

MEETING MINUTES

Orcas Island Park and Recreation District Commission Regular Meeting

Thursday, January 11, 2024; 1:00 PM

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

I. CALL TO ORDER: Deb Jones called the meeting to order at 1:06 pm

Bob Eagan, Chairman

Roll call:

Seat 1: Dennis Dahl - Present

Seat 2: Bob Eagan - Absent

Seat 3: Asya Eberle - Present

Seat 4: Justin Paulsen -Present

Seat 5: Deborah Jones - Present

II. PUBLIC COMMENT

No public was in attendance at the time of the call to order. Keith Light joined the meeting at 1:35

III. NEWLY ELECTED/RE-ELECTED COMMISSIONERS

Dennis Dahl – Re-elected Commissioner. Dennis previously took his oath of office with a Notary and returned all necessary documents to the San Juan County Elections Office.

Asya Eberle – Newly elected Commissioner. Asya previously took her oath of office with a Notary and returned all necessary documents to the San Juan County Elections Office.

IV. MONTHLY AGENDA

1. Previous Minutes

- MOTION to approve the previous minutes for the December 14, 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 \$14,219.05 by Justin, seconded by Asya. 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 \$11,496.62; \$7,740.54; and \$5,950.26 by Dennis, seconded by Justin. With no further discussion, the motion was passed unanimously.

MOTION to approve the DOR sales tax in the amount of \$363.94 by Justin, seconded by Dennis. With no further discussion, the motion was passed unanimously.

After the claims were discussed and approved, Justin asked if the claims could be emailed before the meeting. That would allow commissioners time to review and ask questions at the meeting versus spending time going through each invoice during the meeting. It was agreed that Terri will send claims request forms, along with the Invoice Activity Report from EDEN, via email before the meeting. Terri will note any irregular invoices or anything out of the ordinary that the Commissioners should be aware of. The original claims requests along with supporting invoices and receipts will be available for review during the monthly meeting.

V. MONTHLY BUSINESS

1. Financials

Due to the closing date of the December 2023 books, financial reports will be available after January 22, 2024. Terri will email the financial statements once available.

2. Directors' Report

See below Unfinished Business and New Business.

3. Committee Reports

See below Unfinished Business Item 3 – Gender Diversity and Inclusion Policy/Statement.

VI. UNFINISHED BUSINESS

1. 2024 Projects (Ball Fields season prep and drainage remediation at baseball visitor dugout; Pickleball Court reconfiguration; Parking Lot maintenance; Skate Park maintenance; Installation of new Playground Equipment; Boundary Line Modification with The SJC Land Bank):

- General discussions regarding the preparation of the baseball and softball fields for High School baseball and softball season. Matia contractors will return in early February to complete the finishing touches on the ball fields, including the completion of the boy's pitching mound. The large tarps ordered for the baseball and softball field are expected to be delivered any day. Terri has concerns about being able to get the tarps to the field if Orcas Freight is not the delivery agent. Justin may be able to bring his big forklift to Buck Park.
- The drainage issue will need to be addressed to remediate the standing water behind the boy's visitor dugout and the "spring" between the same dugout and the fan bleachers. Gutters, a new perforated drainpipe, and a possible French drain were discussed. This work will take place when the ground is dry.
- Pickleball court reconfiguration and resurfacing continue to be a priority. Finding a contractor to come out to the island has been very challenging. Justin suggested we may need to help with incentives and perhaps help with locating housing for a contractor bringing a crew from off-island. Terri will continue reaching out to possible contractors.
- A more robust parking lot maintenance plan will need to be implemented to address the excessive potholes. Chip seal and asphalt options were discussed. Justin will reach out to the county to find out when the chip seal of Mount Baker Road will take place. It was noted that Matia did a great job laying new rock material at the previously muddy and rutted area between the baseball and softball fields.
- The skate park will need more attention this year to continue the caulking and sealing preventative maintenance.
- The new playground equipment is expected to be delivered in February.
- Terri will reach out to the SJC Land Bank regarding the Boundary Line Modification plan.

2. Program Update

- Terri discussed the various programs that are underway or just about to start. Programs include Boys' SWISH basketball, Hummingbird girls' soccer, kid cooking classes, adult cooking classes, adult sewing classes, kid sewing club, after-school art, adult yoga, adult improv, high school open gym, adult drop-in sports, new adult dodgeball drop-in and kid and adult dance.
3. Gender Diversity and Inclusion Policy/Statement
 - Justin volunteered to lead a committee dedicated to creating a gender diversity and inclusion statement and policies. Justin suggests we review the WIAA guidelines and use those documents as a starting point. The next meeting with Page (Common Goodness Project) is scheduled for February 2, 2024, 2:00 – 4:00 pm. This meeting will be in person at the funhouse.

VII. NEW BUSINESS

1. Review Draft RFP for Buck Park Maintenance/Mowing
 - Terri reviewed the draft contract with the scope of services with the commissioners. Terri is waiting on the ball field maintenance scope from Don Campbell. The RFP for Buck Park Maintenance/Mowing will be posted ASAP. Responses will be due before the February 8th regular monthly meeting.
2. Review Employment Posting for Park Steward Position
 - Terri reviewed the job description for the Park Steward position with the commissioners. Terri will post the job opening ASAP.
3. Committee Appointments and Leadership Position Election (Chair/Secretary)
 - Since Bob was not in attendance, commissioners requested this agenda item be moved to the next meeting.

VIII. ADJOURNMENT

- **MOTION to adjourn** the January 11, 2024, Commission Meeting by Justin, seconded by Dennis. With no further discussion, the meeting was adjourned at 2:23 pm.

Addenda:

Claims Requests

Program Listing

Proposed Buck Park Maintenance/Mowing Contract

Park Steward Job Description

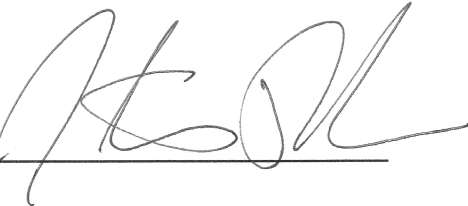
Public Regular Meeting Minutes January 11, 2024

Approved on this

8th day of February 2024

Signed and attested this

8th day of February 2024



Justin Paulsen, Commissioner #4

Secretary



Bob Eagan, Commissioner #2

Deborah Jones Commissioner 5
Chair