

Meeting Minutes December 14, 2017

Orcas Island Park and Recreation District Commission
Public Meeting, December 14, 2017
Eastsound Fire Station
4:00 P.M. - 6:00 P.M.

I. CALL TO ORDER – 4:09pm

Bob Eagan, Chairman, present

Roll call:

Seat 1: Vicki Vandermay, present

Seat 2: Bob Eagan, present

Seat 3: Martha Farish, present

Seat 4: Justin Paulsen, present

Seat 5: Deb Jones, present

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

II. PUBLIC COMMENT

Paul Andersson introduced himself from Lopez Solid Waste. He is also active in soccer programs with OIPRD.

II. MONTHLY AGENDA

< Claims Payment Request November 22, 2017 >

< Claims Payment Request December 14, 2017 >

< Claims Payment Request DOR November 2017 >

1. Previous Minutes – November 09, 2017

MOTION: Justin moved to approve the November 09, 2017 public meeting minutes; seconded by Deb; and it was approved unanimously.

2. Previous Minutes – Special Meeting November 16, 2017

MOTION: Justin moved to approve the November 09, 2017 public meeting minutes; seconded by Deb; and it was approved unanimously.

3. Employees Pay Slips

MOTION: Martha moved to approve the November 09, 2017 public meeting minutes; seconded by Justin; and it was approved unanimously.

Justin asked if the new Paid Sick and Family Leave Law is factored into the 2018 budget at 0.55 hours accrued per pay period and Kim and Marcia confirmed it has already been factored into the budget. Vicki asked Marcia to follow up via email with the details of the law and Marcia agreed.

4. Payment of Claims

MOTION: to approve the November 22, 2017 Claims Payment #6501 for \$765.77 by Justin; Martha seconded, and it was approved unanimously.

MOTION: to approve the December 14, 2017 DOR Claims Payment #6501 for \$215.47 by Justin; Martha seconded, and it was approved unanimously.

MOTION: to approve the December 14, 2017 Claims Payment #6501 for \$37,722.95 by Justin; Martha seconded, and it was approved unanimously.

IV. MONTHLY BUSINESS

1. Financial

< Monthly Financial Statement >

See the attached Monthly Financial Statement. Account Balance as of November 30, 2017 is \$139,176.94.

FUN FACT: The Quickbooks opening balance from 1/1/2013 is nearly the same as the end-of-period balance for 12/31/2017. The expenses in this report are cumulative for the last 5 years. Dance expenses have been costly, but well attended, and staff will follow-up with these programs to assure unpaid expenses are settled.

Toilet expenses have added up over the years, it may be worth proposing a levy to install a more permanent situation. Bellingham has good examples of alternative toilets that do not require a drain field.

The first quarter spending should be conservative as the loan payment is due in the first and third quarters of 2018. Some projected expenses are consistent with normal billing, other expenses (i.e. repairs) are just estimates. Martha pointed out there is county grant money (approx. \$20,000) for the skatepark being held up, awaiting contract completion. First quarter spending may be jeopardized by not having the county contract and subsequent check. Martha suggested when paying these expenses, we should invoice the county for work completed, since the money has been approved by the council.

2. Director's Report

< Director's Report >

SWISH girls basketball is wrapping up a great season, and the boys SWISH program begins next week. Attendance for drop-in swimming has been good each month at around 20

people. Running Club has had great attendance from all age groups. Kim has had continued communication with San Juan Island for the upcoming baseball season.

After great interest, OIPRD is moving forward with offering a day trip to the Flower and Garden show. Martha says the senior center may have requirements to use the county bus and have ferry costs covered by the county if they register through the county for this event. Kim will follow up with Bonnie Berg for more info.

3. Buck Park Maintenance and Improvement Report

Water is currently being manually filled at the dog park. Bob explained the Eastsound Water Users Board decision to not give a special allocation for the dog park is based on their policy barring the transfer of water across tax parcels. An additional connection either needs to be paid for monthly or the parcel boundaries need to be adjusted. Marcia reports that the Land Bank may be willing to do a boundary line adjustment and this could benefit both parties. The water project will move forward in January and a boundary line modification will be sought by OIPRD.

The dog park sustained some damage at the entry of the small dog area from a car incident. OIPRD is repairing this damage and installing wheel stops to prevent future occurrences.

V. UNFINISHED BUSINESS

1. Update on OISD Construction Schedule

Field Impacts – OIPRD may need to seek a grant in Spring 2020 for repair of fields due to overuse while OISD facilities are under construction. Kim suggested some sports that historically use OISD facilities would need to move to Buck Park. Commissioners discussed that the school fields #4 and 5 are currently a safety hazard. OIPRD will continue communicating with OISD about the facility use agreement. Deb and Bob will follow up with Eric at OISD regarding field repair.

2. Off Leash Area – Grant Update

The grant OOLA acquired for the new off leash area is about to expire. OOLA will be using the leftover monies to purchase materials for a small dumpster containment to house waste hauled from the off leash area.

3. Policy and Procedure Manual

Tabled for a future meeting.

4. Review and Acceptance of Marcia West Resignation

< Resolution 2017-6 >

MOTION: to approve Resolution 2017-6 accepting Marcia's resignation by Martha; Justin seconded, and it was approved unanimously.

5. Appoint Interim Director

< Resolution 2017-7 >

MOTION: to approve Resolution 2017-7 by Deb; Vicki seconded, and it was approved by the majority and not approved by Justin.

Justin does not believe we need an Interim Director, he believes we should directly assign the Director position to Kim Kimple without a 6-month interim position.

Martha prepared a press-release announcing Marcia's resignation and Kim Kimple's appointment as Interim Director.

6. Review and Consideration of District Financial Officer Proposal

< Resolution 2017-8 >

MOTION: to approve Resolution 2017-8 for Marcia's professional services by Vicki; Deb seconded, and it was approved unanimously.

Marcia will edit her letter to read the same as her contract whereas she will charge a fixed rate for her services with additional services billed at an hourly rate.

VI. EXECUTIVE SESSION

1. Staffing

No Executive Session. All matters were discussed in public session.

VII. NEW BUSINESS

1. Establish Timeline and Compensation for Interim Director

The timeline for Kim's Interim Director position will be 6 months, and her employment contract needs to be edited to include this term. Martha has revisions to the employment agreements. Bob confirmed with the commissioners that the budgeted compensation for Interim Director was accepted unanimously and by Kim. Martha proposed the issue of potential funding shortage, and proposed a question on the course of action. Kim stated immediate staffing reduction would be one course of action.

Martha would like OIPRD and the Commissioners to gather at a retreat in January to go over budgets, future goals of the district and create a structure for how to proceed.

Public Meeting
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Marcia has already completed a document for staffing moving forward and she shared this document with the commissioners.

Martha said the retreat will need to be an open, public meeting and there needs to be notice given to the public. The proposed date of this retreat is January 22nd or 23rd, venue to be decided.

Justin mentioned that expanding maintenance to other parks in the community is a good idea as long as there is funding available from these entities.

MOTION: to authorize Bob Eagan to negotiate an employment contract with Kim Kimple as Interim Director based on the salary and benefits described in the 2018 budget for the period specified in Resolution 2017-7 by Justin; Deb seconded, and it was approved unanimously.

2. Recruitment of Fulltime Director – Process and Timeline

Bob and Martha will meet in the coming weeks to draft a plan for this process and will propose it for consideration during the January meeting.

VIII. ADJOURNMENT MOTION With no further agenda, comments, or discussion, Vicki moved to adjourn, seconded by Deb at 6:26 pm, unanimously approved.

The meeting was adjourned at 6:26 pm.

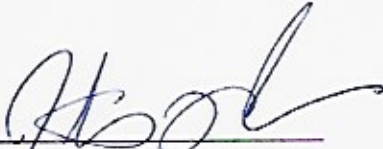
Addenda:

- < Claims Payment Request November 22, 2017 >
- < Claims Payment Request December 14, 2017 >
- < Claims Payment Request DOR November 2017 >
- < Monthly Financial Statement >
- < Director's Report >
- < Resolution 2017-6 >
- < Resolution 2017-7 >
- < Resolution 2017-8 >

Public Meeting minutes for December 14, 2017

Approved by motion on this 11th day of January, 2018

Signed and attested this 11th day of January, 2018


Justin Paulsen #4,
Secretary


Bob Eagan, Commissioner #2,
Chair

VOUCHER CERTIFICATION AND APPROVAL

Page 1 of 2

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**

DATE: 22-Nov-17

SEE ATTACHED INVOICE ACCOUNTING REPORTS

The following voucher/warrants/electronic payments are approved for payment:

| | | | | | | |
|-------------------|--------------|-----------|---------|-----------|----|--------------|
| Voucher (warrant) | Batch Dated: | 22-Nov-17 | through | 22-Nov-17 | \$ | TOTAL |
| | | | | | | 765.77 |

I, the undersigned, do hereby certify under penalty of perjury that the materials, have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Orcas Island Park and Recreation District, and that I am authorized to authenticate and certify to said claim.

Signed as Auditing Officer

Date

Employee / Officer Expense reimbursement Claim

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Orcas Island Park and Recreation District, and that I am authorized to certify to said claim.

Signed as Auditing Officer

Date

Invoice Accounting Report
San Juan County

Invoice #: 20171122Bat Invoice Date: 11/22/2017 Doc Date: 11/22/2017 Due Date: 11/29/2017
Vendor #: bal155 Name: BALIC, BATURAY Type: in

| Line No | Line Description | Account Number | Amount | PO Number |
|---------|------------------------------|--------------------------|--------|-----------|
| 1 | Soccer Fundamentals - August | E 6501.00.571.00.41.0003 | 420.00 | |

Invoice #: 20171122ih Invoice Date: 11/22/2017 Doc Date: 11/22/2017 Due Date: 11/29/2017
Vendor #: is1730 Name: ISLAND HARDWARE & SUPPLY, INC. Type: in

| Line No | Line Description | Account Number | Amount | PO Number |
|---------|-----------------------|--------------------------|--------|-----------|
| 1 | Buck Park Improvement | E 6501.00.594.71.63.0010 | 345.77 | |

Grand Total: 765.77

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE:

14-Dec-17

Page 1 of 9

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS

\$37,722.95

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

Signed as Chairman/Commissioner

Date

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 37,722.95 for the period ending December 14, 2017 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: ban155

Name: BANNER BANK

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|--|--------------------------|-------------|
| 20171214bb | 1 | supplies - damp rid - storage | E 6501.00.571.00.31.0019 | 41.47 in |
| | 2 | SWISH balls and gear | E 6501.00.571.00.31.0100 | 181.09 in |
| | 3 | first aid - park stickers | E 6501.00.571.00.31.0019 | 8.50 in |
| | 4 | dropbox annual renewal | E 6501.00.571.00.42.0002 | 107.02 in |
| | 5 | first aid storage boxes | E 6501.00.571.00.31.0019 | 118.87 in |
| | 6 | orcas online - internet | E 6501.00.571.00.42.0004 | 74.00 in |
| | 7 | QB online | E 6501.00.571.00.31.0004 | 32.43 in |
| | 8 | office cupboard - printing /lam - park | E 6501.00.571.00.41.0008 | 44.75 in |
| | 9 | internet equipment - buck park | E 6501.00.571.00.42.0004 | 377.27 in |
| | 10 | vonage business | E 6501.00.571.00.42.0004 | 101.18 in |
| | 11 | print for less - winter program flyer | E 6501.00.571.00.41.0008 | 1,004.72 in |
| Vendor Total: | | | | 2,091.30 |

Vendor Number: eas350

Name: EASTSOUND WATER USERS ASSN

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|------------------------------|--------------------------|-------------|
| 20171214ewua | 1 | Water - Buck Park - November | E 6501.00.571.00.47.0012 | 82.25 in |

Vendor Number: fun100

Name: FUNHOUSE COMMONS

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|---------------------|--------------------------|-------------|
| 20171214fh | 1 | rent - January 2018 | E 6501.00.571.00.45.0002 | 420.00 in |

Vendor Number: gri146

Name: GRIFFINS YARD WORKS

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|--------------------------------------|--------------------------|-------------|
| 20171214qvw | 1 | mowing Nov | E 6501.00.571.00.48.0006 | 943.55 in |
| | 2 | tax - Mowing | E 6501.00.571.00.48.0006 | 76.43 in |
| | 3 | buck park improvements - ball fields | E 6501.00.594.71.63.0010 | 8,680.30 in |
| | 4 | Tax - BP Improvements - ball fields | E 6501.00.594.71.63.0010 | 703.10 in |
| | 5 | maintenance - other - dog park | E 6501.00.571.00.48.0011 | 1,120.85 in |
| | 6 | tax - maintenance - dog park | E 6501.00.571.00.48.0011 | 90.79 in |
| Vendor Total: | | | | 11,615.02 |

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: gr1145

Name: GRINDLINE SKATEPARKS, INC.

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|---------------------------------------|--------------------------|-------------|
| 5071 | 1 | skatepark construction services - 70% | E 6501.00.594.71.63.0010 | 9,635.51 in |
| | 2 | tax - skatepark construction 70% | E 6501.00.594.71.63.0010 | 780.48 in |
| Vendor Total: | | | | 10,415.99 |

Vendor Number: mos155

Name: MOSS, STEPHANIE ANN

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|----------------------------|--------------------------|-------------|
| 20171214sm | 1 | instructor dance Nov - Dec | E 6501.00.571.00.41.0003 | 2,762.50 in |

Vendor Number: odd100

Name: ODD FELLOWS

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|----------------------------------|--------------------------|-------------|
| 20171214of | 1 | dance hall rental - 11/1 - 12/13 | E 6501.00.571.00.45.0100 | 135.00 in |

Vendor Number: orc095

Name: ORCAS CENTER

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|--|--------------------------|-------------|
| 20171214oc | 1 | Madrona Room Rental - Dance 9/21-10/29 | E 6501.00.571.00.45.0100 | 703.50 in |
| | 2 | Madrona romm rental - Dance 11/2-12/16 | E 6501.00.571.00.45.0100 | 703.50 in |
| Vendor Total: | | | | 1,407.00 |

Vendor Number: orc195

Name: ORCAS ISLAND STORAGE, LLC

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|--------------------------|--------------------------|-------------|
| 20171214is | 1 | storage rental - January | E 6501.00.571.00.45.0002 | 145.00 in |

Vendor Number: rai160

Name: RAINBOW SERVICES

| Invoice Number | Line No | Line Description | Account Number | Amount Type |
|----------------|---------|------------------|--------------------------|-------------|
| 20171214rs | 1 | budget printing | E 6501.00.571.00.41.0008 | 45.40 in |

Invoice Accounting Report by Vendor Name

San Juan County

Vendor Number: san275

Name: SAN JUAN SANITATION CO INC

Invoice Number
20171214sisLine No Line Description
1 buck park trash inc. skateparkAccount Number
E 6501.00.571.00.47.0013Amount Type
202.29 in

Vendor Number: sea415

Name: SEA ISLAND CORPORATION

Invoice Number
20171214siaqLine No Line Description
1 drain rock for vaultAccount Number
E 6501.00.594.71.63.0010Amount Type
353.07 in

Vendor Number: ska149

Name: SKAGIT COUNTY PARKS & REC

Invoice Number
20171214svLine No Line Description
1 Orcas Boys SWISH - 4 teamsAccount Number
E 6501.00.571.00.49.0009Amount Type
2,860.00 in

Vendor Number: sta065

Name: STARR EXCAVATION & ORCAS

Invoice Number
20171214sesLine No Line Description
1 sani cans Buck Park - Nov and removalAccount Number
E 6501.00.571.00.47.0011Amount Type
413.40 in

Vendor Number: str159

Name: STREAMLINE WATER MANAGEMENT

Invoice Number
20171214swmLine No Line Description
1 Meeting minutes- Oct, Nov, DecAccount Number
E 6501.00.571.00.41.0001Amount Type
225.00 in

Vendor Number: wil149

Name: WILLALLEN, MARY TAYLOR

Invoice Number
20171214mwaLine No Line Description
1 boys choir sypliesAccount Number
E 6501.00.571.00.31.0019Amount Type
189.52 in

Vendor Number: win830

Name: WINDSOCK FARMS & EXCAVATION

Invoice Number
20171214wsfLine No Line Description
1 vault and utility relocation buck park
2 tax- vault and utility relocationAccount Number
E 6501.00.594.71.63.0010
E 6501.00.594.71.63.0010Amount Type
4,033.50 in
326.71 in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Total: 4,360.21

Grand Total: 37,722.95



MARCIA WEST
ORCAS ISLAND PARK & REC
Account Number: ##### 1739
Closing Date: 12/01/17
Credit Limit: \$3,000.00
Available Credit: \$2,657.53

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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 | \$ | 600.79 |
| Purchases | + | 1,424.95 |
| Cash | + | 0.00 |
| Special | + | 0.00 |
| Credits | - | 0.00 |
| Payments | - | 1,683.27 |
| Other Debits | + | 0.00 |
| Finance Charges | + | 0.00 |
| NEW BALANCE | \$ | 342.47 |

Payment Information



Total Minimum Payment Due \$25.00

Minimum Payment \$ 25.00

Payment Due Date 12/26/17

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 |
|----------------------------------|-----------|-----------|--------------------------|---------------------------------------|------------|
| 11/01 | 11/02 | PPLN01 | 15449857306260310453734 | ORCAS ONLINE INC 360-376-4124 WA | \$ 74.00 |
| 11/02 | 11/05 | PPLN01 | 55446417307772631322464 | IKEA SEATTLE RENTON WA | 534.85 |
| 11/04 | 11/06 | PPLN01 | 55207397309000308040594 | SE BACKGROUND SERVICES MINNEAPOLIS MN | 55.50 |
| 11/07 | 11/07 | PPLN01 | 55432867311200577914850 | AMAZON MKTPLACE PMTS AMZN.COM/BILL WA | 61.58 |
| 11/07 | 11/08 | PPLN01 | 55432867311200841545506 | AMAZON MKTPLACE PMTS AMZN.COM/BILL WA | 69.39 |
| 11/14 | 11/15 | PPLN01 | 55432867318200445797027 | VBS*VONAGE BUSINESS 866-901-0242 GA | 101.18 |
| 11/16 | 11/17 | PPLN01 | 15449857321215210171266 | ORCAS ONLINE INC 360-376-4124 WA | 377.27 |
| 11/17 | 11/20 | PPLN01 | 75265867323087802921446 | THE OFFICE CUPBOARD EASTSOUND WA | 44.75 |
| 11/20 | 11/21 | PPLN01 | 55432867324200585306102 | INTUIT *QB ONLINE 800-286-6800 CA | 32.43 |
| 11/30 | 12/01 | PPLN01 | 15449857335055080231590 | ORCAS ONLINE INC 360-376-4124 WA | 74.00 |
| Payments, Adjustments and Others | | | | | |
| 11/27 | 11/27 | | 000000000000000000000000 | PAYMENT - THANK YOU | 1,683.27 - |

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!

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

12/01/17

New Balance

\$342.47

Total Minimum
Payment Due

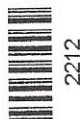
\$25.00

Payment Due Date

12/26/17

\$ 2091.30

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 00002500 00034247 5



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

| Account No. | Location No. |
|-------------|--------------|
| 0064 | 06-0135 |
| Due Date | Amount Due |
| 12/20/2017 | \$82.25 |

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 **82.25**

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

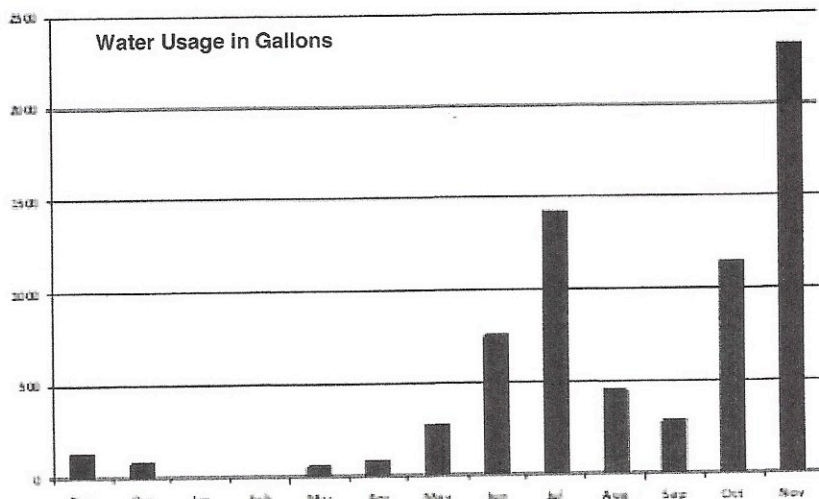
Eastsound Water Users Association

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 | Member Name | |
|--------------------------------|-------------------------------|------------|
| OI PARK & RECREATION DISTRICT | OI PARK & RECREATION DISTRICT | |
| Service Address | | |
| 673 MT. BAKER RD (1.75 ERUs) | | |
| Account No. | Location No. | Due Date |
| 0064 | 06-0135 | 12/20/2017 |

| Billing Date | Service Dates Starting Ending | Meter Readings Previous Current | Usage (gallons) | Charge Amount |
|--------------|----------------------------------|------------------------------------|--------------------|---------------|
| 11/20/2017 | PREVIOUS BALANCE | | | \$181.50 |
| | 10/20/2017 - 11/20/2017 | 13,137 15,458 | 2,321 | \$82.25 |
| | PAYMENTS | | | \$-181.50 |



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...



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: 11/30/17 | | Due by: 12/26/17 | Delinquent: 12/31/17 |
|---|----------|---|----------------------|
| ACCOUNT NUMBER | | SERVICE NAME & ADDRESS | PREVIOUS BALANCE |
| 2960959-SJ | | ORCAS PARK & RECREATION D - 95 SWORD FERN LN | 334.45 |
| QUANTITY | DATE | DESCRIPTION | AMOUNT |
| 1 | 11/21/17 | PAYMENT | -334.45 |
| 2 | 11/30/17 | 2-YD SPECIAL | 134.60 |
| 1 | 11/30/17 | 14.5% SAN JUAN COUNTY EXCISE TAX | 24.84 |
| 3 | 11/30/17 | OVERFULL DUMPSTER | 22.68 |
| 1 | 11/30/17 | SERVICE:RENT 2-YD SPECIAL PERIOD:NOV | 14.00 |
| 1 | 11/30/17 | 3.6%STATE REFUSE TAX | 6.17 |
| Merry Christmas! We will be picking up your garbage and recycling on normal schedule throughout the holiday season. | | | |
| PAYMENTS POSTED AFTER THIS DATE WILL APPEAR ON THE NEXT BILLING | | Aging 0-30 31-60 61-90 Over 90 Total \$ 202.29 0.00 0.00 0.00 202.29 | BALANCE DUE ➡ 202.29 |



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

Due by: 12/26/17

Phone: 360-376-4709 ■ 1-877-249-1467

Make Checks Payable To:
SAN JUAN SANITATION CO.

ACCOUNT NUMBER

2960959-SJ



PREVIOUS BALANCE: 334.45
PAYMENTS: -334.45
BALANCE FORWARD: 0.00
CURRENT CHARGES: 202.29
BALANCE DUE: 202.29

ENTER AMOUNT
BEING PAID ➡

202.29

849 1 AV 0.373 855 / 849 3-1-257
ORCAS PARK & RECREATION D
PO BOX 575
EASTSOUND WA 98245-0575



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



2018 S.W.I.S.H. BOYS BASKETBALL LEAGUE

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

★★ THE LARGEST BOYS BASKETBALL ★★

★★ PROGRAM IN THE AREA ★★

- ➔ Registrations are now being accepted with games beginning January 6th. Registrations requested by December 4th. Late registrations will be accepted only if space is available.
- ➔ Separate Divisions and Levels of Play for 4th through the 8th grade.
(See Rules for More Information on Divisions of Play – 8th AA/A – 7th BB/B – 6th CC/C – 4th/5th DD/D)
There may be up to two levels of play per age division depending on the number of teams & the overall skill level of each team, which will be assessed during Seeding Games on January 6th. Coaches will have the final say on the Division of Play for their team.
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:** \$715.00 (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
- ➔ All teams are required to have an adult coach on the bench at all times.
- ➔ Uniforms: All teams are required to wear same color, numbered jerseys.
- ➔ All participants must complete and turn in a registration form with parental consent prior to participating in any practice and/or game. Team entries should turn forms in together.



Cut & Here

2018 Boys S.W.I.S.H. Basketball 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.

Participant Name: Orcas Island Park & Rec Phone(s): 360-376-7275
 Parent Name: Kim Kimple Parent Signature: [Signature]
 Address: Po Box 575 Eastsound WA City: _____ Zip: _____
 E-Mail: kimi@oiprd.org School &/or Last Year's Team: x 4 teams Birthdate: 1/1

Individual Reg. ☐ Team Reg. ☒ Grade (circle one): 4th 5th 6th 7th 8th Division, if known (circle one): AA CC A C BB DD B D

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

www.skagitcounty.net/parks
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: 14-Dec-17

Page 1 of 3

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$215.47

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

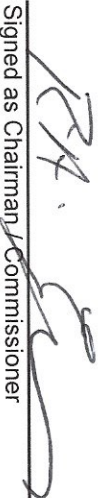
As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 215.47 for the period ending

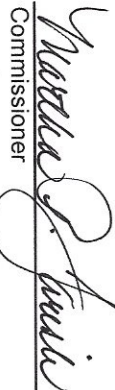
December 14, 2017

We approve payment with our signatures below.

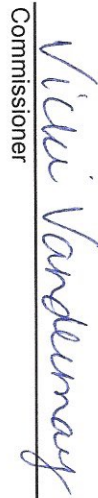
Signed as Chairman Commissioner

12.14.17
Date

Commissioner

12-14-17
Date12/14/17
Date

Commissioner

12/14/17
Date12-14-17
Date

November 2017

ORCAS ISLAND PARK & RECREATION DISTRICT 603-231-409

EFT Credit Payment[<< Return to Summary Page](#)**Please confirm your payment information:****Payment Method:** EFT Credit**Amount Due:** 215.47**Payment Amount:**

Please contact your bank to initiate a payment. Your payment must be received by the Department's bank by 5:00 pm on the EFT payment due date.

[Payment Due Dates](#)

Businesses that are new to the EFT Credit program must provide the following bank account information to their financial institution:

DOR Account Number: 153910882262**Transit Routing Number:** 123000848[Select A Different Payment Option](#)[Submit Return](#)EFT Credit Payment**For Assistance Call:
1-877-345-3353**

aplAVnn
12/13/2017 10:41:04AM

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 |
|----------------|---------|--------------------|--------------------------|-------------|
| 603-213-409 | 1 | November Sales Tax | E 6501.00.589.30.00.0000 | 215.47 In |
| Grand Total: | | | | 215.47 |

MONTHLY FINANCIAL STATEMENT BY FUND
SAN JUAN COUNTY
START DATE: 11/1/2017 END DATE: 11/30/2017

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

| Account No | Account Description | Amount | Total Amount | Beginning Balance | Ending Balance |
|------------|---|-----------|--------------|-------------------|----------------|
| 101 | BEGINNING CASH BALANCE | | | 196,190.29✓ | |
| 212 | SALARY PAYABLE | 9,354.28 | | | |
| 231 | OTHER ACCRUED LIABILITIES | 2,802.30 | | | |
| 310 | TAXES | 32,810.38 | | | |
| 330 | INTERGOVERNMENTAL REVENUE | 2.44 | | | |
| 340 | CHARGES FOR GOODS AND SERVICES | 3,663.75 | | | |
| 360 | MISCELLANEOUS REVENUES | 185.85 | | | |
| 380 | NONREVENUES | 216.66 | | | |
| | TOTAL RECEIPTS | | 49,035.66 | | |
| 212 | SALARY PAYABLE | 9,354.28 | | | |
| 231 | OTHER ACCRUED LIABILITIES | 2,802.30 | | | |
| 570 | CULTURE AND RECREATION | 20,961.03 | | | |
| 580 | NONEXPENDITURES | 36,184.37 | | | |
| 590 | DEBT SERVICE AND OTHER | 36,747.03 | | | |
| | TOTAL DISBURSEMENTS | | 106,049.01 | | |
| 101 | ENDING CASH BALANCE | | | | 139,176.94✓ |
| | | | | | 139,176.94 |
| | | | | | 0.00 |
| | | | | | 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 Report

| activity | participants avg each time | end date | staffing | location |
|----------------------------|----------------------------------|----------|----------|------------|
| Girls SWISH Basketball | 18 | 16-Dec | Various | Various |
| Boys Pre-seas. Basketball | 11 | 16-Dec | Frausto | OCS Gym |
| Running Club | 25 | 13-Dec | Kulper | Various |
| Boys Choir- Fall | 6 | 18-Dec | MWA | OCS Chapel |
| Dance- 9 Levels Session II | 58 | 16-Dec | Moss | Various |
| Soccer, Fundamentals | 9 | 24-Dec | Balic | Buck Park |
| Community Swim | 22 | 5-Nov | Staff | OAC |
| Basketball, Drop-in Adult | 10 | 19-Dec | Staff | Old Gym |
| Volleyball, Drop-in Adult | 15 | 20-Dec | Staff | OHS Gym |
| Pickleball, Drop-in Adult | 12 | 21-Dec | Staff | Old Gym |

Participants per week = 186

Upcoming Activities (see mailer for full list):

| activity | enrolled | start date | staffing | location |
|-----------------------|----------|------------|----------|------------|
| Boys SWISH Basketball | 47 | 11-Dec | Various | Buck Park |
| Running Club- Winter | 0 | 11-Jan | Kulper | Various |
| Community Swim - Jan | NA | 3-Dec | Staff | OAC |
| Boys Choir- Winter | 0 | 8-Jan | MWA | OCS Chapel |

Administrative Task Update

- We need a signed around copy of the Land Bank Operating Agreement for the off leash area.
- 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 is complete. Thank you Terra-Firma
- Various changes to personnel status to be finalized during the meeting.
- The PFFAP Grant has been received in draft form. We need to gather backup information from Grindline and resolve the issues of insurance and prevailing wage prior to accepting the grant.
- The OIPRD Policies and Procedures edits are nearly complete and will be ready for review at the regular monthly meeting in January.

Orcas Island Park & Recreation District - Monthly Director's Report

AS OF: 1/13/18

BUDGET SUMMARY

As of November 30, 2017
Balance: \$139,176.94
Nov. Revenue: \$36,879.08
Nov. Expenses: \$93,892.43

Difference from budget
Adjusted Budget Balance:
\$133,295
Actual Balance: \$139,177
Difference: +\$5,882

| End of Year and Look Ahead | | | | |
|--|----------------|----------------|-------------------|------------------|
| INCOME SOURCING | | | | |
| | nov | dec | 2017 | Q1 2018 |
| Taxes and Remittances | 32,813 | 2,000 | 292,795 | 29,450 |
| Activity Fees and Rents | 4,066 | 1,398 | 39,560 | 8,500 |
| Donations / OICF | 0 | 6,996 | 8,184 | 1,000 |
| Loan Proceeds / Grants | 0 | 45,000 | 45,000 | 0 |
| TOTAL INCOME: | 36,879 | 55,394 | 385,539 | 38,950 |
| EXPENSE ALLOCATION | | | | |
| INFRASTRUCTURE INVESTMENT | 30,445 | 26,799 | 161,916 | 18,000 |
| RECURRING EXPENSES | | | | |
| Professional Staff | 11,744 | 15,734 | 137,382 | 28,629 |
| Operations & Seasonal Staff | 2,748 | 2,648 | 33,310 | 11,610 |
| Loan and Fees | 42,487 | 0 | 45,698 | 3,680 |
| Loan interest: | 6,302 | 0 | 6,302 | |
| | 0 | 0 | 0 | |
| loan principal repayment / Saving account: | 36,000 | 0 | 36,000 | |
| | 0 | 0 | 0 | |
| Election / Ballot Fees | 0 | 0 | 0 | 3,000 |
| Audit Fees | 0 | 0 | 1,117 | 80 |
| Taxes and Remittances | 184 | 0 | 2,278 | 600 |
| Recreation Programs | 2,209 | 9,241 | 69,099 | 10,700 |
| Park Essential Maintenance | 4,259 | 3,114 | 45,241 | 10,555 |
| TOTAL EXPENSES: | 93,892 | 57,536 | 492,646 | 83,174 |
| END OF PERIOD BANK BALANCE | 139,177 | 137,035 | \$ 137,035 | \$ 92,811 |

Buck Park Maintenance & Management

- Water is currently being hand filled in the dog park but connections are ready to be hooked up.
- Skatepark repairs are on hold waiting for warmer weather for the application of caulking and sealant.
- Fencing and restoration of the baseball and softball fields is complete. Fence at the baseball field has been extended. Both fields have been tilled, soil added for positive drainage, re-graded and compacted. The berms from years of dragging have been removed and the infield edge reset.
- Irrigation vault project is complete except for connecting the zone wires. All power has been moved off the road to the south side of the tennis courts. The well pump has been relocated to the new vault and new piping installed and connected.
- The dog park has been repaired after an accident took out the small dog gate and fencing. We will be placing parking wheel stops to prevent any repeat of the problem. We will be adding an onsite dumpster with enclosure for the dog park trash.

Commissioners' Action Items

- Accept West Resignation
- Appoint Interim Director
- Designate District Financial Officer
- Review OISD Facility Use Agreement –postponed to January
- Review of Policies and Procedures – postponed to January

Resolution 2017-6

RESOLUTION 2017-6

Resolution To Accept the Resignation of Marcia West

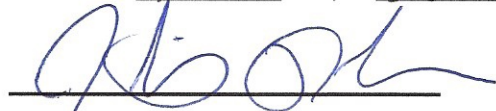
WHEREAS, on October 12th, 2017, the Director of Orcas Island Park and Recreation District (OIPRD), Marcia West submitted her Letter of Resignation, effective December 15th, 2017.

NOW THEREFORE BE IT RESOLVED, that

The resignation of Director Marcia West from OIPRD is hereby accepted and taken on record of OIPRD, effective December 15th. Adopted by the Board of Commissioners of Orcas Island Park and Recreation District.

RESOLVED FURTHER, that the Board places on record the valuable services rendered by Marcia West during her tenure as Director of OIPRD and expresses its deep sense of appreciation and gratitude for the same.

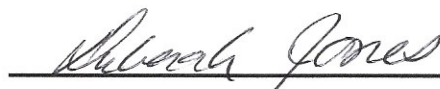
DATED this 14th day of December 2017.



Justin Paulsen, Commissioner



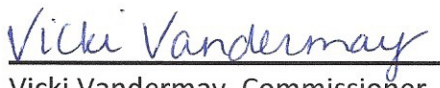
Bob Eagan, Chair, Commissioner



Deborah Jones, Commissioner



Martha Farish, Commissioner



Vicki Vandermay, Commissioner



Resolution 2017-7

RESOLUTION 2017-7

Resolution To Appoint Orcas Island Park and Recreation District Interim Director

WHEREAS, on October 12th, 2017, the Director of OIPRD, Marcia West submitted her Letter of Resignation, effective December 15th, 2017; and

WHEREAS, it is in the best interest of OIPRD to appoint an Interim Director; and

WHEREAS, OIPRD will initiate a search for a permanent Director during the ensuing six (6) months so as to fill the permanent position prior to the end of the Interims employment agreement; and

WHEREAS, OIPRD Assistant Director, Kim Kimple has dedicated over 3 ½ years to the development of recreational programming and facilities with OIPRD; and has the experience, knowledge, skills, connection and commitment to the community, and understanding of the policies necessary to serve as Interim Director for OIPRD; and

WHEREAS, Kim Kimple has worked closely with the current Director and has completed intensive training on the policies, procedures, program and park operations for the past year.


NOW THEREFORE BE IT RESOLVED, that

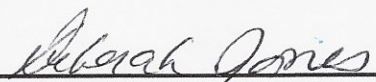
1. Kim Kimple is hereby appointed as Interim Director of OIPRD, effective December 15th, 2017.
2. The Interim Director shall have the powers and duties of Director as provided under the Charter.
3. The Interim Director shall receive salary compensation as set forth in the employment agreement.


Adopted by the Board of Commissioners of Orcas Island Park and Recreation District.

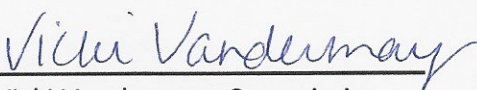
DATED this 14th day of December 2017.


Justin Paulsen, Commissioner


Bob Eagan, Chair, Commissioner


Deborah Jones, Commissioner


Martha Farish, Commissioner


Vicki Vandermay, Commissioner



Resolution 2017-8

RESOLUTION 2017-8

Resolution To Accept Marcia West as District Financial Officer

WHEREAS, on October 12th, 2017, the Director of Orcas Island Park and Recreation District (OIPRD), Marcia West submitted her Letter of Resignation from the position of Director, effective December 15th, 2017; and

WHEREAS, on November 15th, 2017, Marcia West submitted a proposal for bookkeeping services as District Financial Officer to OIPRD for consideration by the Board of Commissioners.

WHEREAS, it is in the best interest of OIPRD to contract bookkeeping services during the transition period; and

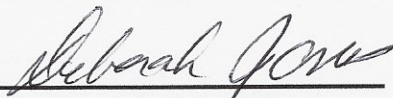
WHEREAS, Marcia West has the knowledge and background in both OIPRD and San Juan County financial systems necessary to ensure a timely and efficient transition.

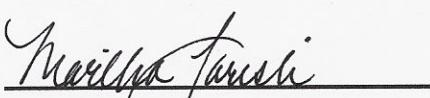
NOW THEREFORE BE IT RESOLVED, that Marcia West, MWest Bookkeeping, be contracted as the District Financial Officer as proposed at a rate established in the contract services proposal.

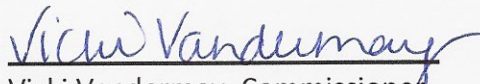
DATED this 14th day of December 2017.


Justin Paulsen, Commissioner


Bob Eagan, Chair, Commissioner


Deborah Jones, Commissioner


Martha Farish, Commissioner


Vicki Vandermay, Commissioner