

MEETING MINUTES

Orcas Island Park and Recreation District Commission

Regular Meeting

Thursday, March 14, 2024; 1:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

I. CALL TO ORDER: Deborah calls the meeting to order at 1:03pm

Deborah Jones, Chair

Roll call:

Seat 1: Dennis Dahl-Present

Seat 2: Bob Eagan-Present

Seat 3: Asya Eberle-Present

Seat 4: Justin Paulsen-Present, left at 2:11pm

Seat 5: Deborah Jones-Present

II. PUBLIC COMMENT

Bob Phalan and Patty Miller from the pickleball community join us to offer perspectives on the resurfacing and reconfiguring of the pickleball courts.

III. MONTHLY AGENDA

1. Previous Minutes

- **MOTION to approve** the previous minutes for the February 8th, 2024, 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 \$11,269.17 by Bob, 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 \$1,120.45 by Bob, seconded by Dennis. With no further discussion, the motion was passed unanimously.
- **MOTION to approve** the Payment of Claims in the amount(s) of \$8,974.70; \$4,600; \$3,040; and \$8,339.09 by Bob, seconded by Dennis. With no further discussion, the motion was passed unanimously.

IV. MONTHLY BUSINESS

1. Financials

January 2024 and February 2024 financial reports are presented to the commissioners. Ending Cash for January 2024 is \$527,454.30. Ending Cash for February 2024 is \$515,163.31.

2. Directors' Report

Terri received a Public Information Request (PRR) for a list of public information requests made within a certain period in 2024; Terri followed the OIPRD procedure and sent him a public records request form. Upon refusal to complete the form, Terri consulted with the State

Auditor's Office and learned that we cannot require the form to be completed. We can legally request the form be completed, but we can't withhold any information requested if the requestor refuses. In response to this Terri begins another exchange with the requestor to inform him that the only public information requests that have been made in the requested time were his own. This request was fulfilled and saved to the electronic and hard copy PRR files.

3. Committee Reports

Nothing to report.

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)

- The final invoice for the baseball\softball fields is \$1,000 however we are still having issues with debris. Ron believes that Matia Contractors may have overlooked blowing out the lines. Terri suggests withholding the final payment until they correct that. In addition, an issue arose with the irrigation on the fields, zone one was not shutting off properly, and after pulling out the solenoid they found some rocks that were causing the issues. Ron is working on replacing a separate irrigation head that was damaged when he was pulling the field. Otherwise, the fields are looking great, and the players are enjoying it, special compliments to the pitcher's mound being much improved.
- Terri reports that she found some graffiti in the girls' home dugout but was able to cover it with some field paint.
- Discussions over parking lot maintenance will be moved to the upcoming Special Meeting on March 21st.
- Terri has found some picnic tables for Buck Park that are being sold on the island.
- **MOTION to approve** the payment of \$2000 for picnic tables by Bob, seconded by Dennis. Bob asks where Terri would like to place them in Buck Park, Terri would like one to be placed near the shed and the other two positioned below the skatepark. Without further discussion, the motion was passed unanimously.
- No update on the Boundary Line Modification with the SJC Land Bank.

2. Program Update

- There are 64 total time slots for activities through Park & Rec Monday through Sunday. 26 dance classes are just about to begin a new session, a few of these classes were combined due to low enrollment.

3. Gender Diversity and Inclusion Policy/Statement

- Terri will be emailing the commissioners her draft of the Gender Diversity and Inclusion Policy/Statement; Justin and Paige have both reviewed and made changes to this draft. Terri plans to have this policy adopted at the April Commissioners Meeting.

4. RFP – Buck Park Maintenance/Mowing

- The RFP will be sent out in April, the commission will need to have a special meeting in May to review and accept the new contractor/new contract.

5. Park Steward Position

- There has been slight interest, but we are still working on getting candidates to interview.

VI. NEW BUSINESS

1. Pickleball Court – review proposals received and possible action
- Patty has brought some drawings of the existing configuration and a proposed reconfiguration of the pickleball courts. In summary, her proposal is to move the orientation of the courts from an east/west to a north/south configuration; and to move the fencing outward to increase court space. Justin shares his concerns about moving the fence; resurfacing the entire area will result in an uneven joint between the current court and the concrete strips to the west side of the court. Justin also states his concern about the mounting cost of modifying the fencing and emphasizes that his main priority is to remedy the danger of the court backing up to the rock wall. Patty and Justin both agree that it would be wise to repurpose the current post holes for the new fencing and to consider the use of tension netting instead of chain link. Bob Phalen adds that we can utilize a volunteer crew to demo the rock wall. The commissioners continue to flesh out some of the finer details of this plan and move into discussing bid options. We have received bids from two contractors Sky River Resurfacing, and Pickleball Court LLC. Sky River Resurfacing would be strictly resurfacing and refilling cracks; \$34,000 for one color, and \$35,000 for two colors, they can paint the court lines but will not do any of the fencing or drilling. Pickleball Court LLC gave us two different proposals; the first includes everything from prep work, resurfacing, and fencing, and the cost is estimated to be over \$100,000; the second would only include repairs, resurfacing, and coring but no changes to the exterior fencing or for \$49,864. Pickleball Court LLC requested a 50% down payment. OIPRD has \$25,000 for this project in the budget under park improvements; the commissioners are aware that the actual cost will be higher than this. Justin reminds Patty and Bob Phalan that we do have the money to make improvements and that we should prioritize using it for the pickleball courts, especially with the rise in popularity of the sport. Deb suggests getting a deposit down and fine-tuning the plan. Justin asks for a special meeting to confirm our contract and accept a bid. Terri suggests Thursday, March 21st, 1:00 pm as the special meeting time. Dennis suggests meeting at the pickleball court.
2. Parking Lot – review proposals received and possible action.
Discussion over the parking lot bid will be discussed at the special meeting at Buck Park on Thursday, March 21st, at 1:00 pm.
3. Playground Installation and Community Build – March 15th – 17th
The installer will be at Buck Park on March 15th to drill all the holes, the volunteer build will be from 8 am-5 pm on Saturday the 16th and Sunday the 17th.
4. Staff Salary Increases
We have budgeted for increases but haven't officially implemented it. We will plan to address this in the April meeting.

VII. ADJOURNMENT

- **MOTION to adjourn** the March 14th, 2024, Commission Meeting by Dennis, seconded by Bob. With no further discussion, the meeting was adjourned at 2:43 pm.

Addenda:

Claims Requests

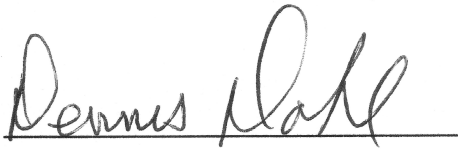
Public Regular Meeting Minutes March 14, 2024

Approved on this

11th day of April 2024

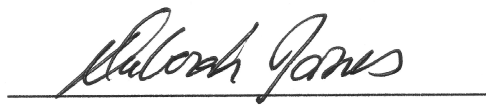
Signed and attested this

11th day of April 2024

A handwritten signature in cursive script, reading "Dennis Dahl", written over a horizontal line.

Dennis Dahl, Commissioner #1

Secretary

A handwritten signature in cursive script, reading "Deborah Jones", written over a horizontal line.

Deborah Jones, Commissioner #2

Chair