

Public Notice



POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING

Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277

Thursday, May 23, 2024

6:00 p.m.

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Agenda**
- 4. Public Comments**
- 5. Executive Session:** RCW 42.30.110(h) To evaluate the qualifications of a candidate for appointment to elective office.
- 6. New Business:**
 - a. Appointment of Commissioner Position 2
 - i. Oath of Office
 - b. Appointment of Commissioner Position 5
 - i. Oath of Office
 - c. Election of Officers
 - d. Resolution 2024-01 Alternate Auditing Officer
 - e. Nextiva Contract
 - f. Parliamentary Procedure Training Discussion
 - g. OHE Swim Lesson Pricing
- 7. Consent Agenda Announcement**
- 8. Consent Agenda Items**
 - a. Minutes: 4.25.24 & 5.6.24
 - b. Vouchers & Payroll
- 9. Committee Reports:**
 - a. Committee Review
- 10. Staff Reports**
- 11. Action Items/Review**
- 12. Final Board Comments:**
- 13. Next Meeting: Thursday, June 27, 2024**
- 14. Adjournment**

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Meeting Called to Order
Agenda No: 1.	Presented by: Chair	
<p><i>*This section for staff use</i></p> <p>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.</p>		

Agenda No: 2.	Presented by: Chair	Item: Roll Call
<p><i>*This section for staff use</i></p> <p>Commissioner Kraner ____, Commissioner Witmer ____, Commissioner Hartmann ____,</p>		

Agenda No: 3.	Presented by: Chair	Item: Agenda
Does anyone have anything to add to the Agenda?		
<p><i>*This section for staff use</i></p>		

Agenda No: 4.	Presented by: Chair	Item: Public Comment
<p>Suggested Statement:</p> <p><i>“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.”</i></p>		

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Date: 5.23.24	Page 1 of 1	Item: Executive Session-None
Agenda No: 5.	Presented by: Chair	

**If we have an executive session, the first statement below will be filled in.
(Identify the RCW that applies, e.g., qualifications of a candidate for appointment to elective office pursuant to [RCW 42.30.110\(1\)\(h\)](#).)*

“The board is entering into executive session pursuant to [RCW 42.30.110\(h\)](#) to evaluate the qualifications of a candidate for appointment to elective office 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.”

(Ending Time: _____ am/pm)

*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.”

If there is further action to be taken, proceed with that action. If there is no further action, adjourn the meeting as you normally would.

**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.*

Recommended Motion: I move to

**This section for staff use*

Motion _____ 2nd _____

Commissioner Kraner _____,

Commissioner Witmer _____, Commissioner Hartmann _____

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Appointment of Commissioner Position 2
Agenda No: 6.a.	Presented by:	
<p>The board will vote to appoint Commissioner Position 2. Subsequent to the appointment, the commissioner will take the oath of office.</p>		
<p>RECOMMENDED MOTION: I move to appoint _____ to Commissioner Position 2.</p>		

*This section for staff use
 Motioned, _____ 2nd _____
 Discussion Yes or No
 Commissioner Kraner ____
 Commissioner Witmer ____ Commissioner Hartmann ____

CERTIFICATE OF APPOINTMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

The undersigned officers of _____ do
(Commission, Council, or Board Making Appointment)
hereby appoint _____ of _____
(Person Appointed) (Address)
to the office of _____. The term for this position
(Office and Position)
will expire on _____.

Signed this _____ day of _____, 20__

(Signature) (Printed Name, Title)

(Signature) (Printed Name, Title)

(Signature) (Printed Name, Title)

OATH OF OFFICE

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I, _____, do solemnly swear or affirm that I
(Person Appointed)
am a citizen of the United States and State of Washington; that I am legally qualified to
assume the office of _____; that I will support the
(Office and Position)

Constitution and laws of the United States and the State of Washington; and that I will
faithfully and impartially discharge the duties of this office to the best of my ability.

(Signature) (Printed Name)

Subscribed and sworn before me this _____ day of _____, 20__

(Signature) (Printed Name, Title of Swearing Officer)

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Appointment of Commissioner Position 5.
Agenda No: 6.b.	Presented by:	
<p>The board will vote to appoint Commissioner Position 5. Subsequent to the appointment, the commissioner will take the oath of office.</p>		
<p>RECOMMENDED MOTION: I move to appoint _____ to Commissioner Position 5.</p>		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___

CERTIFICATE OF APPOINTMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

The undersigned officers of _____ do
(Commission, Council, or Board Making Appointment)
hereby appoint _____ of _____
(Person Appointed) (Address)
to the office of _____. The term for this position
(Office and Position)
will expire on _____.

Signed this _____ day of _____, 20__

(Signature) (Printed Name, Title)

(Signature) (Printed Name, Title)

(Signature) (Printed Name, Title)

OATH OF OFFICE

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I, _____, do solemnly swear or affirm that I
(Person Appointed)
am a citizen of the United States and State of Washington; that I am legally qualified to
assume the office of _____; that I will support the
(Office and Position)

Constitution and laws of the United States and the State of Washington; and that I will
faithfully and impartially discharge the duties of this office to the best of my ability.

(Signature) (Printed Name)

Subscribed and sworn before me this _____ day of _____, 20__

(Signature) (Printed Name, Title of Swearing Officer)

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Election of Officers
Agenda No: 6.c.	Presented by:	
<p>Background: Former Commissioner James P. Marrow was elected Chair for the 2024 calendar year. With his resignation the chair duties fell upon Vice-Chair Commissioner Kraner. Section 3.2.a. of the North Whidbey Pool, Park, and Recreation District Bylaws state: <i>“In the Chair's absence or inability to preside, the Vice-Chair shall assume all duties. If, however, the Chair is to be permanently unable to preside, the Board shall select a new Chair for the remainder of the term.”</i></p>		
<p>RECOMMENDED MOTION: I move to appoint _____ as Chairperson.</p>		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___ Commissioner Position 5 ___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: District’s Assistant Auditing Officer
Agenda No: 6.d.	Presented by:	
<p>The recent changes to the District Board of Commissioners lead to the need to appoint a new Assistant Auditing Officer.</p> <p>The Executive Director is the District’s designated Auditing Officer. An Assistant Auditing Officer is needed to ensure business operations function properly in the absence of the Auditing Officer.</p>		
<p>RECOMMENDED MOTION: I move to appoint _____ as the District’s Assistant Auditing Officer.</p>		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___ Commissioner Position 5 ___

North Whidbey Pool, Park, and Recreation District

Resolution 2024-01

(In the Matter of
the District's Assistant Auditing Officer)

WHEREAS, the District Auditing Officer is the assigned responsibility of the District Executive Director,
and

WHEREAS, the District Auditing Officer may be unable to meet the responsibilities due to absence, and

WHEREAS, the Commissioners of the District did vote and approve the designation of
_____ as Assistant Auditing Officer at a public meeting;

NOW BE RESOLVED by the North Whidbey Pool, Park, and Recreation District Board of Commissioners,
Island County, Washington that _____ is designated as the District Assistant Auditing
Officer.

Dated: May 23, 2024

Brit Kraner, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

, Commissioner

, Commissioner

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Nextiva Contract
Agenda No: 6.e.	Presented by:	
<p>Background: Our Nextiva phone service contract will renew this month with a price increase. We received the following information from Nextiva:</p> <p><i>“Effective 6/24/2024, your price per line will be \$28.69 per month, plus tax where applicable. You will be charged this new amount beginning with your next scheduled billing date. For being a valued partner, your existing discounts have been honored and applied to this rate.”</i></p>		
<p>RECOMMENDED MOTION: I move to approve the Nextiva contract as presented.</p>		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner _____ Commissioner Position 2 _____

Commissioner Witmer _____ Commissioner Hartmann _____ Commissioner Position 5 _____

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Parliamentary Procedure Training
Agenda No: 6.f	Presented by:	
RECOMMENDED MOTION:		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___ Commissioner Position 5 ___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: OHE Swim Lesson Pricing
Agenda No: 6.g.	Presented by:	

Oak Harbor Elementary third grade students have participated in swim lessons as part of their PE curriculum for several years. With the recent increase in swim lesson fees, they have indicated they will be unable to continue with lessons due their budget constraints and have asked if there is any option to adjust the price.

The current fee (\$112 per session) was calculated using the pricing formula former Commissioner McCaslin set during program committee meetings. This formula includes the hourly wages of the instructor and partial wages for the swim lesson coordinator, lifeguards and front desk staff including payroll taxes, lane hour or administrative hourly charge, and a 20% profit margin. It may also include the cost of supplies and materials, though for the lesson program these were not built into the per session rate.

The same fee is charged to all participants regardless of affiliation; the only variance is for resident/non-resident rates. Prior to 2018, when Oak Harbor elementary students participated in lessons, they did receive approximately an 18% bulk discount on lessons. Basis for this included the school district registering students and providing student lists to staff, both decreasing the administrative needs for District staff. There was also consideration for the bulk nature of their lessons – similar the bulk discount on a punch card purchase. It is worth noting that at this time, the District also offered discounts for those families qualified for free/reduced lunch through the school district and there was multi-child discount for families with multiple children; both aimed to help make lessons more affordable for families within the community. These discounts were discontinued when the pool reopened after Covid.

One option discussed with Oak Harbor Elementary staff is the possibility of the school providing their own instructors (either parent volunteers or teachers trained to teach lessons) and using the pool space for their lessons. This would fall under the current IGA and allow their students to receive lessons without the financial impact of paying the District for lessons.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

RECOMMENDED MOTION:

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___ Commissioner Position 5 ___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 2	Item: Consent Agenda Announcement
Agenda No: 7.	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?”

**This section for staff use*

Commissioner Kraner	Yes
Commissioner Position 2	Yes
Commissioner Witmer	Yes
Commissioner Hartmann	Yes
Commissioner Position 5	Yes

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.)*

Agenda No: 8 a., & b.	Present by: Chair	Item: Approval of Consent Agenda
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a. Minutes: 4.25.24 Regular Meeting & 5.6.24 Special Meeting

b. Vouchers & Payroll

i. Expense Vouchers #s 10278-10325	\$22,881.29
ii. Payroll:	\$63,489.79
iii. DOR	\$ 2,194.34
TOTAL:	\$88,565.42

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

**This section for staff use*

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___

Commissioner Position 5 ___

**This section for staff use*

Item Removed: _____

New Motion: I move to

Motioned, Commissioner _____

Seconded, Commissioner _____

Discussion Yes or No

Commissioner Kraner Yes or No

Commissioner Position 2 Yes or No

Commissioner Witmer Yes or No

Commissioner Hartmann Yes or No

Commissioner Position 5 Yes or No

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
REGULAR MEETING
Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Thursday, April 24, 2024
6:00 p.m.

Meeting was called to order at 6:00 p.m.

Roll Call: Commissioners Kraner, Chargualaf, Witmer, and Marrow are present.

Agenda: No items were added to the agenda.

Public Comment: Oak Harbor City Councilmember Bryan Stucky gave public comment.

Consent Agenda: Commissioner Kraner moved to approve the consent agenda. Commissioner Witmer seconded the motion. Motion passed.

1. 3.28.24 regular meeting minutes and 4.3.24 special meeting minutes.
2. Vouchers & Payroll: Expense Vouchers #s 646380-647342 in the amount of \$32,983.94, Payroll in the amount of \$68,292.46, and Department of Revenue in the amount of \$1,867.52 for a total of \$103,143.92.

Executive Session: The board entered executive session at 6:06 p.m. pursuant to RCW 42.30.110(h) to evaluate the qualification of a candidate for appointment to elective office for a period of 5 minutes, until 6:11 p.m. The regular board meeting was called back to order at 6:09 p.m.

New Business:

1. **Appointment of Commissioner Position 4**-Commissioner Witmer moved to appoint Melissa Hartmann to the vacant Commissioner Position 4. Commissioner Kraner seconded the motion. Motion carried.
 - a. **Oath of Office**-Melissa Hartmann took the Oath of Office.
2. **Appointment of Secretary**-Commissioner Kraner moved to nominate Commissioner Hartmann for secretary. Commissioner Witmer seconded the motion. Discussion ensued. Motion carried.
3. **Online Meetings**-Commissioner Witmer moved to approve establishing accounts necessary to live stream and post recording of all public meetings in addition to formal minutes. Commissioner Kraner seconded the motion. Discussion ensued. Motion carried.

Staff Reports: Staff Reports submitted by Executive Director Jay Cochran.

Committee Reports:

1. **Levy Committee**-Commissioner Kraner gave an update on the levy committee.
2. **Program Committee**
 - a. **Day Camp**-Commissioner Witmer moved to approve the price of \$305 per week, per

child, for the 2024 Camp Trailblaze Day Camp.

b. US Masters 5-Visit Punch Card-The program committee gave an update on the status of the 5-visit punch card discussion.

c. Budget Review Committee-Commissioner Chargualaf left the meeting at 7:41 p.m. Commissioner Marrow appointed Commissioner Witmer as the chair of the budget review committee.

Action Item/Review:

- Contact Bruce Riem and ask why he recommended not participating in online meetings.
- Implement online meetings by our May regular board meeting and research any equipment needed.
- Schedule two meetings for the budget review committee: one in late May for the first quarter review and one in June.
- Schedule the levy committee meeting.

Final Board Comments: Commissioner Kraner clarified earlier comments.

Next Meeting: The next regular board meeting is scheduled for Thursday, May 23, 2024, at 6:00 p.m. at the Oak Harbor Chamber of Commerce

Adjournment: Commissioner Kraner moved to adjourn the meeting. Commissioner Witmer seconded the motion. Meeting adjourned at 7:51 p.m.

Attest _____ 05.23.24, _____, Chair

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
REGULAR MEETING
Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Monday, May 6, 2024
6:15 p.m.

Meeting was called to order at 6:15 p.m.

Roll Call: Commissioners Kraner, Witmer, and Hartmann present.

Agenda: Commissioner Witmer moved to approve the agenda as presented. Commissioner Hartman seconded the motion. Motion carried.

Timeline Review: The timeline to nominate candidates was reviewed.

Nominations:

1. **Position 2**-Commissioner Kraner moved to nominate Bill Larsen as a candidate for the open Commissioner Position 2 seat. Commissioner Witmer seconded the motion. Motion carried.
2. **Position 5**- Commissioner Hartmann moved to nominate Cody Sample for Commissioner Position 5. Commissioner Kraner seconded the motion. Motion Carried. Commissioner Kraner moved to nominate former commissioner Patricia Hardin to the open Commissioner Position 5 seat. Commissioner Witmer seconded the motion. Motion carried. Commissioner Kraner moved to nominate Cynthia Kaiser to the open Commissioner Position 5. Commissioner Hartman seconded the motion. Motion carried.

Action Item/Review:

- Post commissioner ads.

Next Meeting: The next regular board meeting is Thursday, May 23, 2024, at 6:00 p.m., at the Chamber of Commerce.

Adjournment: Commissioner Witmer moved to adjourn the meeting. Commissioner Kraner seconded the motion. Meeting adjourned at 6:27 p.m.

Attest _____ 5.23.24, _____, Chair

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
647628-647637	04.03.2024	10278-10314	\$ 6,193.60
647935-647938	04.10.2024	10315-10319	\$ 4,504.51
648987-948990	04.24.2024	10320-10325	\$ 12,183.18
			\$22,881.29

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$63,489.79
Washington State Department of Revenue Transfer from M & O to Payment Account \$ 2,194.34

*Total of Voucher #s 10278-10325,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer* \$88,565.42

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 23, 2024

Brit Kraner, Commissioner

Vacant, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

Vacant, Commissioner

North Whidbey Park & Recreation District
Voucher Report
April 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Apr 24				
04/04/2024	10315	5001152 Diamond Rentals	Portable Toilet Dog Park	225.00
04/04/2024	10316	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2024-03	575.00
04/04/2024	10317	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	1,333.76
04/04/2024	10318	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,264.40
04/04/2024	10319	5007369 R1 Whidbey Tech Solutions	Unifi/Internet Outage	1,106.35
04/17/2024	10320	4000489 R1 City of Oak Harbor Park...	Lawn Maintenance JVMP	2,000.00
04/17/2024	10321	4000705 R1 Puget Sound Energy	Electric Bill	4,451.09
04/17/2024	10322	4000793 R4 Visa	J Cochran CC	4,458.95
04/17/2024	10323	4000793 R4 Visa	S Hoffmire CC	733.76
04/17/2024	10324	4000793 R4 Visa	J Millang CC	301.07
04/17/2024	10325	4000897 R1 Airgas USA, LLC	Cylinder Rental (Hot Tub)	238.31
04/25/2024	10326	4000033 Washington Alarm, Inc	Alarm Monitoring	77.55
04/25/2024	10327	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
04/25/2024	10328	4000437R1 Barron Heating Air Condi...	Filter Replacement/Htr Issue	2,087.55
04/25/2024	10329	4000470 R1 Cascade Natural Gas	Gas: Pool	7,608.31
04/25/2024	10330	4000470 R1 Cascade Natural Gas	Gas:Spa,Lk Rm,Lobby,Ofc	648.62
04/25/2024	10331	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	1,238.06
04/25/2024	10332	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	1,816.14
04/25/2024	10333	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	52.74
04/25/2024	10334	4000602 Home Depot	Bowl Cleaner/Sprayer Bottles	43.51
04/25/2024	10335	4000602 Home Depot	Door Stops,Screws	69.79
04/25/2024	10336	4000602 Home Depot	Maintenance Materials	123.88
04/25/2024	10337	4000602 Home Depot	TruFuel, Rebar	87.10
04/25/2024	10338	4000602 Home Depot	Hose Repair	17.58
04/25/2024	10339	4000602 Home Depot	Maintenance Materials	376.29
04/25/2024	10340	4000602 Home Depot	Female Adapter Fittings	4.25
04/25/2024	10341	4000602 Home Depot	Hose Mender	19.55
04/25/2024	10342	4000602 Home Depot	Maintenance Materials	15.50
04/25/2024	10343	4000602 Home Depot	Equipment Rental	74.12
04/25/2024	10344	4000643 R1 Island Disposal	CVP Garbage	154.44
04/25/2024	10345	4000758 R1 WA State Auditor's Office	20-22 Audit	6,398.60
04/25/2024	10346	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	1,484.67
04/25/2024	10347	4001042 R1 WMS Aquatics	Liquid Chlorine	379.59
04/25/2024	10348	4001042 R1 WMS Aquatics	Accu-Tab Power Base Pump/Moto	505.72
04/25/2024	10349	4001071 R1 Julie Millang	Cell Phone Reimb 1st Qtr	180.00
04/25/2024	10350	4001129 R1 Electronic Business Ma...	Copy Machine Usage 2024-03	82.24
04/25/2024	10351	5009807 Shane Hoffmire	Cell Phone Reimb 1st Qtr	180.00
04/25/2024	10352	5010539 Jamie Cochran	Cell Phone Reimb 1st Qtr	180.00
Apr 24				40,750.20

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Committee Review
Agenda No: 9.a.	Presented by: Commissioner Kraner	
RECOMMENDED MOTION:		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner ___ Commissioner Position 2 ___

Commissioner Witmer ___ Commissioner Hartmann ___ Commissioner Position 5 ___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 5.23.24	Page 1 of 1	Item: Staff Reports
Agenda No: 10.	Presented by: Jay Cochran	

We received the following comment in the comment card box:
 “Hi. I am 66 and have a need to use the pool regularly for PT water exercises. I am living on a fixed, limited income on social security. I would like to ask that the pool connect with United Healthcare as a vendor for me and others who need this. Here is their phone number: 1.877.370.3249. Please call me about this regarding your decision.” - Melissa Duffy

**** The decision not to work with insurance companies again stems from several key issues related to cost and fairness:***

Inadequate Reimbursement: Historically, insurance companies have reimbursed a maximum of \$40.00 per month for full access to the facilities. This amount does not cover the actual cost of providing the services, resulting in a financial loss.

Inability to Charge the Difference: The terms of the insurance agreements did not allow for charging patrons the difference between the reimbursement amount and the actual cost. This restriction further exacerbated the financial shortfall.

Limited Benefit Scope: Only individuals with specific insurance plans could benefit from this arrangement, which created a perception of unfairness. Other patrons without the same insurance plans were unable to access similar benefits, leading to inequality among users.

Financial Viability: If we began accepting insurance it would mean to operate at a loss, which is not sustainable in the long term.

Therefore, the board decided to discontinue partnerships with insurance companies to ensure financial stability and to provide equal access to all patrons.

North Whidbey Pool, Park, and Recreation District

Commissioner Communication

Directors Report

We recently onboarded our new Recreation Coordinator, Chad Meyer. He has been with us for about two weeks and is also one of our basketball coaches. Chad is currently working on several initiatives:

Ongoing Projects

Day Camp: Getting it up and running.

Adult Flag Football: Organizing this new program. It is now open for registration.

Chum Run 5K: Collaborating with the Chum Run HIYI Committee. This event is crucial for us because youth in our programs receive scholarship committee. Last year, they awarded the most scholarships to Oak Harbor residents. This year, the Chum Run 5K is scheduled for September 14th, coinciding with the military picnic. The event is traditionally held in Langley but will now be in Oak Harbor to support local scholarships.

Getting fall programs like volleyball and youth flag football and basketball.

Also working on:

Chamber of Commerce Luncheon: I am coordinating with the Chamber for our June 20th luncheon. The new Chamber Director suggested setting up a tent in Volunteer Park for the event.

Vacation Notice

I will be on vacation from June 8th to June 24th for my children's graduation and visiting family. I will be available intermittently and will attend the Chamber event on June 20th. Please email me if you need anything, and I will respond as I can. There will be a few days when I will be off the island visiting other family members in Washington.

Spin Cafe Program Inquiry

I had a recent call with Ava Burgess, who, as I understand, raised a public comment during the City of Oak Harbor meeting concerning the Spin Cafe program and their patron use of our facilities. I emphasized that any of our established fee paid grants access to the respective facility for which the fee was paid. This ensures that all users can utilize the specific services they require.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

I also let Ms. Burgess know that while I am not entirely sure how Spin Cafe manages to pay our established fees, I do know that they fulfill this requirement.

Ms. Burgess inquired whether I had reached out to Island County Public Health for any precautionary measures. I informed her that Island County Public Health conducts our inspections and provides our permits on a yearly basis. This program has been in place for at least ten years, and to my knowledge, there have never been any reported hygiene or sickness issues related to the pool.

I let Ms. Burgess know that due to the nature of our work and the chemicals we use, we sanitize frequently. The chemicals in the pool also sanitize the water, making our facilities one of the safest places in terms of hygiene.

Additionally, for the benefit of our new commissioners and to maintain transparency, I have included the email correspondence I sent to the Mayor detailing this matter when he inquired.

“Hello Mayor,

Thank you, for reaching out.

Regarding the arrangement with Spin Café, while there isn't a formal agreement in place, they do maintain an account for individuals eligible for shower access, a program that has been in operation for several years predating my tenure and the temporary closures of the pool after the levy failure in 2017 and during COVID. Some individuals utilize this service independently, while others receive assistance from Spin Café staff with post-shower cleanup. We've scheduled these sessions primarily during weekday mornings when patron traffic is typically slower than other parts of our day.

Occasionally, Spin Café clients may utilize our swimming facilities, albeit they are required to adhere to the same pre-swim shower protocol as other patrons and pay the applicable entry fee. However, such occurrences are infrequent, contrary to some perceptions. I recently consulted our lifeguards, who confirmed that Spin Café patrons haven't accessed the pool or hot tub in the last couple of months.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Moreover, we occasionally accommodate unhoused individuals who independently cover the cost of showers or pool access. They can attend, like any other patron, during any available time slot listed on our published schedule.

The fee charged for showers aligns with our standard rate applicable to all patrons seeking this service. We also accommodate campers and individuals in need of showers due to power outages affecting their ability to attend work.

As a government facility, we've received guidance from our legal counsel and insurance provider indicating that we cannot discriminate against individuals willing to pay the established fee. Moreover, we have similar arrangements with other organizations covering entry fees for their respective clients. For instance, Big Brother Big Sisters, HIYI, and Special Olympics sponsor participation in various programs, including swimming activities.

While we understand concerns regarding germs (we have them too, my children swim and work here), it's important to note that we rigorously adhere to all state laws pertaining to water treatment at our facility. As an additional precautionary measure, we've installed a UV sanitation system to enhance the effectiveness of our chemical treatments. Both Island County Inspectors and [WMS Aquatics](#) (state aquatic supplier and specialist) have commended our efforts, affirming that despite the age of our pool, it serves as a benchmark for care and maintenance on the island and throughout Washington State.

I would also like to note that throughout the duration of this program, spanning several years, we have not received any reports of illness attributed to our pool's maintenance protocols.

We've taken note of the online comments, as well, and I took the initiative to inform our commissioners of the feedback we've been encountering last month. I've included them in the BCC of this email to ensure they are kept informed as well.

Mayor Wright, thank you once again for your proactive approach. Addressing rumors effectively requires action and dissemination of accurate information, and I genuinely appreciate your efforts in seeking out that information.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

We welcome any suggestions or ideas you may have on additional measures we could undertake. I value and appreciate your collaboration in enhancing our efforts.”

Maintenance Report

Operations have continued smoothly this month as we continue tackling many projects with an emphasis of this month’s projects being at Clover Valley Park. The installation of the automatic car gate at the off-leash area is complete.

Installing this gate in house saved over \$20,000. Donations from Jet City, Sunbelt, and Frontier Lumber allowed us to move forward with completion. The gate programming coincides with park hours, meaning it closes at 10 pm and opens at 6am. ICOM has made GIS updates so that emergency responders have instructions on accessing the property.

The capital and volunteer investments made in the ballfields really show; they’re the nicest ballfields on Island north of Langley. A huge kudos to the BOC for responding to the safety concerns I brought forward 2 years ago and an even bigger kudos to the baseball association and Tyson VanDam for this accomplishment.

Keeping up with all the growing vegetation this month has been challenging but just know it’s keeping us busy. We recently completed our 4th annual NJROTC volunteer event at the pool. Bri Richard organized this year’s event, if you notice how nice the flowerbeds are looking Bri and our volunteers are a big reason why.

Daily maintenance and unmentioned smaller projects are what makes this place run and what consumes a lot of time. When we step away for portions of the day to work at the park for instance it creates the need for real teamwork. It’s very appreciated that the aquatic staff will pick up slack when it comes to light custodial.

Lap Pool Chemistry: Chlorine 3.5 ppm, PH 7.4, Temperature 84 Total Alkalinity ppm 90, Calcium Hardness 450, Calcium Saturation Index 0.2

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Business Manager Report

We participated in Holland Happening with a vendor booth. Despite the rainy and windy weekend, we were able to distribute informational material to over 400 people. There were two different game options for kids (and adults) to play and we were able to select games that allowed participants to get under one of our tents and out of the weather. Special thank you to staff who worked in the rain to set up the tents, bring cinder blocks to help keep the tents in place when the wind kicked up beyond what our weights could handle, and be a positive presence to those visiting the event. Thank you to Commissioner Witmer and her husband for their help in setting up the booth. It was a true team effort!

With both lifeguard and swim instructor courses scheduled soon, the hiring process has been active. To date, we have six candidates for the lifeguard course and four candidates for the swim instructor course. The recreation coordinator and client service specialist coordinator positions have been filled. We also have several staff members returning from college for the summer.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

appreciated that the aquatic staff will pick up slack when it comes to light custodial.

Lap Pool Chemistry: Chlorine 3.5 ppm, PH 7.4, Temperature 84 Total Alkalinity ppm 90, Calcium Hardness 450, Calcium Saturation Index 0.2

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
April 15, 2024

	TOTAL		
	Hours	Rate	Apr 15, 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
Business Manager Salary	80.00		2,963.00
Director	80.00		3,905.08
Maintenance Director Salary	80.00		3,155.38
Administrative Assistant	52.58		1,216.70
Aerobics Instructor	22.74		396.95
Basic Safety Instructor	14.27		260.86
Basketball Official	4.12		78.28
Client Service Specialist	196.92		3,425.56
Custodial	4.27		78.01
Custodian - JVMP	56.59		1,019.00
Head Lifeguard	18.43		369.71
Hourly Sick	19.75		354.32
Lifeguard	383.88		6,794.45
Maintenance Assistant	46.04		966.84
Private Lesson Instructor	26.13		514.91
Recreation Aide - Basketball	59.72		972.25
Recreation Coordinator	19.58		354.59
Senior Lifeguard	14.07		267.33
Swim Lessons Coordinator	32.17		632.78
Training- Swim Lessons	2.29		37.29
Training - Lifeguard	3.77		61.38
US Masters Coach	6.13		122.60
WSI Water Safety Instructor	66.33		1,195.74
Total Gross Pay	1,289.78		29,143.01
Deductions from Gross Pay			
457b Plan Emp.			-15.00
Total Deductions from Gross Pay			-15.00
Adjusted Gross Pay	1,289.78		29,128.01
Taxes Withheld			
Federal Withholding			-1,065.00
Medicare Employee			-422.57
Social Security Employee			-1,806.87
L&I Office Employee 5306-07			-31.54
L&I Pool Employee-1501-00			-219.68
Medicare Employee Addl Tax			0.00
WA - Cares Fund			-169.04
WA - Paid Fam Med Leave			-154.04
Total Taxes Withheld			-3,868.74
Net Pay	1,289.78		25,259.27
Employer Taxes and Contributions			
Medicare Company			422.57
Social Security Company			1,806.87
WA - Unemployment			0.00
L&I Office Employer 5306-07			74.37
L&I Pool Employer 1501-00			1,254.30
WA - Employment Admin. Fund			0.00
Total Employer Taxes and Contributions			3,558.11

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
April 30, 2024

	TOTAL		
	Hours	Rate	Apr 30, 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
Business Manager Salary	72.00		2,424.27
Business Manager Sick Pay	16.00		538.73
Director	72.00		3,195.06
Director Sick	8.00		355.01
Maintenance Director Salary	64.00		2,294.82
Maintenance Director Sick	24.00		860.56
Salary Bereavement	8.00		355.01
Administrative Assistant	53.72		1,243.08
Aerobics Instructor	22.89		399.99
Basic Safety Instructor	8.55		156.29
Client Service Specialist	179.69		3,134.18
Custodial	7.90		144.33
Custodian - JVMP	50.05		897.12
Head Lifeguard	20.75		416.25
Lifeguard	415.39		7,351.29
Maintenance Assistant	50.98		1,070.58
Private Lesson Instructor	15.80		310.91
Senior Lifeguard	8.42		155.77
Swim Lessons Coordinator	30.38		597.57
Training- Swim Lessons	5.56		90.52
Training - Lifeguard	10.82		176.15
Training Front Desk	8.16		132.85
US Masters Coach	5.32		106.40
WSI Water Safety Instructor	42.63		773.62
	<u>1,201.01</u>		<u>27,180.36</u>
Adjusted Gross Pay	1,201.01		27,180.36
Taxes Withheld			
Federal Withholding			-1,000.00
Medicare Employee			-394.17
Social Security Employee			-1,685.21
L&I Office Employee 5306-07			-29.96
L&I Pool Employee-1501-00			-193.55
Medicare Employee Addl Tax			0.00
WA - Cares Fund			-157.67
WA - Paid Fam Med Leave			-143.71
			<u>-3,604.27</u>
Net Pay	<u>1,201.01</u>		<u>23,576.09</u>
Employer Taxes and Contributions			
Medicare Company			394.17
Social Security Company			1,685.21
WA - Unemployment			0.00
L&I Office Employer 5306-07			70.67
L&I Pool Employer 1501-00			1,107.02
WA - Employment Admin. Fund			0.00
			<u>3,257.07</u>
Total Employer Taxes and Contributions			<u>3,257.07</u>

Treasurer's Report
Transactions from 4/1/2024 to 4/30/2024

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 3/31/2024				260,004.53
04/04/2024	ISLAND COUNTY T NWPP&R CC	WB	0.00	12,763.58
04/11/2024	ISLAND COUNTY T NWPP&R CA	WB	0.00	11,193.05
04/25/2024	ISLAND COUNTY T NW PP&R DIST S	WB	0.00	12,157.50
04/30/2024	APR 24 PROP TAX DISTRIBUTION		0.00	394,099.14
	Revenue Total		0.00	430,213.27
04/03/2024	Patron NO WHIDBEY POOL	KY 00647634	219.00	0.00
04/03/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00647630	1,049.76	0.00
04/03/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00647630	1,882.26	0.00
04/03/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00647630	46.06	0.00
04/03/2024	BARTOLOME, MARL NO WHIDBEY POO	KY 00647628	150.00	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	33.67	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	21.52	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	27.96	0.00
04/03/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00647629	156.57	0.00
04/03/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00647637	73.07	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	71.53	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	84.26	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	59.66	0.00
04/03/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00647629	156.71	0.00
04/03/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00647629	156.71	0.00
04/03/2024	ISLAND COUNTY T NO WHIDBEY POO	KY 00647635	39.13	0.00
04/03/2024	ISLAND COUNTY T NO WHIDBEY POO	KY 00647635	39.13	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	61.07	0.00
04/03/2024	ISLAND COUNTY T NO WHIDBEY POO	KY 00647635	39.13	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	22.53	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	219.74	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	68.33	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	21.45	0.00
04/03/2024	GCF BACKFLOW SE NO WHIDBEY POO	KY 00647632	200.00	0.00
04/03/2024	WASHINGTON ALAR NO WHIDBEY POO	KY 00647636	77.55	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	207.21	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	26.13	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	62.19	0.00
04/03/2024	COSTCO MEMBERSH NO WHIDBEY POO	KY 00647631	120.00	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	97.59	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	57.05	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	209.18	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	22.88	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	43.57	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	8.63	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	100.00	0.00
04/03/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00647633	262.37	0.00
04/10/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00647936	225.00	0.00
04/10/2024	PACIFIC GRACE T NO WHIDBEY POO	KY 00647937	575.00	0.00
04/10/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00647938	1,106.35	0.00
04/10/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00647935	1,333.76	0.00
04/10/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00647938	1,264.40	0.00
04/12/2024	N. WHIDBEY PARK & REC PAYROLL		32,891.04	0.00
04/24/2024	VISA INC NO WHIDBEY POOL PARK	KY 00648990	4,458.95	0.00
04/24/2024	VISA INC NO WHIDBEY POOL PARK	KY 00648990	301.07	0.00
04/24/2024	VISA INC NO WHIDBEY POOL PARK	KY 00648990	733.76	0.00

**Treasurer's Report
Transactions from 4/1/2024 to 4/30/2024**

646 - NO WHID POOL PARK REC MAINT

04/24/2024	PUGET SOUND ENE NO WHIDBEY POO	KY 00648989	4,451.09	0.00	
04/24/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00648987	238.31	0.00	
04/24/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00648988	2,000.00	0.00	
04/24/2024	ISLAND COUNTY P NO WHIDBEY POO	KY 00599035	0.00	51.50	
04/29/2024	N.WHIDBEY PARKS & REC PAYROLL		30,598.75	0.00	
04/29/2024	N.WHIDBEY PARKS & REC DOR		2,194.34	0.00	
	Expenditure Total		88,565.42	51.50	-88,513.92
Ending Cash Balance				Calculated Total	601,703.88
				Book Total	601,703.88
				Difference	0.00

Treasurer's Report
Transactions from 4/1/2024 to 4/30/2024

648 - NO WHID POOL PARK REC BOND

Cash Balance at 3/31/2024				9.84
04/30/2024	ICTIP INV INTEREST - APR 2024	0.00	0.45	
	Revenue Total	<u>0.00</u>	<u>0.45</u>	0.45
Ending Cash Balance			Calculated Total	10.29
			Book Total	10.29
			Difference	0.00

Treasurer's Report
Transactions from 4/1/2024 to 4/30/2024

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 3/31/2024				251,783.44
04/30/2024	ICTIP INV INTEREST - APR 2024	0.00	81.86	
	Revenue Total	<u>0.00</u>	<u>81.86</u>	81.86
Ending Cash Balance		Calculated Total		251,865.30
		Book Total		251,865.30
		Difference		0.00

Treasurer's Report
Transactions from 4/1/2024 to 4/30/2024

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 3/31/2024				138.28
04/30/2024	ICTIP INV INTEREST - APR 2024	0.00	6.35	
	Revenue Total	<u>0.00</u>	<u>6.35</u>	6.35
Ending Cash Balance			Calculated Total	144.63
			Book Total	144.63
			Difference	0.00

Island County, WA

Treasurer's Report
Transactions from 4/1/2024 to 4/30/2024

788 - NO WHID POOL PARK REC CAPITAL

Calculated Total	853,724.10	Book Total	853,724.10	Difference	0.00
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North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

	2024 YTD	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	6,211.14	944,583.00	-938,371.86	0.66%
Total 310.00 LEVIES	6,211.14	944,583.00	-938,371.86	0.66%
334.04.20 State Grant	0.00	0.00	0.00	0.0%
337.00.00 Local Grant	0.00	0.00	0.00	0.0%
340.00 JVMP Revenue				
347.30 Fees				
31 Daily Admission	25,762.77	118,627.00	-92,864.23	21.72%
33.01 Basic Memberships	8,186.90	17,087.00	-8,900.10	47.91%
34 Punch Cards	8,953.37	38,093.00	-29,139.63	23.5%
36 Kayak Lessons	0.00	4,500.00	-4,500.00	0.0%
37 ARC Classes				
302 Lifeguard Course	0.00	3,000.00	-3,000.00	0.0%
304 Jr. Lifeguarding	0.00	1,500.00	-1,500.00	0.0%
305 ARC Babysitting Course	0.00	2,500.00	-2,500.00	0.0%
306 BLS	0.00	0.00	0.00	0.0%
307 CPR/AED	0.00	1,000.00	-1,000.00	0.0%
308 Waterfront Lifeguard	0.00	1,000.00	-1,000.00	0.0%
309 WSI Course	0.00	0.00	0.00	0.0%
AEO	0.00	350.00	-350.00	0.0%
BBP	0.00	350.00	-350.00	0.0%
Total 37 ARC Classes	0.00	9,700.00	-9,700.00	0.0%
38 Aerobics				
Water Fitness Daily Admisison	1,880.59			
Water Fitness Prem. Membership	4,265.50			
Water Fitness Punch Card	5,875.09			
38 Aerobics - Other	6.42	76,160.00	-76,153.58	0.01%
Total 38 Aerobics	12,027.60	76,160.00	-64,132.40	15.79%
39 Swim Lessons				
Private	7,737.00	37,500.00	-29,763.00	20.63%
School Group	0.00	7,280.00	-7,280.00	0.0%
Youth	46,460.50	254,562.00	-208,101.50	18.25%
Total 39 Swim Lessons	54,197.50	299,342.00	-245,144.50	18.11%
40 Swim Team				
Adult Swim Team	0.00	19,296.00	-19,296.00	0.0%
Masters	4,365.00			
Total 40 Swim Team	4,365.00	19,296.00	-14,931.00	22.62%
Total 347.30 Fees	113,493.14	582,805.00	-469,311.86	19.47%
Total 340.00 JVMP Revenue	113,493.14	582,805.00	-469,311.86	19.47%
350.00 Recreation Revenue				

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

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
347.60.01 Basketball	2,325.00	42,000.00	-39,675.00	5.54%
347.60.02 Ultimate Frisbee	0.00	0.00	0.00	0.0%
347.60.03 Kickball	0.00	0.00	0.00	0.0%
347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%
347.60.05 NFL Flag Football	0.00	12,000.00	-12,000.00	0.0%
347.60.06 Volleyball	0.00	14,400.00	-14,400.00	0.0%
Day Camp	0.25	90,000.00	-89,999.75	0.0%
350.00 Recreation Revenue - Other	1,172.00			
Total 350.00 Recreation Revenue	<u>3,497.25</u>	<u>164,400.00</u>	<u>-160,902.75</u>	<u>2.13%</u>
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	4,835.39	13,000.00	-8,164.61	37.2%
Candy&Snacks	1,454.25	4,290.00	-2,835.75	33.9%
Lockers	410.01	1,221.00	-810.99	33.58%
Open Swim Party Rental	3,365.39	8,207.00	-4,841.61	41.01%
Pool Group Rentals	0.00	1,000.00	-1,000.00	0.0%
Private Party Rental	1,422.13	9,020.00	-7,597.87	15.77%
Retail	49.56	4,290.00	-4,240.44	1.16%
Viewing Room Rental	187.20	601.00	-413.80	31.15%
Total 362.00 Rents & Concessions	<u>11,723.93</u>	<u>41,629.00</u>	<u>-29,905.07</u>	<u>28.16%</u>
367.00 Contributions/Donations	106.29			
369.00 Other Misc Revenues				
Cashier over/short	3.55			
Total 369.00 Other Misc Revenues	<u>3.55</u>			
Prepaid Accounts	608.50	0.00	608.50	100.0%
Total 360.00 Miscellaneous Revenue	<u>12,442.27</u>	<u>41,629.00</u>	<u>-29,186.73</u>	<u>29.89%</u>
361.40.00 Interest				
Int Investment Capital Fund	10.64			
Int Investment Reserve Fund	137.18			
Interest Investment Bond Fund	0.76			
Total 361.40.00 Interest	<u>148.58</u>			
Total Income	<u>135,792.38</u>	<u>1,733,417.00</u>	<u>-1,597,624.62</u>	<u>7.83%</u>
Gross Profit	<u>135,792.38</u>	<u>1,733,417.00</u>	<u>-1,597,624.62</u>	<u>7.83%</u>
Expense				
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	7,240.33	7,957.00	-716.67	90.99%
573.60.04 Pickleball Expense	0.00	937.00	-937.00	0.0%
573.60.05 NFL Flag Football Exp	0.00	5,025.00	-5,025.00	0.0%
573.60.06 Volleyball Expense	269.78			
573.60.10 Salary & Wages				
Basketball	4,837.49	22,465.00	-17,627.51	21.53%

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

	2024 YTD	Budget	\$ Over Budget	% of Budget
Day Camp				
Day Camp Assistant Manager	0.00	7,000.00	-7,000.00	0.0%
Day Camp Leader	0.00	33,320.00	-33,320.00	0.0%
Day Camp Manager	0.00	8,750.00	-8,750.00	0.0%
Total Day Camp	0.00	49,070.00	-49,070.00	0.0%
NFL Flag Football	0.00	3,935.00	-3,935.00	0.0%
Pickleball	0.00	465.00	-465.00	0.0%
Recreation Coordinator	2,190.18	27,165.00	-24,974.82	8.06%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	0.00	2,442.00	-2,442.00	0.0%
Volleyball	0.00	9,640.00	-9,640.00	0.0%
Total 573.60.10 Salary & Wages	7,027.67	117,682.00	-110,654.33	5.97%
Adult Soccer Expense	69.50	0.00	69.50	100.0%
Day Camp Expense	122.50	95,232.00	-95,109.50	0.13%
Kayak Program Expense	0.00	3,268.00	-3,268.00	0.0%
Total 573.60.00 Exp Recreation Sports	14,729.78	230,101.00	-215,371.22	6.4%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	13,755.82	93,722.00	-79,966.18	14.68%
100102 Recreation Manager	7,802.88	69,757.00	-61,954.12	11.19%
100103 Business Manager	9,686.29	71,112.00	-61,425.71	13.62%
100104 Client Service Spc				
Client Services Coordinator	0.00	27,600.00	-27,600.00	0.0%
100104 Client Service Spc - Other	11,818.65	64,710.00	-52,891.35	18.26%
Total 100104 Client Service Spc	11,818.65	92,310.00	-80,491.35	12.8%
100107 BOC/Dir Admin Asst	4,622.14	28,800.00	-24,177.86	16.05%
100108 Rec Aide Advertising	1.13	3,000.00	-2,998.87	0.04%
200201 Aerobics Inst JVMP	1,456.68	11,057.00	-9,600.32	13.17%
200208 Kayak Inst JVMP	0.00	1,582.00	-1,582.00	0.0%
200210 Private Lessons	806.56	15,000.00	-14,193.44	5.38%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	0.00	5,232.00	-5,232.00	0.0%
200211 WSI Instructor - Other	4,382.66	92,445.00	-88,062.34	4.74%
Total 200211 WSI Instructor	4,382.66	97,677.00	-93,294.34	4.49%
200221 Training				
Training- Lifeguard	1,075.09	52,259.00	-51,183.91	2.06%
Training - Client Services	176.41	1,759.00	-1,582.59	10.03%
Training - Maint & Custodial	0.00	1,000.00	-1,000.00	0.0%
Training - Swim Instructor	150.33	12,894.00	-12,743.67	1.17%
Training Aerobics Instructors	6.16	2,516.00	-2,509.84	0.25%
Total 200221 Training	1,407.99	70,428.00	-69,020.01	2.0%
300301 Lifeguard	24,524.41	210,906.00	-186,381.59	11.63%

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

	2024 YTD	Budget	\$ Over Budget	% of Budget
300305 Head Lifeguard	1,774.71	17,245.00	-15,470.29	10.29%
500501 Director of Maintenance	12,483.68	75,729.00	-63,245.32	16.49%
500502 Janitorial Staff	3,798.62	27,132.00	-23,333.38	14.0%
500503 Clover Valley Park	80.39	9,880.00	-9,799.61	0.81%
500505 Shut Down Maintenance	3,792.99	2,000.00	1,792.99	189.65%
500506 Maintenance Assistant	2,764.23	8,736.00	-5,971.77	31.64%
Adult Swim Team Coach	339.80	3,168.00	-2,828.20	10.73%
Swim Lesson Coordinator	2,617.36	15,055.00	-12,437.64	17.39%
Total 576.20.10 Salary & Wages	107,916.99	924,296.00	-816,379.01	11.68%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	3,556.00	-3,556.00	0.0%
Executive Director	0.00	0.00	0.00	0.0%
Maintenance Director	0.00	3,787.00	-3,787.00	0.0%
Recreation Manager	0.00	2,442.00	-2,442.00	0.0%
20.111 Retirement - Other	-45.00			
Total 20.111 Retirement	-45.00	9,785.00	-9,830.00	-0.46%
20.112 Sick Pay				
Business Manager	0.00	2,733.00	-2,733.00	0.0%
Director	355.01	3,600.00	-3,244.99	9.86%
Maintenance Supervisor	0.00	2,912.00	-2,912.00	0.0%
Part Time Staff	579.74	7,500.00	-6,920.26	7.73%
Recreation Manager	0.00	2,684.00	-2,684.00	0.0%
Total 20.112 Sick Pay	934.75	19,429.00	-18,494.25	4.81%
20.113 Vacation				
Business Manager	1,616.18	4,100.00	-2,483.82	39.42%
Director	1,222.22	5,400.00	-4,177.78	22.63%
Director of Maintenance	0.00	4,368.00	-4,368.00	0.0%
Recreation Manager	640.12	2,684.00	-2,043.88	23.85%
Total 20.113 Vacation	3,478.52	16,552.00	-13,073.48	21.02%
Total 576.20.11 Payroll Benefits	4,368.27	45,766.00	-41,397.73	9.55%
576.20.12 Payroll Taxes	10,398.09	110,378.00	-99,979.91	9.42%
576.20.20 Personnel Benefits				
Cell phone	0.00	2,880.00	-2,880.00	0.0%
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	267.05	4,500.00	-4,232.95	5.93%
Total 576.20.20 Personnel Benefits	267.05	8,580.00	-8,312.95	3.11%
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	180.00	-180.00	0.0%
Aerobic supplies	318.82	1,417.00	-1,098.18	22.5%
Aquatics Equipment	196.19	283.00	-86.81	69.33%

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

	2024 YTD	Budget	\$ Over Budget	% of Budget
ARC Course Equipment	0.00	4,562.00	-4,562.00	0.0%
ARC Course Supplies	0.00	453.00	-453.00	0.0%
Cleaning & Sanitation	1,169.09	2,500.00	-1,330.91	46.76%
First Aide supplies	0.00	1,209.00	-1,209.00	0.0%
Junior Lifeguard Supplies	0.00	60.00	-60.00	0.0%
Kayak Equipment	0.00	1,439.00	-1,439.00	0.0%
Office Equipment	1,725.83	3,595.00	-1,869.17	48.01%
Office supplies	145.70	1,500.00	-1,354.30	9.71%
Pool Chemicals	21,745.29	33,572.00	-11,826.71	64.77%
Retail Expense	0.00	2,000.00	-2,000.00	0.0%
Swim School Supplies	0.00	246.00	-246.00	0.0%
Total 20.31 JVMP	25,300.92	53,016.00	-27,715.08	47.72%
20.33 Vehicle Maintenance				
Fuel Expense	47.00	261.00	-214.00	18.01%
Repair	0.00	125.00	-125.00	0.0%
Routine Maitnenace	0.00	500.00	-500.00	0.0%
Total 20.33 Vehicle Maintenance	47.00	886.00	-839.00	5.31%
20.34 Concession Expense	443.10	2,400.00	-1,956.90	18.46%
20.35 Sm Tools/Equip	43.58	4,000.00	-3,956.42	1.09%
Minor Purchases - Other	337.64	200.00	137.64	168.82%
576.20.30 Minor Purchases - Other	103.52			
Total 576.20.30 Minor Purchases	26,275.76	60,502.00	-34,226.24	43.43%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
ARC Classes & Fees	314.00	4,230.00	-3,916.00	7.42%
Bank Fees	82.53	650.00	-567.47	12.7%
Computer Maintenance	1,392.48	1,000.00	392.48	139.25%
Copy Machine Maint	419.90	2,500.00	-2,080.10	16.8%
Credit Card Processing	0.00	21,750.00	-21,750.00	0.0%
Dues & Memberships	120.00	1,057.00	-937.00	11.35%
Emp Background Checks	109.00	900.00	-791.00	12.11%
HVAC PMS	0.00	10,035.00	-10,035.00	0.0%
IT Service Contract	4,162.41	11,118.00	-6,955.59	37.44%
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%
Legal	0.00	8,000.00	-8,000.00	0.0%
Payroll Processing	3,026.11	11,712.00	-8,685.89	25.84%
Pest Control	136.24	500.00	-363.76	27.25%
POS System	13,176.40	13,100.00	76.40	100.58%
Roof Preventative Maintenance	4,196.50	4,197.00	-0.50	99.99%
Security System - Annual	310.20	756.00	-445.80	41.03%
Security System - Service Calls	0.00	0.00	0.00	0.0%
Storage Unit	160.00	1,920.00	-1,760.00	8.33%

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

	2024 YTD	Budget	\$ Over Budget	% of Budget
Training Courses & Tuition	0.00	2,070.00	-2,070.00	0.0%
Web Hosting	0.00	250.00	-250.00	0.0%
Total 20.41 Professional Services	29,605.77	97,945.00	-68,339.23	30.23%
20.42 Communication				
Advertising	0.00	45,400.00	-45,400.00	0.0%
Email/Business Apps	84.74	13,374.00	-13,289.26	0.63%
Internet Service	757.41	2,491.00	-1,733.59	30.41%
Phone Service	235.89	2,760.00	-2,524.11	8.55%
Postage	46.36	250.00	-203.64	18.54%
Virtual Meeting	34.86			
Total 20.42 Communication	1,159.26	64,275.00	-63,115.74	1.8%
20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
20.46 Insurance	125,012.13	126,849.00	-1,836.87	98.55%
20.47 Utilities				
Boiler	20,631.16	75,752.00	-55,120.84	27.24%
Electricity	17,344.38	43,350.00	-26,005.62	40.01%
Garbage	127.25	300.00	-172.75	42.42%
Patron Water	5,246.91	14,921.00	-9,674.09	35.17%
Pool Water/Garbage	3,141.08	14,640.00	-11,498.92	21.46%
Spa Boiler	2,321.55	11,140.00	-8,818.45	20.84%
Total 20.47 Utilities	48,812.33	160,103.00	-111,290.67	30.49%
20.48 NWPRD Repair & Maint				
Capital Expenses	18,924.28	30,000.00	-11,075.72	63.08%
20.48 NWPRD Repair & Maint - Other	8,664.07	72,000.00	-63,335.93	12.03%
Total 20.48 NWPRD Repair & Maint	27,588.35	102,000.00	-74,411.65	27.05%
Total 576.20.40 JVMPool Other Svcs	232,177.84	553,372.00	-321,194.16	41.96%
576.20.50 Intergovernmental				
Audit	9,597.90	10,000.00	-402.10	95.98%
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,083.33	12,000.00	83.33	100.69%
Refunds				
Patron Refund- Basketball	235.00			
Patron Refund-Parents Night Out	60.00			
Patron Refund-Pvt Swim Lessons	364.00			
Patron Refund - Kayak	150.00			
Patron Refund - US Masters	194.00			
Refunds - Other	0.00	3,000.00	-3,000.00	0.0%
Total Refunds	1,003.00	3,000.00	-1,997.00	33.43%
Water Rec Facility Permit	0.00	816.00	-816.00	0.0%
Total 576.20.50 Intergovernmental	22,801.62	25,934.00	-3,132.38	87.92%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				

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

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Fuel Expense	47.00	756.00	-709.00	6.22%
Repair	0.00	125.00	-125.00	0.0%
Routine Maintenance	0.00	500.00	-500.00	0.0%
Total 576.80.33 Vehicle Maintenance	47.00	1,381.00	-1,334.00	3.4%
576.80.35 Sm Tools/Equipment	0.00	600.00	-600.00	0.0%
576.80.47 Utilities				
CVP Water	144.86	1,500.00	-1,355.14	9.66%
Dump Fees	168.00	200.00	-32.00	84.0%
Garbage	283.00	1,800.00	-1,517.00	15.72%
Total 576.80.47 Utilities	595.86	3,500.00	-2,904.14	17.03%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	0.00	10,000.00	-10,000.00	0.0%
Clover Valley Dog Park	237.77	3,750.00	-3,512.23	6.34%
Total 576.80.48 CVP Repair & Maint	237.77	13,750.00	-13,512.23	1.73%
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				
Landscape Maint	544.00	4,900.00	-4,356.00	11.1%
Porta-Potty	900.00	4,050.00	-3,150.00	22.22%
Total 80.41 Professional Services	1,444.00	8,950.00	-7,506.00	16.13%
Total 576.80.00 General Parks	2,324.63	36,181.00	-33,856.37	6.43%
Total 576.20 NWPPRD Expenses	406,530.25	1,765,009.00	-1,358,478.75	23.03%
Total 570.00 RECREATION SERVICES	421,260.03	1,995,110.00	-1,573,849.97	21.12%
Total Expense	421,260.03	1,995,110.00	-1,573,849.97	21.12%
Net Ordinary Income	-285,467.65	-261,693.00	-23,774.65	109.09%
	<u>-285,467.65</u>	<u>-261,693.00</u>	<u>-23,774.65</u>	<u>109.09%</u>

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Agenda No: 11.	Presented by: Chair	Item: Action Item/Review
<i>*This section for staff use</i>		

Agenda No: 12.	Presented by: Chair	Item: Final Board Comments
<i>*This section for staff use</i>		

Agenda No: 13.	Presented by: Chair	Item: Next Board Meeting
<i>The next regular meeting is scheduled for Thursday, June 27, 2024, at 6:00 p.m., at the Chamber of Commerce.</i>		

Agenda No: 14.	Presented by: Chair	Item: Adjourn
Recommended Motion: I move we adjourn the meeting.		
<i>*This section for staff use</i> Motion _____ 2 nd _____ Commissioner Kraner ____, Commissioner Position 2 ____, Commissioner Witmer ____, Commissioner Hartmann ____, Commissioner Position 5 _____. Meeting Adjourned at _____ a.m./p.m.		