

Meeting Minutes June 14th, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, June 14th, 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, present

Seat 2: Bob Eagan, present

Seat 3: Martha Farish; present

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

Staff present: Terri Rodgers (Director), Kim Kimple (Interim Director)

Public present: Leh Arra Fortune, Marcia West

II. PUBLIC COMMENT

Leh Arra Fortune states that she returned to Orcas Island from Maui on the 8th of June and would like to plan an annual event at the skate park, dedicated to Warren Miller, Scott Stamnes, and Mark Hubbard. Justin shared that he thinks it would be a great idea to have an annual event at the park. However, OIPRD needs to establish a policy for events and facility rentals, which is an agenda item for further discussion later in this meeting.

Martha reminded Leh Arra to please be aware and adhere to policies on conduct at the park.

Leh Arra requested a timeline on when a decision would be made and was informed that she could check in with Terri and attend the public meetings to check in about the process.

III. MONTHLY AGENDA

< Claims Payment Request May 10th, 2018 >

1. Previous Minutes – May 10th, 2018

MOTION: Justin moved to approve May 10th public meeting minutes; seconded by Deb; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$15,220.82 by Deb; seconded by Justin; and it was approved unanimously.

3. **Payment of Claims**

MOTION: to approve the June 14th, 2018 Claims Payments #6501 for \$183.70, \$2,987.50, \$10,433.55, \$178.37 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.

Terri shared that the Orcas Center is interested in using the bleachers located near the skate park for an event at Orcas Center on July 1st. Commissioners agreed that the unit is too heavy to move and being a busy weekend, prefer they stay in place. Park and Rec does have a double set of aluminum bleachers located on the upper fields that would be lighter and easier to move.

3. **Committee Reports**

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri)

- a. Justin shared working notes from the recent Facility Rental Fee Schedule Committee meeting. The commissioners discussed the levels at which they feel OIPRD should be involved in renting/reserving of facilities. After discussion, a conclusion was reached that it is not the responsibility of OIPRD to schedule third parties into leased (i.e. OISD) facilities.
- b. Discussion was had regarding whether park facilities should be rented to individuals, with concerns on level of insurance and more. Conversation, included ways of obtaining personal guarantees.
- c. Terri will do more research on other district rental agreements.

2. Soccer Committee (Justin, Bob, Terri)

- a. Bob reports that the soccer group is still in committee. They are working to solidify how they would like to see grant monies expended and hope to present in July or August. The group understands that how the monies will be expended will ultimately sit with the commissioners. Vicki and Martha shared concerns about whether the group fits within park and rec mission of inclusivity. Justin shared that was a concern that had been vetted in their first committee meeting, and that the group is wanting to offer an inclusive soccer environment to all; ensuring that players that are ready to move up into the next skill levels are given the opportunity, while keeping the rec level of play strong.

V. UNFINISHED BUSINESS

1. PFFAP Update

The PFFAP process is complete with the reimbursement check in the bank.

2. Senior Project Update

- Bullock– completed planting approximately 20 trees with screening.
- Nichols – completed the benches for spectator seating.
- Simpson - completed removal of the old bullpen, and installation of new one.
- Ballanger – completed the skateboard bench for the skate park.

3. Facility Use Agreement and Fee Schedule

Covered in Committee Reports above.

4. Transition Plan for Staffing

Marcia will be ending her contract as District Financial Officer. Terri would like to keep Kim Kimple on as part time Assistant Director to assist with continued training, consultation, payroll, and accounts payable moving forward. Kim is agreeable to approximately 20 hours per month, as an hourly employee.

5. Executive Session

No Executive Session.

6. Establish date to reconvene the Strategic Vision Workshop

Commissioners wish to establish a date to reconvene the Strategic Vision Workshop sometime in the fall, ~mid September.

VI. NEW BUSINESS

1. Director Selection Resolution

MOTION: to approve Resolution 2018-1 to employ Terri Rodgers as Director by Justin; Martha seconded, and it was approved unanimously.

2. Auditing Officer Resolution

MOTION: to approve Resolution 2018-2 appointing Terri Rodgers as Auditing Officer by Justin; Martha seconded, and it was approved unanimously.

3. Acceptance of OICF Grant

MOTION: to accept the \$5000 from OICF as a restricted donation to be used for soccer by Deb; Martha seconded, and it was approved unanimously.

4. Grant Authority to Director to execute six-month OISD contract extension.

MOTION: to grant authority to Terri to execute a six month extension to the OISD Facility Use Agreement by Vicki; Deb seconded, and it was approved unanimously.

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VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Vicki at 6:22 pm; and it was approved unanimously.

The meeting was adjourned at 6:22 pm.

Addenda:

Claims Authorization – Voucher Certification – DOR May 16, 2018

Claims Authorization – Voucher Certification – June 04, 2018

Claims Payment Request– June 14, 2018

Claims Payment Request – DOR June 14, 2018

Monthly Financial Statement

Director’s Report

Resolution 2018-1

Resolution 2018-2

Public Meeting minutes for June 14th, 2018

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

Signed and attested this 12th day of July, 2018

Justin Paulsen #4,
Secretary

Bob Eagan, Commissioner #2,
Chair