

## Meeting Minutes February 11, 2015

Orcas Island Park and Recreation District Commission  
Public Meeting, Wednesday, February 11, 2015  
Eastsound Firehall  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:03 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: Ian Lister – absent

Public present: KT O'Rourke was present on behalf of the Orcas Off Leash Area. David Janecek was present advocating for a beach volleyball court at Buck Park.

### **II. PUBLIC COMMENT**

David is currently collecting signatures of people who are interested in having a beach volleyball court, and he is also doing research on how much a court would cost. He estimates it will cost between \$14,000 and \$20,000. Most of that expense is gas for the trucks that bring the sand in. He is researching the best kind of sand to use, the most effective way to handle drainage on the court, and how many people are interested. He will continue his research, and will contact Bob about being on a committee in order to get on the agenda. David will also gather his information and bring a proposal to the next OIPRD board meeting.

### **III. MONTHLY AGENDA**

#### **1. Previous Minutes – January 8, 2015**

**MOTION:** With no revisions, Martha moved to approve the January 8th meeting minutes; Bob seconded and it was approved unanimously.

#### **2. Payment of Claims**

**MOTION** to approve Claims Payment #6501 for \$5,775.12 by Bob seconded by Justin; it was approved unanimously.

**MOTION** to approve sales tax payment of \$72.34 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 Justin; seconded by Bob; and it was approved unanimously.

**V. MONTHLY BUSINESS**

**1. Financials**

*<Custom runner attached>*

Cash ending balance at end of January 31, 2015 was \$143,770.02 this includes a cash carry over from 2014 of \$146,934.51. Marcia recommended that we file a budget adjustment next month to reflect the carry over, personnel changes, and any other adjustments needed to better align the budget.

**2. Director's Report**

*<Director's report attached>*

**VI. UNFINISHED BUSINESS**

**1. Resolution for renewal of Buck Park Maintenance Contract**

**MOTION:** Bob moved to adopt Resolution 2015-1, to Hire Griffin Yard Works, Eastsound, WA to provide maintenance services for Buck Park for 2015; seconded by Martha; and it was approved unanimously.

**2. Resolution to authorize 2015 Temporary Services Agreement**

**MOTION:** Martha moved to adopt Resolution 2015-2, for Temporary Services Between OIPRD and The Funhouse Commons, together with "Exhibit A" Scope of Work for 2015; seconded by Bob; and it was approved unanimously.

**3. Resolution to establish personnel positions of Program Coordination and Facility / Activity Supervisor**

**MOTION:** Justin moved to adopt Resolution 2015-3, to Establish a Permanent Position of Program Coordinator and the Temporary / Seasonal Positions of Facility Supervisor and Activity Supervisor; seconded by Martha; and it was approved unanimously.

**4. Resolution to adopt OIPRD Salary Schedule**

**MOTION:** Justin moved to adopt Resolution 2015-4, authorizing the Salary Schedule for Personnel of Orcas Island Park and Recreation District; seconded by Martha; and it was approved unanimously.

5. Memorandum to adjust payroll - monthly salary

**MOTION:** Martha moved that for the balance of 2015 fiscal year 2015 the Director's monthly salary be reduced by 20% and the work hours be reduced by a proportional amount from 40 to 32 hours per week; seconded by Vicki; and it was approved unanimously.

6. Update on Positive Coaching Alliance proposal

Justin brought handouts about the details of the Positive Coaching Alliance (PCA). He provided the proposal that would be signed if OIPRD decided to partner with PCA. Justin also drew up a draft of what he thinks it would look like for the entities involved. If OIPRD were to approve it, Justin could move forward to more planning stages. The booster club is prepared to move on regardless of support, but Justin would like to get OIPRD, Orcas Island School District, and possibly Orcas Island Community Fund involved. He is also interested in having an advisory board with high school students, parents, and a representative from all of the organizations that are involved. After he submits the grant, he will start getting that advisory board together. The hope is that the booster club funds year one, and they get funding from a grant for years two or three. When presenting the grant he will focus on the point that this is an opportunity about changing the quality and the experience for the better for all of the kids that are involved. No one objected to any of what he presented.

7. Tennis court – update on instruction and reservation draft policy

This was tabled for another meeting. Marcia will send out a draft of the reservation system and send it out to the tennis groups. She will make sure they know that it is a draft, and that it is a one-year trial system and not a new policy.

**VII. NEW BUSINESS**

**1. Buck Park Plantings – tennis court screening**

**MOTION** to allocate up to \$1,000 to go to the purchase of replanting trees by Justin seconded by Vicki; it was approved unanimously

**2. Buck Park – Dugout Roofing**

Jim Passer has volunteered to look at the boys dugout roofing. Andrew Stevens is going to mill and donate lumber for the project, and Justin will donate some roofing. The possibility of getting a motion sensitive light was discussed.

### **3. Report from OOLA meeting and site walk**

Marcia and Bob met with OOLA and the Land Bank earlier in the week to walk through the property that is being looked at for the new dog park. The property is about two acres. Overall they decided it looks potentially doable with a few requirements. This process does not have to be rushed because OOLA just signed a two-year lease with the Port of Orcas. The big issues are permits, fundraising, and parking. Ruthie from the land bank has been working on a conditional use permit. It was estimated that permitting would cost \$2,200, not including survey costs. The land bank is willing to pay \$400 of that, and Ruthie is willing to put in the time to make the presentation. The rest of the money needs to be fundraised or recouped. It was suggested to start the process now while the permitting costs are as projected. There was also an estimated \$30,000-\$40,000 for fencing costs. There would be a lot of help from volunteers. It is unclear whether or not there is adequate parking existing, and there is a possibility of having to do a parking study. Marcia ordered a book to help plan the design of the park. The idea so far is to fence the whole two acres and leave some rough land area.

### **4. Skate Night Option – Should P&R consider stepping in and offering Stake Night**

The OIPRD board decided that they would like more information about skate night before making any decisions. They would like to see their inventory and would like to take a look at numbers relating to skate night. They discussed possibilities of doing it every other week or once a month. They do not want to take it out of the PTSA's ownership, they are just interested in helping make it happen for the community. Justin will talk to Cathy Faulkner, the president of the PTSA, and will report back to the OIPRD board.

### **5. Commissioner elections and ballot registration**

The board discussed possibilities of what they need to do to prepare for the commissioner elections, and when they need to do it by. They will discuss it more at a later date. They also discussed other possibilities for future commissioners.

### **6. Water Leaks**

Bob said he had a further discussion with Paul Kamin about water leaks, early detections for leaks, and general leak strategies. They are looking for an easier way to monitor the monitor. Bob will keep looking in to it and will report back at the next meeting.



## 7. Priorities for Buck Park Meeting

A master plan workshop was set up for Wednesday April 1<sup>st</sup> at 5 PM to come up with an agreed upon evaluation process for figuring out priorities for Buck Park's near future endeavors. They will discuss building a matrix, figuring out what data they want, figuring out how to assess this data, etc.

## VIII. ADJOURNMENT

**MOTION** to adjourn by Bob, seconded by Justin at 6:37 pm, unanimously approved.  
The meeting was adjourned at 6:xx pm.

### **Addenda:**

*February Payment of Claims*

*Custom Report Runner*

*Director's Dashboard*

*Resolution 2015-1, Resolution to Hire Griffin Yard Works, Eastsound, WA to provide maintenance services for Buck Park with attached Maintenance contract*

*Resolution 2015-2, Resolution to Adopt Agreement for Temporary Services Between OIPRD and The Funhouse Commons, together with "Exhibit A" Scope of Work*

*Resolution 2015-3, Resolution of the board of Commissioners of Orcas Island Park and Recreation District (OIPRD) to Establish a Permanent Position of Program Coordinator and the Temporary / Seasonal Positions of Facility Supervisor and Activity Supervisor with attached Exhibits A and B.*

*Resolution 2015-4, Resolution of the board of Commissioners of Orcas Island Park and Recreation District (OIPRD) Authorizing the Salary Schedule for Personnel of Orcas Island Park and Recreation District with attached schedule.*

*Resolution 2015-5, Resolution to Adopt a Reservation System for Instruction/Teaching Tennis Court at Buck Park April through October 2015.*

Public Meeting minutes for February 11, 2015


Approved by motion on this 12<sup>th</sup> day of march, 2015

Signed and attested this 12<sup>th</sup> day of march, 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**

Page 1 of 9

DATE: 11-Feb-15

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **\$5,775.12**

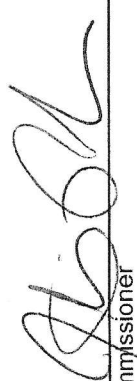
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing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

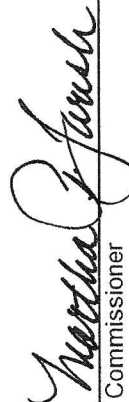
 Signed as Chairman  
2/11/15 Date

**Board Authorization**

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

\$ 5,775.12 for the period ending February 11, 2015 We approve payment with our signatures below.

 Commissioner  
2/11/15 Date

 Commissioner  
2/11/15 Date

 Commissioner  
2-11-15 Date

Commissioner  
Date

aplAVnn  
02/10/2015 5:30:56PM

Invoice Accounting Report by Vendor Name  
San Juan County

Page: 1

Vendor Number: orc155 Name: A&T DOUGLAS CORPORATION

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oac0211	1	Community Swim - April rental	E 6501.00.571.00.45.0100	183.77	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct0211	1	Feb phone bill	E 6501.00.571.00.42.0004	241.94	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eswu0211	1	Jan water Buck Park	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
gyw0211	1	Buck Park maintenance Jan	E 6501.00.571.00.48.0006	903.64	in
	2	sales tax	E 6501.00.571.00.48.0006	73.20	in
Vendor Total:				976.84	

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
lh0211	1	January Art and science classes	E 6501.00.571.00.41.0003	240.00	in

Vendor Number: orc121 Name: ORCAS ISL CHAMBER OF COMMERCE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oicc0211	1	visitor guide directory listing - 2015	E 6501.00.571.00.41.0019	175.00	in

Vendor Number: orc830 Name: ORCAS POWER & LIGHT

Page: 1

Invoice Accounting Report by Vendor Name  
San Juan County

<b>Invoice Number</b> opalco0211	<b>Line No</b> 1	<b>Line Description</b> Jan Buck Park electric	<b>Account Number</b> E 6501.00.571.00.47.0014	<b>Amount Type</b> 52.75 in
<b>Vendor Number:</b> uni651	<b>Name:</b> POSTMASTER			
<b>Invoice Number</b> usps0211	<b>Line No</b> 1	<b>Line Description</b> annual post box renewal	<b>Account Number</b> E 6501.00.571.00.42.0001	<b>Amount Type</b> 48.00 in
<b>Vendor Number:</b> fun100	<b>Name:</b> THE FUNHOUSE DISCOVERY CTR			
<b>Invoice Number</b> fhc0211	<b>Line No</b> 1	<b>Line Description</b> Feb Rent	<b>Account Number</b> E 6501.00.571.00.45.0002	<b>Amount Type</b> 460.00 in
	2	Jan program and staff services	E 6501.00.571.00.41.0200	1,034.10 in
<b>Vendor Total:</b>				1,494.10
<b>Vendor Number:</b> tri145	<b>Name:</b> TRIANGLE CHARTER SERVICE			
<b>Invoice Number</b> tsc0211	<b>Line No</b> 1	<b>Line Description</b> NW Flower & Garden trip	<b>Account Number</b> E 6501.00.571.00.45.0100	<b>Amount Type</b> 850.00 in
<b>Vendor Number:</b> vis100	<b>Name:</b> VISA			
<b>Invoice Number</b> visa0211	<b>Line No</b> 1	<b>Line Description</b> Computer, keyboard, mouse for second	<b>Account Number</b> E 6501.00.571.00.35.0002	<b>Amount Type</b> 990.20 in
<b>Vendor Number:</b> wsf100	<b>Name:</b> WASHINGTON STATE FERRIES			
<b>Invoice Number</b> wsf0211	<b>Line No</b> 1	<b>Line Description</b> SWISH Ferry transportation	<b>Account Number</b> E 6501.00.571.00.31.0100	<b>Amount Type</b> 284.90 in
<b>Vendor Number:</b> wil149	<b>Name:</b> WILLALLEN, MARY TAYLOR			
<b>Invoice Number</b> mwa0211	<b>Line No</b> 1	<b>Line Description</b> Instruction and winter concert materials	<b>Account Number</b> E 6501.00.571.00.31.0019	<b>Amount Type</b> 158.87 in

Invoice Accounting Report by Vendor Name  
San Juan County

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Grand Total: 5,775.12

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# **Eastsound Water Users Association**

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

Billing Date	Location No.
01/20/2015	06-0135
Due Date	Amount Due
02/20/2015	\$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-

<b>Amt Enclosed</b>	
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## **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:

<input type="checkbox"/>	<b>Address or email corrections or updates provided on reverse of stub.</b>
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*Please Detach and Remit Stub with Payment*

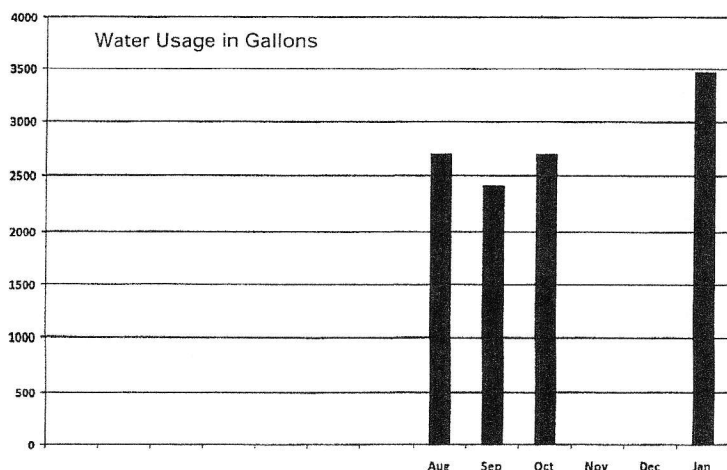
## **Eastsound Water Users Association**

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	02/20/2015

Billing Date	Service Dates Starting Ending	Meter Readings Previous Current	Usage (gallons)	Charge Amount
01/20/2015	PREVIOUS BALANCE 12/20/2014 - 01/20/2015	3,310 6,780	3,470	\$157.50
	PAYMENTS			\$78.75
				\$-157.50



Total Amount Due	\$78.75
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\$17.00 PER MONTH LATE FEE will be applied to all past due accounts.

Special Message
<p><b>EWUA Rates:</b>          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.</p> <p><b>E-Bill &amp; Bank Draft AVAILABLE!</b></p>





**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](http://www.opalco.com)

1161 1 AV 0.378 4 1161  
ORCAS IS PARK AND REC DISTRICT C-4 P-4  
PO BOX 575  
EASTSOUND WA 98245-0575

Statement Date 01/15/2015

### Billing Summary

Balance From Last Billing	242.84
Payment Received 12/19/2014	215.88 CR
Balance Into Billing	26.96
New Bill BUCK PARK WATER-MT BAKER	25.79
<b>Total Due By 02/05/15</b>	<b>52.75</b>

Page 1 of 1



### Messages

High bills? Call 376-3500 to schedule a home energy audit.

### Service Details

Loc	2024263-001	Service Add	BUCK PARK WATER-MT BAKER RD	Desc	RC	20
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**Meter Reading Details** Meter 110317844  
Current Reading 01/12/15 19051  
Previous Reading 12/12/14 19046  
Total Usage 5  
Days Served 31

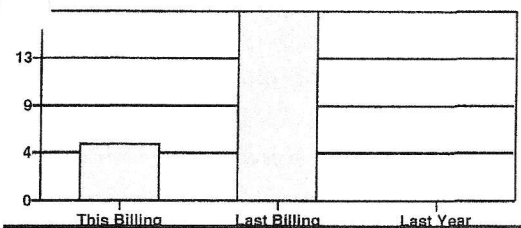
### Detail of Charges

Balance Into Billing 26.96  
Facility Charge 25.30  
KWH Charges 0.49  
5 KWH @ .0978 0.49

### This Service

Sub-Total Amount Due 25.79  
**52.75**

### Electric Energy Usage



KWH & Cost Comparison	No. Days	Total KWH	KWH Per Day	Total Monthly Cost	Avg. Cost Per Day
Current Billing	31	5	0	25.79	0.83 0
Last Billing	30	17	0	0.00	0.00 0
This Billing Last Year	0	0	0	0.00	0.00 0

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

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

**Account:** 9454400  
**Statement Date:** 01/15/2015  
**Total Due By 02/05/2015** 52.75  
**Total Due After 02/05/2015** 52.75

Your payment and any returned items may be processed electronically.



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



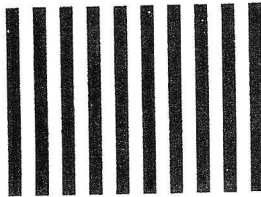
Initial any programs below to sign up.



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.



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES




**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 99998

POSTAGE WILL BE PAID BY ADDRESSEE

**PO BOX FEE PAYMENT**

**POSTMASTER**

Print  
Post Office  
Address Here   
City, State, ZIP Code



If Undeliverable as Addressed,  
Return to Local Postmaster

**Your PO Box fee is due by the LAST DAY OF THIS MONTH.**

☒ Annual

Your PO Box will be closed if the fee is not paid by the due date. If the fee is not paid within 10 days after the due date, a **late payment charge will apply**. You may make payment by any of the convenient options noted on the inside top portion of this env

Box # 575 98245  
EAGAN ORCAS ISLAND PARK  
6 Months: \$24.00 12 Months: \$48.00  
Due Date: 02/28/2015

Make checks or money orders payable to "U.S. Postal Service." If the bank returns your check, or if payment is not received by the due date, your PO Box service will be suspended **until all associated charges** are paid.

Please disregard this notice if payment has been made.

Thank you.

Box Number

575

**Post Office Box Service Fee Due**



## Account Summary

Billing Cycle	02/01/15
Days In Billing Cycle	31
Previous Balance	\$565.59
Purchases	+ 990.20
Cash	+ 0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$565.59
Other Charges	+ \$0.00
Finance Charges	+ 0.00

**NEW BALANCE \$990.20**

## Credit Summary

Total Credit Line	\$3,000.00
Available Credit Line	\$2,009.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Important Information About Your Account

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

PAY ONLINE OR VIEW YOUR ACCOUNT AT:

## Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
01/13/15	01/14/15	5732	24692165013000677731332	APL*APPLE ONLINE STORE 800-676-2775 CA	\$915.61
01/13/15	01/14/15	5732	24692165013000677737271	APL*APPLE ONLINE STORE 800-676-2775 CA	\$74.59
01/21/15	01/21/15	6010	1 5021998368000180	PAYMENT - THANK YOU	\$565.59 -

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

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

02/01/15

New Balance

\$990.20

Total Minimum  
Payment Due

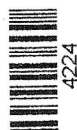
\$28.00

Payment Due Date

02/26/15

\$

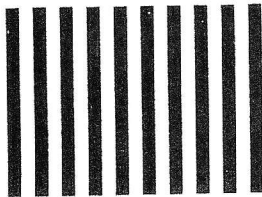
ORCAS ISLAND PARK & REC  
MARCIA WEST  
PO BOX 575  
EASTSOUND WA 98245-0575



MAKE CHECK PAYABLE TO:

VISA  
PO BOX 30131  
TAMPA FL 33630-3131

31 4442 9499 8000 4853 00002800 00099020 1



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 99998

POSTAGE WILL BE PAID BY ADDRESSEE

**PO BOX FEE PAYMENT**

**POSTMASTER**

Print  
Post Office  
Address Here →  
City, State, ZIP Code



If Undeliverable as Addressed,  
Return to Local Postmaster

**Your PO Box fee is due by the LAST DAY OF THIS MONTH.**

☒ Annual

Your PO Box will be closed if the fee is not paid by the due date. If the fee is not paid within 10 days after the due date, a **late payment charge will apply**. You may make payment by any of the convenient options noted on the inside top portion of this env

Make checks or money orders payable to "U.S. Postal Service." If the bank returns your check, or if payment is not received by the due date, your PO Box service will be suspended **until all associated charges** are paid.

Please disregard this notice if payment has been made.

Thank you.

Box # 575  
EAGAN ORCAS ISLAND PARK  
6 Months: \$24.00 12 Months: \$48.00  
Due Date: 02/28/2015

98245

Box Number

575

**Post Office Box Service Fee Due**



### Account Summary

Billing Cycle	02/01/15
Days In Billing Cycle	31
Previous Balance	\$565.59
Purchases	+ 990.20
Cash	+ 0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$565.59
Other Charges	+ \$0.00
Finance Charges	+ 0.00

**NEW BALANCE \$990.20**

### Credit Summary

Total Credit Line	\$3,000.00
Available Credit Line	\$2,009.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

### Important Information About Your Account

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

PAY ONLINE OR VIEW YOUR ACCOUNT AT:

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01/13/15	01/14/15	5732	24692165013000677737271	APL*APPLE ONLINE STORE 800-676-2775 CA	\$74.59
01/21/15	01/21/15	6010	1 5021998368000180	PAYMENT - THANK YOU	\$565.59 -

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

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

02/01/15

New Balance

\$990.20

Total Minimum  
Payment Due

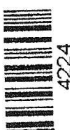
\$28.00

Payment Due Date

02/26/15

\$

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



MAKE CHECK PAYABLE TO:

VISA  
PO BOX 30131  
TAMPA FL 33630-3131

31 4442 9499 8000 4853 00002800 00099020 1

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

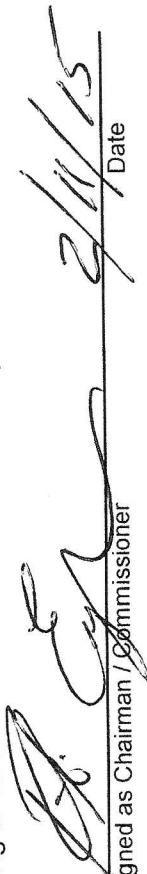
Page 1 of 3

DATE: 11-Feb-15

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$72.34

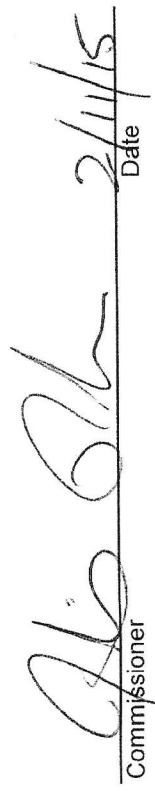
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing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

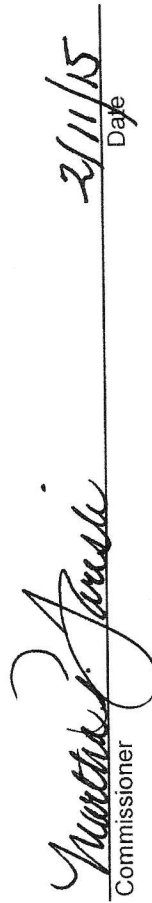
  
Signed as Chairman / Commissioner Date 2/11/15

**Board Authorization**

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

\$ 72.34 for the period ending February 11, 2015 We approve payment with our signatures below.

  
Commissioner Date 2/11/15

  
Commissioner Date 2/11/15

  
Commissioner Date 2-11-15

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

Invoice Accounting Report by Vendor Name  
San Juan County

Page: 1

aplAVnn  
02/10/2015 5:01:21PM

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
dor0211	1	Jan Sales Tax	E 6501.00.586.00.44.0000	72.34	in
Grand Total:				72.34	





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

Welcome oiprdadmin  
Log Off

**ORCAS ISLAND PARK AND RECREATION DISTRICT**  
PO BOX 575  
EASTSOUND, WA 98245-0575  
Tax Registration Number: 603-231-409  
Frequency: Monthly Edit

Current unpaid tax return

Period	01/2015
Filed	2/10/2015 1:56:11 PM
Return due date	2/25/2015
Total taxes	\$72.34
Less payments	\$0.00 (does not include check or ACH credit payments)
Amount due	\$72.34
Select payment method	E-Check

### E-check payment

Transfer date 2/26/2015 \*  
If the payment transfer date is on a weekend or holiday, the payment will be initiated the next business day.

Amount 72.34

Cancel

Next

MONTHLY FINANCIAL STATEMENT BY FUND

SAN JUAN COUNTY

START DATE: 1/1/2015 END DATE: 1/31/2015

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			146,934.51	
212	SALARY PAYABLE	3,288.02			
231	OTHER ACCRUED LIABILITIES	1,228.56			
310	TAXES	683.43			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	1,678.56			
380	NONREVENUES	72.34			
	TOTAL RECEIPTS		6,950.91		
212	SALARY PAYABLE	3,288.02			
231	OTHER ACCRUED LIABILITIES	1,228.56			
570	CULTURE AND RECREATION	5,598.82			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		10,115.40		
101	ENDING CASH BALANCE				
					143,770.02
					143,770.02
					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				0.00
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

# Activity Report

February 11, 2015

Avg. served per week = ~ 180

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	8	Apr	Hickman	FHC
Yurt Art	III	6	Apr	Hickman	FHC
Magic the Gathering	III	9	Apr	FHC	FHC
Pokemon Club	III	8	Apr	FHC	FHC
Chess Club - cancel	III	2	Apr	West	FHC
Winter Soccer (3)	III	12	Apr	Quiles	BP
Pickleball	III	4	Apr	FHC	K8 Gym
Adult Basketball (2)	III	17	Apr	FHC	K8 Gym
Adult Volleyball (2)	III	24	Apr	FHC	K8 Gym
Teen Futsal	III	18	Apr	FHC	K8 Gym
Youth Basketball	III	14	7-Feb	FHC	K8 Gym
Community Swim	III	17-20	Apr	staff	OAC
Upcoming Activities	category	setup / age	start date	staffing	location
Youth B'Ball Fundamentals	III	Y / Y, 1, 2	23-Feb	west	K8 Gym
PeeWee Gym Games	II	Y / t	24-Feb	tdt	K8 Gym

TRIPS AND EVENTS	category	start date	end date
Flower and Garden trip	12-Feb	Trip is full	
Volleyball Tournament	Feb 15 in HS Gym		
Kawans Paper Airplane	3/7/2013 in the HS Gym		
Basketball Mayhem Tournament	3/14/2015 both gyms		
Baseball	coaches and team setup in progress		
Football	meetings starting Jan - we will attend for the team		

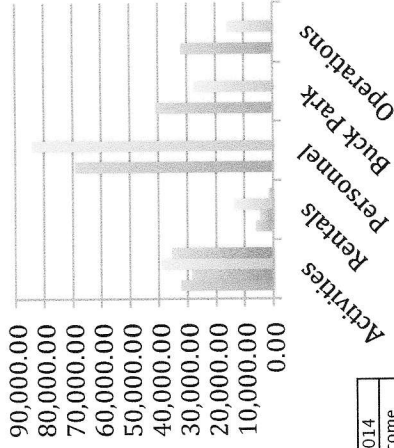
## Commissioners' Action Items

- Buck Park Transfer – After Action
  - Risk Management Assessment
- Tennis court use and reservation policy
- 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

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

AS OF: 2/11/15

Balance Estimate: \$146,850  
County Auditor is working on  
Closing the books for 2014 so  
Accounts can be posted.



	2013 Expenses	2013 Income	2014 Expenses	2014 Income
Activities	32,155.54	28,309.56	38,922.40	35,329.42
Rentals	6,011.92	4,616.34	13,571.55	1,560.00
Personnel	68,990.66	83,991.90		
Buck Park	40,754.17	27,492.97		
Operations	31,926.13	15,827.90		
Taxes	1,206.12	174,672.04	1,188.12	174,241.10
Loan	-22,804.00		-22,316.00	163.00
TOTAL	-203,848.54	207,597.94	-203,310.84	211,293.52
NET		142,920.66		150,903.34
		3,749.40		7,982.68

## Buck Park Maintenance & Management

- Billings to be shared 50/50 with the school. Re-sent the first billing and will send the first quarter 2015 billing at the end of Feb.
- Field maintenance – additional fertilizer will be put on the softball field, have the materials.
- Sani-cans contract needs to be sourced for March
- Trees need to be replaced at the tennis screen. Ron proposes to dig a much larger root area.
- Water meter was misread and is under water. The valve boxes are flooded and meters will be checked before the system is turned on for the summer.
- Volunteers have come forward to rebuild the dugout roofs on the baseball field. It would be good to extend the storage area so the Mule can be stored at the park.
- Tennis courts and asphalt area will need spring cleaning in March. Skatepark also needs cleaning and graffiti removal. Signs are holding up well.

## Administrative Task Update

- Adult drop in programs continue strong. We will be taking a break during the schools winter break. The facility use agreement was reviewed with Eric Webb and questions have come up about which of the new facilities will be included for P&R use.
- Addition of the new track will have an impact on the fields both at Buck Park and the school. We have joined the committee on track development and can stay informed of long-term impacts.
- Meetings are ongoing with OOLA and Land Bank regarding funding and permitting. Design study is beginning and will need citizen input as part of the development plan.
- Kim has begun as Program Coord. And is already making a big impact on spring programming and the website / facebook presents.
- Next big admin push is finishing the policy and procedures book – draft will be out before the next meeting.
- We are backing up all files to CDs & should consider anti-virus software for the computers.

# Orcas Island Park & Recreation District

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

February 11, 2015

## MEMORANDUM

Subject: Salary Revision – Director, Orcas Island Park & Recreation District

As Moved, Seconded, and Approved during the February 11, 2015 public meeting of the Orcas Island Park and Recreation District, the annual salary of the District Director shall be reduced by 20% to best serve the needs of the District and at the request of the Director.

The motion was as follows:

Martha made the **MOTION** that for the balance of 2015 fiscal year the Director's monthly salary be reduced by 20% and the work hours be reduced by a proportional amount from 40 hours to 32 hours per week. Vicki 2<sup>nd</sup> the motion, passed unanimously.

Based on this Motion the following payroll and contract adjustments are made:

Annual Salary adjusted from the 2015 budget of \$54,100 to **\$43,264** for the 2015.

Resulting monthly pay adjusted to **\$3,605** for the balance of the 2015 budget year.

Contract hours adjusted from 40 hours / week to **32 hours / week**.

Please adjust the pay and personnel records to reflect this change.



Bob Eagan  
Chairman

Orcas Island Park and Recreation District  
Commissioner Position 2