

Meeting Minutes May 14th, 2020

Orcas Island Park and Recreation District Commission
Public Meeting, May 14th, 2020
Online via Zoom Meeting

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

I. CALL TO ORDER – 4:16

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

No public present.

III. MONTHLY AGENDA

1. Previous Minutes

MOTION to approve meeting minutes from April 9th, 2020 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 \$9,105.00 by Justin, seconded by Dennis, with no discussion the motion was approved unanimously.

3. Payment of Claims

<see attached Claims>

MOTION to approve the payment of claims in the amount of \$5,635.45 by Deb, seconded by Justin, with no further discussion the motion was approved unanimously.

MOTION to approve the payment of claims to ActiveNet for refunding program participation fees in the amount of \$4,687.50 by Deb, seconded by Justin, with no further discussion the motion was approved unanimously.

IV. **MONTHLY BUSINESS**

1. Financials

<see attached Financial Report>

OIPRD collected more property tax than budgeted for the first half of the year. We are working to figure out how many of those taxpayers paid in full to determine how much we may anticipate in the fall.

San Juan County coded their phone bills from our bank account and will be reimbursing our account, which should be reflected in our next financial report.

The Board discussed the possibility of employees reducing hours and filing for unemployment, with a week-on-week-off schedule. With the end of quarantine unpredictable, future programs through Park and Rec are hard to determine. Once programs do start again there are questions about what they will look like, where they will take place, etc. Justin stated he would prefer the district not be 'unstaffed' and also feels the park should have personnel presence, as well.

What are some ways the staff can keep busy when on the clock? Justin shares that he feels there is a high likelihood that in the next 3-6 months there may be federal monies coming for local districts. With the history of OIPRD needing additional space for recreational programs, now might be a good time to get some maintenance and capital projects done if funding comes through for park districts. There may also be a need moving forward for handwashing stations at the park. Bob would like to see a committee form to create a wish list of things that can be completed.

MOTION to direct staff to go to a rotating schedule assuring that one staff member is on staff each weekday until otherwise noted by Justin, seconded by Dennis; with no further discussion the motion was approved unanimously.

2. Directors' Report

<see attached Directors Report>

Terri would like to provide links for virtual recreation opportunities on the website. Deb recommended keeping local folks in mind, such as Zumba.

3. Committee Reports

Soccer Committee (Justin, Bob, Terri)

- Nothing to report

Baseball Committee

- Nothing to report

Facility Rental Committee

- Nothing to report

V. UNFINISHED BUSINESS

1. Covid-19 discussion continued

Discussed above in Financials and Directors' Report. Dennis would like to have OIPRD contact the state to determine whether or not we are in compliance with keeping the park open for recreation at this time.

2. Boundary Line Adjustment (Dog Park)

Nothing to update at this time, but it looks like Surveying is back in business, so we may see forward motion.

3. Dog Park Shelter Relocation

Nothing to update at this time.

4. Levy Timeline

For future discussion.

VI. NEW BUSINESS

1. Discussion/Review of Potential Projects for Buck Park

Discussed in Financials.

2. Website upgrade/hosting/security

See above in Director's Report.

Additional – Terri reported Corey Aragon has approached OIPRD inquiring about painting a mural of Scott Stamnes at the skate park for his senior project.

VII. ADJOURNMENT

MOTION to adjourn by Justin, seconded by Dennis, with no further discussion the meeting adjourned at 5:25 pm.

Addenda:

Claims Request May 14th, 2020

ActiveNet Claims Request

Public Meeting minutes May 14th, 2020

Approved by motion on this 11th day of June 2020

Meeting Minutes
May 14th, 2020

Signed and attested this

11th day of June 2020

Justin Paulsen #4,
Secretary

Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 14-May-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$5,635.45

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*

Signed as Chairman / Commissioner

Date

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 5,635.45 for the period ending May 14, 2020 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

*Virtual Meeting - approval reflected in April 9, 2020 meeting minutes

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
202005bb	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	45.69	in
	3	Vonage	E 6501.00.571.00.42.0004	99.52	in
	4	Go Daddy	E 6501.00.571.00.42.0002	65.75	in
Vendor Total:				284.96	

Vendor Number: col159

Name: COLDSRING PUMPS, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20-178	1	Buck Park Irrigation	E 6501.00.571.00.48.0007	1,680.77	in
	2	Tax - Buck Park Irrigation	E 6501.00.571.00.48.0007	136.14	in
Vendor Total:				1,816.91	

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202005	1	Buck Park Water	E 6501.00.571.00.47.0012	37.72	in

Vendor Number: fun100

Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202005	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
202005	1	Buck Park Maintenance - April	E 6501.00.571.00.48.0006	1,719.20	in
	2	Tax - Buck Park Maintenance - April	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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
47275	1	Buck Park Dugout Maintenance	E 6501.00.571.00.48.0011	236.09	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202005	1	Storage Rental	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: san180 Name: SAN JUAN CO TREASURER

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
03337	1	Quarterly Fees - 1st Quarter, 2020	E 6501.00.571.00.41.0007	432.73	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>
2960959-SJ	1	Buck Park Trash - April	E 6501.00.571.00.47.0013	355.92	in

Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202005	1	Boys Choir Reimbursement	E 6501.00.571.00.31.0019	38.66	in

Grand Total: 5,635.45

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 14-May-20

Page 1 of 29

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$4,867.50

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

Board Authorization*

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

\$ 4,867.50 for the period ending May 14, 2020 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

*Virtual Meeting - approval reflected in May 14, 2020 meeting minutes

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			189,104.04	
212	SALARY PAYABLE	8,030.44			
231	OTHER ACCRUED LIABILITIES	2,203.94			
310	TAXES	111,001.75			
330	INTERGOVERNMENTAL REVENUE	32.70			
340	CHARGES FOR GOODS AND SERVICES	3,740.83			
360	MISCELLANEOUS REVENUES	800.00			
380	NONREVENUES	234.77			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		126,044.43		
212	SALARY PAYABLE	8,030.44			
231	OTHER ACCRUED LIABILITIES	2,203.94			
570	CULTURE AND RECREATION	16,332.14			
580	NONEXPENDITURES	362.18			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		26,928.70		
101	ENDING CASH BALANCE				288,219.77
				GL ENDING CASH BALANCE	288,219.77
				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