

Meeting Minutes July 9th, 2020

Orcas Island Park and Recreation District Commission
Public Meeting, July 9th, 2020
Online via Zoom Meeting

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

I. CALL TO ORDER – 4:06 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 June 11th, 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 \$3,785.84 by Dennis, seconded by Deb, with no discussion the motion was approved unanimously.

3. Payment of Claims

<see attached Claims>

MOTION to approve the payment of claims dated July 9th in the amount of \$3,954.94 by Deb, seconded by Dennis, with no further discussion the motion was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

Due to the monthly meeting falling early in the month, there are no financial reports to review. Terri will email financial reports out once they come through from the county.

2. Directors' Report

Terri reports that, due to life changes, Brooke Bruland has submitted a letter of resignation effective at the 20th of August.

There are thank you cards for senior projects in the office ready for Commissioner signatures. Terri will get those sent out once signed.

There have been complaints about the safety of the retaining wall at the multi-use court after pickleball players have run into head, striking their knees and heads during intense play. Terri has found a marine-grade vinyl bumper to run along the top edge of wall. Deb also asked about getting the backboard tightened up.

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

Programming will continue to be on hold until San Juan County reaches Phase 3 of COVID-19 reopening. In the meantime, there are some private instructors offering 1-on-1 program opportunities. Terri has been discussing virtual programs for the community, including baking classes, cooking classes, design, zero-waste products, songwriting and music theory, art, and more. Terri requested some input from Jami Mitchell, a parent of two children, present at the meeting. Jami shared that her son had really enjoyed an online illustrating class offered by the library.

Terri shared that she does not feel the need to hire a full-time replacement for Brooke during the COVID-19 shutdown. The Board has asked that Kim be offered first right of refusal for any additional administrative hours along with first consideration for the position once it becomes available again.

Additional discussion about employee bi-weekly furlough ended in the decision for Terri to return back to work full-time at the end of this pay period.

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2. Boundary Line Adjustment (Dog Park)

Nothing to update.

3. Dog Park Shelter Relocation

Nothing to update.

4. Levy Timeline

Bob would like to establish a committee for the purpose of levy planning. Bob, Justin, and Terri will meet to discuss levy items on Tuesday, July 21st.

5. Website Upgrade

Terri is aiming for a review of the website upgrade in about two weeks.

VI. ADJOURNMENT

MOTION to adjourn by Justin, seconded by Dennis, with no further discussion the meeting adjourned at 5:00 pm.

Addenda:

Claims Payment July 9th, 2020

Public Meeting minutes July 9th, 2020

Approved by motion on this 13th day of August 2020

Signed and attested this 13th day of August 2020

Justin Paulsen #4,
Secretary

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
101	BEGINNING CASH BALANCE			302,180.63	
212	SALARY PAYABLE	5,175.36			
231	OTHER ACCRUED LIABILITIES	1,242.11			
310	TAXES	9,501.43			
330	INTERGOVERNMENTAL REVENUE	77.24			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		15,996.14		
212	SALARY PAYABLE	5,175.36			
231	OTHER ACCRUED LIABILITIES	1,242.11			
570	CULTURE AND RECREATION	10,072.55			
580	NONEXPENDITURES	22,000.00			
590	DEBT SERVICE AND OTHER	945.37			
	TOTAL DISBURSEMENTS		39,435.39		
101	ENDING CASH BALANCE				278,741.38
				GL ENDING CASH BALANCE	278,741.38
				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

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 9-Jul-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,954.94

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 \$ 3,954.94 for the period ending July 9, 2020 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

[Signature]
Commissioner Date 7/9/2020

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

[Signature]
7.9.2020

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: and110 Name: ANDERSON, CHAMA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202007	1	Hummingbird Soccer	E 6501.00.571.00.41.0003	400.00	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
7651	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	80.09	in
	3	Zoom	E 6501.00.571.00.42.0002	16.20	in
	4	Vonage Business	E 6501.00.571.00.42.0004	99.52	in
	5	Amazon - stain	E 6501.00.571.00.48.0010	54.00	in
	6	Office Cupboard	E 6501.00.571.00.31.0002	7.13	in
			Vendor Total:	330.94	

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202007	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
202006	1	June Maintenance	E 6501.00.571.00.48.0006	1,719.20	in
	2	Tax - June 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
580884	1	Padlock	E 6501.00.571.00.48.0011	6.58	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

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>
202007	1	Storage rental - August	E 6501.00.571.00.45.0002	145.00	in
Vendor Number: riv155		Name: RIVERA, EDWARD A.			
<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202007	1	Orcas Youth Chorus	E 6501.00.571.00.41.0003	600.00	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	E 6501.00.571.00.47.0013	184.96	in
Grand Total:				3,954.94	
