

# **Orcas Island Park and Recreation District Seeking Commissioner to fill a seat on the Board.**

## **Information for Appointment to Commissioner:**

Thank you for your interest in serving the community as a member of the Board of Commissioners for Orcas Island Park and Recreation District.

Orcas Island Park and Recreation District (OIPRD) is a special purpose district which exercises local governmental powers. OIPRD has a five-member publicly elected Commission which acts as the district's policy making and regulatory body. The Commission duties include adopting the budget, levying taxes, certifying expenditures, participating in short-and-long range planning, and executing contracts. Legal authority of Park and Recreation districts and the role of Commissioners is established by RCW.

**To be considered for the position please read through this packet and submit the following items:**

- A cover letter (1 page) indicating your interest and general qualifications for the position.
- A resume of no more than 2 pages

Your application items and any correspondence should be addressed to:

**Kim Ihlenfeldt**  
**Executive Director**  
**(360) 376-7275**  
[kim@oiprd.org](mailto:kim@oiprd.org)

## **Public Disclosure**

If you hold, participate in, or are involved in any contracts or agreements with Orcas Island Park and Recreation District, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter.

Please note that once a commissioner application is filed with Orcas Island Park and Recreation District it is public record available to the public.

If you are appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission upon assuming your role, and annually.

All applicable communications, work product, and records will be subject to the Washington State Public Records Act.

## **Minimum Qualifications:**

To be eligible for appointment, applicants must be 18 years or older, a resident and registered voter of Orcas Island, and hold no felonies.

## **Preferred Qualifications:**

Willingness to represent all user groups, passion for community service, collaborative spirit, knowledge of recreation and park management, understanding of public and financial governance, and interest in filing for public election into the upcoming four-year term.

## **Duties:**

Fulfil remainder of unexpired term through November 25<sup>th</sup> (or when Election is certified, and publicly elected incumbent is seated).

**Duties, continued:**

Upon selection and acceptance of commission seat, candidate must complete an Oath of Office, PDC-F1 report, and attend trainings for the Open Public Meeting Act and Public Record Act.

Commissioners attend and participate in all OIPRD regular and special public meetings. Regular meetings are held on the 2<sup>nd</sup> Thursday of each month at 4:00 p.m. Special meetings are held periodically throughout the year.

**Compensation:**

None. Should the commission participate in an OIPRD-approved training or conference, the district will cover the cost of the conference.

*Please see the attached timeline for more information on deadlines  
and expected timeframe of events.*

## **OIPRD Commissioner Seat #4 vacancy and other upcoming commission filing deadlines.**

When a commissioner vacancy occurs, the remaining board of commissioners must appoint a candidate to the vacant seat during an open public meeting. The board-appointed commissioner will serve until the end of the unexpired term (in this case December 31<sup>st</sup>, 2025), or until an incumbent is voted in during the next odd year general election (scheduled to be certified November 25<sup>th</sup>, 2025) – whichever happens first.

**February 14<sup>th</sup>, 2025:** Seat #4 vacancy begins.

**February 14<sup>th</sup> – March 13<sup>th</sup>:** Publish notice of vacancy and request for applications for Commissioner Seat #4 Appointment. This notice should be posted in at least three public locations. Proposed locations include district website, via Press Release to the Island's Sounder and Orcasonian, at the Post Office, and on location at Orcas Island Park and Recreation District office.

**March 13<sup>th</sup>:** OIPRD Board Meeting – review of applicants/possible selection.

**April 10<sup>th</sup>:** OIPRD Board Meeting – if appointment not yet made, review of applicants/possible selection.

**April 15<sup>th</sup>:** Deadline for **ALL** commissioners to file Public Disclosure Commissions Annual Personal Financial Affairs (F-1) Disclosure. (Filing window is January 1<sup>st</sup> – April 15<sup>th</sup>). More information can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov)

**May 5<sup>th</sup> – 9<sup>th</sup>:** Commissioner Candidate Filing week. Seats on the November 2025 Ballot include Seat #2 (Bob Eagan), Seat #4 (Paulsen/vacant), and Seat #5 (Deb Jones).

**May 8<sup>th</sup>:** OIPRD Board Meeting – if appointment not yet made, review of applicants/possible selection.

**May 15<sup>th</sup>:** Last day for OIPRD Commission to select and appoint a commissioner. If OIPRD fails to meet this deadline, the responsibility falls to the San Juan County Council, which then has until August 11<sup>th</sup>, 2025, to make an appointment.

**May 20<sup>th</sup>:** Candidate statements & photographs for state Voters' Pamphlet due.

**November 4<sup>th</sup>:** Seats# 2, 4, 5 on General Election Ballot.

**November 25<sup>th</sup>:** November General Election certification – Publicly elected commissioner takes seat and fulfills remainder of unexpired term through December 31<sup>st</sup>, 2025.