

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, December 11th, 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

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

. 12/05/2025 \$25,533.67

2. Payment of Claims

. 11/18/2025 \$12,929.07

. 11/25/2025 2,386.95

. 12/09/2025 \$29,067.07

3. Previous Minutes

. 11/13/2025 continued to 11/20/2025 Regular Meeting/Budget Hearing

IV. MONTHLY REPORTS

1. Director's Report

2. Financial Report

3. Program Report

4. Committees

V. UNFINISHED BUSINESS

1. Field Schedule of Fees
2. Boundary Line Modification
3. OPAL Drainage Easement
4. OISD
 - a. Facility Use Agreement
 - b. Drainage Issue
 - c. Water Use Agreement

5. EWUA Water Lease

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Upcoming Board Meetings:

- January 8th, 2025 Regular Meeting
- February 12th, 2026 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: 11/18/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$12,929.07

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 11/18/2025 

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 11/18/2025

Vendor	Amount	Category
Banner Bank CC	\$1,685.72	Various
Brook Meinhardt	\$187.52	Instructor
Chelsea Sherman	\$400.00	Instructor
Dennis Park	\$650.00	Instructor
Orcas Island School District	\$4,000.00	Facility Rental
Orcas Island Storage	\$356.00	Facility Rental
San Juan Sanitation	\$81.01	Trash
Sound Publishing	<u>\$46.67</u>	Advertising
Starr Excavation	\$1,460.00	Sanican
State Auditor	\$1,599.65	Audit
Summer Barbone	\$575.00	Instructor
Susan Newkumet	\$150.00	Instructor
Tiffany Loney	\$1,737.50	Instructor

\$12,929.07



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Date of request: 11/25/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$2,386.95

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:

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

Name and title Kim Ihlenfeldt
Signature and date 11/25/2025 

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 11/25/2025

Vendor	Amount	Category
WADOR	\$2,386.95	Tax
	\$2,386.95	



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

Date of request: 12/09/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$29,067.07

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 12/09/2025 

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 12/09/2025

Vendor	Amount	Category
Banner Bank	\$2,201.76	Various
Baturay Balic	\$6,099.76	Instructor
Bianca Cox	\$650.00	Instructor
Brook Meinhardt	\$2,141.58	Instructor
Chelsea Sherman	\$462.50	Instructor
Funhouse Commons	\$513.06	Office rental
Hayley Shannon	\$712.50	Instructor
Island Hardware & Supply	\$218.31	Maintenance Supplies
Orcas Center	\$10,275.00	Facility Rental
Orcas Christian School Foundation	\$1,550.00	Instructor
Rosedanie Cadet	\$930.00	Instructor
San Juan Sanitoin	\$336.02	Trash
Stephanie Moss	\$250.00	Instructor
Summer Barbone	\$675.00	Instructor
Susan Newkumet	\$387.50	Instructor
WADOR	\$350.34	Tax - Oct
WADOR	\$519.74	Tax - Nov
Washington State Ferries	\$794.00	Travel - Programs

\$29,067.07

Orcas Island Park and Recreation District Commission
**Budget Hearing
and Regular Meeting Agenda**
Thursday, November 13th, 2025; 1:00 PM
--> continued to Thursday, November 20th 10:00 a.m.<--
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

Seat 2: Bob Eagan

Seat 3: Asya Eberle

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones

Meeting called to order by Deborah at 1:03pm.

II. PUBLIC COMMENT

Joseph Segault spoke in interest of being an honorary board member. Joe intended to file through San Juan County/State of Washington for a seat on the Orcas Island Park and Recreation District Board of Commissioners on the General Election ballot; however, he mis-filed his application and instead applied to be on the advisory board for San Juan County Parks, Recreation and Fair. Kim inquired if he was able to get a spot on the advisory board, and he shared he wasn't interested in that position. Joe expressed a desire for public entities to have transparency about financials and how money is being spent. He claims that he has talked to other community members that are feeling unhappy about Park & Rec District. He shared interest in gaining a better understanding for who might be eligible for applying to the next Buck Park contractor position and wants to ensure that there is not a requirement to have several years' experience with baseball fields specifically. He thinks it seems odd that public contracts are required to accept the lowest bidder. Bob welcomed Joe to review the park maintenance scope of work and offer edits to it.

Julien Kos, President of Orcas Island Football Club, is interested in the cost for field use for soccer practice. With Orcas Island Football Club expanding and stepping out from

under the umbrella of Orcas Island Park and Recreation District and out on their own, Julien wants to budget for reserving field space. The Club is interested in using both Buck Park fields and the school fields. The school may not be open to setting up that specific agreement. Bob is interested in creating a committee to discuss in more detail. Deborah wants to make sure the agreement is thoughtful to set a precedent for future. Kim feels sure we will make space in Buck Park, but it will take more time to determine what is possible with the school fields.

Barb Skotte spoke on behalf of the pickleball group and thinks that pickleball players might be interested in playing indoor pickleball. They are grateful to have the AED at the courts; she is a bit concerned about how to keep them safe so that nobody would steal them. Bob suggests maybe a break-glass cabinet.

III. MONTHLY BUSINESS

1. Employee Payroll
 - . 11/05/2025 \$25,029.67

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

2. Payment of Claims
 - . 10/14/2025 \$22,672.34
 - . 10/21/2025 \$9,517.41
 - . 11/04/2025 \$11,735.65

Motion to approve payment of claims by Bob, second by Woody. With no further discussion the motion passed unanimously.

3. Previous Minutes
 - . October 9th, 2025, Regular Meeting

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

IV. MONTHLY REPORTS

1. Director's Report
 - a) We've completed the 2021-2024 accountability audit. We received some recommendations about publishing meeting notes, tracking receipts, etc.
2. Financial Report
 - a) Further review in 2026 Budget below.
3. Program Report
 - a) SWISH basketball teams are in full swing. Dance schedule is well-rounded, and continues to be a popular offering. Gymnastics and adult art are going well, among other programs. Staff are working on rolling out offerings for January –

March. We might have to look into more support for staffing on evening adult drop-in activities.

4. Committees

To be covered below.

V. UNFINISHED BUSINESS

1. SAO Accountability Audit – report above.

2. Boundary Line Modification

a. Bob talked to Lincoln, Director of the Land Bank. An assessment of property value will need to be completed, rather than a trade of square footage as we had originally thought.

b. Waiting for the land bank to confirm the process for an appraisal.

3. OISD

a. Facility Use Agreement

Bob and Kim continue to meet with OISD, as we are against a deadline we recommend a temporary extension to the existing agreement.

Motion by Woody, second by Bob to authorize Kim to sign a 3-month extension on the existing Facility Use Agreement with OISD. With no further discussion the motion passed unanimously.

b. Drainage Issue

In discussion with OISD regarding the track drainage into Buck Park, the school intends to pull together the engineer, contractor and other key parties to determine drainage issues from the track project.

c. Water Use Agreement

Awaiting approval of EWUA lease of water rights before entering into a shared use of the well agreement with OISD.

d. Sublet field use

The board discussed further wanting to keep sublet facility use standardized, more information and contemplation will occur with OISD in committee.

4. EWUA Water Lease

EWUA is engaging with their water rights lawyer to determine appropriate certification prior to entering into a new Lease of Water Rights with OIPRD.

5. Field 1 Dugout

The board discussed preference on a fenced-in area with benches as opposed to going out for permitting and bids for field 1 dugouts.

6. Policy – Facility Fee Schedule

The board reviewed a proposed fee schedule on facility use, offering recommendations on a simplified.

Due to time constraints, at 2:55 p.m. 11/13/2025, the Board announced the meeting would be continued to Thursday, November 20th 10:00 a.m. and called for a recess.

CALL TO ORDER – CONTINUANCE – 10:00 a.m. Thursday, November 20th

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

Asya call to order at 10:03am.
Bob arrived late at 10:11am.

PUBLIC COMMENT

Barb from the Pickleball Club expressed general interest in hearing about the breakdown on park improvements items in the budget for next year. Kim says there is expected to be pickleball fence construction in that budget. Barb is interested to know, in general, long-term vision and projects for the park, because she assumes the cracks in the pickleball court will get worse.

VI. NEW BUSINESS

1. 2026 Budget Hearing
 - i. Public Comment on 2026 Budget
No further comments.
 - ii. Review and Consideration of 2026 Budget
 1. Kim presented two budget options for 2026. Budget 'A' was drafted with the budget committee, and Budget 'B' works off of the committee budget, with more conservative expenditures to allow for more carryover as we approach the end of our levy cycle in 2027. The board discussed both budgets and weighed in on the idea of adopting Budget 'A' with the idea of sticking more closely to Budget 'B'. The Board has the ability to adjust the budget throughout the year if necessary.

2. Resolution 20251120a Setting 2026 Levy

Motion to adopt Resolution 20251120a by Bob, second by Dennis, with no further discussion the motion passed unanimously.

3. Resolution 20251120b Adopting 2026 Budget

Motion to adopt Resolution 20251120b by Woody, second by Bob. With no further discussion the motion was approved unanimously.

4. Levy Certification

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

VII. PUBLIC COMMENT

Bob shared a comment from Terry Nigretto regarding interest in a pathway around the dog park so it makes it easier to walk around the perimeter on the interior of the park.

VIII. ADJOURNMENT

Meeting adjourned at 10:56 a.m.

Upcoming Board Meetings:

- December 11th, 1:00 p.m. Regular Meeting
- January 8th, 2026 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			451,171.26	
310	TAXES	32,155.70			
330	INTERGOVERNMENTAL REVENUE	131.49			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	18,553.98			
	TOTAL RECEIPTS		50,841.17		
570	CULTURE AND RECREATION				
580	NONEXPENDITURES	52,081.34			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		52,081.34		
101	ENDING CASH BALANCE				449,931.09
				GL ENDING CASH BALANCE	449,931.09
				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

Revenue Detail Report

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

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	450,620.49	-450,620.49	0.00
11/3/2025 gl tax rec GJ 69223		6,916.30			
11/4/2025 gl tax rec GJ 69224		8,584.83			
11/5/2025 gl tax rec GJ 69225		12,007.55			
11/6/2025 gl tax rec GJ 69227		424.96			
11/10/2025 gl tax rec GJ 69228		372.42			
11/12/2025 gl tax rec GJ 69248		731.65			
11/13/2025 gl tax rec GJ 69249		800.58			
11/17/2025 gl tax rec GJ 69254		643.15			
11/18/2025 gl tax rec GJ 69255		1,179.28			
11/19/2025 gl tax rec GJ 69261		182.16			
11/20/2025 gl tax rec GJ 69262		313.08			
11/24/2025 gl tax rec GJ 69264		30.33			
11/25/2025 gl tax rec GJ 69268		186.33			
11/26/2025 gl tax rec GJ 69287		726.50			
11/30/2025 gl tax rec GJ 69295		-943.42			
311.10.00.0000 General Property Taxes	0.00	32,155.70	482,776.19	-482,776.19	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	325.39	-325.39	0.00
11/26/2025 gl cr GJ Trx 108161		116.02			
337.20.00.0000 Leasehold Tax - Orcas Island Park & Rec	0.00	116.02	441.41	-441.41	0.00
337.40.00.0000 Timber Harvest Tax	0.00	0.00	56.09	-56.09	0.00
11/26/2025 a-intrfd-r GJ Timber Tax		15.47			
337.40.00.0000 Timber Harvest Tax	0.00	15.47	71.56	-71.56	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

Revenue Detail Report

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

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	192,943.78	-192,943.78	0.00
11/13/2025 gl cr GJ Trx 107950		307.00			
11/13/2025 gl cr GJ Trx 107946		5,247.43			
11/18/2025 gl cr GJ Trx 108017		332.00			
11/25/2025 gl cr GJ Trx 108083		404.50			
11/25/2025 gl cr GJ Trx 108099		338.00			
11/25/2025 gl cr GJ Trx 108084		11,925.05			
389.30.00.0000 Custodial Type Collections	0.00	18,553.98	211,497.76	-211,497.76	0.00
389.40.00.0000 Custodial Type Deposits	0.00	0.00	4,776.02	-4,776.02	0.00

Revenue Detail Report

Periods: 11 through 11

San Juan County
11/01/2025 through 11/30/2025

6501	Orcas Island Park and Rec District						
Total	Orcas Island Park and Rec District	0.00	50,841.17	699,562.94	-699,562.94	0.00	