

Meeting Minutes March 14th, 2019

Orcas Island Park and Recreation District Commission
Public Meeting, March 14th, 2019
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: Marcia West, absent

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

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

Public present: Ronan Rankin

II. PUBLIC COMMENT

Ronan Rankin, a senior at Orcas Island High School, presented his proposed senior project. After spending his childhood participating in programs through Orcas Park and Rec, he feels drawn to give back and would like to repair the third base dugout on field 3. Ronan shared that Andrew Stephens has generously offered to provide all wood and access to his lumbar mill. He feels this would be a fun project to do, and is especially interested in the coordination of the project and the process of milling the wood. Timeline on the project would include completion by April 15th in coordination with his school project deadline. Ronan will be sure to work around the practice and game schedules. A cost estimate for the completion of dugout repair came in around \$1200. Discussion included a process for expenditures where Ronan will collaborate with Terri to get all other needed materials.

Justin shared that Bob Phalan is interested in hosting an Ultimate Frisbee event at Buck Park. Discussion included whether the event would be an OIPRD-sponsored event or a private event. As an OIPRD-sponsored event, advertising would need to be clear that only the Frisbee event at Buck Park would be sponsored by OIPRD and any activities outside of Buck Park would not be sponsored by OIPRD. Terri will work with Phalan on participant registration and field reservation.

III. MONTHLY AGENDA

< Claims Payment Request March 14th, 2019 >

< Claims Payment Request March 6th, 2019 >

< Claims Payment Request DOR February 2019 >

1. Previous Minutes – February 14th 2019

MOTION Justin moved to approve February 14th public meeting minutes; seconded by Vicki; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$9,492.34 by Justin; seconded by Vicki; and it was approved unanimously.

Payment of Claims

MOTION: to approve the March 6th 2019 claims, #6501 for \$519.75 by Justin; seconded by Vicki; and it was approved unanimously.

MOTION: to approve the March 14th 2019 claims, #6501 for \$7,856.06 by Justin; seconded by Vicki; and it was approved unanimously.

MOTION: to approve the January 2019 Claims DOR Payment #6501 for \$190.41 by Justin; seconded by Vicki; and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<See attached Monthly Financial Statement>

2. Director's Report

<See attached Director's Report>

Terri met with Grindline to complete the one-year post-renovation walkthrough at the skate park to identify any needed maintenance. There are a few areas that need additional caulking, which they will plan to complete in June. Grindline recommended a budget of \$10,000 every other year be reserved to keep caulking intact and reseal the surface, which will prevent major damage due to water penetration resulting in erosion.

Paul Andersson sent a proposed budget for a summer soccer tournament; Terri will work with the soccer group to determine the scope of the event before bringing a recommendation to the board for expenditure from the soccer funds received from the Orcas Island Community Foundation.

Orcas Island School District has discussed potentially turning the new baseball infields into skinned baselines as opposed to the original plan for base cutouts. Eric Webb has been sending out a weekly update on all current projects, which can be found on the school website.

Park Steward position is open and will be posted on Friday. This position will be a part time seasonal position that will carry through October.

A water leak was detected at Buck Park, and Terri was notified through the online notification app. It was determined that the drinking fountain housing is leaking again. An unknown subject recently turned the water back on at the fountain. The water is currently shut off until the fountain is repaired.

3. Committee Reports

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri)
 - a. No update at this time
2. Soccer Committee (Justin, Bob, Terri) –
 - a. See above for information on a proposed summer tournament.
3. Baseball Committee (Justin P., Troy O., Andrew S., Brooke, Terri, Zak E.)
 - a. No update at this time.

V. UNFINISHED BUSINESS

1. Strategic Vision Workshop Implementation and Update

Postponed to future meeting.

2. Boundary Line Adjustment (Dog Park)

No update at this time.

3. March Mayhem Tournament

The tournament has all teams registered. A challenge for scheduling games this year comes from holding all games in one gym due to renovations in the Old Gym. Terri and Brooke have worked to get the games scheduled over the two-day tournament. Terri also shared that due to the high cost of hiring professional referees; the tournament may come in over budget. Concessions will be available and may help offset some of the expenditures. Terri will look at a cost increase to participants in the future to ensure the event does not lose money.

4. Skate Park Warranty Inspection

Covered above in Directors Report.

5. Buck Park Field Work

As an emergency backup contingency to OISD not completing the fields up top in time, OIPRD opted to add a baseball field one. This will also ensure that the majors baseball team has the 70' base lengths necessary to play league games. The field is also optimized for 60' base paths. Discussion included backstop options. Bob would like to see bolt together backstops with 5x10 panels, 10' wide, 10' wings with an overhang. Cost would be~ \$3,000 without shipping. This option is not full sized but will act as a containment area.

MOTION: to allocate up to \$3500 of OIPRD funds for the purpose of purchasing a backstop for Field One by Justin; seconded by Bob; and it was approved unanimously.

VI. NEW BUSINESS

1. Senior Projects – Buck Park

See Public Comment for discussion.

MOTION: to authorize expenditure of up to \$1200 from the maintenance budget for the purpose of repair to the Field Three third base dugout for Ronan's senior project by Justin; seconded by Bob; and it was approved unanimously.

2. OPALCO Ballot

As a special taxing district, OIPRD will not hold a voting position on ballots and will abstain from voting in the OPALCO Board Election.

VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Vicki moved to adjourn, seconded by Justin at 5:26 pm; and it was approved unanimously.

The meeting was adjourned at 5:26 pm.

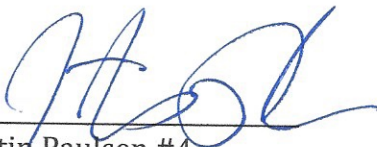
Addenda:

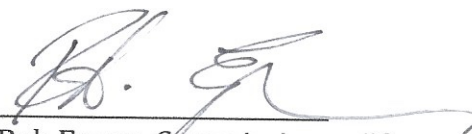
Claims Payment Request March 6th, 2019
Claims Payment Request March 14th, 2019
Claims Payment Request – DOR February
Monthly Financial Statement
Director's Report
Senior Project- Ronan Rankin

Public Meeting minutes for March 14th, 2019

Approved by motion on this 14th day of March, 2019

Signed and attested this 14th day of March, 2019


Justin Paulsen #4,
Secretary


Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 14-Feb-19

Page 1 of 4



SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$519.75

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 \$ 519.75 for the period ending February 14, 2019 We approve payment with our signatures below.

Signed as Chairman  Commissioner  Date 3-14-19

Commissioner  Date 3-14-19

Commissioner  Date 3/14/19

VOUCHER CERTIFICATION AND APPROVAL

Page 1 of 3

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

DATE: 6-Mar-19

SEE ATTACHED INVOICE ACCOUNTING REPORTS

The following voucher/warrants/electronic payments are approved for payment:

Voucher (warrant)	Batch Dated:	6-Mar-19	through	6-Mar-19	\$	TOTAL
						519.75

I, the undersigned, do hereby certify under penalty of perjury that the materials, have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Orcas Island Park and Recreation District, and that I am authorized to authenticate and certify to said claim.

Signed as Auditing Officer

Date

Employee / Officer Expense reimbursement Claim

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Orcas Island Park and Recreation District, and that I am authorized to certify to said claim.

Signed as Auditing Officer

Date

aplAVnn
03/06/2019 11:03:20AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: bal155

Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190306balic	1	Soccer F undamentals - Jan 9 - Feb 3 2019	E 6501.00.571.00.41.0003	519.75 in

Grand Total: 519.75

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

Page 1 of 9

DATE:

14-Mar-19

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$7,856.06

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

\$ 7,856.06

for the period ending

March 14, 2019

We approve payment with our signatures below.

Commissioner

Date

Vicki Vandenberg

Date

3-14-19

Commissioner

Date

Qto Ol

Date

3/14/19

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: bal155

Name: BALIC, BATURAY

Invoice Number: 20190304bal
Line No 1 Line Description Fundamentals balance Jan, Fundamentals

Account Number: 6501.00.571.00.41.0003
Amount Type: 646.47 in

Vendor Number: ban155

Name: BANNER BANK

Invoice Number: 20190314
Line No 1 Line Description Orcas Online
2 OPALCO
3 AMAZON - prime membership
4 SURVEY Monkey
5 VONAGE
6 MR. Ts Awards- March Mayhem trophy
7 Amazon - Running Club snacks
8 Amazon - Running Club snacks
9 Amazon - Running Club snacks
10 Pickleball Central -3 sets portable
11 Amazon - Mutt Mitts
12 Amazon - Mutt Mitts
13 Amazon - Printing ink

Account Number: 6501.00.571.00.42.0004
Amount Type: 74.00 in
6501.00.571.00.47.0014
Amount Type: 44.75 in
6501.00.571.00.42.0001
Amount Type: 128.64 in
6501.00.571.00.42.0002
Amount Type: 396.00 in
6501.00.571.00.42.0004
Amount Type: 99.74 in
6501.00.571.00.31.0019
Amount Type: 155.16 in
6501.00.571.00.31.0100
Amount Type: 9.67 in
6501.00.571.00.31.0100
Amount Type: 14.22 in
6501.00.571.00.31.0100
Amount Type: 26.27 in
6501.00.571.00.31.0100
Amount Type: 125.02 in
6501.00.571.00.48.0011
Amount Type: 107.19 in
6501.00.571.00.48.0011
Amount Type: 244.28 in
6501.00.571.00.31.0002
Amount Type: 129.60 in
Vendor Total: 1,554.54

Vendor Number: cha650

Name: CHAPPY'S (INC)

Invoice Number: 1094
Line No 1 Line Description Buck Park portapotties - February

Account Number: 6501.00.571.00.47.0011
Amount Type: 195.00 in

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number: 20190314ewua
Line No 1 Line Description Buck Park Water - February

Account Number: 6501.00.571.00.47.0012
Amount Type: 37.08 in

Vendor Number: fun100

Name: FUNHOUSE COMMONS

Invoice Number: Line No Line Description

Account Number: Amount Type

Invoice Accounting Report by Vendor Name
San Juan County

20190314fnc	1 Office rental - April	E	6501.00.571.00.45.0002	429.00 in
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Vendor Number: gr146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190314gyw	1	Buck Park Maintenance - February	E 6501.00.571.00.48.0006	1,719.29 in
	2	Tax - Buck Park Maintenance - February	E 6501.00.571.00.48.0006	139.26 in
	3	Buck Park - Tree removal - Dog Park	E 6501.00.571.00.48.0010	457.50 in
	4	Tax - Buck Park - Tree removal - Dog	E 6501.00.571.00.48.0010	37.06 in
		Vendor Total:		2,353.11

Vendor Number: kin142 Name: KINGMAN LOCK SERVICE

Invoice Number	Line No	Line Description	Account Number	Amount Type
1902	1	Lock services - Buck Park field 2	E 6501.00.571.00.48.0011	170.80 in

Vendor Number: odd100 Name: ODD FELLOWS

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190314odds	1	Dance hall rental - 1/7 - 2/27	E 6501.00.571.00.45.0100	620.00 in

Vendor Number: orc095 Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190314oc	1	Space rental - 1/10- 2/28	E 6501.00.571.00.45.0100	315.00 in

Vendor Number: orc559 Name: ORCAS CHRISTIAN SCHOOL

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190314ocs	1	Space rental - Boys SWISH 2/1 - 2/28	E 6501.00.571.00.45.0100	270.00 in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190314is	1	Storage rental - April	E 6501.00.571.00.45.0002	145.00 in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: san180 Name: SAN JUAN CO TREASURER

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
83-54036	1	Full 2019 tax payment	E 6501.00.589.30.00.0000	74.80	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190314sis	1	Buck Park trash	E 6501.00.571.00.47.0013	96.01	in

Vendor Number: ska149 Name: SKAGIT COUNTY PARKS & REC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190314scs	1	2019 Tulip Tourney 3 teams	E 6501.00.571.00.49.0009	855.00	in

Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190314mwa	1	Reimbursement - boys choir	E 6501.00.571.00.31.0019	94.25	in
Grand Total:				7,856.06	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

14-Mar-19

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$190.41

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

\$ 190.41 for the period ending March 14, 2019

We approve payment with our signatures below.

Signed as Chairman / Commissioner

Date


3.14.19

Commissioner

Date


3-14-19

Commissioner

Date


3/14/19

aplInA/n
03/14/2019 1:00:21PM

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	February Sales Tax	E 6501.00.589.30.00.0000	190.41 in

Grand Total: 190.41

3/11/2019 12:26:31PM

SAN JUAN COUNTY

Fiscal Year: 2019

START DATE: 2/1/2019 END DATE: 2/28/2019

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			159,739.70	
212	SALARY PAYABLE	8,333.88			
231	OTHER ACCRUED LIABILITIES	2,359.62			
310	TAXES	14,251.73			
330	INTERGOVERNMENTAL REVENUE	35.82			
340	CHARGES FOR GOODS AND SERVICES	2,002.06			
380	NONREVENUES	156.81			
390	OTHER FINANCING SOURCES		27,139.92		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	8,333.88			
231	OTHER ACCRUED LIABILITIES	2,359.62			
570	CULTURE AND RECREATION	18,096.68			
580	NONEXPENDITURES	326.69			
590	DEBT SERVICE AND OTHER		29,116.87		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				
					157,762.75
					157,762.75
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			169,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				169,000.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activity	Participants	End Date	Staffing	Location
Community Swim	10	3-Mar	Staff	Orcas Athletics
Soccer Fundamentals	6	3-Mar	Balic	Buck Park
Youth Soccer League (Winter)	16	14-Mar	Andersson	Buck Park
Boys SWISH Basketball	53	16-Mar	Various	Various
Boy's Choir	3	18-Mar	MWA	OCS Chapel
Basketball Fundamentals (ages 6-12)	22	21-Mar	Paulsen	OCS Gym
Basketball Fundamentals (6th-8th)	20	21-Mar	Wilson	OCS Gym
Mar Mayhem B-ball Tour.	90~	24-Mar	Staff	HS Gym
Dance- 9 Levels Session II (Winter)	40	4-Apr	Moss	Various
NW Flower and Garden Show	2	CANCELLED	Staff	Seattle
Family Basketball	3	21-Apr	Staff	Old Gym
Futsal, Drop-in	0	21-Apr	Staff	Old Gym
Basketball, Drop-in	15	23-Apr	Staff	HS Gym
Volleyball, Drop-in	14	24-Apr	Staff	HS Gym
Running Club	10	12-Jun	Kulper	Various

Participants per week= 304

Upcoming Activities				
Activity	Enrolled	Start Date	Staffing	Location
Baseball	54	25-Mar	Various	Various
Softball	24	25-Mar	Various	Various
Soccer Fundamentals	6	31-Mar	Balic	Buck Park
T-ball	8	9-Apr		School Fields
Tennis Clinics	11	15-Apr	Jill Dann	Buck Park
Youth Soccer League (Spring)	10	2-Apr	Moss/Andersson	Buck Park

- Review Strategic Vision Workshop summary document tasks and deadlines
- March Mayhem Tournament
- Ultimate Frisbee Tournament
- OOLA structure on Port property – coordination of move to new dog park
- OISD construction update and Old Gym schedule
- Park Steward position

BUCK PARK MAINTENANCE

- Leak at water fountain near shed
- Field upgrades
- Skate Park warranty inspection

- Seats #1 and #3 are 2 months out from filing for next term
- Strategic Vision Action Items
- Boundary Line Adjustment for OOLA water

Budget Summary as of: 2/28/2019

Revenue	ACTUAL	16.7% of Year	2019
	YTD	Budget Diff	Budget
Beginning Net Cash and Investments	\$167,901	124.4%	\$135,000
Property Taxes	\$15,764	5.2%	\$304,550
Activity Fees	\$6,100	17.9%	\$34,000
Rental / Lease Revenue	\$0	0.0%	\$500
Donations	\$50	0.8%	\$6,000
Buck Park Reimbursements	\$0	0.0%	\$2,400
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Remittances	\$476	17.6%	\$2,700
Refunds	\$0	0.0%	\$0
	\$22,389	6.4%	\$350,150
	\$190,290		\$485,150
Expenses	ACTUAL	16.7% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$20,654	13.7%	\$150,829
Program Expenses			
Supplies and Equipment	\$200	1.0%	\$20,000
Travel - coaches, league meetings	\$50	12.5%	\$400
Activity Coordinators	\$0	0.0%	\$2,700
Other - Team Registrations	\$0	0.0%	\$4,940
Instructors	\$2,687	11.2%	\$24,000
Operational Expenses			
Operational Supplies	\$150	5.6%	\$2,700
Professional Services	\$394	2.8%	\$14,000
Admin. Equip. Costs	\$230	3.6%	\$6,340
Rentals and Leases	\$2,449	16.3%	\$15,040
Insurance Premiums and Recoveries	\$0	0.0%	\$6,068
Auditor Recording Fees	\$0	0.0%	\$240
Ballot/Promo/Domaines	\$0	0.0%	\$3,000
Taxes and Operating Assessments	\$423	16.9%	\$2,500
Buck Park Expenses			
Utilities	\$1,573	14.0%	\$11,255
Repairs and Maintenance	\$3,717	11.6%	\$32,000
Park Improvements	\$0	0.0%	\$20,000
Interfund Loan Interest Income	\$0	0.0%	\$2,900
Interfund Loan Principal Payment	\$0	0.0%	\$54,000
	\$32,528	8.7%	\$372,912
	\$157,762		\$112,238
Ending of Period Cash Balance	\$105,834		
Budgeted End of Month Balance	\$157,762		
Actual End of Month Balance	\$157,762	Difference:	\$51,929