

Meeting Minutes September 10th, 2020

Orcas Island Park and Recreation District Commission
Public Meeting, September 10th, 2020
Online via Zoom Meeting

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

I. CALL TO ORDER – 4:05 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 August 10th, 2020 by Barry, seconded by Justin, with no discussion the minutes were approved unanimously.

2. Employees Pay Slip

MOTION to approve the employees pay slip in the amount of \$5,105.00 by Deb, 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 dated September 10th in the amount of \$3,855.53 by Deb, seconded by Dennis, with no further discussion the motion was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

Terri reports a difference of \$644.32 between the July 31st ending cash balance and the August 1st beginning cash balance. She reached out to San Juan County and requested a review of the balance sheet. She will forward the resolution on discrepancy when it arrives.

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With correction to beginning cash, we will have an ending cash balance of \$255,837.38 as of August, 31, 2020. That is a positive variance of \$109,019. The budget summary attached does not include the cash correction due to the need to revise the July 2020 financials once San Juan County has confirmed and provided the revised revenue detail report.

Discussion included the positive variance and how much may be a result of property taxes paid in full. With zero revenue due to the shutdown of programs amidst COVID-19, the district will not know for certain how many property taxes were paid in full until the end of the year. The Board would like to create a reserve line item for capital reserves moving forward.

Terri is working on getting a draft 2021 Budget together to present at next months meeting, followed by a Budget Hearing before approval and submittal to the county by the end of November.

2. Directors' Report

All Director's Report items are covered under agenda items below.

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

Justin inquired where OIPRD is at getting some programming started for the community. Terri stated that due to state restrictions, OIPRD is not allowed to offer programs until our county is in Phase 3. The board brainstormed additional ways the district can offer programs for the community that fits within county and state guidelines, including outdoor enrichment.

2. Continue Levy Timeline Discussion

Barry inquired if there was any way to stagger the commissioners in order to prevent them all from being up for election on the same ballot. Terri will reconfirm, but it is unlikely.

The district will be going out for a levy in the November 2021 ballot, with an August deadline for filing; all five commissioners are also up for election on that budget, with a filing deadline of May 2021.

3. Camera Installation at Buck Park

The new cameras have arrived and will be installed at Buck Park soon. Terri has reached out to Orcas Online to have the wireless internet service reinstated at the Buck Park Shed. Orcas Online indicated they would be able to respond to the service request around September 18th.

VI. NEW BUSINESS

1. Update Corporate Officers (Secretary of State)

The Secretary of State is in the process of sending documents needed for updating the districts corporate officers and authorized corporate representatives.

2. Dog Park Update

Terri reports there have been complaints about large dogs in the small dog area at the off-leash area. The board discussed ways to approach keeping large and small dogs separated moving forward.

Terri is working on moving forward with a survey for the property line adjustment for the off-leash area. Due to Greg White closing his business, a new proposal will be forthcoming from Bob Wilson (San Juan Surveying, LLC). Bob has taken on Greg's clients and is generally honoring Greg's pending proposals. A revised bid is expected the week of September 14th.

VII. ADJOURNMENT

MOTION to adjourn by Deb, seconded by Dennis, with no further discussion the meeting adjourned at 5:59 pm.

Addenda:

Claims Payment September 10th, 2020

Public Meeting minutes September 10th, 2020

Approved by motion on this 8th day of October 2020

Signed and attested this 8th day of October 2020

Justin Paulsen Commissioner #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			273,392.04	
212	SALARY PAYABLE	7,767.47			
231	OTHER ACCRUED LIABILITIES	2,084.22			
310	TAXES	2,316.36			
330	INTERGOVERNMENTAL REVENUE	109.27			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		12,277.32		
212	SALARY PAYABLE	7,767.47			
231	OTHER ACCRUED LIABILITIES	2,084.22			
570	CULTURE AND RECREATION	19,980.39			
	TOTAL DISBURSEMENTS		29,832.08		
101	ENDING CASH BALANCE				255,837.28
			GL ENDING CASH BALANCE		255,837.28
			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: 10-Sep-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,855.53

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 Auditing Officer

Date

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 \$ 3,855.53 for the period ending September 10, 2020 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

*Virtual Meeting - approval reflected in August 10, 2020 meeting minutes

Invoice Accounting Report by Vendor
San Juan County

Vendor #: ban155

Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount Type
202009	1	Orcas Online	E 6501.00.571.00.42.0004	74.00 in
	2	OPALCO	E 6501.00.571.00.47.0014	148.36 in
	3	GoDaddy - Domain renewal	E 6501.00.571.00.42.0002	22.93 in
	4	GoDaddy - Hosting renewal	E 6501.00.571.00.42.0002	239.76 in
	5	Zoom - meeting platform	E 6501.00.571.00.42.0002	16.23 in
	6	Vonage - phone	E 6501.00.571.00.42.0004	101.17 in
	7	Amazon - Dog waste bags	E 6501.00.571.00.31.0019	195.78 in
	8	Biodegradable dog waste bags	E 6501.00.571.00.31.0019	267.55 in
Vendor Total:				1,065.78

Vendor #: fun100

Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount Type
202009	1	Office rental - October	E 6501.00.571.00.45.0002	429.00 in

Vendor #: gr1146

Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount Type
202009	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	142.69 in
Vendor Total:				1,861.89

Vendor #: isl730

Name: ISLAND HARDWARE & SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount Type
47275	1	591132, 594501	E 6501.00.571.00.48.0011	79.33 in

Vendor #: orc195

Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount Type
148	1	Storage rental	E 6501.00.571.00.45.0002	145.00 in

Vendor #: san275

Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount Type
2960959-SJ	1	Buck Park Trash 08/31/2020	E 6501.00.571.00.47.0013	274.53 in

Invoice Accounting Report by Vendor
San Juan County

Grand Total: 3,855.53