

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, June 12th, 2025; 1:00 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: Woody Ciskowski

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Employee Payroll
 - . 05/30/2025 \$24,927.23
2. Payment of Claims
 - . 05/13/2025 \$39,808.40
 - . 05/27/2025 \$12,674.52
 - . 06/10/2025 \$9,728.18
3. Previous Minutes
 - . May 8th, 2025 Regular Meeting

IV. MONTHLY REPORTS

1. Director's Report
2. Financial Report
3. Committee Reports
 - a) OISD – Water Use Agreement, Drainage

V. UNFINISHED BUSINESS

1. Meeting time change – Motion to adopt permanent meeting time
2. Boundary Line Modification – signed, awaiting signature from SJC LandBank
3. Washington State Department of Retirement Systems
 - a. Update Resolutions
 - b. Discussion / Action on Purchasing Prior Service
4. OPAL Easement - comments and questions from the Board

5. EWUA Water Lease

- a. EWUA working on draft lease, will forward when ready for review

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Next Meeting – July 10th 1:00 p.m. Regular Meeting



JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 06/17/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465, kim@oiprd.org

Total amount: \$24,927.23

BARS code: 6501 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

AP - 6501


Last four digits of bank account (EFT's ONLY): 4094

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt
Signature and date 

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Orcas Island Park and Recreation District

Total payroll cost report

From May 27, 2025 to May 27, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$20,199.51
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$20,199.51
Company contributions	
Dental	\$115.20
Medical	\$2,655.66
Vision	\$33.54
Subtotal	\$2,804.40
Employer taxes	
Social Security Employer	\$1,252.37
Medicare Employer	\$292.88
FUTA Employer	\$5.87
WA SUI Employer	\$171.51
WA Employment Administrative Fund	\$0.00
WA Paid Family and Medical Leave ER	\$52.92
WA Workers' Compensation Tax Employer	\$147.77
Subtotal	\$1,923.32
Total payroll cost	\$24,927.23



JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 05/13/2025

District name: Orcas Island Park and Recreation District

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 kim@oiprd.org

Total amount: 39,808.40

BARS code: 6501 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable

Last four digits of bank account (EFT's ONLY): 4115

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt, Executive Director
Signature and date 05/13/2025

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Vendor	Amount	Category
Banner Bank	\$2,736.21	Various
Baturay Balic	\$1,866.56	Instructor
Bianca Cox	\$50.00	Instructor
Chelsea Sherman	\$825.00	Instructor
Eastsound Water	\$16,000.00	Instructor
Griffin Yardworks	\$4,976.31	Maintenance
Hayley Shannon	\$575.00	Instructor
Orcas Center	\$10,317.00	Instructor
Rosedanie Cadet	\$9.92	Reimbursement - supplies
Summer Barbone	\$100.00	Instructor
Susan Newkumet	\$325.00	Instructor
Tiffany Loney	\$1,350.00	Instructor
WSDOT - WSF	\$677.40	Travel

Total **\$39,808.40**



JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 05/27/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 3602984465 kim@oiprd.org

Total amount: 12674.92

BARS code: .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable


Last four digits of bank account (EFT's ONLY): 4115

Warrant delivery: Select one

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt
Signature and date 

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Orcas Island Park and Recreation District Accounts Payable 5/27/25

Vendor	Amount	Category
Banner Bank	\$2,039.93	Various
Baturay Balic	\$9,099.64	Instructor
San Juan Sanitation	\$364.95	Instructor
Tabitha Marks	\$400.00	Instructor
Ivona Edry	\$770.00	Instructor

Total **\$12,674.52**



JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 06/10/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465, kim@oiprd.org

Total amount: \$9,728.18

BARS code: 6501 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP - 6501

Last four digits of bank account (EFT's ONLY): 4115

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt
Signature and date 06/10/2025

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Vendor	Amount	Category
Bianca Cox	\$462.50	Instructor
Chelsea Sherman	\$1,400.00	Instructor
Coldspring Pumps	\$1,314.28	General water system maint
Fortiphi Insurance	\$400.00	Medical Insurance Annual fee
Funhouse Commons	\$503.00	Office rental
Island Hardware	\$466.65	Facility supplies
Ivona Edry	\$560.00	Instructor
Orcas Christian School	\$443.75	Space rental
Orcas Island Storage	\$178.00	Storage rental
Stephanie Moss	\$175.00	Instructor
Summer Barbone	\$350.00	Instructor
Susan Newkumet	\$800.00	Instructor
Tiffany Loney	\$2,675.00	Instructor
Total	\$9,728.18	

Orcas Island Park and Recreation District Commission

Regular Meeting Minutes

Thursday, May 8th, 2025; 1:00 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 1:03 pm

Seat 1: Dennis Dahl

Seat 2: Bob Eagan

Seat 3: Asya Eberle

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones, Chair

Commissioner Deb Jones called the meeting to order at 1:02 p.m.
with 5 commissioners present.

II. COMMISSIONER APPOINTMENT

1. Welcome Commissioner Woody Ciskowski
2. Oath of Office

The board welcomed newly appointed Commissioner Woody Ciskowski and conducted the Oath of Office. Woody fills the unexpired term of outgoing commissioner Justin Paulsen. His appointed seat will expire December 31, 2025.

III. PUBLIC COMMENT

No public comment

IV. MONTHLY BUSINESS

1. Employee Payroll
 - . 04/30/2025 \$25,422.43 Kim shared the payroll amount listed on the agenda was carried over from last month and updated the requested amount for this month's payroll.

MOTION to approve the employee payroll by Dennis Dahl second by Woody Ciskowski. With no further discussion the motion passed unanimously.

2. Payment of Claims
 - . 04/08/2025 \$30,707.49
 - . 04/15/2025 \$18,815.29
 - . 04/22/2025 \$5,980.78
 - . 04/29/2025 \$2,763.62
 - . 05/06/2025 \$12,660.02

MOTION to approve the payment of claims by Bob Eagan second by Dennis Dahl.

Discussion included:

Woody was interested to speak further with Kim to understand the specifics of some of the payments. A large payment was made to Island Excavators for the paving of the Buck Park parking lot. Bob suggests looking into Dust-Tack to put onto the gravel to keep it together.

There is someone doing donuts in the parking lot that is disrupting the gravel. Woody asked if there has been discussion to set up a security camera. Kim confirmed that it has been talked about before. If the person is caught, we would issue them a fine for repairs.

With no further discussion, the motion passed unanimously.

3. Previous Minutes

- April 4th, 2025 Regular Meeting
- May 3rd, 2025 Notice of Quorum

MOTION to approve the previous minutes by Dennis Dahl, second by Bob Eagan. With no further discussion, the motion passed unanimously.

V. **MONTHLY REPORTS**

1. Director's Report

Grindline has postponed skatepark repairs for 4-5 weeks. Kim and Bob discussed water usage.

Park Steward, Chris, stopped working this month. Jessie and Al have been taking over, Andy will help with it through the summer. This position involves trash removal and general oversight for maintenance of the park.

Broader maintenance is conducted by Griffin Yardworks, who does the mowing, irrigation, drainage, infield dirt work and more. The contract will be up next year, and due to retirement, they may not be interested in extending.

Bob started discussing the idea of sharing a groundskeeper with the Orcas School District with OISD Operations Director Tracy Todd. It is unclear if that is possible yet. Dennis asked about possibility of keeping Ron on-call for various projects as needed. Woody asked if the role of groundskeeping and park steward being combined in some way. Is it possible for Park & Rec to own and store the equipment? Dennis is interested in looking at the cost of having a structure to store our equipment.

Kim is meeting with Pickleball folks tomorrow to discuss signage at the courts. They are thinking of adding the logo of the Pickleball Club to the sign. Most board members are not in favor of this as it shows ownership over the court which is not in the spirit of the public space.

2. Financial Report – due to early monthly we are still awaiting reports from the county, to be sent out when available.

3. Committee Reports

a) Eastsound Water Users Association – Lease of Water Rights: We have received the long-awaited bill for lease of the water rights in the amount of \$16,000. This will be included in the next A/P cycle. EWUA will draft a new lease for board review.

VI. UNFINISHED BUSINESS

1. Boundary Line Modification

History: The Off-leash dog park area was moved from Port of Orcas property to Land Bank property located adjacent to Buck Park. Orcas Island Park and Rec has operated and maintained the area through an agreement with the LandBank, with the intent of completing a boundary line modification trading equal acreage property with the Land Bank, allowing them Preserve space. The modification also allows us the ability to transfer water into the Dog Park and continue to maintain it. San Juan Surveying has completed their study and flagging of the areas for modification and has prepared the Boundary Line Modification documents for signing and submitting to San Juan County.

Bob would like to be authorized to execute the modification.

Bob suggests adding posts around the property lines, as he feels they will memorialize the area better.

MOTION to Authorize Bob Egan to fully execute the Boundary Line Modification between Orcas Island Park and Recreation District's Buck Park and the San Juan County Land Bank Crescent Preserve by Woody Ciskowski second by Asya Eberle. With no further discussion, the motion passed unanimously.

2. Washington State Department of Retirement Systems

The district has a desire to provide retirement benefits to employees. These resolutions allow the district to continue providing social security benefits, and engage with the Washington State Department of Retirement to offer PERS – Public Employees Retirement System benefits. Two resolutions today - Provide social security to eligible employees in the district, coverage, and authorize the district to engage in PERS.

MOTION to Adopt Resolution 20250508a by Bob Eagan second by Dennis Dahl, with no further discussion the motion passed unanimously.

MOTION to Adopt Resolution 20250508b by Dennis Dahl second by Woody Ciskowski, with no further discussion the motion passed unanimously.

3. OPAL Drainage Easement

Kim is seeking input from the board after they read through the draft easement documents and will then send to the legal team for review. Bob and Kim met with Peter Guillozet as the drainage continues through to Land Bank property. Bob shared the possibility of rain gardens at their site. OIPRD intends to make some drainage improvements this summer, including digging out the swell, installing drainage pipes and placing gravel over it so there is not open water flowing. A question regarding how much water Opal expects there to be – the purpose of the easement is to only receive overflow from what their stormwater system can handle. Bob wants to meet with Jeannie onsite to go over more. Kim to follow up with Jeannie next week.

4. Buck Park Maintenance contract update/Future Field Maintenance – discussion covered above in Director’s Report.

5. OISD Water Use Agreement – tabled

6. OISD Drainage – tabled

7. OISD Senior Project updates

a. Marley Moxley – Buck Park sports signage

Board members are unsure about the slogan as that is not an official island statement, and if it really promotes sports or Buck Park. Preference to make it a temporary sign that goes up just during the season. Could make a “Home of the Vikings” baseball/softball sign that seems to align more closely with her project goals.

b. Remy Lago – 3x3 Basketball Tournament

For his senior project, Orcas Island High School Senior Remy Lago will be hosting a 3x3 basketball tournament this Saturday, May 10th at the high school gym. Proceeds will be donated to the Orcas Island Booster Club.

VII. NEW BUSINESS

1. Commissioner Candidacy for November General Election

Commissioners Seat #2, #4, and #5 are on the November ballot. Bob and Deb have filed for their positions (#5 and #2, respectively) and Woody states he expects to file.

2. Surplus of OIPRD equipment - Staff presented a list of items that is no longer of use to OIRPD, including:

- 1 - Kawasaki Mule
- 2 - Glass top office desks
- 3 - Apple Mac Mini's (2010 – 2012)
- 1 - Apple MacBook laptop (est. 2010 – 2012)
- Tackle football gear – pads, helmets.

MOTION to surplus the items listed by Dennis Dahl second by Woody Ciskowski. Discussion included: Old laptops are slow and buggy. Will investigate donating, if not will recycle. With no further discussion the motion passed unanimously.

3. Upcoming Grant Opportunities

The Board was offered a list of upcoming grant opportunities. The majority of these have application deadlines in the Spring of 2026. This discussion will continue at a future date.

4. Annual Retreat Planning

The group discussed the 2016 survey, which Kim will circulate to board members. Each board member will send survey question ideas to Kim, who will compile and send a survey out to the community for feedback. These results can be reviewed at the June 21st board retreat. A second retreat to be scheduled August 16th for further discussion on goals for administration of programs, park maintenance, and future capital projects.

5. Equity, Diversity, and Inclusion Statement refresher

Kim shared the Equity, Diversity and Inclusion Statement the Board adopted in August 2024, inquired on the intent for distribution, and intends to implement within each program. Discussion included ideas on how it is implemented.

6. Board of Commissioner Meetings – time adjustment

The board continued discussion from the April meeting to adjust the meeting time from 4:00 p.m. to 1:00 p.m. moving forward. This allows staff to attend meetings.

VIII. PUBLIC COMMENT

No public present.

IX. ADJOURNMENT

The meeting adjourned at 3:55pm. Next Meeting - June 12th 1:00 p.m. Regular Meeting

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			419,778.74	
310	TAXES	163,008.41			
330	INTERGOVERNMENTAL REVENUE	11.87			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	35,321.50			
	TOTAL RECEIPTS		198,341.78		
570	CULTURE AND RECREATION				
580	NONEXPENDITURES	90,624.83			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		90,624.83		
101	ENDING CASH BALANCE				527,495.69
			GL ENDING CASH BALANCE		527,495.69
			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

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			527,495.69	
310	TAXES	52,428.52			
330	INTERGOVERNMENTAL REVENUE	89.61			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	22,915.80			
	TOTAL RECEIPTS		75,433.93		
570	CULTURE AND RECREATION				
580	NONEXPENDITURES	93,329.39			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		93,329.39		
101	ENDING CASH BALANCE				509,600.23
				GL ENDING CASH BALANCE	509,600.23
				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