

Meeting Minutes May 10th, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, May 10th, 2018
Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER - 4:07 pm

Bob Eagan, Chairman, present

Roll call:

Seat 1: Vicki Vandermay, present

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:

Terri Rodgers

II. PUBLIC COMMENT

III. MONTHLY AGENDA

< Claims Payment Request May 10th, 2018 >

1. Previous Minutes - March 15th, 2018

MOTION: Justin moved to approve the April 12th, April 25th, May 3rd, and May 8th public meeting minutes; seconded by Martha; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$9,084.00 by Deb; seconded by Martha; and it was approved unanimously.

3. Payment of Claims

MOTION: to approve the May 10th, 2018 Claims Payment #6501 for \$13,984.53 by Justin; seconded by Deb; and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financial

<Monthly Financial Statement>

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

<Director's Report>

See attached Director's Report.

3. Committee Reports

See Director Selection below.

V. UNFINISHED BUSINESS

1. PFFAP Update

The PFFAP process is nearly complete with a reimbursement check in the mail, expected to arrive any day.

2. Senior Project Update

Bullock has planted several Himalayan Birch and Norwegian Maple trees throughout the park, along the path, near the shed. They are currently fully caged to prevent deer from enjoying and are expected to grow around 25-30 ft in height. He will be finishing out his project by planting the photinia on the south side of the tennis courts.

Nichols is in the process of replacing spectator seating at fields 2 and 3.

Ballanger has the skateboard bench in the works.

Simpson has removed the old bullpen and is in the process of building the new one.

3. Facility Use Agreement and Fee Schedule

Kim will contact Eric with OISD to request a 6 month extension on the current Facility Use Agreement. Justin and Vicki will work together to form a fee schedule committee to draft recommendations for fee for facility and equipment use.

4. Transition Plan for Staffing

New Director to begin on May 29th and train with Kim through June 14th.

5. Executive Session

5:08 Motion into Executive Session for the purpose of discussing staff annual review by Vicki, seconded by Deb; and it was approved unanimously.

Reconvened from executive session at 5:17

VI. NEW BUSINESS

1. Director Selection

Justin moved to affirm the decision made at the special meeting to offer employment as Director to Terri Rodgers, seconded by Vicki; and it was approved unanimously. Terri was present and signed an employment contract with a start date of May 29th.

2. Employee Benefits – HSA

San Juan County Auditors office has confirmed that Jr. taxing districts can offer Health Savings Accounts as a benefit to employees. The best way at going about this would be to create a recurring claim with the county to send to a 3rd party broker for deposit into approved individual HSA accounts. This would keep the employee from being taxed on a health 'stipend' and ensure that health benefits be used for medical purposes.

3. Unscheduled discussion

Recent donations and grants prompted discussion regarding formalizing a policy on requesting and accepting monetary donations and grants, including board-approval as part of the process. Justin, and Bob will meet with a representative of the newly forming soccer group to discuss monies being granted toward soccer.

VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Vicki at 5:48 pm; and it was approved unanimously.

The meeting was adjourned at 5:48 pm.


Addenda:

Claims Payment Request May 10, 2018
Monthly Financial Statement
Director's Report

Public Meeting minutes for May 10th, 2018

Approved by motion on this 14th day of June, 2018

Signed and attested this 14th day of June, 2018


Justin Paulsen #4,
Secretary


Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

10-May-18

SEE ATTACHED INVOICE ACCOUNTING REPORT

Page 1 of 8

TOTAL CLAIMS

\$13,984.53

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

Board Authorization

Signed as Chairman/Commissioner

Date

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

\$ 13,984.53

for the period ending

May 10, 2018

We approve payment with our signatures below.

Vicki Vandenberg
Commissioner

5-10-18
Date

Anthony J. Davis
Commissioner

5-10-18
Date

OK DIL
Commissioner

5/10/18
Date

Michael Davis
Commissioner

5-10-18
Date

aplhA/vn
05/10/2018 3:13:19PM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: bal155

Name: BALIC, BATURAY

Invoice Number
20180510bb

Line No Line Description
1 April - Fundamentals
2 over/under Q1 2018

Account Number
E 6501.00.571.00.41.0003
E 6501.00.571.00.41.0003

Amount Type
189.00 in
141.00 in

Vendor Number: ban155

Name: BANNER BANK

Invoice Number
20180510ban

Line No Line Description
1 Amazon - Athletic supplies
2 Amazon - Athletic Equipment
3 Amazon - Office supplies
4 Amazon - Supplies, brushes, smoke det.
5 SSCI - Background check
6 OPALCO - Power
7 PFL Printing - Summer Flyer
8 Athletic Equipment - Volleyball
9 Athletic Supplies - Umpire cert
10 Athletic supplies - jersey
11 Orcas Online - Internet
12 Grounds - other, field clay
13 Quickbooks
14 GoDaddy
15 Vonage
16 Office Cupboard

Account Number
E 6501.00.571.00.31.0100
E 6501.00.571.00.35.0100
E 6501.00.571.00.31.0002
E 6501.00.571.00.31.0019
E 6501.00.571.00.41.0001
E 6501.00.571.00.47.0014
E 6501.00.571.00.41.0020
E 6501.00.571.00.35.0100
E 6501.00.571.00.31.0100
E 6501.00.571.00.31.0100
E 6501.00.571.00.42.0004
E 6501.00.571.00.31.0004
E 6501.00.571.00.31.0004
E 6501.00.571.00.42.0004
E 6501.00.571.00.41.0008

Amount Type
713.38 in
334.86 in
172.30 in
114.84 in
74.00 in
13.62 in
1,031.66 in
71.38 in
450.00 in
102.97 in
74.00 in
111.04 in
54.05 in
31.79 in
100.00 in
14.05 in

Vendor Total: 3,463.94

Name: CHAPPY'S

Vendor Number: cha650

Invoice Number
20180510cs

Line No Line Description
1 Buck Park Porta potty - April

Account Number
E 6501.00.571.00.47.0011

Amount Type
530.00 in

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number

Line No Line Description

Account Number

Amount Type

Invoice Accounting Report by Vendor Name
San Juan County

20180510ewua

1 Water - April

E 6501.00.571.00.47.0012

82.25 in

Vendor Number: fun100

Name: FUNHOUSE COMMONS

Invoice Number
20180510fh

Line No Line Description

1 June Rent

E 6501.00.571.00.45.0002

Amount Type
429.00 in

Vendor Number: grt146

Name: GRIFFINS YARD WORKS

Invoice Number
20180510qyw

Line No Line Description

- 1 Mowing - April
- 2 Tax - Mowing April
- 3 Maintenance - pot holes and fence
- 4 Tax - Maintenance
- 5 Bases installation
- 6 Tax - base installation

E 6501.00.571.00.48.0006
E 6501.00.571.00.48.0006
E 6501.00.571.00.48.0010
E 6501.00.571.00.48.0010
E 6501.00.571.00.48.0011
E 6501.00.571.00.48.0011

Amount Type
1,719.29 in
139.26 in
880.50 in
71.32 in
364.91 in
29.56 in

Vendor Total: 3,204.84

Vendor Number: isl730

Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number
20180510lh

Line No Line Description

1 Maintenance - liners

E 6501.00.571.00.48.0010

Amount Type
63.20 in

Vendor Number: orc121

Name: ORCAS ISL CHAMBER OF COMMERCE

Invoice Number
2018cc

Line No Line Description

1 Annual Dues

E 6501.00.571.00.41.0019

Amount Type
75.00 in

Vendor Number: orc195

Name: ORCAS ISLAND STORAGE, LLC

Invoice Number
20180510is

Line No Line Description

1 May Storage

E 6501.00.571.00.45.0002

Amount Type
145.00 in

Vendor Number: orc142

Name: ORCAS RECYCLING SERVICES (INC)

Invoice Number

Line No Line Description

Account Number

Amount Type

Invoice Accounting Report by Vendor Name
San Juan County

20180510ors 1 April waste

E 6501.00.571.00.47.0013

153.00 in

Vendor Number: pro147

Name: PROSTOCK ATHLETIC SUPPLY, INC.

Invoice Number
20180510ps

Line No Line Description
1 Athletic Supplies - baseball

Account Number
E 6501.00.571.00.31.0100

Amount Type
1,991.00 in

Vendor Number: san180

Name: SAN JUAN CO TREASURER

Invoice Number
0038

Line No Line Description
1 1st Q 2018 fees

Account Number
E 6501.00.571.00.41.0007

Amount Type
352.73 in

Vendor Number: san275

Name: SAN JUAN SANITATION CO INC

Invoice Number
20180510sis

Line No Line Description
1 Buck Park trash - April

Account Number
E 6501.00.571.00.47.0013

Amount Type
164.57 in

Vendor Number: unit60

Name: US POSTAL SERVICE

Invoice Number
permit14

Line No Line Description
1 Permit # 14 2018

Account Number
E 6501.00.571.00.42.0001

Amount Type
2,400.00 in

Vendor Number: west146

Name: WEST, MARCIA J.

Invoice Number
20180510mw

Line No Line Description
1 April services

Account Number
E 6501.00.571.00.41.0007

Amount Type
600.00 in

Grand Total: 13,984.53

5/9/2018 1:56:22PM

SAN JUAN COUNTY

Fiscal Year: 2018

START DATE: 4/1/2018 END DATE: 4/30/2018

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			116,838.20	
212	SALARY PAYABLE	7,744.58			
231	OTHER ACCRUED LIABILITIES	2,330.06			
310	TAXES	102,519.87			
330	INTERGOVERNMENTAL REVENUE	8.33			
340	CHARGES FOR GOODS AND SERVICES	2,562.24			
360	MISCELLANEOUS REVENUES	894.19			
380	NONREVENUES	172.67			
390	OTHER FINANCING SOURCES		116,231.94		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	7,744.58			
231	OTHER ACCRUED LIABILITIES	2,330.06			
570	CULTURE AND RECREATION	24,888.96			
580	NONEXPENDITURES	424.59			
590	DEBT SERVICE AND OTHER	15,786.12	51,174.31		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				181,895.83
					181,895.83
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			169,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				169,000.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activity Report

May 10, 2018

activity	participants	end date	staffing	location
Dance- 9 Levels Winter II	57	14-Apr	Moss	Various
Basketball, Drop-In	15	24-Apr	Staff	OHS Gym
Volleyball, Drop-In	10	25-Apr	Staff	OHS Gym
Pickleball, Drop-In	8	26-Apr	Staff	OLD Gym
4v4 Futsal, Drop-In	9	29-Apr	Staff	OLD Gym
Soccer Fundamentals	9	29-Apr	Balic	Buck Park
T-Ball	21	24-May	Various	School Field
Youth Soccer- Spring	19	25-May	Baturay	Buck Park
Running Club	11	14-Jun	Kulper	Various
Tennis - youth clinics	8	14-May	Dann	Buck Park
Dance - 9 Levels Spring	39	9-Jun	Moss	Various
Softball	24	9-Jun	Various	Various
Baseball	51	9-Jun	Various	Various

Participants per week= 261

Administrative Task Update

- Enduris insurance renewal has been completed and filed
- Annual audit report is due 31 May and in the works
- Summer program schedule is posted and open for registration. Cards will hit the mail early next week.
- PFFAP reimbursement request has been accepted... "check's in the mail!"
- Updating of office forms and procedure manuals continues in preparation for staffing transition
- After research, we have confirmed that jr. taxing districts CAN offer an HSA plan to employees as a health benefit
- Bruland's annual review has been completed – a great asset to P&R!

Buck Park Maintenance & Management

- Bullock trees – has planted approximately 20 trees and started screening
- Nichols – working off site on the benches for spectator seating
- Simpson- completed removal of the old bullpen, now in process installing new one
- Ballenger- working off site on the bench for the Skate Park

Commissioners' Action Items

- Director Selection
- Seats #1 and #3 are 12 months out
- Boundary Line Adjust.
- Water for OLA
- from filing for next term

Budget Summary as of: 4/31/2018

Revenue	ACTUAL	33% of Year	2018
	YTD	Budget Used	Budget
Beginning Net Cash and Investments	\$122,498	106.5%	\$115,000
Property Taxes	\$147,269	49.3%	\$298,850
Activity Fees	\$15,809	48.5%	\$32,600
Rental / Lease Revenue	\$9	1.8%	\$500
Donations	\$4,405	88.1%	\$5,000
Buck Park Reimbursements	\$0	0.0%	\$250
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Reimittances	\$1,092	54.6%	\$2,000
Refunds	\$0	0.0%	\$0
	\$168,584	49.7%	\$339,200
Income	\$291,082		\$454,200
Expenses	ACTUAL	33% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$41,097	28.5%	\$144,410
Program Expenses			
Supplies and Equipment	\$4,495	20.6%	\$21,800
Travel - coaches, league meetings	\$288	96.1%	\$300
Activity Coordinators	\$0	0.0%	\$2,700
Other - Team Registrations	\$2,024	202.4%	\$1,000
Instructors	\$8,334	43.9%	\$19,000
Operational Expenses			
Operational Supplies	\$1,143	44.0%	\$2,600
Professional Services	\$3,248	17.1%	\$19,000
Admin. Equip. Costs	\$2,464	35.2%	\$7,000
Rentals and Leases	\$4,903	32.6%	\$15,040
Insurance Premiums and Recoveries	\$0	0.0%	\$5,200
Auditor Recording Fees	\$0	0.0%	\$240
Ballot/Promo/Domaines	\$5,264	175.5%	\$3,000
Taxes and Operating Assessments	\$1,066	42.6%	\$2,500
Buck Park Expenses			
Utilities	\$1,977	27.6%	\$7,170
Repairs and Maintenance	\$17,096	53.4%	\$32,000
Park Improvements	\$15,786	0.0%	\$0
Interfund Loan Interest Income	\$0	0.0%	\$4,100
Interfund Loan Principal Payment	\$0	0.0%	\$36,000
Expenses	\$109,186	33.8%	\$323,060
Ending of Period Cash Balance	\$181,896		\$131,140
Budgeted End of Month Balance	\$159,851		
Actual End of Month Balance	\$181,896	Difference: \$22,015	