

## Meeting Minutes May 12, 2016

Orcas Island Park and Recreation District Commission  
Public Meeting, Thursday, May 12, 2016  
OIPRD Conference Room  
5:00 P.M. - 7:00 P.M.

### **I. CALL TO ORDER – 5:06 pm**

Bob Eagan, Chair

Roll call:

Seat 1: Vicki Vandermay - *absent*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *present*

Seat 4: Justin Paulsen - *present*

Seat 5: Deborah Jones - *present*

Staff present: Marcia West (Director), Kim Ihlenfeldt (Assistant Director)

### **II. PUBLIC COMMENT**

No public present.

### **III. MONTHLY AGENDA**

#### **1. Previous Minutes – April 14 Public Meeting**

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

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

**MOTION:** to approve the May Claims Payment #6501 for \$12,343.08 Martha moved to approve; Deborah seconded and it was approved unanimously.

**MOTION:** to approve the sales tax payment of \$101.65 to the Department of Revenue, Deborah moved to approve; Justin seconded and it was approved unanimously.

#### **3. Employees Pay Slip**

**MOTION** to approve employees pay slip for \$9,354.00 by Justin; seconded by Bob; and it was approved unanimously.

#### **IV. MONTHLY BUSINESS**

##### **1. Financial**

*<Custom runner attached>*

Cash ending balance at April 2016 was \$187,551.01, which includes a tax distribution of \$58,252.01.

There are still a number of unpaid registrations for activities that are currently in session. Marcia and Kim will look into options on policies for earlier pre-registration with payment.

##### **2. Director's Report**

*<Director's report attached>*

Justin states that Andrew Stephens is ready to cut wood for the baseball dugout, as needed.

Justin feels we need to send an itemized list to the county permit department outlining intended projects at Buck Park.

A meeting was set for Thursday, May 19<sup>th</sup> at 9:00 a.m. to confirm locations for the park projects. Justin will go to the county on Friday, May 20<sup>th</sup> to submit the itemized project list.

Martha would like to see uniformity in color schemes and materials throughout the park.

The facility use agreement with the public school has expired. Martha asked that a formal letter be sent to the district office.

#### **V. UNFINISHED BUSINESS**

##### **1. Update - Loan for Buck Park Maintenance Improvements**

*<Revised loan document attached>*

##### **2. New Hire – Program Assistant**

The two previously advertised positions advertised have been combined into one position as Program Assistant. Kim Lambie will be hired as the Program Assistant on May 26<sup>th</sup> 2016.

**MOTION** to pass Resolution 2015-5 to revise the organizational chart by Martha, seconded by Deborah. No discussion, unanimously approved.

**MOTION** to approve the salary revision for the Program Assistant by Deborah, seconded by Martha. No discussion, unanimously approved.

### **3. Budget Update – Recommended timing**

Justin recommended adding a line titled 'budget capacity' that will allow flexibility in the budget as other line items flex, thus reducing multiple budget adjustments over the span of the project.

The 2016 budget will be formally revised in August prior to receipt of the Interagency loan. New bars codes will be added as needed for the loan and park improvements / maintenance.

### **4. Summer Programming**

Summer enrollment is looking good so far. There are camps in August that still need staffing and logistics planning.

## **VI. NEW BUSINESS**

### **1. Offsite Tennis Court Use Agreement**

Sarah Lyle with the Orcas Island Golf Estates Home Owners Association is ready to meet to negotiate a draft facility agreement. Bob and Marcia will meet with Sarah soon.

Bob would like to set up a working model of a healthy relationship with the offsite tennis court to use as a reference as time goes on. Justin would like to see a reservation system with advanced registration required.

### **2. Auditing Officer Requirement**

*< Resolution 2016-3, Auditing Officer>*

*< Resolution 2016-4, Assistant Auditing Officer>*

**MOTION** to adopt Resolution 2016-3 and Resolution 2016-4 appointing Marcia as the auditing officer for the District and Deborah as the assistant auditing officer by Martha, seconded by Justin. No discussion, unanimously approved.

### **3. Sand Court Construction**

Island Excavation will be hauling the sand from Doe Bay. The current schedule is for hauling to begin the end of June. We are planning to excavate and install subgrade work before the sand arrives so it can be placed directly in the court.

### **4. Meeting time adjustment**

After discussion, all have agreed to move the meeting time back to 4:00.

## **VII. ADJOURNMENT**

**MOTION** to adjourn by Justin seconded by Deborah at 6:38 pm, unanimously approved. The meeting was adjourned at 6:38 pm.

Public Meeting  
May 12, 2016

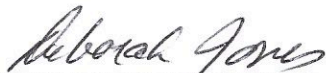
**Addenda:**

*May Payment of Claims*  
*Custom Report Runner*  
*Director's Dashboard*  
*Revised loan document*  
*Resolution 2016-3, Auditing Officer*  
*Resolution 2016-4, Assistant Auditing Officer*  
*Resolution 2016-5, Establish a Permanent Position of Program Assistant and Revising*  
*Resolution 2015-3*  
*Beginning Cash Adjustment, San Juan County*

Public Meeting minutes for May 12, 2016

Approved by motion on this 9<sup>th</sup> day of JUNE, 2016

Signed and attested this 9<sup>th</sup> day of JUNE, 2016

  
~~Justin Paulsen #4,~~  
Secretary

Deborah Jones #5

  
Bob Eagan, Commissioner #2,  
Chair

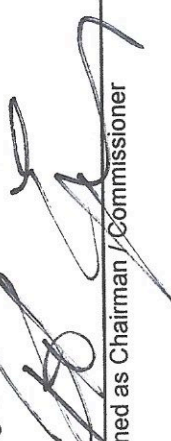


**CLAIMS PAYMENT REQUEST**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page **1** of **9**DATE: **12-May-16**

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **\$12,343.08**

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 **5/12/16**

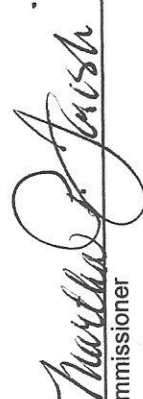
**Board Authorization**

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

\$ **12,343.08** for the period ending **May 12, 2016**

We approve payment with our signatures below.

  
Commissioner  
Date **5/12/16**

  
Commissioner  
Date **5/12/16**

  
Commissioner  
Date **5/12/16**

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

# Invoice Accounting Report by Vendor Name

apinAVnn  
05/11/2016 9:56:33AM

San Juan County

<b>Vendor Number:</b> bal155		<b>Name:</b> BALIC, BATURAY	
<b>Invoice Number</b> 20160508BB	<b>Line No</b> 1	<b>Line Description</b> Soccer Fundamentals, April 2 - 25	<b>Account Number</b> E 6501.00.571.00.41.0003
<b>Vendor Number:</b> ban155	<b>Name:</b> BANNER BANK		<b>Amount Type</b> 250.00 in
<b>Invoice Number</b> mc0510	<b>Line No</b> 1	<b>Line Description</b> Office - shelving	<b>Account Number</b> E 6501.00.571.00.35.0002
	2	Printing - Summer Postcard	E 6501.00.571.00.41.0008
	3	Baseball gear	E 6501.00.571.00.31.0100
	4	Buck Park - skate park sign and mutt	E 6501.00.571.00.48.0011
	5	SSCI checks	E 6501.00.571.00.41.0001
	6	Software - Quickbooks, Monthly	E 6501.00.571.00.31.0004
	7	Software - remote access, Jump Software	E 6501.00.571.00.31.0004
	8	Go Daddy - Email, 2 year renewal	E 6501.00.571.00.31.0004
	9	Computer equipment - keyboard	E 6501.00.571.00.31.0003
<b>Vendor Total:</b>			2,112.42
<b>Vendor Number:</b> cen480		<b>Name:</b> CENTURYLINK	
<b>Invoice Number</b> CLO510	<b>Line No</b> 1	<b>Line Description</b> April phone/internet	<b>Account Number</b> E 6501.00.571.00.42.0004
<b>Vendor Number:</b> eas350	<b>Name:</b> EASTSOUND WATER USERS ASSN		<b>Amount Type</b> 300.00 in
<b>Invoice Number</b> ESW0510	<b>Line No</b> 1	<b>Line Description</b> April - Water, Buck Park	<b>Account Number</b> E 6501.00.571.00.47.0012
<b>Vendor Number:</b> end225	<b>Name:</b> ENDURIS WASHINGTON		<b>Amount Type</b> 82.25 in
<b>Invoice Number</b> 16315	<b>Line No</b> 1	<b>Line Description</b> Increase Coverage - Crime Blanket	<b>Account Number</b> E 6501.00.571.00.46.0001
<b>Vendor Number:</b> qin155	<b>Name:</b> GINCIG, EMILIE		<b>Amount Type</b> 113.00 in

# Invoice Accounting Report by Vendor Name

Page: 2

aplNAVnn  
05/11/2016 9:56:33AM

San Juan County

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
EG0510	1	Professional services	E 6501.00.571.00.41.0001	51.00	in

Vendor Number: grt146      Name: GRIFFINS YARD WORKS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
gyw0510	1	Maintenance - April	E 6501.00.571.00.48.0006	943.55	in
	2	April - sales tax	E 6501.00.571.00.48.0006	76.43	in
				<b>Vendor Total:</b>	1,019.98

Vendor Number: hea155      Name: HEATH, RYAN WESLEY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20150509_RH	1	Instructor - Pokemon/Magic	E 6501.00.571.00.41.0003	150.00	in

Vendor Number: hic144      Name: HICKMAN, LANA

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
LH0510	1	Instructor - April Science and Art	E 6501.00.571.00.41.0003	220.00	in

Vendor Number: lag155      Name: LAGO, KERI

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
KL0510	1	Baseball Hospitality - food	E 6501.00.571.00.31.0019	219.34	in

Vendor Number: lam155      Name: LAMBIE, KIM A.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20150509_KL	1	April Gym Supervisor	E 6501.00.571.00.41.0001	221.25	in

Vendor Number: mos155      Name: MOSS, STEPHANIE ANN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20150509SM	1	Dance Instruction - April 7 - May 11	E 6501.00.571.00.41.0003	700.00	in

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Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: orc100 Name: ORCAS CHRISTIAN SCHOOL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2968	1	Rental - Van, Flower and Garden	E 6501.00.571.00.45.0100	128.88	in

Vendor Number: orc121 Name: ORCAS ISL CHAMBER OF COMMERCE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
5995	1	Membership - annual	E 6501.00.571.00.41.0019	75.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
is0510	1	June - Storage	E 6501.00.571.00.45.0002	145.00	in

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
BBT013908-BT01	1	Baseball - Uniforms	E 6501.00.571.00.31.0100	1,072.10	in
	2	Sales tax	E 6501.00.571.00.31.0100	93.27	in
	3	Baseball - Hats	E 6501.00.571.00.31.0100	288.00	in
	4	Sales tax	E 6501.00.571.00.31.0100	25.06	in
	5	Baseball - Jerseys	E 6501.00.571.00.31.0100	833.85	in
	6	Sales tax	E 6501.00.571.00.31.0100	72.54	in
	7	Baseball - Hats, Minors	E 6501.00.571.00.31.0100	445.50	in
	8	Sales tax	E 6501.00.571.00.31.0100	38.76	in
	9	Baseball - Umpire	E 6501.00.571.00.31.0100	115.40	in
	10	Sales tax	E 6501.00.571.00.31.0100	10.04	in
Vendor Total:				2,994.52	

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
02859	1	1st Quarter, auditor fees	E 6501.00.571.00.41.0007	172.82	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC



Invoice Number	Line No	Line Description	Account Number	Amount	Type
sis0510	1	April - Buck Park Trash	E 6501.00.571.00.47.0013	108.01	in
Vendor Number: sha145      Name: SHAEFER, DERRICK SCOTT					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
20160509DS	1	Baseball Field Maintenance and prep	E 6501.00.571.00.41.0003	420.00	in
Vendor Number: sta111      Name: STARR EXCAVATION INC					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
14836	1	April - SaniCans, Buck Park	E 6501.00.571.00.47.0011	600.00	in
Vendor Number: fun100      Name: THE FUNHOUSE DISCOVERY CTR					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
FH0510	1	June Rent	E 6501.00.571.00.45.0002	420.00	in
Vendor Number: wes146      Name: WEST, MARCIA J.					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw0510	1	Reimbursement - Summer Activity Card,	E 6501.00.571.00.42.0001	657.60	in
	2	Reimbursement - Office furnishings, new	E 6501.00.571.00.35.0002	569.94	in
	3	Reimbursement - Athletic Supplies,	E 6501.00.571.00.31.0100	226.32	in
	4	Reimbursement - Baseball equipment	E 6501.00.571.00.35.0100	305.23	in
Vendor Total:				1,759.09	
Vendor Number: wil149      Name: WILLALLEN, MARY TAYLOR					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
mwa0510	1	April - Boy's Choir	E 6501.00.571.00.31.0019	80.52	in
Grand Total:				12,343.08	



MARCIA WEST  
ORCAS ISLAND PARK & REC

Account Number: ##### 1739  
Closing Date: 05/01/16  
Credit Limit: \$3,000.00  
Available Credit: \$1,011.04

Page 1 of 3

MasterCard

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

Account Summary

Previous Balance	\$	314.87
Purchases	+	2,341.16
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	667.07
Other Debits	+	0.00
Finance Charges	+	0.00
<b>NEW BALANCE</b>	<b>\$</b>	<b>1,988.96</b>

Payment Information



Total Minimum Payment Due \$60.00

Minimum Payment \$ 60.00

Payment Due Date 05/26/16

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

Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/01	04/03	PPLN01	55310206092083237380438	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA	\$ 69.20 - 4/30
04/05	04/06	PPLN01	55432866096000659594650	IN *SOUTHEASTERN SECUR 866-9967412 GA	148.00 - 4/30
04/09	04/11	PPLN01	55417416100200659976835	PENINSULA DAILY NEWS A 03604524507 WA	135.00 - 4/30
04/12	04/13	PPLN01	55420366103230154907315	ORCAS ISLAND HARDWARE EASTSOUND WA	79.97 ✓
04/18	04/19	PPLN01	55429506109717456647793	PFL.COM 4068237016 MT	1,189.35 ✓
04/20	04/21	PPLN01	55432866111000608031557	INTUIT *QB ONLINE 800-286-6800 CA	23.31
04/21	04/22	PPLN01	55178426113761002345815	DICKS SPORTING GOODS BURLINGTON WA	175.65 ✓
04/25	04/27	PPLN01	55421356117627176122761	SAFETYSIGN.COM GARFIELD NJ	74.07 ✓
04/26	04/29	PPLN01	75418236119025565344473	DNH*GODADDY.COM 480-5058855 AZ	324.04 ✓
04/29	05/01	PPLN01	55417346120271203466651	MUTT MITT 859-6897200 KY	122.57 ✓
Payments, Adjustments and Others					
04/20	04/20		000000000000000000000000	PAYMENT - THANK YOU	667.07 -

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!

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

BANNER BANK  
PO BOX 2181  
WALLA WALLA WA 99362-0181



Account Number

5532 3700 0009 1739

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
05/01/16	\$1,988.96	\$60.00	05/26/16

\$ 2112.42

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



2360

MAKE CHECK PAYABLE TO:

BANNER BANK  
PO BOX 2181  
WALLA WALLA WA 99362-0181

86 5532 3700 0009 1739 00006000 00198896 8





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

Account No.	Location No.
0064	06-0135
Due Date	Amount Due
05/20/2016	\$82.25

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

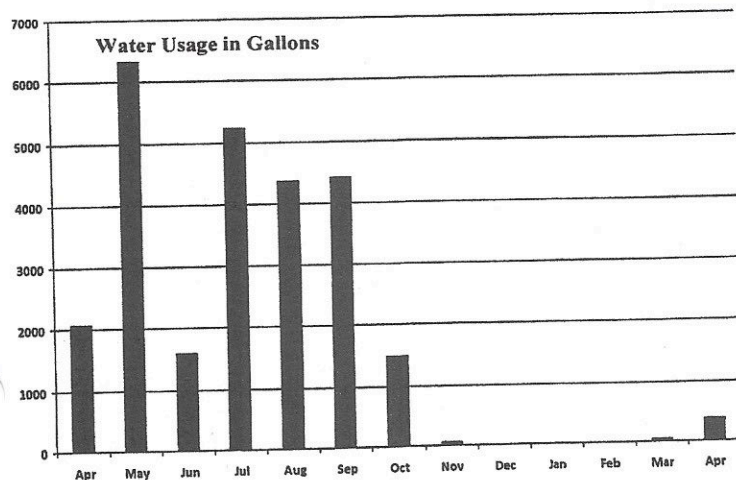
### Eastsound Water Users Association

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	OI PARK & RECREATION DISTRICT	
Service Address		
673 MT. BAKER RD ( 1.75 ERUs )		
Account No.	Location No.	Due Date
0064	06-0135	05/20/2016

Billing Date	Service Dates Starting Ending	Meter Readings Previous Current	Usage (gallons)	Charge Amount
	PREVIOUS BALANCE			\$78.75
04/20/2016	03/20/2016 - 04/20/2016	112 510	398	\$82.25
	PAYMENTS			\$-78.75



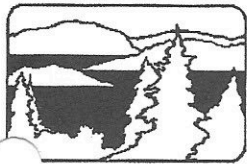
Total Amount Due

**\$82.25**

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

### Special Message

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.)

**SAN JUAN COUNTY**

350 Court Street  
Friday Harbor, WA 98250  
(360) 378-2161

**INVOICE 02859**

Page 1 of 1



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

DUE DATE	05/04/2016
INVOICE DATE	05/04/2016
CUSTOMER #	0038
AMOUNT DUE	172.82

AMOUNT PAID \_\_\_\_\_

Contact Name: ROBIN GARCIA

Phone: (360) 370-7552

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

## SAN JUAN COUNTY

DESCRIPTION		AMOUNT
Payroll Warrants		93.75
Quantity @ \$6.25	15	
A/P Warrants Entered-District		42.14
Quantity @ \$.98	43	
Miscellaneous Auditor charges		29.10
Postage Charge	29.10	
Miscellaneous Charge	0	
A/P Warrant Stock		4.30
Quantity @ \$0.10	43	
Envelope Stock		2.03
Quantity @ \$.035	58	
Payroll Warrant Stock		1.50
Quantity @ \$0.10	15	
Total Amount Due:		172.82
Quarterly Fees - 1st Quarter, 2016		
CUSTOMER # 0038	INVOICE # 02859	PAYABLE UPON RECEIPT
		172.82





San Juan Sanitation Co.  
279 Gravel Pit Road  
Eastsound, WA 98245  
Phone: 360-376-4709 ■ www.sanjuansani.com

Remit Payments To  
P.O. Box 267  
Lynden, WA 98264

Garbage Collection  
Commerical Recycling  
Landscaping Supplies

Billing Date: 04/30/16		Due by: 05/26/16	Delinquent: 05/31/16
ACCOUNT NUMBER		SERVICE NAME & ADDRESS	PREVIOUS BALANCE
2960959-SJ		ORCAS PARK & RECREATION D - 95 SWORD FERN LN	34.55
QUANTITY	DATE	DESCRIPTION	AMOUNT
1	04/21/16	PAYMENT	-34.55
1	04/30/16	2-YD SPECIAL	67.30
1	04/30/16	SERVICE:RENT 2-YD SPECIAL PERIOD:APR	14.00
1	04/30/16	SERVICE:RENT CO-MINGLE 2YD PERIOD:APR	12.00
1	04/30/16	14.5% SAN JUAN COUNTY EXCISE TAX	11.79
1	04/30/16	3.6%STATE REFUSE TAX	2.92
Are you planning a Summer cleanup or project? We offer clean, convenient, temporary dumpster service to handle any size cleanup need you may have.			



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

Due by: 05/26/16

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

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

**ACCOUNT NUMBER**

**2960959-SJ**

PREVIOUS BALANCE:	34.55
PAYMENTS:	-34.55
BALANCE FORWARD:	0.00
CURRENT CHARGES:	108.01
<b>BALANCE DUE:</b>	<b>108.01</b>

ENTER AMOUNT  
BEING PAID



156 1 AV 0.373 157 / 156 1-1-156  
ORCAS PARK & RECREATION D  
PO BOX 575  
EASTSOUND WA 98245-0575



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



**CLAIMS PAYMENT REQUEST**

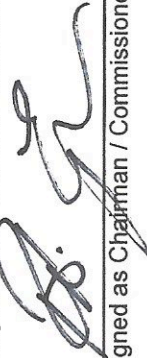
DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 12-May-16 Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$101.65

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.

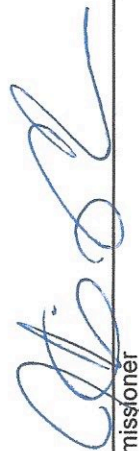
  
Signed as Chairman / Commissioner Date 5/12/16

**Board Authorization**

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

\$ 101.65 for the period ending May 12, 2016

We approve payment with our signatures below.

  
Commissioner Date 5/12/16

  
Commissioner Date 5/12/16

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

  
Commissioner Date 5/12/16

apInAVnn  
05/10/2016

1:47:59PM

# 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	April Sales Tax	E 6501.00.586.00.44.0000	101.65	in
Grand Total:				101.65	

Page: 1



[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 \(1\)](#)

[My logon profile](#)

**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	04/2016
Filed	5/10/2016 11:27:28 AM
Return due date	5/25/2016
Total taxes	\$101.65
Less payments	\$0.00
Amount due	\$101.65
(does not include check or ACH credit payments)	

Select payment method

E-Check

### E-check payment

Transfer date

5/26/2016



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

Amount

101.65

[Cancel](#)

[Next](#)

Need Assistance? 1-877-345-3353



## FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			153,270.92	
212	SALARY PAYABLE	6,844.80			
231	OTHER ACCRUED LIABILITIES	2,075.08			
310	TAXES	58,287.45			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	1,831.44			
360	MISCELLANEOUS REVENUES	70.15			
380	NONREVENUES	45.68			
	<b>TOTAL RECEIPTS</b>		69,154.60		
212	SALARY PAYABLE	6,844.80			
231	OTHER ACCRUED LIABILITIES	2,075.08			
570	CULTURE AND RECREATION	25,740.23			
580	NONEXPENDITURES	214.40			
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>		34,874.51		
<b>101</b>	<b>ENDING CASH BALANCE</b>				
					187,551.01
					187,551.01
					0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>				
	INVESTMENTS ACQUIRED	0.00			0.00
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

## Activity Report May 12, 2016

May 12, 2016		Youth enrolled per week =		235	
Avg Adults and Families at drop-in =		51			
activity	category	participants avg each time	end date	staffing	location
Boys Choir	II	4	13-Jun	MWA	OCS
Pokemon	II	17	17-Jun	staff	Funhouse
Art with Lana	III	6	15-Jun	staff	Funhouse
Mad Scientist	III	7	13-Jun	staff	Funhouse
Adult - volleyball - 2 nights	II	10	27-Apr	staff	H5 Gym
Adult pickleball - 2 nights	II	14	28-Apr	staff	K8 Gym
Sun. morning Pickleball	II	11	28-Apr	staff	K8 Gym
Adult Basketball	II	16	26-Apr	staff	K8 Gym
Running Club Jr	III	21	15-Jun	staff	Funhouse
Magic	II	8	5-May	Sherran	Conference rm
Soccer Clinic, Saturday	I	7	25-Apr, 23-May	Bolic	Buck Park
Baseball/Softball	III	106	12-Jun	coaches	all fields
Soccer, Spring	II	41	18-May	coaches	Buck Park
Dance, Ballet	II	18	12-May	Moss	APTD

Upcoming Activities- see Summer Flyer

- Youth baseball and softball are ongoing with good seasons. This weekend all teams have games on Friday Harbor except the Rookies who are playing on Orcas.

- Pickleball and Volleyball are continuing in the gyms on Mon., Wed., and Thursday evenings through May.

- Good response to the summer programming with 56 participants already signed up for a variety of activities.

## Commissioners' Action Items

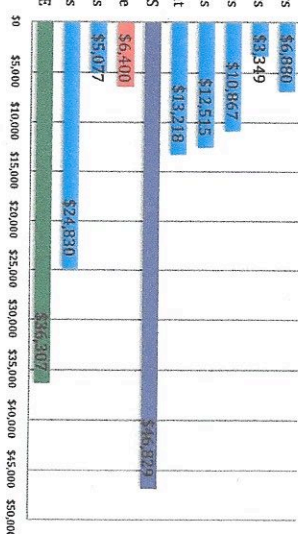
- Master Plan and review of project phasing. (BE/JF/DJ)
- Finalize Interlocal and funding backup for legal review. (MF/BE)
- Assist with SJC coordination (JP)
- Coordination with school projects and team use of fields (VV)
- Coordinate with parent groups and contractors for volunteer and/or discounted labor & equipment. (JP/DJ)

## Buck Park Maintenance & Management

- New sign for skatepark is installed, thank you Bob.
- Sand court location has been staked and reviewed in the field. Pole types and hardware have been identified. Next step is to secure contractor for construction, which requires finishing the performance specs and field checking the existing drainage and irrigation locations.
- Still need to create a timing flip board for tennis, the first attempt was unsuccessful.
- Tennis backboard may be able to be resurfaced with an enamel Oil-Based Marine paint. The wood is in good condition and can be sanded and resurfaced. Jill D. recommends we add netting to the top to keep balls from going over the backboard.
- We have had a question from the school about timing for turning on the well for irrigation. Joe, OISD maintenance, and I agreed on the first week in June unless the weather continues unseasonably warm. Long-range forecast is for rain to return next week.
- High school home baseball games are complete for the season, so we need to confirm the direction for the dugout repair in order to finalize permitting requirements and meet with contractors and materials providers.
- We need to set a meeting to confirm locations for the park equipment building and the playground equipment. If the shed is moved the sand delivery can be made directly to the court.

As of April 30, 2016  
Balance: \$187,551.01  
Expenses: \$25,954.63 Revenue: \$60,234.72  
Difference from budget:  
+ \$17,628.01

## 2015-2016 Activity Dollars



## Administrative Task Update

- We only had 3 responses to our ads for the open P&R positions. Based on the response we have revised the position to combine the two part-time jobs into one full-time position and selected from those who applied.
- The salary option for the PA position is a combination of the two half-time positions. Kim L is aware that the position will include primary responsibility for equipment accountability including issuing, collecting, and maintaining gear and uniforms.
- We met with San Juan County and trained on entering payroll and timesheets. We also collected information on budget recommendations. Kim I is now on Eden and can input claims and payroll data. I also worked with Kim to train her on Eden procedures and claims accounting.
- The annual audit report is in progress and must be completed and submitted before the end month.
- New employee contract and an updated handbook has been prepared. The new contract for Assistant Director was also prepared and signed. We are ready to add the Program Assistant beginning 26 May.
- The long-range budget has been updated to reflect the loan payment schedule, the personnel and salary adjustments, and the timing of the first maintenance projects.

Orcas Island  
Park & Recreation  
District  
Monthly Director's  
Report  
AS OF: 5/12/16



**INTERLOCAL AGREEMENT  
FOR LOAN OF FUNDS BETWEEN THE PORT OF ORCAS AND  
ORCAS ISLAND PARK AND RECREATION DISTRICT**

This Interlocal Agreement for Loan of funds (the "Agreement") is made and entered into by and between the Port of Orcas, a Washington municipal corporation (the "Port"), and the Orcas Island Park and Recreation District (the "District"), a Washington municipal corporation, for the purpose of loaning certain monies from the Port to the District. This Agreement is entered into pursuant to RCWs 39.34.030, 36.69.130, 36.69.350, and 53.08.140, 53.08.240(2).

**RECITALS**

**WHEREAS**, the District is presently in need of funds to begin the refurbishment and repairs at Buck Park; and

**WHEREAS**, the Port and the District wish to enter into an interlocal agreement pursuant to RCW 39.34.030 and other authorities, whereby the Port will loan funds to the District; and

**WHEREAS**, the Port has sufficient funds available to make said loan to the District and is satisfied the District will have the means to repay the amount of the loan plus interest thereon; and

**WHEREAS**, the Port and the District wish to memorialize in this Agreement the terms, covenants and conditions under which the Port will make the loan to the District as described herein; and

**WHEREAS**, on May 12, 2016 the District approved a motion to adopt this Agreement with the Port for the purpose of providing funding to the District, and authorizing the Board to execute this Agreement on behalf of the District; and

**WHEREAS**, on May 12, 2016 the Port duly approved a motion adopting and authorizing this Agreement with the District.

**NOW, THEREFORE**, in consideration of the terms, conditions, mutual covenants and promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**AGREEMENT**

1. **INCORPORATION OF RECITALS.** The recitals set forth above are hereby incorporated in and made part of this Agreement as though fully set forth herein.
2. **DURATION OF AGREEMENT.** This Agreement shall commence on the date the Agreement is signed by both parties, and shall terminate no later than December 31, 2022 from said date of signing, or until the loan is paid off in full, whichever occurs first.
3. **PURPOSE.** The purpose of the Agreement is to provide the District funding for refurbishment and repair of facilities at the District owned property known as Buck Park. The District will use the funds provided under this Agreement to commence and complete planned repairs of fields and facilities at Buck Park. The District anticipates that by June 2017 it will receive its first tax revenues under the February 2016, voter approved, six-year levy, and will begin receiving other District revenue from improved facilities and programs at the refurbished Buck Park beginning in January 2018. The purpose of this Agreement is to allow the District to pay off the loan from taxes and other sources of revenue pursuant to RCWs 39.34.030, 36.69.130, 36.69.350, and 53.08.140, 53.08.240(2). The parties do not intend for this Agreement to constitute a tax anticipation note.

#### 4. AMOUNT OF LOAN AND TERMS OF REPAYMENT

- 4.1. Amount; distribution. The Port agrees to extend a fixed rate loan to the District in amount of \$180,000.00 (one hundred and eighty thousand dollars), with interest thereon at the rate of three (3%) percent per annum on funds received by the District. The Port will issue the loan amount of \$180,000.00 (one hundred and eighty thousand dollars), upon demand by the District, payable to the Orcas Island Park and Recreation District, no later than September 1, 2016.
- 4.2. Repayment Schedule. The first principal and interest payment to the Port from the District will be \$36,000 as principal and \$6,302.47 as interest and shall occur shall occur on November 1, 2017. Subsequent payments shall occur on the dates and shall be in the amounts as set forth below:

Date Payment made by	Principal Payment	Interest Payment	Total Payment
1 Jun 2018	\$18,000	\$2,509.15	\$20,509.15
1 Nov 2018	\$18,000	\$1,584.49	\$19,584.49
1 Jun 2019	\$27,000	\$1,606.68	\$28,606.68
1 Nov 2019	\$27,000	\$1,224.99	\$28,224.99
1 Jun 2020	\$22,000	\$945.37	\$22,945.37
1 Nov 2020	\$22,000	\$402.41	\$22,402.41
1 Jun 2021	\$5,000	\$174.25	\$5,174.25
1 Nov 2021	\$5,000	\$62.88	\$5,062.88

- 4.3. Source of Revenue. The District will create a District budget for fiscal years 2016-2022, that will include costs of operating the District and refurbishing Buck Park, the loan distribution from the Port, revenue collected from taxes and other sources, including user fees, and payment of principal and interest of loan.
- 4.4. This loan is secured with the District's full faith, credit and resources, as a special taxing district and municipal corporation.
- 4.5. There shall be no prepayment penalty. The Port shall not be responsible for submitting any invoices for payments.
- 4.6. In addition to repayment of the principal amount of the loan plus all accrued interest, the District agrees to pay the attorney's fees incurred by the Port in the preparation of this Agreement, in an amount not to exceed \$375.
- 4.7. Both parties will make best efforts to comply with the payment and repayment terms of this agreement.
5. **BUDGET.** Each party will be responsible for preparing its own budget for fiscal years 2016-2022, for the effective period of this Agreement, including costs pursuant to this Agreement, in accordance with applicable law.
6. **NO SEPARATE LEGAL ENTITY; ADMINISTRATION.** No separate legal entity is created or authorized pursuant to this Agreement. This Agreement shall be administered by the Port's Manager and the District's Director.
7. **CONTRACTS AND AGREEMENTS.** Any and all contracts, agreements, proposals, partnerships, interlocal agreements, memoranda of understanding, subcontracting or other actions taken pursuant to the provisions of this Agreement which may legally bind the Port and/or the District and/or which encumber public funds of each entity, shall be separately and individually reviewed and approved by the Commissioners of the Port or the District, respectively, prior to entering into any such agreements.



8. **DISPUTE RESOLUTION.** In the event a dispute arises between the parties hereto, the Port and the District agree to first attempt to resolve such dispute through a mediation conducted by a neutral third party mediator selected by mutual agreement of the parties, and paid for equally by the parties. If the mediation is not successful in resolving the dispute, the parties agree to submit the dispute to binding arbitration according to the rules of the American Arbitration Association. The arbitrator shall be selected by the mutual agreement of the parties.
9. **MEDIATION AND ARBITRATION.** Each party shall bear its own expenses for mediation and arbitration, except that the arbitrator may, at the arbitrator's discretion, award reasonable attorney's fees and costs to the prevailing party at arbitration. The arbitrator's decision shall be binding, final and not appealable to any court of law, except as set forth in RCW 7.04A.230. The arbitrator's decision may be reduced to a judgment in a court of competent jurisdiction.
10. **TERMINATION.**
- 10.1. This Agreement shall terminate upon the Port's receipt of the final payment due and payable by the District, as set forth in paragraph 4, above.
- 10.2. Either party may terminate this Agreement with cause by giving 60 days prior written notice to the other party under the following circumstances:
- 10.2.1. A material breach of the contract by either party, which breach is not cured or in good faith attempted to be cured within 30 calendar days of notice of such breach to the breaching party.
- 10.2.2. Non-payment under this Agreement by either party, which non-payment is not cured within 30 calendar days after the non-paying party is notified in writing of such delinquency.
- 10.2.3. Bankruptcy, the threat of bankruptcy, or the legal dissolution of either party.
- 10.2.4. On such terms as agreed to in writing by both parties.
- 10.3. In the event of termination for cause, the District will pay to the Port any remaining outstanding balance for the loan within 30 calendar days of the date of termination.
- 10.4. No property is assigned, secured, or transferred as part of this Agreement, and none will be assigned or transferred when the Agreement is terminated.
11. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties regarding the matters described herein and supersedes all prior oral or written agreements pertaining to said matters. No modification of this Agreement shall be valid unless it is set forth in writing and signed by all parties hereto.
12. **SEVERABILITY.** If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
13. **NO WAIVER.**
- 13.1. No waiver of any default or breach under this Agreement will be implied from any omission to take action on account of this Agreement, regardless of any custom and practice or course of dealing.

13.2. No waiver will affect any default other than the default specified in said waiver, and then the waiver will be operative only for the time and to the extent stated in the Agreement. Waivers of the breach of any covenant will not be construed as a waiver of any subsequent breach of the same covenant. No waiver by either party of any provision under this Agreement will be effective unless in writing and signed by the waiving party.

14. **CHOICE OF LAW AND VENUE.** This Agreement will be construed and enforced in accordance with the laws of the State of Washington, and venue for any court proceeding shall be in San Juan County, Washington.

15. **MODIFICATION.** This Agreement may be modified by mutual written consent of the governing bodies of the parties. Minor modifications to correct scrivener's errors, clarify the meaning of words or phrases, or clarify how terms or conditions under this Agreement shall be executed shall not constitute a modification of this Agreement, and may be agreed to between the Chairs of both parties' boards.

16. **NO THIRD PARTY BENEFICIARY.** The provisions of this Agreement are not intended to create any third-party beneficiary contract rights, and therefore none should be deemed created by this Agreement. The Agreement between the parties is only intended to create rights and/or obligations as between the signatory parties.

17. **NOTICES.** All notices to be given under this Agreement will be in writing and mailed, postage prepaid, by certified or registered mail, return receipt requested, or delivered by personal or courier delivery, or sent by telecopy and immediately thereafter mailed or sent by one of the preceding methods, to the addresses provided below for each party, or to any agent designated in writing by either party. Notices shall be sent to the parties as follows:

Board Chair  
Orcas Island Park & Recreation District  
Post Office Box 575, Eastsound, WA 98245

18. **EXECUTION.** This Agreement, or any amendment thereto, shall be executed on behalf of each party by that party's duly authorized representative. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute on and the same instrument. This Agreement shall be deemed adopted on the date of execution by the duly authorized representative of each party.

DATED this 12<sup>th</sup> day of May, 2016

THE PORT OF ORCAS

ORCAS ISLAND PARK AND RECREATION DISTRICT

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Port



# Resolution 2016-3

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

## Resolution Appointing Auditing Officer (BARS Manual Section 3.8.5)

### Resolution 2016-3

**WHEREAS**, pursuant to the BARS Manual, section 3.8.5 that all claims against a district must be audited and approved by an "auditing officer" of the district prior to payment; and

**WHEREAS**, the identity of the auditing officer 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.

NOW THEREFORE, BE IT RESOLVED, that the Board of the Orcas Island Park and Recreation District appoints the below listed auditing officer to review all claims and payroll. Approval of the full board is also required at the next meeting following the preparation and audit of the claims and payroll submittals.

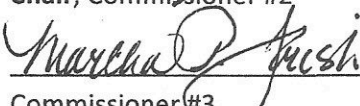
Auditing Officer: Marcia West, Director  
Office Address: 30 Pea Patch Lane, Eastsound, WA 98245  
Business Hours: 10AM – 5PM Monday - Friday

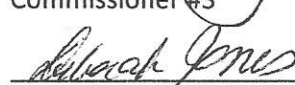
BE IT FURTHER RESOLVED, by the Board of Orcas Island Park and Recreation District the clerk of the Orcas Island Park and Recreation District record this document with the San Juan County Auditor.

ADOPTED by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 12<sup>th</sup> day of MAY, 2016

Signed

  
Chair, Commissioner #2

  
Commissioner #3

  
Commissioner #5

  
Commissioner #1

  
Commissioner #4



# Resolution 2016-4

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

## Resolution Appointing Alternate Auditing Officer (BARS Manual Section 3.8.5)

### Resolution 2016-4

**WHEREAS**, pursuant to the BARS Manual, section 3.8.5 that all claims against a district must be audited and approved by an "auditing officer" of the district prior to payment; and

**WHEREAS**, the appointed district auditing officer may not be available at the time payment processing is required; and

**WHEREAS**, the identity of the alternate auditing officer 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.


NOW THEREFORE, BE IT RESOLVED, that the Board of the Orcas Island Park and Recreation District appoints the below listed alternate auditing officer to review all claims and payroll. Approval of the full board is also required at the next meeting following the preparation and audit of the claims and payroll submittals.

Alternate Auditing Officer: Deborah Jones, Commissioner  
Office Address: 30 Pea Patch Lane, 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 12<sup>th</sup> day of MAY, 2016


Signed



Chair, Commissioner #2

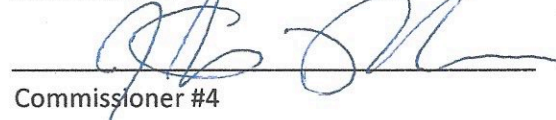


Commissioner #3



Commissioner #5

Commissioner #1



Commissioner #4

## Resolution 2016-5

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

**Resolution of the Board of Commissioners of Orcas Island Park and Recreation District (OIPRD) to Revise the Permanent Position of Program Coordinator to Assistant Director and to Establish the Position of Program Assistant.**

### Resolution 2016-5

**WHEREAS**, OIPRD is a municipal corporation duly established pursuant to the laws of the State of Washington, RCW Chapter 36.69, as a park and recreation district, for the purpose of providing leisure time activities and recreational facilities for its residents, including managing indoor and outdoor recreational and educational programs;

**WHEREAS**, OIPRD has revised its operating structure as diagramed in Exhibit "A" and attached hereto providing a wide range of programming and recreational opportunities for the citizens of Orcas Island and executing a variety of park maintenance and improvement projects for Buck Park; and

**WHEREAS**, OIPRD has need for a full time personnel to provide equipment inventory control, activity instruction, supervision, and facility oversight; and

**WHEREAS**, the District's operations have grown to the extent that it is no longer efficient or cost effective to subcontract programming support; and

**WHEREAS**, the tasks and job descriptions for the District are outlined in Exhibit "B" and attached hereto.

**NOW, THEREFORE BE IT RESOLVED** that the OIPRD Board of Commissioners adopt the positions of Assistant Director and Program Assistant and authorizes the Director to interview and hire personnel to fill the position according to adopted salary chart on Exhibit "A" and the benefits and conditions outlined in the adopted Employee Handbook. The Commission authorizes the District Director, Marcia West, to sign the employment agreements on behalf of the Commission and to be the Board's contact for full and part-time employees.

ADOPTED by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 12<sup>th</sup> day of MAY, 2016

Signed

  
Chair, Commissioner #2

  
Commissioner #3

  
Commissioner #5

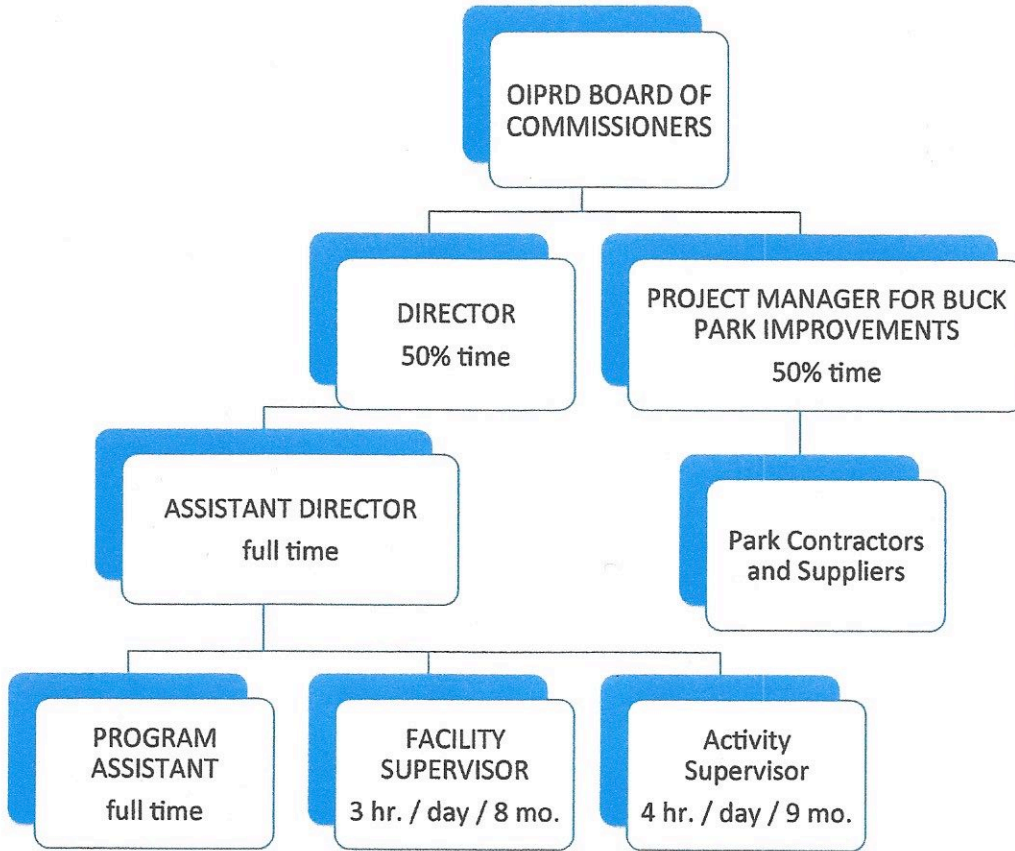
  
Commissioner #1

  
Commissioner #4

# EXHIBIT A

## OIPRD STAFFING DURING 18 MONTH CONSTRUCTION CYCLE BEGINNING MAY 26, 2016

Prepared: 10-May-16



## SALARIES AND BENEFITS

	AS OF 3/31	2016 AS OF MAY PAYROLL				2017				
	CURRENT ANNUAL BUDGET	SALARY	STIPEND / HEALTH CARE	TOTAL MONTHLY	TOTAL ANNUAL	SALARY	STIPEND / HEALTH CARE	TOTAL MONTHLY	TOTAL ANNUAL	
DIRECTOR / PROJECT MANAGER 50% / 50% - FOR 18 MO.	\$43,260	\$47,000 ANNUAL	\$830 MONTHLY	\$4,747	\$56,964	\$47,000 ANNUAL	\$830 MONTHLY	\$4,747	\$56,964	
ASSISTANT DIRECTOR FULL TIME	\$40,790	\$41,184 ANNUAL	\$500 MONTHLY	\$3,932	\$47,184	\$42,008	\$540 MONTHLY	\$4,040	\$48,480	
PROGRAM ASSISTANT FULL TIME	0	\$36,528 ANNUAL	\$500 MONTHLY	\$3,544	\$42,528	\$36,528	\$500 MONTHLY	\$3,544	\$42,528	
FACILITY SUPERVISOR 3 HR / DAY - 5 DAY / WK FOR 8 MO.	\$4,132	\$15 / HR	0	AVG. \$600/MO OVER YR	\$7,200	\$15.33	0	AVG \$613 / MO OVER YR	\$7,359	
TOTAL ANNUAL:					\$153,876	TOTAL ANNUAL:				\$155,331



## **EXHIBIT B**

### **2016 Duties and Tasks by Position**

OIPRD operating personnel: Project Manager, Director, Assistant Director, Program Assistant, Facility Supervisor and Activity Supervisor.

**A. Project Manager.** The Project Manager will:

1. Actively manage all aspects of OIPRD's Buck Park Improvement Project. This includes proactive interactions with the county, contractors, volunteers, partner organizations and public officials. It will also entail assessing the project continuously to ensure that it is on time and within budget.
2. Active management and oversight of the project, to include overall quality control, booking and supervision of various subcontractors.
3. Creation of project budgets and strategic long range plans for Commissioners' consideration.
4. The creation and/or completion of bidding documents, contracts, reports, correspondence, press releases, advertisements, policies, grants, and other documents as needed/directed.
5. Working with and gaining an in-depth understanding of various design software; also staying current with the newest developments and latest upgrades of same.
6. Order materials and supplies, which are not contractor-supplied, as needed for project completion
7. Maintaining up to date critical path schedule. Providing projected costs, completion dates and material delivery.
8. Working with Commissioners to prepare/present regular reports detailing project information, identifying & proposing solutions for challenging issues, and detailing progress towards stated goals. Also required, will be attendance at regular monthly meetings, as well as other occasional public and/or committee meetings, when requested.

Includes some weekends or evening work in conjunction with project schedule.

**B. Director.** The Director will:

1. Oversight of all aspects of OIPRD's recreational indoor and outdoor programs. This includes proactive interactions with the general public, participants, volunteers, partner organizations and public officials. Programs will be a combination of some that currently exist without modification; some existing with modifications and the creation and/or integration of brand new programs. It will also entail assessing programs continuously to ensure that they are diverse, effective, adequately attended, and serving well the greater community.
2. Working with Commissioners to prepare/present regular reports detailing financial information, identifying & proposing solutions for challenging issues, and detailing progress towards stated goals. Also required, will be preparation of materials for, and attendance at, regular monthly meetings, as well as other occasional public and/or committee meetings, when requested.
3. Oversight of the maintenance, setup and/or booking of various facilities, grounds, fields and subcontractors.
4. Creation of budgets and strategic long range plans for Commissioners' consideration.
5. The creation of reports, correspondence, press releases, ads. policies, grants, and other documents as needed/directed.
6. Review and approve district deposits, claims and payroll; and reconcile with budget.
7. Working with and gaining an in-depth understanding of ActiveNet recreational software; Excel, QuickBooks, Word and some type of graphics design software; also staying current with the newest developments and latest software upgrades.
8. Fielding, training, overseeing and coordinating a full time Assistant Director.
9. Occasional negotiation for the acquisition of additional land, buildings and or leases of same.
10. Working on a flexible, seasonal schedule with occasional weekend work and keeping a general log of hours.
11. Establish office management protocols, templates, contracts, and checklists for activities and park management. The Director will work with the Board to set-up office procedures and protocols to assure accurate financial reporting, timely processing of claims, and accurate accounting for instructors and contracted employees.

Includes some weekends or evening work in conjunction with programs activities.



**C. Assistant Director.** The Assistant Director will:

1. Actively manage all aspects of OIPRD's recreational indoor and outdoor programs and events. This includes proactive interactions with the staff, general public, participants, volunteers, partner organizations and public officials. Programs will be a combination of some that currently exist without modification; some existing with modifications and the creation and/or integration of brand new programs. It will also entail assessing programs continuously to ensure that they are diverse, effective, adequately attended, and serving well the greater community.
2. Actively manage setup and/or booking of various facilities, grounds, fields and subcontractors.
3. Prepare and input district deposits, claims and payroll.
4. The creation of reports, correspondence, press releases, media, ads., policies, grants, and other documents as needed/directed.
5. Working with and gaining an in-depth understanding of ActiveNet recreational software; Excel, QuickBooks, Word and some type of graphics design software; also staying current with the newest developments and latest software upgrades.
6. Actively assist in the fielding, training, overseeing and coordinating of a part time Program Assistant, a part time Facility Supervisor, a part time Youth Sports Supervisor.
7. Fielding, training, overseeing and coordinating coaches, volunteers, and instructors.
8. Working with Director and Commissioners to prepare/present regular reports detailing financial information, identifying & proposing solutions for challenging issues, and detailing progress towards stated goals. Also required, will be preparation of materials for and attendance at regular monthly meetings, as well as other occasional public and/or committee meetings, when requested.
9. Working on a flexible, seasonal schedule with occasional weekend work and keeping a general log of hours.
10. Assist in establishing office management protocols, templates, contracts, and checklists for activities and park management. The Assistant Director will work with the Director and Board to assist in set-up of office procedures and protocols to assure accurate financial reporting, timely processing of claims, and accurate accounting for instructors and contracted employees
11. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.



**D. Program Assistant.** The Program Assistant will:

1. Work with the Assistant Director in the development and set up of program activities.
2. Assist the Assistant Director with marketing work and flyers/brochures, in electronic and other form and make activity postings and updates for the ActiveNet website, OIPRD website, Google calendar posting, Community calendar posting, local bulletin postings and other postings as directed.
3. Actively and accurately maintain, manage and report to the Assistant Director all inventory and requests, including preseason preparation and post-season breakdown.
4. Maintain and establish accountabilities for OIPRD property and supplies, including set-up and cleanup of equipment needed for the activities and provide activity checklists to the Assistant Director.
5. Provide activity coverage including onsite registration, checking in with volunteers, equipment, and facilities during activity hours, and report findings to the Assistant Director.
6. Verify the daily Program Fee Transfer, Drop In Sheets and Activity Checklist turned in by the Facility Supervisor. Review for accuracy and inform the Assistant Director of any reported participant or facility issues.
7. Walk youth participants to and from various activities.
8. Supervise participants to provide a positive, safe and enriching experience. Participate in activities and act as a back-up instructor/coach as needed.
9. Provide basic first aid during activities; contact emergency personnel as needed in the event of an injury.
10. Complete attendance rosters, drop-in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
11. Prepare and maintain in the OIPRD office files for each program to include registration forms, rosters, equipment issued, and other files as directed.
12. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.

**E. Facility Supervisor.** The Facility Supervisor will:

1. Check and maintain the OIPRD Activities Storage areas at Buck Park, the Funhouse, the Public School Gym, Orcas Christian School, and other facilities in use by OIPRD activities. Ensure all necessary forms, first aid gear, and equipment are in place prior scheduled activities and events.
2. Assist with maintenance and accountabilities of OIPRD property and supplies.
3. At the direction of the Assistant Director inventory and prep equipment for upcoming activities and prepare a list of any supplies or materials needed to support the event or program.
4. At the direction of the Assistant Director, assist OIPRD with program supervision, instruction, equipment setup and maintenance.
5. Supervise assigned activities including: monitor attendance, complete rosters and drop in forms, setup and/or maintain and/or store equipment needed for the activities and provide activity checklists to the Assistant Director.
6. Complete drop in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
7. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.

**F. Activity Supervisor.** The Activity Supervisor will:

1. Develop activity lesson plans and equipment / supply lists for assigned activities or events.
2. Provide activity coverage including onsite registration, checking in with volunteers, equipment, and facilities during activity hours, and report findings to the Assistant Director.
3. Walk youth participants to and from assigned activities.
4. Supervise participants to provide a positive, safe and enriching experience.
5. Provide basic first aid during activities; contact emergency personnel as needed in the event of an injury.
6. Complete attendance rosters, drop-in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
7. Assist with maintenance and accountabilities of OIPRD property and supplies.
8. Complete drop in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
9. Complete other duties as assigned.

Includes some weekends or evening work in conjunction with programs activities.





## San Juan County

**F.MILENE HENLEY, Auditor**

P.O. Box 638 Friday Harbor, Washington 98250 360.378.2161

May 6, 2016

Orcas Island Parks & Recreation District Fund 6501

Re: Beginning Cash Adjustment

The information provided below addresses 2016 budgeted beginning cash and investments versus now known actual amounts.

If you choose to adjust your budgeted beginning cash balance to match the actual beginning cash balance, please submit a proper, balanced budget adjustment resolution. You may choose to hold off on the beginning cash adjustment until your district makes another budget adjustment. If so, please be sure to include the proper language for the beginning cash adjustment in that resolution.

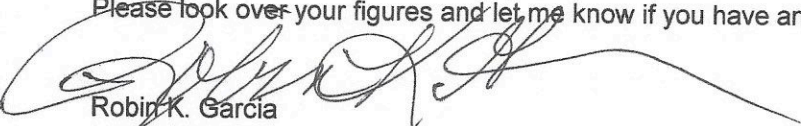
### 2016 Budgeted Beginning Cash (Acct 308)

12/31/15 Ending Cash	172,855
12/31/15 Ending Investments	0
Subtotal	<u>172,855</u>
Less 13th Mo. Warrants	102
Less Warrants Outstanding	<u>3,526</u>
2016 Actual Beg. Cash	<u>169,227</u>
308 Current	150,000
Difference	<u>19,227</u>
308 Total	<u>169,227</u>

### 2016 Budgeted Ending Cash (Acct 508)

508 Current	143,605
Difference	<u>19,227</u>
508 Total	<u>162,832</u>

Please look over your figures and let me know if you have any questions.

  
Robin K. Garcia  
Accounts Payable, Jr. Districts  
San Juan County  
Auditor's Office