

## Meeting Minutes October 12, 2017

Orcas Island Park and Recreation District Commission  
Public Meeting, October 12, 2017  
Eastsound Fire Station  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:10 pm**

Bob Eagan, Chairman, present

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, present

Seat 3: Martha Farish, absent

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

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

### **II. PUBLIC COMMENT**

None

### **III. MONTHLY AGENDA**

#### **1. Previous Minutes – September 14, 2017**

**MOTION:** Bob moved to approve the September 14, 2017 public meeting minutes; seconded by Vicki; and it was approved unanimously.

#### **2. Employees Pay Slip**

**MOTION** to approve employees pay slip for \$12,853.20 by Bob; seconded by Vicki; and it was approved unanimously.

Marcia explained how the additional employee hours were calculated.

#### **3. Payment of Claims**

**MOTION:** to approve the October Claims Payment #6501 for \$24,323.74 by Justin; Deb seconded and it was approved unanimously.

**MOTION:** to approve the sales tax payment of \$228.38 to the Department of Revenue, Justin moved to approve; Deb seconded and it was approved unanimously.

## **V. MONTHLY BUSINESS**

### **1. Financial**

*<Monthly Financial Statement>*

See attached Monthly Financial Statement. Account Balance as of September 30<sup>th</sup> is \$165,442.41.

We are +\$3000 ahead of the projected budget. Real estate tax payments are due to the county at the end of the month, so we should see that revenue coming through in November. September's revenue was primarily generated from activity enrollment fees.

### **2. Director's Report and Buck Park Maintenance Improvement Report**

*<Director's Report>*

See attached Director's Report.

Drop-in adult age limit is confirmed at 16 years old and up. Pickleball attendance is low, but should increase as the weather changes and players move indoors.

The dugout staining is almost complete, fence panels need to be installed and chain-link repaired. Justin will supply a truck to transport the 16' fence panels from Coastal Farm and Ranch to Buck Park for installation. The Commissioners indicated it would be nice to add a plaque to the dugout to recognize donors and volunteers.

Reminder: The 2018 Budget meeting will be November 9<sup>th</sup>, during the regular monthly meeting. Vicki will be out-of-state.

## **VI. UNFINISHED BUSINESS**

### **1. Port of Orcas Loan Review**

*<Resolution 2017-2, Contract to Borrow>*

**MOTION:** to approve the resolution 2017-2 for securing repairs to the Skate Park at Buck Park, Deb moved to approve, Vicki seconded and it was approved unanimously.

This resolution confirms OIPRD will borrow funds from the Port of Orcas and repay in two payments, \$10,000 and \$15,000, to be completed by the end of the six-year budget cycle.

### **2. Funhouse Rental Contract**

*<Funhouse Rental Contract>*

**MOTION:** to approve the lease and utilities contract for the Funhouse, Justin moved to approve, Deb seconded and it was approved unanimously.

### **3. Storage Rental**

The second storage unit will be cleaned out so it is ready to be released before the end of the month, OIPRD will still maintain the other storage unit containing sports gear.

Football gear may still need to be stored, OIPRD will continue to support the football program and maintain equipment.

#### **4. New Utility Vault**

Bob spoke with Alan Smith at Rock Island who communicated a willingness to sell OIPRD a vault. Marcia will contact OISD and supply a work plan, also informing them that the irrigation water will need to be shut off during the process. The new maintenance employee at the school was recommended for coordination of future grounds maintenance needs.

### **VII. NEW BUSINESS**

#### **1. 2018 Budget Review**

*<Draft 2018 budget>*

The starting budget for 2018 is much lower than the starting budget for 2017 due to the progress of the many projects started and near completion in 2017. The Park Steward budget is included in the review, the position has been cost-efficient and highly valuable to the park's every day needs.

OIPRD has reduced its budget on gear and supplies for sports as most have been recently purchased and therefore should be able to transition to a repair/maintenance mode.

Three seasonal mailings and one additional mailing are included in the budget.

The chemical toilet management transition has improved, an additional toilet may need to be added with the increase in traffic from the off leash area. The toilets will be removed by the end of October and will be returned in early March.

The addition of permanent bathrooms should be considered in the new levy proposal in combination with the future park improvements, including baseball field improvements. There is no money in this year's budget to amend the softball fields. The expense of improving the baseball fields are higher than what is included in the current levy, minor amendments to the fields should be feasible with current budget funds.

#### **2. Personnel Actions**

*<Letter Resignation - West>*

Marcia is retiring/stepping down as Director as of December 15<sup>th</sup>, and is willing to stay on as District Financial Officer, likely in a contractor position.

Bari will be returning as our Facilities Supervisor soon. We may need to enlist a backup/sub for this position.

The Park Steward position will be Feb-Oct. at 30 hours a week. July and August will primarily consist of maintenance tasks and equipment check out.



Public Meeting  
October 12, 2017

Vicki posited if the facilities supervisor and park steward positions could be joined, Marcia will consider this possibility after reviewing sport schedules and job descriptions.

**VIII. ADJOURNMENT MOTION** With no further agenda, comments, or discussion, Deb moved to adjourn, seconded by Justin at 5:43 pm, unanimously approved.

The meeting was adjourned at 5:43 pm.

***Addenda:***

*Claims Payment Request – October 12*  
*Claims Payment Request – DOR September*  
*Monthly Financial Statement*  
*Director's Report*  
*Resolution 2017-2 with Contract to Borrow*  
*Funhouse Rental Contract*  
*Draft 2018 Budget*  
*Letter of Resignation - West*

Public Meeting minutes for October 12, 2017

Approved by motion on this 9<sup>th</sup> day of November, 2017

Signed and attested this 9<sup>th</sup> day of November, 2017

\_\_\_\_\_  
Justin Paulsen #4,  
Secretary

\_\_\_\_\_  
Bob Eagan, Commissioner #2,  
Chair

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 12-Oct-17 Page 1 of 10

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$24,323.74

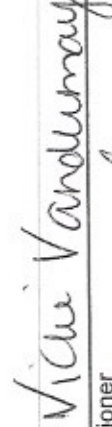
I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing 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 10.12.17

**Board Authorization**

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

\$ 24,323.74 for the period ending October 12, 2017 We approve payment with our signatures below.

  
Commissioner Date 10-12-17

  
Commissioner Date 10-12-17

  
Commissioner Date 10/12/17

Commissioner Date

Invoice Accounting Report by Vendor Name  
San Juan County

Vendor Number: orc155 Name: A&amp;T DOUGLAS CORPORATION

Invoice Number	Line No	Line Description	Account Number	Amount	Type
oac20171011	1	Orcas Athletic Pool Rental - Oct-Dec	E 6501.00.571.00.45.0100	551.31	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20171013BB	1	SSCI Background Checks	E 6501.00.571.00.41.0001	74.00	in
	2	Orcas Saw Rental -Equipment rental for	E 6501.00.594.71.63.0010	353.16	in
	3	Amazon- Office supplies	E 6501.00.571.00.31.0002	17.10	in
	4	Amazon- Athletic Supplies, Fall	E 6501.00.571.00.31.0100	153.51	in
	5	Amazon - Buck Park Improvement	E 6501.00.594.71.63.0010	442.74	in
	6	Vonage- Office equipment - phones	E 6501.00.571.00.35.0002	362.11	in
	7	Orcas Island Hardware - office supplies	E 6501.00.571.00.31.0002	91.43	in
	8	Vonage - phone service	E 6501.00.571.00.42.0004	99.48	in
	9	Quickbooks	E 6501.00.571.00.31.0004	32.43	in
Vendor Total:				1,625.96	

Vendor Number: cul065 Name: CULP, JOSHUA MOSHE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20171011jc	1	Park projects	E 6501.00.594.71.63.0010	2,280.00	in
	2	Grounds Maintenance	E 6501.00.571.00.48.0006	400.00	in
Vendor Total:				2,680.00	

Vendor Number: dep396 Name: DEPT. OF NATURAL RESOURCES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
9122445	1	0009122445 Forest Land Assessment	E 6501.00.571.00.49.0009	17.40	in

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
06-0135	1	Buck Park Water - September	E 6501.00.571.00.47.0012	99.25	in



# Invoice Accounting Report by Vendor Name

San Juan County

Vendor Number: gr1146

Name: GRIFFINS YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20171011qyw	1	Buck Park Maintenance - September	E 6501.00.571.00.48.0006	1,561.05	in
	2	Tax - Buck Park Maintenance, Sept	E 6501.00.571.00.48.0006	126.44	in
	3	Buck Park Improvements - Sept	E 6501.00.594.71.63.0010	3,154.51	in
	4	Tax - Buck Park Improvements - Sept	E 6501.00.594.71.63.0010	127.29	in
Vendor Total:				4,969.29	

Vendor Number: is1730

Name: ISLAND HARDWARE &amp; SUPPLY, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20171011ihw	1	Building supplies - Park Improvements	E 6501.00.594.71.63.0010	3,777.41	in

Vendor Number: mos155

Name: MOSS, STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sm20171011	1	Dance - Sept 20 - Oct 25	E 6501.00.571.00.41.0003	2,512.50	in

Vendor Number: orc800

Name: ORCAS ISLAND SCHOOL DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
OISD20171011	1	Facility Rental - Sept 2017	E 6501.00.571.00.45.0002	4,000.00	in

Vendor Number: orc195

Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
isl20171011	1	Storage units - October	E 6501.00.571.00.45.0002	260.00	in

Vendor Number: orc830

Name: ORCAS POWER &amp; LIGHT (INC)

Invoice Number	Line No	Line Description	Account Number	Amount	Type
op20171011	1	Buck Park Power- September 2017	E 6501.00.571.00.47.0014	134.58	in

Vendor Number: san180

Name: SAN JUAN CO TREASURER

# Invoice Accounting Report by Vendor Name

San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
03010	1	Quarterly fees- 4th Quarter, 2017	E 6501.00.571.00.41.0007	384.50	in
Vendor Number: san275 Name: SAN JUAN SANITATION CO INC					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
san20171011	1	act 2960959-SJ September	E 6501.00.571.00.47.0013	334.45	in
Vendor Number: ska149 Name: SKAGIT COUNTY PARKS & REC					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
swish20171011	1	SWISH registration 2017 Girls - 2 teams	E 6501.00.571.00.49.0009	1,420.00	in
Vendor Number: sta065 Name: STARR EXCAVATION & ORCAS					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
starr20171011	1	Buck Park Sani-can service September	E 6501.00.571.00.47.0011	600.00	in
Vendor Number: str159 Name: STREAMLINE WATER MANAGEMENT					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
20171011jb	1	Meeting minutes, 09/14/17	E 6501.00.571.00.41.0001	75.00	in
Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc20171011	1	Office rent - October/November	E 6501.00.571.00.45.0002	840.00	in
Vendor Number: wil149 Name: WILLALLEN, MARY TAYLOR					
Invoice Number	Line No	Line Description	Account Number	Amount	Type
mwa20171011	1	Boys choir supplies	E 6501.00.571.00.31.0019	42.09	in
Grand Total:				24,323.74	





MARCIA WEST  
ORCAS ISLAND PARK & REC

Account Number: ##### 1739  
Closing Date: 10/01/17  
Credit Limit: \$3,000.00  
Available Credit: \$2,139.90

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MasterCard

Account Inquiries



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

Please Direct Written Inquiries to:  
BANNER BANK  
PO BOX 2181  
WALLA WALLA, WA 99362-0181



To pay on-line:  
www.islandersbank.com

Account Summary

Previous Balance	\$	926.61
Purchases	+	2,416.50
Cash	+	0.00
Special	+	0.00
Credits	-	82.13
Payments	-	2,400.88
Other Debits	+	0.00
Finance Charges	+	0.00
<b>NEW BALANCE</b>	<b>\$</b>	<b>860.10</b>

Payment Information



**Total Minimum Payment Due \$26.00**  
**Payment Due Date 10/26/17**

Minimum Payment \$ 26.00

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

Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/01	09/03	PPLN01	15449857245072530526957	ORCAS ONLINE INC 360-376-4124 WA	\$ 74.00
09/06	09/06	PPLN01	55541867250010193424122	THE HOME DEPOT #8561 BURLINGTON WA	452.78
09/06	09/06	PPLN01	55446417250772411254199	IKEA SEATTLE RENTON WA	326.70
09/08	09/10	PPLN01	55429507252715334663431	CUSTOMINK LLC 8002934232 VA	200.50
09/08	09/10	PPLN01	55429507252715334665527	CUSTOMINK LLC 8002934232 VA	199.00
09/09	09/11	PPLN01	55207397253000252090393	SE BACKGROUND SERVICES MINNEAPOLIS MN	55.50
09/11	09/12		55429507254715429778811	CREDIT VOUCHER	82.13
				CUSTOMINK LLC 8002934232 VA	
09/14	09/15	PPLN01	55432867257100367759992	VBS*VONAGE BUSINESS 866-901-0242 GA	99.48
09/14	09/17	PPLN01	85363857258980001031332	ORCAS RENTAL & SAW EASTSOUND WA	156.96
09/20	09/21	PPLN01	55432867263100037101734	INTUIT *QB ONLINE 800-286-6800 CA	32.43
09/25	09/25	PPLN01	55432867268100727206616	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	194.85
09/22	09/25	PPLN01	85363857267980001031356	ORCAS RENTAL & SAW EASTSOUND WA	156.96
09/25	09/26	PPLN01	55432867268100849619027	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	13.80
09/28	09/29	PPLN01	55310207272200988300197	ORCAS ISLAND HDWE EASTSOUND WA	91.43
09/29	10/01	PPLN01	55432867272100361565834	VBS*VONAGE BUSINESS 866-901-0242 GA	362.11
<b>Payments, Adjustments and Others</b>					
09/26	09/26		000000000000000000000000	PAYMENT - THANK YOU	2,400.88

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



Account Number

5532 3700 0009 1739

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



AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
10/01/17	\$860.10	\$26.00	10/26/17

\$ 1625.96

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



MAKE CHECK PAYABLE TO:

BANNER BANK  
PO BOX 2181  
WALLA WALLA WA 99362-0181

86 5532 3700 0009 1739 00002600 00086010 2

# Eastsound Water

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

Account No.

0064

Location No.

06-0135

Due Date

10/20/2017

Amount Due

\$181.50

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

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

Amt Enclosed

99.25

Make Checks Payable to **EWUA**

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

For emergencies EWUA has your email address and phone as:  
oiprd@oiprd.org

☐ 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 EWUA@rockisland.com

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

Billing Name

OI PARK & RECREATION  
DISTRICT

Member Name

OI PARK & RECREATION  
DISTRICT

Service Address

673 MT. BAKER RD ( 1.75 ERUs )

Account No.

0064

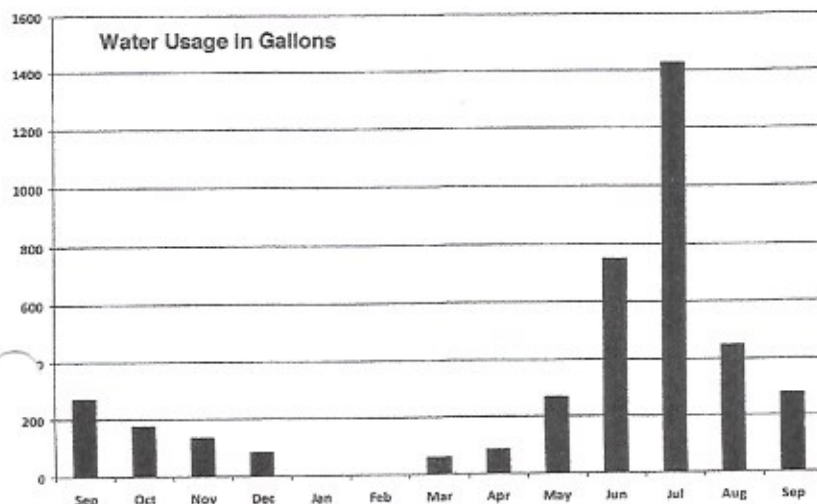
Location No.

06-0135

Due Date

10/20/2017

Billing Date	Service Dates		Meter Readings		Usage (gallons)	Charge Amount
	Starting	Ending	Previous	Current		
09/20/2017	PREVIOUS BALANCE					\$82.25
	08/20/2017 - 09/20/2017		11,711	11,993	282	\$82.25
	LATE FEES					\$17.00



**Total Amount Due**

**\$181.50**

\$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](http://eastsoundwater.org)...





**Orcas Power & Light Cooperative**  
183 Mt Baker Rd  
Eastsound WA 98245-9413

For Billing Questions: Eastsound - Call (360) 376-3500  
Friday Harbor - Call (360) 376-3550  
[www.opalco.com](http://www.opalco.com)

1010 1 AV 0.370 4 1010  
ORCAS IS PARK AND REC DISTRICT C-4 P-4  
PO BOX 575  
EASTSOUND WA 98245-0575



Account Number 9454400

Statement Date 09/15/2017

### Billing Summary

Balance From Last Billing	447.76
Payment Received 09/01/2017	611.13 CR
Balance Into Billing	163.37 CR
New Bill BUCK PARK WATER-MT BAKER	291.54
<b>Total Due By 10/05/17</b>	<b>128.17</b>
<b>Total Due After 10/05/17</b>	<b>134.58</b>

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### Messages

Open House Events September 25-28 - [www.opalco.com/calendar/](http://www.opalco.com/calendar/)

### Service Details

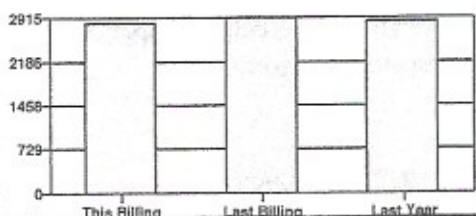
Loc	2024263-001	Service Add	BUCK PARK WATER-MT BAKER RD	Desc	RC	20
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**Meter Reading Details** **Meter 110317844**  
Current Reading 09/11/17 45295  
Previous Reading 08/10/17 42469  
Total Usage 2826  
Days Served 32

### Detail of Charges

Balance Into Billing	-163.37
Facility Charge	37.93
Energy Assistance Program	1.41
KWH Charges	252.20
370 KWH @ .1008	37.30
2456 KWH @ .0875	214.90
<b>This Service Sub-Total Amount Due</b>	<b>291.54</b>
	<b>128.17</b>

### Electric Energy Usage



KWH & Cost Comparison	No. Days	Total KWH	KWH Per Day	Total Monthly Cost	Avg. Cost Per Day
Current Billing	32	2826	88	291.54	9.11 0
Last Billing	29	2915	100	299.37	10.32 0
This Billing Last Year	32	2854	89	279.99	8.74 0

ORCAS IS PARK AND REC DISTRICT  
PO BOX 575  
EASTSOUND WA 98245-0000

Please Return This Stub With Your Payment  
Please Do Not Staple, Paperclip, Or Tape

**Account:** 9454400  
**Statement Date:** 09/15/2017  
**Total Due By 10/05/2017** 128.17  
**Total Due After 10/05/2017** 134.58

Your payment and any returned items may be processed electronically.

Initial any programs below to sign up.

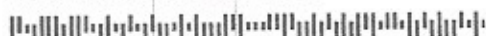


Pal Round-up or one-time donation \$ \_\_\_\_\_



Green Power \$4/block  
# of blocks to add (or All to go All Green) \_\_\_\_\_  
See reverse for more information.

**Orcas Power & Light Cooperative**  
183 Mt Baker Rd  
Eastsound WA 98245-9413



550090009454400000012817000013458091520175



**SAN JUAN COUNTY**

350 Court Street  
Friday Harbor, WA 98250  
(360) 378-2161

**INVOICE 03010**

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ORCAS IS PARK & REC DISTRICT  
MARCIA WEST  
PO BOX 575  
EASTSOUND, WA 98245

DUE DATE	10/02/2017
INVOICE DATE	10/02/2017
CUSTOMER #	0038
AMOUNT DUE	384.50

AMOUNT PAID 384.50

Contact Name: ROBIN GARCIA

Phone: (360) 370-7552

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE. MAKE CHECKS PAYABLE TO SAN JUAN COUNTY

## SAN JUAN COUNTY

DESCRIPTION		AMOUNT
A/P Warrants Entered-District		229.60
Quantity @ \$3.28	70	
Payroll Warrants		108.00
Quantity @ \$7.20	15	
Miscellaneous Auditor charges		35.42
Postage Charge	35.42	
Miscellaneous Charge	0	
JP Warrant Stock		7.00
Quantity @ \$0.10	70	
Envelope Stock		2.98
Quantity @ \$.035	85	
Payroll Warrant Stock		1.50
Quantity @ \$0.10	15	
Total Amount Due:		384.50
Quarterly Fees - 3rd Quarter, 2017		
CUSTOMER # 0038	INVOICE # 03010	PAYABLE UPON RECEIPT
		384.50



San Juan Sanitation Co.  
279 Gravel Pit Road  
Eastsound, WA 98245  
Phone: 360-376-4709 ■ 1-877-249-1467

Remit Payments To  
P.O. Box 267  
Lynden, WA, 98264

Garbage Collection  
Commerical Recycling  
Landscaping Supplies

Billing Date: 09/30/17

Due by: 10/25/17

Delinquent: 10/31/17

ACCOUNT NUMBER

SERVICE NAME & ADDRESS

PREVIOUS BALANCE

2960959-SJ

ORCAS PARK & RECREATION D - 95 SWORD FERN LN

431.78

QUANTITY

DATE

DESCRIPTION

AMOUNT

1	09/27/17	PAYMENT	PAY-CHECK	-431.78
4	09/30/17	2-YD SPECIAL		269.20
1	09/30/17	14.5% SAN JUAN COUNTY EXCISE TAX		41.06
1	09/30/17	SERVICE:RENT 2-YD SPECIAL PERIOD:SEPT		14.00
1	09/30/17	3.6%STATE REFUSE TAX		10.19

Did you know? We offer convenient co-mingle recycling in cans,  
toters and dumpsters. Save money and recycle more.

PAYMENTS POSTED  
AFTER THIS DATE  
WILL APPEAR ON  
THE NEXT BILLING

09/30/17

Aging 0-30	31-60	61-90	Over 90	Total
\$ 334.45	0.00	0.00	0.00	334.45

BALANCE  
DUE

334.45



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

Due by: 10/25/17

Phone: 360-376-4709 ■ 1-877-249-1467

Make Checks Payable To:  
SAN JUAN SANITATION CO.

ACCOUNT NUMBER

2960959-SJ

PREVIOUS BALANCE:	431.78
PAYMENTS:	-431.78
BALANCE FORWARD:	0.00
CURRENT CHARGES:	334.45
BALANCE DUE:	334.45

ENTER AMOUNT  
BEING PAID

334.45

859 1 AV 0.373 862 / 859 3-1-270  
ORCAS PARK & RECREATION D  
PO BOX 575  
EASTSOUND WA 98245-0575

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



# 2017 GIRLS S.W.I.S.H. BASKETBALL LEAGUE

(S.W.I.S.H. – Skagit, Whatcom, Island, Snohomish Hoops)

SKAGIT COUNTY



Parks and Recreation

★★ THE BEST GIRLS BASKETBALL ★★  
★★ PROGRAM IN THE AREA ★★



- ➔ Games begin Saturday, October 28<sup>th</sup> with Seeding Games. Registrations are requested by October 6<sup>th</sup>. Late registrations will be accepted only if space is available.
- ➔ Separate Divisions of Play for 5<sup>th</sup>/6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Girls
- ➔ **NOTE:** Teams and players are allowed to "PLAY UP" in grades/divisions if they have the necessary skill level.
- ➔ **Rosters:** Minimum number of players on a team is recommended at eight, with a maximum of twelve.
- ➔ **Team Entry Fee:** \$710.00 (Includes an 11 game guarantee)
- ➔ **Individual Entry Fee:** \$95.00 (Available to Skagit County residents only)
  - Individuals placed on teams based on Skagit Co. community and/or school.
- ➔ Games will be played on Saturday's at various sites within Skagit County
  - Mount Vernon, La Conner & Sedro Woolley
- ➔ All teams are required to have an adult coach on the bench at all times.
- ➔ **Uniforms:** All teams are required to wear same color and numbered jerseys (front or back).

All participants must complete and turn in a registration & concussion form with parental consent prior to participating in any practice and/or game. Team entries should turn forms in together.

Cut & Here

## 2017 Girls S.W.I.S.H. Registration Form – INDIVIDUAL & TEAM

In consideration of your accepting my entry, I hereby for myself, my child or children when applicable, my heirs executors and administrators waive and release any and all rights and claims for damages I or my child(ren) may have against Skagit County through Skagit County Parks & Recreation and its representatives, successors or assignees for any and all injuries suffered by myself or my child(ren) while going to, participating in, or returning from this activity. I have read this statement and my signature below verifies mine and my child's acceptance of these conditions.

Participants Name: Orcas Island Park & Recreation 360-376-7275

Parent Name: 2 teams: 4<sup>th</sup>/5<sup>th</sup> & 6<sup>th</sup>/8<sup>th</sup> Parent Signature: Kim Kimple

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

E-Mail: Kimi@oiprd.org School &/or Last Year's Team: \_\_\_\_\_

Grade (circle one): 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> Individual Reg. ☐ Team Reg. ☒ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Adults, please check if interested in: Coaching \_\_\_\_\_ Assisting \_\_\_\_\_ Refereeing \_\_\_\_\_

Send Registration & Fee to: Skagit County Parks & Recreation

P.O. Box 1326

Mount Vernon, WA 98273

360-416-1350

[parksrec@co.skagit.wa.us](mailto:parksrec@co.skagit.wa.us)



This event/activity is not being sponsored by the School District, and the District assumes no responsibility for the conduct or safety of the event/activity. In consideration for the privilege to distribute these materials, the School District shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.



**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT FUND # 6501

DATE: 12-Oct-17 Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT


TOTAL CLAIMS \$228.38


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

\$ 228.38 for the period ending October 12, 2017 We approve payment with our signatures below.

  
Signed as Chairman/Commissioner Date 10-12-17

  
Commissioner Date 10-12-17

  
Commissioner Date 10/12/17

Commissioner Date

aplAVnn  
10/11/2017 12:13:29PM

Invoice Accounting Report by Vendor Name  
San Juan County

Page: 1

Vendor Number: sta895

Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
603-231-409	1	Sales Tax Payment - September	E 6501.00.589.30.00.0000	228.38	in

Grand Total: 228.38

Page: 1

**ORCAS ISLAND PARK & RECREATION DISTRICT 603-231-409****Confirmation**

Confirmation Number	21693771
Tax Registration Number	603231409
Reporting Period	09/2017
Payment Type	EFT Credit
Date and Time Submitted	10/10/2017 5:06:29 PM
Payment Amount	228.38
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 October 26 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**



**FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			179,556.91	
212	SALARY PAYABLE	8,995.39			
231	OTHER ACCRUED LIABILITIES	2,647.59			
310	TAXES	5,367.46			
340	CHARGES FOR GOODS AND SERVICES	4,894.80			
360	MISCELLANEOUS REVENUES	250.00			
380	NONREVENUES	234.84			
	TOTAL RECEIPTS		22,390.08		
212	SALARY PAYABLE	8,995.39			
231	OTHER ACCRUED LIABILITIES	2,647.59			
570	CULTURE AND RECREATION	18,703.55			
580	NONEXPENDITURES	249.77			
590	DEBT SERVICE AND OTHER	5,908.28			
	TOTAL DISBURSEMENTS		36,504.58		
101	ENDING CASH BALANCE				165,442.41
				GL ENDING CASH BALANCE	165,442.41
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			180,000.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				180,000.00
151	BEGINNING INVESTMENT BALANCE				
	INVESTMENTS ACQUIRED	0.00			0.00
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

activity	participants avg each time	end date	staffing	location
Tennis, Fall	17	2-Oct	Jill	Buck Park
Soccer	61	25-Oct	Various	Buck Park
Flag Football	19	25-Oct	Various	Buck Park
Dance- 9 Levels Session I	55	29-Oct	Moss	Various
Girls SW/SH Basketball	16	9-Dec	Various	Various
Running Club	11	13-Dec	Kulper	Various
Boys Choir	6	18-Dec	MWA	OCS Chapel
Pickleball	4	21-Dec	Staff	Old Gym
Basketball	20	19-Dec	Staff	Old Gym
Volleyball	14	20-Dec	Staff	OHS Gym

Participants per week = 223

Upcoming Activities:

activity	participants enrolled	start date	staffing	location
Dance- 9 Levels Session II	2	2-Nov	Moss	Various
Boys SW/SH Basketball	5	13-Dec	Various	Buck Park
Community Swim	NA	5-Nov	Staff	Athletic Club

Administrative Task Update

- Finalize contract with Funhouse for rental.
- Following up on public assistance funding. We have official approval of the \$20,000 grant. Still awaiting contract with details and timing.
- Follow up is needed for Land Bank Operating Agreement for the dog park.
- Ongoing as-built for Buck Park is being cleaned up and will be back to us soon with a CADD file we can update.
- Office build-out needs final electrical and counters before completion.
- Various changes to personnel status to be reviewed during the meeting.
- As items are moved back into the office and Buck Park storage becomes more organized, we will release the second storage unit – plan is to complete before the end of the month.

BUDGET SUMMARY

As of September 30, 2017  
Balance: \$165,442.41  
Sept. Expenses: \$24,861.60  
Sept. Revenue: \$10,747.10

Difference from budget  
Adjusted Budget Balance:  
\$168,731  
Actual Balance:  
\$165,442.41  
Difference: +\$3288.59

2018 Budget Summary		2017 Budget	Difference
<b>Revenue</b>			
Beginning Net Cash	\$135,000	\$244,100	-\$109,100
Taxes and Remittances	\$299,750	\$297,250	\$2,500
Activity Fees and Rents	\$34,200	\$38,400	-\$4,200
Donations & Grants	\$5,250	\$29,500	-\$24,250
Loan Proceeds	\$0	\$25,000	-\$25,000
<b>TOTAL</b>	<b>\$474,200</b>	<b>\$634,250</b>	<b>\$160,050</b>
<b>EXPENSES (incl. reserves)</b>			
Personnel	\$144,410	\$138,336	\$6,074
Buck Park	\$39,170	\$37,600	\$1,570
Buck Park Improvement Project	\$0	\$164,664	-\$164,664
Operating Supplies & Expenses	\$25,540	\$33,700	-\$8,160
Loan Repayment	\$40,100	\$42,300	-\$2,200
Professional Services	\$19,000	\$10,800	\$8,200
Rental and Lease Fees	\$15,040	\$14,700	\$340
Programs	\$39,800	\$57,150	-\$17,350
Cash and Transfers	\$131,140	\$135,000	-\$3,860
<b>TOTAL</b>	<b>\$474,200</b>	<b>\$634,250</b>	<b>\$160,050</b>

Buck Park Maintenance & Management

- Off Leash area is open and has had great traffic. Small dog users have reported their dogs have escaped under the east fence into the northeast fenced area- repairs need to be made to ensure no further escapees. Progress needs to be made with the permanent water supply.
- Skatepark repairs are underway. Hoping for a timely completion, weather- permitting. Volunteers are needed.
- Staining is complete on dugouts. Need to add fencing panels and repair the remaining chain link.
- Irrigation vault selection and purchase is needed.
- Multi-court additional netting is complete; we are still researching posthole caps.
- Bleachers have been relocated. Need to investigate safety railings. Andrew Stephens is working on milling new boards. – Thank you Andrew!
- Irrigation needs to be winterized and summer equipment brought inside.

Commissioners' Action Items

- Coordination with Port of Orcas for additional loan
- 2018 budget needs review this month with budget hearing Nov. meeting.
- Renewal of the Facility Use Agreement with OISD is coming up – review needed.
- Action required on upcoming personnel changes.



## Resolution 2017-2

### Resolution For the Purpose of Securing Repairs To the Skatepark at Buck Park in 2017

**Whereas** in May 2017 Orcas Island Park and Recreation District (OIPRD) commissioned a professional structural assessment of the Buck Park Skateboard Park by Grindline Skatepark LLC. of Seattle, WA and,

**Whereas** the assessment indicated an unanticipated "hazardous" condition necessitating immediate remediation and,

**Whereas** the condition of the skatepark requires repairs in excess of those anticipated within the levy budget of 2016 and

**Whereas** the bid costs to repair is \$52,080.00 and,

**Whereas** OIPRD immediately applied for and received a San Juan County Public Facilities grant for \$20,000 to address the repairs and,

**Whereas** the window of time for Grindline Skatepark LLC. to repair the skatepark in 2017 is October 9 – November 10 and,


**Whereas** OIPRD must make repairs or consider closing the skatepark until repairs can be made and,

**Whereas** the Board of OIPRD believes it is in the public's best interest to proceed to repair regardless of the Public Facilities Grant process outcome,

**Therefore be it resolved:** OIPRD will borrow \$25,000 from the Port of Orcas, for the purpose of skatepark repair, upon contract approval by the OIPRD board. Within 30 days of contract approval, the Port of Orcas will transfer \$25,000 to OIPRD. Interest on the amount borrowed will commence on the date of receipt of the funds by OIPRD and will be calculated at 3% per annum based on the declining balance. The first payment, to include interest accrued, will be in the amount of \$10,000, or more, and will be made on December 1, 2021. The second payment of \$15,000, or more, in principle and accrued interest, will be made on December 1, 2022. All principal and interest will be fully repaid by the end of December 2022.

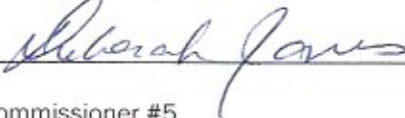
**ADOPTED** by the Board of the Orcas Island Park and Recreation District, San Juan County, Washington on the 12  
day of October, 2017

Signed

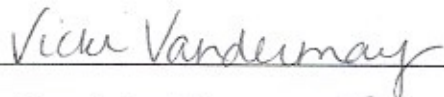


Chair, Commissioner #2

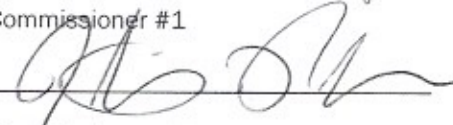
Commissioner #3



Commissioner #5



Commissioner #1



Commissioner #4



# Orcas Island Park & Recreation District



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

October 12, 2017

Port Commissioners  
Port of Orcas  
P.O. Box 53  
Eastsound, WA 98245

Dear Port Commissioners,

The Board of Orcas Island Park and Recreation District (OIPRD) requests from the Port of Orcas a loan from the Port to OIPRD in the amount of \$25,000, as initially discussed, in the August 10, 2017 Intent to Borrow memo. We are requesting that funds from the loan be transferred effective December 1, 2017. Resolution 2017-2, approved by the OIPRD Board October 12, 2017, is attached for your reference.

We greatly appreciate your support and assistance with this loan and propose the following payment schedule:

<b>2017 Proposed Skatepark Loan \$25,000, 1 December 2017</b>				
<b>3% per annum of funds received</b>				
	Payment	Interest Payment	Principal Balance	Principal Payment Date
			\$25,000	\$25,000 1-Dec-17
	\$13,002.05	\$3,002.05	\$25,000	\$10,000 1-Dec-21
	\$15,450.00	\$450.00	\$15,000	\$15,000 1-Dec-22
<b>TOTAL</b>	<b>\$28,452.05</b>	<b>\$3,452.05</b>		<b>\$25,000</b>

Thank you very much for your consideration. Please let us know if you have any questions or need any additional documentation.

Robert Eagan, Chairman OIPRD

PHONE  
360-376-7275

EMAIL  
oiprd@oiprd.org

WEB  
www.oiprd.org

## ORCAS ISLAND PARK AND RECREATION DISTRICT LEASE AGREEMENT

THIS AGREEMENT is entered into by and between the Orcas Island Park and Recreation District (OIPRD), a municipal corporation of the State of Washington ("Lessee"), and Children's Discovery Foundation dba the Funhouse Commons ("Landlord"), a 501(c)(3) non-profit corporation duly established by the laws of the State of Washington (collectively, "the Parties"), for the purpose of leasing from Landlord an office and storage area in the building located at 30 Pea Patch Lane, Eastsound, Washington.

WHEREAS, Landlord owns the Funhouse Building located at 30 Pea Patch Lane, Eastsound, in San Juan County, Washington, and desires to lease the Property to Lessee;

WHEREAS, Lessee desires to lease from Landlord the Property for the purpose of housing the administrative services of OIPRD; and

NOW, THEREFORE, in consideration of the terms, conditions, mutual covenants and promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

**1. PROPERTY.** The Property to be leased by Lessee is an office that is approximately 288 square feet and a storage room that is approximately 104 square feet, located at 30 Pea Patch Lane, Eastsound, Washington, on TPN 271412016 ("the Property"). The short legal description for the Funhouse Building is Thomas & Audrey Lavender SP PR Lot 4, Section 14, T 37N, R 2W. The use for the Property shall be administrative office use and storage of supplies and equipment. Lessees shall also share use of a conference room, which schedule will be controlled by Landlord and used on a first-come-first-served basis. Lessees will also share use of the Funhouse bathrooms.

**2. TERM.**

**2.1 Two Year Term.** This Lease will commence and be effective on **October 1, 2017** and continue for 2 (two) years, until **October 1, 2019**.

**2.2 Extended Term.** The Lease may be automatically extended for a second 2-year term ("extended term"), with an option to automatically extend for a third 2-year term, on the same terms and conditions as set forth in this Lease, except for the lease rent shall be adjusted as set forth Section 3. Lessees shall give Landlord their notice of intention to renew the Lease at least 60 (sixty) days prior to the expiration of this Lease. Such extended term(s) will be given under the same terms and conditions that apply throughout this Lease, except the original 2-year lease term set forth in paragraph 2.1, will not apply.

- 5.3 At the expiration of the term, Lessees will remove their goods and effects and peaceably yield the Property to the Landlord in as good a condition as when delivered to Lessees, ordinary wear and tear excepted.

6. QUIET POSSESSION. The Landlord covenants and warrants that upon performance by Lessees of its obligations hereunder, the Landlord will keep Lessees in exclusive, quiet, peaceable, undisturbed and uninterrupted possession of the Property during the term of this lease.

7. DEFAULT. If default is made in any of the covenants or conditions to be kept, observed and performed by Lessees or Landlord, and such default continues for 30 days after notice in writing by the other party, including by email, without correction, the non-defaulting party may declare the term of the lease ended and terminated by giving the other party written notice of such intention. If possession of the Property is not surrendered by Lessees, Landlord may reenter the Property. The Parties have, in addition to the remedies provided in this Lease, any other right or remedy available to Landlord or Lessees, either in law or equity. Either party will use reasonable efforts to mitigate its damages, which shall offset any rent or other cost owed by Lessees to Landlord. Lessees understand and agree that if Lessees file a petition of bankruptcy or dissolution, it will not release Lessees from the fulfillment of the terms and conditions of the lease agreement.

8. SUBLEASE; ASSIGNMENT.

8.1 Sublease. Lessee may not sublease part of the Property to other persons or entities without the Landlord's express written consent.

8.2 No Assignment. Lessee agrees that it may not assign this Lease to any other person or entity without the Landlord's express written consent.

9. MAINTENANCE.

9.1 The Landlord's obligations for maintenance include:

- ▲ The roof, outside walls, skylights, and other structural parts of the building;
- ▲ The parking lot, driveways, and sidewalks including general maintenance, repair of potholes, and snow and ice abatement or removal;
- ▲ Sewer system(s), water pipes, and other matters related to plumbing;
- ▲ Repair of sinks and toilets, if due to plumbing issues beyond the control of Lessee;
- ▲ Electrical wiring;
- ▲ Heating and cooling systems;
- ▲ All other items of maintenance not specifically delegated to Lessee under this Lease.

9.2 In regards to snow or ice removal on the parking lot or sidewalk, Lessee will notify Landlord by phone or in writing when snow or ice needs to be removed or abated for the safe ingress and egress of Lessee. Landlord agrees to address such issues, to the extent practicable, within five (5) working days.



14. SIGNS. Lessee may place on the Property, at locations selected by Lessee, any signs which are permitted by applicable zoning ordinances or county code, and are appropriate to the rest of the property. Landlord may refuse consent to any proposed signage that is in the Landlord's opinion too unattractive, or otherwise inconsistent with or inappropriate to the Property or use of any other tenant. Landlord will assist and cooperate with Lessee in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Lessee to place or construct the foregoing signs. On termination of the Lease Lessee will remove any such signs and restore the property to its pre-sign condition.

15. LANDLORD'S RIGHT OF ENTRY.

15.1 Landlord, with 24 hours written notice, has the right during the term of this Lease to enter during reasonable hours to inspect the Property, make repairs or improvements, or to show prospective buyers and/or tenants the property. As provided by law, in the event of an emergency, Landlord reserves the right to enter the Property without notice. It is required that the Landlord have a working set of keys and/or security codes to gain access to the Property. Therefore, Lessee will not change locks, install additional locks, bolts, or security systems without the written consent of the Landlord. Unauthorized installation or changing of any locks will be replaced at Lessee's expense. Landlord will provide Lessee with a lockable office door with deadbolt and two complete sets of keys for entry to all doors necessary for entrance. Lessee is responsible for any and all damages that may occur as a result of forcible entry during an emergency where there was an unauthorized placement of a lock.

15.2 During the last three months of this lease, or any extension of this lease, the Landlord is allowed to display the usual "For Rent" signs and show the Property to prospective tenants, if Lessee has not opted to renew this Lease.

16. PARKING. Lessee is entitled to reasonable use of the parking lot directly outside the Funhouse Building. No parking spaces are assigned, and Lessee and its customers or guests may use the parking lot, in a manner consistent with Lessee's reasonable and necessary use of the Property.

17. DAMAGE, DESTRUCTION, CONDEMNATION.

17.1 If the Property is damaged or destroyed by fire, or other casualty to the extent that enjoyment of the dwelling unit is substantially impaired, the Landlord may in its sole discretion elect to repair the Property, or either party may terminate the lease upon thirty (30) days written notice to the other party. If the Property is condemned or cannot reasonably be repaired, this lease will terminate upon twenty (20) days written notice by either party. Lessee will give the Landlord immediate notice of any substantial damage to the Property.

fees and costs, and the Parties shall equally bear the expense of the mediator (50/50). Mediation will occur in San Juan County on Orcas Island, Washington, unless expressly agreed to in writing by the Parties. If mediation fails or would be futile, the Parties shall resolve the matter through final and binding arbitration.

- 21.2 Arbitration. Any controversies or claims arising out of the terms of this Lease or its interpretation shall be subject to final and binding arbitration pursuant to RCW Chapter 7.04A, and settled in accordance with applicable Washington law. Arbitration shall occur in San Juan County, and the parties shall equally bear the expense of the arbitrator (50/50). Each party shall bear his or her own attorneys' fees and costs, unless otherwise ordered by the arbitrator. The judgment upon award shall be entered in San Juan County superior court.

22. SALE OF PREMISES. In the event the Property is sold, Landlord shall use its best efforts to ensure that the new owner shall continue this Lease. This Lease shall bind Landlord's heirs, successors, and assigns. In the event that after use of all best efforts, Landlord is not able to obtain the new owner's consent to continue this Lease with Lessee, Landlord may terminate this lease, on sixty days written notice to Lessee that the Property has been sold. Landlord shall pay to Lessee two months' rent for mitigation of damages due to early termination of the Lease.

23. HOLDOVER. If Lessee maintains possession of the Property for any period after the termination of this lease (referred to as "Holdover Period"), Lessee will pay the Landlord lease payment(s) during the holdover period at a rate equal to 120% of the most recent rate preceding the holdover period (if less, the maximum amount allowed by law). Such holdover will constitute a breach of this Lease. Landlord may, at its sole discretion, allow Lessee a month-to-month extension of this Lease. During the Holdover Period, Landlord may evict Lessee at any time, pursuant to applicable state or local law.

24. INDEMNIFICATION. To the extent permitted by law, the Parties agree to indemnify, hold harmless, and defend the other party from and against any and all losses, claims, liabilities, and expenses, including reasonable attorneys' fees, if any, which the other party may suffer or incur in connection with either party's possession, use or misuse of the Property.

25. DANGEROUS MATERIALS. Lessee will not keep or have on the Property any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Property, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of the Landlord is obtained and proof of adequate insurance protection is provided by Lessee to the Landlord.

26. PEACEFUL ENJOYMENT. So long as Lessee pays the rent set forth in this Lease and otherwise complies with the terms and conditions of this Lease, Lessee shall have peaceful and quiet enjoyment and occupancy of the leased premises.



**To the Funhouse Commons:**

Chairperson, The Funhouse Commons  
30 Pea Patch Lane  
Eastsound, WA. 98245  
Phone: 360-376-7177  
Email: maureen@thefunhouse.org

**To OIPRD:**

Chairperson, OIPRD  
P.O. Box 575  
Eastsound, WA.  
Phone: 360-376-7275  
Email: marciaw@oiprd.org

34.2 Notice may be given by either party to the other in any manner provided for by law, or in any of the following: regular mail, personal delivery, or email.

35. **GOVERNING LAW.** The law under which this agreement will be governed, construed and interpreted will be those of the State of Washington, San Juan County. Venue for any action under this Lease shall be in San Juan County.

36. **RECORDATION.** This Lease will be recorded by Lessee with the San Juan County Auditor.


IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed effective the day and year first set forth above.

**CHILDREN'S DISCOVERY FOUNDATION dba THE FUNHOUSE COMMONS**

\_\_\_\_\_  
James Cook  
Chair, Children's Discovery Foundation

\_\_\_\_\_  
Date

**ORCAS ISLAND PARKS AND RECREATION DISTRICT**

  
\_\_\_\_\_  
Bob Eagan  
Commissioner, Orcas Island Parks and Recreation District

10 . 12 . 17  
\_\_\_\_\_  
Date



as of:  
10/12/17  
**DRAFT**

Orcas Island Park and Rec District 2018

date of this revision	2017	2018	Q1	Q2	Q3	Q4
Revenues		Draft Budget				
Beginning Net Cash and Investments	\$115,000.00	\$244,100	\$135,000	\$106,526	\$162,700	\$105,784
General Property Taxes	\$115,000.00	\$295,000	\$297,000	\$299,000	\$114,000	\$122,000
Leasehold Tax	\$107,500.00	\$150	\$50	\$50	\$0	\$50
Timber Harvest Tax	\$107,500.00	\$100	\$0	\$0	\$0	\$100
Payment In-Lieu of Property Tax (DNR)	\$116,000.00	\$0	\$0	\$0	\$0	\$0
Activity Fees	\$107,500.00	\$18,000	\$13,700	\$8,100	\$10,700	\$5,800
Rental / Lease Revenue	\$102,100.00	\$400	\$0	\$300	\$200	\$0
Donations						
Donations - Unrestricted	\$67,000.00	\$1,500	\$2,000	\$1,000	\$700	\$0
Donations - Team/Corporate Sponsorship	\$67,000.00	\$0	\$0	\$0	\$0	\$0
Donations - Private Grants	\$67,000.00	\$20,000	\$1,000	\$0	\$1,000	\$0
Donations - Restricted	\$67,000.00	\$8,000	\$2,000	\$500	\$500	\$500
Buck Park Reimbursements	\$69,000.00	\$0	\$250	\$0	\$250	\$0
Interfund Loan - Part of Orcas	\$11,000.00	\$25,000	\$0	\$0	\$0	\$0
State Reimbursements	\$106,000.00	\$2,000	\$500	\$800	\$650	\$550
Refunds/Overheadly "Other (Nonrevenue)"	\$101,000.00	\$0	\$0	\$0	\$0	\$0
<b>Income</b>	<b>614,250</b>	<b>474,200</b>	<b>174,150</b>	<b>253,176</b>	<b>187,100</b>	<b>234,784</b>
Expenditures						
Expenses						
Personnel						
CI/PSD Director	\$71,000.00	\$56,964	\$46,964	\$14,241	\$14,241	\$14,241
CI/PSD Assistant Director	\$71,000.00	\$48,172	\$0	\$0	\$0	\$0
CI/PSD Facility / Activity Suppt.	\$71,000.00	\$21,000	\$0,900	\$2,980	\$2,520	\$2,000
CI/PSD Program Assistant	\$71,000.00	\$0	\$45,200	\$11,296	\$11,301	\$11,301
CI/PSD Park Steward	\$71,000.00	\$0	\$10,900	\$4,200	\$6,300	\$2,100
EICA	\$71,000.00	\$9,000	\$9,450	\$2,350	\$2,400	\$2,300
L & I	\$71,000.00	\$1,600	\$1,600	\$190	\$420	\$390
Unemployment	\$71,000.00	\$1,400	\$1,400	\$150	\$350	\$350
Staff Development	\$71,000.00	\$2,000	\$500	\$500	\$500	\$500
Supplies						
Office Supplies	\$71,000.00	\$1,200	\$800	\$200	\$200	\$200
Computer Supplies	\$71,000.00	\$400	\$400	\$100	\$100	\$100
Software	\$71,000.00	\$1,200	\$1,100	\$200	\$270	\$270
Grounds / Sprinkler	\$71,000.00	\$0	\$0	\$0	\$0	\$0
Janitorial Supplies	\$71,000.00	\$100	\$100	\$20	\$20	\$20
Promotional Supplies	\$71,000.00	\$200	\$200	\$0	\$50	\$50
Supplies - Other	\$71,000.00	\$5,000	\$4,000	\$960	\$960	\$960
Athletic Supplies - General	\$71,000.00	\$9,000	\$5,000	\$1,500	\$1,200	\$1,200
Equipment Non-Capitalized						
Office Equipment	\$71,000.00	\$2,000	\$800	\$200	\$200	\$200
Signage	\$71,000.00	\$500	\$500	\$200	\$200	\$200
Athletic Equipment - General	\$71,000.00	\$10,000	\$0,000	\$1,500	\$1,600	\$3,000
Professional Services						
Professional Services	\$71,000.00	\$1,500	\$7,400	\$600	\$600	\$600
Instructors	\$71,000.00	\$25,000	\$19,000	\$4,500	\$4,500	\$6,000
Website Development / Consulting	\$71,000.00	\$0	\$0	\$0	\$0	\$0
Legal Services	\$71,000.00	\$3,000	\$2,500	\$0	\$0	\$2,000
Accounting Services	\$71,000.00	\$800	\$8,400	\$2,100	\$2,100	\$2,100
Print/Graphic Services	\$71,000.00	\$0	\$200	\$40	\$80	\$40
Activity Coordinators	\$71,000.00	\$8,000	\$2,700	\$500	\$400	\$1,050
WA State Auditors Fees	\$71,000.00	\$5,000	\$5,000	\$0	\$5,000	\$0
Promotion	\$71,000.00	\$500	\$500	\$200	\$0	\$100
Program Brochures/Markers	\$71,000.00	\$4,000	\$4,000	\$1,000	\$1,000	\$1,000
Advertising	\$71,000.00	\$400	\$400	\$100	\$100	\$100
Employment Advertising	\$71,000.00	\$200	\$200	\$0	\$200	\$0
Admin./Office non-supplies/equip. costs						
Postage & Shipping	\$71,000.00	\$3,600	\$3,200	\$800	\$800	\$800
Website / Online Billing	\$71,000.00	\$500	\$400	\$0	\$0	\$200
Printing / Graphics	\$71,000.00	\$0	\$0	\$0	\$0	\$0
Telephone/Internet	\$71,000.00	\$3,600	\$2,100	\$525	\$525	\$525
Active Net Fees	\$71,000.00	\$200	\$200	\$45	\$45	\$55
Travel	\$71,000.00	\$350	\$100	\$100	\$100	\$0
Rentals and Leases						
Operating Rentals and Leases	\$71,000.00	\$7,200	\$6,840	\$1,710	\$1,710	\$1,710
Event Rental Fees	\$71,000.00	\$7,500	\$8,200	\$1,400	\$1,400	\$700
Insurance Premiums and Recoveries	\$71,000.00	\$4,600	\$3,200	\$0	\$0	\$5,200
Utilities						
Utilities Service - Chem RR Ser.	\$71,000.00	\$4,100	\$4,000	\$400	\$1,220	\$1,300
Utilities Service - Water	\$71,000.00	\$1,000	\$1,020	\$255	\$255	\$255
Sewer / Garbage	\$71,000.00	\$1,400	\$1,200	\$100	\$400	\$450
Utilities Service - Electrical	\$71,000.00	\$900	\$950	\$100	\$300	\$450
Repairs and Maintenance						
Grounds / Mowing	\$71,000.00	\$14,000	\$14,000	\$3,200	\$1,600	\$3,600
Grounds / Sprinkler Related	\$71,000.00	\$4,000	\$4,000	\$0	\$2,600	\$2,000
Grounds / Gen. Water System Related	\$71,000.00	\$1,000	\$1,000	\$0	\$500	\$0
Grounds Maintenance	\$71,000.00	\$6,000	\$6,000	\$4,000	\$1,000	\$1,000
Grounds - Other	\$71,000.00	\$5,000	\$7,000	\$500	\$3,000	\$1,500
Miscellaneous						
Auditor Recording Fees	\$71,000.00	\$100	\$240	\$80	\$80	\$0
Ballot	\$71,000.00	\$3,000	\$1,000	\$1,000	\$0	\$0
Other	\$71,000.00	\$5,000	\$1,000	\$500	\$0	\$500
Interfund Loan Principal Payment	\$11,000.00	\$16,000	\$36,000	\$0	\$18,000	\$0
Taxes and Operating Assessments	\$11,000.00	\$2,500	\$2,500	\$600	\$600	\$700
Interfund Loan Interest Income	\$11,000.00	\$6,300	\$4,100	\$0	\$2,510	\$0
Park Improvements	\$11,000.00	\$164,664	\$0	\$0	\$0	\$0
<b>column totals -&gt;</b>	<b>499,250.00</b>	<b>\$21,060.00</b>	<b>\$67,624</b>	<b>\$90,476</b>	<b>\$81,316</b>	<b>\$31,644</b>
<b>estimated end of period cash balance -&gt;</b>	<b>\$135,000</b>	<b>\$131,140</b>	<b>\$106,526</b>	<b>\$162,700</b>	<b>\$105,784</b>	<b>\$151,140</b>
<b>TOTAL EXPENSES</b>						

Marcia West  
1172 Discovery Way  
Eastsound, WA 98245

October 12, 2017

Board of Commissioners  
Orcas Island Park and Recreation District  
P.O. Box 575  
Eastsound, WA 98245

Dear Commissioners,

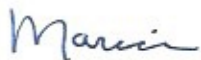
I am writing to notify you that I am resigning from my position as Director with Orcas Island Park and Recreation District. My last day of employment will be December 15, 2017.

I appreciate the opportunities I have been given during my time with the District, as well as your professional guidance and support. It has been an amazing experience to develop and grow park and recreation opportunities for the Orcas Island community and I have enjoyed working with each of you.

I wish you and the OIPRD the best of success in the future. Please do let me know if there is anything I should focus on during the two-month transition with the incoming Director.

Although moving to semi-retirement, I am not leaving the island and am available to do everything I can to make this a smooth and successful transition.

Very sincerely,

A handwritten signature in blue ink that reads "Marcia".

Marcia West