours at branch locations where such payments are accepted will be treated as received on the same day. Payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request, in writing, a full refund. Submit your request to the address indicated on the front of this statement after the phrase **"Please send Billing Inquiries and Correspondence to"**.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**Closing Date.** The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: 9-Apr-15



SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **$97.82**

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.

Martha Farish / Acting Position 3 04/09/15

Signed as Chairman / Commissioner Date

**Board Authorization**

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

$ 97.82 for the period ending April 9, 2015 We approve payment with our signatures below.

#4 4/9/15

Commissioner Date

Commissioner Date

Vicki Vandermay 4-9-15

Commissioner Date

Commissioner Date

# 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 |
|---|---|---|---|---|---|
| dor0409 | 1 | March sales tax | E 6501.00.586.00.44.0000 | 97.82 | in |
| | | | **Grand Total:** | 97.82 | |

Department of Revenue Washington State

Welcome oiprdadmin

Log Off

- My account home
- File a return
- Manage account
- Invoices & 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 | 03/2015 | |
| Filed | 4/8/2015 2:27:57 PM | |
| Return due date | 4/27/2015 | |
| Total taxes | $97.82 | |
| Less payments | $0.00 | (does not include check or ACH credit payments) |
| **Amount due** | **$97.82** | |

Select payment method: E-Check

**E-check payment**

Transfer date: 4/28/2015 *

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

Amount: 97.82

Cancel    **Next**

**MONTHLY FINANCIA  TATEMENT BY FUND**
**SAN JUA COUNTY**
**START DATE: 3/1/2015 END DATE: 3/31/2015**



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

| Account No | Account Description | Amount | Total Amount | Beginning Balance | Ending Balance |
|---|---|---|---|---|---|
| **101** | **BEGINNING CASH BALANCE** | | | 138,065.53 | |
| **212** | SALARY PAYABLE | 5,825.40 | | | |
| **231** | OTHER ACCRUED LIABILITIES | 1,661.25 | | | |
| **310** | TAXES | 21,562.75 | | | |
| **330** | INTERGOVERNMENTAL REVENUE | | | | |
| **340** | CHARGES FOR GOODS AND SERVICES | 2,660.51 | | | |
| **380** | NONREVENUES | 78.49 | | | |
| | **TOTAL RECEIPTS** | | 31,788.40 | | |
| **212** | SALARY PAYABLE | 5,825.40 | | | |
| **231** | OTHER ACCRUED LIABILITIES | 1,661.25 | | | |
| **570** | CULTURE AND RECREATION | 15,493.66 | | | |
| **580** | NONEXPENDITURES | 87.26 | | | |
| **590** | DEBT SERVICE AND OTHER | | | | |
| | **TOTAL DISBURSEMENTS** | | 23,067.57 | | |
| **101** | **ENDING CASH BALANCE** | | | | 146,786.36 |
| | | | | **GL ENDING CASH BALANCE** | 146,786.36 |
| | | | | **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)** | | | | 0.0 |
| **151** | **BEGINNING INVESTMENT BALANCE** | | | 0.00 | |
| | INVESTMENTS ACQUIRED | 0.00 | | | |
| | INVESTMENTS LIQUIDATED | 0.00 | | | |
| **151** | **ENDING INVESTMENT BALANCE** | | | | 0.0 |

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

AS OF: 4/9/15

Activity Report
April 9, 2015

Avg. served per week = 215
plus events 42 participants

| activity | category | participants avg each time | end date | staffing | location |
|---|---|---|---|---|---|
| SWISH Boys | II | 24 | 14-Mar | Fox | K8 Gym |
| Boys Choir | II | 8 | Apr | WillAllen | Band Room |
| Mad Scientist | III | 6 | Apr | Hickman | FHC |
| Yurt Art | III | 6 | Apr | Hickman | FHC |
| Magic the Gathering | III | 5 | Apr | FHC | FHC |
| Pokemon Club | III | 12 | Apr | FHC | FHC |
| BASEBALL /SOFTBALL | II | 73 | Jun | staff | upper fields |
| Spring Soccer (3) | II | 29 - 35 | Apr | Quies | BP |
| Pickleball | III | 9 | Apr | FHC | K8 Gym |
| Adult Basketball (2) | III | 15 | Apr | FHC | K8 Gym |
| Adult Volleyball (2) | III | 22 | Apr | FHC | K8 Gym |
| Teen Futsal | III | 4 | Apr | FHC | K8 Gym |
| Running Club | II | 16 | Jun | MK | FHC |
| Adv. Running Club | II | 7 | Jun | JB | FHC |
| Youth Tennis | II | 8 | Jun | JD / T | BP |
| Community Swim | III | cancelled | Apr | staff | OAC |

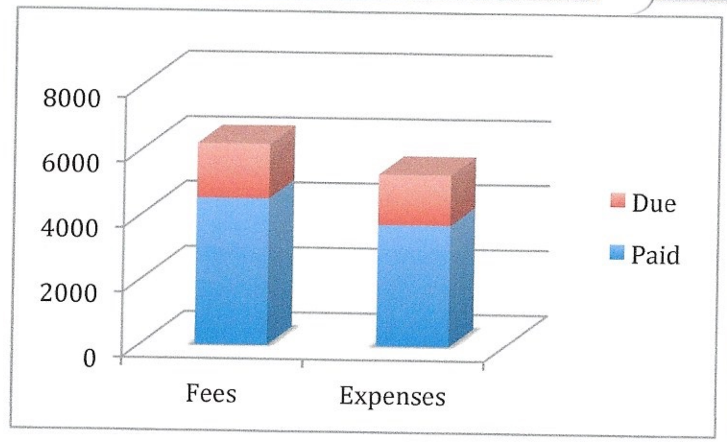
Upcoming Activities

| activity | category | setup / age | start date | staffing | location |
|---|---|---|---|---|---|
| T-BALL | II | y | 27-Apr | staff | BP Field 1 |
| TRIPS AND EVENTS | | | | | |
| Completed - March | | | | | |
| Basketball Mayhem Toury | 14-Mar | 42 | | No Problems | |

| | |
|---|---|
| UPCOMING | |
| Baseball Season In Full Swing | Games on Lopez, FH, and Orcas |
| T-Ball | start Apr. 27 on Field 1 |

SUMMER PLANNING IS WELL UNDERWAY AND WILL BE OUT BY MID-APR

As of March 31
Balance: $146,786
Expenses Mar:
$15,581
Revenue Mar:
$
Difference from budget:
+ $2,086




Baseball Accounting - $1,400 in donations
Net - $896 to date without T-Ball

## Commissioners' Action Items

- 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
- Planning for levy and ballot issues.
- Continue work on OOLA – permit support
- File for election – due week of May 11
- Meeting with OISD
  - Facility use agreement
  - Buck Park use costs

## Buck Park Maintenance & Management

- Tennis courts need spring cleaning. Still working on replacement net.
- Mule is at work will with new battery. Being used very day on the ball fields.
- Pickleball court area has been striped. Seal coat that can be "volunteer" applied is $30 / 4.75 gal drum. 8 drums, spot sealer, pan and rollers needed. Ultra Shield Driveway Treatment
- Once sealed two courts can be striped.
- Skatepark needs cleaning and graffiti removal.
- Shed needs a temporary fix before someone steps through the floor. I will round up some plywood for the entry area.
- We are on for supporting OYCC this year with the crew working on the detention pond and blackberry removal.
- A gentleman went cross-county behind the tennis court area. We are working with the sheriff to have to have the damage repaired

## Administrative Task Update

- Insurance review for this year's renewal is complete and submitted. New coverage will include ownership of the park.
- Enduris has new template for the Damage Claims Agent and a new resolution has been prepared with the updated language.
- Next month will be focused on audit preparation and submission on the 2014 audit information; this includes file review and policy completion. Audit is due in May.
- Baseball scheduling, outfitting, and organization is complete. First games with Lopez were all Orcas wins.
- Summer program mailing will be in two forms – shared attention postcard with both Funhouse and OIPRD programs and a tri-fold schedule.
- We are planning 3 mailings per year with schedule, highlights and operational update.
- Input on attendance for the last three years was compiled and give to OICF for an article they are working on.
- Input for an article in the annual visitors guide was submitted to the Chamber of Commerce.

Orcas Island Park & Recreation District

# Resolution 2015-7

P.O. Box 575, Eastsound, WA, 98245

**Resolution Appointing of Agent to Receive CLAIMS FOR Damages (RCW 4.96.020)**

## Resolution 2015-7

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

**WHEREAS**, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

**WHEREAS**, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

NOW THEREFORE, BE IT RESOLVED, that the Board of the Orcas Island Park and Recreation District appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Marcia West
Office Address: PO Box 575, Eastsound, WA 98245
Business Hours: 10AM – 5PM Monday - Friday

BE IT FURTHER RESOLVED, by the Board of Orcas Island Park and Recreation District the clerk of the Orcas Island Park and Recreation District record this document with the San Juan County Auditor.

ADOPTED by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 9th day of April, 2015

Signed

| | |
|---|---|
| ______________________ | Vicki Vandermay |
| **Chair**, Commissioner #2 | Commissioner #1 |
| Martha Farish - Acting Chair | [signature] |
| Commissioner #3 | Commissioner #4 |
| ______________________ | |
| Commissioner #5 | |

PHONE 306-376-7275
EMAIL oiprd@oiprd.org
WEB www.oiprd.org

TO: Mr. Bob Eagan, Chairman, Orcas Island Park and Recreation District (OIPRD)

FROM: Ian Lister, Commissioner #5, OIPRD

April 7, 2015

Dear Mr. Eagan:

I hereby tender my resignation from the Board of the OIPRD. It has been my pleasure to serve for the past 6 years. I have great pride in the work all of the commissioners have done to establish the District. I will miss serving with all of you and am sure we will continue to work together in other endeavors for the improvement of services and recreational opportunities on Orcas Island.

Thank you and please don't hesitate to contact me with any questions.

Sincerely,

Ian Stewart Lister

Ian Lister
Commissioner #5
Orcas Island Park and Recreation District
Cell: 360-317-4129