

Meeting Minutes
Orcas Island Park and Recreation District Commission
Regular Meeting

Thursday, October 12, 2023; 4:00 PM

Orcas Fire and Rescue Station 21
45 Lavender Lane
Eastsound, WA 98245

I. CALL TO ORDER 4:11pm

Bob Eagan, Chairman

Roll call:

Seat 1: Dennis Dahl-Present

Seat 2: Bob Eagan-Present

Seat 3: Barry Madan-Absent

Seat 4: Justin Paulsen-Present

Seat 5: Deborah Jones-Present

II. PUBLIC COMMENT

Asya Eberle attended in-person.

III. MONTHLY AGENDA

1. Previous Minutes

- **MOTION to approve** the September 14, 2023 meeting minutes by Dennis, seconded by Bob. With no further discussion the motion was passed unanimously.

2. Employees Pay Slip

- **MOTION to approve** the Employees Pay Slip in the amount of \$12,337.67 by Dennis seconded by Justin. With no further discussion the motion was passed unanimously.

3. Payment of Claims

- **MOTION to approve** the DOR Sales Tax in the amount of \$1,815.86 by Justin, seconded by Dennis. With no further discussion the motion was passed unanimously.
- **MOTION to approve** the payment of Claims in the amount of \$4,744.07; \$41,194.68 by Dennis, seconded by Deb. With no further discussion the motion was passed unanimously.
- **MOTION to approve** the payment of claims in the amount of \$41,861.50 by Dennis, seconded by Justin. With no further discussion the motion was passed unanimously.

IV. MONTHLY BUSINESS

1. Financials

Justin asked about the travel line item on the financial report, Terri explains that it

is used mostly for the ferry passes used by SWISH coaches. Discussion regarding activity fee revenue being over budget primarily due to the wildly popular dance program and the instructor fees aligning (over budget) on the expense side. Terri adds that we didn't budget for revenue from the 5K Fun Run and the adult cooking classes.

2. Directors' Report

- There will be a playground committee meeting on Oct. 26th from 12-1pm at OICF for the selection of playground equipment; later that afternoon there will be a Special Meeting at 3pm for the Kiwanis donation acceptance and budget review.
- Terri brings forth an incident at the Dog park involving aggressive behavior from a patron. Justin suggests adding language to the park's signage stating that visitors may be trespassed from the park. Terri will talk with some of the regulars of the dog park and hear their suggestions.
- Terri, Trillium and Al met with the new OISD Athletic Director Paul on Thursday, and he shared his enthusiasm for the Positive Coaching Alliance training. He stated that he is very new to the Athletic Director position and will take him some time to get up to speed.
- Justin talked to Jim Passer's family, and they would prefer to have Jim memorialized with an honor wall/ plaque either on or in a future batting cage or existing baseball dugout in Buck Park rather than naming the softball field in his honor.

3. Committee Reports

- See above Directors Report – Playground Committee meeting on October 26, 2023.

V. UNFINISHED BUSINESS

1. RWD Landscape Architects

- Don walked the fields and is pleased; we will need to add more clay to the field as the years go by. Additional clay is needed to complete the pitchers' mound. Bob suggests getting extra clay to maintain the field. Terri will order a pallet of mound clay. Don suggested we remove the keyed coupler at the baseball pitchers' mound and install quick-connect couplers near the visitor dugout. This will alleviate any trip hazard and will help with dragging the field and keep equipment from hitting the coupler cover. This will also create ease of use for maintaining the field between games/practices and normal maintenance during the summer months.
- **MOTION to approve** the purchase of quick couplers in the amount of \$1,253.95 by Dennis, seconded by Deb. With no further discussion the motion was passed unanimously.
- Due to a miscommunication, the baseball valve boxes were put in near the dugout instead of up on the hill where Bob suggested. This may become an issue because of the poor drainage and standing water issues near the dugout. Bob adds that if we can address the larger drainage issue it shouldn't be an issue in the future.

2. 2023 Projects

We have a few options to protect the field from wind exposure including a large full field tarp or weighted spot covers. One of the downsides of using the full field tarp is that it takes quite a few people to cover and uncover, and storage can be an issue. Terri adds that the full tarp is preferable, but we would need to purchase the weights and pins to secure it to the ground; we could use spent sand from the volleyball courts to fill sandbags for weights. OIPRD needs to be prepared to spend \$10,000. Terri will have quotes available for the next meeting.

3. Fall 2023 Programs Update

This week has been a challenging week due to the Film Festival being hosted in many of the facilities normally used for programming including the Orcas Center and Oddfellows Hall. Additionally, OISD high school homecoming is this week as well. All adult drop-in sports have been cancelled due to lack of gym space, as all gyms are being utilized until 10:00 pm this week.

4. Gender Diversity and Inclusion Statement

Trillium will reschedule the training with Page of the Common Goodness Project. All commissioners and staff will be invited to join the training.

5. 2024 Budget

- Budget due to SJC on November 15, 2023

VI. NEW BUSINESS

1. Review Draft 2024 Budget

- Terri presented the 2024 draft budget for review and discussion. Salaries, activity fees, sales tax collection and expense line items were discussed.
- Terri budgeted an initial 4% increase in salaries. Justin expressed concern with this increase because it doesn't account for the real increase in the cost of living (COLA for 2024 is estimated to be 3.2%) and doesn't account for employee's worth past inflation. Justin would like to see more room in the budget for salary increases based on COLA, merit and effort.
- The park steward position is hourly and budgeted an increase of 4% from last year's budget. Additionally, Terri recommends making this position a year-round position. Dennis asks who deals with equipment and cleans out supplies and equipment, a discussion regarding surplus property and the condition of the shed ensued. Dennis mentioned that storing equipment in an unconditioned space could cause extra wear and tear on equipment. Future modifications to the shed insulation will be considered. Terri will confirm policies regarding surplus property.
- Scholarships were discussed. Terri mentioned one situation where a child with social/emotional and mobility challenges attended Art Camp on scholarship so the parent could afford a care provider to accompany the participant. Justin would love to be a part of a program that provides financial assistance to families/individuals with disabilities. Justin plans to talk to Greg White from the Funhouse regarding helping kids with challenges/disabilities participate.

- Maintenance items were discussed including additional funds budgeted for baseball and softball field maintenance, skatepark maintenance and parking lot maintenance.
- Capital projects in the 2024 budget include resurfacing and reorienting the pickleball courts. Additionally, a reserve line item was discussed for future capital projects. Terri will contact the county auditor regarding the best way to set aside capital/cash reserves for future use. For example, having cash reserves for future grants that require funding matches.

2. Matia Contractors, Inc.

- Contract and DCN 02 Change Order
DCN 02 Change Order - Changed the Rainbird Falcon Head to the Hunter I-25 stainless steel bodies, we have been credited for the Falcon Head and changed out to the Hunter Heads. Hunter also sent us an extra case at no charge. Changing the irrigation heads to Hunter has given us a 5-year warranty on the complete system (newly installed) including the battery powered controllers, valves, and heads.
- **MOTION to approve** DCN 02 Change Order in the amount of \$3,139.62 by Deb seconded by Justin. With no further discussion the motion was passed unanimously.

VII. ADJOURNMENT

- **MOTION to adjourn** at 5:56 pm by Denis, seconded by Deb. With no further discussion the motion was passed unanimously.

Addenda:

*Monthly Claims Requests
Draft 2024 Operating Budget
Matia Contractors, Inc. Change Order Request*

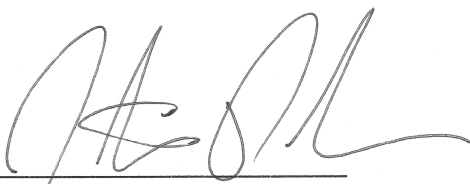
Public Meeting Minutes October 12, 2023


Approved by motion on this

9th day of November 2023

Signed and attested this

9th day of November 2023


Justin Paulsen, Commissioner #4
Secretary


Bob Eagan, Commissioner #2
Chair