

Special Public Meeting  
November 16, 2017

## Meeting Minutes November 16, 2017

Orcas Island Park and Recreation District Commission  
Special Public Meeting, November 16, 2017  
OIPRD Office  
5:00 P.M. - 6:00 P.M.

Orcas Island Park and Recreation District Commission  
**THURSDAY, November 16<sup>TH</sup>, 2017**

Orcas Island Park and Recreation  
District Office  
5:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 5:20 p.m.**

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay -present

Seat 2: Bob Eagan -present

Seat 3: Martha Farish -present

Seat 4: Justin Paulsen -present

Seat 5: Deborah Jones -present

The Commissioners reviewed the current 6-year budget printout, which carries through 2022. Beginning in 2018 OIPRD will standardize how financial printouts are presented to the Commissioners and public. Staff will be trained in on QuickBooks.

Marcia presented a proposal for bookkeeping services as District Financial Officer to the Board for their consideration.

### **II. PUBLIC COMMENT**

No Public Present.

### **III. SPECIAL MEETING AGENDA**

### **IV. EXECUTIVE SESSION**

1. Staffing - Director

**5:22 MOTION:** to enter Executive Session to discuss the upcoming vacancy in the Director position by Vicki; Martha seconded and it was approved unanimously.

Bob reconvened to the Special Meeting at 6:23.



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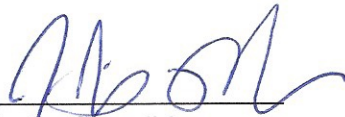
**V. ADJOURNMENT MOTION** With no further agenda, comments, or discussion, Justin moved to adjourn, seconded by Martha at 6:24 pm, unanimously approved.

***Addenda:***  
*West Proposal*

Special Public Meeting minutes for November 16, 2017

Approved by motion on this 14<sup>th</sup> day of December, 2017

Signed and attested this 14<sup>th</sup> day of December, 2017

  
Justin Paulsen #4,  
Secretary

  
Bob Eagan, Commissioner #2,  
Chair



Marcia West  
1172 Discovery Way  
Eastsound, WA 98245

November 13, 2017

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

Dear Commissioners,

As we have discussed during our previous meeting, I am available to offer bookkeeping support for the District, should that be desired. I do have an established business for bookkeeping and can offer my services to the District for the next year.

I suggest the contract run from Jan 1, 2018 to Dec. 31, 2018. This will allow for one full cycle of reports and contract activities. Bookkeeping services might include:

- Monthly payroll preparation (2 hr/mo)
- Monthly claims preparation and input (4 hr/mo)
- Post meeting claims and payroll transmitting and filing (1 hr/mo)
- Monthly DOR tax calculation and filing (1 hr/mo)
- Budget preparation and monthly update (2 hr/mo)
- QuickBooks input for budget and activity tracking (3 hr/mo)
- Work with the Director on budget development and audit preparation (5 hr/mo)
- Preparation of monthly reports for the Director for monthly meeting (2 hr/mo)

Hourly rate: \$30

Proposed fixed rate fee: \$600.

Additional support can be provided at the hourly rate for estimates and proposal support as requested by the Director.

Please let me know if you have any questions or wish to pursue this service.

Very sincerely,



Marcia West