

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, January 9th, 2025; 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

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Employee Payroll

. 11/20/2024 \$15,262.25

2. Payment of Claims

. 12/17/24 \$39,492.63

. 12/30/24 (13th month, processed 01/07/25) \$3,662.27

3. Previous Minutes

. December 12th, 2024

IV. MONTHLY REPORTS

1. Director's Report

2. Financial Report - table

3. Committee Reports

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

1. Annual officer nominations

a) Board Chair

b) Vice Chair

c) Secretary

VII. UPCOMING MEETINGS

a. February 13th - Regular Meeting

VIII. ADJOURNMENT

DATE: 12/23/24

PAYROLL WORKSHEET

December

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	HOL	BRVMT
\$9,166.67	Kim Ihlenfeldt	IHL650	6501	6501.00.571.00.10.0001	152	\$9,166.67	152	0	8	16	0
\$75.00	Terri Rodgers	ROD100	6501	6501.00.571.00.10.0002	0	\$0.00	0	0	0	0	0
\$4,727.58	Alfred Bentley	BEN650	6501	6501.00.571.00.10.0004	152	\$4,727.58	152	0	8	16	0
\$21.00	Andy Willard	WIL651	6501	6501.00.571.00.10.0003	13.5	\$283.50	13.5	0	0	0	0
\$21.00	Bari Willard	WIL201	6501	6501.00.571.00.10.0003	34.5	\$724.50	34.5	0	0	0	0
\$24.00	Kristopher Ness	NES650	6501	6501.00.571.00.10.0005	15	\$360.00	15	0	0	0	0
	TOTALS				367.00		367	0	16	32	0

\$15,262.25

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 _____

12/23/24

Date _____

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 17-Dec-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$39,492.63

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

12/17/24

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

\$ 39,492.63 for the period ending December 17, 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: ban155

Name: BANNER BANK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2560	1	Orcas Food Coop - program supplies	E 6501.00.571.00.31.0100	39.19	in
	2	Canva	E 6501.00.571.00.42.0002	12.95	in
	3	Office cupboard - supplies	E 6501.00.571.00.31.0002	8.67	in
	4	Pantheon - web services	E 6501.00.571.00.42.0002	47.87	in
	5	DocuSign	E 6501.00.571.00.42.0002	16.27	in
	6	Amazon - supplies	E 6501.00.571.00.31.0100	58.52	in
	7	Amazon - supplies	E 6501.00.571.00.31.0100	964.53	in
	8	Opalco	E 6501.00.571.00.47.0014	69.56	in
	9	Orcas Online	E 6501.00.571.00.42.0004	74.00	in
	10	Amazon - office supplies	E 6501.00.571.00.31.0002	127.18	in
	11	Epic Sports - basketball jerseys	E 6501.00.571.00.31.0100	1,266.74	in
	12	Vonage	E 6501.00.571.00.42.0004	4.20	in
	13	Zoom	E 6501.00.571.00.42.0002	17.33	in
	14	Office cupboard	E 6501.00.571.00.41.0020	257.45	in
	15	Vonage	E 6501.00.571.00.42.0004	151.57	in
	16	Quickbooks	E 6501.00.571.00.42.0002	173.44	in
	17	Amazon - supplies	E 6501.00.571.00.31.0100	442.81	in
Vendor Total:				3,732.28	

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>
202412	1	Instructor	E 6501.00.571.00.41.0003	300.00	in

Vendor Number: dis650

Name: DISCOUNT FENCE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
3614	1	Fence replacement	E 6501.00.594.71.63.0010	13,468.70	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 11/30/24	E 6501.00.571.00.47.0012	68.53	in

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: qri146 **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>
202411	1	Buck Park Maintenance - Nov	E 6501.00.571.00.48.0011	6,955.16	in
	2	Tax	E 6501.00.571.00.48.0011	584.23	in
Vendor Total:				7,539.39	

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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202412	1	Instructor	E 6501.00.571.00.41.0003	1,775.00	in

Vendor Number: mei155 **Name:** MEINHARDT, BROOK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20241210	1	Art 10/29 - 12/11 (16 participants)	E 6501.00.571.00.41.0003	2,688.00	in

Vendor Number: mos155 **Name:** MOSS, STEPHANIE ANN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202412	1	Instructor	E 6501.00.571.00.41.0003	1,137.50	in

Vendor Number: new002 **Name:** NEWKUMET, SUSAN L

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202412	1	Instructor	E 6501.00.571.00.41.0003	418.75	in

Vendor Number: orc095 **Name:** ORCAS CENTER

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1010	1	Facility rental	E 6501.00.571.00.45.0100	5,227.50	in

Vendor Number: san275 **Name:** SAN JUAN SANITATION, INC

Invoice Accounting Report by Vendor Name
San Juan County

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2960959-SJ	1	Trash 11/30/24	E 6501.00.571.00.47.0013	369.48	in
Vendor Number: sha650		Name: SHANNON. HAYLEY			
<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202412	1	Instructor	E 6501.00.571.00.41.0003	1,237.50	in
Vendor Number: she002		Name: SHERMAN. CHELSEA			
<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202412	1	Instructor	E 6501.00.571.00.41.0003	650.00	in
Vendor Number: sta065		Name: STARR EXCAVATION			
<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
l28422	1	Sanican Nov	E 6501.00.571.00.47.0011	880.00	in
Grand Total:				<u>39,492.63</u>	

CLAIMS PAYMENT REQUEST

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 30-Dec-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,662.27

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

12/30/24

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

\$ 3,662.27 for the period ending December 30, 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: ban155

Name: BANNER BANK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2560	1	Amazon - Office supplies	E 6501.00.571.00.31.0002	2,103.01	in
	2	Office cupboard	E 6501.00.571.00.31.0002	61.78	in
	3	Orcas online	E 6501.00.571.00.42.0002	74.00	in
	4	OPALCO	E 6501.00.571.00.47.0014	55.68	in
	5	Amazon	E 6501.00.571.00.49.0009	150.68	in
	6	Droobox	E 6501.00.571.00.42.0002	2.60	in
	7	DocuSign	E 6501.00.571.00.42.0002	16.27	in
	8	Office cupboard	E 6501.00.571.00.31.0002	130.08	in
	9	Canva	E 6501.00.571.00.42.0002	12.95	in
	10	Office cupboard	E 6501.00.571.00.42.0002	230.35	in
	11	Pantheon	E 6501.00.571.00.42.0002	47.87	in
Vendor Total:				2,885.27	

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>
20241218	1	Instructor - 12/2 - 12/18	E 6501.00.571.00.41.0003	315.00	in

Vendor Number: mei155

Name: MEINHARDT, BROOK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20241218	1	12/17-12/18 11 participants x\$50 less	E 6501.00.571.00.41.0003	462.00	in
Grand Total:				3,662.27	

Orcas Island Park and Recreation District Commission

Regular Meeting Minutes

Thursday, December 12, 2024; 4:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

I. CALL TO ORDER

Seat 1: Dennis Dahl – present in person

Seat 2: Bob Eagan – present in person

Seat 3: Asya Eberle – present in person, acting Chair

Seat 4: Justin Paulsen – absent

Seat 5: Deborah Jones – present online

The meeting was called to order at 4:00 p.m. by Asya.

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Previous Minutes

- November 14th, 2024

MOTION to accept previous minutes by Bob, second by Dennis. Approved unanimously with no further discussion.

2. Employee Payroll

- 11/20/2024 \$14,889.50

MOTION to accept employee payroll by Bob, second by Dennis. Approved unanimously with no further discussion.

3. Payment of Claims

- 11/19/24 \$23,813.43
- 11/19/24 DOR \$2,972.97
- 12/03/24 \$15,489.43

MOTION to accept payment of claims made by Bob, second by Dennis. Approved unanimously with no further discussion.

IV. MONTHLY REPORTS

1. Director's Report was presented, see attached.
2. Financial Report – not available.
3. Committee Reports – in addition to items addressed in the Director's Report, discussion included an OPAL drainage easement from the Kidder Way project into Buck Park.

V. UNFINISHED BUSINESS

No additional items were addressed.

VI. NEW BUSINESS

No additional items were addressed.

VII. UPCOMING MEETINGS

The board will meet again on January 9th for a Regular Meeting and Annual Officer Nominations. An annual retreat may be held early in the spring.

VIII. ADJOURNMENT

The meeting was adjourned at 4:49 p.m.

Submitted by:

Kim Ihlenfeldt

Approved by motion of the board on the ____ day of _____, 2025.

January 9th, 2025

Orcas Island Park and Recreation Director's report:

1. Fields and Facilities

- a. Parking lot maintenance
 - i. We are still awaiting a schedule confirmation from Island Excavating. I have asked the maintenance crew to continue filling potholes in the meantime.

- b. Property Line adjustment
 - i. San Juan Surveying has begun work to survey both parcels and will come up with a proposed adjustment for review.

- c. OISD
 - i. Drainage issue
 - ii. OISD Water Use Agreement

No progress on either this month. The OISD Operations and Facilities Director position is vacant at this time. We will reach out to Eric in the coming weeks to assess a timeline.

Program Update

- a. Winter programs are up and running with basketball programs for ages 5 up through adults. New offerings include a dance and movement class for toddlers, adult sewing club, Around the World cooking club for kids, and more.

2. Administrative Update

- a. Policies and Procedures
 - i. Field Use and Reservation – see attached DRAFT
 - ii. All policies and procedures should be reviewed in the coming months to determine changes, if any.

- b. Audit
 - i. The 2021-23 Accountability Audit is in process. I've met with the auditor and have requested an extension to the end of January for the entrance conference. I would like to have one commissioner participate in the entrance conferences and progress meetings with me, and all commissioners will be invited to the final exit conference with results of the audit.

- c. Accounting Transition
 - i. Still in progress, our final AP with the county will be next week with a switchover scheduled for later this month.

DRAFT Buck Park Field Use and Reservation Policy

Introduction

The Orcas Island Park and Recreation District (OIPRD) is dedicated to providing a safe and enjoyable environment for recreational activities at Buck Park. This policy outlines the procedures and guidelines for the use and reservation of fields at Buck Park to ensure fair access and responsible use of the facilities.

Purpose

The purpose of this policy is to:

- Establish clear guidelines for the reservation and use of fields at Buck Park.
- Ensure safety and maintenance of the park facilities.
- Promote equitable access to recreational opportunities for all community members.

Scope

This policy applies to all individuals, groups, organizations, and entities wishing to reserve or use fields at Buck Park.

Field Reservations

1. Eligibility

- Reservations are available for community organizations, schools, sports leagues, and private events.
- Users must comply with all OIPRD rules and regulations.

2. Reservation Process

- Reservations must be made in advance through the OIPRD office.
- A completed reservation application form must be submitted along with the required fees.
- Reservations are accepted on a first-come, first-served basis, subject to discretion by Orcas Island Park and Recreation.

3. Fees

- A reservation fee may be charged based on the type of event and the duration of the use.
- Payment must be received at the time of reservation.
- A security deposit may be required for large events or activities that pose a higher risk of damage.

4. Cancellation Policy

- Cancellations must be made at least [TBD] days in advance to receive a full refund.
- Cancellations made less than [TBD] days in advance will incur a cancellation fee.
- OIPRD reserves the right to cancel reservations due to inclement weather or other unforeseen circumstances. In such cases, a full refund will be provided.

Field Use Guidelines

1. General Conduct

- All users must respect the park and its facilities, keeping them clean and free of litter.
- Alcohol, smoking, and illegal substances are prohibited on park grounds.
- Users must adhere to all local, state, and federal laws while using park facilities. Check with Orcas Island Park and Recreation District and San Juan County to determine permitting requirements for gatherings and events.

2. Safety and Supervision

- Groups of minors must have adult supervision (at least one adult for every [TBD] minors).
- Users are responsible for the safety of their participants and spectators.
- First aid kits should be available during events.

3. Field Maintenance

- Users must report any damage or safety concerns to OIPRD staff immediately.
- Users are responsible for cleaning up after their activities, including removing all trash and personal items.
- Fields should be left in the same condition as they were found.

4. Equipment and Set-Up

- Users may bring their own equipment (e.g., goals, nets) but must obtain prior approval from OIPRD staff.

- Any set-up or take-down of equipment must occur within the reserved time frame and the park must be returned to the condition in which it was found, or better.

Liability and Insurance

- Organizations and groups may be required to provide proof of insurance coverage for their events.
- Users accept full responsibility for any injuries or damages that occur during their use of the fields.
- OIPRD is not liable for any injuries or damages incurred during field use.

Amendment and Review

This policy will be reviewed and amended as necessary to improve the operation and management of Buck Park.

Contact Information

For reservations, inquiries, or further information, please contact:

Orcas Island Park and Recreation District Office

(360) 376-7275

oiprd@oiprd.org

www.oiprd.org

First review:

Second review:

Adopted:

Revised: