

# **Agenda**

Orcas Island Park and Recreation District Commission

**THURSDAY, January 9, 2020**

Eastsound Fire Station

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

## **I. CALL TO ORDER**

Bob Eagan, Chairman

Roll call:

Seat 1: Vacant

Seat 2: Bob Eagan

Seat 3: Vacant

Seat 4: Justin Paulsen

Seat 5: Deborah Jones

## **II. COMMISSIONER SEAT #3**

1. Recommendation to fill unexpired term of SEAT #3
2. Appointment to fill unexpired term of SEAT #3

## **III. PUBLIC COMMENT**

## **IV. MONTHLY AGENDA**

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

## **V. MONTHLY BUSINESS**

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

## **VI. UNFINISHED BUSINESS**

1. Boundary Line Adjustment (Dog Park)
2. Dog Park Shelter Relocation
3. SAO Audit Update
4. Levy Timeline

## **VII. NEW BUSINESS**

1. Contract with OISD expires January 20, 2020

## **VII. ADJOURNMENT**

## Meeting Minutes January 9<sup>th</sup>, 2020

Orcas Island Park and Recreation District Commission  
Public Meeting, January 9<sup>th</sup>, 2020  
Eastsound Fire Station

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

### **I. CALL TO ORDER – 4:05**

Bob Eagan, Chairman

Roll call:

Seat 1: Vacant, Dennis Dahl – appointed at 4:26

Seat 2: Bob Eagan - present

Seat 3: Vacant, Barry Madan – appointed at 4:25

Seat 4: Justin Paulsen – present

Seat 5: Deborah Jones - present

### **II. COMMISSIONER SEATS #1 and #3**

#### **1. Recommendation to fill unexpired terms of Seats #1 and #3**

Dennis Dahl and Barry Madan have been recommended to fill the unexpired seats of #1 and #3, respectively.

#### **2. Appointment to fill unexpired term of Seat #1 and #3**

**MOTION** to appoint Barry Madan to the Orcas Island Board of Commissioners Seat #3 by Bob, seconded by Justin, with no discussion the motion was approved unanimously.

**MOTION** to appoint Dennis Dahl to the Orcas Island Board of Commissioners Seat #1 by Bob, seconded by Deb, with no discussion the motion was approved unanimously.

*San Juan County Councilman Rick Hughes administered the Oath of Office to Dennis Dahl and Barry Madan.*

### **III. PUBLIC COMMENT**

None.

### **IV. MONTHLY AGENDA**

#### **1. Previous Minutes**

**MOTION** to approve meeting minutes from December 13<sup>th</sup>, 2019 by Justin, seconded by Deb, with no discussion the minutes were approved unanimously.

## **2. Employees Pay Slip**

**MOTION** to approve the employees pay slip in the amount of \$9,192.50. by Justin, seconded by Deb, with no discussion the motion was approved unanimously.

## **3. Payment of Claims**

*<see attached December Claims>*

**MOTION** to approve the payment of claims in the amount of \$2,066.18 by Justin, seconded by Deb, with no further discussion the motion was approved unanimously.

**MOTION** to approve the payment of claims in the amount of \$3,855.77 by Justin, seconded by Dennis, with no further discussion the motion was approved unanimously.

**MOTION** to approve the payment of claims in the amount of \$49.48, by Deb, seconded by Justin, with no further discussion the motion was approved unanimously.

**MOTION** to approve the payment of claims in the amount of \$2,265.00 by Justin, seconded by Dennis, with no further discussion the motion was approved unanimously.

## **V. MONTHLY BUSINESS**

### **1. Financials**

*<see Financial estimate in Director's report>*

Terri completed an estimated end-of-year cash balance as the county has not yet closed out December books.

The estimated end-of-year variance is positive \$72,579.40. There will be a variance from the estimated balance due to remaining property tax distribution to the district.

### **2. Directors' Report**

*<see attached Directors Report>*

**Buck Park Maintenance** – staff will winterize the water in the dog park due to the forecast of prolonged, below freezing temperatures. Bob suggested it would be best to turn off water at the meter.

With our part-time, temporary Park Steward position complete for the season, Griffin Yardworks will commence with collecting Buck Park garbage and maintenance for the dog park during the off-season.

A walk-through on the baseball/softball fields will be conducted soon to evaluate the condition of the fields and what repairs and maintenance will be needed prior to the start of the season. Discussion included the need for safety netting between fields 2 and 3 due to foul balls.



### **3. Committee Reports**

#### **Soccer Committee** (Justin, Bob, Terri)

- Orcas Island Soccer club items are in the process of being ordered.

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

- Nothing to report

#### **Facility Rental Committee**

- Nothing to report

## **VI. UNFINISHED BUSINESS**

### **1. Boundary Line Adjustment**

Terri is setting up a meeting with the surveyor to complete a survey on the proposed boundary line adjustment.

### **2. Dog Park Shelter Relocation**

Bob will continue to work to find a group of volunteers outside of OIPRD purview to complete moving the dog shelter from the old location to the new location.

### **3. SAO Audit Update**

The SAO audit has been completed and filed.

### **4. Levy Timeline**

Terri shared the San Juan County 2020 Local Voters Guide as a reference for backtiming on future levies. OIPRD is currently funded through December of 2022. Discussion included proposing going out for a levy in 2021. Discussion also included planning around when other taxing districts will be going out for their individual levies. Strategic planning should include whether to include capital improvements for building a restroom and the possibility of acquiring additional land for much needed field and gym space. Timing on when to go out for a levy will be discussed further at the next meeting.

## **VII. NEW BUSINESS**

### **1. Contract with OISD expires January 24<sup>th</sup>, 2020.**

The Facility Use Agreement with OISD expires January 24<sup>th</sup>, 2020. Terri is in communication with Eric Webb, and states neither party currently has any significant changes to the agreement. Terri would like to add the multi-purpose room to use for choir and assumes the school will want to move back to a \$4,000/year agreement with the completion of renovation projects. Justin inquired if we would be editing field names, as field 4 and field 5 are no longer in place.

**VIII. ADJOURNMENT MOTION** With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Deb at 6:00 pm; and it was approved unanimously.



Public Meeting  
January 9<sup>th</sup>, 2020

The meeting was adjourned at 6:00 pm.

**Addenda:**

*Auditor Claims Payment – 13<sup>th</sup> month, January 9<sup>th</sup>, 2020*

*Auditor Claims Payment, January 9<sup>th</sup>, 2020*

*Claims Request January 9<sup>th</sup>, 2020*

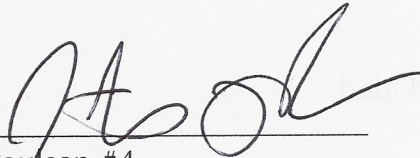
*Claims Payment Request – DOR December*

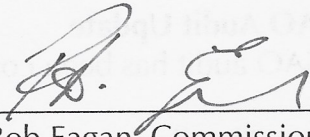
*Director's Report*

Public Meeting minutes January 9<sup>th</sup>, 2020

Approved by motion on this <sup>20</sup>13<sup>th</sup> day of February 2020

Signed and attested this <sup>20</sup>13<sup>th</sup> day of February 2020

  
Justin Paulsen #4,  
Secretary

  
Bob Eagan, Commissioner #2,  
Chair

### Budget Summary as of: 12/31/2019

Revenue	ACTUAL	100% of Year	2019
	YTD	Budget Diff	Budget
Beginning Net Cash and Investments	\$167,901	124.4%	\$135,000
Property Taxes	\$308,091	101.2%	\$304,550
Activity Fees	\$56,800	167.1%	\$34,000
Rental / Lease Revenue	\$0	0.0%	\$500
Donations	\$3,003	50.0%	\$6,000
Buck Park Reimbursements	\$2,368	98.7%	\$2,400
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Remittances	\$4,109	152.2%	\$2,700
Refunds	\$0	0.0%	\$0
Income less beginning cash	\$374,370	106.9%	\$350,150
<b>Income</b>	<b>\$542,271</b>		<b>\$485,150</b>
Expenses	ACTUAL	100% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$140,272	93.0%	\$150,829
<b>Program Expenses</b>			
Supplies and Equipment	\$14,922	74.6%	\$20,000
Travel - coaches, league meetings	\$711	177.6%	\$400
Activity Coordinators	\$0	0.0%	\$2,700
Other - Team Registrations	\$6,435	130.3%	\$4,940
Instructors	\$31,046	129.4%	\$24,000
<b>Operational Expenses</b>			
Operational Supplies	\$1,275	47.2%	\$2,700
Professional Services	\$1,721	12.3%	\$14,000
Admin. Equip. Costs	\$8,577	135.3%	\$6,340
Rentals and Leases	\$17,792	118.3%	\$15,040
Insurance Premiums and Recoveries	\$6,411	105.7%	\$6,068
Auditor Recording Fees	\$0	0.0%	\$240
Balloons/Promo/Domaines	\$0	0.0%	\$3,000
Taxes and Operating Assessments	\$4,245	169.8%	\$2,500
<b>Buck Park Expenses</b>			
Utilities	\$15,422	137.0%	\$11,255
Repairs and Maintenance	\$30,519	95.4%	\$32,000
Park Improvements	\$19,055	95.3%	\$20,000
Interfund Loan Interest Income	\$2,900	100.0%	\$2,900
Interfund Loan Principal Payment	\$54,000	100.0%	\$54,000
<b>Expenses</b>	<b>\$355,304</b>	<b>95.3%</b>	<b>\$372,912</b>
<b>Ending of Period Cash Balance</b>	<b>\$186,967</b>		<b>\$112,238</b>
<b>Budgeted End of Month Balance</b>	<b>\$112,238</b>		
<b>Actual End of Month Balance</b>	<b>\$186,967</b>	<b>Difference: \$74,729</b>	



## MONTHLY FINANCIAL STATEMENT BY FUND

SAN JUAN COUNTY

START DATE: 12/1/2019 END DATE: 12/31/2019

glWAMonthly

2/5/2020 6:24:32AM

Fiscal Year: 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			209,304.86	
212	SALARY PAYABLE	9,839.36			
231	OTHER ACCRUED LIABILITIES	2,684.62			
310	TAXES	3,049.32			
330	INTERGOVERNMENTAL REVENUE	539.52			
340	CHARGES FOR GOODS AND SERVICES	3,311.29			
380	NONREVENUES	49.47			
390	OTHER FINANCING SOURCES		19,473.58		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	9,839.36			
231	OTHER ACCRUED LIABILITIES	2,684.62			
570	CULTURE AND RECREATION	28,977.10			
580	NONEXPENDITURES	310.40			
	TOTAL DISBURSEMENTS		41,811.48		
101	ENDING CASH BALANCE				186,966.96
				GL ENDING CASH BALANCE	186,966.96
				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			0.00
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

# CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

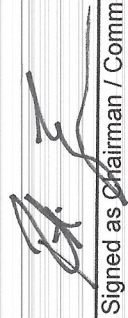
DATE: 9-Jan-20

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT


TOTAL CLAIMS \$2,066.18

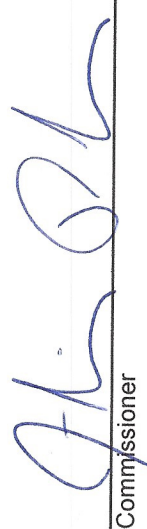
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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  
1/9/20 Date

## Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 2,066.18 for the period ending January 9, 2020 We approve payment with our signatures below.

 Commissioner  
1-9-20 Date

 Commissioner  
1/9/20 Date

 Commissioner  
1/9/2020 Date

 Commissioner  
1-9-20 Date



**VOUCHER CERTIFICATION AND APPROVAL**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 9-Jan-20

SEE ATTACHED INVOICE ACCOUNTING REPORTS

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

Voucher (warrant)	Batch Dated:	30-Dec-19	through	30-Dec-19	\$	TOTAL
						2,066.18

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.

 1.9.2020

Signed as Auditing Officer

Date

**Employee / Officer Expense reimbursement Claim**

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

Signed as Auditing Officer

Date

aplAVnn  
01/09/2020 12:05:30PM

Invoice Accounting Report by Vendor Name  
San Juan County

Page: 1

Vendor Number: isl680

Name: ISLAND EXCAVATING, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
59327	1	Buck Park crushed rock for parking lot	E 6501.00.571.00.48.0011	414.11	in

Vendor Number: nat075

Name: NATURAL HOME BLDRS, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
201912	1	Buck Park Senior Project supply	E 6501.00.571.00.48.0011	464.09	in

Vendor Number: pri155

Name: PRINTINGFORLESS.COM, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2917036061	1	OIPRD winter flier	E 6501.00.571.00.41.0020	922.98	in

Vendor Number: ska555

Name: SKAGIT VALLEY YOUTH

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2019-Orcas	1	Player Fee and Insurance, Coach Rec	E 6501.00.571.00.49.0009	265.00	in

Grand Total: 2,066.18




**CLAIMS PAYMENT REQUEST**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page **1** of **3**DATE: **9-Jan-20**

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS **\$49.48**


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 **1/9/20**

**Board Authorization**

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

\$ **49.48** for the period ending **January 9, 2020** We approve payment with our signatures below.

  
Commissioner  
Date **1/9/2020**

  
Commissioner  
Date **1-9-20**

  
Commissioner  
Date **1-9-20**

Invoice Accounting Report by Vendor Name  
San Juan County

aplNAVnn  
01/09/2020 12:38:24PM

Vendor Number: sta895      Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-231-409	1	December Sales Tax	E 6501.00.589.30.00.0000	49.48	in
Grand Total:				49.48	



# CLAIMS PAYMENT REQUEST


DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 9-Jan-20

SEE ATTACHED INVOICE ACCOUNTING REPORT

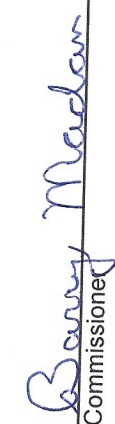
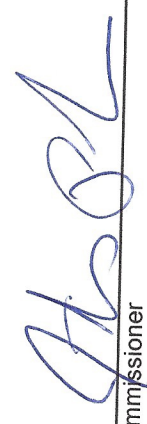
TOTAL CLAIMS \$2,265.00

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  
1/9/2020 Date

## Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 2,265.00 for the period ending January 9, 2020 We approve payment with our signatures below.

 Commissioner  
1/9/2020 Date  
 Commissioner  
1/9/2020 Date

 Commissioner  
1-9-2020 Date  
 Commissioner  
1/9/2020 Date

Vendor Number: pro555		Name: PRO PLAYER TEAM INC.		
Invoice Number	Line No	Line Description	Account Number	Amount Type
47689	1	OIPRD basketball jerseys	E 6501.00.571.00.31.0100	2,265.00 in
Grand Total:				2,265.00



# CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 9-Jan-20

Page 1 of 6

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,855.77

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

\$ 3,855.77 for the period ending January 9, 2020

We approve payment with our signatures below.

Barry Madan 1/9/2020  
Commissioner Date

1/9/2020  
Commissioner Date

Dennis W. Roth 1-9-20  
Commissioner Date

1-9-20  
Commissioner Date

1/9/20  
Signed as Chairman / Commissioner Date

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	129.70	in
	3	Dropbox	E 6501.00.571.00.42.0002	129.59	in
	4	Amazon - Basketballs	E 6501.00.571.00.31.0100	269.62	in
	5	Amazon - Basketballs	E 6501.00.571.00.31.0100	236.56	in
	6	Vonage - phone	E 6501.00.571.00.42.0004	101.46	in
	7	Amazon - dog waste bags	E 6501.00.571.00.48.0011	110.00	in
Vendor Total:				1,050.93	

Vendor Number: cha650

Name: CHAPPY'S

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1937	1	Buck Park Porta potties - December	E 6501.00.571.00.47.0011	140.00	in

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001	1	Buck Park water - December	E 6501.00.571.00.47.0012	45.26	in

Vendor Number: fun100

Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001	1	Office rental	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
202001	1	Buck Park Maintenance	E 6501.00.571.00.48.0006	1,719.20	in
	2	Tax - Buck Park Maintenance	E 6501.00.571.00.48.0006	139.26	in
Vendor Total:				1,858.46	

Vendor Number: isl730

Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Accounting Report by Vendor Name  
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001-47275	1	Fuel - Buck Park Mule	E 6501.00.571.00.48.0011	7.78	in
Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001	1	Storage rental - February	E 6501.00.571.00.45.0002	145.00	in
Vendor Number: san275 Name: SAN JUAN SANITATION CO INC					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001	1	Buck Park Trash - December	E 6501.00.571.00.47.0013	102.02	in
Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
202001	1	Boys choir reimbursement	E 6501.00.571.00.31.0019	77.32	in
Grand Total:				3,855.77	



# Orcas Island Park & Recreation District - Monthly Director's Report

Activity Report January 9, 2020

Activity	Participants	End Date	Staffing	Location
OIFC Academy - Batu (January)	11	29-Jan	Balic	School Fields
Boys SWISH Basketball	46	14-Mar	Various	Various
Boys Choir	0	16-Mar	MWA	OCS Chapel
Women's Basketball	3	26-Apr	Staff	HS Gym
Basketball, Drop In	12	28-Apr	Staff	HS Gym
Volleyball, Drop In	13	29-Apr	Staff	HS Gym
Pickleball, Drop In	23	30-Apr	Staff	Old Gym
Co-ed Orcas Youth Chorus	5	18-May	Rivera/Vigil	Music/Multi

Participants per week = 1.13

Upcoming Activities				
Activity	Enrolled	Start Date	Staffing	Location
Running Club	2	13-Jan	Kulper	OIPRD Office
Dance, 10 Levels, Winter Session I	35	13-Jan	Moss	Various
After school Art w/ Brook	3	15-Jan	Meinhardt	Orcas Center
Vollentine's Day Volleyball Tourney	0	9-Feb	Staff	HS Gym
March Mayhem Basketball Tourney	1	7-Mar	Staff	HS/Old Gym
Basketball Fundamentals	0	10-Mar	N/A	N/A
Babe Ruth Baseball	0	16-Mar	Various	Buck Park
Baseball	0	23-Mar	Various	Buck Park
Softball	0	23-Mar	Various	Buck Park
Youth Soccer	1	30-Mar	Various	Buck Park
T-ball	0	20-Apr	N/A	School Fields
Pee Wee Soccer	5	21-Apr	Moss	Buck Park
Pre-k Soccer	1	21-Apr	Scott/Neal	Buck Park

- SAO audit completed
- Levy timeline
- Reviewing possible grant options for 2020
- Soccer equipment order
- Boy's SWISH games start this Saturday, 1/11/2020
- Following up with Land Bank regarding BLA/Land swap
- Contract with OISD expires on January 20, 2020

## BUCK PARK MAINTENANCE

- Dog water will need to be turned off this weekend due to cold weather
- Ron is back on dog park/garbage collection duty
- Check valve (irrigation) to be repaired this month
- Baseball/Softball field maintenance - February

- Seats #1 and #3 Vacancy as of 12-31-2019
- Strategic Vision Action Items
- Boundary Line Adjustment for OOLA water

# Estimated Ending Cash as of December 31, 2019

11/2019 Ending Cash 209,305.00

12/2019 Deposits

1,143.13  
164.75  
144.00  
288.00  
1,620.88  
3,360.76

12/2019 Claims

310.40  
5,311.67  
8,753.11  
14,375.18

12/2019 13th Month Claims

265.00  
464.09  
922.98  
414.11  
2,066.18

12/2019 Payroll

11,407.00

Estimated 12/31/2019 Ending Cash \$184,817.40

Budgeted 12/31/2019 Ending Cash 112,238.00

Vairance \$72,579.40