

Meeting Minutes December 14th, 2020

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

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

I. CALL TO ORDER – 4:00 p.m.

Bob Eagan, Chairman

Roll call:

Seat 1: Dennis Dahl – absent

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 November 11th, 2020 by Justin, 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 \$4,897.00 by Justin, seconded by Barry, with no discussion the motion was approved unanimously.

3. Payment of Claims

<see attached Claims>

MOTION to approve the payment of claims dated December 14th in the amount of \$7,836.58. by Justin, seconded by Barry, with no further discussion the motion was approved unanimously.

IV. MONTHLY BUSINESS

1. Financials

See attached financial report. Bob inquired if Terri has received any information from the county regarding whether or not 100% of the property taxes were received for the year. Terri confirmed that we have received all of the revenue budgeted for the year.

2. Directors' Report

Running club and fall middle school soccer had a successful season. Terri reports OIPRD has held a number of 'pop-up' coed soccer clinics for middle school players with Coach Phil Carter as the lead volunteer coach.

Terri presented a series of program ideas to roll out as COVID restrictions lift including a running club, astronomy, and camping clinics. Basketball and baseball may fall into the same season due to winter sports being postponed. Terri may reach out to the community to take a poll to gauge interest.

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

Terri presented the Program Assistant job description followed by discussion with the Board to address edits. Terri would like to have it posted before the holiday with interviews to begin in January.

2. Continue Levy Timeline Discussion

The Board will focus on this discussion in the January meeting.

VI. NEW BUSINESS

1. Holiday Schedule

Terri will be taking vacation time from December 25th – January 1st. With programs on hold for the holiday, the office will remain closed during that time. Terri will be on island and available for emergencies.

VII. ADJOURNMENT

MOTION to adjourn by Deb, seconded by Justin, with no further discussion the meeting adjourned at 4:47 pm.

Addenda:

Claims Payment December 14th, 2020

Monthly Financial Report

Meeting Minutes
December 14th, 2020

Public Meeting minutes December 14th, 2020

Approved by motion on this 14th day of January 2021

Signed and attested this 14th day of January 2021

Justin Paulsen Commissioner #4,
Secretary

Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 14-Dec-20

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$7,836.58

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 _____

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 \$ 7,836.58 for the period ending December 14, 2020 We approve payment with our signatures below.

Commissioner _____ Date _____

Commissioner _____ Date _____

Commissioner _____ Date _____

Commissioner _____ Date _____

*Virtual Meeting approval will be reflected in December 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
202012	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	234.12	in
	3	Orcas Online	E 6501.00.571.00.42.0004	150.00	in
	4	Zoom	E 6501.00.571.00.42.0002	16.23	in
	5	Vonage	E 6501.00.571.00.42.0004	100.25	in
	6	Canva	E 6501.00.571.00.42.0004	12.95	in
Vendor Total:				587.55	

Vendor Number: cha650 Name: CHAPPY'S

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2895	1	November Portapotty	E 6501.00.571.00.47.0011	65.00	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
06-0135	1	10/01/20 - 12/01-20	E 6501.00.571.00.47.0012	74.60	in

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202012	1	January 2021 Rent	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
202012	1	Buck Park Mowing - November	E 6501.00.571.00.48.0006	1,719.20	in
	2	Tax - Buck Park Mowing - November	E 6501.00.571.00.48.0006	142.69	in
	3	Buck Park maintenance - fence,	E 6501.00.571.00.48.0011	4,000.00	in
	4	Tax - Buck Park Maintenance	E 6501.00.571.00.48.0011	332.00	in
Vendor Total:				6,193.89	

Invoice Accounting Report by Vendor Name
San Juan County

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

Invoice Number	Line No	Line Description	Account Number	Amount	Type
47275	1	COVID sanitize supplies	E 6501.00.571.00.31.0019	47.18	in

Vendor Number: orc121 Name: ORCAS ISL CHAMBER OF COMMERCE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20201124	1	Annual renewal	E 6501.00.571.00.41.0019	80.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202012	1	Storage rental	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2960959-SJ	1	Buck Park trash November	E 6501.00.571.00.47.0013	184.96	in

Vendor Number: sou125 Name: SOUND PUBLISHING, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
86025199	1	Legal Notice: ISJ911906	E 6501.00.571.00.41.0100	29.40	in

Grand Total: 7,836.58

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			323,179.73	
212	SALARY PAYABLE	4,451.55			
231	OTHER ACCRUED LIABILITIES	1,096.95			
310	TAXES	20,648.02			
330	INTERGOVERNMENTAL REVENUE	39.73			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		26,236.25		
212	SALARY PAYABLE	4,451.55			
231	OTHER ACCRUED LIABILITIES	1,096.95			
570	CULTURE AND RECREATION	10,351.99			
580	NONEXPENDITURES	22,000.00			
590	DEBT SERVICE AND OTHER	402.41			
	TOTAL DISBURSEMENTS		38,302.90		
101	ENDING CASH BALANCE				311,113.08
			GL ENDING CASH BALANCE		311,113.08
			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