

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, October 9th, 2025; 1:00 PM

45 Lavender Lane (main conference room)

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 (absent)

Seat 2: Bob Eagan (absent)

Seat 3: Asya Eberle

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

II. PUBLIC COMMENT

III. MONTHLY BUSINESS

1. Employee Payroll
 - . 08/31/2025 \$38,982.88
 - . 09/26/2025 \$26,020.39
2. Payment of Claims
 - . 09/16/2025 \$39,306.61
 - . 09/23/2025 \$6,946.04
 - . 10/07/2025 \$18,797.83
3. Previous Minutes
 - . September 11th, 2025 Regular Meeting

IV. MONTHLY REPORTS

1. Director's Report
2. Financial Report
3. Program Report
4. Committees

V. UNFINISHED BUSINESS

1. Boundary Line Modification

2. OPAL Drainage Easement
3. OISD – table to November meeting
4. EWUA Water Lease

VI. NEW BUSINESS

1. 2026 Draft Budget

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Upcoming Board Meetings:

- November 13th, 1:00 p.m. Regular Meeting, Budget Hearing
- December 11th, 1:00 p.m. Regular Meeting



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: 09/23/2025 (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: \$38,982.88

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 09/23/2025 

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 payroll cost report

From Aug 26, 2025 to Sep 30, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$24,658.14
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$24,658.14
Company contributions	
Dental	\$266.34
Medical	\$4,296.96
Vision	\$47.04
Subtotal	\$4,610.34
Employer taxes	
Social Security Employer	\$1,528.81
Medicare Employer	\$357.54
FUTA Employer	\$6.01
WA SUI Employer	\$147.74
WA Employment Administrative Fund	\$6.92
WA Paid Family and Medical Leave ER	\$64.60
WA Workers' Compensation Tax Employer	\$224.28
Subtotal	\$2,335.90
Total payroll cost	\$31,604.38

Orcas Island Park and Recreation District

Total payroll cost report

From Sep 03, 2025 to Sep 03, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$4,598.13
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$4,598.13
Company contributions	
Dental	\$133.17
Medical	\$2,148.48
Vision	\$23.52
Subtotal	\$2,305.17
Employer taxes	
Social Security Employer	\$285.08
Medicare Employer	\$66.68
FUTA Employer	\$0.97
WA SUI Employer	\$22.62
WA Employment Administrative Fund	\$1.06
WA Paid Family and Medical Leave ER	\$12.04
WA Workers' Compensation Tax Employer	\$86.75
Subtotal	\$475.20
Total payroll cost	\$7,378.50



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Date of request: 10/14//2025 (09/26/2025 payroll)

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$26,020.39

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)

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

Name and title Kim Ihlenfeldt
Signature and date 10/14/2025 

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 Oct 01, 2025 to Oct 01, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$ 20,164.87
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 20,164.87
Company contributions	
- PERS Employer	\$ 1,739.45
Dental	\$ 133.17
Medical	\$ 2,148.48
Vision	\$ 23.52
Subtotal	\$ 4,044.62
Employer taxes	
Social Security Employer	\$ 1,250.23
Medicare Employer	\$ 292.39
FUTA Employer	\$ 6.43
WA SUI Employer	\$ 64.13
WA Employment Administrative Fund	\$ 3.00
WA Paid Family and Medical Leave ER	\$ 52.84
WA Workers' Compensation Tax Employer	\$ 141.88
Subtotal	\$ 1,810.90
Total payroll cost	\$ 26,020.39



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

Date of request: 09/16/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$39,306.61

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 09/16/2025

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

OIPRD Accounts Payable 09/16/2025		
Vendor	Amount	Category
Banner Bank	\$1,632.42	Various
Chelsea Sherman	\$1,075.00	Instructor
Enduris Washington	\$7,739.00	Insurance
Grindline Skateparks	\$22,934.77	Buck Park Maintenance
Hayley Shannon	\$950.00	Instructor
Isaac Moss	\$860.00	Instructor
Ivona Edry	\$980.00	Instructor
Orcas Odds	\$450.00	Facility Rental
Starr Excavation	\$1,200.00	Sanican
WADOR	\$1,485.42	Excise Tax
Total	\$39,306.61	



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

Date of request: 09/23/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$6,946.04

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 09/23/2025

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 09/23/2025		
Vendor	Amount	Category
Amazon Business	\$140.63	Office Supplies
Banner Bank	\$495.34	Various
Bianca Cox	\$250.00	Instructor
Chelsea Sherman	\$975.00	Instructor
Hayley Shanon	\$950.00	Instructor
Stephanie Moss	\$537.50	Instructor
Summer Barbone	\$550.00	Instructor
Susan Newkumet	\$88.00	Instructor
Tiffany Loney	\$950.00	Instructor
CSD Attorneys at Law	\$1,331.00	Legal
Eastsound Water Users	\$64.35	Water
San Juan Sanitation	\$336.02	Trash
State Auditor	\$278.20	Audit
Total	\$6,946.04	



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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: 10/07/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$18,797.83

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 10/07/2025

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 10/07/2025		
Vendor	Amount	Category
Banner Bank	\$1,416.95	Various
Baturay Balic	\$7,299.71	Instructor
Bianca Cox	\$250.00	Instructor
Chelsea Sherman	\$775.00	Instructor
Coldsprings Pumps, Inc	\$2,710.47	Pump controller service
Hayley Shannon	\$350.00	Instructor
Island Hardware & Supply	\$207.48	Mainenance supplies
Orcas Island Storage	\$178.00	Storage Rental
Orcas Odds	\$750.00	Facility Rental
San Juan County Treasurer	\$37.80	Professional Services
Stephanie Moss	\$300.00	Instructor
Summer Barbone	\$575.00	Instructor
Susan Newkumet	\$150.00	Instructor
Tiffany Loney	\$1,250.00	Instructor
Wa DOR	\$2,547.42	Tax Remittance

\$18,797.83

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

I. CALL TO ORDER

Seat 1: Dennis Dahl -absent

Seat 2: Bob Eagan

Seat 3: Asya Eberle

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

Called to session at 9:01am by Deborah.

II. PUBLIC COMMENT

Woody has idea for gun safety class. Lessons, target practice, child safety etc. Potentially partner with the sportsman club.

III. MONTHLY BUSINESS

1. Employee Payroll

. 08/26/2025 \$24,225.88

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

2. Payment of Claims

. 08/19/2025 \$20,190.24

. 09/02/2025 \$21,802.37

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

3. Previous Minutes

. August 14th, 2025 Regular Meeting

. August 16th, 2025 Special Workshop

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

IV. MONTHLY REPORTS

1. Director's Report
 - a) Employee Salary vs Hourly, we passed a threshold. Jessie and Al are being paid on hourly now. When they do hours of more than 40 hours a week then get paid or comp time 1.5x their overtime. Will be tracked in Quickbooks and an excel sheet.
 - b) Changing employee pay to end on 30th instead of 25th so that it aligns with PERS schedule. Payday will now move back to the 5th too.
 - c) Kim will be attending a training for PERS filing
 - d) Ron is ending his contract early next year. We will need to start planning for putting up a listing for the job opening.
2. Financial Report
 - a) Kim is completing the monthly financial statement and budgeting information.
3. Program Report
 - a) Lots of sports and activities starting up with school this week. The new OC Dance Studio is opening up this month. Fall baseball has a lot of registrants. Martial Arts is full with a waitlist.
4. Committees
 - a) Establish committee for policy review
 - i) Asya and Deborah
 - b) Establish committee for 2026 Budget
 - i) Woody and Deborah

V. UNFINISHED BUSINESS

1. Boundary Line Modification – Notice of Hearing
2. OPAL Drainage Easement
 - a. Update on legal review the board reviewed and discussed changes to the OPAL Drainage Easement Agreement.

Motion to approve by Woody to authorize Kim to execute agreement with changes as discussed, second by Asya. With no further discussion the motion passed unanimously.

3. OISD – no update on items below
 - 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 included domestic vs irrigation water rights. More follow-up required.

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Meeting adjourned at 11:11 a.m.

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