

MEETING MINUTES

Orcas Island Park and Recreation District Commission Regular Meeting

Thursday, December 14, 2023; 4:00 PM

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

I. CALL TO ORDER 4:06 PM

Bob Eagan, Chairman

Roll call:

Seat 1: Dennis Dahl-Present

Seat 2: Bob Eagan -Present

Seat 3: Barry Madan-Present

Seat 4: Justin Paulsen-Present

Seat 5: Deborah Jones-Absent

II. PUBLIC COMMENT

N/A

III. MONTHLY AGENDA

1. Previous Minutes

- **MOTION to approve** the previous minutes for the November 9, 2023 Commission Meeting by Justin, seconded by Dennis. With no further discussion the motion was passed unanimously.

2. Employees Pay Slip

- **MOTION to approve** the Employees Pay Slip in the amount of \$12,889.17 by Justin, seconded by Dennis. With no further discussion the motion was passed unanimously.

3. Payment of Claims

- **MOTION to approve** the Payment of Claims in the amount(s) of \$13,761.57; \$19,375.07 by Dennis, seconded by Barry. With no further discussion the motion was passed unanimously.
- **MOTION to approve** the DOR sales tax in the amount of \$806.01 by Justin, seconded by Dennis. With no further discussion the motion was passed unanimously.

IV. MONTHLY BUSINESS

1. Financials

Terri shares that the ending cash balance as of November 30, 2023, is \$586,892.27. We have collected 99% of the budgeted tax revenue and have collected \$134,476.72 in activity fees.

2. Directors' Report

- Terri briefed the commission on the wrap up of this year's projects and looking ahead to 2024 projects. There are plans for a general cleanup of the office, reviewing and closing out 2023 files, creating new 2024 files, and reviewing/revising policies and procedures. It is expected that we will hold several meetings in the new year to address our policies/procedures. Terri would like two commissioners to serve on a policy committee to expedite the process.
- The skatepark that just reopened in Anacortes was discussed. The contractor did a great job adding a pump track and Terri plans to find out which contractors were involved and contact them in regard to our skatepark maintenance.
- In regard to the San Juan County Land Bank boundary line modification, Terri will get a bid from Starr surveying and an updated bid from San Juan Surveying. Terri will contact the Land Bank to move forward.
- Terri will be focusing on community communication through Mailchimp, improving the website, and upgrading ActiveNet. Terri and Al plan to attend an ActiveNet training session.
- Justin wants the commission to acknowledge the hard work that Tony Tewalt has put in to make Swish basketball successful this year in Skagit county.
- All the county deadlines for both Accounts Payable and payroll are changing since the county has shifted to a 32-hour work week. Despite the shift to a shorter work week, the county is still shorthanded in the Auditor's and Treasurer's office.
- Terri reminds the commission of the mandatory Open Public Meeting Act (OPMA) training and plans to send links to online training. Justin believes there may be an opportunity to do the training in person with the fire district.

3. Committee Reports

Bob Egan recommends Matt Tong to become a coach through OIPRD for the running club, Terri adds that some of the older cross-country students can be volunteers and mentor younger participants.

V. UNFINISHED BUSINESS

1. 2023 Projects (Ball Fields; Playground; Pickleball Court Reconfiguration/Resurface)

- No further work is scheduled for the ball fields this year. We will address the drainage issues next year including the water springing up behind the visitors' dugout and finish the pitcher's mound before the season. The field covers should arrive by the first week of January.

- The playscape is scheduled to be delivered to Kent by 12/31, Orcas Freight will deliver it to Orcas. A tentative plan is to store it in the shed at Buck Park.
- Both Northwest Court Consultants and True Northwest Courts have been contacted concerning the pickleball courts resurfacing and reconfiguration.

2. Program Update

Boys' swish basketball has started up with 54 participants. Justin is pleased that this season is running smoothly, and teams are divided appropriately. Dennis asks if OIPRD has anything to offer the wrestling club. Terri shares that they are governed by USA Wrestling and are an example of a program that is doing very well outside of the OIPRD system, they have a strong donor network that funds the program and the associated travel expenses. This includes hotel rooms, some meals and transportation costs.

3. Gender Diversity and Inclusion Policy/Statement

Terri would like to form a committee amongst the commissioners that will work with Paige to develop a OIPRD gender diversity and inclusion policy. Justin volunteers to be a part of this committee and recommends using WIAA gender inclusion policy as a reference for our own.

VI. NEW BUSINESS

1. 2024 Initiatives/Projects

One of the projects on the horizon is the park's parking lot, Terri is reaching out for proposals to have someone come out and regrade the lot and lay down new material.

The commissioners recognized Barry Madan for his service on the OIPRD board. Barry thanked commissioners and staff for their collective hard work.

VII. ADJOURNMENT

- **MOTION to adjourn** the December Commission Meeting by Justin, seconded by Barry. With no further discussion the meeting was adjourned at 5:25pm.

Addenda:

Claims Requests

Financials as of November 30, 2023

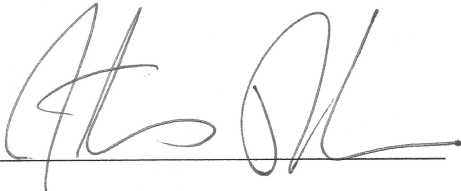
Public Regular Meeting Minutes December 14, 2023

Approved on this

11th day of January 2024

Signed and attested this

11th day of January 2024

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

Justin Paulsen, Commissioner #4

Secretary

Bob Eagan, Commissioner #2

Chair