

Meeting Minutes March 9, 2017

Orcas Island Park and Recreation District Commission
Public Meeting, March 9, 2017
Eastsound Firehouse
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:09 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - *present*

Seat 2: Bob Eagan - *present*

Seat 3: Martha Farish - *present via phone until 5:12*

Seat 4: Justin Paulsen - *present at 4:13*

Seat 5: Deb Jones - *present*

Staff present: Marcia West (Director), Kim Ihlenfeldt (Assistant Director)

II. PUBLIC COMMENT

Joe Ciskowski shared his desire to create a policy for use of the multi-court between the pickleball group and the tennis group. His desire is to outline some tennis-specific hours throughout the peak summer times of tennis play. Bob recommended forming a committee of a few pickleball representatives and a few tennis representatives to find common ground on a desirable schedule for all. Marcia will reach out to a few people from each group and set guidelines for setting up a committee.

III. MONTHLY AGENDA

1. Previous Minutes – February 9, 2017

MOTION: Deb moved to approve the February 9, 2017 public meeting minutes; seconded by Vicki it was approved unanimously.

2. Employees Pay Slip

MOTION to approve employees pay slip for \$9,339.00 by Vicki; seconded by Deb; and it was approved unanimously.

3. Payment of Claims

MOTION: to approve the March Claims Payment #6501 for \$8,773.96 and the sales tax payment of \$ \$79.80 to the Department of Revenue, Vicki moved to approve; Deb seconded and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financial

<Monthly Financial Statement By Fund>

2. Director's Report and Buck Park Maintenance Improvement Report
<Director's Report>

V. UNFINISHED BUSINESS

1. Multi-court Backboard and Dugout Update

Multi-court – Backboard is installed. Several small finishing pieces still need to be installed. Hope to bring this to 100% in the next 2 weeks. So far there has been little play at the backboard, due to recent snow and constant rainfall. The concrete pour for the additional skirt on the east side will start on March 21st.

Dugouts concrete pour is scheduled for week of March 14th. We may wait until after baseball season to construct the dugouts. Andrew S. thinks he can mill the lumber within the next 2 weeks. County permitting should be complete very soon. Justin has been in contact with Jason (inspector) to verify materials being used.

2. Off Leash Area Update

Off Leash grading and fencing is nearly complete. The grass seed will be planted within the month. We are working on the water connection issues and the type of water fountain; Bob and Marcia are working closely with EWUA to iron out a way to provide water for dog hydrants. The next steps for furnishings and signage will be up to OOLA with Land Bank oversight.

3. Spring Program Update

Kim reports great numbers for spring programs including an increase in numbers for the baseball and softball season. There was a discussion regarding field preparation for the baseball season. With the exception of the past few years, parent volunteers have done the majority of the prep on the upper fields. The commissioners discussed the need to bring all fields being used by Park and Rec up to Little League safety standards. We will setup a meeting with all involved in baseball field maintenance and setup a plan going forward.

VI. NEW BUSINESS

1. Annual Open Public Meeting Training

The Attorney General of Washington's Open Public Meetings Act Training online video was viewed by all Commissioners and staff present.

2. Office Temporary Relocation Plan

Funhouse remodel is on track to begin in May. Permits are not in-hand as of yet, so we may see some delay in office relocation. We still need to finalize our office needs during the process and will need to relocate in 7 weeks, including clearing out furniture and files.

3. Use of Multi-court – Pickleball / Tennis

Topic covered under Public Comment.

Public Meeting
March 9, 2017

VII. ADJOURNMENT

MOTION to adjourn by Deb seconded by Justin at 5:59 pm, unanimously approved.
The meeting was adjourned at 5:59 pm.

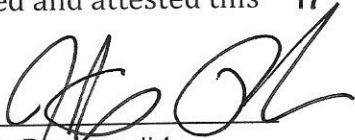
Addenda:

Claims Payment Request – March 9
Claims Payment Request – DOR Feb
Monthly Financial Statement By Fund
Director's Dashboard

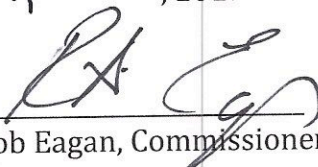
Public Meeting minutes for March 9, 2017

Approved by motion on this 11th day of April, 2017

Signed and attested this 11th day of April, 2017



Justin Paulsen #4,
Secretary



Bob Eagan, Commissioner #2,
Chair

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

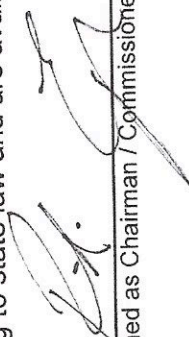
Page 1 of 6

DATE: 9-Mar-17

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$8,773.96

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.

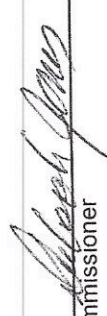

Signed as Chairman / Commissioner Date 3-9-17

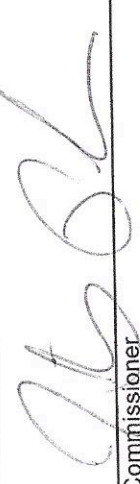
Board Authorization

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

\$ 8,773.96 for the period ending March 9, 2017 We approve payment with our signatures below.


Commissioner Date 3-9-17


Commissioner Date 3-9-17


Commissioner Date 3-9-17

Commissioner Date

Invoice Accounting Report by Vendor Name San Juan County

aplAVnn
03/09/2017 10:32:38AM

Vendor Number: bal155 Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
bb1703	1	soccer instruction - Feb	E 6501.00.571.00.41.0003	360.00	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ban1703	1	amazon prime annual membership	E 6501.00.571.00.42.0002	107.02	in
	2	survey monkey annual membership	E 6501.00.571.00.31.0004	300.00	in
	3	little league rule books	E 6501.00.571.00.35.0100	51.84	in
	4	vonage setup costs and phones	E 6501.00.571.00.42.0004	32.43	in
	5	Intuit Quickbooks monthly	E 6501.00.571.00.31.0004	29.13	in
				Vendor Total:	520.42

Vendor Number: bar050 Name: BARKSHIRE, JAMES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
BD1703	1	Final billing - Buck Park Dugouts	E 6501.00.571.00.41.0001	500.00	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
427063167	1	Act#427063167 - Feb	E 6501.00.571.00.42.0004	300.00	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
eswu1703	1	Buck Park Water - Feb	E 6501.00.571.00.47.0012	82.25	in

Vendor Number: gri146 Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
qyw1703	1	maintenance - Feb	E 6501.00.571.00.48.0006	1,093.55	in
	2	sales tax	E 6501.00.571.00.48.0006	88.57	in

Invoice Accounting Report by Vendor Name

Page: 2

apInAVnn
03/09/2017 10:32:38AM

San Juan County

Vendor Total: 1,182.12

Name: JEAN HENIGSON'S

Vendor Number: jea144

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ih1703	1	dance winter session	E 6501.00.571.00.45.0100	510.00	in

Name: ORCAS ISLAND STORAGE, LLC

Vendor Number: orc195

Invoice Number	Line No	Line Description	Account Number	Amount	Type
is1703	1	Storage - March 2017	E 6501.00.571.00.45.0002	145.00	in

Name: ORCAS ONLINE, INC.

Vendor Number: orc826

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ool1703	1	orcas online setup	E 6501.00.571.00.42.0004	237.10	in
	2	Service thur 4/30/17	E 6501.00.571.00.42.0004	74.00	in
				311.10	

Vendor Total:

Name: STARR EXCAVATION & ORCAS

Vendor Number: sta065

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ses1703	1	sani can placement	E 6501.00.571.00.47.0011	45.00	in

Name: THE FUNHOUSE DISCOVERY CTR

Vendor Number: fun100

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fh1703	1	Mar Rent	E 6501.00.571.00.45.0002	429.00	in

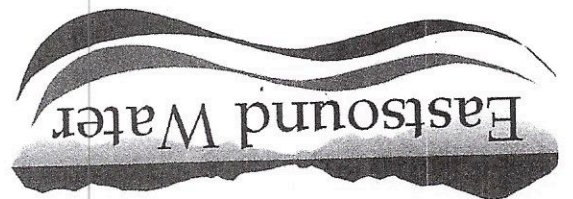
Name: WEST, MARCIA J.

Vendor Number: wes146

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw1703	1	Richardson Athletics - outfield fencing	E 6501.00.571.00.35.0100	4,389.07	in
				8,773.96	

Grand Total:

Page: 2



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

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

Account No.	0064
Due Date	03/20/2017
Location No.	06-0135
Amount Due	\$82.25

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.

Please Detach and Remit Stub with Payment

Eastsound Water Users Association

286 Enchanted Forest Road, Suite B102
PO Box 115, Eastsound WA 98245
Phone: (360) 376-2127 Fax: (888) 523-2470
www.eastsoundwater.org BWUA@rockisland.com

OI PARK & RECREATION DISTRICT

C/O: MARCIA WEST, DIRECTOR

PO BOX 575
EASTSOUND, WA 98245-

Billing Date

02/20/2017

Service Dates
Starting
Ending

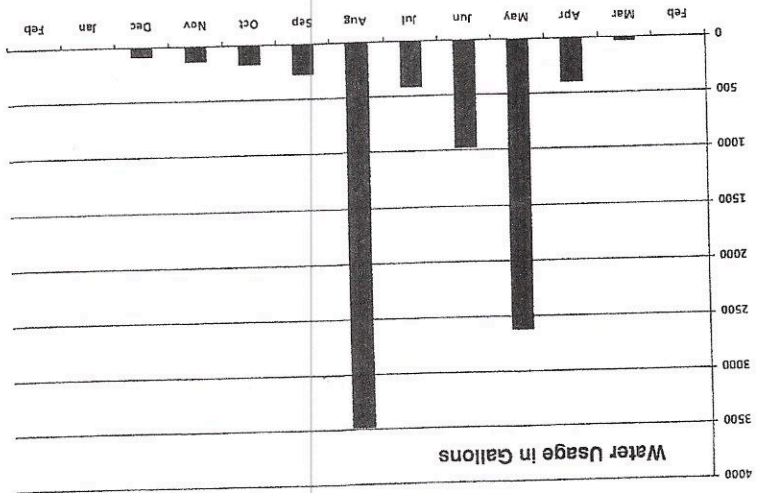
PREVIOUS BALANCE
01/20/2017 - 02/20/2017
PAYMENTS

Meter Readings	Usage (gallons)	Charge Amount
Previous		
Current		

8,665

0

\$82.25
\$82.25
\$-82.25



Total Amount Due	\$82.25
------------------	---------

\$17.00 PER MONTH LATE FEE will be
applied to all past due accounts.

Special Message
BASE RATES: \$47/mo/ERU plus \$20/1,000 gallon
for consumption over 5,000 gal/mo/ERU
INACTIVE ACCOUNTS: \$39/mo/ERU
Direct Online Banking Checks to "EWUA"
Visited new website yet? eastsoundwater.org...

FOR CHANGE OF ADDRESS OR PAYMENT AUTHORIZATION:
☐ Please check here and complete reverse. Thank You.

ORCAS ISLAND PARK & REC DISTRICT
P.O. BOX 575
EASTSOUND, WA 98245-0575

CenturyLink
P.O. Box 4300
Carol Stream, IL 60197-4300

00004270631679000000000045600000000020617000003083634000000

CenturyLink - EST. - NO BILLING REC. ON TIME
FOR CLAIMS

Account Number:
Amount Due By MAY 28, 2017

427063167
\$300.00

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181

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

2236

MAKE CHECK PAYABLE TO:

520.42

\$

03/26/17

\$25.00

\$500.32

03/01/17

AMOUNT OF PAYMENT ENCLOSED

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

5532 3700 0009 1739

Account Number

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

BANNER BANK
PO BOX 2181
WALLA WALLA WA 99362-0181



MANAGE YOUR ACCOUNT ONLINE AT BANNERBANK.COM. IT'S FREE! IT'S EASY! FOR ONE CARD, ENROLL UNDER "ACCESS YOUR ACCOUNTS." REVIEW ACTIVITY, TRACK SPENDING, SET ALERTS, AND MORE. TO MANAGE YOUR COMPANY'S CREDIT CARDS, SELECT "COMPANY CARD ADMIN." VIEW CARD BALANCES, DOWNLOAD TRANSACTIONS, CHANGE CARDHOLDER CREDIT LIMITS, MAKE PAYMENTS, AND MORE. ENROLL TODAY!

RETAIN THIS STATEMENT FOR TAX PURPOSES. THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$.00.

Account Activity Since Your Last Statement					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/09	02/10	PPLN01	55432867040000369039660	AmazonPrime Membership amzn.com/prme WA	107.02 \$
02/10	02/13	PPLN01	75418237043038793265035	SMK*SURVEYMONKEY.COM 971-244555 CA	300.00
02/12	02/13	PPLN01	55421357043987183660659	LITTLELEAGUESTORENET WILLIAMSPORT PA	51.84
02/15	02/16	PPLN01	55432867046000931094668	VBS*VONAGE BUSINESS 866-901-0242 GA	32.43
02/21	02/21	PPLN01	55432867052000886297226	INTUIT *QB ONLINE 800-286-6800 CA	29.13
				Payments, Adjustments and Others	
				PAYMENT - THANK YOU	1,109.95 -

Mail Payments to: BANNER BANK PO BOX 2181 WALLA WALLA WA 99362-0181

03/26/17

Payment Due Date

Minimum Payment	\$	25.00
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Total Minimum Payment Due \$25.00

Payment Information

To pay on-line:
www.islandersbank.com

BANNER BANK
PO BOX 2181
WALLA WALLA, WA 99362-0181

Please Direct Written Inquiries to:

Customer Service: (855) 891-4821
Lost or Stolen Card: (866) 839-3409

Account Inquiries

Account Summary

NEW BALANCE		\$
Previous Balance	+	1,089.85
Purchases	+	520.42
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	1,109.95
Other Debits	+	0.00
Finance Charges	+	0.00
		<u>500.32</u>

Account Number:	###
Closing Date:	03/01/17
Credit Limit:	\$3,000.00
Available Credit:	\$2,499.68



CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

Page 1 of 3

DATE: 9-Mar-17

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$79.80

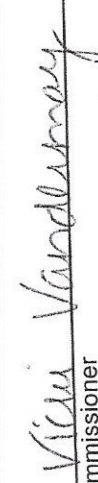
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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 3-9-17

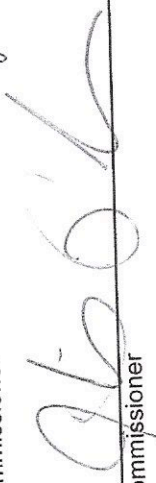
Board Authorization

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

\$ 79.80 for the period ending March 9, 2017 We approve payment with our signatures below.


Commissioner Date 3-9-17


Commissioner Date 3-9-17


Commissioner Date 3-9-17


Commissioner Date

Invoice Accounting Report

San Juan County

apInAInv

03/07/2017 3:27:51PM

Due Date: 03/15/2017

Doc Date: 03/10/2017

Invoice Date: 03/07/2017

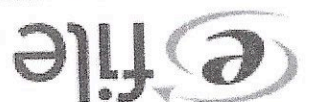
Invoice #: 603-231-409

Name: STATE OF WASHINGTON

Type: in

Vendor #: sta895

Line No	Line Description	Account Number	Amount	PO Number
1	Feb. Sales Tax	E 6501.00.589.30.00.0000	79.80	
Grand Total:			79.80	



Electronic Filing – Washington State

E-file Time: 11:51 AM



[My Account Home](#) [Account Activity](#) [List Server](#) [Suggestions](#) [Logout](#)

ORCAS ISLAND PARK & RECREATION DISTRICT 603-231-409

Confirmation

Confirmation Number	20191941
Tax Registration Number	603231409
Reporting Period	02/2017
Payment Type	EFT Credit
Date and Time Submitted	3/7/2017 11:51:45 AM
Payment Amount	79.80
Person Completing Return	Marcia West

To initiate your payment, you must contact your financial institution. Each bank has its own guidelines for ACH transactions. ACH Credit taxpayers are responsible for contacting their own bank to ensure funds are deposited in the State's bank no later than 5:00 PM Pacific Time on March 28 2017.

For easy reference, print this Confirmation Information page and keep it with your tax records.

[Return to Account List](#)

[Print Confirmation](#)

[View Printable Return](#)

Confirmation

**For Assistance Call:
1-877-345-3353**

MONTHLY FINANCIAL STATEMENT BY FUND
 SAN JUAN COUNTY
 START DATE: 2/1/2017 END DATE: 2/28/2017

glWAMonthly
 3/8/2017 3:51:19PM
 Fiscal Year: 2017

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			229,117.33	
212	SALARY PAYABLE	7,938.07			
231	OTHER ACCRUED LIABILITIES	2,372.77			
310	TAXES	17,802.48			
330	INTERGOVERNMENTAL REVENUE	53.63			
340	CHARGES FOR GOODS AND SERVICES	1,764.19			
360	MISCELLANEOUS REVENUES	320.00			
380	NONREVENUES	79.80	30,330.94		
	TOTAL RECEIPTS				
212	SALARY PAYABLE	7,938.07			
231	OTHER ACCRUED LIABILITIES	2,372.77			
570	CULTURE AND RECREATION	20,381.38			
580	NONEXPENDITURES	249.63			
590	DEBT SERVICE AND OTHER	8,038.23	38,980.08		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				220,468.19
	GL ENDING CASH BALANCE				220,468.19
	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				
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

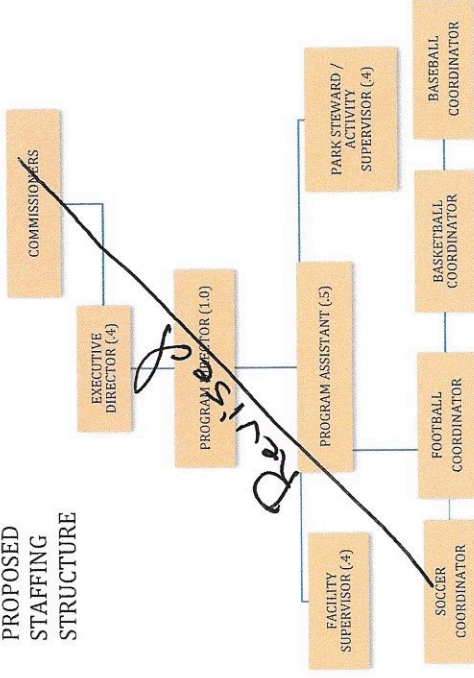
activity	category	participants avg each time	end date	staffing	location
Pokemon Club	II	23	14-Apr	Zack S.	FHC
Boys Choir	II	8	27-Mar	MWA	OCS Chapel
Dance, Ballet, Tap, Creative	II	32	16-Feb	S. Moss	Odds/APTD
Basketball SWISH	III	34	11-Mar	coaches	Various
Soccer, Baturay	II	7	26-Feb	Baturay	Buck Park
Running Club	III	25	19-Jun	Kulper	Various
Drop-In Programs					
participants avg each time:					
Pickleball - Mon/Thurs			10		
Pickleball - Sunday a.m.			10		
Volleyball - Wednesdays			10		
Basketball - Tuesdays			18		
Futsal- Mondays			9		
Upcoming Activities - Spring Activities mailing is out					
activity	category	registered	start date	staffing	location
March Mayhem Tourney	III	10-teams	18-Mar	coaches	Buck Park
Baseball/Softball/Tball	III	103	13-Mar	coaches	Buck Park
Soccer, Spring Youth	III	7	4-Apr	coaches	Buck Park
Tennis Clinics	II	6	24-Apr	Dann	Buck Park

Youth enrolled per week = 126
Avg Adults and Families at drop-in = 51

BUDGET SUMMARY

As of Feb. 28, 2017
Balance: \$220,468.19
Feb. Expenses: \$28,669.24
Feb. Revenue: \$20,020.10
Difference from budget:
Budgeted: \$164,154
Actual: \$220,468
Difference: +\$56,314

PROPOSED STAFFING STRUCTURE



Commissioners' Action

Items

- Plan of action for Dugout volunteers and materials (JP, BE)
- Direction for office operations and location during Funhouse construction.
- REMINDER – Position 2 and Position 4 are up for reelection – Filing the week of May 15 – 19.
- Final review and direction for staffing model / operational diagram.
- Review of Water Rights Agreement.
- Review of Land Bank operating and maintenance agreement.

Buck Park Maintenance & Management

- Multi-court – Backboard is installed. Several small finishing pieces still need to be installed. Hope to bring this to 100% in the next 2 weeks.
- Dugouts concrete pour is scheduled for week of March 20th. We may wait until after baseball season to construct the dugouts. Andrew S. thinks he can mill the lumber within the next 2 weeks. County permitting should be complete very soon.
- Work on layout and furnishings for the playground will kick into gear next week.
- Off Leash grading and fencing is nearly complete. The grass seed will be planted within the month. We are working on the water connection issues and the type of water fountain. The next steps for furnishings and signage will be up to OOLA with Land Bank oversight.
- We are in the process of looking for someone to work as park steward to care for baseball fields, prep for games, and complete small maintenance projects, with future potential for activity supervisor/equipment issuing. We will start with a limited time contract to see how the work goes.
- We need to select the storage / equipment building for the park. This can be brought in as soon as the play equipment is moved. We will also need to move and connect power. This would be a good time to relocate the irrigation controller and any other electrical or water changes needed.
- Bids have been requested for construction trailer for temporary park office.
- Next focus with be moving the completed projects to 100% then working on the playground area and storage building.

Administrative Task Update

- Continuing to follow up on the draft operating and maintenance agreement.
- Funhouse remodel remains on track so we need to finalize our office needs. Need to relocate in 7 weeks, including clearing out furniture and files.
- New Wi-Fi service is up and running with Orcas Online. New Vonage phones are here and will setup on the 10th. Number moves to new phones next week.
- Contract is in place for survey work.
- We need to renew the Water Rights Agreement for the well with EWUA. Paul K. is starting the process with their board. He will send a new draft agreement for our review. No changes are anticipated.
- Time for the annual review / update of our insurance coverage. I will complete the Enduris forms next week.
- Kim has identified a baseball program assistant. We will hire on a seasonal stipend. Possible baseball field prep individual has also been identified.
- We need to have a program assistant on board within the next few months. We need final review of the staffing model / operational diagram. A breakdown on our personnel budget is attached for review.