

Meeting Minutes

Orcas Island Park and Recreation District Commission

Regular Meeting

Thursday, September 14, 2023; 4:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane, Eastsound, WA 98245

I. CALL TO ORDER 4:08 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Denis Dahl-Present

Seat 2: Bob Eagan- Present

Seat 3: Barry Madan-Present

Seat 4: Justin Paulsen-Absent

Seat 5: Deborah Jones-Absent

II. PUBLIC COMMENT

Suzanne Olson, Asya Eberle and Don Campbell joined us in person. Suzanne Olson (Pickleball group representative) shared that the 6th annual pickleball rotary tournament was a success with approximately 60 participants. The tournament raised \$13,000 for local charities and high school scholarships. The pickleball group was thankful to OIPRD for the use of the tennis courts and wanted to let the tennis community know how much they appreciated the use of the courts. Terri passed along a complaint that was received regarding pickleball court numbers left hanging in the tennis court area along with many zip ties.

III. MONTHLY AGENDA

1. Previous Minutes

- **MOTION to approve** the July 13, 2023 Minutes by Barry, seconded by Denis. With no further discussion the motion was passed unanimously.
- **MOTION to approve** the August 10, 2023 minutes by Denis, seconded by Barry. With no further discussion the motion was passed unanimously.

2. Employees Pay Slip

- **MOTION to approve** the Employees Pay Slip for August 2023 in the amount of \$12,359.17 by Denis, seconded by Barry. With no further discussion the motion was passed unanimously.

3. Payment of Claims

- **MOTION to approve** the DOR Sales Tax in the amount of \$637.04 by Denis, seconded by Barry. With no further discussion the motion was passed unanimously.
- **MOTION to approve** the Payments of Claims in the amount of \$8,701.22

by Denis, seconded by Barry. With no further discussion the motion was passed unanimously.

IV. MONTHLY BUSINESS

1. Financials

- The ending cash balance as of September 30, 2023, was \$603,918.40; however, there are missing deposits totaling approximately \$7,000 from activity fees. San Juan County has been contacted and they are working on revising this. Terri will send the revised financials after doing some comparisons.
- Barry asks the difference between “Donations Unrestricted” and “Donations Restricted”. “Donations Unrestricted” means that the donation can be used in any lawful way the District decides, while “Restricted Donations” are for specific uses as designated by the donor.
- Barry asked about the “Supplies -Other” line item which is over budget; Terri explains it is a miscoding and some of the expenditures should be recorded in “Athletic Supplies” and “Athletic Supplies General”.

2. Directors’ Report

- The senior center is interested in collaborating with OIPRD, they want the senior center to have more activity/use in the late afternoon/evening hours, we are interested in the commercial kitchen, Al and Terri are going to tour the space.
- There is some community talk about naming the baseball or softball field after Jim Passer. The baseball field was named (Harlow Field) by OISD prior to the transfer of Buck Park to OIPRD. Justin has been in conversations with community members about possibly funding a permanent batting cage in Buck Park and dedicating a memorial plaque for Jim. Further community discussions will need to happen as well as discussions with the Passer family.
- San Juan County has moved to a 32-hour work week. Most departments will have staff staggered so that someone is in office each day. However, some departments will shift to a Monday thru Thursday schedule.
- Terri proposes a two-year partnership with the positive coaching alliance at a cost of \$1,700 each year, which includes one in-person training with PCA staff and twenty virtual seats to any course we choose. The in-person training will include OIPRD staff, coaches, dance instructors and other volunteers. FunHouse Commons staff and OISD Athletic Director and coaching staff will be invited to join the training. The Coalition for Orcas Youth may be able to cover the cost for the parent side of training.
 - **MOTION to approve** execution of a contract with the Positive Coaching Alliance for a period of two years, at a cost of \$1,700 per year, by Denis, seconded by Bob. Bob reiterates his desire for OISD to participate and make the adoption of PCA a community endeavor. Without further discussion the motion was passed unanimously.

3. Committee Reports

No discussion.

V. UNFINISHED BUSINESS

1. RWD Landscape Architects

See New Business (1) below.

2. 2023 Projects (Ball Fields; Playground; Pickleball Court Reconfiguration/Resurface)

Still waiting to hear from Bob from Northwest Courts to come and access the pickleball court to give a bid for renovations next year.

3. Fall 2023 Programs Update

No discussion.

4. Gender Diversity and Inclusion Statement

See New Business (3) Common Goodness Project Training below.

5. 2024 Budget – Due to County on November 15, 2023

The 2024 annual Budget is due November 15 as opposed to the November 30 due date from previous years.

VI. NEW BUSINESS

1. Review RWD Contract to modify scope and fee schedule

Terri shared the need for a modification and additional funding for phase 2 of the RWD Landscape contract. The funds allocated to Phase 1 (Field Assessment) have been expended. Additionally, phase 2 scope modifications are needed for project design and management services versus the expanded master planning for Buck Park.

- **MOTION** to approve the Orcas Island Field Assessment Contract Modification 1, which modifies the scope and adds \$10,360.00 in funding to the RWD contract, by Denis, Seconded by Barry. Without further discussion the motion was passed unanimously.

2. Matia Contractors, Inc. Contract and DCN 01 Change Order

Don has suggested stripping the top inch of the material, because of the large amount of organic matter in the area of the baseball field. This will be less labor and cost than spraying herbicides and screening material. Don will be in contact with Hunter irrigation, and they are donating a case (12) of irrigation heads. Matia will be onsite early next week; they will construct a new pitching mound.

- **MOTION** to approve Change Order #1 in the amount of \$13,275.00 for changes to baseball infield preparation and construction of new pitching mound by Denis, Seconded by Barry. With no further discussion the motion was passed unanimously.

3. Common Goodness Project Training (Inclusion Policies)

All commissioners/staff have been invited to inclusion training on September 26th in order to work on Diversity and Gender Inclusion statement policies. Funding for training provided by the Coalition for Orcas Youth.

VII. ADJOURNMENT

- **MOTION to adjourn** at 5:20pm by Denis, seconded by Barry. With no further discussion the motion was passed unanimously.

Addenda:

Monthly Claims Requests

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Approved by motion on this

12th day of October 2023

Signed and attested this

12th day of October 2023

Justin Paulsen, Commissioner #4
Secretary

Bob Eagan, Commissioner #2
Chair