

Public Meeting
August 9th, 2018

Meeting Minutes August 9th, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, August 9th, 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, arrived at 4:30

Seat 5: Deb Jones, absent

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 August 9th, 2018 >

< Claims Payment Request DOR July, 2018 >

1. Previous Minutes – July 12, 2018

MOTION: Vicki moved to approve July 12th public meeting minutes; seconded by Martha; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$8,620.34, by Vicki; seconded by Martha; and it was approved unanimously.

3. Payment of Claims

MOTION: to approve the August 9th, 2018 Claims Payment #6501 for \$12,891.85, by Martha; seconded by Vicki; and it was approved unanimously.

MOTION: to approve the August 9th, 2018 Claims DOR Payment #6501 for \$235.92, by Vicki; seconded by Martha; and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<Monthly Financial Statement>

See attached Monthly Financial Statement.

2. Director's Report

<Director's Report>

See attached Director's Report.

Terri reported there is still no current facility use contract with Orcas Center for dance space. Martha shared that it was her understanding there was already one in place. Terri will work with Jim to get one nailed down. OIPRD will still pay \$25/hour for renting the space. Martha also shared OIPRD may see other dance instructors move under our umbrella for registration and space reservation, and we'll want to ensure that all programs continue to be financially viable.

OIPRD has sent a bill to OISD in the amount of \$7,176.53 for their share of the irrigation and well relocation\improvements. Terri has received an email response from Eric Webb indicating they will start the payment process.

There was a duplicate payment on the postcard printing credit card charge in January. Terri is working with Kim, the credit card company and county to remedy the situation, and are putting checks and balances in place to prevent future duplicate payments. Discussion was had regarding some of the challenges of operating on a low credit line paired with once monthly claims payments and the board discussed a variety of ways to combat the issue including requesting an earlier monthly closeout date by the vendor, increasing the credit line to allow the district the ability to pay based on the vendor invoice, and the possibility of electronic billing.

MOTION: to increase the credit card limit to \$5,000.00, if allowed by county and credit card company, by Martha; seconded by Justin; and it was approved unanimously.

Upcoming events include a booth at the Library Fair on August 11th 10:00 – 3:00,
OIPRD Open House at Buck Park on August 26th 2:00 – 4:00 p.m., and
Back to School BBQ at Orcas Elementary from 4:00 – 6:00.

The Buck Park irrigation pump controller needs replacement. Bob reported that the pump is still good and Buddy ordered a new control box that will be installed upon arrival. The park has gone about two weeks without irrigation.

The pickleball court has been weeded thanks to Camp Orkila volunteers! The pickleball and tennis group would like to see a windscreen/visual barrier placed between the north and west courts. The pickleball group is willing to purchase and install the slats. Martha wants to be sure the board formally accepts the donation of the slats.

Terri reported concern about the retaining wall in pickleball court after a player hit his head on it. Terri will research safety measures that can be implemented.

Bob reports a cost estimate has come in regarding a boundary line modification in the amount of \$2,265. This modification will ensure compliance with EWUA bi-laws regarding water crossing property lines at the off leash area. Martha inquired whether the Land Bank might share the survey and county fees with OIPRD. Terri will communicate further with the Land Bank regarding a boundary line modification and water at the park.

3. Committee Reports

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri) – no report.
2. Soccer Committee (Justin, Bob, Terri) – no report.

V. UNFINISHED BUSINESS

1. Establish date to reconvene the Strategic Vision Workshop

The Strategic Vision Workshop is tentatively scheduled for Sunday, November 4th, time and location to be determined.

2. A/R Reporting and Tracking

In progress – continued to next meeting.

3. District Statistics

In progress – Terri will be working with local entities to collaborate on statistics that have been gathered within the community.

VI. NEW BUSINESS

1. 2019 Budget Preparations

Terri would like to see some time committed to the 2019 budget. Martha would like to see a pre-budget printout for the commissioners to look at prior to the next meeting. Terri will contact the assessor to request a forecast on taxes for next year. The public hearing for the 2019 budget will coincide with the November regular meeting.

2. Fall 2018 Activity Schedule

Terri presented the draft Fall Program schedule. Terri and Brooke will work with instructors to review information for edits prior to printing. Justin requested Terri and Brooke schedule a Swish Basketball pre-season coaches meeting.

Public Meeting
August 9th, 2018

VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Martha moved to adjourn, seconded by Justin at 5:31 pm; and it was approved unanimously.

The meeting was adjourned at 5:31 pm.

Addenda:

Claims Payment Request– August 9th, 2018

Claims Payment Request – DOR July

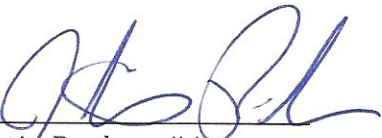
Monthly Financial Statement

Director's Report

Public Meeting minutes for August 9th, 2018

Approved by motion on this 13th day of September, 2018

Signed and attested this 13th day of September, 2018



Justin Paulsen #4,
Secretary



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: 9-Aug-18

Page 1 of 9

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$12,891.85

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 8.9.18

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

\$ 12,891.85 for the period ending August 9, 2018

We approve payment with our signatures below.


Commissioner Date 8/9/18


Commissioner Date 8-9-18

Invoice Accounting Report by Vendor Name

San Juan County

Vendor Number: ash155

Name: ASHCRAFT, SADA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809sa	1	Basketball Camp - girls	E 6501.00.571.00.41.0003	240.00	in

Vendor Number: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809bb	1	Marsan Turf - Sprinkler heads	E 6501.00.571.00.48.0007	250.00	in
	2	Go Daddy - website renewals	E 6501.00.571.00.42.0002	393.50	in
	3	Amazon - Irrigation control box	E 6501.00.571.00.48.0007	73.40	in
	4	Amazon - replacement HDMI cord	E 6501.00.571.00.31.0002	15.12	in
	5	Amazon - irrigation keys	E 6501.00.571.00.48.0008	55.75	in
	6	Amazon - Volleyballs for camp	E 6501.00.571.00.31.0100	714.32	in
	7	USPS - mailbox key	E 6501.00.571.00.31.0002	9.00	in
	8	Opalco - Power June/July	E 6501.00.571.00.47.0014	391.34	in
	9	Orcas Online - June/July Internet	E 6501.00.571.00.42.0004	148.00	in
	10	Office Cupboard - Printing services	E 6501.00.571.00.41.0008	16.75	in
	11	NRPA - Staff development course	E 6501.00.571.00.49.0005	40.00	in
	12	Vonage - Phone - July	E 6501.00.571.00.42.0004	95.65	in
				Vendor Total:	2,202.83

Vendor Number: cha650

Name: CHAPPY'S (INC)

Invoice Number	Line No	Line Description	Account Number	Amount	Type
101-492	1	July porta potties - Buck Park	E 6501.00.571.00.47.0011	565.00	in

Vendor Number: cha155

Name: CHAVEZ, JACOB

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809jc	1	Skatecamp II	E 6501.00.571.00.41.0003	400.00	in

Vendor Number: dan146

Name: DANN, JILL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809jd	1	Tennis - August 6 - 9	E 6501.00.571.00.41.0003	400.00	in

Invoice Accounting Report by Vendor Name

San Juan County

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809ewua	1	Buck Park Water - July	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
20180809	1	September rent	E 6501.00.571.00.45.0002	429.00	in

Vendor Number: gri146

Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809gyw	1	Mowing - July	E 6501.00.571.00.48.0006	1,719.29	in
	2	Tax - Mowing - July	E 6501.00.571.00.48.0006	139.27	in
	3	Sprinkler maint	E 6501.00.571.00.48.0007	1,109.08	in
	4	Tax - Sprinkler maint	E 6501.00.571.00.48.0007	89.84	in
	5	Garbage liners	E 6501.00.571.00.48.0010	53.50	in
	6	Tax - Garbage liners	E 6501.00.571.00.48.0010	4.33	in

Vendor Total: 3,115.31

Vendor Number: har148

Name: HARDEE, REBEKAH

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809rh	1	Volleyball Clinic	E 6501.00.571.00.41.0003	740.00	in

Vendor Number: isl730

Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
47275	1	Buck Park work gloves	E 6501.00.571.00.31.0019	80.91	in

Vendor Number: kno144

Name: KNOWLES, ROBERT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809rk	1	Soccer Camp	E 6501.00.571.00.41.0003	360.00	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: mos155

Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809sm	1	Dance July 9 - 26 43.5 hours	E 6501.00.571.00.41.0003	2,175.00	in

Vendor Number: orc095

Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809oc	1	Dance rental - July 9 - 28	E 6501.00.571.00.45.0100	1,087.50	in

Vendor Number: orc195

Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809is	1	Storage - September	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: san275

Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809sjs	1	Buck Park trash - July	E 6501.00.571.00.47.0013	244.05	in

Vendor Number: sen159

Name: SENA, CAITLIN TURTLE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809cs	1	Skate Camp II	E 6501.00.571.00.41.0003	400.00	in

Vendor Number: uni160

Name: US POSTAL SERVICE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180809	1	Permit #14 bulk mailing renewal	E 6501.00.571.00.42.0001	225.00	in

Grand Total: 12,891.85

CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**DATE: **9-Aug-18**Page **1** of **3**

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **\$235.92**

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 **8-9-18**

Board Authorization

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

\$ **235.92** for the period ending **August 9, 2018**

We approve payment with our signatures below.

Commissioner _____ Date _____


Commissioner Date **8/9/18**

Commissioner _____ Date _____


Commissioner Date **8-9-18**

Invoice Accounting Report by Vendor Name
San Juan County

aplInAVnn
08/10/2018 10:08:50AM

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-231-409	1	JULY SALES TAX	E 6501.00.589.30.00.0000	235.92	in

Grand Total: 235.92

Your Return has been submitted and your confirmation number is **0-003-690-629**

Below is information from your Return Submission for July 31, 2018

Filing Date	August 7, 2018
Account Id	603-231-409
Primary Name	ORCAS ISLAND PARK & RECREATION DISTRICT
Payment Method	No Payment
Total Tax	249.64
Total Credits	13.72
Total Due	235.92

The email address on this return is different from the one in your profile

The Department is using email more frequently to communicate with taxpayers. Please verify that the email address in your profile is correct. To update your email address click "Settings" link above, then click the "Update user profile" link in the "I Want To" menu.

Check the status of your return from the **Submissions** tab.

Print a copy of your return below. You can always "Print" your return by navigating to the "Submissions" tab and finding this request.

[Give us your feedback](#)

MONTHLY FINANCIAL STATEMENT BY FUND

SAN JUAN COUNTY

START DATE: 7/1/2018 END DATE: 7/31/2018

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE					
				166,039.20	
212	SALARY PAYABLE	7,381.86			
231	OTHER ACCRUED LIABILITIES	1,996.60			
310	TAXES	3,575.52			
340	CHARGES FOR GOODS AND SERVICES	2,688.53			
360	MISCELLANEOUS REVENUES	5,000.00			
380	NONREVENUES	224.11			
390	OTHER FINANCING SOURCES		20,866.62		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	7,381.86			
231	OTHER ACCRUED LIABILITIES	1,996.60			
570	CULTURE AND RECREATION	16,325.26			
580	NONEXPENDITURES	282.70	25,986.42		
	TOTAL DISBURSEMENTS				
					160,919.40
101 ENDING CASH BALANCE					160,919.40
				GL ENDING CASH BALANCE	
				NET VARIANCE	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				
	INVESTMENTS ACQUIRED	0.00		0.00	
	INVESTMENTS LIQUIDATED	0.00			
151 ENDING INVESTMENT BALANCE					0.00

Activity	Participants	End Date	Staffing	Location
Skate Camp, Session II	9	20-Jul	Chavez	Skate Park
Co-ed Volleyball Camp	25	20-Jul	Hardee	Old Gym
Dance - 9 Levels Summer	36	26-Jul	Moss	Various
Girls' Basketball Camp	12	27-Jul	Ashcraft	Old Gym
Challenger Soccer	27	3-Aug	Various	Buck Park
Soccer Camp w/ Coach Rob	9	6-Aug	Knowles	Buck Park
Tennis Intermediate Camp	5	9-Aug	Dann	Buck Park
Tennis Beginner Camp	4	9-Aug	Dann	Buck Park
Girls' Volleyball Camp	8	10-Aug	Ashcraft	Old Gym

Participants per week= 135

Upcoming Activities				
Activity	Enrolled	Start Date	Staffing	Location
Co-ed Basketball Camp	12	13-Aug	Cave	Old Gym
Skate Camp, Session III	5	27-Aug	Chavez	Skate Park
Boys Choir	0	10-Sep	MWA	OCS Chapel

Administrative Task Update

- Working with the Orcas Center on a current use agreement for dance classes.
- Billing for well work reimbursement has been sent to OISD.
- Credit Card overpayment.
- OIPRD booth at Library Summer Book Fair on 8/11/18.
- OIPRD open house/national dog day event on 8/26/18.
- OIPRD booth at Orcas Island Elementary Back-to-School BBQ on 9/4/2018.
- Staff development
- Preparation of Fall 2018 Activity Schedule
- Preparation of 2019 Budget

Buck Park Maintenance & Management

- Irrigation issues
- General field conditions

Commissioners' Action Items

- Seats #1 and #3 are 9 months out from filing for next term
- Boundary Line Adjustment for OOLA water
- Establish date to reconvene the Strategic Vision Workshop

Budget Summary as of: 7/31/2018

	ACTUAL		58.33% of Year		2018	
	YTD	Budget Used	Budget			
Revenue						
Beginning Net Cash and Investments	\$122,498	106.5%			\$115,000	
Property Taxes	\$182,869	61.2%			\$298,850	
Activity Fees	\$23,815	73.1%			\$32,600	
Rental / Lease Revenue	\$9	1.8%			\$500	
Donations	\$30,405	608.1%			\$5,000	
Buck Park Reimbursements	\$0	0.0%			\$250	
Interfund Loan - Port of Orcas	\$0	0.0%			\$0	
State Remittances	\$1,777	88.8%			\$2,000	
Refunds	\$0	0.0%			\$0	
	\$238,875	70.4%			\$339,200	
	\$361,373				\$454,200	
Income						
Expenses						
	ACTUAL	58.33% of Year			2018	
	YTD	Budget Used			Budget	
Personnel	\$76,933	53.3%			\$144,410	
Program Expenses						
Supplies and Equipment	\$10,110	46.4%			\$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	\$14,548	76.6%			\$19,000	
Operational Expenses						
Operational Supplies	\$1,429	55.0%			\$2,600	
Professional Services	\$5,925	31.2%			\$19,000	
Admin. Equip. Costs	\$5,038	72.0%			\$7,000	
Rentals and Leases	\$7,657	50.9%			\$15,040	
Insurance Premiums and Recoveries	\$0	0.0%			\$5,200	
Auditor Recording Fees	\$0	0.0%			\$240	
Ballot/Promo/Domains	\$5,264	175.5%			\$3,000	
Taxes and Operating Assessments	\$1,711	68.4%			\$2,500	
Buck Park Expenses						
Utilities	\$4,664	65.0%			\$7,170	
Repairs and Maintenance	\$28,568	89.3%			\$32,000	
Park Improvements	\$15,786	0.0%			\$0	
Interfund Loan Interest Income	\$2,509	61.2%			\$4,100	
Interfund Loan Principal Payment	\$18,000	50.0%			\$36,000	
Expenses	\$200,453	62.0%			\$323,060	
Ending of Period Cash Balance	\$160,920				\$131,140	
Budgeted End of Month Balance	\$139,333					
Actual End of Month Balance	\$160,920					Difference: \$21,587