

# Agenda

Orcas Island Park and Recreation District Commission  
**THURSDAY, November 8, 2018**

Eastsound Fire Station  
5:00 P.M. - 7:00 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. PUBLIC HEARING 2019 ANNUAL BUDGET**

## **IV. MONTHLY AGENDA**

1. Previous Minutes (10/11/2018 and 11/04/2018)
2. Employees Pay Slip
3. Payment of Claims

## **V. MONTHLY BUSINESS**

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

## **VI. UNFINISHED BUSINESS**

1. Strategic Vision Workshop Progress
2. Boundary Line Adjustment (Dog Park)

## **VII. NEW BUSINESS**

1. Paid Family & Medical Leave Assessments
2. Budget Adoption Resolution
3. Levy Certification
4. Martha Farish Resignation

## **VIII. ADJOURNMENT**

Public Meeting  
November 8<sup>th</sup>, 2018

## Meeting Minutes November 8<sup>th</sup>, 2018

Orcas Island Park and Recreation District Commission  
Public Meeting, November 8<sup>th</sup>, 2018  
Eastsound Fire Station  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:18 pm**

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, absent

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:

### **II. PUBLIC COMMENT**

No public present.

### **III. PUBLIC HEARING 2019 ANNUAL BUDGET**

Terri presented the 2019 Annual Budget. Discussion included questions on whether the line item for legal services should be increased, as well as including monies for the impending Paid Family and Medical Leave Act of Washington, which commissioners will discuss later in this meeting. Due to the absence of Commissioners Bob and Martha (who have reviewed the proposed 2019 Budget) Terri has recommended that the board postpone accepting the 2019 Budget until all are present. After discussion, the board scheduled a Special Public Meeting for Wednesday, November 14<sup>th</sup> 4:00 p.m. at the OIPRD office for approval of the budget.

### **IV. MONTHLY BUSINESS**

*< Claims Payment Request November 8<sup>th</sup>, 2018 >*

*< Claims Payment Request DOR October 2018 >*

#### **1. Previous Minutes – October 10<sup>th</sup>, 2018**

**MOTION** deferred to next meeting due to abstentions from prior absences.

**Previous Minutes – November 4<sup>th</sup>, 2018**

**MOTION:** Justin moved to approve November 4<sup>th</sup> public meeting minutes; seconded by Vicki; and it was approved unanimously.

**2. Employees Pay Slip**

**MOTION** to approve employees pay slip for \$9,634.81, by Vicki; seconded by Justin; and it was approved unanimously.

**3. Payment of Claims**

**MOTION:** to approve the November 8<sup>th</sup>, 2018 Claims Payment #6501 for \$5,483.25, by Justin; seconded by Vicki; and it was approved unanimously.

**MOTION:** to approve the October 2018 Claims DOR Payment #6501 for \$473.53 by Justin; seconded by Vicki; and it was approved unanimously.

**1. Financials**

*<See attached Monthly Financial Statement>*

**2. Director's Report**

*<See attached Director's Report>*

Facility Use Agreement with OCS- Terri is in negotiations with Orcas Christian School for use of their gymnasium for OIPRD youth SWISH basketball practices. She is hoping to have the contract wrapped up in the next couple weeks.

Facility Use agreement with OISD will expire on January 20<sup>th</sup>. The committee will engage OISD to negotiate a new contract for facility use based on projected use through the construction project.

OIPRD staff is in the process of finalizing the winter and spring activity schedule, with a postcard slated to hit the mail in mid-December.

The Buck Park irrigation system has been drained and shut down. The water fountains have drained and shut down as well. The potable water to the dog park will remain on through the winter.

Terri is waiting on a bid from Griffin Yard Works for re-grading the baseball and softball infields. Terri will collaborate with Justin on a wish list for ideal future baseball and softball field conditions.

Commissioner seats #1 and #3 are six months out from filing for the November 2019 election.

Terri is seeking clarification on the relationship between OOLA and OIPRD. Terri will follow up with Bob regarding history and next steps.

**3. Committee Reports**

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri) –  
Terri reports OIPRD held a community meeting on Tuesday, October 16<sup>th</sup> in collaboration with Orcas Island School District to present the plans and timeline for baseball field construction. Community members were concerned regarding the placement of the fields due to sloping in the fields, also sharing concerns that there were no plans by OISD to improve current field conditions. OISD plans to leave grass baselines, but cut out circles surrounding the bases, ensuring that the dirt and grass will be flush.

Terri had an additional meeting with Eric Webb and Liz LeRoy who asked her to forward the date that OIPRD will start running programs on the ball fields. On November 1<sup>st</sup> Terri forwarded the date of Monday, March 25<sup>th</sup> by email to Janet, Eric, Kyle and Liz, but has not received a response at this time. OIPRD will continue to work with OISD to ensure there are fields ready for youth baseball and softball.

2. Soccer Committee (Justin, Bob, Terri) – nothing to report.

**V. UNFINISHED BUSINESS**

**1. Strategic Vision Workshop Progress**

The Strategic Vision Workshop took place on Sunday. Terri shared the summary document received from Roger Paulsen for Commissioner review. Terri is working to plug tasks into a project timeline and will distribute to committees for tracking progress and deadlines.

**2. Boundary Line Adjustment (Dog Park)**

No progress has been made at this time. Terri will continue collaborating with Lincoln.

**VI. NEW BUSINESS**

1. Paid Family and Medical Leave Assessments.

Terri presented the upcoming changes to the new Paid Family and Medical Leave act for Washington State. The commissioners reviewed options for the district.

**MOTION** to adopt plan D of the Paid Family and Medical Leave Program, subject to annual review, by Justin, seconded by Vicki.

2. Budget Adoption Resolution – postponed to Special Meeting, Wednesday, November 14<sup>th</sup> 4:00 p.m. at the OIPRD office.
3. Levy Certification- also postponed.
4. Martha Farish Resignation  
*<See attached Farish Resignation Letter>*  
After serving on the OIPRD board as an elected commissioner for over ten years, Martha has submitted her letter of resignation from seat #3 in advance of her term.



Public Meeting  
November 8<sup>th</sup>, 2018

**MOTION** to accept the resignation of Martha Farish effective December 13<sup>th</sup>, 2018 by Justin, second by Vicki; and it was approved unanimously.

The commissioners will open up a process for appointing an interim commissioner to finish out the term for seat #3.

**VII. ADJOURNMENT MOTION** With no further agenda, comments, or discussion, Vicki moved to adjourn, seconded by Justin at 6:12 pm; and it was approved unanimously.

The meeting was adjourned at 6:12 pm.

***Addenda:***

*Claims Payment Request November 8<sup>th</sup>, 2018*

*Claims Payment Request – DOR October*

*Monthly Financial Statement*

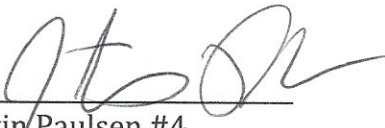
*Director's Report*

*2019 Draft Budget*

Public Meeting minutes for November 8<sup>th</sup>, 2018

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

Signed and attested this                      13<sup>th</sup> day of December, 2018

  
\_\_\_\_\_  
Justin Paulsen #4,  
Secretary

  
\_\_\_\_\_  
Bob Eagan, Commissioner #2,  
Chair

## Orcas Island Park and Rec District 2019

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Beginning Net Cash and Investments		\$135,000.00		135,000	\$135,000	\$120,103	\$105,891	\$109,234	\$154,246	\$150,793	\$135,951	\$121,675	\$102,663	\$79,723	\$119,932	\$129,755																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					



2019 Budget Assumptions

<b>Beginning Net Cash and Investments</b>			135,000	Budgeted beginning cash based on 2018 projections
General Property Taxes	311.10.00.0000		304,200	Based on highest lawful levy calculated by the SIC Assessor's Office
Leasehold Tax	317.20.00.0000		250	Based on prior year projection
Timber Harvest Tax	317.40.00.0000		100	Based on prior year projection
Payment In-Lieu of Property Tax (DNR)	336.02.31.0000		0	N/A
Activity Fees	347.60.00.0000		34,000	Based on prior year projection and increased fees for SWISH Basketball
Rental / Lease Revenue	362.40.00.0000		500	Projections for rental of field space in Buck Park (Non-OIPRD programs - Football/Ulimate Frisbee Camp/Private Tennis)
<b>Donations</b>				
Donations - Unrestricted	367.00.00.0010		2,000	Conservative projection based on prior years donation history
Donations - Team/Corporate Sponsorship	367.00.00.0020			
Donations - Private Grants	367.00.00.0030		1,000	Conservative projection based on prior years donation history
Donations - Restricted	367.00.00.0100		2,000	Conservative projection based on prior years donation history
Buck Park Reimbursements	369.90.00.0001		2,400	OSD reimbursement of 1/2 cost of \$4K water rights fee due to Eastsound Water
Interfund Loan - Port of Orcas	381.10.00.6721		0	N/A
State Remittances	389.30.00.0000		2,700	Projection based on taxable activity fees
Refunds (technically "Other Nonrevenues")	389.00.00.0000			N/A
<b>Income</b>			<b>485,150</b>	Total budgeted revenue collection
<b>Expenditures</b>				
Expenses	508.80.00.0000			
<b>Personnel</b>				
OIPRD Director	571.00.10.0001		54,084	Budgeted salary for Director includes modest increase from prior year
OIPRD Assistant Director	571.00.10.0002		7,200	Allowance of \$600 per month/\$25 per hour@24 hours per month
OIPRD Facility / Activity Super.	571.00.10.0003		8,900	Budgeted allowance for seasonal part time facility supervisor
OIPRD Program Assistant	571.00.10.0004		46,800	Budgeted salary for program assistant includes modest increase from prior year
OIPRD Park Steward	571.00.10.0005		18,900	Budgeted salary based on seasonal (.5) part time, Spring through Fall
FICA	571.00.20.0001		9,600	Based on budgeted salaries
L & I	571.00.31.0002		1,600	Based on budgeted salaries
Unemployment	571.00.20.0009		1,400	Based on budgeted salaries
Staff Development	571.00.49.0005		2,000	Allowance based on previous year budget for staff training and development
<b>Supplies</b>				
Office Supplies	571.00.31.0002		900	Based on prior years actuals
Computer Supplies	571.00.31.0003		400	Based on prior years actuals
Software	571.00.31.0004		1,100	Contingency for software related needs (accounting, registration, communications and surveys)
Grounds - Sprinkler	571.00.31.0007		0	N/A
Janitorial Supplies	571.00.31.0009		100	Trash bags and cleaning supplies for administrative office
Promotion Supplies	571.00.31.0013		200	Miscellaneous promotional supplies for events or activities
Supplies - Other	571.00.31.0019		2,100	Allowance based on previous year budget
Athletic Supplies - General	571.00.31.0100		5,000	Uniforms, balls, and other consumable supplies required for programs
<b>Equipment Non-Capitalized</b>				
Office Equipment	571.00.35.0002		500	Contingency budget for office equipment
Signage	571.00.35.0003		500	Repair and maintenance of Buck Park signage/administrative office signage
Athletic Equipment - General	571.00.35.0100		8,000	Athletic equipment with life beyond one season (Bats, goals, bases and pitching mound for fields) and new drags for fields 2 and 3







<b>Professional Services</b>			
Professional Services	571.00.41.0001	2,400	Based on prior year actuals
Instructors	571.00.41.0003	24,000	Budgeted allowance for instruction of certain OIPRD programs such as dance
Website Development / Consulting	571.00.41.0004	0	
Legal Services	571.00.41.0006	2,500	Budgeted allowance for legal counsel
Accounting Services	571.00.41.0007	1,400	Budgeted allowance for accounting services provided by SIC
Print/Graphics Services	571.00.41.0008	200	Allowance for printing of program and event flyers
Activity Coordinators	571.00.41.0011	2,700	Budgeted allowance for activity/volunteer coordinators
WA State Auditors Fees	571.00.41.0015	5,000	Budgeted allowance for Washington State Auditor Fee
Promotion	571.00.41.0019	500	Allowance for promotional activities
Programs Brochures/Mailers	571.00.41.0020	4,100	Budgeted allowance for four mailings per year - 3 program brochures and 1 report card
Advertising	571.00.41.0100	400	Miscellaneous advertising for programs and events
Employment Advertising	571.00.41.0101	200	Budgeted allowance for employment advertising as needed
<b>Admin./Office non-supplies/equip.</b>			
<b>costs</b>			
Postage & Shipping	571.00.42.0001	3,200	Based on prior year actuals
Website / Online Billing	571.00.42.0002	400	Based on prior year actuals
Printing / Graphics	571.00.42.0003	0	Based on prior year actuals
Telephone/Internet	571.00.42.0004	1,740	Based on prior year actuals for office telephone and internet services
Active Net Fees	571.00.42.0005	200	Based on prior year actuals
Travel	571.00.43.0010	400	Travel allowance for program related travel (ferry/milage)
<b>Rentals and Leases</b>			
Operating Rentals and Leases	571.00.45.0002	6,840	Budgeted allowance based on contractual obligations for office and storage unit leases
Event Rental Fees	571.00.45.0100	8,200	Budgeted allowance for rental of facilities for program activities (OISD, OCS, Orcas Center and Oddfellows Hall)
<b>Insurance Premiums and Recoveries</b>			
Utilities	571.00.46.0001	6,068	Insurance premium based on previous year actual plus 10% increase per Enduris
Utilities Services - Chem RR Svc.	571.00.47.0011	4085	Budgeted allowance for the rental and servicing of temporary chemical toilets for Buck Park/Dog Park
Utilities Service - Water	571.00.47.0012	5020	Minimal water allowance for potable water utilized in 2 water fountains in Buck Park and \$4K fee to Eastsound Water for well rights
Sewer / Garbage	571.00.47.0013	1200	Budgeted allowance for Buck Park dumpster
Utilities Service - Electrical	571.00.47.0014	950	Budgeted allowance for electricity to power storage building in Buck Park and well pump/irrigation system
<b>Repairs and Maintenance</b>			
Grounds / Mowing	571.00.48.0006	14000	Budgeted allowance based on contractual obligations for grounds mowing
Grounds / Sprinkler Related	571.00.48.0007	4000	Budgeted allowance for repair of the irrigation system and replacement parts as needed
Grounds / Gen. Water System Related	571.00.48.0008	1000	
Grounds Maintenance	571.00.48.0010	6000	Budgeted allowance for repairs/maintenance of well; and repairs/maintenance of potable drinking fountains in Buck Park
Grounds - Other	571.00.48.0011	7000	Budgeted allowance for dog park mowing and maintenance; allowance for inspections and garbage collection in Buck Park and dog park
<b>Miscellaneous</b>			
Auditor Recording Fees	571.00.49.0002	240	Budgeted allowance based on previous year
Ballot/Promo/Domains	571.00.49.0004	3,000	Budgeted allowance based on two Board of Commissioners seats expiring in 2019
Other	571.00.49.0009	4,940	Budgeted allowance for league fees for SWISH Basketball and possible baseball/softball tournaments
Interfund Loan Principal Payment	581.20.70.6721	54,000	Budgeted allowance for loan principal payment based on the terms of the Interlocal Agreement with Port of Orcas
Sales Tax Remittances	589.30.00.0000	2,500	Budgeted on taxable collected program activity fees
Interfund Loan Interest Income	592.71.80.6721	2,900	Budgeted allowance for interest payment based on the terms of the Interlocal Agreement with Port of Orcas
Park Improvements	594.71.63.0010	20,000	Budgeted allowance for interest payment based on the terms of the Interlocal Agreement with Port of Orcas
<b>column totals -&gt;</b>		<b>370,567.00</b>	Budgeted allowance for skate inspection by Grindline; Budgeted allowance for improvement to fields 1, 2, and 3
<b>ated ending of period cash balance -&gt;</b>		<b>\$114,583</b>	

Public Meeting  
November 4<sup>th</sup>, 2018

## **Meeting Minutes November 4<sup>th</sup>, 2018**

Orcas Island Park and Recreation District Commission  
Public Meeting, November 4<sup>th</sup>, 2018  
Orcas Island Community Foundation – Volk Family Meeting Room  
9:00 A.M. - 4:00 P.M.

### **I. CALL TO ORDER – 9:09 a.m.**

Bob Eagan, Chairman

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 (Assistant Director)

Guests present: Marcia West

Facilitator: Roger Paulsen

Public present: none

### **II. PUBLIC COMMENT**

No public present.

### **III. SPECIAL AGENDA – ANNUAL RETREAT**

#### **1. Review January 2018 Retreat**

Commissioners reviewed the 2018 OIPRD Board Retreat Summary. Discussion regarding future goals included Strengthened Relations, Excellent Stewardship, being the Recreational “heart” of the Island, Expanded Reach, Efficient, Effective Organization, and Dynamic, Rational, Creative Programming.

OIPRD has made progress towards success in overcoming obstacles toward achieving the above goals. The group discussed how much progress has been made along with 2018 accomplishments on each item.

#### **2. Celebrate 2018 Accomplishments**

See above.

#### **3. Review ICA Implementation Workshop Approach**

The group focused on Expanding Community Connections, identifying pathways and scheduling initiation and completion by quarter. Individual tasks were assigned to participants.

Public Meeting  
November 4<sup>th</sup>, 2018

**ADJOURNMENT MOTION** To break for lunch, Justin moved to adjourn, seconded by Martha at 12:16 pm; and it was approved unanimously. The board reconvened the meeting at 1:05 p.m.

Brainstorming continued on ways to strengthen volunteers, identifying pathways and scheduling initiation and completion by quarter.

**4. Reflect/ discuss Next Steps**

Roger will forward documentation of brainstorming sessions to Terri, who will create a project timeline for everything covered and present to the board.

**IV. ADJOURNMENT MOTION** With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Deb at 3:14 pm; and it was approved unanimously.

The meeting was adjourned at 3:14 pm.

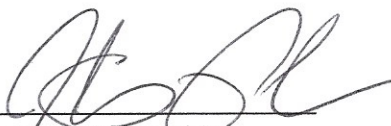
***Addenda:***


*2018 OIPRD Board Retreat Summary*

Special Public Meeting minutes for November 4<sup>th</sup>, 2018

Approved by motion on this 8<sup>th</sup> day of November, 2018

Signed and attested this 8<sup>th</sup> day of November, 2018

  
Justin Paulsen #4,  
Secretary

  
Bob Eagan, Commissioner #2,  
Chair

Deborah Jones #5  
acting chair



**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

8-Nov-18

Page 1 of 9

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$5,483.25

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

\$ 5,483.25 for the period ending

November 8, 2018

We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

*Kelerah Jones (acting chair)* 11-8-18  
Signed as Chairman / Commissioner Date

*[Signature]*  
Commissioner Date 11-8-18

*Vicki Vandenberg*  
Commissioner Date 11-8-18



Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20180108bb	1	Orcas online - November	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO 9/12/18	E 6501.00.571.00.47.0014	182.31	in
	3	Amazon - pump needles	E 6501.00.571.00.31.0100	5.39	in
	4	Amazon - pump needles	E 6501.00.571.00.31.0100	7.12	in
	5	Office Depot - printer paper	E 6501.00.571.00.31.0002	45.67	in
	6	Amazon - Mutt mitts	E 6501.00.571.00.31.0019	122.14	in
	7	SSCI	E 6501.00.571.00.41.0001	18.50	in
	8	Vonage - OCTOBER	E 6501.00.571.00.42.0004	99.10	in
	9	Go Daddy - 1 yr hosting linux renewal	E 6501.00.571.00.42.0002	167.88	in
	10	Island Market - End of season snack	E 6501.00.571.00.31.0100	34.74	in
	11	Kathryn Taylors - referee cert	E 6501.00.571.00.31.0100	150.00	in
	12	Island Market - end of season snack	E 6501.00.571.00.31.0100	12.38	in
	13	Island Market- end of season snack	E 6501.00.571.00.31.0100	12.38	in
	14	Amazon - running snack	E 6501.00.571.00.31.0100	55.29	in

Vendor Total:

986.90

Vendor Number: cha650

Name: CHAPPY'S (INC)

Invoice Number	Line No	Line Description	Account Number	Amount	Type
101-702	1	Buck Park porta potties - Oct	E 6501.00.571.00.47.0011	565.00	in

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181108ewua	1	Buck Park water - October	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
20181108fnc	1	Office rental - December	E 6501.00.571.00.45.0002	428.00	in

Vendor Number: gri146

Name: GRIFFINS YARD WORKS

# **Invoice Accounting Report by Vendor Name** San Juan County

aplAV/rnn  
11/07/2018 11:53:59AM

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181108gyw	1	Buck Park Maintenance - October	E 6501.00.571.00.48.0006	1,719.29	in
	2	Tax - Buck Park Maintenance- Oct	E 6501.00.571.00.48.0006	139.27	in
Vendor Total:				1,858.56	

Vendor Number: is1730 Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181109lh	1	Soccer field paint	E 6501.00.571.00.31.0100	40.03	in

Vendor Number: odd100 Name: ODD FELLOWS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181108odds	1	Dance hall rental 9/10 - 10/22	E 6501.00.571.00.45.0100	240.00	in

Vendor Number: orc095 Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181108oc	1	Madrona Room Rental - 9/12-10/18	E 6501.00.571.00.45.0100	800.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181108is	1	December storage	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
20181108js	1	Buck Park Trash - October	E 6501.00.571.00.47.0013	175.50	in

Vendor Number: sou125 Name: SOUND PUBLISHING, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ISJ831457	1	2019 Legal Notice Budget Hearing	E 6501.00.571.00.41.0100	14.73	in

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: wil149

Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20181108mwa	1	Boys choir reimbursement - June 11 -	E 6501.00.571.00.31.0019	147.28	in

Grand Total: 5,483.25



**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 8-Nov-18 Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$473.53


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**

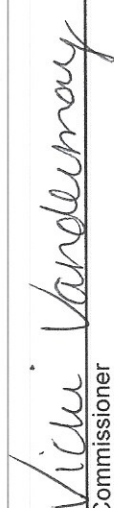
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 473.53 for the period ending November 8, 2018


We approve payment with our signatures below.

  
Commissioner 11/8/18  
Date

Commissioner Date

  
Commissioner 11-8-18  
Date

Commissioner Date

  
Signed as Chairman / Commissioner 11-8-18  
Date



aplNAVnn

11/07/2018 11:55:08AM

# 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	Sales Tax - October	E 6501.00.589.30.00.0000	473.53	in
Grand Total:				473.53	

Page: 1

**FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			129,727.58	
212	SALARY PAYABLE	8,386.97			
231	OTHER ACCRUED LIABILITIES	2,400.98			
310	TAXES	83,387.63			
330	INTERGOVERNMENTAL REVENUE	53.20			
340	CHARGES FOR GOODS AND SERVICES	5,812.45			
360	MISCELLANEOUS REVENUES	489.48			
380	NONREVENUES	471.76			
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		101,002.47		
212	SALARY PAYABLE	8,386.97			
231	OTHER ACCRUED LIABILITIES	2,400.98			
570	CULTURE AND RECREATION	23,881.90			
580	NONEXPENDITURES	362.58			
	<b>TOTAL DISBURSEMENTS</b>		35,032.43		
<b>101</b>	<b>ENDING CASH BALANCE</b>				
					195,697.62
					195,697.62
					0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			169,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				169,000.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>				
	INVESTMENTS ACQUIRED	0.00			0.00
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00



Activity	Participants	End Date	Staffing	Location
Community Swim	14	7-Oct	Staff	Orcas Athletics
Youth Soccer	57	20-Oct	Various	Buck Park
Dance- 9 Levels Session I	70	22-Oct	Moss	Various
Pee Wee Soccer	23	24-Oct	Moss/Andersson	Buck Park
Pre-k Soccer	15	24-Oct	Griffin	Buck Park
Flag Football	23	26-Oct	Paulsen	Buck Park
Boy's Pre-Season	7	8-Dec	Frausto	Various
Community Swim	27	7-Nov	Staff	Orcas Athletics
Running Club	10	12-Dec	Kulper	OIPRD Office
Dance- 9 Levels Session II	45	13-Dec	Moss	Various
Girls SWISH Basketball	19	15-Dec	Various	Various
Futsal, Drop-In	0	16-Dec	Staff	Old Gym
Boy's Choir	3	17-Dec	MWA	OCS Chapel
Basketball, Drop-in	19	18-Dec	Staff	HS Gym
Volleyball, Drop-in	12	19-Dec	Staff	HS Gym
Pickleball, Drop-in	17	20-Dec	Staff	Old Gym

Participants per week= 361

## Upcoming Activities

Activity	Enrolled	Start Date	Staffing	Location
Boys SWISH Basketball	26	17-Dec	Various	Various

- Facility Use Agreement being negotiated with the Christian School
- 2019 Budget due to SJC by November 30, 2018
- Review Strategic Vision Workshop summary document from Roger Paulsen
- Create a project document to track tasks and deadlines agreed upon in the Strategic Vision Workshop
- Facility Use Agreement with OISD expires on January 20, 2019
- Finalizing Winter/Spring activity schedule
- Activity post card is planned to go out to the community the second week of December

- Irrigation system/water fountains will be turned off for the winter
- General field conditions – Ron to provide bid for additional soil for ball fields
- OISD irrigation meter requires repair – Bob is working with Ron on repair

- Seats #1 and #3 are 6 months out from filing for next term
- Strategic Vision Workshop
- Boundary Line Adjustment for OOLA water

## Budget Summary as of: 10/31/2018

	ACTUAL		83.3% of Year		2018	
	YTD	Budget Used	YTD	Budget	YTD	Budget
<b>Revenue</b>						
Beginning Net Cash and Investments	\$122,498	106.5%			\$115,000	
Property Taxes	\$273,311	91.5%			\$298,850	
Activity Fees	\$36,377	111.6%			\$32,600	
Rental / Lease Revenue	\$299	59.7%			\$500	
Donations	\$30,605	612.1%			\$5,000	
Buck Park Reimbursements	\$7,177	2870.6%			\$250	
Interfund Loan - Port of Orcas	\$0	0.0%			\$0	
State Remittances	\$2,847	142.4%			\$2,000	
Refunds	\$0	0.0%			\$0	
	\$350,615	103.4%			\$339,200	
<b>Income</b>	<b>\$473,113</b>				<b>\$454,200</b>	
<b>Expenses</b>						
<b>Personnel</b>						
YTD	\$106,588	73.8%			\$144,410	
<b>Program Expenses</b>						
Supplies and Equipment	\$13,585	62.3%			\$21,800	
Travel - coaches, league meetings	\$288	96.1%			\$300	
Activity Coordinators	\$0	0.0%			\$2,700	
Other - Team Registrations	\$3,802	380.2%			\$1,000	
Instructors	\$24,860	130.8%			\$19,000	
<b>Operational Expenses</b>						
Operational Supplies	\$1,476	56.8%			\$2,600	
Professional Services	\$6,436	33.9%			\$19,000	
Admin. Equip. Costs	\$6,165	88.1%			\$7,000	
Rentals and Leases	\$13,017	86.5%			\$15,040	
Insurance Premiums and Recoveries	\$5,892	113.3%			\$5,200	
Auditor Recording Fees	\$0	0.0%			\$240	
Ballot/Promo/Domains	\$5,264	175.5%			\$3,000	
Taxes and Operating Assessments	\$2,534	101.4%			\$2,500	
<b>Buck Park Expenses</b>						
Utilities	\$8,067	112.5%			\$7,170	
Repairs and Maintenance	\$43,146	134.8%			\$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	
<b>Expenses</b>	<b>\$277,415</b>	<b>85.9%</b>			<b>\$323,060</b>	
<b>Ending of Period Cash Balance</b>	<b>\$195,698</b>				<b>\$131,140</b>	
<b>Budgeted End of Month Balance</b>	<b>\$146,378</b>					
<b>Actual End of Month Balance</b>	<b>\$195,698</b>					<b>Difference: \$49,320</b>



In 2017, the State Legislature adopted into law the Paid Family & Medical Leave (PFML) Program. Paid Family and Medical Leave is a shared benefit that will give every Washingtonian support when they can't be at work. It means people will not have to choose between their job, their health and their family. This insurance program will allow workers to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, or for certain military-connected events. If workers experience multiple events in a given year, they may be eligible to receive up to 16 weeks, or up to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity.

This new program is mandatory. On January 1, 2019, employers will begin collecting assessments. Benefits will become available one year later, on January 1, 2020.

The program will be funded by assessments of 0.4% on all earned wages in Washington. All employees\* are subject to the assessment, including part-time and temporary employees.

For employers with 50 or more employees, the 0.4% is split as follows: 63% is paid by the employee (.252% of wages), and 37% is paid by the employer (.148% of wages). As with workers compensation insurance paid to the Department of Labor & Industries, employers may – but are not required to – pay the full amount.

For employers with fewer than 50 employees, the employer is not required to contribute. The employee is still liable for 63% of the total assessment, or .252% of wages. (The reason employees are assessed is because the employees are the ones who will benefit.) The employer may elect to pay the 37%, but it is not required. The employer may also elect to pay the employee's contribution, rather than deducting it from employee pay.

As your third-party payroll provider, San Juan County is prepared



to collect and remit the required assessments. You will not need to do any extra tracking of hours or wages. We will continue to keep all necessary information. Assessments will be withheld with every paycheck, and remitted as required. We will also prepare and submit the required reports quarterly, along with other required state and federal reports.

**What we need from you, by November 15, is your choice of how much your entity, as employer, will contribute.** Your choices are summarized in the table below.

Employer size	50+ employees	
<i>Who pays?</i>	<i>Employee</i>	<i>Employer</i>
<b>Plan A – Shared Cost</b>	63% of assessment, or .252% of wages	37% of assessment, or .148% of wages
<b>Plan B – Employer Pays All</b>	0%	100% of assessment, or .4% of wages
Employer size	<50 employees	
<i>Who pays?</i>	<i>Employee</i>	<i>Employer</i>
<b>Plan C – Employee Pays Required Assessment</b>	63% of assessment, or .252% of wages	0%
<b>Plan D – Employer Pays Assessment on Behalf of Employee</b>	0%	63% of assessment, or .252% of wages
<b>Plan E – Employee Pays Required Assessment, and Employer Pays Voluntary Assessment</b>	63% of assessment, or .252% of wages	37% of assessment, or .148% of wages

Please let me, Robin Garcia, and/or Michelle Novak know of your election **no later than November 15**. Feel free to contact any of us with questions.

**Exception for employers with collective bargaining agreements:** If your agency and employees are subject to a

collective bargaining agreement (CBA) that was in place on October 19, 2017, and is still active, neither you nor your employees are subject to assessments, or to benefits, until the agreement is reopened, renegotiated, or expires.

Attached is some summary information about the program. Learn more, including how the benefit program will work beginning in 2020, at the Employment Security website, [esd.wa.gov](http://esd.wa.gov) (or go directly to [paidleave.wa.gov](http://paidleave.wa.gov)). Another good description of the program is available on the MRSC website, at: <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2018/Paid-Family-Medical-Leave-Payments-Begin-2019.aspx>.

*Milene*

\* There are some minor exceptions to the “all employees,” but nothing based on earnings or on number of hours worked. See the website for more information.

*F. Milene Henley*

**San Juan County Auditor**  
**(360) 370-7558**





# Employers

Washington employers will play a critical role in the success of Washington's Paid Family and Medical Leave program. This statewide insurance program can play an important part in employee retention, wellbeing, and the global competitiveness of Washington's businesses.

*It is harder than ever to find employees with the right mix of skill and experience. Paid Family and Medical Leave can help by giving your business access to this valuable benefit without carrying all of the costs, so you can keep your best employees even when they experience life's challenges.*

**On This Page:** [Quick Facts](#) | [Getting Started](#) | [Reporting](#) | [Premiums](#) | [Benefits](#) | [Employee Count](#) | [Voluntary Plans](#) | [Collective Bargaining Agreements](#) | [Getting Ready for 2019](#) | [Feedback](#)

*Your feedback is welcome. Please take our short survey about this webinar after viewing: [Webinar Survey](#)*

## Quick Facts

1. This statewide insurance plan requires employers to report employee wages, hours worked, and additional information every quarter.
2. Premiums are 0.4% of gross wages paid.
3. Premium collection begins in 2019 and claims for leave benefits start in 2020.
4. Workers can take leave for qualified events for up to 12 weeks generally, and up to 18 weeks under exceptional circumstances.
5. Businesses with fewer than 50 employees are not required to pay the employer portion of the premium but are required to collect and remit the employee portion of the premium and abide by all reporting requirements.
6. Small business assistance grants are available to businesses with 50-150 employees, and businesses with fewer than 50 employees who have opted-in to the employer share of the premium.
7. Voluntary plans are available to employers who want to manage a plan internally that meets or exceeds the state plan's requirements.

## Getting Started

Paid Family and Medical Leave is a statewide insurance program.

With very few exceptions, all employers will have a responsibility to:

1. Report employee wages, hours worked, and other information for all employees.
2. Collect and remit premiums.
3. Post required poster and notices

This program was authorized by the Legislature in 2017, and its implementation is ongoing. The information below will help you get started, but please understand that rulemaking is ongoing, and



we will update this page with more details as they become available. [Sign up for our newsletter to stay up to date.](#) Watch the [Employer Webinar](#) for additional information.

The required poster and notice information will be available in fall 2018.

### **Small Businesses**

Small businesses have special consideration in Paid Family and Medical Leave. For example, employers with fewer than 50 employees are not required to pay the employer portion of the premium, but are required to report employee hours and wages. To learn more about small businesses and Paid Family and Medical Leave, check out our [Small Business Page](#).

### **Who Is Required To Participate?**

All Washington employers, including out-of-state employers with Washington employees, are required to participate with few exceptions.

Exceptions:

- Self employed individuals (May opt-in)
- Federal Employees
- Federally Recognized Tribes (May opt-in)
- People who work temporarily in Washington (Example: Utility worker helping after a storm)

#### *Temporary waivers for out-of-state employees*

Employers may apply for a Premium Waiver for their workers when:

- The employee generally does their work out of state;
- The employee works in Washington on a temporary work schedule; and
- The employee is not expected to work in Washington for 820 hours or more.

#### *In-state vs. out-of-state employees*

An employee is included in Paid Family and Medical Leave when:

- All of the employee's work is performed in Washington; or
- Most of the employee's work or services are done in Washington, but some of the work is done temporarily out-of-state.

When work is not located in any state, the worker must participate when:

- The base of operations is in Washington; or
- If there is no base of operations, but the place where services are directed is in Washington; or
- There is no base of operations, no place where services are directed, but the worker lives in Washington.

### **Employee Qualification**

An employee qualifies for leave by working 820 hours in the qualifying period. These hours can be earned at more than one employer. By reporting hours to the Employment Security Department,

employers ensure an accurate record of hours worked by each employee. This means an employee could work 20 hours a week at two employers and earn 40 hours total per week towards eligibility.

The qualifying period is the first four of the last five completed calendar quarters from the date leave is set to begin. If leave is not established with this initial period, the last four completed calendar quarters immediately preceding the application for leave will be used.

## Reporting

Nearly all Washington employers will have a responsibility to report wages and hours worked for their Washington-based employees starting in 2019.

The benefits of Paid Family and Medical Leave are portable between jobs, so employees' access to this leave will depend on accurate reporting by all employers.

There are penalties written into the statute for employers who neglect this responsibility.

Reportable information is being developed through the rulemaking process and you can learn more by examining or commenting on Phase 2 of rulemaking on our [Rulemaking Page](#).

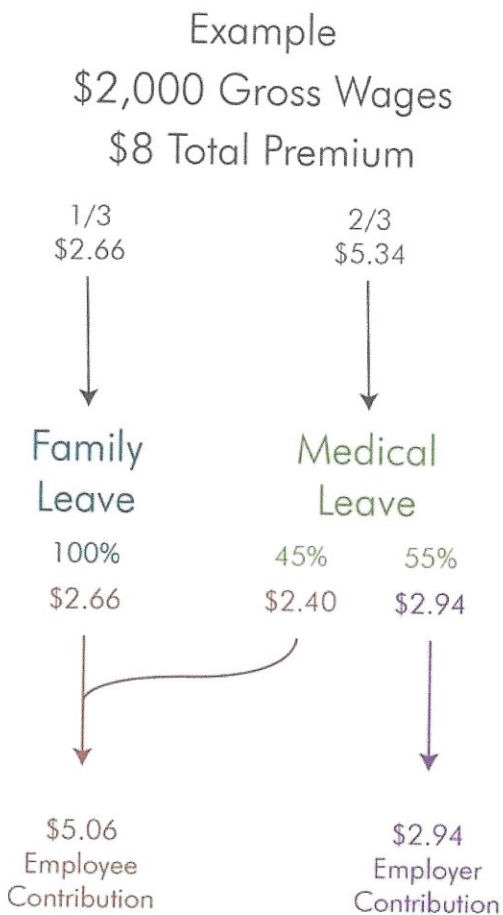
The reporting website is in development. Employers will use [SecureAccess.wa.gov](https://SecureAccess.wa.gov) to manage their user information. More information about how to format your data for this report will be available in late 2018 or early 2019. The first required reporting will be for the first quarter of 2019 and must be reported by April 30, 2019.

## Premiums

There will be new payroll withholding rules in 2019, and you will need to prepare your business to collect and remit Paid Family and Medical Leave premiums quarterly. The premium will be 0.4% of gross wages paid each quarter starting in 2019. The employer portion will be about 37% of the premium. Employers may withhold up to the remaining 63% of the premium from employee wages if they choose.

These premiums are split into two parts, Family Leave and Medical Leave. This distinction is important when considering Voluntary Plans. Family Leave is 1/3 of the total premium, and Medical Leave is 2/3. The Family Leave premium is paid entirely by the employee. The Medical Leave premium is split; 45% paid by employee, 55% paid by employer.





In the example above, an employee who earned \$2,000 in gross wages would have a premium of \$8. This would equate to a \$2.94 employer contribution and a \$5.06 employee contribution.

Employers who have fewer than 50 employees do not have to contribute the employer portion of the premium but may opt-in to become eligible for Small Business Assistance. Employers with fewer than 50 employees and have not paid the employer share of the premium are still required to collect and remit premiums on behalf of their employees and abide by all reporting requirements. Learn more on our [Small Business Page](#).

Premiums are due at the end of the calendar month immediately after the end of a calendar quarter.

Reporting Quarter	Payment Due Before
January – March	April 30 <sup>th</sup>
April – June	July 30 <sup>th</sup>
July – September	October 31 <sup>st</sup>
October – December	January 31 <sup>st</sup>

You can learn more about premiums on our [Premiums](#) page.

## Employee Benefits

Employees must work 820 hours during the qualifying period to be eligible for benefits. The qualifying period is the first four (4) of the last five (5) completed calendar quarters, or if the employee doesn't qualify by that standard, the last four (4) completed calendar quarters will be used.

The 820 hours an employee needs to qualify can be accrued at more than one employer. If an employee worked 15 hours a week at two different employers, they would accrue 30 hours per week toward this program's qualifying hours.

You can learn more about employee benefits on our [Employee Benefits page](#).

## Employee Count

Employees will be counted once a year. On Sept. 30 of each year, the department will average the number of employees reported by an employer over the last four completed calendar quarters. The number of employees counted will be used to determine eligibility for small business assistance grants and the option of collecting employer premiums for businesses with fewer than 50 employees. This is a headcount, rather than a count of full time equivalent employees.

## Voluntary Plans

Voluntary plans are available to employers who would like to operate their own paid family leave program, paid medical leave program. An employer who chooses a voluntary plan must offer every employee benefits that meet or exceed the state plan.

Voluntary plan benefits must:

- Offer the same or greater duration of leave as the State Plan.
- Offer equal or better wage replacement.
- Withhold the same or less from an employee's paycheck.
- Cover the same events as the State Plan.
- Apply to all employees.

A voluntary plan may cover Medical Leave, Family Leave, or both. If an employer chooses to offer a voluntary plan for one part, medical or family, the employer must participate in the state plan for the program not offered, including collecting and remitting premiums for that portion of the plan.

Voluntary plans must be re-approved annually for the first three years. After three years, the employer must submit the plan for re-approval when it is modified for a reason that is not required by statute.

If approved, premiums for voluntary plans are not paid to the state and employee claims are made through the employers voluntary plan.

An employer using a voluntary plan must maintain health insurance if required by FMLA, and the employee remains responsible for their portion for the health insurance premiums.



An application fee of \$250 is required for review when submitting a voluntary plan to cover the administration costs associated with the application. Applications will be available for voluntary plans in late Summer 2018.

Learn more on the [voluntary plan page](#).

## Collective Bargaining Agreements

Employers and employees subject to collective bargaining agreements (CBAs) that were in existence on Oct. 19, 2017 are not subject to the rights or responsibilities of paid family and medical leave until the agreement is reopened, renegotiated, or expires. You can learn more about CBAs and how they relate to Paid Family and Medical Leave [here](#).

## Getting Ready for 2019

1. Prepare to withhold premiums.
2. Prepare to report wages, hours, and other required information.
3. Look for mandatory informational flyer in summer 2018.
4. Decide to use the state plan or a voluntary plan.

## Feedback

Your feedback is valued. Please take our [3 question survey](#) to help us improve.

Martha Farish  
P.O. Box 16  
Eastsound, WA 98245  
(360) 376-6199  
[Mfarishster@gmail.com](mailto:Mfarishster@gmail.com)

November 5, 2018

To: Board and Staff of Orcas Island Park and Recreation District (OIPRD)  
P.O. Box 575  
Eastsound, WA 98245

Dear All,

With profound appreciation for the outstanding work we have all done together please accept my resignation as OIPRD Board Commissioner, Position #3 effective December 13, 2018.

In leaving I wish to especially note my highest regard for current Commissioner's Vicky Vandermay and Bob Eagan. The three of us have been together since the beginning of OIPRD and have spent staggering amounts of time planning, problem solving and volunteering for OIPRD over the past 10 ten years. Along the way Buck Park was reborn, facilities got built, programming was invigorated, and a tax supported organization learned to be nimble and business-like.

My heartfelt thanks for all you do on behalf of Orcas Island! Please continue.

Sincerely,

A handwritten signature in cursive script that reads "Martha Farish". The signature is written in dark ink and is positioned below the word "Sincerely,".

Martha Farish