



**POOL, PARK, AND RECREATION
DISTRICT**

BOARD OF COMMISSIONERS REGULAR MEETING

Location: Oak Harbor Chamber of Commerce

Date & Time: August 22, 2024, @ 6:00 p.m.

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

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. AGENDA

4. PUBLIC COMMENTS

5. CONSENT AGENDA ANNOUNCEMENT

6. CONSENT AGENDA ITEMS

a. Minutes: 7.25.24 BOC Regular Meeting

b. Vouchers and Payroll:

i. Expense Voucher #'s 10401-10434 \$58,191.52

ii. Payroll \$80,639.00

iii. DOR \$ 2,919.07

Total \$141,749.59

7. STAFF REPORTS

8. COMMITTEE REPORTS

a. Program Committee

i. WIBC

ii. Aerobics

iii. Halloween 5k/Couch to 5K

iv. Special Meeting-Topic: Pricing

v. Masters Swim Program

vi. OHE Swim Lesson Pricing

vii. HIYI Non-Resident Pricing

b. Levy Committee

c. Budget Committee

d. Bylaw Committee-No Update

9. UNFINISHED BUSINESS

a. ILA for Public Auction

b. Website Quotes

c. Branding Colors

10. NEW BUSINESS

a. Resolution 2024-03 Closing Petty Cash Account

b. Resolution 2024-04 Appointment of Petty Cash Custodian & Alt. Petty Cash Custodian

11. EXECUTIVE SESSION:

12. ACTION ITEM/REVIEW:

13. FINAL BOARD COMMENTS:

14. NEXT MEETING: SEPTEMBER 26, 2024 @ 6:00 P.M. @ THE OAK HARBOR
CHAMBER OF COMMERCE

15. ADJOURNMENT:





Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: 8.22.24

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: Agenda

Presented By: Chair

Does anyone have anything to add to the Agenda?

4. Item: Public Comment

Presented By: Chair

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



Commissioner Communication

5. Item: Consent Agenda Announcement

Meeting Date: 8.22.24

Presented By: Chair

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

BK____ **BL**____ **JW**____ **MH**____ **DG**____

Item Removed: _____

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

6. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes: 7.25.24 Board of Commissioners Regular Meeting Minutes

b. Vouchers & Payroll

i.	Expense Vouchers #s	10401-10434	\$58,191.52
ii.	Payroll:		\$80,639.00
iii.	DOR		\$2,919.07
TOTAL:			\$141,749.59

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

This section is for staff use

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

Vote: Y/N/AB

BK____ **BL**____ **JW**____ **MH**____ **DG**____

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT REGULAR MEETING

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

Thursday, July 25, 2024

6:00 p.m.

Meeting was called to order at 6:01 p.m.

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

Agenda: New items were added to the agenda:

New Business: C. Meeting Minutes for June 5, 2024

D. Meeting Minutes for June 27, 2024

Commissioner Guy moved to add both to New Business 10.C and 10.D respectively.
Seconded by Commissioner Witmer. Motion carried unanimously.

Public Comment: There were no public comments given.

Consent Agenda: Commissioner Guy moved to remove item 6a from the agenda,
Commissioner Witmer seconded, motion carried.

b. Vouchers & Payroll

i. Expense Vouchers #s10374-10400	\$25,435.78
ii. Payroll:	\$76,923.98
iii. DOR	\$4,551.12
TOTAL:	\$106,910.88

Commissioner moved to approve consent agenda as amended, seconded by
Commissioner Guy. No discussion, motion carried unanimously.

Staff Reports: Staff Reports submitted by Executive Director Jay Cochran. Jay presented updates. She emailed Elexis Fredy of the National Park Service regarding the deed for Clover Valley Park for steps needed in the event that the District would restructure to a Metropolitan Park District. She received a reply and forwarded the information to the District's attorney and will update once she has one.

There will be a lifeguard appreciation on July 31st. This will be an all-staff potluck and will be held after hours.

Julie presented the reconciliation of Jay's credit card statement that was not included in the original packet. Julie acknowledged that the vendor booths for the 4th of July did not go as we would have liked, but staff reported that interactions with the community were seemingly better due to less crowding. She reports that there will be a couple of Oak Harbor back to school events that will help further our outreach opportunities.

Jay reports that there will be an open house for the pool scheduled for October 4, 2024. Staff is working on obtaining sponsorships for the event so that we can provide a free swim event. They want to do a red, white, and blue balloon drop in light of the election.

Committee Reports:

a. Program Committee

- i. School Group Swim Lesson Pricing- Commissioner Guy reports that the committee has not met regarding the matter yet, but it is coming up. Also on the agenda for the Program committee is: general swim lessons, Halloween 5k with a Couch to 5K program, the US Masters Program, and Saturday morning aerobics. The HIYI event was cancelled by the organization, but they have requests that they would like the Board to consider. Jay requests that if there is anything additional that Commissioners would like to add, please submit the information to her.

b. Levy Committee

- i. Levy rate discussion- Jay presented a needs and wants list for the District so the Board can evaluate when making their decision on the levy rate. She noted that there is a request particularly for an expansion for office space, addition of staff, and there is a reserve goal for the future.

Jay discussed possible grants and loans that the District could use. Jay expressed that the list she gave was taking a conservative approach.

Shane Hoffmire discussed that the maintenance requests for both the pool and Clover Valley, while at \$1.5 million, is the bare minimum. He also emphasized the difficulty of onboarding new staff is impacted by the lack of benefits.

Commissioner Guy moved to amend Resolution 2024-02 to remove the \$0.25 per \$1,000 assessed property value (APV) and replace with \$0.20 per \$1,000 APV. Motion was seconded by Commissioner Witmer and carried unanimously.

c. Budget Committee

- i. Julie requests that a date be set for the Budget Committee. Commissioners Kraner and Witmer agreed, with Julie, to meet on August 5, 2024 at 5 p.m. at the pool.

Unfinished Business:

- a. Working on Whidbey-Funding Tiers- Jay passed around a worksheet that presented the options for Working on Whidbey. Jay recommended waiting until after the Budget Committee meeting to make a decision. The Board agreed to revisit the topic at a later time once it was discovered that these were sponsorship levels and would not be an episode about the pool or District. No action was taken.
- b. Action Item Updates- Jay presented a list of action items that have historically been given to provide a cumulative update. Commissioner Kraner stated that she would like to see some sort of standard in regard to due dates. Commissioner Hartmann suggested routine monthly updates on what is outstanding. The Bylaw Committee will meet to discuss. No action taken.

New Business:

- a. ILA for City of Oak Harbor Public Auction- Shane explained that this would be an option to enable the District to get rid of excess items that have been in our inventory to include an Astro van and some older kayaks. The auction will be held in September. The Board requests clarification on what our expenses would be to participate. No action was taken.
- b. Website Discussion- Discussion ensued as to suggestions on making our website more updated and more user friendly. Jay will send out information regarding color schemes to the Board to gather opinions.
- c. Meeting Minutes for June 5, 2024- Commissioner Witmer moved to approve the June 5, 2024 minutes as written. Commissioner Hartmann seconded the motion. Motion carried unanimously.
- d. Meeting Minutes for June 27, 2024- Commissioner Witmer moved to approve the June 27, 2024 minutes as written. Commissioner Hartmann seconded the motion. Motion carried unanimously.

Executive Session:

RCW 42.30.110 (g) to review the performance of a public employee.

Executive Session was entered into at 7:41 p.m.

Regular meeting was called back to order at 8:54 p.m.

Action Items/Review:

- Monthly update on action items;
- Take baseball club to the Program Committee;

- Shane to find out how school district disposes of surplus items;
- Get CivicPlus quote;
- Julie to provide Board with colors/themes for website;
- Update Resolution 2024-02;
- Commissioner Kraner to send Resolution to Jay;
- Commissioner Hartmann to submit comments on website to Jay.

Final Board Comments:

None.

Next Meeting: Thursday August 22, 2024, 6:00 p.m. Oak Harbor Chamber of Commerce

Adjournment:

Commissioner Guy motioned to adjourn meeting; motion seconded by Commissioner Hartmann. Motion carried unanimously.

Meeting was adjourned at 9:03 p.m.

Attest _____, 8.22.24, Brit Kraner, Chair

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>652725-652735</i>	<i>07.10.2024</i>	<i>10401-10418</i>	<i>\$38,927.94</i>
<i>652979-652985</i>	<i>07.17.2024</i>	<i>10419-10433</i>	<i>\$ 2,586.28</i>
<i>653838-653846</i>	<i>07.31.2024</i>	<i>10434-10446</i>	<i>\$16,677.30</i>
			<i>\$58,191.52</i>
<i>Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of</i>			<i>\$80,639.00</i>
<i>Department of Revenue Transfer</i>			<i>\$ 2,919.07</i>
<i>Total of Voucher #s 10401-10434,</i>			
<i>Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer</i>			<i>\$141,749.59</i>

TO: Island County Auditors
FROM: North Whidbey Pool, Park, and Recreation District, Board of Commissioners
SUBJECT: Voucher Certification / Payroll Transfer and Approval

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

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

APPROVED August 22, 2024

 Brit Kraner, Commissioner

 Willam (Bill) Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

July 2024

Date	Num	Name	Memo	Amount
Jul 24				
07/03/2024	10401	4000033 Washington Alarm, Inc	Alarm Monitoring Monthly	77.55
07/03/2024	10402	4000397 Seamark Law Group	Legal Fees	8,949.00
07/03/2024	10403	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	1,496.06
07/03/2024	10404	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	2,064.09
07/03/2024	10405	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	106.18
07/03/2024	10406	5001152 Diamond Rentals	Portable Toilet Dog Park	225.00
07/03/2024	10407	5001152 Diamond Rentals	Portable Toilet Dog Park	225.00
07/03/2024	10408	5001646 Oak Harbor Chamber of Co...	Carnival Tickets	22,845.00
07/03/2024	10409	4000602 Home Depot	GFCI, Mud Ring	32.42
07/03/2024	10410	4000602 Home Depot	Clover Valley DP Maint	139.05
07/03/2024	10411	4000602 Home Depot	Canopy Weights	98.06
07/03/2024	10412	4000602 Home Depot	Latch Nuts	36.89
07/03/2024	10413	4000643 R1 Island Disposal	CVP Garbage	127.94
07/03/2024	10414	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2024-06	575.00
07/03/2024	10415	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,264.40
07/03/2024	10416	5007369 R1 Whidbey Tech Solutions	Computer Maintenance	31.34
07/03/2024	10417	4001042 R1 WMS Aquatics 9603324	Dolphin Vacuum Parts	334.96
07/03/2024	10418	R1 Patron	Patron Refund - Day Camp	300.00
07/11/2024	10419	4000602 Home Depot	Dog Park & Pool Maint/Rep	225.35
07/11/2024	10420	4000602 Home Depot	Grounds Maint, Trax	210.05
07/11/2024	10421	4000602 Home Depot	Screws	6.02
07/11/2024	10422	4000602 Home Depot	Tool Holders	46.00
07/11/2024	10423	4000602 Home Depot	Sm Tools (Pool)	23.38
07/11/2024	10424	4000602 Home Depot	Dog Park Maint	42.23
07/11/2024	10425	4000602 Home Depot	Shop Tools	36.07
07/11/2024	10426	4000602 Home Depot	Shop Tools	12.03
07/11/2024	10427	4000602 Home Depot	Hardware	57.04
07/11/2024	10428	4000897 R1 Airgas USA, LLC	Cylinder Rental Hot Tub	194.47
07/11/2024	10429	4001129 R1 Electronic Business Ma...	Copy Machine Usage 2024-06	497.14
07/11/2024	10430	9603337 R1 Patron	Patron Refund - Punch Card	20.50
07/11/2024	10431	9603338 R1 Patron	Patron Refund - Swim Lessons	616.00
07/11/2024	10432	9603339 R1 Patron	Patron Refund - Day Camp	300.00
07/11/2024	10433	9603340 R1 Patron	Patron Refund - Day Camp	300.00
07/25/2024	10434	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
07/25/2024	10435	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	734.36
07/25/2024	10436	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	1,799.61
07/25/2024	10437	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	114.43
07/25/2024	10438	5002028 Island CO Solid Waste	Dump Fees- Pool	34.00
07/25/2024	10439	4000705 R1 Puget Sound Energy	Electric Bill	4,366.85
07/25/2024	10440	4000793 R4 Visa	J Cochran CC	6,123.09
07/25/2024	10441	4000793 R4 Visa	S Hoffmire CC	643.91
07/25/2024	10442	4000793 R4 Visa	J Millang CC	2,132.87
07/25/2024	10443	4000897 R1 Airgas USA, LLC	Cylinder Rental Hot Tub	194.47
07/25/2024	10444	9603348 R1 Patron	Patron Refund - Swim Lessons	51.00
07/25/2024	10445	9603350 R1 Patron	Patron Refund - Swim Lessons	107.00
07/25/2024	10446	9603351 R1 Patron	Patron Refund - Swim Lessons	219.00
Jul 24				58,191.52



Commissioner Communication

7. Item: Staff Reports

Meeting Date:8.22.24

Presented By: Jay Cochran

Comment Cards

All comments regarding the aerobics class were received on either August 6 or 7, during a week when we experienced high attendance. On one of those days, we exceeded the class cap of 22 participants, reaching 24. On all other days that week, attendance was at or below the cap of 22. Julie has provided a update in the Program Committee section of this packet.

Exceeding the 22-person cap does not occur regularly, it was due to a counting error by the front desk that morning. Over the past four and a half years, the cap has only been exceeded once or twice. We do not expect this to be a recurring issue. However, we will continue to monitor the situation to ensure adherence to the cap in the future.

“We need a 2nd am water aerobics class there is a high demand and the am class is beyond capacity”-Nancy Omachi

Julie is reaching out via email to respond to her.

“Sam is an amazing teacher! She has been so kind and patient with my son. It’s truly appreciated.”-Shantel

“For military families it would be easier to have a photo on file instead of bringing our military IDs with the risk of losing them” -anonymous

MWR requires us to see each military id upon entry each time.

“Best day ever!” -anonymous

“Teachers did not seem to know my grand child’s name but did all the others. Swim Class Level 1” -anonymous

“Add another session so we have room to do the exercises properly. There are too many people in the water.” -anonymous

“I love your pool. It’s so warm.” -anonymous

“Morning aerobics class is nearly full if you added an additional morning class, I think it would be utilized.” -anonymous

Executive Director

Below is the response from the National Park Service regarding the transfer of Clover Valley Park to a new Metropolitan District. They have also provided us with the necessary forms for the transfer process.

I have also inquired about the typical timeline for the process once we submit the paperwork and am currently waiting for a response. The representative is out of the office until August 12th, so we will receive further details after that date.

“Once the new entity is formed, it will need to submit an application for the property. I have attached the application form. Assuming no changes in park configuration or use, once we accept the application and obtain the concurrence of the General Services Administration (GSA), it should be a relatively simple matter of creating a transfer deed from North Whidbey P.R.R. District to the new Metropolitan Park District. I have attached an example deed from such a transfer that we did in 2007. We would have to have our solicitor and GSA review the deed to be sure it meets current requirements, but I think it would look very similar to the 2007 deed.”

As of 8/16/2024 we have not recieved a email. I will follow up if he does not return my email by the time I return.

As we move into the fall and winter months, we will be adjusting our hours of operation to reflect our current staffing levels and financial situation. With some of our staff leaving for school and college, we are looking to reduce hours during our slower periods. You can expect to see these changes implemented by October if not sooner.

Additionally, we are in need of a.m. lifeguard, as our current morning opener is interviewing for a position with NWR that offers a higher hourly rate. If you know any adults who might be interested in a position that includes free swimming membership—an employee benefit to support their health and training—please encourage them to reach out to us.

As per the BOC request I contacted Whidbey Tech to ask about all the servers that touched ours. Below is their response.

“In terms of our involvement with your network and environment, you guys no longer utilize any local servers, and have migrated completely to the Microsoft ecosystem. Before migrating, we absolutely would have been able to provide downtime logs, but it's no longer” applicable.

We'd be happy to talk with the commissioner if needed, but would they be looking for official Microsoft outage reports, at that point?”

I sent this email to the BOC a couple of weeks ago.

“Last week I was instructed to get the Downtime Logs from Whidbey Tech. I made the request and their response is below. Please let how you want me to proceed. Would the BOC prefer that Whidbey Tech come talk with the BOC or prepare a different type of report?”

I received a few questions but no clear directions. Last week I met with the Operations Manager to discuss our issues, and he informed me that they are working on a back-end solution, which they hope to implement soon. We are not the only small entity experiencing difficulties with SharePoint, which serves as our cloud-based server.

I also spoke with the owner of Whidbey Tech, who mentioned that groups with fiber connections have a better experience with SharePoint, while those relying on standard internet connections are encountering similar issues to ours. He proposed a solution that I suggested we could budget for next year.

With the departure of the Recreation Coordinator Shane will cover the weekend games, and I will handle the administration of recreation for now.

Below is the Action Item Review, I removed all the ones that we reported on in the last packet and moving will keep updating and removing through the staff report.

We've updated the website to rearrange the meetings chronologically in reverse order, starting with December at the top. Initially, the meetings were listed from January through December, as this is the default setting in GoDaddy. However, we manually adjusted it so that the most recent meetings are now listed first, making it easier to access the latest information.

This setup will automatically shift at the beginning of January, with the new year's meetings moving to the top as they are added. Our goal is to make the website as user-friendly as possible, minimizing the need for extra work by preloading content when possible and linking it later during downtime.

Action Item/Review: 2.22.24 Regular Meeting

1. ~~Commissioners would like the contract with the baseball club to state that the district has responsibility for the mule, the field, and the ultimate authority when it comes to scheduling and usage.~~ - This has been sent to the attorney for review.

Action Items/Review 6.27.24 Regular Meeting

2. Work with program committee to look at program planning sheets to figure out how to present-program expenses in the planning budget sheets. **Will work with the program committee in August to accomplish. Updated 8/2024, the program committee is proposing a special meeting to have a comprehensive discussion regarding this topic.**
3. Have Julie forecasted for staying open after 2024 **Julie plans to have this information by the mid-year budget review. Updated 8/2024 Julie met with the Budget Committee and is working on revisions for the budget that she will present in September with the forecast.**

Action Items/Review 7.25.24 Regular Meeting

- ~~4. Review the baseball club proposals at August Program Committee Meeting~~
- ~~5. Shane will reach out to the school and research how they dispose of surplus items~~
6. Julie will fix the pool schedule pdf download on the website-**Julie is creating a new schedule that will begin next week and will then fix the link going to Civic Rec**
- ~~7. Julie will provide the BOC with theme colors from the GoDaddy website.~~
8. Commissioners sitting on Committees will reach out to Commissioner Hartmann to get Committee Meeting Dates on the calendar.
9. Commissioner Hartmann will provide staff with comments about the website they would like to see updated by 2025.

Client Service Specialist Coordinator

This month, I planned, organized, and led a training session for the CSS staff. We addressed aspects of enhanced customer service and professionalism to foster a more positive customer experience. I am also developing additional resources for the front desk staff to use during their shifts and creating new organizational materials to ensure tasks are scheduled and tracked effectively. Additionally, I am encouraging staff to engage with educational resources, such as Excel tutorials, during slower periods of their shifts to support their professional development.

Recreation

This month, a primary focus has been the comprehensive review of our swim lessons and water aerobics programs. This review encompasses both financial analysis and participation trends. For swim lessons, we are closely examining trends to identify the most in-demand levels, as well as preferred times and days for lessons, with the goal of better tailoring our offerings to meet the current needs of the community.

Regarding water aerobics, I have conducted an analysis to determine which classes have the highest utilization rates. Based on this analysis, I have recommended several adjustments to the program committee that aim to enhance program effectiveness and better serve our patrons, while also ensuring fiscal responsibility in terms of staff time and wages.

Additionally, I have collaborated closely with the Client Service Specialist Coordinator this month to ensure she has all the necessary resources to support front desk staff and patrons effectively. We are developing a series of new tools to facilitate improved communication among staff and with patrons. Furthermore, several administrative tasks have been reallocated this month to streamline operations.

Island County, WA

Treasurer's Report
Transactions from 7/1/2024 to 7/31/2024

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 6/30/2024****493,769.81**

07/08/2024	ISLAND COUNTY T N WHIDBEY POOL	WB	0.00	77,561.99	
07/18/2024	ISLAND COUNTY T N WHIDBEY POOL	WB	0.00	24,825.92	
07/31/2024	JUL 24 PROP TAX DISTRIBUTION		0.00	7,242.23	
	Revenue Total		0.00	109,630.14	109,630.14
07/03/2024	VISA INC NO WHIDBEY POOL PARK	KY 00652434	901.31	0.00	
07/03/2024	ASHLEY'S DESIGN NO WHIDBEY POO	KY 00652433	1,060.57	0.00	
07/08/2024	LEETE., JULI NO WHIDBEY POOL P	KY 00652647	100.00	0.00	
07/08/2024	LEETE., JULI NO WHIDBEY POOL P	KY 00616906	0.00	100.00	
07/10/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00652726	1,496.06	0.00	
07/10/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00652726	2,064.09	0.00	
07/10/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00652726	106.18	0.00	
07/10/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00652727	225.00	0.00	
07/10/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00652727	225.00	0.00	
07/10/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652729	139.05	0.00	
07/10/2024	SEAMARK LAW GRO NO WHIDBEY POO	KY 00652732	8,949.00	0.00	
07/10/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652729	32.42	0.00	
07/10/2024	PACIFIC GRACE T NO WHIDBEY POO	KY 00652731	575.00	0.00	
07/10/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00652734	31.34	0.00	
07/10/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00652735	334.96	0.00	
07/10/2024	PATRON NO WHIDBEY POO	KY 00652725	300.00	0.00	
07/10/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652729	98.06	0.00	
07/10/2024	WASHINGTON ALAR NO WHIDBEY POO	KY 00652733	77.55	0.00	
07/10/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652729	36.89	0.00	
07/10/2024	GREATER OAK HAR NO WHIDBEY POO	KY 00652728	22,845.00	0.00	
07/10/2024	ISLAND DISPOSAL NO WHIDBEY POO	KY 00652730	127.94	0.00	
07/10/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00652734	1,264.40	0.00	
07/12/2024	NWPP&R PAYROLL		37,181.61	0.00	
07/15/2024	ASHLEY'S DESIGN NO WHIDBEY POO	KY 00652433	0.00	1,060.57	
07/15/2024	FREELAND CHAMBE NO WHIDBEY POO	KY 00632327	0.00	123.16	
07/15/2024	PATRON NO WHIDBEY POOL P	KY 00645058	0.00	194.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	57.04	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	12.03	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	42.33	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	36.07	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	210.05	0.00	
07/17/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00652979	194.47	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	225.35	0.00	
07/17/2024	PATRON NO WHIDBEY POO	KY 00652980	20.50	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	6.02	0.00	
07/17/2024	PATRON NO WHIDBEY POO	KY 00652981	300.00	0.00	
07/17/2024	PATRON NO WHIDBEY POOL	KY 00652985	300.00	0.00	
07/17/2024	PATRON NO WHIDBEY POOL	KY 00652984	616.00	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	23.38	0.00	
07/17/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00652983	46.00	0.00	
07/17/2024	ELECTRONIC BUSI NO WHIDBEY POO	KY 00652982	497.14	0.00	
07/29/2024	N. WHIDBEY PP&R DOR		2,919.07	0.00	
07/30/2024	N. WHIDBEY PP&R PAYROLL		43,457.39	0.00	
07/31/2024	PATRON NO WHIDBEY POO VISA	KY 00653840	219.00	0.00	
07/31/2024	INC NO WHIDBEY POOL PARK VISA INC	KY 00653846	6,123.09	0.00	
07/31/2024	NO WHIDBEY POOL PARK VISA INC NO	KY 00653846	2,132.87	0.00	
07/31/2024	WHIDBEY POOL PARK	KY 00653846	643.91	0.00	

Island County, WA

Treasurer's Report
Transactions from 7/1/2024 to 7/31/2024

646 - NO WHID POOL PARK REC MAINT

07/31/2024	PUGET SOUND ENE NO WHIDBEY POO	KY 00653845	4,366.85	0.00	
07/31/2024	PATRON NO WHIDBEY POO	KY 00653844	51.00	0.00	
07/31/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00653841	734.36	0.00	
07/31/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00653841	1,799.61	0.00	
07/31/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00653841	114.43	0.00	
07/31/2024	PATRON NO WHIDBEY POOL	KY 00653842	107.00	0.00	
07/31/2024	ISLAND COUNTY S NO WHIDBEY POO	KY 00653843	34.00	0.00	
07/31/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00653839	156.71	0.00	
07/31/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00653838	194.47	0.00	
	Expenditure Total		143,811.57	1,477.73	-142,333.84
Ending Cash Balance			Calculated Total		461,066.11
			Book Total		461,066.11
			Difference		-0.00

Island County, WA

Treasurer's Report
Transactions from 7/1/2024 to 7/31/2024

648 - NO WHID POOL PARK REC BOND

Cash Balance at 6/30/2024				11.31
07/31/2024	ICTIP INV INTEREST - JULY 2024		0.00	0.54
	Revenue Total		<u>0.00</u>	<u>0.54</u>
Ending Cash Balance			Calculated Total	11.85
			Book Total	11.85
			Difference	0.00



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

NWPP&R BOND

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648						230.40
	2.500	07/01/2024			0.48	230.40
	2.760	07/01/2024				230.40
Subtotal and Ending Balance	2.760		0.00	0.00	0.48	230.40
Totals and Ending Balance for NWPP&R BOND			0.00	0.00	0.48	230.40

Island County, WA

**Treasurer's Report
Transactions from 7/1/2024 to 7/31/2024**

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 6/30/2024				252,050.16
07/31/2024	ICTIP INV INTEREST - JULY 2024	0.00	96.88	
	Revenue Total	<u>0.00</u>	<u>96.88</u>	96.88
Ending Cash Balance		Calculated Total		252,147.04
		Book Total		252,147.04
		Difference		0.00



**Participants - Earning Allocat Selected
Cash/Checking Activity
July 1, 2024 - July 31, 2024**

NWPP&R RESERVE

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	2.519	07/01/2024			87.48	41,669.34
	2.737	07/01/2024				41,669.34
Subtotal and Ending Balance	2.737		0.00	0.00	87.48	41,669.34
Totals and Ending Balance for NWPP&R RESERVE			0.00	0.00	87.48	41,669.34

Island County, WA

Treasurer's Report
Transactions from 7/1/2024 to 7/31/2024

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 6/30/2024				158.96
07/31/2024	ICTIP INV INTEREST - JULY 2024		0.00	7.51
	Revenue Total		0.00	7.51
Ending Cash Balance		Calculated Total		166.47
		Book Total		166.47
		Difference		0.00



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

NWPP&R CAPITAL

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	2.518	07/01/2024			6.78	3,230.65
	2.737	07/01/2024				3,230.65
Subtotal and Ending Balance	2.737		0.00	0.00	6.78	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL			0.00	0.00	6.78	3,230.65



Heritage
BANK

14807 Highway 99 | Lynnwood, WA 98087

Statement Start	07-01-2024
Statement End	07-31-2024
Account Number	
Page	1 of 4

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

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All locations will close at noon on Wednesday, September 18, and will remain closed for the remainder of the day.

Visit heritagebanknw.com for more information.

Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING							Account No.
Interest Rate 0.02%		Annual Percentage Yield Earned 0.02%				Interest Paid YTD: \$1.38	
Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-
\$46,690.26		\$86,065.75		\$0.43		\$105,261.76	
						Service Charges	=
						\$8.00	Ending Balance
							\$27,486.68

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS		
Posted Date	Transaction Detail	Amount
07/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	852.00
07/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	8,897.83
07/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	9,727.25
07/01/24	Deposit	1,460.00
07/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,611.25
07/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,440.00
07/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	980.00
07/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,631.00
07/08/24	External Deposit CNI MLLNGTN DET EFT 070324 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *240703*1	3,941.00
07/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	230.00



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DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
07/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,765.50
07/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,209.75
07/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	620.50
07/09/24	Deposit Night Drop	96.00
07/09/24	Deposit Night Drop	365.30
07/09/24	Deposit Night Drop	391.00
07/09/24	Deposit Night Drop	314.00
07/09/24	Deposit Night Drop	299.00
07/09/24	Deposit Night Drop	156.00
07/09/24	Deposit Night Drop	277.00
07/09/24	Deposit Night Drop	391.00
07/09/24	Deposit Night Drop	184.75
07/10/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,339.50
07/11/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,285.00
07/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	604.50
07/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	945.50
07/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,167.62
07/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,493.50
07/15/24	Deposit Night Drop	118.50
07/15/24	Deposit Night Drop	116.50
07/15/24	Deposit Night Drop	289.50
07/15/24	Deposit Night Drop	145.25
07/15/24	Deposit Night Drop	88.00
07/15/24	Deposit Night Drop	114.50
07/15/24	Deposit Night Drop	150.25
07/15/24	Deposit Night Drop	240.50
07/15/24	Deposit Night Drop	146.75
07/15/24	Deposit Night Drop	137.50
07/15/24	Deposit Night Drop	140.50
07/15/24	Deposit Night Drop	154.50
07/15/24	Deposit Night Drop	337.25
07/15/24	Deposit Night Drop	159.25
07/15/24	Deposit Night Drop	83.50
07/15/24	Deposit Night Drop	5,520.00
07/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	580.50





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
07/17/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,115.50
07/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,257.50
07/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,887.00
07/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,189.00
07/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,014.50
07/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,505.50
07/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,192.00
07/24/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,214.50
07/25/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,440.00
07/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,287.75
07/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,443.25
07/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,461.50
07/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,913.50
07/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	613.50
07/31/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	817.75
07/31/24	Deposit	83.50
07/31/24	Deposit	60.00
07/31/24	Deposit	71.00
07/31/24	Deposit	78.25
07/31/24	Deposit	140.25
07/31/24	Deposit	201.50
07/31/24	Deposit	318.00
07/31/24	Deposit	359.75
07/31/24	Deposit	115.25
07/31/24	Deposit	87.00
07/31/24	Credit Interest	0.43

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
07/01/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	2,674.20
07/02/24	External Withdrawal AUTHNET GATEWAY - BILLING 137005307	146.70
07/05/24	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 8601791	52.95
07/08/24	Withdrawal NWPP AND REC	77,561.99
07/18/24	Withdrawal NWPP AND REC	24,825.92





Statement Start Date: 07-01-2024
Statement End Date: 07-31-2024

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
07/31/24	Monthly Maintenance Fee	8.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
07/01	64,953.14	07/12	8,323.55	07/24	16,002.50
07/02	66,417.69	07/15	19,872.42	07/25	18,442.50
07/03	67,857.69	07/16	20,452.92	07/26	19,730.25
07/05	70,415.74	07/17	23,568.42	07/29	24,548.50
07/08	1,000.00	07/18	1,000.00	07/30	25,162.00
07/09	4,094.55	07/19	3,887.00	07/31	27,486.68
07/10	6,434.05	07/22	10,596.00		
07/11	7,719.05	07/23	12,788.00		

Summary of Overdraft and Returned Item Fees

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






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14807 Highway 99 | Lynnwood, WA 98087

Statement Start	07-01-2024
Statement End	07-31-2024
Account Number	
Page	1 of 1

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




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PUBLIC NOW CHECKING								Account No.
---------------------	--	--	--	--	--	--	--	-------------

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$276.08		\$0.00		\$0.00		\$0.00		\$8.00		\$268.08

Deposit and Withdrawal totals include paid transactions only

WITHDRAWALS AND OTHER DEBITS		
------------------------------	--	--

Posted Date	Transaction Detail	Amount
07/31/24	Monthly Maintenance Fee	8.00

DAILY BALANCE SUMMARY			
-----------------------	--	--	--

Date	Balance	Date	Balance
07/01	276.08	07/31	268.08

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



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

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

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

Public Transaction Analysis Interest
ISLAND COUNTY TREASURER
N WHIDBEY PARK & RECREATION DIST PAYROLL

Beginning balance 6-30-24	\$39,539.90
2 Additions	+80,639.00
5 Subtractions	-74,925.93
Ending balance 7-31-24	\$45,252.97

Additions

Transfers	Date	Serial #	Source	
	7-12		Trf Fr DDA 0000473631001525 4731	\$37,181.61
	7-30		Trf Fr DDA 0000473631001525 4731	43,457.39
Total additions				\$80,639.00

Subtractions

Withdrawals	Date	Serial #	Location	
	7-3		Direct Withdrawal, Irs Usataxpymt	\$5,715.16
	7-12		Direct Withdrawal, Intuit Payroll Squickbooks	28,730.56
	7-19		Direct Withdrawal, Irs Usataxpymt	6,177.40
	7-29		Direct Withdrawal, Paid Family Med Payment	1,312.06
	7-30		Direct Withdrawal, Intuit Payroll Squickbooks	32,990.75
Total subtractions				\$74,925.93

Interest earned

Current Interest Rate	variable
Number of days this statement period	31

Fees and charges

See your Account Analysis statement for details.

Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 06.30.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
06.06.2024	Amazon	\$ 119.89	x	Office Chair (Chad)
06.06.2024	Aquatic Instruction LLC	\$ 1,930.00	x	Lifeguard Course Fees
06.08.2024	MRSC.org	\$ 300.00	x	Financial Bootcamp Training for ED
06.09.2024	Nextiva	\$ 237.25	x	Phone Service
06.10.2024	City of Oak Harbor	\$ 1,074.36	x	Pool Water
06.10.2024	City of Oak Harbor	\$ 1,915.32	x	Patron Water
06.14.2024	Oak Harbor Chamber	\$ 276.00	x	Chamber Luncheon
06.18.2024	Elavon Service Fee	\$ 7.50	x	Service Fee for CPR Class
06.18.2024	North Whidbey Fire & Rescue	\$ 250.00	x	CPR Class for Day Camp Staff
06.21.2024	Visa	\$ (1.50)		Finance Charge Credit
06.30.2024	Visa	\$ 14.27		Finance Charge
Total		\$ 6,123.09		

Date Signature

7/25/24 



SCORECARD

Bonus Points
Available
122,146

Account Summary

Billing Cycle		06/30/24
Days In Billing Cycle		30
Previous Balance		\$1,200.69
Purchases	+	6,110.32 - 1118.94
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$83.25 -
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	14.27

NEW BALANCE \$7,242.03 6123.09

Account Inquiries

Customer Service: (800) 423-7503
Report Lost or Stolen Card: (727) 570-4881Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$7,242.03
MINIMUM PAYMENT	\$145.00
PAYMENT DUE DATE	07/25/2024

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.

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$2,757.00
Available Cash	\$2,757.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Important Information About Your Account

ON JULY 15, 2024, A SYSTEM UPDATE WILL CAUSE PAYMENT DUE DATES TO SLIGHTLY CHANGE BASED ON HOW MANY DAYS ARE IN EACH MONTH. PLEASE CAREFULLY REVIEW YOUR MONTHLY STATEMENTS FOR THE DUE DATE.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/06/24	06/07/24	5942	24692164158102070050159	AMZN Mktp US*6270T8593 Amzn.com/bill WA	\$119.89
06/06/24	06/07/24	7392	24906414158201811282450	WAVE - *AQUATIC INSTRUCTI 509-4381103 WA	\$1,930.00
06/08/24	06/09/24	7392	24000774160000008306678	MRSC.ORG WWW.MRSC.ORG WA	\$300.00
06/09/24	06/10/24	4814	24906414161201983110799	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$237.25
06/10/24	06/11/24	4900	24717054162261625677482	CO OAK HARBOR ONLINE 360-2794530 WA	\$1,074.36
					31

Cardholder Account Summary Continued						
Trans Date	Post Date	MCC Code	Reference Number		Description	Amount
06/10/24	06/11/24	4900	24717054162261625677599		CO OAK HARBOR ONLINE 360-2794530 WA	\$1,915.32
06/14/24	06/16/24	8398	24755424167171678678340		GREATER OAK HARBOR CHAMBE 360-6753755 WA	\$276.00
06/18/24	06/19/24	9399	24755424170271709973093		ELAVON SRV FEE NORTH WHID ATLANTA GA	\$7.50
06/18/24	06/19/24	9399	24755424170271709973200		NORTH WHIDBEY FIRE AND RE OAK HARBOR WA	\$250.00
06/21/24	06/23/24	6010	1	4173200249000010	FINANCE CHARGE CR-RETAIL	\$1.50 -
05/06/24	06/24/24	6010	1	4576200250000010	TRFR FRAUD TRANSACTION	\$81.75 -

Additional Information About Your Account

ScoreCard Bonus Points Information as of 06/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	115,667	6,479	0	0	122,146

SCORECARD HAS GREAT GADGETS! REDEEM YOUR BONUS POINTS FOR AN ARRAY OF TOOLS, GADGETS, AND ELECTRONICS FROM BRAND NAMES LIKE CRAFTSMAN, APPLE, COLEMAN, SAMSUNG, SONY, AND MORE! REMEMBER TO SHOP THROUGH THE SCOREMORE MALL TO EARN EVEN MORE BONUS POINTS AT PARTICIPATING RETAILERS. START YOUR SHOPPING SPREE BY LOGGING IN AT WWW.SCORECARDREWARDS.COM!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 1,181.22	1.2083%	14.50% (V)	\$ 14.27	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				14.50%	\$ 14.27	\$ 7,242.03

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

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

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

Enter payments as negative amounts in table, below.

Billing Cycle:

Date 7/1/19 Signature Shane Hoffrine

4000793 124



SCORECARD

Bonus Points
Available
82,180

Account Summary

Billing Cycle		06/30/24
Days In Billing Cycle		30
Previous Balance		\$901.31
Purchases	+	633.02
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	10.89

NEW BALANCE \$1,545.22

Credit Summary

Total Credit Line	\$5,000.00
Available Credit Line	\$3,454.00
Available Cash	\$3,454.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$19.00
Disputed Amount	\$0.00

Important 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.

ON JULY 15, 2024, A SYSTEM UPDATE WILL CAUSE PAYMENT DUE DATES TO SLIGHTLY CHANGE BASED ON HOW MANY DAYS ARE IN EACH MONTH. PLEASE CAREFULLY REVIEW YOUR MONTHLY STATEMENTS FOR THE DUE DATE.

Account Inquiries

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

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$1,545.22
MINIMUM PAYMENT	\$50.00
PAYMENT DUE DATE	07/25/2024

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.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/08/24	06/09/24	5942	24692164160103905932906	AMZN Mktp US*573600PQ3 Amzn.com/bill WA	\$15.25
06/08/24	06/09/24	5942	24692164160104066077358	AMZN Mktp US*KO7IM6YZ3 Amzn.com/bill WA	\$85.85
06/08/24	06/09/24	5999	24011344160000029390866	AMAZON MAR* 114-260497 HTTPSAMAZON.C WA	\$9.76

Cardholder Account Summary Continued					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/09/24	06/10/24	5942	24692164161104512308885	AMZN Mktp US*O645W0243 Amzn.com/bill WA	\$69.66
06/12/24	06/12/24	5942	24692164164106914191196	AMZN Mktp US*3D6KC00R3 Amzn.com/bill WA	\$200.46
06/12/24	06/13/24	5942	24431064164083314192801	AMAZON.COM*E95SR6OY3 SEATTLE WA	\$92.64
06/12/24	06/13/24	5942	24692164164107566571735	Amazon.com*WJ62S1Z63 Amzn.com/bill WA	\$16.71
06/17/24	06/19/24	5542	24122544170005403107322	ARCO#07057ARCO #07057 OAK HARBOR WA	\$8.68
06/19/24	06/21/24	5542	24122544172006328176531	ARCO#07057ARCO #07057 OAK HARBOR WA	\$89.64
06/19/24	06/21/24	5261	24003244172803354693871	MAILLIARDS LANDING NURSER OAK HARBOR WA	\$15.00
06/19/24	06/21/24	5261	24003244172803354694051	MAILLIARDS LANDING NURSER OAK HARBOR WA	\$15.00
06/20/24	06/21/24	5251	24801974173006840436757	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$14.37

Additional Information About Your Account

ScoreCard Bonus Points Information as of 06/29/24					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	81,546	634	0	0	82,180
SCORECARD HAS GREAT GADGETS! REDEEM YOUR BONUS POINTS FOR AN ARRAY OF TOOLS, GADGETS, AND ELECTRONICS FROM BRAND NAMES LIKE CRAFTSMAN, APPLE, COLEMAN, SAMSUNG, SONY, AND MORE! REMEMBER TO SHOP THROUGH THE SCOREMORE MALL TO EARN EVEN MORE BONUS POINTS AT PARTICIPATING RETAILERS. START YOUR SHOPPING SPREE BY LOGGING IN AT WWW.SCORECARDREWARDS.COM!					

Interest Charge Calculation/Plan Level Information						
Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 901.31	1.2083%	14.50% (V)	\$ 10.89	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				14.50%	\$ 10.89	\$ 1,545.22

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

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

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

Visa Credit Card Reconciliation

Card Holder: Juilie Millang

Billing Cycle: 06.30.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
06.03.2024	Enformion	\$ 25.00	x	Background Checks
06.07.2024	Esoft Planner	\$ 140.00	x	POS System
06.07.2024	Walmart	\$ 209.06	x	Concessions/Office Supplies
06.09.2024	Microsoft	\$ 47.67	x	Office 365/Online Exchange Plan 1
06.11.2024	Comcast	\$ 677.46	x	Internet Service
06.13.2024	Fit Motivation	\$ 249.95	x	Aerobics Training Subscription
06.21.2024	Facebook	\$ 250.00	x	Advertising
06.23.2024	Facebook	\$ 250.00	x	Advertising
06.25.2024	Northwest Mini Storage	\$ 160.00	x	Storage Unit
06.27.2024	Walmart	\$ 94.86	x	Office Supplies
06.30.2024	Dollar Tree	\$ 28.61	x	Advertising
06.30.2024	Visa	\$ 0.26		Finance Charge
Total		\$ 2,132.87		

Date

Signature

7.22.2024
7/25/24

Julie Millang
JC

4000793 121



SCORECARD

Bonus Points Available
73,214


Account Summary

Billing Cycle		06/30/24
Days In Billing Cycle		30
Previous Balance		\$21.36
Purchases	+	2,132.61
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	0.26
NEW BALANCE		\$2,154.23

Credit Summary

Total Credit Line	\$2,500.00
Available Credit Line	\$145.00
Available Cash	\$145.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$15.00
Disputed Amount	\$0.00

Account Inquiries

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

 Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	\$2,164.23
MINIMUM PAYMENT	\$69.00
PAYMENT DUE DATE	07/26/2024

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

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.

ON JULY 16, 2024, A SYSTEM UPDATE WILL CAUSE PAYMENT DUE DATES TO SLIGHTLY CHANGE BASED ON HOW MANY DAYS ARE IN EACH MONTH. PLEASE CAREFULLY REVIEW YOUR MONTHLY STATEMENTS FOR THE DUE DATE.

Cardholder Account Summary					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/03/24	06/04/24	7375	24906414155201555110100	ENF*Enformion 855-2813915 CA	\$25.00
06/07/24	06/09/24	5045	24801974159286857400023	ESOF PLANNER CINCINNATI OH	\$140.00
06/07/24	06/09/24	5310	24445004160400273168644	WAL-MART #2319 OAK HARBOR WA	\$209.06

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/09/24	06/09/24	5045	24204294161000302312069	MSFT * E0100SAW9A 800-6427676 WA	\$47.67
06/11/24	06/11/24	4899	24692164163106089380740	COMCAST BELLINGHAM 800-266-2278 WA	\$677.46
06/13/24	06/13/24	7997	24492164165000008133936	WWW.FITMOTIVATION.COM WWW.FITMOTIVA FL	\$249.95
06/21/24	06/23/24	7311	24204294173001110100023	FACEBK *T6LZV5G7T2 650-5434800 CA	\$250.00
06/23/24	06/24/24	7311	24204294175001210893046	FACEBK *4PRG76Q7T2 650-5434800 CA	\$250.00
06/25/24	06/27/24	4225	24194334178017011331138	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
06/27/24	06/28/24	5411	24445004180400247971400	WAL-MART #2319 OAK HARBOR WA	\$94.86
06/28/24	06/30/24	5331	24445004181001032687513	DOLLAR TREE OAK HARBOR WA	\$28.61

Additional Information About Your Account

ScoreCard Bonus Points Information as of 06/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	71,110	2,104	0	0	73,214

SCORECARD HAS GREAT GADGETS! REDEEM YOUR BONUS POINTS FOR AN ARRAY OF TOOLS, GADGETS, AND ELECTRONICS FROM BRAND NAMES LIKE CRAFTSMAN, APPLE, COLEMAN, SAMSUNG, SONY, AND MORE! REMEMBER TO SHOP THROUGH THE SCOREMORE MALL TO EARN EVEN MORE BONUS POINTS AT PARTICIPATING RETAILERS. START YOUR SHOPPING SPREE BY LOGGING IN AT WWW.SCORECARDREWARDS.COM!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 21.36	1.2083%	14.50% (V)	\$ 0.26	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				14.61%	\$ 0.26	\$ 2,154.23

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

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

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

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	460,126.27	944,583.00	-484,456.73	48.71%
312.00 Timber Harvest Taxes	43.38			
Total 310.00 LEVIES	460,169.65	944,583.00	-484,413.35	48.72%
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	65,804.85	118,627.00	-52,822.15	55.47%
33.01 Basic Memberships	13,760.77	17,087.00	-3,326.23	80.53%
34 Punch Cards	16,790.91	38,093.00	-21,302.09	44.08%
36 Kayak Lessons	0.00	4,500.00	-4,500.00	0.0%
37 ARC Classes				
302 Lifeguard Course	0.00	3,000.00	-3,000.00	0.0%
304 Jr. Lifeguarding	0.00	1,500.00	-1,500.00	0.0%
305 ARC Babysitting Course	0.00	2,500.00	-2,500.00	0.0%
306 BLS	0.00	0.00	0.00	0.0%
307 CPR/AED	0.00	1,000.00	-1,000.00	0.0%
308 Waterfront Lifeguard	0.00	1,000.00	-1,000.00	0.0%
309 WSI Course	0.00	0.00	0.00	0.0%
AEO	0.00	350.00	-350.00	0.0%
BBP	0.00	350.00	-350.00	0.0%
Total 37 ARC Classes	0.00	9,700.00	-9,700.00	0.0%
38 Aerobics				
Water Fitness Daily Admisison	3,158.55			
Water Fitness Prem. Membership	10,447.26			
Water Fitness Punch Card	11,437.35			
38 Aerobics - Other	6.42	76,160.00	-76,153.58	0.01%
Total 38 Aerobics	25,049.58	76,160.00	-51,110.42	32.89%
39 Swim Lessons				
Private	17,961.62	37,500.00	-19,538.38	47.9%
School Group	7,280.00	7,280.00	0.00	100.0%
Youth	103,951.50	254,562.00	-150,610.50	40.84%
Total 39 Swim Lessons	129,193.12	299,342.00	-170,148.88	43.16%
40 Swim Team				
Adult Swim Team	0.00	19,296.00	-19,296.00	0.0%
Masters	5,994.83			
Total 40 Swim Team	5,994.83	19,296.00	-13,301.17	31.07%
Total 347.30 Fees	256,594.06	582,805.00	-326,210.94	44.03%
Total 340.00 JVMP Revenue	256,594.06	582,805.00	-326,210.94	44.03%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
350.00 Recreation Revenue				
347.60.01 Basketball	2,325.00	42,000.00	-39,675.00	5.54%
347.60.02 Ultimate Frisbee	0.00	0.00	0.00	0.0%
347.60.03 Kickball	0.00	0.00	0.00	0.0%
347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%
347.60.05 NFL Flag Football	4,178.00	12,000.00	-7,822.00	34.82%
347.60.06 Volleyball	1,025.00	14,400.00	-13,375.00	7.12%
Day Camp	3,582.25	90,000.00	-86,417.75	3.98%
350.00 Recreation Revenue - Other	39,221.50			
Total 350.00 Recreation Revenue	50,331.75	164,400.00	-114,068.25	30.62%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	4,835.39	13,000.00	-8,164.61	37.2%
Candy&Snacks	2,628.75	4,290.00	-1,661.25	61.28%
Lockers	1,021.01	1,221.00	-199.99	83.62%
Open Swim Party Rental	6,750.97	8,207.00	-1,456.03	82.26%
Pool Group Rentals	311.96	1,000.00	-688.04	31.2%
Private Party Rental	3,353.48	9,020.00	-5,666.52	37.18%
Retail	445.54	4,290.00	-3,844.46	10.39%
Viewing Room Rental	421.20	601.00	-179.80	70.08%
Total 362.00 Rents & Concessions	19,768.30	41,629.00	-21,860.70	47.49%
367.00 Contributions/Donations	161.90			
369.00 Other Misc Revenues				
Cashier over/short	-24.71			
Total 369.00 Other Misc Revenues	-24.71			
Prepaid Accounts	711.55	0.00	711.55	100.0%
360.00 Miscellaneous Revenue - Other	22,845.00			
Total 360.00 Miscellaneous Revenue	43,462.04	41,629.00	1,833.04	104.4%
361.40.00 Interest				
Int Investment Capital Fund	24.93			
Int Investment Reserve Fund	321.54			
Interest Investment Bond Fund	1.78			
Total 361.40.00 Interest	348.25			
Total Income	810,905.75	1,733,417.00	-922,511.25	46.78%
Gross Profit	810,905.75	1,733,417.00	-922,511.25	46.78%
Expense				
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	7,277.42	7,957.00	-679.58	91.46%
573.60.04 Pickleball Expense	0.00	937.00	-937.00	0.0%
573.60.05 NFL Flag Football Exp	0.00	5,025.00	-5,025.00	0.0%
573.60.06 Volleyball Expense	269.78			

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
573.60.10 Salary & Wages				
Basketball	8,803.44	22,465.00	-13,661.56	39.19%
Day Camp				
Day Camp Assistant Manager	0.00	7,000.00	-7,000.00	0.0%
Day Camp Leader	3,009.00	33,320.00	-30,311.00	9.03%
Day Camp Manager	2,027.50	8,750.00	-6,722.50	23.17%
Total Day Camp	5,036.50	49,070.00	-44,033.50	10.26%
NFL Flag Football	0.00	3,935.00	-3,935.00	0.0%
Pickleball	0.00	465.00	-465.00	0.0%
Recreation Coordinator	9,435.26	27,165.00	-17,729.74	34.73%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	0.00	2,442.00	-2,442.00	0.0%
Volleyball	0.00	9,640.00	-9,640.00	0.0%
Total 573.60.10 Salary & Wages	23,275.20	117,682.00	-94,406.80	19.78%
Adult Soccer Expense	69.50	0.00	69.50	100.0%
Day Camp Expense	122.50	95,232.00	-95,109.50	0.13%
Kayak Program Expense	0.00	3,268.00	-3,268.00	0.0%
Total 573.60.00 Exp Recreation Sports	31,014.40	230,101.00	-199,086.60	13.48%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	48,017.96	93,722.00	-45,704.04	51.23%
100102 Recreation Manager	7,802.88	69,757.00	-61,954.12	11.19%
100103 Business Manager	38,508.20	71,112.00	-32,603.80	54.15%
100104 Client Service Spc				
Client Services Coordinator	4,227.88	27,600.00	-23,372.12	15.32%
100104 Client Service Spc - Other	44,903.48	64,710.00	-19,806.52	69.39%
Total 100104 Client Service Spc	49,131.36	92,310.00	-43,178.64	53.22%
100107 BOC/Dir Admin Asst	12,959.25	28,800.00	-15,840.75	45.0%
100108 Rec Aide Advertising	2,490.16	3,000.00	-509.84	83.01%
200201 Aerobics Inst JVMP	5,347.20	11,057.00	-5,709.80	48.36%
200208 Kayak Inst JVMP	0.00	1,582.00	-1,582.00	0.0%
200210 Private Lessons	5,396.14	15,000.00	-9,603.86	35.97%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	89.54	5,232.00	-5,142.46	1.71%
200211 WSI Instructor - Other	17,353.11	92,445.00	-75,091.89	18.77%
Total 200211 WSI Instructor	17,442.65	97,677.00	-80,234.35	17.86%
200221 Training				
200222 Training CSS	107.77			
Training- Lifeguard	6,397.83	52,259.00	-45,861.17	12.24%
Training - Client Services	883.12	1,759.00	-875.88	50.21%
Training - Maint & Custodial	180.71	1,000.00	-819.29	18.07%
Training - Swim Instructor	3,671.88	12,894.00	-9,222.12	28.48%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Training Aerobics Instructors	241.90	2,516.00	-2,274.10	9.61%
Total 200221 Training	11,483.21	70,428.00	-58,944.79	16.31%
300301 Lifeguard	95,196.54	210,906.00	-115,709.46	45.14%
300303 Sr. Lifeguards	2,491.81			
300305 Head Lifeguard	7,453.70	17,245.00	-9,791.30	43.22%
500501 Director of Maintenance	43,176.92	75,729.00	-32,552.08	57.02%
500502 Janitorial Staff	12,576.70	27,132.00	-14,555.30	46.35%
500503 Clover Valley Park	1,455.01	9,880.00	-8,424.99	14.73%
500505 Shut Down Maintenance	3,792.99	2,000.00	1,792.99	189.65%
500506 Maintenance Assistant	12,392.52	8,736.00	3,656.52	141.86%
Adult Swim Team Coach	2,736.00	3,168.00	-432.00	86.36%
Swim Lesson Coordinator	10,144.46	15,055.00	-4,910.54	67.38%
Total 576.20.10 Salary & Wages	389,995.66	924,296.00	-534,300.34	42.19%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	3,556.00	-3,556.00	0.0%
Executive Director	0.00	0.00	0.00	0.0%
Maintenance Director	0.00	3,787.00	-3,787.00	0.0%
Recreation Manager	0.00	2,442.00	-2,442.00	0.0%
20.111 Retirement - Other	-45.00			
Total 20.111 Retirement	-45.00	9,785.00	-9,830.00	-0.46%
20.112 Sick Pay				
Business Manager	808.09	2,733.00	-1,924.91	29.57%
Director	710.02	3,600.00	-2,889.98	19.72%
Maintenance Supervisor	860.56	2,912.00	-2,051.44	29.55%
Part Time Staff	2,252.57	7,500.00	-5,247.43	30.03%
Recreation Manager	0.00	2,684.00	-2,684.00	0.0%
Total 20.112 Sick Pay	4,631.24	19,429.00	-14,797.76	23.84%
20.113 Vacation				
Business Manager	1,616.18	4,100.00	-2,483.82	39.42%
Director	5,300.86	5,400.00	-99.14	98.16%
Director of Maintenance	0.00	4,368.00	-4,368.00	0.0%
Recreation Manager	640.12	2,684.00	-2,043.88	23.85%
Total 20.113 Vacation	7,557.16	16,552.00	-8,994.84	45.66%
Bereavement Leave	355.01			
Total 576.20.11 Payroll Benefits	12,498.41	45,766.00	-33,267.59	27.31%
576.20.12 Payroll Taxes	48,291.78	110,378.00	-62,086.22	43.75%
576.20.20 Personnel Benefits				
Cell phone	540.00	2,880.00	-2,340.00	18.75%
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	314.97	4,500.00	-4,185.03	7.0%
Total 576.20.20 Personnel Benefits	854.97	8,580.00	-7,725.03	9.97%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	180.00	-180.00	0.0%
Aerobic supplies	318.82	1,417.00	-1,098.18	22.5%
Aquatics Equipment	196.19	283.00	-86.81	69.33%
ARC Course Equipment	0.00	4,562.00	-4,562.00	0.0%
ARC Course Supplies	0.00	453.00	-453.00	0.0%
Cleaning & Sanitation	1,422.55	2,500.00	-1,077.45	56.9%
First Aide supplies	37.09	1,209.00	-1,171.91	3.07%
Junior Lifeguard Supplies	0.00	60.00	-60.00	0.0%
Kayak Equipment	0.00	1,439.00	-1,439.00	0.0%
Office Equipment	2,352.67	3,595.00	-1,242.33	65.44%
Office supplies	145.70	1,500.00	-1,354.30	9.71%
Pool Chemicals	26,531.37	33,572.00	-7,040.63	79.03%
Retail Expense	0.00	2,000.00	-2,000.00	0.0%
Swim School Supplies	0.00	246.00	-246.00	0.0%
Total 20.31 JVMP	31,004.39	53,016.00	-22,011.61	58.48%
20.33 Vehicle Maintenance				
Fuel Expense	79.26	261.00	-181.74	30.37%
Repair	0.00	125.00	-125.00	0.0%
Routine Maitnenace	0.00	500.00	-500.00	0.0%
Total 20.33 Vehicle Maintenance	79.26	886.00	-806.74	8.95%
20.34 Concession Expense	923.87	2,400.00	-1,476.13	38.5%
20.35 Sm Tools/Equip	227.08	4,000.00	-3,772.92	5.68%
Minor Purchases - Other	337.64	200.00	137.64	168.82%
576.20.30 Minor Purchases - Other	358.45			
Total 576.20.30 Minor Purchases	32,930.69	60,502.00	-27,571.31	54.43%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
ARC Classes & Fees	314.00	4,230.00	-3,916.00	7.42%
Bank Fees	172.57	650.00	-477.43	26.55%
Computer Maintenance	2,220.88	1,000.00	1,220.88	222.09%
Copy Machine Maint	1,443.50	2,500.00	-1,056.50	57.74%
Credit Card Processing	5,026.76	21,750.00	-16,723.24	23.11%
Dues & Memberships	276.50	1,057.00	-780.50	26.16%
Emp Background Checks	185.00	900.00	-715.00	20.56%
HVAC PMS	2,087.55	10,035.00	-7,947.45	20.8%
IT Service Contract	7,955.61	11,118.00	-3,162.39	71.56%
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%
Legal	9,319.50	8,000.00	1,319.50	116.49%
Payroll Processing	5,011.56	11,712.00	-6,700.44	42.79%
Pest Control	272.48	500.00	-227.52	54.5%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
POS System	13,316.40	13,100.00	216.40	101.65%
Roof Preventative Maintenance	4,196.50	4,197.00	-0.50	99.99%
Security System - Annual	542.85	756.00	-213.15	71.81%
Security System - Service Calls	0.00	0.00	0.00	0.0%
Storage Unit	480.00	1,920.00	-1,440.00	25.0%
Training Courses & Tuition	1,780.00	2,070.00	-290.00	85.99%
Web Hosting	0.00	250.00	-250.00	0.0%
Total 20.41 Professional Services	56,601.66	97,945.00	-41,343.34	57.79%
20.42 Communication				
Advertising	8,609.84	45,400.00	-36,790.16	18.96%
Email/Business Apps	343.33	13,374.00	-13,030.67	2.57%
Internet Service	983.23	2,491.00	-1,507.77	39.47%
Phone Service	473.84	2,760.00	-2,286.16	17.17%
Postage	46.36	250.00	-203.64	18.54%
Virtual Meeting	34.86			
Total 20.42 Communication	10,491.46	64,275.00	-53,783.54	16.32%
20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
20.46 Insurance	125,012.13	126,849.00	-1,836.87	98.55%
20.47 Utilities				
Boiler	43,259.05	75,752.00	-32,492.95	57.11%
Electricity	30,233.53	43,350.00	-13,116.47	69.74%
Garbage	161.25	300.00	-138.75	53.75%
Patron Water	12,220.15	14,921.00	-2,700.85	81.9%
Pool Water/Garbage	7,655.22	14,640.00	-6,984.78	52.29%
Spa Boiler	4,284.80	11,140.00	-6,855.20	38.46%
Total 20.47 Utilities	97,814.00	160,103.00	-62,289.00	61.09%
20.48 NWPRD Repair & Maint				
Capital Expenses	18,924.28	30,000.00	-11,075.72	63.08%
20.48 NWPRD Repair & Maint - Other	14,148.05	72,000.00	-57,851.95	19.65%
Total 20.48 NWPRD Repair & Maint	33,072.33	102,000.00	-68,927.67	32.42%
20.49 Miscellaneous	22,845.00			
Total 576.20.40 JVMPool Other Svcs	345,836.58	553,372.00	-207,535.42	62.5%
576.20.50 Intergovernmental				
Audit	16,692.00	10,000.00	6,692.00	166.92%
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,083.33	12,000.00	83.33	100.69%
Refunds				
Patron Refund- Basketball	235.00			
Patron Refund- Punch Card	20.50			
Patron Refund-Parents Night Out	60.00			
Patron Refund-Pvt Swim Lessons	471.00			
Patron Refund - Kayak	150.00			

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Patron Refund - US Masters	194.00			
Patron Refund Day Camp	1,810.00			
Patron Refund Open Swim	15.00			
Patron Refund Swim Lessons	993.00			
Refunds - Other	0.00	3,000.00	-3,000.00	0.0%
Total Refunds	3,948.50	3,000.00	948.50	131.62%
Water Rec Facility Permit	967.00	816.00	151.00	118.51%
Total 576.20.50 Intergovernmental	33,808.22	25,934.00	7,874.22	130.36%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	180.26	756.00	-575.74	23.84%
Repair	0.00	125.00	-125.00	0.0%
Routine Maintenance	0.00	500.00	-500.00	0.0%
Total 576.80.33 Vehicle Maintenance	180.26	1,381.00	-1,200.74	13.05%
576.80.35 Sm Tools/Equipment	38.14	600.00	-561.86	6.36%
576.80.47 Utilities				
CVP Water	470.95	1,500.00	-1,029.05	31.4%
Dump Fees	168.00	200.00	-32.00	84.0%
Garbage	957.31	1,800.00	-842.69	53.18%
Total 576.80.47 Utilities	1,596.26	3,500.00	-1,903.74	45.61%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	0.00	10,000.00	-10,000.00	0.0%
Clover Valley Dog Park	1,034.02	3,750.00	-2,715.98	27.57%
Total 576.80.48 CVP Repair & Maint	1,034.02	13,750.00	-12,715.98	7.52%
80.40 Non Aquatic Rec Prog				
Special Events/Programs	0.00	8,000.00	-8,000.00	0.0%
Total 80.40 Non Aquatic Rec Prog	0.00	8,000.00	-8,000.00	0.0%
80.41 Professional Services				
Landscape Maint	544.00	4,900.00	-4,356.00	11.1%
Porta-Potty	1,800.00	4,050.00	-2,250.00	44.44%
Total 80.41 Professional Services	2,344.00	8,950.00	-6,606.00	26.19%
Total 576.80.00 General Parks	5,192.68	36,181.00	-30,988.32	14.35%
Total 576.20 NWPPRD Expenses	869,408.99	1,765,009.00	-895,600.01	49.26%
Total 570.00 RECREATION SERVICES	900,423.39	1,995,110.00	-1,094,686.61	45.13%
Total Expense	900,423.39	1,995,110.00	-1,094,686.61	45.13%
Net Ordinary Income	-89,517.64	-261,693.00	172,175.36	34.21%
	-89,517.64	-261,693.00	172,175.36	34.21%

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
July 15, 2024 for Pay Period 06.16-06.30.2024

	TOTAL	
	Hours	Rate
		Jul 15, 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	2,963.00
Director	48.00	2,343.05
Director Vacation	32.00	1,562.03
Maintenance Director Salary	80.00	3,155.38
Aerobics Instructor	19.23	338.03
BSI Swim Instructor	10.97	200.53
Client Service Spc Coordinator	62.65	1,190.35
Client Service Specialist	179.47	3,099.83
Custodian - JVMP	60.52	1,078.73
Day Camp Leader	10.17	172.89
Day Camp Manager	21.02	525.50
Head Lifeguard	37.53	752.85
Hourly Sick	16.92	301.39
Lifeguard	424.59	7,500.08
Maintenance Assistant	30.32	636.72
Private Lesson Instructor	22.99	450.42
Recreation Aide - Advertising	54.34	901.33
Recreation Coordinator	63.14	1,325.94
Senior Lifeguard	17.36	324.98
Swim Lessons Coordinator	48.47	953.40
Training- Swim Lessons	126.42	2,058.12
Training - Lifeguard	25.42	413.85
US Masters Coach	8.40	168.00
WSI Water Safety Instructor	22.88	408.93
Total Gross Pay	1,502.81	32,825.33
Adjusted Gross Pay	1,502.81	32,825.33
Taxes Withheld		
Federal Withholding		-1,155.00
Medicare Employee		-476.01
Social Security Employee		-2,035.19
L&I Office Employee 5306-07		-30.32
L&I Pool Employee-1501-00		-278.50
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-190.39
WA - Paid Fam Med Leave		-173.52
Total Taxes Withheld		-4,338.93
Net Pay	1,502.81	28,486.40
Employer Taxes and Contributions		
Medicare Company		476.01
Social Security Company		2,035.19
WA - Unemployment		0.00
L&I Office Employer 5306-07		71.86
L&I Pool Employer 1501-00		1,519.66
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		4,102.72

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
July 31, 2024 for Pay Period 07.01-07.15.2024

	TOTAL	
	Hours	Rate
		Jul 31, 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	2,963.00
Director	80.00	3,905.08
Maintenance Director Salary	64.00	3,155.38
Aerobics Instructor	19.61	341.65
Client Service Spc Coordinator	74.00	1,406.00
Client Service Specialist	147.21	2,544.50
Custodial	4.58	83.68
Custodian - JVMP	39.77	726.60
Day Camp Leader	166.83	2,836.11
Day Camp Manager	60.08	1,502.00
Head Lifeguard	21.73	435.90
Hourly Sick	14.00	243.74
Lifeguard	468.11	8,262.40
Maintenance Assistant	38.95	817.95
Private Lesson Instructor	24.94	495.61
Recreation Aide - Advertising	76.93	1,279.52
Recreation Coordinator	68.88	1,446.48
Senior Lifeguard	38.20	713.50
Swim Lessons Coordinator	51.30	1,009.07
Training- Swim Lessons	57.25	932.03
Training - Lifeguard	31.08	505.98
Training Front Desk	9.37	152.54
US Masters Coach	13.73	274.60
WSI Water Safety Instructor	89.60	1,600.17
Total Gross Pay	1,740.15	37,633.49
Adjusted Gross Pay	1,740.15	37,633.49
Taxes Withheld		
Federal Withholding		-1,219.00
Medicare Employee		-545.69
Social Security Employee		-2,333.23
L&I Office Employee 5306-07		-29.12
L&I Pool Employee-1501-00		-343.93
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-218.25
WA - Paid Fam Med Leave		-198.89
Total Taxes Withheld		-4,888.11
Net Pay	1,740.15	32,745.38
Employer Taxes and Contributions		
Medicare Company		545.69
Social Security Company		2,333.23
WA - Unemployment		0.00
L&I Office Employer 5306-07		69.13
L&I Pool Employer 1501-00		1,904.39
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		4,852.44



Commissioner Communication

8.a. Program Committee

i. Item: Whidbey Island Baseball Club

Meeting Date: 8.22.24

Presented By: Commissioner Guy

The program committee reviewed the maintenance and park improvements contract and Kawasaki Mule usage between the District and Whidbey Island Baseball Club (WIBC). ED Cochran sent the contract to our attorney for review and then will send it the WIBC for review.

The Program Committee has reviewed the maintenance and park improvements contract, including the use of the Kawasaki Mule, between the District and the Whidbey Island Baseball Club (WIBC). Following this review, Executive Director Cochran has submitted the contract to our attorney for legal examination. Once the attorney's feedback is received, the contract will be forwarded to WIBC for their review.

In addition, Executive Director Cochran presented WIBC's proposal to Commissioner Kraner, which outlines a long-term contract and includes player fees intended to support ongoing field maintenance.

Furthermore, after reviewing our current Special Event & Facility Usage Application, our insurance provider described the application as "VERY COMPREHENSIVE" and recommended:

"Given the calendar that is included, I would think that "long term" would be for a defined season (that is, spring, or fall, not both – a separate application would be needed, from my perspective, if it were more than one season).

I think, given the entity that you are, you want to follow a process that gives a "fair chance" to all who may want to rent...so this baseball team could fill out their request each season/year, in the same way that others are allowed the opportunity to do the same. No favoritism, if the procedure (and relevant timelines) are made clear."

The program committee would like to see a fee schedule proposal from staff for a full-day rental of 8+ hours or a ½ day rental of 4 hours or less, as well as the cost of mowing in-house vs. Contracting the mowing. The program committee plans to bring a field usage fee schedule to the board for review before the end of the year.

Recommended Motion: None currently.

8.a. Program Committee

ii. Item: Aerobics

Presented By: Commissioner Witmer

A review of the water aerobics classes shows the Saturday morning class has an attendance rate of less than 35% on all but one week for the first six months of 2024. The Monday through Friday 9 AM classes have been seeing attendance near capacity on many days and patrons are asking for a second class. Based on this, the recommendation is to discontinue the Saturday class at the end of August and add a two day a week 8 AM class with days to be determined based on instructor availability and patron request.

8.a. Program Committee

iii. Item: Halloween 5k/Couch to 5k

Presented By: Commissioner Witmer

At the time the Halloween 5K came up as something we should plan, the Rec Coordinator (RC) was leveraging the work he had already completed for the Chum Run, which was canceled by HIYI in mid-July. Since the RC had already planned and set up the course for the Chum Run, they were planning to transfer that effort to the Halloween 5K.

The RC has outlined the tasks needed to ensure the event's success and plans to present the full program for price approval at the September meeting. In the meantime, he will work with Jenna to begin promoting the event, though pricing details will be finalized later.

The ED let the program committee know that the RC was feeling overwhelmed by the workload being placed on them.

8.a. Program Committee

iv. Item: Special Meeting-Topic-Pricing

Presented By: Commissioner Guy

8.a. Program Committee

v. Item: Master Swim Program

Presented By: Commissioner Guy

8.a. Program Committee

vi. Item: OHE Swim Lesson Pricing

Presented By: Commissioner Guy

8.a. Program Committee

vii. Item: HIYI Non-Resident Pricing

Presented By: Commissioner Guy

8. b. Levy Committee

Presented By: Levy Committee

8. c. Budget Committee

Presented By: Budget Committee

The Budget Committee convened on August 5th to review the budget and financial performance for the period ending June 2024. While our mid-year analysis traditionally compares actual income and expenses against the 50% benchmark, it is essential to acknowledge that budget execution is not always linear. We typically observe increased activity during the summer months, accompanied by larger expenses such as insurance premiums, which are scheduled for later in the fiscal year.

As of June 2024, total income stood at 42.65% of the annual budget. Given the anticipated rise in summer activity, this performance is considered within an acceptable range. Areas demonstrating strong financial performance include basic membership sales, open swim parties, locker rentals, and concession sales. Conversely, underperformance was noted in punch card sales, US Masters, aerobics, swim lessons, and facility rentals. US Masters enrollment has not met expectations, even with the introduction of punch cards. Although individual aerobics classes have solid attendance, some classes are underutilized, and an additional class that was planned for the year has not been added. The lower participation in swim lessons appears to be correlated with the recent fee increase. However, the Swim Lesson Coordinator, in collaboration with the Business Manager, has made efforts to optimize class enrollment. Despite the lower overall numbers, class utilization rates from March to June are equal to or higher than the previous year. Additionally, certain programs, including American Red Cross Courses and some recreational offerings, have been discontinued due to staffing constraints.

Expenses through June 2024 amounted to 38.49% of the annual budget. Several areas will require budget adjustments due to increased or unforeseen expenses, including legal fees, computer maintenance, audit costs, refunds, and certain utility expenses. Within the payroll category, adjustments are necessary to account for changes in staffing and program offerings.

In the coming month, further analysis and calculations will be conducted to prepare a list of proposed budget adjustments, which will be presented for approval at the September meeting.

8. d. Bylaw Committee

Presented By: No Update



Commissioner Communication

9. Unfinished Business

a. Item: ILA for Public Auction

Meeting Date: 8.22.24

Presented By: Jay Cochran

At the last meeting there was the question of whether we would be paying twice because of some language in the ILA. I contacted the city and received the response below.

“Yes, this has been a question. You will only pay the auctioneer. There is no other fees this year.

Sorry for the confusion.”

Shane reported that

“Gov Deals is what the school uses to surplus equipment. I’ll check it out.”

Recommended Motion: I move to approve of the Inter Local Agreement for the disposal of surplus personal property through the coordination of Auction Services between the City of Oak Harbor and North Whidbey Pool Park and Recreation District as presented.

This section is for staff use

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

Vote: Y/N/AB

BK____ **BL**____ **JW**____ **MH**____ **DG**____

**INTERLOCAL AGREEMENT FOR THE DISPOSAL OF
SURPLUS PERSONAL PROPERTY THROUGH THE
COORDINATION OF AUCTION SERVICES, BETWEEN
THE CITY OF OAK HARBOR AND NORTH WHIDBEY
POOL, PARK, AND RECREATION DISTRICT**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into this 18 day of June , 2024, by and between the **City of Oak Harbor**, a municipal corporation and non-charter code city in the State of Washington (hereinafter referred to as “**OAK HARBOR**”), and the **North Whidbey Pool, Park, and Recreation District** a municipal corporation and political subdivision of the State of Washington (hereinafter referred to as “**PARTICIPATING AGENCY**”), pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act.

RECITALS:

1. OAK HARBOR hosts an annual city-wide auction event (“**EVENT**”), at which it disposes of city-owned personal property that has been declared or otherwise determined to be surplus to the city’s needs.
2. PARTICIPATING AGENCY desires to participate in the EVENT to also dispose of its city-owned personal property that has been declared or otherwise determined to be surplus to the PARTICIPATING AGENCY’s needs.
3. **IT IS THE PURPOSE OF THIS AGREEMENT** to coordinate the joint use of auction services by both OAK HARBOR and PARTICIPATING AGENCY to dispose of personal property that each city has determined to be surplus property, at the same EVENT, in order to reduce the overall administrative burdens and the associated costs for both cities.

AGREEMENT:

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

I. OAK HARBOR RESPONSIBILITIES

OAK HARBOR shall have the following duties and responsibilities under this Agreement:

- A. OAK HARBOR will retain the services of a qualified vendor to perform as an Auctioneer for the EVENT and shall be responsible for all direct transactions with the vendor, in accordance with applicable ordinances, statutes, rules, regulations and policies regarding procurement of the services and management of the service contract with the vendor.

- B. OAK HARBOR will supply the auction site for the EVENT and shall provide any additional personnel as may be necessary to secure the site, and to ensure that all surplus property designated as auction items are properly stored, sold and removed from site.
- C. OAK HARBOR will pay the 10 percent seller's commission to the Auctioneer based on the gross total of all surplus property originally belonging to the City of Oak Harbor that is sold at the EVENT.
- D. OAK HARBOR will take all necessary administrative actions to ensure that the surplus property sold at the EVENT is legally and fully transferred to the buyers of such surplus property, and OAK HARBOR will be responsible for resolving any ownership issues that may arise after surplus property is purchased.
- E. OAK HARBOR will remit all proceeds from the sale of PARTICIPATING AGENCY's surplus items that are sold at auction during the EVENT to PARTICIPATING AGENCY within 30 days after the EVENT concludes.

II. PARTICIPATING AGENCY RESPONSIBILITIES

PARTICIPATING AGENCY shall have the following duties and responsibilities under this Agreement:

- A. PARTICIPATING AGENCY will ensure that all property it designates for auction at the EVENT has been duly determined or declared to be surplus, in accordance with all surplus and disposal procedures, policies, ordinances, rules, and regulations applicable to PARTICIPATING AGENCY and its property.
- B. PARTICIPATING AGENCY will supply OAK HARBOR with a detailed list of items to be sold at auction, prior to the start of the EVENT.
- C. PARTICIPATING AGENCY will provide OAK HARBOR with signed vehicle and equipment titles, if applicable, for all surplus property it designates for auction.
- D. PARTICIPATING AGENCY will be responsible for transporting all items to be sold at auction to the auction site, to such specific area and at such time as shall be designated by the Auctioneer.
- E. PARTICIPATING AGENCY understands that no surplus property to be sold at the EVENT may contain any hazardous materials, and agrees to dispose of the following hazardous materials themselves:
 - i. Asbestos – Any product containing more than one percent asbestos, such as pipe insulation, fireproofing materials, fireproof safes, fire-retardant clothing, and related materials;
 - ii. Polychlorinated biphenyls (PCBs), including, but not limited to, electrical equipment containing capacitors or transformers, fluorescent fixtures, and liquid-filled electrical devices;
 - iii. Flammable or toxic liquids and powders, such as paints, solvents, cleaners, copier fluids, and similar substances;

- iv. Radioactive materials, including, but not limited to, radioactive components contained in smoke detectors, x-ray machines, and other equipment; and
 - v. Pesticides/herbicides, which includes all insecticides, fungicides, wood preservatives, disinfectants, and other substances intended to control pests or infestations.
- F. PARTICIPATING AGENCY will pay the 10 percent seller's commission to the Auctioneer based on the gross total of all surplus property originally belonging to PARTICIPATING AGENCY that is sold at the EVENT.

III. DURATION OF AGREEMENT

This Agreement will expire and be of no further effect on December 31, 2024, unless sooner terminated as provided in Section IV, below.

IV. TERMINATION OF AGREEMENT

Either party may choose to terminate this Agreement, with or without cause, by notifying the other party in writing at least 30 days prior to termination. PARTICIPATING AGENCY agrees to reimburse OAK HARBOR for one-half of the cost of any services provided through the date of termination of the Agreement, if such services were rendered pursuant to this Agreement, and then only to the extent that OAK HARBOR is financially responsible for such services.

V. FINANCING/BILLING

No budget or joint funding instrument shall be created pursuant to this Agreement. To the extent OAK HARBOR incurs any reimbursable expenses, such expenses shall be incurred on a reimbursement basis, and OAK HARBOR will invoice PARTICIPATING AGENCY for its eligible expenses within 30 days after the EVENT concludes.

VI. AGREEMENT ADMINISTRATION, COMMUNICATIONS AND RECORDS

- A. The Contract Managers designated below shall administer this Agreement. During the duration of this Agreement, the respective Contract Managers will communicate as needed via telephone, e-mail, or in person to relay information, answer questions, or to raise concerns related to the EVENT, or regarding the overall goals and objectives of the Agreement.

The OAK HARBOR Contract Manager responsible for management of this Agreement is:

Name: Sandra Place
Title: Central Services Manager, City of Oak Harbor

Address: 865 Barrington Drive
Oak Harbor, WA 98277
Phone: (360) 279-4757
Email: splace@oakharbor.org

The PARTICIPATING AGENCY Contract Manager responsible for management of this Agreement is:

Name: _____
Title: _____
Address: _____
_____, WA 98____
Phone: (____) ____ - ____
Email: _____@_____.____

Any written notice required pursuant to this Agreement shall be sent to the Contract Manager(s) designated above.

- B. The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of either/both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine these materials during this period.
- C. This Agreement and all related records are subject to public disclosure as required by the Public Records Act, Chapter 42.56 RCW. Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within 10 business days of the receipt of the request. The parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

VII. HOLD HARMLESS/INDEMNIFICATION

- A. PARTICIPATING AGENCY RESPONSIBILITY. PARTICIPATING AGENCY agrees to indemnify, defend, save and hold harmless OAK HARBOR, its officials, employees and agents from any and all liability, demands, claims, causes of action,

suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, any act or omission made by PARTICIPATING AGENCY pursuant to this Agreement.

- i. In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against PARTICIPATING AGENCY, OAK HARBOR retains the right to participate in said suit if any principle of public law is involved.
 - ii. This indemnity and hold harmless shall include any claim made against OAK HARBOR by an employee of PARTICIPATING AGENCY or subcontractor or agent of PARTICIPATING AGENCY, even if PARTICIPATING AGENCY is otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the sole negligence of OAK HARBOR. PARTICIPATING AGENCY specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that PARTICIPATING AGENCY shall provide the broadest scope of indemnity permitted by RCW 4.24.115.
- B. OAK HARBOR RESPONSIBILITY. OAK HARBOR agrees to indemnify, defend, save and hold harmless PARTICIPATING AGENCY, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the conduct of OAK HARBOR pursuant to this Agreement.
- C. CONCURRENT NEGLIGENCE. Notwithstanding the foregoing, to the extent that liability arises from the concurrent negligence of both OAK HARBOR and PARTICIPATING AGENCY, the costs, fees and expenses in connection therewith shall be shared between OAK HARBOR and PARTICIPATING AGENCY in proportion to their relative degrees of negligence.

VIII. DISPUTE RESOLUTION

It is the parties' intent to resolve any disputes relating to the interpretation or application of this Agreement informally through discussions between the Contract Managers. In the event disputes cannot be resolved informally, then the parties agree to first submit the dispute to non-binding mediation/dispute resolution, after which either party may then commence legal proceedings to enforce compliance with or interpret any of the terms, covenants, or conditions of this Agreement. The venue for any such action shall lie with the Island County Superior Court, and the prevailing party shall be entitled to collect, in addition to necessary court costs, such sums as the court may adjudge as reasonable attorneys' fees.

IX. NO ASSIGNMENT

Neither party shall transfer or assign, in whole or in part, any or all of its respective rights or obligations under this Agreement.

X. NO THIRD-PARTY BENEFICIARY

Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the parties hereto to rely upon the covenants and agreements herein, or to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of either party's performance or nonperformance hereunder.

XI. WAIVER

No waiver by either party of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

XII. SEVERABILITY

To the greatest extent possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provisions of this Agreement, which is held to be invalid, void, or illegal, by a court of competent jurisdiction, shall in no way affect, impair, or invalidate any other provisions herein, and such other provisions shall remain in full force and effect.

XIII. ENTIRE AGREEMENT

This Agreement and any amendments thereto mutually agreed to by the parties, constitutes the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Proposed changes that are mutually agreed upon shall be incorporated by written amendment hereto.

XIV. REPRESENTATIONS, COMPLIANCE WITH CHAPTER 39.34 RCW

By signing this Agreement below, each party represents and warrants to the other party that it has the authority to enter into this Agreement in accordance with Chapter 39.34 RCW, and that it has obtained such approval as may be required from its local legislative body. Executed copies of this Agreement shall be filed as required by RCW 39.34.040 prior to this Agreement becoming effective. This Agreement may be executed in one or more counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same Agreement.

XV. INSURANCE

Each party shall maintain in effect, during the term of this Agreement, insurance with limits in the amount each party currently has in place as of the effective date of this Agreement. Each party shall provide the other with proof of insurance, if so requested, prior to execution of this Agreement.

IN WITNESS WHEREOF said parties have caused this Agreement to be signed by the duly authorized officials on the day and year first above written.

ENTERED this 22 day of August, 2024.

CITY OF OAK HARBOR

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT

(Title)

ATTEST:

(Title)

APPROVED AS TO FORM:

(Title)



Commissioner Communication

9. Unfinished Business

b. Item: Website Quotes

Meeting Date: 8.22.24

Presented By: Jay Cochran

As requested by the BOC, I have begun gathering preliminary quotes for a potential website redesign. For general pricing estimates, I reached out to vendors based on the websites of the Town of Kersey and Island County as benchmarks. Should the Board decide to move forward with the project, we will issue a formal Request for Proposal (RFP) to define the scope of work and secure detailed bids from potential vendors.

Civic Rec came back with:

“I don’t have a formal quote as there are things we would still need to scope. But I think we’d be looking at 10-15k Year1 and then between 4K-10k recurring.

Let me know if you have any questions!”

Revize Website

“Hi Jay, with something like Kerseygov.com we would be looking at 8-10K to build the website and 2-3K annually after that. Do you want to schedule a 30min demo to see applications/features and the backend CMS?”

9. Unfinished Business

b. Item: Branding Colors

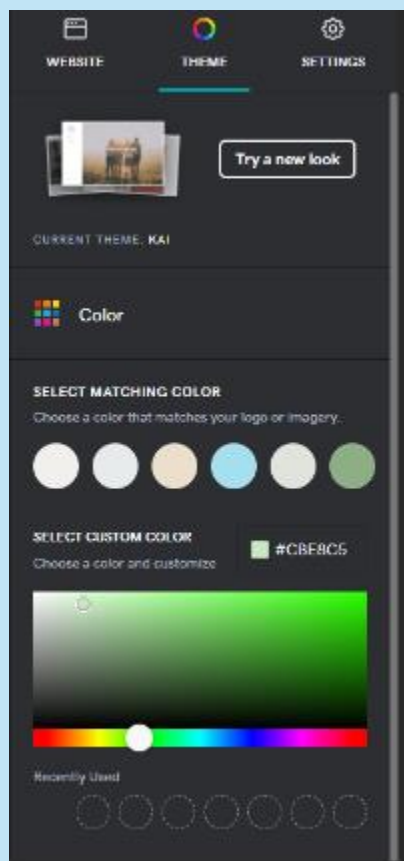
Presented By: Jay Cochran

As requested by the Board of Commissioners, we provided a way to review the branding colors for the website design. You can explore the templates on GoDaddy, which we included in the email sent earlier this month. For your convenience, I also included the link in this communication, as GoDaddy recently changed the way templates are displayed, making it challenging to screenshot the actual branding kits.

Additionally, we have included the branding colors created from Canva, which we use for designing all our program flyers. These may be a good reference when selecting colors. If needed, we can use a color picker tool to extract the hex codes directly from the templates.

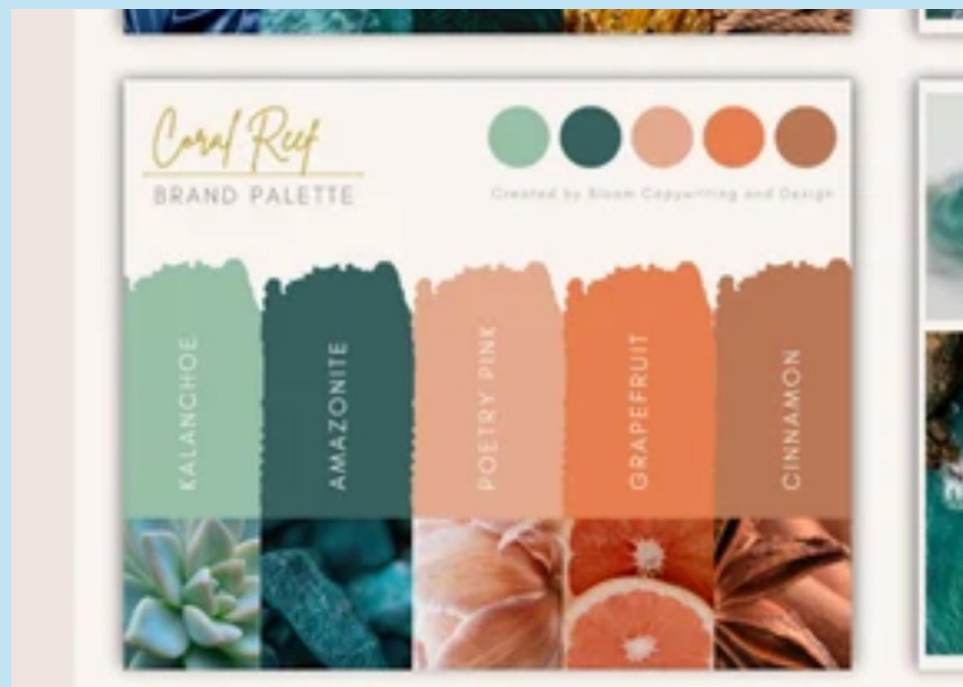
We also received color choices from one of the commissioners, and another commissioner selected colors from Canva, specifically a green and a lemon shade, which are near the bottom of the brand kit. When reviewing these in the packet, the final image showing dots of color labeled "Brand Kit" is from Canva. We can use a color dipper to extract the colors from the other sources as well.

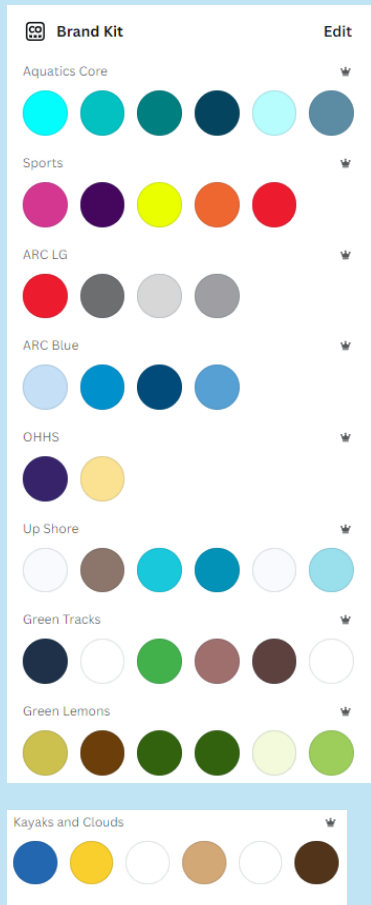
In this communication, we've outlined how to select colors using GoDaddy. Once a color is chosen, it will be assigned to the template as the primary color, and GoDaddy will automatically generate complementary colors based on that selection. It might be more effective if you review the templates and choose one that best fits the desired mood for the website. Once a template is selected, we can update the website accordingly.



<https://www.godaddy.com/website-templates>









Commissioner Communication

10. New Business

a.Item: Resolution 2024-03 Closing Petty Cash Account

Meeting Date: 8.22.2024

Presented By: Julie Millang

The District maintains a checking account at Heritage Bank used as a petty cash checking account. Previously, this account was used primarily to pay the Department of Revenue payment monthly and to pay for swim meet entry fees when there was not time to process a payment through the regular voucher system. Since we now process the Department of Revenue payment through an Island County account and the swim team is not part of the District, there is no need to maintain this account.

We reached out to Tony Lam at Island County for instructions on what would be necessary to close the account. The feedback we received was for a Board Resolution and instruction that the remaining funds – \$268.08 as of July 31st – be transferred to the depository account at Heritage bank. This will result in the funds being swept into the M&O account through the regular sweeps performed by Island County.

North Whidbey Pool, Park, and Recreation District

Resolution 2024-03

(In the Matter of

Closing Petty Cash Bank Account at Heritage Bank)

WHEREAS, the bank account number 5000277821 with Heritage Bank, known as the petty cash account, has been inoperative for quite some time and

WHEREAS, there is a monthly service fee for maintaining this account.

NOW BE RESOLVED THAT the bank account number 5000277821 with Heritage Bank be closed effective immediately.

NOW BE FURTHER RESOLVED THAT all funds in the account at the time of closure be transferred to bank account number 947025706 with Heritage Bank.

NOW BE FURTHER RESOLVED THAT Jay Cochran, Executive Director, and Julie Millang, Business Manager, are hereby severally authorized to sign and execute all such documents, papers or instruments as may be necessary for closure of the said current account of the District and to do all such acts, deeds and things as may be necessary and/or incidental in this regard.

NOW BE FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Bank for their records and necessary action.

Dated: August 22, 2024

Brit Kraner, Commissioner

William (Bill) Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner



Commissioner Communication

10. New Business

b. Item: Resolution 2024-04 Appointment of Petty Cash Custodian & Alternate Petty Cash Custodian

Meeting Date: 8.22.2024

Presented By: Julie Millang

The front desk cash drawer's daily starting cash and change bag cash fall under the umbrella of petty cash in previous resolutions. The individuals named in the most recent resolution 07-07 have not been employed by the District for quite some time. Resolution 2024-04 will supersede Resolution 07-07 to bring this matter current.

North Whidbey Pool, Park, and Recreation District

Resolution 2024-04

(In the Matter of
Appointment of Petty Cash Custodian and Alternate Petty Cash Custodian)

(Supersedes Resolution 07-06)

WHEREAS, the previous Petty Cash Custodian is no longer with the District.

WHEREAS, the previous Alternate Petty Cash Custodian is no longer with the District.

NOW THEREFORE BE IT RESOLVED THAT the Business Manager is appointed as Petty Cash Custodian, and the Client Service Specialist Coordinator is appointed as Alternate Petty Cash Custodian.

Dated: August 22, 2024

Brit Kraner, Commissioner

William (Bill) Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner



Commissioner Communication

11. Item: Executive Session

Presented By: Chair

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

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

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

Recommended Motion after Executive Session Discussion : I move

This section is for staff use

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

Vote: Y/N/AB

BK____ **BL**____ **JW**____ **MH**____ **DG**____

12. Item: Action Item/Review

Presented By: Staff/Secretary

13. Item: Final Board Comments

Presented By: BOC

14. Item: September 22, 2024 @ 6 p.m. @ Oak Harbor Chamber of Commerce

Presented By: Chair

15. Item: Adjourn

Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

BK____ **BL**____ **JW**____ **MH**____ **DG**____