

# **Meeting Minutes**

Orcas Island Park and Recreation District Commission

## **Regular Meeting**

**Thursday, February 8, 2024; 1:00 PM**

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

### **I. CALL TO ORDER Bob Eagan calls the meeting to order at 1:14 pm**

Bob Eagan, Chairman

Roll call:

Seat 1: Dennis Dahl-Present

Seat 2: Bob Eagan-Present

Seat 3: Asya Eberle-Present

Seat 4: Justin Paulsen-Present

Seat 5: Deborah Jones-Present

### **II. PUBLIC COMMENT**

No public attendees present.

### **III. MONTHLY AGENDA**

#### **1. Previous Minutes**

- **MOTION to approve** the previous minutes for the January 11th, 2024, Commission Meeting by Justin, seconded by Asya. With no further discussion, the motion was passed unanimously.

#### **2. Employees Pay Slip**

- **MOTION to approve** the Employees Pay Slip in the amount of \$10,955.17 by Justin, seconded by Dennis. With no further discussion, the motion was passed unanimously.

#### **3. Payment of Claims**

- **MOTION to approve** the DOR Sales tax in the amount of \$693.74 by Justin, seconded by Asya. With no further discussion, the motion was passed unanimously.
- **MOTION to approve** the Payment of Claims in the amount of \$17,355.02 by Justin, seconded by Dennis. With no further discussion, the motion was passed unanimously.

### **IV. MONTHLY BUSINESS**

#### **1. Financials**

Due to the monthly meeting occurring before the close of January financials, there is no financial report.

#### **2. Directors' Report**

- Terri states that she will need to order two new Mac Minis (~\$700 each) and a new printer for the office.

- **MOTION to authorize** \$4,000 to be used for office equipment, by Justin, seconded by Dennis. With no further discussion, the motion was approved unanimously.
- Terri invites the commissioners to join a free software (ASANA) that she and Al will adopt in the office to keep track of tasks and goals. The commissioners will be able to organize committee projects through ASANA.
- Terri reports that she is taking an online grant writing class through Cornell University.
- Terri has joined the Orcas Island Chamber of Commerce Board to connect with island business owners and the community. This should have a positive impact for OIPRD.
- A recent request to host a drone flight training in Buck Park prompts the commissioners to evaluate the current “no-drone” policy. The commissioners agree to uphold the current policy by denying the request and referring the requester to the San Juan County Land Bank (Terrill Road Preserve) as a potential venue.

### 3. Committee Reports

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

## V. **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)
  - Bob reports that there are plans to address the ongoing drainage issues in Buck Park; once the ground dries up a bit, we will be able to excavate around the area and channel the water.
  - **MOTION to authorize** up to \$3000 for two pallets of clay for the field by Deb, seconded by Dennis. With no further discussion, the motion was passed unanimously.
  - Terri reports that we are still waiting for the field tarps to come in, Coaches will be trained on covering the fields and will in turn train the players. Justin adds that we will need to come up with a communication system with the athletic director to stay on top of when the fields will be covered due to weather and other conditions.
  - Terri reports that there is no update on pickleball courts, this is a priority this month. A couple of contractors have returned emails, but no bids received to date.
  - Parking lot and Skate Park maintenance plans are underway and Terri is meeting with Island Excavating and others to obtain bids for proposed work.
  - Terri proposes a community demolition day in Buck Park on February 23rd. Bob and Justin volunteered to bring some of the needed equipment and Terri plans to issue a press release.
  - Buck Park's new play structure will arrive in Kent on February 27<sup>th</sup>. Once the equipment is received at the Kent warehouse, Orcas Freight will give us an estimated date of delivery to the island.
  - Terri will move forward with the boundary line modification survey bids. Bob mentions that whatever survey work we are doing should be reflected in the as-builts.
  - The first Positive Coaching Alliance (PCA) training session is tentatively scheduled for Thursday, March 21st, 2024. The invitation is targeted towards the OIPRD and public-school coaches as well as the Funhouse Commons.

## 2. Program Update

- Dr. Buxbaum has requested a martial arts program through OIPRD, citing some recent incidents of inappropriate aggression between 5<sup>th</sup> – 7<sup>th</sup>-grade boys. Dr. Buxbaum believes that this can be an avenue through which participants can improve their physicality and reduce violence. Terri recommends Oddfellows as a potential venue for a martial arts program. Justin confirms that there are certified martial arts instructors on Orcas.
- There was a request made for frisbee golf goals to be installed in Buck Park.

## 3. Gender Diversity and Inclusion Policy/Statement

- Justin reports that while we do not yet have a completed Gender Diversity and Inclusion Policy/Statement, there was a lot of progress made during the meeting with the FunHouse, Terri, Justin, Deb, and Page (Common Goodness Project). Justin shares that the goal will be to formulate a guiding statement that aligns with the Funhouse Commons and can be presented to other community organizations. Terri adds that because we don't own our facilities, we need to ensure that this statement is reflective of community values. Justin states that this policy will aim to be strong and affirmative to the underserved people on Orcas Island. Deb says that the goal is to provide an atmosphere for all participants to flourish and not be excluded.

## 4. RFP – Buck Park Maintenance/Mowing

- Terri reports that the RFP for Buck Park mowing, and maintenance is still under development. We need some additional language and infield maintenance specifications. We will need to allow enough time between Ron's contract expiring at the end of February 2024 and getting the RFP out. Terri proposes to amend via letter agreement to get us through the next 90 days (extending the expiration date to May 30, 2024). Dennis comments that we will be spending more on maintenance this year, Terri responded that the mowing and field maintenance budget increased by 20% adding \$10,000 for field maintenance. The commissioners will review the specifics of the RFP and get back to Terri on any notes. The RFP will be accessed at the April meeting.
- **MOTION TO ENTER INTO** a letter agreement with Griffin Yard Works, extending the expiration date to May 30, 2024, with the intent to send out a formal RFP for mowing and maintenance services, by Justin, seconded by Bob. With no further discussion, the motion was approved unanimously.

## 5. Park Steward Position

- No update on Park Steward Position.

## **VI. NEW BUSINESS**

### 1. Committee Appointments and Leadership Position Election (Chair/Secretary)

- **MOTION to appoint** Deb as Chairperson by Justin, seconded by Bob. With no further discussion, the motion is passed unanimously.
- **MOTION to appoint** Asya as Co-Chair by Justin, seconded by Dennis. With no further discussion, the motion is passed unanimously.

- **MOTION to appoint** Dennis as secretary by Justin, seconded by Bob. With no further discussion, the motion is passed unanimously.

Committee appointments are deferred to the March Commission meeting.

## **VII. ADJOURNMENT**

- **MOTION to adjourn** the February 8th, 2024, Commission Meeting by Justin, seconded by Dennis. With no further discussion, the meeting was adjourned at 3:28 pm.

### ***Addenda:***

*Claims Requests*

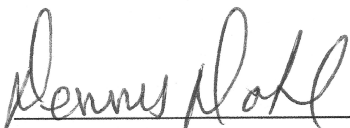
Public Regular Meeting Minutes February 8, 2024

Approved on this

14<sup>th</sup> day of March 2024

Signed and attested this

14<sup>th</sup> day of March 2024



Dennis Dahl, Commissioner #1

Secretary



Deborah Jones, Commissioner #2

Chair