



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, May 22, 2025, 6:00 p.m.

Online: [Join Us](#) or Scan the QR Code

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS
4. CONSENT AGENDA ANNOUNCEMENT
5. CONSENT AGENDA ITEMS
 - a. Minutes:
 - i. April 24, 2025, Workshop Minutes
 - ii. April 24, 2025, Regular Minutes
 - b. Vouchers and Payroll:
 - i. Expense Voucher
#’s 10773-10793
\$ 41,115.22
 - ii. Payroll
\$61,180.52
 - iii. DOR
\$2,194.02Total \$104,489.76
6. STAFF REPORTS
7. COMMITTEE REPORTS
 - a. Budget Committee
 - b. Program Committee
 - i. Punch Card Discussion
 - ii. Oak Harbor Elementary School
Swim Lesson Pricing
 - iii. SWIKA Follow Up
 - iv. Change to Swim Lesson Time and
Price
 - c. By Laws Committee
 - i. Standing Rules Discussion

8. UNFINISHED BUSINESS

- a. None

9. NEW BUSINESS:

- a. Executive Director Review
- b. Employee Assistant Program Contract Renewal
- c. Employee of the Month

10. EXECUTIVE SESSION:

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

13. NEXT MEETING: June 26, 2025, 6 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT:

Public Notice of Potential Social Gathering

Following regularly scheduled meetings of the NWPPRD Board of Commissioners, members of the Board may attend a social gathering at a local business. This event is informal and purely social in nature. No official business will be conducted, and no decisions will be made. This notice is provided in accordance with open public meeting requirements to ensure transparency and public awareness.



Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: 5.22.25

Presented By: Chair

**This section for staff use*

This is the regular meeting of the North Whidbey Pool, Park, and Recreation District Board of Commissioners. I am calling this meeting to order at _____ a.m. or p.m.

2. Item: Roll Call

Presented By: Chair

This section for staff use

Com. Kraner ____, Com. Larsen ____, Com. Witmer ____, Com. Hartmann ____, Com. Guy __

3. Item: Public Comment

Presented By: Chair

“The Board of Commissioners welcomes public input on items listed on the agenda, policies, and/or issues affecting our District. The BOC takes this time to listen and consider, but not to comment. Anyone who wishes to comment please let us know. Please state your name and keep your comments to three minutes, thank you.”

4. Item: Consent Agenda Announcement

Meeting Date: 5.22.25

Presented By: Chair

“The consent agenda is designed to assist in making the meeting shorter and more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Board of Commissioners. Does any Commissioner request removal of a Consent Agenda item?”

BK ____

BL ____

JW ____

MH ____

DG ____

Item Removed: _____

*(**the request does not require a second or a vote by the BOC. If an item is removed, it needs to be discussed and acted on separately immediately following the consideration of the consent agenda.)*

5. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes:

i. 4.24. 2025 Workshop Meeting Minutes

ii. 4.24. 2025 Regular Meeting Minutes

b. Vouchers & Payroll

i. **Expense Vouchers #s** 10773-10793 \$41,115.22

ii. **Payroll:** \$61,180.52

iii. **DOR** \$2,194.02

TOTAL: \$104,489.76

Recommended Motion: I move to approve the Consent Agenda as presented.

This section is for staff use

Motion _____ **2nd** _____ **Discussion:** Yes/No

Vote: Y/N/AB

BK____

BL____

JW____

MH____

DG____



BOARD OF COMMISSIONERS WORKSHOP

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, April 24, 2025
5:00 PM

1. MEETING CALLED TO ORDER at 5:00pm.

No action was taken.

2. ADJOURNMENT: The meeting was adjourned at 5:43 pm by Vice-Chair Witmer.

Attest:

Jaemee Witmer, Vice Chair

Date



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, April 24, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Commissioners Kraner, Witmer, Hartmann, and Guy were present. Commissioner Larsen was excused.
3. **PUBLIC COMMENTS:** 1 person made comments about programs and pricing for youth programs.
4. **CONSENT AGENDA ANNOUNCEMENT.**
5. **CONSENT AGENDA ITEMS:** Comm. Kraner made a motion to approve the consent agenda as presented. Comm. Guy seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. March 27, 2025, Regular Meeting Minutes
 - b. **Vouchers and Payroll:**
 - i. Expense Voucher #'s 10732 – 10772 \$34,796.88
 - ii. Payroll \$62,321.58
 - iii. DOR \$2,102.11

Total: \$99,220.57
6. **SOAR PRESENTATION:** Was given during public comment, no action taken.
7. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager.
8. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** Comm. Guy presented on plans moving forward.
 - b. **Program Committee:** The committee presented on Punch Card expiration dates. More background information is needed to proceed with creating the resolution. Comm Guy made a motion to table further discussion until May's Regular Meeting. Comm. Kraner seconded the motion, and it passed unanimously without discussion.
9. **UNFINISHED BUSINESS**
 - a. **Draft survey:** Comm. Hartmann presented a version of the survey hosted by Survey Monkey, and other commissioners provided input. Comm. Hartmann will lead this project and keep commissioners informed during regular meetings. Comm. Guy motioned Comm Hartmann to represent the BOC in execution of the survey. Comm. Kraner seconded the motion, and it passed unanimously without discussion.
10. **NEW BUSINESS:**
 - a. **Medical Insurance:** Comm. Guy motioned to extend health insurance coverage to all Full-Time Non-Exempt employees. Comm. Kraner seconded the motion, and it passed unanimously without discussion.
 - b. **Employee of the Month:** ED Cochran presented on the employee selected for Employee of the Month.

11. EXECUTIVE SESSION: None

12. ACTION ITEM/REVIEW:

- a. Put ED Annual Review on May Agenda
- b. Coordinate a workshop with Comm. Larsen
- c. Comm. Hartmann to complete survey

13. FINAL BOARD COMMENTS: Comments were made by Comms. Kraner and Guy.

14. NEXT MEETING: May 22, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

15. ADJOURNMENT: The meeting was adjourned at 6:37 pm by Vice-Chair Witmer.

Attest:

Jaemee Witmer, Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>665950-665954</i>	<i>04.09.2025</i>	<i>10773-10778</i>	<i>\$ 9,881.69</i>
<i>666349-666352</i>	<i>04.16.2025</i>	<i>10779-10785</i>	<i>\$ 8,214.42</i>
<i>667323-667327</i>	<i>04.30.2025</i>	<i>10786-10793</i>	<i>\$ 23,019.11</i>

\$41,115.22

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$61,180.52
Department of Revenue Transfer \$ 2,194.02

Total of Voucher #s 10773-10793,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$104,489.76

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 May 22, 2025

Brit Kraner, Commissioner

Bill Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

April 2025

Date	Num	Name	Memo	Amount
Apr 25				
04/02/2025	10773	4000120 R1 Aquatic Instruction LLC	LG Course	2,445.80
04/02/2025	10774	4000437R1 Barron Heating Air Condi...	HVAC Periodic Maintenance	5,458.63
04/02/2025	10775	4000643 R1 Island Disposal	CVP Garbage	134.09
04/02/2025	10776	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2025-03	575.00
04/02/2025	10777	5007369 R1 Whidbey Tech Solutions	IT Monthly Svc	1,258.41
04/02/2025	10778	5007369 R1 Whidbey Tech Solutions	Power Cord	9.76
04/09/2025	10779	4000437R1 Barron Heating Air Condi...	Spa Boiler Repair	753.11
04/09/2025	10780	4000437R1 Barron Heating Air Condi...	Pool Boiler Repair	1,166.04
04/09/2025	10781	4000437R1 Barron Heating Air Condi...	Shower Hot Water Repair/Maint	1,190.45
04/09/2025	10782	5002013 Island County Public Health	Pool/Spa Permit	967.00
04/09/2025	10783	4000793 R4 Visa	J Cochran CC	2,495.61
04/09/2025	10784	4000793 R4 Visa	J Millang CC	1,553.19
04/09/2025	10785	4001129 R1 Electronic Business Ma...	Copy Machine Usage 2025-03	89.02
04/24/2025	10786	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
04/24/2025	10787	4000470 R1 Cascade Natural Gas	Gas: Pool	14,006.95
04/24/2025	10788	4000470 R1 Cascade Natural Gas	Gas: Spa,Lk Rm,Lobby,Ofc	1,002.03
04/24/2025	10789	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	771.95
04/24/2025	10790	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	1,601.56
04/24/2025	10791	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	46.06
04/24/2025	10792	4000705 R1 Puget Sound Energy	Electric Bill	5,208.11
04/24/2025	10793	4000897 R1 Airgas USA, LLC	Cylinder Rental HT	225.74
Apr 25				41,115.22



Commissioner Communication

6. Item: Staff Reports

Meeting Date: 5.22.25

Presented By: Jay Cochran

Action Items/Review 6.27.24 Regular Meeting

Work with program committee to look at program planning sheets to figure out how to present program expenses in the planning budget sheets. **Update 1/16/25: This will be a topic for the February 25 Program Committee meeting.**

C. Kraner can provide the program committee with a proposal for diving board installation that includes cost and process.

Action Items/Review 3.27.25 Regular Meeting

Add bereavement line to budget for full-time, non-exempt. **This line item requires a budget adjustment, which will be included in a short list of changes for the May meeting. Budget committee postponed May meeting, changes delayed.**

Research punch card expirations for other facilities. **Working on a resolution for the May meeting. Update 5.15.2025 C. Guy will update the BOC during the program committee report**

Research employee rewards. **Compiling list of reward ideas from internal and external sources will include this as part of the staff report in May. Please see staff report for update.**

~~Ask about Delta Dental options for health care. Spoke with Jake at Ballast regarding Delta Dental options; he indicated while it was possible it would not be something recommended due to the price difference.~~

Write SOP for CC receipts **Will begin this item after finishing the annual SAO report. Update: will be starting this by the end of May.**

Action Items/Review 4.24.25 Regular Meeting

~~Put ED Annual Review on May Agenda~~

~~Coordinate a workshop with Comm. Larsen~~

~~Comm. Hartmann to complete survey~~

District Resident Determination

Historical Practice:

- Residency was determined based on having a 98277 zip code.
- Residents who couldn't verify residency with a photo ID were kindly asked to provide a tax document as an alternate form of required verification.
- CivicRec later automated this by importing all addresses from the 98277 zip code.

Issue Identified:

- We were unaware that some properties within District boundaries do not have the 98277 zip code.
- Currently identified:
 - Four parcels (one owner owns two parcels).
- Two of the addresses have transactions in our system.
- These households pay District property taxes but were not recognized as residents in CivicRec bc they do not have 98277 zip codes; they Coupeville address.
- One household was charged for basketball, which does not have a resident vs. non-resident rate bc recreation programs fully pay for themselves, so the board decided on one fee.
- The other house paid out of district fees for two days of open swim, we owe them a \$5.00 credit for those days, but their first transaction they were charged the correct in-district rate. We are trying to determine why with CivicRec.
- Current Process for Discrepancies: Residents show proof (e.g., tax bill or mail), and front desk manually updates their status in our system.

Corrective Actions Taken:

- Contacted CivicRec – confirmed addresses can be manually added so future owners do not have to verify.
- Jenna ran a membership report and physically verified each address on a map that was outside the 98277 zip code.
- The active member's account will be credited.
- Submitted a public records request to the County Assessor for a full list of District parcels.
- Received map data, but supporting documents are not yet accessible.
- Following up with the County's public records clerk.
- We have added this statement to our welcome page on CivicRec "If your address is outside the 98277 zip code but you pay property taxes to the North Whidbey Pool, Park, and Recreation District, please share a copy of your current property tax bill so we can ensure your address is accurately included in our system."

Additional Discovery:

- BM is aware of some 98277 addresses that do not pay property taxes to the District.
- Have been treated as residents based on zip code alone.
- No written policy or resolution has been found that defines residency by zip code.
- Policy Questions for Commissioners:
 - Should individuals who do not pay District taxes but have been treated as residents (based on zip code) be reclassified as non-residents and charged accordingly moving forward?

Website Redesign Efforts

- Researched website platforms including Wix and Squarespace.
- Initiated a free trial with Squarespace and asked Jenna to review the platform as well.
- Encountered issues with integrating brand colors into the site and reached out to Squarespace customer service.
- No written response received; no phone number available for direct support.
- Additional research revealed poor customer service ratings for Squarespace.
- GoDaddy remains a strong option due to reliable and accessible customer service, which staff use frequently, but also does not offer an easy way to integrate brand colors. Looking into the Word Press Option they now provide.
- Just started the Wix research and will update further next month.

ADA Accessibility Compliance (Effective 2027)

- Our current website does not meet future ADA accessibility requirements, but we have two years to get there, but it is what spurred me into researching other sites.

Technology Updates

- Research is underway to replace two laptops this year.
- Existing laptops will be repurposed for other staff.
- Continuing to work with Puget Sound Energy (PSE) regarding access power to Clover Valley Park.
- A formal request is being submitted due to lack of follow-up from previous inquiries on PSE's side.

Facility and Programming Coordination with School District

- Scheduled to meet with the superintendent the Friday after the Board meeting to:
 - Discuss ideas for future programming space
 - Review ongoing and future facility School District access for District programming
 - Follow up on requests from the high school swim team and clarify details regarding swim lesson pricing

Meeting with Boys & Girls Club – Pool Use Coordination

- Met with the Boys & Girls Club to explore options for weekly summer pool use.
- Identified Fridays as an ideal day due to it being typically slower and not overlapping with our own camp's pool time.
- Recommended avoiding overlap between multiple day camps in the pool at the same time.
- A once-a-week visit from the Boys & Girls Club would help reduce mid-week congestion and maintain a manageable environment.
- The meeting was productive and positive.
- Robert Sanders, Executive Director of the Oak Harbor Boys & Girls Club, participated in the discussion.

Pet Parade – Thursday, July 3rd

- The Pet Parade will take place on Thursday, July 3rd at Windjammer Park.

- On-site registration will be held from 4:30 p.m. to 5:30 p.m.
- Judging will begin at 5:30 p.m.
- The parade will start at 6:00 p.m. at the Pavilion at Windjammer Park and follow the traditional route.
- The event is returning fully to Windjammer Park to allow more people, including those who work, to participate and enjoy the cooler evening hours.
- We will handle online registrations.
- Event artwork is currently being finalized and will be shared soon.
- Promotional materials will be posted across the island to help make the event a success.

WSIT Training – Potential Hosting Opportunity

- Reached out to the American Red Cross regarding hosting a Water Safety Instructor Trainer (WSIT) training.
- Bainbridge Island’s pool, the usual host site, will be closed next year.
- The training draws participants from across the region, including Idaho, Oregon, and California.
- Hosting could bring positive attention and revenue to our facility.
- One requirement for the training is access to a diving board.
- Plan to contact Fidalgo Pool to explore the option of using their diving board for the portion of the training that requires it.
- The training spans several days, with only periodic lane closures needed—such as one to two hours at a time—making it manageable.
- Considering using the viewing room to accommodate classroom portions of the training.
- Will follow up to find out how many participants typically attend each year.

Client Service Specialist Coordinator

- We successfully ran our Culture Fest booth on both days of the event. We got a lot of positive feedback about the games we played and were able to give out 300+ Summer Activity Guides.
- All camps (Challenger Soccer, Day Camp, STEAM) are now being regularly posted on social media.
- I submitted graphics and information to Macaroni Kid for their Summer Guide.
- As I transition out of the CSS Coordinator role, I will be assisting Julie in preparing training materials for the incoming Coordinator.

Comment Card 4/20/25

“Would it be possible to get this type of lock on pool restroom door? I walk in on people that didn’t lock door. Also people don’t leave door open so you know it vacant”-Brenda (Brenda also included a picture of the type of lock)

There is already a lock on the door, almost the exact same as the one Brenda attached. We discussed with some of the morning guards to try and monitor the door/make sure the door is open when it is not occupied. We have asked Mitch to work on finding one with this functionality.

April Attendance by Hour

Treasurer's Report
Transactions from 4/1/2025 to 4/30/2025

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 3/31/2025****278,167.42**

04/03/2025	ISLAND COUNTY T NWPP&R CA	WB	0.00	7,430.61	
04/17/2025	ISLAND COUNTY T NWPP&R CA	WB	0.00	21,915.55	
04/24/2025	ISLAND COUNTY T NWPP&R CA	WB	0.00	7,410.75	
04/30/2025	APR 25 PROP TAX DISTRIBUTION		0.00	606,100.95	
	Revenue Total		0.00	642,857.86	642,857.86

04/02/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00665615	917.25	0.00	
04/02/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00665615	1,552.52	0.00	
04/02/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00665615	46.06	0.00	
04/02/2025	COCHRAN, JAMIE NO WHIDBEY POOL	KY 00665616	120.00	0.00	
04/02/2025	MILLANG, JULIE NO WHIDBEY POOL	KY 00665619	180.00	0.00	
04/02/2025	COCHRAN, MITCHE NO WHIDBEY POO	KY 00665617	180.00	0.00	
04/02/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00665620	45.29	0.00	
04/02/2025	ISLAND COUNTY T NO WHIDBEY POO	KY 00665618	39.13	0.00	
04/02/2025	ISLAND COUNTY T NO WHIDBEY POO	KY 00665618	39.13	0.00	
04/02/2025	ISLAND COUNTY T NO WHIDBEY POO	KY 00665618	39.13	0.00	
04/02/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00665614	2,713.48	0.00	
04/09/2025	AQUATICS INSTRU NO WHIDBEY POO	KY 00665950	2,445.80	0.00	
04/09/2025	PACIFIC GRACE T NO WHIDBEY POO	KY 00665953	575.00	0.00	
04/09/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00665954	9.76	0.00	
04/09/2025	BARON HEATING & NO WHIDBEY POO	KY 00665951	5,458.63	0.00	
04/09/2025	ISLAND DISPOSAL NO WHIDBEY POO	KY 00665952	134.09	0.00	
04/09/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00665954	1,258.41	0.00	
04/14/2025	NWPP&R PAYROLL		29,788.49	0.00	
04/16/2025	VISA INC NO WHIDBEY POOL PARK	KY 00666352	2,495.61	0.00	
04/16/2025	VISA INC NO WHIDBEY POOL PARK	KY 00666352	1,553.19	0.00	
04/16/2025	BARON HEATING & NO WHIDBEY POO	KY 00666349	753.11	0.00	
04/16/2025	BARON HEATING & NO WHIDBEY POO	KY 00666349	1,166.04	0.00	
04/16/2025	BARON HEATING & NO WHIDBEY POO	KY 00666349	1,190.45	0.00	
04/16/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00666350	89.02	0.00	
04/16/2025	ISLAND COUNTY H NO WHIDBEY POO	KY 00666351	967.00	0.00	
04/29/2025	NWPP&R PAYROLL		31,392.03	0.00	
04/29/2025	NPWW&R DOR		2,194.02	0.00	
04/30/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00667327	5,208.11	0.00	
04/30/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00667325	14,006.95	0.00	
04/30/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00667325	1,002.03	0.00	
04/30/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00667326	771.95	0.00	
04/30/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00667326	1,601.56	0.00	
04/30/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00667326	46.06	0.00	
04/30/2025	CANON FINANCIAL NO WHIDBEY POO	KY 00667324	156.71	0.00	
04/30/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00667323	225.74	0.00	
	Expenditure Total		110,361.75	0.00	-110,361.75

Ending Cash Balance**Calculated Total****810,663.53****Book Total****810,663.53****Difference****-0.00**

Treasurer's Report
Transactions from 4/1/2025 to 4/30/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 3/31/2025				16.25
04/30/2025	EARNING ALLOCATION APR 25		0.00	0.55
	Revenue Total		<u>0.00</u>	<u>0.55</u>
Ending Cash Balance		Calculated Total		16.80
		Book Total		16.80
		Difference		0.00



Participants - Earning Allocat Selected
Allocation Account Activity
April 1, 2025 - April 30, 2025

Island County

Fund: NWPP&R BOND

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Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
648							230.40
	2.760	04/01/2025	Alloc/Fe			0.54	230.40
	2.904	04/01/2025					230.40
Subtotal and Ending Balance	2.904			0.00	0.00	0.54	230.40
Totals and Ending Balance for NWPP&R BOND				0.00	0.00	0.54	230.40

Treasurer's Report
Transactions from 4/1/2025 to 4/30/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 3/31/2025				252,944.07
04/30/2025	EARNING ALLOCATION APR 25		0.00	99.28
	Revenue Total		0.00	99.28
Ending Cash Balance		Calculated Total		253,043.35
		Book Total		253,043.35
		Difference		0.00



Participants - Earning Allocat Selected
Allocation Account Activity
April 1, 2025 - April 30, 2025

Fund: NWPP&R RESERVE

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Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
649							41,669.34
	2.766	04/01/2025	Alloc/Fe			97.88	41,669.34
	2.899	04/01/2025					41,669.34
Subtotal and Ending Balance	2.899			0.00	0.00	97.88	41,669.34
Totals and Ending Balance for NWPP&R RESERVE				0.00	0.00	97.88	41,669.34

Treasurer's Report
Transactions from 4/1/2025 to 4/30/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 3/31/2025				228.27
04/30/2025	EARNING ALLOCATION APR 25		0.00	7.70
	Revenue Total		<u>0.00</u>	<u>7.70</u>
Ending Cash Balance		Calculated Total		235.97
		Book Total		235.97
		Difference		0.00



**Participants - Earning Allocat Selected
Allocation Account Activity
April 1, 2025 - April 30, 2025**

Fund: NWPP&R CAPITAL

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
788							3,230.65
	2.766	04/01/2025	Alloc/Fe			7.59	3,230.65
	2.900	04/01/2025					3,230.65
Subtotal and Ending Balance	2.900			0.00	0.00	7.59	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL				0.00	0.00	7.59	3,230.65



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

Public Sector Statement
April 30, 2025
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 Analysis Interest

ISLAND COUNTY TREASURER
N WHIDBEY PARK & RECREATION DIST PAYROLL

Beginning balance 3-31-25	\$54,271.96
5 Additions	+252,334.28
8 Subtractions	-249,139.53
Ending balance 4-30-25	\$57,466.71

Additions

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	4-4		Intuit Payroll Squickbooks	\$44.70
<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	4-11		Trf Fr DDA 0000473631001525 4731	\$95,824.53
	4-14		Trf Fr DDA 0000473631001525 4731	29,788.49
	4-16		Trf Fr DDA 0000473631001525 4731	95,284.53
	4-29		Trf Fr DDA 0000473631001525 4731	31,392.03
Total additions				\$252,334.28

Subtractions

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	4-4		Irs Usataxpymt	\$5,499.86
	4-14		Intuit Payroll Squickbooks	22,743.30
	4-18		Irs Usataxpymt	5,071.70
	4-22		Irs Usataxpymt	53.92
	4-29		Intuit Payroll Squickbooks	22,855.35
	4-29		Paid Family Med Payment	1,806.34
<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Destination</i>	
	4-16		Trf To DDA 0000473631001525 4731	\$95,284.53
	4-17		Trf To DDA 0000473631001525 4731	95,824.53
Total subtractions				\$249,139.53

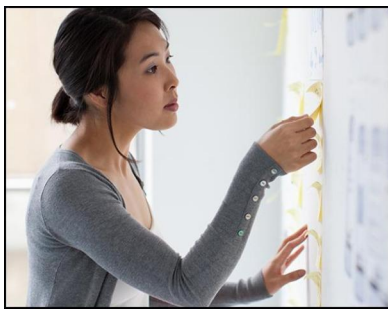


Heritage
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	04-01-2025
Statement End	04-30-2025
Account Number	
Page	1 of 4

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



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Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$0.43

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$7,979.10		\$37,270.50		\$0.16		\$38,456.60		\$8.00		\$6,785.16

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
04/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	307.50
04/01/25	Deposit	31.50
04/01/25	Deposit	132.00
04/01/25	Deposit	28.50
04/01/25	Deposit	38.75
04/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,552.00
04/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	900.50
04/04/25	External Deposit CNI MLLNGTN DET EFT 040325 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *250403*1	3,846.00
04/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	4,632.00
04/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	589.25



Equal Housing Lender | Member FDIC

22

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DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
04/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	721.50
04/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,677.25
04/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	501.75
04/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	921.50
04/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,041.00
04/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	425.75
04/11/25	Deposit	45.00
04/11/25	Deposit	114.50
04/11/25	Deposit	181.00
04/11/25	Deposit	123.25
04/11/25	Deposit	50.25
04/11/25	Deposit	150.00
04/11/25	Deposit	434.50
04/11/25	Deposit	177.00
04/11/25	Deposit	311.75
04/11/25	Deposit	124.50
04/11/25	Deposit	50.50
04/11/25	Deposit	195.25
04/11/25	Deposit	233.00
04/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	566.50
04/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,513.50
04/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,791.50
04/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	427.00
04/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	231.00
04/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	731.50
04/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	876.25
04/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	455.00
04/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	508.75
04/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,132.00
04/21/25	Deposit	210.50
04/21/25	Deposit	99.25
04/21/25	Deposit	177.50
04/21/25	Deposit	42.00
04/21/25	Deposit	89.75
04/21/25	Deposit	198.50





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
04/21/25	Deposit	113.00
04/21/25	Deposit	209.00
04/21/25	Deposit	147.50
04/21/25	Deposit	115.50
04/21/25	Deposit	102.00
04/21/25	Deposit	49.00
04/21/25	Deposit	16.00
04/21/25	Deposit	134.75
04/21/25	Deposit	30.00
04/21/25	Deposit	67.25
04/21/25	Deposit	91.00
04/21/25	Deposit	57.00
04/21/25	Deposit	162.25
04/21/25	Deposit	121.50
04/21/25	Deposit	43.75
04/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	707.50
04/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	722.75
04/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	269.75
04/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,008.00
04/25/25	Deposit	67.25
04/25/25	Deposit	163.50
04/25/25	Deposit	66.25
04/25/25	Deposit	47.25
04/25/25	Deposit	198.75
04/25/25	Deposit	157.25
04/25/25	Deposit	17.75
04/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	534.25
04/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	658.50
04/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,461.50
04/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	379.50
04/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	763.50
04/30/25	Credit Interest	0.16





WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
04/01/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,518.54
04/02/25	External Withdrawal AUTHNET GATEWAY - BILLING 141453129	120.20
04/03/25	Withdrawal NWPP AND REC	7,430.61
04/07/25	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 11541425	60.95
04/17/25	Withdrawal NWPP AND REC	21,915.55
04/24/25	Withdrawal NWPP AND REC	7,410.75
04/30/25	Monthly Maintenance Fee	8.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
04/01	6,998.81	04/11	18,386.05	04/23	8,410.75
04/02	8,430.61	04/14	22,257.55	04/24	1,269.75
04/03	1,900.50	04/15	22,684.55	04/25	2,995.75
04/04	10,378.50	04/16	22,915.55	04/28	5,650.00
04/07	13,305.55	04/17	1,731.50	04/29	6,029.50
04/08	13,807.30	04/18	2,607.75	04/30	6,785.16
04/09	14,728.80	04/21	6,980.50		
04/10	15,769.80	04/22	7,688.00		

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



Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 03.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
02.28.2025	VISA	\$ (14.57)		Interest Charge Adjustment
03.11.2025	Eweing	\$ 1,450.90	x	Turf for Ballfields
03.12.2025	Nextiva	\$ 265.34	x	Phone Bill
03.07.2025	Canva	\$ 119.40	x	Annual Subscription
03.26.2025	Amazon	\$ 980.96	x	2 Printers for ED & BM
03.30.2025	Adobe	\$ 21.79	x	Adobe Subscription
03.30.2025	Buddy Punch	\$ 206.68	x	Electronic Timesheets
Total		\$ 3,030.50		

Date

Signature

04.09.2025 Julie Millang

4.10.25 [Signature]

HERITAGE BANK

JAMIE COCHRAN
N WHIDBEY PARK AND REC
Account Number: ##### 6800
Page 1 of 3

4000793 R4

VISA

SCORECARD

Bonus Points
Available
126,081

Summary of Account Activity

Previous Balance		\$ 2,452.14
Payments	-	\$2,987.03
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$3,045.07
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$14.57
NEW BALANCE		\$ 2,495.61
Credit Limit		\$10,000.00
Available Credit		\$7,504.39
Available Cash		\$7,504.39
Amount Disputed		\$0.00
Statement Closing Date		03/31/25
Days in Billing Cycle		31

Account Inquiries



Call us at: (800) 615-1161
Lost or Stolen Card: (727) 570-4881



Write us at PO BOX 31675, TAMPA, FL 33631-3675

Payment Summary

NEW BALANCE	\$2,495.61
MINIMUM PAYMENT	\$50.00
PAYMENT DUE DATE	04/25/2025

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.

Important Information About Your Account

WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS ON YOUR ACCOUNT MAY BE REFLECTED ON YOUR CREDIT REPORT.

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/11	03/13	PBUS01	24493985071084255000279	EWING IRRIGATION PRD 174 360-707-9530 WA	\$1,450.90
03/12	03/13	PBUS01	24906415071224166999552	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$265.34
03/13	03/13	PBUS01	24011345072500031333832	CANVA* I04448-59394861 CANVA.COM DE	\$119.40
03/28	03/28	PBUS01	24011345087100033491168	AMAZON RETA* 7B36P9833 WWW.AMAZON.CO WA	\$980.96
03/30	03/31	PBUS01	24036295089712120918550	ADOBE *ADOBE 408-536-6000 CA	\$21.79
03/30	03/31	PBUS01	24492165089100018571735	BUDDY PUNCH BUDDYPUNCH.CO WI	\$206.68



JAMIE COCHRAN
N WHIDBEY PARK AND REC
Account Number: ##### 6800

Statement Closing Date:
March 31, 2025

Payments, Adjustments and Other

02/28	03/03	73190605062555062010047	PAYMENT - THANK YOU TACOMA WA	1,772.92 -
03/28	03/31	73190605090555090910081	PAYMENT - THANK YOU TACOMA WA	1,214.11 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$ 2,987.03 -

Interest Charged

02/28	03/03	PBUS01	73190605062555062010047	AUTO ADJ PBUS01 28/02	14.57 -
				TOTAL INTEREST FOR THIS PERIOD	\$ 14.57 -

Fees

TOTAL FEES FOR THIS PERIOD	\$ 0.00
-----------------------------------	----------------

Interest Charged

TOTAL INTEREST FOR THIS PERIOD	\$ 14.57 -
---------------------------------------	-------------------

2025 Totals Year To Date

Total Fees Charged in 2025	\$ 0.00
Total Interest Charged in 2025	\$ 0.00

Additional Information About Your Account

THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$174.66.

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

ScoreCard Bonus Points Information as of 03/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	122,384	3,697	0	0	126,081

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,724.13			\$0.00

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.

² Periodic Rate (M) = Monthly (D) = Daily

³ 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.

Visa Credit Card Reconciliation

Card Holder: Julie Millang

Billing Cycle: 03.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
02.28.2025	VISA	\$ (13.48)		Interest Charge Adjustment
02.28.2025	USPS	\$ 73.00	x	Stamps
03.01.2025	eSoft Planner	\$ 140.00	x	POS
03.01.2025	PDF Filler	\$ 104.35	x	1099 Forms
03.03.2025	Enformion	\$ 25.00	x	Background Checks
03.05.2025	Amazon	\$ 50.13	x	Monitor Stand for Front Desk
03.05.2025	Amazon	\$ 294.28	x	Monitors for Business Manager
03.05.2025	Hobby Lobby	\$ 33.30	x	Shamrock Splash
03.06.2025	U-Haul	\$ 25.01	x	Equipment Rental
03.09.2025	GoDaddy	\$ 300.71	x	Website
03.09.2025	Amazon	\$ 94.78	x	Shamrock Splash
03.09.2025	Amazon	\$ 73.41	x	Shamrock Splash
03.11.2025	GoDaddy	\$ 44.16	x	Domain
03.12.2025	Home Depot	\$ 23.81	x	Cleaning Supplies/Tote
03.14.2025	Safeway	\$ 65.89	x	Shamrock Splash
03.20.2025	Northwest Mini Storage	\$ 160.00	x	Storage Unit
03.28.2025	Uhaul	\$ 46.81	x	Trailer Rental for Mower P/U
03.28.2025	Liberty Market	\$ 12.03	x	Mower Fuel
Total		\$ 1,553.19		

Date Signature

04.09.2025 Julie Millang
4.10.25 JC

HERITAGE BANK

JULIE MILLANG
N WHIDBEY PARK AND REC
Account Number: #### #### #### 9939
Page 1 of 3

4000793 Ref

VISA

SCORECARD

Bonus Points
Available
66,799

Summary of Account Activity

Previous Balance		\$ 2,592.18
Payments	-	\$2,592.18 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,566.67
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$13.48-
NEW BALANCE		\$ 1,553.19
Credit Limit		\$4,000.00
Available Credit		\$2,446.81
Available Cash		\$2,446.81
Amount Disputed		\$0.00
Statement Closing Date		03/31/25
Days in Billing Cycle		31

Account Inquiries



Call us at: (800) 615-1161
Lost or Stolen Card: (727) 570-4881



Write us at PO BOX 31675, TAMPA, FL 33631-3675

Payment Summary

NEW BALANCE	\$1,553.19
MINIMUM PAYMENT	\$32.00
PAYMENT DUE DATE	04/25/2025

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.

Important Information About Your Account

WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS ON YOUR ACCOUNT MAY BE REFLECTED ON YOUR CREDIT REPORT.

WATCH YOUR BONUS POINTS GROW THIS SPRING AND ALL YEAR ROUND WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/28	03/02	PBUS01	24137465061001458632960	USPS KIOSK 5460209550 OAK HARBOR WA	\$73.00
03/01	03/02	PBUS01	24801975060259286078442	ESOFT PLANNER MMESZAROS@PPC OH	\$140.00
03/01	03/03	PBUS01	24332395062055860219726	SUPPORTPDFFILLER.COM 855-7501663 MA	\$104.35
03/03	03/04	PBUS01	24906415062223448777670	ENF*Enformion 855-2813915 CA	\$25.00
03/06	03/06	PBUS01	24692165065104564933949	AMAZON MKTPL*WB81F5XY3 Amzn.com/bill WA	\$50.13
03/06	03/06	PBUS01	24692165065104553264934	AMAZON MKTPL*E57AS9DZ3 Amzn.com/bill WA	\$294.28
03/05	03/07	PBUS01	24137465065200250025672	HOBBY-LOBBY #558 MOUNT VERNON WA	\$33.30
03/06	03/09	PBUS01	24137465066501054607402	U-HAUL STORAGE OF OAK HAR OAK HARBOR WA	\$25.01
03/09	03/10	PBUS01	24906415068223969041658	30DNH*GODADDY#3636047160 480-5058855 AZ	\$300.71



JULIE MILLANG
N WHIDBEY PARK AND REC
Account Number: ##### 9939

Statement Closing Date:
March 31, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/10	03/11	PBUS01	24692165069108851627797	AMAZON MKTPL*6N5GS3X83 Amzn.com/bill WA	\$94.78
03/10	03/11	PBUS01	24692165069108846359886	AMAZON MKTPL*FF5BQ2MG3 Amzn.com/bill WA	\$73.41
03/11	03/12	PBUS01	24906415070224105126276	DNH*GODADDY#3638910783 480-5058855 AZ	\$44.16
03/12	03/14	PBUS01	24943015072010188145510	THE HOME DEPOT #8563 OAK HARBOR WA	\$23.81
03/14	03/16	PBUS01	24231685074273824501566	SAFEWAY #0402 OAK HARBOR WA	\$65.89
03/20	03/23	PBUS01	24194335080017011125013	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
03/28	03/30	PBUS01	24137465088501355985436	U-HAUL STORAGE OF OAK HAR OAK HARBOR WA	\$46.81
03/28	03/30	PBUS01	24801975088288611373341	LIBERTY MARKET OAK HARBOR WA	\$12.03

Payments, Adjustments and Other

02/28	03/03	73190605062555062010054	PAYMENT - THANK YOU TACOMA WA	234.14 -
03/28	03/31	73190605090555090910065	PAYMENT - THANK YOU TACOMA WA	2,358.04 -
TOTAL PAYMENTS OR ADJUSTMENTS				\$ 2,592.18 -

Interest Charged

02/28	03/03	PBUS01	73190605062555062010054	AUTO ADJ PBUS01 28/02	13.48 -
TOTAL INTEREST FOR THIS PERIOD					\$ 13.48 -

Fees

TOTAL FEES FOR THIS PERIOD	\$ 0.00
----------------------------	---------

Interest Charged

TOTAL INTEREST FOR THIS PERIOD	\$ 13.48 -
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2025 Totals Year To Date

Total Fees Charged in 2025	\$ 0.00
Total Interest Charged in 2025	\$ 12.06

Additional Information About Your Account

THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$16.76.

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ScoreCard Bonus Points Information as of 03/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	65,250	1,549	0	0	66,799
Bonus Points To Expire:			Expiration Date: 01/31/2026		Points: 12,075

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,147.69			\$0.00

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.

² Periodic Rate (M) = Monthly (D) = Daily

³ 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.



Account Balances
April 2025

M&O Operating	\$ 810,663.53
Bond Fund	\$ 247.20
Reserve Fund	\$ 294,712.69
Capital Project Fund	\$ 3,446.62
Payroll Account	<u>\$ 57,466.71</u>
Total Balance of Accounts	\$1,166,536.75

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
April 15, 2025 for Pay Period 03.16-03.31.2025

	TOTAL	
	Hours	Rate
		Apr 15, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	88.00	3,333.33
Director		0.00
Director Sick	37.46	1,084.59
Director Vacation	3.34	96.70
Maintenance Facilities Manager	88.00	3,250.00
Aerobics Instructor	24.45	437.34
Client Service Spc Coordinator	71.53	1,390.54
Client Service Specialist	132.25	2,343.41
Custodial	7.15	137.71
Custodian - JVMP	32.38	623.64
Head Lifeguard	76.80	1,623.55
Hourly Sick	34.91	655.92
Lifeguard	377.33	6,696.92
Private Lesson Instructor	22.95	461.65
Senior Lifeguard	15.18	275.97
Swim Lessons Coordinator	39.92	803.59
Training- Swim Lessons	4.78	79.64
Training - Lifeguard	76.27	1,270.67
Training Swin Instuctor	2.08	34.65
WSI Water Safety Instructor	77.86	1,430.12
Total Gross Pay	1,212.64	26,029.94
Adjusted Gross Pay	1,212.64	26,029.94
Taxes Withheld		
Federal Withholding		-1,089.00
Medicare Employee		-377.46
Social Security Employee		-1,613.89
L&I Office Employee 5306-07		-28.93
L&I Pool Employee-1501-00		-236.70
Medicare Employee Addi Tax		0.00
WA - Cares Fund		-150.98
WA - Paid Fam Med Leave		-171.28
Total Taxes Withheld		-3,668.24
Additions to Net Pay		
Addition-Non Taxed		163.60
Total Additions to Net Pay		163.60
Net Pay	1,212.64	22,525.30
Employer Taxes and Contributions		
Medicare Company		377.46
Social Security Company		1,613.89
WA - Unemployment		0.00
L&I Office Employer 5306-07		70.31
L&I Pool Employer 1501-00		1,315.29
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		3,376.95

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
April 30, 2025 for Pay Period 04.01-04.15.2025

	TOTAL	
	Hours	Rate
		Apr 30, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	72.00	2,727.27
Business Manager Sick Pay	16.00	606.06
Director	56.00	2,582.16
Maintenance Facilities Manager	88.00	3,250.00
Aerobics Instructor	27.24	487.26
Client Service Spc Coordinator	79.00	1,520.40
Client Service Specialist	126.75	2,239.93
Custodial	10.27	197.80
Custodian - JVMP	28.88	469.59
Head Lifeguard	71.71	1,515.95
Hourly Sick	3.50	61.88
Lifeguard	344.89	6,138.97
Private Lesson Instructor	17.17	344.03
Swim Lessons Coordinator	41.47	834.79
Training- Swim Lessons	6.02	100.29
Training - Lifeguard	145.90	2,430.71
Training Swin Instuctor	2.45	40.82
WSI Water Safety Instructor	37.34	683.29
Total Gross Pay	1,174.59	26,231.20
Adjusted Gross Pay	1,174.59	26,231.20
Taxes Withheld		
Federal Withholding		-1,005.00
Medicare Employee		-380.36
Social Security Employee		-1,626.33
L&I Office Employee 5306-07		-27.55
L&I Pool Employee-1501-00		-229.98
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-152.12
WA - Paid Fam Med Leave		-172.51
Total Taxes Withheld		-3,593.85
Net Pay	1,174.59	22,637.35
Employer Taxes and Contributions		
Medicare Company		380.36
Social Security Company		1,626.33
WA - Unemployment		0.00
L&I Office Employer 5306-07		66.93
L&I Pool Employer 1501-00		1,365.38
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		3,439.00

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	710,240.22	1,411,251.00	-701,010.78	50.33%
Total 310.00 LEVIES	710,240.22	1,411,251.00	-701,010.78	50.33%
334.04.20 State Grant	0.00	300,000.00	-300,000.00	0.0%
340.00 JVMP Revenue				
347.30 Fees				
31 Daily Admission	31,204.81	130,490.00	-99,285.19	23.91%
33.01 Basic Memberships	5,023.36	21,050.00	-16,026.64	23.86%
34 Punch Cards	10,178.79	25,616.00	-15,437.21	39.74%
36 Kayak Lessons	0.00	1,200.00	-1,200.00	0.0%
38 Aerobics				
Water Fitness Daily Admisison	1,738.75	4,802.00	-3,063.25	36.21%
Water Fitness Prem. Membership	6,491.36	15,935.00	-9,443.64	40.74%
Water Fitness Punch Card	5,133.36	16,829.00	-11,695.64	30.5%
Total 38 Aerobics	13,363.47	37,566.00	-24,202.53	35.57%
39 Swim Lessons				
Private	11,168.00	30,184.00	-19,016.00	37.0%
School Group	0.00	4,980.00	-4,980.00	0.0%
Youth	33,376.50	149,157.00	-115,780.50	22.38%
Total 39 Swim Lessons	44,544.50	184,321.00	-139,776.50	24.17%
40 Swim Team				
Masters	1,484.50	13,314.00	-11,829.50	11.15%
Total 40 Swim Team	1,484.50	13,314.00	-11,829.50	11.15%
Total 347.30 Fees	105,799.43	413,557.00	-307,757.57	25.58%
Total 340.00 JVMP Revenue	105,799.43	413,557.00	-307,757.57	25.58%
350.00 Recreation Revenue				
347.60.01 Basketball	5,008.00	46,200.00	-41,192.00	10.84%
347.60.03 Kickball	0.00	6,045.00	-6,045.00	0.0%
347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%
347.60.05 NFL Flag Football	0.00	6,136.00	-6,136.00	0.0%
347.60.06 Volleyball	0.00	3,878.00	-3,878.00	0.0%
Day Camp	3,660.00	49,078.00	-45,418.00	7.46%
Soccer	0.00	363.00	-363.00	0.0%
Special Events/Programs	0.00	1,000.00	-1,000.00	0.0%
Total 350.00 Recreation Revenue	8,668.00	118,700.00	-110,032.00	7.3%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	5,903.68	21,187.00	-15,283.32	27.87%
Candy&Snacks	1,881.75	4,955.00	-3,073.25	37.98%

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
Lockers	341.00	1,559.00	-1,218.00	21.87%
Open Swim Party Rental	5,009.55	10,382.00	-5,372.45	48.25%
Pool Group Rentals	77.99	660.00	-582.01	11.82%
Private Party Rental	3,853.54	5,354.00	-1,500.46	71.98%
Retail	304.22	1,430.00	-1,125.78	21.27%
Viewing Room Rental	361.55	727.00	-365.45	49.73%
Total 362.00 Rents & Concessions	17,733.28	46,254.00	-28,520.72	38.34%
367.00 Contributions/Donations	2.67			
369.00 Other Misc Revenues				
Cashier over/short	-25.28			
Total 369.00 Other Misc Revenues	-25.28			
Other Misc Revenues	62.92			
Prepaid Accounts	632.42			
Total 360.00 Miscellaneous Revenue	18,406.01	46,254.00	-27,847.99	39.79%
361.40.00 Interest				
Int Investment Capital Fund	29.88	50.00	-20.12	59.76%
Int Investment Reserve Fund	385.41	550.00	-164.59	70.08%
Interest Investment Bond Fund	2.13	6.00	-3.87	35.5%
Total 361.40.00 Interest	417.42	606.00	-188.58	68.88%
Total Income	843,531.08	2,290,368.00	-1,446,836.92	36.83%
Gross Profit	843,531.08	2,290,368.00	-1,446,836.92	36.83%
Expense				
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	4,961.59	5,060.00	-98.41	98.06%
573.60.03 Kickball Expense	0.00	1,318.00	-1,318.00	0.0%
573.60.04 Pickleball Expense	0.00	938.00	-938.00	0.0%
573.60.05 NFL Flag Football Exp	0.00	1,923.00	-1,923.00	0.0%
573.60.06 Volleyball Expense	0.00	1,100.00	-1,100.00	0.0%
573.60.10 Salary & Wages				
Basketball	6,265.17	9,684.00	-3,418.83	64.7%
Day Camp				
Day Camp Assistant Manager	0.00	4,118.00	-4,118.00	0.0%
Day Camp Leader	0.00	10,490.00	-10,490.00	0.0%
Day Camp Manager	0.00	5,868.00	-5,868.00	0.0%
Total Day Camp	0.00	20,476.00	-20,476.00	0.0%
Kickball	0.00	861.00	-861.00	0.0%
NFL Flag Football	0.00	880.00	-880.00	0.0%
Pickleball	0.00	542.00	-542.00	0.0%
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
Recreation Coordinator	0.00	52,000.00	-52,000.00	0.0%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	0.00	1,000.00	-1,000.00	0.0%
Volleyball	0.00	1,719.00	-1,719.00	0.0%
Total 573.60.10 Salary & Wages	6,265.17	89,748.00	-83,482.83	6.98%
Day Camp Expense	0.00	15,000.00	-15,000.00	0.0%
Kayak Program Expense	0.00	600.00	-600.00	0.0%
Total 573.60.00 Exp Recreation Sports	11,226.76	115,687.00	-104,460.24	9.7%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	21,007.71	113,000.00	-91,992.29	18.59%
100103 Business Manager	25,779.14	80,000.00	-54,220.86	32.22%
100104 Client Service Spc				
Client Services Coordinator	10,098.74	36,437.00	-26,338.26	27.72%
100104 Client Service Spc - Other	17,818.94	71,181.00	-53,362.06	25.03%
Total 100104 Client Service Spc	27,917.68	107,618.00	-79,700.32	25.94%
100107 BOC/Dir Admin Asst	0.00	36,437.00	-36,437.00	0.0%
100108 Rec Aide Advertising	0.00	3,000.00	-3,000.00	0.0%
200201 Aerobics Inst JVMP	3,271.32	10,658.00	-7,386.68	30.69%
200208 Kayak Inst JVMP	0.00	300.00	-300.00	0.0%
200210 Private Lessons	3,321.20	13,200.00	-9,878.80	25.16%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	0.00	500.00	-500.00	0.0%
200211 WSI Instructor - Other	7,192.13	36,868.00	-29,675.87	19.51%
Total 200211 WSI Instructor	7,192.13	37,368.00	-30,175.87	19.25%
200221 Training				
Training- Lifeguard	7,878.71	29,069.00	-21,190.29	27.1%
Training - Client Services	133.77	2,000.00	-1,866.23	6.69%
Training - Maint & Custodial	0.00	500.00	-500.00	0.0%
Training - Swim Instructor	773.65	11,356.00	-10,582.35	6.81%
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%
Total 200221 Training	8,827.45	43,425.00	-34,597.55	20.33%
300301 Lifeguard	48,166.69	186,115.00	-137,948.31	25.88%
300303 Sr. Lifeguards	930.95	5,000.00	-4,069.05	18.62%
300305 Head Lifeguard	9,991.80	44,720.00	-34,728.20	22.34%
500501 Director of Maintenance	24,550.00	78,000.00	-53,450.00	31.47%
500502 Janitorial Staff	5,165.73	28,028.00	-22,862.27	18.43%
500503 Clover Valley Park	808.14	10,010.00	-9,201.86	8.07%
500505 Shut Down Maintenance	1,392.46	5,000.00	-3,607.54	27.85%
500506 Maintenance Assistant	2,418.41	11,502.00	-9,083.59	21.03%
Adult Swim Team Coach	1,008.23	5,416.00	-4,407.77	18.62%

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
Swim Lesson Coordinator	5,429.33	21,580.00	-16,150.67	25.16%
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%
Total 576.20.10 Salary & Wages	197,178.37	848,377.00	-651,198.63	23.24%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	4,000.00	-4,000.00	0.0%
Executive Director	0.00	5,650.00	-5,650.00	0.0%
Maintenance Director	0.00	3,900.00	-3,900.00	0.0%
Recreation Manager	0.00	6,916.00	-6,916.00	0.0%
Total 20.111 Retirement	0.00	20,466.00	-20,466.00	0.0%
20.112 Sick Pay				
Business Manager	606.06	3,077.00	-2,470.94	19.7%
Director	1,611.10	4,346.00	-2,734.90	37.07%
Maintenance Supervisor	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	0.00	5,320.00	-5,320.00	0.0%
Part Time Staff	2,324.41	8,250.00	-5,925.59	28.18%
Total 20.112 Sick Pay	4,541.57	23,993.00	-19,451.43	18.93%
20.113 Vacation				
Business Manager	0.00	9,230.00	-9,230.00	0.0%
Director	1,161.72	13,039.00	-11,877.28	8.91%
Director of Maintenance	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	0.00	5,320.00	-5,320.00	0.0%
Total 20.113 Vacation	1,161.72	30,589.00	-29,427.28	3.8%
Bereavement Leave	399.63	2,400.00	-2,000.37	16.65%
Total 576.20.11 Payroll Benefits	6,102.92	77,448.00	-71,345.08	7.88%
576.20.12 Payroll Taxes	45,752.34	99,782.00	-54,029.66	45.85%
576.20.20 Personnel Benefits				
Cell phone	480.00	2,880.00	-2,400.00	16.67%
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	0.00	5,000.00	-5,000.00	0.0%
Medical	0.00	67,970.00	-67,970.00	0.0%
Total 576.20.20 Personnel Benefits	480.00	77,050.00	-76,570.00	0.62%
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	130.00	-130.00	0.0%
Aerobic supplies	0.00	1,600.00	-1,600.00	0.0%
Aquatics Equipment	0.00	1,870.00	-1,870.00	0.0%
Cleaning & Sanitation	164.02	3,525.00	-3,360.98	4.65%
First Aide supplies	110.49	1,200.00	-1,089.51	9.21%
Office Equipment	12,179.12	40,200.00	-28,020.88	30.3%
Office supplies	210.47	2,000.00	-1,789.53	10.52%

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
Pool Chemicals	16,509.56	35,737.00	-19,227.44	46.2%
Retail Expense	0.00	2,000.00	-2,000.00	0.0%
Swim School Supplies	0.00	260.00	-260.00	0.0%
Total 20.31 JVMP	29,173.66	88,522.00	-59,348.34	32.96%
20.33 Vehicle Maintenance				
Fuel Expense	0.00	287.00	-287.00	0.0%
Repair	446.70	363.00	83.70	123.06%
Routine Maitnenace	16.32	225.00	-208.68	7.25%
Total 20.33 Vehicle Maintenance	463.02	875.00	-411.98	52.92%
20.34 Concession Expense	359.42	3,500.00	-3,140.58	10.27%
20.35 Sm Tools/Equip	118.13	4,000.00	-3,881.87	2.95%
Total 576.20.30 Minor Purchases	30,114.23	96,897.00	-66,782.77	31.08%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
Bank Fees	0.05	650.00	-649.95	0.01%
Computer Maintenance	0.00	3,000.00	-3,000.00	0.0%
Copy Machine Maint	387.27	2,500.00	-2,112.73	15.49%
Credit Card Processing	5,857.87	13,899.00	-8,041.13	42.15%
Dues & Memberships	135.00	2,413.00	-2,278.00	5.6%
Emp Background Checks	94.00	900.00	-806.00	10.44%
HVAC PMS	5,458.63	10,035.00	-4,576.37	54.4%
IT Service Contract	4,044.99	11,118.00	-7,073.01	36.38%
JVMP Landscape Maint	0.00	2,000.00	-2,000.00	0.0%
Legal	1,137.00	10,000.00	-8,863.00	11.37%
Payroll Processing	4,262.61	11,712.00	-7,449.39	36.4%
Pest Control	151.51	600.00	-448.49	25.25%
POS System	13,968.24	13,689.00	279.24	102.04%
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%
Security System - Annual	173.72	1,200.00	-1,026.28	14.48%
Security System - Service Calls	948.86	949.00	-0.14	99.99%
Storage Unit	320.00	2,160.00	-1,840.00	14.82%
Training Courses & Tuition	4,428.00	19,825.00	-15,397.00	22.34%
Web Hosting	344.87	350.00	-5.13	98.53%
Total 20.41 Professional Services	41,712.62	111,197.00	-69,484.38	37.51%
20.42 Communication				
Advertising	386.78	15,000.00	-14,613.22	2.58%
Email/Business Apps	1,185.07	13,400.00	-12,214.93	8.84%
Internet Service	1,983.22	3,900.00	-1,916.78	50.85%
Phone Service	796.08	3,184.00	-2,387.92	25.0%
Postage	73.00	300.00	-227.00	24.33%
Total 20.42 Communication	4,424.15	35,784.00	-31,359.85	12.36%

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
20.46 Insurance	138,829.90	150,015.00	-11,185.10	92.54%
20.47 Utilities				
Boiler	51,741.65	83,327.00	-31,585.35	62.1%
Electricity	19,187.92	53,885.00	-34,697.08	35.61%
Garbage	0.00	300.00	-300.00	0.0%
Patron Water	7,851.46	20,126.00	-12,274.54	39.01%
Pool Water/Garbage	4,618.56	13,908.00	-9,289.44	33.21%
Spa Boiler	4,919.48	10,583.00	-5,663.52	46.49%
Total 20.47 Utilities	88,319.07	182,129.00	-93,809.93	48.49%
20.48 NWPRD Repair & Maint				
Capital Expenses	3,915.71	468,000.00	-464,084.29	0.84%
20.48 NWPRD Repair & Maint - Other	9,354.60	72,000.00	-62,645.40	12.99%
Total 20.48 NWPRD Repair & Maint	13,270.31	540,000.00	-526,729.69	2.46%
Total 576.20.40 JVMPool Other Svcs	286,556.05	1,021,325.00	-734,768.95	28.06%
576.20.50 Intergovernmental				
Business Tax	3,342.54			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,727.93	10,000.00	2,727.93	127.28%
Emp Adv Serv	0.00	1,080.00	-1,080.00	0.0%
Refunds				
Patron Refund- Basketball	510.00			
Patron Refund-Pvt Swim Lessons	351.00			
Patron Refund - US Masters	795.80			
Patron Refund - Viewing Room	17.00			
Patron Refund OS Party	135.00			
Patron Refund Swim Lessons	80.75			
Refunds - Other	0.00	6,000.00	-6,000.00	0.0%
Total Refunds	1,889.55	6,000.00	-4,110.45	31.49%
Water Rec Facility Permit	967.00	1,000.00	-33.00	96.7%
Total 576.20.50 Intergovernmental	19,044.41	18,198.00	846.41	104.65%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	12.03	832.00	-819.97	1.45%
Repair	446.69	363.00	83.69	123.06%
Routine Maintenance	16.32	225.00	-208.68	7.25%
Total 576.80.33 Vehicle Maintenance	475.04	1,420.00	-944.96	33.45%
576.80.35 Sm Tools/Equipment	0.00	600.00	-600.00	0.0%
576.80.47 Utilities				
CVP Water	223.62	1,425.00	-1,201.38	15.69%
Dump Fees	0.00	200.00	-200.00	0.0%

North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	YTD through 2025-04	Budget	\$ Over Budget	% of Budget
Garbage	264.59	1,980.00	-1,715.41	13.36%
Total 576.80.47 Utilities	488.21	3,605.00	-3,116.79	13.54%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	2,131.46	10,000.00	-7,868.54	21.32%
Clover Valley Dog Park	178.77	3,750.00	-3,571.23	4.77%
Total 576.80.48 CVP Repair & Maint	2,310.23	13,750.00	-11,439.77	16.8%
80.40 Non Aquatic Rec Prog				
Special Events/Programs	0.00	8,000.00	-8,000.00	0.0%
Total 80.40 Non Aquatic Rec Prog	0.00	8,000.00	-8,000.00	0.0%
80.41 Professional Services				
Porta-Potty	2,656.30	4,050.00	-1,393.70	65.59%
Total 80.41 Professional Services	2,656.30	4,050.00	-1,393.70	65.59%
Total 576.80.00 General Parks	5,929.78	31,425.00	-25,495.22	18.87%
Total 576.20 NWPPRD Expenses	591,158.10	2,270,502.00	-1,679,343.90	26.04%
Total 570.00 RECREATION SERVICES	602,384.86	2,386,189.00	-1,783,804.14	25.25%
Reconciliation Discrepancies	-2,437.56			
Total Expense	599,947.30	2,386,189.00	-1,786,241.70	25.14%
Net Ordinary Income	243,583.78	-95,821.00	339,404.78	-254.21%
	243,583.78	-95,821.00	339,404.78	-254.21%



Commissioner Communication

7.a. Item: Budget Committee

Meeting Date: 5.22.25

Presented By: BOC

7.b. Item: Program Committee

Presented By: BOC

- i. Punch Card Discussion
- ii. Oak Harbor Elementary School Swim Lesson Pricing Options:
 - 1) Offering 3 weeks (6 lessons) session per student cost \$73.50 (our standard rate of \$12.25 per lesson)
 - 2) \$85 per student for 8 lessons for 4 weeks- this is discounted.Both are a great option and less than the full price \$98 per student.
- iii. SWIKA Follow Up
- iv. Change to Swim Lesson Time and Price

The swim lesson coordinator would like to add the option of a 45-minute lesson time for LTS 3 or higher and an hour-long session for the adult class. With these levels and the fundamentals of putting everything together for the more advanced strokes, it is ideal to have a longer class time, as referenced in the instructor manual. We propose to adjust class fees relative to the length based on current fees.

A 30-lesson is \$12.25. We would make a 45-minute lesson be 1.5 times this rate and an hour-long lesson would be two times this rate.

This section is for staff use

Recommended Motion: There are three:

7.b. ii. I move to approve Oak Harbor Elementary School Lesson Pricing to _____

7.b. iv. I move to approve a 45-minute lesson rate of \$18.38 per lesson for an 8 lesson- session total \$147.04 and a 1-hour rate of \$24.50 per lesson for an 8-lesson session total of \$196.00.

7.b.v. I move that staff be allowed to adjust the session rate based on approved lesson rates if they need to change the number of lessons days in any month.

7.b. ii. Motion _____ **2nd** _____ **Discussion:** Yes/No

Vote: Y/N/AB

BK__ BL__ JW__ MH__ DG__

7.b. iv Motion _____ 2nd _____ Discussion: Yes/No

Vote: Y/N/AB

BK__ BL__ JW__ MH__ DG__

7.b.v. Motion _____ 2nd _____ Discussion: Yes/No

Vote: Y/N/AB

BK__ BL__ JW__ MH__ DG__



Commissioner Communication

8. Item: Unfinished Business-None

Meeting Date: 5.22.25

9.a. Item: Executive Director Review

Presented By: BOC

9.b. Item: Employee Assistant Program Contract Renewal

Presented By: Julie Millang

Our contract with Washington Enterprise Services for the Employee Assistance Program is due for renewal next month. EAP provides various resources for staff – for work-related and personal needs. It is also an excellent resource for the professional development of supervisory staff. The contract amount is \$1,500 for two years and covers up to 42 employees. Although we have more employees, the program does not routinely work with employees under the age of 18 so this should be sufficient. You cannot contract for a lower number of employees. We have received information regarding the contract amount and are submitting the information sheet to update the contract but have not received the contract documents. We have included the current contract for your review; there are no anticipated changes beyond price and number of employees covered.

Recommended Motion after Executive Session Discussion: I move to approve the Employee Assistance Program contract for 2025-2027 in the amount of \$1500.

This section is for staff use

Motion _____ **2nd** _____ **Discussion:** Yes/No

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____

WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES Contracts and Procurement Division Employee Assistance Program P.O. Box 41411 Olympia, WA 98504-1411	INTERAGENCY AGREEMENT	
	IAA No.:	K8338
NORTH WHIDBEY POOL, PARK, & RECREATION DISTRICT 85 SE Jerome Street Oak Harbor, WA 98277	Effective Date:	July 1, 2023

INTERAGENCY AGREEMENT
BETWEEN
NORTH WHIDBEY POOL, PARK, & RECREATION DISTRICT
AND
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES
EMPLOYEE ASSISTANCE PROGRAM

Pursuant to RCW Chap. 39.34 and RCW 41.06.080, this Interagency Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Employee Assistance Program ("EAP") of the Department of Enterprise Services ("Enterprise Services"), a Washington State governmental agency and North Whidbey Pool, Park, & Recreation District ("Client Organization"), a Washington State institution and is dated and effective as of **July 1, 2023**.

RECITALS

- A. The Washington State Legislature has authorized Enterprise Services to administer the Washington State Employee Assistance Program. See RCW 41.04.720.
- B. Enterprise Services, through its Employee Assistance Program, has dedicated professional team members and resources, including contracted resources, to provide a robust employee assistance program on an enterprise basis, which leverages state resources in a cost-effective and efficient manner.
- C. Client Organization desires to contract with Enterprise Services for employee assistance services through its Employee Assistance Program.
- D. The purpose of this Agreement is to establish the terms and conditions pursuant to which Enterprise Services will provide the requisite employee assistance services to Client Organization such that both Client Organization and Enterprise Services can help deliver cost-effective, efficient solutions for Washingtonians.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

PURPOSE: The purpose of the Agreement is to allow the Enterprise Services Employee Assistance Program (EAP) to provide employee assistance services to Client Organization's employees as described in Section 1.0, *Scope of Services*, in return for financial compensation.

1. SCOPE OF SERVICES.

1.1 Client Organization Employees

The following Client Organization employees are covered by this Agreement:

- **30** = Total number of covered employees, which consists of:
 - 4 FT/PT Senior staff: Exempt/Administrative
 - 26 PT Permanent Staff

The following Client Organization employees are **not** covered by this Agreement:

- Seasonal and temporary staff

1.2 EAP Counseling Services

1.2.1 EAP shall provide EAP Counseling services to management-referred or self-referred employees, and their adult household family members. For a Counseling case, the client is assigned an EAP provider who conducts an EAP Assessment in person, through virtual communication/telehealth, or by telephone over 1-3 sessions, which may include problem assessment, short-term problem-solving, support and guidance, development of an action plan, referrals, resources, and follow-up services as necessary. Each time a new problem arises and a client uses EAP Counseling services, a new Counseling case is created.

1.2.2 EAP will inform Client Organization management of employee compliance with formal supervisory and/or formal human resources referrals in accordance with RCW 41.04.730 and the EAP confidentiality policy. Formal referrals are those referrals in which EAP has been notified in advance by the supervisor or human resources professional that the employee has been referred for job performance problems. Self-referrals are confidential as outlined in the EAP confidentiality policy.

1.3 24/7 Telephone Support Services

EAP provides access to telephonic EAP support and crisis counseling services 24 hours/day, 7 days/week. The services are provided by EAP staff, or if staff are not immediately available, through an after-hours clinical answering service that can be reached through EAP's primary phone line.

1.4 Organizational Services

EAP shall provide the following Services: Management Consultation, Educational and Promotional Services, and Critical Incident Response.

1.4.1 Management Consultation

EAP offers management consultation services to Client Organization's supervisors, managers, leaders, and human resource professionals to assist in the development of management skills or to assist with how to handle a particular situation with an employee or within the organization.

1.4.2 Educational and Promotional Services

EAP offers educational and promotional services to Client Organization, which may include Presentations, Trainings, or tabling at Health/Wellness/Benefits Fairs, delivered as follows:

i Webinars Offered to the Public:

Client Organization's employees may participate in any presentations and trainings offered by EAP via webinar, subject to space available.

ii Group Educational and Promotional Services:

- a. EAP offers various group educational and promotional services, including presentations on EAP's current list of offerings and participation in health/benefit fairs. Group educational and promotional services could be provided virtually or on-site.

As noted below, based on the number of covered employees, this Agreement includes a number of group hours that Client Organization may use toward scheduling virtual and on-site group educational/promotional services, at mutually agreed upon dates and times and at no additional charge except as provided below. A "group hour" is defined as one EAP provider delivering either one hour of presentation time or two hours of tabling time at a health/benefit fair. Group hours are to be used in 0.5 hour increments. Group hours are prorated for Agreements that are shorter than 24 months:

- up to 249 employees: group hours not included in rate,
- 250 to 499 employees: 2 group hours per biennium,
- 500 to 999 employees: 4 group hours per biennium,
- 1,000 to 2,999 employees: 6 group hours per biennium,
- 3,000 to 4,999 employees: 10 group hours per biennium,
- 5,000 or more employees: 16 group hours per biennium.

- b. Requests for Group Educational/Promotional Services: In the event that Client Organization requests group educational and promotional services within EAP's scope and expertise, EAP may offer group educational and promotional services on an as-available basis and at EAP's discretion. At Client Organization's request, EAP will provide an estimate that includes the time needed and total cost to provide the requested services, including preparation, delivery of services and post-service delivery tasks. The hourly rate for EAP group educational and promotional services is \$130 per hour plus

full travel costs in accordance with published Office of Financial Management travel and per diem rates.

1.4.3 Critical Incident Response Services

A critical incident is a sudden, unexpected event that significantly interferes with normal workplace functioning and is beyond the norm of what usually happens in that workplace, such as: traumatic death of an employee, violent event or threat of violent event at the workplace, serious workplace accident, natural disaster, or substantial layoff/downsizing.

EAP offers group critical incident response services on an as-available basis at a fee-for-service rate of \$130.00 per service hour plus \$50.00 per hour of travel. A “service hour” is defined as one EAP provider delivering one hour of critical incident response services for one site.

These services are provided on an “as available” basis. In the unlikely event that EAP is unable to provide rapid and appropriate response, EAP will decline the request and provide a listing of independent, trained and qualified providers to Client Organization. It is the Client Organization’s responsibility to negotiate services and payment to those providers.

1.4.4 Services Outside of Scope

Services outside of EAP’s scope include but are not limited to: mediation, team building, organization development (OD), fitness for duty exams, and employee evaluations by a substance abuse professional (SAP). As appropriate, EAP will provide assessment, consultation and referral services.

1.5 Work/Life Resources

1.5.1 Access Work/Life Resources by logging into the Work/Life Resources website: to login, enter Client Organization’s unique Org Code: **NWPRD**

1.5.2 Legal/Financial Benefit: 24/7 access to legal and financial consultants via toll-free phone to provide resources for issues including but not limited to separation, debt, or adoption needs, with the exception of those involving disputes or actions between an employee/dependent and their employer or EAP or for business issues. These services can be accessed by covered employees and their adult family household members.

i. The Legal Benefit allows participants to

1. Speak with a legal consultant who gathers information regarding the client’s legal concern and determines which legal benefit best suits the client’s needs: telephonic advice or local attorney referral.
2. Receive telephonic advice from a general practice attorney, or referral to a local attorney with the appropriate expertise for a free half-hour consultation. If additional assistance is required, in most cases the local

attorney will offer a discount to their hourly fees. Beyond the initial 30-minute free consultation, negotiation of fees, number and duration of contacts shall be a matter between the Participant and the attorney.

- ii. The Financial Benefit allows participants to access a program of comprehensive financial support services including:
 1. Access to financial counseling services, including an appointment for a detailed telephonic consultation.
 2. There is no limit to the length of the consultation or restrictions on repeated use of the service.

1.5.3 Employee Support Website: Online access to a wide range of resources regarding work and life topics for employees and their families, which includes:

- Access to work-life content including information and resources to address emotional wellbeing, health and wellness, and workplace issues, as well as child care, elder care, adoption, education, legal, and financial needs. Content type including articles, resource links, financial calculators, searchable databases, audio and video files, and ready-to-use/DIY legal forms.
- A diverse library of webinars and eLearning options, with a new online seminar added every month.

1.6 EAP Access by Client Organization:

All EAP services may be accessed by Client Organization or its employees via the EAP website at www.eap.wa.gov, or by calling EAP at 877-313-4455 tollfree or 360-407-9490. Client Organization can refer either through the supervisory process or through employee self-referral. Employee assistance services are also offered to adult household family members of the above covered employees.

Human resource managers and officers, managers, and supervisors may refer employees to EAP for assistance for job performance and job-related behavioral problems or to fulfill an employee's request for assistance. Additionally, employees may come to EAP voluntarily or self-refer for assistance.

1.7 Program Promotion:

EAP furnishes unlimited promotional materials in print-ready digital format as requested, such as brochures, flyers, online newsletter subscriptions, and specialized topical resource guides and booklets. Client Organization will disseminate the materials to employees and promote the use of EAP. Client Organization may request EAP to attend health fairs and benefits fairs as available and in accordance with available group hours as listed in section 1.4.2.

2. PERIOD OF PERFORMANCE.

Subject to its other provisions, the period of performance of this Agreement shall commence on **July 1, 2023**, and be completed on **June 30, 2025**, unless terminated sooner as provided in this

Agreement, or extended through a properly executed amendment.

3. COMPENSATION.

Compensation for the services provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded. Compensation for service(s) shall be based on the following rates:

3.1 Client Organization shall pay EAP the sum of **\$1,080.00**, the contract minimum rate to cover up to 30 employees for the contract period, for the performance of all things necessary for or incidental to the work as set forth in Section 1.0, *Scope of Services*, of this Agreement.

3.2 On July 1, 2023, Enterprise Services shall submit an invoice to Client Organization in the amount of **\$1,080.00**, as stated in Section 3.1 above. Client Organization shall make payment by check, warrant or account transfer within 30 days of receipt of the invoice. Costs for additional services and associated travel costs in accordance with Sections 1.4.2 and 1.4.3 above will be billed by Enterprise Services per occurrence, if any.

4. FUNDING CONTINGENCY.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited to the Client Organization in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, Client Organization may:

- a. Terminate this Agreement with ten (10) days advance notice. If this Agreement is terminated, the Client Organization shall be liable only for performance rendered or costs incurred by the Agency, on a prorated basis, in accordance with the terms of this Agreement prior to the effective date of termination. Agency shall refund any prorated unused prepaid amount.
- b. Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c. After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or
- d. Pursue such other alternative as the parties mutually agree to writing.

5. AGREEMENT MANAGEMENT.

The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement, each of whom shall be the principal contact for business activities under this Agreement. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Randee Gibbons
EAP Customer Experience Manager
Employee Assistance Program
Washington Dept. of Enterprise Services
PO Box 41476
Olympia, WA 98504-1476
Tel: 360-407-9493
Email: randee.gibbons@des.wa.gov

Client Organization

Attn: Jay Cochran
Executive Director
North Whidbey Pool, Park, & Recreation
District
85 SE Jerome Street
Oak Harbor, WA 98277
Tel: 360-675-7665
Email: jcochran@nwpprd.org

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission, to the designated email address of said addressee.

The Client Organization representative shall be responsible for working with EAP, approving billings and expenses submitted by EAP, and accepting any reports from EAP.

The EAP representative shall be the contact person for all communications regarding the conduct of work under this Agreement.

6. INDEPENDENT CAPACITY.

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

7. TERMINATION FOR CAUSE.

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

8. WAIVER.

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

9. SEVERABILITY.

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

10. RECORDS RETENTION.

- a. AGREEMENT AVAILABILITY. Prior to its entry into force, this Agreement shall be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- b. RECORDS RETENTION. Each party shall each maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this Agreement or final payment for any service placed against this Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- c. PUBLIC INFORMATION. This Agreement and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within ten (10) business days of the receipt of the request. The parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

11. RESPONSIBILITY OF THE PARTIES.

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third party claims.

12. DISPUTE RESOLUTION.

The parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall abide by the Governor's dispute resolution process (RCW 43.17.330), if applicable, or collectively shall appoint a third party to evaluate and resolve the dispute and such dispute resolution shall be final and binding on the parties hereto.

13. TERMINATION FOR CONVENIENCE.

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.

14. SITE SECURITY.

While on Enterprise Services/EAP premises, the Client Organization, its agents, employees, or Subcontractors shall comply with the Enterprise Services/EAP security policies and regulations.

15. GENERAL PROVISIONS.

- a. COMPLIANCE WITH LAW. The Parties shall comply with all applicable law.
- b. INTEGRATED AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- c. AMENDMENT OR MODIFICATION. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- d. AUTHORITY. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. GOVERNING LAW. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- g. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to submit to exclusive in personam jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- h. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this Agreement in their entirety.
- i. CAPTIONS & HEADINGS. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. ELECTRONIC SIGNATURES. A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.

- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

16. ALL WRITINGS CONTAINED HEREIN.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

EXECUTED AND EFFECTIVE as of the day and date first above written.

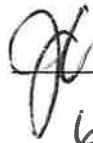
**NORTH WHIDBEY POOL, PARK, & RECREATION
DISTRICT
A WASHINGTON STATE INSTITUTION**

By: Jay Cochran

Title: Executive Director

Signature: _____

Date: _____



6.23.23

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By: Randee Gibbons

Title: EAP Customer Experience Manager

Signature: _____

Date: _____



6/13/2023



Commissioner Communication

9.c. Item: Employee of the Month

Meeting Date: May 22, 2025

Presented By: Julie Millang

We are excited to recognize Samantha Rapp as our Employee of the Month!

As a swimming instructor and water aerobics instructor, Samantha has consistently gone above and beyond to support both her team and our patrons. Over the past few months, she has not only continued to provide engaging, high-quality instruction but also expanded her expertise by gaining an additional training certification as a Water Safety Instructor – a testament to her commitment to professional growth and excellence.

She has been incredibly dependable, stepping in on short notice to cover classes for fellow instructors and ensuring minimal impact to patrons when instructors are out sick. In addition, she has taken on teaching a new weekend class with enthusiasm to further serve our patrons. She also has done a fantastic job of handling equipment quotes to ensure we have all the necessary information to purchase highly desired water aerobics equipment.

Thank you, Samantha, for your outstanding work ethic, versatility, and dedication. You are a vital part of our team, and we truly appreciate all that you do.

Congratulations!



Commissioner Communication

10. Item: Executive Session-None

Meeting Date: 5.22.25

Presented By: Chair

**Note: The governing body may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an executive session, the presiding officer must announce the purpose of the session and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the session is being extended. NO ACTION CAN BE TAKEN IN EXECUTIVE SESSION.*

“The board is entering into executive session pursuant to {enter RCW here} for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

**If an extension is required, the presiding officer must come out of the room in which the session is being held and make the following announcement:*

(Extension announcement time: _____ am/pm)

“The board is extending the executive session for a period of _____ minutes, until _____ a.m./p.m.”

*After adjourning the executive session and at, but **not before**, the time you said you would come back:*

“I call the regular meeting back to order at _____ a.m./p.m.”

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

Motion _____ **2nd** _____ **Discussion:** Yes/No

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

11. Item: Action Item/Review

Meeting Date: 5.22.2025

Presented By: Staff/Secretary

12. Item: Final Board Comments

Presented By: BOC

13. Item: June 26, 2025, at 6 p.m. John Vanderzicht Memorial Pool

Presented By: Chair

14. Item: Adjourn

Presented By: Chair

There being no further business to come before the Commission, I hereby declare this meeting adjourned at _____ p.m. [time]. Thank you.