

Orcas Island Park and Recreation District Commission

Regular Meeting Agenda

Thursday, March 12th, 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
 - . 02/28/2026 \$34,473.67
2. Payment of Claims
 - . 02/17/2026 \$1,826.70
 - . 02/24/2026 \$5,841.04
 - . 03/03/2026 \$5,720.36
3. Previous Minutes
 - . March 12th, 2026 Regular

IV. MONTHLY REPORTS

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

V. UNFINISHED BUSINESS

1. Orcas Island School District
 - a. Facility Use Agreement
 - b. Shared Use of Well Agreement
 - c. Drainage
2. SJC Landbank Boundary Line Modification
3. Buck Park Maintenance Contract
4. 2026 Levy Planning

VI. NEW BUSINESS

1. Policy Review
2. Staff Reviews – postpone to April 9th

VII. PUBLIC COMMENT

VIII. ADJOURNMENT - Next Meeting – April 9th, 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: 03/17/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$34,473.67

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 03/10/2026 

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 Feb 01, 2026 - Feb 28, 2026

Item	Amount
Total pay	
Paycheck wages	\$ 28,228.99
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 28,228.99
Company contributions	
- PERS Employer	\$ 1,074.53
Dental	\$ 133.17
Medical	\$ 2,148.48
Vision	\$ 23.52
Subtotal	\$ 3,379.70
Employer taxes	
Social Security Employer	\$ 1,750.21
Medicare Employer	\$ 409.31
FUTA Employer	\$ 72.19
WA SUI Employer	\$ 66.73
WA Employment Administrative Fund	\$ 8.36
WA Paid Family and Medical Leave ER	\$ 91.18
WA Workers' Compensation Tax Employer	\$ 467.00
Subtotal	\$ 2,864.98
Total payroll cost	\$ 34,473.67



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Date of request: 02/17/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$1,826.70

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 02/17/2026 

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 02/17/2026

Vendor	Amount	Category
Funhouse Commons	\$513.06	Space rental
Orcas Senior Center	\$90.00	Space rental
San Juan County Treasurer	\$124.00	Property Tax
San Juan Sanitation	\$417.03	Trash
Sea Island Corporation	\$682.61	Park maintenance supplies

\$1,826.70



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

Date of request: 02/24/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$5,841.04

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 02/24/2026 

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 02/24/2026

Vendor	Amount	Category
Banner Bank	\$3,179.87	Various
EWUA	\$103.34	Water
Orcas Senior Center	\$90.00	Space Rental
WADOR	\$1,392.89	Tax
WRPA	\$1,074.94	Continuing Ed
	\$5,841.04	



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

Date of request: 03/03/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$5,720.36

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 03/03/2026 

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 03/03/2026

Vendor	Amount	Category
CSD	\$1,174.00	Legal
Funhouse Commons	\$513.06	Rent
Jessie McConville	\$190.07	Supply Reimbursement
Orcas Island Storage	\$178.00	Rental
Sea Island Sand & Gravel	\$192.49	Park Maint Supplies
Starr Excavation & Septic	\$2,520.00	Sanican
WADOR - Feb	\$952.74	Taxes

\$5,720.36

Orcas Island Park and Recreation District Commission

Regular Meeting Minutes

Thursday, February 12th, 2026; 1:00 PM

45 Lavender Lane (main conference room)

Eastsound, WA 98245

I. CALL TO ORDER

Seat 1: Dennis Dahl (joined via Zoom)

Seat 2: Bob Eagan

Seat 3: Asya Eberle

Seat 4: Woody Ciskowski

Seat 5: Deborah Jones (absent)

Asya called meeting to order at 1:03pm

II. PUBLIC COMMENT

- Barb- Thank you for indoor Pickleball
- Bob- Thank you Jessie for the Community Survey results
- Kim (on behalf of Joe Segault)- Joe contacted Kim to communicate that he requested the tarp be removed from the top softball field in preparation for the Sandlot team practice. Infield tarps will be rolled out at the end of October and pulled in early February (softball) and late February (baseball).

III. MONTHLY BUSINESS

1. Employee Payroll

- 02/03/2026 \$37,333.90

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

2. Payment of Claims

- 01/13/2026 \$26,242.40 *modified
- 01/27/2026 (2025) \$1,986.85
- 01/27/2026 (2026) \$572.78
- 02/03/2026 \$6,213.68
- 02/10/2026 \$5,635.71

Motion to approve the modification to the payment of claims by Woody, second by Bob. Kim clarified that the modification was due to paying the election fee, but we then found out they had miscalculated, and they will be returning some of the money.

The motion passed unanimously.

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

3. Previous Minutes

- January 8th, 2026 Regular
- February 5th, 2026 Special

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

IV. MONTHLY REPORTS

1. Director's Report

- a) We are reviewing grant opportunities for future projects.
- b) Kim met with Justin to discuss his insights on obtaining grants and financing for the bathrooms and other projects at Buck Park. He recommended splitting the bathroom project into two parts.
- c) Budget vs Actuals provided for 2025 for Board to Review
- d) Buck Park Maintenance contract will be advertised in March and April.
- e) Ron has offered to volunteer installation of irrigation in Field 1 if OIPRD pays for supplies.

2. Program Report

- a) Program team to host an instructors' training session each season to discuss best practices and distribute information to instructors.
- b) Good continuation of programs through January and spring programming starting soon.

3. Committees – covered in other agenda items.

V. UNFINISHED BUSINESS

1. Boundary Line Modification

- a. No updates or information from the Land Bank

2. OISD

- a. Kim and Bob will meet with OISD regarding Facility Use Agreement, Shared Use of Well, and Drainage issues at the end of the month. The current facility use agreement extension expires March 1st. Kim is requesting board to authorize extension of current agreement to May 1st.

Motion to authorize Kim to extend facility use agreement with OISD to May 1, 2026, by Bob, second by Woody. With no further discussion the motion passed unanimously.

3. EWUA Water Lease – still under EWUA legal review.

4. Survey and Levy Discussion

- a. Community Survey Results are available online on the Public Meetings page.
- b. Board will continue discussion to determine the levy rate and capital vs operations.

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT - Meeting adjourned at 2:20pm by Asya.

Next Meeting – March 12th, 1:00 p.m. Regular Meeting

Orcas Island Park and Recreation District

Budget vs. Actuals

as of 03/10/2026

Revenue	Actual	Budget	%
Beginning Net Cash/Investments	310,810.82	381,401.21	81.49%
311.10.00.0000 Property Tax Revenue	27,327.25	504,388.60	5.42%
317.20.00.0000 Leasehold Tax	64.59	300.00	21.53%
317.40.00.0000 Timber Harvest Tax	0	100.00	0.00%
347.60.00.0000 Activity Fee Revenue	27,630.52	150,000.00	18.42%
362.40.00.0000 Rental / Lease Income	800.00	1,000.00	80.00%
367.00.00.0000 Donations Unrestricted	0.00	0.00	
367.00.00.0030 Private Grants	0.00	0.00	
367.00.00.0100 Restricted Donations	0.00	0.00	
369.90.00.0001 Buck Park Reimbursements	0.00	2,400.00	0.00%
389.30.00.0000 State Remittances		12,525.00	0.00%
361.10.00.0000 Investment Income LGIP		7,100.00	0.00%
Total for Income	\$366,633.18	\$1,059,214.81	34.61%

Expenditures	Actual	Budget	%
571.00.10.0001 Executive Director	18,333.33	110,000.00	16.67%
571.00.10.0002 Operations Assistant	9,388.36	57,897.00	16.22%
571.00.10.0003 Facility / Activity Supervisor	2,244.00	10,764.00	20.85%
571.00.10.0004 Program Coordinator	11,641.68	70,814.60	16.44%
571.00.10.0005 Park Steward	0	20,079.00	0.00%
571.00.10.0006 Instructor - Employee	17,301.25	145,000.00	11.93%
571.00.20.0001 FICA SS/Medicare	4,652.81	31,713.43	14.67%
571.00.20.0002 L&I	905.67	4,710.00	19.23%
571.00.20.0003 Retirement	2,196.48	13,320.11	16.49%
571.00.20.0006 Health Insurance	6,915.51	33,500.00	20.64%
571.00.20.0009 Unemployment	146.74	2,777.52	5.28%
571.00.20.0012 PFML	186.48	964.00	19.34%
571.00.31.0002 Office Supplies	0	1,250.00	0.00%
571.00.31.0048 Buck Park Maintenance Supplies	682.61	30,000.00	2.28%
571.00.31.0100 Program Supplies	1,181.93	10,000.00	11.82%
571.00.35.0002 Office Equipment	0	1,000.00	0.00%
571.00.35.0003 Signage	0	200.00	0.00%
571.00.35.0100 Program Equipment	0	5,000.00	0.00%
571.00.41.0001 General Professional Services	216.78	10,000.00	2.17%
571.00.41.0006 Legal fees	-568.00	5,000.00	-11.36%
571.00.41.0007 Accounting Services	0	1,000.00	0.00%
571.00.41.0008 Print/Graphics Services	0	5,000.00	0.00%
571.00.41.0015 State Auditor Fees	486.85	1,200.00	40.57%
571.00.41.0020 Programs/Brochures/Mailers	0	5,000.00	0.00%

Orcas Island Park and Recreation District

Expenditures, continued.	Actual	Budget	%
571.00.42.0001 Postage and Shipping	347.59	3,600.00	9.66%
571.00.42.0002 Website / Hosting / Software	0	4,600.00	0.00%
571.00.42.0004 Telephone / Internet	0	3,500.00	0.00%
571.00.42.0005 ActiveNet Fees	0	12,405.00	0.00%
571.00.43.0010 Program Travel	1,241.00	4,500.00	27.58%
571.00.45.0002 Operating Rentals and Leases	1,920.18	9,700.00	19.80%
571.00.45.0100 Event and Class Rental	7,262.50	58,000.00	12.52%
571.00.46.0001 Insurance - GL, Property, etc.	124.00	9,600.00	1.29%
571.00.47.0011 Chemical Restroom Service	1,060.00	13,520.00	7.84%
571.00.47.0012 Water	95.41	5,200.00	1.83%
571.00.47.0013 Sewer & Garbage	672.05	5,200.00	12.92%
571.00.47.0014 Electricity	0	1,850.00	0.00%
571.00.47.0015 Security	0	15,000.00	0.00%
571.00.48.0006 Grounds - Mowing	3,168.03	32,500.00	9.75%
571.00.48.0007 Grounds Sprinkler Related	0	3,000.00	0.00%
571.00.48.0008 Grounds - General Water System	1,422.09	2,000.00	71.10%
571.00.48.0010 Grounds - Maintenance	6,929.15	42,000.00	16.50%
571.00.49.0002 Auditor's Recording Fees	20.20	600.00	3.37%
571.00.49.0004 Ballot	0.00	0.00	
571.00.49.0005 Staff Development	943.08	2,000.00	47.15%
571.00.49.0006 Travel - staff	0	2,500.00	0.00%
571.00.49.0009 League Fees	0	14,000.00	0.00%
594.71.63.0010 Capital Park Improvements	0	45,000.00	0.00%
Total for Expenses	\$101,117.76	\$866,464.66	11.67%