

Orcas Island Park and Recreation District Commission

**Regular Meeting Agenda**

**Thursday, January 8th, 2026; 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

2. Payment of Claims

3. Previous Minutes - December 11<sup>th</sup>, 2025 Regular Meeting

**IV. MONTHLY REPORTS**

1. Director's Report

2. Program Report

3. Committees

**V. UNFINISHED BUSINESS**

1. Boundary Line Modification

2. OISD

3. EWUA Water Lease

**VI. NEW BUSINESS**

**VII. PUBLIC COMMENT**

**VIII. ADJOURNMENT**

Upcoming Board Meeting - February 12<sup>th</sup>, 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:** 01/06/2026 (PROCESS AS 2025 13th Month)

**District name:** Orcas Island Park and Recreation

**Requestor name:** Kim Ihlenfeldt

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

**Total amount:** \$26,844.27

**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 01/06/2026 

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 Dec 01, 2025 to Dec 31, 2025 from all locations

Item	Amount
<b>Total pay</b>	
Paycheck wages	\$ 21,529.17
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
<b>Subtotal</b>	<b>\$ 21,529.17</b>
<b>Company contributions</b>	
- PERS Employer	\$ 1,107.00
Dental	\$ 133.17
Medical	\$ 2,148.48
Vision	\$ 23.52
<b>Subtotal</b>	<b>\$ 3,412.17</b>
<b>Employer taxes</b>	
Social Security Employer	\$ 1,334.82
Medicare Employer	\$ 312.16
FUTA Employer	\$ 8.13
WA SUI Employer	\$ 73.19
WA Employment Administrative Fund	\$ 3.44
WA Paid Family and Medical Leave ER	\$ 56.41
WA Workers' Compensation Tax Employer	\$ 114.78
<b>Subtotal</b>	<b>\$ 1,902.93</b>
<b>Total payroll cost</b>	<b>\$ 26,844.27</b>



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Date of request: 12/16/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$13,814.42

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 12/16/2025

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 12/16/2025		
Vendor	Amount	Category
Brook Meinhardt	\$208.33	Instructor
Dennis Park	\$1,250.00	Instructor
Griffins Yard Works	\$4,926.09	Maintenance
Isaac Moss	\$1,020.00	Instructor
Skagit County Parks and Rec	\$4,500.00	League Fees
Starr Excavation	\$1,560.00	Sanican
Summer Barbone	\$350.00	Instructor

**\$13,814.42**



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

Date of request: 12/29/2025

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$566.52

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 12/29/2025

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 12/29/2025		
Vendor	Amount	Category
WADOR	\$566.52	Taxes
	<b>\$566.52</b>	



## JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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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:** 01/06/2026 PROCESS AS 2025 13th month

**District name:** Orcas Island Park and Recreation

**Requestor name:** Kim Ihlenfeldt

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

**Total amount:** \$3,019.03

**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 01/06/2026 

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 01/06/2026		
Vendor	Amount	Category
EWUA	\$44.54	Water
Funhouse Commons	\$513.06	Rent
Island Hardware	\$779.58	Supplies
Orcas Senior Center	\$150.00	Program Rental
Rosedanie Cadet	\$970.00	Instructor
State Auditor's Office	\$486.85	Audit
Stephanie Moss	\$75.00	Instructor

**\$3,019.03**

Orcas Island Park and Recreation District Commission

**Regular Meeting Minutes**

**Thursday, December 11th, 2025; 1:00 PM**

45 Lavender Lane (main conference room)

Eastsound, WA 98245

**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 1:02 p.m. with all commissioners present.**

**II. PUBLIC COMMENT**

Barb Skotte spoke on behalf of the Pickleball Club, with an invitation from Kim, Barb is interested in meeting with Park and Rec to discuss future collaboration and protocol. A committee will be established to meet with the group.

Woody shared he has heard that people are interested in bringing roller skating back at the school, which has historically been run by the PTSA. He's been wondering if it is a fit for OIPRD to help run.

- If the PTSA is interested in handing it off, OIPRD would acquire the equipment and staff the drop-in program.
- The board generally feels positively about skating in general

**III. MONTHLY BUSINESS**

1. Employee Payroll

- . 12/05/2025 \$25,533.67

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

2. Payment of Claims

- . 11/18/2025 \$12,929.07
- . 11/25/2025 2,386.95
- . 12/09/2025 \$29,067.07

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

3. Previous Minutes

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

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

**IV. MONTHLY REPORTS**

1. Director's Report
  - a) Community Survey- a timeline and plan to release survey was discussed.
  - b) Programs- Fall programs wrapping up this week and lots of new things are starting in January.
  - c) Instructors- We will work with them in January to change their status from 1099 to employees. Dennis confirms his interest in a universal wage range for instructors.
2. Financial Report
3. Program Report
4. Committees

**V. UNFINISHED BUSINESS**

1. Field Schedule of Fees
  - a. Offer a monthly/seasonal rate around \$2-5/per hour or a flat rate around \$200/season.

**Motion to authorize** Kim to offer a field use contract to OIFC for use of Buck Park Fields by Woody, second by Bob.

2. Boundary Line Modification
  - a. Still waiting for update from SJC Landbank.
3. OPAL Drainage Easement
  - a. Bob and Kim met with the contractors and noticed all water was flowing into Buck Park. They pointed out the issue and OPAL has adjusted the system to limit overflow into Buck Park.
4. OISD
  - a. Facility Use Agreement
    - i. OIPRD has signed an extension through February to allow additional time for OISD to review the Facility Use Agreement.
  - b. Drainage Issue
    - i. Bob shared an update on the drainage issue. OIPRD will continue to keep an eye on the drainage into Buck Park.
  - c. Water Use Agreement

- i. Tabled until the EWUA Lease of Water Rights Agreement is in place.

5. EWUA Water Lease

- a. Our attorney says the rights are for domestic use not irrigation, so we were waiting on them to review and adjust. We're awaiting an official memo from their attorneys to confirm that we have the water rights for irrigation.

**VI. NEW BUSINESS**

1. Establish Pickleball Committee

- a. Dennis, Woody and Kim will meet with the pickleball group.

**VII. PUBLIC COMMENT**

None.

**VIII. ADJOURNMENT**

Deborah adjourned the meeting at 2:14pm.

Upcoming Board Meetings:

- January 8<sup>th</sup>, 2025 Regular Meeting
- February 12<sup>th</sup>, 2026 Regular Meeting

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Attest: \_\_\_\_\_