

Public Meeting  
September 13<sup>th</sup>, 2018

## Meeting Minutes September 13<sup>th</sup>, 2018

Orcas Island Park and Recreation District Commission  
Public Meeting, September 13<sup>th</sup>, 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, absent

Seat 2: Bob Eagan, present

Seat 3: Martha Farish, absent

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

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

Public present: Dani Howard, Jen Mohler, Leharra Fortune, Nicole Hill, Troy O'Neal

### **II. PUBLIC COMMENT**

Leharra just returned from Maui and is working on ideas for a summer solstice skate jam event and plans to bring more to the next monthly meeting.

Dani Howard requested OIPRD take the football program back. Reasons Dani listed include safety, accountability, and greater access to advertising and administrative support. Between both football programs there is currently one team of 12 players and one team of 14 players. Dani is willing to be on a sub-committee.

Nicole Hill is present to oppose the idea of OIPRD taking over the program. They are willing to absorb the other team. Dani is concerned about accountability and safety on the field. Justin clarified that OIPRD did not give up football, but due to the operational and safety parameters set by OIPRD not being met, including a minimum of 16 participants within the correct age range, OIPRD opted to not run the program; at which point two separate programs were started by two separate parent groups.

Bob shared that at the inception of OIPRD, the board decided it would not be a mission to take over programs that already had strong community support, listing the swimming program as an example. OIPRD is here to support programs when needed.

OIPRD is willing to facilitate a committee meeting between representatives from both teams. Terri will work up an agenda and each group will appoint ~3 representatives to attend.

### **III. MONTHLY AGENDA**

*< Claims Payment Request September 13<sup>th</sup>, 2018 >*

*< Claims Payment Request DOR August, 2018 >*

#### **1. Previous Minutes – August 9<sup>th</sup>, 2018**

**MOTION:** Justin moved to approve August 9<sup>th</sup> public meeting minutes; seconded by Bob; and it was approved unanimously.

#### **2. Employees Pay Slip**

**MOTION** to approve employees pay slip for \$8,698.34, by Justin; seconded by Deb; and it was approved unanimously.

#### **3. Payment of Claims**

**MOTION:** to approve the September 13<sup>th</sup>, 2018 Claims Payment #6501 for \$14,687.07, by Deb; seconded by Justin; and it was approved unanimously.

**MOTION:** to approve the September 13<sup>th</sup>, 2018 Claims DOR Payment #6501 for \$224.92, by Justin; seconded by Deb; and it was approved unanimously.

### **IV. MONTHLY BUSINESS**

#### **1. Financials**

*<Monthly Financial Statement>*

See attached Monthly Financial Statement. Terri reports that the park maintenance line item is at 100% expenditure for the year due to the unforeseen/non-budgeted replacement of the well pump controller and increased maintenance by Griffin, who has covered items not being tended to by the vacant Park Steward position; which holds \$18,000 for the year.

#### **2. Director's Report**

*<Director's Report>*

See attached Director's Report.

Irrigation issues are being addressed. With the replacement of the heads and controller unit, the fields are improving. OIPRD will complete replacement of the sprinkler heads this year. Unfortunately, there is quite a bit of goose excrement on the fields due to high numbers of geese hanging out in the evenings. Terri will contact local entities to gather ideas on how to get the issue under control.

Terri shared that Bob brought to her attention that OIPRD may have a financial obligation due to EWUA for water rights/use at Buck Park. There is a lease that was assumed by OIPRD when Buck Park was transferred from OISD which states OIPRD will assume water use payments in the amount of \$4,000 annually effective July 23, 2014. Per the lease, EWUA will invoice bi-annually on April 1 of each irrigation season and at the conclusion of



the irrigation season, not later than October 31. Per the Inter-local Agreement, this expense is to be shared equally by OISD/OIPRD. To date, EWUA has not billed OISD or OIPRD under this current lease. Terri spoke with Paul Kamin with EWUA, who stated there would be no back payment due since it was never billed.

While on the subject, Terri shared she would confer with OISD regarding the upcoming irrigation replacement/improvements at the school. The lease agreement with EWUA has specific water use limitations, including maximum number of gallons that can be withdrawn from the well.

### **3. Committee Reports**

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri) – no report.
2. Soccer Committee (Justin, Bob, Terri) – Justin, Bob, Terri and Brooke met with Paul Andersson who presented materials outlining the 'train the trainer' idea. This information was presented at the soccer coaches meeting. The soccer committee is working to secure someone for a commitment as a 'coaching coordinator' who would be present throughout the season and at the field to train and support volunteer coaches. The committee discussed an option for the position to be covered in the first year by the OICF grant monies. OIPRD will look at future budget items for bringing in soccer professionals to lead a coaching clinic. At this time none of the grant money has been expended.

## **V. UNFINISHED BUSINESS**

### **1. Strategic Vision Workshop**

The Strategic Vision Workshop is confirmed for Sunday, November 4<sup>th</sup>, time and location to be determined.

### **2. A/R Reporting and Tracking**

No report.

### **3. District Statistics**

No discussion.

### **4. Boundary Line Adjustment (Dog Park)**

Terri has had email discussions with Lincoln Bormann with the San Juan County LandBank regarding the boundary line adjustment (BLA). Lincoln is now suggesting the parties could consider swapping land instead of pursuing the key hole BLA for delivery of potable water to the dog park. Bob shared that there may be something embedded in the deed with the school, and further, potential restrictions to the land prior to the schools ownership of Buck

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Park. Terri agreed a review of deed restrictions would be necessary. Should this become an option, OIPRD will have legal counsel review all transfer documents to-date.

Terri will reach out to Eric Webb to confirm OISD is planning to move fields 4 & 5 over to field 6, with completion prior to the start of the 2019 baseball/softball season.

## **VI. NEW BUSINESS**

### **1. 2019 Budget**

Terri handed out preliminary budget planning materials to the commissioners to review in preparation for the 2019 budget. Terri noted the 2019 (6-year) budget holds a \$20k line item for resurfacing the tennis courts. OIPRD will have a professional out to assess the court condition to determine whether resurfacing will be needed in 2019.

### **2. Youth Football**

Covered in Public Comment.

**VII. ADJOURNMENT MOTION** With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Deb at 5:25 pm; and it was approved unanimously.

The meeting was adjourned at 5:25 pm.

### **Addenda:**

*Claims Payment Request- September 13<sup>th</sup>, 2018*

*Claims Payment Request - DOR August*

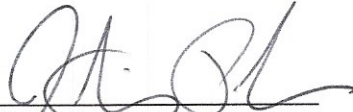
*Monthly Financial Statement*

*Director's Report*

Public Meeting minutes for September 13<sup>th</sup>, 2018

Approved by motion on this 13<sup>th</sup> day of September, 2018

Signed and attested this 13<sup>th</sup> 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:

13-Sep-18

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$14,687.07

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

\$ 14,687.07 for the period ending September 13, 2018

We approve payment with our signatures below.

Signed as Chairman/Commissioner

Date

9/13/18

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date



Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: orc155 Name: A&T DOUGLAS CORPORATION

Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913oac	1	Pool Rental 10/6, 11/3, 12/1	E 6501.00.571.00.45.0100	551.31 in

Vendor Number: ash155 Name: ASHCRAFT, SADA

Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913sa	1	Volleyball Camp	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
0913BB	1	Mutt Mitts	E 6501.00.571.00.31.0019	267.92 in
	2	Marsan Turf	E 6501.00.571.00.48.0007	508.00 in
	3	Printing for Less	E 6501.00.571.00.41.0020	1,031.66 in
	4	Vonage	E 6501.00.571.00.42.0004	95.65 in
	5	SSCI - Background checks	E 6501.00.571.00.41.0001	111.00 in
	6	Office Cupboard - printing services	E 6501.00.571.00.41.0008	4.86 in
Vendor Total:				2,019.09

Vendor Number: cav155 Name: CAVE, STEPHANIE

Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913sc	1	Basketball Camp	E 6501.00.571.00.41.0003	700.00 in

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

Invoice Number	Line No	Line Description	Account Number	Amount Type
101559	1	Buck Park Portapotties	E 6501.00.571.00.47.0011	665.00 in

Vendor Number: cha155 Name: CHAVEZ, JACOB

Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913jc	1	Skate Camp	E 6501.00.571.00.41.0003	400.00 in

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: col159 Name: COLDSPING PUMPS, INC.

Invoice Number	Line No	Line Description	Account Number	Amount Type
18-280	1	Irrigation Control Panel	E 6501.00.571.00.48.0008	3,965.83 in
Vendor Number: dep396		Name: DEPT. OF NATURAL RESOURCES		

Invoice Number	Line No	Line Description	Account Number	Amount Type
9130971	1	Buck Park Forest Land Assessment	E 6501.00.571.00.49.0009	17.40 in
Vendor Number: eass350		Name: EASTSOUND WATER USERS ASSN		

Invoice Number	Line No	Line Description	Account Number	Amount Type
ewua0913	1	Buck Park water - August	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
20180913fh	1	Office Rental - October	E 6501.00.571.00.45.0002	429.00 in
Vendor Number: grf146		Name: GRIFFINS YARD WORKS		

Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913gyw	1	Mowing - August	E 6501.00.571.00.48.0006	1,719.29 in
	2	Tax - Mowing - August	E 6501.00.571.00.48.0006	139.26 in
	3	Sprinkler maint.	E 6501.00.571.00.48.0007	252.00 in
	4	Tax - Sprinkler main.	E 6501.00.571.00.48.0007	20.42 in
		Vendor Total:		2,130.97

Vendor Number: isj730 Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount Type
09131hw	1	Brushes - Buck Park maint	E 6501.00.571.00.48.0010	29.13 in
Vendor Number: kru101		Name: KRUSE, AIDAN		

Invoice Accounting Report by Vendor Name  
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913ak	1	Basketball Camp	E 6501.00.571.00.41.0003	600.00 in
Vendor Number: orc800 Name: ORCAS ISLAND SCHOOL DISTRICT				
Invoice Number	Line No	Line Description	Account Number	Amount Type
20180isd	1	2018-19 Facility Rental (Sept-Sept)	E 6501.00.571.00.45.0002	2,000.00 in
Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC				
Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913	1	Storage - October	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
20180913sis	1	August Buck Park Sani Cans	E 6501.00.571.00.47.0013	392.09 in
Vendor Number: sen159 Name: SENA, CAITLIN TURTLE ANN				
Invoice Number	Line No	Line Description	Account Number	Amount Type
20180913cs	1	Skate Camp III	E 6501.00.571.00.41.0003	320.00 in
Grand Total:				14,687.07



**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 13-Sep-18

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$224.92

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.

**Board Authorization**

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

\$ 224.92 for the period ending September 13, 2018

We approve payment with our signatures below.


Signed as Chairman / Commissioner

Date

  
9-13-18

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

  
Commissioner \_\_\_\_\_ Date 9/13/18  
Commissioner \_\_\_\_\_ Date 9-13-18

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09/11/2018 4:48:56PM

Invoice Accounting Report by Vendor Name  
San Juan County

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Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount Type
603-231-409	1	SEPTEMBER SALES TAX	E 6501.00.589.30.00.0000	224.92 in

Grand Total: 224.92

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			160,919.40	
212	SALARY PAYABLE	7,357.85			
231	OTHER ACCRUED LIABILITIES	1,994.01			
310	TAXES	2,164.14			
330	INTERGOVERNMENTAL REVENUE	123.25			
340	CHARGES FOR GOODS AND SERVICES	2,540.25			
360	MISCELLANEOUS REVENUES	7,176.53			
380	NONREVENUES	236.48			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		21,592.51		
212	SALARY PAYABLE	7,357.85			
231	OTHER ACCRUED LIABILITIES	1,994.01			
570	CULTURE AND RECREATION	22,243.71			
580	NONEXPENDITURES	235.92			
	TOTAL DISBURSEMENTS		31,831.49		
101	ENDING CASH BALANCE				
					150,680.42
					150,680.42
					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



# Orcas Island Park & Recreation District - Monthly Director's Report AS OF:

Activity Report September 13, 2018				
activity	participants	end date	staffing	location
Co-ed Basketball Camp	18	17-Aug	Cave	Old Gym
Skate Camp Session III	11	31-Aug	Chavez	Buck Park
Boy's Choir	1	17-Dec	MWA	OCS Chapel
Try the Chorus	4	1-Oct	MWA	OCS Chapel
Tennis-Intermediate Youth	5	1-Oct	Dann	Buck Park
Tennis-Beginning Youth	8	1-Oct	Dann	Buck Park
Dance- 9 Levels Fall	55	22-Oct	Moss	Various
Youth Soccer	35	20-Oct	Various	Buck Park
Futsal, Drop-In	8	16-Dec	Staff	Buck Park
Pickleball, Drop-In	3	20-Dec	Staff	Old Gym
Basketball, Drop-In	13	18-Dec	Staff	Old Gym
Volleyball, Drop-In	6	19-Dec	Staff	HS Gym
Participants per week= 167				

Upcoming Activities				
activity	enrolled	start date	staffing	location
Flag Football	7	17-Sep	Paulsen	Buck Park
Running Club	6	17-Sep	Kulper	OIPRD Office
Pee Wee Soccer	17	24-Sep	Various	Buck Park
Pre-k Soccer	15	24-Sep	Griffin	Buck Park
Girls SWISH Basketball	4	1-Oct	Various	Various

## Administrative Task Update

- Facility Use Agreement fully executed with the Orcas Center.
- Reimbursement for well work has been received from OISD.
- OIPRD booth at Library Summer Book Fair on 8/11/18 was not successful.
- OIPRD open house/national dog day event on 8/26/18 was cancelled due to lack of available coaches and wildfire smoke.
- OIPRD booth at Orcas Island Elementary Back-to-School BBQ on 9/4/2018 was successful.
- Fall 2018 Activities have begun.
- Preparation of 2019 Budget.
- Strategic Vision Workshop – November 4, 2018.
- Youth football update.

## Buck Park Maintenance & Management

- Irrigation issues
- General field conditions
- Shared use of well obligations

## Commissioners' Action Items

- Seats #1 and #3 are 8 months out from filing for next term
- Strategic Vision Workshop
- Boundary Line Adjustment for OOLA water

Budget Summary as of: 8/31/2018				
Revenue	ACTUAL	66.66% of Year	2018	
	YTD	Budget Used	Budget	
Beginning Net Cash and Investments	\$122,498	106.5%	\$115,000	
Property Taxes	\$185,156	62.0%	\$298,850	
Activity Fees	\$26,355	80.8%	\$32,600	
Rental / Lease Revenue	\$9	1.8%	\$500	
Donations	\$30,405	608.1%	\$5,000	
Buck Park Reimbursements	\$7,177	2870.6%	\$250	
Interfund Loan - Port of Orcas	\$0	0.0%	\$0	
State Remittances	\$2,013	100.7%	\$2,000	
Refunds	\$0	0.0%	\$0	
Income		74.0%	\$339,200	
	\$373,614		\$454,200	
Expenses	ACTUAL	66.66% of Year	2018	
	YTD	Budget Used	Budget	
Personnel	\$86,325	59.8%	\$144,410	
Program Expenses				
Supplies and Equipment	\$10,906	50.0%	\$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	\$19,263	101.4%	\$19,000	
Operational Expenses				
Operational Supplies	\$1,453	55.9%	\$2,600	
Professional Services	\$5,941	31.3%	\$19,000	
Admin. Equip. Costs	\$5,900	84.3%	\$7,000	
Rentals and Leases	\$9,318	62.0%	\$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	\$1,947	77.9%	\$2,500	
Buck Park Expenses				
Utilities	\$5,946	82.9%	\$7,170	
Repairs and Maintenance	\$32,062	100.2%	\$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	\$222,933	69.0%	\$323,060	
Ending of Period Cash Balance	\$150,681		\$131,140	
Budgeted End of Month Balance	\$139,333			
Actual End of Month Balance	\$150,681	Difference: \$11,348		