

Public Meeting
February 11, 2016

Meeting Minutes February 11, 2016

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, February 11, 2016
OIPRD Conference Room
5:00 P.M. - 7:00 P.M.

I. CALL TO ORDER – 5:13 pm

Bob Eagan, Chair

Roll call:

Seat 1: Vicki Vandermay - *present*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *present*

Seat 4: Justin Paulsen - *present arrived at 5:40*

Seat 5: Deborah Jones - *absent*

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

REMINDER – BEGINNING IN JANUARY 2016, MEETINGS WILL BE HELD AT 5:00 PM AT OIPRD. MEETING DATES WILL CONTINUE TO BE THE SECOND THURSDAY OF EVERY MONTH UNLESS OTHERWISE NOTIFIED.

II. PUBLIC COMMENT

No Public Present.

III. MONTHLY AGENDA

1. Previous Minutes – January 14, 2015

MOTION: With no revisions, Martha moved to approve the January 14th public meeting minutes; seconded by Vicki it was approved unanimously.

2. Payment of Claims

MOTION: to approve the February Claims Payment #6501 for \$6,860.64 Vicki moved to approve; Martha seconded and it was approved unanimously.

MOTION: to approve the sales tax payment of \$130.30 to the Department of Revenue, Vicki moved to approve; Bob seconded and it was approved unanimously.

3. Employees Pay Slip

February vacations –

Kim – Current balance 15 days – taking 4 days Feb 16 – 19

Marcia – Current balance 18 days – taking 5 days Feb 25 – Mar 3

MOTION to approve employees pay slip for \$7,988.75 by Vicki; seconded by Martha; and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financial

<Custom runner attached>

Cash ending balance at January 2016 was \$147,694.46, which is \$12,569.46 ahead of budget. We will need to revisit the 2016 budget and address the loan process. We should announce a public hearing if we do a major budget revision.

2. Director's Report

<Director's report attached>

-Marcia assumes we will need to do a budget revision with a loan. Martha says the loan comes first, revision on budget second. The maintenance and construction schedule needs to be set before moving forward on budget revision.

-Discussion of loan options and possible community based lenders ensued. Agreed on the need to develop construction timeline prior to seeking funding.

-Martha would like Marcia to map out the timing of maintenance and upgrades at Buck Park in order to come up with a project schedule. Justin recommends a special meeting to plan the Buck Park projects.

- A special meeting will take place on March 17th from 3 – 5 for Buck Park Project Planning. All agree that coordination among those who may have input on Buck Park projects (School board member, Rick Hughes, and Joe Gaydos) should be included in pre-planning conversations. Martha would like to have our plan secured by the end of April, with money secured in the next 5 – 6 months.

-Activities, things have been going strong, SWISH is mid-season with 3 teams. With the extended season at the High School level, we are running into facility conflicts for our future fundamentals clinic. We are working with the public school to see where we can get in.

-Flower and Garden trip is running low on registration; we may still run the trip.

-Summer program planning will continue after mid-winter break

- We have over 100 responses on our football survey and have surpassed the number viewable with a free subscription. We would like to start sending out post-session surveys for each activity and will need the next level of service to complete this task.

MOTION to approve the upgrade of membership to Survey Monkey to the Gold Level by Vicki; seconded by Martha; and it was approved unanimously.

V. UNFINISHED BUSINESS

1. Tennis Court Committee – Meeting Setup

A committee is in the process of being formed and a meeting will be set up to review the completed survey and move forward. Try to setup a pre-meeting for Feb. 19.

2. Buck Park Annual Maintenance Contract – Bid Contract

Present commissioners reviewed all bids and agree that Griffin Yard Works presented the lowest cost bid and has preformed well on past contracts.

MOTION to accept the bid by Griffin Yard Works by Justin; seconded by Martha; and it was approved unanimously.

MOTION to offer the Buck Park Annual Maintenance Contract to Griffin Yard Works by Justin; seconded by Martha; and it was approved unanimously.

MOTION to move to Executive session to discuss employee one-year review and recommendations by Justin; seconded by Bob; and was approved unanimously.

---Executive session 6:19.. session ends 6:39.

MOTION to approve 4% pay raise for Kim Ihlenfeldt by Martha; seconded by Vicki and was approved unanimously.

Marcia is to investigate the costs of employee benefits and costs paid by other organizations and report back to the board.

VI. NEW BUSINESS

1. Buck Park – Field Prep for Baseball

Present cost and schedule of park prep/maintenance to the school, if the school wants additional prep/maintenance to accommodate school programs a cost schedule will be implemented. Justin believe that the breakaway bases for the softball field should be taken out of park and rec funds for park and rec programs.

There is a list of facility improvements that the high school needs to align with WIAA regulations. The cost of these repairs and upgrades would need to be shared with OISD.

VII. ADJOURNMENT

MOTION to adjourn by Vicki seconded by Justin at 6:56 pm, unanimously approved. The meeting was adjourned at 6:56 pm.

Addenda:

February Payment of Claims

Custom Report Runner

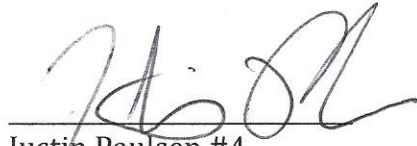
Public Meeting
February 11, 2016

Director's Dashboard

Public Meeting minutes for February 11, 2016

Approved by motion on this 10th day of March, 2016

Signed and attested this 10th day of March, 2016



Justin Paulsen #4,
Secretary



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

11-Feb-16

Page 1 of 10

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

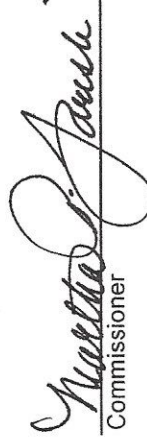
\$6,860.64

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

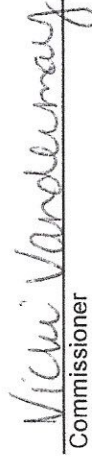
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 6,860.64 for the period ending February 11, 2016 We approve payment with our signatures below.


Commissioner2/11/2016
Date

Commissioner

Date


Commissioner2-11-16
Date

Commissioner

Date


Signed as Chairman
Commissioner2/11/16
Date

Invoice Accounting Report by Vendor Name San Juan County

Page: 1

aplNAVnn
02/11/2016 8:22:51AM

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mc0211	1	magic and pokemon clubs	E 6501.00.571.00.31.0019	287.98	in
	2	quickbooks monthly	E 6501.00.571.00.31.0004	11.20	in
	3	buck park signs - skatepark	E 6501.00.571.00.48.0011	45.00	in
	4	warning tubes - running club	E 6501.00.571.00.31.0100	261.80	in
	5	inflator and baseball supplies	E 6501.00.571.00.31.0100	116.02	in
	6	office supplies -envelopes, sign stands	E 6501.00.571.00.31.0002	37.96	in
Vendor Total:				759.96	

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	305.05	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eas0211	1	Jan. water - buck park	E 6501.00.571.00.47.0012	78.75	in

Vendor Number: gin155 Name: GINCIG, EMILIE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eq0211	1	meeting min. - services	E 6501.00.571.00.41.0001	43.75	in

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
gyw0211	1	monthly mowing and maintenance	E 6501.00.571.00.48.0006	903.64	in
	2	sales tax	E 6501.00.571.00.48.0011	73.20	in
Vendor Total:				976.84	

Vendor Number: hea155 Name: HEATH, RYAN WESLEY

Page: 1

Invoice Accounting Report by Vendor Name San Juan County

Page: 2

aplAVnn
02/11/2016 8:22:51AM

Invoice Number rh0211	Line No 1	Line Description pokemon instructor - Jan	Account Number E 6501.00.571.00.41.0003	Amount 90.00	Type in
Vendor Number: hic144 Name: HICKMAN, LANA					
Invoice Number lh0211	Line No 1	Line Description Jan art and science classes	Account Number E 6501.00.571.00.41.0003	Amount 160.00	Type in
Vendor Number: lam155 Name: LAMBIE, KIM A.					
Invoice Number kl0211	Line No 1	Line Description gym supervisor - Jan	Account Number E 6501.00.571.00.41.0200	Amount 652.50	Type in
Vendor Number: uni651 Name: POSTMASTER					
Invoice Number usps0211	Line No 1	Line Description renewal - Box 575	Account Number E 6501.00.571.00.42.0001	Amount 50.00	Type in
Vendor Number: pro147 Name: PROSTOCK ATHLETIC SUPPLY, INC.					
Invoice Number pro0211	Line No 1	Line Description baseball supplies	Account Number E 6501.00.571.00.31.0100	Amount 2,249.44	Type in
	2	futsals - drop in sports	E 6501.00.571.00.35.0100	195.60	in
				Vendor Total:	2,445.04
Vendor Number: nei100 Name: SOUND PUBLISHING INC					
Invoice Number is0211	Line No 1	Line Description ad - buck park maintenance contract	Account Number E 6501.00.571.00.41.0100	Amount 192.51	Type in
Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR					
Invoice Number fhc0211	Line No 1	Line Description Feb rent and storage	Account Number E 6501.00.571.00.45.0002	Amount 480.00	Type in

Page: 2

Invoice Accounting Report by Vendor Name

Page: 3

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02/11/2016 8:22:51AM

San Juan County

Vendor Number: wsf100 Name: WASHINGTON STATE FERRIES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RK263521	1	ticket - basketball coachs	E 6501.00.571.00.31.0019	146.20	in
Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
mwa0211	1	replacement power supply amplifier -	E 6501.00.571.00.35.0100	480.04	in
Grand Total:				6,860.64	



ORCAS ISLAND PARK & REC
Account Number: ##### 1739
Closing Date: 02/01/16
Credit Limit: \$3,000.00
Available Credit: \$2,655.82



Account Inquiries

Customer Service: (855) 891-4821
Lost or Stolen Card: (866) 839-3409

Please Direct Written Inquiries to:

BANNER BANK
PO BOX 2181
WALLA WALLA, WA 99362-0181

To pay on-line:
www.islandersbank.com

Payment Information

Total Minimum Payment Due \$25.00
Payment Due Date 02/26/16

Mail Payments to: BANNER BANK PO BOX 2181 WALLA WALLA WA 99362-0181

Account Summary

Previous Balance	\$	2,762.13
Purchases	+	344.18
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	2,762.13
Other Debits	+	0.00
Finance Charges	+	0.00
NEW BALANCE	\$	344.18

Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/09	01/10	PPLN01	55432866009000229802597	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	16.26
01/11	01/11	PPLN01	55432866011000252438760	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	19.99
01/11	01/12	PPLN01	55432866011000547506900	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	99.95
01/20	01/21	PPLN01	55432866020000933527279	INTUIT QB ONLINE 800-286-6800 CA	11.20
01/21	01/24	PPLN01	55488726022200992102710	COMPLIANCESIGNS.COM 08005781245 IL	45.00
01/28	01/31	PPLN01	55421356029627165679331	BOXES AND BEARS ANACORTES WA	151.78
01/26	01/26		000000000000000000000000	Payments, Adjustments and Others	
				PAYMENT - THANK YOU	2,762.13

MANAGE YOUR ACCOUNT ONLINE AT BANNERBANK.COM. IT'S FREE! IT'S EASY! FOR ONE CARD, ENROLL UNDER "ACCESS YOUR ACCOUNTS." REVIEW ACTIVITY, TRACK SPENDING, SET ALERTS, AND MORE. TO MANAGE YOUR COMPANY'S CREDIT CARDS, SELECT "COMPANY CARD ADMIN." VIEW CARD BALANCES, DOWNLOAD TRANSACTIONS, CHANGE CARDHOLDER CREDIT LIMITS, MAKE PAYMENTS, AND MORE. ENROLL TODAY!

RETAIN THIS STATEMENT FOR TAX PURPOSES. THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$0.00.

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181



Account Number
5532 3700 0009 1739

Check box to indicate
name/address change
☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	02/01/16
New Balance	\$344.18
Total Minimum Payment Due	\$25.00
Payment Due Date	02/26/16

MAKE CHECK PAYABLE TO:

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181

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

Previous Balance	Payments	Adjustments	Current Charges
289.96	0.00	0.00	305.05

Payment Summary

Previous Balance 289.96
Less Payments 0.00

Balance

289.96

Adjustments/Credits Summary

Adjustments to Previous Balance 0.00

Total Adjustments

0.00

Current Charge Summary

Monthly Charges 262.75
One-Time Charges 0.00
Usage Charges 0.00
Discount 0.00
Adjustments 0.00
Taxes, Fees, and Surcharges 28.30
Late Fee 14.00

Total Current Charges

305.05

Due Date Feb. 29, 2016 Amount Due 595.01

Just a friendly reminder that your account is past due. If you have already made your payment, thank you for bringing your account up to date.

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.

D

Account Number:

Amount Due By Feb. 29, 2016

427063167

595.01

305.01

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

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

00004270631679000000028996900000000020616000005950196000000



EWUA
PO Box 115
Eastsound, WA 98245
360 376 2127
www.eastsoundwater.org

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

For emergencies EWUA has your email address and phone as:

Make Checks Payable to **EWUA**

Amt Enclosed

Add \$17.00 PER MONTH LATE FEE if paying after due date.

Account No.	0064
Due Date	02/20/2016
Amount Due	\$157.50 \$78.75
Location No.	06-0135

This stub ensures your payment is processed accurately.
Please detach and return the stub with your payment,
and add your Location # to your check.

☐ 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	OI PARK & RECREATION DISTRICT
Member Name	OI PARK & RECREATION DISTRICT
Service Address	673 MT. BAKER RD (1.75 ERUS)
Account No.	0064
Location No.	06-0135
Due Date	02/20/2016

Billing Date	Service Dates	Starting	Ending	Meter Readings	Previous	Usage	Charge Amount
01/20/2016	12/20/2015 - 01/20/2016			76	76	0	\$78.75
							\$78.75

1/25/16 Payment Rec'd

\$78.75



PLEASE CONTINUE to write the LOCATION NO. on checks!!
CREDIT CARD PAYMENTS NOW AVAILABLE
Sign up at <https://eastsoundwater.epayub.com>
using your NEW Account No. indicated in blue above.
3% credit card fee will be applied (\$3.25 min.)

Special Message

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

Total Amount Due	\$157.50 \$78.75
------------------	-----------------------------

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 99998

POSTAGE WILL BE PAID BY ADDRESSEE

POSTMASTER
EASTSOUND POST OFFICE
221 A STREET #1
EASTSOUND WA 98245-9998

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 payment by any of the convenient options noted on the inside top portion of the

Box #575
EAGAN ORCAS ISLAND PARK
6 Months: \$25.00 12 Months: \$50.00
Due Date: 02/29/2016

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.

Post Office Box Service Fee Due

Box Number
575



11323 Commando Rd W, Unit Main
Everett, WA 98204-3532

ACCOUNT NAME AND ADDRESS
02814
MARCIA WEST
SPLITTER UNIT E U
ORCAS ISLAND PARK & RECREATION
PO BOX 575
EAST SOUND WA 98245

BILLING PERIOD		ADVERTISER/CLIENT NAME	
01/01/16 - 01/31/16		ORCAS ISLAND PARK & RECREATION	
INVOICE #		PAGE #	
7661159		1 of 1	
TERMS OF PAYMENT		ADVERTISER/CLIENT #	
Net 30 days		82438860	
BILLING DATE		ADVERTISER/CLIENT #	
01/31/16		82438860	
For questions regarding rates, sizes or ad charges, please call your sales representative.			

DATE	AD #	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE	BILLED UNITS	RATE	TIMES RUN	NET AMOUNT
12/31		BALANCE FORWARD					.00
PUBLICATION:		CLASSIFIED ADVERTISING SECTION - S					
AD CLASS:		Classified Line/Semi					
01/31	1523593	00679292 JAN BILLING					
		BUCKPARKSEASONALMAINTENANCE					
		PAGE: 0 C4026					
		Ad Class Totals: \$192.51					
		Publication Totals: \$192.51					
		0.000 Each					

CURRENT NET AMOUNT DUE		OVER 90 DAYS		TOTAL AMOUNT DUE	
192.51				192.51	

A FINANCE CHARGE OF 1 1/2% WHICH IS AN ANNUAL RATE OF 18% WILL BE ADDED TO ACCOUNTS OVER 30 DAYS

THE INVOICE/STATEMENT SHALL BE DEEMED CORRECT UNLESS ADVISED IN WRITING WITHIN 30 DAYS OF BILLING DATE

PLEASE DETACH AND RETURN STUB WITH YOUR REMITTANCE

INVOICE #	BILLING DATE	TOTAL AMOUNT DUE
7661159	01/31/16	\$ 192.51
ACCOUNT NUMBER		ADVERTISER / CLIENT NAME
82438860		ORCAS ISLAND PARK & RECREATION

How to pay your bill:

- PC or Telephone banking through your Financial Institution.
- By credit card, please call 1-800-489-3390.
- By check payable to Sound Publishing, Inc.

Sound Publishing, Inc.
11323 Commando Rd W, Unit Main
Everett, WA 98204-3532

REMIT TO



BPJF1/R20090202

Washington State Department of Transportation



Invoice Period: January 1 - 31, 2016
 Invoice: *RK263521
 Bill Code: 7120

To: ORCAS ISLAND PARK & RECREATION DIST
 ATTN MARCIA WEST
 PO BOX 575
 EASTSOUND WA 98245-0575

Please remit to:
 Washington State Ferries
 P.O. BOX 3985
 SEATTLE WA 98124-3985

Please detach and enclose with your payment. Thank you.

You may now e-mail your account inquiries to WSFAccctsReceivable@wsdot.wa.gov

Direct inquiries to: Customer Service Ph. 206-515-3979 or e-mail to WSFAccctsReceivable@wsdot.wa.gov

Amount Summary:

Balance From Previous Statement	\$0.00
Current Charges	\$146.20
Payments Received	\$0.00
Total Balance Due	\$146.20

Aging Summary

Current	\$146.20
Past Due 1 - 30 Days	\$0.00
Past Due 31 - 60 Days	\$0.00
Past Due 61 - 90 Days	\$0.00
Past Due 91 - 120 Days	\$0.00
Past Due 121 and Over	\$0.00

Customer Messages:

** Please mail your check to PO Box 3985, Seattle, WA 98124. Also PLEASE write your customer number 'F102691' on your check. Thank you.

** Finance charge is computed at an annual rate of 12%, on balances greater than 60 days past due. Terms are due upon receipt of Statement.

CLAIMS PAYMENT REQUEST

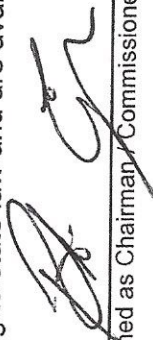
DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: February 11, 2016 Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$130.30

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.


Signed as Chairman/Commissioner 2/11/16
Date

Board Authorization

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

\$ 130.30 for the period ending February 11, 2016 We approve payment with our signatures below.

Vicki Vandermay 2-11-16
Commissioner Date

Martina J. Jansh 2-11-16
Commissioner Date

aplInAVnn
02/11/2016 8:24:02AM

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	Jan - Wa State Taxes	E 6501.00.586.00.44.0000	130.30	in

Grand Total: 130.30

Page: 1

[My account home](#)

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[Invoices &
payment options](#)

[Pay/view invoices \(BillPay\)](#)

[Electronic funds transfer
registration/update](#)

[Payment methods](#)

[Miscellaneous payment](#)

[Credits & tax incentives](#)

[More services](#)

[E-mail & notices \(1\)](#)

[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 01/2016

Filed 2/10/2016 12:20:38 PM

Return due date 2/25/2016

Total taxes \$130.30

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

Amount due \$130.30

Select payment method E-Check 

E-check payment

Transfer date 2/26/2016  *

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

Amount 130.30

[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			169,226.71	
212	SALARY PAYABLE	6,032.98			
231	OTHER ACCRUED LIABILITIES	1,712.80			
310	TAXES	938.08			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	1,613.94			
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	103.83			
	TOTAL RECEIPTS		10,401.63		
212	SALARY PAYABLE	6,032.98			
231	OTHER ACCRUED LIABILITIES	1,712.80			
570	CULTURE AND RECREATION	24,154.97			
580	NONEXPENDITURES				
590	DEBT SERVICE AND OTHER	33.13			
	TOTAL DISBURSEMENTS		31,933.88		
101	ENDING CASH BALANCE				
					147,694.46
					147,694.46
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
241	BONDS OUTSTANDING (ENDING BALANCE)			0.00	
	NET CHANGE				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, 2016

February 11, 2016		Youth enrolled per week = 125			
		Avg Adults and Families at drop-in = 94			
		Total Number @ Special Events= 139			
activity	category	participants avg each time	end date	staffing	location
Boys Choir	II	8	22-Mar	MAYA	OCS
Prohibition	II	18	8-Apr	staff	Funhouse
Art with Lena	III	7	6-Apr	staff	Funhouse
Mad Scientist	III	7	4-Apr	staff	Funhouse
Adult - volleyball - 2 nights	II	14	27-Apr	staff	HS gym
Adult pickball - 2 nights	II	17	28-Apr	staff	HS gym
Sun morning Pickball	II	8	27-Dec	staff	KS gym
Adult Basketball	II	15	26-Apr	staff	KS gym
Community swim	III	20	6-Mar	staff	OAC
Burning Club	III	11	16-Mar	AKK	Funhouse
Youth Wrestling	I	10	2-Jun	JD	Orla
Boys SWISH	III	34	19-Dec	Coaches	KS gym
Relax	II	18	27-Apr	staff	KS gym
Jr. Basketball drop in	II	10	13-Feb	staff	KS gym
Magic	II	10	Jan / Feb	Sherman	Funhouse
Volley 2 classes	III	20	10-Mar	Mess	ARTD
Volley Journey	II	22	7-Feb	staff	HS gym
Boys (SWISH) non-L games					
100+ guests / 67 players / 6 coaches over 3 dates					
Upcoming Activities					
activity	category	registered	start date	staffing	location
Flower & Garden Trng	III	9	18-Feb	Week	Sea
Basketball fundamentals	II	10	23-Feb	TO/JAN/BB	KS gym
Women's Paper Airplane	I	N/A	5-Mar	staff	HS gym

- Boys SWISH with 3 teams is going strong. Continued early morning and evening practices.
- Baseball coaches meeting and first gear issue complete. Additional advertising will go out right after mid-winter break.
- Good turnout for drop in sports including the Saturday youth basketball. Most activities will continue through mid-winter break.
- Garden Show Trip is light on numbers. Evaluating whether to cancel or run at a loss.
- Planning underway for summer programs.
- Coordination meetings are ongoing with both the Senior Center and the dance instruction regarding additional programming opportunities.

Commissioners' Action Items

- Community thank-you's for support.
- Master Plan and review of project phasing.
- Staff reviews

Buck Park Maintenance & Management

- Maintenance contract bids are in. Three contractors completed the walk-through and submitted bids.
- Time to start work on ballfield prep for the baseball fields. Additional soil and new breakway bases are needed for the softball field. This cost needs to be shared with OISD in a facility and equipment use agreement.
- New sign is up at skatepark, no bikes in the park.
- We need to look at the park projects and setup a work schedule. Bob has arranged for us to get sand for the new volleyball court from the Doe Bay water system. It will need to be hauled but will give us 300 yds. of free fill.
- Sani-cans and trash pickup will be restarted in mid-March.
- Need to setup a tennis committee meeting for first part on March. The HOA with the newly surfaced court is interested in renting court time. Their concern is parking. We will hear more from them after their meeting in the next few weeks.
- OOLA / Dog park group is regrouping and meeting on Wed. the 17 to develop next steps.

As of Jan. 31, 2016

Balance: \$147,694.46

Expenses Jan:
\$24,188.10

Revenue Jan:
\$2,655.85

Difference from
budget: + \$12,569

Orcas Island
Park & Recreation District
Monthly Director's Report
AS OF: 2/12/16

LEVY PASSING AT 70.6%

2016 Budget Revision
Needed

Loan Options Needed
with supporting
documents.

Administrative Task Update

- During the Levy process we presented to both the Lions and Kiwanis clubs. Both were well received and members had good questions.
- Both Kim and I are taking pre-baseball season vacations in Feb. We are alternating time off.
- Quickbooks has been revamped so activity reports can be printed for the balance of each major account and activity. The monthly QB fee is now \$21.56.
- Specifications and bid documents will need to be developed for construction projects.
- Survey results coming in for the football and sports survey. Can we increase our level of service with Survey Monkey? \$228 annual.
- Back to the policy book – tackling this project again during March.
- Staff review – Program Coordinator
 - Recommended salary and job description revisions