

Public Meeting
July 12th, 2018

Meeting Minutes July 12th, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, July 12th, 2018
Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:04 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, arrived 4:57

Seat 5: Deb Jones, present

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

Public present: No public present.

II. PUBLIC COMMENT

No public comment.

III. MONTHLY AGENDA

< Claims Payment Request July 12th, 2018 >

< Claims Payment Request DOR July 12th, 2018 >

1. Previous Minutes – June 14, 2018

MOTION: Martha moved to approve June 14th public meeting minutes; seconded by Deb; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$8,646.34, by Martha; seconded by Deb; and it was approved unanimously.

3. Payment of Claims

MOTION: to approve the July 12th, 2018 Claims Payment #6501 for \$6,871.28, by Martha; seconded by Deb; and it was approved unanimously.

MOTION: to approve the July 12th, 2018 Claims DOR Payment #6501 for \$282.70, by Deb; seconded by Vicki; and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<Monthly Financial Statement>

2. Director's Report

<Director's Report>

See attached Director's Report.

3. Committee Reports

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri) – nothing to report. Terri continues to research comparable and best practices for renting park facilities to groups and/or individuals for private use.
2. Soccer Committee (Justin, Bob, Terri) – Bob reports that the group is not in a hurry to spend down the grant money on items this fall and are comfortable in organizing within a 6-8 month time frame. Discussion points included being able to use the soccer program as a model for other OIPRD coaching programs, clinics and trainings. It is the goal of OIPRD to ensure that the group operates as an all-inclusive group. Justin reports that the group is interested in holding programming for all ages, including adults.

V. UNFINISHED BUSINESS

1. Facility Use Agreement and Fee Schedule

See Committee Reports above.

2. Establish date to reconvene the Strategic Vision Workshop

Tentative dates that work for all include September 30th or October 8th. Terri will check with Roger to see if these dates work for his schedule.

3. OISD six month contract extension

The six-month contract extension for facility use at OISD has been signed. Kim inquired whether the full \$4000 would be paid to OISD in September for annual use. Terri stated that OIPRD would be paying a prorated amount of \$2000 during the upcoming year due to the six-month term.

VI. NEW BUSINESS

1. Staff Development

Terri will be enrolling Brooke in a series of online staff development courses through the National Recreation and Park Association. Martha requested Terri track the quality of the course and gather feedback from Brooke at the completion of the courses.

2. OIPRD Open House

OIPRD will hold an Open House in conjunction with National Dog Day at Buck Park. The event will take place on August 26th from 2:00 – 4:00 p.m. and will include a meet and greet with OIPRD Commissioners, staff, and coaches.

3. Accounts Receivable Reporting and Tracking

Terri is working on breaking down A/R and will begin to provide quarterly reports, outlining paid participants, scholarships, coach comp, and more.

4. Fields Conditions

Justin spoke with Ron about the possibility of topdressing fields 2 and 3 to alleviate the grade change in the draining trenches. There is useable material off the south end of field 2, once it is screened. Option 2 would be to bring in material. Ron will be providing an estimate on cost. Terri commented that the material off the south end of field 2 is currently full of nettles and may be compromised once it goes to seed. Justin shared that this project needs to take place as soon as possible in order to combat issues prior to the fall sports season. The commissioners discussed what it might take to refurbish the outfields, and the cost to maintain. Additionally, Martha stated that she would like to see camera(s) at Buck Park that could be monitored from the OIPRD office. Terri will gather technical requirements and approximate cost for the camera(s).

5. District Statistics

Martha and Terri have talked about having statistics for percentage of school age children that participate in programs, scholarships awarded, online registration. Terri asked what other statistics the commissioners are interested in knowing. Justin feels that one statistic that would be helpful is adult use.

As an FYI: Martha shared that Washington Federal is offering a \$5,000 grant that is available to local entities. This grant might be a great option for a variety of field related projects.

VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Vicki moved to adjourn, seconded by Justin at 5:44 pm; and it was approved unanimously.

The meeting was adjourned at 5:44 pm.

Addenda:

Claims Payment Request– July 12, 2018
Claims Payment Request – DOR June
Monthly Financial Statement
Director's Report

Public Meeting minutes for July 12th, 2018

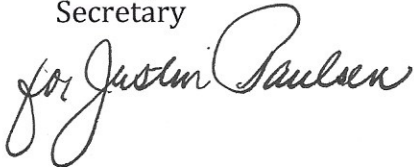
Public Meeting
July 12th, 2018

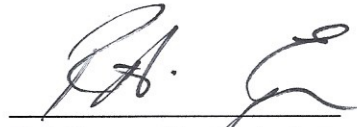
Approved by motion on this 9th day of August, 2018

Signed and attested this 9th day of August, 2018

 #3

Justin Paulsen #4,
Secretary





Bob Eagan, Commissioner #2,
Chair

Agenda

Orcas Island Park and Recreation District Commission
THURSDAY, July 12, 2018

Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay

Seat 2: Bob Eagan

Seat 3: Martha Farish

Seat 4: Justin Paulsen

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY AGENDA

1. Previous Minutes
2. Employees Pay Slip
3. Payment of Claims

IV. MONTHLY BUSINESS

1. Financials
2. Directors' Report
3. Committee Reports

V. UNFINISHED BUSINESS

1. Facility Use Agreement and Fee Schedule
2. Establish date to reconvene the Strategic Vision Workshop
3. OISD six month contract extension

VI. NEW BUSINESS

1. Staff Development
2. OIPRD Open House
3. A/R Reporting and Tracking
4. Field Conditions
5. District Statistics

VII. ADJOURNMENT

7/10/2018 3:38:19PM

SAN JUAN COUNTY

Fiscal Year: 2018

START DATE: 6/1/2018 END DATE: 6/30/2018

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			210,179.00	
212	SALARY PAYABLE	12,802.97			
231	OTHER ACCRUED LIABILITIES	3,681.07			
310	TAXES	2,855.23			
330	INTERGOVERNMENTAL REVENUE	70.11			
340	CHARGES FOR GOODS AND SERVICES	3,244.80			
380	NONREVENUES	282.67			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		22,936.85		
212	SALARY PAYABLE	12,802.97			
231	OTHER ACCRUED LIABILITIES	3,681.07			
570	CULTURE AND RECREATION	29,905.09			
580	NONEXPENDITURES	18,178.37			
590	DEBT SERVICE AND OTHER	2,509.15			
	TOTAL DISBURSEMENTS		67,076.65		
101	ENDING CASH BALANCE				
					166,039.20
					166,039.20
					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	Participants	End Date	Staffing	Location
Tennis Intermediate Camp	3	27-Jun	<i>Dann</i>	Buck Park
Tennis Beginner Camp	4	28-Jun	<i>Dann</i>	Buck Park
Skate Camp Session I	13	29-Jun	<i>Chavez</i>	Buck Park
Soccer Fundamentals -June	5	30-Jun	<i>Baturay</i>	Buck Park
Dance - 9 Levels Summer	36	26-Jul	<i>Moss</i>	Various
Participants per week= 61				

Upcoming Activities				
Activity	Enrolled	Start Date	Staffing	Location
Co-ed Volleyball Camp	11	16-Jul	<i>Hardee</i>	OHS Gym
Skate Camp Session II	10	16-Jul	<i>Chavez</i>	Buck Park
Girls' Basketball Camp	5	23-Jul	<i>Ashcraft</i>	OHS Gym
Challenger Soccer	N/A	30-Jul	<i>Challenger</i>	Buck Park
Girls' Volleyball Camp	6	6-Aug	<i>Ashcraft</i>	Old Gym

Administrative Task Update

- Research on other district rental agreements and policies.
- Updating of office forms, procedure manuals and reports continues and is on-going.
- Working with the Orcas Center on a current use agreement for dance classes.
- Extension of the Inter-local Agreement between OISD and OIPRD has been fully executed.
- OLCF grant for the formation of an Orcas Island football (soccer) club has been accepted and deposited as restricted funds.
- OIPRD booth at Library Summer Book Fair on 8/11/18.
- OIPRD open house/national dog day event on 8/26/18.
- Staff development

Buck Park Maintenance & Management

- Water line break at the dog park has been repaired.
- Zone 7 (softball field) Irrigation heads have been replaced with Rain Bird maxi-paw pop-up impact rotors.
- General field conditions

Commissioners' Action Items

- Seats #1 and #3 are 10 months out from filing for next term
- Boundary Line Adjustment for OLA
- Establish date to reconvene the water Strategic Vision Workshop

Budget Summary as of: 6/30/2018

Revenue	ACTUAL	50% of Year	2018
	YTD	Budget Used	Budget
Beginning Net Cash and Investments	\$122,498	106.5%	\$115,000
Property Taxes	\$179,294	60.0%	\$298,850
Activity Fees	\$21,127	64.8%	\$32,600
Rental / Lease Revenue	\$9	1.8%	\$500
Donations	\$25,405	508.1%	\$5,000
Buck Park Reimbursements	\$0	0.0%	\$250
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Reimittances	\$1,552	77.6%	\$2,000
Refunds	\$0	0.0%	\$0
	\$227,387	67.0%	\$339,200
Income	\$349,885		\$454,200
ACTUAL		50% of Year	2018
Expenses		YTD	Budget Used
Personnel		\$67,479	\$144,410
Program Expenses			
Supplies and Equipment		\$9,549	\$21,800
Travel - coaches, league meetings		\$288	\$300
Activity Coordinators		\$0	\$2,700
Other - Team Registrations		\$2,024	\$1,000
Instructors		\$13,230	\$19,000
Operational Expenses			
Operational Supplies		\$1,429	\$2,600
Professional Services		\$4,963	\$19,000
Admin. Equip. Costs		\$5,038	\$7,000
Rentals and Leases		\$7,083	\$15,040
Insurance Premiums and Recoveries		\$0	\$5,200
Auditor Recording Fees		\$0	\$240
Ballot/Promo/Domaines		\$5,264	\$3,000
Taxes and Operating Assessments		\$1,428	\$2,500
Buck Park Expenses			
Utilities		\$3,757	\$7,170
Repairs and Maintenance		\$26,017	\$32,000
Park Improvements		\$15,786	\$0
Interfund Loan Interest Income		\$2,509	\$4,100
Interfund Loan Principal Payment		\$18,000	\$36,000
Expenses		\$183,845	\$323,060
Ending of Period Cash Balance	\$166,039		\$131,140
Budgeted End of Month Balance	\$164,517		
Actual End of Month Balance	\$166,039	Difference:	\$1,522

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 12-Jul-18

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$6,871.28

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

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

\$ 6,871.28 for the period ending July 12, 2018

We approve payment with our signatures below.

Signed as Chairman / Commissioner

Date


7.12.18


Commissioner
7-12-18
Date


Commissioner
7-12-18
Date

Commissioner
Date


Commissioner
7-12-18
Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: bal155 Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount Type
bal0712	1	Soccer Fundamentals June	E 6501.00.571.00.41.0003	378.00 in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount Type
ban0712	1	OPALCO - June Buck Park power	E 6501.00.571.00.47.0014	41.75 in
	2	Muel Fuel	E 6501.00.571.00.48.0011	9.26 in
	3	Custom Ink - Running Club	E 6501.00.571.00.31.0100	283.14 in
	4	Clever Cow - Running Snack	E 6501.00.571.00.31.0100	46.44 in
Vendor Total:				380.59

Vendor Number: cha650 Name: CHAPPY'S (INC)

Invoice Number	Line No	Line Description	Account Number	Amount Type
101422	1	Buck Park portapotties - June	E 6501.00.571.00.47.0011	590.00 in

Vendor Number: cha155 Name: CHAVEZ, JACOB

Invoice Number	Line No	Line Description	Account Number	Amount Type
cha0712	1	SkateCamp - June	E 6501.00.571.00.41.0003	320.00 in

Vendor Number: dan146 Name: DANN, JILL

Invoice Number	Line No	Line Description	Account Number	Amount Type
itd0712	1	June Tennis 6/25 - 6/28	E 6501.00.571.00.41.0003	300.00 in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount Type
ewua0712	1	Buck Park Water- 99.25	E 6501.00.571.00.47.0012	99.25 in

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount Type
thc0712	1	Rent - August	E 6501.00.571.00.45.0002	429.00 in

Vendor Number: gre199 Name: GREEN ISLAND LANDSCAPE& DESIGN

Invoice Number	Line No	Line Description	Account Number	Amount Type
bul0712	1	Trees - Buck Park	E 6501.00.571.00.48.0011	636.00 in

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount Type
gri0712	1	Maintenance - June	E 6501.00.571.00.48.0006	1,719.29 in
	2	Tax - Maint - June	E 6501.00.571.00.48.0006	139.26 in

Vendor Total: 1,858.55

Vendor Number: isl730 Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount Type
isl0712	1	Maint - Buck Park	E 6501.00.571.00.48.0011	46.40 in
	2	Supplies - locks for water at OLA	E 6501.00.571.00.31.0019	24.95 in

Vendor Total: 71.35

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount Type
isl0712	1	Storage - August	E 6501.00.571.00.45.0002	145.00 in

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount Type
03118	1	Quarterly Fees - 2nd - 2018	E 6501.00.571.00.41.0001	361.39 in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Accounting Report by Vendor Name
San Juan County

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
sjS0712	1	Buck Park trash - June	E 6501.00.571.00.47.0013	175.50	in
Vendor Number: sen159					
Name: SENA, CAITLIN TURTLE ANN					
<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
cs0712	1	Caitlin Skate Instruction - June	E 6501.00.571.00.41.0003	320.00	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>
mw0712	1	Book keeping June	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>
mwa0712	1	Boys Choir Reimb	E 6501.00.571.00.31.0019	206.65	in
Grand Total:				6,871.28	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

12-Jul-18

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$282,70

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

7.12.18

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

\$ 282,70 for the period ending

July 12, 2018

We approve payment with our signatures below.

Vicki Vandenberg

7-12-18

Matthew J. Jones

7-12-18

Commissioner

Date

Michael Jones

7-12-18

Date

apl\A\vn
07/10/2018 11:44:11AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount Type
603-231-409	1	DOR Taxes - June	E 6501.00,589.30,00.0000	282.70 in

Grand Total: 282.70