

Orcas Island Park and Recreation District Commission

2025 Budget Hearing

and

Regular Meeting Agenda

Thursday, November 14, 2024; 4:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

Meeting Link:

<https://us02web.zoom.us/j/84576141730?pwd=cyiP6ZkdziXVzKuEcFNNPDLarzoObS.1>

By Phone: (253) 205-0468

Meeting ID: 845 7614 1730

Passcode: 744585

I. CALL TO ORDER

Seat 1: Dennis Dahl

Seat 2: Bob Eagan

Seat 3: Asya Eberle

Seat 4: Justin Paulsen – attending remotely

Seat 5: Deborah Jones, Chair

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Previous Minutes

- October 10th Regular
- October 26th Special

2. Employee Payroll

- 09/24/2024 Payroll \$21,547.36

3. Payment of Claims

- 10/15/24 \$35,690.76
- 10/22/22 \$12,082.25
- 11/05/24 \$11,091.50

IV. MONTHLY REPORTS

1. Director's Report
2. Financial Report
3. Committee Reports

V. UNFINISHED BUSINESS

1. Property Line Adjustment Survey Proposal (requesting action)

VI. NEW BUSINESS

1. OISD Facility Use Agreement
 - a. Establish committee for review, authorize engagement and execution
2. OISD Water Use Agreement
 - a. Establish committee for review, authorize engagement and execution
3. Fence Project – Estimate (requesting action)
 - a. Review proposed fence project and authorize scope of project
4. Accounting Transition
 - a. Resolution Establishing Accounts and Custodians
 - b. Resolution Updating Banner Bank Credit Card

VII. 2025 BUDGET HEARING

1. Review and Discussion of 2025 Budget
2. Public Comment on 2025 Budget
3. 2025 Budget Resolutions
 - a. Resolution Adopting 2025 Budget
 - b. Resolution Setting Tax Levy
 - c. Levy Certification

VIII. UPCOMING MEETINGS

- a. December 12th Regular Meeting
- b. January 9th Regular Meeting and Annual Nominations
- c. Establish Date for 2025 Board Retreat

IX. ADJOURNMENT

MINUTES

Orcas Island Park and Recreation District Commission

Regular Meeting

Thursday, October 10th, 2024; 4:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

I. CALL TO ORDER Deb Jones calls the meeting to order at 4:04 p.m.

Deb Jones, Chair

Roll call:

Seat 1: Dennis Dahl-Present via Zoom

Seat 2: Bob Eagan-Absent

Seat 3: Asya Eberle-Present

Seat 4: Justin Paulsen-Absent

Seat 5: Deborah Jones-Present

II. PUBLIC COMMENT

No public comment.

III. MONTHLY AGENDA

1. Previous Minutes

- **MOTION to approve** the previous minutes for the August 8th, and September 12th Commission Meetings as well as the August 22nd, September 9th, and September 16th Special Meetings by Dennis, seconded by Asya. With no further discussion the motion was passed unanimously.
- The Board has postponed the approval of the September 13th Special Meeting minutes for a future meeting.

2. Employees Pay Slip

- **MOTION to approve** the Employees Pay Slip in the amount of \$10,964.75 by Asya, seconded by Dennis. With no further discussion the motion was passed unanimously.

3. Payment of Claims

- **MOTION to approve** the DOR sales tax in the amount of \$749.82, and the Payment of Claims in the amount of \$14,254.20 by Asya, seconded by Dennis. With no further discussion the motion was passed unanimously.

IV. MONTHLY BUSINESS

1. Managers Reports

- Batu from the Orcas Island Football Club approached Kim to ask if OIPRD would be willing to sponsor their Give Orcas campaign. Kim declined this request due to complications we faced last year with a similar situation.

- Kim toured Buck Park and would like to see improvement in standards from the park steward position.
- Asya asks if we should put out an ad for a part time position to help out AI in the office. This is up to the Directors discretion, if the 2025 budget allows for the position then we can put a job posting out.
- See Unfinished Business Items #1-#8.

2. Financial Reports

- Kim reports that everything is in order.

3. Committee Reports

- No committee reports.

V. UNFINISHED BUSINESS

1. 2024 Projects (Pickleball Court reconfiguration; Parking Lot maintenance; Skate Park maintenance; Installation of new Playground Equipment; Boundary Line Modification with The SJC Land Bank)

- The installation of the pickleball court fence is being postponed until 10/15.
- It has been brought to Kim's attention that several areas on the pickleball court surface are coming off and will need to be repaired.
- The crack forming on the tennis courts will need to be addressed, Deb suggests filling it in before the winter so that the crack is not worsened by the weather. The commissioners agree to having Ron take out the trees that are the cause of the issue

2. Program Updates

- No program update.

3. Staffing and Benefit Update

- Kim will begin working on PERs at the start of the new year.

4. Eastsound Water Users Association – Water Rights Agreement Renewal

- No update on the renewal of the Water Rights Agreement. Bob will help advise Kim on the situation with the Eastsound Water Users Association.

5. San Juan County Accounting Transition update

- Kim is collecting information on the transition and has been researching accounting software that may serve as a solution; Deb suggests using Quickbooks.

6. Ground Conditions below OISD track field

- Kim plans on doing a thorough walk through with Bob to get a better understanding of the situation.

7. 2025 Budget Schedule

- A draft of the budget has been sent to the commissioners, some changes from last year include an increase in the directors wage and an increase on the software budget due to the additional accounting work. The commissioners and Kim have a general

discussion over the potential budget changes as well as the possibility of electing new commissioners to the board in the event of a current commissioner stepping down.

8. Policy and Procedure for Renting Fields

- Dennis asks if we have a policy for starting a program through OIPRD; Kim shares that while we do not have a policy currently she will be working on creating a matrix that will allow community members to develop their program.

VI. NEW BUSINESS

1. The OIPRD office space rental fee will be increased in accordance with the lease agreement.
 - **MOTION to authorize** Chairperson Deb to sign the lease for the office space at the Funhouse Commons by Asya, seconded by Dennis. With no further discussion the motion passed unanimously.

VII. ADJOURNMENT The 10/10/24 OIPRD Commission Meeting is adjourned at 4:54 p.m.

Orcas Island Park and Recreation District Commission

Special Meeting Minutes

Saturday, October 26, 2024; 4:00 PM

Café Aurora

123 North Beach Road, D1

Eastsound, WA 98245

Special Meeting Minutes

A quorum of the Orcas Island Park and Recreation District Commission met on Saturday, October 26, 2024, at 4:00 p.m. at Café Aurora in Eastsound for a farewell to outgoing staff. No business was conducted during this meeting, and no action was taken.

DATE: 10/24/24

PAYROLL WORKSHEET

October

PLEASE DO NOT CHANGE FORMULAS

Orcas Island Park & Recreation Dist 6501

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND NUMBER	BARS NUMBER	REG HRS	AMOUNT DUE	L&I HRS	SICK	VAC HRS	HOL HRS	BRVMT HRS
\$9,166.67	Kim Ihlenfeldt	IHL650	6501	6501.00.571.00.10.0001	176	\$9,166.67	176	0	0	0	0
\$75.00	Terri Rodgers	ROD100	6501	6501.00.571.00.10.0002	28	\$2,100.00	28	0	0	0	0
\$4,576.91	Terri Rodgers	ROD100	6501	6501.00.571.00.10.0002	x	\$4,576.91	0	0	PTO payout	0	0
\$4,727.60	Alfred Bentley	BEN650	6501	6501.00.571.00.10.0004	160	\$4,727.58	160	0	16	0	0
\$21.00	Andy Willard	WIL651	6501	6501.00.571.00.10.0003	9.5	\$199.50	9.5	0	0	0	0
\$21.00	Bari Willard	WIL201	6501	6501.00.571.00.10.0003	19.5	\$409.50	19.5	0	0	0	0
\$24.00	Kristopher Ness	NES650	6501	6501.00.571.00.10.0005	15.3	\$367.20	15.3	0	0	0	0
	TOTALS				408.30		408.3	0	16	0	0

\$21,547.36

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, and that the claim is a just, due and unpaid obligation against San Juan County, and that I am authorized to authenticate and certify to said claim.

Kim Ihlenfeldt

Signed

Chair

10/24/24

Date

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 15-Oct-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$35,690.76

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.

Kim Ihlenfeldt, Director

10/15/24

Kim Ihlenfeldt, Director

Date

Signed as Chairman / Commissioner

Date

Board Authorization

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

\$ 35,690.76 for the period ending October 15, 2024 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: bal155 **Name:** BALIC, BATURAY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20240812	1	U18 07/22 - 08/12 x2 participants	E 6501.00.571.00.41.0003	414.00	in

Vendor Number: cox001 **Name:** COX, BIANCA

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20241015	1	Instruction 20241015	E 6501.00.571.00.41.0003	475.00	in

Vendor Number: eas350 **Name:** EASTSOUND WATER USERS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
10783.01	1	Water 09/30/2024	E 6501.00.571.00.47.0012	55.05	in

Vendor Number: ari146 **Name:** GRIFFINS YARD WORKS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202407	1	Grounds - drainage	E 6501.00.571.00.48.0011	8,530.02	in
	2	Tax - Grounds	E 6501.00.571.00.48.0011	716.52	in
202409 drainage	1	Drainage - Sept	E 6501.00.571.00.48.0011	3,574.40	in
	2	Tax - Drainage	E 6501.00.571.00.48.0011	300.25	in
202409 Maint	1	Grounds maint - Sept	E 6501.00.571.00.48.0010	4,678.96	in
	2	Tax - grounds main	E 6501.00.571.00.48.0010	393.03	in
Vendor Total:				18,193.18	

Vendor Number: isl730 **Name:** ISLAND HARDWARE & SUPPLY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
47275	1	Janitorial supplies	E 6501.00.571.00.31.0009	71.37	in
	2	Grounds maint supplies	E 6501.00.571.00.31.0019	95.46	in
Vendor Total:				166.83	

Vendor Number: lon001 **Name:** LONEY, TIFFANY

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241015	1	Instructor 20241015	E 6501.00.571.00.41.0003	3.050.00	in

Vendor Number: mei155 Name: MEINHARDT. BROOK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241016	1	Instructor - After school weds art	E 6501.00.571.00.41.0003	2.475.00	in

Vendor Number: mos155 Name: MOSS. STEPHANIE ANN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241015	1	Instructor 20241017	E 6501.00.571.00.41.0003	1.487.50	in

Vendor Number: new002 Name: NEWKUMET. SUSAN L

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241015	1	Instructor 20241015	E 6501.00.571.00.41.0003	656.25	in

Vendor Number: orc095 Name: ORCAS CENTER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241015	1	Facility Rental	E 6501.00.571.00.45.0100	2,737.50	in

Vendor Number: orc559 Name: ORCAS CHRISTIAN SCHOOL

Invoice Number	Line No	Line Description	Account Number	Amount	Type
310	1	September rental	E 6501.00.571.00.45.0100	350.00	in

Vendor Number: orc195 Name: ORCAS ISLAND STORAGE, LLC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
148	1	Storage rental	E 6501.00.571.00.45.0002	178.00	in

Vendor Number: ost001 Name: OSTLE. LILY

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241004	1	Instructor 09/13 - 10/04	E 6501.00.571.00.41.0003	262.50	in
Vendor Number: san275		Name: SAN JUAN SANITATION. INC			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
2960950-SJ	1	Trash 09/30/24	E 6501.00.571.00.47.0013	364.95	in
Vendor Number: sha650		Name: SHANNON. HAYLEY			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241015	1	Instructor 20241015	E 6501.00.571.00.41.0003	1.375.00	in
Vendor Number: she002		Name: SHERMAN. CHELSEA			
Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241015	1	Instructor 20241015	E 6501.00.571.00.41.0003	3.450.00	in
Grand Total:				35,690.76	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 22-Oct-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$12,082.25

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.

Kim Ihlenfeldt, Director

10/22/24

Kim Ihlenfeldt, Director

Date

Signed as Chairman / Commissioner

Date

Board Authorization

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

\$ 12,082.25 for the period ending October 22, 2024 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: bal155 **Name:** BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241022	1	Soccer: U13 09/04 - 09/30	E 6501.00.571.00.41.0003	4,347.00	in
	2	Soccer: U13 08/11 - 09/01	E 6501.00.571.00.41.0003	2,700.00	in
Vendor Total:				<u>7,047.00</u>	

Vendor Number: ban155 **Name:** BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2560 Banner	1	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	2	OPALCO	E 6501.00.571.00.47.0014	383.72	in
	3	Amazon - program supplies	E 6501.00.571.00.31.0100	104.08	in
	4	Amazon - program supplies	E 6501.00.571.00.31.0100	211.10	in
	5	Zoom	E 6501.00.571.00.42.0002	17.33	in
	6	Vonage	E 6501.00.571.00.42.0004	149.67	in
	7	AMazon - office supplies	E 6501.00.571.00.31.0002	107.77	in
	8	Orcas Food Coop - program supplies	E 6501.00.571.00.31.0100	14.35	in
	9	Island Market - program supplies	E 6501.00.571.00.31.0100	9.80	in
	10	Island Market - program supplies	E 6501.00.571.00.31.0100	42.74	in
	11	Canva	E 6501.00.571.00.31.0004	12.95	in
	12	Pantheon	E 6501.00.571.00.42.0002	47.87	in
	13	Island Market - program supplies	E 6501.00.571.00.31.0100	44.55	in
	14	Orcas Food Coop - program supplies	E 6501.00.571.00.31.0100	30.15	in
	15	Island Market - program supplies	E 6501.00.571.00.31.0100	10.99	in
	16	Orcas Food Coop - program supplies	E 6501.00.571.00.31.0100	14.91	in
	17	Docusign	E 6501.00.571.00.31.0004	16.27	in
Vendor Total:				<u>1,292.25</u>	

Vendor Number: cad001 **Name:** CADET, ROSEDANIE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241017	1	Instructor - Cooking class 09/17 - 10/17	E 6501.00.571.00.41.0003	962.50	in

Vendor Number: dep396 **Name:** DEPT. OF NATURAL RESOURCES

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0009178628	1	Cust 1067380 Forest Land assessment	E 6501.00.571.00.49.0009	23.00	in

Vendor Number: fun100

Name: FUNHOUSE COMMONS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
202410	1	Office rental - October 2024	E 6501.00.571.00.45.0002	503.00	in
	2	May 2024 Rent	E 6501.00.571.00.45.0002	429.00	in
	3	June 2024 Rent	E 6501.00.571.00.45.0002	429.00	in
	4	August 2024 Rent	E 6501.00.571.00.45.0002	429.00	in
	5	September 2024 Rent	E 6501.00.571.00.45.0002	429.00	in

Vendor Total: 2,219.00

Vendor Number: mar456

Name: MARKS, TABITHA ROSE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20240930	1	Yoga instructor 09/09 - 09/30	E 6501.00.571.00.41.0003	385.00	in

Vendor Number: sou100

Name: SOUND PUBLISHING INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
8149749	1	Balance forward	E 6501.00.571.00.41.0100	35.00	in
	2	Advertisina 09/30	E 6501.00.571.00.41.0100	20.00	in

Vendor Total: 55.00

Vendor Number: wsf100

Name: WASHINGTON STATE FERRIES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RK429438	1	Travel - March 7th, 2024 U22	E 6501.00.571.00.43.0010	48.50	in
	2	Annual Maintenance Fee - April 1st, 2024	E 6501.00.571.00.43.0010	50.00	in

Vendor Total: 98.50

Grand Total: 12,082.25

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 5-Nov-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$11,091.50

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.

Kim Ihlenfeldt, Director

10/15/24

Kim Ihlenfeldt, Director

Date

Signed as Chairman / Commissioner

Date

Board Authorization

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

\$ 11,091.50 for the period ending November 5, 2024 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: and110 Name: ANDERSON, CHAMA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20240628	1	Ball mastery 6/26-6/28	E 6501.00.571.00.41.0003	315.00	in

Vendor Number: bal155 Name: BALIC, BATURAY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241028	1	10/2-10/28 x 22 part less 17% admin	E 6501.00.571.00.41.0003	4,199.80	in

Vendor Number: ban155 Name: BANNER BANK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2560	1	Go Daddv - online	E 6501.00.571.00.42.0002	103.93	in
	2	Orcas Online	E 6501.00.571.00.42.0002	74.00	in
	3	OPALCO	E 6501.00.571.00.47.0014	308.04	in
	4	Island Market - program supplies	E 6501.00.571.00.31.0100	292.47	in
	5	Orcas Coop - program supplies	E 6501.00.571.00.31.0100	168.06	in
	6	Amazon - program supplies	E 6501.00.571.00.31.0100	242.27	in
	7	Amazon - program supplies	E 6501.00.571.00.31.0100	160.60	in
	8	Zoom - online	E 6501.00.571.00.42.0002	17.33	in
	9	Vonage - phone	E 6501.00.571.00.42.0004	150.07	in
	10	Go Daddv	E 6501.00.571.00.42.0002	167.88	in
	11	Canva	E 6501.00.571.00.42.0002	12.95	in
	12	Pantheon	E 6501.00.571.00.42.0002	47.87	in
	13	WSF - travel	E 6501.00.571.00.43.0010	375.70	in
	14	Docusign	E 6501.00.571.00.42.0002	16.27	in
	15	Amazon - program supplies	E 6501.00.571.00.31.0100	464.98	in
	16	Amazon - program supplies	E 6501.00.571.00.31.0100	183.20	in
	17	Amazon - office supplies	E 6501.00.571.00.31.0002	47.14	in

Vendor Total: 2,832.76

Vendor Number: cad001 Name: CADET, ROSEDANIE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20241017	1	Reimbursement - program supplies	E 6501.00.571.00.31.0100	42.43	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: cha104 **Name:** CHALLENGER SPORTS CORP.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1249464	1	Order 1249464 Program supplies	E 6501.00.571.00.31.0100	1,597.22	in
1250937	1	Order 1250937 Program supplies	E 6501.00.571.00.31.0100	500.71	in
Vendor Total:				2,097.93	

Vendor Number: fun100 **Name:** FUNHOUSE COMMONS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202411	1	Rent - November	E 6501.00.571.00.45.0002	503.00	in

Vendor Number: isl730 **Name:** ISLAND HARDWARE & SUPPLY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
47275	1	Supplies	E 6501.00.571.00.31.0019	152.58	in

Vendor Number: mar456 **Name:** MARKS, TABITHA ROSE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20241030	1	Instructor 20241030 12 hr	E 6501.00.571.00.41.0003	420.00	in

Vendor Number: orc195 **Name:** ORCAS ISLAND STORAGE, LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
148	1	OIPRD storage rental 202411	E 6501.00.571.00.45.0002	178.00	in

Vendor Number: ost001 **Name:** OSTLE, LILY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20241101	1	Instructor 10/11 - 11/1	E 6501.00.571.00.41.0003	350.00	in

Grand Total: 11,091.50

November 14th, 2024

Orcas Island Park and Recreation Director's report:

1. Fields and Facilities

- a. Racquet Courts
 - i. Pickleball court: Irrigation repair, north fence installation, and retaining wall are all complete. Awaiting approval of additional fence projects prior to scheduling remainder of fence installation. Requesting background on the previous conversations regarding the backboard.
 - ii. Tennis courts: Tree removal along south of tennis court is complete. Next step is to schedule repairs/preventative maintenance for existing cracks. Future consideration to replace north tennis wall posts and fencing.
- b. Ball Fields
 - i. Weed removal and tarping of fields is delayed awaiting the arrival of equipment and a stretch of dry weather. Tarping will require a work party due to the weight of the tarps.
 - ii. The dugout flashings have been installed.
- c. Parking lot maintenance
 - i. Awaiting schedule confirmation from Island Excavating. This project will include cleaning up the edging along the parking berms, regrading, and fresh gravel.
- d. Playground fence and ADA
 - i. The playground fence needs to be replaced with a fence that meets safety standards for playground. ADA access needs to be improved from the pathway to ADA playground equipment.
- e. Property Line adjustment
 - i. San Juan County Landbank is in favor of moving forward with a property line adjustment to achieve an equal portion swap of the off-leash area for an area on the southeast corner of Buck Park. I am asking for a motion to authorize San Juan Survey to complete a survey of both areas.
- f. OISD Drainage issue
 - i. The hillside on the west side of Buck Park adjacent to the OISD track has been taking on excessive water since the installation of the track. It is unclear where this water is coming from. There have been previous conversations between OISD and OIPRD but no conclusion. Bob and I will include this in our upcoming discussions with OISD.
- g. OISD Facility Use Agreement
 - i. OISD reached out with concerns that our Facility Use Agreement was outdated. I see an OIPRD-signed copy in our files, but do not see an OISD signature. I've reached out to OISD to confirm their most recent action. If it is fully executed, we are covered until November 2025. If it is not, we will engage with OISD to update.
- h. OISD Water Use Agreement

- i. Our 10-year Interlocal between OIPRD and OISD for Shared Use of the Well expired in July 2024. Bob and I will be addressing this is an upcoming meeting with OISD. I am requesting discussion and input from the Board surrounding the agreement, which has the potential to extend for no more than 10-years, if desired.
- i. EWUA Water Agreement
 - i. Bob and I will be meeting with EWUA next week to discuss action items, including EWUA Agreement, potential future projects, and billing.

2. Program Update

- a. Early fall programs have wrapped up, and we are in the midst of the remaining fall programs. Winter programs are in the queue. Upcoming programs to highlight include the Annual Community Dodgeball event, being held in collaboration with the Orcas Island Education Foundation on Friday, November 29th, 2024, at the OISD High School Gym.

Also upcoming is a series of Luminary Paper Lantern making classes, with four dates remaining. These are a perfect addition to the upcoming Winter Solstice Parade. More information can be found at

<https://sanjuanmakersguild.com/winterluminary2024/>

We are in need of more youth basketball coaches for the SWISH boys teams, if you know of anyone who might be interested, send them our way!


- b. I will be conducting a financial audit of all fall programs at the start of the year, with the focus on ensuring financial thresholds are being met and programs are priced appropriately.

3. Administrative Update

- a. Policies and Procedures
 - i. Field Use and Reservation – no update at this time.
- b. Audit
 - i. The 2021-23 Accountability Audit is in process with a final report scheduled for early 2025.
- c. Accounting Transition
 - i. I am requesting several action items in the November 14th meeting to establish the necessary accounting functions for taking over accounting processes from the county. San Juan County will remain as our Treasurer, with a zero-balance account established for accounts payable and payroll functions.

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			533,434.22	
212	SALARY PAYABLE	17,898.04			
231	OTHER ACCRUED LIABILITIES	8,382.91			
310	TAXES	130,057.62			
330	INTERGOVERNMENTAL REVENUE	8.05			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		156,346.62		
212	SALARY PAYABLE	17,898.04			
231	OTHER ACCRUED LIABILITIES	8,382.91			
570	CULTURE AND RECREATION	74,470.56			
	TOTAL DISBURSEMENTS		100,751.51		
101	ENDING CASH BALANCE				589,029.33
				GL ENDING CASH BALANCE	589,029.33
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

From: scott@sanjuansurveying.com 
Subject: BLM Proposal
Date: November 5, 2024 at 9:28 AM
To: Kim Ihlenfeldt kim@oiprd.org
Cc: Shannon Wilson shannon@sanjuansurveying.com



Good morning, Kim,

Here is our Boundary Line Modification proposal that you requested.

The process is as follows:

1. We locate all of the structures, drainfields, and wells (if any) on both parcels.
2. We produce a map showing the proposed new boundary line(s).
3. Once you and your neighbor agree on the new line(s), we will produce the necessary maps and legal descriptions.
4. We will send the BLM application for you and your neighbor to sign and then you return it with original signatures and a check in the amount of \$595 made payable to SJC DCD.
5. We submit to the County for their review (this can be as short as 6 weeks or as long as several months, depending on their work load).
6. Once we have the approved BLM package (again, no guarantee) you will need to engage an attorney to draw up the Quit Claim Deed(s) for the conveyance(s) of that/those areas that are being swapped.
7. Payment of the taxes for the year will need to be done in order for the San Juan County Treasurer's office to sign off on the BLM package (just prior to recording).
8. The BLM package and Quit Claim Deed(s) will need to be recorded at the San Juan County Auditor's office.
9. Once it is all recorded, the San Juan County Assessor's office will update their documents and the change will show up on Polaris (SJC GIS).

Any questions you may have once the BLM is submitted as to status is best directed to the planners at the San Juan County Department of Community Development. Please don't hesitate to contact us with any questions or comments you may have.

Best Regards,

Scott Mapstead, LSIT (he/him)
San Juan Surveying, Inc.
PO Box 611
Friday Harbor, WA 98250

BLM PROPOSAL.pdf
1.9 MB



OLA trade concept.pdf
3.1 MB



November 5, 2024



Orcas Island Park and Recreation District
PO Box 575
Eastsound, WA 98245-0575
c/o Kim Ihlenfeldt
kim@oiprd.org
360-376-7275

Dear Kim,

Thank you for the opportunity to provide you with a cost estimate of the following services.

Project Description-A Boundary Line Modification for TPNs 271322002 & 271321001, Orcas Island, WA.

Scope of Work- Our office will conduct a field survey of the above noted parcels to locate those elements as required by San Juan County to produce the necessary documentation for a Boundary Line Modification to be submitted to SJC Department of Community Development. **PLEASE NOTE** that if there is a bank loan on any of the parcels involved, before doing anything, you should contact your lender to determine whether or not they will require additional mapping or if they will allow the Boundary Line Modification to proceed.

Estimated Cost: \$5,500 to \$6,500. A signed agreement and a deposit of \$1,100 are due prior to the start of work. A second payment will be due when the project is ready to submit to the county and the final payment will be due at completion of the project before the BLM is recorded. The deposit can be paid via ACH bank transfer or a check made payable to San Juan Surveying and mailed to our PO Box 611, Friday Harbor, WA 98250. Payment in full is not contingent upon county approval of this project.

The Boundary Line Modification process is as follows:

1. We locate all of the structures, drain fields, and wells (if any) on both parcels.
2. We produce a map showing the proposed new boundary line(s).
3. Once you and your neighbor agree on the new line(s), we will produce the necessary maps and legal descriptions.

San Juan Surveying

4. We will send the BLM application for you and your neighbor to sign and then you return it with original signatures and a check in the amount of \$595 made payable to SJC DCD.
5. We submit to the County for their review (this can be as short as 6 weeks or as long as several months, depending on their work load).
6. Once we have the approved BLM package, you will need to engage an attorney to draw up the Quit Claim Deed(s) for the conveyance(s) of that/those areas that are being swapped.
7. Payment of property taxes for the year will need to be paid in full in order for the San Juan County Treasurer's office to sign off on the BLM package (just prior to recording).
8. The BLM package and Quit Claim Deed(s) will need to be recorded at the San Juan County Auditor's office. Recording fee varies according to number of pages.
9. Once the BLM and QCDs are recorded, the San Juan County Assessor's office will update their documents and the change will show up on Polaris (SJC GIS).

It does not include:

1. Setting new corner monumentation or line stakes after BLM is approved
2. Location of easements that may benefit or encumber the parcel

Other costs to be aware of are \$595 BLM application fee, SJC Auditor's recording fees, septic inspection if not current, attorney's fees for Quit Claim Deeds, septic design for new parcel if required by county, easement legal descriptions if required by county, well covenant if required by county.

Please Note:

The price quoted represents an estimated cost only. Unforeseeable conditions may cause the survey to exceed the estimated cost. Over time, discrepancies may arise. Some examples include, but are not limited to, corner monuments found significantly different from the record positions or if there are permanent encroachments, inaccurate or missing deed information, erroneous legal description, conflicting deeds with an adjoining parcel, conflicts between deed descriptions and actual survey measurements, and inaccurate past surveys. If the previous mentioned situation(s) occur, the additional work will be considered out of scope and billed at an hourly rate (see hourly rates attached). These situations will also extend the deliverable time due to the extra research and field time that will be required. In the event you decide to cancel the work for any reason, you will be billed for all work/expenses incurred up to the date of cancellation.

Schedule- We will schedule the fieldwork to begin within 3-4 weeks of your approval. Please note that your project may take one or more field work visits with time in between for analysis purposes. Please sign below for approval and return with the retainer to get started. If you would like to pay the retainer via ACH bank transfer, please email shannon@sanjuansurveying.com to request a link. This proposal

San Juan Surveying

is valid for 60 days. Please don't hesitate to contact our office if you have any questions or need any further information.

Sincerely,

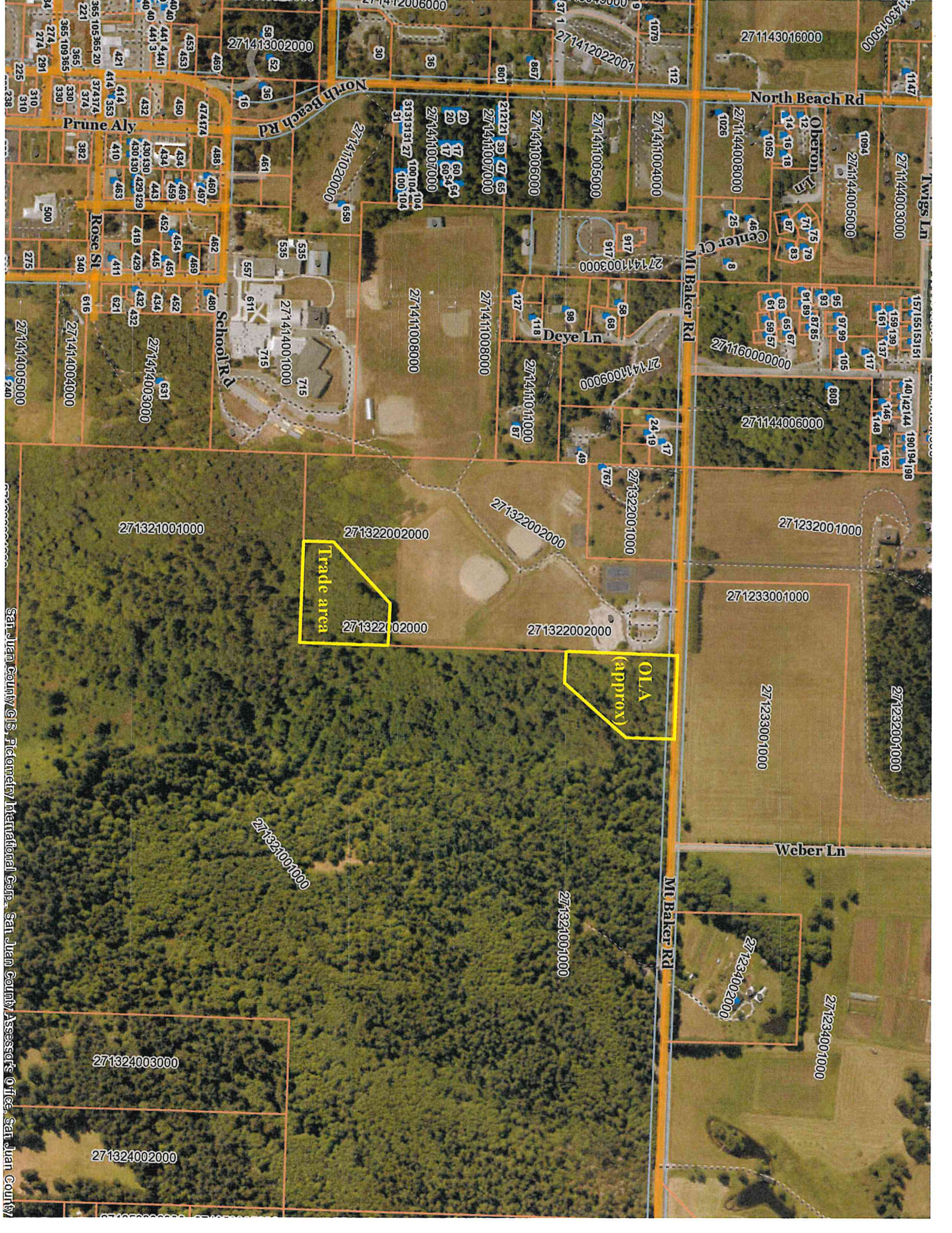
A handwritten signature in blue ink, appearing to read 'Scott Mapstead', with a large, stylized loop at the end.

Scott Mapstead, LSIT
Survey Manager

Client Name/Signature

Date

San Juan Surveying



San Juan County GIS, Picometry International Corp., San Juan County Assessors Office, San Juan County

DISCOUNT FENCE

Contact Us

Office: (360) 873-4005
Email: info@discountfencewa.com
Web: http://www.discountfencewa.com

PUBLIC WORKS

Fencing Estimate & Contract

Additional Terms & Conditions on Reverse

Gold Copy - Contractor
Pink Copy - Agency/Org

Mailing Address:
2236 Pacific St.
Bellingham, WA 98229

Field 3

Estimate/Contract # **2023-PW 0191**

Date/Time: 10/15/24
Source: Existing Customer
Estimate valid for 7 days

Interested in:

Agency: Orcas Island / Buck Park Contact & Phone: Kim Thlenfeldt 360284465
Site Address: 698 Mt Baker Rd Billing Address:
City/Zip: East Sound WA 98245 Email: kim@oiprd.org

- ☒ Chain Link ☐ Wood
☐ Ornamental ☐ Vinyl
☐ Deco Mesh ☐ Custom
☐ Other: _____

Height	Style
8' 10'	CL 9ga
Walk Gate	Drive Gate
Pipe Type	Concrete
Term Posts	Gate Posts
Line Posts	Top Rail
Post Spacing	Post Size
Sizing	Facing
290 IN	
Tension Wire	Barb Wire

Pricing Conditions

Changes in Site Conditions
WILL impact cost

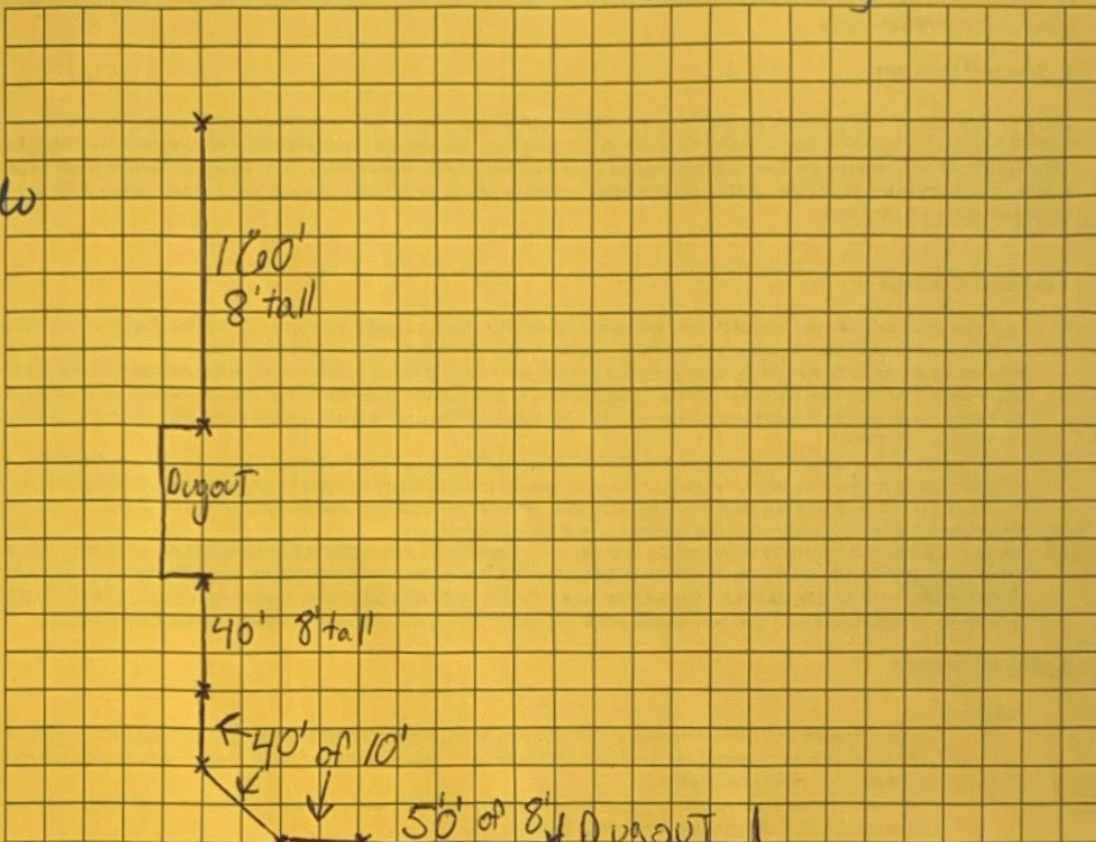
Clearing must be completed prior
to work starting or owner will be
charged for labor and/or trip fee

Removal and Disposal
NOT included unless
specifically identified as included

Dog Tight - owner to backfill on
uneven ground

MUST provide tax status at
sign-up or sales tax added

Price	\$ 20,000
Discount	\$
Subtotal	\$ 20,000
84% Tax	\$ 1,680
Total	\$ 21,680
Deposit	\$



Site Conditions: Level Slope Hill Rocky Loose Soil Clearing Removal/Disposal Animal Waste

Fence Info: Contour Stepped Dog Tight (SEE PRICING CONDITIONS)

Special Equipment:

Prevailing Wage: YES or NO If YES, Certified payroll required? YES or NO

250' of 8' 9ga. Just Replace Galvanized
the wire -

40' of 10' wire Galvanized Replacing bottom

half of backstop -

(4) Travel costs for all 3 jobs together \$3000 + tax

Net 10

Includes all labor, materials and equipment to perform work.

Estimator: EAS/UB Date: 10/15/24

CUSTOMER MUST:

- Clearly identify corners, ends, and gates and mark any private underground utilities; Obtain any necessary permits, approvals, or engineering before signing contract or change fees will apply
- Make ALL change requests in writing; \$500 change fee will apply to each change made after contract signed and will require an additional deposit.

Payment terms - PLEASE READ CAREFULLY:

- If required, pay deposit before job scheduled - credit card may be kept on file until job complete and balance paid in full.
- Pay balance due per terms on invoice; until final balance paid in full, we own materials and may remove at any time for non-payment.
- Payment requirements must be identified at sign up (ex: COI, intent)
- Accept ACH, wire transfer, check, or credit card (note 3.5% bank fee)

ACCEPTANCE - PLEASE READ CAREFULLY:

I accept the prices, specifications, terms and conditions of this agreement and understand all work to be completed in a workmanlike manner according to standard practices. I agree to assume full responsibility for fence location, and at my sole cost and expense, to defend and hold harmless Discount Fence against any and all claims for work described herein. I will make any change requests in writing and pay associated charges with the understanding any reductions in work will affect pricing of remaining work (ex: price per foot will go up when footage reduced). I understand if I direct changes at the job site while work is performed I will be charged a fee plus time and materials (fee \$500 per change). I agree to pay total outstanding balance per terms on invoice. **YOUR SIGN IS YOUR WARRANTY - DO NOT REMOVE.**

Signature: _____ Date: _____

DISCOUNT FENCE

Contact Us

Office: (360) 873-4005
Email: info@discountfencewa.com
Web: http://www.discountfencewa.com

Mailing Address:
2236 Pacific St.
Bellingham, WA 98229

RESIDENTIAL

Public Works

Fencing Estimate & Contract
Additional Terms & Conditions on Reverse

Estimate/Contract # 2024-0142

Date/Time: 10/15/24

Source: Existing Cust.

Estimate valid for 30 days

White Copy - Contractor
Yellow Copy - Customer

Field 1

Interested in:

Customer: Orcus Island / Back Park Phone 1: Kim Ihlenfeldt 360 388-4445
Address: 1698 Mt Baker Rd Phone 2:
City/Zip: Eastsound WA 98245 Email: kim@ciprd.org

- ☒ Chain Link ☐ Wood
☐ Ornamental ☐ Vinyl
☐ Deco Mesh ☐ Custom
☐ Other:

Height	Style
10' 6"	Galvalume
Walk Gate	Drive Gate
2	/
Pipe Type	Concrete
full weight	yes
Term Posts	Gate Posts
2 7/8	/
Line Posts	Top Rail
2 3/8	1 5/8
Post Spacing	Post Size
10'	/
Sizing	Facing
100	IN
Tension Wire	Barb Wire
yes	/

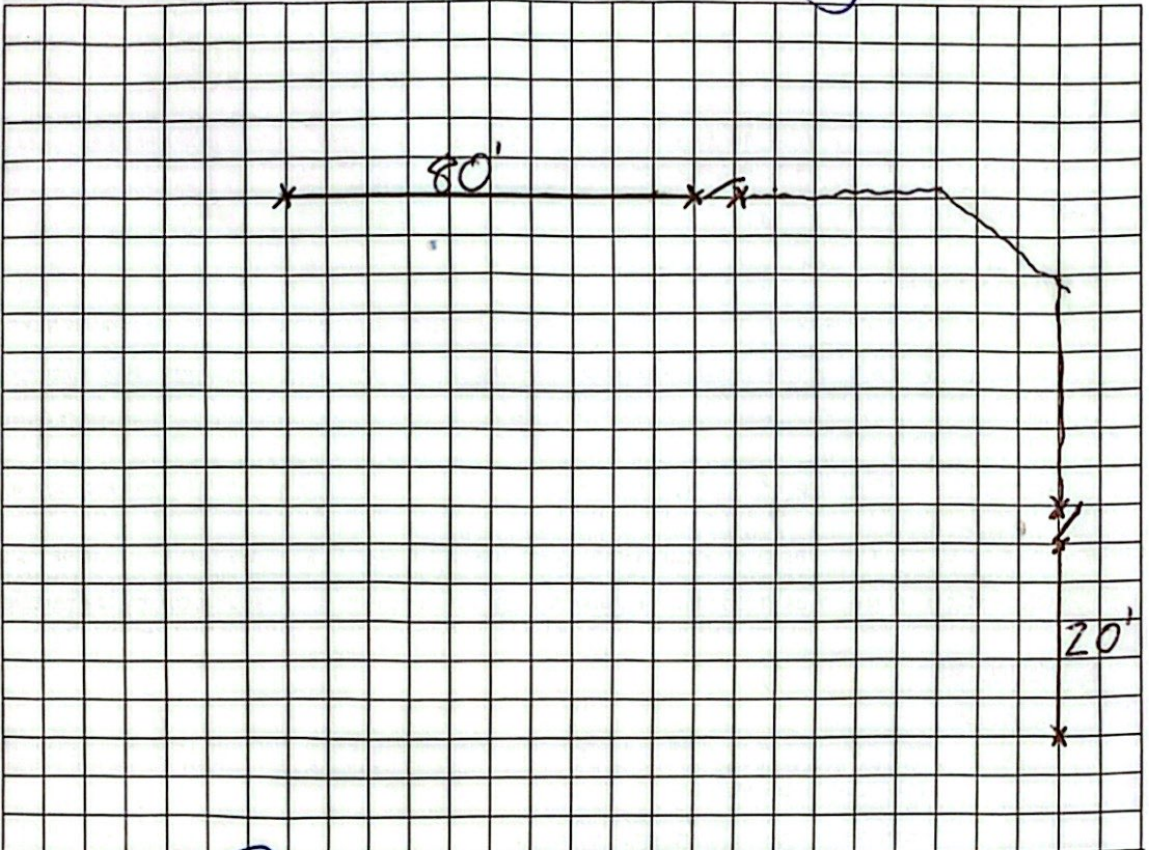
Pricing Conditions

Changes in Site Conditions
WILL Impact cost

Clearing must be completed prior
to work starting or owner will be
charged for labor and/or trip fee

Removal and Disposal NOT
Included unless specifically
identified as included

Dog Tight - owner to backfill on
uneven ground



Site Conditions: Level Slope Hill Rocky Loose Soil Clearing Removal/Disposal Animal Waste
Fence Info: Contour Stepped Dog Tight (SEE PRICING CONDITIONS)

Install 80' of 10' Galvalume chainlink with 1-4' WG with header -
20' of 6' with 1-4' WG -

Price	\$6,800.00
Discount	/
Subtotal	\$6,800.00
Tax	\$571.20
Total	\$7,371.20
Deposit	/

(+) Travel cost for all 3 together \$3000 + tax

Net 10

Includes all labor, materials and equipment to perform work. Estimator: Ets / LB Date: 10/18/24

CUSTOMER MUST:

- Clearly identify corners, ends, and gates
- Mark any private underground utilities
- Obtain any necessary permits, approvals, or engineering
- Make any change requests in writing; Change fee will apply to changes made after contract signed and will require an additional deposit.

Payment terms - PLEASE READ CAREFULLY:

- Pay deposit before job scheduled - credit card kept on file until job complete and balance paid in full.
- Pay balance due day of completion - until paid we own materials and may remove at any time for non-payment
- Accept cash, check, or credit card (note 3.5% bank fee)

ACCEPTANCE - PLEASE READ CAREFULLY:

I accept the prices, specifications, terms and conditions of this agreement and understand all work to be completed in a workmanlike manner according to standard practices. I agree to assume full responsibility for fence location, and at my sole cost and expense, to defend and hold harmless Discount Fence against any and all claims for work described herein. I will make any change requests in writing and pay associated charges with the understanding any reductions in work will affect pricing of remaining work (ex: price per foot will go up when footage reduced). I understand if I direct changes at the job site while work is performed I will be charged a fee plus time and materials (fee \$150 per change). I agree to pay total outstanding balance on day of completion. YOUR SIGN IS YOUR WARRANTY - DO NOT REMOVE.

Signature: Date:

DISCOUNT FENCE

Contact Us

Office: (360) 873-4005
Email: info@discountfencewa.com
Web: http://www.discountfencewa.com

Mailing Address:
2236 Pacific St.
Bellingham, WA 98229

Field 2

RESIDENTIAL
Public Works

Fencing Estimate & Contract

Additional Terms & Conditions on Reverse

Estimate/Contract # **2024-0141**

Date/Time: **Thurs 10/15/24**

Source: **Repeat customer**

Estimate valid for 30 days

White Copy - Contractor
Yellow Copy - Customer

Interested in:

Customer: **Orcas Island/Buck Park**

Phone 1: **Kim Ihlenfeldt 360-298-4465**

Address: **698 Mt Baker Rd**

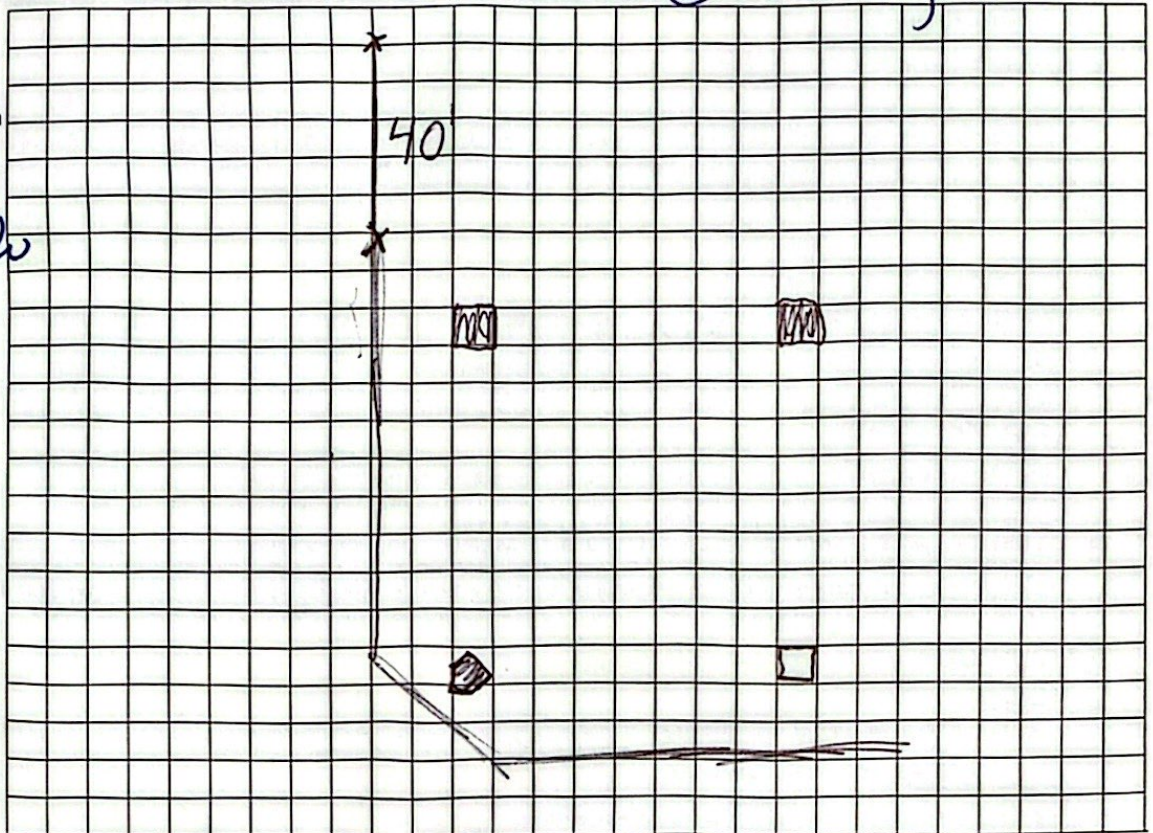
Phone 2:

City/Zip: **East Sound WA 98245**

Email: **kim@oiprd.org**

- ☒ Chain Link ☐ Wood
☐ Ornamental ☐ Vinyl
☐ Deco Mesh ☐ Custom
☐ Other:

Height	Style
28'	CL Galv
Walk Gate	Drive Gate
Pipe Type	Concrete
Term Posts	Gate Posts
Line Posts	Top Rail
Post Spacing	Post Size
Sizing	Facing
40'	
Tension Wire	Barb Wire



Site Conditions: Level Slope Hill Rocky Loose Soil Clearing Removal/Disposal Animal Waste

Fence Info: Contour Stepped Dog Tight (SEE PRICING CONDITIONS)

Pricing Conditions

Changes in Site Conditions
WILL impact cost
Clearing must be completed prior
to work starting or owner will be
charged for labor and/or trip fee
Removal and Disposal **NOT**
Included unless specifically
identified as included
Dog Tight - owner to backfill on
uneven ground

Replace & Restretch 40' of 8' 9 ga

Wire -

\$3,500

***With other Job:**

on 2024-0142 and

2023-PWD191

Price	\$3500*
Discount	/
Subtotal	\$3500
Tax	\$294
Total	\$3794
Deposit	/

⊕ Travel cost for all 3 together \$3000 + tax

Net 10

Includes all labor, materials and equipment to perform work. Estimator: **ETS/LB** Date: **10/18/24**

CUSTOMER MUST:

- Clearly identify corners, ends, and gates
- Mark any private underground utilities
- Obtain any necessary permits, approvals, or engineering
- Make any change requests in writing; **Change fee will apply to changes made after contract signed and will require an additional deposit.**

Payment terms - PLEASE READ CAREFULLY:

- Pay deposit before job scheduled - credit card kept on file until job complete and balance paid in full.
- Pay balance due day of completion - until paid we own materials and may remove at any time for non-payment
- Accept cash, check, or credit card (note 3.5% bank fee)

ACCEPTANCE - PLEASE READ CAREFULLY:

I accept the prices, specifications, terms and conditions of this agreement and understand all work to be completed in a workmanlike manner according to standard practices. I agree to assume full responsibility for fence location, and at my sole cost and expense, to defend and hold harmless Discount Fence against any and all claims for work described herein. I will make any change requests in writing and pay associated charges with the understanding any reductions in work will affect pricing of remaining work (ex: price per foot will go up when footage reduced). I understand if I direct changes at the job site while work is performed I will be charged a fee plus time and materials (fee \$150 per change). I agree to pay total outstanding balance on day of completion. **YOUR SIGN IS YOUR WARRANTY - DO NOT REMOVE.**

Signature: _____ Date: _____

ORCAS ISLAND PARK AND RECREATION DISTRICT
RESOLUTION ESTABLISHING ACCOUNTS AND CUSTODIANS
NOVEMBER 14TH, 2024

WHEREAS, in July 2024 San Juan County Auditor's Office announced their withdrawal from accounting functions for special purpose districts; and

WHEREAS, In accordance with RCW 36.69.150, Orcas Island Park and Recreation District desires to continue using San Juan County as it's Treasurer; and

WHEREAS, Orcas Island Park and Recreation District desires to open the following zero-balance bank accounts in order to continue necessary accounting operations:

- 1) Zero-balance checking account for the purpose of processing Accounts Payable
- 2) Zero-balance payroll account for the purpose of processing Payroll
- 3) Zero-balance receivables account for the purpose of receiving direct ACH payments

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of Orcas Island Park and Recreation District hereby authorizes San Juan County to open the above accounts on behalf of Orcas Island Park and Recreation District with the minimum opening balances to be transferred from Fund 6501, as necessary; and

BE IT FURTHER RESOLVED, the Board Chair Deb Jones and Executive Director Kim Ihlenfeldt are hereby authorized as custodians of the above accounts and granted permission as signatories with access to maintain, verify, and sign on behalf of Orcas Island Park and Recreation District; and

BE IT FURTHER RESOLVED, the balance of the receivables account is to be transferred to San Juan County Treasurer once weekly in accordance with established financial controls; and,

BE IT FURTHER RESOLVED, all accounts are to be reconciled monthly by Orcas Island Park and Recreation District.

Adopted the 14th day of November, 2024 by Orcas Island Park and Recreation District Board of Commissioners.

Deb Jones

Justin Paulsen

Asya Eberle

Dennis Dahl

Bob Eagan

Attest: Kim Ihlenfeldt

ORCAS ISLAND PARK AND RECREATION DISTRICT
RESOLUTION UPDATING BANNER BANK CREDIT CARD
NOVEMBER 14TH, 2024

WHEREAS, Orcas Island Park and Recreation District has established a Banner Bank Credit Card; and

WHEREAS, the current credit card is assigned to Terri Rodgers, who has resigned from her position with the District; and

WHEREAS, Orcas Island Park and Recreation District has hired Kim Ihlenfeldt as Executive Director.

NOW THEREFORE, BE IT RESOLVED by the Orcas Island Park and Recreation District Board of Commissioners, Executive Director Kim Ihlenfeldt is hereby authorized as custodian of the Banner Bank Credit Card account and granted permission as a card-holder, account signatory with access to maintain the account on behalf of Orcas Island Park and Recreation District.

Adopted the 14th day of November, 2024 by Orcas Island Park and Recreation District Board of Commissioners.

Deb Jones

Justin Paulsen

Asya Eberle

Dennis Dahl

Bob Eagan

Attest: Kim Ihlenfeldt

Draft 2025

Orcas Island Park and Recreation District

Final year levy								
	Revised 11/1/2024	2024	2024	2024	2025	2026	2027	2028
	Expenditures	Budget	Actual YTD 09/30/2024	Projected	2025 Draft	2026 Draft	2027 Draft	2028 Draft
Beginning Net Cash/Investments		\$480,000.00	\$538,542.00	\$538,542.00	\$553,543.77	\$407,126.21	\$451,338.01	\$496,407.95
General Property Taxes	311.10.00.0000	\$483,750.00	\$312,027.56	\$488,293.17	\$493,176.10	\$498,108.00	\$503,089.08	\$508,119.97
Leasehold Tax	317.20.00.0000	\$250.00	\$305.48	\$305.48	\$250.00	\$250.00	\$250.00	\$250.00
Timber Harvest Tax	317.40.00.0000	\$100.00	\$166.46	\$166.46	\$100.00	\$100.00	\$100.00	\$100.00
Activity Fees - subtotal	347.60.00.0000	\$96,000.00	\$116,800.24	\$120,000.00	\$150,000.00	\$153,000.00	\$156,060.00	\$159,181.20
Rental / Lease Revenue	362.40.00.0000	\$0.00	\$27.51	\$27.51	\$200.00	\$200.00	\$200.00	\$200.00
Donations Unrestricted	367.00.00.0000	\$1,000.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,000.00	\$1,000.00
Corporate Sponsorship	367.00.00.0020	\$500.00	\$0.00		\$500.00	\$500.00	\$500.00	\$500.00
Private Grants	367.00.00.0030	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Restricted Donations	367.00.00.0100	\$1,000.00	\$1,800.00	\$1,800.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Buck Park Reimbursements	369.90.00.0001	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
Interfund Loan - Port of Orcas	381.10.00.6721							
State Remittances	389.30.00.0000	\$10,500.00	\$10,704.00	\$11,000.00	\$12,600.00	\$12,852.00	\$13,109.04	\$13,371.22
Investment Interest Revenue	389.60.00.0000	\$0.00	\$0.00	\$0.00	\$7,100.00	\$8,700.00	\$10,300.00	\$11,500.00
Revenue		\$1,075,500.00	\$980,473.25	\$1,160,234.62	\$1,220,969.87	\$1,084,336.21	\$1,139,346.13	\$1,194,030.34
Revenue, less beginning balance				\$621,692.62	\$660,326.10	\$668,510.00	\$677,708.12	\$686,122.39

Draft 2025

Orcas Island Park and Recreation District

Final year levy								
	Revised 11/1/2024	2024	2024	2024	2025	2026	2027	2028
	Expenditures	Budget	Actual YTD 09/30/2024	Projected	2025 Draft	2026 Draft	2027 Draft	2028 Draft
Personnel								
OIPRD Executive Director	571.00.10.0001	\$69,949.40	\$52,132.51	\$82,630.51	\$110,000.00	\$113,850.00	\$117,834.75	\$122,548.14
OIPRD Operations Assistant	571.00.10.0002	\$9,927.96	\$0.00	\$0.00	\$28,000.00	\$28,980.00	\$29,994.30	\$31,194.07
OIPRD Facility / Activity Super.	571.00.10.0003	\$9,811.36	\$5,070.00	\$6,760.00	\$10,400.00	\$10,764.00	\$11,140.74	\$11,586.37
OIPRD Program Coordinator	571.00.10.0004	\$56,731.20	\$42,280.68	\$56,731.20	\$66,560.00	\$68,889.60	\$71,300.74	\$74,152.77
OIPRD Park Steward	571.00.10.0005	\$21,717.28	\$4,692.00	\$9,384.00	\$19,400.00	\$20,079.00	\$20,781.77	\$21,613.04
FICA	571.00.20.0001	\$12,084.00	\$7,969.40	\$11,662.93	\$14,530.32	\$15,038.88	\$15,565.24	\$16,187.85
L & I	571.00.20.0002	\$1,763.84	\$1,503.98	\$2,247.06	\$3,472.26	\$3,593.79	\$3,719.57	\$3,868.35
PFML Premium Assessment	571.00.20.0012	\$381.60	\$550.58	\$821.07	\$846.28	\$875.90	\$906.56	\$942.82
Unemployment	571.00.20.0009	\$1,543.36	\$840.03	\$1,253.94	\$1,889.79	\$1,955.94	\$2,024.39	\$2,105.37
Benefit - Health Insurance	571.00.20.0006	\$20,372.35	\$15,268.32	\$19,700.00	\$24,000.00	\$24,960.00	\$25,958.40	\$26,996.74
Benefit - Retirements (PERS)	571.00.20.0003	\$17,808.00	\$0.00	\$0.00	\$22,000.00	\$22,880.00	\$23,795.20	\$24,747.01
Staff Development	571.00.49.0005	\$3,180.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Supplies and Equipment								
Office Supplies	571.00.31.0002	\$900.00	\$249.88	\$500.00	\$1,000.00	\$900.00	\$900.00	\$900.00
Computer Supplies	571.00.31.0003	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Software	571.00.31.0004	\$1,500.00	\$355.10	\$355.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Grounds - Sprinkler	571.00.31.0007	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Janitorial Supplies	571.00.31.0009	\$800.00	\$60.06	\$200.00	\$300.00	\$300.00	\$400.00	\$400.00
Promotion Supplies	571.00.31.0013	\$500.00	\$60.01	\$60.00	\$100.00	\$100.00	\$100.00	\$100.00
Supplies - Other	571.00.31.0019	\$3,000.00	\$1,120.02	\$3,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Program Supplies - General	571.00.31.0100	\$7,500.00	\$7,205.35	\$10,000.00	\$8,000.00	\$7,500.00	\$7,500.00	\$7,500.00
Office Equipment	571.00.35.0002	\$4,000.00	\$0.00	\$3,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Signage	571.00.35.0003	\$500.00	\$0.00	\$0.00	\$1,500.00	\$200.00	\$200.00	\$200.00
Program Equipment - General	571.00.35.0100	\$9,000.00	\$1,431.04	\$1,500.00	\$9,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Professional Services and Utilities								
Professional Services	571.00.41.0001	\$10,000.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Instructors	571.00.41.0003	\$94,000.00	\$97,032.01	\$125,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Legal Services	571.00.41.0006	\$3,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Accounting Services	571.00.41.0007	\$1,600.00	\$957.44	\$1,276.59	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Print/Graphics Services	571.00.41.0008	\$200.00	\$350.00	\$350.00	\$500.00	\$500.00	\$500.00	\$500.00
Activity Coordinators	571.00.41.0011	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WA State Auditors Fees	571.00.41.0015	\$5,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Promotion	571.00.41.0019	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Programs Brochures/Mailers	571.00.41.0020	\$4,500.00	\$118.18	\$1,200.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Advertising	571.00.41.0100	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employment Advertising	571.00.41.0101	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage & Shipping	571.00.42.0001	\$3,300.00	\$84.00	\$100.00	\$3,600.00	\$3,400.00	\$3,500.00	\$3,500.00
Website / Online Software	571.00.42.0002	\$1,200.00	\$2,121.56	\$2,800.00	\$10,200.00	\$7,000.00	\$7,000.00	\$7,000.00
Telephone/Internet	571.00.42.0004	\$3,470.00	\$1,932.34	\$2,576.45	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00

Active Net Fees	571.00.42.0005	\$2,500.00	\$0.00	\$0.00	\$12,405.00	\$12,653.10	\$12,906.16	\$13,164.29
<u>Travel</u>								
Travel, Accomodations, Meals	571.00.43.0010	\$2,000.00	\$1,562.50	\$3,100.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
<u>Rentals and Leases</u>								
Operating Rentals and Leases	571.00.45.0002	\$7,850.00	\$3,749.00	\$8,100.00	\$8,300.00	\$8,466.00	\$8,635.32	\$8,808.03
Event Rental Fees	571.00.45.0100	\$18,900.00	\$15,207.50	\$20,276.67	\$15,000.00	\$15,300.00	\$15,606.00	\$15,918.12
<u>Insurance Premium / Recovery</u>								
General Liability, Property, etc.	571.00.46.0001	\$8,312.70	\$8,739.00	\$8,739.00	\$9,200.00	\$9,600.00	\$10,200.00	\$11,000.00
<u>Utilities</u>								
Utilities Sevices - Chem RR Svc.	571.00.47.0011	\$8,000.00	\$8,140.00	\$10,000.00	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00
Utilities Service - Water	571.00.47.0012	\$5,020.00	\$917.01	\$1,000.00	\$5,200.00	\$5,020.00	\$5,020.00	\$5,020.00
Sewer / Garbage	571.00.47.0013	\$3,750.00	\$3,153.56	\$4,200.00	\$4,350.00	\$4,350.00	\$4,350.00	\$4,350.00
Utilities Service - Electrical	571.00.47.0014	\$1,850.00	\$1,063.98	\$1,400.00	\$1,850.00	\$1,850.00	\$1,850.00	\$1,850.00
Security	571.00.47.0015	\$0.00	\$0.00	\$0.00	\$15,000.00	\$1,000.00	\$1,000.00	\$1,000.00
<u>Repairs and Maintenance</u>								
Grounds / Mowing	571.00.48.0006	\$32,500.00	\$18,433.08	\$24,577.44	\$32,500.00	\$32,500.00	\$32,500.00	\$32,500.00
Grounds / Sprinkler Related	571.00.48.0007	\$35,000.00	\$857.63	\$1,000.00	\$35,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Grounds / Gen. Water System	571.00.48.0008	\$4,000.00	\$709.87	\$2,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Grounds Maintenance	571.00.48.0010	\$19,700.00	\$15,035.80	\$19,700.00	\$80,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Grounds - Other	571.00.48.0011	\$18,000.00	\$12,207.23	\$41,000.00	\$38,000.00	\$12,000.00	\$12,000.00	\$12,000.00
<u>Miscellaneous</u>								
Auditor Recording Fees	571.00.49.0002	\$240.00	\$0.00	\$0.00	\$240.00	\$240.00	\$240.00	\$240.00
Ballot/Promo/Domaines	571.00.49.0004	\$5,000.00	\$7,341.84	\$7,342.00	\$2,500.00	\$10,000.00	\$5,000.00	\$0.00
Other (SWISH FEES)	571.00.49.0009	\$6,900.00	\$4,658.76	\$6,900.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Taxes and Operating Assessments	589.30.00.0000	\$10,500.00	\$10,704.00	\$11,000.00	\$12,600.00	\$12,852.00	\$13,109.04	\$13,371.22
<u>Capital Expenditures</u>								
Park Improvements	594.71.63.0010	\$100,000.00	\$92,996.75	\$92,997.00	\$50,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<i>Total expenditures -></i>		\$722,333.05	\$448,862.00	\$606,690.85	\$813,843.65	\$632,998.21	\$642,938.18	\$662,664.17
Estimated ending cash balance ->		\$353,166.95	\$531,611.25	\$553,543.77	\$407,126.21	\$451,338.01	\$496,407.95	\$531,366.16
				Est. LGIP Balance:	\$207,000.00	\$251,000.00	\$296,000.00	\$331,000.00
				Est. LGIP Interest:	\$7,245.00	\$8,785.00	\$10,360.00	\$11,585.00

ORCAS ISLAND PARK AND RECREATION DISTRICT
RESOLUTION ADOPTING 2025 General Fund Budget
November 14th, 2024

WHEREAS, the Orcas Island Park and Recreation District held a public hearing on the 14th day of November, 2024, to receive public comment relating to the adoption of its 2025 budget; and

WHEREAS, notice of said public hearing were recorded in the official newspaper of San Juan County in accordance with RWC 36.40.60; and

WHEREAS, the Orcas Island Park and Recreation District has determined the anticipated cash on hand plus all anticipated revenues and did fix the appropriate amount for each expenditure line item.

NOW THEREFORE BE IT RESOLVED that the Orcas Island Park and Recreation District set the final budget for the year 2025 as attached hereto and incorporated as is fully set forth.

2025 General Account Fund #6501 Budget \$1,220,969.87

DATED this 14th day of November, 2024.

Justin Paulsen, Commissioner

Bob Eagan, Commissioner

Deborah Jones, Commissioner

Dennis Dahl, Commissioner

Asya Eberle, Commissioner

ATTEST:

Kim Ihlenfeldt, Executive Director

Ordinance / Resolution No. 20241114d
RCW 84.55.120

WHEREAS, the Board of Commissioners of Orcas Island Park and Recreation District has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2025; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 488,293.17; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,882.93
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 14 day of November, 2024.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.