

Meeting Minutes March 12th, 2020

Orcas Island Park and Recreation District Commission
Public Meeting, March 12th, 2020
Funhouse Commons

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

I. CALL TO ORDER – 4:03

Bob Eagan, Chairman

Roll call:

Seat 1: Dennis Dahl – present

Seat 2: Bob Eagan – present

Seat 3: Barry Madan – present

Seat 4: Justin Paulsen – present

Seat 5: Deborah Jones – present

II. PUBLIC COMMENT

Jaden Krisch provided an update to the board on his senior project. Max Clark-Matilla will be also completing his senior project alongside Jaden working on the dugouts.

III. MONTHLY AGENDA

1. Previous Minutes

MOTION to approve meeting minutes from February 20th, 2020 by Deb, seconded by Barry, with no discussion the minutes were approved unanimously.

MOTION to approve meeting minutes from March 2nd, 2020 by Deb, seconded by Barry, with no discussion the minutes were approved unanimously.

2. Employees Pay Slip

MOTION to approve the employees pay slip in the amount of \$9,881.00. by Deb, seconded by Barry, 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 \$6,106.65 by Justin, seconded by Deb, with no further discussion the motion was approved unanimously.

MOTION to approve the payment of claims to Department of Revenue in the amount of \$488.03, by Deb, seconded by Barry, with no further discussion the motion was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

<see attached Financial Report>

Terri reports \$15,000 positive variance, the majority being carryover cash from last year, as well as the vacant Park Steward position.

2. Directors' Report

<see attached Directors Report>

3. Committee Reports

Soccer Committee (Justin, Bob, Terri)

- Nothing to report

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

- Nothing to report

Facility Rental Committee

- Nothing to report

V. UNFINISHED BUSINESS

1. Boundary Line Adjustment

No updates.

2. Dog Park Shelter Relocation

No updates.

3. Levy Timeline

The board will continue discussion for timeline and content on levy items into future meetings.

VI. NEW BUSINESS

1. COVID-19 Response Discussion

Terri presented a guideline from the attorney general of WA to follow during the COVID-19 pandemic. The board discussed the need for suspending programs through Orcas Island Park and Recreation due to the COVID-19 pandemic. The board announced it will adjourn to attend the OISD Board meeting to show support in their COVID-19 discussion.

Public Meeting
March 12th, 2020

MOTION to adjourn to transition the meeting to the Orcas Island School District Public Library by Justin, seconded by Deb, with no further discussion the meeting adjourned at 4:52 pm.

The Board **RECONVENED** at the Orcas Island Public School library at 5:03 to listen in on the OISD special meeting to determine steps that will take place during this COVID-19 pandemic.

VII. ADJOURNMENT

MOTION to adjourn by Barry, seconded by Justin, with no further discussion the meeting adjourned at 5:56 pm.

Addenda:

Financial Report
Claims Request March 12th, 2020
DOR Claims February 2020
Director's Report

Public Meeting minutes March 12th, 2020

Approved by motion on this 9th day of April 2020

Signed and attested this 9th day of April 2020

Justin Paulsen #4,
Secretary

Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501


DATE: 12-Mar-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$6,106.65

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 3/12/20
Date

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 6,106.65 for the period ending March 12, 2020 We approve payment with our signatures below.

Commissioner _____ Date _____


Commissioner 3-12-20
Date


Commissioner 3/12/2020
Date


Commissioner 3-12-2020
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
2020303	1	March Fundamentals	E 6501.00.571.00.41.0003	840.00	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202003	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	45.54	in
	3	Custom Ink - jerseys	E 6501.00.571.00.31.0100	52.39	in
	4	Amazon - Volleyballs	E 6501.00.571.00.31.0100	108.90	in
	5	Amazon - Office supplies	E 6501.00.571.00.31.0002	11.76	in
	6	Amazon - subscription	E 6501.00.571.00.49.0009	128.64	in
	7	Vonage	E 6501.00.571.00.42.0004	94.86	in
	8	WSDOT - ferry fare SWISH	E 6501.00.571.00.31.0100	161.75	in
	9	Amazon - running club snacks	E 6501.00.571.00.31.0100	11.92	in
	10	Walmart - Mule tires	E 6501.00.571.00.48.0011	128.72	in
Vendor Total:				818.48	

Vendor Number: cha650 Name: CHAPPY'S

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2086	1	February Portapotty	E 6501.00.571.00.47.0011	110.00	in

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20200	1	Office rental - April	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
202003	1	Buck Park Maintenance - February	E 6501.00.571.00.48.0006	1,719.20	in
	2	Tax - Buck Park Maintenance - February	E 6501.00.571.00.48.0006	139.26	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Total: 1,858.46

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
47275	1	Island Hardware - Field drag maint.	E 6501.00.571.00.48.0011	46.59	in

Vendor Number: nor559 Name: NORTH WHIDBEY OFFICIALS ASSOC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
1906	1	OIPRD March Tournament	E 6501.00.571.00.31.0100	1,454.30	in

Vendor Number: san180 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
84-54036	1	Full 2020 Tax payment	E 6501.00.589.30.00.0000	81.60	in

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 - February	E 6501.00.571.00.47.0013	270.45	in

Vendor Number: wsf100 Name: WASHINGTON STATE FERRIES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RK342371	1	Ferry Fare - SWISH	E 6501.00.571.00.31.0100	120.45	in

Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202003	1	Boys choir reimbursement	E 6501.00.571.00.31.0100	77.32	in

Grand Total: 6,106.65

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 13-Mar-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$488.03


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 / Commissioner3/12/2020
Date**Board Authorization**

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 488.03 for the period ending March 13, 2020 We approve payment with our signatures below.

Commissioner

Date


Commissioner3/12/2020
Date

Commissioner

Date

Commissioner

Date

apInAVnn
03/16/2020 2:10:36PM

Invoice Accounting Report by Vendor Name
San Juan County

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Vendor Number: sta895

Name: STATE OF WASHINGTON

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
603-231-409	1	February Sales Tax	E 6501.00.589.30.00.0000	488.03	in
Grand Total:				488.03	

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			174,813.72	
212	SALARY PAYABLE	8,626.06			
231	OTHER ACCRUED LIABILITIES	2,445.98			
310	TAXES	1,894.94			
330	INTERGOVERNMENTAL REVENUE	73.25			
340	CHARGES FOR GOODS AND SERVICES	5,968.09			
380	NONREVENUES	488.04			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		19,496.36		
212	SALARY PAYABLE	8,626.06			
231	OTHER ACCRUED LIABILITIES	2,445.98			
570	CULTURE AND RECREATION	23,821.78			
580	NONEXPENDITURES	265.03			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		35,158.85		
101	ENDING CASH BALANCE				159,151.23
			GL ENDING CASH BALANCE		159,151.23
			NET VARIANCE		0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			79,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				79,000.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activity Report February 2020

Activity	Participants	End Date	Staffing	Location
OIFC Academy - Batu (February)	11	29-Jan	Balic	School Fields
Girls Soccer with Chama	9	22-Feb	Anderson	HS Gym
Boys SWISH Basketball	46	14-Mar	Various	Various
Boys Choir	3	16-Mar	MWA	OCS Chapel
Women's Basketball	3	26-Apr	Staff	HS Gym
Basketball, Drop In	16	28-Apr	Staff	HS Gym
Volleyball, Drop In	17	29-Apr	Staff	HS Gym
Running Club	7	3-Jun	Kulper	OIPRD Office
Dance, 10 Levels, Winter Session I	35	20-Feb	Moss	Various
After school Art w/ Brook	10	26-Feb	Meinhardt	Orcas Center
Pickleball, Drop In	23	30-Apr	Staff	Old Gym
Futsal	7	30-Apr	Staff	HS Gym
Family Open Swim	10	2-Jan	Staff	Orcas Athletics
Vollentine's Day Volleyball Tourney	27	9-Feb	Staff	HS Gym
Co-ed Orcas Youth Chorus	11	18-May	Rivera/Vigil	Music/Multi Purpose Room

Participants per week = 235

Administrative Task Update

- March Mayhem Basketball Tourney
- Facility Use Contract with OISD – Review
- Strings Program
- Levy timeline
- Reviewing possible grant options for 2020
- Soccer equipment order
- Following up with Land Bank regarding BLA/Land swap

BUCK PARK MAINTENANCE

- Dog water turned back on
- Ron is back on dog park/garbage collection duty
- Check valve (irrigation) to be repaired this month
- Baseball/Softball field maintenance – February (Need new mat drag and Turface)

Commissioners' Action Items

- Strategic Vision Action Items
- Boundary Line Adjustment for OOLA water

Budget Summary as of: 1/31/2020

Revenue	ACTUAL	8.33% of Year	2019
	YTD	Budget Diff	Budget
Beginning Net Cash and Investments	\$186,967	108.3%	\$172,670
Property Taxes	\$705	0.2%	\$311,740
Activity Fees	\$3,381	8.6%	\$39,500
Rental / Lease Revenue	\$0	0.0%	\$0
Donations	\$50	1.0%	\$5,000
Buck Park Reimbursements	\$0	0.0%	\$2,400
Interfund Loan - Port of Orcas	\$0	0.0%	\$0
State Remittances	\$265	8.0%	\$3,320
Refunds	\$0	0.0%	\$0
Income less beginning cash	\$4,401	1.2%	\$361,960
Income	\$191,368		\$534,630
Expenses	ACTUAL	8.33% of Year	2018
	YTD	Budget Used	Budget
Personnel	\$10,065	6.6%	\$153,629
Program Expenses			
Supplies and Equipment	\$2,849	14.2%	\$20,000
Travel - coaches, league meetings	\$0	0.0%	\$700
Activity Coordinators	\$0	0.0%	\$2,700
Other - Team Registrations	\$0	0.0%	\$4,940
Instructors	\$0	0.0%	\$26,500
Operational Expenses			
Operational Supplies	\$0	0.0%	\$2,700
Professional Services	\$0	0.0%	\$16,000
Admin. Equip. Costs	\$624	6.9%	\$9,040
Rentals and Leases	\$574	3.8%	\$15,040
Insurance Premiums and Recoveries	\$0	0.0%	\$6,870
Auditor Recording Fees	\$0	0.0%	\$240
Ballot/Promo/Domains	\$0	0.0%	\$0
Taxes and Operating Assessments	\$49	1.5%	\$3,320
Buck Park Expenses			
Utilities	\$417	3.2%	\$13,055
Repairs and Maintenance	\$1,976	5.9%	\$33,408
Park Improvements	\$0	0.0%	\$20,000
Interfund Loan Interest Income	\$0	0.0%	\$1,348
Interfund Loan Principal Payment	\$0	0.0%	\$44,000
Expenses	\$16,554	4.4%	\$373,490
Ending of Period Cash Balance	\$174,814		\$161,140
Budgeted End of Month Balance	\$158,930		
Actual End of Month Balance	\$174,814	Difference: \$15,883	