

Meeting Minutes June 13th, 2019

Orcas Island Park and Recreation District Commission
Public Meeting, June 13th, 2019
Eastsound Fire Station

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

I. CALL TO ORDER – 4:04 pm

Bob Eagan, Chair

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, present

Seat 3: Marcia West, present

Seat 4: Justin Paulsen, absent

Seat 5: Deb Jones, absent

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

Public present: no public present

II. PUBLIC COMMENT

None.

III. MONTHLY AGENDA

< Auditor Claims Payment Request May 29th, 2019 >

< Claims Payment Request June 13th, 2019 >

< Claims Payment Request DOR May 2019 >

1. Previous Minutes – May 9th, 2019

MOTION Vicki moved to approve May 9th public meeting minutes; seconded by Marcia; and it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$11,055.84 by Marcia; seconded by Vicki; and it was approved unanimously.

Payment of Claims

MOTION: to approve the May 29th, 2019 auditors claims, #6501 for \$2,541.92; by Marcia; seconded by Vicki; and it was approved unanimously.

MOTION: to approve the June 13th, 2019 claims, #6501 for \$9,801.72; by Vicki; seconded by Marcia; and it was approved unanimously.

MOTION: to approve the May 2019 Claims DOR Payment #6501 for \$390.98 by Marcia; seconded by Vicki; and it was approved unanimously.

IV. **MONTHLY BUSINESS**

1. Financials

<See attached Monthly Financial Statement>

Terri reports financials are in great shape with a positive variance of \$109,094. Some of this is due to the carry forward of an extra 30k from 2018.

2. Director's Report

<See attached Director's Report>

Jonathan White will be hosting a tennis tournament this summer. Terri will be meeting with him to coordinate needs and facilities.

OOLA shelter will be moved to the dog park. There had been an inquiry about the possibility of someone purchasing the structure from OOLA, as well as discussion about the idea of having two smaller structures at the new location- one in each area. Feedback included the benefits of each area having its own shelter, and opposition to smaller sized shelters.

The LTAC application process has opened. Terri is interested in applying for shade structure near the existing storage building in Buck Park – Bob asked about the potential of chip sealing the parking lot. Terri will gather design and pricing on structures to present at a future meeting.

Terri is sharing that flyers announcing an event at the skate park have been found around town. Terri confirmed that the event has not been cleared by OIPRD and has removed the flyers as they are located throughout town. The sheriff's department has been notified.

Signage – Terri is working on getting some clear signage for the exterior of the office.

OIPRD will be moving the Park & Rec bleachers from OISD property down to Buck Park.

3. Committee Reports

1. Facility Rental Fee Schedule Committee (Justin, Vicki, Terri)

a. No report

2. Soccer Committee (Justin, Bob, Terri)

a. No report.

3. Baseball Committee (Justin P., Troy O., Andrew S., Brooke, Terri, Zak E.)

a. No report

V. UNFINISHED BUSINESS

1. Election and Filing Deadlines

There were no candidates to file in the upcoming vacant seats #1 and #3.

2. Strategic Vision Workshop Implementation Special Meeting

Terri will work with Commissioners to identify a date that works for all to hold a special meeting in the next month or so.

3. Boundary Line Adjustment (Dog Park)

Bob Eagan and Brian Weise had a conversation regarding splitting the cost of a surveyor. OIPRD will hold off on moving forward until both parties agree on sharing the expenditure.

4. Senior Project Update

Ronan is finishing up on the dugout and plans to be finished within the next 2 weeks.

VI. NEW BUSINESS

1. Director Annual Review

Commissioners will conduct Terri's annual review during executive session in an upcoming meeting.

2. Program Assistant Annual Review

Terri will conduct Brooke's annual review in the coming weeks.

3. Coach/Volunteer Appreciation

Terri would like to host a volunteer appreciation event to wrap up the sports year. She will work on gathering information and getting logistics in place.

4. Fall Activity Schedule

The fall activity schedule is in the works with a drop date set for August 1st.

5. Levy Planning

Discussion for levy planning will be added to the upcoming special meeting agenda as part of the strategic vision implementation.

VII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Marcia moved to adjourn, seconded by Vicki at 5:18 pm; and it was approved unanimously.

The meeting was adjourned at 5:18 pm.

Addenda:

Auditor Claims Payment Request May 29th, 2019

Claims Payment Request June 13th, 2019

Claims Payment Request – DOR May


Public Meeting
June 13th, 2019

*Monthly Financial Statement
Director's Report*

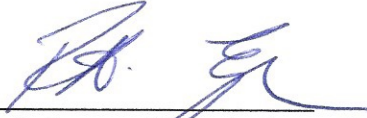
Public Meeting minutes for June 13th, 2019

Approved by motion on this 11th day of July, 2019

Signed and attested this 11th day of July, 2019



for Justin Paulsen #4,
Secretary



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

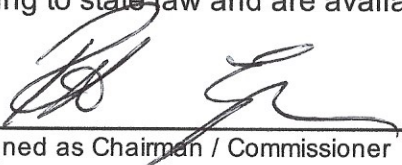
DATE: 13-Jun-19

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,541.92

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.


Signed as Chairman / Commissioner


6-13-19
Date

Board Authorization

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

\$ 2,541.92 for the period ending June 13, 2019 We approve payment with our signatures below.


Commissioner 6/13/19
Date


Commissioner 6-13-19
Date

Commissioner Date

Commissioner Date

VOUCHER CERTIFICATION AND APPROVALPage 1 of 6DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501DATE: 29-May-19

SEE ATTACHED INVOICE ACCOUNTING REPORTS

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

Voucher (warrant)

Batch Dated: 29-May-19 through 29-May-19 \$ TOTAL
2,541.92

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

5.29.19

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

Invoice Accounting Report by Vendor Name
San Juan County

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>
20190529bb	1	Printing for Less - Summer postcard	E 6501.00.571.00.41.0020	1,081.04	in
	2	Zooka - Pitching machine	E 6501.00.571.00.35.0100	765.00	in
Vendor Total:				1,846.04	

Vendor Number: eas350 **Name:** EASTSOUND WATER USERS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190528ewua	1	Buck Park water - April	E 6501.00.571.00.47.0012	38.11	in

Vendor Number: ewi155 **Name:** EWING IRRIGATION PRODUCTS INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
7340873	1	Turface - Mound Clay	E 6501.00.571.00.48.0011	459.87	in

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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20190528ihw	1	Misc. Buck ParkGrounds, other.	E 6501.00.571.00.48.0011	197.90	in

Grand Total: 2,541.92

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 13-Jun-19

Page 1 of 7

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$9,801.72

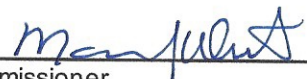
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.


Signed as Chairman / Commissioner

6-13-19
Date

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 9,801.72 for the period ending June 13, 2019 We approve payment with our signatures below.


Commissioner 6/13/19
Date


Commissioner 6-13-19
Date

Commissioner Date

Commissioner Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: bal155

Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613balic	1	Soccer Fundamentals, May 4 - 26	E 6501.00.571.00.41.0003	748.44	in

Vendor Number: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613banner	1	OPALCO - Buck Park Power	E 6501.00.571.00.47.0014	44.70	in
	2	ORCAS ONLINE	E 6501.00.571.00.42.0004	74.00	in
	3	Amazon - Mutt Mitts	E 6501.00.571.00.31.0019	122.14	in
	4	Amazon - turf for pitching mound	E 6501.00.571.00.31.0100	51.88	in
	5	Amazon - velcro for softball mask	E 6501.00.571.00.31.0100	3.01	in
	6	Amazon - chin pad for softball helmet	E 6501.00.571.00.31.0100	21.80	in
	7	Vonage - phone service	E 6501.00.571.00.42.0004	96.45	in
	8	Island Market - T-Ball awards	E 6501.00.571.00.31.0100	20.76	in
	9	Amazon - Running Club snacks	E 6501.00.571.00.31.0100	23.99	in
	10	Amazon - Running Club snacks	E 6501.00.571.00.31.0100	22.90	in
	11	Amazon - Baseball game balls	E 6501.00.571.00.31.0100	36.57	in
	12	Amazon - Field Bases	E 6501.00.571.00.31.0100	46.98	in
	13	Island Market - Soccer awards	E 6501.00.571.00.31.0100	6.69	in
	14	Amazon - Mutt Mitts	E 6501.00.571.00.31.0019	122.14	in
	15	Go Daddy - Email renewal	E 6501.00.571.00.42.0002	207.03	in

Vendor Total: 901.04

Vendor Number: cha650

Name: CHAPPY'S (INC)

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1290	1	Buck Park Portapotties - May	E 6501.00.571.00.47.0011	665.00	in

Vendor Number: dan146

Name: DANN, JILL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613jd	1	Tennis 5/6 - 5/28	E 6501.00.571.00.41.0003	550.00	in

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613ewua	1	Buck Park water - May	E 6501.00.571.00.47.0012	39.79	in

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613fhc	1	Rent - July	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
20190613gyw	1	Buck Park Maintenance - May	E 6501.00.571.00.48.0006	1,719.29	in
	2	Tax - Buck Park Maintenance - May	E 6501.00.571.00.48.0006	139.26	in
Vendor Total:				1,858.55	

Vendor Number: mos155 Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613sm	1	Dance 4/15 - 6/6	E 6501.00.571.00.41.0003	3,312.50	in

Vendor Number: odd100 Name: ODD FELLOWS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613odds	1	Dance rental - 5/13 - 6/3 7.5 hours	E 6501.00.571.00.45.0100	150.00	in

Vendor Number: orc095 Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201906013oc	1	Dance rental 4/17 - 6/6	E 6501.00.571.00.45.0100	410.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190613is	1	Storage Rental - July	E 6501.00.571.00.45.0002	145.00	in

Invoice Accounting Report by Vendor Name
San Juan County

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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
BTW003117-TWO4	1	T-ball shirts	E 6501.00.571.00.31.0100	251.01	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>
20190613sj	1	Buck Park Trash - May	E 6501.00.571.00.47.0013	341.39	in

Grand Total: 9,801.72

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 13-Jun-19

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$390.98

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.

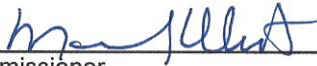

Signed as Chairman / Commissioner

6-13-19
Date

Board Authorization

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

\$ 390.98 for the period ending June 13, 2019 We approve payment with our signatures below.


Commissioner Date 6/13/19


Commissioner Date 6-13-19

Commissioner Date

Commissioner Date

apInAVnn
06/13/2019 12:36:35PM

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	MAY SALES TAX	E 6501.00.589.30.00.0000	390.98	in
Grand Total:				390.98	

Activity Report June 13, 2019

Activity	Participants	End Date	Staffing	Location
Basketball, Drop-in	14	14-May	Staff	HS Gym
Volleyball, Drop-in	12	19-May	Staff	HS Gym
Soccer Fundamentals, May Session	5	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
Skate Camp, Session I	4	24-Jun	Chavez	Buck Park
Girls Volleyball Camp	1	24-Jun	Wilson	OHS Gym
Soccer Fundamentals, June Session	2	30-Jun	Balic	Buck Park

Participants per week= 172

Upcoming Activities

Activity	Enrolled	Start Date	Staffing	Location
Dance- 9 Levels (Spring)	4	1-Jul	Moss	Various
Games Galore Camp	1	8-Jul	Staff	Buck Park
Co-ed Volleyball Camp	3	15-Jul	Hardee	OHS Gym
Skate Camp, Session II	1	22-Jul	Chavez	Buck Park
Softball Camp	0	22-Jul	Staff	Buck Park

- State Auditor Annual Report was filed on May 30, 2019
- Summer activity post cards were mailed to residents
- OOLA structure on Port property – coordination of move to new dog park
- SJC opened the 2020 LTAC application process – Due August 8, 2019
- Unapproved skate park event promoted by Le'harra Fortune
- Staff annual reviews
- Signage for office

BUCK PARK MAINTENANCE

- Bob repaired the drinking fountain at the shed
- Bob pressurized the well and the irrigation system is on and functioning
- Fabrice has removed outfield fencing, replaced cedar on benches, etc.
- Pickle ball/tennis courts are being cleaned by Ron Griffin

- Seats #1 and #3 filing deadline has expired.
- Strategic Vision Action Items – Special Meeting to be scheduled
- Boundary Line Adjustment for OOLA water
- Annual review for Director

Budget Summary as of: 5/31/2019

	ACTUAL	41.6% of Year	2019
Revenue	YTD	Budget Diff	Budget
Beginning Net Cash and Investments	\$167,901	124.4%	\$135,000
Property Taxes	\$182,428	59.9%	\$304,550
Activity Fees	\$23,327	68.6%	\$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	\$1,567	58.1%	\$2,700
Refunds	\$0	0.0%	\$0
	\$208,175	59.5%	\$350,150
Income	\$376,076		\$485,150
Expenses	ACTUAL	41.6% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$52,143	34.6%	\$150,829
Program Expenses			
Supplies and Equipment	\$8,239	41.2%	\$20,000
Travel - coaches, league meetings	\$134	33.5%	\$400
Activity Coordinators	\$0	0.0%	\$2,700
Other - Team Registrations	\$855	17.3%	\$4,940
Instructors	\$8,049	33.5%	\$24,000
Operational Expenses			
Operational Supplies	\$311	11.5%	\$2,700
Professional Services	\$865	6.2%	\$14,000
Admin. Equip. Costs	\$4,249	67.0%	\$6,340
Rentals and Leases	\$6,731	44.8%	\$15,040
Insurance Premiums and Recoveries	\$0	0.0%	\$6,068
Auditor Recording Fees	\$0	0.0%	\$240
Ballot/Promo/Domains	\$0	0.0%	\$3,000
Taxes and Operating Assessments	\$1,344	53.8%	\$2,500
Buck Park Expenses			
Utilities	\$3,826	34.0%	\$11,255
Repairs and Maintenance	\$12,582	39.3%	\$32,000
Park Improvements	\$19,055	95.3%	\$20,000
Interfund Loan Interest Income	\$0	0.0%	\$2,900
Interfund Loan Principal Payment	\$0	0.0%	\$54,000
Expenses	\$118,383	31.7%	\$372,912
Ending of Period Cash Balance	\$257,693		\$112,238
Budgeted End of Month Balance	\$148,599		
Actual End of Month Balance	\$257,693	Difference: \$109,094	