

# **PUBLIC NOTICE**



#### BOARD OF COMMISSIONERS SPECIAL MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, January 30, 2025, 6:00 p.m.

Online: Join Us or Scan the QR Code

- 1. MEETING CALLED TO ORDER
- 2. ROLL CALL
- 3. AGENDA
- 4. PUBLIC COMMENTS
- 5. CONSENT AGENDA ANNOUNCEMENT
- 6. CONSENT AGENDA ITEMS
  - a. Minutes:
    - i. 12.19.2024 Minutes
  - b. Vouchers and Payroll:
    - i. Expense Voucher

#'s 10622-10657

\$ 36,003.08

ii. Payroll

\$55,721.95

iii. DOR

\$1,730.23

Total \$ 93,455.26

- 7. STAFF REPORTS
- 8. COMMITTEE REPORTS
  - a. Budget Committee

#### 9. UNFINISHED BUSINESS

- a. Tech Discussion
- b. Baseball Contract
- c. RESOLUTION NO. 2025-01 Establishing 2025 Meeting Dates
- d. Public Notice Template
- e. Resolution Template

#### 10. NEW BUSINESS:

- a. Budget Hearing
- b. Election of Officers
- c. RESOLUTION NO. 2025-02 Credit Card Policy
- d. BOC Packet Additions
  - i. Patron Data Discussion
  - ii. Board Schedule (running)
  - iii. Pool Schedule
- e. Pizza with the Board
- f. Community Engagement Survey
- g. Budget Amendments
  - i. Vehicle Maintenance-Truck Repair
  - ii. Security System-Service Call Repair
- h. Diving Board Discussion
- 11. EXECUTIVE SESSION:
- 12. ACTION ITEM/REVIEW:
- 13. FINAL BOARD COMMENTS:
- **14. NEXT MEETING:** February 27, 2025, 6 p.m.

John Vanderzicht Memorial Pool

15. ADJOURNMENT:



## **Commissioner Communication**

1. Iten	n: Meeting Called to Order
	Meeting Date: 1.30.25
	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. Iten	n: Roll Call Presented By: Chair
	This section for staff use
Com.	Kraner, Com. Larsen, Com. Witmer, Com. Hartmann, Com. Guy
3. Iten	n: Agenda
	Presented By: Chair
	Does anyone have any items to add to the agenda?
4. Iten	n: 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. If you wish to comment, please state your name and keep

your comments to three minutes."



## **Commissioner Communication**

5. Item: Consent Agenda Announcement

Meeting Date: 1.30.25
Presented By: Chair
"The consent agenda is designed to assist in making the meeting shorter and more efficient.
Items left on the Consent Agenda will 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.)
6. Item: Consent Agenda Approval
Presented By: Chair
a. Minutes:
i. 12.19.2024
b. Vouchers & Payroll i. Expense Vouchers #s 10622-10657 \$36,003.08
ii. Payroll: \$55,721.95
iii. DOR \$1,730.23
TOTAL: \$93,455.26
Recommended Motion: I move to approve the Consent Agenda as presented.
This section is for staff use
Motion 2 <sup>nd</sup> Discussion: Yes/No
Vote: Y/N/AB
BK, BL, JW, MH, DG

# AND RECREATION DISTRICT ,PARK ,NORTH WHIDBEY POOL REGULAR MEETING

Oak Harbor Chamber of Commerce 32630 State Rte. 20, Oak Harbor, WA 98277 Thursday, December 19, 2024 6:00 p.m.

- 1. MEETING CALLED TO ORDER at 6:02 PM
- 2. **ROLL CALL:** Commissioners Kraner, Larsen, Guy were present. Commissioners Witmer and Hartmann were absent.
- 3. AGENDA:
  - a. Commissioner Guy motioned to switch agenda item 10, New Business, with agenda item 7, Staff Reports. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
  - b. Commissioner Guy motioned to add agenda item g: Electronic Communications for Commissioners to New Business. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
  - c. Commissioner Guy motioned to add agenda item 8, Committee Reports, a. ii. Pricing Structure, to the agenda. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
- 4. PUBLIC COMMENTS: none
- 5. CONSENT AGENDA ANNOUNCEMENT
- 6. CONSENT AGENDA ITEMS:
- 7. Minutes:
  - a. 11.18.24 Budget Workshop
  - b. 11.21.24 Regular Meeting
  - c. Vouchers and Payroll:

Total:	\$100,360.66
DOR	\$1,822.59
Payroll	\$61,847.17
10621	<b>.</b>
Expense Voucher #'s 10593-	\$36,690.90

#### 8. **NEW BUSINESS**

- a. OHSD Presentation: Oak Harbor School District Superintendent Michelle Kuss-Cybula and Communication Office, Sarah Foy, gave a presentation about the Oak Harbor School District February 2025 Ballot Measure.
- b. CIAW Renewal: Commissioner Guy moved to approve the 2024-

- 2025 CIAW Renewal Premium in the amount of \$138,829.90 for plan coverage #CIAW242558409. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
- c. **Salary Scale** Commissioner Larsen moved to approve the Employee Pay Scale as written for 2025. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent without discussion.
- d. **Public Notice/Agenda Templates:** Commissioner Kraner requested that the template for public notices be made available offline and include headings for who, what, where, and when, as well as a statement noting that no business will be conducted on each public notice. Additionally, the notices should be reviewed by two commissioners before posting. The motion carried with three in favor and two absent without discussion.
- e. **Budget Amendment:** Commissioner Larsen moved to approve the budget amendments as listed. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent without discussion.
- f. Wi-Fi Bridge: Commissioner Larsen moved to approve switching the internet service provider from Comcast to Astound Business Solutions. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent without discussion. Commissioner Guy moved to approve Whidbey Tech quote 005089 authorizing them to relocate the Wi-Fi bridge from the fire station to Big Brother Big Sister Building. Commissioner Larsen seconded the motion. The motion carried with three in favor and two absent without discussion.
- g. Electronic Communications for Commissioners: Commissioner Larsen moved to approve the purchase of 13.9-inch screen iPads with a Magic Keyboard and case for each commissioner in January 2025. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent, without discussion.

#### 9. COMMITTEE REPORTS

- a. Program Committee:
  - i. Draft Contract Review: Presented by Commissioner Guy.
  - ii. Pricing Structure: Presented by Commissioner Guy. Commissioner Guy moved to adopt the pricing structure of \$12.25 per swim lesson, totaling \$98.00 for an eight-lesson session, and a non-resident rate of \$18.38 per lesson, totaling \$147.00 for an eight-lesson session. Commissioner Larsen seconded the motion. Discussion followed. The motion carried with three in favor and two absent.

#### 10. UNFINISHED BUSINESS None

- 11. STAFF REPORTS: Presented by Executive Director Cochran
- 12. **EXECUTIVE SESSION:** None
- 13. **ACTION ITEM/REVIEW:** 
  - a. Invite Josh Blackmer from Whidbey Tech to the BOC regular meeting in January to discuss the installation of cameras at Clover Valley Park.
  - b. Send Commissioner Kraner Brian Tyhuis's response regarding lighting for Clover Valley Park.
  - c. Commissioner Guy will create a statement regarding the swim lesson pricing for the website.
- 14. **FINAL BOARD COMMENTS:** Commissioner Larsen asked for an update on the porta potty for Clover Valley Park, Executive Director Cochran gave update.
- 15.**NEXT MEETING:** January 23, 2025, at the Oak Harbor Chamber of Commerce.
- 16. **ADJOURNMENT:** Commissioner Larsen motioned to adjourn the meeting at 8:35 PM. Commissioner Guy seconded; motion carried, three in favor, two absent.

Attest:
Brit Kraner, Chair
Date

County War	rant #	Processed:	Dist. Voucher #	Amount
660489-6604	198	12.18.2024	10622-10634	\$ 20,849.99
660966-6609	969	12.24.2024	10635-10641	\$ 7,110.10
661284-6612	287	12.31.2024	10642-10657	\$ 8,042.99
				\$36,003.08
	oll Processing Fee, L&I To f Revenue Transfer	ransfers from M & O Acc	count to Payroll Account of	\$55,721.95 \$ 1,730.23
v	her #s 10622-10657, fer (Including Payroll Pro	ocessing Fee and L&I) &	Dept. of Revenue Transfer	\$93,455.26
TO.	Inland Country Anditon			<i>\$70,100.</i> 20
TO:	Island County Auditors			
FROM:	North Whidbey Pool, Parl	k, and Recreation District,	Board of Commissioners	
SUBJECT:	Voucher Certification / Pa	ayroll Transfer and Appro	val	
and those expe		certified as required by R	ng Officer as required by R CW 42.24.090, have been i	
	the Board, by a (unanimouded in the above list.	us, majority) vote, does ap	oprove review of those vouc	hers and Payroll
APPROVED.	January 23, 2025			
		-		
Brit Kraner, C	ommissioner			
Bill Larsen, C	ommissioner	-		
Jaemee Witme	er, Commissioner	-		
Melissa Hartm	nann, Commissioner	-		

David Guy, Commissioner

# North Whidbey Pool, Park & Recreation District Voucher Report December 2024

12/12/2024	Date	Num	Name	Memo	Amount
12/12/2024	Dec 24				
12/12/2024	12/12/2024	10622	4000120 R1 Aquatic Instruction LLC	LG In-Service 2024-12	380.66
12/12/2024	12/12/2024	10623	4000120 R1 Aquatic Instruction LLC	LG Training Course	1,791.98
12/12/2024	12/12/2024	10624		Copy Machine Lease	156.71
12/12/2024	12/12/2024	10625	4000437R1 Barron Heating Air Condi	HVAC PMS & Diagnostic	2,903.30
12/12/2024	12/12/2024	10626	4000470 R1 Cascade Natural Gas		12,182.05
12/12/2024 10630 5002140R2 Pacific Grace Tax & Acc 12/12/2024 10631 5007359 R1 Whideby Tech Solutions 17 Service Agreement 2024-12 12/12/2024 10632 4001071 R1 Julie Millang 12/12/2024 10633 4001129 R1 Electronic Business Ma 12/12/2024 10633 4001129 R1 Electronic Business Ma 12/12/2024 10633 400139 Amile Cochran 12/19/2024 10635 4000437R1 Barron Heating Air Condi 12/19/2024 10635 4000437R1 Barron Heating Air Condi 12/19/2024 10636 4000705 R1 Puget Sound Energy 12/19/2024 10636 4000705 R1 Puget Sound Energy 12/19/2024 10638 4000793 R4 Visa 12/19/2024 10638 4000793 R4 Visa 12/19/2024 10639 4000793 R4 Visa 12/19/2024 10630 4000793 R4 Visa 12/19/2024 10640 4000793 R4 Visa 12/19/2024 10640 4000793 R4 Visa 12/19/2024 10640 4000793 R4 Visa 12/19/2024 10641 4001071 R1 Julie Millang 12/19/2024 10641 4001071 R1 Julie Millang 12/12/6/2024 10642 4000136 R1 Canon Financial Service 12/12/6/2024 10643 4000602 Home Depot 12/12/6/2024 10644 4000602 Home Depot 12/12/6/2024 10644 4000602 Home Depot 12/12/6/2024 10644 4000602 Home Depot 12/12/6/2024 10648 4000602 Home Depot 12/12/6/2024 10649 4000602 Home Depot 12/12/6/2024 10650 4000602 Home Depot 12/12/6/2024 10651 4000602 Home Depot 12/12/6/2024 10651 4000602 Home Depot 12/12/6/2024 10654 4000602 Home Depot 12/12/6/2024 10655 4000602 Home Depot 12/12/6/2024 10654 4000602 Home Depot 12/12/6/2024 10655 4000602 Home Depot 12/12/6/2024 10654 4000602 Home Depot 12/12/6/2024 10655 4000602 Home Depot 12/12/6/2024 10655 4000602 Home Depot 12/12/6/2024 10656 4000602 Home Depot 12/12/6/	12/12/2024	10627	4000470 R1 Cascade Natural Gas	Gas: Spa, Lk Rm, Lobby, Ofc	1,016.50
12/12/2024 10630 5002140R2 Pacific Grace Tax & Acc 12/12/2024 10631 5007369 R1 Whidbey Tech Solutions 12/12/2024 10633 5007369 R1 Whidbey Tech Solutions 12/12/2024 10633 4001071 R1 Julie Millang Cell Phone Reimb Oct-Dec 2024 11/12/2024 10633 4001071 R1 Julie Millang Cell Phone Reimb Oct-Dec 2024 11/12/2024 10633 4001129 R1 Electronic Business Ma 12/19/2024 10634 5010539 Jamie Cochran 12/19/2024 10635 4000437R1 Barron Heating Air Condi 12/19/2024 10636 4000705 R1 Puget Sound Energy Electric Bill 12/19/2024 10636 40007073 R4 Visa 12/19/2024 10637 4000793 R4 Visa 12/19/2024 10638 4000793 R4 Visa 12/19/2024 10639 4000793 R4 Visa 12/19/2024 10640 4000793 R4 Visa 12/19/2024 10641 4001071 R1 Julie Millang Paper Towels 12/26/2024 10642 4000136 R1 Canon Financial Service 12/26/2024 10643 4000602 Home Depot Plumbing Parts 12/26/2024 10645 4000602 Home Depot Plumbing Parts 12/26/2024 10646 4000602 Home Depot Handshower 12/26/2024 10648 4000602 Home Depot Toilet Seat, Adapters 12/26/2024 10648 4000602 Home Depot Toilet Seat, Adapters 12/26/2024 10648 4000602 Home Depot Toilet Seat, Adapters 12/26/2024 10651 4000602 Home Depot Toilet Seat, Adapters 12/26/2024 10653 4000602 Home Depot Toilet Seat, Adapters 12/26/2024 10654 4000602 Home Depot Toilet Seat, Adapters 12/26/2024 10655 4000602 Ho	12/12/2024	10628	4000602 Home Depot	Plumbing Parts	96.01
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12/19/2024       10640       4000793 R4 Visa       J Millang CC       4         12/19/2024       10641       4001071 R1 Julie Millang       Paper Towels       2         12/26/2024       10642       4000136 R1 Canon Financial Service       Copy Machine Lease       1         12/26/2024       10643       4000602 Home Depot       Handheld Shower Head         12/26/2024       10644       4000602 Home Depot       Plumbing Parts         12/26/2024       10645       4000602 Home Depot       Conduit Hangers         12/26/2024       10646       4000602 Home Depot       Toilet Seat, Adapters         12/26/2024       10647       4000602 Home Depot       Hardware, Threadlocker         12/26/2024       10648       4000602 Home Depot       Maint Items         12/26/2024       10650       4000602 Home Depot       Steel Flat Bar         12/26/2024       10651       4000602 Home Depot       Hardware         12/26/2024       10652       4000602 Home Depot       Hardware         12/26/2024       10653       4000602 Home Depot       Maint Items         12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid				S Hoffmire CC	666.75
12/19/2024       10641       4001071 R1 Julie Millang       Paper Towels       2         12/26/2024       10642       4000136 R1 Canon Financial Service       Copy Machine Lease       1         12/26/2024       10643       4000602 Home Depot       Handheld Shower Head         12/26/2024       10644       4000602 Home Depot       Plumbing Parts         12/26/2024       10645       4000602 Home Depot       Conduit Hangers         12/26/2024       10646       4000602 Home Depot       Toilet Seat, Adapters         12/26/2024       10647       4000602 Home Depot       Hardware, Threadlocker         12/26/2024       10648       4000602 Home Depot       Maint Items         12/26/2024       10650       4000602 Home Depot       Steel Flat Bar         12/26/2024       10651       4000602 Home Depot       Hardware         12/26/2024       10653       4000602 Home Depot       Maint Items         12/26/2024       10653       4000602 Home Depot       Trash Bags         12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10656       4000793 R4 Visa       J Cochran CC       7,3 <td></td> <td></td> <td></td> <td></td> <td>380.50</td>					380.50
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12/26/2024       10644       4000602 Home Depot       Plumbing Parts         12/26/2024       10645       4000602 Home Depot       Handshower         12/26/2024       10646       4000602 Home Depot       Conduit Hangers         12/26/2024       10647       4000602 Home Depot       Toilet Seat, Adapters         12/26/2024       10648       4000602 Home Depot       Hardware, Threadlocker         12/26/2024       10649       4000602 Home Depot       Maint Items         12/26/2024       10650       4000602 Home Depot       Steel Flat Bar         12/26/2024       10651       4000602 Home Depot       Hardware         12/26/2024       10653       4000602 Home Depot       Maint Items         12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10656       4000793 R4 Visa       J Cochran CC       7,3					156.71
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12/26/2024       10648       4000602 Home Depot       Hardware, Threadlocker         12/26/2024       10649       4000602 Home Depot       Maint Items         12/26/2024       10650       4000602 Home Depot       Shockwave Drill Tap Set         12/26/2024       10651       4000602 Home Depot       Steel Flat Bar         12/26/2024       10652       4000602 Home Depot       Hardware         12/26/2024       10653       4000602 Home Depot       Maint Items         12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10656       4000793 R4 Visa       J Cochran CC       7,3				•	17.30
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12/26/2024       10652       4000602 Home Depot       Hardware         12/26/2024       10653       4000602 Home Depot       Maint Items         12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10656       4000793 R4 Visa       J Cochran CC       7,3					29.40
12/26/2024       10653       4000602 Home Depot       Maint Items         12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10656       4000793 R4 Visa       J Cochran CC       7,3					25.77
12/26/2024       10654       4000602 Home Depot       Trash Bags         12/26/2024       10655       4000602 Home Depot       Muriatic Acid         12/26/2024       10656       4000793 R4 Visa       J Cochran CC       7,3					14.16
12/26/2024 10655 4000602 Home Depot Muriatic Acid 12/26/2024 10656 4000793 R4 Visa J Cochran CC 7,3					13.56
12/26/2024 10656 4000793 R4 Visa J Cochran CC 7,3					18.50
· · ·					32.63
40/00/0004 400FF					7,343.43
12/26/2024 10657 9603443 Patron Patron Refund - OS Party 1	12/26/2024	10657	9603443 Patron	Patron Refund - OS Party	140.00
Dec 24 <u>36,0</u>	Dec 24				36,003.08



#### **Commissioner Communication**

**7. Item:** Staff Reports

Meeting Date: 1.30.25

Presented By: ED Cochran

Comment Card

#### Action Items Update

Once we show the BOC they are completed we will remove them from this list and only keep showing active items that still need completion.

## **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.

### **Action Items/Review 7.25.24 Regular Meeting**

Commissioner Hartmann will provide staff with comments about the website they would like to see updated by 2025. Update ED Cochran has begun updating the website. Please review the changes.

## **Action Items/Review 10.24.24 Regular Meeting**

Continue development of models for price structure using basis of eight lanes and removing lifeguard wages from calculations. -Julie believes she should be able to present this at the program committee on Nov. 18<sup>th</sup>.

## **Action Items/Review 12.19.24 Regular Meeting**

Have Josh Blackmer from Whidbey Tech come and discuss cameras at Clover Valley Park at the next meeting. Updated 1.24.2025: Josh was unable to attend the rescheduled meeting but has provided an update for Executive Director Cochran, which will be included later in the packet.

Send Brit Brian Tyhuis's lighting response.

C. Guy will create a statement about swim lesson pricing for the website.

#### **Executive Director Report**

C. Kraner had asked about patron data, and I recall that at one point, Julie asked the board what types of reports they wanted to see. When the board provided their list, they didn't include patron data. As a result, the most recent full year of patron data I can find was provided in January 2023, covering the full year of 2022. You can see that data below.

	2022-	2022-	2022-	2022-	2022-	2022-	2022-	2022-	2022-	2022-	2022-	2022-
	01	02	03	04	05	06	07	08	09	10	11	12
Lap	979	1055	1201	1101	1165	1067	1097	1028	903	988	1015	553
Open	558	672	1072	1138	1095	1685	2297	1604	679	613	487	402
Aerobics	213	252	413	306	332	339	273	432	376	397	365	161
Volleyball	100	93	90	115	100	75	50	72	85	84	86	43
Kids Pool	125	137	191	203	218	240	205	217	147	101	109	51
Swim Lessons	696	No lessons	624	900	1176	1240	2106	1016	870	850	784	366
Total	2671	2209	3591	3763	4086	4606	6028	4369	2190	3033	2846	1576

#### **Basketball Program Update (January 2025)**

- Approximately 300 kids are enrolled in the basketball program.
- Over 50 volunteer coaches have been cleared, which is great.
- First Age Group (3 years to 2nd grade): Games started on January 11th.
- 3rd to 6th Grade: Games began on January 18th.
- Several returning officials and a few new ones are officiating this year.
- The program has had a smooth start with no major issues.
- The front desk staff reported no complaints from parents.
- Parents did not mention any issues with phone calls or messages not being returned.
- Staff felt well-equipped with the necessary information to assist parents when they called for information.
- Added Team: A new team was added after the third through sixth-grade schedule had already been completed.
  - o This caused a slight delay in the schedule.
  - One person on Facebook expressed frustration with the delay, but all other parents and coaches appreciated the addition of the new team, as it provided another level of competition.
  - o The kids on this new team registered after January 11th.
  - o It took a couple of days to find two coaches and get them set up for the team.

#### **Maintenance Report**

#### **Shutdown Maintenance Projects:**

- Lap Pool: Epoxy patching and pump replacement.
- Backflow Systems: Testing and repairs completed.
- Spa and Tot Pool: Maintenance ongoing.
- Sauna: Tile floor patched.
- Flagpole: Restringing completed, and solar lights added.
- Deck Lighting: Continued replacement of ballast lights with ballast-free alternatives.
- Drain Cleaning: Performed on all drains.
- Deck Double Door: Replacement scheduled.
- Showers: Repairs underway.
- Deep Cleaning: Walls cleaned, and all floors acid-washed.
- Alarm System: Alarm company repaired malfunction caused by a power loss. The system was stuck searching for a landline connection (which no longer exists) instead of Wi-Fi.

#### **Clover Valley Projects:**

- Met with vendors to discuss lighting and security upgrades.
- Electrician consulting with the power company to assess costs and options for powering the dog park and fields.
- Collaborating with the Baseball Club to obtain bids for landscape maintenance and Turface field clay.
- Collecting bids for dog park maintenance.

#### **Vehicle Maintenance:**

• Truck is at Pioneer Auto for key tumbler repairs and general maintenance.

### **Ongoing Work:**

- General maintenance and cleaning at both the pool and Clover Valley.
- Coordinating with vendors and manufacturers for deck door hardware.

#### **Business Manager Report**

- We have six new/returning staff members for lifeguarding and basketball.
- In January, we cross-trained two additional lifeguards and the swim lesson coordinator who expressed interest in expanding their skills to work at the front desk.
- We have dates scheduled for our next lifeguard class to run late March/early April and have people training for this course. Our instructor provided some tips for recruiting adult staff.
- I have worked closely with the swim lesson coordinator to ensure classes are adjusted appropriately with
  the four-student minimum. In January, there was not enough enrollment to run the morning classes, and
  we had to move two students in the evening classes. We are working on a marketing plan to reach
  preschools, daycares, and homeschool groups to build up the daytime lessons.
- Jenna and I will be having regular meetings to establish a marketing schedule for social media and print material.
- I will be meeting with the water aerobics instructors to go over their equipment needs and discuss new class ideas.
- One of our water volleyball patrons asked me to join their group for a lunch where they will be discussing their hopes for more opportunities to play. I have previously attended lunches with patron groups to get their feedback for programs and found this helpful. I will be inviting a member of their group to visit with us at a program committee meeting.
- With the start of the new year, I want to fine tune the financial and attendance data provided to the Board. Requested documents have changed over time, based on different board composition, and I would like to update this list to meet the needs of the current Board.

#### **Client Services Coordinator Report**

#### **Basketball Season Support:**

CSS team ensured a smooth start to basketball season.

- Directed people to the website for the most up-to-date information.
- Front desk staff assisted Rec Aids with distributing jerseys to teams.

#### **Attendance Tracking:**

- Hourly attendance totals for November and December have been tallied as requested.
- Moving forward, will collaborate with Julie to create attendance tracking tools tailored to the board's needs.
- Julie and I will meet twice a week to:
  - o Wrap up the previous weekend.
  - o Set expectations for the upcoming week.

#### **Training and Development:**

• Scheduling a CSS-only training as a follow-up to this month's all-staff training.

#### **Upcoming Plans for February:**

- Begin early promotion for summer programs.
- Update Swim Lesson informational materials.
- Increase marketing efforts for aquatic programs.

## November 1st-2nd

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	6				
7:00 a.m.	7				
8:00 a.m.	8			7	
9:00 a.m.	2	5		18	
10:00 a.m.	5				12
11:00 a.m.	11				
12:00 p.m.	13				
1:15 p.m.			23		
3:00 p.m					
4:00 p.m.					
5:00 p.m.	8	9			
6/6:30 p.m.	1	2			
7/7:30 p.m.			30		
Event Totals	61	16	53	25	12
Weekly Total:	167				

November 3<sup>rd</sup>-9<sup>th</sup>

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	43				
7:00 a.m.	23				
8:00 a.m.	18	2		14	

9:00 a.m.	15	11		72	
10:00 a.m.	25	3			33
11:00 a.m.	27	2			
12:00 p.m.	26	10	17		
1:15 p.m.			151		
3:00 p.m					
4:00 p.m.					
5:00 p.m.	30	9			
6/6:30 p.m.	17			18	
7/7:30 p.m.	20		49		
Event Totals	244	37	217	104	33
Weekly Total:	635				

Weekly Total: 635

# November 10<sup>th</sup>-16<sup>th</sup>

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	12				
7:00 a.m.	23				
8:00 a.m.	18			15	
9:00 a.m.	17	6		59	
10:00 a.m.	41	9			19
11:00 a.m.	35	6			
12:00 p.m.	33	8	14		
1:15 p.m.			206		
3:00 p.m	1				
4:00 p.m.					
5:00 p.m.	23	3			
6/6:30 p.m.	27	5		3	
7/7:30 p.m.	18	1	31		
Event Totals	248	38	251	77	19
Weekly Total:	633				

November 17<sup>th</sup>-23<sup>rd</sup>

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	31				
7:00 a.m.	29				
8:00 a.m.	26			13	
9:00 a.m.	25	5		73	
10:00 a.m.	46	12			31

306	41	202	95	31
26		68		
20	2		9	
27	9			
		126		
43	11	8		
33	2			
	27 20 26	27 9 20 2 26	43 11 8 126 27 9 20 2 26 68	43 11 8 126 27 9 20 2 9 26 68

November 24<sup>th</sup>-30<sup>th</sup>

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	<b>17</b>				
7:00 a.m.	6				
8:00 a.m.	24	5		4	
9:00 a.m.	24	5		39	
10:00 a.m.	33	14			19
11:00 a.m.	33	14			
12:00 p.m.	25	14	10		
1:15 p.m.			93		
3:00 p.m					
4:00 p.m.					
5:00 p.m.	10	5			
6/6:30 p.m.	6	2		3	
7/7:30 p.m.	6				
Event Totals	184	59	103	46	19
Weekly Total:	411				

December 1st-7th

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	35				
7:00 a.m.	20				
8:00 a.m.	24	1		12	
9:00 a.m.	22			73	
10:00 a.m.	38	6			25
11:00 a.m.	29	2			
12:00 p.m.	46	6			

1:15 p.m.			60		
3:00 p.m					
4:00 p.m.					
5:00 p.m.	13	2			
6/6:30 p.m.	4			4	
7/7:30 p.m.	13		71		
Event Totals	244	17	131	89	25
Weekly Total:	506				

December 8<sup>th</sup>-14<sup>th</sup>

ran•	Lap	Tot	Open	A 1.	<b>X</b> 7 II I II
Times	Swim	Pool	Swim	Aerobics	Volleyball
6:00 a.m.	28				
7:00 a.m.	25				
8:00 a.m.	22	3		14	
9:00 a.m.	22	2		73	
10:00 a.m.	33	12			31
11:00 a.m.	15	2			
12:00 p.m.	19		5		
1:15 p.m.			69		
3:00 p.m	5	9			
4:00 p.m.	5				
5:00 p.m.	8				
6/6:30 p.m.	6			10	
7/7:30 p.m.	15		50		
Event Totals	203	28	124	97	31
Weekly Total:	483				

December 15<sup>th</sup>-21<sup>st</sup>

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	40				
7:00 a.m.	25				
8:00 a.m.	25			13	
9:00 a.m.	23	2		68	
10:00 a.m.	38	15			32
11:00 a.m.	29	2			
12:00 p.m.	40	10	2		

1:15 p.m.			36		
3:00 p.m					
4:00 p.m.					
5:00 p.m.	9				
6/6:30 p.m.	5			9	
7/7:30 p.m.	8		71		
Event Totals	242	29	109	90	32
Weekly Total	502				

December 22<sup>nd</sup>-24<sup>th</sup>

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	10				
7:00 a.m.	11				
8:00 a.m.	14			5	
9:00 a.m.	12	3		14	
10:00 a.m.	19	6			13
11:00 a.m.	15				
12:00 p.m.	29		9		
1:15 p.m.			48		
3:00 p.m					
4:00 p.m.					
5:00 p.m.					
6/6:30 p.m.					
7/7:30 p.m.	5				
Event Totals	115	9	57	19	13

Weekly Total: 213

# Treasurer's Report Transactions from 12/1/2024 to 12/31/2024

#### 646 - NO WHID POOL PARK REC MAINT

Cash Balanc	ee at 11/30/2024				625,454.88
12/05/2024 12/12/2024 12/19/2024 12/26/2024	ISLAND COUNTY T N WHID PP&REC ISLAND COUNTY T N WHID PP&R CA ISLAND COUNTY T N WHID PP&R CA ISLAND COUNTY T N WHID PP&R CA	WB WB WB WB	0.00 0.00 0.00 0.00	21,809.16 9,901.56 7,507.64 5,492.50	
12/31/2024 12/31/2024 12/31/2024	DEC 24 PROP TAX DISTRIBUTION Distribute DEC 24 COMP Tax Distribute DEC 24 COMP Tax	_	0.00 299.79 0.00	3,836.09 0.00 299.79	
	Revenue Total	_	299.79	48,846.74	48,546.95
12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/04/2024 12/12/2024	VISA INC NO WHIDBEY POOL PARK VISA INC NO WHIDBEY POOL PARK VISA INC NO WHIDBEY POOL PARK PUGET SOUND ENE NO WHIDBEY POO PATRON NO WHIDBEY POOL PATRON NO WHIDBEY POOL SEAMARK LAW GRO NO WHIDBEY POO ORIGINAL WATERM NO WHIDBEY POO WA STATE AUDITO NO WHIDBEY POO N. WHIDBEY PARKS & REC PAYROLL	KY 00659897 KY 00659897 KY 00659897 KY 00659895 KY 00659892 KY 00659896 KY 00659894 KY 00659898	4,818.43 1,205.77 585.34 4,827.48 115.00 46.00 8,980.50 2,276.88 1,599.65 28,335.02	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	
12/18/2024 12/18/2024 12/18/2024	CASCADE NATURAL NO WHIDBEY POO CASCADE NATURAL NO WHIDBEY POO COCHRAN, JAMIE NO WHIDBEY POOL	KY 00660492 KY 00660492 KY 00660493	12,182.05 1,016.50 180.00	0.00 0.00 0.00	
12/18/2024 12/18/2024 12/18/2024 12/18/2024 12/18/2024	MILLANG, JULIE NO WHIDBEY POOL AQUATICS INSTRU NO WHIDBEY POO AQUATICS INSTRU NO WHIDBEY POO HOME DEPOT. NO WHIDBEY POOL PA HOME DEPOT. NO WHIDBEY POOL PA	KY 00660496 KY 00660489 KY 00660489 KY 00660495 KY 00660495	180.00 380.66 1,791.98 96.01 15.66	0.00 0.00 0.00 0.00 0.00	
12/18/2024 12/18/2024 12/18/2024 12/18/2024	PACIFIC GRACE T NO WHIDBEY POO BARON HEATING & NO WHIDBEY POO CANON FINANCIAL NO WHIDBEY POO ELECTRONIC BUSI NO WHIDBEY POO	KY 00660497 KY 00660490 KY 00660491 KY 00660494	575.00 2,903.30 156.71 113.71	0.00 0.00 0.00 0.00	
12/18/2024 12/24/2024 12/24/2024 12/24/2024	WHIDBEY TECH SO NO WHIDBEY POO VISA INC NO WHIDBEY POOL PARK VISA INC NO WHIDBEY POOL PARK VISA INC NO WHIDBEY POOL PARK	KY 00660498 KY 00660969 KY 00660969 KY 00660969	1,258.41 400.51 410.80 666.75	0.00 0.00 0.00 0.00	
12/24/2024 12/24/2024 12/24/2024 12/24/2024 12/30/2024 12/30/2024	VISA INC NO WHIDBEY POOL PARK PUGET SOUND ENE NO WHIDBEY POO MILLANG, JULIE NO WHIDBEY POOL BARON HEATING & NO WHIDBEY POO N.WHID PARKS & REC PAYROLL N.WHID PARKS & REC DOR	KY 00660969 KY 00660968 KY 00660967 KY 00660966	380.50 4,541.17 201.18 509.19 27,386.93 1,730.23	0.00 0.00 0.00 0.00 0.00 0.00	
12/31/2024 12/31/2024 12/31/2024 12/31/2024 12/31/2024 12/31/2024	PATRON NO WHIDBEY POO VISA INC NO WHIDBEY POOL PARK HOME DEPOT. NO WHIDBEY POOL PA HOME DEPOT. NO WHIDBEY POOL PA HOME DEPOT. NO WHIDBEY POOL PA CANON FINANCIAL NO WHIDBEY POO	KY 00661286 KY 00661287 KY 00661285 KY 00661285 KY 00661285 KY 00661284	140.00 7,343.43 17.30 29.40 42.70	0.00 0.00 0.00 0.00 0.00	
12/31/2024 12/31/2024 12/31/2024 12/31/2024 12/31/2024 12/31/2024	HOME DEPOT. NO WHIDBEY POOL PA HOME DEPOT. NO WHIDBEY POOL PA	KY 00661284 KY 00661285 KY 00661285 KY 00661285 KY 00661285	156.71 53.93 10.76 59.93 68.02 18.50	0.00 0.00 0.00 0.00 0.00 0.00	

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#### Island County, WA

# Treasurer's Report Transactions from 12/1/2024 to 12/31/2024

#### 646 - NO WHID POOL PARK REC MAINT

Ending Casl	h Balance		Calculate	d Total	556,091.52
	Expenditure Total		117,910.31	0.00	-117,910.31
12/31/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00661285	14.16	0.00	
12/31/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00661285	25.77	0.00	
12/31/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00661285	16.19	0.00	
12/31/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00661285	32.63	0.00	
12/31/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00661285	13.56	0.00	

**Book Total** 556,091.52

Difference -0.00

## Island County, WA

# Treasurer's Report Transactions from 12/1/2024 to 12/31/2024

## 648 - NO WHID POOL PARK REC BOND

Cash Baland	ce at 11/30/2024			14.12
12/31/2024 12/31/2024 12/31/2024	ICTIP INV INTEREST - DEC 2024 REV ICTIP INV INTEREST - DEC 2 ICTIP INV INTEREST - DEC 2024 Revenue Total	0.00 0.55 0.00 0.55	0.55 0.00 0.55 1.10	0.55
Ending Casi	n Balance	Calculate	d Total	14.67
		Воо	k Total	14.67
		Diff	erence	0.00

Report Ver. 7.3,11





# Participants - Earning Allocat Selected Cash/Checking Activity December 1, 2024 - December 31, 2024

#### **NWPP&R BOND**

Page
------

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648		<u> </u>				230.40
	3.063	12/01/2024			0.58	230.40
	2.811	12/01/2024				230.40
Subtotal and Ending Balance	2.811		0.00	0.00	0.58	230.40
Totals and Ending Balance for NV	VPP&R B	OND	0.00	0.00	0.58	230.40

## Island County, WA

# Treasurer's Report Transactions from 12/1/2024 to 12/31/2024

#### 649 - NO WHID POOL PARK REC RESERVE

Cash Baland	ce at 11/30/2024			252,558.43
12/31/2024 12/31/2024 12/31/2024	REV ICTIP INV INTEREST - DEC 2 ICTIP INV INTEREST - DEC 2024 ICTIP INV INTEREST - DEC 2024 Revenue Total	99.47 0.00 0.00 99.47	0.00 99.51 99.47 198.98	99.51
Ending Cas	n Balance	Calculat	ted Total	252,657.94
		Во	ook Total	252,657.94
		D	ifference	0.00

Report Ver. 7.3.11





# Participants - Earning Allocat Selected Cash/Checking Activity December 1, 2024 - December 31, 2024

#### NWPP&R RESERVE

Page	
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Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	3.039	12/01/2024			104.07	41,669.34
	2.812	12/01/2024				41,669.34
Subtotal and Ending Balance	2.812	•	0.00	0.00	104.07	41,669.34
Totals and Ending Balance for N	NPP&R R	ESERVE	0.00	0.00	104.07	41,669.34

#### Island County, WA

# Treasurer's Report Transactions from 12/1/2024 to 12/31/2024

#### 788 - NO WHID POOL PARK REC CAPITAL

Cash Balan	ce at 11/30/2024			198.37
12/31/2024 12/31/2024 12/31/2024	ICTIP INV INTEREST - DEC 2024 REV ICTIP INV INTEREST - DEC 2 ICTIP INV INTEREST - DEC 2024 Revenue Total	0.00 7.71 0.00 7.71	7.71 0.00 7.72 15.43	7.72
Ending Cas	h Balance	Calculate	ed Total	206.09
		Во	ok Total	206.09
		Di	fference	0.00

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Report Ver. 7,3.11





# Participants - Earning Allocat Selected Cash/Checking Activity December 1, 2024 - December 31, 2024

#### **NWPP&R CAPITAL**

Page 1	i
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Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	3.039	12/01/2024			8.07	3,230.65
	2.814	12/01/2024				3,230.65
Subtotal and Ending Balance	2.814	•	0.00	0.00	8.07	3,230.65
Totals and Ending Balance for N	NPP&R C	APITAL	0.00	0.00	8.07	3,230.65



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	Beginning balance 11-30-24	\$46,856.56
WHIDBEY PARK & RECREATION DIST PAYROLL	2 Additions	+55,721.95
	4 Subtractions	-53,063.72
	Ending balance 12-31-24	\$49,514.79

#### **Additions**

7	ransfers Date	Serial #	Source			
	12-12		Trf Fr	DDA 0000473631001525	4731	\$28,335.02
	12-30		Trf Fr	DDA 0000473631001525	4731	27,386.93
			Total add	litions		\$55,721,95

#### Subtractions

Withdrawals Date	Serial #	Location	
12-4		Irs Usataxpymt	\$4,740.56
12-12		Intuit Payroll Squickbooks	21,720.33
12-18		Irs Usataxpymt	5,254.44
12-30		Intuit Payroll Squickbooks	21,348.39
		Total subtractions	\$53,063.72

Interest earned

Current Interest Rate variable
Number of days this statement period 31

Fees and charges

See your Account Analysis statement for details.



PO Box 1578 I Olympia, WA 98507

Statement Start	12-01-2024
Statement End	12-31-2024
Account Number	
Page	1 of 4

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



# Ask us for a personalized financial review.

Whatever your goals are, we have an assortment of custom solutions to help you get there. Schedule an appointment today!



Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING Account No.										
	Intere	st Rate 0.02%	Α	nnual Perce	entage Yie	eld Earned 0.02%	,	Intere	est Paid	I YTD: \$2.38
Beginning Balance \$8,791.07	+	Deposits \$45,261.65	+	Interest Paid \$0.09	-	Withdrawals \$46,050.22	-	Service Charges \$8.00	=	Ending Balance \$7,994.59

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS					
Posted Date	Transaction Detail	Amount			
12/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	546.00			
12/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	776.50			
12/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,000.00			
12/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,520.00			
12/04/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,531.75			
12/04/24	Deposit	214.50			
12/04/24	Deposit	33.00			
12/04/24	Deposit	55.00			
12/04/24	Deposit	152.00			
12/04/24	Deposit	84.00			



Page Account Number 2 of 4

Statement Start Date: 12-01-2024 Statement End Date: 12-31-2024

#### **DEPOSITS AND OTHER CREDITS**

DEPOSITS AND OTHER CREDITS						
Posted Date	Transaction Detail	Amount				
12/04/24	Deposit	54.00				
12/04/24	Deposit	8,125.00				
12/04/24	Deposit	53.00				
12/04/24	Deposit	41.50				
12/04/24	Deposit	31.50				
12/04/24	Deposit	43.50				
12/04/24	Deposit	43.25				
12/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,470.75				
12/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,314.00				
12/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	427.50				
12/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,289.00				
12/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,505.50				
12/10/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	669.00				
12/10/24	Deposit	8.50				
12/10/24	Deposit	30.00				
12/10/24	Deposit	61.00				
12/10/24	Deposit	43.51				
12/10/24	Deposit	4.50				
12/10/24	Deposit	60.50				
12/11/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	374.75				
12/11/24	External Deposit CNI MLLNGTN DET EFT 121024 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *241210*1	2,696.00				
12/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	531.50				
12/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	869.50				
12/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	210.50				
12/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	932.00				
12/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,139.50				
12/17/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	841.00				
12/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,896.00				
12/18/24	Deposit	510.39				
12/18/24	Deposit	337.00				
12/18/24	Deposit	36.50				
12/18/24	Deposit	0.50				
12/18/24	Deposit	95.75				
12/18/24	Deposit	68.00				



12/05/24

12/05/24

12/12/24

12/19/24

12/26/24

12/31/24

Account Number Page 3 of 4

Statement Start Date: 12-01-2024 Statement End Date: 12-31-2024

DEPOSITS AND OTHER CREDITS					
Posted Date	Transaction Detail	Amount			
12/18/24	Deposit	21.25			
12/18/24	Deposit	18.25			
12/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	637.00			
12/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,089.00			
12/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	424.00			
12/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	714.00			
12/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,039.00			
12/24/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,589.50			
12/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	670.50			
12/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,788.00			
12/27/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	270.00			
12/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,038.00			
12/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,064.00			
12/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,676.00			
12/31/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	496.00			
12/31/24	Credit Interest	0.09			
	WITHDRAWALS AND OTHER DEBITS				
Posted Date	Transaction Detail	Amount			
12/02/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,196.61			
12/03/24	External Withdrawal AUTHNET GATEWAY - BILLING 139391074	89.80			
10/05/04	With drawed NIMPR AND REC	04 000 40			

DAII '	/ DAI	ANICE	CLIBARA	IADV
ΙΙΔΙΙ	ГВАІ		SUIVIV	ΙДВΙ

External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY

Date	Balance	Date	Balance	Date	Balance
12/01	8,791.07	12/05	2,417.80	12/11	10,901.56
12/02	9,916.96	12/06	3,731.80	12/12	1,531.50
12/03	11,347.16	12/09	6,953.80	12/13	2,401.00
12/04	22,809.16	12/10	7,830.81	12/16	4,683.00

21,809.16

9,901.56

7,507.64

5,492.50

8.00

52.95

Withdrawal NWPP AND REC

Withdrawal NWPP AND REC

Withdrawal NWPP AND REC

Withdrawal NWPP AND REC

Monthly Maintenance Fee

10154987



Account Number	Page
	4 of 4

Statement Start Date: 12-01-2024 Statement End Date: 12-31-2024

## **DAILY BALANCE SUMMARY**

Daily Balance Continued...

Date	Balance	Date	Balance	Balance	Date
12/17	5,524.00	12/23	4,903.00	12/30	7,506.50
12/18	8,507.64	12/24	6,492.50	12/31	7,994.59
12/19	1,637.00	12/26	3,458.50		
12/20	2,726.00	12/27	3,728.50		

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: 11.29.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Ame	ount	Receipt Attached	Description
11.09.202	24 Nextiva	\$	265.30	X	Phone Service
11.21.202	24 Oak Harbor Chamber	\$	18.00	X	Chamber Luncheon
11.25.202	24 WRPA	\$	50.00	X	Job Posting
11.29.202	24 Visa	\$	67.21		Interest
Total		<u>\$</u>	400.51		

Date Signature
12.19.2024 Julie Millone
12.19.2024 Julie Millone

HERITAGE BANK

#### JAMIE COCHRAN N WHIDBEY PARK AND REC

Account Number: #### #### #### 6800

Page 1 of 3



SCOR=CARD

**Bonus Points** Available 138,598

Summary of	Account Activ	vity
Previous Balance		\$ 5,964.50
Payments	-	\$492.21
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$333.30
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$67.21
NEW BALANCE	SUMMER OF STREET	\$ 5,872.80
Credit Limit		\$10,000.00
Available Credit		\$4,127.20
Available Cash		\$4,127.20
Amount Disputed		\$0.00
Statement Closing Date		11/29/24
Days in Billing Cycle		29

#### **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** MINIMUM PAYMENT \$5,872.80 \$118.00

PAYMENT DUE DATE

12/24/2024

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.

SHOPPING FOR THE HOLIDAYS? YOUR REWARDS PROGRAM HAS A HUGE SELECTION OF GIFTS FOR THE ENTIRE FAMILY! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS!

Cardholder Account Summary									
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount				
11/09	11/10	PBUS01	24906414314213680075734	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$265.30				
11/21	11/22	PBUS01	24755424327733279157292	GREATER OAK HARBOR CHAMBE OAK HARBOR WA	\$18.00				
11/25	11/26	PBUS01	24207854330170700411427	WASHINGTON RECREATION AND 206-3678704 WA	\$50.00				

		Payments, Adju	ustments and Other		
11/2	7 11/29	73190604334555334200108	PAYMENT - THANK YOU TACOMA WA		492.21 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$	492.21 -
				31	



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

Statement Closing Date: November 29, 2024

ooodiit it	uniber. m	<i>тин инин ит</i>	71111 0000			140 4011100	. 20, 202
			Interes	st Charged			
11/29	11/29	PBUS01	74811834334432334064001	INTEREST CHARG	GE PURCHASE FOR THIS PERIOD	\$	67.2 <b>67.2</b>
				Fees			
				TOTAL FEES FOR	THIS PERIOD	\$	0.0
			2024 Total	Is Year To Date			
			Total Fees Charged in 2024		\$ 0.07		
			Total Interest Charged in 20	024	\$ 160.39		

#### Additional Information About Your Account

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 B	onus Points Info	rmation as of 11/2	28/2024		
SCOR=CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	138,012	586	0	0	138,598

Interest Charg	e Calculation/Plan	Level Info	rmation			
Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
Purchases PBUS01 001 Cash	PURCHASE	E	\$5,865.55	1.14583% (M)	13.7500% (V)	\$67.21
CBUS01 001 TOTAL	CASH	Α	\$0.00 \$6,060.38	1.50000% (M)	18.0000%	\$0.00 \$67.21

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

<sup>&</sup>lt;sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>&</sup>lt;sup>3</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.

<sup>(</sup>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: Shane Hoffmire

Billing Cycle: 11.29.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amo	ount	Receipt Attached	Description
11.12.202	24 Home Depot	\$	18.16		Batteries, Screws, Sealant
11.12.202	24 Home Depot	\$	62.99	X	Plumbing Parts
11.18.202	24 Ace Hardware	\$	28.97	X	Washer Kit, Wand
11.21.202	24 WA DOL	\$	99.14	X	Truck License
11.20.202	24 Fidalgo Pool & Fitness	\$	250.00	X	LG Course - Smith-Day
11.27.202	24 Amazon	\$	187.76	X	Office Supplies
11.29.202	24 Visa	\$	19.73	<b>x</b> .	Interest
Total		\$	666.75		

Date Signature
12.19.2024 Julie Mullane
12/19/24/AC

#### HERITAGE BANK

#### CHRISTOPHER HOFFMIRE N WHIDBEY PARK AND REC

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

Page 1 of 3



SCOR=CARD

Bonus Points Available 85,853

Summary of	Account Activ	vity
Previous Balance		\$ 1,893.43
Payments		\$0.00
Other Credits	2	\$400.00
Other Debits	+	\$0.00
Purchases	+	\$647.02
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$19.73
NEW BALANCE		\$ 2,160.18
Credit Limit		\$5,000.00
Available Credit		\$2,839.82
Available Cash		\$2,839.82
Amount Disputed		\$0.00
Statement Closing Date		11/29/24
Days in Billing Cycle		29

#### **Account Inquiries**

Call

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

M

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

#### **Payment Summary**

**NEW BALANCE** 

MINIMUM PAYMENT

PAYMENT DUE DATE

\$44.00 12/24/2024

\$2,160.18

PAYMENT DUE DATE

on nurchases nav

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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	Post Date	Plan Name	Reference Number	Description	Amount
11/12	11/14	PBUS01	24943014318010193468458	THE HOME DEPOT #8563 OAK HARBOR WA	\$18.16
11/12	11/14	PBUS01	24943014318010193468136	THE HOME DEPOT #8563 OAK HARBOR WA	
11/17	11/18		74941354322613402253867	CREDIT VOUCHER HERTZ #0156011 ST LOUIS MO	\$62.99 \$400.00-
11/18	11/19	PBUS01	24801974324155617229115	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$00.07
11/21	11/22	PBUS01	24240524326158032708036	WA VEHICLE LICENSING 360-902-7470 WA	\$28.97
11/20	11/22	PBUS01	24207854326172000264791	FIDALGO POOL AND FITNESS 360-2930673 WA	\$99.14
11/27	11/28	PBUS01	24692164333104205972974	AMAZON MKTPL*Z34TE80O2 Amzn.com/bill WA	\$250.00 \$187.76



CHRISTOPHER HOFFMIRE N WHIDBEY PARK AND REC

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

Statement Closing Date: November 29, 2024

			Interes	st Charged	
11/29	11/29	PBUS01	74811834334423334064000	INTEREST CHARGE PURCHASE TOTAL INTEREST FOR THIS PERIOD	\$ 19.7 <b>19.7</b>
			4. 4-1 I 1986	Fees	
				TOTAL FEES FOR THIS PERIOD	\$ 0.0
			2024 Total	TOTAL FEES FOR THIS PERIOD  s Year To Date	\$ 0.0
			2024 Total Total Fees Charged in 2024	s Year To Date	\$ 0.00

Additional Information About Your Account

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ScoreCard B	onus Points Info	rmation as of 11/2	28/2024		
SCOR=CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	85,272	581	0	0	85,853

Interest Charg	ge Calculation/Plan	Level Info	rmation			
Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
Purchases PBUS01 001 Cash	PURCHASE	E	\$1,722.23	1.14583% (M)	13.7500% (V)	\$19.73
CBUS01 001 TOTAL	CASH	А	\$0.00 \$1,887.26	1.50000% (M)	18.0000%	\$0.00 \$19.73

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

<sup>&</sup>lt;sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>&</sup>lt;sup>3</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.

<sup>(</sup>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: Anthony Maddox

Billing Cycle: 11.29.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amo	ount	<b>Receipt Attached</b>	Description
11.19.20	24 Home Depot	\$	36.63	x	Pool Robot Cleaner
11.23.20	24 Harbor Freight	\$	41.92	X	Solar Rope Lights
11.24.20	24 Ace Hardware	\$	9.13	x	Containters for Chemicals
11.26.20	24 Home Depot	\$	36.05	X	Lights
11.26.20	24 O'Reilley	\$	4.40	X X	Hose for Pool Vac
11.26.20	24 eBay	\$	79.17	X	Shower Valve
11.26.20	24 Outdoor Solarstore	\$	162.54	$\mathbf{x}$	Flag Pole Parts
11.26.20	24 Home Depot	\$	10.66	X	Batteries
Total		\$	380.50		

Date Signature
12.19.2024 Julie Millare
12/19/2024 DC

HERITAGE BANK

#### 4000793 RU anthony k maddox N WHIDBEY PARK AND REC Account Number: #### #### #### 8559

Page 1 of 3



SCOR=CARD

**Bonus Points** Available 370

Summary of	Account Activ	ity
Previous Balance		\$ 0.00
Payments		\$0.00
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$380.50
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 380.50
Credit Limit		\$500.00
Available Credit		\$119.50
Available Cash		\$119.50
Amount Disputed		\$0.00
Statement Closing Date		11/29/24
Days in Billing Cycle		29

## **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** MINIMUM PAYMENT PAYMENT DUE DATE \$380.50 \$15.00

12/25/2024

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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Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/19	11/21	PBUS01	24943014325010194238703	THE HOME DEPOT #8563 OAK HARBOR WA	\$36.63
11/23	11/24	PBUS01	24231684329160815885585	HARBOR FREIGHT TOOLS3285 OAK HARBOR WA	\$41.92
11/24	11/25	PBUS01	24801974330161806009443	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$9.13
11/24	11/26	PBUS01	24943014330010213650477	THE HOME DEPOT #8563 OAK HARBOR WA	\$36.05
11/26	11/27	PBUS01	24431054332071517245276	O'REILLY 2532 OAK HARBOR WA	\$4.40
11/26	11/27	PBUS01	24204294331001957875033	eBay O*15-12369-82201 San Jose CA	\$79.17
11/26	11/27	PBUS01	24492164332500005980823	SP OUTDOORSOLARSTORE OUTDOORSOLARS CO	\$162.54
11/26	11/28	PBUS01	24943014332010196066590	THE HOME DEPOT #8563 OAK HARBOR WA	\$10.66
					27



anthony k maddox N WHIDBEY PARK AND REC Account Number: #### #### 8559

Statement Closing Date: November 29, 2024

Account Number. #### ####			Novembe	
	Fees			
	TOTAL FEES FOI	R THIS PERIOD	\$	0.00
	Interest Charged			
	TOTAL INTERES	T FOR THIS PERIOD	\$	0.00
	2024 Totals Year To Date			
	2024 Totals Year To Date Total Fees Charged in 2024	\$ 0.00		

Additional Information About Your Account

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ScoreCard B	onus Points Info	rmation as of 11/2	8/2024		
SCOR=CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	0	370	0	0	370

Interest Charg	e Calculation/Plan	Level Info	rmation			
Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
Purchases PBUS01 001	PURCHASE	E	\$0.00	1.14583% (M)	13.7500% (V)	\$0.00
CBUS01 001 TOTAL	CASH	Α	\$0.00 \$52.78	1.50000% (M)	18.0000%	\$0.00 \$0.00

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

<sup>&</sup>lt;sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>&</sup>lt;sup>3</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.

<sup>(</sup>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: 11.29.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amo	ount	Receipt Attached	Description
11.01.2024	Walmart	\$	28.36	X	Office Supplies
11.01.2024	Walgreens	\$	17.44	X	First Aid Supplies
11.01.2024	PPC Communications eSoft	\$	140.00	X	POS System
11.04.2024	Enformion	\$	48.50	X	Background Checks
11.20.2024	Northwest Mini Storage	\$	160.00	X	Storage Unit
11.29.2024	Visa	\$	16.50		Interest Charge
Total		\$	410.80		

Date Signature
12.14.2021 Succe Mulling
12/19/24 A

39

#### HERITAGE BANK

## JULIE MILLANG N WHIDBEY PARK AND REC

Account Number: #### #### 9939

Page 1 of 3



SCOR=CARD

Bonus Points Available 77,766

Summary	of Account Activ	vity
Previous Balance		\$ 1,439.91
(Includes Past Due Amour	nt of 29.00)	
Payments	-	\$0.00
Other Credits		\$0.00
Other Debits	+	\$0.00
Purchases	+	\$394.30
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
interest Charged	+	\$16.50
NEW BALANCE		\$ 1,850.71
Credit Limit		\$2,500.00
Available Credit		\$649.29
Available Cash		\$649.29
Amount Disputed		\$0.00
Statement Closing Date		11/29/24
Days in Billing Cycle		29

#### **Account Inquiries**

707

Call us at: (800) 615-1161

Lost or Stolen Card: (727) 570-4881

 $\searrow$ 

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

#### **Payment Summary**

**NEW BALANCE** 

\$1,850.71

MINIMUM PAYMENT

\$67.00

PAYMENT DUE DATE

12/24/2024

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

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		unt Summ		41	100.0
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/03	PBUS01	24226384307003556658649	WAL-MART #2319 OAK HARBOR WA	\$28.36
11/01	11/03	PBUS01	24445004307001024443874	WALGREENS #11214 OAK HARBOR WA	\$17.44
11/01	11/03	PBUS01	24801974306137768123984	ESOFT PLANNER MMESZAROS@PPC OH	\$140.00
11/04	11/05	PBUS01	24906414309213266483259	ENF*Enformion 855-2813915 CA	\$48.50
11/20	11/22	PBUS01	24194334326017011025939	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00



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

Statement Closing Date: November 29, 2024

			Intere	st Charged		
11/29	11/29	PBUS01	74811834334427334064001	INTEREST CHARGE PURCHASE TOTAL INTEREST FOR THIS PERIOD	\$	16.50 <b>16.5</b> 0
				Fees		
				TOTAL FEES FOR THIS PERIOD	S	0.00
				TOTAL FEES FOR THIS PERIOD	4	0.0
			2024 Total	Is Year To Date	4	0.0
			2024 Total Total Fees Charged in 2024	ls Year To Date	•	0.00

#### Additional Information About Your Account

PLEASE NOTE MINIMUM PAYMENT DUE. WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS MAY BE REFLECTED IN YOUR CREDIT REPORT.

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ScoreCard B	onus Points Info	rmation as of 11/2	28/2024		
SCOR=CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	77,377	389	0	0	77,766
Bonus Points To	Expire:		Expiration Date: 01/31/	2025	Points: 17,056

Interest Charg	Interest Charge Calculation/Plan Level Information						
Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge	
Purchases PBUS01 001 Cash	PURCHASE	E	\$1,439.91	1.14583% (M)	13.7500% (V)	\$16.50	
CBUS01 001 TOTAL	CASH	Α	\$0.00 \$1,698.84	1.50000% (M)	18.0000%	\$0.00 \$16.50	

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

<sup>&</sup>lt;sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>&</sup>lt;sup>3</sup> Your Annual Percentage Rate (APR) is the annual interest rate on your account.

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

# North Whidbey Pool, Park and Recreation District Payroll Summary-Semi-Monthly December 13, 2024 for Pay Period 11.16-11.30.2024

		TOTAL	
	Hours	Rate	Dec 13, 24
Employee Wages, Taxes and Adjustments Gross Pav			-
Business Manager Salary	64.00		3,051.89
Director	40.00		3,905.08
Maintenance Director Salary	40.00		1,456.40
Maintenance Director Vacation	97.80		3,560.90
Aerobics Instructor	17.68		307.87
Client Service Spc Coordinator	78.58		1,493.02
Client Service Specialist	90.21		1,559.80
Custodial	16.45		288.14
Custodian - JVMP	28.28		516.68
Head Lifeguard	42.38		850.14
Lifeguard	266.70		4,660.38
Maintenance Assistant	54.42		1,142.82
Private Lesson Instructor	25.85		506.23
Swim Lessons Coordinator	37.80		743.53
Training- Swim Lessons	1.10		17.91
Training - Lifeguard	20.44		332.76
US Masters Coach	11.57		231.40
WSI Water Safety Instructor	39.67		711.45
Total Gross Pay	972.93		25,336.40
Adjusted Gross Pay	972.93		25,336.40
Taxes Withheld			
Federal Withholding			-1,369.00
Medicare Employee			-367.36
Social Security Employee			-1,570.86
L&I Office Employee 5306-07			-21.74
L&I Pool Employee-1501-00			-154.46
Medicare Employee Addl Tax			0.00
WA - Cares Fund			-146.93
WA - Paid Fam Med Leave			133.96
Total Taxes Withheld			3,764.31
Net Pay	972.93		21,572.09
Employer Taxes and Contributions			
Medicare Company			367.36
Social Security Company			1,570.86
WA - Unemployment			0.00
L&I Office Employer 5306-07			51.67
L&I Pool Employer 1501-00			860.49
WA - Employment Admin. Fund			0.00
Total Employer Taxes and Contributions			2,850.38

# North Whidbey Pool, Park and Recreation District Payroll Summary-Semi-Monthly December 31, 2024 for Pay Period 12.01-12.15.2024

	то	TOTAL		
	Hours	Rate De	c 31, 24	
Employee Wages, Taxes and Adjustments			_	
Gross Pay				
Business Manager Salary	80.00		3,051.89	
Director	80.00		3,905.08	
Aerobics Instructor	23.88		420.10	
Client Service Spc Coordinator	74.10		1,407.90	
Client Service Specialist	131.04		2,265.67	
Custodial	18.16		322.35	
Custodian - JVMP	30.52		557.60	
Head Lifeguard	36.93		762.97	
Hourly Sick	10.00		182.70	
Lifeguard	306.77		5,370.35	
Maintenance Assistant	80.22		1,684.62	
Overtime (x1.5) hourly	3.57		112.46	
Private Lesson Instructor	19.41		386.50	
Swim Lessons Coordinator	44.72		879.64	
Training- Swim Lessons	17.47		284.41	
Training - Swim Lessons Training - Lifeguard	118.55		1,929.97	
US Masters Coach	12.55		251.00	
	24.23		431.16	
WSI Water Safety Instructor				
Total Gross Pay	1,112.12	2	4,206.37	
Adjusted Gross Pay	1,112.12	2	4,206.37	
Taxes Withheld				
Federal Withholding			-692.00	
Medicare Employee			-350.99	
Social Security Employee		-	1,500.77	
L&I Office Employee 5306-07			-26.70	
L&I Pool Employee-1501-00			-189.21	
Medicare Employee Addl Tax			0.00	
WA - Cares Fund			-140.44	
WA - Paid Fam Med Leave			-127.91	
Total Taxes Withheld			3,028.02	
Net Pay	1,112.12		1,178.35	
Employer Taxes and Contributions				
Medicare Company			350.99	
· ·			1,500.77	
Social Security Company			0.00	
WA - Unemployment			63.38	
L&I Office Employer 5306-07			1.095.38	
L&I Pool Employer 1501-00 WA - Employment Admin. Fund			0.00	
• •			3,010.52	
Total Employer Taxes and Contributions			<u> </u>	

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense		_		
Income				
310.00 LEVIES				
311.00 General Property Taxes	946,285.11	944,583.00	1,702.11	100.18%
312.00 Timber Harvest Taxes	97.20	43.38	53.82	224.07%
Total 310.00 LEVIES	946,382.31	944,626.38	1,755.93	100.19%
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	107,371.73	118,627.00	-11,255.27	90.51%
33.01 Basic Memberships	19,691.53	18,795.00	896.53	104.77%
34 Punch Cards	28,785.32	31,617.00	-2,831.68	91.04%
36 Kayak Lessons	0.00	0.00	0.00	0.0%
37 ARC Classes				
302 Lifeguard Course	0.00	325.00	-325.00	0.0%
304 Jr. Lifeguarding	0.00	0.00	0.00	0.0%
305 ARC Babysitting Course	0.00	0.00	0.00	0.0%
306 BLS	0.00	0.00	0.00	0.0%
307 CPR/AED	0.00	0.00	0.00	0.0%
308 Waterfront Lifeguard	0.00	0.00	0.00	0.0%
309 WSI Course	0.00	0.00	0.00	0.0%
AEO	0.00	0.00	0.00	0.0%
ВВР	0.00	0.00	0.00	0.0%
37 ARC Classes - Other	325.00			
Total 37 ARC Classes	325.00	325.00	0.00	100.0%
38 Aerobics				
Water Fitness Daily Admisison	4,855.09			
Water Fitness Prem. Membership	16,881.16			
Water Fitness Punch Card	16,149.56			
38 Aerobics - Other	6.42	54,835.00	-54,828.58	0.01%
Total 38 Aerobics	37,892.23	54,835.00	-16,942.77	69.1%
39 Swim Lessons				
Private	30,096.62	37,500.00	-7,403.38	80.26%
School Group	7,280.00	7,280.00	0.00	100.0%
Youth	144,078.50	206,195.00	-62,116.50	69.88%
Total 39 Swim Lessons	181,455.12	250,975.00	-69,519.88	72.3%
40 Swim Team	,		-, <del>-</del>	- /-
Adult Swim Team	0.00	13,314.24	-13,314.24	0.0%
Masters	8,735.47	-,	-,,,	31270
Total 40 Swim Team	8,735.47	13,314.24	-4,578.77	65.61%
Total 347.30 Fees	384,256.40	488,488.24	-104,231.84	78.66%
. 3.3. 0 17.00 1 300	557,250.70	100,400.24	107,201.04	7 3.00 70

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total 340.00 JVMP Revenue	384,256.40	488,488.24	-104,231.84	78.66%
350.00 Recreation Revenue				
347.60.01 Basketball	38,649.50	42,000.00	-3,350.50	92.02%
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	0.00	0.00	0.0%
347.60.05 NFL Flag Football	5,678.00	5,578.00	100.00	101.79%
347.60.06 Volleyball	4,560.00	3,525.00	1,035.00	129.36%
Day Camp	44,616.00	44,616.00	0.00	100.0%
Soccer	330.00			
350.00 Recreation Revenue - Other	7,182.50			
Total 350.00 Recreation Revenue	101,016.00	95,719.00	5,297.00	105.53%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
внвс	17,480.91	20,835.00	-3,354.09	83.9%
Candy&Snacks	4,088.00	4,504.50	-416.50	90.75%
Lockers	1,445.01	1,392.00	53.01	103.81%
Open Swim Party Rental	9,394.29	9,438.00	-43.71	99.54%
Pool Group Rentals	311.96	600.00	-288.04	51.99%
Private Party Rental	6,252.80	7,667.00	-1,414.20	81.56%
Retail	832.14	1,300.00	-467.86	64.01%
Viewing Room Rental	672.64	661.00	11.64	101.76%
Total 362.00 Rents & Concessions	40,477.75	46,397.50	-5,919.75	87.24%
367.00 Contributions/Donations	165.05			
369.00 Other Misc Revenues				
Cashier over/short	-38.93			
Total 369.00 Other Misc Revenues	-38.93			
Other Misc Revenues	594.05	22,845.00	-22,250.95	2.6%
Prepaid Accounts	1,638.75	1,200.00	438.75	136.56%
360.00 Miscellaneous Revenue - Other	22,845.00			
Total 360.00 Miscellaneous Revenue	65,681.67	70,442.50	-4,760.83	93.24%
361.40.00 Interest				
Int Investment Capital Fund	64.55	45.00	19.55	143.44%
Int Investment Reserve Fund	832.44	500.00	332.44	166.49%
Interest Investment Bond Fund	4.59	5.00	-0.41	91.8%
Total 361.40.00 Interest	901.58	550.00	351.58	163.92%
Total Income	1,498,237.96	1,599,826.12	-101,588.16	93.65%
Gross Profit	1,498,237.96	1,599,826.12	-101,588.16	93.65%
Expense				
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
573.60.04 Pickleball Expense	0.00	0.00	0.00	0.0%
573.60.05 NFL Flag Football Exp	1,956.75	2,000.00	-43.25	97.84%
573.60.06 Volleyball Expense	652.21	1,134.00	-481.79	57.51%
573.60.10 Salary & Wages				
Basketball	8,803.44	8,803.44	0.00	100.0%
Day Camp				
Day Camp Assistant Manager	0.00	0.00	0.00	0.0%
Day Camp Leader	9,536.49	9,536.49	0.00	100.0%
Day Camp Manager	5,334.50	5,334.50	0.00	100.0%
Total Day Camp	14,870.99	14,870.99	0.00	100.0%
NFL Flag Football	610.66	611.00	-0.34	99.94%
Pickleball	0.00	0.00	0.00	0.0%
Rec Aide - STEAM Camp	77.82	77.82	0.00	100.0%
Recreation Coordinator	12,540.11	12,540.11	0.00	100.0%
Recreation Specialist Non-Sport	0.00	0.00	0.00	0.0%
Training Recreation	20.02	21.00	-0.98	95.33%
Volleyball	268.78	269.00	-0.22	99.92%
Total 573.60.10 Salary & Wages	37,191.82	37,193.36	-1.54	100.0%
Adult Soccer Expense	69.50	69.50	0.00	100.0%
Day Camp Expense	2,006.01	2,100.00	-93.99	95.52%
Kayak Program Expense	0.00	0.00	0.00	0.0%
Total 573.60.00 Exp Recreation Sports	49,180.93	50,453.86	-1,272.93	97.48%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	85,027.47	93,722.00	-8,694.53	90.72%
100102 Recreaton Manager	7,802.88	7,802.88	0.00	100.0%
100103 Business Manager	66,365.79	71,112.00	-4,746.21	93.33%
100104 Client Service Spc				
Client Services Coordinator	16,297.25	16,560.00	-262.75	98.41%
100104 Client Service Spc - Other	72,602.49	74,145.00	-1,542.51	97.92%
Total 100104 Client Service Spc	88,899.74	90,705.00	-1,805.26	98.01%
100107 BOC/Dir Admin Asst	12,959.25	12,959.25	0.00	100.0%
100108 Rec Aide Advertising	3,609.57	3,610.00	-0.43	99.99%
200201 Aerobics Inst JVMP	9,737.30	10,009.00	-271.70	97.29%
200208 Kayak Inst JVMP	0.00	0.00	0.00	0.0%
200210 Private Lessons	10,662.30	10,670.00	-7.70	99.93%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	120.80	121.00	-0.20	99.84%
200211 WSI Instructor - Other	30,966.76	31,727.00	-760.24	97.6%
Total 200211 WSI Instructor	31,087.56	31,848.00	-760.44	97.61%
200221 Training				
Training- Lifeguard	12,350.11	14,000.00	-1,649.89	88.22%

,	99% 91% 83%
•	
<b>Training - Swim Instructor</b> 5,141.29 5,000.00 141.29 102.8	83%
<b>Training Aerobics Instructors</b> 261.76 262.00 -0.24 99.9	91%
<b>Total 200221 Training</b> 19,915.71 21,425.00 -1,509.29 92.9	96%
<b>300301 Lifeguard</b> 163,074.61 164,939.00 -1,864.39 98.8	87%
<b>300303 Sr. Lifeguards</b> 3,745.05 4,000.00 -254.95 93.6	63%
<b>300305 Head Lifeguard</b> 15,761.63 15,845.00 -83.37 99.4	47%
<b>500501 Director of Maintenance</b> 66,802.25 66,803.00 -0.75 100	0.0%
<b>500502 Janitorial Staff</b> 18,482.12 18,632.00 -149.88 99	9.2%
<b>500503 Clover Valley Park</b> 10,881.41 10,880.00 1.41 100.0	01%
<b>500505 Shut Down Maintenance</b> 3,792.99 3,792.99 0.00 100	0.0%
<b>500506 Maintenance Assistant</b> 13,287.44 13,736.00 -448.56 96.7	73%
<b>Adult Swim Team Coach</b> 5,325.00 5,141.00 184.00 103.5	58%
Swim Lesson Coordinator         19,618.91         19,655.00         -36.09         99.8	82%
<b>Total 576.20.10 Salary &amp; Wages</b> 656,838.98 677,287.12 -20,448.14 96.9	98%
576.20.11 Payroll Benefits	
20.111 Retirement	
<b>Business Manager</b> 0.00 0.00 0.00 0	0.0%
<b>Executive Director</b> 0.00 0.00 0.00 0.00	0.0%
Maintenance Director         0.00         0.00         0.00         0	0.0%
Recreation Manager         0.00         0.00         0.00         0.00	0.0%
<b>20.111 Retirement - Other</b> -45.00	
<b>Total 20.111 Retirement</b> -45.00 0.00 -45.00 100	0.0%
20.112 Sick Pay	
<b>Business Manager</b> 1,678.13 2,733.00 -1,054.87 61	.4%
<b>Director</b> 1,686.29 3,600.00 -1,913.71 46.8	84%
<b>Maintenance Supervisor</b> 1,386.46 1,387.00 -0.54 99.9	96%
Part Time Staff         3,793.36         6,000.00         -2,206.64         63.2	22%
Recreation Manager         0.00         0.00         0.00         0	0.0%
Total 20.112 Sick Pay 8,544.24 13,720.00 -5,175.76 62.2	28%
20.113 Vacation	
<b>Business Manager</b> 2,963.00 2,963.00 0.00 100	0.0%
<b>Director</b> 5,300.86 5,400.00 -99.14 98.1	16%
<b>Director of Maintenance</b> 6,109.11 6,110.00 -0.89 99.9	99%
Recreation Manager         640.12         640.12         0.00         100	0.0%
<b>Total 20.113 Vacation</b> 15,013.09 15,113.12 -100.03 99.3	34%
<b>Bereavement Leave</b> 1,420.03 1,421.00 -0.97 99.9	93%
Total 576.20.11 Payroll Benefits         24,932.36         30,254.12         -5,321.76         82.4	41%
<b>576.20.12 Payroll Taxes</b> 84,590.05 110,378.00 -25,787.95 76.6	64%
576.20.20 Personnel Benefits	
<b>Cell phone</b> 1,440.00 2,160.00 -720.00 66.6	67%

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Emp Award Program				
	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	2,657.52	2,658.00	-0.48	99.98%
Total 576.20.20 Personnel Benefits	4,097.52	6,018.00	-1,920.48	68.09%
576.20.30 Minor Purchases				
20.31 JVMP	0.00	400.00	400.00	0.00/
Adult Swim Team Equipment	0.00	180.00	-180.00	0.0%
Aerobic supplies	471.82	1,417.00	-945.18	33.3%
AQUATICS Equipment	1,291.97	1,300.00	-8.03	99.38%
ARC Course Equipment	0.00	0.00	0.00	0.0%
ARC Course Supplies	0.00	0.00	0.00	0.0%
Cleaning & Sanitation	3,424.39	4,500.00	-1,075.61	76.1%
First Aide supplies	110.75	1,209.00	-1,098.25	9.16%
Junior Lifeguard Supplies	0.00	0.00	0.00	0.0%
Kayak Equipment	12.64	12.64	0.00	100.0%
Office Equipment	3,329.09	3,595.00	-265.91	92.6%
Office supplies	398.61	1,500.00	-1,101.39	26.57%
Pool Chemicals	34,203.33	37,572.00	-3,368.67	91.03%
Retail Expense	605.00	950.00	-345.00	63.68%
Swim School Supplies	0.00	246.00	-246.00	0.0%
Total 20.31 JVMP	43,847.60	52,481.64	-8,634.04	83.55%
20.33 Vehicle Maintenance				
Fuel Expense	226.90	261.00	-34.10	86.94%
Repair	109.50	125.00	-15.50	87.6%
Routine Maitnenace	17.52	500.00	-482.48	3.5%
Total 20.33 Vehicle Maintenance	353.92	886.00	-532.08	39.95%
20.34 Concession Expense	1,988.94	2,800.00	-811.06	71.03%
20.35 Sm Tools/Equip	997.39	4,000.00	-3,002.61	24.94%
Minor Purchases - Other	481.74	200.00	281.74	240.87%
576.20.30 Minor Purchases - Other	358.45			
Total 576.20.30 Minor Purchases	48,028.04	60,367.64	-12,339.60	79.56%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
ARC Classes & Fees	4,704.66	8,124.00	-3,419.34	57.91%
Bank Fees	170.48	650.00	-479.52	26.23%
Computer Maintenance	2,356.92	3,000.00	-643.08	78.56%
Copy Machine Maint	2,403.30	2,500.00	-96.70	96.13%
Credit Card Processing	12,107.71	21,750.00	-9,642.29	55.67%
Dues & Memberships	927.96	1,057.00	-129.04	87.79%
Emp Background Checks	368.00	900.00	-532.00	40.89%
HVAC PMS	4,990.85	10,035.00	-5,044.15	49.73%
IT Service Contract	10,695.63	11,118.00	-422.37	96.2%
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Legal	21,720.00	21,720.00	0.00	100.0%
Payroll Processing	8,810.97	11,712.00	-2,901.03	75.23%
Pest Control	544.96	545.00	-0.04	99.99%
POS System	14,016.40	14,640.00	-623.60	95.74%
Roof Preventative Maintenance	4,196.50	4,197.00	-0.50	99.99%
Security System - Annual	620.40	756.00	-135.60	82.06%
Security System - Service Calls	0.00	0.00	0.00	0.0%
Storage Unit	1,465.00	1,920.00	-455.00	76.3%
Training Courses & Tuition	3,429.62	2,070.00	1,359.62	165.68%
Web Hosting	335.16	335.16	0.00	100.0%
Total 20.41 Professional Services	95,864.52	119,229.16	-23,364.64	80.4%
20.42 Communication				
Advertising	10,887.93	25,000.00	-14,112.07	43.55%
Email/Business Apps	13,011.50	13,374.00	-362.50	97.29%
Internet Service	2,634.13	3,800.00	-1,165.87	69.32%
Phone Service	2,214.88	2,760.00	-545.12	80.25%
Postage	212.67	300.00	-87.33	70.89%
Virtual Meeting	34.86	34.86	0.00	100.0%
Total 20.42 Communication	28,995.97	45,268.86	-16,272.89	64.05%
20.43 Travel	0.00	500.00	-500.00	0.0%
20.46 Insurance	125,012.13	125,012.13	0.00	100.0%
20.47 Utilities				
Boiler	93,730.22	93,752.00	-21.78	99.98%
Electricity	53,054.67	54,486.00	-1,431.33	97.37%
Garbage	161.25	300.00	-138.75	53.75%
Patron Water	19,931.02	21,159.00	-1,227.98	94.2%
Pool Water/Garbage	11,012.84	14,640.00	-3,627.16	75.22%
Spa Boiler	8,458.77	11,140.00	-2,681.23	75.93%
Total 20.47 Utilities	186,348.77	195,477.00	-9,128.23	95.33%
20.48 NWPRD Repair & Maint				
Capital Expenses	23,119.69	30,000.00	-6,880.31	77.07%
20.48 NWPRD Repair & Maint - Other	21,151.96	72,000.00	-50,848.04	29.38%
Total 20.48 NWPRD Repair & Maint	44,271.65	102,000.00	-57,728.35	43.4%
20.49 Miscellaneous	22,845.00			
Total 576.20.40 JVMPool Other Svcs	503,338.04	587,487.15	-84,149.11	85.68%
576.20.50 Intergovernmental				
Audit	24,662.43	24,663.00	-0.57	100.0%
Business Tax	15,400.26			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,083.33	12,083.33	0.00	100.0%
Gov't Service Fees	5.00			
Refunds				

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Patron Refund- Basketball	365.00			
Patron Refund- Punch Card	66.50			
Patron Refund-Parents Night Out	60.00			
Patron Refund-Pvt Swim Lessons	583.00			
Patron Refund - Kayak	150.00			
Patron Refund - STEAM Camp	490.00			
Patron Refund - US Masters	194.00			
Patron Refund - Volleyball	1,140.00			
Patron Refund OS Party	140.00			
Patron Refund Day Camp	2,410.00			
Patron Refund NFL Flag Football	1,320.00			
Patron Refund Open Swim	15.00			
Patron Refund Swim Lessons	1,542.00			
Patron Refund Water Fitness	36.65			
Refunds - Other	0.00	9,000.00	-9,000.00	0.0%
Total Refunds	8,512.15	9,000.00	-487.85	94.58%
Water Rec Facility Permit	967.00	816.00	151.00	118.51%
576.20.50 Intergovernmental - Other	-51.50			
Total 576.20.50 Intergovernmental	61,696.06	46,680.33	15,015.73	132.17%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	327.89	756.00	-428.11	43.37%
Repair	109.48	125.00	-15.52	87.58%
Routine Maintenance	8.82	500.00	-491.18	1.76%
Total 576.80.33 Vehicle Maintenance	446.19	1,381.00	-934.81	32.31%
576.80.35 Sm Tools/Equipment	38.14	600.00	-561.86	6.36%
576.80.47 Utilities				
CVP Water	797.64	1,500.00	-702.36	53.18%
Dump Fees	168.00	200.00	-32.00	84.0%
Garbage	1,341.13	1,800.00	-458.87	74.51%
Total 576.80.47 Utilities	2,306.77	3,500.00	-1,193.23	65.91%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	3,645.64	3,645.64	0.00	100.0%
Clover Valley Dog Park	1,742.39	2,000.00	-257.61	87.12%
Total 576.80.48 CVP Repair & Maint	5,388.03	5,645.64	-257.61	95.44%
80.40 Non Aquatic Rec Prog	-,	-,-		
Special Events/Programs	0.00	4,000.00	-4,000.00	0.0%
Total 80.40 Non Aquatic Rec Prog	0.00	4,000.00	-4,000.00	0.0%
80.41 Professional Services	0.00	7,000.00	4,000.00	0.070
Landscape Maint	544.00	544.00	0.00	100.0%
Porta-Potty	2,700.00	4,050.00	-1,350.00	66.67%
Total 80.41 Professional Services	3,244.00	4,594.00	-1,350.00	70.61%

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total 576.80.00 General Parks	11,423.13	19,720.64	-8,297.51	57.93%
Total 576.20 NWPPRD Expenses	1,394,944.18	1,538,193.00	-143,248.82	90.69%
Total 570.00 RECREATION SERVICES	1,444,125.11	1,588,646.86	-144,521.75	90.9%
Total Expense	1,444,125.11	1,588,646.86	-144,521.75	90.9%
Net Ordinary Income	54,112.85	11,179.26	42,933.59	484.05%
	54,112.85	11,179.26	42,933.59	484.05%

Please note: This profit and loss statement is preliminary and does not include the latest year-end updates.



#### **Commissioner Communication**

**8.a. Item:** Budget Committee

Meeting Date: 1.30.25

Presented By: C. Kraner

**9.a. Item:** Tech Discussion

Presented By: ED Cochran

#### Camera Options for Clover Valley Park:

- 200-Level Camera:
  - o Suitable for indoor use due to its limited zoom capacity.
  - Would be less effective outdoors, especially for distant views (e.g., pool area).
  - o Difficult to capture detailed facial features from long distances (e.g., across the pool).
- 400-Level Camera:
  - o Provides clearer, detailed images, even at a distance.
  - o Better suited for outdoor use, such as monitoring entrances or areas with more distance.
- 600-Level Camera:
  - o AI-powered camera that can be programmed to capture specific items, like faces or license plates.
  - o Josh asked for input on where we might want cameras (e.g., at entrances for faces and license plates, or above the shed for road monitoring).

#### Security Issues Noted:

- Majority of damage observed in the past 5 years occurred on the road in front of the dog park entrance, including dumped RVs and cars.
- The Conex box at the baseball club was broken into once (attempted, but not successful).
- Porta potty burned.

#### Lighting at Clover Valley Park:

- Met with an electrician to discuss lighting options for Clover Valley Park.
- The electrician reviewed the specs for the light received from the Navy, regarding lighting allowances at Clover Valley Park.
- At the Program Committee meeting, the Baseball Club expressed interest in lights for the field, but said they would provide a list of wants for us to review. The M&F Manager contacted them again, and they requested, at a minimum, some power between the two fields to support a pitching machine and the ability to plug in power tools. The electrician inquired about the type of power plan we would need and will reach out to PSC to understand power supply options and restrictions.

• The electrician noted that the lighting would be suitable for parking lot areas but not for field lighting, as it has a 50-foot downward diameter range around each pole.

#### Josh's Request for Clarification:

• Josh seeks confirmation on what specific items he should quote for the Clover Valley Park project, especially regarding camera placement and lighting options, and to understand the overall goal.

#### iPad Deployment Discussion:

- Information from Whidbey Tech regarding the deployment process for iPads to the Commissioners is below in the quotation marks.
- Schedule time for deployment and training sessions

month

- o The deployment of equipment is managed through Mobile Device Management (MDM), where Whidbey Tech sets up the device to ensure secure access and control.
- This allows for remote wiping of data if a staff/BOC member leaves and provides the ability to add or remove programs as needed so the District is controlling that.

"We have two licensing options that will work with the Microsoft+Apple MDM flow

Option 1: Microsoft Business Premium (NCE – 1 year Commitment) \$22/user per month

Option 2:A bundle of the listed licenses - \$12/user per month

Microsoft 365 Business Basic (NCE – 1 year commitment) \$6/user per month Azure Active Directory Premium P1 (NCE – 1 year commitment) \$6/user per

We can (mix and match) these licensing options to meet your staffing needs

You currently have these licenses,

9x Microsoft Business Premium (NCE – 1 year Commitment) \$22/user per month

5x Microsoft 365 Business Basic (NCE – 1 year commitment) \$6/user per month

### To get there, we can either

- Add 5 [Azure Active Directory Premium P1 (NCE 1 year commitment) \$6/user per month] (\$30/ month increase)
- Upgrade the 5 users [Microsoft Business Premium (NCE 1 year Commitment) \$22/user per month] (\$80/ month increase)

Other than licensing, We will need time to get this ready.

Once we get started, I expect it to take <u>AT LEAST</u> 45 days to get things where we can start scheduling deployment. We may have to adjust this as it requires working with multiple vendors to get this setup.

Here is a rough breakdown of the flow to get this accomplished

- Updated licensing based on choice selected
- Work with Jay to create the Apple Business account
- Add the iPads to the Apple Business account

- Join the Apple Business account with your Microsoft tenant
- Build the MDM environment
- Configure the iPads and Test"

## Current Status of Equipment:

- Three iPads and three Magic Keyboards are already with Whidbey Tech.
- The Magic Keyboards for the remaining two iPads have already shipped.
- As of this report, the last two iPads have not shipped.

	mm			

This s	This section is for staff use						
Moti	ion		_ 2 <sup>nd</sup>		Discussion: Yes/No		
Vote	: Y/N/A	В					
ВK	, BL	. JW	, MH	, DG			



#### **Commissioner Communication**

9.b. Item: Baseball Contract

Meeting Date: 1.30.25

Presented By: ED Cochran

The contract was reviewed and approved by both our insurance company and our attorney. This was sent to the club earlier this week for their review as well. The areas in the earlier version of the contract that were left blank, specifically those related to determining the amounts through our insurance, have been addressed.

The combined final document has been prepared and attached as a single PDF, which includes:

- The main agreement.
- Exhibit A (Quitclaim Deed).
- Exhibit B (Participant Agreement).

Collision/Comprehensive Auto Insurance for the Mule and mower (to be provided by the Club) has been updated to a limit of \$25,000. This amount was determined based on research into the cost of the equipment.

• This insurance item had previously been left blank in the Agreement.

The Schedule A: Baseball Field and Clover Valley Park Mowing Schedule is outlined in the final revision as well.

**Recommended Motion:** I move to approve the Baseball Club Agreement as presented, authorizing the Executive Director to sign the agreement.

This s	This section is for staff use							
Mot	ion		_ 2 <sup>nd</sup>		Discussion: Yes/No			
Vote	: Y/N/A]	В						
ВK	, BL	IW	, MH	, DG				

# AGREEMENT BETWEEN THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT AND THE WHIDBEY ISLAND BASEBALL CLUB RELATED TO MAINTENANCE OF THE CLOVER VALLEY PARK BASEBALL FIELDS

This agreement is entered into by the North Whidbey Pool, Park, and Recreation District ("District") and the Whidbey Island Baseball Club ("Club") related to the maintenance of Clover Valley Park ("Park"). The District and the Club are collectively referred to as "Parties" and individually as "Party."

#### 1. Recitals.

WHEREAS, the District is a Washington park and recreation district, organized under Chapter 36.69 RCW, that owns and operates Clover Valley Park, including the baseball fields located therein, at 996 Ault Field Road, Oak Harbor, Washington;

WHEREAS, without regard to competitive bidding laws, RCW 35.21.278 permits park and recreation districts to contract with a service organization; community, youth, or athletic association; or similar organization located and providing service in the immediate neighborhood for maintenance services for a facility as a community or neighborhood project;

WHEREAS, RCW 35.21.278 permits a park and recreation district to reimburse the contracting association its expense and requires the consideration received by the park and recreation district through the value of the maintenance to have a value at least two times that of the payment to the association;

WHEREAS, the Club is a youth athletic association, organized as a Washington nonprofit corporation, that is located within the District's boundaries and supports youth baseball activities on Whidbey Island, including within the District's boundaries, and uses the baseball fields at the Park for its practices and games;

WHEREAS, the Park is a valuable recreational resource for the community;

WHEREAS, the District desires that the Park be maintained in a manner that serves the best interests of the community;

WHEREAS, the District has determined that the public interest would be served by entering into an agreement with the Club related to the maintenance of the Park;

WHEREAS, the Club is dedicated to maintaining the Park for the benefit of the community and is willing to contribute financial and other resources for maintenance of the Park; and

WHEREAS, the District is willing to accept the assistance and resources offered by the Club for the maintenance of the Park.

NOW, THEREFORE, in consideration of the terms, mutual promises, and performance contained herein, the parties agree and contract as follows:

### 2. Purpose.

The purpose of this Agreement is to define the responsibilities of the District and the Club in the maintenance of the Park and to provide for effective cooperation in the implementation of the provisions set forth herein. Both Parties understand that this Agreement relates to maintenance only and does not contemplate any construction, alteration, repair, or improvement. Nothing in this Agreement prohibits the Parties from reaching other agreements related to the design, development, and improvement of the Park.

### 3. Obligations of the Parties.

The Parties shall participate in a preseason meeting annually to discuss the maintenance of the Park and to agree upon a schedule for the maintenance tasks described herein, except that mowing shall occur as provided in Schedule A to this Agreement.

The District shall perform the following obligations in regard to the Park:

- A. The District shall comply with all applicable local, state, and federal laws and abide by all District rules, regulations, policies, and procedures.
- B. The District shall provide a riding style mower for the Club's use in mowing the dog park and baseball fields.
- C. The District shall provide and service one handicap-accessible portable restroom at the Park's baseball fields each season after the Club complies with the District's annual requirements for using the baseball fields, including completing the Special Event Facility Use Agreement and providing the required Certificate of Insurance.
- D. The District shall be responsible for the cost of water and shall provide access to a spigot for the Club's use in irrigating the baseball fields.
- E. The District shall provide a lightweight-utility-task vehicle (such as a Kawasaki Mule) that the Club may use for maintaining the skinned infields and aerating the baseball fields. The District shall also provide an aerator that the Club may tow behind the lightweight-utility-task vehicle to aerate the baseball fields.
- F. The District shall provide annual maintenance on the mower and the lightweight-utility-task vehicle to keep them operational.
- G. When the District uses the mower or the lightweight-utility-task vehicle for other purposes, the District will supply gasoline.

The Club shall perform the following obligations in regard to the Park:

A. The Club shall comply with all applicable local, state, and federal laws, including all obligations under the Quitclaim Deed dated August 10, 1984, which is attached hereto as Exhibit A. The Club shall also abide by all District rules, regulations, policies, and procedures.

- B. The Club shall provide mowing for both the dog park and baseball fields according to the schedule described in Schedule A of this Agreement.
- C. The Club shall provide aeration of the baseball fields; routine maintenance of the skinned infields, including loosening, dragging, and smoothing the infields and maintaining the infield edge; maintenance of the pitching mounds, bases, base paths, home-plate areas, batting circles, bullpens, and other high-impact and high-traffic areas of the fields; and game-preparation tasks, including striping the baselines and installing the bases according to a mutually agreed upon schedule.
- D. The Club shall irrigate the baseball fields as necessary for baseball games and practices. The Club shall provide the District Director with a watering schedule based on the needs of the fields, taking into account prevailing weather conditions.
- E. All maintenance activities performed by the Club under this Agreement shall be performed by Club volunteers to whom no wage or salary compensation is paid.
- F. The Club shall require that each volunteer complete a participant-agreement form, which is attached hereto as Exhibit B.
- G. The Club shall supervise and train its volunteers to perform maintenance tasks under this Agreement in a responsible and appropriate manner. The Club shall allow its volunteers to perform work only for which they are qualified and have been properly trained. The Club shall not allow any work to be performed by a volunteer under the age of 18 or a volunteer under the influence of any drugs or alcohol.
- H. No later than the fifth business day of each month, the Club shall provide the District with a timesheet of its volunteers' hours the prior month that includes the name of each volunteer and the date and hours each volunteer worked.
- I. The Club shall immediately report any illnesses, injuries, property damage, or other incidents to the District.
- J. Other than the mower, light-weight-utility vehicle, and aerator provided by the District, the Club shall provide all the supplies and tools necessary to perform its maintenance obligations under this Agreement.
- K. Upon the District's approval, the Club's President and Vice President may use the District-provided mower for mowing the dog park and baseball fields. Additionally, upon the District's approval, the Club's President and Vice President may, but are not required to, use the District-provided lightweight-utility-task vehicle for maintaining the skinned infields and aerating the baseball fields. The Club is not authorized to use the District-provided mower and lightweight-utility-task vehicle for any other purpose. The Club's President or Vice President must be at least eighteen (18) years old, possess a valid Washington State driver license,

- be free from the influence of any drugs or alcohol, consent to and pass the District's screening, and be properly trained by the Club.
- L. The Club shall keep the mower, lightweight-utility-task vehicle, and aerator secured (*i.e.*, in a locked location without public access) when not in use.
- M. The Club shall make the mower and lightweight-utility-task vehicle available for the District's use with 24 hours' notice, including for the Chamber of Oak Harbor's Holland Happening events and Fourth of July events.
- N. The Club shall supply and be responsible for the cost of gasoline when it uses the mower and the lightweight-utility-task vehicle under the terms of this Agreement.
- O. The Club shall provide and service any additional portable restrooms that it deems necessary for Club events.
- P. The maintenance provided by the Club under this Agreement and the associated benefits are intended to benefit not only Club participants but all Park users. The Club understands that it has no rights or entitlements by reason of its performance and contributions under this Agreement.

#### 4. Term.

This Agreement shall commence upon execution by both Parties and shall remain in effect unless terminated by either Party for any reason upon thirty (30) days' written notice. Such notice shall be provided to the District's Executive Director or the Club's President.

This Agreement may be amended at any time, with written agreement of the Parties.

#### 5. Volunteers are not employees of the District.

The Club and its volunteers performing maintenance tasks under this Agreement understand and agree that they are not employees of the District, and the District is not obligated to pay any benefit of employment, including wages, sick leave, or any other benefit.

Notwithstanding, the District will comply with the requirements of RCW 51.12.050. As outlined above, the Club shall provide a completed participant-agreement form for each volunteer performing maintenance tasks under this Agreement and the Club's monthly volunteer hours, so the District can report those hours for purposes of Washington State Department of Labor and Industries Industrial Insurance medical-aid coverage.

#### 6. Relationship of the parties.

The relationship of the Parties is and will remain that of independent contractor. No agent, employee, representative, or volunteer of one Party shall be deemed to be an agent, employee, representative, or volunteer of the other Party through operation of this Agreement.

### 7. No third-party beneficiary.

This Agreement is solely for the benefit of the Parties and creates no right, duty, privilege, or cause of action in any other person or entity. The Parties do not intend to confer on any third parties any benefits herewith. No third party may utilize any portion of this Agreement as a third-party beneficiary or otherwise.

#### 8. Indemnification.

To the fullest extent permitted by law, the Club hereby agrees to indemnify, defend, and hold harmless the District and its current and former employees, officers, volunteers, elected officials, insurers, attorneys, and representatives from any and all demands, claims, injuries, damages, losses, liability, or legal action whatsoever, including attorneys' fees, costs, expenses, penalties, fines, or other damage to person or property of any kind or nature, arising out of, in connection with, or relating to the actions of the Club or its volunteers in performing the activities of this Agreement, except for injuries or damages caused by the sole negligence of the District.

The defense and indemnification obligation above shall survive the amendment or termination of this Agreement.

#### 9. Insurance.

The Club shall procure and maintain in full force, without cost or expense to the District, on or before this Agreement commences and throughout the duration of this Agreement, automobile insurance and insurance against claims of bodily injury or property damage that may arise from or in connection with the activities performed by the Club and its volunteers under this Agreement.

The Club shall obtain commercial general liability insurance covering bodily injury and property damage, with liability limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.

The Club shall obtain commercial liability automobile insurance, including liability coverage for owned, non-owned, leased, or hired vehicles with the minimum limit for bodily injury and property damage of \$1,000,000 per person, \$1,000,000 per occurrence.

The Club shall obtain collision and comprehensive automobile insurance for the District's light-weight-utility vehicle and riding style mower, with limits of not less than \$25,000.

The Club shall ensure that any personal automobiles used in connection with the Club's volunteer work are insured with minimum limits of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage.

The Club's insurance shall not limit or bar the District from coverage or asserting a claim under the Club's insurance policy on the basis that the coverage or claim is brought by an insured or additional insured against an insured or additional insured under the policy.

The District shall be named as additional insured on all such policies, which shall, in addition, provide that they may not be canceled or modified for any reason without thirty (30) days prior

written notice to the District. Upon executing this Agreement, the Club shall provide the District with copies of a certificate or certificates of such insurance defining North Whidbey Pool, Park, and Recreation District as the Certificate Holder and an additional-insured endorsement naming North Whidbey Pool, Park, and Recreation District as additional insured. The certificate(s) must reflect that the Club's insurance coverage shall be primary. Any insurance maintained by District shall be excess.

The Club's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Club to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

#### 10. Nondiscrimination.

During the performance of this Agreement, the Parties shall not discriminate in violation of any applicable federal, state, or local law or regulation or based on any status protected by law.

#### 11. Non-waiver.

The failure of either Party to insist on the strict performance of any term of this Agreement will not constitute a waiver or relinquishment of any Party's right to enforce such term.

### 12. Dispute Resolution.

The Parties commit to engaging in good-faith negotiations over conflicts or disagreements. Should a resolution not be reached, the Parties will first attempt to appoint a mutually agreeable mediator to facilitate a resolution prior to seeking legal action. If the Parties cannot agree on a mutually acceptable mediator, either Party may seek legal action.

### 13. Assignment.

Neither Party shall assign its rights or responsibilities under this Agreement without the written consent of the other Party.

#### 14. Integration.

This Agreement contains all the terms and conditions agreed on by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement are deemed to exist or to bind either Party.

### 15. Severability.

If a court of competent jurisdiction holds any part, term, or provision of this Agreement invalid or unenforceable, the remaining provisions of this Agreement shall not be affected and will continue in full force. The Parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held invalid.

If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

#### 16. Survival.

Any provision of this Agreement that imposes an obligation after the expiration or termination of this Agreement shall survive the expiration or termination and shall bind the Parties.

#### 17. Records.

The Club shall maintain in good condition all records related to its activities under this Agreement and make such records available to the District upon request. The Club understands that records provided to the District are subject to the Public Records Act, codified at Chapter 42.56 RCW, and may be subject to public disclosure. The Club also understands its records related to its activities under this Agreement may be subject to public disclosure.

#### 18. Notices.

Unless otherwise stated herein, all notices and demands are required in written form and to be sent to the Parties at their addresses as follows:

TO: NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
Jay Cochran, Executive Director
85 SE Jerome Street
Oak Harbor, WA 98277

WHIDBEY ISLAND BASEBALL CLUB Tyson Van Dam, President 2027 NW Upsala Drive Oak Harbor, WA 98277

### 19. Governing law and venue.

The laws of the State of Washington shall govern this Agreement and all its terms and provisions, as well as the rights and duties of the Parties. If either Party files a lawsuit arising out of the terms and provisions of this Agreement, venue for the lawsuit shall be in Island County, Washington.

#### 20. Authorization.

The undersigned are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the Parties. Each Party certifies that any necessary resolutions or ordinances extending said authority have been duly passed and are now in full force and effect.

North Whidbey Pool, Park, and Recreation District	Whidbey Island Baseball Club
Jay Cochran, Executive Director	Tyson Van Dam, President
Date Signed	Date Signed

### **SCHEDULE A:**

### **Baseball Field Mowing Schedule:**

- March, April, and May: Mowing occurs every other week.
- June and July: Mowing occurs twice per week.
- August through February: Mowing to be performed as needed, depending on weather conditions.

## **Dog Park Mowing Schedule:**

• Mowing will be performed as needed. The District will contact the Club President to request mowing when necessary.

## **EXHIBIT A**

84003147

RETURN TO:

RECORDED

QUITCLAIM DEED

THE UNITED STATES OF AMERICA, acting by and through the Secretary of the Interior, acting by and through the Pacific Northwest Regional Director, National Park Service (hereinafter designated "Grantor"), under and pursuant to the power and authority contained in the provisions of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and particularly as amended by Public Law No. 485, 91st Congress, and regulations and orders promulgated thereunder, for and in consideration of the perpetual use of the hereinafter described premises exclusively as and for public park and public recreation area purposes by North Whidbey Park and Recreation District, a political subdivision of the State of Washington (hereinafter designated "Grantee"), does hereby release and quitclaim to Grantee, and to its successors and assigns, subject to the reservations, exceptions, restrictions, conditions, and covenants hereinafter expressed and set forth, all Grantor's right, title, and interest in and to that certain parcel of real property, consisting of approximately 9.84 acres known as Clover Valley Road Section 22 and 23 Township 33 North Range 1 East, located in Island County, State of Washington, and more particularly described in Exhibit "A," attached hereto and by this reference made a part hereof.

TO HAVE AND TO HOLD the hereinbefore described property, subject to the reservations, exceptions, restrictions, conditions, and covenants herein expressed and set forth unto the Grantee, its successors and assigns, forever.

RESERVING, HOWEVER, unto the Grantor all coal, oil, gas, and other minerals on said real property, together with the right to prospect for, mine, and remove the same under applicable laws, rules, and regulations prescribed by the Secretary of the Interior.

Pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, and applicable rules, regulations, and orders promulgated thereunder, the General Services Administration determined the property to be surplus to the needs of the United States of America and assigned the property to the Department of the Interior for further conveyance to the Grantee.

It is agreed and understood by and between the Grantor and Grantee, and the Grantee, by its acceptance of this Deed, does acknowledge its

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understanding of the agreement, and does covenant and agree for itself, and its successors and assigns, forever, as follows:  $^{i}$ 

- 1. This property shall be used and maintained exclusively for the public purposes for which it is conveyed in perpetuity as set forth in the program of utilization and plan contained in the application dated February 15, 1984, submitted by the Grantee and accepted by the Grantor on May 2, 1984, which program and plan may be amended from time to time at the request of either the Grantor or Grantee, with the written concurrence of the other party, and such amendments shall be added to and become a part of the original application.
- 2. The Grantee shall, within six (6) months of the date of the deed of conveyance, erect and maintain a permanent sign or marker near the point of principal access to the conveyed area indicating that the property is a park or recreation area and has been acquired from the Federal Government for use by the general public.
- 3. The property shall not be sold, leased, assigned, or otherwise disposed of except to another eligible governmental agency that the Secretary of the Interior agrees in writing can assure the continued use and maintenance of the property for public park or public recreational purposes subject to the same terms and conditions as contained in the original instrument of conveyance. However, nothing in this provision shall preclude the Grantee from providing related recreational facilities and services compatible with the approved application, through concession agreements entered into with third parties, provided prior concurrence to such agreements is obtained in writing from the Secretary of the Interior.
- 4. From the date of this conveyance, the Grantee, its successors and assigns, shall prepare and submit biennial reports to the Secretary of the Interior, setting forth the use made of the property during the preceding two-year period, and other pertinent data establishing its continuous use for the purposes set forth above, for ten consecutive reports, and as further determined by the Secretary of the Interior.
- 5. If at any time the United States of America shall determine that the premises herein conveyed, or any part thereof, are needed for the national defense, all right, title, and interest in and to said premises, or part

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thereof determined to be necessary to such national defense, shall revert to and become the property of the United States of America.

6. As part of the consideration for this Deed, the Grantee covenants and agrees for itself, its successors and assigns, that (1) the program for or in connection with which this Deed is made will be conducted in compliance with, and the Grantee, its successors and assigns, will comply with all requirements imposed by or pursuant to the regulations of the Department of the Interior as in effect on the date of this Deed (43 C.F.R. Part 17) issued under the provisions of Title VI of the Civil Rights Act of 1964; (2) this covenant shall be subject in all respects to the provisions of said regulations; (3) the Grantee, its successors and assigns, will promptly take and continue to take such action as may be necessary to effectuate this covenant; (4) the United States shall have the right to seek judicial enforcement of this covenant; and (5) the Grantee, its successors and assigns. will (a) obtain from each other person (any legal entity) who, through contractual or other arrangements with the Grantee, its successors and assigns, is authorized to provide services or benefits under said program, a written agreement pursuant to which such other person shall, with respect to the services or benefits which he is authorized to provide, undertake for himself the same obligations as those imposed upon the Grantee, its successors and assigns, by this covenant, and (b) furnish a copy of such agreement to the Secretary of the Interior, or his successor; and that this covenant shall run with the land hereby conveyed, and shall in any event without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity for the benefit of, and in favor of the Grantor and enforceable by the Grantor against the Grantee, its successors and assigns.

7. The Grantee agrees to comply with all laws applicable to the use of the above described property for public park and recreation purposes including compliance with the requirements of Public Law 90-480 (82 Stat. 718), the Architectural Barriers Act of 1968, as amended by Public Law 91-205 of 1970 (84 Stat. 49), to assure that development of facilities on conveyed surplus properties of public park and recreation purposes are accessible to the physically handicapped, and Public Law 93-112, the Rehabilitation Act of 1973 (87 Stat. 394) which assures that no otherwise qualified handicapped

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individual shall solely by reasons of his handicap be excluded from the participation in, be denied benefits of, or be subject to discrimination under any program or activity relating to Federal financial assistance.

8. In the event there is a breach of any of the conditions and covenants herein contained by the Grantee, its successors and assigns, whether caused by the legal or other inability of the Grantee, its successors and assigns, to perform said conditions and covenants, or otherwise, all right, title, and interest in and to the said premises shall revert to and become the property of the Grantor at its option, which, in addition to all other remedies for such breach, shall have the right of entry upon said premises, and the Grantee, its successors and assigns, shall forfeit all right, title, and interest in said premises and in any and all of the covenants, hereditaments, and appurtenances thereunto belonging; provided, however, that the failure of the Secretary of the Interior to require in any one or more instances complete performance of any of the conditions or covenants shall not be construed as a waiver or relinquishment of such future performance, but the obligations of the Grantee, its successors and assigns, with respect to such future performance shall continue in full force and effect.

IN MITNESS WHEREOF, the Grantor has caused these presents to be executed in its name and on its behalf this the 40 day of 2 day o

UNITED STATES OF AMERICA Acting by and through the Secretary of the Interior

Regional Director Pacific Northwest Region National Park Service

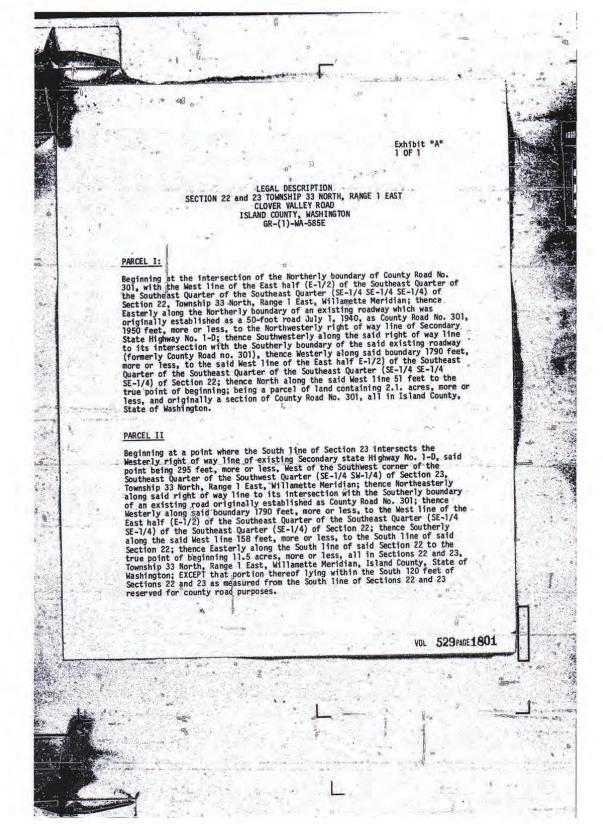
STATE OF WASHINGTON)
) ss
County of Island )

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On this May of August 1984, before me, the subscriber, personally appeared DAMIEL J. TOBIN, JR., to me known and known to me to be the Regional Director, Pacific Northwest Region, National Park Service, of the United States Department of the Interior, a governmental agency of the United States of America, and known to me to be the same person described in and who executed the foregoing instrument as such Regional Director aforesaid, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered,

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and authorized so to do by said Secretary, and he acknowledged that he executed the foregoing instrument for and on behalf of the United States of America for the purposes and uses therein described. Pursuant to the authority of a resolution dated January 7, 1982, the foregoing conveyance is hereby accepted and the undersigned agrees, by this acceptance, to assume and be bound by all the obligations, conditions, covenants, and agreements therein contained. North Whidbey Park and Recreation District, a political subdivision of the State of Washington By Claire H. Reed, Chairma North Whidbey Park and Recreation District STATE OF WASHINGTON Notary Public in and fo of Washington Residing at: VOL 529PAGE 1800



# **EXHIBIT B**

#### **Participant Agreement**

By signing below, I acknowledge that I have received this written notice, I agree to all the terms outlined herein, and I am donating labor as a result of my own free choice.

## 1. Purpose.

The North Whidbey Pool, Park, and Recreation District ("District") and the Whidbey Island Baseball Club "("Club") have reached an agreement related to the maintenance of Clover Valley Park (996 Ault Field Road, Oak Harbor, Washington).

The purpose of this agreement is to set forth an understanding between the District and the Club's volunteers ("participants") who will perform the maintenance tasks at the Park and to provide written notice of the risks and responsibilities assumed by the District and the participants.

Participant Name:	
Address:	
Phone Number:	
E-mail Address:	
Emergency Contact Name:	
Emergency Contact Phone:	

# 2. Non-Compensated Services.

I hereby volunteer my services to the Club and agree to perform only those maintenance tasks for which the Club has assigned and trained me to perform. I understand that I will not be compensated or paid for my services, that I am not an employee of the District, and that this Agreement does not constitute or create any employment relationship between the District and me.

The District shall not be responsible or liable for, nor shall I be eligible to receive, any compensation or benefits as a result of this Agreement other than Washington State Department of Labor and Industries Industrial Insurance medical-aid coverage pursuant to RCW 51.12.050(2).

#### 3. Insurance.

I understand that the Club has agreed to provide general liability insurance to cover accidental property damage or bodily injury to the District and third parties that occurs during the scope of volunteer activities assigned by the Club.

I understand that the Club has also agreed to provide commercial liability automobile insurance, as well as collision and comprehensive automobile insurance to protect against loss or damage arising out of the Club's use of the District's light-weight-utility vehicle and riding style mower.

I understand that if I use a personal vehicle in connection with the Club's volunteer work, the personal vehicle that I use must be insured with minimum limits of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage.

## 4. Use of District's Light-Weight-Utility Vehicle.

If I am the Club's President or Vice President, I consent to the District conducting a background check related to my driving record to determine whether the District authorizes me to operate the District's light-weight-utility vehicle to maintain the skinned infields and aerate the baseball fields, and to operate the District's riding style mower to mow the dog park and baseball fields.

If I am not the Club's President or Vice President, I understand that I am not authorized to operate the District's light-weight-utility vehicle or the District's mower, and I agree not to operate them.

## 5. Waiver of Liability, Assumption of Risk, and Hold Harmless.

I am fully aware that the maintenance work I perform at Clover Valley Park involves risks of property damage, illness, physical injury, or death.

In consideration of being allowed to participate in the maintenance activities at Clover Valley Park, I hereby agree to ASSUME ALL RISKS TO MYSELF, INCLUDING THE RISKS ILLNESS, INJURY, OR DEATH, AND ALL RISKS TO MY PROPERTY in any way associated with my participation in these activities.

I agree to **RELEASE AND HOLD HARMLESS** the District and its current and former elected officials, officers, employees, representatives, volunteers, and agents from all claims, causes of action, demands, debts, liabilities, damages, and expenses, including attorney's fees, I now or may hereafter have, whether known or unknown, in law or in equity, arising from or connected in any way with my participation in the maintenance activities at Clover Valley Park. I further agree that these terms serve as a **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** for myself and my family members, heirs, estate, executors, administrators, assigns, and personal representatives.

I have carefully read this RELEASE/WAIVER OF LIABILITY and fully understand that I am waiving any right I may have now or in the future to bring legal action or assert a claim against the District in connection with my participation in the maintenance activities at Clover Valley Park.

DATE:	Participant Signature:	
·	-	

Are you the Club's President or Vice President? Please circle: Yes No



9.c. Item: RESOLU	TION NO. 2025-	01 Establishing 2025 Meeting Dates
Meeting Dat	te: 1.30.25	
Presented B	y: ED Cochran	
This resolution is be the resolution's prev	U 1	flect changes in the meeting location and to correct grammatical errors in
Recommended Motas presented.	<b>tion:</b> I move to a <sub>l</sub>	pprove RESOLUTION NO. 2025-01, establishing the 2025 meeting dates
This section is for staff use	2	
Motion	2 <sup>nd</sup>	Discussion: Yes/No
Vote: Y/N/AB		

BK \_\_\_, BL \_\_\_, JW \_\_\_, MH \_\_\_, DG \_\_\_



#### **RESOLUTION NO. 2025-01**

**Supersedes Resolution 2024-07** 

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT ESTABLISHING A MEETING SCHEDULE FOR 2025.

WHEREAS, North Whidbey Pool, Park, and Recreation District is required to hold public meetings monthly to discuss matters of concern to the District,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey, Pool, Park, and Recreation District, that our signatures determine our final meeting schedule for 2025, with meetings beginning at 6:00 p.m. at the John Vanderzicht Memorial Pool, located at 85 SE Jerome Street, Oak Harbor, WA 98277.

Regular Scheduled Comr Thursday, February 27, 2025	nissioner Meeti Thursday, Aug	_	<b>Budget Workshop</b> Thursday, October 9, 2025
Thursday, March 27, 2025	Thursday, Sep	otember 25, 2025	
Thursday, April 24, 2025	Thursday, Oct	ober 23, 2025	
Thursday, May 22, 2025	Thursday, Nov	vember 20, 2025	
Thursday, June 26, 2025	Thursday, Dec	cember 18, 2025	
Thursday, July 24, 2025			
Dated: January 30, 2025			
Brit Kraner, Commissioner, Chair		Melissa Hartmann, C	ommissioner
William "Bill" Larsen, Commissione	-	David Guy, Commissi	oner
Jaemee Rozz Witmer, Commissione	 r		



9.d. It	tem: Public Notice Template
	Meeting Date: 1.30.25
	Presented By: C. Kraner
•	What I originally provided was intended to be a guideline, not verbatim. I welcome you to make it your own if you would like;
•	If I were a loosely connected patron, I would not have any idea what is happening. To me it reads as "there is this thing that is happening, but it's not business". But why are we telling them? Because there may be a quorum of the Board;
•	The intent behind this template, as I mentioned in the last meeting, is for there to be a form stored on your hard drive that can be accessed from any network, at any time by you (or whomever is writing the document) and that would alleviate the potential for something going wrong tech wise.
9.e. It	em: Resolution Template
	Presented By: C. Kraner
	ction is for staff use
Motio	on 2 <sup>nd</sup> Discussion: Yes/No
Vote:	Y/N/AB
RK	.BL .JW .MH .DG



# **PUBLIC NOTICE**

Who:

What:

Event:

When:

No district business will be conducted.



# **PUBLIC NOTICE**



## **BOARD OF COMMISSIONERS REGULAR MEETING**

Location: John Vanderzicht Memorial Pool

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

Online: Join Us or Scan the \*QR Code

- 1. MEETING CALLED TO ORDER
- 2. ROLL CALL
- 3. AGENDA
- 4. PUBLIC COMMENTS
- 5. CONSENT AGENDA ANNOUNCEMENT
- 6. CONSENT AGENDA ITEMS
  - a. Minutes: Date of Previous Month's Minutes
  - b. Vouchers and Payroll:
    - i. Expense Voucher

#'s

\$

ii. Payroll

Φ

iii. DOR

\$

Total \$

- 7. STAFF REPORTS
- 8. COMMITTEE REPORTS
  - a. Budget Committee
- \*Please ensure the link is updated with the correct meeting link!

9. UNFINISHED BUSINESS

a.

10. NEW BUSINESS:

a.

- 11. EXECUTIVE SESSION:
- 12. ACTION ITEM/REVIEW:
- 13. FINAL BOARD COMMENTS:
- 14. NEXT MEETING: Month & Date, 2025, 6

p.m. John Vanderzicht Memorial Pool

15. ADJOURNMENT:



# RESOLUTION NO. 2025-XXXX- ALL CAPS, Bold 14 pt. Times New Roman Title Should Match Agenda

Supersedes Resolution Does it Supersede a Resolution? If not, please delete. Bold 12 PT. Times New Roman

# A DESCRPITION OF RESOLUTION ALL CAPS, 12 PT. Bold Times New Roman

WHEREAS, 12 pt, no bold Times New Roman

NOW, THEREFORE, BE IT RESOLVED 12 pt, no bold Times New Roman

Dated: Date Approved by the BOC	
*	
Brit Kraner, Commissioner, Chair	Melissa Hartmann, Commissioner
William "Bill" Larsen, Commissioner	David Guy, Commissioner
Jaemee Rozz Witmer, Commissioner	

\*the signatures are in a two column table to try and keep the signatures with the last page of the resolution.



The district by-laws require the election of a Chairperson, Vice-Chairperson, and Secretary each January.

Recommended Motion	n: I nominate		for Chairperson.
This section is for staff use			
Motion	_ 2 <sup>nd</sup>	_ Discussion:	Yes/No
Vote: Y/N/AB			
BK, BL, JW _	, MH, DG		
Recommended Motion	1: I nominate		for Vice Chairperson.
This section is for staff use			
Motion	2 <sup>nd</sup>	_ Discussion:	Yes/No
Vote: Y/N/AB			
BK, BL, JW _	, MH, DG		
Recommended Motion	1: I nominate		for Secretary.
This section is for staff use			
Motion		_ Discussion:	Yes/No
Vote: Y/N/AB			
BK, BL, JW	, MH , DG		

10.a. Item: Election of Officers

Presented By: C. Kraner

Individuals may serve in these positions for more than one year.



10.0. Helli: RES	SOLUTION NO. 2023-02 (	Credit Card Policy
N	<b>Ieeting Date:</b> 1.30.25	
P	resented By: BM Millang	
Current limits or	n the District credit cards a	re as follows:
Executive	e Director: \$10,000.00	Business Manager: \$2,500.00
Maintena	ance Manager: \$5,000.00	Maintenance Assistant: \$500.00
Increasing Credi	t Card Limits:	
electr		uent use of credit cards for routine, recurring payments (e.g., abscriptions, etc.), it is necessary to increase the limits on the District of Credit Card Policy:
	view of the current credit cational usage and appropria	ard policy revealed the need for updates to reflect the current ate credit limits.
Clarification of S	Staff Credit Card Issuance:	
	updated resolution clearly on aximum credit limit for ea	defines which staff positions are eligible for credit cards and specifie ach.
Cancellation of C	Credit Card:	
• The c	credit card issued to Shane	Hoffmire will be cancelled.
Use of Reward F	Points:	
	ard points on the credit care experience.	d were utilized to purchase items aimed at enhancing the patron and
Issuance of New	Card:	
• A nev	w credit card will be issued	d for the new Maintenance Manager.
• The r 02.	new card will be issued wit	thin the approved credit card limits as set forth in Resolution 2025-
Recommended	Motion: I move to approv	e RESOLUTION NO. 2025-02, establishing the updated Credit Card
Policy for the Di	istrict, as presented.	
This section is for stag	ff use	
Motion	2 <sup>nd</sup>	Discussion: Yes/No

Vote: Y/N/AB

BK \_\_\_, BL \_\_\_, JW \_\_\_, MH \_\_\_, DG \_\_\_



## Resolution 2025-02

**Supersedes Resolution 09-06** 

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT ADOPTING A SYSTEM FOR THE ISSUANCE, USE, AND CONTROL OF PURCHASING AND CREDIT CARDS BY DISTRICT EMPLOYEES.

WHEREAS, local governments are authorized to allow employees to use credit cards when appropriate, provided a system is adopted for the distribution, authorization, and control of credit card funds, including limits on credit card usage and the payment of bills (RCW 43.09.2855); and

WHEREAS, the North Whidbey Pool, Park, and Recreation District (NWPPRD) recognizes the use of credit cards as an appropriate and effective method for facilitating various types of purchases, including emergency acquisitions, small-item purchases, one-time vendor transactions, recurring services or subscriptions, and travel expenses; and

WHEREAS, the NWPPRD finds that the use of credit cards is a customary and cost-effective business practice that improves cash management, reduces costs, and increases operational efficiency;

NOW, THEREFORE, BE IT RESOLVED, by the NWPPRD Board of Commissioners that the following credit card policy is adopted:

#### **Section 1: Definitions**

- A. "Approving Executive Director" refers to the District Executive Director, who is responsible for designating Cardholders and recommending credit/purchasing card limits within the established parameters.
- B. "Cardholder" refers to the employee issued a credit/purchasing card. The Cardholder must sign an agreement to assume financial responsibility for all charges made on the card. The Cardholder is also responsible for ensuring proper use and safeguarding of the card.
- C. "Credit Card" refers to a card or device issued under an agreement between the issuer and the cardholder, allowing the cardholder to access credit for authorized purchases on behalf of the District.
- D. "Dispute" refers to a disagreement between the Cardholder and a credit/purchasing card vendor or merchant regarding items appearing on the monthly card statement.
- E. "Purchasing Card" refers to a credit card issued on behalf of a Cardholder, intended for use only for authorized District purchases.
- F. "Purchasing/Credit Card Administrator" refers to the Executive Director or their designee, who is responsible for establishing program requirements, serving as the primary point of contact for the District, and ensuring compliance with this policy.

#### **Section 2: Procedures**

The NWPPRD Board of Commissioners hereby adopts the following system for the issuance, use, and control of purchasing/credit cards by employees.

## A. Implementation

The District Executive Director, or their designee, shall implement this system governing the distribution, credit limits, bill payments, authorization, and control of credit/purchasing cards issued to employees.

## B. Eligibility

The following District employees are eligible to receive a purchasing/credit card, subject to approval by the Executive Director: Executive Director, Maintenance and Facilities Manager, Business Manager, and Maintenance Assistant. The receipt of a card does not imply pre-approval for any specific expenses.

## C. Establishment of Card Limits

The Executive Director shall set credit limits for each purchasing/credit card as follows:

• Executive Director: \$15,000

• Maintenance and Facilities Manager: \$10,000

• Business Manager: \$5,000

• Maintenance Assistant: \$500

No single transaction on the purchasing/credit card may exceed \$250 without prior approval from the Executive Director.

## D. Employee Responsibility

- 1. Cardholders are responsible for all charges made to their assigned card.
- 2. Purchasing/credit cards are to be used exclusively for District-related business expenses. Personal use of the card is strictly prohibited. An agreement must be executed between the Cardholder and the District prior to issuance of the card.
- 3. Purchasing/credit cards shall not be used for personal expenses or cash advances.
- 4. The purchasing/credit card may not replace professional service agreements, public works contracts, or human services contracts.
- 5. The use of the purchasing/credit card does not exempt Cardholders from adhering to other District policies and procedures. The card should not replace careful procurement planning, which may lead to cost savings such as quantity discounts, fewer trips, and more efficient use of District resources.
- 6. Only the person whose name appears on the card is authorized to use the purchasing/credit card. Cards should be treated with the same level of care as a personal credit card. If the card is lost or stolen, the Cardholder must immediately report the incident to the Executive Director.
- 7. Cardholders must retain all receipts and reconcile their purchasing/credit card statements within the timelines set by the Executive Director. The statement, along with receipts and a full description of each purchase (if not already provided on the receipt), must be submitted to the Business Manager.
- 8. Cardholders are responsible for resolving any merchandise returns, billing errors, or disputes with the vendor or merchant. All charges must be paid on time according to the statement.

9. If the card is used for authorized travel expenses, the Cardholder must submit a fully itemized travel expense voucher within 5 days of returning from travel. Any charges not properly identified or not permitted after audit (as per RCW 42.24.080) must be reimbursed by the Cardholder via check, U.S. currency, or salary deduction.

## **E. District Procedure**

- 1. The Board of Commissioners will review all purchases made using District credit cards at each monthly board meeting. The Executive Director (or their designee) is responsible for providing a report detailing credit card purchases as part of the voucher review process.
- 2. If disallowed charges are not reimbursed by the Cardholder before the statement due date, the District has the right to withhold funds payable to the Cardholder in the amount of the disallowed charges, plus interest at the rate charged by the credit card company.
- 3. Cardholders must not use the credit card if any disallowed charges remain unpaid. The Cardholder must also surrender the card upon request by the Executive Director or Board of Commissioners.

# **Section 3: Card Revocation**

The District has full discretion to revoke the use of any purchasing/credit card at any time, and upon delivery of a revocation notice to the credit card issuer, the District will not be liable for any associated costs. A purchasing/credit card may be revoked under the following circumstances:

- 1. If the card is used in a manner inconsistent with District policy or this resolution.
- 2. If the Cardholder resigns or is terminated from the District.
- 3. If the Cardholder fails to properly reconcile or submit their credit card statement by the established deadline.
- 4. If the Cardholder incurs finance charges due to failure to comply with Section D of this policy.
- 5. If the card is lost or stolen.

January 30, 2025	
Brit Kraner, Commissioner, Chair	Melissa Hartmann, Commissioner
William "Bill" Larsen, Commissioner	David Guy, Commissioner
Jaemee Rozz Witmer, Commissioner	



Presented By:	C. Kraner	
i. Patron Dat	ta Discussion	
	edule (Running)	
iii. Pool Scheo	dule	
<b>Recommended Motio</b>	n:	
This section is for staff use		
Motion	2 <sup>nd</sup>	Discussion: Yes/No
Vote: Y/N/AB		
BK, BL, JW _	, MH, DG	
10.d. Item: Pizza with	the Board	
Presented By:	C. Kraner	
<b>Recommended Motio</b>	n:	
This section is for staff use		
Motion	2 <sup>nd</sup>	Discussion: Yes/No
Vote: Y/N/AB		
BK, BL, JW _	, MH, DG	

10.c. Item: BOC Packet Additions

**Meeting Date:** 1.30.25



<b>10.e. Item:</b> Community	Engagement	Survev
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Meeting Date: 1.30.25 Presented By: C. Kraner

#### **Recommended Motion:**

FETT .			
This	section	us toi	r staff use

Motion		_ 2 <sup>nd</sup>		_ <b>Discussion:</b> Yes/No	
Vote	: Y/N/AE	3			
BK	, BL	IW	, MH	, DG	

## **10.f. Item:** Budget Amendments

Presented By BM Millang

- i. Vehicle Maintenance-
  - Truck Repair
    - The truck experienced a failure of the ignition tumbler and had to be towed for repair.
    - The towing cost was \$140, and the repair cost was \$584.43, for a total of \$724.43.
      - Budget Allocation:
        - The 2025 budget allocates \$276 for vehicle repair and \$1,100 for routine maintenance, split equally between CVP and JVMP.
      - Budget Adjustment:
        - To cover the truck towing and repair expenses, \$225 needs to be moved from the routine maintenance line to the vehicle repair line for CVP and JVMP.
      - Proposed Amounts:
        - Adjustments to be made to reflect the truck repair expenses
        - 20.33 Vehicle Maintenance Repair: Increase from \$138 to \$363
        - 20.33 Vehicle Maintenance Routine Maintenance: Decrease from \$550 to \$325
        - 576.80.33 Vehicle Maintenance Repair: Increase from 138 to \$363

- 576.80.33 Vehicle Maintenance Routine Maintenance: Decrease from \$550 to \$325
- ii. Security System-Service Call Repair
  - Security System Service Call:
    - Typically, service calls for the security system are not budgeted, as issues with the system rarely occur.
  - Unanticipated Expense:
    - During the December windstorm, a power outage caused damage to the system's workaround for the Wi-Fi.
    - The system attempted to report through a landline that has not been in service for several years.
    - The rebuild and repair of the system resulted in an unanticipated expense.
  - Budget Adjustment:
    - The budget needs to be adjusted to accommodate this unanticipated expense.
  - Proposed Adjustment:

This section is for staff use

- Adjustments will be made to include the cost of the security system repair.
- Increase from \$0 to \$949 in 20.41 Professional Services Security System Service Calls.

**Recommended Motion:** I move to approve the proposed budget amendments as presented.

Motion	2 <sup>nd</sup>	_ <b>Discussion:</b> Yes/No
Vote: Y/N/AB		
BK, BL, JW _	, MH, DG	
10.g. Item: Diving Bo	ard Discussion	
Presented By:	C. Kraner	
This section is for staff use		
Motion	2 <sup>nd</sup>	_ Discussion: Yes/No
Vote: Y/N/AB		
BK ,BL ,JW	. MH . DG	



11. Item: Executive Session

Meeting Date: 1.30.25

Presented By: Chair

\*Note: The governing body may hold executive sessions from which the public may be excluded, for those purposes set forth in <a href="RCW"><u>RCW</u></a>
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. <a href="NO ACTION CAN BE TAKEN IN EXECUTIVE SESSION">NO ACTION CAN BE TAKEN IN EXECUTIVE SESSION</a>.

	cutive session pursuant to 42.30.110 minutes, until a.m./p.r	(g) review the performance of a public n."
(Start Time: am/pm)	(Ending Time:	am/pm)
*If an extension is required, the presidir announcement:	ng officer must come out of the room in which	the session is being held and make the following
(Extension announcement time:	am/pm)	
"The board is extending the exe a.m./p.m."	ecutive session for a period of	minutes, until
After adjourning the executive session a	nd at, but <b>not before,</b> the time you said you w	ould come back:
"I call the regular meeting back	x to order at a.m./p.m."	
Recommended Motion after Ex	ecutive Session Discussion: I move	
Motion 2 <sup>nd</sup>	Discussion: Yes/No	
Vote: Y/N/AB		
BK, BL, JW, MH _	, DG	



	Discussion. 1 cs/110
	we we adjourn the meeting.  Discussion: Yes/No
ted By: BOC	
ourn	
ted By: Chair	
ruary 27, 2025, at 6 p.n	n. at the John Vanderzicht Memorial Poo
ted By: BOC	
l Board Comments	
	ted By: BOC ruary 27, 2025, at 6 p.n. ted By: Chair

12. Item: Action Item/Review

**Meeting Date:** 1.30.25

Presented By: Staff/Secretary