

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, August 14th, 2025; 1:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

Meeting Link:

<https://us02web.zoom.us/j/84576141730?pwd=cyiP6ZkdziXVzKuEcFNNPDLarzoObS.1>

By Phone: (253) 205-0468

Meeting ID: 845 7614 1730

Passcode: 744585

I. CALL TO ORDER

Seat 1: Dennis Dahl

Seat 2: Bob Eagan

Seat 3: Asya Eberle – to be absent

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Employee Payroll
 - 07/26/2025 \$24,099.94
2. Payment of Claims
 - 07/22/2025 \$12,630.70
 - 08/05/2025 \$28,031.64
3. Previous Minutes
 - July 10th, 2025 Regular Meeting

IV. MONTHLY REPORTS

1. Director's Report
2. Financial Report
3. Program Report
4. Committee Reports

V. UNFINISHED BUSINESS

1. Boundary Line Modification – signed, awaiting signature from SJC LandBank
2. OPAL Drainage Easement

3. OISD
 - a. Water Use Agreement
 - b. Drainage Issue
4. EWUA Water Lease
 - a. Review Draft
5. Washington State Department of Retirement Systems
 - a. Update Resolutions
6. Board retreat – agenda input

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Upcoming Board Meetings:

- August 16th 10:00 a.m. Board Work Session
- September 11th, 1:00 p.m. Regular Meeting

Access information for upcoming meetings can be found at www.oiprd.org



JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 08/19/2025 (07/26/2025 payroll)

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465, kim@oiprd.org

Total amount: \$24,099.94

BARS code: 6501 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

AP - 6501


Last four digits of bank account (EFT's ONLY): *4094

Warrant delivery: EFT (Not Applicable) 

Auditing Officer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt
Signature and date 

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Orcas Island Park and Recreation District

Total payroll cost report

From Jul 25, 2025 to Jul 25, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$19,918.26
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$19,918.26
Company contributions	
Dental	\$133.17
Medical	\$2,148.48
Vision	\$23.52
Subtotal	\$2,305.17
Employer taxes	
Social Security Employer	\$1,234.93
Medicare Employer	\$288.82
FUTA Employer	\$4.19
WA SUI Employer	\$169.47
WA Employment Administrative Fund	\$0.00
WA Paid Family and Medical Leave ER	\$52.19
WA Workers' Compensation Tax Employer	\$126.91
Subtotal	\$1,876.51
Total payroll cost	\$24,099.94



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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 07/22/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465, kim@oiprd.org

Total amount: \$12,630.70

BARS code: 6501 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP - 6501

Last four digits of bank account (EFT's ONLY): *4115

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt
Signature and date 07/22/2025

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

OIPRD Accounts Payable 07/22/2025		
Vendor	Amount	Category
Brook Meinhardt	\$3,354.03	Instructor
Susan Newkumet	\$563.00	Instructor
Chelsea Sherman	\$2,662.50	Instructor
Ivona Edry	\$1,522.50	Instructor
San Juan Sanitation	\$794.89	Trash
WA Auditor	\$2,851.55	State Audit
EWUA	\$123.62	Water
WADOR	\$6.11	Excise Tax reimb
Sofia Carrillo	\$752.50	Instructor
Total	\$12,630.70	



JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 08/05/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465, kim@oiprd.org

Total amount: \$28,031.64

BARS code: 6501 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP - 6501

Last four digits of bank account (EFT's ONLY): *4115

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Kim Ihlenfeldt
Signature and date 08/05/2025

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

OIPRD Accounts Payable 08/05/2025		
Vendor	Amount	Category
Banner Bank	\$2,555.48	Various
Baturay Balic	\$8,866.31	Instructor
Brook Meinhardt	\$2,916.55	Instructor
Ethan Bell	\$787.50	Instructor
Sofia Carrillo	\$172.57	Program Supply Reimbursement
Island Hardware	\$92.01	Park Maintenance
Jensen Rentals	\$146.47	Park Maintenance
Tabitha Marks	\$360.00	Instructor
Orcas Island Storage	\$356.00	Storage rental
Canyon Remick	\$787.50	Instructor
San Juan Surveying	\$6,011.25	Land Survey
Chelsea Sherman	\$2,500.00	Instructor
Starr Excavation	\$2,480.00	Sani Can
Total	\$28,031.64	

Orcas Island Park and Recreation District Commission

Regular Meeting Minutes

Thursday, July 10th, 2025; 1:00 PM

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

I. CALL TO ORDER

Meeting called to order by Deborah at 1:01pm.

Seat 1: Dennis Dahl

Seat 2: Bob Eagan

Seat 3: Asya Eberle

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

II. PUBLIC COMMENT

Mike Maman: (Kim on behalf of Mike)

- Kim met with Mike yesterday to discuss a Field #1 Dugout
 - o Mike is really interested in helping donate materials and volunteer to help build the dugout. Small space without doors or closet
 - o A local contractor and Jason also joined this meeting to help advise about the prospect
 - o Due to the intended public gathering use it needs to go through permitting and architectural process
 - o Bob suggested a premade thing that can be put up and taken down
 - o Woody suggested a fence with bench would be a workaround that would not need permitting.

Patty Miller:

- Pickleball Club is looking at the waiver for the pickleball tournament.
- Pickleball Club is interested in adding a rider for an event to our insurance.
- Bob suggested making Park & Rec a co-host for the event. Woody supported it also.

III. MONTHLY BUSINESS

1. Employee Payroll

. 05/26/2025 \$24,927.23

. 06/26/2025 \$24,950.73

Motion to approve employee payroll by Bob, second by Woody. With no further discussion the motion passed unanimously.

2. Payment of Claims

- . 06/10/2025 \$9,728.18
- . 06/24/2025 \$16,482.82
- . 07/08/2025 \$13,154.64

Motion to approve payment of claims by Dennis, second by Woody. Woody asked about what the Washington DOR is. The motion passed unanimously.

3. Previous Minutes

- . May 8th, 2025 Regular Meeting
- . June 12th, 2025 Regular Meeting

Motion to approve previous minutes by Asya, second by Dennis. With no further discussion the motion passed unanimously

Kim brought up that she is interested in having board members involved to help approve hours and add extra levels of support while looking forward to future audits.

Update on 2021-2024 Audit that is moving forward well

Dennis is asking about what the policy is for the full-time employees to have flexibility for working in different locations at different times depending on needs and activities

IV. MONTHLY REPORTS

1. Director's Report – provided throughout other agenda items.
2. Financial Report
3. Program Report
 - a) Summer Activity Registration Numbers- summer camps, baseball, gymnastics, etc.
 - b) Woody asked about how drop-in sport punch cards are tracked
 - i) They are based on each participant signing-in and managing their own card, there is room for improvement on tracking the punch cards.
 - c) Question about registrant numbers for OIFC and how we stay on top of parents registering their kids each month
 - d) Dennis was wondering about the hourly rates for various activities and the differences between some instructors. Dennis is interested in all rates being similar across coaches. Asya feels like there is a range where different experience levels can be given different amounts depending on the revenue their program brings in.
 - e) Bob is wondering what the maximum students per one coach before they must have an assistant coach
 - f) Fall programing will be discussed through July and announced in August

4. Committee Reports

V. UNFINISHED BUSINESS

1. Boundary Line Modification – signed, awaiting signature from SJC Land Bank
 - a. SJC Land Bank is working through a process with the county to determine next steps for the boundary line modification.
2. OPAL Drainage Easement
 - a. Update on walkthrough
 - i. Storm water planning guide for an easement. They want to put a pipe on our property that they will manage. Bob met with Jeannie about what would happen if the park flooded due to a failure in their system. Bobs intend is for them to agree to cover any repair costs if necessary.
 - b. Review Draft Easement
 - i. Next step is for our attorney to review the contract.
 - ii. Woody believes the current contact language is clear
3. OISD
 - a. Water Use Agreement
 - b. Drainage Issue
4. EWUA Water Lease
 - a. EWUA working on draft lease, will forward when ready for review
 - b. Bob has been talking to Dan about the Remote Read Meters and which meters need to be switched out. We need to figure out who is responsible to buying it and sharing the cost.
 - c. Both well head meters need to be a shared expense with OISD
5. Washington State Department of Retirement Systems
 - a. Discussion / Action on Purchasing Prior Service
 - b. Update Resolutions – postpone to next meeting
 - i. Kim has talked with Marcia and Brooke

Motion to purchase prior service with employees responsible for 100% of purchase by Woody, second by Asya. With no further discussion the motion passed unanimously
6. Board retreat – discuss potential dates
 - a. Saturday, August 16th 10am

VI. NEW BUSINESS

Woody brought up topic for building a bathroom at Buck Park

ADA improvements needed at Buck Park. Pathways around the park

VII. PUBLIC COMMENT

None

VIII. ADJOURNMENT

Bob Eagan left at 2:27pm.

The meeting was adjourned at 2:48pm by Deborah

Next Meeting – August 14th 1:00 p.m. Regular Meeting

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			509,970.84	
310	TAXES	2,780.28			
330	INTERGOVERNMENTAL REVENUE	4.51			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	15,918.34			
	TOTAL RECEIPTS		18,703.13		
570	CULTURE AND RECREATION				
580	NONEXPENDITURES	75,663.30			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		75,663.30		
101	ENDING CASH BALANCE				453,010.67
			GL ENDING CASH BALANCE		453,010.67
			NET VARIANCE		0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

08/11/2025 1:05PM

Periods: 7 through 7

San Juan County

07/01/2025 through 07/31/2025

6501 Orcas Island Park and Rec District
 00 Orcas Island Park and Rec District

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
308.31.00.0000 Beginning Net Cash and Investments	0.00	0.00	0.00	0.00	0.00
311.10.00.0000 General Property Taxes	0.00	0.00	293,813.66	-293,813.66	0.00
7/1/2025 gl tax rec GJ 68759		549.83			
7/2/2025 gl tax rec GJ 68761		251.40			
7/3/2025 gl tax rec GJ 68765		29.63			
7/7/2025 gl tax rec GJ 68781		66.17			
7/8/2025 gl tax rec GJ 68784		17.07			
7/9/2025 gl tax rec GJ 68789		143.61			
7/14/2025 gl tax rec GJ 68801		94.66			
7/15/2025 gl tax rec GJ 68803		7.28			
7/16/2025 gl tax rec GJ 68805		120.37			
7/17/2025 gl tax rec GJ 68808		1.50			
7/21/2025 gl tax rec GJ 68823		329.50			
7/23/2025 gl tax rec GJ 68839		43.03			
7/24/2025 gl tax rec GJ 68845		284.69			
7/26/2025 gl tax rec GJ 68887		-148.50			
7/28/2025 gl tax rec GJ 68857		391.92			
7/29/2025 gl tax rec GJ 68866		217.19			
7/30/2025 gl tax rec GJ 68869		190.59			
7/31/2025 gl tax rec GJ 68878		190.34			
311.10.00.0000 General Property Taxes	0.00	2,780.28	296,593.94	-296,593.94	0.00
336.02.31.0000 DNR PILT NAP/NRCA	0.00	0.00	0.00	0.00	0.00
337.20.00.0000 Leasehold Tax - Orcas Island Park & Rec	0.00	0.00	259.19	-259.19	0.00
7/31/2025 gl cr GJ Trx 106532		4.51			
337.20.00.0000 Leasehold Tax - Orcas Island Park & Rec	0.00	4.51	263.70	-263.70	0.00
337.40.00.0000 Timber Harvest Tax	0.00	0.00	51.78	-51.78	0.00
347.60.00.0000 Activity Fees	0.00	0.00	0.00	0.00	0.00
361.40.00.0000 Other Interest	0.00	0.00	0.00	0.00	0.00
362.40.00.0000 Rental Revenue	0.00	0.00	0.00	0.00	0.00

08/11/2025 1:05PM

Periods: 7 through 7

San Juan County

07/01/2025 through 07/31/2025

6501 Orcas Island Park and Rec District
 00 Orcas Island Park and Rec District

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
367.00.00.0010 Donations - Unrestricted	0.00	0.00	0.00	0.00	0.00
367.00.00.0020 Donations - Team/Corporate Sponsorship	0.00	0.00	0.00	0.00	0.00
367.00.00.0100 Donations - Restricted	0.00	0.00	0.00	0.00	0.00
369.91.00.0001 Buck Park Reimbursements	0.00	0.00	0.00	0.00	0.00
389.30.00.0000 Custodial Type Collections	0.00	0.00	107,386.12	-107,386.12	0.00
7/2/2025 gl cr GJ Trx 106133		891.00			
7/2/2025 gl cr GJ Trx 106134		5,546.39			
7/2/2025 gl cr GJ Trx 106135		240.00			
7/14/2025 gl cr GJ Trx 106248		179.00			
7/16/2025 gl cr GJ Trx 106302		7,271.85			
7/16/2025 gl cr GJ Trx 106303		1,407.10			
7/24/2025 gl cr GJ Trx 106415		383.00			
389.30.00.0000 Custodial Type Collections	0.00	15,918.34	123,304.46	-123,304.46	0.00
389.40.00.0000 Custodial Type Deposits	0.00	0.00	0.00	0.00	0.00

Revenue Detail Report

Periods: 7 through 7

San Juan County
07/01/2025 through 07/31/2025

6501	Orcas Island Park and Rec District					
Total	Orcas Island Park and Rec District	0.00	18,703.13	420,213.88	-420,213.88	0.00