

Public Meeting
April 14, 2016

Meeting Minutes April 14, 2016

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, April 14, 2016
OIPRD Conference Room
5:00 P.M. - 7:00 P.M.

I. CALL TO ORDER – 5:06 pm

Bob Eagan, Chair

Roll call:

Seat 1: Vicki Vandermay - *present at 5:18 pm.*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *present*

Seat 4: Justin Paulsen - *absent*

Seat 5: Deborah Jones - *present*

Staff present: Marcia West (Director), Kim Ihlenfeldt (Program Coordinator)

II. PUBLIC COMMENT

No public present.

III. MONTHLY AGENDA

1. Previous Minutes – March 10, March 17 Special Meeting, April 7, 2016 Special Meeting

MOTION: With no revisions, Martha moved to approve the March 10, March 17, and April 7 public meeting minutes; seconded by Deborah and it was approved unanimously.

2. Payment of Claims

MOTION: to approve the April Claims Payment #6501 for \$16,749.37 Martha moved to approve; Deborah seconded and it was approved unanimously.

MOTION: to approve the sales tax payment of \$214.40 to the Department of Revenue, Deborah moved to approve; Bob seconded and it was approved unanimously.

Marcia said that GoDaddy changed their pricing regarding emails. She advises renewing their emails, and that everyone continues to use them. Kim and Marcia are available to help set up their emails on their phones.

3. **Employees Pay Slip**

MOTION to approve employees pay slip for \$8,132.00 by Deborah; seconded by Martha; and it was approved unanimously.

IV. **MONTHLY BUSINESS**

1. **Financial**

<Custom runner attached>

Cash ending balance at March 2016 was \$153,270.92, which includes the first "April" tax distributions of \$23,749.77.

2. **Director's Report**

<Director's report attached>

Marcia reported that the next major administrative task is to get the audit report ready by the middle of May. There are advertisements out for the positions OIPRD is hiring for. Marcia is considering combining the positions and splitting the difference, but would prefer not to do that because then there would not be enough coverage during the peak of activities. In order to set up a workstation for the new employee, they need authorization for about \$500.

MOTION to authorize Marcia to spend up to \$600 for office equipment & supplies for the new hire, by Martha; seconded by Vicki; and it was approved unanimously.

Baseball teams have expressed interest in acquiring more games against a broader range of teams for future years; Kim and Marcia are looking into options for the 2017 season.

After discussion it was agreed that we should increase the blanket policy for crime coverage with Enduris. The \$50,000 level blanket coverage includes all employees, volunteers, and elected commissioners while paying the same price as additional coverage just for the two full time positions.

V. **UNFINISHED BUSINESS**

1. **Loan for Buck Park Maintenance Improvements**

<Draft loan document attached>

Bob and Martha attended the Port of Orcas monthly meeting today. They presented the draft interlocal agreement and the budget / project time line for the Buck Park Improvement Projects. After review and questions the Port commissioners voted to approve the basic outline for the loan. OIPRD will revised the first draft and include the payment schedule reviewed during the meeting. OIPRD will deliver a revised PDF of the contract for the Port to review with their attorney. The Port will then address the interlocal agreement during the May meeting. The Port commissioners also thought it would be a good idea to bring this to the press.

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MOTION to proceed to finalize the contract according to payment schedule outlined in the April 2016 email from Tony Simpson, by Martha; seconded by Vicki; and it was approved unanimously.

The next step is that Marcia will make the revisions, coordinate with the loan committee, and then issue a pdf to the Port for their legal review with the expectation that they will then finalize approval at the May 12th regular public meeting.

2. Employee Pay / Benefits Memos for San Juan County

< Salary and Title Revision – Kim Ihlenfeldt, Assistant Director, Orcas Island Park & Recreation District attached>
< Salary and Title Revision – Marcia West, Director, Orcas Island Park & Recreation District attached>

Marcia did more due-diligence regarding benefits. Kim's benefits will start next pay period.

3. Skatepark Rules Review

Marcia and Kim checked many websites, and found a variety of skatepark rules. The driving force between the skatepark rules comes from what that skatepark is designed for and what materials were used in construction of the park. Kim called the designers for our park and asked what Buck Park skatepark was specifically designed for. The answer she got back was that it is not designed for bmx bikes with pegs because the park has pool coping edges that can be chipped off by the pegs and metal drags. It was decided that bikes and scooters with pegs and drags are not permitted. Marcia will come up the wording for this sign.

VI. NEW BUSINESS

1. Revised Budget for 2016

In the state auditor records it says that you can amend the budget anytime during the fiscal period. Martha recommended that we wait until the Port loan is in place before revising the budget. Marcia will check with the county about doing a budget adjustment and adding new bars codes to make sure that it is okay to be negative on some items, and do one budget adjustment in the fall.

2. Summer Activity Schedule

< Printing proof, Summer Activity Mailer attached>

The commissioners reviewed the summer activity mailer and schedule. The mailing will go to the printer Friday.

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VII. ADJOURNMENT

MOTION to adjourn by Bob seconded by Deborah at 6:27 pm, unanimously approved.
The meeting was adjourned at 6:27 pm.

Addenda:

April Payment of Claims

Custom Report Runner

Director's Dashboard

Draft loan document

Salary and Title Revision – Kim Ihlenfeldt, Assistant Director, Orcas Island Park & Recreation District attached

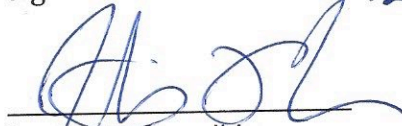
Salary and Title Revision – Marcia West, Director, Orcas Island Park & Recreation District

Printing proof, Summer Activity Mailer

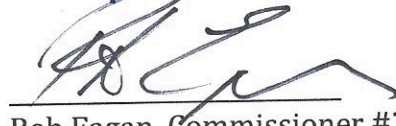
Public Meeting minutes for April 14, 2016

Approved by motion on this 12th day of MAY, 2016

Signed and attested this 12th day of MAY, 2016



Justin Paulsen #4,
Secretary



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 14-Apr-16 Page 1 of 9

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$16,749.37

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.

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 16,749.37 for the period ending April 14, 2016 We approve payment with our signatures below.

Michelle Torosa 4/14/16
Commissioner Date

Steve Jones 4/14/16
Commissioner Date

[Signature] 4/14/16
Signed as Chairman/Commissioner Date

Nick Vandewey 4-14-16
Commissioner Date

Commissioner Date

Invoice Accounting Report by Vendor Name
San Juan County

apInAVnn
04/13/2016 4:36:42PM

Vendor Number: bal155 Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bb0414	1	spring soccer fundamentals	E 6501.00.571.00.41.0003	500.00	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
visa0414	1	SSCI checks	E 6501.00.571.00.41.0001	148.00	in
	2	baseball return nets	E 6501.00.571.00.35.0100	149.98	in
	3	tennis supplies	E 6501.00.571.00.35.0100	69.20	in
	4	employment advertising	E 6501.00.571.00.41.0101	135.00	in
	5	go daddy domain and monthly QB	E 6501.00.571.00.31.0004	129.41	in
	6	art & science supplies	E 6501.00.571.00.31.0019	35.48	in
Vendor Total:				667.07	

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ct0414	1	April phone / internet	E 6501.00.571.00.42.0004	281.96	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eas0414	1	March water Buck Park	E 6501.00.571.00.47.0012	78.75	in

Vendor Number: gin155 Name: GINCIG, EMILIE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eg0414	1	meeting minutes - service	E 6501.00.571.00.41.0001	37.50	in

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
gww0414	1	monthly maintenance and baseball field	E 6501.00.571.00.48.0006	1,759.80	in

Invoice Accounting Report by Vendor Name
San Juan County

2 sakes tax E 6501.00.571.00.48.0006 142.55 in
Vendor Total: 1,902.35

Vendor Number: hea155 Name: HEATH, RYAN WESLEY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
rh0414	1	March 8 - Apr 10 pokemon club	E 6501.00.571.00.41.0003	82.50	in

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
lh0414	1	March science and art classes	E 6501.00.571.00.41.0003	280.00	in

Vendor Number: lam155 Name: LAMBIE, KIM A.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
kl0414	1	March gym supervisor	E 6501.00.571.00.41.0001	645.00	in

Vendor Number: mos155 Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sm0414	1	dance instruction Feb - March 10	E 6501.00.571.00.41.0003	700.00	in

Vendor Number: orc121 Name: ORCAS ISL CHAMBER OF COMMERCE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
5949	1	map & guide listing 2016	E 6501.00.571.00.41.0019	175.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
is0414	1	unit 148 rent - May	E 6501.00.571.00.45.0002	145.00	in

Vendor Number: doy100 Name: PORT GAMBLE PUBLISHING

Invoice Accounting Report by Vendor Name
San Juan County

apinAVnn
04/13/2016 4:36:42PM

Invoice Number: IN-0389
Line No: 1
Line Description: 1 employment ad
Account Number: E 6501.00.571.00.41.0101
Amount Type: 50.00 in

Vendor Number: rai160
Name: RAINBOW SERVICES

Invoice Number: April X-6
Line No: 1
Line Description: 1 plotting - budgets
Account Number: E 6501.00.571.00.41.0001
Amount Type: 10.81 in

Vendor Number: san180
Name: SAN JUAN CO TREASURER

Invoice Number: FEBSO16-4
Line No: 1
Line Description: 1 Election costs 2/9/16 special election
Account Number: E 6501.00.571.00.49.0004
Amount Type: 9,092.74 in

Vendor Number: san275
Name: SAN JUAN SANITATION CO INC

Invoice Number: sjs0414
Line No: 1
Line Description: 1 2016 setup and first service
Account Number: E 6501.00.571.00.47.0013
Amount Type: 34.55 in

Vendor Number: sha145
Name: SHAEFER, DERRICK SCOTT

Invoice Number: ds0414
Line No: 1
Line Description: 1 baseball coordination, fields, umpire
Account Number: E 6501.00.571.00.41.0003
Amount Type: 682.50 in

Vendor Number: sta111
Name: STARR EXCAVATION INC

Invoice Number: 14703
Line No: 1
Line Description: 1 sani can setup and first service
Account Number: E 6501.00.571.00.47.0011
Amount Type: 280.00 in

Vendor Number: fun100
Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number: fh0414
Line No: 1
Line Description: 1 May Rent
Account Number: E 6501.00.571.00.45.0002
Amount Type: 420.00 in

Vendor Number: wes146
Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw0414	1	running club snacks	E 6501.00.571.00.31.0019	94.72	in
	2	office shelving and folding tables	E 6501.00.571.00.31.0002	233.96	in
	3	tennis signs - schedules & rules	E 6501.00.571.00.31.0100	14.63	in
	4	mule tire repair and fuel	E 6501.00.571.00.48.0010	45.80	in

Vendor Total: 389.11

Vendor Number: wii149

Name: WILLALLEN, MARY TAYLOR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mwa0414	1	boys choir expenses winter 2016	E 6501.00.571.00.31.0019	294.53	in

Grand Total: 16,749.37

86 5532 3700 0009 1739 00002500 00031487 0

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181

MARCIA WEST
ORCAS ISLAND PARK & REC
PO BOX 575
EASTSOUND WA 98245-0575

2354

MAKE CHECK PAYABLE TO:

\$ 667.07
AMOUNT OF PAYMENT ENCLOSED

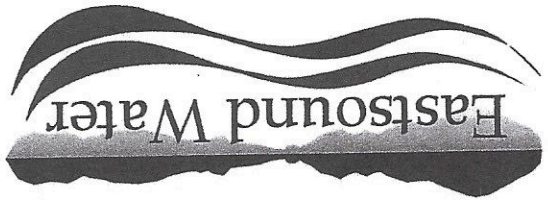
Closing Date	04/01/16
New Balance	\$314.87
Total Minimum Payment Due	\$25.00
Payment Due Date	04/26/16

Account Number
5632 3700 0009 1739



BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181

Check box to indicate
name/address change
on back of this coupon



OI PARK & RECREATION DISTRICT
C/O: MARCIA WEST, DIRECTOR
PO BOX 575
EASTSOUND, WA 98245-

For emergencies EWUA has your email address and phone as:

EWUA
PO Box 115
Eastsound, WA 98245
360 376 2127
www.eastsoundwater.org

Account No.	0064
Due Date	04/20/2016
Location No.	06-0135
Amount Due	\$78.75

Add \$17.00 PER MONTH LATE FEE if paying after due date.

Make Checks Payable to EWUA
Amt Enclosed


This stub ensures your payment is processed accurately.
Please detach and return the stub with your payment,
and add your Location # to your check.

Address or email corrections or updates
provided on reverse of stub.

ACCOUNT NUMBER

2960959-SJ

PREVIOUS BALANCE: 211.70
 PAYMENTS: -211.70
 BALANCE FORWARD: 0.00
 CURRENT CHARGES: 34.55
BALANCE DUE: 5

ENTER AMOUNT  BEING PAID

Due by: 04/25/16

San Juan Sanitation Co.
 PO Box 267
 Lynden, WA 98264-0267

Phone: 360-376-4709 ■ www.sanjuansani.com

Make Checks Payable To:
 SAN JUAN SANITATION CO.



823 1 AV 0.388 826 / 823 3-3-257
 ORCAS PARK & RECREATION D
 PO BOX 575
 EASTSOUND WA 98245-0575



SAN JUAN SANITATION CO.
 PO BOX 267
 LYNDEN, WA 98264-0267



CLAIMS PAYMENT REQUEST


DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 14-Apr-16 Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$214.40


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 4/14/16

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 214.40 for the period ending April 14, 2016 We approve payment with our signatures below.


Commissioner
Date 4/14/16


Commissioner
Date 4-14-16


Commissioner
Date 4/14/16

Commissioner
Date

[My account home](#)

[File a return](#)

[Manage account](#)

[Invoices &
payment options](#)

[Pay/view invoices \(BillPay\)](#)

[Electronic funds transfer
registration/update](#)

[Payment methods](#)

[Miscellaneous payment](#)

[Credits & tax incentives](#)

[More services](#)

[E-mail & notices \(1\)](#)

[My logon profile](#)

ORCAS ISLAND PARK AND RECREATION DISTRICT

Tax Registration Number: 603-231-409

Frequency: Monthly

PO BOX 575
EASTSOUND, WA 98245-0575
[Edit](#)

Current account balance

Period 03/2016

Filed 4/11/2016 2:50:19 PM

Return due date 4/25/2016

Total taxes \$214.40

Less payments \$0.00 (does not include check or ACH credit payments)

Amount due \$214.40

Select payment method

E-check payment

Transfer date *

If the payment transfer date is on a weekend or holiday, the payment will be initiated the next business day.

Amount

[Cancel](#)

[Next >](#)

File a return

Invoice Accounting Report by Vendor Name
San Juan County

apinAVnn
04/13/2016 4:37:30PM

Vendor Number: sta895 Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-231-409	1	March Sales tax	E 6501.00.586.00.44.0000	214.40	in
Grand Total:				214.40	

MONTHLY FINANCIAL STATEMENT BY FUND
 SAN JUAN COUNTY
 START DATE: 3/1/2016 END DATE: 3/31/2016

glWAMonthly
 4/9/2016 1:23:12PM
 Fiscal Year: 2016

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			135,836.69	
212	SALARY PAYABLE	6,728.01			
231	OTHER ACCRUED LIABILITIES	2,004.97			
310	TAXES	23,749.77			
330	INTERGOVERNMENTAL REVENUE	5,330.63			
340	CHARGES FOR GOODS AND SERVICES	2,485.74			
360	MISCELLANEOUS REVENUES	214.43	40,513.55		
380	NONREVENUES				
	TOTAL RECEIPTS				
212	SALARY PAYABLE	6,728.01			
231	OTHER ACCRUED LIABILITIES	2,004.97			
570	CULTURE AND RECREATION	14,133.64			
580	NONEXPENDITURES	212.70			
590	DEBT SERVICE AND OTHER		23,079.32		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				153,270.92
	GL ENDING CASH BALANCE				153,270.92
	NET VARIANCE				0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)				0.00
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		0.00
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE				0.00
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Activity Report
April 14, 2016

Activity	category	participants avg each time	end date	staffing	location
Boys Choir	II	8	13-Jun	M/W	OCS
Pokémon	II	18	17-Jun	staff	Furniture
Art with Lana	III	7	15-Jun	staff	Furniture
Maid scientist	III	7	13-Jun	staff	Furniture
Adult - volleyball - 2 nights	II	10	27-Apr	staff	HS gym
Adult pickleball - 2 nights	II	6	28-Apr	staff	HS gym
Adult morning pickleball	II	6	28-Apr	staff	HS gym
Adult Basketball	II	14	28-Apr	staff	HS gym
Running Club	III	11	15-Jun	MK	Furniture
Futsal	II	9	27-Apr	Sherman	HS gym
Malefic	II	5	Mid/Apr/May	staff	Central Park
Soccer Clinic, Batway	I	7	25-Apr	Bible	Central Park
Baseball/soccerball	III	105	13-Jun	coaches	Ball field
Soccer, Spring	III	39	18-May	coaches	Ball Park
Dance, Ballet	II	18	12-May	Moss	APTD

Upcoming Activities- see Summer Flyer

-Youth baseball and softball are up and running with all the teams well into practice. Games are scheduled to start on the 23rd. We are having a challenging time scheduling with FH and are strongly looking at the off-island league for next year.
 -T-ball & tennis both start on the 18th. We hope to pick up the uniforms, hats & shirts next week.
 -Adult drop-in activities continue to be well attended. We will stay in the gyms until mid-May and then move all activities outside.
 -This is the final week of futsal, attendance has dropped way off & the teen activities have moved outside. We also have had a drop in Magic and need to revisit the advertising for these events.

Commissioners' Action Items

- Master Plan and review of project phasing. (BE/JP/DJ)
- Finalize Interlocal and funding backup for legal review. (MF/BE)
- Assist with SJC coordination (JP)
- Coordination with school projects and team use of fields (VV)
- Coordinate with parent groups and contractors for volunteer and/or discounted labor & equipment. (JP/DJ)

Buck Park Maintenance & Management

- Ball fields are in play for the season. We need to coordinate with OISD about additional teams playing on the baseball field if the track project comes on line. We will need a portable mound and additional base peg locations.
- Skatepark "no bikes or scooters" question has been researched and the rules vary widely. Rules depend on the design of the park. According to the designers, our park can handle bikes but none with metal drags or pegs. The Grindline Company is available as a possible repair contractor.
- We need to lock down the location for the sand volleyball court. I recommend the upper locate for both ease of access with gear stored in the shed, hillside buffer, and drainage. The upper location will also give more flexibility to the field one layout.
- Tennis signage is posted and lessons start Monday. We have the timing flip boards and ball basket ready for the busy season.
- Dog park donors with the OICF grant process will be directed to our website for information on the park development. Jeff Hanson has provided the text.

2016 Budget Summary

	Revised 2016 4/14/16
Revenue	
Beginning Net Cash	\$145,000
Taxes and Rentals	\$179,300
Activity Fees and Rents	\$29,500
Donations	\$8,000
Loan Proceeds	\$180,000
TOTAL	\$361,800
EXPENSES (incl. reserves)	
Personnel	\$103,840
Buck Park	\$34,100
Buck Park Improvement Project	\$93,600
Operating Supplies & Expense	\$25,550
Professional Services	\$12,100
Rental Fees	\$12,030
Programs	\$25,610
Cash and Transfers	\$145,000
TOTAL	\$568,327

Orcas Island
Park & Recreation
District
Monthly Director's
Report
AS OF: 4/14/16

As of March 31, 2016
Balance: \$153,270.92
Expenses March:
\$14,346.34
Revenue March:
\$31,780.57
Difference from budget:
+ \$19,568.92

Administrative Task Update

- Work has continued throughout the month on budget and loan options.
- The basic CPM for BP Improvements has been developed and will be refined with specific tasks and material needs. Once funds are secured the backboard and volleyball projects will be the first out the door.
- Ads are out for the two positions needed to support summer programs and operations. So far we have had very limited response however the paper ad and Orcas Issues just hit the street on Wednesday.
- The annual audit report must be prepared and submitted within this next month.
- We provided games for the Shakespeare event on the green. There was an hour plus of good attendance. The rest of the day was very lightly attended.
- We are planning to get the summer mailing to the printer tomorrow and in the mail before the end of the month.
- New bars codes will need to be added to account for line items in the park build out.
- New employee contracts and an updated handbook need to be prepared before the new May hires begin work.
- I had a long interview with Orcas Issues and we should see an update article in the next week.

Orcas Island Park & Recreation District

P.O. Box 575, Eastsound, WA, 98245

April 14, 2016

MEMORANDUM

Subject: Salary and Title Revision – Kim Ihlenfeldt, Assistant Director, Orcas Island Park & Recreation District

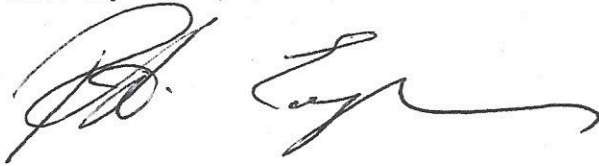
As an action of the budget review and personnel structuring approved during the April 7th 2016 special public meeting of the Orcas Island Park and Recreation District, the annual salary of the District Assistant Director shall be increased by \$500.00 effective April. 26th. A confirming motion was made, seconded, and passed during the April 7th public meeting.

Based on this directive the following payroll and contract adjustments are made for Kim Ihlenfeldt:

- **Title change** for Bar Code 6501.00.571.00.10.0002 from Program Coordinator to Assistant Director
- Annual Salary increased to include a benefit stipend of \$500.00 / month – resulting in an annual salary of \$47,184 effective April 26, 2016.
- Resulting **monthly pay adjusted** from \$3,432.00 to **\$3,932.00**.

A copy of the meeting minutes is attached for your reference.

Please adjust the pay and personnel records to reflect this change.



Bob Eagan
Chairman
Orcas Island Park and Recreation District
Commissioner Position 2

Orcas Island Park & Recreation District

P.O. Box 575, Eastsound, WA, 98245

April 14, 2016

MEMORANDUM

Subject: Salary Revision – Marcia West, Director, Orcas Island Park & Recreation District

As an action of the Director's annual performance review and approved during the April 7th special public meeting of the Orcas Island Park and Recreation District, the annual salary of the District Director shall be increased to \$47,000 effective Apr. 26th. Additionally, a stipend of \$830 / month for Project Management during the 18-month duration of the Buck Park maintenance improvement project was established by confirming motion made, seconded, and passed during the April 7th public meeting.

Based on this directive the following payroll and contract adjustments are made for Marcia West:

- Annual Salary increased to \$47,000 effective April 26, 2016.
- A project management stipend of \$830.00 / month for the 18-month park improvement project – resulting in an annual salary of \$56,964 effective April 26, 2016.
- Resulting **monthly pay adjusted** from \$3,605.00 to **\$4,747.00**.

A copy of the meeting minutes is attached for your reference.

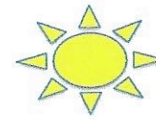
Please adjust the pay and personnel records to reflect this change.



Bob Eagan
Chairman
Orcas Island Park and Recreation District
Commissioner Position 2



Orcas Island Park and Recreation District SUMMER 2016 Recreation Activities



Details and sign up for activities are on our website at: www.orcasparkandrec.org, call 376-PARK,
or stop by our office located in the northwest corner of the Funhouse Commons.

Weekly Camps and Clinics

DATES	PROGRAM	WHO	LOCATION	TIME	FEE
June 20 – June 24	Volleyball Camp I	Ages 7 - 10	Orcas High School Gym	1:00 – 4:00 pm	\$50
June 20 – June 24	Basketball Camp II	Ages 11 - 14	K8 Gym	1:00 – 4:00 pm	\$50
June 27 – July 1	Soccer Camp w/ Coach Rob	Grades 7 th -12 th	Upper Fields	Two-a-days 8:30-10:30 am & 5:00-7:00 pm	\$150
July 5– July 8	Tennis Camp	Ages 6 - 16	Buck Park	1:00 pm-4:00 pm	\$150
July 5 – July 8	Arts and Crafts Day Camp	Ages 6 - 12	OCS	9:00 am – 12:00 pm	\$50
July 11 – July 15	Big Top, Juggling and more!	Ages 7 - 12	Buck Park	9:00 – 2:00 pm	\$225
July 11 – July 15	Dance Camp Fairytale	Ages 3 - 6	Oddfellows Hall	9:30 – 11:30 a.m.	\$125
July 18 – July 22	Basketball Camp II	Ages 11 - 14	K8 Gym	1:00 – 4:00 pm	\$50
July 18 – July 22	Volleyball Camp I	Ages 7 - 10	Orcas High School Gym	1:00 – 4:00 pm	\$50
July 25 – July 29	Challenger Soccer (British/Brazilian)	Ages 4 - 16	Buck Park	Half-Day and Full- Day available 9:00 am - 4:00 pm	\$86 - \$213
July 25 – July 29	Dance Camp Frozen	Ages 3 - 6	Oddfellows Hall	9:30 – 11:30 a.m.	\$125
August 1 – 5	Arts and Crafts Day Camp	Ages 6 - 12	OCS	9:00 am – 12:00 pm	\$50
August 1 – 5	Jump! Kick! Throw! Day Camp	Ages 6 - 14	Buck Park & various locations	1:00 pm – 4:00 pm	\$60
August 8 - 11	Kites and Rockets Day Camp	Ages 6 - 14	Buck Park & various locations	1:00 pm – 4:00 pm	\$60
August 15 - 19	Splash Week Day Camp	Ages 6 - 14	Buck Park & various locations	1:00 pm – 4:00 pm	\$60
August 22 - 26	Games Galore Day Camp	Ages 6 - 14	Buck Park & various locations	1:00 pm – 4:00 pm	\$60
August 29 – Sept 2	Soccer Camp w/ Baturay	Ages 9 - 16	Buck Park	1:00 pm – 2:30 pm	\$80

Ongoing Classes, Clinics

DATES	ACTIVITY	AGES	LOCATION	TIME	FEE
Saturdays July 9 – July 30	Tumbling Toddlers	3 - 4	Old Gym	9:30 – 10:15	\$40
Saturdays July 9 – July 30	Tumbling I	5 - 6	Old Gym	10:30 – 11:30	\$45
Thursdays July 7 – August 18	Creative Movement	3 - 4	A Place to Dance	3:45 – 4:30	\$70
Thursdays July 7 – August 18	Pre-Ballet	5 years	A Place to Dance	4:40 – 5:40	\$80
Thursdays July 7 – August 18	Ballet I	6 - 7	A Place to Dance	5:45 – 6:45	\$80
Mondays July 11 – August 22	Ballet 2 & 3	8 - 12	A Place to Dance	3:45 – 5:00	\$100
Wednesday July 6 – August 17	Tap I	5 - 7	Odd Fellows	3:30 – 4:15	\$70
Wednesday July 6 – August 17	Tap II	8 - 12	Odd Fellows	4:20 – 5:20	\$80
Dates TBD by interest	Tennis Clinics	All ages	Buck Park Tennis Courts	TBD	\$50 - \$100

Activities require preregistration and may be cancelled if minimal numbers are not enrolled by two weeks prior to the activity. Refunds will be issued for any cancelled activity.

Drop In Sports

DAY	SPORT	AGES	LOCATION	TIME	FEE
Sun and Wed Jun 19 – Sept 7	Adult Volleyball	16+	Buck Park Field 1	6:30 – 8:30 pm	Free
Thursday June 23 – Aug 25	Adult Outdoor Pickleball	16+	Buck Park Pickleball Court	6:30 – 8:30 pm	Free
Sunday Jun 19 – Aug 28	Adult Outdoor Soccer	16+	Buck Park	6:30 – 8:30 pm	Free
Monday Jun 20 – Aug 29	Adult Softball	18-40 40+	Buck Park	6:30 – 8:30 pm	Free
Mon, Wed, Fri All summer	Tennis, Ladies Intermediate	18+	Buck Park Tennis Courts	9:30 – 11:00 am	Free
Wed & Sat All summer	Tennis, Intermediate Open	18+	Buck Park Tennis Courts	Wed 3:00 – 6:00 pm Sat 8:30 – 11:00 am	Free
Tuesday June 21 – Sept 6	Adult Outdoor Basketball	16+	Buck Park Basketball Court	6:30 – 8:30 pm	Free

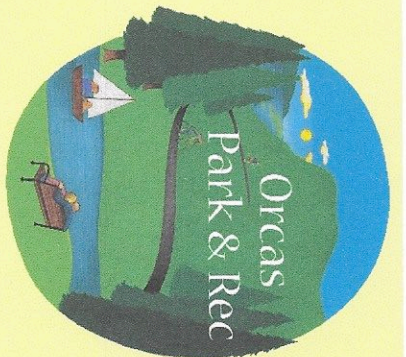
Equipment checkout is available in the park.

All Drop-in Sports are unsupervised; participation is at your own risk. Play safe and have fun!

VOLLEYBALL IN THE PARK – 4x4 Volleyball Tournament - Sunday, August 21st
Co-Ed, Open to all players on and off island, Sign Up online with a team or individually

THANK YOU FOR ALL YOUR SUPPORT!

Hope you and yours can come
out and play in the park this
summer!



Orcas Island Park & Recreation District
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