

## Meeting Minutes June 11<sup>th</sup>, 2020

Orcas Island Park and Recreation District Commission  
Public Meeting, June 11<sup>th</sup>, 2020  
Online via Zoom Meeting

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

### **I. CALL TO ORDER – 4:04 p.m.**

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 May 14<sup>th</sup> and June 3<sup>rd</sup> 2020 by Deb, seconded by Barry, with no discussion the minutes were approved unanimously.

#### **2. Employees Pay Slip**

OIPRD employees are working limited hours due to a reduction in workload and impact to the budget amidst COVID-19. Employees are being scheduled to work every-other week.

**MOTION** to approve the employees pay slip in the amount of \$5,902.76 by Deb, seconded by Dennis, with discussion including Commissioners inquiring about how the process of filing for unemployment every two weeks has been. After discussion the motion was approved unanimously.

#### **3. Payment of Claims**

*<see attached Claims>*

**MOTION** to approve the payment of claims dated May 23<sup>rd</sup> in the amount of \$708.56 and the payment of claims dated June 11<sup>th</sup> in the amount of \$3655.08 by Justin, seconded by Deb, with no further discussion the motion was approved unanimously.

#### **IV. MONTHLY BUSINESS**

##### **1. Financials**

*<see attached Financial Report>*

There is a \$9.63 discrepancy in the county financial reports. Terri is working with them to locate and remediate.

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

*<see attached Directors Report>*

Covered in other agenda items.

##### **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 Business, Operations, Programs and Staffing**

Terri provided an update to activities and staffing plans. At this time, many programs and staffing positions remain on hold until further approval and guidance from the County and State.

##### **2. Boundary Line Adjustment (Dog Park)**

With word that the surveyor may become unavailable in the near future, OIPRD is eager to execute the contract and complete the boundary line modification for the Off-Leash Area.

##### **3. Dog Park Shelter Relocation**

Nothing to report.

##### **4. Levy Timeline**

The Board discussed whether any adjustments need to be made to the Levy plan, citing considerations of COVID-19 and OISD going out for a levy in August. After discussion all are in agreement that OIPRD will stay the course with plans to go out for a levy on the November 2020 ballot.

##### **5. Website Upgrade**

Terri will be changing the webhost to increase security and backup capabilities.

**VI. ADJOURNMENT**

**MOTION** to adjourn by Justin, seconded by Dennis, with no further discussion the meeting adjourned at 4:52 pm.

***Addenda:***

*Monthly Financial Report*  
*Claims Request May 23<sup>rd</sup>, 2020*  
*Claims Request June 11<sup>th</sup>, 2020*

Public Meeting minutes June 11<sup>th</sup>, 2020

Approved by motion on this                      9<sup>th</sup> day of July 2020

Signed and attested this                      9<sup>th</sup> day of July 2020

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Justin Paulsen #4,  
Secretary

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Bob Eagan, Commissioner #2,  
Chair

**FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			288,219.77	
<b>212</b>	SALARY PAYABLE	7,767.47			
<b>231</b>	OTHER ACCRUED LIABILITIES	2,124.52			
<b>310</b>	TAXES	29,550.62			
<b>330</b>	INTERGOVERNMENTAL REVENUE	8.66			
<b>390</b>	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		39,451.27		
<b>212</b>	SALARY PAYABLE	7,767.47			
<b>231</b>	OTHER ACCRUED LIABILITIES	2,124.52			
<b>570</b>	CULTURE AND RECREATION	15,598.42			
	<b>TOTAL DISBURSEMENTS</b>		25,490.41		
<b>101</b>	<b>ENDING CASH BALANCE</b>				302,180.63
			<b>GL ENDING CASH BALANCE</b>		302,180.63
			<b>NET VARIANCE</b>		0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			79,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				79,000.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

## CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 11-Jun-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$708.50

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

\$ 708.50 for the period ending June 11, 2020 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

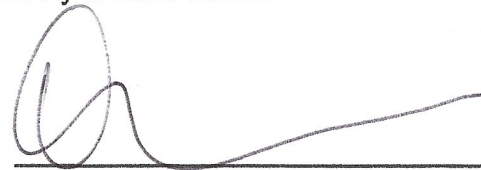
\*Virtual Meeting - approval reflected in May 14, 2020 meeting minutes

**VOUCHER CERTIFICATION AND APPROVAL**Page 1 of 23**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501****DATE:** 21-May-20**SEE ATTACHED INVOICE ACCOUNTING REPORTS**

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

Voucher (warrant)					TOTAL
May 21st 2020	Batch Dated:	21-May-20	through	21-May-20	\$ 708.50

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.



Signed as Auditing Officer

5.21.2020

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

Invoice Accounting Report  
San Juan County

Invoice #: 202005

Invoice Date: 05/21/2020

Doc Date: 05/21/2020

Due Date: 05/27/2020

Vendor #: vig155

Name: VIGIL, KELLI ANN

Type: in

<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>PO Number</u>
1	Orcas Youth Chorus - January through	E 6501.00.571.00.31.0019	708.50	

Grand Total: 708.50



## CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 11-Jun-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,655.08

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

\$ 3,655.08 for the period ending June 11, 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



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
202006	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	45.70	in
	3	Amazon - dog waste bags	E 6501.00.571.00.31.0019	69.04	in
	4	Zoom - online meeting platform	E 6501.00.571.00.42.0002	16.20	in
	5	Vonage phone	E 6501.00.571.00.42.0004	99.52	in
	6	Beyond Green - Dog waste bags	E 6501.00.571.00.31.0019	296.48	in
	7	Go Daddy - annual email	E 6501.00.571.00.42.0002	232.98	in
Vendor Total:				833.92	

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
O064	1	04/01/2020 - 05/01/2020 Base Rate	E 6501.00.571.00.47.0012	37.30	in
	2	05/01/2020 - 06/01/2020 Base Rate	E 6501.00.571.00.47.0012	37.61	in
Vendor Total:				74.91	

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202006	1	Office Rental - July	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
202006	1	May Maintenance	E 6501.00.571.00.48.0006	1,719.20	in
	2	Tax - May 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 Number	Line No	Line Description	Account Number	Amount	Type
47275	1	I-575549 Push broom	E 6501.00.571.00.48.0011	30.03	in

Invoice Accounting Report by Vendor Name  
San Juan County

2 I-575971 Cable ties

E 6501.00.571.00.48.0011

4.21 in

Vendor Total: 34.24

Vendor Number: orc195

Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202006	1	Storage rental	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: orc310

Name: ORCAS RENTAL AND SAW, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
4552	1	I-92673 Pressure washer rental	E 6501.00.571.00.48.0010	94.59	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 - May	E 6501.00.571.00.47.0013	184.96	in

Grand Total: 3,655.08