

Meeting Minutes
Orcas Island Park and Recreation District Commission
Regular Meeting
Monday, December 12, 2022; 4:00 PM
Orcas Island School District Cafeteria
557 School Road, Eastsound, WA 98245

I. CALL TO ORDER 4:12 p.m.

Bob Eagan, Chairman (by Justin Paulsen – Acting Chair)

Roll call:

Seat 1: Denis Dahl

Seat 2: Bob Eagan - absent

Seat 3: Barry Madan - absent

Seat 4: Justin Paulsen

Seat 5: Deborah Jones

II. PUBLIC COMMENT
None

III. MONTHLY AGENDA

1. Previous Minutes

- **Motion to approve** the November 20, 2022 Regular Meeting and Public Hearing minutes by Deb, Second by Dennis. With no further discussion, the motion passed unanimously.

2. Employees Pay Slip

- **Motion to approve** the Employees Pay Slip for November in the amount of \$12,041.98 by Deb, Second by Dennis. With no further discussion, the motion passed unanimously.

3. Payment of Claims

- **Motion to approve** the payment of DOR claims in the amount of \$108.82 by deb, Second by Dennis. With no further discussion, the motion was passed unanimously.
- **Motion to approve** the payment of claims in the amount of \$1,820.00 and \$18,699.17 by Dennis, Second by Deb. With no further discussion, the motion was passed unanimously.

IV. MONTHLY BUSINESS

1. Financials

- Financials reports were not available from San Juan County at the time of this meeting.

2. Directors' Report

- The OISD Booster club has asked OIPRD if they would be interested in purchasing one of two score boards. Terri will discuss concerns including storage, theft, weather, remote separation.
- Winter programs are finalized. Mailers and the seasonal magazine are in draft form and will be finalized within a couple of days. Justin mentioned several people have asked about adult cooking/baking classes.
- Kim Kimple rendered her resignation on December 2, 2022. Kim will start a new position with the Port of Orcas on January 2, 2023. Kim expressed her willingness to assist in bringing others up to speed on tasks. Commissioners expressed gratitude to her for nearly 10 years of service to OIPRD.

3. Committee Reports

- No formal reports presented. The playground committee will reconvene in January.

V. UNFINISHED BUSINESS

1. 2022 Projects – No discussion.
2. Winter Programs – Covered above.
3. Gender Diversity and Inclusion Statement – No discussion.

VI. NEW BUSINESS

1. Review RFQ Responses
 - Terri reported one submission was received in response to RFQ #2022-001. Terri emailed six companies directly and posted the RFQ on the OIPRD website and local publications.
 - The Commissioners and Director reviewed the submission from RWD Landscape Architects and summarized the respondent checked all the boxes within the Evaluation Criteria and would receive full points for each category. With no other submission to evaluate, the Commissioners agreed to move forward with cost and contract negotiation with RWD Landscape Architects.
 - **Motion to approve** and select RWD Landscape Architects submission to RFQ #2022-001 and authorize Terri Rodgers to engage in cost and contract negotiation by Deb, Second by Dennis. With no further discussion, the motion was passed unanimously.

VII. ADJOURNMENT

Motion to adjourn at 4:58 p.m. by Dennis, Second by Deb. With no further discussion, the meeting was adjourned at 4:58 p.m.

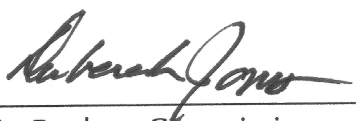
Addenda:

Financial Reports – N/A
Claims Payments

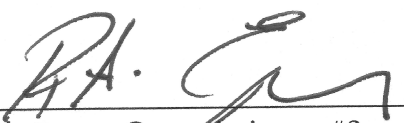
Public Meeting minutes December 12, 2022

Approved by motion on this 12th day of January 2023

Signed and attested this 12th day of January 2023



Justin Paulsen Commissioner #4
Secretary



Bob Eagan Commissioner #2
Chair