

Public Meeting
March 15th, 2018

Meeting Minutes March 15th, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, March 15th, 2018
Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:05 pm

Bob Eagan, Chairman, present

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, present

Seat 3: Martha Farish, present by phone

Seat 4: Justin Paulsen, absent

Seat 5: Deb Jones, present

Staff present: Kim Kimple (Interim Director)

Public present:

Terri Rodgers – no public comment

II. PUBLIC COMMENT

None.

III. MONTHLY AGENDA

< Claims Payment Request March 15th, 2018 >

< Claims Payment Request DOR February >

1. Previous Minutes – February 8th, 2018

MOTION: Deb moved to approve the February 8th, 2018 public meeting minutes; seconded by Vicki; and it was approved unanimously.

2. Employees Pay Slip

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

3. Payment of Claims

MOTION: to approve the March 15th, 2018 Claims Payment #6501 for \$7,300.16 by Vicki; Deb seconded and it was approved unanimously.

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MOTION: to approve the sales tax payment of \$311.95 to the Department of Revenue, Vicki moved to approve; Deb seconded and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financial

<Monthly Financial Statement>

The cash ending balance for January was \$93,859, which is \$1,187 above the projected budget. This does not include the \$20,000 PFFAP grant, which is being held up at the state-level. OIPRD is expecting to be able to apply for reimbursement from the county soon.

While there are line items that are projected to be in excess of the projected 2018 budget, Martha believes the budget line items should not be adjusted mid-year.

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

<Director's Report>

See attached Director's Report.

Grindline has resumed activities at the Skate Park and completed the caulking and applied sealants. An OIHS senior has volunteered to paint the dugouts; however it may not be necessary, OIPRD will consider alternatives and Bob will get back to him. The benches from the basketball court have been stolen or removed without permission. The curtain drains have vastly improved the conditions of field one.

Kyle Faulk's Memorial Bench needs to be removed or replaced as it is beyond repair after someone backed over it with their car. Bob will contact the family to see if it can be replaced. Martha would like to have design spec for memorials going forward.

Family basketball has been cancelled from a lack of turnout. Vicki recommended signage near the school next year.

Gym activities will be moved outside as the weather improves, largely due to budget constraints, personnel, and scheduling conflicts. Kim said historically attendance decreases as the light outside improves.

Baseball is looking strong and there will be inter-island baseball; there are low rookies numbers this year.

3. Committee Reports

<Director Job Search Committee Report>

Director Search Committee: Martha explained how Commissioners will rate applicants, followed by phone interviews that should take place at noon or the end of the day in the OIPRD office.

The phone interviews will likely begin the first week in April and be limited to 5-7 candidates. OIPRD informally discussed community members who may be interested in facilitating the interview process. Commissioners will moderate the interviews, the community members will ask the same questions to each candidate. There will be three separate ratings on the candidates moving forward, and fewer candidates will be selected to move forward.

Bob will gather the email contacts of the community members that were discussed and Vicki will draft a letter to be sent describing the interview process and asking for their participation in up to two noon hours for interviewing candidates.

Field Prep: Bob noted we are moving forward with installing the bases, fields are prepped. Bob talked to Terry Turner, a coach, who is also involved in discussions for fieldwork and games in preparation for this fall.

V. UNFINISHED BUSINESS

1. Policy Manual

The policy manual has been updated with the removal of the Bond section, all the RCWs are in the policy book. Kim believes the forms will be completed within the next two weeks.

2. Buck Park Project -Update

See Directors Report.

3. OISD Project -Update

See Committee Reports.

4. Recruitment of Fulltime Director -Update

See Committee Reports.

5. Staffing Structure

Brooke has been able to flex her hours to cover some of the park steward duties and this has proved extremely helpful to Kim and OIPRD.

The Park Steward position is still open. Kim still believes the position is not necessary at this moment; current OIPRD employees have been able to cover the maintenance thus far. In years past the additional employee has been useful to help Ron's crew, Bob would like Kim to revisit duties with Ron to see if the extra help is needed.

VI. NEW BUSINESS

1. Review EWUA Water Rights for Well

Bob and Kim reviewed the EWUA Water Rights and have noted that the agreement is still in effect for several more years.

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2. Review Facility Use with OISD

Vicki would like OIPRD to be clearer on what OIPRD's focus is for facility use. For instance, an addendum covering facility use during seasons stating the facilities be open when not in use instead of block scheduling. Martha suggested including "amended scheduling per mutual agreement" so Kim would be able to negotiate as necessary.

Vicki would like the term and review period to have dates, Martha believes it covers two years from the date of signing and Martha would like to extend the contract to three years.

Vicki was not aware until recently that part of Kim's responsibilities were to "subcontract" out the gym to other users and would like to discuss if this should be Kim's responsibilities and if so, OIPRD should create a facility use agreement and fee schedule. Martha would like to retain the right to choose who gets to rent the space and when, and rent it out for special events.

Deb and Martha believe there should be a set rate for all private groups, no difference in rates it should just cover the costs. Bob would like the agreement to also state it is our policy that background checks should be conducted for whomever is working/running children's events being hosted.

X. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Martha moved to adjourn, seconded by Deb at 5:50 pm, unanimously approved.

The meeting was adjourned at 5:50 pm.

Addenda:

Claims Payment Request March 15, 2018

Claims Payment Request DOR February

Monthly Financial Statement

Director's Report

Public Meeting minutes for March 15th, 2018

Approved by motion on this 12th day of April, 2018

Signed and attested this 12th day of April, 2018

Justin Paulsen #4,
Secretary

Bob Eagan, Commissioner #2,
Chair