

Orcas Island Park and Recreation District Commission
Regular Meeting Agenda
Thursday, August 13th, 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
 - 07/31/2026 \$29,013.27
- 2. Payment of Claims
 - 07/21/2026 \$4,099.27
 - 08/04/2026 \$34,918.91
 - 08/11/2026 \$6,759.88
- 3. Previous Minutes
 - 07/09/2026

IV. MONTHLY REPORTS

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

V. OTHER BUSINESS

- 1. Buck Park Memorial Projects
- 2. RCO Grant Application update
- 3. Orcas Island School District
 - i. Drainage
- 4. SJC Landbank Boundary Line Modification
- 5. San Juan County Parks – Village Green and Eastsound Waterfront Park

6. 2026 Levy Update
 - i. Explanatory, Pros, Cons Statements
 - ii. Education Materials
 - iii. Public Information Sessions

VI. PUBLIC COMMENT

VII. ADJOURNMENT - Next Meeting – September 10th, 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: 08/04/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$29,013.27

BARS code: 6501 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

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 08/04/2026

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 payroll cost report

From Aug 04, 2026 to Aug 04, 2026 from all locations

Item	Amount
Total pay	
Paycheck wages	\$23,445.07
Non-paycheck wages	\$147.30
Reimbursements	\$0.00
Subtotal	\$23,592.37
Company contributions	
- PERS Employer	\$1,111.23
Dental	\$135.12
Medical	\$2,203.89
Vision	\$21.99
Subtotal	\$3,472.23
Employer taxes	
Social Security Employer	\$1,453.60
Medicare Employer	\$339.93
FUTA Employer	\$10.90
WA SUI Employer	\$56.26
WA Employment Administrative Fund	\$7.03
WA Paid Family and Medical Leave ER	\$0.00
WA Workers' Compensation Tax Employer	\$228.25
Subtotal	\$2,095.97
Total payroll cost	\$29,013.27



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Date of request: 07/21/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$4099.27

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 07/21/2026

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

Transaction List by Vendor
July 20 24, 2026

Date	Track 1000	Transaction type	Num	Posting (Y/N)	Memo	Account full name	Item split account	Amount
Banner Bank CC								
07/21/2026	No	Bill		Yes		Accounts Payable (A/P)	Uncategorized Expense	1,514.89
Total for Banner Bank CC								\$1,514.89
Eastsound Water Users Association								
07/21/2026	No	Bill	10783.01	Yes		Accounts Payable (A/P)	Water	152.94
Total for Eastsound Water Users Association								\$152.94
Funhouse Commons								
07/21/2026	No	Bill		Yes		Accounts Payable (A/P)	Operating Rentals and Leases	513.06
Total for Funhouse Commons								\$513.06
Orcas Odds								
07/21/2026	No	Bill		Yes		Accounts Payable (A/P)	Event and Class Rental	750.00
Total for Orcas Odds								\$750.00
Orcas Recycling Services								
07/21/2026	No	Bill	53116	Yes		Accounts Payable (A/P)	Sewer & Garbage	54.00
Total for Orcas Recycling Services								\$54.00
Orcas Senior Center								
07/21/2026	Yes	Bill	1064	Yes		Accounts Payable (A/P)	Event and Class Rental	135.00
Total for Orcas Senior Center								\$135.00
Sada Ashcraft								
07/21/2026	No	Check	5433	Yes	Refund - Basketball clinic 6/22, 7/14	Banner Accounts Payable		-100.00 *
Total for Sada Ashcraft								-\$100.00
San Juan Sanitation								
07/21/2026	No	Bill		Yes		Accounts Payable (A/P)	Sewer & Garbage	339.38
Total for San Juan Sanitation								\$339.38
Shearwater Adventures								
07/21/2026	No	Bill	363329262	Yes		Accounts Payable (A/P)	Facility / Activity Supervisor	640.00
Total for Shearwater Adventures								\$640.00
TOTAL								\$3,999.27

+100.00 *

4,099.27



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

Date of request: 07/21/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$34,918.91

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 08/04/2026

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

Expenses by Vendor Summary

August 4, 2026

	Total
Banner Bank CC	972.15
Enduris Washington	9,382.00
Island Hardware & Supply	133.30
Orcas Island Storage	178.00
Valhalla Landscapes	24,253.46
TOTAL	\$34,918.91



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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: 08/11/2026

District name: Orcas Island Park and Recreation

Requestor name: Kim Ihlenfeldt

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

Total amount: \$6,759.88

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 08/11/2026

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

Expenses by Vendor Summary

August 11-14, 2026

	Total
Banner Bank CC	1,806.96
Orcas Center	1,222.50
Orcas Recycling Services	990.00
San Juan Sanitation	420.42
Starr Excavation	2,060.00
Sydni Crawford	260.00
TOTAL	\$6,759.88

Orcas Island Park and Recreation District Commission

Regular Meeting Minutes

Thursday, July 9th, 2026; 1:00 PM

45 Lavender Lane (main conference room)

Eastsound, WA 98245

I. CALL TO ORDER – 1:02 by Deb

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. MONTHLY BUSINESS

1. Employee Payroll

- 06/30/2026 \$28,319.83

2. Payment of Claims

- 06/23/2026 \$4,076.43
- 07/07/2026 \$6,069.39

3. Previous Minutes

- 06/11/2026
- 07/07/2026

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

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

IV. MONTHLY REPORTS

1. Director's Report

2. Program Report

- i. Ongoing programs include Fun in the Park, summer camps, adult dance classes, teen cooking, roller hockey trial day, and more. Fall programs are continuing to come together. Question re: interest in adult basketball clinic.

3. Committees – covered below

V. OTHER BUSINESS

1. Facility Use Fee Schedule

- i. OIPRD staff presented a fee schedule for approval by the board so that individuals can request facility rentals from the recreational staff.

Motion to adopt Buck Park Fee Schedule by Woody, second by Bob. With no further discussion the motion passed unanimously.

2. Buck Park Memorial Projects

- i. No update

3. Orcas Island School District

- i. Shared Use of Well agreement

1. No update

- ii. Drainage

- 1. Bob and Kim met with OISD engineer to go over drainage issues ongoing on the Buck Park hillside adjacent to the school property. We continue to troubleshoot with OISD to determine the source of the water.

4. SJC Landbank Boundary Line Modification

- i. No update. Justin Paulsen will try asking again to see for an update.

5. San Juan County Parks

- i. Kim invited Justin Paulsen to come discuss the possibility of transitioning Village Green to OIPRD. Deb asked about how the County has identified which Parks are at risk of closing. Justin explained how other SJC Parks make more revenue and have staffing/boating connections, which Village Green does not. Justin also believes it could be a positive impact to the community for local Orcas Island staff to help run it.
- ii. Selling the park would have to go through appraisal process and pay for it at market value, which would be a lot of money for taxpayers. Creating an interlocal between the county and OIPRD for operating the park may be the best option.
- iii. There could be a proposal to the Lodging Tax committee to help fund the operations of the Village Green. LTAC application deadline is in September.
- iv. Deb asked for clarification on if the park with zoned for development, which Justin did not fully know.
- v. \$80,000 is the expected annual cost on the park, including contracts for cleaning the bathrooms, mowing the grass, etc.
- vi. There's also been some conversation about OIPRD potentially operating the Waterfront Park.
- vii. Generally, based on the current information, without seeing the official agreement, the Board is overall in favor of operating the Village Green and Waterfront Park and would like to explore more about potential Lodging Tax Funds and the specifics of the agreement before fully approving.

6. 2026 Levy

- i. Discussion on replacement mileage rate

1. The district is limited to a 6-year funding cycle, which is coming to an end. The district will go out for a replacement on the November ballot. Over the life of the current levy, our mileage rate has dropped to 10 cents. We calculated a variety of budgets, with a variety of mileage rates. After seeing so many tax measures come through last year, it is OIPRD's intention to balance operations and maintenance, while keeping the tax low to help reduce cost for residents.

Motion to adopt Resolution 2026-07-09 for the property tax levy of 15 cents in November by Dennis, second by Bob. With no further discussion the motion passed unanimously.

- ii. Resolution Authorizing Ballot Measure
 - iii. Appoint committee to select advocacy committee and publish explanatory statement.
 1. Woody and Bob will join Kim in identifying and meeting with an advocacy committee for, and an advocacy committee against the levy, as well as review the explanatory statement.
7. RCO – Planning for Recreational Access Grant
- i. We will be applying next week to get a PROS plan through this grant.

Motion to approve the application for RCO PRA grant by Bob, second by Dennis. With no further discussion the motion passed unanimously.

VI. PUBLIC COMMENT

Robert via messages on Zoom: Rolley Hockey is popular outside on Bainbridge Island. He is not happy that increase in SJC overall employment that adds to costs.

VII. ADJOURNMENT - Next Meeting – August 13th, 1:00 p.m. Regular Meeting

Meeting adjourned by Deb at 2:24pm.

OIPRD Budget vs. Actuals 08/10/2026

**note, due to delay in SJC reports, this does not include Revenues after 06/30/26*

	Actual	Budget	
Revenues			
Beginning Net Cash/Investments		\$ 381,401.21	0%
311.10.00.0000 Property Tax Revenue	\$ 301,873.02	\$ 504,388.60	60%
317.20.00.0000 Leasehold Tax	\$ 186.01	\$ 300.00	62%
317.40.00.0000 Timber Harvest Tax	\$ 9.08	\$ 100.00	9%
347.60.00.0000 Activity Fee Revenue	\$ 65,412.93	\$ 150,000.00	44%
361.10.00.0000 Investment Income LGIP	\$ -	\$ 7,100.00	0%
362.40.00.0000 Rental / Lease Income	\$ 800.00	\$ 1,000.00	80%
367.00.00.0100 Donations - Restricted	\$ 1,412.00	\$ -	
369.90.00.0001 Buck Park Reimbursements	\$ 7,754.38	\$ 2,400.00	323%
Total Revenue:		\$ 377,447.42	\$ 1,046,689.81

Expenditures			
571.00.10.0001 Executive Director	\$ 64,166.50	\$ 110,000.00	58%
571.00.10.0002 Operations Assistant	\$ 31,773.32	\$ 57,897.00	55%
571.00.10.0003 Facility / Activity Supervisor	\$ 7,314.00	\$ 10,764.00	68%
571.00.10.0004 Program Coordinator	\$ 42,464.90	\$ 70,814.60	60%
571.00.10.0005 Park Steward	\$ -	\$ 20,079.00	0%
571.00.10.0006 Instructor - Employee	\$ 44,016.50	\$ 145,000.00	30%
571.00.20.0006 Health Insurance Expense	\$ 16,192.02	\$ 33,500.00	48%
571.00.31.0002 Office Supplies	\$ 1,559.18	\$ 1,250.00	125%
571.00.31.0048 Buck Park Maintenance Suppl	\$ 3,902.25	\$ 30,000.00	13%
571.00.31.0100 Program Supplies	\$ 9,044.82	\$ 10,000.00	90%
571.00.35.0002 Office Equipment	\$ -	\$ 1,000.00	0%
571.00.35.0003 Signage	\$ 397.35	\$ 200.00	199%
571.00.35.0100 Program Equipment	\$ 1,446.06	\$ 5,000.00	29%
571.00.41.00.0008 Print/Graphics Services		\$ 5,000.00	0%
571.00.41.0001 General Professional Services	\$ 236.29	\$ 10,000.00	2%
571.00.41.0003 Instructors	\$ 4,175.00	\$ -	
571.00.41.0006 Legal fees	\$ 3,250.00	\$ 5,000.00	65%
571.00.41.0007 Accounting Services	\$ 75.15	\$ 1,000.00	8%
571.00.41.0015 State Auditor Fees	\$ 486.85	\$ 1,200.00	41%
571.00.41.0020 Programs/Brochures/Mailers		\$ 5,000.00	0%

571.00.42.0001 Postage and Shipping	\$ 503.59	\$ 3,600.00	14%
571.00.42.0002 Website / Hosting / Software	\$ 8,462.46	\$ 4,600.00	184%
571.00.42.0004 Telephone / Internet	\$ 2,621.94	\$ 3,500.00	75%
571.00.42.0005 ActiveNet Fees		\$ 12,405.00	0%
571.00.43.0010 Program Travel	\$ 2,924.40	\$ 4,500.00	65%
571.00.45.0002 Operating Rentals and Leases	\$ 5,553.48	\$ 9,700.00	57%
571.00.45.0100 Event and Class Rental	\$ 23,182.50	\$ 58,000.00	40%
571.00.46.0001 Insurance - GL, Property, etc.	\$ 9,382.00	\$ 9,600.00	98%
571.00.47.0011 Chemical Restroom Service	\$ 10,080.00	\$ 13,520.00	75%
571.00.47.0012 Water	\$ 2,526.84	\$ 5,200.00	49%
571.00.47.0013 Sewer & Garbage	\$ 2,493.88	\$ 5,200.00	48%
571.00.47.0014 Electricity	\$ 1,101.31	\$ 1,850.00	60%
571.00.47.0015 Security		\$ 15,000.00	0%
571.00.48.0006 Grounds - Mowing	\$ 25,692.50	\$ 32,500.00	79%
571.00.48.0007 Grounds Sprinkler Related	\$ 812.63	\$ 3,000.00	27%
571.00.48.0008 Grounds - Gen. Water Syst	\$ 2,153.32	\$ 2,000.00	108%
571.00.48.0010 Grounds - Maintenance	\$ 29,972.18	\$ 42,000.00	64%
571.00.49.0002 Auditor's Recording Fees	\$ 38.09	\$ 600.00	6%
571.00.49.0004 Ballot	\$ 8,203.28	\$ -	
571.00.49.0005 Staff Development	\$ 1,824.99	\$ 2,000.00	91%
571.00.49.0006 Travel - staff	\$ 1,964.69	\$ 2,500.00	79%
571.00.49.0009 Misc. Exp / League	\$ 1,875.02	\$ 14,000.00	13%
589.30.00.0000 Tax and Op Assmnts	\$ 7,684.22		
594.71.63.0010 Capital Park Imprvmnts		\$ 45,000.00	0%
Uncategorized Expense	\$ 984.22		
Total Expenditures: \$ 380,537.73 \$ 812,979.60			