

Meeting Minutes March 11th, 2021

Orcas Island Park and Recreation District Commission
Public Meeting, March 11th, 2021
Online via Zoom Meeting

5:15 P.M. - 6:15 P.M.

CALL TO ORDER – 5:17 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

PUBLIC COMMENT

No public comment.

NEW BUSINESS

Orcas Island High School Senior Lindsey Simpson presented a proposal to complete her senior project on freshening up the playground area at Buck Park, including building two benches alongside the inside of the fenced area at the play structure, repainting the fence post and making repairs to the hinges of the entry gate. Lindsey has a commitment from Andrew Stephens for donation of milled wood materials and is requesting a budget of \$355 to complete the projects.

Orcas Island High School Senior Emma Rodgers presented a proposal to complete her senior project on redoing the sign at the entrance to Buck Park and finishing the area with landscaping plants and dirt. She has a commitment from Kaj for donation of milled wood material and is requesting a budget of \$250 for other materials. The Commissioners discussed adding the element of a new logo to Emma's project, including a design competition open to youth for a final logo. Emma agreed to the idea and will assist in conducting the contest.

Terri shared that Portia White is also working on a senior project proposal and will present that at the April meeting.

MOTION to approve funds for Emma Rodger's senior project up to \$300 by Deb, seconded by Dennis. With no discussion the motion passed unanimously.

MOTION to approve funds for Lindsey Simpson's senior project up to \$400 by Justin, seconded by Deb. With no discussion the motion passed unanimously.

MONTHLY AGENDA

1. Previous Minutes

MOTION to approve meeting minutes from February 11th / 12th, 2021 by Justin, seconded by Dennis. With no discussion the minutes were approved unanimously.

2. Employees Pay Slip

MOTION to approve the employees pay slip in the amount of \$9,923.50 by Deb, 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 March 11th, 2021, in the amount of \$10,675.57 by Deb, seconded by Barry, with no further discussion the motion was approved unanimously.

MONTHLY BUSINESS

1. Financials

<see attached Financial Report>

2. Director's Report

Terri shared some of the potential sports and program activity arrangements available with the opening of phase 3, starting March 22nd. The district will know more as other entities announce their offerings (such as youth basketball and baseball).

The area by the pickleball and tennis court has become muddy due to continued vehicle traffic. Terri is requesting \$5,744 for the purpose of regrading the area and conducting drainage mitigation.

MOTION to approve up to \$5,744.23 for the improvement of the racquet court dirt/grass area by Justin, seconded by Barry. With no further discussion, the motion was approved unanimously.

Terri feels it is time to resurface the tennis court as planned and budgeted. Due to the potential cost of the project, Terri will follow procurement procedures and will put the project out to bid. The Board agrees that it is time to begin the process with a goal of starting the project in May. The board also discussed assessing the fence, as well as planting areas surrounding the courts.

The board discussed grading variances in field 2, and ways to mitigate the issue.

3. Committee Reports

Mount Baker property exploratory committee – Deb, Terri and Justin met with some of the members of the committee and determined step #1 will be to identify members for the steering committee, which will be in charge of directing the other subcommittees.

The group shared that there has been a lot of positive feedback surrounding the idea of the property being purchased and used for community-based use.

UNFINISHED BUSINESS

1. COVID-19 Business Operations, Programs and Staffing

Governor Inslee announced that Washington state will be moving into Phase 3 on March 22nd. Brooke is working on a temporary basis to assist in coordinating programs.

2. Continue Levy Timeline Discussion

Terri shared a timeline of levy and seat filing deadlines, as well as a list of prior levy informational meetings and materials. Commissioner Dennis Dahl shared he plans to travel for some time, between July and October.

ADJOURNMENT

MOTION to adjourn by Deb, seconded by Dennis, with no further discussion the meeting adjourned at 6:51p.m.

Addenda:

Claims Payment March 11th, 2021
Monthly Financial Report

Public Meeting minutes March 11th, 2021

Approved by motion on this 8th day of April 2021

Signed and attested this 8th day of April 2021

Justin Paulsen Commissioner #4,
Secretary

Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 11-Mar-21

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SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$10,675.57

*Note claims approved via Zoom meeting on 2/11/2021

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 \$ 10,675.57 for the period ending March 11, 2021 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

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
7651	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	47.60	in
	3	Zoom	E 6501.00.571.00.42.0002	16.23	in
	4	Vonage Business	E 6501.00.571.00.42.0004	101.18	in
	5	Apple	E 6501.00.571.00.35.0002	1,493.46	in
	6	Canva	E 6501.00.571.00.41.0020	12.95	in
Vendor Total:				1,745.42	✓

Vendor Number: cha650 Name: CHAPPY'S

Invoice Number	Line No	Line Description	Account Number	Amount	Type
3177	1	Rental of EAU - February 2021	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	02/01/2021 - 03/01/2021	E 6501.00.571.00.47.0012	38.00	in
	2	01/01/2021 - 02/01/2021	E 6501.00.571.00.47.0012	38.00	in
Vendor Total:				76.00	

Vendor Number: ewi155 Name: EWING IRRIGATION PRODUCTS INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
13588349	1	Order# 6067872	E 6501.00.571.00.48.0011	732.30	in ✓

Vendor Number: fun100 Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20210311	1	Office rental - April	E 6501.00.571.00.45.0002	429.00	in ✓

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

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>
202103	1	Buck Park Mowing - February	E 6501.00.571.00.48.0006	1,719.20	in
	2	Other Maintenance - Tennis, ballfields,	E 6501.00.571.00.48.0010	1,729.50	in
	3	Tax - Buck Park Mowing	E 6501.00.571.00.48.0006	142.69	in
	4	Tax - Other Buck Park Maintenance	E 6501.00.571.00.48.0010	143.55	in
Vendor Total:				3,734.94	✓

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

<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 Softball Screen	E 6501.00.571.00.48.0011	230.72	in
	2	Program Supplies	E 6501.00.571.00.31.0100	50.63	in
Vendor Total:				281.35	✓

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>
202004	1	Storage rental - April	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>
90-54036	1	Conservation District	E 6501.00.589.30.00.0000	6.80	in
	2	Clean Water Utility Base Fee	E 6501.00.589.30.00.0000	37.30	in
	3	Clean Water Utility - Orcas	E 6501.00.589.30.00.0000	37.50	in
Vendor Total:				81.60	✓

Vendor Number: san275 Name: SAN JUAN SANITATION CO.

<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	February Invoice - confirmed by phone	E 6501.00.571.00.47.0013	184.96	in ✓

Vendor Number: uni077 Name: US POSTMASTER - EASTSOUND

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			294,503.28	
212	SALARY PAYABLE	4,815.92			
231	OTHER ACCRUED LIABILITIES	1,209.09			
310	TAXES	1,380.23			
330	INTERGOVERNMENTAL REVENUE	119.85			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		7,525.09		
212	SALARY PAYABLE	4,815.92			
231	OTHER ACCRUED LIABILITIES	1,209.09			
570	CULTURE AND RECREATION	10,879.76			
580	NONEXPENDITURES				
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		16,904.77		
101	ENDING CASH BALANCE				285,123.60
				GL ENDING CASH BALANCE	285,123.60
				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