

Public Meeting
February 8th, 2018

Meeting Minutes February 08, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, February 8th, 2018
Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER - 4:00 pm

Bob Eagan, Chairman, present

Roll call:

Seat 1: Vicki Vandermay, absent

Seat 2: Bob Eagan, present

Seat 3: Martha Farish, present

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

Staff present: Kim Kimple (Interim Director)

Public present:

Kevin White

II. PUBLIC COMMENT

Kevin White has recently been selected as OISD Softball Coach. Kim mentioned he has shown interest in helping build up the rec softball program. Kevin commented he was just present to listen.

III. MONTHLY AGENDA

< Claims Payment Request February 8, 2018 >

< Claims Payment Request DOR January >

1. Previous Minutes - January 11, 2018

MOTION: Martha moved to approve the January 11, 2018 public meeting minutes; seconded by Deb; and it was approved unanimously.

2. Previous Minutes - January 22, 2018

MOTION: Martha moved to approve the January 22, 2018 public meeting minutes; seconded by Deb; and it was approved unanimously.

3. Employees Pay Slip

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MOTION to approve employees pay slip for \$9,192.75 by Justin; seconded by Deb; and it was approved unanimously.

Kim presented the revised January employees pay slip for review and signature- changes included how sick leave is coded on the county level per new state requirements, while the total expenditure remained unchanged.

4. Payment of Claims

MOTION: to approve the February 8th, 2018 Claims Payment #6501 for \$16,341.17 by Justin; Martha seconded, and it was approved unanimously.

Includes regular monthly claims, the November ballot fee of \$5,264.21, as well as increased rental fees at the Orcas Center for dance classes, which will mean an increase in fee for participants in future sessions. OIPRD will not change the fee mid-session, but will look at the increase for future sessions.

MOTION: to approve the sales tax payment of \$165.47 to the Department of Revenue, Justin moved to approve; Martha seconded, and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financial

<Monthly Financial Statement>

The actual cash ending balance for January is \$102,007.75. Justin voiced concern that ~25% of the Buck Park maintenance budget had been used; however Kim confirmed that this line item was intended to carry completion of projects left over from 2017, and the ~25% expenditure to-date is as expected.

2. Director's Report

<Director's Report>

Martha suggested Kim compile a list of key parents to survey when looking at increasing fees or making changes to rec programs as a means to solicit feedback.

3. Committee Reports

Deb and Bob met with Eric to see what can be done to improve the baseball diamonds. Eric is working with the OISD maintenance department to bring the fields to safe playing standards as weather permits.

Deb, Bob, and Kim attended a meeting convened by OISD with Mahlem Architects regarding the upcoming OISD construction projects; representatives from the school, OPAL, the Funhouse, SJC Land Bank, and Councilman Rick Hughes were present. Fields 4 and 5 were shown as having a future placeholder on field 6; however, this move is not outlined in the current OISD project. Liz shared that there is a possibility to get the fields moved within this project. Commissioners recalled previous conversation with OISD where the relocation of these fields was included in the scope of the project. Bob will send a follow up email to

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OISD Board member John Fleming to assure- based on prior discussions- the school district will move fields 4 and 5 prior to deconstruction/ construction of the new track facility. Kim will also reach out to Eric Webb with a request to move the fields prior to the start of construction.

In a separate conversation it was also discussed that roll up doors would not be able to be installed on the covered, paved area next to the elementary school. According to the architect, that structure could not support the wind load.

V. UNFINISHED BUSINESS

1. Policy Manual

Commissioners discussed the Policy Manual as a living document. Martha requested the removal of the entire bonding section and verification that all the forms mentioned are actually on file as stated, including the rate structure for renting gym and field space.

MOTION to approve the policy document with addressed changes by Deb; seconded by Justin; and it was approved unanimously.

2. Buck Park Project -Update

Grindline has finished the required paperwork to-date to be able to qualify for the PFFAP grant; it is now pending with the county. Kim will continue to follow up.

Martha suggested we start working on options for funding toilets at Buck Park. LTac, PFFAP and Levies were considered. OIPRD will work to determine the best timing for the next levy and what items should be considered for inclusion.

3. OISD Project -Update

See Committee Reports – above.

4. Recruitment of Fulltime Director -Update

Martha suggests no changes be made to the interim employment contract and that it be signed.

The Director position will be advertised for two weeks on February 21st and 28th, one week will be given for responses, and then interviews will begin March 26th. Kim will send the commissioners the timeline, and will forward the job description to Martha for review.

5. Staffing Structure

Kim feels the Park Steward position may not need staffing for the full 20 hours/week as scheduled and believes current staff can accomplish the daily tasks, while Ron's crew can complete some of the remaining projects.

Martha would like Kim to make a staffing structure recommendation based on the type of work needed. Kim will follow up with her recommendations and a job list.

VI. NEW BUSINESS

1. Buck Park Maintenance -Bid Contract

Present commissioners reviewed all bids.

Kim recommends OIPRD proceed with Griffin Yard Works. Griffin supplied two separate bids for consideration; the bid for the work as outlined is \$27,029.00; however, Ron also provided a bid based on mowing on the same schedule as prior years at \$20,631.50. Justin would like to award the contract to the lower rate and pay for additional mowing as needed. After discussion the board agreed on the lower bid as the best option.

MOTION to accept the bid for \$20,631.50 from Griffin Yard Works by Martha; seconded by Bob; and it was approved unanimously.

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

2. Code of Conduct Policy

Policies regarding disruptive conduct are addressed in the manual and will be sent to commissioners. The current recourse is to ban the disruptive individual from any OIPRD property or facility after sufficient evidence of disruptive behavior has been collected by OIPRD. Martha would like to be sure the policy to includes language covering employees and contractors, which will arm OIPRD to follow up with law enforcement or legal recourse to protect an employee or contractor.

With recent incidences regarding disruptive conduct toward contractors and staff, Bob has two concerns as a board member, first over the safety of the staff and second that employees feel supported. Kim stated OIPRD would continue business as normal and implement said policies if disruptive conduct continues.

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3. 2018 Open Public Meeting Act Review

All commissioners are required by law to participate in OPMA training once every 4 years; new commissioners must take the initial training within 90 days of taking office. As all current OIPRD Commissioners participated in the OPMA training in February of 2017, No action is needed here. With the issues that took place during public comment in the January meeting, Kim reviewed aloud RCW 42.30.050, regarding proper procedure for interruptions during Open Public Meetings. The RCW reads as follows:

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

X. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Deb moved to adjourn, seconded by Bob at 5:37 pm, unanimously approved.

The meeting was adjourned at 5:38 pm.

Addenda:

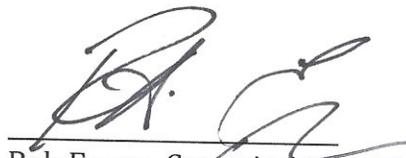
*Claims Payment Request February 8, 2018
Claims Payment Request DOR January
Monthly Financial Statement
Director's Report*

Public Meeting minutes for February 8th, 2018

Approved by motion on this 08th day of March, 2018

Signed and attested this 08th day of March, 2018

 #5
Justin Paulsen #4,
Secretary


Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

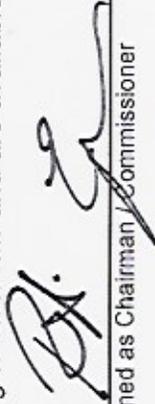
DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: February 8, 2018 Page 1 of 9

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$16,341.17

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


Signed as Chairman/Commissioner 2.8.18
Date

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 16,341.17 for the period ending February 8, 2018. We approve payment with our signatures below.

Commissioner  Date 2/9/18
Commissioner


Commissioner 2/8/18
Date


Commissioner 2/8/18
Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: bai155

Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802batb	1	soccer instruction - winter 2	E 6501.00.571.00.41.0003	600.00	in

Vendor Number: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802BB	1	OLoughlin - flower & garden	E 6501.00.571.00.49.0009	140.00	in
	2	office copies and laminating	E 6501.00.571.00.31.0002	19.98	in
	3	office supplies	E 6501.00.571.00.31.0002	35.80	in
	4	office supplies including full set of	E 6501.00.571.00.31.0002	667.12	in
	5	orcas online March	E 6501.00.571.00.42.0004	74.00	in
	6	MS Office renewal	E 6501.00.571.00.31.0004	108.09	in
	7	Quickbooks monthly	E 6501.00.571.00.31.0004	43.24	in
	8	basketball uniforms	E 6501.00.571.00.31.0100	99.17	in
	9	vonage phone March	E 6501.00.571.00.42.0004	101.35	in
	10	SSCI Background checks	E 6501.00.571.00.41.0001	74.00	in
	11	tennis fence screening	E 6501.00.571.00.48.0011	265.05	in
				Vendor Total:	1,627.80

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802eswa	1	Water - Buck Park - Jan	E 6501.00.571.00.47.0012	82.25	in

Vendor Number: fun100

Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802FH	1	Rent - March	E 6501.00.571.00.45.0002	429.00	in

Vendor Number: qri146

Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802gyw	1	Mowing maintenance Jan	E 6501.00.571.00.48.0006	943.55	in
	2	sales tax - mowing	E 6501.00.571.00.48.0006	76.43	in

Invoice Accounting Report by Vendor Name
San Juan County

3	baseball wire	E	6501.00.571.00.48.0011	1,832.98	in
4	sales tax baseball maint	E	6501.00.571.00.48.0011	148.46	in
5	Fence labor	E	6501.00.571.00.10.0005	600.00	in
6	sales tax - fence	E	6501.00.571.00.10.0005	48.60	in
Vendor Total:				3,650.02	

Vendor Number: isi730 Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802is	1	qlue - first aid boxes	E 6501.00.571.00.48.0010	6.40	in

Vendor Number: mos155 Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802SM	1	dance instruction - winter session	E 6501.00.571.00.41.0003	2,612.50	in

Vendor Number: odd100 Name: ODD FELLOWS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802OF	1	dance rental 1/10 - 2/14	E 6501.00.571.00.45.0100	195.00	in

Vendor Number: orc095 Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802OC	1	Madrona Room Rent - Dance 1/11-2/17	E 6501.00.571.00.45.0100	837.50	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802IS	1	storage rental - March	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: uni651 Name: POSTMASTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201802USPS	1	annual fee - PO Box 575	E 6501.00.571.00.42.0001	54.00	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: san180 Name: SAN JUAN CO TREASURER

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
201802SJC	1	Nov 2017 general election	E 6501.00.571.00.49.0004	5,264.21	in

Vendor Number: nei100 Name: SOUND PUBLISHING INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
201802SP	1	classified - Buck Park Maintenance	E 6501.00.571.00.41.0100	65.73	in

Vendor Number: str159 Name: STREAMLINE WATER MANAGEMENT

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
201802swm	1	Feb. 8 Minutes	E 6501.00.571.00.41.0001	75.00	in

Vendor Number: wes146 Name: WEST, MARCIA J.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
201802MW	1	Jan bookkeeping	E 6501.00.571.00.41.0007	600.00	in

Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
201802MWA	1	boy's choir - supplies	E 6501.00.571.00.31.0019	96.76	in

Grand Total: 16,341.17



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

Account No.
O064
Due Date
02/20/2018

Location No.
06-0135
Amount Due
\$82.25

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

OI PARK & RECREATION DISTRICT
 C/O: KIM KIMPLE, 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.

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

For emergencies EWUA has your email address and phone as:
 oiprd@oiprd.org

Please Detach and Remit Stub with Payment

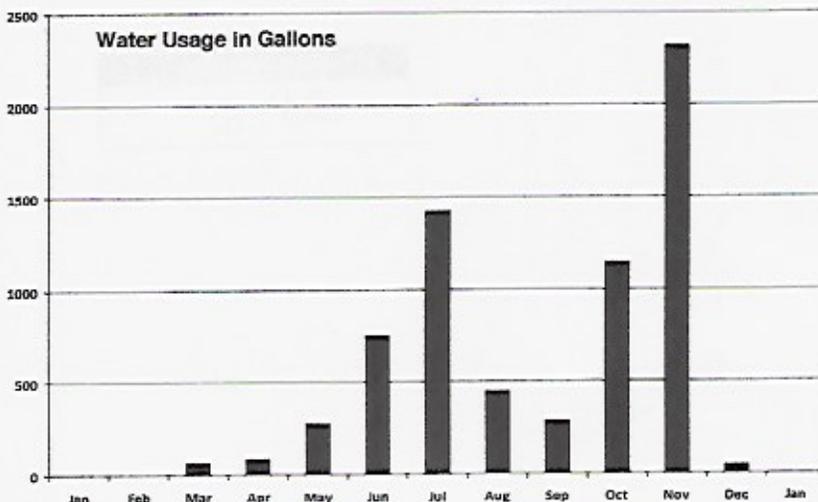
Eastsound Water Users Association

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: KIM KIMPLE, 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
O064	06-0135	02/20/2018

Billing Date	Service Dates		Meter Readings		Usage (gallons)	Charge Amount
	Starting	Ending	Previous	Current		
01/20/2018	PREVIOUS BALANCE					\$82.25
	12/20/2017	01/20/2018	15,501	15,501	0	\$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
BASE RATES: \$47/mo/ERU plus \$20/1,000 gallon for consumption over 5,000 gal/mo/ERU
INACTIVE ACCOUNTS: \$39/mo/ERU
 Direct Online Banking Checks to "EWUA"
 Visited new website yet? eastsoundwater.org...

CLOSING
DATE : 1/20/18

DUE DATE: 2/20/18

ISLAND HARDWARE &

ORCAS ISLAND PARK
ACCOUNT : 47275

PLEASE RETURN THIS PORTION
WITH YOUR PAYMENT

REFERENCE NO.	AMOUNT
PREV BAL	82.14
431553	5.17
431801	1.23
<hr/>	
NEW BAL:	88.54

AMOUNT PAID

6.40

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

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

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

Please disregard this notice if payment has been made.

Thank you.

Annual
 Semiannual
\$ 54.00 Amount

Box Number

Box # 575 98245
EAGAN ORCAS ISLAND PARK
6 Months: \$27.00 12 Months: \$54.00
Due Date: 02/28/2018

Post Office Box Service Fee

Legal Invoice

Date: 01/17/2018

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

Islands' Sounder**Bill To:**

Orcas Island Park and Rec-LEGALS
P.O. Box 575
Eastsound WA 98245

Customer Account #: 86025199**Legal Description:** ISJ792580

Legal Description: Legal Notices General

Desc: Buck Park Seasonal Maintenance Contract.
RFP OIPRD

Legal #: ISJ792580**Ad Cost:** \$ 65.73**Ordered By:** KIM KIMPLE**Published:** Islands' Sounder**Issues Ordered:** 2**Start Date:** 01/17/2018 **End Date:** 01/24/2018**Due:** \$ 65.73

Please return this with payment. Questions? Call 1-800-485-4920

Orcas Island Park and Rec-LEGALS
P.O. Box 575
Eastsound WA 98245

Account #: 86025199**Invoice #:** ISJ792580**Due:** \$ 65.73



MARCIA WEST
ORCAS ISLAND PARK & REC

Account Number: ##### 1739
Closing Date: 11/01/17
Credit Limit: \$3,000.00
Available Credit: \$2,399.21



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	\$	860.10
Purchases	+	1,366.65
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	1,625.96
Other Debits	+	0.00
Finance Charges	+	0.00
NEW BALANCE	\$	

Payment Information



Total Minimum Payment Due **\$25.00**
Payment Due Date **11/26/17**

Minimum Payment	\$	25.00
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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
10/03	10/03	PPLN01	55432867276100242003936	AMAZON MKTPLACE PMTS AMZN.COMBILL WA	\$ 19.99
10/03	10/04	PPLN01	55432867276200559659724	Amazon.com AMZN.COMBILL WA	133.52
10/03	10/04	PPLN01	55432867276200671501598	AMAZON MKTPLACE PMTS AMZN.COMBILL WA	194.85
10/02	10/04	PPLN01	85363857276980001031363	ORCAS RENTAL & SAW EASTSOUND WA	39.24
10/05	10/06	PPLN01	55432867278200092898902	AMAZON MKTPLACE PMTS AMZN.COMBILL WA	17.10
10/07	10/09	PPLN01	55207397281000280070850	SE BACKGROUND SERVICES MINNEAPOLIS MN	74.00
10/11	10/12	PPLN01	55432867284200548535928	AMAZON MKTPLACE PMTS AMZN.COMBILL WA	71.98
10/12	10/12	PPLN01	55432867285200590226326	AMAZON MKTPLACE PMTS AMZN.COMBILL WA	129.90
10/14	10/16	PPLN01	55432867288200318634394	VBS*VONAGE BUSINESS 866-901-0242 GA	101.18
10/15	10/16	PPLN01	75418237288045613216336	DNH*GODADDY.COM 480-5058855 AZ	131.88
10/13	10/16	PPLN01	85363857288980001031369	ORCAS RENTAL & SAW EASTSOUND WA	39.24
10/18	10/19	PPLN01	55310207292083237428944	AMAZON.COM AMZN.COMBI AMZN.COMBILL WA	21.61
10/19	10/20	PPLN01	05436847293500156463210	OFFICEMAX/OFFICE DEPOT OAK HARBOR WA	60.86
10/19	10/22	PPLN01	55541867293010184562913	THE HOME DEPOT #8563 OAK HARBOR WA	217.00
10/20	10/22	PPLN01	55432867293200641653031	INTUIT *QB ONLINE 800-286-6800 CA	32.43
10/25	10/26	PPLN01	05410197298091016117647	TARGET 00008965 BURLINGTON WA	81.87
Payments, Adjustments and Others					
10/24	10/24		000000000000000000000000	PAYMENT - THANK YOU	1,625.96

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

11/01/17

New Balance

\$600.79

Total Minimum
Payment Due

\$25.00

Payment Due Date

11/26/17

\$

1,627.80

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



2227

MAKE CHECK PAYABLE TO:

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: February 8, 2018 Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$165.47

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

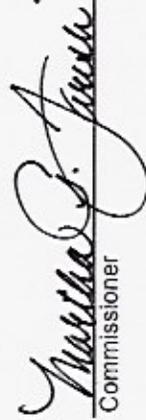

Signed as Chairman / Commissioner Date 2-8-18

Board Authorization

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

\$ 165.47 for the period ending February 8, 2018 We approve payment with our signatures below.


Commissioner Date 2/8/18


Commissioner Date 2-8-18


Commissioner Date 2-8-18

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-213-409	1	January Sales Tax	E 6501.00.589.30.00.0000	165.47	in

Grand Total: 165.47

ORCAS ISLAND PARK & RECREATION DISTRICT 603-231-409

Confirmation

Confirmation Number	22722745
Tax Registration Number	603231409
Reporting Period	01/2018
Payment Type	EFT Credit
Date and Time Submitted	2/6/2018 1:15:22 PM
Payment Amount	165.47
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 February 27 2018.

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**

MONTHLY FINANCIAL STATEMENT BY FUND
 SAN JUAN COUNTY
 START DATE: 1/1/2018 END DATE: 1/31/2018

glWAMonthly
 2/8/2018 8:26:16AM
 Fiscal Year: 2018

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			122,497.81	
212	SALARY PAYABLE	7,480.25			
231	OTHER ACCRUED LIABILITIES	2,468.19			
310	TAXES	943.32			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	2,068.36			
360	MISCELLANEOUS REVENUES	50.00			
380	NONREVENUES	165.46			
390	OTHER FINANCING SOURCES		13,175.58		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	7,480.25			
231	OTHER ACCRUED LIABILITIES	2,468.19			
570	CULTURE AND RECREATION	23,553.09			
580	NONEXPENDITURES	164.11			
590	DEBT SERVICE AND OTHER		33,665.64		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				102,007.75
					102,007.75
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			205,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				205,000.00
151	BEGINNING INVESTMENT BALANCE				0.00
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activity Report

February 8, 2018

activity	participants avg each time	end date	staffing	location
Family Swim	5	4-Feb	Staff	Athletic Club
Boy's SWISH Basketball	49	2-Mar	Various	Various
Dance- 9 Levels Session I	57	17-Feb	Moss	Various
Boy's Choir-Winter	2	26-Mar	MWA	OCS Chapel
NW Flower & Garden Show	5	8-Feb	Staff	Seattle
Soccer Fundamentals	8	28-Jan	Balic	Buck Park
Running Club	9	14-Jun	Kulper	Various
Youth Soccer- Winter	14	30-Mar	Baturay	Buck Park
PeeWee Soccer- Winter	5	30-Mar	Baturay	Buck Park
PreK Soccer- Winter	17	28-Mar	Holley/Griffin	Buck Park
Basketball, Drop-In	10	24-Apr	Staff	OHS Gym
Volleyball, Drop-In	12	25-Apr	Staff	OHS Gym
Pickleball, Drop-In	12	26-Apr	Staff	OLD Gym
4v4 Futsal, Drop-In	10	29-Apr	Staff	OLD Gym
Family Basketball, Drop-In	0	29-Apr	Staff	OLD Gym

Participants per week = 215

Administrative Task Update

- The updated working Policy Manual needs review and acceptance.
- PFFAP Grant process continues, awaiting signed copy from San Juan County; Grindline has completed necessary paperwork to-date.
- Kim Kimple still needs a finalized and signed employment contract.

Buck Park Maintenance & Management

- Buck Park Maintenance Bids are in and ready for review.
- Grindline reports the skatepark repairs are still on hold waiting on warmer weather for the application of caulking and sealant, many are eager to use the facility.
- Baseball and Softball outfield fencing will be installed this month.
- There are a large number of small maintenance projects that still need completion. With the Park Steward position vacant, Griffin is working on tackling these. With the completion of Buck Park projects, this position may not need to be in place as currently structured.

Commissioners' Action Items

- Establish pathway for search of permanent Director
 - Review OISD Facility Use Agreement
 - Review / Acceptance of Policy Manual
- Review Maintenance Bids
 - Accept Maintenance Contract

Budget Summary as of: 1/31/2018

Revenue	ACTUAL	8.33% of Year	2018
	YTD	Budget Used	Budget
Beginning Net Cash and Investments	\$131,140	114.0%	\$115,000
Property Taxes	\$1,083	0.4%	\$298,850
Activity Fees	\$2,388	7.3%	\$32,600
Rental / Lease Revenue	\$0	0.0%	\$500
Donations	\$50	1.0%	\$5,000
Buck Park Reimbursements	\$0	0.0%	\$250
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Remittances	\$194	9.7%	\$2,000
Refunds	\$0	0.0%	\$0
	\$3,715	1.1%	\$339,200
Income	\$134,855		\$454,200
Expenses	ACTUAL	8.33% of Year	2017
	YTD	Budget Used	Budget
Personnel	\$10,043	7.0%	\$144,410
Program Expenses			
Supplies and Equipment	\$1,642	7.5%	\$21,800
Travel - coaches, league meetings	\$0	0.0%	\$300
	\$0	0.0%	\$2,700
Activity Coordinators	\$715	71.5%	\$1,000
Other - Team Registrations	\$420	2.2%	\$19,000
Instructors			
Operational Expenses			
Operational Supplies	\$112	4.3%	\$2,600
Professional Services	\$1,112	5.9%	\$19,000
Admin. Equip. Costs	\$876	12.5%	\$7,000
Rentals and Leases	\$1,116	7.4%	\$15,040
Insurance Premiums and Recoveries	\$0	0.0%	\$5,200
Auditor Recording Fees	\$0	0.0%	\$240
Ballot/Promo/Domains	\$0	0.0%	\$3,000
Taxes and Operating Assessments	\$164	6.6%	\$2,500
Buck Park Expenses			
Utilities	\$313	4.4%	\$7,170
Repairs and Maintenance	\$7,204	22.5%	\$32,000
Park Improvements	\$0	0.0%	\$0
Interfund Loan Interest Income	\$0	0.0%	\$4,100
Interfund Loan Principal Payment	\$0	0.0%	\$36,000
Expenses	\$23,717	7.3%	\$323,060
Ending of Period Cash Balance	\$111,138		\$131,140
Budgeted End of Month Balance	\$99,882		
Actual End of Month Balance	\$111,138		Difference: \$11,256