

Meeting Minutes May 9th, 2019

Orcas Island Park and Recreation District Commission
Public Meeting, May 9th, 2019
Eastsound Fire Station

4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:05 pm

Vicki Vandermay, acting Chair

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, absent

Seat 3: Marcia West, present via phone

Seat 4: Justin Paulsen, arrived at 4:30

Seat 5: Deb Jones, present

Staff present: Terri Rodgers (Director), Brooke Bruland (Program Assistant)

Public present: Derrick Shaefer

II. PUBLIC COMMENT

Derrick Shaefer- Majors Baseball

- Derrick expressed his frustration with Friday Harbor not allowing 8th graders to play.
- Prescott Jones volunteered to coach a 14U baseball team. This team would include the three eighth graders from the Majors team and the eighth graders that played up on the high school team along with a few of the older seventh graders.
- Vicki suggested and directed Terri to send a letter on behalf of the Commission to Friday Harbor expressing the concern regarding changing rules during the season and the desire for OIPRD to be more actively involved in the rule making procedures and scheduling of games. Other commissioners agreed.

III. MONTHLY AGENDA

< Claims Payment Request May 9th, 2019>

< Claims Payment Request DOR April 2019>

1. Previous Minutes – April 11th 2019

MOTION Deb moved to approve April 11th public meeting minutes; seconded by Marcia; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$9,544.74 by Deb; seconded by Marcia; and it was approved unanimously.

Payment of Claims

MOTION: to approve the May 9th 2019 claims, #6501 for \$12,852.24 by Deb; seconded by Marcia; and it was approved unanimously.

MOTION: to approve the April 2019 Claims DOR Payment #6501 for \$277.01 by Marcia; seconded by Deb; and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<See attached Monthly Financial Statement>

Discussion regarding the April 30, 2019 financial report noted 50% of budgeted revenues have been collected and approximately 25% of the budgeted expenses have been expended. Marcia recognized Terri for staying within and following the budget closely.

2. Director's Report

<See attached Director's Report>

Annual State Auditors Report is due on May 31, 2019. Terri is in the process of finishing this report and will be submitted prior to deadline.

Baseball/Softball field improvements were discussed, including the use of a portable mound on the girl's softball field for baseball Majors games. Terri and Brooke resurfaced the portable mound and it is in good shape.

Bob turned on a pressurized the well. The irrigation system will be turned on soon.

Bob repaired the drinking fountain at the shed.

Pickle ball/tennis courts to be cleaned.

Discussion regarding the cleaning schedule of tennis/pickle ball courts. There was consensus to outsource the cleaning.

Motion: to approve up to \$3,000 to clean tennis and pickle ball courts by Marcia; seconded by Deb; and it was approved unanimously.

3. Committee Reports

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri)
 - a. No report

2. Soccer Committee (Justin, Bob, Terri) – Paul Andersson announced he was removing himself from the soccer committee due to personal and professional obligations. OIPRD still has the unexpended OICF \$5,000 grant. Terri spoke to Kate long from OICF about the \$5,000 grant and Kate stated (verbally and via email) the donors and OICF will be satisfied as long as the money is used towards soccer purposes. Marcia brought up the idea to use the soccer grant money for fieldwork to improve the “soccer field”. There was discussion regarding possible reseeding the grass before September. The soccer committee will meet to re-evaluate options.
3. Baseball Committee (Justin P., Troy O., Andrew S., Brooke, Terri, Zak E.)
 - a. There was no formal committee report. However, there was public comment discussion regarding Friday Harbor not allowing 8th graders to play down in Majors Baseball. A portable mound will be used for baseball with mound clay surroundings.

V. UNFINISHED BUSINESS

1. Election and Filing Deadlines

No one filed for candidacy for the two seats expiring December 31, 2019. Commissioners and staff will continue to network with the public to identify potential candidates.

2. Strategic Vision Workshop Implementation

Justin suggested scheduling a separate meeting to specifically talk about Strategic Vision Workshop. A Special Meeting will be called to address this agenda item.

3. Boundary Line Adjustment (Dog Park)

Bob had a conversation with Brian Wiese with the Land Bank and everyone seems to be on the same page regarding a land swap. Terri will connect with Brian and Lincoln to discuss further. Bob would like to see the cost of the survey split between the Land Bank and OIPRD. The survey will not be scheduled until a firm commitment has been established by both parties.

4. Senior Project Update

Ronan Rankin is finishing up on the dugout repairs and plans to be finished by the end of the school year.

5. Park Steward Position

Fabrice Van Putten – has completed numerous projects including putting the wind screen back up between the tennis and pickle ball courts, cleaned up the dugouts, cleaned up volleyball courts, emptying garbage cans, dog park duties, repaired playground equipment that was damaged.

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Other Maintenance Items discussed:
Bob will turn on the irrigation system soon.
Bob will repair the drinking fountain at the shed
Pickle ball/Tennis courts to be cleaned by Ron Griffin with a \$3,000 budget.

VI. NEW BUSINESS

1. Summer Activity Schedule

Finalized 5/9/19

2. Irrigation

Bob has started and pressurized the well system. The irrigation system will be turned on soon if no measurable precipitation is in the forecast.

3. Use of well by OISD for construction activity

OISD requested to use the well water for construction purposes. Liz LeRoy indicated she had requested to use fire hydrant water from EWUA and was denied. Terri confirmed with Paul Kamin that EWUA had denied the request and he suggested the OISD contractor use the well water. Further discussion with Liz LeRoy and OISD will take place on the use of the well water.

VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Deb at 5:16 pm; and it was approved unanimously.

The meeting was adjourned at 5:16 pm.

Addenda:

Claims Payment Request May 9th, 2019

Claims Payment Request – DOR April

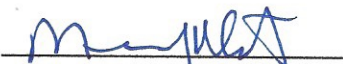
Monthly Financial Statement

Director's Report

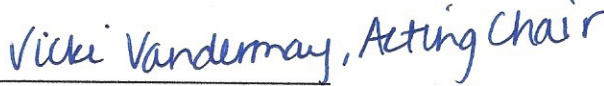
Public Meeting minutes for May 9th, 2019

Approved by motion on this 13th day of June, 2019

Signed and attested this 13th day of June, 2019


Justin Paulsen #4,
Secretary Marcia West

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Vicki Vandermay, Acting Chair
Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 9-May-19

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$277.01

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.

Vicki Vandemay for Bob Egan 5-9-19
Signed as Chairman / Commissioner Date

Board Authorization

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

\$ 277.01 for the period ending May 9, 2019 We approve payment with our signatures below.

Commissioner

Date

[Signature] 5-9-19
Commissioner Date

Commissioner

Date

[Signature] 5-9-19
Commissioner Date

aplnAVnn
05/06/2019 2:16:51PM

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	April Sales Tax	E 6501.00.589.30.00.0000	277.01	in
Grand Total:				277.01	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 9-May-19

Page 1 of 14

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$12,852.24

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.

Vicki Vandemay for Bob Eagan 5-9-19
Signed as Chairman / Commissioner Date

Board Authorization

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

\$ 12,852.24 for the period ending May 9, 2019 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: bal155 **Name:** BALIC, BATURAY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190509BB	1	Soccer Fundamentals April 6th - April	E 6501.00.571.00.41.0003	530.64	in

Vendor Number: ban155 **Name:** BANNER BANK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190509bb	1	Orcas Online - internet	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO - Buck Park power	E 6501.00.571.00.47.0014	44.95	in
	3	Just Bats - Baseball bats	E 6501.00.571.00.35.0100	209.99	in
	4	Amazon - Baseball/Softball practice net	E 6501.00.571.00.35.0100	75.66	in
	5	Vonage - phone services	E 6501.00.571.00.42.0004	99.74	in
	6	GoDaddy - annual domain renewal	E 6501.00.571.00.42.0002	32.87	in
	7	Amazon - water coolers for OffLeash Area	E 6501.00.571.00.31.0019	82.02	in
	8	Amazon - Running snacks	E 6501.00.571.00.31.0100	72.57	in
	9	Amazon - Calendars	E 6501.00.571.00.31.0002	31.00	in
	10	Amazon - Pitching Rubber	E 6501.00.571.00.35.0100	64.83	in
	11	Amazon - Base digout tool	E 6501.00.571.00.35.0100	17.28	in
	12	Amazon - baseball bases	E 6501.00.571.00.35.0100	424.44	in
Vendor Total:				1,229.35	

Vendor Number: riv145 **Name:** CEDAR HILL METAL FABRICATION

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1720	1	Buck Park Mule Maintenance	E 6501.00.571.00.48.0011	307.86	in

Vendor Number: cha159 **Name:** CHALLENGER TEAMWEAR LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
0041140	1	Baseball/Softball jerseys	E 6501.00.571.00.31.0100	1,387.37	in

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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1211	1	Buck Park portapotties April	E 6501.00.571.00.47.0011	565.00	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: dan146 Name: DANN, JILL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509JD	1	Tennis Clinics 4/15 - 4/30	E 6501.00.571.00.41.0003	400.00	in

Vendor Number: ewi155 Name: EWING IRRIGATION PRODUCTS INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
7171454	1	36in field aggregate	E 6501.00.571.00.48.0011	123.64	in
	2	24in double play rakes	E 6501.00.571.00.48.0011	119.10	in
Vendor Total:				242.74	

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509fhc	1	Office rental - June	E 6501.00.571.00.45.0002	429.00	in

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509gyw	1	Maintenance, Mowing, April	E 6501.00.571.00.48.0006	1,219.29	in
	2	Tax - Maintenance, Mowing, April	E 6501.00.571.00.48.0006	139.26	in
	3	Field 1 Improvements - Backstop	E 6501.00.594.71.63.0010	626.61	in
	4	Tax - Field 1 Improvements - Backstop	E 6501.00.594.71.63.0010	50.76	in
Vendor Total:				2,035.92	

Vendor Number: isl730 Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509lhw	1	Buck Park broom and rodent traps	E 6501.00.571.00.48.0011	28.07	in

Vendor Number: odd100 Name: ODD FELLOWS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509odds	1	Dance Hall Rental - 4/15 - 5/8 @ 15	E 6501.00.571.00.45.0100	300.00	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: orc121 Name: ORCAS ISL CHAMBER OF COMMERCE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2019.5.2.1	1	Annual Membership Dues April 2019 -	E 6501.00.571.00.41.0019	80.00	in

Vendor Number: orc210 Name: ORCAS ISLAND GRANGE #964

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509og	1	Dance classes, 4/4	E 6501.00.571.00.45.0100	75.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509is	1	Storage rental	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: pro147 Name: PROSTOCK ATHLETIC SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
BTW003130-TW05	1	Hats and Visors 3130-TWO5	E 6501.00.571.00.31.0100	385.05	in
	2	Hats and Visors 3113-TWO2	E 6501.00.571.00.31.0100	1,179.27	in
Vendor Total:				1,564.32	

Vendor Number: rod159 Name: RODGERS, TERRI

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509tr	1	Expense Reimbursement - Basketball	E 6501.00.571.00.31.0100	71.31	in
	2	Expense Reimbursement - Graffiti removal	E 6501.00.571.00.48.0011	17.29	in
Vendor Total:				88.60	

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
03210	1	Quarterly fees - 1st Q 2019	E 6501.00.571.00.41.0007	371.97	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509sjs	1	Buck Park Trash - April	E 6501.00.571.00.47.0013	244.05	in

Vendor Number: spo155 Name: SPORTS FACILITIES GROUP, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
S14405	1	Athletic Connection Chain Link Backstops	E 6501.00.594.71.63.0010	2,710.00	in

Vendor Number: wsf100 Name: WASHINGTON STATE FERRIES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RK327924	1	Ferry ticket 4/9/2019	E 6501.00.571.00.43.0010	41.95	in

Vendor Number: wll149 Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190509mwa	1	Boys Choir Reimbursement	E 6501.00.571.00.31.0019	75.40	in

Grand Total: 12,852.24

Activity Report May 9, 2019

Activity	Participants	End Date	Staffing	Location
T-ball	14	16-May	Various	School Fields
Tennis Clinics	13	7-May	Dann	Buck Park
Youth Soccer (Spring)	34	16-May	Coffey	Buck Park
Pee Wee Soccer (Spring)	22	15-May	Andersson/Moss	Buck Park
Pre-k Soccer (Spring)	13	15-May	Griffin	Buck Park
Dance- 9 Levels Session II (Winter)	40	4-Apr	Moss	Various
Soccer Fundamentals, April Session	4	28-Apr	Balic	Buck Park
Family Basketball	0	21-Apr	Staff	Old Gym
Futsal, Drop-In	CANCELLED	21-Apr	Staff	Old Gym
Basketball, Drop-in	14	14-May	Staff	HS Gym
Volleyball, Drop-in	7	19-May	Staff	HS Gym
Soccer Fundamentals, May Session	3	26-May	Balic	Buck Park
Dance- 9 Levels (Spring)	36	6-Jun	Moss	Various
Baseball	54	8-Jun	Various	Various
Softball	24	8-Jun	Various	Various
Running Club	17	12-Jun	Kulper	Various
Boy's Choir	3	17-Jun	MWA	OCS Chapel
Participants per week= 298				

Upcoming Activities				
Activity	Enrolled	Start Date	Staffing	Location
Skate Camp	0	24-Jun	Chavez	Buck Park
Games Galore Camp	0	8-Jul	Staff	Buck Park
Co-ed Volleyball Camp	0	15-Jul	Hardee	OHS Gym
Skate Camp	0	22-Jul	Chavez	Buck Park
Softball Camp	0	22-Jul	Staff	Buck Park

- Ball field project update
- OOLA structure on Port property – coordination of move to new dog park
- OISD request to use well for construction project – EWUA denied request to use fire hydrant as a water source
- Friday Harbor baseball/softball will not allow 8th graders to play down on Majors team
- Summer activity schedule

BUCK PARK MAINTENANCE

- Leak at water fountain near shed/OISD irrigation flow meter repair
- Fabrice Van Putten (seasonal Park Steward) started on May 1, 2019
- Almost time to turn on the irrigation system
- Tennis/pickleball court maintenance

- Seats #1 and #3 filing deadline is next week (May 13 – 17)
- Strategic Vision Action Items
- Boundary Line Adjustment for OOLA water

Budget Summary as of: 4/30/2019

Revenue	ACTUAL	33.3% of Year	2019
	YTD	Budget Diff	Budget
Beginning Net Cash and Investments	\$167,901	124.4%	\$135,000
Property Taxes	\$152,704	50.1%	\$304,550
Activity Fees	\$18,793	55.3%	\$34,000
Rental / Lease Revenue	\$0	0.0%	\$500
Donations	\$853	14.2%	\$6,000
Buck Park Reimbursements	\$0	0.0%	\$2,400
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Remittances	\$1,176	43.6%	\$2,700
Refunds	\$0	0.0%	\$0
	\$173,526	49.6%	\$350,150
Income	\$341,427		\$485,150
Expenses	ACTUAL	33.3% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$41,702	27.6%	\$150,829
Program Expenses			
Supplies and Equipment	\$2,348	11.7%	\$20,000
Travel - coaches, league meetings	\$92	23.0%	\$400
Activity Coordinators	\$0	0.0%	\$2,700
Other - Team Registrations	\$855	17.3%	\$4,940
Instructors	\$7,119	29.7%	\$24,000
Operational Expenses			
Operational Supplies	\$280	10.4%	\$2,700
Professional Services	\$413	2.9%	\$14,000
Admin. Equip. Costs	\$4,042	63.8%	\$6,340
Rentals and Leases	\$5,782	38.4%	\$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	\$1,067	42.7%	\$2,500
Buck Park Expenses			
Utilities	\$2,934	26.1%	\$11,255
Repairs and Maintenance	\$9,970	31.2%	\$32,000
Park Improvements	\$15,668	0.0%	\$20,000
Interfund Loan Interest Income	\$0	0.0%	\$2,900
Interfund Loan Principal Payment	\$0	0.0%	\$54,000
Expenses	\$92,271	24.7%	\$372,912
Ending of Period Cash Balance	\$249,157		\$112,238
Budgeted End of Month Balance	\$152,081		
Actual End of Month Balance	\$249,157	Difference: \$97,076	