

Meeting Minutes December 14, 2016

Orcas Island Park and Recreation District Commission
Special Public Meeting and Planning Workshop, Wednesday, December 14, 2016
Eastsound Firehouse
4:00 P.M. - 8:00 P.M.

I. CALL TO ORDER – 4:10 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - *present*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *arrived at 5:02*

Seat 4: Justin Paulsen - *present*

Seat 5: Deb Jones - *present*

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

II. PUBLIC COMMENT

No public present.

III. MONTHLY AGENDA

1. **Previous Minutes** – November 10, 2016

MOTION: With no revisions, Vicki moved to approve the November 10, 2016 public meeting minutes; seconded by Deb it was approved unanimously.

2. **Employees Pay Slip**

MOTION to approve employees pay slip for \$9,575.25 by Deb; seconded by Vicki; and it was approved unanimously.

3. **Payment of Claims**

MOTION: to approve the December Claims Payment #6501 for \$25,575.30 and the sales tax payment of \$256.98 to the Department of Revenue, Justin moved to approve; Vicki seconded and it was approved unanimously.

IV. MONTHLY BUSINESS

1. **Financial**

<Custom runner attached>

Cash ending balance at end of November 30, 2016 was \$280,256.16. We are ahead of our budget by ~\$45,800 which reflects delays in construction and changes in personnel. Completion of the fence, site grading, and drawings for the dugouts will bring the budget close to the projected carry over of \$230,000.

2. Director's Report and Buck Park Maintenance Improvement Report

<Director's Report>

<Buck Park Maintenance Improvement report attached>

V. UNFINISHED BUSINESS

1. Multi-court, Fence, and Dugout Update

Multi-court – Fencing is DONE. Next step is adding fill and ADA access in the parking area and finishing the planting. We also need to double check the drainage on the west side and complete the irrigation boxes.

Dugouts drawings were reviewed prior to our meeting and will hopefully be submitted next week.

Justin and Marcia will travel to San Juan on Tuesday to submit permits.

2. Off Leash Area Update

Off Leash open house / workshop received some helpful comments and suggestions. Fine grading, utility line installation, and seeding are next steps.

3. Playground Options

Rough grading for the play area structure is in progress. This is our next focus area. Will Stelter is taking on the fencing for the play area as his Eagle Scout project. We will provide material and close supervision. Grading, drainage, and equipment relocation need to be complete before the Feb. 16th fence work date.

4. Little League Baseball

Kim attended the local Little League District meeting this week to gather more information on potential collaboration with mainland teams. We will hold a forum on January 11th at 6pm at the Eastsound Fire Station to discuss the future of Orcas Island baseball and softball.

VI. NEW BUSINESS

Strategic Planning Workshop – 5 years' in review and 5 years' ahead

<Strategic Planning Workshop Handout Attached>

Commissioners discussed the OIPRD timeline to-date.

Each of the three major issues were discussed in turn

1. PROGRAMMING

Existing sports:

- Do we carry-on with our focus on team-sports for youth?

- Commissioners agreed that this is the correct focus for school-year youth programs.
- Should we continue our in-house/limited inter-island team play, or pursue additional off-island leagues and game opportunities?
 - Martha shared an idea about offering a prize for teams that can rise to the top
 - Justin shared the idea of collaborating both teams for the mainland (for those who want to travel) and those for inter-island/on-island play (for those who don't want to travel), then wondered if there are enough kids.
- What ages would we start implementing team travel?
 - Commissioners felt that 5th and up could travel.
 - Task: come up with standardized ways to run these programs moving forward.
- Look at compensation for travel for coaches as an incentive.
 - Task: Martha would like a number on what each season costs coaches out-of-pocket.

Lack of Programming for Some Age Groups:

- Ages 3 – 9
 - Offer weekend basketball workshops, “practices” alternating for open gym.
- Seniors
 - Continue on with Pickleball, other senior programs are currently well-covered by the Senior Center and other island organizations. Develop new opportunities upon request.
- Swimming
 - At the moment the needs of swimming are being met by the Orcas Athletic Center.

Summer Programs

- Invite professional instructors to run 3 or 4 specialized week-long programs.
- Run information service for other local program opportunities.

Art/Science

- Art and Science attendance has been extremely limited and the program is not currently operating at the needed 70% paid participants.
 - Drop it and offer referrals to other art/ science organizations
- Other programs not meeting the participation threshold include Magic

-With the Senior Center successfully running programming for that demographic, Kim will collaborate transferring the trip to the Garden Show with Jami Mitchell, and provide Park and Rec support as needed.

Recapping Programs as a whole:

Come up with standardized ways to run programs moving forward, focusing on active activities and providing team-play, while collaborating with other organizations as needed. Explore the possibility of offering quarterly type events i.e. science, cooking.

2. Operations-

-Marcia shared her desire to reduce hours and focus on Executive Director tasks i.e., operations oversight, finances and budget, along with the current Buck Park Project.

-Bob wants to look at the possible structures without the current personalities in place.

-Martha would like to see in the short-term – Coordinators who like the sport and like working with OIPRD...

-Bob wants to entertain the idea of keeping the structure flexible, while looking for skills and personalities that can meet the part-time needs of the district.

-Justin shares the possibility of tapping into other local seasonal workers (i.e. Orkila) as program support as needed.

-Martha wants to look at restructuring the current job descriptions to match the personalities that are currently in place, with strengths that are currently in place and grow the organization around that.

- Task: Further evaluate the organization structure and look at gradually increasing duties to volunteers/ short-term hires depending on their proven skills and abilities.

3. Facilities-

-Subject tabled for further conversation at the January meeting. Bob did share that he would like to see the existing facilities come to a higher standard before investing in upgrading field one, all Commissioners agreed.

VII. ADJOURNMENT

MOTION to adjourn by Martha seconded by Justin at 8:14 pm, unanimously approved.
The meeting was adjourned at 8:14 pm.

Addenda:

Claims Payment Request – Dec. 14

Claims Payment Request – DOR Nov.

Custom Report Runner

Director's Dashboard

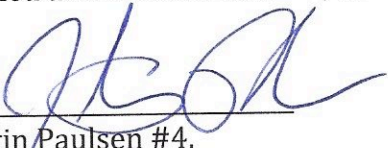
Buck Park Maintenance Improvement Report

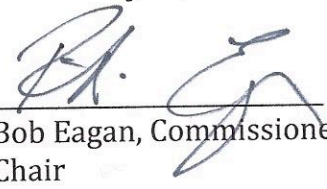
Strategic Planning Workshop Handout

Public Meeting minutes for December 14, 2016

Approved by motion on this 12th day of January, 2017

Signed and attested this 12th day of January, 2017


Justin Paulsen #4,
Secretary


Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

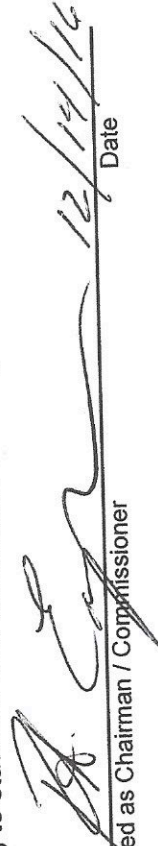
Page 1 of 10

DATE: Dec. 14, 2016

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$ 25,575.30
\$ 25,445.30

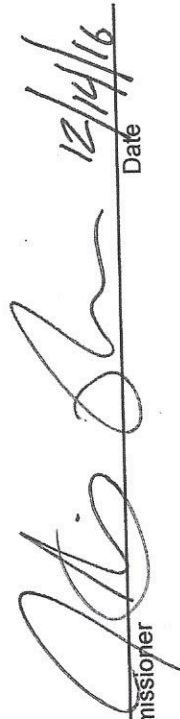
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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 Date 12/14/16

Board Authorization

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

\$ 25,445.30 for the period ending Dec. 14, 2016 We approve payment with our signatures below.


Commissioner Date 12/14/16


Commissioner Date 12/14/16


Commissioner Date 12-14-16


Commissioner Date

Invoice Accounting Report by Vendor Name

San Juan County

aplNAVnn
12/15/2016 11:27:16AM

Vendor Number: bal155 Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bb1214	1	soccer instructor	E 6501.00.571.00.41.0003	660.00	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ban1214	1	pickleball nets	E 6501.00.571.00.35.0100	324.97	in
	2	dodgeballs and bags	E 6501.00.571.00.35.0100	225.85	in
	3	magic supplies	E 6501.00.571.00.31.0019	134.51	in
	4	football photos	E 6501.00.571.00.31.0100	115.20	in
	5	QB monthly	E 6501.00.571.00.31.0004	23.31	in
	6	buck park field layout	E 6501.00.594.71.63.0010	136.80	in
	7	football end of season gathering	E 6501.00.571.00.31.0019	302.97	in
	8	storage and shelves	E 6501.00.571.00.31.0002	187.63	in
	9	tennis roller repairs	E 6501.00.571.00.31.0100	42.36	in
	10	drop box renewal	E 6501.00.571.00.31.0004	107.02	in
	11	presentation supplies - dog park	E 6501.00.571.00.31.0019	63.00	in
		Vendor Total:		1,663.62	

Vendor Number: bar050 Name: BARKSHIRE, JAMES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bark1214	1	BP Dugout drawings	E 6501.00.594.71.63.0010	1,500.00	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
cl1214	1	act# 427063167	E 6501.00.571.00.42.0004	293.46	in

Vendor Number: cou999 Name: COUNTRYWIDE FENCE CENTER (INC)

Invoice Number	Line No	Line Description	Account Number	Amount	Type
cw1214	1	Multi-Court fence Buck Park	E 6501.00.594.71.63.0010	10,167.89	in

Invoice Accounting Report by Vendor Name

San Juan County

aplNAVnn
12/15/2016 11:27:16AM

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ewua1214	1	Nov. Buck Park water	E 6501.00.571.00.47.0012	82.25	in

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
qvw1214	1	Nov Mowing and general maintenance	E 6501.00.571.00.48.0006	943.55	in
	2	sales tax - mowing	E 6501.00.571.00.48.0006	76.43	in
	3	maintenance - utility and site work	E 6501.00.571.00.48.0011	3,678.75	in
	4	maintenance sale tax	E 6501.00.571.00.48.0011	267.97	in
Vendor Total:				4,966.70	

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
lh1214	1	art instruction Nov - Dec	E 6501.00.571.00.41.0003	280.00	in

Vendor Number: jea144 Name: JEAN HENIGSON'S

Invoice Number	Line No	Line Description	Account Number	Amount	Type
jh1214	1	Second fall dance classes	E 6501.00.571.00.45.0100	510.00	in

Vendor Number: mos155 Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sm1214	1	Fall session 2 dance classes	E 6501.00.571.00.41.0003	2,700.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
is1214	1	storage January	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: orc830 Name: ORCAS POWER & LIGHT (INC)

Invoice Accounting Report by Vendor Name

San Juan County

aplNAVnn
12/15/2016 11:27:16AM

Invoice Number	Line No	Line Description	Account Number	Amount	Type
opalco1214	1	BP power Nov.	E 6501.00.571.00.47.0014	224.26	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sjs1214	1	Nov Buck Park Trash	E 6501.00.571.00.47.0013	206.31	in

Vendor Number: sta555 Name: STAHLY ENGINEERING &

Invoice Number	Line No	Line Description	Account Number	Amount	Type
se1214	1	Buck Park dug out drawings	E 6501.00.594.71.63.0010	1,300.00	in

Vendor Number: sta111 Name: STARR EXCAVATION INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
15885	1	sani can - fence job	E 6501.00.571.00.47.0011	140.00	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fh1214	1	January rent	E 6501.00.571.00.45.0002	429.00	in

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw1214	1	running snacks costco	E 6501.00.571.00.31.0019	64.84	in
	2	office supplies shelving	E 6501.00.571.00.31.0002	62.67	in
		Vendor Total:		127.51	

Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mwa1214	1	boys Choir Nov	E 6501.00.571.00.31.0019	179.30	in

Invoice Accounting Report by Vendor Name
San Juan County

aplNAVnn
12/15/2016 11:27:16AM

Grand Total: 25,575.30



MARCIA WEST
ORCAS ISLAND PARK & REC
Account Number: ##### 1739
Closing Date: 12/01/16
Credit Limit: \$3,000.00
Available Credit: \$1,756.49



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	\$	1,517.97
Purchases	+	2,033.86
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	2,308.32
Other Debits	+	0.00
Finance Charges	+	0.00
NEW BALANCE	\$	1,243.51

Payment Information



Total Minimum Payment Due **\$38.00**
Payment Due Date **12/26/16**

Minimum Payment \$ 38.00

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
11/07	11/08	PPLN01	55417346313133134734580	TROPHIES2GOCOM 877-9624700 WA	\$ 301.24
11/09	11/10	PPLN01	75418236314032169301217	LTS*LOGO&TEAM SPORTSW 877-5355646 CT	469.01
11/15	11/16	PPLN01	55432866320000222599762	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	324.97
11/17	11/17	PPLN01	55432866322000081737477	Amazon.com AMZN.COM/BILL WA	225.85
11/18	11/20	PPLN01	55432866323000022685396	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	15.00
11/19	11/20	PPLN01	55432866324000386408749	MILLERS*PRO IMAGING 800-835-0603 KS	115.20
11/20	11/21	PPLN01	55432866325000260238393	INTUIT *QB ONLINE 800-286-6800 CA	23.31
11/19	11/21	PPLN01	55432866324000586503489	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	119.51
11/21	11/22	PPLN01	55310206327200987000092	ORCAS ISLAND HDWE EASTSOUND WA	39.53
11/27	11/28	PPLN01	05436846333000270550293	ISLAND MARKET EASTSOUND WA	23.14
11/27	11/28	PPLN01	55432866333000768939757	CHEVRON 0357104 EASTSOUND WA	279.83
11/29	11/30	PPLN01	55310206335200988100099	ORCAS ISLAND HDWE EASTSOUND WA	97.27
Payments, Adjustments and Others					2,308.32
11/17	11/17		000000000000000000000000	PAYMENT - THANK YOU	

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 12/01/16
New Balance \$1,243.51
Total Minimum Payment Due \$38.00
Payment Due Date 12/26/16

\$ 1663.62

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



MAKE CHECK PAYABLE TO:

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181

86 5532 3700 0009 1739 00003800 00124351 9

Page: 1 of 7
Bill Date: Dec. 06, 2016

Previous Balance	Payments	Adjustments Credits	Current Charges
294.23	295.00 CR	0.00	294.23

Previous Balance	294.23
Payment by check received on NOV 19	295.00 CR

Adjustments to Previous Balance	0.00
---------------------------------	------

Monthly Charges	265.45
One-Time Charges	0.00
Usage Charges	0.00
Discount	0.00
Adjustments	0.00
Taxes, Fees, and Surcharges	28.78

Due Date	Dec. 28, 2016	Amount Due	293.46
----------	---------------	------------	--------

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

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

427063167
293.46

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

[illegible]



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

Account No.	Location No.
0064	06-0135
Due Date	Amount Due
12/20/2016	\$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:
kimi@oiprd.org

☐ Address or email corrections or updates
provided on reverse of stub.

Please Detach and Remit Stub with Payment

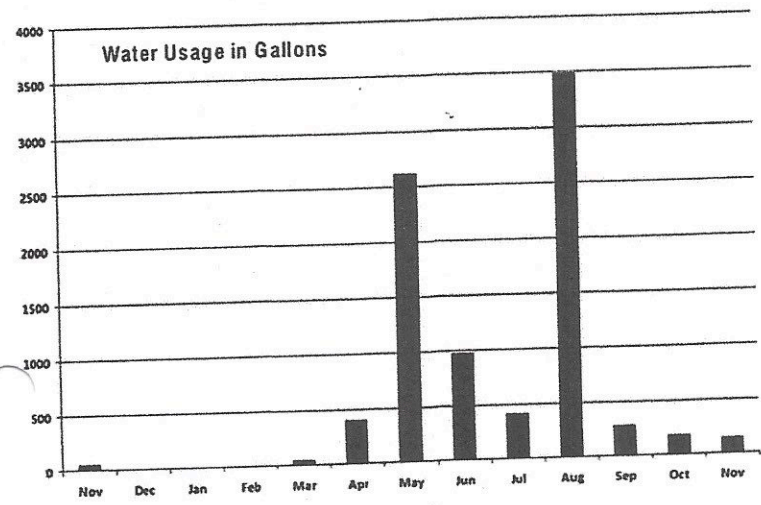
Eastsound Water Users Association

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	12/20/2016

Billing Date	Service Dates Starting Ending	Meter Readings Previous Current	Usage (gallons)	Charge Amount
11/20/2016	PREVIOUS BALANCE			\$82.25
	10/20/2016 - 11/20/2016	8,443 8,580	137	\$82.25
	PAYMENTS			\$-82.25



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.)

0009454400



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

1055 1 AV 0.373 4 1055
ORCAS IS PARK AND REC DISTRICT C-4 P-4
PO BOX 575
EASTSOUND WA 98245-0575

Account Number 9454400

Statement Date 11/15/2016

Billing Summary

Balance From Last Billing	190.84
Payment Received 10/17/2016	22.36 CR
Balance Into Billing	168.48
New Bill BUCK PARK WATER-MT BAKER	55.78

Total Due By 12/05/16	224.26
Total Due After 12/05/16	226.63

Page 1 of 1

Messages

REMINDER: Your previous balance is past due. Please pay immediately to avoid disruption of service for non-payment and additional fees.
Volunteers Needed: Elections & Governance Committee!

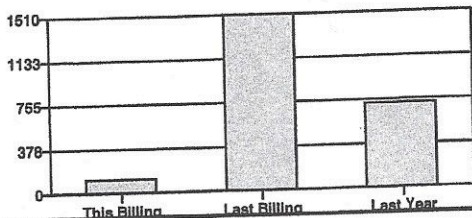
Service Details

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

Meter Reading Details	Meter 110317844
Current Reading	11/12/16 38233
Previous Reading	10/12/16 38116
Total Usage	117
Days Served	31

Detail of Charges	
Balance Into Billing	168.48
Facility Charge	36.12
Late Payment Charge	8.37
Energy Assistance Program	0.06
KWH Charges	11.23
117 KWH @ .0960	55.78
This Service Sub-Total Amount Due	224.26

Electric Energy Usage



KWH & Cost Comparison	No. Days	Total KWH	KWH Per Day	Total Monthly Cost	Avg. Cost Per Day
Current Billing	31	117	3	47.41	1.52 0
Last Billing	31	1510	48	167.36	5.39 0
This Billing Last Year	31	721	23	103.91	3.35 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: 11/15/2016
Total Due By 12/05/2016 224.26
Total Due After 12/05/2016 226.63

Your payment and any returned items may be processed electronically.

Initial any programs below to sign up.

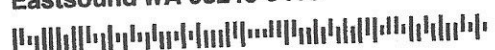


Pal Round-up or one-time donation \$ _____



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

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



550090009454400000022426000022663111520167



San Juan Sanitation Co.
279 Gravel Pit Road
Eastsound, WA 98245
Phone: 360-376-4709 ■ 1-877-249-1467

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

Garbage Collection
Commerical Recycling
Landscaping Supplies

Billing Date: 11/30/16		Due by: 12/27/16		Delinquent: 12/31/16	
ACCOUNT NUMBER		SERVICE NAME & ADDRESS			PREVIOUS BALANCE
2960959-SJ		ORCAS PARK & RECREATION D - 95 SWORD FERN LN			187.44
QUANTITY	DATE	DESCRIPTION			AMOUNT
					-187.44
1	11/18/16	PAYMENT			125.35
1	11/30/16	2-YD SPEC COMPT			44.00
1	11/30/16	CO-MINGLE 2YD			19.20
1	11/30/16	14.5% SAN JUAN COUNTY EXCISE TAX			7.00
1	11/30/16	RENT 2-YD SPECIAL Prorated Stop Ch Prorated C			6.00
1	11/30/16	RENT CO-MINGLE 2YD Prorated Stop Ch Prorated C			4.76
1	11/30/16	3.6%STATE REFUSE TAX			
Merry Christmas! We will be picking up your garbage and recycling on normal schedule throughout the holiday season.					
PAYMENTS POSTED AFTER THIS DATE WILL APPEAR ON THE NEXT BILLING		11/30/16	Aging 0-30 \$ 206.31	31-60 0.00	61-90 0.00
			Over 90 0.00	Total 206.31	BALANCE DUE ➡
					206.31



San Juan Sanitation Co.
PO Box 267
Lynden, WA 98264-0267
Phone: 360-376-4709 ■ 1-877-249-1467

Make Checks Payable To:
SAN JUAN SANITATION CO.

Due by: 12/27/16

ACCOUNT NUMBER
2960959-SJ

PREVIOUS BALANCE: 187.44
PAYMENTS: -187.44
BALANCE FORWARD: 0.00
CURRENT CHARGES: 206.31
BALANCE DUE: 206.31

ENTER AMOUNT
BEING PAID ➡

859 1 AV 0.376 865 / 859 3-1-271
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

Page 1 of 3

DATE: Dec. 14, 2016

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$256.98

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 12/14/16

Board Authorization

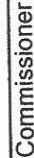
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 256.98 for the period ending Dec. 14, 2016 We approve payment with our signatures below.


Commissioner Date 12/14/16


Commissioner Date 12/14/16


Commissioner Date 12-14-16


Commissioner Date



ORCAS ISLAND PARK & RECREATION DISTRICT 603-231-409

Confirmation

Confirmation Number	19493966
Tax Registration Number	603231409
Reporting Period	11/2016
Payment Type	EFT Credit
Date and Time Submitted	12/12/2016 3:30:08 PM
Payment Amount	256.98
Person Completing Return	Marcia West

To initiate your payment, you must contact your financial institution. Each bank has its own guidelines for ACH transactions. ACH Credit taxpayers are responsible for contacting their own bank to ensure funds are deposited in the State's bank no later than 5:00 PM Pacific Time on December 28 2016.

For easy reference, print this Confirmation Information page and keep it with your tax records.

[Return to Account List](#)

[Print Confirmation](#)

[View Printable Return](#)

Confirmation

**For Assistance Call:
1-877-345-3353**

Invoice Accounting Report
San Juan County

Invoice #: 603231409
Vendor #: sta895

Invoice Date: 12/13/2016 Doc Date: 12/15/2016 Due Date: 12/21/2016
Name: STATE OF WASHINGTON Type: in

Line No	Line Description	Account Number	Amount	PO Number
1	Nov. sales tax	E 6501.00.586.00.44.0000	256.98	
Grand Total:			256.98	

MONTHLY FINANCIAL STATEMENT BY FUND
SAN JUAN COUNTY
START DATE: 11/1/2016 END DATE: 11/30/2016

glWAMonthly
12/9/2016 10:16:30AM
Fiscal Year: 2016

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			277,660.48	
212	SALARY PAYABLE	7,959.87			
231	OTHER ACCRUED LIABILITIES	2,397.15			
310	TAXES	16,859.87			
330	INTERGOVERNMENTAL REVENUE	3,534.88			
340	CHARGES FOR GOODS AND SERVICES	45.00			
360	MISCELLANEOUS REVENUES	256.99			
380	NONREVENUES		31,053.76		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	7,959.87			
231	OTHER ACCRUED LIABILITIES	2,397.15			
570	CULTURE AND RECREATION	17,985.09			
580	NONEXPENDITURES	115.97			
	TOTAL DISBURSEMENTS		28,458.08		
101	ENDING CASH BALANCE				280,256.16
					280,256.16
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		0.00
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE				
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

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

Activity Report
December 14, 2016

activity	category	participants avg each time	end date	staffing	location
Pokemon Club	II	22	16-Dec	Zack S.	FHC
Boys Choir	II	9	19-Dec	MWA	OCS Chapel
Mad Scientist	II	6	12-Dec	Lana	FHC
Dance, Ballet, Tap, Creative	II	46	15-Dec	S. Moss	Odds/APTD
Art	II	8	14-Dec	Lana	FHC
Magic the Gathering	II	2	19-Dec	vol.	OIPRD
Family Swim	III	22	4-Dec	staff	OAC
Basketball SWISH	III	29	17-Dec	coaches	Various
Running Club	III	23	14-Dec	coaches	OIPRD
Soccer, Baturay	II	11	16-Dec	Baturay	Buck Park

Adult Drop-in Programs				
Pickleball - Mon/Thurs		7		
Pickleball - Sunday a.m.		10		
Volleyball - Sun/Weds		12		
Basketball - Tuesdays		19		
Upcoming Activities - Winter/Spring Activities flyer is in the works				
activity	category	registered	start date	location
Basketball - Boys SWISH	III	31	12-Dec	various
Drop-in Futsal	II	N/A	9-Jan	Old Gym
Youth enrolled per week = 178				
Avg Adults and Families at drop-in = 48				

BUDGET SUMMARY

As of Nov. 30, 2016
 Balance: \$280,256.16
 Expenses: \$18,101.06
 Revenue: \$20,696.74
 Difference from budget:
 +\$45,824
 Prime factors - delayed
 construction and reduced
 personnel costs

2017 Budget Summary		ACTUAL 2016	Difference
Revenue			
Beginning Net Cash	\$245,000	\$169,227	\$75,773
Taxes and Remittances	\$295,250	\$177,341	\$117,909
Activity Fees and Rents	\$38,400	\$41,373	-\$2,973
Donations			
Loan Proceeds	\$5,500	\$10,568	-\$5,068
TOTAL	\$584,150	\$378,509	-\$205,641
EXPENSES (incl. reserves)			
Personnel	\$139,930	\$133,195	\$6,735
Buck Park	\$37,600	\$36,307	\$1,293
Buck Park Improvement Project	\$92,000	\$50,531	\$41,469
Operating Supplies & Expenses	\$76,000	\$42,077	\$33,923
Professional Services	\$10,800	\$4,854	\$5,946
Rental Fees	\$14,700	\$14,480	\$220
Programs	\$57,150	\$51,740	\$5,410
Cash and Transfers	\$155,970	\$245,325	-\$89,355
TOTAL	\$584,150	\$578,509	-\$5,641

Commissioners' Action Items

- 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

- Multi-court - Fencing is DONE. Next step is adding fill and ADA access in the parking area and finishing the planting. We also need to double check the drainage on the west side and complete the irrigation boxes.
- Dugouts drawings were reviewed prior to our meeting and will hopefully be submitted next week.
- Rough grading for the play area structure is in progress. This is our next focus area. Will Stelter is taking on the fencing for the play area as his Eagle Scout project. We will provide material and close supervision. Grading, drainage, and equipment relocation need to be complete before the Feb. 16th fence work date.
- Next week we will order the backboard for the multi-court and the outfield fencing. Backboard will be drop-shipped to Mt. Vernon and a volunteer is needed to haul it over.
- A proposal has come in to install fixed pickleball nets. This would prevent the courts being used for tennis without a lot of prep.
- Off Leash open house / workshop received some helpful comments and suggestions. Fine grading, utility line installation, and seeding are next steps.
- A pickup truck driver decided to go cross-country through the dog park. He badly rutted up the area and was stuck up to the axles. He was towed and ticketed. He did help us locate the areas needing more fill and created a swimming area for the small dogs.

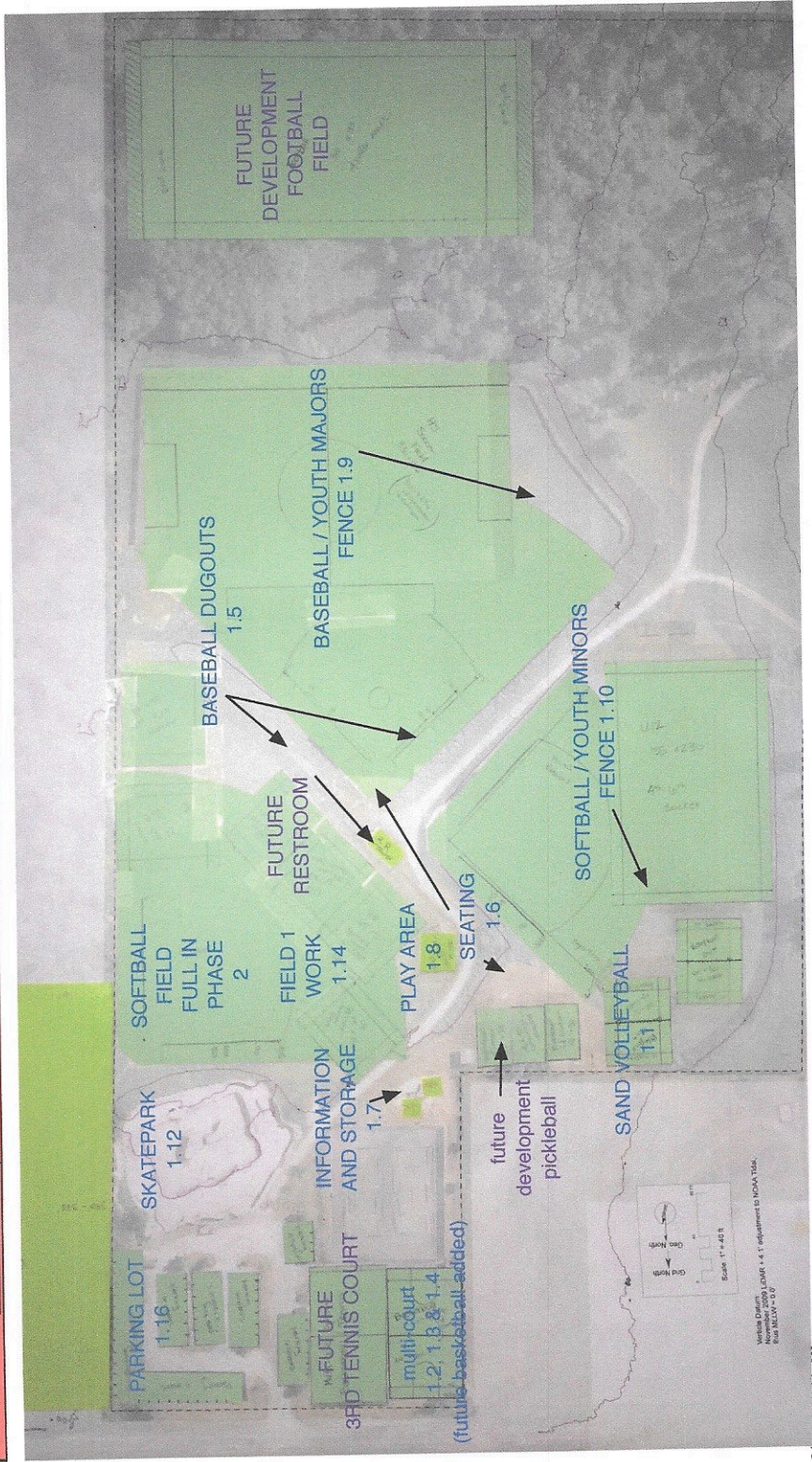
Administrative Task Update

- Draft agreement operating and maintenance agreement with the Land Bank for the dog park area ready for our review and edits.
- Funhouse confirmed construction beginning May 1. Recommend we work off site with a drop box at the office.
- All budget documents have been filed with the county.
- A second open gym basketball incident resulted in banning Jack Gates for three months. Sheriff is making routine checks at the gym.
- After the free trial period using Box we elected to stay with the enhanced security version of dropbox. There seems to be no major difference in security and with only two employees we would pay for more than we need.
- We have added Olivia Phillips as a facility / activity supervisor. She is also interested in office work. She is hired as a part-time employee at \$15 / hr.
- The policy & procedure book is my holiday project, really!

Buck Park Movement - Project Tracking and Budget

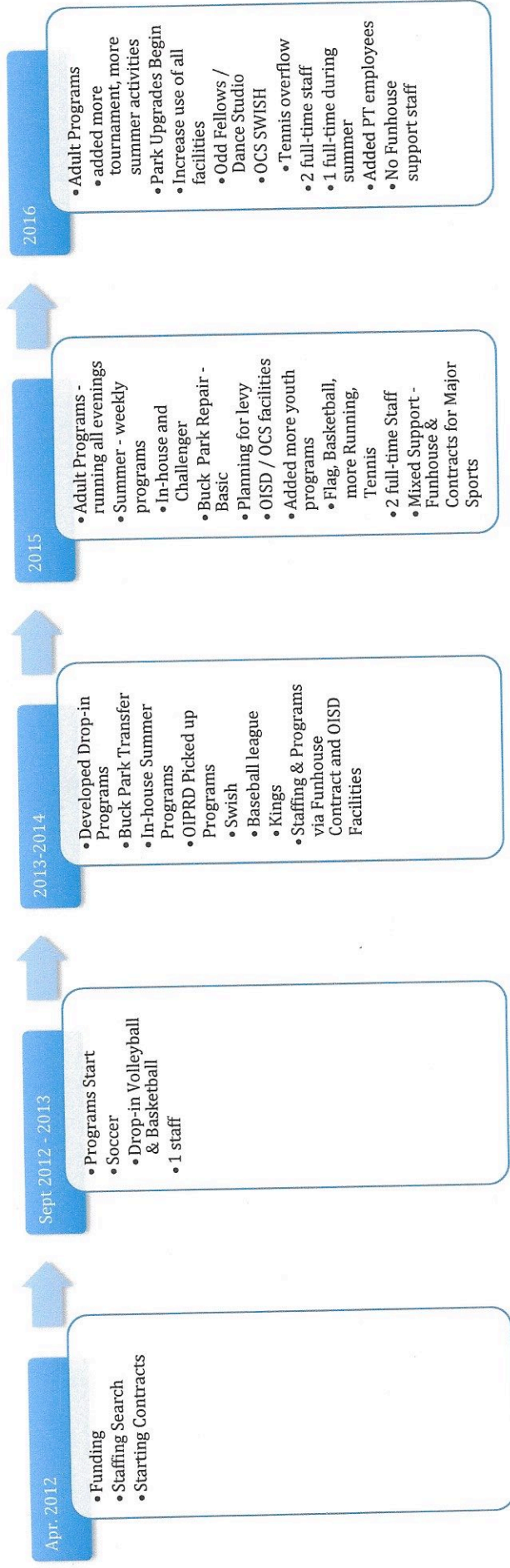
updated as of: 12/14/16

INFRASTRUCTURE INVESTMENT														
	1ST HALF	Actual Q3	dec	Actual Dec	Actual Q4 2016	2016	jan	feb	mar	Q1 2017	apr	may	jun	Q2 2017
1.16 Infrastructure Refurbish & Repair BP	2,778	0	0	0	0	3,228	0	0	0	0	0	0	0	0
1.1 Sand Volleyball Court	2,100	6,523	0	0	0	6,250	0	0	0	0	0	0	0	0
1.2,1.3 New Multi-Use Court	0	20,740	4,000	150	4,000	24,000	0	0	0	0	0	0	0	0
1.4 New Multi-Use Court Fence	0	0	12,000	10,168	12,000	12,000	0	0	0	0	0	0	0	0
1.5 Dugout Repairs / Roofing	0	600	3,200	2,670	3,200	3,800	11,000	0	0	11,000	0	0	0	0
1.6 Spectator Seating	0	0	800	0	800	800	5,000	0	0	5,000	0	0	0	0
1.7 BP Shed Repair and Expansion	0	0	0	0	0	0	4,500	12,100	0	16,600	0	0	0	0
1.8 Playground Repair and Upgrade	0	0	3,000	1,764	3,000	3,000	0	0	13,000	13,000	0	0	0	0
1.9, 1.10 Seasonal Fencing	0	0	0	0	0	0	0	6,000	0	6,000	0	0	0	0
1.11 OOLA Development	0	0	0	0	0	0	3,000	0	0	3,000	0	0	3,000	3,000
1.12 Skatepark Repairs	0	0	0	0	0	0	500	0	0	500	0	10,000	0	0
1.14 Field One Upgrade & Irrigation	0	0	0	0	0	0	0	0	0	0	0	0	15,000	15,000
Resurface Tennis Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc./ Contingent incl. major repairs	0	3,358	1,500	323	1,500	4,500	0	0	0	0	0	0	0	0
TOTAL EXPENSES:	4,878	31,221	24,500	15,075	24,500	57,578	24,000	18,100	13,000	55,100	0	10,000	18,000	18,000



OIPRD TIMELINE AND KEY ISSUES

December 14, 2016



KEY ISSUES MOVING FORWARD:

PROGRAMS

- Not Enough Opponents to Play:
- Soccer
- Baseball
- Flag Football
- Lack of Programming
- Ages 3 - 9 Nov thru Mar
- Senior Program Activites
- What to do with Swimming
- Gym / Indoor Space
- In-House Summer Program Quality
- Should we do Art / Science

OPERATIONS

- Decrease MW hours
- A.D. Structure for Delegation / compensation for added duties
- Part Time Support Structure that is Sustainable
- Finalization of Policy / Procedures Manual
- Temporary Office Location
- Management of Contracts for Maintenance and Stipend Staff
- Upcoming 6-year Audit

FACILITIES

- Finalizing BP Improvement within Budget
- Coordination with OISD during their Sitework Process
- Indoor Facility Shortage
- Oct - March
- Buck Park Storage - Equipment
- Future Operations Building
- Future Restrooms for Park

OIPRD KEY ISSUES - PROGRAMS

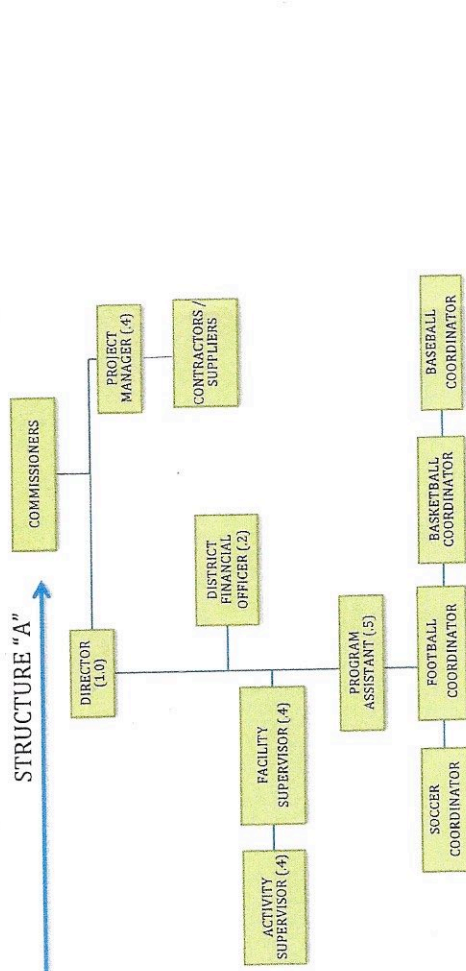
December 14, 2016

<u>Existing Sports:</u> Not enough variety of play in baseball/softball/soccer...flag?	Carry-on Shift to combined inter-island/ mainland play
<u>Lack of programming</u> in some age groups and areas	(Ages 3 - 9) Swimming, MMA, Dance, Tumbling, Gymnastics, Basketball, Open Gym (Seniors) Collaborate with Sr. Center? Library? OAC? (Swimming) Offer additional modalities i.e. scuba, swim team?
<u>Indoor Space</u> Lack of availability at decent hours	Current: -OISD, OCS, ODDS, APTD Additional: -Hangar, Orkila, Mt. Baker Farm, OAC, other rental opportunities
<u>Summer Programs</u> Where to go from here?	Continue In-House Bring in Specialized Programs Discuss Future of all island School-Aged programs
<u>Art/Science</u> Program not currently meeting 70% self-sustaining goal.	Shift to other entity? Collaborative sponsorship? Drop completely?

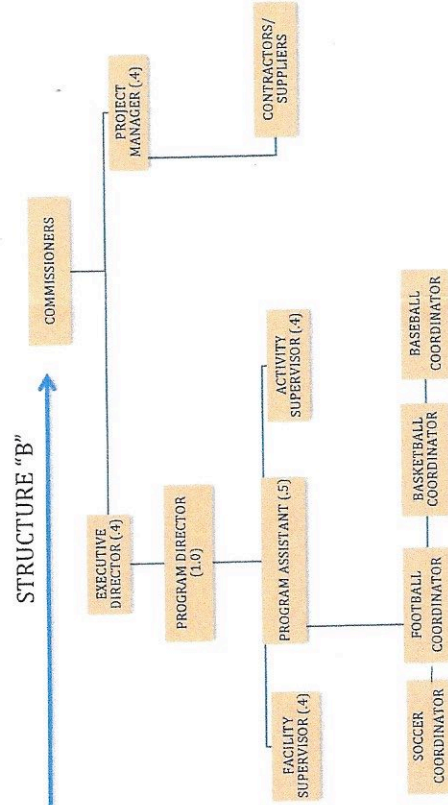
KEY ISSUES - OPERATIONS

December 14, 2016

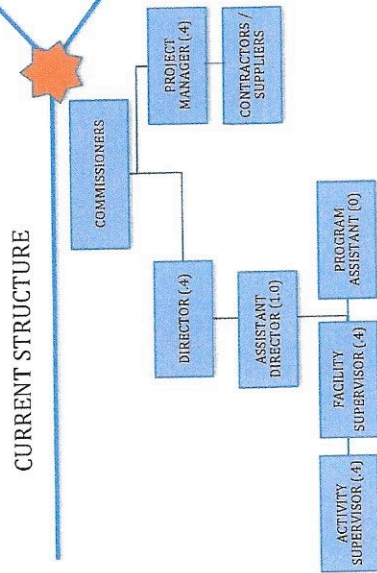
STRUCTURE "A"



STRUCTURE "B"

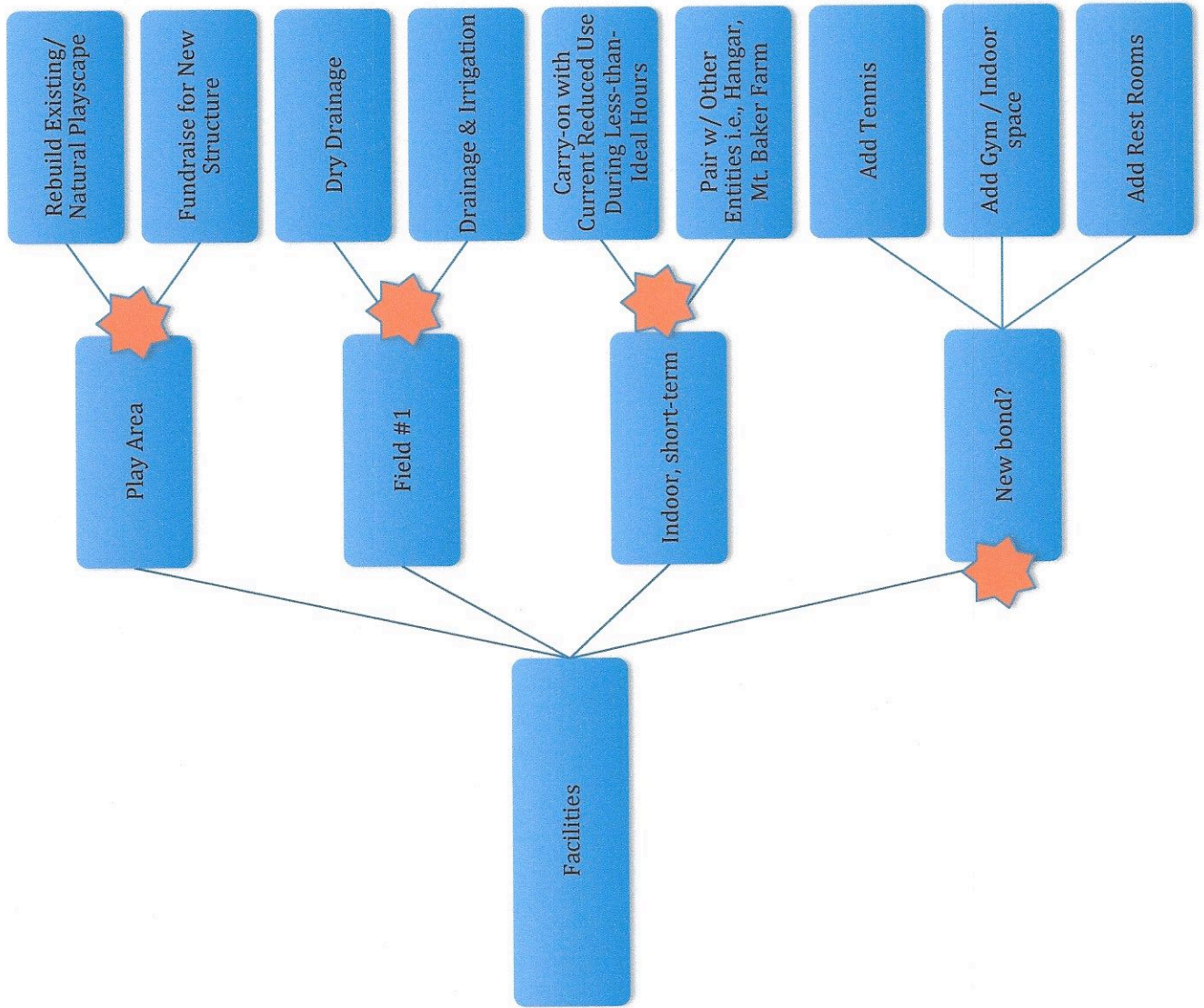


CURRENT STRUCTURE



OIPRD KEY ISSUES - FACILITIES

December 14, 2016



Structure "A"

Director (1.0)

- Oversight of OIPRD Operations
- Coordination of information for Commissioners
- Reports and Press Releases
- Negotiations for leases, contracts, and future acquisitions
- Actively manages all indoor/outdoor programs and events
- Supervision of Volunteer Coordinator, Facility Supervisor, Activity Supervisor, and oversight of Sports Coordinators
- Scheduling and booking facilities
- Preparation of press releases, ads, schedules and social media communications for programs
- Maintain registration and activity database
- Preparation of Policies and Procedures with Director input

District Financial Officer (.20)

- Preparation and maintenance of all financials including budget, audits, levies, and monthly claims, payroll
- Preparation of monthly reports for Commissioner meeting
- Coordinate budgets for programs and events

Program Assistant (.50)

- Volunteer coordination for all indoor/outdoor programs
- Develop and implement Volunteer Retention Program
- Assist with program advertising and registration
- Work with Program Director to staff and develop events

Structure "B"

Executive Director (.40)

- Oversight of OIPRD Operations
- Coordination of information for Commissioners
- Preparation and maintenance of all financials including budget, audits, levies and monthly claims, payroll
- Reports and Press Releases
- Negotiations for leases, contracts, and future acquisitions
- Preparation of Policies and Procedures

Program Director (1.0)

- Actively manages all indoor/outdoor programs and events
- Supervision of Volunteer Coordinator, Facility Supervisor, Activity Supervisor, and oversight of Sports Coordinators
- Scheduling and booking facilities
- Preparation of press releases, ads, schedules and social media communications for programs
- Maintain registration and activity database

Volunteer Coordinator (.50)

- Volunteer coordination for all indoor/outdoor programs
- Develop and implement Volunteer Retention Program
- Assist with program advertising and registration
- Work with Program Director to staff and develop events