

Agenda

Orcas Island Park and Recreation District Commission
THURSDAY, September 12, 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
2. LTAC Application
3. Boundary line adjustment (Dog Park)

VI. NEW BUSINESS

1. 2020 Budget

VII. EXECUTIVE SESSION

1. Director annual review

VIII. ADJOURNMENT

Meeting Minutes September 12th, 2019

Orcas Island Park and Recreation District Commission
Public Meeting, September 12th, 2019
Eastsound Fire Station

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

I. CALL TO ORDER – 4:03

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay – absent

Seat 2: Bob Eagan

Seat 3: Marcia West

Seat 4: Justin Paulsen

Seat 5: Deborah Jones

II. PUBLIC COMMENT

None.

III. MONTHLY AGENDA

1. Previous Minutes

MOTION to approve meeting minutes from August 8th, 2019 by Justin, seconded by Marcia, with Deb abstaining and no discussion the minutes were approved unanimously.

2. Employees Pay Slip

MOTION to approve the employees pay slip in the amount of \$9,989.34 by Justin, seconded by Deb, with no discussion minutes were approved unanimously.

3. Payment of Claims

<see attached September Claims>

MOTION to approve the payment of claims dated September 12th, 2019 in the amount of \$13,769.61 by Justin, seconded by Marcia, after discussion (below) the motion was approved unanimously.

Discussion regarding the need for the credit card to be changed to Terri's name took place. Marcia will email minutes and Resolution 2018-1 to the card company supporting the request for name change.

MOTION to approve switching the Banner Bank Master Card signer from Marcia West to Terri Rodgers by Justin, seconded by Deb, with no discussion the motion was approved unanimously.

MOTION to approve the DOR payment of claims in the amount of \$448.84 by Justin, seconded by Deb, with no discussion motion was approved unanimously.

IV. **MONTHLY BUSINESS**

1. Financials

<see attached Financial Report>

Terri presented financials, with a positive variance of \$80,588. Marcia inquired about some budget items that were trending under-budget. Terri mentioned she would like to create a line item in the new budget for Capital Improvement reserve to hold funds that will go towards improvements and act as matching funds for future grants.

Eagan inquired about how cost recovery is standing. Terri stated many parents have paid on time, scholarships are on track and there is a group of parents that the district is in contact to bring past-due accounts to current.

2. Directors' Report

<see attached Directors Report>

The skatepark and racquet court bleachers are still in need of replacement. Terri is continues to work with Kaj Enderlein on providing boards for replacement.

Justin reported that Andrew Stephens has expressed interest in donating wood to complete the girls first base dugout.

3. Committee Reports

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

- No report

Soccer Committee (Justin, Bob, Terri)

- No report

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

- No report

V. **UNFINISHED BUSINESS**

1. Commission Vacancies

With no filings recorded during San Juan County's special three-day filing period for board vacancies, the Commissioners continue to work with Terri on identifying community

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September 12th, 2019

individuals who may be interested in filling seats #1 and #3, currently held by Marcia West and Vicki Vandermay, who both intend to resign after the 1st of January.

2. LTAC Application Review

<see attached email from LTAC Committee>

OIPRD's 2020 LTAC Grant application was denied by the county – citing the project appeared as Capital Improvement and will not qualify for the funds since Buck Park is not owned or holds no owner-interest by the county. Terri is currently looking into other avenues of funding for the project.

3. Boundary line adjustment

Terri remains in contact with Lincoln Bormann and Peter Guillozet to move forward towards completing a boundary line adjustment for the off leash area.

VI. NEW BUSINESS

1. 2020 Budget

The 2020 Budget preparation is in progress. Commissioners can expect to see some draft items for input over the coming weeks. Terri will be seeing the preliminary county projection for levy increase for 2020 and will present a draft budget at the October meeting. The 2020 Budget Hearing will be held on November 14th, 2019 during the November monthly meeting starting at 4:00 p.m.

VII. EXECUTIVE SESSION

- 1. Director annual review** – the board entered into executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). The executive session was scheduled to last for 75 minutes.

VIII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Deb at 6:32 pm; and it was approved unanimously.

The meeting was adjourned at 6:32 pm.

Addenda:

Claims Payment Request September 12th, 2019

Claims Payment Request – DOR August

Monthly Financial Statement

Director's Report

2020 LTAC Committee email


Public Meeting minutes for September 12th, 2019

Approved by motion on this 10th day of October, 2019

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Signed and attested this

10th day of October, 2019

A handwritten signature in blue ink, appearing to read 'J. Paulsen', written over a horizontal line.

Justin Paulsen #4,
Secretary

A handwritten signature in blue ink, appearing to read 'B. Eagan', written over a horizontal line.

Bob Eagan, Commissioner #2,
Chair

MONTHLY FINANCIAL STATEMENT BY FUND

giwamonthly

9/3/2019 4:46:14PM

Fiscal Year: 2019

SAN JUAN COUNTY

START DATE: 8/1/2019 END DATE: 8/31/2019

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

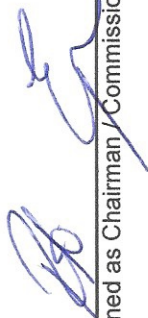
Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			199,410.09	
212	SALARY PAYABLE	8,640.86			
231	OTHER ACCRUED LIABILITIES	2,296.76			
310	TAXES	2,960.76			
330	INTERGOVERNMENTAL REVENUE	160.56			
340	CHARGES FOR GOODS AND SERVICES	6,851.06			
380	NONREVENUES	592.82			
390	OTHER FINANCING SOURCES		21,502.82		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	8,640.86			
231	OTHER ACCRUED LIABILITIES	2,296.76			
570	CULTURE AND RECREATION	28,403.41			
580	NONEXPENDITURES	650.79			
	TOTAL DISBURSEMENTS		39,991.82		
101	ENDING CASH BALANCE				180,921.09
				GL ENDING CASH BALANCE	180,921.09
				NET VARIANCE	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			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE			0.00	0.00

CLAIMS PAYMENT REQUESTDISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**DATE: 12-Sep-19 Page 1 of 8

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$13,769.61

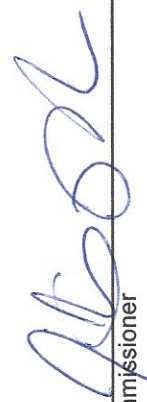
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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 9.12.19


Board Authorization

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

\$ 13,769.61 for the period ending September 12, 2019 We approve payment with our signatures below.

Commissioner  Date 9-12-19
Commissioner

 Date 9-12-19
Commissioner

 Date 9-12-19
Commissioner

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: orc155

Name: A&T DOUGLAS CORPORATION

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	OIPRD Pool Rental Oct - Dec	E 6501.00.571.00.45.0100	551.31	in

Vendor Number: bal155

Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	Soccer Fundamentals August	E 6501.00.571.00.41.0003	465.30	in

Vendor Number: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20190912bb	1	Orcas Online - internet	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	192.22	in
	3	GoDaddy - org domain renewal	E 6501.00.571.00.42.0002	22.88	in
	4	Amazon - Basketballs	E 6501.00.571.00.31.0100	290.40	in
	5	Amazon - Dog Waste bags	E 6501.00.571.00.31.0019	4.32	in
	6	Vonage - Phone service	E 6501.00.571.00.42.0004	102.19	in
	7	USPS - Shipping	E 6501.00.571.00.42.0001	7.85	in
	8	Amazon - Whistles	E 6501.00.571.00.31.0100	28.08	in
	9	The Office Cupboard - laminating	E 6501.00.571.00.31.0002	4.05	in
	10	Island Market - Basketball Camp	E 6501.00.571.00.31.0100	100.00	in
Vendor Total:				825.99	

Vendor Number: bul555

Name: BULLOCK, IVAN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	Basketball Camp - August	E 6501.00.571.00.41.0003	420.00	in

Vendor Number: cha650

Name: CHAPPY'S (INC)

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1589	1	Buck Par portapotties - August	E 6501.00.571.00.47.0011	650.00	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: cha155 Name: CHAVEZ, JACOB

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	Skate Camp - August 2019	E 6501.00.571.00.41.0003	130.00	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
06-0135	1	Buck Park water - August	E 6501.00.571.00.47.0012	39.28	in
	2	Water Rights Lease	E 6501.00.571.00.47.0012	4,000.00	in
		Vendor Total:		4,039.28	

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	Buck Park Maintenance - August	E 6501.00.571.00.48.0006	1,719.29	in
	2	Tax - Buck Park Maintenance - August	E 6501.00.571.00.48.0006	139.26	in
	3	Buck Park Sprinklers -	E 6501.00.571.00.48.0007	340.00	in
	4	Tax - Buck Park Sprinklers	E 6501.00.571.00.48.0007	27.54	in
		Vendor Total:		2,226.09	

Vendor Number: orc800 Name: ORCAS ISLAND SCHOOL DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	2019-20 OIPRD Facility Rental	E 6501.00.571.00.45.0100	3,000.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OIPRD201909	1	OIPRD Storage Rental	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: pri155 Name: PRINTINGFORLESS.COM, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2682033070	1	OIPRD 2019 Fall Flyer	E 6501.00.571.00.42.0003	902.71	in

Invoice Accounting Report by Vendor Name
San Juan County

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apInAVnn
09/12/2019 3:14:43PM

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2960959-SJ	1	Buck Park Trash - August	E 6501.00.571.00.47.0013	413.93	in
Grand Total:				13,769.61	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 12-Sep-19

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SEE ATTACHED INVOICE ACCOUNTING REPORT

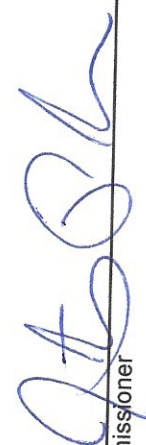
TOTAL CLAIMS \$488.84

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 \$ 488.84 for the period ending September 12, 2019 We approve payment with our signatures below.


Signed as Chairman / Commissioner Date 9.12.19


Commissioner Date 9/12/19


Commissioner Date 9/12/19


Commissioner Date 9-12-19

aplAVnn
09/12/2019 3:17:25PM

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	August Sales Tax	E 6501.00.589.30.00.0000	488.84	in

Grand Total: 488.84

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From: Terri Rodgers terri@oiprd.org
Subject: Fwd: Your lodging tax application for an award for Buck Park
Date: October 11, 2019 at 10:34 AM
To: Kim kimi@oiprd.org

TR

Terri Rodgers
Director
Orcas Island Park and Recreation
360-376-7275 (Office)
512-762-8062 (Cell)
terri@oiprd.org
www.oiprd.org

Begin forwarded message:

From: Sue Kollet <sueko@sanjuanico.com>
Subject: Your lodging tax application for an award for Buck Park
Date: September 9, 2019 at 1:43:05 PM PDT
To: Terri Rodgers <terri@oiprd.org>

Terri,

I am very sorry to share that, upon review by our legal department, the request you submitted for consideration of a lodging tax award does not qualify. Our attorney indicates that "The proposal is for capital facilities. Only the County, Town of Friday Harbor, State agencies and certain Public Facilities Districts, not including Parks & Rec Districts, are eligible under RCW 67.28 for capital monies".

As such, the committee is not permitted to entertain an award. I wish I could suggest another funding source, and I hope there are some possibilities. The project is obviously very worthwhile.

Please don't hesitate to contact me if you have any questions. I do apologize that we cannot offer assistance at this time.

Susan Kollet
Council Assistant

360-370-7470
sueko@sanjuanico.com
350 Court Street #1(mailing address)
55 Second Street (physical address)
Friday Harbor, WA 98250