

Meeting Minutes December 13th, 2018

Orcas Island Park and Recreation District Commission
Public Meeting, December 13th, 2018
Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:06 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, present

Seat 3: Martha Farish, vacating

Seat 3: Marcia West, present

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

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

Public present: Chris Sutton, Joanna Jones, Walter Witt, Zak Everly,

II. COMMISSIONER SEAT #3

MOTION to appoint Marcia West to the unexpired OIPRD Commissioner #3 term effective December 13th, 2018 by Justin, second by Deb; and it was approved unanimously.

Marcia recited the Oath of Office, administered by Bob and was officially appointed OIPRD Commissioner #3.

III. PUBLIC COMMENT

Zak Everly inquired regarding a contingency plan in the case of OISD failing to meet the deadline for baseball field preparations. Bob shared that, yes, there is a contingency plan for field use. However, through recent discussion with a school board member he learned that the school may not be breaking ground on the existing field this spring, as the track may be an add-on alternative due to project bids coming in over budget. Bob reports that he urged OISD not move the current location of the baseball fields until a timeline for work on the track is confirmed. Zak further questioned about bringing the current fields to better condition prior to the season start in the case the fields remain in the current location and inquired whether OIPRD would hold OISD to the contract. The Commissioners assured that OIPRD would continue to hold OISD to the agreement for field conditions.

Zak also asked about an established deadline for registration cut-off for better planning purposes. Terri shared that the deadline for baseball and softball registration is two weeks prior to the start of the baseball season. She is committed to holding that deadline to ensure proper planning for the program. She added that the program is listed on the winter program mailer, and with added email blasts and other advertisements, there will be plenty of

advertisement to allow parents a generous window for registration. Registration is currently open online.

Walter Witt requested information regarding practice space for tackle football teams in coordination with the delayed OISD field project. Bob shared that we would learn more about field scheduling conflicts once the second round of bids came in and OISD develops an updated timeline on the field projects.

IV. MONTHLY AGENDA

< Claims Payment Request December 13th, 2018 >

< Claims Payment Request DOR November 2018 >

1. Previous Minutes – November 8th, 2018 and November 14th, 2018

MOTION Justin moved to approve November 8th public meeting minutes; seconded by Deb; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$9,488.84, by Deb; seconded by Justin; and it was approved unanimously.

3. Payment of Claims

MOTION: to approve the December 13th, 2018 Claims Payment #6501 for \$12,240.05, by Vicki; seconded by Deb; and it was approved unanimously.

MOTION: to approve the November 2018 Claims DOR Payment #6501 for \$273.06 by Justin; seconded by Deb; and it was approved unanimously.

V. MONTHLY BUSINESS

1. Financials

<See attached Monthly Financial Statement >

2. Director's Report

<See attached Director's Report >

Terri emailed Liz Leroy asking how the rebid would affect the deadline on baseball field construction. She reports that she received a follow-up email from Liz Leroy confirming the baseball fields will be constructed and ready for use by the March deadline.

The Commissioners also discussed the relationship between OOLA, OIPRD, and the dog park. Terri reported she has been in contact with Kathy of OOLA and Marcia reported she recently learned Jeff might be assuming more responsibility with the OOLA board. A discussion took place regarding the need to get documentation in place regarding OIPRD's oversight of the facility.

3. Committee Reports

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri)
 - a. Nothing to report.
2. Soccer Committee (Justin, Bob, Terri) –
 - a. Nothing to report.
3. Other Committies
 - a. See Strategic Vision Workshop below.

V. UNFINISHED BUSINESS

1. Strategic Vision Workshop Implementation and Update

Terri sent out an email with a list of tasks assigned from the Strategic Vision Workshop, reviewing the upcoming January deadlines. The group will revisit all tasks and deadlines during the January meeting.

2. Boundary Line Adjustment (Dog Park)

Terri reports the conversation has continued with Lincoln regarding a boundary line adjustment at the dog park, and that it may make more sense to do a land swap for the wetland area located on the south side of Buck Park.

VI. NEW BUSINESS

1. Facility Use Agreement (OISD) expires on January 20, 2019
 - a. Terri will reach out to Eric and Bob to schedule a meeting about an updated Facility Use agreement. Bob shared, as a side comment, thoughts regarding the past discussion with OISD and their idea to move the batting cage down to Buck Park. After discussions regarding space and other considerations, the Commissioners feel the structure is too large for Buck Park to accommodate.
2. December/Year End Financial Deadlines
 - a. December A/P due by January 8th – Terri will sign as Auditing Officer for January payables, and Commissioners will approve at the January 10th meeting. Payroll won't be an issue, as the deadline will take place after the January meeting.
 - b. December/Year End books will close on January 15 –Terri will have to project the end-of-period financials, due to the county closing books after the scheduled board meeting.
3. OIPRD Office Holiday Schedule
 - a. Terri is requesting OIPRD close the office during the week of Christmas, and the commissioners are agreeable. There will be staff on-island available on an on-call basis, as needed.

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VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Deb at 5:33 pm; and it was approved unanimously.

The meeting was adjourned at 5:33 pm.

Addenda:

Claims Payment Request December 13th, 2018
Claims Payment Request – DOR November
Monthly Financial Statement
Director's Report

Public Meeting minutes for December 13th, 2018

Approved by motion on this 10th day of January, 2018

Signed and attested this 10th day of January, 2018

Justin Paulsen #4,
Secretary

Bob Eagan, Commissioner #2,
Chair