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 1: Vicki valuerii 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. <u>NEW BUSINESS</u>

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

VIII. <u>ADJOURNMENT</u>

Meeting Minutes November 8th, 2018

Orcas Island Park and Recreation District Commission Public Meeting, November 8th, 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 14th 4:00 p.m. at the OIPRD office for approval of the budget.

IV. MONTHLY BUSINESS

< Claims Payment Request November 8th, 2018> < Claims Payment Request DOR October 2018>

1. Previous Minutes - October 10th, 2018

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

Previous Minutes – November 4th, 2018

<u>MOTION</u>: Justin moved to approve November 4th 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 8th, 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 20th. 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 16th 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 1st Terri forwarded the date of Monday, March 25th 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

 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 14th 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.

MOTION to accept the resignation of Martha Farish effective December 13th, 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. <u>ADJOURNMENT MOTION</u> 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 8th, 2018 Claims Payment Request – DOR October Monthly Financial Statement Director's Report 2019 Draft Budget

Public Meeting minutes for November 8th, 2018

Approved by motion on this

13th day of December, 2018

Signed and attested this

13th day of December, 2018

Justin/Paulsen #4, Secretary

Bob Eagan, Commissioner #2, Chair

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nations - Restricted 357.00.0000 rements 389.30.00000 seturics 389.30.00000 ort of Orcas 381.10.00.521 389.30.00.0000 389.30.00.0000 "Other Nonrevenues" 389.30.00.0000 "Other Nonrevenues" 389.30.00.0000 "Throome Expenditures 571.00.10.0001 5 571.00.10.0002 5 571.00.10.0003 4 571.00.20000 5 571.00.31.0002 1 1rd 571.00.31.0002 1rd 571.00.31.0003 1rt 571.00.31.0003 1rt 571.00.31.0003 1rt 571.00.31.0003	Donations - Private Grants	367.00.00.0030		
rsements 369-90.0000 ort of Orcas 381.10.00.6721 ort of Orcas 381.10.00.6721 ort of Orcas 381.10.00.6721 and of Orcas 381.10.00.6721 and of Orcas 389.30.00.0000 "Other Nonrevenues" 389.00.0000 frome Expenditures 48 from of 0.0000 59.80.00.0000 5 from of 0.0000 571.00.10.0000 5 from of 0.0000 571.00.10.00003 6 stistant 571.00.31.0002 1 rid 571.00.31.0002 1 stistant 571.00.31.0003 1 stitant 571.00.31.0003 2 stitant	Donations - Restricteo	1367.00.00.0100	2,000 Conservative projection based on prior years domained intervery	
ort of Orcas 381.10.00.671 Cother Nonrevenues" 389.30.0000000 "Other Nonrevenues" 389.30.0000000 Throome Expenditures 48 Income Expenditures 48 Sea.30.0000 57 48 Income Expenditures 48 State 571.00.10.0001 5 Sistant 571.00.10.0003 48 Sistant 571.00.10.0003 48 Ircd 571.00.10.0003 48 Sistant 571.00.31.0002 48 Sistant 571.00.31.0003 571.00.31.0003	Buck Park Reimbursements	369.90.00.0001	2,400 0150 reimbursement of 1/2 cost of \$4K watel rights lee due to castsound watel	
"Other Nonrevenues") 389.00.0000 "Other Nonrevenues") 389.00.0000000 Income Expenditures Sola 80.00.0000 50 Sola 80.00.0000 5 Sitant 571.00.10.0004 Sitant 571.00.30.0000 Sitant 571.00.31.0000 Sitant 571.00.31.0000 Sitant 571.00.31.0000 Sitant 571.00.31.0000 Sitantized 571.00.31.0000 Sitantized 571.00.31.0000	Interfund Loan - Port of Orcas	381.10.00.6721	0 N/A	
389.00.00.0000 389.00.00.000 598.80.00.000 571.00.10.0003 571.00.10.0003 571.00.10.0003 571.00.2000 571.00.21.0005 571.00.21.0002 571.00.31.0002 571.00.31.0002 571.00.31.0003 571.0003 571.00.31.0003 571.0033 571.0033 571.0033.0003 571.0033.0003 571.0033 571.0033.0003 571.0033.0003 571.003 571.0033 571.0033 571.003 571.0033 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.003 571.0	State Remittances		2,700 Projection based on taxable activity rees	
Income 48 From Expenditures 48 508.80.00.0000 57 571.00.10.0001 57 571.00.10.0002 44 571.00.10.0002 7 571.00.10.0002 7 571.00.10.0003 7 571.00.10.0003 7 571.00.20.0009 7 571.00.31.0002 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003 57 571.00.31.0003	Refunds(technically "Other Nonrevenues")		N/A	
Income 48. Fxpenditures 48. 571.00.10.0001 5. 571.00.10.0002 5. 571.00.10.0003 5. 571.00.10.0004 4.4 571.00.10.0005 1 571.00.10.0005 1 571.00.20.0009 5. 571.00.31.0002 5. 571.00.31.0002 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.31.0003 5. 571.00.35.0003 5. 571.00.35.0003 5.				
Expenditures 568.80.00.0000 571.00.10.0001 57 571.00.10.0002 4 571.00.10.0003 4 571.00.10.0005 1 571.00.10.0005 1 571.00.10.0005 1 571.00.10.0005 1 571.00.20.0009 5 571.00.31.0002 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5	Income	-	485,150 Total budgeted revenue collection	
508.80.00.0000 571.00.10.0001 57 571.00.10.0002 57 571.00.10.0003 4 571.00.10.0004 4 571.00.10.0005 1 571.00.10.0005 1 571.00.10.0005 1 571.00.20.0009 4 571.00.31.0002 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5		Expenditures		
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571.00.10.0002 571.00.10.0003 571.00.10.0003 571.00.10.0005 571.00.20.0001 571.00.21.0002 571.00.31.0003 571.00.31.0004 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003	OIPRD Director	571.00.10.0001		
\$71,00.10,0003 4 \$71,00.10,0004 4 \$71,00.10,0005 1 \$71,00.20,0000 5 \$71,00.31,0002 5 \$71,00.31,0003 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0004 5 \$71,00.31,0003 5 \$71,00.31,0003 5 \$71,00.31,0003 5 \$71,00.31,0003 5 \$71,00.35,0003 5	OIPRD Assistant Director	571.00.10.0002	7,200 Allowance of \$600 per month/\$25 per hour@ 24 hours per month	
571.00.10.0004 4 571.00.10.0005 1 571.00.21.0002 5 571.00.21.0002 5 571.00.21.0002 5 571.00.21.0002 5 571.00.21.0003 5 571.00.21.0003 5 571.00.21.0004 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0003 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5 571.00.31.0013 5	OIPRD Facility / Activity Super.	571.00.10.0003	8,900 Budgeted allowance for seasonal part time facility supervisor	
571.00.10.0005 1 571.00.20.0001 571.00.20.0002 571.00.21.0002 571.00.21.0002 571.00.21.0003 571.00.21.0003 571.00.21.0004 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 571.00.21.0003 al 571.00.21.0003 for state 571.00.21.0003	OIPRD Program Assistant	571.00.10.0004	46,800 Budgeted salary for program assistant includes modes; increase from prior year	
571.00.20001 571.00.31.0002 571.00.31.0002 571.00.31.0002 571.00.31.0003 571.00.31.0004 571.00.31.0007 571.00.31.0007 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019	OIPRD Park Steward	571.00.10.0005	18,900 Budgeted salary based on seasonal (.5) part time, Spring through Fall	
syrt.aon.31.0002 syrt.aon.31.0002 5771.00.20.0009 5771.00.20.0009 5771.00.21.0002 5771.00.21.0003 5771.00.21.0003 5771.00.21.0009 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019 5771.00.21.0019	FICA	571.00.20.0001	9,600] Based on budgeted salaries	
571.00.20.0009 571.00.20.0009 571.0049.0005 571.0049.0005 571.00.31.0002 571.00.31.0004 571.00.31.0004 571.00.31.0004 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0019 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.31.0119 571.00.35.0002 571.00.35.0003 571.00.35.0003	L &	571.00.31.0002	1,600 Based on budgeted salaries	
571.0049.0005 571.0049.0005 571.00.31.0002 571.00.31.0004 571.00.31.0004 571.00.31.0009 571.00.31.00013 571.00.31.00013 571.00.31.0013 571.00.31.0100 571.00.31.0019 571.00.31.0100 571.00.31.01019 571.00.35.0002 apitalized 571.00.35.0002 71.00.35.0002 571.00.35.0002	Unemployment	571.00.20.0009	1,400 Based on budgeted salaries	
571.00.31.0002 571.00.31.0002 571.00.31.0004 571.00.31.0004 6 571.00.31.0009 7 571.00.31.0009 8 571.00.31.0013 9 571.00.31.0109 9 571.00.31.0109 9 571.00.31.0109 9 571.00.31.0109 9 571.00.31.0109 9 571.00.31.0109 9 571.00.31.0109 10 571.00.35.0002 10 571.00.35.0003 10 571.00.35.0003	Staff Development	571.0049.0005	2,000 Allowance based on previous year budget for staff training and development	
571.00.31.0002 571.00.31.0003 571.00.31.0003 571.00.31.0004 571.00.31.0003 571.00.31.0003 571.00.31.0003 571.00.31.0003 General 571.00.31.0019 pitalized 571.00.35.0002 - General 571.00.35.0003 - General 571.00.35.0003	Supplies			
571.00.31.0003 571.00.31.0004 571.00.31.0004 571.00.31.0007 571.00.31.00013 571.00.31.0019 571.00.31.0019 571.00.31.0100 General 571.00.31.0100 pitalized 571.00.35.0002 571.00.35.0003 571.00.35.0003	Office Supplies	571.00.31.0002		
r 571.00.31.0004 571.00.31.0007 571.00.31.0007 571.00.31.0009 571.00.31.0013 571.00.31.0019 571.00.31.0100 6000 571.00.35.0000 571.00000 571.00000 571.000000000000000000000000000000000000	Computer Supplies	571.00.31.0003	Based on pri	
571.00.31.0007 571.00.31.0009 571.00.31.0013 571.00.31.0019 General 571.00.31.0019 Ditalized 571.00.35.0002 571.00.35.0003 571.00.35.0003 - General 571.00.35.0100	Software	571.00.31.0004	Contingency	
571,00.31,0009 571,00.31,0013 571,00.31,0019 571,00.31,0100 General 571,00.31,0100 pitalized 571,00.35,0002 571,00.35,0003 571,00.35,0100	Grounds - Snrinkler	571.00.31.0007	0 N/A	
571.00.31.0013 571.00.31.0019 Sert.00.31.0100 Jeneral 571.00.31.0100 sf1.00.35.0002 571.00.35.0002 sf1.00.35.0003 571.00.35.0003 - General 571.00.35.0100	lanitorial Sumplies	571.00.31.0009		
571,00.31.0019 571,00.31.0100 Ceneral 571,00.31.0100 571,00.35.0002 pitalized 571,00.35.0002 571,00.35.0003 - General 571,00.35.0100 571,00.35.0100	Promotion Supplies	571.00.31.0013		
- General 571.00.31.0100 Capitalized 571.00.35.0002 ht 571.00.35.0002 ant 371.00.35.0003 ent - General 571.00.35.0100 ent - General	Sumplies - Other	571.00.31.0019		
571,00.35.0002 571,00.35.0003 571,00.35.0003 571,00.35.010	Athletic Sumplies - General	571.00.31.0100		
571.00.35.0002 571.00.35.0003 571.00.35.0100	Equipment Non-Canitalized			
571.00.35.0003	Office Equipment	571.00.35.0002	500 Contingency budget for office equipment	
571.00.35.0100	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 frields) and new drags for frields 2 and 5	

\$5,000	¢r.oo	\$500	\$500	\$8,000	001.04	\$2,400	\$24,000	\$0	\$2,500	\$1,400	\$200	\$2,700	\$5,000	\$500	\$4,100	\$400	\$200		\$3,200	\$400	\$0	\$1,740	\$200	\$400	\$6.840	\$8,200		\$6,068		\$4,085	\$5,020	\$1,200	UCK¢	\$14,000	\$4,000	41 000	\$6 000	\$7,000	000/14	\$240	\$3,000	\$4,940	\$54,000	\$2,500	\$2,900	\$20,000	/0C'0/5
\$200	¢.	\$0	\$0	\$0		\$200	\$2,000	\$0	\$500	\$350	\$0	\$250	\$0	\$0	\$1,025	\$0	\$0		\$800	\$0	\$0	\$145	\$15	\$0	\$570	\$0		\$0		\$0	\$85	04	0¢	\$1,200	\$0	0.4	0¢	0.4	2	\$0	\$0	\$0	\$0	\$200	\$0	10 110	¢111 E02
\$300	LCTÉ	\$125	\$0	\$300	0004	\$200	\$2,000	\$0	\$500	\$0	\$0	\$250	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$145	\$15	\$50	\$570	\$0		\$0		\$365	\$85	\$100	90	\$1,200	\$0	C t	0¢	04	24	\$0	\$0	\$2,960	\$0	\$200	\$0	0\$	20,777 19,572 ¢130 765 ¢114 503
\$700	40	\$0	\$0	\$800		\$200	\$2,000	\$0	\$1,000	\$0	\$40	\$250	\$0	\$0	\$0	\$100	\$0		\$0	\$200	\$0	\$145	\$25	\$50	\$570	\$4.700		\$0		\$365	\$2,085	\$150	\$100	\$1,200	\$200	0014	00\$	0.0	24	\$0	\$0	\$1,480	\$27,000	\$300	\$1,019	50	58,591
\$700	C.e	\$0	\$100	\$2,000		\$200	\$2,000	0\$	\$0	\$350	\$40	\$250	\$5,000	\$300	\$0	\$0	\$0		\$0	\$0	\$0	\$145	\$25	\$0	\$570	05	-	\$6,068		\$565	\$85	\$150	\$200	\$1,200	\$400		04	¢1 000	000/14	\$80	\$0	\$0	\$0	\$200	\$0	20 200	35,690
\$200	1014	\$125	\$0	\$1,800		\$200	\$2,000	0\$	\$0	\$0	0\$	\$400	\$0	0\$	\$1,025	\$0	\$100		\$800	\$200	\$0	\$145	\$15	\$0	\$570	\$700		\$0		\$565	\$85	\$150	\$150	\$1.200	\$800		\$500	¢1 000	000/1¢	\$0	\$0	\$0	\$0	\$200	\$0	\$0	25,212
\$200	4	\$0	\$0	\$0		\$200	\$2,000	0\$	\$500	\$0	\$0	\$400	\$0	0\$	\$0	\$100	\$0		\$0	\$0	\$0	\$145	\$15	\$0	¢570	0/64	-	\$0		\$565	\$85	\$150	\$100	\$1.200	\$0	4	\$00 \$500	#1 F00	00c'1¢	\$0	\$0	\$0	\$0	\$200	\$0	\$0	20,802
\$350	4	\$0	\$0	\$800		\$200	\$2,000	0\$	0\$	\$350	\$40	\$400	0\$	0\$	\$0	\$0	\$0		\$0	\$0	\$0	\$145	\$15	\$50	¢570	0/64		\$0		\$565	\$85	\$150	\$100	\$1.200	\$200		0\$	¢1 000	000/14	\$80	\$0	\$0	\$0	\$200	\$0	\$0	23,292
\$350		\$125	\$200	\$800		\$200	\$2,000	\$0	0\$	0\$	0\$	04	\$0	0\$	\$1.025	\$0	\$0		\$800	\$0	\$0	\$145	\$15	\$50	¢570	0/64	2	\$0		\$365	\$85	\$150	\$100	\$1.200	\$400		\$1 000	41,000	000/1¢	05	\$0	\$0	\$27,000	\$200	\$1,881	\$0	53,003
\$500	-	\$0	\$0	\$0		\$200	\$2,000	\$0	00\$	0\$	\$40	014	0\$	40	\$0	\$100	\$0		\$0	\$0	\$0	\$145	\$15	\$50	¢C70	0/04	200 12	\$0		\$365	\$2,085	\$100	\$100	\$1 200	\$2,000		\$500	000	1,000	\$0	\$0	\$0	\$0	\$200	\$0	\$20,000	45,162
\$700		\$0	\$200	\$800		\$200	\$2,000	U\$	00\$	\$350	\$40	\$500	0\$	0003	\$1.025	\$0	\$0		\$800	\$0	\$0	\$145	\$15	\$50	¢E70	0/6¢	20.14	\$0		\$365	\$85	\$100	\$100	\$1 160	\$0		\$0	\$1,000	\$200	\$80	\$3,000	\$500	\$0	\$200	\$0	\$0	29,907
\$450		\$125	\$0	\$700		\$200	\$2,000	¢0	04	00\$	04	04	\$0	40	00\$	\$0	\$100		0\$	\$0	\$0	\$145	\$15	\$50	\$170	0/6¢	2	\$0		\$0	\$85	\$0	\$0	\$1 020	\$0		\$0 *1 000	1000/14	\$0	0\$	\$0	\$0	\$0	\$200	\$0	\$0	19,962
\$350		\$0	\$0	\$0		\$200	\$2,000	¢U	04	00\$	04	04	0¢	0.4 ()	0\$	\$100	\$0		0\$	\$0	\$0	\$145	\$15	\$50	4110	\$700	200 / 4	\$0		\$0	\$85	\$0	\$0	\$1 020	\$0		\$0	\$2,000	0\$	0\$	\$0	\$0	\$0	\$200	\$0	\$0	\$18,597
5,000		500	500	8,000		2,400	24,000	C	3 500	1 400	DOL'I	007 0	5 000	1,000	000 A 100	400	200		3 200	400	0	1,740	200	400	C 0 10	6,84U 8 200	0,400	6,068		4085	5020	1200	950	1 4000	4000	1000	1000	6000	/000/	UVC	3.000	4,940	54,000	2,500	2,900	20,000	370,567.00
571.00.31.0100		571.00.35.0002	571.00.35.0003	571.00.35.0100		571.00.41.0001	571.00.41.0003	571.00.41.0004	571.00.41.0006	571.00.41.0007	571 00 41 0008	571 00 41 0011	571 00 41 0015	571 00 41 0019	571.00.41.0020	571.00.41.0100	571.00.41.0101		571.00.42.0001	571.00.42.0002	571.00.42.0003	571.00.42.0004	571.00.42.0005	571.00.43.0010	ET1 00 4E 0003	571 00.45 0100	571.00.46.0001			571.00.47.0011	571.00.47.0012	571.00.47.0013	571.00.47.0014	571.00.48.0006	571.00.48.0007	571.00.48.0008	T1 00 10 0010	0100.40.00.175	1100.48.0011/6	571 00.49.0002	571.00.49.0004	571.00.49.0009	581.20.70.6721	589.30.00.0000	592.71.80.6721	594.71.63.0010	
	q			Equipment - General		Professional Services	Instructors 57	velopment /				S		vuators rees	Promotion		t Advertising	Admin./Office non-	2	Notage & Jurphing Website / Online Billing						and Leases		Insurance Premiums and Recoveries	Utilities	Utilities Sevices - Chem RR Svc. 5	Water			Kepairs and Maintenance	Related	E		lance	er		Rallot/Promo/Domaines		nd Loan Principal Payment	_			Expenditures

Professional Services 571 Instructors 571 Website Development / Consulting 577 Legal Services 577 Accounting Services 577 Print/Graphics Services 577	571.00.41.0001	2,400 Bi	Based on Drior Year actuals
	1 00 41 0002	A REAL PROPERTY OF A REAL PROPER	
	coor.1+.00.1	24,000 B	24,000) Budgeted allowance for instruction of certain DirKU progenies such as varies
	571.00.41.0004	0	
	571.00.41.0006	2,500 B	Budgeted allowance for legal counsel
	571.00.41.0007	1,400 B	Budgeted allowance for accouting services provided by SJC
	571.00.41.0008	200 A	Allowance for printing of program and event tilvers
Activity Coordinators	571.00.41.0011	2,700 B	Budgeted allowance for activity/volunteer coordinators
S	571.00.41.0015	5,000 B	Budgeted allowance for Washington State Auditor Fee
	571.00.41.0019	500 A	Allowance for promotional activities
3rochures/Mailers	571.00.41.0020	4,100 B	Budgeted allowance for four mailings per year - 3 program brochures and 1 report card
	571.00.41.0100	400 N	Miscellaneous advertising for programs and events
t Advertising	571.00.41.0101	200 B	200) Budgeted allowance for employment advertising as needed
Admin./Office non-supplies/equip.			
re & Shipping	571.00.42.0001	3,200 B	Based on prior year actuals
lling	571.00.42.0002	400 B	Based on prior year actuals
	571.00.42.0003	0 E	Based on prior year actuals
	571.00.42.0004	1,740 B	Based on prior year actuals for office telephone and internet services
	571.00.42.0005	200 B	Based on prior year actuals
	571.00.43.0010	400	Travel allowance for program related travel (ferry/milage)
Rentals and Leases			
and Leases	571.00.45.0002	6,840 E	Budgeted allowance based on contractual obligations for office and storage unit leases
	571.00.45.0100	8,200	8,200 Budgeted allowance for rental of facilities for program activities (UD) UCs, ULs, ULS
ms and Recoveries	571.00.46.0001	6,068	6,069 Insurance premium based on previous year actual plus 10% increase per critoria
			and the second se
Sevices - Chem RR Svc.	571.00.47.0011	4085	4085 Budgeted allowance for the rental and servicing of temporary during output of the sol of action of the for well rights
	571.00.47.0012	5020	5020 Minimal water allowance for potable water utilized in 2 water foundains in buck Park and 24K and 2
	571.00.47.0013	1200	1200 Budgeted allowance for Buck Park dumpster
. Electrical	571.00.47.0014	950	950 Budgeted allowance for electricity to power storage building in Buck Park and weir punip/in igation system
	571.00.48.0006	14000	14000 Budgeted allowance based on contractual obligations for grounds mowing
Related	571.00.48.0007	4000	4000 Budgeted allowance for repair of the irrigation system and replacement parts as needed
m Related	571.00.48.0008	1000	Budgeted allowance for repairs/maintenance of well; and repairs/maintence of potable drinking fountains in Buck Park
Grounds Maintenance	571.00.48.0010	6000	6000 Budgeted allowance for dog park mowing and maintenance; allowance for inspections and garbage contection in buck raik and up park
	571.00.48.0011	7000	7000 Budgeted allowance for skate park, tennis/pickleball courts, and fields 1, 2, and 5 regular maintenance and repairs
Miscellaneous			
ling Fees	571.00.49.0002	240	Budgeted allowance based on previous year
	571.00.49.0004	3,000	Budgeted allowance based on two Board of Commissioners seats expiring in 2019
	571.00.49.0009	4,940	Budgeted allowance for league fees for SWISH Basketball and possible baseball/softball tournarments
ad Loss Drincinal Dayment	581.20.70.6721	54,000	54,000 Budgeted allowance for loan principal payment based on the terms of the Interlocal Agreement with Port of Orcas
Ι	589.30.00.0000	2,500	Budgeted on taxable collected program activity fees
1 100000	592.71.80.6721	006 0	che terms of the Interlocal Agreement with Port of Orcas
	594.71.63.0010	20,000	Burdered allowance for skate inspection by Grindline; Budgeted allowance for improvement to fields 1, 2, and 3
COUMIN (Otals ->		6114 E02	
ated ending of period cash balance ->		\$114,303	

Meeting Minutes November 4th, 2018

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

I. <u>CALL TO ORDER – 9:09 a.m.</u>

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.

Page 1 of 2

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. <u>ADJOURNMENT MOTION</u> 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 4th, 2018

Approved by motion on this

8th day of November, 2018

Signed and attested this

8th day of November, 2018

Justin Paulsen #4, Secretary

delenah Jones

Bob Eagan, Commissioner #2, Chair

Deborah Jones #5 acting chair

		Page 1 of 9			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.	Releard Jorres Pachins chair 11-8-18 Chairman / Commissioner Date Date	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.		Date	Date
	FUND # 6501				nave been furnished, the igainst the district. I am a ct according to state law	Relead Yorre- Signed as Chairman / Commissioner	e claims attached (includ 2018 We approve pavi		Commissioner	Commissioner
	RECREATION DISTRICT		REPORT	\$5,483.25	erjury, that the materials e, and unpaid obligation a III be retained by the distri		trict we have reviewed the	11-6-18	Date	V 11-8-18 Date
CLAIMS PAYMENT REQUEST	DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT	8-Nov-18	SEE ATTACHED INVOICE ACCOUNTING REPORT	S	I do hereby certify under penalty of perjury, that the materials l herein, and that the claim is just, due, and unpaid obligation <i>a</i> Materials backing up these claims will be retained by the distri	orization	elected board for this district we hav 5.483.25 for the period ending			Vandermen
CLAIMS PAY	DISTRICT: C	DATE:	SEE ATTACHE	TOTAL CLAIMS	I do hereby herein, and Materials ba	Board Authorization	As the duly e \$	Ċ	Commissioner	ViChu

apinAVnn 11/07/2018 1 ⁻	11:53:59AM	Invoice Accounting Report b San Juan County	Accounting Report by Vendor Name San Juan County	Page: 1
Vendor Number: ban155	er: ban155	Name: BANNER BANK		
Invoice Number	ber	Line No Line Description	Account Number	Amount Tvpe
20180108bb		 Orcas online - November OPALCO 9/12/18 Amazon - pump needles Amazon - pump needles Office Depot - printer paper Amazon - Mutt mitts 	E 6501.00.571.00.42.0004 E 6501.00.571.00.47.0014 E 6501.00.571.00.31.0100 E 6501.00.571.00.31.0100 E 6501.00.571.00.31.0002 E 6501.00.571.00.31.0019	
		 7 SSCI 8 Vonage - OCTOBER 9 Go Daddy - 1 yr hosting linux renewal 10 Island Market - End of season snack 	E 6501.00.571.00.41.0001 E 6501.00.571.00.42.0004 E 6501.00.571.00.42.0002 E 6501.00.571.00.31.0100	18.50 in 99.10 in 167.88 in 34.74 in
		 11 Kathryn Taylors - referee cert 12 Island Market - end of season snack 13 Island Market- end of season snack 14 Amazon - running snack 	E 6501.00.571.00.31.0100 E 6501.00.571.00.31.0100 E 6501.00.571.00.31.0100 E 6501.00.571.00.31.0100 E 6501.00.571.00.31.0100	150.00 in 12.38 in 12.38 in 55.29 in 986.90
Vendor Number: cha650	er: cha650	Name: CHAPPY'S (INC)		
Invoice Number 101-702	ber	Line No Line Description 1 Buck Park porta potties - Oct	Account Number E 6501.00.571.00.47.0011	Amount Type 565.00 in
Vendor Number: eas350	er: eas350	Name: EASTSOUND WATER USERS ASSN		
Invoice Number 20181108ewua	ber	Line No Line Description 1 Buck Park water - October	Account Number F 6501 00 571 00 47 0012	Amount Type
Vendor Number: fun100	er: fun100	Name: FUNHOUSE COMMONS		-
Invoice Number	ber	Line No Line Description	Account Number	Amount Type
20181108fhc Vendor Number: gri146	er: gri146	1 Office rental - December Name: GRIFFINS YARD WORKS	E 6501.00.571.00.45.0002	428.00 in

apinAVnn 11/07/2018 11	11:53:59AM	Invoice Accounting Report by San Juan County	Accounting Report by Vendor Name San Juan County	Page: 2
Invoice Number 201811089yw	Jer	Line No Line Description 1 Buck Park Maintenance - October 2 Tax - Buck Park Maintenance- Oct	Account Number E 6501.00.571.00.48.0006 E 6501.00.571.00.48.0006 Vendor Total:	Amount Type 1,719.29 in 139.27 in 1,858.56
Vendor Number: isl730 Invoice Number	er: isl730	Name: ISLAND HARDWARE & SUPPLY, INC. Line No Line Description		Amount Type
20181109ih Vendor Number: odd100	r: odd100	1 Soccer field paint Name: ODD FELLOWS	E 6501.00.571.00.31.0100	40.03 in
Invoice Number 20181108odds Vendor Number: orc095	ber s hr: orc095	Line No Line Description 1 Dance hall rental 9/10 - 10/22 Name: ORCAS CENTER	Account Number E 6501.00.571.00.45.0100	Amount Type 240.00 in
Invoice Number 20181108oc Vendor Number: orc195	ber sr: orc195	Line No Line Description 1 Madrona Room Rental - 9/12-10/18 Name: ORCAS ISLAND STORAGE, LLC	Account Number E 6501.00.571.00.45.0100	Amount Type 800.00 in
Invoice Number 20181108is Vendor Number: san275	ber er: san275	Line No Line Description 1 December storage Name: SAN JUAN SANITATION CO INC	Account Number E 6501.00.571.00.45.0002	Amount Tvpe 145.00 in
Invoice Number 20181108sis Vendor Number: sou125	ber er: sou125	Line No Line Description Line No Line Description 1 Buck Park Trash - October Name: SOUND PUBLISHING, INC	Account Number E 6501.00.571.00.47.0013	Amount Type 175.50 in
Invoice Number ISJ831457	per	Line No 1 2019 Legal Notice Budget Hearing	Account Number E 6501.00.571.00.41.0100	Amount Type 14.73 in

aplnAVnn 11/07/2018 11:53:59AM	Invoice Accounting Report by Vendor Name San Juan County	eport by Vendor Name County	Page: 3
Vendor Number: wil149	Name: WILLALLEN, MARY TAYLOR		
Invoice Number 20181108mwa	Line No Line Description 1 Boys choir reimbursement - June 11 -	Account Number E 6501.00.571.00.31.0019	Amount Type 147.28 in
		Grand Total:	5,483.25

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501 DATE: 8-Nov-18 Page 1 of 3 SEE ATTACHED INVOICE ACCOUNTING REPORT SEE ATTACHED INVOICE ACCOUNTING REPORT Page 1 of 3	
8-Nov-18 Page 1 of TACHED INVOICE ACCOUNTING REPORT	
SEE ATTACHED INVOICE ACCOUNTING REPORT	
TOTAL CLAIMS \$473.53	en na basan na san ang
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.	rribed ns.
Ruleral Jane (aching their) 11-8-18 Signed as Chairman / Commissioner Date Date	à
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.	a gang ta kenten sa kent
Commissioner Date Date Date	
Victur Multimory 11-8-18 commissioner Date Date Date	

apinAVnn 11/07/2018 11:55:08AM Vandor Number: sta895	Invoice Accounting San Ju Name: STATE OF WASHINGTON	Accounting Report by Vendor Name San Juan County	Page: 1	1
Line N	Line No Line Description	Account Number	Amount Type	
	1 Sales Tax - October	30.00.0000		
		Grand Total:	10tal: 473.53	

glWAMonthly	ithly	MONTHLY FINANCIAL STATEMENT BY FILIND		
11/7/2018 3:22:2 Fiscal Year: 2018	11/7/2018 3:22:29PM Fiscal Year: 2018	SAN JUAN COUNTY		Page:46
FUND: 6	FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT	START DATE: 10/1/2018 END DATE: 10/31/2018 FRICT	~	
Account	Account No Account Description	Amonut M		
101 BEGI	101 BEGINNING CASH BALANCE		I OLAI AMOUNT BEGINNING BAIANCE	Ending Balance
			129,727.58	
212	SALARY PAYABLE	8.386.97		
231	OTHER ACCRUED LIABILITIES	0.000		
310	TAXES	2, 700.300 83 387 63		
330	INTERGOVERNMENTAL REVENUE	00,001.00 F3 20		
340	CHARGES FOR GOODS AND SERVICES	202:20		
360	MISCELLANEOUS REVENUES	480.48		
380	NONREVENUES	97174		
390	OTHER FINANCING SOURCES			
	TOTAL RECEIPTS		101,002.47	
212	SALARY PAYABLE			
231	OTHER ACCRUED LIABILITIES	8,386.97 2.400.98		
570	CULTURE AND RECREATION NONEXPENDITURES	23,881.90		
	TOTAL DISBURSEMENTS	362.58	0E 000 40	
101 ENDIN	101 ENDING CASH BALANCE		00,002.40	
			GL ENDING CASH BALANCE	195,697.62 195.697.62
			NET VARIANCE	0.00
241 PRIOF	241 PRIOR BONDS OUTSTANDING (BEGINNING BAI ANCE)	NCE)		
	BONDS PAID		108,000.00	
	BONDS ISSUED			
	NET CHANGE	0.00		
241 BOND	241 BONDS OUTSTANDING (ENDING BALANCE)		0.00	
151 BEGIN	BEGINNING INVESTMENT BALANCE			169,000.00
	INVESTMENTS ACQUIRED		0.00	
	INVESTMENTS LIQUIDATED	00.0		
151 ENDIN	151 ENDING INVESTMENT BALANCE	0.00		
				0.0

					Budget Summary	lary as of:	10/31/	2018
Activity Report November 8, 2018	018					ACTUAL	83.3% of Year	2018
					Revenue	YTD	Budget Used	Budget
Activity Community Swim	Participants	ů.	Staffing	Location	Beginning Net Cash and Investments	007 6619		
Youth Soccer	57	20-Oct	Various	Orcas Athletics	Property Taxes	\$122,430	%5.001	\$115,000
Dance- 9 levels Session I	70	22-Oct	Moss	Various	Activity Fees	\$273,311	91.5%	\$298,850
Pee Wee Soccer Pre-k Soccer	23	24-Oct	Moss/Andersson		Bonto / Locos D	\$36,377	111.6%	\$32,600
Flag Football	CT CT	26 Oct	Griffin	Buck Park	wental / Lease Kevenue	\$299	59.7%	\$500
Boy's Pre-Season	27	8-Dec	Faulsen	Buck Park	Donations	\$30,605	9	СОО ПФ
Community Swim	27	7-Nov	Staff	Orrac Athletica	Buck Park Reimbursements	\$7177	102 0406	000,00
Running Club	10	12-Dec	Kulner	OIDED Office	Interfund Loan - Port of Orcas	111116	%0.0/02	\$250
Dance- 9 Levels Session II	45	13-Dec	Moss	Various	State Remittances	\$0	%0.0	\$0
Girls SWISH Basketball	19	15-Dec	Various	Various	Definedo	\$2,847	142.4%	\$2,000
Boy's Choir	0 "	16-Dec	Staff	Old Gym	CTURE OF COMPANY	\$0	0.0%	\$0
Basketball, Drop-in	19	18-Dec	Staff	UCS Chapel		\$350,615	103 4%	000 0223
Volleyball, Drop-in	12	19-Dec	Staff	HS Gym	Income		2	
Pickleball, Drop-In	17	20-Dec	Staff	Old Gym		ACTINE		007'+0+0
	Participants p	Participants per week= 361			Fynansas	ACIUAL	83.3% of Year	2018
	Upcoming	g Activities			Personnel	YTD	Budget Used	Budget
Activity	Enrolled	Start Date	Staffing	Location	Program Evnences	\$106,588	73.8%	\$144,410
	26	17-Dec	Various	Various	Subulies and Editionant			
						\$13,585	62.3%	\$21,800
 Facility Use Agreement being negotiated with the Chri 	nt being nego	tiated with t	he Christian School	lood	iravel - coaches, league meetings	\$288	96.1%	. \$300
 2010 Blidget due to SIC by November 2010 	IC hv Novemb			1001	Activity Coordinators	\$0	0.0%	002 63
Review Stratedic Visit	on Workshop	- 1 Juj 2010	-		Other - Team Registrations	\$3,802	380.2%	\$1 000
Croate a project document to the line of the line o			cument from K	t from Koger Paulsen	Instructors	\$24,860	130.8%	\$19,000
	iment to track	tasks and de	sadlines agreed	s agreed upon in the	Operational Expenses			0001714
	csnop				Operational Supplies	\$1.476	56 80/	
	nt with OISD e	xpires on Ja	nuary 20, 2019		Professional Services	\$6.436	33 00/	\$10.000
	ing activity sch	edule			Admin. Equip. Costs	\$6,165	88 1%	\$7,000
 Activity post card is planned to go out to the commun 	lanned to go c	ut to the co		ity the second week	Rentals and Leases	\$13.017	36 50/	#1 F 010
of December					Insurance Premiums and Recoveries	45 R07	/0C CF F	0+0'0 +
					Auditor Recording Fees	V 0000	/00.0	007/64
					Ballot/Promo/Domaines		0.0.0	\$240
					Taxes and Operating Assessments	+07'C¢	%5.6/1	\$3,000
 Irrigation system/water fountains will be turned off for the winter 	fountains will	be turned o	ff for the winte	-	Buck Park Expenses	450/2¢	101.4%	\$2,500
 General field conditions – Ron to provide bid for additional soil for ball fields 	: - Ron to prov	ide bid for a	dditional soil fo	or ball fields	Utilities	\$8.067	112 502	47 110
 OISD irrigation meter requires repair – Bob is working with 	equires repair -	- Bob is worl	king with Ron c	Ron on repair	Repairs and Maintenance	\$43,146	134.8%	\$32,000
					Park Improvements	\$15,786	0.0%	\$0
					Intertund Loan Interest Income	\$2,509	61.2%	\$4,100
 Seats #1 and #3 are 6 months 	e 6 months	 Boundary I 	Boundary Line Adjustment for OOLA	for OOLA	Intertund Loan Principal Payment	\$18,000	50.0%	\$36,000
out from filing for next term	lext term	water			Expenses	\$277,415	85.9%	\$323,060
								The subscription of the su

\$131,140

Difference: \$49,320

\$195,698

\$195,698 \$146,378

Ending of Period Cash Balance Budgeted End of Month Balance Actual End of Month Balance

Strategic Vision Workshop

•

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.

50	+ employees
Employee	Employer
63% of assessment, or	37% of assessment, or
.252% of wages	.148% of wages
00/	100% of assessment, or
0%	.4% of wages
<50 employees	
Employee	Employer
63% of assessment, or	
.252% of wages	0%
0%	63% of assessment, or
	.252% of wages
	37% of assessment, or
.252% of wages	.148% of wages
	Employee63% of assessment, or.252% of wages0%<50

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, <u>esd.wa.gov</u> (or go directly to <u>paidleave.wa.gov</u>). Another good description of the program is available on the MRSC website, at: <u>http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-</u>2018/Paid-Family-Medical-Leave-Payments-Begin-2019.aspx.

Mílene

* 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 Waver 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.

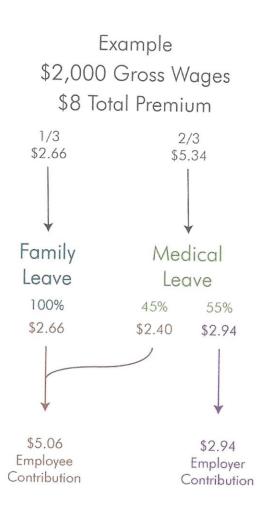
Reportable information is being developed through the rulemaking process and you can learn more by examining or commenting on Phase 2 of rulemaking on our Rulemaking Page.

The reporting website is in development. Employers will use SecureAccess.wa.gov 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 th
April – June	July 30th
July – September	October 31st
October – December	January 31st

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 <u>Mfarishster@gmail.com</u>

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,

Martha Joush

Martha Farish