

# Public Notice

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT  
REGULAR MEETING

JOHN VANDERZICHT MEMORIAL POOL

Tuesday, September 22, 2020

6:30pm

## Meeting Called to Order:

- I. **Board Issues:**
- II. **Agenda Changes:**
- III. **Public Comments:**
- IV. **Approval of Minutes:**
  - 08.14.2020 Special Meeting Minutes
  - 08.25.2020 Regular Meeting Minutes
- V. **Voucher Review:**
  - Expense Vouchers: #8736 – #8768 \$34,126.95
  - Payroll: \$ 21,723.25
  - TOTAL: \$ 55,850.20
- VI. **Staff Reports:**
  - A) Maintenance & Facilities
  - B) Director
  - C) Aquatics
  - D) Administration
- VII. **Committee Reports:**
  - A) Commissioner Chargualaf By-Laws
- VIII. **Action Item/Review:**
- IX. **Unfinished Business:**
  - A) By-Laws of the North Whidbey Pool, Park, and Recreation District
  - B) Special Event and Facility Use Application
  - C) Employees Council Presentation – Ryan Nelson - Contract
  - D) Investment Presentation – Wanda Grone, County Treasurer - Resolution 2020-06  
Investment Authorization Form

**X. New Business:**

- A) NWPPRD Small Roster Review - Resolution 99-71
- B) MRSC Resolution
- C) MRSC Contract
- D) Request for Proposal, Roof Repair/Replacement Services at John Vanderzicht Memorial Pool
- E) Barron Heating and Air Conditioning Contract

**XI. Final Board Comments:**

**Next Meeting:**

Tuesday, October 27, 2020

**Adjournment:**

**Please Note:** The Commissioners will be attending via Zoom. We strongly encourage members of the public to attend the meeting to use the Zoom instructions below to observe the meeting remotely. However, we will have the meeting available via speaker phone at the pool as well. The meeting will begin at 6:30pm, but the Zoom room will be open at 6:00pm to ensure everyone has sufficient time to enter.

**Directions to Accessing the meeting through Zoom:**

Topic: 09.22.2020 NWPPRD Regular Meeting

Time: Sep 22, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87013804479?pwd=ajd3WjRvS2wxTjJpVDY3ZVJoUUUE5dz09>

Meeting ID: 870 1380 4479

Passcode: 249991

One tap mobile

+12532158782, 87013804479# US (Tacoma)

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Dial by your location

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Meeting ID: 870 1380 4479

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Find your local number: <https://us02web.zoom.us/j/87013804479>

# North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Approval of Minutes 08.14.2020 and 08.25.2020
Agenda No: IV.	Presented by: BOC	
<p><b>BACKGROUND:</b></p> <p>Approval of Minutes 08.14.2020 Special Meeting and 08.25.2020 Regular Meeting.</p>		
<p><b>RECOMMENDED MOTION:</b> I motion to approve the minutes from August 14, 2020 and August 25, 2020 as written.</p>		



# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

SPECIAL MEETING  
JOHN VANDERZICHT MEMORIAL POOL  
Oak Harbor, WA 98277  
Friday, August 14, 2020  
2:30pm

**Meeting Called to Order:** Meeting was called to order by the Chair Commissioner Wiegenstein at 2:33pm. Commissioners in attendance – Brooks-Leete, Chargualaf, Hardin, Merrill, and Wiegenstein.

## Agenda:

- 1) State Audit Exit Conference – Review and discussion of letter to the State Auditor. Julie Millang and Commissioner Chris Wiegenstein will sign letter. Next scheduled audit 2022 and will cover two years from January 1, 2020 through December 31, 2021. Also reviewed and discussed suggestions from the State Auditor to review audit report, processes, compliance, and recommendations. Open Public Meetings, Regular and Special - Auditor recommended District ensure written meeting minutes are drafted, and approved promptly, following all open public meetings and that at Special Meetings, action is taken only on matters in the meeting notice. Cash handling, cash reconciliation, credit cards, cash accounts, were all reviewed. Recommended there is supporting documentation and approval process. Audit survey will be sent out. Local Government support team – help desk. Received auditors contact information, for Jordan Helms and Kelly. Commissioners are grateful for the time and effort auditors have put in.
- 2) Updated By-Laws – Attorney would like to see by-laws a little more formal. He is working on that. Julie updated Board of Commissioners on Director's contract and job description. Clarification on \$30,000 spending limit. Attorney changed the wording on contract. Recommended updating the by-laws from time to time.
- 3) Executive Session – was not used or needed.
- 4) Director's Contract – Commissioner Hardin asked for clarification of wording of vacation time. Commissioner Hardin moves to change the wording under vacation, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, "The employee shall be allowed to be on vacation no more than 14 days". Commissioner Brooks-Leete seconded the motion. Discussion. Agreement made that vacation cannot exceed 14 consecutive days at one time. Commissioner Hardin removes previous motion. Commissioner Brooks-Leete seconded the motion to remove the motion. Commissioner Hardin moves that under vacation, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, "The Employee shall be allowed to use no more than ten (10) days' of vacation at one time and may use vacation time only after a midterm evaluation satisfactory to Employer". Commissioner Brooks-Leete seconded the motion. Motion passed unanimously. Changes to contract approved. Final Contact – Commissioner Brooks-Leete makes a motion that we approve the Director's Contract as written on



08.14.2020. Commissioner Hardin seconded the motion. Discussion. Motion passes unanimously.

**Adjournment** – Commissioner Hardin moves that we adjourn. Commissioner Brooks-Leete seconded the motion. Motion passes unanimously. Meeting adjourned at 3:42pm.

Respectfully submitted,  
Patti Caldwell

# NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

## MINUTES

### JOHN VANDERSZICHT MEMORIAL POOL

Thursday, August 25, 2020

**Meeting Called to Order:** Meeting was called to order at 6:32pm by the Chair Commissioner Wiegenstein. Commissioners in attendance: Brooks-Leete, Chargualaf, Hardin, and Wiegenstein. Commissioner Merrill is absent.

**Board Issues:** None

**Agenda Changes:** None

**Public Comments:** None

**Approval of Minutes:** Commissioner Hardin moves that we accept the minutes from July 28, 2020 as written. Commissioner Brooks-Leete seconds the motion. Motion passes unanimously.

**Voucher Review:** Commissioner Hardin moves that we expense vouchers #8699 to #8735 in the amount of \$42,466.05 and Payroll Transfers in the amount of \$36,009.46 for total of \$78,475.51. Commissioner Brooks-Leete seconded the motion. Motion passes unanimously.

**Staff Reports:** Maintenance Report – CO2 Lines hooked up to spa working as they should. Copper fitting on spa heater was replaced. Installed all new emergency lights, except 3. Spa use is “this close”. Looking for “eyeballs”. Original company went out of business, looking for new source. A few more frames and doors need to be painted. Need three items: sump pump, HVAC motor, and VFD. Approximately \$9-10,000.

Director's Report – Director Jay Cochran discussed Strategic Planning regarding creation of a Comprehensive/Strategic Plan for the District. The next funding cycle starts in January with the review of applications in April/May. USDA Loan Follow-Up with Whidbey Island Bank. She met with the Island County's Treasurer Department regarding the County's Investment Pool. Washington State Local Program who helps local government purchase real estate or build infrastructures by “piggybacking” on Washington State's Bonds and using their credit. Jim Blumenthal, of Martin and Nelson, thinks we can do lot better than a USDA Loan. He provided some information and a scenario for better understanding. Employers Council is an organization that helps employers enhance workforce effectiveness by addressing their needs in employment law. This is tabled for a future board agenda item. The County's Comprehensive Plan Parks and Recreation chapter is in your packet. LTAC funding, which is to support a facility or program that will increase tourism here on the Island. A roof repair could qualify since the facility hosts swim teams from out of the area. LTAC could help cover costs to put on a special event. Our application for Governmental Administration Services (GAS) was approved. Currently, no items we need are listed. Facility Use Agreement. Grammatical changes have been made and our insurance company said it looks great.



Aquatics Report – Anacortes Pool lifeguard training Jessica has offered to certify a few guards that we have interested in life-guarding prior to the first initial COVID shut down, as well to recertify some of our guards that are due to be renewed, at the Anacortes pool. So, whenever we reopen, our guards will be ready. We had 18 people register for our first annual Virtual Sloth 5K run. We were lucky enough to have over \$250 worth of prizes donated from Home Depot and (5) \$5 gift certificates from Toppin's Ice Cream Shop as well.

Administrative Report – L&I Report Amendment – As an exempt employee, the Director does not pay into L&I; however, the District is still required to pay L&I for her. Pacific Grace did not do this initially, she has since filed an amended report to ensure proper reporting and payment. She spoke to Ziply Fiber to close our account on 07.28.2020. We updated our electronic time sheet subscription based on the number of employees currently working. This brings the monthly charge down from \$159 to \$39 per month. She received a message from Jessica at Fidalgo Pool after one of our lifeguards reached out to her regarding a recertification. She has graciously offered to work with our staff who may need recertification in the coming months. Our lifeguards have received Jessica's contact information as well as pricing information for recertification. All recertification fees will be paid by the lifeguard directly to Fidalgo Pool and Fitness Center. August is our business license renewal month. We have no renewable endorsements this year, so no renewal or fee is necessary.

**Committee Reports:** None

**Action Item/Review:** None

**Unfinished Business:**

- 1) Facility Use Agreement – Carried over. Discussion. Looking for feedback.
- 2) Resolution 2020-04 – Commissioner Wiegenstein made a motion to approve Commissioner Chargualaf as Commissioner. Commissioner Brooks-Leete seconded the motion. Motion passes unanimously.
- 3) Pool Opening – Discussion.

**Final Board Comments:** Commissioner Brooks-Leete commented that she loves the direction we are headed. Commissioner Wiegenstein thanked the staff working through this difficult time. Commissioner Wiegenstein stated that he would like the P&L simplified to be more user friendly. Admin., Julie Millang will work on that.

**Next Meeting:** Tuesday, September 22<sup>nd</sup>, 2020

Commissioner Brooks-Leete motioned to adjourn meeting. Commissioner Hardin seconded the motion. Motion passes unanimously. Meeting adjourned at 8:15pm.

Respectfully submitted,  
Patti Caldwell



# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Voucher Review
Agenda No: V.	Presented by: BOC	
<b>BACKGROUND:</b>  Approval of Voucher and Payroll Expenses.		
<b>RECOMMENDED MOTION:</b> I motion that we approve to expense vouchers #8736 to #8768 in the amount of \$34,126.95 and Payroll Transfers in the amount of \$21,723.25 for a total of \$55,850.20.		



<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
585930-585834	08.12.2020	8736-8744	\$ 5,781.08
586174-586185	08.19.2020	8745-8758	\$ 24,100.84
586663-586665	08.26.2020	8759-8763	\$ 2,303.88
586935-586938	09.02.2020	8764-8768	\$ 1,941.15

\$34,126.95

*Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of* \$21,723.25

*Total of Voucher #s 8736-8768 & Payroll Transfer (Including Payroll Processing Fee and L&I)*  
\$55,850.20

*TO:* Island County Auditors

*FROM:* North Whidbey Pool, Park, and Recreation District, Board of Commissioners

*SUBJECT:* Voucher Certification / Payroll Transfer and Approval

Vouchers and Payroll Transfers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of this date the Board, by a (unanimous, majority) vote, does approve review of those vouchers and Payroll Transfers included in the above list.

APPROVED September 22, 2020

\_\_\_\_\_  
Christopher Wiegenstein, Commissioner

\_\_\_\_\_  
John Chargualaf, Commissioner

\_\_\_\_\_  
Juli Brooks-Leete, Commissioner

\_\_\_\_\_  
Sean Merrill, Commissioner

\_\_\_\_\_  
Patricia (Pat) Hardin, Commissioner

# North Whidbey Pool, Park, and Recreation District

## Voucher Report Notes

August 2020

#8736	CO2 Food Grade Micro Bulk (Volume: 800 lbs.) for Pool.
#8737	Internet Service; includes installation.
#8738	IT Monthly Service Agreement
#8739	Computer Maintenance: UniFi Quarterly Updates, Director's PC internet connection, Patti access to public share, PCI Compliance, phone updates – cords, QuickBooks multi-user not working
#8740	Internet WiFi Bridge: Ubiquiti Network Nanobeam AC 16DBI (WiFi Bridge), Ubiquiti Universal Antenna Mount, Bulk Flooded Network Cable, miscellaneous parts, fixed labor fee.
#8741	Phone conference, emails, and research regarding employee health benefits and health reimbursement accounts.
#8742	June 2020 (2) service dates for mowing, trimming and landscape maintenance at JVMP.
#8743	July 2020: 1- regular mowing, trimming landscape maintenance and 1 – emergency mowing at Clover Valley Ballfields.
#8744	July 2020 (2) service dates for mowing, trimming and landscape maintenance at JVMP.
#8745	CO2 Cylinder Tank Rental for Hot Tub. Two tanks.
#8746	Made repairs to outside air damper and tested from 0 to 100 percent operation using control system and modulating the minimum outdoor air position setting. Set control set point, then closed damper manually, tightened all hardware and verified proper opening/closing with control system. Verified that domestic hot water changes had occurred as per recent boiler inspection. Changed post purge time from 1 minute, 30 seconds to 360 seconds as per factory representative. Damper Rod Ball Joint Control Swivel. Outside air damper repair including actuator parts and labor. Motor did not require replacement so actual repair cost was adjusted lower than previously quoted. 30" damper rod.
#8747	Portable Toilets
#8748	Chamber of Commerce Membership Renewal
#8749	CVP Garbage
#8750	Payroll Processing for July 2020 Services
#8751	Electric Bill

#8752	Composite Digital Caliper; Maintenance materials including PVC, bushings, couplings, adapter insert, cement rain-r-shine.
#8753	SDS Compliance Center for MSDS.
#8754	Please see attached statement for details.
#8755	Please see attached statement for details.
#8756	Please see attached statement for details.
#8757	Quarterly insurance premium.
#8758	Duct Sox Installation: 2 techs and supervisor on site, remove old duct sox, install new cables and duct sox provided by customer, attach elbow of duct sox to hard line. Includes lift rental.
#8759	16-19 Accountability Audit.
#8760	Pest Control. Regular maintenance. Swept to disrupt spider activity. Treated perimeter for ants and other pests. Checked and refilled rodent bait stations noting mild to moderate rodent activity.
#8761	EQ Pump Gasket.
#8762	(5) MoFlow Suction Outlet Covers for Hot Tub.
#8763	(2) Thermometers.
#8764	Copper pipe for hot tub, replaced per insurance request.
#8765	Gas Bill for Pool Boiler.
#8766	Gas Bill for Patron/Spa Boiler – includes locker rooms, hallways, staff restroom, lobby, offices, front desk area, spa.
#8767	Please see attached statement for details.
#8768	(5) Monthly cell phone reimbursement per contract.

2:19 PM

08/26/20

# North Whidbey Park & Recreation District

## Voucher Report

### August 2020

Date	Num	Name	Memo	Amount
<b>Aug 20</b>				
08/06/2020	8736	5000108/R1 Airgas-Norpac	CO2 Food Grade Micro Bulk	1,392.48
08/06/2020	8737	5000911 Comcast	Internet Installation/Service	443.99
08/06/2020	8738	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	416.81
08/06/2020	8739	5007369 R1 Whidbey Tech Solutions	Computer Maintenance	362.09
08/06/2020	8740	5007369 R1 Whidbey Tech Solutions	Internet WiFi Bridge	1,493.71
08/06/2020	8741	5010159 Law Office of Christon C. S...	Legal Fees	585.00
08/06/2020	8742	5010506 Brite Water Lawn Care LLC	June 2020 Mow/Trim Pool	217.40
08/06/2020	8743	5010506 Brite Water Lawn Care LLC	July 2020 Mow/Trim Ball Fields	652.20
08/06/2020	8744	5010506 Brite Water Lawn Care LLC	July 2020 Mowing Maint Pool	217.40
08/13/2020	8745	5000108/R1 Airgas-Norpac	CO2 Cylinder Rental (Hot Tub)	94.98
08/13/2020	8746	5000365 Barron Heating, Inc.	Outside Air Damper Repair	959.71
08/13/2020	8747	5001152 Diamond Rentals	Portable Toilets	310.00
08/13/2020	8748	5001646 OH Chamber of Commerce	Chamber Membership	250.00
08/13/2020	8749	5002046 R1 Island Disposal Inc.	CVP Garbage	106.08
08/13/2020	8750	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing July 2020	575.00
08/13/2020	8751	5002726 Puget Sound Energy	Electric Bill	2,726.07
08/13/2020	8752	5002986 Oak Harbor Hardware-Ace	Digital Caliper/Maint Material	47.83
08/13/2020	8753	5003599 Uline	SDS Compliance Center	97.62
08/13/2020	8754	5003694 Visa	J. Cochran CC	246.94
08/13/2020	8755	5003694 Visa	C. Hoffmire CC	20.14
08/13/2020	8756	5003694 Visa	J. Millang CC	1,096.45
08/13/2020	8757	5009914 Allegiance Premium Financ...	Insurance Premium Qtrly Pmt	15,555.37
08/13/2020	8758	5010104 Triple C Construction Servi...	Duct Sox Installation	2,014.65
08/20/2020	8759	5003316 State Auditor's Office	16-19 Accountability Audit	1,753.05
08/20/2020	8760	5003381 Surety Pest Control	Pest Control Regular	90.39
08/20/2020	8761	5007814 WMS Aquatics	EQ Pump Lid Gasket	31.27
08/20/2020	8762	5007814 WMS Aquatics	5 MoFlow Suction Outlet Cover	404.35
08/20/2020	8763	5007814 WMS Aquatics	(2) Thermometer	24.82
08/26/2020	8764	5000365 Barron Heating, Inc.	Copper Pipe for Hot Tub	264.75
08/26/2020	8765	5000738 R1 Cascade Natural Gas	Gas Bill- Pool	1,386.11
08/26/2020	8766	5000738 R1 Cascade Natural Gas	Gas Bill- Lk Rm, Ofc, Lobby	23.75
08/26/2020	8767	5001855 Home Depot	(2) Trash Grabbers, Gloves	66.54
08/26/2020	8768	5010539 Jamie Cochran	(5) Cell Phone Reimbursement	200.00
<b>Aug 20</b>				<b>34,126.95</b>



Treasurer's Report  
Transactions from 8/1/2020 to 8/31/2020

## 646 - NO WHID POOL PARK REC MAINT

Cash Balance at 7/31/2020

345,090.17

08/27/2020	IS CO TREASURER 8.27.2020 WIB	WB	0.00	11,791.55	
08/31/2020	AUG 20 PROP TAX DISTRIBUTION		0.00	5,029.82	
	<b>Revenue Total</b>		<u>0.00</u>	<u>16,821.37</u>	<b>16,821.37</b>
08/05/2020	CASCADE NATURAL NO WHIDBEY POO	KY 00585563	3,989.15	0.00	
08/05/2020	CASCADE NATURAL NO WHIDBEY POO	KY 00585563	90.04	0.00	
08/05/2020	CITY OF OAK HAR NO WHIDBEY POO	KY 00585564	653.10	0.00	
08/05/2020	CITY OF OAK HAR NO WHIDBEY POO	KY 00585564	1,315.42	0.00	
08/05/2020	CITY OF OAK HAR NO WHIDBEY POO	KY 00585564	59.42	0.00	
08/05/2020	NORTH WHIDBEY P NO WHIDBEY POO	KY 00585566	39.97	0.00	
08/05/2020	MILLANG, JULIE NO WHIDBEY POOL	KY 00585565	508.17	0.00	
08/12/2020	BRITE WATER LAW NO WHIDBEY POO	KY 00585831	217.40	0.00	
08/12/2020	BRITE WATER LAW NO WHIDBEY POO	KY 00585831	652.20	0.00	
08/12/2020	BRITE WATER LAW NO WHIDBEY POO	KY 00585831	217.40	0.00	
08/12/2020	WHIDBEY TECH SO NO WHIDBEY POO	KY 00585834	1,493.71	0.00	
08/12/2020	WHIDBEY TECH SO NO WHIDBEY POO	KY 00585834	362.09	0.00	
08/12/2020	COMCAST COMMUNI NO WHIDBEY POO	KY 00585832	443.99	0.00	
08/12/2020	LAW OFFICE OF C NO WHIDBEY POO	KY 00585833	585.00	0.00	
08/12/2020	AIRGAS NORPAC NO WHIDBEY POOL	KY 00585830	1,392.48	0.00	
08/12/2020	WHIDBEY TECH SO NO WHIDBEY POO	KY 00585834	416.81	0.00	
08/14/2020	PAYROLL - PK1MT		10,627.62	0.00	
08/19/2020	VISA NO WHIDBEY POOL PARK & RE	KY 00586185	20.14	0.00	
08/19/2020	VISA NO WHIDBEY POOL PARK & RE	KY 00586185	246.94	0.00	
08/19/2020	VISA NO WHIDBEY POOL PARK & RE	KY 00586185	1,096.45	0.00	
08/19/2020	DIAMOND RENTALS NO WHIDBEY POO	KY 00586177	310.00	0.00	
08/19/2020	OAK HARBOR ACE NO WHIDBEY POOL	KY 00586180	47.83	0.00	
08/19/2020	PUGET SOUND ENE NO WHIDBEY POO	KY 00586182	2,726.07	0.00	
08/19/2020	ALLEGIANCE PREM NO WHIDBEY POO	KY 00586175	15,555.37	0.00	
08/19/2020	ULINE NO WHIDBEY POOL PARK & R	KY 00586184	97.62	0.00	
08/19/2020	TRIPLE C CONSTR NO WHIDBEY POO	KY 00586183	2,014.65	0.00	
08/19/2020	PACIFIC GRACE T NO WHIDBEY POO	KY 00586181	575.00	0.00	
08/19/2020	BARRON HEATING NO WHIDBEY POOL	KY 00586176	959.71	0.00	
08/19/2020	GREATER OAK HAR NO WHIDBEY POO	KY 00586178	250.00	0.00	
08/19/2020	ISLAND DISPOSAL NO WHIDBEY POO	KY 00586179	106.08	0.00	
08/19/2020	AIRGAS NORPAC NO WHIDBEY POOL	KY 00586174	94.98	0.00	
08/26/2020	SURETY PEST CON NO WHIDBEY POO	KY 00586664	90.39	0.00	
08/26/2020	WMS AQUATICS-WM NO WHIDBEY POO	KY 00586665	31.27	0.00	
08/26/2020	WMS AQUATICS-WM NO WHIDBEY POO	KY 00586665	404.35	0.00	
08/26/2020	WMS AQUATICS-WM NO WHIDBEY POO	KY 00586665	24.82	0.00	
08/26/2020	STATE AUDITORS NO WHIDBEY POOL	KY 00586663	1,753.05	0.00	
08/28/2020	PAYROLL- PK1MT		11,095.63	0.00	
	<b>Expenditure Total</b>		<u>60,564.32</u>	<u>0.00</u>	<b>-60,564.32</b>
<b>Ending Cash Balance</b>			<b>Calculated Total</b>	<b>301,347.22</b>	
			<b>Book Total</b>	<b>301,347.22</b>	
			<b>Difference</b>	<b>0.00</b>	

Island County, WA

Treasurer's Report  
Transactions from 8/1/2020 to 8/31/2020

648 - NO WHID POOL PARK REC BOND

Cash Balance at 7/31/2020			230.40
Ending Cash Balance	Calculated Total		230.40
	Book Total		230.40
	Difference		0.00

Island County, WA

Treasurer's Report  
Transactions from 8/1/2020 to 8/31/2020

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 7/31/2020			41,669.34
Ending Cash Balance	Calculated Total		41,669.34
	Book Total		41,669.34
	Difference		0.00

Island County, WA

Treasurer's Report  
Transactions from 8/1/2020 to 8/31/2020

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 7/31/2020			3,230.65
Ending Cash Balance	Calculated Total		3,230.65
	Book Total		3,230.65
	Difference		0.00



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

Public Sector Statement  
August 31, 2020  
page 1 of 3

13 T 363 00000 R EM AO  
ISLAND COUNTY TREASURER  
N WHIDBEY PARK & RECREATION DIST PAYROLL  
PO BOX 699  
COUPEVILLE WA 98239-0699

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

Public Transaction [REDACTED]  
ISLAND COUNTY TREASURER  
N WHIDBEY PARK & RECREATION DIST PAYROLL

Beginning balance 7-31-20	\$10,210.59
2 Additions	+21,723.25
8 Subtractions	-23,544.50
Ending balance 8-31-20	\$8,389.34

**Additions**

Transfers Date	Serial #	Source	
8-14		Trf Fr DDA 0000473631001525 4731	\$10,627.62
8-28		Trf Fr DDA 0000473631001525 4731	11,095.63
<b>Total additions</b>			<b>\$21,723.25</b>

**Subtractions**

Withdrawals Date	Serial #	Location	
8-3		Direct Withdrawal, Labor&Industries&I Elf	\$1,322.58
8-4		Direct Withdrawal, Paid Family Med Payment	234.76
8-4		Direct Withdrawal, Paid Family Med Payment	124.51
8-5		Direct Withdrawal, Irs Usataxpymt	3,479.12
8-14		Direct Withdrawal, Intuit Payroll Squickbooks	7,791.88
8-14		Direct Withdrawal, Labor&Industries&I Elf	601.59
8-19		Direct Withdrawal, Irs Usataxpymt	1,689.96
8-28		Direct Withdrawal, Intuit Payroll Squickbooks	8,300.10
<b>Total subtractions</b>			<b>\$23,544.50</b>

**Fees and charges**

Date		Quantity	Unit Charge	
8-13-20	Returned Item Charge	1	33.00	-\$33.00
8-14-20	Refund Returned Item Charge	1	33.00	+\$33.00



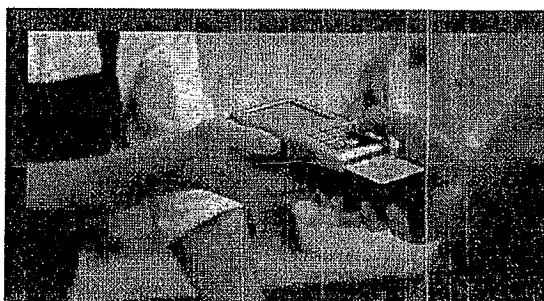
**Fees and  
charges**  
(con't)

Date		Quantity	Unit Charge	
8-14-20	Overdraft Item Charge	1	33.00	-33.00
8-14-20	Refund Overdraft Item Charge	1	33.00	+33.00
Fees and charges this period				\$0.00

*See your Account Analysis statement for details.*

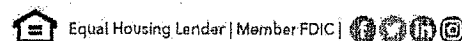
Statement Start	08-01-2020
Statement End	08-31-2020
Account Number	[REDACTED]
Page	1 of 2

NORTH WHIDBEY PARK & RECREATION DIS  
85 SE JEROME ST  
OAK HARBOR WA 98277-3770



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### PUBLIC NOW CHECKING

Account No. [REDACTED]

Annual Percentage Yield Earned 0.03%

Interest Paid YTD \$0.48

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$1,010.05		\$12,049.00		\$0.14		\$12,059.05		\$8.00		\$992.14

Deposit and Withdrawal totals include paid transactions only

### DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/03/20	External Deposit BANKCARD - SETTLEMENT 628044000466460	6.00
08/05/20	External Deposit BANKCARD - SETTLEMENT 628044000466460	6.00
08/06/20	External Deposit CNI MLLNGTN DET EFT 080520 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *200805*1	8.50
08/06/20	External Deposit BANKCARD - SETTLEMENT 628044000466460	15.00
08/07/20	External Deposit BANKCARD - SETTLEMENT 628044000466460	6.00
08/10/20	External Deposit BANKCARD - SETTLEMENT 628044000466460	3.00
08/14/20	Deposit	72.50
08/14/20	Deposit	53.50
08/14/20	Deposit	90.50

17



**Heritage**  
BANK

14807 Highway 99 | Lynnwood, WA 98087

Account Number	Page
[REDACTED]	2 of 2

Statement Start Date: 08-01-2020  
Statement End Date: 08-31-2020

### DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/14/20	Deposit	81.50
08/14/20	Deposit	26.00
08/14/20	Deposit	11,475.00
08/14/20	Deposit	105.50
08/17/20	External Deposit BANKCARD - SETTLEMENT 628044000466463	100.00
08/31/20	Credit Interest	0.14

### WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
08/03/20	External Withdrawal BANKCARD - MTHLY FEES 628044000466463	172.26
08/03/20	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	64.34
08/04/20	External Withdrawal AUTHNET GATEWAY - BILLING 113232945	30.90
08/27/20	Withdrawal NWPP AND REC SWEEP	11,791.55
08/31/20	Monthly Maintenance Fee	8.00

### DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
08/01	1,010.05	08/06	778.05	08/17	12,791.55
08/03	779.45	08/07	784.05	08/27	1,000.00
08/04	748.55	08/10	787.05	08/31	992.14
08/05	754.55	08/14	12,691.55		

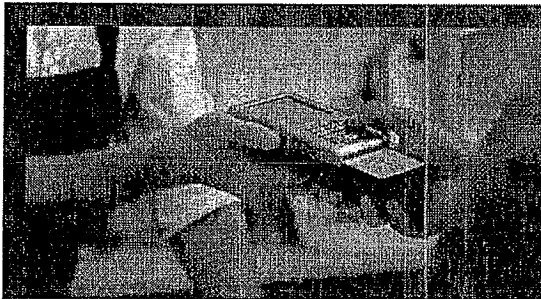
### Summary of Overdraft and Returned Item Fees

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



Statement Start	08-01-2020
Statement End	08-31-2020
Account Number	[REDACTED]
Page	1 of 2

NORTH WHIDBEY POOL PARK  
AND RECREATION DISTRICT  
85 SE JEROME ST  
OAK HARBOR WA 98277-3770



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PUBLIC NOW CHECKING							Account No. [REDACTED]
							Interest Paid YTD \$0.6
Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	- Service Charges = Ending Balance
\$615.84		\$39.97		\$0.00		\$0.00	\$8.00 = \$647.81

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS		
Posted Date	Transaction Detail	Amount
08/14/20	Deposit	39.97
WITHDRAWALS AND OTHER DEBITS		
Posted Date	Transaction Detail	Amount
08/31/20	Monthly Maintenance Fee	8.00



**Heritage**  
BANK

14807 Highway 99 | Lynnwood, WA 98087

Account Number

Page

2 of 2

Statement Start Date: 08-01-2020  
Statement End Date: 08-31-2020

**DAILY BALANCE SUMMARY**

Date	Balance	Date	Balance	Date	Balance
08/01	615.84	08/14	655.81	08/31	647.81

**Summary of Overdraft and Returned Item Fees**

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Rec'd 8.5.20  
HERITAGE BANK

N WHIDBEY PARK AND REC  
JAMIE COCHRAN  
Account Number: ##### 3447  
Page 1 of 4



**SCORECARD**

Bonus Points  
Available  
4,677

**Account Summary**

Billing Cycle		07/27/20
Days In Billing Cycle		31
Previous Balance		\$3,687.71
Purchases	+	334.05
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$87.11
Payments	-	\$3,687.71
Other Charges	+	\$0.00
Finance Charges	+	0.00

**NEW BALANCE** \$246.94

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$9,753.00
Available Cash	\$9,753.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Important Information About Your Account**

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**Cardholder Account Summary**

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/03/20	07/05/20	5942	24431060185083319887457	AMAZON.COM*MJ2K62LA2 AMZN	\$28.29
				AMZN.COM/BILL WA Trend net for frmt desk	
07/07/20	07/08/20	5310	24055230190083737491012	WALMART.COM AZ Toilet Bowl Cleaner	\$43.35
				800-966-6546 AR	

**Account Inquiries**



Customer Service: (800) 423-7503  
Report Lost or Stolen Card: (727) 570-4881



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PO BOX 30495 TAMPA, FL 33630-3495

**Payment Summary**

NEW BALANCE	\$246.94
MINIMUM PAYMENT	\$15.00
PAYMENT DUE DATE	08/21/2020

NOTE: Grace period to avoid a finance charge on purchases; pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

HERITAGE BANK

N WHIDBEY PARK AND REC  
JAMIE COCHRAN

Account Number: ##### 3447

Closing Date: 07/27/20

Credit Limit: \$10,000.00 Available Credit: \$9,753.00



Page 3 of 4

Cardholder Account Summary Continued					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/08/20	07/09/20	5943	24164070190105191598236	STAPLES DIRECT 800-3333330 MA <i>Disinfectant</i>	\$33.75
07/10/20	07/12/20	5942	24692160192100632449337	AMZN Mktp US*MJ3IJ85G2 Amzn.com/bill WA <i>All Purpose cleaner</i>	\$54.44
07/12/20	07/12/20	5942	24431060194083730196503	AMAZON.COM*MJ9JV5872 AMZN AMZN.COM/BILL WA <i>Tub &amp; tile cleaner</i>	\$87.11
07/18/20	07/19/20	5942	24431060200083709366212	AMAZON.COM*MV0J54XD1 AMZN AMZN.COM/BILL WA <i>Tub &amp; Tile Cleaner</i>	\$87.11
07/21/20	07/21/20	6010	1 0203200336000060	PAYMENT - THANK YOU	\$3,687.71 -
07/24/20	07/26/20	5942	74431060206083000846069	CREDIT VOUCHER AMAZON.COM AMZN.COM/BILL <i>Return of Tub &amp; tile cleaner</i> AMZN.COM/BILL WA	\$87.11 -

## Additional Information About Your Account

## ScoreCard Bonus Points Information as of 07/26/20

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	3,805	872	0	0	4,677

IT'S BACK-TO-SCHOOL TIME! EARN EXTRA POINTS WHILE DOING YOUR BACK-TO-SCHOOL SHOPPING! YOUR SCORECARD REWARDS CARD GIVES YOU EXTRA BONUS POINTS - 2X, 3X 4X OR MORE - THROUGH THE SCOREMORE MALL WITH PARTICIPATING RETAILERS ONLINE AND IN-STORE. MORE POINTS MEANS MORE GREAT MERCHANDISE AND TRAVEL REWARDS! LOG-IN AT WWW.SCORECARDREWARDS.COM TODAY FOR MORE DETAILS!

## Interest Charge Calculation/Plan Level Information

Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) <sup>2</sup>	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 0.00	0.7708%	9.25% (V)	\$ 0.00	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 246.94

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.<sup>2</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

1842

22

Rec'd 8.5.20  
HERITAGE BANK

N WHIDBEY PARK AND REC 5003694  
CHRISTOPHER HOFFMIRE  
Account Number: ##### 3454

Page 1 of 4

**VISA**

**SCORECARD**

Bonus Points  
Available  
1,580

**Account Summary**

Billing Cycle		07/27/20
Days In Billing Cycle		31
Previous Balance		\$1,515.56
Purchases	+	20.14
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$1,515.56
Other Charges	+	\$0.00
Finance Charges	+	0.00

**NEW BALANCE** \$20.14

**Credit Summary**

Total Credit Line	\$5,000.00
Available Credit Line	\$4,979.00
Available Cash	\$4,979.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Important Information About Your Account**

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**Cardholder Account Summary**

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/11/20	07/12/20	5912	24692160193100343941936	RITE AID STORE - 5247 Vitamin C for OAK HARBOR WA Rust Removal	\$20.14
07/21/20	07/21/20	6010	1 0203200336000100	PAYMENT - THANK YOU	\$1,515.56 -

**Account Inquiries**



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Report Lost or Stolen Card: (727) 570-4881



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**Payment Summary**

NEW BALANCE	\$20.14
MINIMUM PAYMENT	\$15.00
PAYMENT DUE DATE	08/21/2020

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

23

HERITAGE BANK

N WHIDBEY PARK AND REC  
CHRISTOPHER HOFFMIRE

Account Number: #### #### 3454

Closing Date: 07/27/20

Credit Limit: \$5,000.00 Available Credit: \$4,979.00



Page 3 of 4

## Additional Information About Your Account

1843

## ScoreCard Bonus Points Information as of 07/26/20

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	1,448	132	0	0	1,580

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## Interest Charge Calculation/Plan Level Information

Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) <sup>2</sup>	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 0.00	0.7708%	9.25% (V)	\$ 0.00	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 20.14

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.

<sup>2</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

HERITAGE BANK

N WHIDBEY PARK AND REC 5003694  
JULIE MILLANG  
Account Number: ##### 3465  
Page 1 of 4

**VISA**

**SCORECARD**

Bonus Points  
Available  
57,824

### Account Summary

Billing Cycle		07/27/20
Days In Billing Cycle		31
Previous Balance		\$914.50
Purchases	+	1,096.45
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$914.50
Other Charges	+	\$0.00
Finance Charges	+	0.00

**NEW BALANCE** \$1,096.45

### Credit Summary

Total Credit Line	\$2,500.00
Available Credit Line	\$1,403.00
Available Cash	\$1,403.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

### Important Information About Your Account

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### Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/26/20	06/28/20	5047	24431060178207000223529	AMERICAN AED 954-458-6618 FL Replacement AED Pads	\$147.00
06/26/20	06/28/20	5045	24430990178400812036242	MSFT * E0100BDV6W online MSBILL.INFO WA Exchange Plan 1	\$69.71

### Account Inquiries



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PO BOX 30495 TAMPA, FL 33630-3495

### Payment Summary

NEW BALANCE	\$1,096.45
MINIMUM PAYMENT	\$22.00
PAYMENT DUE DATE	08/21/2020

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

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N WHIDBEY PARK AND REC  
JULIE MILLANG

HERITAGE BANK

Account Number: ##### 3465  
Closing Date: 07/27/20  
Credit Limit: \$2,500.00 Available Credit: \$1,403.00



Page 3 of 4

Cardholder Account Summary Continued					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/27/20	06/28/20	5045	24430990179400818046343	MSFT * E0100BDV6V Office 365 800-642-7676 WA	\$36.55
06/29/20	06/30/20	5045	24765010181207860542774	PPC COMMUNICATIONS POS System CINCINNATI OH	\$140.00
06/29/20	06/30/20	5734	24492150182637195223745	BUDDY PUNCH Electronic Timesheets HTTPSBUDDYPUN WI	\$159.00
06/30/20	07/01/20	5734	24692160182100521690605	ADOBE *800-833-6687 Adobe Pro Subscription ADOBE.LY/ENUS CA	\$16.32
07/07/20	07/08/20	7399	24906410189097741258532	CFK*PF PRO 877-7232689 CA Background	\$25.00
07/08/20	07/09/20	5912	24445000191000744238157	WALGREENS #11214 & Groves Checks	\$21.76
07/08/20	07/09/20	7392	24492150190637928405619	OAK HARBOR WA SlickText.COM SLICKTEXT.COM NY SMS Bulk Text Svc	\$49.00
07/16/20	07/17/20	5651	24431060199286402901671	LIFEGUARD STORE - ONLINE Groves	\$47.37
07/17/20	07/19/20	5310	24445000200400180692744	309-451-5858 IL WAL-MART #2319 Laminating Sheets	\$21.61
07/17/20	07/19/20	5968	24493980200026912674041	OAK HARBOR WA ZOOM.US 888-799-9666 CA Zoom Subscription	\$32.65
07/21/20	07/21/20	6010	1 0203200336000160	PAYMENT - THANK YOU	\$914.50 -
07/21/20	07/22/20	4225	24194330203017041432184	NORTHWEST MINI STORAGE Storage Unit 360-679-0661 WA	\$120.00
07/25/20	07/26/20	4814	24906410207098945917343	NEXTIVA*VOIP SERVICE Phone Service 800-9834289 AZ	\$210.48

Additional Information About Your Account

ScoreCard Bonus Points Information as of 07/26/20					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	56,937	887	0	0	57,824
IT'S BACK-TO-SCHOOL TIME! EARN EXTRA POINTS WHILE DOING YOUR BACK-TO-SCHOOL SHOPPING! YOUR SCORECARD REWARDS CARD GIVES YOU EXTRA BONUS POINTS - 2X, 3X 4X OR MORE - THROUGH THE SCOREMORE MALL WITH PARTICIPATING RETAILERS ONLINE AND IN-STORE. MORE POINTS MEANS MORE GREAT MERCHANDISE AND TRAVEL REWARDS! LOG-IN AT WWW.SCORECARDREWARDS.COM TODAY FOR MORE DETAILS!					

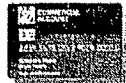
Interest Charge Calculation/Plan Level Information						
Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) <sup>2</sup>	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 0.00	0.7708%	9.25% (V)	\$ 0.00	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 1,096.45
<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.						
<sup>2</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.						

1638





Commercial Account



5001855 B3

## ACCOUNT ACTIVITY STATEMENT

RETURN MAIL ADDRESS  
PO BOX 790420  
ST. LOUIS, MO 63179

Commercial Account: [REDACTED]  
Statement Date 08/13/20  
Credit Line \$5,000  
Credit Available \$4,933

NORTH WHIDBEY POOL PARK  
85 SE JEROME STREET  
OAK HARBOR, WA 98277-3770

Account Balance \$66.54

## Account Information

Please see Payment Page(s) for Amount Due and Payment Due Date(s)

Current Payments and Unapplied Payments	-\$2,018.53
Current Purchases and Debits	\$66.54
Current Returns, Exchanges and Adjustments	\$0.00
Previously Billed Invoices	\$0.00



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- 60-day Terms: On new purchases, receive net 60 payment terms with no late fees if paid in full
- Fuel savings: Earn Fuel savings for every \$100 of qualifying purchases made using your The Home Depot Commercial Account

Visit [homedepot.com/cardbenefits](http://homedepot.com/cardbenefits) to take advantage of 60-day payment terms and get more information on fuel savings including participating station availability and how to order more redemption cards

\*Refer to The Home Depot Returns Policy for details

Important Changes: Our Privacy Notice has changed and can be found at [www.citi.com/privacy](http://www.citi.com/privacy).

## CURRENT PAYMENTS AND UNAPPLIED PAYMENTS

Payments received since the last statement period.  
Please contact us with your instructions on how to apply to specific invoices.

Date	Amount
08/02/20	-\$2,018.53
<b>Total</b>	<b>-\$2,018.53</b>

Questions About Your Account  
ACCT MGR HOME DEPOT CREDIT SERVICES  
PHONE 1-800-395-7363  
FAX 1-877-969-6751  
EMAIL [WWW.HOMEDEPOT.COM/MYCOMMERCIALACCOUNT](http://WWW.HOMEDEPOT.COM/MYCOMMERCIALACCOUNT)

Send Billing Inquiries to:  
HOME DEPOT CREDIT SERVICES  
PO Box 790340  
St. Louis, MO 63179-0340

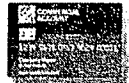
Send a SECURE MESSAGE  
right now to a customer  
service professional online at  
[myhomedepotaccount.com](http://myhomedepotaccount.com)



27



Commercial Account



Remit payment and make checks payable to:  
HOME DEPOT CREDIT SERVICES  
DEPT. 32 - 2538835483  
PO BOX 9001043  
LOUISVILLE, KY 40290-1043

## INVOICE DETAIL

## BILL TO:

Acct: [REDACTED]  
NORTH WHIDBEY POOL  
PARK

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$44.80	07/16/20	09/01/20	513856
PO:		Store: 8563, OAK HARBOR, WA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
NIFTY NABBER	00003504380001100012	1.0000 EA	\$20.57	\$20.57
NIFTY NABBER	00003504380001100012	1.0000 EA	\$20.57	\$20.57

Purchased by: HOFFMIRE CHRISTOPHER  
Customer #: 00004

SUBTOTAL	\$41.14
TAX	\$3.66
TOTAL	\$44.80

## BILL TO:

Acct: [REDACTED]  
NORTH WHIDBEY POOL  
PARK

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$21.74	07/17/20	09/01/20	9611478
PO:		Store: 8563, OAK HARBOR, WA	

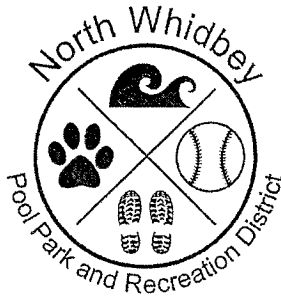
PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
MED CLR PWDR FREE VINYL GLOVE 100 CT	10054691430003700008	1.0000 EA	\$9.98	\$9.98
LG CLR PWDR FREE VINYL GLOVE 100CT	10054691950003700008	1.0000 EA	\$9.98	\$9.98

Purchased by: MILLANG JULIE J  
Customer #: 00003

SUBTOTAL	\$19.96
TAX	\$1.78
TOTAL	\$21.74

902945





## Account Balances August 2020

M&O Operating	\$ 301,347.22
Bond Fund	\$ 230.40
Reserve Fund	\$ 41,669.34
Capital Project Fund	\$ 3,230.65
Petty Cash Account	\$ 647.81
Payroll Account	<u>\$ 8,389.34</u>

Total Balance of Accounts	\$355,514.76
---------------------------	--------------

	Aug-20	Jan-Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>310.00 LEVIES</b>					
311.00 General Property Taxes	5029.82	486,498.06	863,550.00	-377,051.94	56.34%
312.00 Timber Harvest Taxes	0.00	30.43			
<b>Total 310.00 LEVIES</b>	<b>5029.82</b>	<b>486,528.49</b>	<b>863,550.00</b>	<b>-377,021.51</b>	<b>56.34%</b>
<b>340.00 JVMP Revenue</b>					
<b>347.30 Fees</b>					
31 Daily Admission	8.50	19,987.49	106,570.15	-86,582.66	18.76%
33 Passes	0.00	3,930.44	14,464.80	-10,534.36	27.17%
34 Punch Cards	0.00	2,467.17	8,454.46	-5,987.29	29.18%
36 Kayak Lessons	0.00	3,375.00	4,500.00	-1,125.00	75.0%
37 ARC Classes	100.00	400.00	5,400.00	-5,000.00	7.41%
38 Aerobics	0.00	3,250.66	13,858.00	-10,607.34	23.46%
39 Swim Lessons					
School Group	0.00	0.00	4,800.00	-4,800.00	0.0%
Private	0.00	4,205.00	18,000.00	-13,795.00	23.36%
Youth	0.00	10,323.22	93,120.00	-82,796.78	11.09%
<b>Total 39 Swim Lessons</b>	<b>0.00</b>	<b>14,528.22</b>	<b>115,920.00</b>	<b>-101,391.78</b>	<b>12.53%</b>
<b>Total 347.30 Fees</b>	<b>108.50</b>	<b>47,938.98</b>	<b>269,167.41</b>	<b>-221,228.43</b>	<b>17.81%</b>
<b>Total 340.00 JVMP Revenue</b>	<b>108.50</b>	<b>47,938.98</b>	<b>269,167.41</b>	<b>-221,228.43</b>	<b>17.81%</b>
<b>350.00 Recreation Revenue</b>					
Splash Camp	0.00	0.00	2,700.00	-2,700.00	0.0%
Recreation Activities	27.54	46.82			
Special Events/Programs	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>Total 350.00 Recreation Revenue</b>	<b>27.54</b>	<b>46.82</b>	<b>5,700.00</b>	<b>-5,653.18</b>	<b>0.82%</b>
<b>360.00 Miscellaneous Revenue</b>					
Prepaid Accounts	0.00	531.96			
361.00 Interest	0.00	0.15			
<b>362.00 Rents &amp; Concessions</b>					
Private Party Rental	0.00	782.00	7,425.00	-6,643.00	10.53%
Open Swim Party Rental	0.00	1,794.00	8,580.00	-6,786.00	20.91%
Viewing Room Rental	0.00	44.85	540.00	-495.15	8.31%
Candy&Snacks	0.00	860.00	5,500.00	-4,640.00	15.64%
OHHS	0.00	11,475.00	11,475.00	0.00	100.0%
BHBC	0.00	0.00	35,824.00	-35,824.00	0.0%
Lockers	0.00	455.42	4,674.45	-4,219.03	9.74%
Pool Group Rentals	0.00	13.80	2,992.00	-2,978.20	0.46%
Retail	0.00	212.93	2,200.00	-1,987.07	9.68%
<b>Total 362.00 Rents &amp; Concessions</b>	<b>0.00</b>	<b>15,638.00</b>	<b>79,210.45</b>	<b>-63,572.45</b>	<b>19.74%</b>
367.00 Contributions/Donations	0.00	9.50			
<b>369.00 Other Misc Revenues</b>					
Cashier over/short	0.01	4.32			
<b>Total 369.00 Other Misc Revenues</b>	<b>0.01</b>	<b>4.32</b>			
<b>Total 360.00 Miscellaneous Revenue</b>	<b>0.01</b>	<b>16,183.93</b>	<b>79,210.45</b>	<b>-63,026.52</b>	<b>20.43%</b>
<b>Total Income</b>	<b>5165.87</b>	<b>550,698.22</b>	<b>1,217,627.86</b>	<b>-666,929.64</b>	<b>45.23%</b>
<b>Gross Profit</b>	<b>5165.87</b>	<b>550,698.22</b>	<b>1,217,627.86</b>	<b>-666,929.64</b>	<b>45.23%</b>

	Aug-20	Jan-Aug 20	Budget	\$ Over Budget	% of Budget
Expense					
Payroll Expenses		680.64			
570.00 RECREATION SERVICES					
576.20 NWPRD Expenses					
576.20.10 Salary & Wages					
500507 Deck Coordinator (COVID)		1,311.27			
100101 Executive Director	10542.18	32,572.99	66,000.00	-33,427.01	49.4%
100102 Aquatic Director	1148.25	8,819.62	36,404.00	-27,584.38	24.2%
100104 Client Service Spc	696.09	23,821.41	74,368.00	-50,546.59	32.03%
100105 Dir of Finance & Admin	537.32	14,362.56	9,500.00	4,862.56	151.19%
100106 Dir of Client Services	1974.67	8,889.08	28,500.00	-19,610.92	31.19%
100107 Admin Specialist	1043.85	5,253.60	15,000.00	-9,746.40	35.02%
200201 Aerobics Inst JVMP	18.56	1,313.89	4,200.00	-2,886.11	31.28%
200207 Lifeguard Training Instr	0.00	71.52	2,184.00	-2,112.48	3.28%
200208 Kayak Inst JVMP	0.00	57.00	1,972.00	-1,915.00	2.89%
200210 Private Lessons	0.00	1,036.32	5,040.00	-4,003.68	20.56%
200212 Youth Instructor	0.00	4,663.45	21,714.00	-17,050.55	21.48%
200221 Training	0.00				
200222 Training CSS	0.00	871.63	2,688.00	-1,816.37	32.43%
200221 Training - Other	0.00	2,774.01	14,780.00	-12,005.99	18.77%
Total 200221 Training	0.00	3,645.64	17,468.00	-13,822.36	20.87%
300301 Lifeguard	1193.79	35,760.09	133,898.00	-98,137.91	26.71%
300303 Sr. Lifeguards	0.00	2,749.90	10,203.00	-7,453.10	26.95%
500501 Director of Maintenance	736.00	15,665.42	38,000.00	-22,334.58	41.23%
500502 Janitorial Staff	190.76	5,805.28	21,600.00	-15,794.72	26.88%
500505 Shut Down Maintenance	0.00	2,089.99	2,240.00	-150.01	93.3%
500506 Maintenance Assistant	732.38	9,428.36	15,500.00	-6,071.64	60.83%
Total 576.20.10 Salary & Wages	18813.85	177,317.39	503,791.00	-326,473.61	35.2%
576.20.11 Payroll Benefits					
20.111 Retirement					
Executive Director	0.00	0.00	1,980.00	-1,980.00	0.0%
Total 20.111 Retirement	0.00	0.00	1,980.00	-1,980.00	0.0%
20.112 Sick Pay	0.00	270.50	4,530.00	-4,259.50	5.97%
20.113 Vacation					
Executive Director	0.00	0.00	2,750.00	-2,750.00	0.0%
Aquatics Director	0.00	0.00	760.00	-760.00	0.0%
Director of Maintenance	0.00	0.00	760.00	-760.00	0.0%
Director of Finance	0.00	0.00	190.00	-190.00	0.0%
Director of Client Services	0.00	0.00	570.00	-570.00	0.0%
Total 20.113 Vacation	0.00	0.00	5,030.00	-5,030.00	0.0%
Total 576.20.11 Payroll Benefits	0.00	270.50	11,540.00	-11,269.50	2.34%
576.20.12 Payroll Taxes					
Social Security		6,532.18			
Medicare		1,527.71			
Quarterly L & I		4,051.51			
576.20.12 Payroll Taxes - Other		7,715.54	71,267.00	-63,551.46	10.83%
Total 576.20.12 Payroll Taxes	2688.83	19,826.94	71,267.00	-51,440.06	27.82%
576.20.20 Personnel Benefits					
Cell phone	0.00	0.00	480.00	-480.00	0.0%
Emp Award Program	0.00	0.00	600.00	-600.00	0.0%
Emp Uniforms	0.00	0.00	1,200.00	-1,200.00	0.0%
Medical	0.00	0.00	10,597.84	-10,597.84	0.0%
Total 576.20.20 Personnel Benefits	0.00	0.00	12,877.84	-12,877.84	0.0%

	Aug-20	Jan-Aug 20	Budget	\$ Over Budget	% of Budget
<b>576.20.30 Minor Purchases</b>					
<b>20.31 JVMP</b>					
Equipment Purchase	0.00	4,975.25	1,000.00	3,975.25	497.53%
Aquatics Equipment	0.00	0.00	2,500.00	-2,500.00	0.0%
Retail Expense	0.00	0.00	800.00	-800.00	0.0%
Aerobic supplies	0.00	0.00	600.00	-600.00	0.0%
Cleaning & Sanitation	0.00	1,702.32	5,000.00	-3,297.68	34.05%
First Aide supplies	0.00	0.00	500.00	-500.00	0.0%
Event Food	0.00	0.00	300.00	-300.00	0.0%
Office supplies JVMP	0.00	495.79	1,000.00	-504.21	49.58%
Pool Chemicals	1487.46	15,943.03	28,000.00	-12,056.97	56.94%
Pool supplies	0.00	29.23			
<b>Total 20.31 JVMP</b>	<b>1487.46</b>	<b>23,145.62</b>	<b>39,700.00</b>	<b>-16,554.38</b>	<b>58.3%</b>
<b>20.33 Vehicle Maintenance</b>					
Repair	0.00	1,676.82	1,000.00	676.82	167.68%
Routine Maitnenace	0.00	0.00	650.00	-650.00	0.0%
Fuel Expense	0.00	100.29	1,000.00	-899.71	10.03%
<b>Total 20.33 Vehicle Maintenance</b>	<b>0.00</b>	<b>1,777.11</b>	<b>2,650.00</b>	<b>-872.89</b>	<b>67.06%</b>
<b>20.34 Concession Expense</b>	<b>0.00</b>	<b>472.94</b>	<b>3,000.00</b>	<b>-2,527.06</b>	<b>15.77%</b>
<b>20.35 Sm Tools/Equip</b>	<b>46.59</b>	<b>1,204.73</b>	<b>2,200.00</b>	<b>-995.27</b>	<b>54.76%</b>
<b>20.36 Kayak Equip</b>	<b>0.00</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>	<b>0.0%</b>
<b>576.20.30 Minor Purchases - Other</b>	<b>97.62</b>	<b>1,222.01</b>	<b>1,000.00</b>	<b>222.01</b>	<b>122.2%</b>
<b>Total 576.20.30 Minor Purchases</b>	<b>1631.67</b>	<b>27,822.41</b>	<b>49,200.00</b>	<b>-21,377.59</b>	<b>56.55%</b>
<b>576.20.40 Other Services</b>					
<b>20.41 Professional Services</b>					
Storage Unit	0.00	620.00	1,440.00	-820.00	43.06%
Web Hosting	0.00	333.28	3,150.00	-2,816.72	10.58%
Training Courses & Tuition	0.00	0.00	2,000.00	-2,000.00	0.0%
IT Service Contract	416.81	3,256.19	3,000.00	256.19	108.54%
POS System	0.00	700.00	1,680.00	-980.00	41.67%
Emp Background Checks	0.00	130.00	400.00	-270.00	32.5%
Credit Card Processing	267.50	2,706.92	7,370.00	-4,663.08	36.73%
Accounting Consultant	0.00	0.00	4,800.00	-4,800.00	0.0%
Security System - Annual	0.00	508.72	468.00	40.72	108.7%
Security System - Service Calls	0.00	0.00	500.00	-500.00	0.0%
Bank Fees	8.00	64.00	500.00	-436.00	12.8%
Computer Maintenance	1855.80	3,401.78	2,500.00	901.78	136.07%
Copy Machine Maint	0.00	142.41	700.00	-557.59	20.34%
Dues & Memberships	250.00	250.00	935.00	-685.00	26.74%
ARC Classes & Fees	0.00	300.00	1,260.00	-960.00	23.81%
HVAC PMS	0.00	2,160.42	5,234.58	-3,074.16	41.27%
JVMP Landscape Maint	434.80	441.45	770.00	-328.55	57.33%
Legal	585.00	8,342.50	11,700.00	-3,357.50	71.3%
Payroll Processing	575.00	3,578.54	3,500.00	78.54	102.24%
Pest Control	90.39	361.05	400.00	-38.95	90.26%
Porta-Potty	310.00	780.00	1,800.00	-1,020.00	43.33%
<b>20.41 Professional Services - Other</b>	<b>0.00</b>	<b>200.00</b>			
<b>Total 20.41 Professional Services</b>	<b>4793.30</b>	<b>28,277.26</b>	<b>54,107.58</b>	<b>-25,830.32</b>	<b>52.26%</b>
<b>20.42 Communication</b>					
Email	0.00	378.92	1,100.00	-721.08	34.45%
Advertising	0.00	1,556.97	3,000.00	-1,443.03	51.9%
Internet & Telephone	443.99	1,911.49	3,960.00	-2,048.51	48.27%
Postage	0.00	66.95	300.00	-233.05	22.32%
<b>20.42 Communication - Other</b>	<b>0.00</b>	<b>245.00</b>			
<b>Total 20.42 Communication</b>	<b>443.99</b>	<b>4159.33</b>	<b>8,360.00</b>	<b>-4,200.67</b>	<b>49.75%</b>

North Whidbey Pool, Park, and  
Recreation District

Profit Loss Budget vs. Actual

August 2020 and January-August 2020

	20-Aug	Jan-Aug 20	Budget	\$ Over Budget	% of Budget
20.43 Travel	508.17	1,199.82	2,000.00	-800.18	59.99%
20.46 Insurance	15555.37	46,666.11	72,000.00	-25,333.89	64.81%
20.47 Utilities					
Boiler	3989.15	29,462.78	66,000.00	-36,537.22	44.64%
Electricity	2726.07	23,504.24	46,200.00	-22,695.76	50.88%
Garbage	0.00	254.00			
CVP Water	59.42	395.20	300.00	95.20	131.73%
Patron Water	1315.42	10,050.76	19,842.68	-9,791.92	50.65%
Pool Water/Garbage	653.10	8,692.55	18,384.00	-9,691.45	47.28%
Spa Boiler	90.04	3,062.20	9,240.00	-6,177.80	33.14%
Total 20.47 Utilities	8833.20	75,421.73	159,966.68	-84,544.95	47.15%
20.48 NWPRD Repair & Maint					
Clover Valley Ball Fields	0.00	0.00	10,000.00	-10,000.00	0.0%
Clover Valley Dog Park	106.08	5,818.21	5,000.00	818.21	116.36%
20.48 NWPRD Repair & Maint - Other	3436.04	45,395.87	26,000.00	19,395.87	174.6%
Total 20.48 NWPRD Repair & Maint	3542.12	51,214.08	41,000.00	10,214.08	124.91%
Total 576.20.40 Other Services	33676.15	174,501.74	274,966.68	-100,464.94	63.46%
576.20.50 Intergovernmental					
Audit	1753.05	8,239.92	8,000.00	239.92	103.0%
Clean Water Utility	0.00	78.26	470.00	-391.74	16.65%
Business Tax	0.00	1,415.51			
Gov't Service Fees	0.00	0.00	11.00	-11.00	0.0%
Refunds	0.00	5,559.22	3,000.00	2,559.22	185.31%
Water Rec Facility Permit	0.00	811.00	815.00	-4.00	99.51%
576.20.50 Intergovernmental - Other	0.00	84.34			
Total 576.20.50 Intergovernmental	1753.05	16,188.25	12,296.00	3,892.25	131.66%
576.20.80 Park & Rec Services					
80.40 Non Aquatic Rec Prog					
Special Events/Programs	0.00	0.00	1,500.00	-1,500.00	0.0%
Total 80.40 Non Aquatic Rec Prog	0.00	0.00	1,500.00	-1,500.00	0.0%
80.41 Professional Services					
Landscape Maint	652.20	652.20			
Mowing	0.00	245.03			
Total 80.41 Professional Services	652.20	897.23			
Total 576.20.80 Park & Rec Services	652.20	897.23	1,500.00	-602.77	59.82%
Total 576.20 NWPRD Expenses	59215.75	450,206.68	999,906.10	-549,699.42	45.03%
Total 570.00 RECREATION SERVICES	59215.75	450,206.68	999,906.10	-549,699.42	45.03%
Total Expense	59215.75	450,887.32	999,906.10	-549,018.78	45.09%
Net Ordinary Income	-54049.88	99,810.90	217,721.76	-117,910.86	45.84%
Net Income	-54049.88	99,810.90	217,721.76	-117,910.86	45.84%

3:09 PM

08/10/20

# North Whidbey Pool, Park and Recreation District Payroll Summary-Semi-Monthly

August 14, 2020

For Pay Period 07.16-07.31.2020

	TOTAL	
	Hours	Rate
		Aug 14, 20
<b>Employee Wages, Taxes and Adjustment</b>		
Gross Pay		
Salary	96.00	2,833.33
Administrative Specialist	42.02	630.30
Aerobics Instructor	1.28	18.56
Aquatics Director	50.90	763.50
ARC Course Instructor		0.00
Client Service Specialist	60.35	696.09
Custodial	14.13	190.76
Deck Coordinator-Covid-19		0.00
Director of Client Services	86.85	1,550.15
Director of Finance & Admin		0.00
Lifeguard	87.11	1,193.79
Maintenance Assistant	26.60	412.30
Maintenance Director	14.00	448.00
Private Instructor		0.00
Senior Lifeguard		0.00
Shutdown Maintenance		0.00
Training Aquatics		0.00
Training Front Desk		0.00
Youth Instructor		0.00
<b>Total Gross Pay</b>	<b>469.24</b>	<b>8,836.78</b>
<b>Adjusted Gross Pay</b>	<b>469.24</b>	<b>8,836.78</b>
<b>Taxes Withheld</b>		
Federal Withholding		-338.00
Medicare Employee		-128.09
Social Security Employee		-547.89
L&I Office Employee 5306-07		-13.21
L&I Pool Employee-1601-00		-42.98
Medicare Employee Addl Tax		0.00
WA - Paid Fam Med Leave		-22.37
<b>Total Taxes Withheld</b>		<b>-1,092.54</b>
<b>Net Pay</b>	<b>469.24</b>	<b>7,744.24</b>
<b>Employer Taxes and Contributions</b>		
Federal Unemployment		602.67
Medicare Company		128.09
Social Security Company		547.89
WA - Unemployment		0.00
L&I Office Employer 5306-07		32.03
L&I Pool Employer 1601-00		432.52
<b>Total Employer Taxes and Contributions</b>		<b>1,743.20</b>



12:40 PM

08/25/20

**North Whidbey Pool, Park and Recreation District**  
**Payroll Summary-Semi-Monthly**  
**August 31, 2020**

For Pay Period 08.01-08.15.2020

	TOTAL	
	Hours	Rate
		Aug 31, 20
<b>Employee Wages, Taxes and Adjustments</b>		
Gross Pay		
Salary	80.00	2,833.33
Administrative Specialist	27.57	413.55
Aerobics Instructor		0.00
Aquatics Director	25.65	384.75
Director of Client Services	17.08	324.52
Director of Finance & Admin	28.28	537.32
Hourly Sick	2.50	47.50
Hourly Vacation	6.00	114.00
Lifeguard		0.00
Maintenance Assistant	20.65	320.08
Maintenance Director	9.00	288.00
Private Instructor		0.00
Senior Lifeguard		0.00
Training Aquatics		0.00
Youth Instructor		0.00
Retroactive Salary		4,875.52
<b>Total Gross Pay</b>	<b>216.73</b>	<b>10,138.57</b>
<b>Adjusted Gross Pay</b>	<b>216.73</b>	<b>10,138.57</b>
<b>Taxes Withheld</b>		
Federal Withholding		-1,031.00
Medicare Employee		-147.01
Social Security Employee		-628.58
L&I Office Employee 5306-07		-5.38
L&I Pool Employee-1501-00		-12.25
Medicare Employee Addl Tax		0.00
WA - Paid Fam Med Leave		-25.68
<b>Total Taxes Withheld</b>		<b>-1,849.90</b>
<b>Net Pay</b>	<b>216.73</b>	<b>8,288.67</b>
<b>Employer Taxes and Contributions</b>		
Federal Unemployment		2.18
Medicare Company		147.01
Social Security Company		628.58
WA - Unemployment		0.00
L&I Office Employer 5306-07		13.04
L&I Pool Employer 1501-00		154.82
<b>Total Employer Taxes and Contributions</b>		<b>945.63</b>

JAY,  
Maintenance Report 09.22.2020

It's hard to overstate that keeping the pool running and balanced is a fair amount of work regardless of being closed to the public. Current Pool Chemistry, as of 4:30 pm on 09/15/2020 the lap pool Cl 3ppm Ph 7.4 74 degrees Ta 95 Ch 290 with a calcium saturation index of -0.1, the training pool is of nearly the same chemistry at 74 degrees.

After some extensive work, all of the toilets in the building have been remounted. Some minor work remains on a few with reinstalling the flushing assemblies and caulking for a finished product. We still have 6 lavatory faucets to replace, all lavatory angle stops and drain assemblies have been replaced to this point as well. All showers are properly functioning though we're still attempting to source 2 ada slidebar spray wands. Once all this work is completed in the locker rooms, both floors will be acid washed just as was done with the rest of our floors.

Nearly all the emergency backup lighting and exit lights have been replaced, only 2 remain to be installed. We will need to bring in some scaffolding and rebuild the lights over the training pool and 1 atop the natatorium ceiling near the spa. A majority of the exterior lighting is down, and we'll work towards pricing this for inclusion in next year's budget.

We continue to work towards becoming fully code compliant. On 9/14 I met with the city's cross connection and backflow compliance officer in which we learned of 2 urgent issues needing rectified for department of health standards. One is the water main manual fill must be air gapped where it enters the surge tank. The other is a vertical backflow preventer needs installed in the front mechanical room in line just after the main leaves the strainer. Also, of note, there is a deduction meter feeding a defunct irrigation system. The city has agreed to consider this system as inactive, however, depending on DOH regulations it is something that could possibly need fully disconnected in the future. We need to have these two projects done by the end of this month or at the very least be under contract for their immediate repair. Failure to do so would most likely result in our water being disconnected.

As hard as it can be to find companies with experience working on these large municipal facilities I've reached out to the city for some additional help. The operators for the city's wastewater treatment plant have been on site and are helping us to size and source our main sump system. This is the sump ejector pump that allows us to backwash and drain our pool and is urgently needing replaced. Once sized and sourced we will handle the install in house only contracting out the electrical work. The location of the floats is an issue possibly explaining the degradation of the pump. These floats will be relocated for proper use and we will write into an operating manual for manual pump operation for draining the last of the vault or the last of the pool.

After going on and on and too much to do about the Spa for several years, the Spa modernization is completed and perfectly operational. The Island County Department of Health has inspected the modernization and they approve and are very impressed. The jet nozzles will need replacing at some point in the future, this is extraordinarily cost prohibitive and will have to be done in house at a point when we have full time maintenance. We still need to get a pump assembled for rapid drainage. We have a couple on hand that I believe can be made to work.

I'm putting together pricing for equipment replacement in the mechanical room for next year's budget. A lot depends on the sump pump replacement and how much water we can move that way. I hope to know which pump will work this week.

We will continue to keep very busy and hope upon hope that a new roof comes before the rainy season.

Best/ Shane Hoffmire NWPPRD Director of Maintenance and Aquatic Facility Operations

9/16/2020

This month I have been working on the Roof RFP and Contract. Through this process, I understand we need to have a Small Works Roster for public works and consultants. A small works roster is a list of public works contractors and consultants who want to bid on public works projects we may have. We are required by the State to have a small works roster. We already have a Purchasing and Public Works Contracting Resolution in place, Resolution No. 99-71 (in your packet), which also states this. I believe contracting with MRSC is the best way to do this. It is a nominal fee \$135.00, and they manage the process for us, publish the legal posting, and contact vendors and contractors on our behalf to update their status with us. Below is FAQ provided by MRSC. We will need to update our resolution. Currently, our resolution says we need to go out for a competitive bid if a project is over \$100k. Our policy is more restrictive than the State statute, and I would recommend we follow the state statute amount for projects less than \$350k. Setting this limit higher and contracting with MRSC will cost us less money overall. Our attorney is reviewing my findings, but so far, agrees that setting the limit to match the State's is a good idea. If we go with MRSC, we need to adopt a resolution stating this, which means we need a separate purchasing policy. I am already working on this. I have included the MRSC Washington Public Agency Contract Small Works and Consultant Rosters for your consideration.

### **What is MRSC Rosters?**

MRSC Rosters is a Small Works, Consultant, and Vendor roster service of MRSC, a nonprofit organization that supports Washington local governments in efficiently procuring services and goods from businesses when using a roster contracting process. Businesses conveniently register with any or all of the participating public agencies with one, renewable application.

### **Can public agencies join MRSC Rosters between the registration deadlines if they post their own roster legal notice?**

No. MRSC must post the legal notice on behalf of participating public agencies, prior to their use of MRSC Rosters. Due to the large number of participating agencies, we are only able to post the legal notice twice annually around the registration deadlines.

### **Do we have to have MRSC host both our Small Works and Consultant Rosters?**

Yes. MRSC Rosters is a package service, so your membership would include the hosting of both your Small Works Roster and your Consultant Roster. We cannot maintain only one roster for a public agency because of the legal notice required language and the business registration process. Additionally, public agencies have the option to utilize the Vendor Roster component if they sign the Small Works/Consultant/Vendor Rosters Contract.

### **Can we continue using our current rosters after joining MRSC Rosters?**

No. As part of your MRSC Rosters membership, MRSC hosts your official rosters, which means that your entire agency will exclusively use the hosted rosters in MRSC Rosters when using a roster contracting process and will discontinue use of previously maintained rosters. For example, signing the MRSC Rosters contracts means that both your public works department and purchasing department will use only the rosters hosted by MRSC Rosters; the purchasing department could not maintain its own rosters. This

is because of the language in the legal notice MRSC posts on your behalf and the functionality of the business registration process in the MRSC Rosters database.

**How do participating public agencies use the MRSC Rosters?**

When a participating public agency has a project and they choose to use a roster process, it logs into its account, search by service category, and then generate a list of businesses who have registered with their agency and selected the category being searched. From there, the agency follows its contracting procedures to select businesses and, in most cases, it contacts businesses about the project opportunity via email. MRSC has no involvement in the business selection or the contracting process, and any project inquiries are directed to the public agency.

**How do I filter businesses by my geographic location?**

You cannot filter businesses by location because, as with any roster, businesses cannot be required to be located in the geographic location of an agency in order to register. Also, Washington State law likely does not allow a local preference in the selection of businesses with whom to contract. See AGO 61-62 No. 41

**Can we search the entire MRSC Rosters database?**

No. As with any roster process, businesses are required to register specifically with your agency and therefore you may contact only those businesses.

**Why can't I find the business I am looking for in my search?**

The business will not appear in your search if it did not select your public agency, select the service category searched, and/or it did not meet the eligibility requirements.

**If a business registers for my public agency after I send out the project solicitation, can I allow them to submit a bid/proposal?**

To help ensure the fairness of the process, you should not allow the business to submit a bid/proposal unless you cancel the original solicitation, conduct a new search, and contact businesses from the newly-generated list.

**A business told me that it is registered in MRSC Rosters, so why can't I find it in my search?**

The business either did not register with your specific agency, did not select the specific service category you searched, failed to complete and submit its application, failed to renew its account, and/or did not meet the eligibility requirements.

**Why don't all Washington local governments use MRSC Rosters?**

Washington cities, counties, and special purpose districts have different contracting processes and project needs, so some agencies may determine that their internal resources are sufficient for maintaining their own rosters, they may simply choose to not maintain rosters, or their type of agency may not be authorized by statute to use a roster process.

**Bond update**

We received the bond from the Insurance company. After reviewing it, I questioned the company if we needed it, or should our existing policy cover me? After going back and forth for a couple of weeks, they conceded I am an employee of the district, and by signing a contract, that does not automatically make me a contracted employee. We canceled the bond and will not need to pay separately.

MWR - Quote for pricing. They would like us to provide a quote for the next five years. I have no idea at this point where we will be in 5 years. We will get recommendations on pricing structures when we go through the Master Plan process.

Employers Council Contract - I included the Employers Council Contract in your packet. I also have Ryan Nelson from the Employers Council who will give a presentation and allow you to ask questions.

I told him my main goals are solid handbook completed, ensuring our policies are inclusive and diverse, and create hiring practices that help us find good staff with a drive for Parks and Recreation.

To help us create a process for performance evaluations and to review and create job descriptions. If there are some other goals that you would like me to include, please let Ryan know during the meeting.

The school district has given the green light to create an agreement where we will share facilities. An agreement will mean an initial revenue loss. However, as we add more and more Recreation Programs, we should see that revenue is made in recreation programming.

# Admin & Attendance Report

## Admin & Attendance Report

September 2020 – Created by Julie Millang

1. We received a Notice of Rate Changes from Puget Sound Energy on September 3<sup>rd</sup>. PSE has filed a request with the state Utilities and Transportation Commission (UTC) to increase electric rates effective October 1<sup>st</sup>. Our Electric Schedule – Commercial 25 – will see a 2.14% rate increase if this is approved.
2. Puget Sound Energy periodically bills the District using an “estimated” read. This happens when they are not receiving electronic reads correctly at the time of the meter read and is based on the previous year’s usage for the given month. We receive a Notice of Corrected Charges up to four months after this has occurred. This process of estimated reads presents challenges with accurately forecasting monthly usage and leads to large discrepancies at times the estimated read is based on operational periods when we are currently not operational and vice versa. I will continue to work with PSE with the goal of obtaining statements showing only actual reads in the future.
3. I spoke with Ms. Grant at the Employment Security Department (ESD) regarding our Benefit Charging Statement at the end of August. I am attaching the letter they sent me explaining what is happening with unemployment for reimbursable employers. Ms. Grant told me ESD is still in the process of applying credits and directed me to pay the statement balance; if we end up with a credit it can be refunded to the District. The most recent Benefit Charging Notice received indicates five individuals have applied for unemployment benefits.
4. I created a new template for the P&L. This document is streamlined with indentations removed, columns supporting the portrait view, and monthly totals added to the first column – eliminating the second full document.



**Employment Security Department**  
WASHINGTON STATE

P.O. Box 9046 • Olympia WA 98507-9046

Dear Employer,

**Look for your quarterly bill and benefit charge details in August**

Normally, we would send your quarterly bill and benefit charge details for the second quarter of 2020 this weekend, July 17. We have delayed them because we need more time to make your statement as accurate as possible.

**Good news: We're preparing to implement a federal law that cuts your bill in half**

On July 9, Congress unanimously passed the Protecting Nonprofits from Catastrophic Cash Flow Strain Act of 2020 and we anticipate that the President will sign it. Under this new law, we will bill you for only half of your 2020 benefit charges paid in part of quarter one and in all remaining quarters.

As many of you know, the previously passed Coronavirus Aid, Relief, and Economic Security (CARES) Act gave you that same 50 percent refund. But it required you to pay 100 percent of your billed benefits before we could give you a refund for half. The new law doesn't require you to pay 100 percent first.

In any quarter, you don't need to do anything to get the refund. We will automatically issue you a refund or a credit.

**We'll send you monthly statements, quarterly bills**

Starting this August, we'll send your benefit charge details monthly instead of quarterly — at least through the end of the year. That way you'll have the most accurate and up-to-date information about your account. We will continue to bill you quarterly. We'll send your second quarter statement and bill in August, and your bill will be due 30 days after you receive it.

**For the first quarter**

Since the new law applies only to benefits paid from March 15 through Dec. 26, 2020, the refund for first quarter will be 50 percent of benefit charges paid from March 15 to 31.

- **If you already paid your first quarter bill in full and have no benefit charges in quarter two**  
We will automatically send you a refund by check. It will come separately from your statements. We'll start processing refunds in August.
- **If you already paid your first quarter bill in full and do have benefit charges in quarter two**  
We will credit your account on your next statement.
- **If you have not paid your entire first quarter bill yet**  
We will send you a new bill for the correct amount.



#### More details about your statement

- Your quarter one bill might have included waiting week benefit charges we paid for your employees. If so, we will credit you for those charges on your next statement. As per the CARES Act, the federal government currently pays 100% for those charges.
- If you have not yet paid your quarter one bill and it now includes penalties and interest, we will recalculate the penalties and interest to a lower amount.
- If you participate in the SharedWork Program, we will remove from your statement any charges for weeks your employees were enrolled in your SharedWork plan. As per the CARES Act, the federal government currently pays 100% for those charges, too.

#### We're also clearing your account of imposter fraud

If you submitted to us a list of your employees who are victims of imposter fraud, thank you! We're processing what you submitted. Please don't resubmit the list.

Unemployment imposter fraud is when someone illegally applies for unemployment benefits using stolen personal information. Please know that **you are not responsible for benefit charges on these claims.**

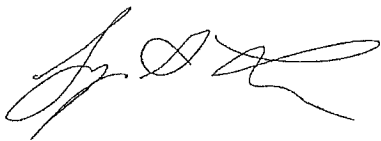
**Important! Action requested:** Please check your statement and follow the instructions in the **Employers** section of [this secure page](#) if you see an employee who should not be on your statement and who you haven't already reported to us.

We will produce a new annual benefit charge report that accounts for and excludes all 2020 imposter fraud claims.

#### Questions?

We understand you might be worried about paying your bill when the economy has been so uncertain. We hope the information in this letter helps to ease some anxiety. If you have questions about this letter, please reach out to our Account Management Center staff. Call them at 855-829-9243 or send an email to [olympiaAMC@esd.wa.gov](mailto:olympiaAMC@esd.wa.gov).

Sincerely,



Suzan G. LeVine  
Commissioner  
Employment Security Department



# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Committee Reports – By-Laws
Agenda No: VII	Presented by: BOT	
<b>BACKGROUND:</b>  Commissioner Chargualaf, Committee Report on By-laws.		
<b>RECOMMENDED MOTION:</b> None needed.		



# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Updated By-Laws of North Whidbey Pool, Park, and Recreation District
Agenda No: IX.A.	Presented by: Jay	
<p><b>BACKGROUND:</b> Update By-Law Research Findings. Our attorney provided the changes in the document. The change in section r. 3. reflect what the statue limit is.</p> <p>The BoC needs to decide on the amount and the frequency it should or would occur. For example, \$30,000 per month for an emergency. The 30,000 is more than we regularly pay in vouchers and payroll per month.</p> <p>The bond that is referenced in the statue is because we pay our vouchers before they are approved by the board. "In order to expedite the payment of claims, the legislative body of any *taxing district, as defined in RCW <u>43.09.260</u>, may authorize the issuance of warrants or checks in payment of claims after the provisions of this chapter have been met and after the officer designated by statute, or, in the absence of statute, an appropriate charter provision, ordinance, or resolution of the *taxing district, has signed the checks or warrants, but before the legislative body has acted to approve the claims. The legislative body may stipulate that certain kinds or amounts of claims shall not be paid before the board has reviewed the supporting documentation and approved the issue of checks or warrants in payment of those claims. However, all of the following conditions shall be met before the payment:</p> <p>(1) The auditing officer and the officer designated to sign the checks or warrants shall each be required to furnish an official bond for the faithful discharge of his or her duties in an amount determined by the legislative body but not less than fifty thousand dollars;</p> <p>(2) The legislative body shall adopt contracting, hiring, purchasing, and disbursing policies that implement effective internal control;</p> <p>(3) The legislative body shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting or, for cities and towns, at a regularly scheduled public meeting within one month of issuance; and</p> <p>(4) The legislative body shall require that if, upon review, it disapproves some claims, the auditing officer and the officer designated to sign the checks or warrants shall jointly cause the disapproved claims to be recognized as receivables of the *taxing district and to pursue collection diligently until the amounts disapproved are collected or until the legislative body is satisfied and approves the claims."</p>		
<p><b>RECOMMENDED MOTION:</b> We either need one motion that includes all the changes, or maybe two separate ones.</p> <p>I motion to accept changes to the bylaws as presented by our attorney with the exception to section r. 3.</p> <p>I motion that section r.3. should read.....</p>		





**NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT**  
85 S.E. Jerome Street, Oak Harbor, Washington 98277

Phone (360) 675-7665  
Fax: (360) 679-4034  
[www.oakharborpool.com](http://www.oakharborpool.com)

**BY-LAWS  
of the  
NORTH WHIDBEY  
POOL, PARK, AND RECREATION DISTRICT  
(IAW RCW 24.03.070)**

**ARTICLE I. NAME, POWERS, RIGHTS, AND LIABILITIES**

Section 1.1 Name: The name of the municipal corporation, duly established pursuant to the laws of the State of Washington, shall be "NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT CORPORATION" hereinafter referred to as "District."

Section 1.2 Powers, Rights, and Liabilities. By and in the District name, the District shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations, now and hereafter, imposed upon municipal corporations of the same class, by the Constitution and the laws of the State of Washington, and shall have and exercise by, or which are incidental to or inhere in municipal corporations of like character and degree. The District shall have all powers possible to have under the Constitution and laws of this State.

Section 1.3 Property: The properties managed by the District include the pool also herein referred to as "John Vanderzicht Memorial Pool" and the Clover Valley property, including ball fields, off-leash dog park, and adjacent property.

**ARTICLE II. THE GOVERNING BODY-BOARD COMPOSITION**

Section 2.1 Board Composition. The governing body of the District shall consist of a Board of five (5) elected members, known as Commissioners. The Commissioners must reside or own property within the boundaries of the District and must be registered to vote within the same District.

Section 2.2 Commissioner elections and terms will be in accordance with RCW 36.69 and 42.12.





### ARTICLE III. DUTIES OF THE BOARD AND BOARD MEETINGS

Section 3.1 Duties of the Board. The Board of Commissioners shall exclusively provide policy, oversight, and direction for the District, its' Director, and staff in accordance with RCW 36.69.120.

Section 3.2 Board Positions. The majority of the whole membership of the Board shall select a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall hold office until the first meeting in the month of January of each year. These officers may, if reelected, serve more than one term.

Section 3.2.a Duties of the Chair. The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice-Chairperson shall assume all duties. If, however, the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the term. The Chairperson shall be responsible for developing the agendas for the monthly meetings of the Board and have it available at least five (5) days prior to the meeting for distribution upon request in accordance to RCW 42.30. This duty can be delegated.

Section 3.2.b Duties of the Secretary. In accordance with RCW 42.30 and 42.56, the Secretary shall be responsible for overseeing all records and files, including mandatory archiving of records, and the Secretary shall post all notices of regular and special Board Meetings. This includes archiving as outlined by the State Archival System. This duty can be delegated.

Section 3.3 The Board will govern lawfully to the RCW's with the best interest of the community that it serves and the citizens that reside in the District.

Section 3.4 Any ethical violation observed or reasonably suspected by any community member or District employee on District premises or in its' programs brought to the Board will be addressed promptly.

Section 3.5 The Board shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful or in violation of commonly accepted business practices or professional ethics.

Section 3.6 Meeting and Meeting Notice:

- a. All NWPRD Board meetings shall operate in compliance with all relevant provisions of RCW 42.30.
- b. Regular Meetings. The time and place of regular meetings of the Board shall be established by a Resolution of the Board. Such Resolution will also specify the appropriate notification of such meeting IAW RCW 42.30.075.
- c. Special Meeting. The Chairperson or majority of the whole Board may call special meetings at any time. The notification of such meeting must be delivered to each board member and others requiring notification IAW RCW 42.30.080.
- d. Executive Sessions. The Board may hold executive sessions IAW RCW 42.30.110.

Section 3.7 Quorum. A majority of all members of the Board shall be present to constitute a quorum for the transaction of business at all meetings of the Board. When a quorum is present at any Board meeting, the vote of a majority of the Board members present and voting shall decide any question brought before such meeting and such vote shall be binding upon all Board members, unless the question is one upon which by express provision of Washington State law, these By-laws or Robert's Rules of Order a different vote is required, in which case such express provisions shall govern and control the decision of such question.

Section 3.8 Parliamentary Procedure. Unless otherwise governed by the provisions of these By-Laws or laws of the State of Washington, Roberts Rules of Order, most recent edition, shall apply.

Section 3.9 Boards Acting as a Body. The Board shall act as a body in making decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board except as provided in these By-Laws.

#### Section 3.10 Board Meetings Records

- a. Minutes. The proceedings of the Board Meetings shall be recorded and maintained in accordance with RCW 42.56. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary correction. Copies of the adopted minutes shall be made available to all Board members.
- b. Resolution/or Motion. Every action by the Board of a general or permanent nature and every action otherwise required by state statute shall be by Resolution or Motion.

Section 3.11 Committees. The Chairperson, from time to time, may appoint Board members to serve on standing or special committees. At the time of the appointment of such members, the Chairperson shall state the objective of the Committees and the date upon which a report shall be issued to the Board. The Chairperson shall be an ex-officio member of all such committees.

### ARTICLE IV. DUTIES OF THE DIRECTOR

Section 4.1. Appointments and Removal. The Board shall appoint and remove the Director. The Director shall serve under contract to be reviewed for renewal at least annually. The Director shall perform the administrative duties specified in these By-Laws and the Director's job description, and additional duties designated by the Board and assigned in accordance with the Director's contract.

#### Section 4.2. Duties of the Director.

- a. To exercise general supervision over the administrative affairs of the District.
- b. To represent the District to the greater community, including partners, social organizations, and the public. Go out and be visible.
- c. To appoint and remove, at any time, employees of the District at his/her discretion, and as the law, policies of the District, and circumstances may indicate.
- d. To ~~deal with~~ supervise and manage a diverse range of employees.
- e. To attend all meetings of the Board at which that body may require his/her attendance.
- f. To recommend for adoption by the Board such measures as ~~they~~ the Director deems necessary.
- g. To prepare and submit to the Board such reports as may be required or as the Directory deems necessary.
- h. To keep the Board advised monthly of the financial condition of the District and its anticipated future needs.

Updated Director's Job Description 8-11-2020

- i. To make the Board aware of relevant trends, anticipated adverse media coverage, threatened, or pending lawsuits, or other ~~pertinent changes~~ developments relevant to in the District.
- j. To prepare and submit to the Board a proposed operating budget and plan for the fiscal year and to be responsible for the administration of the ~~adopted budget~~ adopted by the Board.
- k. To administer the activities of the District in a manner that ~~to fulfill~~ its mission, promotes its programs, and maintains its facilities.
- l. To organize and schedule special events and programs.
- m. Familiarize ~~themselves~~ his/her self with and follow all Washington State RCW's laws and regulations relating to the governing governance of municipal corporations, Parks and Recreation Districts, purchasing, and public works, including but not limited to the provisions set forth in Ch. 36.69 of the Revised Code of Washington and Chs. 246-260 and 246-262 of the Washington Administrative Code.
- n. Implement, maintain, and follow all District resolutions, policies, and practices.
- o. As the District's Auditing Officer, the Director will protect District assets by ensuring compliance with internal accounting control procedures and regulations.
- p. The Director shall be authorized to expense up to thirty thousand dollars without Board Resolution or signatures once the District has in place an official bond for the faithful discharge of the Director's duties for fifty thousand dollars as required by RCW 42.24.180.
- q. The Director shall not, without Board approval, remove greater than 10% from the District Reserve Fund.
- r. Subject to the provisions and limitations set forth herein, ~~The~~ Director is authorized to sign contracts on behalf of the District once the following conditions are met:
  - 1. The contract is reviewed and approved by the Board.
  - 2. A resolution designating the Director as the Auditing Officer is on file with Island County.
  - 3. An official bond for the faithful discharge of the Director's duties for fifty thousand dollars ~~is on file~~ obtained by ~~with~~ the District as required by RCW 42.24.180.
- s. To perform such other duties as the Board may ~~determine~~ request from time to time.
- t. ~~And To perform p) and~~ all other duties assigned following their in his/her employment contract.

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#### ARTICLE V. SEVERABILITY

Section 5.1 If any of these By-Laws, or its application to any person or circumstance is held invalid, the remainder of these By-Laws, or the application of the provisions to other persons or circumstances is not affected.

Updated Director's Job Description 8-11-2020

#### ARTICLE VI. AMENDMENTS

Section 6.1 These By-Laws, as adopted by the Board of Commissioners of North Whidbey Pool, Park and Recreation District may be revised or amended at any regular meeting of the Board; provided that amendments or proposed revisions are submitted in writing to each Board member at least ten days prior to that regular meeting.

Section 6.2 No amendments to the By-Laws shall be permitted without previous and equal advance notice of ten days to all Board members and a two-thirds vote of all Board members present and voting.

Section 6.3 The foregoing By-Laws of the North Whidbey Pool, Park, and Recreation District, consisting of four pages, have been amended, adopted and approved by a two-thirds vote of all Board members present and voting on the 24th day of October 2019, and shall supersede all past By-Laws of the District.

Approved: August 25, 2020

\_\_\_\_\_  
Sean Weigenstein, Commissioner

\_\_\_\_\_  
John Chargualaf, Commissioner

\_\_\_\_\_  
Juli Brooks-Leete, Commissioner

\_\_\_\_\_  
Sean Merrill, Commissioner

\_\_\_\_\_  
Patricia Hardin, Commissioner

Updated Director's Job Description 8-11-2020

# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Special Event and Facility Use Application
Agenda No: IX.B.	Presented by: BOC	
<b>BACKGROUND:</b>  Update Facility Use Agreement with Special Event and Facility Use Application.		
<b>RECOMMENDED MOTION:</b> I motion to approve Special Event and Facility Use Application form as written.		





# NORTH WHIDBEY

## Pool Park & Recreation District

### Special Event & Facility Use Application

1. Name of event sponsor or organization: \_\_\_\_\_
- Sponsor's or organization address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Contact person: \_\_\_\_\_ Title: \_\_\_\_\_
- Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_
- Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_
- Fax: \_\_\_\_\_

2. Event information

Describe the event and all activities. Attach a separate page, if necessary.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Baby/Bridal Showers | <input type="checkbox"/> Engagement              | <input type="checkbox"/> Reunion               |
| <input type="checkbox"/> Fundraiser          | <input type="checkbox"/> Sports/Athletics        | <input type="checkbox"/> Birthday/Quinceañera  |
| <input type="checkbox"/> Graduation          | <input type="checkbox"/> Food/Vender Booths      | <input type="checkbox"/> Inflatable/Amusements |
| <input type="checkbox"/> Carnival Games      | <input type="checkbox"/> Other (describe): _____ |  |

Event name: \_\_\_\_\_

Requested facility location: \_\_\_\_\_

3. 3. Supervisory Designee (person designated by event sponsor to be present and responsible while event is underway. See, Conditions of Use, Section C below):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

4. Are there any caterers, vendors, concessionaires, exhibitors, entertainers, promoters, or sponsors being utilized for the event? ☐ Yes ☐ No

If yes, provide their names, mailing addresses, and types of service for your event.  
(Types of service = caterer, vendor, concessionaire, exhibitor, entertainer, promoter, or sponsor)

Type of service: \_\_\_\_\_

Name: \_\_\_\_\_





Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of service: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of service: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. \*Does your event include any athletic or recreational activities? ☐ Yes ☐ No

6. Short Term Rentals: List each date the event will be held, expected attendance, and event duration each day. Include event set up and take down days. Attach a separate page, if necessary. If the time goes past midnight, be sure to include the new day and the hours. Rental hours need to be rounded to the half-hour.

Date(s) of Rental \_\_\_\_\_ Expected Attendance \_\_\_\_\_

A. \_\_\_\_ Tball Field Hours (dirt infield) \_\_\_\_ Baseball Hours (pitching mound) \_\_\_\_\_ Total Hours  
\_\_\_\_\_ Fee Per Hour

B. \_\_\_\_ Dog Park Hours \_\_\_\_\_ Total Hours  
\_\_\_\_\_ Fee Per Hour

C. \_\_\_\_ Pool Hours (entire facility)

or

D. \_\_\_\_ # of Lanes (we have six total) X \_\_\_\_ # of Lane Hours Per day \_\_\_\_\_ Total Hours  
\_\_\_\_\_ Fee Per Hour or Day

7. Long Term Rentals (ongoing programs lasting longer than a month): Please fill out the provided calendar, using one for each month you want to rent the facility. Rental hours need to be rounded to the half-hour.

\_\_\_\_\_ Total Rental Hours

8. Non-Profit (please provide IRS Determination Letter) ☐ Yes ☐ No

9. Will food be cooked or served at the event? ☐ Yes ☐ No

10. Island County requires a temporary event permit to offer food to the public for sale. Please visit their website for more information (<https://www.islandcountywa.gov/Health/EH/Food-Service/Pages/Temporary-Event.aspx>)

11. If the event has Inflatable/Amusements check with the District about where these may be located.

12. Is your event: ☐ Indoors ☐ Outdoors, or ☐ Both

13. The event is: ☐ Open to the public ☐ Private group ☐ Personal invitation only

14. Is the event being advertised or promoted? ☐ Yes ☐ No

**If yes**, how? (Check all that apply)

☐ Television

☐ Radio

☐ Newspaper

☐ Brochure

☐ Handout or announcement

☐ Posters

☐ Invitation only

☐ Website address: \_\_\_\_\_

☐ Other: \_\_\_\_\_

15. Explain your procedure for collecting and keeping waivers and release of liability forms, which have been signed by all participants. (Provide a copy of the waiver and release of liability, which will be signed by all participants, with this Application. Copies of signed waivers and releases shall be provided to the District prior to the day before event commencement.)

16. Does the event include any of the following?

☐ Circus and carnivals ☐ Mechanical amusement devices ☐ Aircraft and balloon events

☐ Professional sporting activities ☐ Pyrotechnical uses ☐ Rap and/or heavy metal music

☐ Veterinary, legal liability/Animals ☐ Youth athletics (Swimming, AAU, Babe Ruth, Legion, etc.)

17. Do you require that any vendors (food or other), or event service providers, provide certificates of insurance naming facility user as additional insured? ☐ Yes ☐ No

**If yes**, provide a copy of the certificate of insurance from the vendors or service providers from whom you have received certificates and additional insured endorsements.

18. Do you have an emergency evacuation plan? ☐ Yes ☐ No

**If yes**: Explain how event management and attendees are notified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Will there be medical personnel present at the event? ☐ Yes ☐ No

**If yes**: What number of:

\_\_\_\_\_ Doctors

\_\_\_\_\_ Nurses

\_\_\_\_\_ Other

\_\_\_\_\_ Paramedics

\_\_\_\_\_ EMT / EMS

20. Will there be an ambulance on-site? ☐ Yes ☐ No

## CONDITIONS OF USE

A. RESERVATIONS (please initial, indicates the applicant is informed.)

— Rentals are on a first-come, first-serve basis.

— The rental process for a facility is not complete or confirmed until Renter delivers to the District the completed Facility Use Agreement, certificate of insurance, written evidence of permits and licenses, and any other items deemed necessary by the District, and the District approves such rental in writing.

— A person who is at least eighteen (18) years of age must sign this Agreement.

— Renter shall provide the District with a single contact who is to serve as the representative for Renter's activities.

— Renter shall be responsible for securing all required state and local permits and licenses for their rental.

— Renter shall not use the District's name to suggest endorsement or sponsorship of the event without the prior written approval of the District's Director or their designee.

— Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.

- Renter shall permit any District officers, employees, or agents to visit the Facility during the rental period.
- Renter shall be responsible for picking up the keys to the Facility, if any, at the John Vanderzicht Memorial Pool before the event and during the Facility's customer service hours. Renter shall return keys immediately following the event to the Facility.
- Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted. Renter is an independent contractor and not the agent or employee of the District.

#### B. FEES

- The District requires a deposit, rental fees, and a damage deposit for most facility rentals. The rental fees do not include fees incurred following facility use such as lost keys, facility damage, or staying beyond the ending time.
- For short-term rentals, a rental deposit, and a damage deposit are due at the time of reservation. Remaining fees are due ten (10) business days before the rental date. For long-term rentals, one month of fees will be due as deposit, and the remaining fees will be invoiced at the end of every month based on reservation date and times. Invoices will be emailed at the end of the month and due upon receipt. Invoices not paid by the end of the next month will lose their space.
- Facility rental reservations that are cancelled by the Renter must be made in writing and will be processed and refunded as follows: Any cancellation due to a medical reason documented by a healthcare provider will be refunded in full. Cancellations made **30 or more days** prior of the rental date will receive a refund of fees paid, less the District's administration fee. Cancellations made up to **ten (10) business days** prior to rental date will be refunded less the District's administration fee and 50% of their deposit, and cancellations made **seven (7) days** before the rental will receive no refund.
- Transfers to another date, time or Facility made 7 days or less prior to the rental date are not permitted
- The District in its sole discretion may charge an additional amount of twice the regular rental rate for any event continuing past the ending time stated in this Agreement.
- Renter is responsible for any lost keys, and any costs that the District might incur to replace and/or re-key the Facility.
- In the event the Facility is left damaged, in disarray, or in need of extensive cleaning, Renter shall be charged for janitorial and/or repair fees incurred by the District to make the repairs or clean the Facility.

#### C. Facility/Equipment/ Accessories

- Renter agrees to take Facility as is.
- The Facility shall be used for the purpose stated in this Agreement and no other use will be permitted.
- Renter agrees to follow all local, county, and state guidance regarding use of the Facility.
- Renter agrees that a designee from their organization will be in charge and present for the entire event while the Facility is being used. This designees' name, address and phone number shall be provided to the District prior to approval and acceptance of this Application. The supervision of people in attendance of the rental, the Facility, and the adjoining property is the sole responsibility of the Event Sponsor and their designee. Activities must be confined to the area authorized for use. The District, in its sole discretion, may evict individuals from the Facility during the event if their conduct is deemed by the District to not be in the best interest of the public or otherwise detrimental or inappropriate in any way.
- Decoration or application of temporary materials to walls or floors is permitted. Renters are required to remove, at their own expense, any materials, equipment, furnishings, or rubbish left after use of a District facility.
- Tobacco, alcoholic beverages, illicit drugs, or firearms/weapons of any kind are prohibited in District buildings or on District property, including outdoor and parking areas.
- In the case of unforeseen circumstances or force majeure, the District reserves the right to modify or cancel this reservation as needed.
- Renter agrees to not enter areas designated by the District as "Staff Only" without written permission from the District.
- Renter agrees to enforce all facility rules for event participants or guests.
- The District is not responsible for items stored or left on District property.

- Renter shall be responsible for all damage to the Facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for janitorial and/or repair fees incurred by the District as a result.
- Renter is prohibited from allowing more individuals into the Facility than the posted maximum occupancy.
- This Agreement is not all encompassing, at any time the District may modify this Agreement as needed to protect its interests or the health, safety and/or welfare of the community.
- For Facilities with portable toilets, they are provided for general use, any more than provided is the responsibility of the Renter.

## NORTH WHIDBEY POOL PARK AND RECREATION DISTRICT FACILITY LEASE AND INDEMNIFICATION AGREEMENT

This lease and indemnification agreement, (hereinafter "Agreement"), is entered into by and between North Whidbey Pool, Park and Recreation District hereinafter "District"), and \_\_\_\_\_ (hereinafter "Renter regarding the Facility described as \_\_\_\_\_). The phrase "Facility" as used hereinafter shall include the building space above-described, unless otherwise specifically provided.

1. Purpose. The Facility shall be used by Renter for: \_\_\_\_\_, including activities normally ancillary thereto.
2. Term of Agreement. The Agreement term shall follow begin with the start date and time and the end date and time listed on page 2 of the Special Event & Facility Use Application.
3. Rent. As rent, Renter shall pay \_\_\_\_\_, per term above described, payable on or before \_\_\_\_\_.
4. Return of the Property. At the time of termination of this Agreement, Renter shall return the Facility to District in as good of condition as the same was at the time Renter took possession hereunder, reasonable wear and tear, due to reasonable use and occupancy, in conformance with the provisions of this Agreement excepted. Any damage to the physical structures or infrastructure shall be repaired by Renter.
5. Insurance. Renter shall procure and maintain in force, without cost or expense to District, on or before the commencement date of this Agreement and throughout the Agreement term or as long as Renter remains in possession of the Facility, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the Facility with liability limits of not less than \$1,000,000, per occurrence. District shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be cancelled or modified for any reason without fifteen (15) days prior written notice to District. Renter shall provide District with a certificate or certificates of such insurance within (10) days of the execution of this Agreement.
6. Agreement to Indemnify. Renter shall indemnify the District, its staff and agents from, and against, any and all claims, demands, causes of action, suits or judgments, including, but not limited to, any claims of insurance carriers, the Department of Labor and Industries, the Department of Social and Health Services, and any federal agency, health care provider or governmental taxation agency, (including costs and expenses incurred in connection therewith), for deaths or injuries to persons or for loss of or damage to property arising out of, or in connection with, the use and occupancy of the Facility by Renter, its agents, servants, employees, or invitees. In the event of any claims made or suits filed, District shall give Renter prompt written notice thereof and Renter shall have the right to defend or settle the same to the extent of its interest hereunder.
7. Assignment. Renter shall not assign, convey, or transfer this Agreement or any interest herein, without the prior written consent of District.
8. Notice. Any notice, declaration, demand, or communication to be given by a party to this Agreement to the other shall be in writing and transmitted to the other party by personal service or certified US Mail, Return Receipt Requested, postage fully prepaid, and addressed as follows:

To District: \_\_\_\_\_

To Renter:

The mailing and certifying of any such notice as herein provided shall be sufficient service thereof. All notices given in compliance with this section shall be deemed effective two (2) business days following the deposit thereof in the US mail, irrespective of the date of actual receipt of such notice by the addressee. Either party may, by notice, change its address for notice.

9. Legal Relationship. The parties of this Agreement execute the same solely as a Renter and a District. No partnership, joint venture, or joint undertaking shall be construed from these presents, and except as herein specifically provided, neither party shall have the right to make any representations for, act on behalf of, or be liable for the debts of the other. All terms, covenants, and conditions to be observed and performed by either of the parties hereto shall be joint and several, if entered into by more than one person. Unless otherwise specifically provided herein, no third party is intended to be benefited by this Agreement.
10. Applicable Law/Construction/Venue. This Agreement shall be governed and interpreted in accordance with the laws of the state of Washington. In the event this Agreement is in conflict with the provisions of any law or statutes governing the subject matter hereof, such law or statute only to the extent of such conflict shall be controlling. The venue of any action brought to interpret or enforce any provision of this Agreement shall be laid in the county in which the Facility is situated.
11. Entire Agreement. This Facility Lease and Indemnification Agreement contains the entire Agreement of the parties hereto and supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. Neither District nor Renter shall be liable to the other for any representations made by any person concerning the Facility or regarding the terms of this Agreement, except to the extent that the same are expressed in this Agreement. This Agreement may be amended only by written instrument executed by District and Renter or their lawful successors and assigns subsequent to the date hereof.

\_\_\_\_\_  
RENTER (Name & Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
DISTRICT (Name & Title)

\_\_\_\_\_  
Date

The following items must be submitted prior to the event:

- Signed and completed event application and facility lease agreement.
- **Facility Users are required to purchase a Special Event/Tenant-User Liability Policy of at least \$1,000,000 per occurrence limits.**
- Copy of the Insurance certificate naming the District:  
North Whidbey Pool Park and Recreation District  
85 SE Jerome St.  
Oak Harbor, WA 98277
- Copy of all certificates of insurance from vendors that list you as an additional insured.
- Copy of all brochures, promotional materials, and event advertising.
- Copy of the complete schedules of events or activities.
- Copy of the waiver and release of liability form to be signed by participants in any recreational or athletic activity.

- The applicant declares that the information contained in this application is true and that no material facts have been suppressed or misstated.
- The applicant understands that incorrect information could cause this application to be denied.
- The applicant understands that completion of the application does not guarantee approval.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For District Use Only***

Facility Rental Fee \$ \_\_\_\_\_ Damage Deposit \$ \_\_\_\_\_ Rental Deposit \$ \_\_\_\_\_

Payment Due (circle which)      Ten (10) business days before Rental      Invoiced at the end of each month

Application Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**NORTH WHIDBEY**  
**Pool Park & Recreation District**

**Compliance Statement for HB 1824, Youth Sports-Head Injury Policies and SB 5083, Sudden Cardiac Arrest Awareness.**

\_\_\_\_\_ requests the use of North Whidbey Pool Park and Recreation District

facilities for the following dates:\_\_\_\_\_.

\_\_\_\_\_, a private non-profit youth sports group, verifies all coaches, athletes or other participants, and their parent/guardian have complied with mandated policies for, the Management of Concussions and Head Injuries as prescribed by HB 1824, section 2 and Sudden Cardiac Arrest Awareness as prescribed by SB 5083, section 3.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_\_

\*Note: Access to facilities may not be granted until all requirements of this application are complete.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Employees Council Contract
Agenda No: IX.C.	Presented by: Ryan Nelson	
<b>BACKGROUND:</b>  Presentation and Approval of Employees Council Contract		
<b>RECOMMENDED MOTION:</b> I motion to approve that the District Director's Contract with Employees Council be signed as written.		



## Organization Information

Organization Name:\*

Main Phone:\*

First Name:\*

Last Name:\*

Toll Free:

Website:

## Physical Address

Street:\*

City:\*

State:\*

Zip:\*

☐ Check if billing address is the same as physical address

## Billing Address (if different)

Street:

City:

State:

Zip:

## Demographics

Nature of Business:\*

Type of Employer:\*

Select

Industry Classification:\*

Select

Employee Count:\*

Covered by Membership

NAICS Code:

Total Employee Count:\*

Company-wide

**Demographics (continued)**

Reason for joining:

In what states do you operate?

**Contacts**

Please provide contact information for individuals in your organization. One **Primary Contact** and one **Census Contact** are required.

**Primary Contact**

Contact Type: Select

Name:\*

Title:

Email:\*

Phone:

Grant Access (check all that apply): ☐ Call-in Services ☐ Member Portal ☐ Comp/Benefit Survey Data**Census Contact** ☐ Same as Primary Contact

Contact Type: Select

Name:\*

Title:

Email:\*

Phone:

Grant Access (check all that apply): ☐ Call-in Services ☐ Member Portal ☐ Comp/Benefit Survey Data

Contact Type: Select

Name:\*

Title:

Email:\*

Phone:

Grant Access (check all that apply): ☐ Call-in Services ☐ Member Portal ☐ Comp/Benefit Survey Data

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## Contacts (continued)

Contact Type: Select

Name:\*

Title:

Email:\*

Phone:

Grant Access (check all that apply): ☐ Call-in Services ☐ Member Portal ☐ Comp/Benefit Survey Data

Contact Type: Select

Name:\*

Title:

Email:\*

Phone:

Grant Access (check all that apply): ☐ Call-in Services ☐ Member Portal ☐ Comp/Benefit Survey Data

## Government Contracts

Government Contracts in excess of \$50,000 ☐ No ☐ Yes

## Union

Do you have union?\* ☐ No ☐ Yes (if yes, please provide union name)

Union Name:

City:

Local Number:

State:

Union Name:

City:

Local Number:

State:

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## Dues: Regular Membership

Click on the link below to access the Dues Calculator to find your dues amount.

Dues Amount:\*

☐ I Agree to the terms and conditions.\*

How did you hear about Employers Council:\* Select

Applicant's Email: \*

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## 2018 Employers Council Membership: Regular Membership

The undersigned employer applies for Membership in Employers Council, a not for profit employers' association, and will pay Regular Membership Dues to Employers Council for its support as set forth below. Dues amount is based upon our calculation formula and will fall between \$1,400.00 and \$5,600.00.

### Terms and Conditions

1. **Membership Dues.** Member is subject to, and agrees to abide by, Employers Council Dues Rates and will be subject to, and notified of, any modification to Dues Rates. Member is to pay its Membership Dues at the time that the Member joins. A Member that joins Employers Council, and is also a customer of Paylocity at the time it joins, receives a 10% discount off its first year of Membership Dues with Employers Council. After a Member's first year of Membership, it has the option to pay its Membership Dues on a quarterly basis.
2. **Membership Services.** Employers Council Services are only provided to the management of Member organizations in dealing directly with their employees. Membership Services are not available where Employers Council information/advice is used with any client of the Member. Employers Council safeguards the confidential information of its Members. Please note, however, that protection from disclosure of confidential information can be lost if Members share communications with third parties. Privileged communications between Members and Employers Council attorneys can be lost if Members share communications with third parties, including non-attorney staff at Employers Council.
3. **Term.** The initial term of this Agreement shall be for a period of one (1) year based on Membership date and shall automatically renew for additional one (1) year terms.
4. **Expenses.** Membership Dues do not cover incidental expenses incurred serving a Member organization such as travel or mileage, meals and lodging, or other expenses.
5. **Potential Hourly Rate for Membership Services.** Members receive unlimited access to the Employers Council website, written resources, survey data, publications, and approximately 30 hours of Employers Council professional staff consultation on an annual basis. Employers Council understands that a Member's usage may fluctuate from year to year. When a Member's usage exceeds 30 hours annually on an ongoing basis, the Member may be charged by the hour for any Services performed by Employers Council beyond the 30 hours. Member understands that some professional consultation may fall outside the scope of Membership Dues Services and require an hourly rate. Employers Council will discuss any such hourly rate for Services with the Member prior to billing for or performing such Services.
6. **Additional For-Fee Services.** Employers Council offers several Additional Services to its Members outside of what is included in Membership at costs at or below market rates. In the event that a Member requests that Employers Council perform any such Services, Employers Council will discuss pricing and scope of the Services with the Member prior to the performance of such Services.
7. **Invoices.** Member agrees to pay Employers Council all money owed within 30 days after receipt of invoice.
8. **Termination.** Member may terminate this Agreement at any time. No Dues Rates will be refunded for current Agreement year. In the event that a Member terminates its Membership with Employers Council, any and all outstanding invoices for any additional services provided to the Member, must still be paid in full. Employers Council may terminate Membership for violations of the Membership Terms and Conditions or in the event Employers Council identifies a conflict of interest between Member and Employers Council.





# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Resolution 2020-06, Authorizing the Investment of North Whidbey Pool, Park, and Recreation District Monies in the Island County Treasurer Pool, A Local Government Pool
Agenda No: IX.D.	Presented by: Jay Cochran	
<b>BACKGROUND:</b>  Approval of Resolution 2020-06, Authorizing the Investment of North Whidbey Pool, Park, and Recreation District Monies in the Island County Treasurer Investment Pool, A Local Government Pool.		
<b>RECOMMENDED MOTION:</b> I motion to approve Resolution 2020-06 authorizing the investment of North Whidbey Pool, Park, and Recreation District monies in the Island County Treasurer Investment Pool.		



A Resolution Authorizing the Investment of )  
North Whidbey Pool, Park, and Recreation )  
District Monies in the Island County Treasurer )  
Investment Pool, A Local Government Pool )

Resolution 2020-06

**WHEREAS**, pursuant to RCW 36.29.022, three units of local government may request the County Treasurer to combine those units monies for the purposes of investment; and

**WHEREAS**, the North Whidbey Pool, Park, and Recreation District does hereby find that the deposit and withdrawal of money in a local government investment pool in accordance with the provisions of the chapter for the purposes of investment as stated therein are in the best interests of the North Whidbey Pool, Park, and Recreation District; and.

**WHEREAS**, We attest by our signatures that we have been duly authorized and empowered to enter into this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the North Whidbey Pool, Park, and Recreation District does hereby authorize the deposit and withdrawal of monies in a local government investment pool with the County Treasurer in accordance with this chapter for the purposes of investment as stated therein; and

**BE IT FURTHER RESOLVED** that pursuant to the attached form, the following investment District's Auditing Officer shall be authorized to order the deposit or withdrawal of monies in a local government investment pool.

**PASSED AND ADOPTED** by the North Whidbey Pool, Park, and Recreation District of the County of Island on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Christopher Wiegenstein, Commissioner

\_\_\_\_\_  
Juli Brooks-Leete, Commissioner

\_\_\_\_\_  
Sean Merrill, Commissioner

\_\_\_\_\_  
Patricia (Pat) Hardin, Commissioner

\_\_\_\_\_  
John Chargualaf, Commissioner

ATTEST:

\_\_\_\_\_  
Secretary to the Board



# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Investment Presentation by Wanda Grone, County Treasurer, Investment Authorization Form
Agenda No: IX.D.2.	Presented by: Wanda Grone, County Treasurer	
<b>BACKGROUND:</b>  <p>Approval of Investment Authorization Form to withdraw authorized funds out of the Investment Pool as needed.</p>		
<b>RECOMMENDED MOTION:</b> I motion to approve that the Investment Authorization Form authorizing the withdraw of authorized funds out of the Investment Pool as needed, be approved as written.		



## Investment Authorization Form

Date:

TO: Island County Treasurer's Office  
Attn: Investment Officer  
ICTInvestments@co.island.wa.us

\_\_\_\_\_ authorizes the Island County Treasurer  
(District/Agency or other Entity)

to process the following request on \_\_\_\_\_ to/from the  
(Date)

Island County Treasurer's Investment Pool, a local government investment pool program. It is understood that each transaction requires two business days' notice.

Transaction Type (Invest or Withdraw)	Fund Number & Name (Three digits)	Dollar Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL TRANSACTION AMOUNT		\$ _____

By \_\_\_\_\_  
Signature of Authorized Auditing Officer





# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Resolution 99-71 A resolution of the Board of Commissioner of the North Whidbey Park and Recreation District for purchasing and public works contracting establish a vendor list process for the purchase of supplies materials and equipment and small works roster process to award public works contracts.
Agenda No: X.A	Presented by: Jay Cochran	
<b>BACKGROUND:</b>  Review Resolution 99-71 because Director Cochran will recommend repealing and replacing this resolution with Resolution 2020-07, and then a purchasing resolution in the future that I am currently working on.		
<b>RECOMMENDED MOTION:</b>		



RESOLUTION NO. 99-71

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY PARK AND RECREATION DISTRICT LOCATED IN ISLAND COUNTY, WASHINGTON, ON THE SUBJECT OF PURCHASING AND PUBLIC WORKS CONTRACTING; ESTABLISHING A VENDOR LIST PROCESS FOR THE PURCHASE OF SUPPLIES, MATERIALS, AND EQUIPMENT AND SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS.

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WHEREAS, in order to maintain public confidence, the procedures for public procurements should assure that public funds are spent with propriety in accordance with the law;

WHEREAS, in order to implement these procedures, the Board of Commissioners are required by law to adopt a resolution establishing specific procedures for a vendor list and small works roster processes;

NOW, THEREFORE,

THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY PARK AND RECREATION DISTRICT, HEREBY RESOLVES AS FOLLOWS;

Section 1. The following vendor list purchasing procedures and small works roster procedures are established for use by the District, pursuant to RCW 39.04.

**A. Purchase of Materials, supplies or Equipment.**

1. **Cost.** The District is not required to use formal sealed bidding procedures or the procedures set forth in this resolution to purchase materials, supplies, or equipment where the cost of same will not exceed seven thousand five hundred dollars (\$7500). When the District desires to purchase materials, supplies, or equipment estimated to cost between seven thousand five hundred dollars (\$7500) to fifteen thousand dollars (\$15,000), the procedures set forth in subsections A.2. through A.6. may be used.
2. **Publication of Notice.** At least twice a year, the District shall publish, in the Whidbey News Times and the Daily Journal of Commerce, notice of the existence of the District's roster of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster.

3. **Telephone Quotations.** The District shall use the following process to obtain telephone quotations from vendors for the purchase of materials, supplies, or equipment;
- a) a written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
  - b) a District employee shall make a good faith effort to contact at least three of the vendors on the roster established according to subsection 2 above and, reading from the written description, obtain telephone quotations from the vendors on the required materials, supplies, or equipment;
  - c) at the time such telephone quotations are solicited, the District employee shall not inform a vendor of any other vendor's bid on the materials, supplies, or equipment;
  - d) a written record shall be made by the District employee of each vendor's bid on the materials, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
  - e) all of the telephone bids or quotations shall be collected and presented at the same time to the Director for consideration, determination of the lowest responsible bidder, and award of the contract.
4. **Determining Lowest Responsible Bidder.** The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids or enter into direct negotiations to achieve the best possible price. The following factors, in addition to price, may be taken into account by the District in determining the lowest responsible bidder:
- a) any preferences provided by law to Washington products and vendors;
  - b) the quality of the materials, supplies, and equipment to the District's specifications;
  - c) the conformity of the materials, supplies, and equipment to the District's specifications;
  - d) the purposes for which the materials, supplies, and equipment are required;
  - e) the times for delivery of the materials, supplies, and equipment;

- f) the character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
  - g) such other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.
- 5. **Award.** Immediately after the contract award is made, the written record of each vendor's bids or quotations shall be open to public inspection and available to the public by telephone inquiry. Any contract awarded under this subsection need not be advertised.
- 6. **Posting.** A list of all contracts awarded under the above procedures must be posted at the John Vanderzicht Memorial Pool's Public Notices Board, on the 15<sup>th</sup> once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations are available for public inspection.

**B. Public Works Contracts.**

- 1. **Cost.** The District may need not comply with formal sealed bidding procedures for contracting public works where the estimated cost does not exceed One Hundred Thousand Dollars (\$100,000), which includes the costs of labor, material, and subsections B.2. through B.8.
- 2. **Number of Rosters.** The District may create a single general small works roster or may create multiple small works rosters for different categories of anticipated work.
- 3. **Contractors on Small works Roster(s).** The small works roster(s) shall consist of contractors who:
  - a) have requested to be on the roster(s); and
  - b) are properly licensed or registered in this state to perform the work.
- 4. **Publication.** Twice a year, the District shall publish a notice in the Whidbey News Times and the Daily Journal of Commerce, stating the existence of the small works roster(s) and shall solicit names of contractors for the roster(s).

5. **Telephone or Written Quotations.** The District shall obtain telephone or written quotations for public works contracts under this section as follows:

- a) the District shall write a description of the scope and nature of the work to be done, together with any other specifications material to the bid;
- b) a District employee shall contact at least five appropriate contractors from the small works roster(s) and, reading from the written description, obtain telephone or written bids from the contractors. At the time each of the bids are solicited, the District's representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- c) once a contractor has been afforded an opportunity to submit a proposal, that contractor shall not be offered another opportunity until all other appropriate contractors on the roster have been given an opportunity to submit a bid;
- d) a written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid;
- e) all of the telephone bids or quotations shall be collected and presented at the same time to the Director for consideration, determination of the lowest responsible bidder, and award of the contract.

6. **Determining Lowest Responsible Bidder.** The North Whidbey Park & Recreation District Board of Commissioners shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Board of Commissioners may call for new bids or enter into direct negotiations to achieve the best possible price. In addition to price, the Board of Commissioners shall take into account all the factors described in Subsection A.4. of this resolution, together with the following.

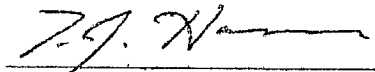
- a) the ability, capacity, and skill of the bidder to perform the contract;
- c) whether the bidder can perform the contract within the time specified by the District;
- d) the quality of the bidder's performance of previous contracts or services;

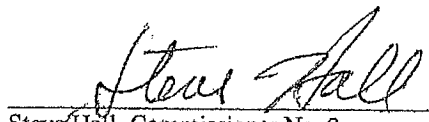
e) the previous and existing compliance by the bidder with laws relating to the contract or services.

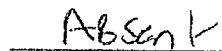
7. **Award.** Immediately after the contract award is made, the written record of each contractor's bids or quotations shall be open to public inspection and available to the public by telephone inquiry. Any contract awarded under this subsection need not be advertised.

8. **Posting.** A list of all contracts awarded under the above procedures must be posted at John Vanderzicht Memorial Pool Public Notice Board on the 15<sup>th</sup> at least once every two months. The list shall contain the name of the contractor awarded the contract, and the date it was awarded. The list shall also state the location where the bid quotations are available for public inspection.

ADOPTED this 20th day of July, 1999

  
\_\_\_\_\_  
T.J. Harmon, Commissioner No. 1

  
\_\_\_\_\_  
Steve Hall, Commissioner No. 2

  
\_\_\_\_\_  
Ron Telles, Chair

  
\_\_\_\_\_  
Brien Lillquist, Commissioner No. 4

  
\_\_\_\_\_  
Harvey Prosser, Commissioner No. 5





# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: MRSC Resolution 2020-07
Agenda No: X.B.	Presented by: Jay Cochran	
<b>BACKGROUND:</b>  Discussion and review of Resolution 2020-07 .		
<b>RECOMMENDED MOTION:</b> I motion to approve the MRSC Contract as written.		



A resolution of the Board of Commissioners	)	Resolution 2020-07
of North Whidbey Pool, Park, and	)	
Recreation District (District),	)	
Washington, on the subjects of establishing	)	
a small public works roster process to	)	
award public works contracts, and	)	
consulting services roster for	)	
professional services.	)	

**WHEREAS**, RCW 39.04.155 and other laws regarding contracting for public works by municipal corporations, allow certain contracts to be awarded by a small works roster process; and

**WHEREAS**, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipal corporation allow certain contracts to be awarded by a consultant roster process; and

**NOW, THEREFORE, BE RESOLVED** the Board of Commissioners of North Whidbey Pool, Park, and Recreation District, Washington, hereby follows:

**Section 1.** Resolution No. 99-71 is hereby repealed.

**Section 2. MRSC Rosters.** The District wants to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for municipal corporation use for small public works contracts and consulting services, developed and maintained by MRSC through MRSC Rosters and authorizes municipal corporation District Director to sign that contract.

**Section 3. Small Public Works Roster.** The following small works roster procedures are established for use by the municipal corporation pursuant to RCW 39.04.155:

1. **Cost.** The municipal corporation need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the municipal corporation may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of the municipal corporations, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The municipal corporation shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award

contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The municipal corporation may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

- a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, materials, and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the municipal corporations may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) up to the authorized threshold for the use of the small works roster process in RCW 39.04.155 or other authorizing agency statutes, the municipal corporation may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster. Still, it must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The municipal corporation has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing a notice in a legal newspaper in general circulation in the area where the work is to be done;
  - (ii) mailing a notice to these contractors; or
  - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the municipal corporation representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) The municipal corporation representative shall make a written record of each contractor's bid on the project and any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

- 4. **Limited Public Works Process.** The municipal corporation may award a contract for work, construction, alteration, repair, or improvement projects using the limited public works process if the project cost is equal to or less than the amount established in RCW 39.04.155 (3). For a limited public works project, the municipal corporation will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the municipal corporation may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the municipal corporation shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The municipal corporation shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

- 5 **Determining Lowest Responsible Bidder.** The Board of Commissioners shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the Board of Commissioners may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010), and who meets any supplementary bidder responsibility criteria established by the municipal corporations.
6. **Award.** All of the bids or quotations shall be collected by the District Director or his designee.
  - a) The District Director or his designee shall then present all bids or quotations and their recommendation for the award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
  - b) If the Board of Commissioners delegates the authority to award bids to the District Director of the municipal corporation for public works projects costing less than or equal to \$30,000.00, the District Director shall have the authority to award public works contracts without the Board of Commissioners approval, provided that the Board of Commissioners shall ratify the District Director's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For public works projects costing more than \$30,000.00, the Board of Commissioners shall award all public works contracts.

**Section 4. Consulting Services Roster.** The following consulting services roster procedures are established for use by the municipal corporation pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services with a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the municipal corporation, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting service's roster and solicit the names of consultants for the consulting service's roster. MRSC shall add responsible consultants to the consulting service's roster at any

time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

3. **Review and Selection of the Statement of Qualifications Proposals.** The municipal corporation shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- a) The Board of Commissioners shall establish criteria that the District Director, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the North Whidbey Pool, Park and Recreation District.
- b) The District Director, or their designee, shall evaluate the written statements of qualifications and performance data on file with the North Whidbey Pool, Park, and Recreation District at the time that architectural or engineering services are required;
- c) Such evaluations shall be based on the criteria established by the Board of Commissioners; and
- d) The District Director, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. **Award.**

- a) The Board of Commissioners considers the proposal received and awards the contract.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and signed in authentication of its passage this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Christopher Wiegenstein, Commissioner

\_\_\_\_\_  
Juli Brooks-Leete, Commissioner

\_\_\_\_\_  
Sean Merrill, Commissioner

\_\_\_\_\_  
Patricia (Pat) Hardin, Commissioner

\_\_\_\_\_  
John Chargualaf, Commissioner

ATTEST:

\_\_\_\_\_  
Secretary for the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
NORTH WHIDBEY POOL, PARK,  
and RECREATION DISTRICT  
ATTORNEY





# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: MRSC Washington Public Agency Contract Small Public Works and Consultant Roster
Agenda No:  X.C	Presented by: Jay Cochran	
<div>BACKGROUND:</div> <div>Review the contract for MRSC</div>		
<div>RECOMMENDED MOTION: I motion to approve the contract with MRSC to have our Small Public Works and Consulting Services roster hosted on their online database.</div>		





## Washington Public Agency Contract Small Works and Consultant Rosters

This contract (the "Contract") is made by and between Municipal Research and Services Center of Washington ("MRSC"), a not-for-profit corporation, and the Washington local government (the "Public Agency"),

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1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in MRSC Rosters.
2. Scope of Services. MRSC shall host the entire Public Agency's individual Small Public Works Roster ("Small Works Roster") and individual Consultant Roster ("Consultant Roster"), (collectively "Rosters"). MRSC shall advertise at least annually for the Small Works Roster and Consultant Roster in accordance with statutory requirements on behalf of the Public Agency. MRSC will assist small public works and consultant business (collectively, "businesses") with roster registration throughout the year, receive applications, review applicant eligibility for compliance with basic statutory eligibility requirements, and maintain business applications in an online database.
3. Effective Date and Term. This Contract shall be effective in the year in which it is signed on either May 1 if signed prior to May 1 or December 1 if signed prior to December 1, for a period of one year.
4. Access to MRSC Rosters by Public Agency Prior to Legal Notice. As of the Contract effective date, the Public Agency may access the MRSC Rosters database at [www.mrscrosters.org](http://www.mrscrosters.org) by entering its account login information, as will be provided by MRSC. The Public Agency may search for and view business applications as of the effective date of the Contract, but it may not contact businesses about roster projects until after the legal notice is posted.
5. Notification of Transition to MRSC Rosters. As of the contract effective date, the Public Agency may begin notifying interested businesses that they may register with the Public Agency at any time in the MRSC Rosters, but that the Public Agency will not begin using the hosted rosters until after the legal notice is posted.
6. Roster Legal Notice. MRSC shall post the statutorily-required roster legal notice on behalf of the Public Agency in a newspaper of general circulation relative to the location of the Public Agency. The notice will occur the first Monday of January or June, or during the week of the first Monday of January or June for weekly newspapers.
7. Use of MRSC Rosters by Public Agency. As of the date of the applicable legal notice in January or June, all departments of the Public Agency will discontinue use of any previously-maintained rosters and begin using the MRSC Rosters exclusively when choosing to follow a roster contracting process, in accordance with the following statutory requirements:
  - (a) Small Works Roster. The Public Agency will use the Small Works Roster to select businesses for public work projects in accordance with RCW 39.04.155, as now or hereafter amended. The Public Agency shall be responsible for its own and the selected businesses' compliance with all other laws and regulations governing public works contracting, including retainage and bonds, prevailing wages, and any other applicable requirements.
  - (b) Consultant Roster. The Public Agency will use the Consultant Roster to select businesses for consultant projects in accordance with the laws and ordinances applicable to the Public Agency, including Chapter 39.80 RCW when contracting for architectural and engineering services. The Public Agency shall be responsible for its own and the selected businesses' compliance with all laws and regulations governing the purchase of services.

8. Compensation of Businesses. The Public Agency shall be responsible for payments to any business that it selects as a result of its use of MRSC Rosters. The Public Agency shall make all such payments directly to the businesses selected by the Public Agency.

9. Annual Membership Fee. The Public Agency will pay MRSC an annual membership fee based on the five-year average of the Public Agency's total capital expenditures. Payment of the annual membership fee is due within thirty (30) days of the Contract effective date.

Based on the following Membership Fee Scale, the Public Agency will pay an annual membership fee of \$\_\_\_\_\_.

Total Capital Expenditures	Annual Membership Fee
Less than 5 million	\$135
5 to 10 million	\$275
10 to 15 million	\$425
15 to 25 million	\$575
25 to 50 million	\$745
More than 50 million	\$1145

10. Relationship of Parties. MRSC will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint ventures.

11. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to any contract with small works, consulting, or vendor businesses which the Public Agency may enter into as a result of the Public Agency's use of the MRSC Rosters. MRSC does not accept responsibility or liability for the performance of any business used by the Public Agency as a result of its use of the MRSC Rosters.

12. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, to the extent arising from any negligent act or omission of that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

13. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice. Termination of the contract by the Public Agency does not entitle the Public Agency to a refund of the membership fee prorated as to the time remaining in the contract term following termination.

14. Renewal. This Contract may be renewed annually by completing the online renewal process that includes confirming that the Public Agency will continue abiding by the terms outlined in this Contract and making payment within thirty (30) days from the effective date of either May 1 or December 1.

15. Non-assignment. MRSC shall contract with Strategies 360 for the hosting of the Public Agency rosters in the online database. MRSC shall not otherwise subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

16. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

17. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

18. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

19. Public Agency Information. For purposes of Contract administration, the Public Agency provides the following information:

Official Public Agency Name: \_\_\_\_\_

Common Public Agency Name (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

Type of Public Agency: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Additional Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

20. Signatures. By signing this Contract, the Public Agency signatory below certifies that he/she has the authority to enter into this Contract on behalf of the entire Public Agency.

**PUBLIC AGENCY**

**MRSC**

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
MRSC Rosters Manager  
[Title]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Date]



# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Request for Proposal, Roof Repair/Replacement Services at John Vanderzicht Memorial Pool
Agenda No: X.D.	Presented by: Jay Cochran	
<b>BACKGROUND:</b>  <p>We need to solicit for roof proposal, per State statute, and we have created a request for proposal to be reviewed by our Attorney</p>		
<b>RECOMMENDED MOTION:</b> I motion to approve going out for a Request for Proposal, Roof Repair/Replacement Services at John Vanderzicht Memorial Pool.		





## ***Request for Proposals***

The North Whidbey Pool, Park, and Recreation District (NWPPRD) is a municipal corporation by the State of Washington.

NWPPRD is soliciting Requests for Proposals (RFP) from qualified contractors to provide roofing repair and or replacement services for the John Vanderzicht Memorial Pool (JVMP) at 85 SE Jerome Street, Oak Harbor, Washington 98277.

RFP Schedule Release Date:	September 21, 2020
Pre-Bid Conference:	September 25, 2020 at 10:00 a.m.
Deadline for Written Questions	September 30, 2020
Responses to Questions Posted	October 2, 2020 on or before 5:00 p.m. on before 5:00 p.m.
Proposal Due Date and Time:	October 21, 2020 at 10:00 a.m.
Oral Interviews (if necessary):	October 23, 2020
Estimated NWPPRD Award Date:	October 27, 2020
Anticipated Agreement Start Date:	November 24, 2020

NWPPRD reserves the right to modify this RFP at any time. Bidder is responsible to contact NWPPRD (contact info below) prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to NWPPRD website at <https://oakharborpool.com/>.

### **Section 1:**

#### **Instructions to Bidders**

NWPPRD is soliciting submissions under this Request for Proposal in a fair and open process. Written submissions in response to this RFP should be submitted to the following:

North Whidbey Pool, Park and Recreation District  
Attention: Jay Cochran  
85 SE Jerome Street  
Oak Harbor, WA 98277.  
[jcochran@oakharborpool.com](mailto:jcochran@oakharborpool.com).

**Pre-Bid Conference.** A pre-bid conference/walk through to view the roof to be covered by this agreement will take place on September 25, 2020. This meeting will take place at JVMP located at the address above and will include a walkthrough of the facility. Request for reasonable accommodation to attend at a pre-bid conference should be directed to Jay Cochran as early as possible to allow time to make appropriate arrangements.

**Final Date for Inquiries/Answers to Inquiries.** Written questions received prior to the Pre-Bid conference will be read and answered at the Pre-Bid Conference. Verbal or telephone inquiries directed to NWPPRD will not be answered. The Final Date for Inquiries shall be September 30, 2020, on or before 5:00 p.m. Answers to all questions received in writing or via e-mail or verbally at the Pre-Bid Conference will be posted on NWPPRD's website at <http://NWPPRD.us/about/rfpsjobs/> before 5:00 p.m. on October 2, 2020. No questions, submitted in any form, will be answered after the Final Date for Inquiries listed on the cover of this RFP.

To be considered, please submit four (6) copies of your proposal and qualifications to the above mentioned address no later than 10:00 a.m. on Wednesday, October 21, 2020. Awards shall be made publicly by an award of bid by the Board of Commissioners of the NWPPRD Board of Commissioners public meeting. No oral, written or other form of amendment will be accepted by the NWPPRD after this time, unless requested by NWPPRD. NWPPRD reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of NWPPRD. It is the responsibility of the respondent to monitor NWPPRD's website for updates and responses to questions ([www.oakharborpool.com](http://www.oakharborpool.com)).

The preparation of an RFP response shall be at the expense of the respondent. NWPPRD will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review, and consideration of your response.

### **1.2 Contact Information**

It is NWPPRD's preference that questions be delivered via email with the subject line titled "NWPPRD Roofing Contractor Bid" and addressed to: [jcochran@oakharborpool.com](mailto:jcochran@oakharborpool.com)

Alternatively, questions may be submitted in writing by U.S. Mail and addressed to:

North Whidbey Pool, Park, and Recreation District  
Attention: Jay Cochran  
85 SE Jerome St.  
Oak Harbor, WA 98277

### **1.3 Proposal Format**

Responses should include completion of the attached Appendices, as well as address the requirements of Section 3 and the selection criteria in Section 1.4. Your response must be placed in a sealed envelope and clearly labeled with the title "NWPPRD Roofing Contractor Bid" and the firm's name and business address and mailed or delivered to NWPPRD's address in Section 1.2 above.

Submissions which, in the sole judgment of the NWPPRD, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.

### **1.4 Criteria Used for Basis of Award**

Submissions will be evaluated on the basis of experience in providing desired services and the following other factors:

- a. Knowledge of the subject matter
- b. Past performance reputation in the field

- c. Professional expertise, including accreditation, licensing and/or membership in appropriate professional associations
- d. Availability and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on a timely basis
- e. Availability of personnel and other resources to do the work on the schedule set forth by NWPPRD
- f. Designated professional and support staff and location of office(s)
- g. Strength of assurances of performance provided
- h. Financial stability and strength of the submitting firm
- i. References in general
- j. Insurance provided
- k. Fee and compensation proposal. Fees will not necessarily be the sole or determinate factor in determining the most responsible bid.
- l. Other factors as demonstrated to be in the best interest of NWPPRD.

Since the members of the Review Committee shall utilize the criteria set forth above in making an award pursuant to this RFP, you are urged to provide sufficient information on the above criteria to be evaluated in your submission. A screening of all proposals will be conducted to determine overall responsiveness. Proposals determined to be incomplete or non-responsive will be disqualified. The Review Committee will present a recommendation to the Executive Committee of the NWPPRD Board of Trustees for an award of bid. NWPPRD reserves the right to interview the respondents. NWPPRD is not bound by the lowest cost proposal but may accept the proposal that is considered the best value for NWPPRD. NWPPRD also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation. NWPPRD also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

**1.5 Proposal Period.** Proposal prices are to be firm for ninety (90) days.

**1.6 Proposal as Public Information and Property of NWPPRD**

The information submitted in each proposal may be subject to public disclosure pursuant to State and Federal law. All responses to the RFP will become the property of NWPPRD.

## **Section 2: Scope of Services**

**2.1 Contract.** The duration of the contract will be for the length of the project and warranty provide by the successful contractor. The contract is subject to appropriation funding by the NWPPRD Board of Commissioners.

The provisions of this RFP and the Successful Bidder's responses shall be incorporated by reference into NWPPRD's an Agreement Roofing Contractor between NWPPRD and Successful Contractor.

NWPPRD may terminate the contract in whole or in part, with or without cause, with a thirty (30) day written notification. Upon termination, the contractor will be paid for all services, labor, and material up to the effective date of the cancellation.

**2.2 Compliance with Laws.** The firm selected shall comply with all applicable federal, state, and local statutes, rules, and regulations. The Contractor will be required to pay Washington Department of Labor and Industries Prevailing Wages.

**2.3 Indemnification.** The selected firm shall defend, indemnify and hold harmless NWPPRD, its officers, agents and employees from all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the any acts or omissions of the Respondent or

any of its principals, employees or agents under this request for qualification or under any agreement executed with NWPPRD.

**2.4 Contractor, Not an Employee.** Successful Contractor, and his or her employees or agents, are not employees or agents of NWPPRD and are not entitled to worker's compensation or any benefit of employment with NWPPRD. NWPPRD shall have no responsibility for security or protection of Successful Contractor's supplies or equipment.

**2.5 Conflict of Interest.** Firms must identify any conflict of interest that may arise from providing services to the NWPPRD. NWPPRD reserves the right to: 1) disqualify any firm or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) require the firm to take any action or supply information necessary to remove the conflict; or 3) terminate any contract arising from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to NWPPRD's satisfaction.

**2.6 Examination of Documents and Locations.** Contractors shall completely familiarize themselves with the documents and job locations referenced in this RFP. Contractors shall make all investigations required to thoroughly familiarize themselves with the work scope, worksites, and/or services to be furnished in accordance with the proposal. No plea of ignorance by the contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of NWPPRD's compensation to the contractor.

**2.7 Assignment/Subcontractor.** The Successful Contractor may not assign or subcontract any of the award contract without the prior written consent of NWPPRD.

## **2.8 Security/Bonding.**

**2.8.1** Contractor is responsible for the security of the facility during the performance of these services and shall ensure that all facility exterior doors remain locked during his/her work hours and upon departure from the facility.

**2.8.2** The Successful Contractor shall submit to NWPPRD, upon request, names and addresses of all individuals who will be performing the work. NWPPRD may conduct background checks and insist that personnel be replaced.

**2.8.3** The Successful Contractor shall provide evidence that all its employees are covered by a blanket fidelity bond, a copy of which must be given to NWPPRD.

**2.8.4** The Successful Contractor shall provide a Performance Bond that guarantees performance of the terms of a written contract.

**2.9 Confidentiality.** Confidentiality is required from the Successful Contractor and its employees at all times. The Successful Contractor, or their employees, shall never review files, paperwork or other work-related information, which may be secured or unsecured in the facility.

**2.10 Critical Operating Hours.** The Successful Contractor shall plan the work while keeping disturbances to the employees/invitees of NWPPRD to a minimum. NWPPRD is responsible for providing the routine schedule of each facility hours to the Successful Contractor in advance to allow for scheduling of janitorial activities. Janitorial work must be scheduled to ensure the facilities will be cleaned prior to the facility being open to the public.

**2.12 Safety.** Successful Contractor will ensure that industry-accepted safe practices are followed in the performance of the work.

**2.13 Changes.** Changes in the areas serviced and/or specifications may be necessary during the term of the contract. Changes in the contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of NWPPRD and the Successful Contractor. NWPPRD reserves the right to add or delete services at any time upon reasonable notice to Successful Contractor. If services are requested, the contractor is required to provide a cost estimate detailing them as an attachment to the bid along with prices, where applicable, which may be offered as an addendum for the term of the contract agreement.

**2.14 Payment.** Successful Contractor shall pay all workers employed in any part of the contract prevailing wages as determined by Washington State Department of Labor and Industries <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/> .

**2.14.b** Payment will be made to Successful Contractor within 45 days upon receiving the monthly invoice and after approval by NWPPRD's Director. The invoice shall state the date the service was performed and the amount.

### **2.16 Insurance.**

**2.16.a** Successful Contractor shall, at its cost and expense, obtain and maintain at all times during the duration of the contract Commercial General Liability insurance, including Contractual Liability Insurance with a combined bodily injury and property damage limit of not less than one million dollars (\$1,000,000) for each occurrence and not less than two million dollars (\$2,000,000) in the aggregate, insuring against all liability of Successful Contractor and its representatives arising out of and in connection with Successful Contractor's use or occupancy of the Premises.

**2.16.b** Professional liability for damage alleged to be as a result of errors, omissions or negligent acts of Successful Contractor coverage in an amount not less than \$1,000,000 per claim.

**2.16.c** Workers' compensation and employer's liability coverage shall comply with the laws of the State of Washington.

**2.16.d** The Successful Contractor shall provide a Certificate of Insurance to the City of Oak Harbor, naming NWPPRD as additional insured, and maintain an active Certificate of Insurance during the term of this agreement.

**2.16.e** All insurance required under this contract shall be issued by insurance companies licensed to do business in the State of Washington where the Premises are located. Each policy shall contain an endorsement requiring thirty (30) days written notice from the insurance company to NWPPRD before cancellation or any change in the coverage, scope or amount of any policy.

**2.17** RCW 39.12.040 requires every contractor and subcontractor on the project to file a Statement of Intent to Pay Wages (.doc). These statements should be filed with L&I immediately after the contract is awarded and before work begins, if possible. The statements must be approved by the L&I Industrial Statistician and may be viewed by the agency administering the contract.

NWPPRD may not make any payments under the contract until the contractor has submitted an approved Statement of Intent. Likewise, subcontractors may not receive any payments until they file approved Statements of Intent. This requirement should be stated in the specifications and contract.

### **Section 3: Scope of Services**

On a task order basis, the selected contractor shall perform all necessary prep and repair of roofing systems at JVMP. The contractor shall be required to provide all necessary equipment and materials and to complete all roofing repair services.

The contractor may be called upon to undertake any or all the following tasks for a particular roofing repair task:

**3.1** Services necessary to make needed repairs on rubber membrane, built up and metal roofing systems.

**3.4** The Contractor shall provide all labor, materials, equipment, and supervision with incidental

**3.5** If repairs are beyond the scope of this pricing, the Contractor is expected to contact NWPPRD with an explanation and an estimated cost for these repairs.

**3.6** Upon completion of each repair, or when directed by the NWPPRD Property Manager the Contractor and the Property Manager shall conduct careful inspection and shall correct all defective work to the satisfaction of the Owner.

**3.7** Remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory condition.

## **APPENDIX A**

### **PROPOSAL COVER PAGE NWPPRD – Roofing Services Contractor**

## **APPENDIX B**

### **DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION NWPPRD – Roofing Services**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - I. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - II. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - III. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - IV. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of NWPPRD.**



# North Whidbey Pool, Park, and Recreation District

## Commissioner Communication

Meeting Date: 9/22/2020	Page 1 of 1	Item: Barron Heating and Air Conditioning Contract
Agenda No: X.E.	Presented by: Jay Cochran	
<b>BACKGROUND:</b>  Approval of Barron Heating and Air Conditioning Contract.		
<b>RECOMMENDED MOTION:</b> I motion to approve the Barron Heating and Air Conditioning Contract as written.		





5100 Pacific Highway Suite 103, Ferndale, WA 98248  
t. 360-676-1131 800-328-7774 f. 360-671-3713

560 S Burlington Blvd, Burlington, WA 98233  
t. 360-424-4962 800-328-7774 f. 360-671-3713

**SUBMITTED TO:**

Customer North Whidbey Parks and Rec  
Address 85 SE Jerome Street  
Oak Harbor, WA 98277  
Customer Contact Jay Cochran  
Phone (W) 425-350-4099 (FAX) \_\_\_\_\_

**EQUIPMENT LOCATION:**

Site Name Same  
Site Address \_\_\_\_\_  
Site Contact \_\_\_\_\_  
Date: 09/17/2020 Email: JCochran@OAKHARBORF

BARRON HEATING & AIR CONDITIONING proposes to furnish Maintenance & Service on the equipment specified in the "EQUIPMENT LIST". Maintenance & Service will be performed by a Qualified and Skilled HVAC/R Technician.

- We will maintain and service all equipment subject to this agreement. Maintenance and Service will be performed Four times per year; at regular intervals and during our normal working hours. Maintenance will be provided according to our itemized "MAINTENANCE CHECK LIST".
- Filter service will be provided ( 4 ) time(s) per year using pleated filters.  
4" Filters replaced 3 times a year. 2" Filters are done quarterly
- *You may select a pre-approved amount for necessary repairs found on a scheduled maintenance visit. This amount is \$ \_\_\_\_\_. If repairs exceed this amount a written estimate will be provided.*

**YOUR ANNUAL MAINTENANCE & SERVICE AGREEMENT INVESTMENT IS: \$7,856 + tax.**  
Payment for this Maintenance & Service Agreement is: Net, within 30 days of invoice. Billing will be Quarterly (Power washing and or chemical cleaning condenser coils are not included in this agreement). All repairs, parts and labor are additional & will be quoted separately.

The term of this agreement shall be for a period of One(1) years and will begin in the month of December 2020 . Unless cancelled by agreement holder, the term will automatically renew for a period of 1 year each anniversary date. Any changes to scope or labor to be approved by owner. The "TERMS AND CONDITIONS" on the following page are part of this agreement. The customer acknowledges that he/she has read this agreement, understands it and agrees to be bound by its "TERMS AND CONDITIONS". The terms of this agreement may not be amended, modified, or rescinded except in writing and signed by both parties.

The pricing for this Maintenance & Service Agreement is valid for 90 days.

**BARRON HEATING AND AIR CONDITIONING**

By Justin Palmer Date 09/17/2020

This Agreement is hereby accepted by, (customer authorization and title)

By \_\_\_\_\_ PO# (if required) \_\_\_\_\_ Date \_\_\_\_\_

