

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, September 11th, 2025; 9:00 AM

Downstairs Conference Room

30 Pea Patch 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

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Employee Payroll
 - . 08/26/2025 \$24,225.88
2. Payment of Claims
 - . 08/19/2025 \$20,190.24
 - . 09/02/2025 \$21,802.37
3. Previous Minutes
 - . August 14th, 2025 Regular Meeting
 - . August 16th, 2025 Special Workshop

IV. MONTHLY REPORTS

1. Director's Report
2. Financial Report
3. Program Report
4. Committees
 - a) Establish committee for policy review
 - b) Establish committee for 2026 Budget

V. UNFINISHED BUSINESS

1. Boundary Line Modification – Notice of Hearing
2. OPAL Drainage Easement
 - a. Update on legal review
3. OISD
 - a. Water Use Agreement
 - b. Drainage Issue
 - c. Shared maintenance concept
 - d. Facility Use Agreement
4. EWUA Water Lease
 - a. Update on legal review, Discussion
5. Review of action items produced during August 16th Work Session

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Upcoming Board Meetings:

- October 9th, 1:00 p.m. Regular Meeting
- November 13th, 1:00 p.m. Regular Meeting, Budget Hearing
- December 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: 09/16/2025 (08/26/2025 payroll)

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$24,225.88

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 09/16/2025 

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

Orcas Island Park and Recreation District

Total Cost

From July 26, 2025 to August 25, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$ 20,060.01
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 20,060.01
Company contributions	
Dental	\$ 133.17
Medical	\$ 2,148.48
Vision	\$ 23.52
Subtotal	\$ 2,305.17
Employer taxes	
Social Security Employer	\$ 1,243.73
Medicare Employer	\$ 290.86
FUTA Employer	\$ 5.04
WA SUI Employer	\$ 125.12
WA Employment Administrative Fund	\$ 5.86
WA Paid Family and Medical Leave ER	\$ 52.56
WA Workers' Compensation Tax Employer	\$ 137.53
Subtotal	\$ 1,860.70
Total payroll cost	\$ 24,225.88



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

Date of request:

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$20,190.24

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 08/19/2025

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 08/19/2025		
Vendor	Amount	Category
Banner Bank	\$3,802.07	Various
Brook Meinhardt	\$2,187.41	Instructor
Eastsound Water Users Association	\$139.54	Water
Funhouse Commons	\$1,509.00	Rent
Jeff Steele	\$1,820.00	Instructor
Kelly Francis	\$180.00	Instructor
Olga Community Club	\$100.00	Facility Rental
Orcas Center	\$4,417.50	Facility Rental
Orcas Christian School Foundation	\$400.00	Facility Rental
Orcas Odds	\$1,325.00	Facility Rental
Orcas Recycling Services	\$36.00	Trash
San Juan Sanitation	\$52.22	Trash
Starr Excavation	\$1,360.00	Sanican
State Auditor's Office	\$2,086.50	Audit
Stephanie Moss	\$437.50	Instructor
Tiffany Loney	\$337.50	Instructor
Total	\$20,190.24	



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: 09/02/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$21,802.37

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 09/02/2025

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 09/02/2025		
Vendor	Amount	Category
Banner Bank	\$675.21	Various
Baturay Balic	\$7,323.92	Instructor
Brook Meinhardt	\$2,333.24	Instructor
Griffins Yard Works	\$10,216.88	Maintenance
Island Hardware & Supply	\$255.45	Supplies
Orcas Island Storage	\$178.00	Storage
WADOR	\$819.67	Excise Tax
Total	\$21,802.37	

Orcas Island Park and Recreation District Commission

Regular Meeting Minutes

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

Orcas Fire and Rescue Station 21

45 Lavender Lane

Eastsound, WA 98245

I. CALL TO ORDER 1:03 p.m.

Seat 1: Dennis Dahl

Seat 2: Bob Eagan

Seat 3: Asya Eberle – absent

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

II. PUBLIC COMMENT

None

III. MONTHLY BUSINESS

1. Employee Payroll

- . 07/26/2025 \$24,099.94

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

2. Payment of Claims

- . 07/22/2025 \$12,630.70
- . 08/05/2025 \$28,031.64

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

3. Previous Minutes

- . July 10th, 2025 Regular Meeting

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

IV. MONTHLY REPORTS

1. Director's Report

2. Financial Report

3. Program Report

- a) Still trying to find volunteer coaches for soccer season

- i) Woody is asking why some coaches are paid and some are volunteer

- ii) Idea from Woddy- volunteer coaches could be offered a discount on programming for them to attend other activities
 - iii) Dennis suggested putting an article in the paper to get the attention of potential coaches
 - iv) Bob mentions that we share with all parents how we need them to be actively involved. Wonders if it could be related to Booster Club at all
 - v) How can we get high schoolers involved to help assistant coach. We are planning to share information about volunteering with Peach Pit
 - vi) Volunteer vs instructor based programming
4. Committee Reports

V. UNFINISHED BUSINESS

1. Boundary Line Modification – signed, awaiting signature from SJC LandBank
 - a. Waiting to see if we are on the schedule for their next meeting
2. OPAL Drainage Easement
 - a. Legal is working on review, hoping for another update in September
3. OISD
 - a. Water Use Agreement
 - i. Waiting for end of our portion on the lease
 - b. Drainage Issue
 - i. Expires in November, waiting to hear from Tracy
4. EWUA Water Lease
 - a. Review Draft
 - i. Dahl wants legal to take a look at it
 - ii. Bob and Kim reviewed together and made edits, interested in looking at the watering schedule
 - iii. Need to edit upper field to OISD not OIPRD
5. Washington State Department of Retirement Systems
 - a. Update Resolutions
6. Board retreat – agenda input
 - a. We are purchasing previous service and opting to have the employee pay for 100% of service effective September 1. This only impacts members currently enrolled in the system.
 - i. Adopt Resolution 2025
 1. Motioned by woody and seconded by Bob, anonymous
 - b. Go through items in order of importance
7. Survey
 - a. It is built in Google Forms and we will finalize it next week
8. Updated Engagement Letter for Audit, 2021-2024

VI. NEW BUSINESS

Woody noticed the basketball court could be improved both at the school and at Buck Park. Maybe both could be done at the same time?

VII. PUBLIC COMMENT

None

VIII. ADJOURNMENT

Upcoming Board Meetings:

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

Meeting ended at 2:02pm by Deborah

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

Orcas Island Park and Recreation District Commission

Board Work Session Agenda

Saturday, August 16th, 2025; 10:00 AM

30 Pea Patch Lane
Eastsound, WA 98245

This meeting will be held in-person only, no remote access will be available.

I. CALL TO ORDER 10:05

Seat 1: Dennis Dahl
Seat 2: Bob Eagan
Seat 3: Asya Eberle
Seat 4: Woody Ciskowski
Seat 5: Deborah Jones

II. PUBLIC COMMENT

None.

III. WORK SESSION

1. Overview of Park and Recreation District Programs
2. Review and Discuss Program Categories
 - Buck Park Rental
 - i) Pay to reserve space, whether money is being exchanged or not
 - ii) Ensure they have insurance and that they are responsible for the participants and for taking care of the space
 - iii) Viewed example of Friday Harbor where a form is needed for participant to request the space and note things like size, insurance, police need, etc. and ask if there is a fee.
3. Review and Discuss Personnel, Volunteers, Instructors, Vendors, etc.
 - Instructors
 - i) Volunteer coaches vs paid coaches
 - (1) Share there is a stipend to encourage some people to coach
 - (2) Partner with a friend to coach together
 - (3) How to give coaches the skills and information that they need to feel comfortable and confident leading a team
 - (4) Necessary help from parents
 - (a) SWISH basketball
 - (i) \$1450 per team (September-December)
 - Paid Instructors for competitive programming
 - i) Discussing how some coaches are paid a flat hourly rate and some are paid based on how many people signed up.

- ii) Shared some data that Jessie downloaded about how instructor payment and revenue has varied across different activity areas.
- 4. Review and Discuss upcoming Survey
 - Reorder some of the questions
 - Clarify other (no)
 - Add details for social media, email newsletter etc.
 - Jessie to complete and send updated version to Board Members for final approval before sending to the public.
- 5. Recap Action Plans and Next Steps

IV. PUBLIC COMMENT

None

V. ADJOURNMENT 1:33 p.m.

Upcoming Board Meetings:

- September 11th, 1:00 p.m. Regular Meeting

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

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			453,010.67	
310	TAXES	4,536.83			
330	INTERGOVERNMENTAL REVENUE	21.79			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	12,849.32			
	TOTAL RECEIPTS		17,407.94		
570	CULTURE AND RECREATION				
580	NONEXPENDITURES	72,321.82			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		72,321.82		
101	ENDING CASH BALANCE				398,096.79
				GL ENDING CASH BALANCE	398,096.79
				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

09/10/2025 3:35PM

Periods: 8 through 13

San Juan County

08/01/2025 through 12/31/2025

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	296,593.94	-296,593.94	0.00
8/1/2025 gl tax rec GJ 68883		233.25			
8/4/2025 gl tax rec GJ 68886		10.08			
8/5/2025 gl tax rec GJ 68893		245.34			
8/6/2025 gl tax rec GJ 68895		159.30			
8/7/2025 gl tax rec GJ 68908		40.54			
8/11/2025 gl tax rec GJ 68913		281.14			
8/12/2025 gl tax rec GJ 68921		285.60			
8/13/2025 gl tax rec GJ 68926		17.93			
8/14/2025 gl tax rec GJ 68929		89.52			
8/18/2025 gl tax rec GJ 68936		424.01			
8/20/2025 gl tax rec GJ 68948		559.13			
8/21/2025 gl tax rec GJ 68952		279.20			
8/25/2025 gl tax rec GJ 68960		321.81			
8/27/2025 gl tax rec GJ 68973		264.92			
8/28/2025 gl tax rec GJ 68986		1,274.04			
8/29/2025 gl tax rec GJ 68994		51.02			
9/2/2025 gl tax rec GJ 68996		5.31			
9/3/2025 gl tax rec GJ 68998		11.41			
9/4/2025 gl tax rec GJ 69000		212.53			
9/8/2025 gl tax rec GJ 69003		749.63			
9/9/2025 gl tax rec GJ 69019		359.66			
311.10.00.0000 General Property Taxes	0.00	5,875.37	302,469.31	-302,469.31	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	263.70	-263.70	0.00
8/29/2025 gl cr GJ Trx 106968		17.48			
337.20.00.0000 Leasehold Tax - Orcas Island Park & Rec	0.00	17.48	281.18	-281.18	0.00
337.40.00.0000 Timber Harvest Tax	0.00	0.00	51.78	-51.78	0.00
8/29/2025 a-intrfd-r GJ Timber Tax		4.31			

09/10/2025 3:35PM

Periods: 8 through 13

San Juan County

08/01/2025 through 12/31/2025

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>
337.40.00.0000 Timber Harvest Tax	0.00	4.31	56.09	-56.09	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
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	123,304.46	-123,304.46	0.00
8/1/2025 gl cr GJ Trx 106570		108.00			
8/1/2025 gl cr GJ Trx 106571		5,483.52			
8/11/2025 gl cr GJ Trx 106678		30.00			
8/19/2025 a-bars-rev GJ 68964		90.00			
8/19/2025 a-bars-rev GJ 68965		1,335.78			
8/29/2025 gl cr GJ Trx 106980		1,026.00			
9/5/2025 gl cr GJ Trx 107045		1,166.00			
389.30.00.0000 Custodial Type Collections	0.00	9,239.30	132,543.76	-132,543.76	0.00
389.40.00.0000 Custodial Type Deposits	0.00	0.00	0.00	0.00	0.00
8/11/2025 gl cr GJ Trx 106677		4,776.02			
8/19/2025 a-bars-rev GJ 68964		-90.00			
8/19/2025 a-bars-rev GJ 68965		-1,335.78			
8/19/2025 gl cr GJ Trx 106800		1,335.78			
8/19/2025 gl cr GJ Trx 106801		90.00			
8/25/2025 a-ql cr GJ 68962		-90.00			
8/25/2025 a-ql cr GJ 68963		-1,335.78			
8/25/2025 gl cr GJ Trx 106888		90.00			
8/25/2025 gl cr GJ Trx 106889		1,335.78			
9/3/2025 gl cr GJ Trx 106996		1,227.05			
9/3/2025 gl cr GJ Trx 106997		-1,227.05			

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

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
389.40.00.0000 Custodial Type Deposits	0.00	4,776.02	4,776.02	-4,776.02	0.00

San Juan County
08/01/2025 through 12/31/2025

6501	Orcas Island Park and Rec District					
Total	Orcas Island Park and Rec District	0.00	19,912.48	440,126.36	-440,126.36	0.00