

Meeting Minutes
Orcas Island Park and Recreation District Commission
Regular Meeting

Thursday, January 12, 2023; 4:00 PM
Orcas Island School District Cafeteria
557 School Road, Eastsound, WA 98245

I. CALL TO ORDER 4:07

Bob Eagan, Chairman

Roll call:

Seat 1: Denis Dahl

Seat 2: Bob Eagan

Seat 3: Barry Madan

Seat 4: Justin Paulsen

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY AGENDA

1. Previous Minutes

- **Motion to approve** December 12, 2022 Regular Meeting Minutes by Deb, Seconded by Barry. With no further discussion, the motion passed unanimously

2. Employees Pay Slip

- **Motion to approve** the Employees Pay Slip for December in the amount of \$11,503.57 by Deb, Seconded by Barry. With no further discussion, the motion passed unanimously.

3. Payment of Claims

- **Motion to approve** the payment of claims in the amount of \$9,386.28 and \$12,964.98 by Dennis, Seconded by Barry. With no further discussion, the motion passed unanimously.

IV. MONTHLY BUSINESS

1. Financials

- Financials for the period ending December 31, 2022 were not available at the time of this meeting. San Juan County estimated a closing date of January 17th due to year end closing of the financials.

2. Directors' Report

- Terri gave the commissioners an update on current winter programs including Dance, SWISH, Girls Soccer, and adult Drop-in Sports.
- Commissioner Dahl and Madan seats are expiring on December 31, 2023. Terri gave the Commissioners the San Juan County Elections 2023 Local Voters' Guide

and Administrative Rules for Ballot Measure Statements. Commissioners will need to file for re-election in May.

3. Committee Reports
 - No formal reports presented.

V. UNFINISHED BUSINESS

1. 2023 Projects
 - Bob stated that he walked the drainage area below the OISD track with Greg Braun and discussed the issue of excessive water outflow in that area.
2. Winter Programs
 - See Directors Report
3. Gender Diversity and Inclusion Statement
 - No discussion

VI. NEW BUSINESS

1. Review and Approve Contract for Services Solicited in RFQ #2022-001
 - Don Campbell provided a presentation of RWD Landscape Architects response to RFQ #2022-001. Being the only qualified submission received, commissioners discussed the submittal in detail relating to the scoring criteria. RWD Landscape Architects proved to be highly qualified in all areas of the criteria set forth in the RFQ. There was discussion regarding putting out another RFQ. The consensus of the commissioners was, there are a limited number of qualified firms that are willing to work in the San Juan Islands due to the remote nature of our community. Due to timing and the fact that a very qualified firm had responded to the RFQ, the commissioners agreed to award the contract to RWD Landscape Architects.
 - **Motion to approve** the award of a contract to RWD Landscape Architects for services requested in RFQ #2022-001 and specifically addressed in Exhibit A – Scope of Services and Exhibit B -Scope and Fee Proposal in the amount of \$10,830 by Deb. Seconded by Dennis. With no further discussion, the motion was passed unanimously.
2. Staffing – Stephanie Brening will be taking on the accounting clerk duties from Kim Kimple.

VII. ADJOURNMENT

Motion to adjourn at 5:20 by Barry, Second by Dennis. With no further discussion, the meeting was adjourned at 5:20

Addenda;

Financial Reports
Claims Payments
RWD Landscape Architects Proposed Contract

Public Meeting Minutes January 12, 2023

Approved by motion on this

9th day of February 2023

Signed and attested this

9th day of February 2023

A handwritten signature in black ink, appearing to be 'JP', written over a horizontal line.

Justin Paulsen, Commissioner #4
Secretary

A handwritten signature in black ink, appearing to be 'B. Eagan', written over a horizontal line.

Bob Eagan, Commissioner #2
Chair