

Agenda

Orcas Island Park and Recreation District Commission **THURSDAY, August 8, 2019**

Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay

Seat 2: Bob Eagan

Seat 3: Marcia West

Seat 4: Justin Paulsen

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY AGENDA

1. Previous Minutes
2. Employees Pay Slip
3. Payment of Claims

IV. MONTHLY BUSINESS

1. Financials
2. Directors' Report
3. Committee Reports

V. UNFINISHED BUSINESS

1. Commission Vacancies – San Juan County Press Release
2. LTAC Application Review
3. Strategic Vision Workshop implementation Review
4. Boundary line adjustment (Dog Park)

VI. NEW BUSINESS

1. Review Community Communication Mailer Design

VII. EXECUTIVE SESSION

1. Director annual review

VIII. ADJOURNMENT

Meeting Minutes August 8th, 2019

Orcas Island Park and Recreation District Commission
Public Meeting, August 8th, 2019
Eastsound Fire Station

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

I. CALL TO ORDER – 4:05

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay

Seat 2: Bob Eagan

Seat 3: Marcia West

Seat 4: Justin Paulsen – departed at 5:59

Seat 5: Deborah Jones – absent

II. PUBLIC COMMENT

Zac Parkerson was present to request use of a facility for his Kyudo program, Salish Sea Kyudo Club (SSKC). Kyudo, which translates to the Way of the Bow is a traditional form of Japanese Archery.

Terri and the Board discussed liability and storage options, as well as facility options throughout the island. SSKC is registered as a 501-c-3 and is currently in the process of obtaining an insurance policy. Terri will follow up with Zac to further discuss availability.

III. MONTHLY AGENDA

1. Previous Minutes

MOTION to approve meeting minutes from July 11th, 2019 by Vicki, seconded by Marcia, and Justin abstaining, with no discussion minutes were approved unanimously.

MOTION to approve meeting minutes from August 1st, 2019 by Justin, seconded by Vicki, with no discussion minutes were approved unanimously.

2. Employees Pay Slip

MOTION to approve the employees pay slip in the amount of \$10,001.34 by Justin, seconded by Vicki, with no discussion minutes were approved unanimously.

3. Payment of Claims

<see attached August Claims>

MOTION to approve the payment of claims dated August 8th, 2019 in the amount of \$17,465.79 by Justin, seconded by Vicki, with a short discussion on the additional format of claims being listed both by vendor and by account, minutes were approved unanimously.

MOTION to approve the DOR payment of claims in the amount of \$650.79 by Justin, seconded by Marcia, with no discussion minutes were approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<see attached Financial Report>

Terri presented financials, noting that one deposit was left off the July financials due to a late deposit on July 31st. Financials are tracking as expected, with a positive variance of \$80,037.

2. Directors' Report

<see attached Directors Report>

Terri reports most of the summer camps have been a success. OIPRD did cancel two camps due to low enrollment.

The Fall program mailer has been sent to the printer and will be shipped back to OIPRD mid-August.

The 2020 Budget preparation is in progress. Commissioners can expect to see some draft items for input over the coming weeks. Terri is working on gathering bids for 2020 service vendors.

The skatepark and racquet court bleachers are in need of replacement. Terri is working with OICF and Kaj Enderlein on replacement.

Terri and Justin collected the OIPRD bleachers from the upper fields and placed them at the racquet courts.

Commissioner West shared concern over the grass dying off at the off-leash area due to no irrigation. Terri will work with our Park Steward to set up a temporary water system through the summer.

3. Committee Reports

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

- No report

Soccer Committee (Justin, Bob, Terri)

- Terri reported the group is still working to gather estimates on a soccer wall for Buck Park, sharing that the group expressed interest in developing a turf field. Commissioners confirmed that the expense in building a turf field is not in the current OIPRD budget cycle.

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

- No report

V. UNFINISHED BUSINESS

1. Commission Vacancies – San Juan County Press Release

San Juan County has issued a press release about a special three-day candidate filing period coming up August 14th – August 16th. Both seats #1 and #3 for the OIPRD Board of Commissioners are open for filing during this period.

2. LTAC Application Review

<see attached 2020 LTAC Application>

The 2020 LTAC Grant application has opened. Terri has the application ready to file for the August 9th deadline and presented options for site furnishings and recycling/trash receptacles. The Board continued discussion on options for benches, picnic tables, and trash/recycling containers, as well as the possibility for shade structures – ensuring to keep the natural aesthetic of the park consistent.

MOTION to approve the presented application for the 2020 LTAC Grant by Justin, seconded by Marcia, with no discussion the motion was approved unanimously.

3. Strategic Vision Workshop Implementation Review

Postponed to a future meeting.

4. Boundary line adjustment (Dog Park)

<see attached contract for services>

Terri presented a proposal by GW White Land Surveying in the amount of \$2,200.00 which does not include ~\$545 county application fee and a recording fee of ~\$220, with half of the total expense being shared by the SJC Land Bank.

MOTION authorizing Terri to engage OIPRD with GW White Land Surveying in the amount not to exceed \$1800.00 by Justin, seconded by Marcia, with no discussion the motion was approved unanimously.

VI. NEW BUSINESS

1. Review Community Communication Mailer Design

Terri presented the Community Communication Mailer and discussed a timeline of dates from the start of the district forward to today. Marcia will meet with Terri to fill in on district progress and the timeline.

VII. EXECUTIVE SESSION

1. Director annual review – postponed to a future meeting.

VIII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Vicki moved to adjourn, seconded by Marcia at 6:11 pm; and it was approved unanimously.

The meeting was adjourned at 6:11 pm.

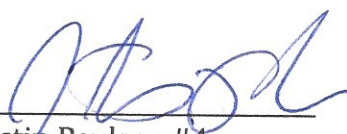
Addenda:

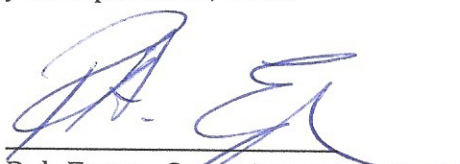
*Salish Sea Kyudo Club Informational
Claims Payment Request August 8th, 2019
Claims Payment Request – DOR July
Monthly Financial Statement
Director's Report
2020 LTAC Grant Application
Contract for Services with GW White Surveying*

Public Meeting minutes for August 8th, 2019

Approved by motion on this 12th day of September, 2019

Signed and attested this 12th day of September, 2019


Justin Paulsen #4,
Secretary


Bob Eagan, Commissioner #2,
Chair

弓道

Kyudo – the Way of the Bow

Traditional Japanese Archery

Who we are:

Salish Sea Kyudo Club – Nonprofit Washington State charity with the goal of educating and promoting Japanese culture through the practice of Kyudo, while cultivating individuals to realize their potential and build community through collaboration.

President/Secretary: Zac Parkerson

Vice-President/Treasurer: Dean Hoshizaki

Short Term Goals: – Receive permission to practice Kyudo at various venues around Orcas, particularly in gyms at the schools, and start building a club that involves both youth and adults in the San Juan Islands.

Long Term Goals – Build a full-size dojo (150' x 75') on Orcas Island to support a strong and consistent practice of Kyudo among its members, provide a space suitable for visiting practitioners and events, and develop programs that connect our dojo with others around the world.

What is Kyudo?

Kyudo, translated literally from the Japanese language is, “the Way of the Bow.” Practicing Kyudo in its simplest form is learning to accurately shoot a bow and arrow using traditional Japanese equipment while following the expected etiquette commonly found in Japanese traditional martial arts (Budo). By practicing Kyudo, one can learn about Japanese culture, and how to honor cultural traditions. The primary goals of Kyudo are comprised of cultivating the self and building community. It is believed that these two aspects of physical technique and mental/spiritual cultivation should be wound together like threads of a rope.

Potential Set Ups in Gyms:

1: 28 m (91.86 ft) shooting range (115 ft in length total)

– Foam Target Bank w/ Small Net

2: 28 m shooting range

– Foam Target Blocks on Ground w/ Large Net

3: Less than 28 m shooting range

–Foam Target Blocks on Wooden/Bamboo Stands w/ Large Net

–(Or) Foam Target Bank w/ Small Net



Figure 1

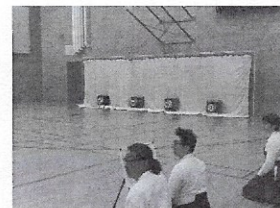


Figure 2

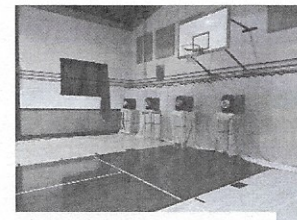


Figure 3

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			211,891.42	
212	SALARY PAYABLE	8,802.00			
231	OTHER ACCRUED LIABILITIES	2,382.31			
310	TAXES	2,167.82			
340	CHARGES FOR GOODS AND SERVICES	6,116.87			
380	NONREVENUES	544.08			
390	OTHER FINANCING SOURCES		20,013.08		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	8,802.00			
231	OTHER ACCRUED LIABILITIES	2,382.31			
570	CULTURE AND RECREATION	21,089.11			
580	NONEXPENDITURES	220.99			
	TOTAL DISBURSEMENTS		32,494.41		
101	ENDING CASH BALANCE				199,410.09
					199,410.09
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			133,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				133,000.00
151	BEGINNING INVESTMENT BALANCE				
	INVESTMENTS ACQUIRED	0.00			0.00
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501


DATE: 8-Aug-19

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$650.79

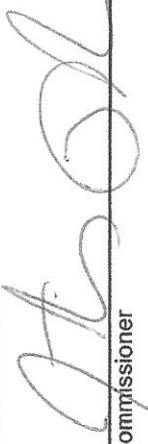
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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 Date 8.8.19


Board Authorization

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

\$ 650.79 for the period ending August 8, 2019 We approve payment with our signatures below.


Commissioner Date 8/8/19


Commissioner Date 8/8/19


Commissioner Date 8-8-19

Vendor Number: sta895		Name: STATE OF WASHINGTON			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-231-409	1	July Sales Tax	E 6501.00.589.30.00.0000	650.79	in
Grand Total:				650.79	

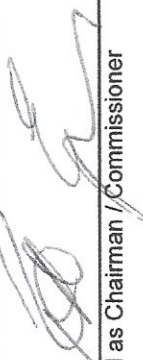
CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: 8-Aug-19 Page 1 of 11

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$17,465.79

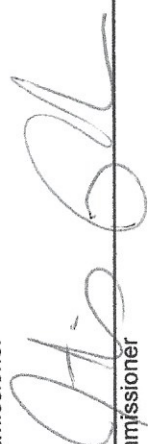
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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
8-8-19 Date

Board Authorization

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

\$ 17,465.79 for the period ending August 8, 2019 We approve payment with our signatures below.

 Commissioner
8/8/19 Date

 Commissioner
8-8-19 Date

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08/08/2019 3:46:46PM

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
20190808balic	1	Soccer Fundamentals - July 1 - 31	E 6501.00.571.00.41.0003	442.68	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808bb	1	Orcas Online - internet service	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO - July power	E 6501.00.571.00.47.0014	78.43	in
	3	Mutt Mitt - Can liners	E 6501.00.571.00.31.0019	85.12	in
	4	Amazon - Water balloons	E 6501.00.571.00.31.0100	21.60	in
	5	Mutt Mitt - Can liners	E 6501.00.571.00.31.0019	229.23	in
	6	Vonage - Phone service	E 6501.00.571.00.42.0004	102.19	in
	7	Marsan Turf and Irrigation Supply -	E 6501.00.571.00.48.0007	360.00	in
	8	Amazon - OnePul Dog Waste Bags	E 6501.00.571.00.31.0019	129.69	in
	9	Office Cupboard - laminate	E 6501.00.571.00.42.0003	5.41	in
Vendor Total:				1,085.67	

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1479	1	Buck Park Porta-potties July	E 6501.00.571.00.47.0011	525.00	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808ewua	1	Buck Park Water - July	E 6501.00.571.00.47.0012	39.33	in

Vendor Number: end225 Name: ENDURIS WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
R20-556-1	1	9/01/19 - 8/31/20	E 6501.00.571.00.46.0001	6,411.00	in

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Page: 1

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Invoice Accounting Report by Vendor Name
San Juan County

Page: 2

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808hc	1	Office rental - September	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
20190808gyw	1	Buck Park Maintenance - July	E 6501.00.571.00.48.0006	1,719.29	in
	2	Tax - Buck Park Maintenance - July	E 6501.00.571.00.48.0006	139.26	in
		Vendor Total:		1,858.55	

Vendor Number: har148

Name: HARDEE, REBEKAH

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808h	1	Volleyball Clinic - July 16 - 20.	E 6501.00.571.00.41.0003	840.00	in

Vendor Number: is1730

Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
47275	1	Inv #s 22536, 23675, 24388, 24953	E 6501.00.571.00.48.0011	130.58	in

Vendor Number: mei155

Name: MEINHARDT, BROOK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808bm	1	Art Camp - July 19 - Aug 2.	E 6501.00.571.00.41.0003	1,537.50	in

Vendor Number: mos155

Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808sm	1	Dance instruction - 7/1 - 8/5	E 6501.00.571.00.41.0003	2,087.50	in

Vendor Number: odd100

Name: ODD FELLOWS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190808odds	1	Dance Hall Rental - 7/1 - 8/5	E 6501.00.571.00.45.0100	375.00	in

Page: 2

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Invoice Accounting Report by Vendor Name
San Juan County

Page: 3

Vendor Number: orc095

Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190808oc	1	Dance Studio Rental - July 3rd - August	E 6501.00.571.00.45.0100	230.00 in

Vendor Number: orc195

Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190808is	1	Storage Rental - September	E 6501.00.571.00.45.0002	145.00 in

Vendor Number: san180

Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount Type
03244	1	Quarterly Fees - 2nd Quarter, 2019	E 6501.00.571.00.41.0007	459.53 in

Vendor Number: san275

Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190808sjs	1	Buck Park Trash - July	E 6501.00.571.00.47.0013	334.45 in

Vendor Number: uni160

Name: US POSTAL SERVICE

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190808usps	1	USPS Marketing Mail Permit #14 renewal	E 6501.00.571.00.42.0001	235.00 in

Vendor Number: wil555

Name: WILSON, RACHEL

Invoice Number	Line No	Line Description	Account Number	Amount Type
20190808rw	1	Girls Volleyball Camp June 24 - 28.	E 6501.00.571.00.41.0003	300.00 in

Grand Total: 17,465.79

Page: 3

Budget Summary as of: 7/31/2019

Activity	Participants	End Date	Staffing	Location
Games Galore Camp	17	12-Jul	Staff	Buck Park
Soccer Fundamentals, July Session	7	31-Aug	Balic	Buck Park
Dance- 9 Levels (Summer)	38	8-Aug	Moss	Various
Co-ed Volleyball Camp	24	19-Jul	Hardee	OHS Gym
Skate Camp, Session II	CANCELLED	26-Jul	Chavez	Buck Park
Softball Camp	CANCELLED	26-Jul	Staff	Buck Park
Art Camp w/ Brook Meinhardt	16	2-Aug	Meinhardt	The Funhouse
Challenger Soccer	15	2-Aug	Challenger	Buck Park
Participants per week= 117				

Upcoming Activities				
Activity	Enrolled	Start Date	Staffing	Location
Co-ed Basketball Camp	16	19-Aug	Hardee	OCS Gym
Skate Camp	4	19-Aug	Chavez	Skate Park

- Mock-up of Community Communication document
- Strategic Action Items
- Fall activity postcard has been sent to printer
- 2020 Budget preparation is in progress
- SJC opened the 2020 LTAC application process – Due August 9, 2019
- SJC Press Release – Special three-day candidate filing August 14 – 17, 2019
- Staff annual reviews
- Signage for office

BUCK PARK MAINTENANCE

- 20 maxi-paw sprinkler heads were ordered. Ron to install next week.
- Moved aluminum bleachers from school to pickleball court area.
- All existing wood bleachers need to be renovated. Kaj Enderlein may donate wood for project. Coordinating with OICF for tax purposes.
- Seats #1 and #3 Vacancy as of 12-31-2019
- Strategic Vision Action Items
 - Boundary Line Adjustment for OOLA water
 - Annual review for Director

Revenue	ACTUAL	58.3% of Year	2019
	YTD	Budget Diff	Budget
Beginning Net Cash and Investments	\$167,901	124.4%	\$135,000
Property Taxes	\$187,230	61.5%	\$304,550
Activity Fees	\$32,050	94.3%	\$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	\$2,332	86.4%	\$2,700
Refunds	\$0	0.0%	\$0
	\$222,465	63.5%	\$350,150
Income	\$390,366		\$485,150
Expenses	ACTUAL	58.3% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$75,649	50.2%	\$150,829
Program Expenses			
Supplies and Equipment			
Travel - coaches, league meetings	\$9,984	49.9%	\$20,000
Activity Coordinators	\$134	33.5%	\$400
Other - Team Registrations	\$0	0.0%	\$2,700
Instructors	\$855	17.3%	\$4,940
Operational Expenses	\$13,989	58.3%	\$24,000
Operational Supplies	\$700	25.9%	\$2,700
Professional Services	\$869	6.2%	\$14,000
Admin. Equip. Costs	\$5,712	90.1%	\$6,340
Rentals and Leases	\$8,439	56.1%	\$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	\$1,956	78.2%	\$2,500
Buck Park Expenses			
Utilities	\$5,862	52.1%	\$11,255
Repairs and Maintenance	\$18,872	59.0%	\$32,000
Park Improvements	\$19,055	95.3%	\$20,000
Interfund Loan Interest Income	\$1,882	64.9%	\$2,900
Interfund Loan Principal Payment	\$27,000	50.0%	\$54,000
Expenses	\$190,957	51.2%	\$372,912
Ending of Period Cash Balance	\$199,410		\$112,238
Budgeted End of Month Balance	\$119,373		
Actual End of Month Balance	\$199,410		Difference: \$80,037

San Juan County Lodging Tax Advisory Committee

LODGING TAX GRANT PROGRAM

APPLICATION FOR 2020 FUNDING

Application deadline: Fri. 8-9-2019. Applications received after the deadline will not be accepted.

A Word version of this application is available at
<http://sanjuanco.com/614/Lodging-Tax-Advisory-Committee>

1. Project Name: Buck Park permanent site furnishings and trash/recycling collection program

2. Amount of Funding Requested from the San Juan County Lodging Tax \$19,150

What percentage of your total project budget does your request for County funds represent? 74%

3. Type of Program to be Funded:

☐ Tourism Facilities Capital Expenditure (Facilities owned or with some ownership interest by the county)

☐ Construction ☐ Improvement ☐ Renovation

☐ Tourism Event or Festival Grant

☒ Tourism Facility Operations Grant

☐ Tourism Goal Accomplishment through Special Investments

4. Name and Address of Applicant (Organization):

Orcas Island Park and Recreation District

30 Pea Patch Lane/P.O. Box 575

Eastsound, WA 98245

Organization or Festival web site address: www.oiprd.org

Agency Tax ID Number: 36-4693970 UBI Number: 60302310409

Form of Organization (Non-profit, etc): Junior Taxing Authority – Park and Recreation

5. Contact Person

Name: Terri Rodgers

Telephone: 360-376-7275 Fax: N/A

E-mail address: terri@oiprd.org

1. Tell us about your Organization/Group's mission and activities (100 words or less)

The Mission of Orcas Island Park and Recreation District (OIPRD) is to provide leisure time activities and facilities of a nonprofit nature to the residents of Orcas Island. OIPRD is responsible for the management of Buck Park and the Dog Park for the benefit of all residents, tourists and visitors.

2. Project Description (200 word limit)

This project request includes site amenities and furnishings of a permanent nature to make Buck Park more welcoming to visitors and tourists. Funding is being requested to provide appropriate seating, picnic tables, trash and recycling receptacles, and additional pet waste stations throughout Buck Park and the Dog Park. Buck Park is the largest green space in the Eastsound sub-area. With amenities such as the skate park and the pickleball/tennis courts, Buck Park has become a destination recreation area. More supporting amenities are needed to serve the current and growing future needs of visitors and tourists.

3. PROJECT ELIGIBILITY / SCOPE OF WORK (400 word limit)
Please refer to the "Areas of Emphasis" section on page 3 of the RFP

In the space below, provide a concise summary of your project proposal. Specifically define your project and the tourism segment it will target. Keep in mind that your target audience relative to these funds is outside San Juan County.

How does it improve tourism?

This project will improve tourism by creating an inviting atmosphere at Buck Park. With appropriate seating and tables, more visitors and tourists will be able to enjoy the natural beauty of Buck Park and the Dog Park. Additionally, a comprehensive trash and recycling program, including additional pet waste stations will help the environment and sustainability of Buck Park for tourists and visitors. OIPRD will partner with Orcas Recycling Services (ORS) to create a trash/recycling program that could potentially be replicated for the Orcas Island School District, the Village Green, Eastsound, the Island and even the county.

Does the proposal highlight the “best of the San Juan Islands” as defined in the LTAC Master Plan?

This project highlights the “best of the San Juan Islands” specifically in the areas of enhancing the natural beauty and development of an existing community asset, and supporting outdoor activities. Buck Park is already a hub for outdoor activities such as soccer, skateboarding, tennis, pickleball, baseball/softball, volleyball and ultimate Frisbee. With supporting amenities, Buck Park will be more enticing for larger sporting events and tournaments, which would attract off-island tourists and visitors.

Does this proposal make use of key community assets (aside from those controlled by the applying organization)?

This project makes use of Buck Park and the Dog Park, which are controlled by OIPRD. Potentially, the trash and recycling collection program component of this project could include OISD, the Village Green and other areas in Eastsound and beyond.

Does this proposal offer or take advantage of Innovative opportunities?

A component of this project includes a trash and recycling program that can be shared with OISD and San Juan County. Having consistent branding and labeling on trash and recycling receptacles throughout Eastsound is an innovative way to assist tourists and visitors to help “Keep Eastsound/Orcas Beautiful” by disposing of trash and recyclables properly. OIPRD will partner with Orcas Recycling Services (ORS) and involve the local public high school environmental club and local artists for input and assistance.

Does the project improve the tourist/islander relationship?

The addition of amenities including picnic tables and benches will allow tourists and islanders to fully enjoy Buck Park. As a hub of Eastsound outdoor activities, locals and visitors will be able to interact or simply sit and rest while traversing the park. Unifying public garbage and recycling is a unique opportunity to help the tourist/islander relationship. As a local or tourist, we should all have a vested interest in taking care of our environment. With the addition of trash/recycling containers and pet waste stations

throughout Buck Park, both residents and visitors will be able to take advantage of properly disposing waste.

Does the project promote coordination and cooperation in tourism activities?

This project promotes coordination and cooperation in tourism activities by providing a place for residents and tourists to gather. OIPRD expects future sporting events and tournaments to take place in Buck Park. For example, a potential soccer tournament could draw upwards of several hundred participants and accompanying family and friends. The proposed tournament would be a two-day event and would require attendees to have on-island accommodations. More than likely, these attendees would also patronize other businesses and restaurants.

How does the project benefit the entire county?

This project will benefit the entire county by providing basic comfort amenities to Buck Park that can be enjoyed year-round by residents, tourists and visitors. Again, with Buck Park serving as a destination recreation area, linking the OISD athletic fields and soon to be opened track stadium to the Land Bank trail system, additional supporting amenities are needed. Additionally, with the addition of a unified trash and recycling collection program, and additional pet waste stations, the entire county will enjoy a cleaner Buck Park.

4. COMMUNITY ECONOMIC IMPACT (350 word limit)

Based on State mandated reporting*, please complete items A thru F below. Then, briefly describe your project and detail the expected economic impact to the community by explaining the following:

- a) Anticipated overall attendance: 2,500
- b) Anticipated number of attendees who will travel from out of County to attend: 500

- c) Of those travelling from out of County, how many do you anticipate will travel from another state or country? 100
- d) Anticipated number of attendees who will stay overnight: 100
- e) The estimated number of overnight stays generated at commercial lodging establishments (paid lodging nights): 50
- f) The estimated number of attendees who will stay overnight in unpaid lodging, ie: with family or friends: 50
- g) The duration and dates of the event, activity, or program
- h) The involvement or the use of local businesses and organizations
- j) Describe performance measures, surveys or other tools your organization will use that will serve to provide the attendance data. (Mandatory)*

***Important:** In 2013, the Washington Legislature added a provision to the Lodging Tax Statute (RCW 67.28) which requires:

Applicants applying for use of revenues in this chapter must provide . . . estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- (i) *Away from their place of residence or business and staying overnight in paid accommodations; (ii) To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or (iii) From another country or state outside of their place of residence or their business. **Further, award recipients must, at the conclusion of the project or grant period, provide a report of the "actual" numbers to items A thru F above so that the County can report the information to the State on a web-based reporting system.***

Although it is difficult to articulate specific numbers of visitors to Buck Park, OIPRD can implement a survey system to produce specific data required for reporting purposes. This system would be a simple survey of the number of people in the park at any given time and asking each individual if they would be willing to answer a few questions. These surveys would be conducted on different days and time of day, throughout the year to best capture a sampling of Buck Park patron demographics. We know the Dog Park is heavily visited by tourists and will be included in the implementation of the survey. Additionally, OIPRD anticipates future sports activities and tournaments that will attract off-island participants. Specific surveys will be created for these types of activities.

Involvement or use of other local businesses and organizations is important to OIPRD and includes: (1) ORS and Orcas Island High School environmental club to assist with coordination and implementation of the trash and recycling program; (2) A local Orcas Island business has agreed to provide as many 55 gallon drums with

tops removed, as needed; (3) The drums would be painted by another local company; and (4) branded as trash and recycling receptacles with graphic art solicited from local artists.

5. MEETS COMMUNITY OBJECTIVES (150 word limit)

Explain how your proposal meets broader community objectives including:

- a. The goals and criteria identified in this RFP or other community plan (i.e. trails plan);
- b. How it furthers the success of and coordinates with other scheduled community events, facilities, community promotion and marketing efforts

Buck Park is the largest green space in the Eastsound sub-area and is a recreation destination. OIPRD has responded to community needs and wants through-out its nearly ten year history. These efforts have and will continue to serve the needs of school sports activities that draw off-island visiting teams and facilitate future community activities that will draw residents and tourists/visitors alike. Buck Park draws various sports enthusiasts from around the country and having additional amenities to provide a place to rest or have a picnic is essential. OIPRD would like to host sporting events and tournaments in Buck Park, but lack some of the basic infrastructure to do so. Additionally, the Buck Park parking lot serves as a central parking location for the Land Bank trail system, trail through the Orcas Island Public School grounds and is a connection point to the airport and surrounding area. Many people traverse the park on a daily basis and expect to be able to sit and rest or have a picnic. Additional trash and recycling containers, along with additional pet waste stations are needed to respond to the continued increase of use Buck Park is experiencing.

6. PROJECT BUDGET

Please detail the budget for your project in the table below or attach your project budget. Please indicate how county grant funds will be spent, including the types of advertising and promotional materials, the vendors utilized, and the locations/venues where the advertising will be displayed.

BUDGET SHEET

6. Project Name: Buck Park permanent site furnishings and trash/recycling collection program

BUDGET ITEM	TOTAL ESTIMATED COST	COUNTY FUNDED PORTION
1. 55 Gallon Barrels (12)	\$0	\$0
2. Domed trash can lids (6)	\$1,200	\$1,200
3. Domed recycling can lids (6)	\$1,200	\$1,200
4. Picnic tables (steel base) (4)	\$3,600	\$3,600
5. Benches (steel base) – Buck Park (4)	\$2,400	\$2,400
6. Benches (steel base) – Dog Park (4)	\$2,400	\$2,400
7. Benches (steel base w/shade structure) (2)	\$6,000	\$6,000
8. Pet waste stations (4)	\$1,600	\$1,600
9. Concrete and Hardware for installation	\$750	\$750
10. Paint for barrels	\$1,200	\$0
11. Graphics and design	\$1,200	\$0
12. Installation labor	\$2,600	\$0
TOTAL	\$24,150	\$19,150

7. CASH FLOW REQUIREMENTS

If funding is for an event, rather than continuing operations, please indicate, month by month, when you anticipate applying for fund reimbursement. **(Show only County funding on this worksheet.)**

MONTH	FUNDS NEEDED
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	\$19,150
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

8. TIME LINE

Use the chart below to break out your project into its major steps, showing when each will be accomplished and specifying the responsible party. (Not required for general operating grants.)

MONTH	TASK ITEM and RESPONSIBLE PARTY
JANUARY	Collaborate with Orcas Recycling Services and local artists - OIPRD
FEBRUARY	Engage local artists for design of graphics and OISD Environmental Club for input – OIPRD
MARCH	Order trash and recycling lids, paint and graphics – OIPRD Acquire 55 gallon drums from Lotion Crafters – OIPRD Local company to paint barrels – TBD
APRIL	Order picnic tables, benches, dog waste stations and installation hardware – OIPRD Placement of trash/recycling containers in Buck Park - OIPRD
MAY	Installation of tables, benches, pet waste stations – OIPRD Request reimbursement of project – OIPRD
JUNE	Conduct surveys and report data to SJC
JULY	Conduct surveys and report data to SJC
AUGUST	Conduct surveys and report data to SJC
SEPTEMBER	Conduct surveys and report data to SJC
OCTOBER	Conduct surveys and report data to SJC
NOVEMBER	Conduct surveys and report data to SJC
DECEMBER	Conduct surveys and report data to SJC

9. REQUIRED ATTACHMENTS

Please attach the following information to your application.

ALL APPLICANTS

MUST INCLUDE A COPY OF THE PERFORMANCE MEASURE PLAN AND/OR SURVEY AND SURVEY PLAN PER QUESTION #4-J OF THIS APPLICATION:

NON-PROFITS (Items A and B only if organization has not previously provided them.)

- A. Copy of state certificate of non-profit incorporation and/or federal copy of 501 (c) (3), (4), or (6) letter
- B. Copy of articles of incorporation
- C. Copy of most recent proposed and approved budget of the organization
- D. Copy of meeting minutes showing official approval of project and authorization of application OR a signed resolution of the board of directors authorizing the application
- E. List of members of the board of directors

PUBLIC AGENCIES

- A. Copy of meeting minutes approving the project and authorization of application OR a letter/resolution indicating official approval of project and application
- B. Copy of most recent proposed and approved budgets of the organizations involved

COOPERATIVE PROJECTS

- A. Benefits of cooperative approach
- B. List of co-sponsors by title and type
- C. Project responsibilities for each individual co-sponsor
- D. Copy of most recent proposed and approved budget

10. SUBMISSION

DEADLINE: 4:30 p.m., Friday, August 9, 2019

Applications received after the deadline will not be accepted. At its sole discretion, the Lodging Tax Advisory Committee may consider the application as an off-cycle request.

The applicant is responsible for confirming timely delivery.

Applications must be delivered to:

Email Delivery	Hand Delivery	Mail Delivery
To: sueko@sanjuanco.com	Council Office 55 Second Street 1 st Floor Friday Harbor, WA 98250	San Juan County Lodging Tax Promotion Proposals 350 Court Street #1 Friday Harbor, WA 98250

GW White Inc.
Land Surveying



Greg White, PLS
PO Box 375, Eastsound, WA 98245
(360) 376-3036

Contract for Services Job #372131808

THIS AGREEMENT, entered into on the date hereinafter set forth by and between Orcas Island Parks and Recreation District hereinafter called "Client" and GW White, Inc., hereinafter called "Surveyor", is as follows:

Scope of Work:

Perform the following survey work on TPN 271322002 (OIPRD) and 271321001 (SCJ Land Bank):

Prepare a BLM such that the dog park can access water on the OIPRD parcel. No field work will be performed as a part of this BLM and an equal area will be swapped between the parcels.

Total Cost of Survey:

Client agrees to pay Surveyor as compensation for services described as follows:

Total cost for service **\$2200** and does not include any county fees (current application fee is \$545 and a typical recording fee is \$220 or so). Full payment is due upon receipt of invoice.

Thereafter an interest rate of 1.5% will accrue monthly.

Additional Work:

Additional surveying tasks may be added to the work covered by this agreement by request of Client and acceptance by the Surveyor. The terms of this agreement will be in full force and effect in regards to the added work. The professional services required by any added work will be billed at current Surveyor hourly rates or set by negotiated fee. Hourly rates are as follows:

Field Crew - \$200 per hour

Survey Technician - \$125 per hour

Professional Surveyor - \$170 per hour

Work will be scheduled and commence after receipt a signed contract.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this agreement upon the terms, conditions, and provisions stated herein.

SURVEYOR: Gregory W. White, PLS Date: August 7, 2019

CLIENT: _____
For OIPRD