



**POOL, PARK, AND RECREATION
DISTRICT**

BOARD OF COMMISSIONERS REGULAR MEETING

Location: Oak Harbor Chamber of Commerce

Date & Time: September 26, 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: 8.225.24 BOC Regular Meeting

b. Vouchers and Payroll:

i. Expense Voucher #'s 10447-10493 \$28,480.47

ii. Payroll \$92,826.48

iii. DOR \$ 3,169.59

Total \$124,476.54

7. STAFF REPORTS

8. COMMITTEE REPORTS

a. Program Committee

b. Levy Committee

c. Budget Committee

d. Bylaw Committee

9. UNFINISHED BUSINESS

a. WIBC Contract

10. NEW BUSINESS

a. MWR Contract 2024-2025

11. EXECUTIVE SESSION: NONE

12. ACTION ITEM/REVIEW:

13. FINAL BOARD COMMENTS:

14. NEXT MEETING: BUDGET WORKSHOP OCT 14, 2024 @ 6:00 P.M. @ THE OAK HARBOR CHAMBER OF COMMERCE

15. ADJOURNMENT:





Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date:

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: 9.26.24

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: August 22, 2024

b. Vouchers & Payroll

i. Expense Vouchers #s 10447-10493

ii. Payroll: \$92,826.48

iii. DOR \$3,169.59

TOTAL: \$124,476.54

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, August 22, 2024

6:00 p.m.

1. Meeting was called to order at 6:00 PM
2. **ROLL CALL:** Commissioners Kraner, Witmer, Guy, Larsen and Hartmann were present.
3. **AGENDA:** Commissioner Guy moved to rearrange committee reports to put 8.a.iv to the bottom of the list. Item 8.a.v will be tabled until after the budget meeting. Motion carried unanimously with no discussion.
4. **PUBLIC COMMENTS:** none
5. **CONSENT AGENDA ANNOUNCEMENT:** no amendments
6. **CONSENT AGENDA ITEMS:** Commissioner Guy moved to approve the consent agenda as presented. Commissioner Witmer seconded. Motion carried unanimously with no discussion.
 - 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:** Executive Director Cochran presented staff reports.
8. **COMMITTEE REPORTS**
 - a. Program Committee
 - i. WIBC: Commissioner Guy presented updates on contracts with WIBC regarding maintenance and park improvements.
 - ii. Aerobics: Commissioner Witmer presented on water aerobics scheduling.
 - iii. Halloween 5k/Couch to 5K: Commissioner Witmer presented on tentative planning for a Halloween themed 5K to be in place of the canceled Chum Run (usually run by HIYI).
 - iv. Special Meeting-Topic: Pricing: Shall be discussed in a special meeting scheduled for September 19, 2024, at 6:00PM.
 - v. OHE Swim Lesson Pricing: Commissioner Guy presented that this should be discussed after the budget meeting.
 - vi. HIYI Non-Resident Pricing: Commissioner Guy presented that this should be discussed after the budget meeting.
 - vii. Masters Swim Program: Commissioner Guy presented that this

should be discussed after the budget meeting.

- b. Levy Committee: No update
- c. Budget Committee: The committee presented an update as to the financial performance of the district.
- d. Bylaw Committee: No Update

9. UNFINISHED BUSINESS

- a. ILA for Public Auction: After getting the answer to a question raised previously, Commissioner Witmer moved to approve the Inter Local Agreement for the disposal of surplus property through the coordination of Auctions Services between the City of Oak Harbor and North Whidbey Pool Park and Recreation District as presented. Commissioner Guy seconded. The motion carried unanimously with no discussion.
- b. Website Quotes: Executive Director Cochran presented quotes for the website redesign.
- c. Branding Colors: Executive Director Cochran presented color palettes through GoDaddy (website host) that are available for use.

10. NEW BUSINESS

- a. Resolution 2024-03 Closing Petty Cash Account: Commissioner Larsen moved to approve Resolution 2024-03 Closing Petty Cash Account. Commissioner Guy seconded. Motion carried unanimously with no discussion.
- b. Resolution 2024-04 Appointment of Petty Cash Custodian & Alt. Petty Cash Custodian: Commissioner Guy moved to approve Resolution 2024-04 Appointment of Petty Cash Custodian & Alt. Petty Cash Custodian. Commissioner Witmer seconded. Motion carried unanimously with no discussion.

11. EXECUTIVE SESSION: None

12. ACTION ITEM/REVIEW: Commissioner Hartmann to send calendar invite to BOC and Executive Director + 1 staff for special meeting.

13. FINAL BOARD COMMENTS: None

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

15. ADJOURNMENT: Commissioner Hartmann moved to adjourn the meeting. Commissioner Witmer seconded. Motion Carried unanimously with no discussion. Meeting adjourned at 7:28 p.m.

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>654038-654059</i>	<i>08.07.2024</i>	<i>10447-10477</i>	<i>\$19,491.53</i>
<i>654389-654395</i>	<i>08.14.2024</i>	<i>10478-10484</i>	<i>\$ 3,516.39</i>
<i>655216-655219</i>	<i>08.28.2024</i>	<i>10485-10493</i>	<i>\$ 5,472.55</i>

\$28,480.47

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$92,826.48
Department of Revenue Transfer \$3,169.59

*Total of Voucher #s 10447-10493,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer \$124,476.54*

TO: Island County Auditors

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

SUBJECT: Voucher Certification / Payroll Transfer and Approval

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

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

APPROVED September 26, 2024

Brit Kraner, Commissioner

Bill Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

North Whidbey Park & Recreation District
Voucher Report
August 2024

Date	Num	Name	Memo	Amount
Aug 24				
08/01/2024	10447	4000259 Recreation Supply Co Inc	Maytronics Pool Vac	4,195.41
08/01/2024	10448	4000396 R1 Anthony Maddox	Pool & Dog Park Maint	75.80
08/01/2024	10449	4000470 R1 Cascade Natural Gas	Gas: Pool	7,792.19
08/01/2024	10450	4000470 R1 Cascade Natural Gas	Gas:Spa,Lk Rm,Ofc,Lobby	639.82
08/01/2024	10451	5001152 Diamond Rentals	Portable Toilet Dog Park	225.00
08/01/2024	10452	4000602 Home Depot	Repair/Maint Items Pool	32.42
08/01/2024	10453	4000602 Home Depot	Dog Park Fence Repair	65.77
08/01/2024	10454	4000602 Home Depot	Drain Bladders & Opener	39.19
08/01/2024	10455	4000602 Home Depot	Drain Bladder	12.73
08/01/2024	10456	4000602 Home Depot	Dog Park Fence Repair	87.44
08/01/2024	10457	4000602 Home Depot	Screw & Washer	1.80
08/01/2024	10458	4000602 Home Depot	Adhesive & Cleaner	25.35
08/01/2024	10459	5003316 State Auditor's Office	20-22 Audit	2,990.65
08/01/2024	10460	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,261.13
08/01/2024	10461	5007369 R1 Whidbey Tech Solutions	Computer Maint	31.34
08/01/2024	10462	4001042 R1 WMS Aquatics	Flag Diag-Grey	30.74
08/01/2024	10463	4001042 R1 WMS Aquatics	Basketball Rim Kit (Pool)	332.10
08/01/2024	10464	9603349 R1 Patron	Patron Refund - Swim Lessons	51.00
08/01/2024	10465	9603352 R1 Patron	Patron Refund-Aer Punch Card	36.65
08/01/2024	10466	9603355 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10467	9603356 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10468	9603357 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10469	9603358 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10470	9603359 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10471	9603360 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10472	9603361 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10473	9603362 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10474	9603363 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10475	9603364 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10476	9603365 Patron	Patron Refund Ad Flag Ftbll	120.00
08/01/2024	10477	9603366 Patron	Patron Refund - Steam Camp	245.00
08/08/2024	10478	4000397 Seamark Law Group	Legal Fees	2,308.50
08/08/2024	10479	5001646 Oak Harbor Chamber of Co...	Chamber Membership	250.00
08/08/2024	10480	4000643 R1 Island Disposal	CVP Garbage	127.94
08/08/2024	10481	4001129 R1 Electronic Business Ma...	Copy Machine Usage	292.49
08/08/2024	10482	5005198 Keller Supply Company	Wall Hydrant Repair	180.46
08/08/2024	10483	9603372 R1 Patron	Patron Refund - Steam Camp	245.00
08/08/2024	10484	9603373 R1 Patron	Patron Refund - Swim Lessons	112.00
08/16/2024	10485	4000396 R1 Anthony Maddox	Locker Rm Shower Retrofit	147.84
08/16/2024	10486	4000396 R1 Anthony Maddox	Valves/Cleaning Equipment	64.84
08/16/2024	10487	4000396 R1 Anthony Maddox	Extended Hose	27.24
08/16/2024	10488	4000396 R1 Anthony Maddox	Extended Wands	86.17
08/16/2024	10489	4000396 R1 Anthony Maddox	Portable Pressure Washer	293.52
08/16/2024	10490	4000705 R1 Puget Sound Energy	Electric Bill	4,115.60
08/16/2024	10491	4000793 R4 Visa	J Millang CC	537.79
08/16/2024	10492	4000897 R1 Airgas USA, LLC	Cylinder Rental Hot Tub	199.55
08/29/2024	10493	4000120 R1 Aquatic Instruction LLC	LG Inservice Training	380.66
08/29/2024	10494	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
08/29/2024	10495	4000470 R1 Cascade Natural Gas	Gas Bill: Pool	6,375.35
08/29/2024	10496	4000470 R1 Cascade Natural Gas	Gas Bill:Spa,Lk Rm,Lobby,Ofc	620.45
08/29/2024	10497	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	1,213.10
08/29/2024	10498	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	2,146.74
08/29/2024	10499	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	92.82
08/29/2024	10500	4000539 R1 Diamond Site Services	Portable Toilet - Dog Park	225.00
08/29/2024	10501	4000602 Home Depot	Bleach, Jomax	185.25
08/29/2024	10502	4000602 Home Depot	Hardware,Bleach,Jomax	255.47
08/29/2024	10503	4000602 Home Depot	Cleaning Supplies	178.68
08/29/2024	10504	4000602 Home Depot	Door Wedges, Extractor Set	30.16
08/29/2024	10505	4000602 Home Depot	Doorstops, Combo Lock	60.55
08/29/2024	10506	4000602 Home Depot	Hardware, Hoses	33.11
08/29/2024	10507	4000602 Home Depot	Hardware	4.07
08/29/2024	10508	4000602 Home Depot	Bit Set	9.78
08/29/2024	10509	4000602 Home Depot	Door Hardware, Hose Nozzles	22.03
08/29/2024	10510	4000602 Home Depot	Surface Cleaner for PW	38.14
08/29/2024	10511	4000602 Home Depot	Rope	5.76
08/29/2024	10512	4000602 Home Depot	Trim Line, TruFuel	75.14
08/29/2024	10513	4000602 Home Depot	Coupling, Pipe	12.81

North Whidbey Park & Recreation District
Voucher Report
August 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/29/2024	10514	4000602 Home Depot	Water Broom for PW	53.92
08/29/2024	10515	4000602 Home Depot	Cable Ties, Hole Saw	30.36
08/29/2024	10516	4000602 Home Depot	Maint Items, Bucket, Marker	30.40
08/29/2024	10517	4000602 Home Depot	Pressure Washer Tools	37.68
08/29/2024	10518	4000673 R1 Surety Pest Control	Quarterly Pest Control	136.24
08/29/2024	10519	4000758 R1 WA State Auditor's Office	20-22 Audit	1,224.08
08/29/2024	10520	4000793 R4 Visa	J Cochran CC	3,501.57
08/29/2024	10521	4000793 R4 Visa	S Hoffmire CC	790.99
08/29/2024	10522	4001042 R1 WMS Aquatics	Sodium Thiosulfate Penta	203.09
08/29/2024	10523	4001042 R1 WMS Aquatics	Bsktball Backboard, Rim Pool	763.68
08/29/2024	10524	4001042 R1 WMS Aquatics	Wave Motor 100	651.43
08/29/2024	10525	9602669 R1 Patron	Patron Refund - Swim Lessons	107.00
08/29/2024	10526	9603381 Patron	Patron Refund - Day Camp	300.00
08/29/2024	10527	9603382 Patron	Patron Refund - Day Camp	300.00
08/29/2024	10528	9603383 Patron	Patron Refund - Volleyball	110.00
08/29/2024	10529	9603384 Patron	Patron Refund - Swim Lessons	107.00
08/29/2024	10530	9603385 Patron	Patron Refund - Swim Lessons	51.00
Aug 24				49,000.69

Treasurer's Report
Transactions from 8/1/2024 to 8/31/2024

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 7/31/2024

461,066.11

08/02/2024	ISLAND COUNTY T N WHIDBEY PP&R	WB	0.00	26,378.44	
08/31/2024	AUG 24 PROP TAX DISTRIBUTION		0.00	6,002.80	
	Revenue Total		0.00	32,381.24	32,381.24
08/07/2024	PATRON NO WHIDBEY POOL	KY 00654043	51.00	0.00	
08/07/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00654049	75.80	0.00	
08/07/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00654041	7,792.19	0.00	
08/07/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00654041	639.82	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654042	36.65	0.00	
08/07/2024	PATRON NO WHIDBEY POOL	KY 00654048	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POOL P	KY 00654039	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POOL	KY 00654040	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654046	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654056	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POOL	KY 00654054	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654051	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654038	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654050	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POOL	KY 00654045	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POO	KY 00654053	120.00	0.00	
08/07/2024	PATRON NO WHIDBEY POOL	KY 00654055	245.00	0.00	
08/07/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00654044	225.00	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	32.42	0.00	
08/07/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00654058	31.34	0.00	
08/07/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00654059	30.74	0.00	
08/07/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00654059	332.10	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	1.80	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	25.35	0.00	
08/07/2024	RECREATION SUPP NO WHIDBEY POO	KY 00654052	4,195.41	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	65.77	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	87.44	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	39.19	0.00	
08/07/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00654047	12.73	0.00	
08/07/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00654058	1,261.13	0.00	
08/07/2024	WA STATE AUDITO NO WHIDBEY POO	KY 00654057	2,990.65	0.00	
08/14/2024	PATRON NO WHIDBEY POO	KY 00654393	245.00	0.00	
08/14/2024	PATRON NO WHIDBEY POO	KY 00654394	112.00	0.00	
08/14/2024	SEAMARK LAW GRO NO WHIDBEY POO	KY 00654395	2,308.50	0.00	
08/14/2024	ISLAND DISPOSAL NO WHIDBEY POO	KY 00654391	127.94	0.00	
08/14/2024	GREATER OAK HAR NO WHIDBEY POO	KY 00654390	250.00	0.00	
08/14/2024	ELECTRONIC BUSI NO WHIDBEY POO	KY 00654389	292.49	0.00	
08/14/2024	KELLER SUPPLY C NO WHIDBEY POO	KY 00654392	180.46	0.00	
08/14/2024	N.WHIDBEY PARK&REC PAYROLL		48,938.07	0.00	
08/27/2024	PATRON NO WHIDBEY POO N.	KY 00654051	0.00	120.00	
08/27/2024	WHIDBEY PP& REC DOR		3,169.59	0.00	
08/28/2024	VISA INC NO WHIDBEY POOL PARK	KY 00655219	537.79	0.00	
08/28/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655217	147.84	0.00	
08/28/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655217	64.84	0.00	
08/28/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655217	27.24	0.00	
08/28/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655217	86.17	0.00	
08/28/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655217	293.52	0.00	
08/28/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00655216	199.55	0.00	

Island County, WA

Treasurer's Report
Transactions from 8/1/2024 to 8/31/2024

646 - NO WHID POOL PARK REC MAINT

08/28/2024	PUGET SOUND ENE NO WHIDBEY POO	KY 00655218	4,115.60	0.00	
08/29/2024	N.WHIDBEY PP & REC PAYROLL		43,888.41	0.00	
	Expenditure Total		<u>124,476.54</u>	<u>120.00</u>	-124,356.54
Ending Cash Balance				Calculated Total	369,090.81
				Book Total	369,090.81
				Difference	0.00

Island County, WA

Treasurer's Report
Transactions from 8/1/2024 to 8/31/2024

648 - NO WHID POOL PARK REC BOND

Cash Balance at 7/31/2024				11.85
08/31/2024	ICTIP INV INTEREST - AUG 2024	0.00	0.57	
	Revenue Total	<u>0.00</u>	<u>0.57</u>	0.57
Ending Cash Balance		Calculated Total		12.42
		Book Total		12.42
		Difference		0.00



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

NWPP&R BOND

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648						230.40
	2.760	08/01/2024			0.54	230.40
	2.913	08/01/2024				230.40
Subtotal and Ending Balance	2.913		0.00	0.00	0.54	230.40
Totals and Ending Balance for NWPP&R BOND			0.00	0.00	0.54	230.40

Treasurer's Report
Transactions from 8/1/2024 to 8/31/2024

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 7/31/2024				252,147.04
08/31/2024	ICTIP INV INTEREST - AUG 2024	0.00	103.92	
	Revenue Total	<u>0.00</u>	<u>103.92</u>	103.92
Ending Cash Balance		Calculated Total		252,250.96
		Book Total		252,250.96
		Difference		0.00



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

NWPP&R RESERVE

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	2.737	08/01/2024			96.88	41,669.34
	2.936	08/01/2024				41,669.34
Subtotal and Ending Balance	2.936		0.00	0.00	96.88	41,669.34
Totals and Ending Balance for NWPP&R RESERVE			0.00	0.00	96.88	41,669.34

Treasurer's Report
Transactions from 8/1/2024 to 8/31/2024

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 7/31/2024				166.47
08/31/2024	ICTIP INV INTEREST - AUG 2024		0.00	8.06
	Revenue Total		<u>0.00</u>	<u>8.06</u>
Ending Cash Balance		Calculated Total		174.53
		Book Total		174.53
		Difference		0.00

Island County, WA

**Treasurer's Report
Transactions from 8/1/2024 to 8/31/2024**

788 - NO WHID POOL PARK REC CAPITAL

Calculated Total	741,990.82	Book Total	741,990.82	Difference	0.00
-------------------------	-------------------	-------------------	-------------------	-------------------	-------------



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

NWPP&R CAPITAL

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	2.737	08/01/2024			7.51	3,230.65
	2.937	08/01/2024				3,230.65
Subtotal and Ending Balance	2.937		0.00	0.00	7.51	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL			0.00	0.00	7.51	3,230.65



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

Public Sector Statement
August 31, 2024
page 1 of 2

473631002283

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

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

Public Transaction Analysis Interest

ISLAND COUNTY TREASURER	Beginning balance 7-31-24	\$45,252.97
N WHIDBEY PARK & RECREATION DIST PAYROLL	2 Additions	+92,826.48
	6 Subtractions	-95,440.79
	Ending balance 8-31-24	\$42,638.66

Additions

Transfers Date	Serial #	Source	
8-14		Trf Fr DDA 0000473631001525 4731	\$48,938.07
8-29		Trf Fr DDA 0000473631001525 4731	43,888.41
Total additions			\$92,826.48

Subtractions

Withdrawals Date	Serial #	Location	
8-1		Direct Withdrawal, Labor&Industries&l Elf	\$8,099.48
8-1		Direct Withdrawal, WA Cares Web Pmt	1,028.37
8-7		Direct Withdrawal, Irs Usat taxpymt	6,980.10
8-14		Direct Withdrawal, Intuit Payroll Squickbooks	37,457.93
8-21		Direct Withdrawal, Irs Usat taxpymt	8,148.18
8-29		Direct Withdrawal, Intuit Payroll Squickbooks	33,726.73
Total subtractions			\$95,440.79

Interest earned

Current Interest Rate variable
Number of days this statement period 31

Fees and charges

See your Account Analysis statement for details.



Heritage
BANK

14807 Highway 99 | Lynnwood, WA 98087

Statement Start	08-01-2024
Statement End	08-31-2024
Account Number	
Page	1 of 4

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



Getting what you need to move your business forward is *faster and easier* with a Heritage Business Express loan.

Plus, lower the interest rate on your loan by **0.50%** with automated payments from your Heritage Bank checking account!

Visit bankwithheritagenw.com/business-express or contact your banker to get started today.



Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$1.88

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$27,486.68		\$50,257.73		\$0.50		\$28,598.18		\$0.00		\$49,146.73

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,923.25
08/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,075.00
08/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,029.00
08/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,939.75
08/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	4,918.00
08/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	448.50
08/07/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,606.25
08/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,672.00
08/08/24	External Deposit CNI MLLNGTN DET EFT 080724 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *240807*1	4,435.00
08/08/24	Deposit	182.50



Equal Housing Lender | Member FDIC

HeritageBankNW.com | 800.455.6126

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/08/24	Deposit	97.75
08/08/24	Deposit	57.75
08/08/24	Deposit	427.75
08/08/24	Deposit	109.00
08/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	941.00
08/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	763.50
08/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	812.75
08/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,322.50
08/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	795.75
08/14/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	835.75
08/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,045.50
08/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,538.00
08/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	736.50
08/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	866.00
08/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,718.25
08/19/24	Deposit	60.50
08/19/24	Deposit	94.50
08/19/24	Deposit	70.50
08/19/24	Deposit	59.25
08/19/24	Deposit	83.75
08/19/24	Deposit	83.25
08/19/24	Deposit	106.05
08/19/24	Deposit	106.50
08/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	613.50
08/21/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,699.25
08/21/24	Deposit	128.50
08/21/24	Deposit	74.50
08/21/24	Deposit	136.60
08/21/24	Deposit Night Drop	145.50
08/21/24	Deposit	100.75
08/21/24	Deposit Night Drop	138.25
08/21/24	Deposit	75.75
08/21/24	Deposit Night Drop	169.75
08/21/24	Deposit	158.50
08/21/24	Deposit Night Drop	87.75



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/21/24	Deposit	43.25
08/21/24	Deposit Night Drop	123.50
08/21/24	Deposit	144.50
08/21/24	Deposit Night Drop	131.50
08/21/24	Deposit	440.50
08/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,670.50
08/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	735.00
08/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	521.75
08/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	880.75
08/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	993.25
08/27/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	758.25
08/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,034.50
08/28/24	Deposit	122.25
08/28/24	Deposit	114.50
08/28/24	Deposit	103.00
08/28/24	Deposit	780.00
08/28/24	Deposit	136.25
08/28/24	Deposit	73.00
08/28/24	Deposit	104.75
08/28/24	Deposit transfer from 7821 per letter	268.08
08/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	940.50
08/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	648.25
08/31/24	Credit Interest	0.50

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
08/01/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	2,031.49
08/02/24	Withdrawal NWPP AND REC	26,378.44
08/02/24	External Withdrawal AUTHNET GATEWAY - BILLING 137213098	135.30
08/06/24	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 8911774	52.95





DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
08/01	27,378.44	08/13	25,445.50	08/23	41,667.15
08/02	2,939.70	08/14	26,281.25	08/26	44,062.90
08/05	10,826.45	08/15	27,326.75	08/27	44,821.15
08/06	11,222.00	08/16	28,864.75	08/28	47,557.48
08/07	13,828.25	08/19	34,849.80	08/29	48,497.98
08/08	20,810.00	08/20	35,463.30	08/30	49,146.23
08/09	21,751.00	08/21	39,261.65	08/31	49,146.73
08/12	24,649.75	08/22	40,932.15		

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





Heritage
BANK

14807 Highway 99 | Lynnwood, WA 98087

Statement Start	08-01-2024
Statement End	08-31-2024
Account Number	
Page	1 of 1



njm4a
02571

02 01
NORTH WHIDBEY POOL PARK
AND RECREATION DISTRICT
85 SE JEROME ST
OAK HARBOR WA 98277-3770

ELECTRONIC SERVICE REQUESTED



Getting what you need to move your business forward is *faster and easier* with a Heritage Business Express loan.

Plus, lower the interest rate on your loan by **0.50%** with automated payments from your Heritage Bank checking account!

Visit bankwithheritagenw.com/business-express or contact your banker to get started today.



Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No. 5000277821

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

Deposit and Withdrawal totals include paid transactions only

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
08/28/24	Closeout Withdrawal Transfer to 5706 per letter	268.08

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance
08/01	268.08	08/28	0.00

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



Equal Housing Lender | Member FDIC

HeritageBankNW.com | 800.455.6126



Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 07.31.2024

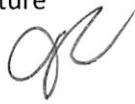
Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
07.01.2024	Buddy Punch	\$ 283.92 ✓	x	Electronic Timesheets
07.01.2024	Adobe	\$ 21.79 ✓	x	Adobe Pro Subscription
07.02.2024	Ashley's Design/Marketing Group	\$ 1,060.57 ✓	x	Day Camp Shirts
07.03.2024	Dollar Tree	\$ 16.35 ✓	x	Bags for Advertising Events
07.03.2024	Walmart	\$ 289.21 ✓	x	Advertising: Candy, Sign Holders for Events
07.05.2024	Amazon	\$ 64.92 ✓	x	Day Camp Supplies
07.05.2024	Walmart	\$ 64.75 ✓	x	Lifejackets for Day Camp
07.09.2024	Amazon	\$ 443.27 ✓	x	Day Camp Supplies
07.23.2024	Swim Outlet	\$ 350.06 ✓	x	Retail Order: Caps, Goggles, Bungees
07.26.2024	Costco	\$ 572.92 ✓	x	Concessions, Office Supplies
07.30.2024	Buddy Punch	\$ 252.48 ✓	x	Electronic Timesheets
07.30.2024	Adobe	\$ 21.79 ✓	x	Adobe Pro Subscription
07/.31.2024	Visa	\$ 59.54	x	Finance Charge
Total		\$ 3,501.57		

Completed by Julie Mellang 08.28.2024

Date Signature

8/28



4000793 R4

HERITAGE BANK

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

SCORECARD

Bonus Points
Available
125,314

Summary of Account Activity

Previous Balance		\$ 7,242.03
Payments	-	\$1,118.94
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$3,442.03
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$59.54
NEW BALANCE		\$ 9,624.66
Credit Limit		\$10,000.00
Available Credit		\$375.34
Available Cash		\$375.34
Amount Disputed		\$0.00
Statement Closing Date		07/31/24
Days in Billing Cycle		31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$9,624.66
MINIMUM PAYMENT	\$193.00
PAYMENT DUE DATE	08/26/2024

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

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

NOW YOU HAVE EVEN MORE REDEMPTION POWER! VISIT WWW.SCORECARDREWARDS.COM AND CHECK OUT ALL THE EXCITING BRAND-NAME MERCHANDISE AND TRAVEL AWARDS. SCORECARD...BECAUSE LIFE SHOULD BE REWARDING!

IT'S BACK-TO-SCHOOL TIME! WHY NOT SAVE MONEY BY USING YOUR POINTS FOR ALL THOSE SCHOOL ESSENTIALS? YOU CAN REDEEM FOR BACKPACKS, LUNCH CARRIERS, CALCULATORS AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/01	07/02	PBUS01	24492164183000050543550	BUDDY PUNCH HTTPSBUDDYPUN WI	\$283.92
07/01	07/02	PBUS01	24492154183715289032338	ADOBE *ADOBE 408-536-6000 CA	\$21.79
07/02	07/03	PBUS01	24692164184104589221980	IN *MARKETING X GROUP LLC 800-262-3246 CA	\$1,060.57
07/03	07/04	PBUS01	24445004186001119743580	DOLLAR TREE OAK HARBOR WA	\$16.35
07/03	07/04	PBUS01	24445004186400309080615	WAL-MART #2319 OAK HARBOR WA	\$289.21
07/05	07/07	PBUS01	24692164187106969671095	AMZN MktP US*R74GA3XV1 Amzn.com/bill WA	\$64.92
07/05	07/07	PBUS01	24455014187142000601795	WAL-MART #2319 OAK HARBOR WA	\$64.75



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

Statement Closing Date:
 July 31, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/09	07/10	PBUS01	24692164191100226759805	AMAZON MKTPL*RY4YH2130 Amzn.com/bill WA	\$443.27
07/23	07/24	PBUS01	24064664206000000124147	SWIMOUTLET.COM HTTPWWW.SWIM CA	\$350.06
07/26	07/28	PBUS01	24692164208101748769042	COSTCO *BUS DELIV 115 425-640-7700 WA	\$572.92
07/30	07/30	PBUS01	24492164212000012383116	BUDDY PUNCH HTTPBUDDYPUN WI	\$252.48
07/30	07/31	PBUS01	24492154212715913483910	ADOBE *ADOBE 408-536-6000 CA	\$21.79

Payments, Adjustments and Other					
06/28	07/01		1 4183200323000030	PAYMENT - THANK YOU	1,118.94 -
TOTAL PAYMENTS OR ADJUSTMENTS					\$ 1,118.94 -
Interest Charged					
06/30	07/01		74999994183000418720000	FINANCE CHARGE CR-RETAIL	14.27 -
07/31	07/31	PBUS01	74811834213441213064004	INTEREST CHARGE PURCHASE	73.81
TOTAL INTEREST FOR THIS PERIOD					\$ 59.54
Fees					
TOTAL FEES FOR THIS PERIOD					\$ 0.00
2024 Totals Year To Date					
Total Fees Charged in 2024					\$ 0.00
Total Interest Charged in 2024					\$ 72.31

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

ScoreCard Bonus Points Information as of 07/30/2024					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	122,146	3,168	0	0	125,314

Interest Charge Calculation/Plan Level Information						
Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$6,108.82	1.20833% (M)	14.5000% (V)	\$73.81
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$8,273.21			\$73.81

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.
² Periodic Rate (M) = Monthly (D) = Daily
³ Your Annual Percentage Rate (APR) is the annual interest rate on your account.
 (V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

Visa Credit Card Reconciliation

Card Holder: Shane Hoffmire

Billing Cycle: 07.31.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
07.02.2024	Tractor Supply	\$ 65.36	✓	x Pools for Whidbey Wags
07.03.2024	Ace Hardware	\$ 87.72	✓	x Magnets/Tape for 4th of July
07.07.2024	Amazon	\$ 176.02	✓	x Toilet Paper
07.23.2024	Ace Hardware	\$ 54.45	✓	x Muriatic Acid
07.23.2024	Home Depot	\$ 18.37	✓	x Batteries, Storage Boxes
07.24.2024	Ace Hardware	\$ 99.18	✓	x Trimmer Line
07.24.2024	Ace Hardware	\$ (59.95)	✓	x Credit for Trimmer Line
07.25.2024	Home Depot	\$ 24.97	✓	x Soap, Cleaning Supplies
07.26.2024	Home Depot	\$ 3.01	✓	x Screws
07.26.2024	The Rust Store	\$ 76.42	✓	x Rust Remover
07.26.2024	Dog Waste Depot	\$ 158.77	✓	x Dog Waste Bages for CVP
07.29.2024	Amazon	\$ 33.08	✓	x Gloves
07.29.2024	Amazon	\$ 24.62	✓	x Flushline Repair Kit
07.29.2024	Amazon	\$ 20.66	✓	x Safety Goggles
07.31.2024	Visa	\$ 8.31		n/a Finance Charge
Total		\$ 790.99		

Date 8/28 Signature 

8/28 

HERITAGE BANK

CHRISTOPHER HOFFMIRE
N WHIDBEY PARK AND REC
Account Number: #### #### 3454
Page 1 of 3

4000793 RY
VISA

SCORECARD

Bonus Points
Available
82,883

Summary of Account Activity

Previous Balance		\$ 1,545.22
Payments	-	\$901.31
Other Credits	-	\$59.95
Other Debits	+	\$0.00
Purchases	+	\$842.63
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$8.31
NEW BALANCE		\$ 1,434.90
Credit Limit		\$5,000.00
Available Credit		\$3,565.10
Available Cash		\$3,565.10
Amount Disputed		\$0.00
Statement Closing Date		07/31/24
Days In Billing Cycle		31

Account Inquiries

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

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

Payment Summary

NEW BALANCE	\$1,434.90
MINIMUM PAYMENT	\$29.00
PAYMENT DUE DATE	08/26/2024

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

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

IT'S BACK-TO-SCHOOL TIME! WHY NOT SAVE MONEY BY USING YOUR POINTS FOR ALL THOSE SCHOOL ESSENTIALS? YOU CAN REDEEM FOR BACKPACKS, LUNCH CARRIERS, CALCULATORS AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/02	07/04	PBUS01	24137464186001797042262	TRACTOR SUPPLY #2057 OAK HARBOR WA	\$65.36
07/03	07/04	PBUS01	24801974186019144683227	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$87.72
07/07	07/08	PBUS01	24692164189108524006567	Amazon.com*RYOKI0080 Amzn.com/bill WA	\$176.02
07/23	07/24	PBUS01	24801974206037823480729	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$54.45
07/23	07/25	PBUS01	24943014206010189455340	THE HOME DEPOT #8563 OAK HARBOR WA	\$18.37
07/24	07/25	PBUS01	24801974207038818843573	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$99.18
07/24	07/25		74801974207038818843586	CREDIT VOUCHER	\$59.95
				OAK HARBOR ACE HARDWARE OAK HARBOR WA	
07/26	07/28	PBUS01	24943014209010188215445	THE HOME DEPOT #8563 OAK HARBOR WA	\$3.01
07/25	07/28	PBUS01	24943014208010188575872	THE HOME DEPOT #8563 OAK HARBOR WA	\$24.97

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

HERITAGE BANK
3615 PACIFIC AVE
TACOMA WA 98418-7921

Account Number
3454

Check box to indicate
name/address change
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
07/31/24	\$1,434.90	\$29.00	08/26/24

\$

CHRISTOPHER HOFFMIRE
N WHIDBEY PARK AND REC
85 SE JEROME ST
OAK HARBOR WA 98277



MAKE CHECK PAYABLE TO:



HERITAGE BANK
PO BOX 4512
CAROL STREAM IL 60197-4512



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

Statement Closing Date:
 July 31, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/26	07/28	PBUS01	24011344208000045368221	THE RUST STORE HTTPSWWW.THER WI	\$76.42
07/26	07/28	PBUS01	24765014208040435484649	DOG WASTE DEPOT 800-789-2563 CA	\$158.77
07/29	07/30	PBUS01	24692164212104859964315	AMAZON MKTPL*RV23G0962 Amzn.com/bill WA	\$33.08
07/29	07/30	PBUS01	24692164211104738133760	AMAZON MKTPL*RV75D1PY1 Amzn.com/bill WA	\$24.62
07/29	07/30	PBUS01	24692164211104826394241	AMAZON MKTPL*RV0UR39T2 Amzn.com/bill WA	\$20.66

Payments, Adjustments and Other

07/03	07/05	1	4187200361000130	PAYMENT - THANK YOU	901.31
TOTAL PAYMENTS OR ADJUSTMENTS					\$ 901.31

Interest Charged

07/31	07/31	PBUS01	74811834213435213064006	INTEREST CHARGE PURCHASE	8.31
TOTAL INTEREST FOR THIS PERIOD					\$ 8.31

Fees

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

2024 Totals Year To Date

Total Fees Charged in 2024	\$ 0.00
Total Interest Charged in 2024	\$ 19.20

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 07/30/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	82,180	703	0	0	82,883

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$687.81	1.20833% (M)	14.5000% (V)	\$8.31
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,041.97			\$8.31

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

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

³ Your Annual Percentage Rate (APR) is the annual interest rate on your account.

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

Visa Credit Card Reconciliation

Card Holder: Julie Millang

Billing Cycle: 07.31.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
06.30.2024	Facebook	\$ 199.97	✓ x	Advertising
07.01.2024	Enformion	\$ 25.00	✓ x	Background Checks
07.01.2024	Esoft Planner	\$ 140.00	✓ x	POS System
07.02.2024	City of Oak Harbor	\$ 94.99	✓ x	CVP Water
07.15.2024	Microsoft	\$ 52.32	✓ x	Online 365/Online Exchange Plan 1
07.31.2024	Visa	\$ 25.51	x	Finance Charge
Total		\$ 537.79		

Date Signature

08.15.2024 Julie Millang

8/16/24 [Signature]

HERITAGE BANK

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

400079310



SCORECARD	Bonus Points Available
	73,755

Summary of Account Activity	
Previous Balance	\$ 2,154.23
(Includes Past Due Amount of 37.38)	
Payments	\$21.36 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$512.28
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$25.51
NEW BALANCE	\$ 2,670.66
Credit Limit	\$2,500.00
Available Credit	\$0.00
Available Cash	\$0.00
Amount Disputed	\$0.00
Statement Closing Date	07/31/24
Days in Billing Cycle	31

Account Inquiries

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

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

Payment Summary

NEW BALANCE	\$2,670.66
MINIMUM PAYMENT	\$262.04
PAYMENT DUE DATE	08/26/2024

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

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

IT'S BACK-TO-SCHOOL TIME! WHY NOT SAVE MONEY BY USING YOUR POINTS FOR ALL THOSE SCHOOL ESSENTIALS? YOU CAN REDEEM FOR BACKPACKS, LUNCH CARRIERS, CALCULATORS AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
06/30	07/01	PBUS01	24204294182001104651022	FACEBK *3LNE6748T2 650-5434800 CA	\$199.97	
07/01	07/02	PBUS01	24906414183203578938521	ENF*Enformion 855-2813915 CA	\$25.00	
07/01	07/02	PBUS01	24801974183016707071579	ESoft PLANNER CINCINNATI OH	\$140.00	
07/02	07/03	PBUS01	24717054184291841238599	CO OAK HARBOR ONLINE 360-2794530 WA	\$94.99	
07/15	07/17	PBUS01	24430994197029087798126	MSFT * E0100SNY5N MSBILL.INFO WA	\$52.32	



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

Statement Closing Date:
 July 31, 2024

Payments, Adjustments and Other					
06/28	07/01	1	4183200323000070	PAYMENT - THANK YOU	21.36 -
TOTAL PAYMENTS OR ADJUSTMENTS					\$ 21.36 -
Interest Charged					
06/30	07/01		74999994183000418720000	FINANCE CHARGE CR-RETAIL	0.26 -
07/31	07/31	PBUS01	74811834213437213064002	INTEREST CHARGE PURCHASE	25.77
TOTAL INTEREST FOR THIS PERIOD					\$ 25.51
Fees					
TOTAL FEES FOR THIS PERIOD					\$ 0.00

2024 Totals Year To Date	
Total Fees Charged in 2024	\$ 0.00
Total Interest Charged in 2024	\$ 25.77

Additional Information About Your Account

THANK YOU FOR YOUR RECENT PAYMENT, HOWEVER YOUR ACCOUNT REMAINS ONE PAYMENT PAST DUE. PLEASE BRING IT UP TO DATE IMMEDIATELY TO AVOID ANY LATE CHARGES.

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

ScoreCard Bonus Points Information as of 07/30/2024					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	73,214	541	0	0	73,755

Interest Charge Calculation/Plan Level Information						
Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$2,132.61	1.20833% (M)	14.5000% (V)	\$25.77
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,606.44			\$25.77

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.
² Periodic Rate (M) = Monthly (D) = Daily
³ Your Annual Percentage Rate (APR) is the annual interest rate on your account.
 (V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
August 15, 2024 for 07.16-07.31.2024

	TOTAL	
	Hours	Rate
Employee Wages, Taxes and Adjustments		Aug 15, 24
Gross Pay		
Business Manager Salary	80.00	2,963.00
Director	96.00	3,905.08
Maintenance Director Salary	96.00	3,155.38
Aerobics Instructor	27.21	471.15
Client Service Specialist	263.92	4,715.15
Custodial	9.58	175.03
Custodian - JVMP	36.28	662.84
Day Camp Leader	223.28	3,795.76
Day Camp Manager	77.55	1,938.75
Head Lifeguard	41.23	827.07
Lifeguard	579.53	10,213.22
Maintenance Assistant	39.68	833.28
Private Lesson Instructor	41.62	819.13
Recreation Coordinator	77.87	1,635.27
Recreational Aide-Swim lessons	1.92	31.26
Senior Lifeguard	27.68	525.92
Swim Lessons Coordinator	70.70	1,390.67
Training- Swim Lessons	41.61	677.41
Training - Lifeguard	39.62	645.01
Training Front Desk	31.36	510.54
US Masters Coach	14.82	296.40
WSI Water Safety Instructor	159.76	2,840.13
Total Gross Pay	2,077.22	43,027.45
Adjusted Gross Pay	2,077.22	43,027.45
Taxes Withheld		
Federal Withholding		-1,565.00
Medicare Employee		-623.89
Social Security Employee		-2,667.70
L&I Office Employee 5306-07		-32.11
L&I Pool Employee-1501-00		-421.80
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-249.55
WA - Paid Fam Med Leave		-227.47
Total Taxes Withheld		-5,787.52
Net Pay	2,077.22	37,239.93
Employer Taxes and Contributions		
Medicare Company		623.89
Social Security Company		2,667.70
WA - Unemployment		0.00
L&I Office Employer 5306-07		76.29
L&I Pool Employer 1501-00		2,332.74
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		5,700.62

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
August 30, 2024 for 08.01-08.15.2024

	TOTAL	
	Hours	Rate
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	88.00	2,963.00
Director	88.00	3,905.08
Maintenance Director Salary	88.00	3,155.38
Aerobics Instructor	23.42	404.14
Client Service Spc Coordinator	66.24	1,258.56
Client Service Specialist	192.42	3,364.71
Custodian - JVMP	50.32	919.35
Day Camp Leader	160.69	2,731.73
Day Camp Manager	54.73	1,368.25
Head Lifeguard	23.32	467.80
Hourly Sick	19.08	339.36
Lifeguard	545.48	9,572.46
Maintenance Assistant	22.01	462.21
Private Lesson Instructor	39.67	771.63
Recreation Aide - Advertising	6.65	108.26
Recreation Aide STEAM Camp	4.78	77.82
Recreation Coordinator	69.98	1,469.58
Senior Lifeguard	33.35	633.65
Swim Lessons Coordinator	59.17	1,163.87
Training- Swim Lessons	7.23	117.70
Training - Custodial	6.23	101.42
Training - Lifeguard	15.63	254.45
Training Front Desk	8.11	132.02
US Masters Coach	8.80	176.00
WSI Water Safety Instructor	155.99	2,756.69
Total Gross Pay	1,837.30	38,675.12
Adjusted Gross Pay	1,837.30	38,675.12
Taxes Withheld		
Federal Withholding		-1,383.00
Medicare Employee		-560.76
Social Security Employee		-2,397.85
L&I Office Employee 5306-07		-33.79
L&I Pool Employee-1501-00		-353.54
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-224.33
WA - Paid Fam Med Leave		-204.40
Total Taxes Withheld		-5,157.67
Net Pay	1,837.30	33,517.45
Employer Taxes and Contributions		
Medicare Company		560.76
Social Security Company		2,397.85
WA - Unemployment		0.00
L&I Office Employer 5306-07		80.16
L&I Pool Employer 1501-00		1,965.24
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		5,004.01

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	539,209.15	944,583.00	-405,373.85	57.08%
312.00 Timber Harvest Taxes	43.38			
Total 310.00 LEVIES	<u>539,252.53</u>	<u>944,583.00</u>	<u>-405,330.47</u>	<u>57.09%</u>
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	77,673.17	118,627.00	-40,953.83	65.48%
33.01 Basic Memberships	14,894.80	17,087.00	-2,192.20	87.17%
34 Punch Cards	18,740.59	38,093.00	-19,352.41	49.2%
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%
37 ARC Classes - Other	325.00			
Total 37 ARC Classes	<u>325.00</u>	<u>9,700.00</u>	<u>-9,375.00</u>	<u>3.35%</u>
38 Aerobics				
Water Fitness Daily Admisison	3,556.77			
Water Fitness Prem. Membership	12,430.92			
Water Fitness Punch Card	12,925.51			
38 Aerobics - Other	6.42	76,160.00	-76,153.58	0.01%
Total 38 Aerobics	<u>28,919.62</u>	<u>76,160.00</u>	<u>-47,240.38</u>	<u>37.97%</u>
39 Swim Lessons				
Private	22,035.62	37,500.00	-15,464.38	58.76%
School Group	7,280.00	7,280.00	0.00	100.0%
Youth	120,702.00	254,562.00	-133,860.00	47.42%
Total 39 Swim Lessons	<u>150,017.62</u>	<u>299,342.00</u>	<u>-149,324.38</u>	<u>50.12%</u>
40 Swim Team				
Adult Swim Team	0.00	19,296.00	-19,296.00	0.0%
Masters	6,738.47			
Total 40 Swim Team	<u>6,738.47</u>	<u>19,296.00</u>	<u>-12,557.53</u>	<u>34.92%</u>
Total 347.30 Fees	<u>297,309.27</u>	<u>582,805.00</u>	<u>-285,495.73</u>	<u>51.01%</u>

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 340.00 JVMP Revenue	297,309.27	582,805.00	-285,495.73	51.01%
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	5,578.00	12,000.00	-6,422.00	46.48%
347.60.06 Volleyball	2,835.00	14,400.00	-11,565.00	19.69%
Day Camp	24,667.25	90,000.00	-65,332.75	27.41%
Soccer	330.00			
350.00 Recreation Revenue - Other	18,081.50			
Total 350.00 Recreation Revenue	<u>53,816.75</u>	<u>164,400.00</u>	<u>-110,583.25</u>	<u>32.74%</u>
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	4,835.87	13,000.00	-8,164.13	37.2%
Candy&Snacks	3,168.50	4,290.00	-1,121.50	73.86%
Lockers	1,147.01	1,221.00	-73.99	93.94%
Open Swim Party Rental	7,007.87	8,207.00	-1,199.13	85.39%
Pool Group Rentals	311.96	1,000.00	-688.04	31.2%
Private Party Rental	3,674.61	9,020.00	-5,345.39	40.74%
Retail	655.70	4,290.00	-3,634.30	15.28%
Viewing Room Rental	483.60	601.00	-117.40	80.47%
Total 362.00 Rents & Concessions	<u>21,285.12</u>	<u>41,629.00</u>	<u>-20,343.88</u>	<u>51.13%</u>
367.00 Contributions/Donations	162.45			
369.00 Other Misc Revenues				
Cashier over/short	-40.67			
Total 369.00 Other Misc Revenues	<u>-40.67</u>			
Prepaid Accounts	905.19	0.00	905.19	100.0%
360.00 Miscellaneous Revenue - Other	22,845.00			
Total 360.00 Miscellaneous Revenue	<u>45,157.09</u>	<u>41,629.00</u>	<u>3,528.09</u>	<u>108.48%</u>
361.40.00 Interest				
Int Investment Capital Fund	24.93			
Int Investment Reserve Fund	321.54			
Interest Investment Bond Fund	1.77			
Total 361.40.00 Interest	<u>348.24</u>			
Total Income	<u>935,883.88</u>	<u>1,733,417.00</u>	<u>-797,533.12</u>	<u>53.99%</u>
Gross Profit	935,883.88	1,733,417.00	-797,533.12	53.99%
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%

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

Cash Basis

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
573.60.05 NFL Flag Football Exp	0.00	5,025.00	-5,025.00	0.0%
573.60.06 Volleyball Expense	269.78			
573.60.10 Salary & Wages				
Basketball	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	9,536.49	33,320.00	-23,783.51	28.62%
Day Camp Manager	5,334.50	8,750.00	-3,415.50	60.97%
Total Day Camp	<u>14,870.99</u>	<u>49,070.00</u>	<u>-34,199.01</u>	<u>30.31%</u>
NFL Flag Football	0.00	3,935.00	-3,935.00	0.0%
Pickleball	0.00	465.00	-465.00	0.0%
Rec Aide - STEAM Camp	77.82			
Recreation Coordinator	12,540.11	27,165.00	-14,624.89	46.16%
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	<u>36,292.36</u>	<u>117,682.00</u>	<u>-81,389.64</u>	<u>30.84%</u>
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	<u>44,031.56</u>	<u>230,101.00</u>	<u>-186,069.44</u>	<u>19.14%</u>
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	55,828.12	93,722.00	-37,893.88	59.57%
100102 Recreation Manager	7,802.88	69,757.00	-61,954.12	11.19%
100103 Business Manager	44,434.20	71,112.00	-26,677.80	62.49%
100104 Client Service Spc				
Client Services Coordinator	5,486.44	27,600.00	-22,113.56	19.88%
100104 Client Service Spc - Other	52,983.34	64,710.00	-11,726.66	81.88%
Total 100104 Client Service Spc	<u>58,469.78</u>	<u>92,310.00</u>	<u>-33,840.22</u>	<u>63.34%</u>
100107 BOC/Dir Admin Asst	12,959.25	28,800.00	-15,840.75	45.0%
100108 Rec Aide Advertising	2,598.42	3,000.00	-401.58	86.61%
200201 Aerobics Inst JVMP	6,222.49	11,057.00	-4,834.51	56.28%
200208 Kayak Inst JVMP	0.00	1,582.00	-1,582.00	0.0%
200210 Private Lessons	6,986.90	15,000.00	-8,013.10	46.58%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	120.80	5,232.00	-5,111.20	2.31%
200211 WSI Instructor - Other	22,949.93	92,445.00	-69,495.07	24.83%
Total 200211 WSI Instructor	<u>23,070.73</u>	<u>97,677.00</u>	<u>-74,606.27</u>	<u>23.62%</u>
200221 Training				
200222 Training CSS	107.77			
Training- Lifeguard	7,297.29	52,259.00	-44,961.71	13.96%

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

Cash Basis

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Training - Client Services	1,525.68	1,759.00	-233.32	86.74%
Training - Maint & Custodial	282.13	1,000.00	-717.87	28.21%
Training - Swim Instructor	4,466.99	12,894.00	-8,427.01	34.64%
Training Aerobics Instructors	241.90	2,516.00	-2,274.10	9.61%
Total 200221 Training	13,921.76	70,428.00	-56,506.24	19.77%
300301 Lifeguard	114,982.22	210,906.00	-95,923.78	54.52%
300303 Sr. Lifeguards	3,651.38			
300305 Head Lifeguard	8,748.57	17,245.00	-8,496.43	50.73%
500501 Director of Maintenance	49,487.68	75,729.00	-26,241.32	65.35%
500502 Janitorial Staff	14,158.89	27,132.00	-12,973.11	52.19%
500503 Clover Valley Park	1,630.04	9,880.00	-8,249.96	16.5%
500505 Shut Down Maintenance	3,792.99	2,000.00	1,792.99	189.65%
500506 Maintenance Assistant	13,688.01	8,736.00	4,952.01	156.69%
Adult Swim Team Coach	3,208.40	3,168.00	40.40	101.28%
Swim Lesson Coordinator	12,699.00	15,055.00	-2,356.00	84.35%
Total 576.20.10 Salary & Wages	458,341.71	924,296.00	-465,954.29	49.59%
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	2,591.93	7,500.00	-4,908.07	34.56%
Recreation Manager	0.00	2,684.00	-2,684.00	0.0%
Total 20.112 Sick Pay	4,970.60	19,429.00	-14,458.40	25.58%
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	12,837.77	45,766.00	-32,928.23	28.05%
576.20.12 Payroll Taxes	58,996.41	110,378.00	-51,381.59	53.45%
576.20.20 Personnel Benefits				
Cell phone	540.00	2,880.00	-2,340.00	18.75%

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

Cash Basis

	2024 YTD	Budget	\$ Over Budget	% of Budget
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%
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	528.29	283.00	245.29	186.68%
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	1,454.12	2,500.00	-1,045.88	58.17%
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	12.64	1,439.00	-1,426.36	0.88%
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	26,730.92	33,572.00	-6,841.08	79.62%
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	31,580.25	53,016.00	-21,435.75	59.57%
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	631.73	4,000.00	-3,368.27	15.79%
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	33,911.20	60,502.00	-26,590.80	56.05%
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	2,252.22	1,000.00	1,252.22	225.22%
Copy Machine Maint	1,735.99	2,500.00	-764.01	69.44%
Credit Card Processing	7,246.50	21,750.00	-14,503.50	33.32%
Dues & Memberships	526.50	1,057.00	-530.50	49.81%
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	9,216.74	11,118.00	-1,901.26	82.9%
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%

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

Cash Basis

	<u>2024 YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Legal	11,628.00	8,000.00	3,628.00	145.35%
Payroll Processing	5,011.56	11,712.00	-6,700.44	42.79%
Pest Control	272.48	500.00	-227.52	54.5%
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	<u>62,964.86</u>	<u>97,945.00</u>	<u>-34,980.14</u>	<u>64.29%</u>
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	<u>10,491.46</u>	<u>64,275.00</u>	<u>-53,783.54</u>	<u>16.32%</u>
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	51,051.24	75,752.00	-24,700.76	67.39%
Electricity	34,349.13	43,350.00	-9,000.87	79.24%
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	4,924.62	11,140.00	-6,215.38	44.21%
Total 20.47 Utilities	<u>110,361.61</u>	<u>160,103.00</u>	<u>-49,741.39</u>	<u>68.93%</u>
20.48 NWPRD Repair & Maint				
Capital Expenses	23,119.69	30,000.00	-6,880.31	77.07%
20.48 NWPRD Repair & Maint - Other	14,717.29	72,000.00	-57,282.71	20.44%
Total 20.48 NWPRD Repair & Maint	<u>37,836.98</u>	<u>102,000.00</u>	<u>-64,163.02</u>	<u>37.1%</u>
20.49 Miscellaneous	22,845.00			
Total 576.20.40 JVMPool Other Svcs	<u>369,512.04</u>	<u>553,372.00</u>	<u>-183,859.96</u>	<u>66.78%</u>
576.20.50 Intergovernmental				
Audit	19,682.65	10,000.00	9,682.65	196.83%
Business Tax	15,400.26			
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			

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

Cash Basis

	2024 YTD	Budget	\$ Over Budget	% of Budget
Patron Refund- Punch Card	20.50			
Patron Refund-Parents Night Out	60.00			
Patron Refund-Pvt Swim Lessons	583.00			
Patron Refund - Kayak	150.00			
Patron Refund - STEAM Camp	490.00			
Patron Refund - US Masters	194.00			
Patron Refund Day Camp	1,810.00			
Patron Refund NFL Flag Football	1,320.00			
Patron Refund Open Swim	15.00			
Patron Refund Swim Lessons	1,044.00			
Patron Refund Water Fitness	36.65			
Refunds - Other	0.00	3,000.00	-3,000.00	0.0%
Total Refunds	5,958.15	3,000.00	2,958.15	198.61%
Water Rec Facility Permit	967.00	816.00	151.00	118.51%
576.20.50 Intergovernmental - Other	-51.50			
Total 576.20.50 Intergovernmental	54,157.28	25,934.00	28,223.28	208.83%
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	1,085.25	1,800.00	-714.75	60.29%
Total 576.80.47 Utilities	1,724.20	3,500.00	-1,775.80	49.26%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	0.00	10,000.00	-10,000.00	0.0%
Clover Valley Dog Park	1,187.23	3,750.00	-2,562.77	31.66%
Total 576.80.48 CVP Repair & Maint	1,187.23	13,750.00	-12,562.77	8.63%
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	2,025.00	4,050.00	-2,025.00	50.0%
Total 80.41 Professional Services	2,569.00	8,950.00	-6,381.00	28.7%
Total 576.80.00 General Parks	5,698.83	36,181.00	-30,482.17	15.75%
Total 576.20 NWPPRD Expenses	994,310.21	1,765,009.00	-770,698.79	56.34%
Total 570.00 RECREATION SERVICES	1,038,341.77	1,995,110.00	-956,768.23	52.04%

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

Cash Basis

	2024 YTD	Budget	\$ Over Budget	% of Budget
Total Expense	1,038,341.77	1,995,110.00	-956,768.23	52.04%
Net Ordinary Income	-102,457.89	-261,693.00	159,235.11	39.15%
	-102,457.89	-261,693.00	159,235.11	39.15%



Commissioner Communication

7. Item: Staff Reports

Meeting Date: 9.26.24

Presented By: Jay Cochran

Comment Cards

Lap Swim

“Wonderful facility! Great staff 😊 Thank you for being open for “non” Oak Harbor residents. Well maintained, clean , and friendly staff. ***** 5 stars.”

“You guys have a great, beautiful facility here. I wish we had something similar near Concrete.”-Fan of the hot tub and sauna

“Dip Equipment”

“Dip bar next to pull up bar”

Swim Lessons

“Sammi H is such a great instructor! She’s so calm and makes it look so easy.”

Clover Valley

“I love having the poop bag dispensers and receptacles in several areas. We could use 1 or 2 in the wooded area, as well as another water station. Other than that, the park was clean and maintained. No trash build up. Other patrons were friendly and happy. It looks like the poop cans are emptied regularly.”

Regarding HIPE Aerobics

“Having this activity during the usual times-not cancelling completely. Using the pool for Aquatic Therapy working w/PT in the area”

“Please, please, please find a replacement time for our 8:30 class. It is such a valuable asset for those of us who attend. Small but mighty group!”

“Just told that you are cancelling Saturday morning water aerobics. For those of us that work, we are already limited to only tue/thur/sat so removing Saturday hurts us at a time when you are looking for support. If you are cancelling it, could you offer 6:30-7:30 classes on M/W/F? Or something else outside of normal working hours? Thank you.”

Executive Director

The City of Oak Harbor has decided to postpone the auction due to an insufficient number of items available to ensure a reasonable return after auctioneer fees. They plan to revisit the auction next year with the goal of having a larger inventory to ensure a more successful outcome.

There are no outstanding staff action items at this time.

We will need to reschedule the 2025 budget review process, as it will not be ready by the October date. Without the pricing structure in place, we are unable to finalize the budget.

Due to the Business Manager being sick last week, the budget amendments for the 2024 could not be completed. She's trying to finish them before leaving for vacation, but they weren't ready in time to include in the packet, and she will not be here next week to present at the meeting. I hope to send them out next week after I receive them and have a chance to review them. From there, we can plan to address the amendments at the October meeting.

We recently purchased our brand colors from Etsy for about \$5, and we have updated Canva, which we use for most of our flyers. Additionally, I updated the website to reflect the main color selected by the branding group. We have already begun producing marketing material with the new colors.

When I selected the primary color in GoDaddy, the platform automatically chose complementary colors. As a result, you may not notice a significant change in the website's appearance. I selected teal as the main color, and GoDaddy paired it with a lighter green, though it's not the exact green from our branding. We experimented with other colors, but they either didn't display well or appeared too prominently.

I previously reached out to the National Park Service in July to inquire about the timeline for transferring Clover Valley Park to the new Metropolitan Park District (MPD) once it's established. At that time, they informed me that the new entity would need to apply for the transfer and did not foresee any issues with the process. However, they were unable to provide a timeline as the person I was working with was out of the office until August 12th.

Since then, I have followed up with additional emails to both the original contact and the Director of the National Park Service, as well as another individual involved in the process, but have yet to receive a response. I will continue to follow up and provide updates as soon as I receive more information.

Before the levy election, upcoming community engagement opportunities, we have a few events to consider:

1. **Día de Fiesta for Hispanic Heritage:** Scheduled for October 5th from 11:00 a.m. to 5:00 p.m., this event, sponsored by El Cazador, is expected to attract the local Hispanic community. While we have not participated in this event before, it could be a valuable opportunity for outreach. I will check with the event organizers to explore the possibility of our involvement.
2. **Halloween Event on Main Street:** Taking place at the end of October, this high-traffic event typically draws a large crowd. We plan to order wristbands and distribute candy and flyers, which will help us engage with many attendees, including potential voters, right before the election.

I am also working with the Chamber to for October how to spread the word through them. Additionally, I'm considering getting a large poster board for next month's luncheon and will distribute flyers at the luncheon.

I also set a meeting with Rotary for October 11th luncheon to do a presentation and have reached out to Sunrise Rotary as well. John Vanderzicht was a Rotarian and worked with youth for 40 years, so I want to ensure we engage them.

The Military Appreciation Picnic was successful despite the rainy weather. We received a lot of positive feedback about the levy signs around town. One of our staff members noted that many people commented on how the signs looked and how effective they were in spreading the word.

Later in the day, I heard from another individual who felt that the levy was not well-known. However, given the significant feedback received at the picnic and the positive remarks about the signs, I believe there is a stronger indication of awareness about the levy, but agree that we should continue to enhance our outreach efforts. The event featured about 16 games, and Spark Movement Academy, along with the City of Oak Harbor's Recreation Department, participated with us. We also created a Facebook post to thank everyone involved. Despite the lower turnout compared to last year, we distributed approximately 103 bags containing candy and an informational flyer about the levy.

The swim team has requested permission to hang a banner on the pool deck. In the past, the board aimed to establish some separation from the team, but that has been successfully achieved, and we now have a positive relationship with them. I believe allowing them to hang banners that state something like "Home to NWAC Swim Team" and include a note such as "No taxpayer funds support this program" could be a reasonable approach. The general inclination is to permit them to hang the banners.

Maintenance Report

Operations have continued without interruption. Often this happens by being ready and adaptive. When a pump goes down, we try to have an alternate we can swap. Recently our Co2 system went down, which is how we control our PH. During the period of our system being down we used Muriatic acid to control the PH. A majority of pools feed Muriatic acid with a peristaltic pump. Our system of feeding Co2 is preferred as it's a strong enough acid to lower PH, yet mild enough not to crash the total alkalinity as stronger acids would.

Our pool liner which was installed over 5 years ago is coming up to the end of its life as scheduled. We are able to make underwater repairs with Aquatapoxy, yet these repairs are becoming much more frequent.

We are working on an interim redesign repair of our shower units as we have quite a few down and they're incredibly expensive to replace oem.

Clover Valley Park is going well. National hug your dog day seems to have gone swimmingly. The baseball group is working to put down quite a bit more material.

We'll be working hard to put on a good show for the open house as we have with all our other events.

Business Manager Report

We have transitioned to our school year schedule, including the introduction of the new 8:00am water aerobics class on Mondays and Fridays and closing at 8:00pm on weeknights that do not have open swims. Attendance for the new aerobics class has gotten off to a good start with just under half the spots filled on the first two days of the class; we expect it to grow as word spreads.

Status update for the audit: Areas of attention have been identified and addressed.

We participated in the community resource event at OHHS as part of their back to school night. While this is the event we are invited to and it has the potential to be a good event for staff recruiting, other events have a greater potential to reach families with information. We will work with individual schools to participate in their events as we are able.

The October 4th open house will feature facility tours with a behind the scenes look at maintenance operations, activity demonstrations, kids' crafts, refreshments, and an open swim with a special balloon drop. After the open house, we are planning a series of activities to allow community members to continue engaging with us and seeing all the district has to offer. These include a basketball day, activity at Clover Valley, and an event featuring the fan favorite rubber duckies!

Client Service Coordinator Report

This month, I collaborated with the CSS staff to enhance customer interactions, with a focus on increasing professionalism and positively representing the district. As we transition into the school year, the CSS schedules have become more consistent, allowing staff to gain greater comfort in specific job functions, such as Open Swim and Aerobics check-ins. We have received numerous positive comments regarding the new Aerobics class, which has also helped alleviate congestion during the morning hours.

The Military Appreciation Picnic was a success, despite challenges posed by the weather. Although we had hoped for more local businesses to volunteer or sponsor the event—having reached out earlier in the year—many were still unavailable that weekend. I am grateful for all the staff and volunteers that we had to help show our gratitude for such a large part of the community that we serve.

We are currently finalizing the details for the Open House event on October 4th. I will continue to promote the event and its offerings as we get closer. We look forward to hosting an engaging and informative evening for our community!



Commissioner Communication

8.a. Item: Program Committee

Meeting Date: 9.20.24

Presented By: BOC

No update at this time.

8.b. Item: Budget Committee

Presented By: BOC

8.c. Item: Levy Committee

Presented By: BOC

C. Kraner will reach out to the Voter Interest Project for feature to talk about the levy.

C. Larsen will reach out to Whidbey News Time for a feature.

8.d. Item: Bylaws Committee

Presented By: C. Guy

Please review the working documents in the MS Teams folder that C. Kraner created for Commissioners and be ready to discuss them at the meeting. Final copies will be distributed 14 days (about 2 weeks) before the next meeting in October.



Commissioner Communication

9.a. Item: WIBC

Meeting Date: 9.26.24

Presented By: Jay Cochran

The Whidbey Island Baseball contract is currently being reviewed and updated by the attorney. I followed up with her, and she indicated that I should receive it by next week. It has not yet been reviewed by the Whidbey Island Baseball Club. Once I receive it from the attorney, I will send it out to the BOC. Depending on the updates, I may send it to WIBC for review as well, but I will make that decision after receiving it from the attorney.



Commissioner Communication

10.a. Item: MWR Contract NAFREG-24-M-0065

Meeting Date: 9.26.24

Presented By: Jay Cochran

Attached is our yearly contract with MWR, which runs from October through September. Since this contract allows us to earn revenue rather than make payments, I have already signed it to ensure we can start billing on time. Given the back-and-forth process with the Navy, if I wait for your approval before signing, we will not receive it back in time to begin billing by October 1st.

Although I have sent it back to the Navy, the contract will not take effect until the Board of Commissioners (BOC) has approved it.

Recommended Motion: I move to approve MWR contract NAFREG-24-M-0065 for October 2025- September 2026.

This section is for staff use

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

Vote: Y/N/AB

BK___ **BL**___ **JW**___ **MH**___ **DG**___

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 8

1. CONTRACT/PURCH ORDER NO. NAFREG-24-M-0065	2. DELIVERY ORDER NO.	3. DATE OF ORDER 01 OCTOBER 2024	4. PURCHASE REQUEST NO.	5. PRIORITY
6. ISSUED BY DEPARTMENT OF THE NAVY - CNRNW FLEET AND FAMILY READINESS - MWR 1103 HUNLEY ROAD BLDG 94 SILVERDALE, WA 98315		7. ADMINISTERED BY (IF OTHER THAN 6) NAME: KELSEY MANN EMAIL: kelsey.l.mann2.naf@us.navy.mil		8. DELIVERY FOB [] Dest [xx] OTHER SERVICE CONTRACT, NO FREIGHT
9. CONTRACTOR NAME AND ADDRESS NORTH WHIDBEY PARKS & RECREATION DISTRICT 85 SE JEROME STREET OAK HARBOR, WA 98277		VENDOR # 40/29801		10. DELIVER TO FOB POINT BY 10/01/24 TO 09/30/25
POC: JAY COCHRAN PHONE: 360-675-7665, ext. 7 EMAIL: jcochran@nwpprd.org		12. DISCOUNT TERMS NET DUE 30 DAYS		11. MARK IF BUSINESS IS [] SMALL [] SMALL/DISADVANTAGED [] WOMEN/OWNED
		13. MAIL INVOICES TO ADDRESS IN BLOCK 15 ATTN: ACCOUNTS PAYABLE		

14. SHIP TO	15. PAYMENT WILL BE MADE BY: SAME AS BLOCK 6	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
--------------------	--	---

16. TYPE OF ORDER: DELIVERY [] This delivery is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contracts.
PURCHASE [xx] Reference your email response to RFQ # NAFREG-24-Q-0038 dated 08/07/24 to furnish the following on terms specified herein.

ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED _____

[X] If this box is marked, supplier must sign Acceptance and return the following number of copies: 1

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE: NO APPROPRIATED FUNDS OF THE UNITED STATES SHALL BECOME DUE OR PAID TO A CONTRACTOR BY REASON OF THIS PURCHASE/DELIVERY ORDER.

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	CONTRACTOR TO PROVIDE POOL USAGE FOR NAVAL AIR STATION WHIDBEY ISLAND'S ACTIVE-DUTY SERVICE MEMBERS, ACTIVE DUTY FAMILY MEMBERS AND RESERVISTS. TOTAL CONTRACT NOT TO EXCEED \$55,000.00. IF THE SERVICES CANNOT BE PERFORMED WITHIN THIS AMOUNT, WITHHOLD SERVICES & CONTACT THE CONTRACTING OFFICER.	1	YEAR	NTE	\$55,000.00

<i>*IF QUANTITY ACCEPTED BY THE GOVERNMENT IS SAME AS QUANTITY ORDERED INDICATED BY X. IF DIFFERENT, ENTER ACTUAL QUANTITY ACCEPTED BELOW QUANTITY ORDERED AND ENCIRCLE.</i>	24. UNITED STATES OF AMERICA MICHELLE ESTABROOK CONTRACTING OFFICER	25. TOTAL:	\$55,000.00
	DATE	26. DIFFERENCE	\$

27. QUANTITY IN COLUMN 20 HAS BEEN [] INSPECTED [] RECEIVED [] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: _____ DATE SIGNATURE AND TITLE OF CERTIFYING REPRESENTATIVE	28. SHIP NO. [] PARTIAL [] FINAL	28. DO. VOUCHER NO.	30. INITIALS	
		32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR	

36. I CERTIFY THIS ACCOUNT IS CORECT AND PROPER FOR PAYMENT. _____ DATE SIGNATURE AND TYPE OF CERTIFYING OFFICER	31. PAYMENT [] COMPLETE [] PARTIAL [] FINAL	34. CHECK NUMBER		
		35. BILL OF LANDING NO.		

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
------------------------	------------------------	--------------------------	-----------------------------	-------------------------------	----------------------------

CONTRACT FOR SERVICES

This contract made and entered into on 01 October 2024, by and between Navy Region Northwest a nonappropriated fund instrumentality hereinafter called (NAFI) and North Whidbey Parks & Recreation District hereinafter called (Contractor), is for pool usage services subject to the provisions set forth hereunder. The parties agree as follows:

1. CONTRACT PERIOD:

- A. The period of performance for this contract will be for one (1) year. Period of performance is listed in block ten (10) on page one (1) of contract.

2. PERFORMANCE OF SERVICE:

- A. The Contractor shall provide pool usage for active duty service members, active duty family members and reservists on behalf of the following location:

- 1) Naval Air Station Whidbey Island – Fitness Center

Authorized Points of Contact: Karissa Sander, Nickolas “Nick” Jackson, Alicia Armer, John “KJ” Johnson, Sheila Macapagal.

- B. Contractor shall:

- 1) Provide lap and open swim services for active-duty service members, active-duty family members, and reservists.
- 2) Verify active-duty military and reservist status through ID card verification prior to pool usage.
- 3) Provide and maintain sign in sheet
 - a) Have each patron sign in upon verification of military ID. Sign in sheet must include patron’s name, date of attendance, time, and type of military identification presented.
 - b) Provide a copy of sign in sheet to MWR Point of Contact (POC) at the beginning of each month for prior month’s usage.
- 4) Ensure lifeguards are on duty at all times.
- 5) Ensure facility is in compliance with all applicable codes, standards, design parameters, or regulations of Center of Disease Control and Prevention, Occupational Safety and Health Administration (OSHA), American College of Sports Medicine (ACSM) guidelines, and Americans with Disabilities Accessibility Act (AADA) guidelines.

3. AUTHORIZED FUNDING:

FACILITY	COST CENTER	G/L ACCT	AMOUNT
NASWI Fitness Center	12226	783089	\$55,000.00
CONTRACT TOTAL:			\$55,000.00

4. PRICING:

NAVAL AIR STATION WHIDBEY ISLAND				
FITNESS CENTER				
CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE
0001	Lap Swim – Active-Duty Service Member	1	EA	\$6.00
0002	Lap Swim – Active-Duty Family Member	1	EA	\$6.00
0003	Lap Swim – Reservist	1	EA	\$6.00
0004	Open Swim – Active-Duty Service Member	1	EA	\$5.00
0005	Open Swim – Active-Duty Family Member	1	EA	\$5.00
0006	Open Swim – Active-Duty Family Member (Ages 2 & Under)	1	EA	\$0.00
0007	Open Swim – Reservist	1	EA	\$5.00

*TOTAL CONTRACT NOT TO EXCEED \$55,000.00. IF SERVICES CANNOT BE PERFORMED WITHIN THIS AMOUNT, WITHHOLD SERVICES & CONTACT THE CONTRACTING OFFICER.

5. PAYMENT:

- A. In consideration for the services rendered, the NAFI agrees to pay the Contractor in the terms of Net Due 30 Days, upon receipt of a valid invoice, and per the payment terms stipulated in this contract for the amount stipulated in paragraph 3, unless otherwise specified by a modification to this contract.
- B. Payment of prices stated in this contract will be made according to the Prompt Payment Act, as amended. Payment is deemed to have been made as of the date on the payment check or date on which electronic funds transfer is made.
- C. Discounts for prompt payment: In connection with any prompt payment discount offered, time will computed from the date of the Contractor’s valid invoice. Payment is deemed to have been made as of the date on the payment check or date on which electronic funds transfer is made.

6. INVOICES:

- A. To ensure prompt payment the Contractor shall provide to the Regional Accounting Department located at 1103 Hunley Road Building 94, Silverdale, WA 98315 at the time of each delivery, or completion of service, an invoice.
- B. An invoice is a written request for payment under the contract for supplies/equipment delivered or for services rendered. In order to be proper, an invoice must include (and in order to support the payment of interest penalties) the following:
 - 1) Invoice date;
 - 2) Name of Contractor;
 - 3) Contract number (include order number, if any), contract description of supplies or services, quantity, contract unit of measure, unit price, and extended total;
 - 4) Name and address to which payment is to be sent (name must be the same as that in the contract or on a proper notice of assignment);
 - 5) Name (where practicable), title, telephone number and mailing address of person to be notified in the event of a defective invoice; and
 - 6) Any other information or documentation required by other provisions of the contract (such as evidence of shipment).
 - 7) Invoices shall be prepared and submitted in duplicate (one copy shall be marked "Original") unless otherwise specified.

7. SUBCONTRACTS:

- A. The Contractor will not subcontract parts or the whole of this contract without obtaining the Contracting Officer's consent. If a subcontractor is permitted to execute part or this entire contract, the Contractor will continue to be held responsible for all provisions of the contract in total.
- B. MWR NAFI and the Contractor understand and agree that the services to be delivered under this contract by the Contractor to the MWR NAFI are non-personal services and the parties recognize and agree that no employer-employee relationships exist, or will exist, under the contract between MWR NAFI and the Contractor's employees. It is therefore, in the best interest of the MWR NAFI to afford the parties a full and complete understanding of their respective obligations.
- C. The Contractor's personnel under this contract shall not be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, military or civilian.

8. CONTRACTING AND ADMINISTRATIVE AUTHORITY:

- A. The MWR NAFI Contracting Officer is the ONLY PERSON AUTHORIZED TO APPROVE CHANGES OR MODIFY ANY OF THE REQUIREMENTS UNDER THIS CONTRACT, and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely with the MWR NAFI Contracting Officer.
- B. No agreement or understanding to modify this contract will be binding upon MWR NAFI unless made in writing and signed by the Contracting Officer from the office that issued the contract or its successor.
- C. In the event the Contractor effects any change at the direction of any person other than the MWR NAFI Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result therefore.
- D. Requests for information on matters related to this contract, such as explanation or terms or contract interpretation, shall be submitted to the MWR NAFI Contracting Officer.

9. TITLE AND RISK:

- A. The Contractor assumes the full risk of and responsibility for any loss, destruction or damage occurring to the equipment, supplies and components, such loss or damage as may be attributable to the Contractor's gross negligence or of its officers, agents or employees while acting within the scope of their employment, unless negligence is proven on the part of the Government.
- B. The MWR NAFI activity assumes any loss resulting from deterioration, destruction, and/or damage of equipment and supplies by fire or other means, provided, however, that the Contractor shall not be relieved of liability for its gross negligence or for the gross negligence of its employees.

10. HOLD & SAVE HARMLESS:

- A. The Contractor shall indemnify, save hold harmless, and defend the NAFI, its outlets, and customers from liability, claimed or established, for violation or infringement of any patent, copyright, or trademark right asserted by any third party with respect to goods hereby ordered or any part thereof. Contractor further agrees to hold the NAFI harmless from all claims or judgments for damages resulting from the use of products listed in the contract, except for such claims or damages caused by or resulting from negligence of NAFI customers, employees, agents, or representatives. Also, the Contractor shall at all times hold and save harmless the NAFI, its agents, representatives, and employees from any and all suits and expenses which arise out of acts or omissions of the Contractor, its agents, representatives, or employees.

- B. Nothing herein above contained shall, however, relieve or be construed as relieving, the United States (including its agencies and instrumentalities), and their officers, agents, and employees from any liability growing out of their negligence, nor shall anything contained herein above this paragraph be construed as an assumption of indemnification on the part of the Contractor as against any such liability arising from or growing out of any such negligence.

11. LICENSES, TAXES, PERMITS, AND FEES:

- A. The Contractor is fully cognizant that this contract is a contract for services and that an employee-employer relationship does not exist between the Contractor and NAFI. The Contractor is not an employee of the NAFI and is not covered by Workmen's' Compensation, group life, accident or health insurance, nor other benefits associated with an employer-employee relationship. Therefore, it is the Contractor's responsibility to obtain, at its own expense, all licenses and permits, and to pay such taxes and fees as may be required of the Contractor by federal, state, and local governments in the execution of the terms of this contract. The Contractor shall comply with all laws, rules, and regulations applicable to the service carried on under this contract.

12. SERVICE CONTRACT ACT OF 1965

- A. The McNamara-O'Hara Service Contract Act (SCA) covers contracts entered into by federal and District of Columbia agencies that have as their principal purpose furnishing services in the U.S. through the use of "service employees." The definition of "service employee" includes any employee engaged in performing services on a covered contract other than a bona fide executive, administrative, or professional employee who meets the exemption criteria set forth in 29 CFR Part 541. The Act requires Contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor Contractor's collective bargaining agreement. The Department of Labor issues wage determinations on a contract-by-contract basis in response to specific requests from contracting agencies. These determinations are incorporated into the contract. For contracts equal to or less than \$2,500, Contractors are required to pay the federal minimum wage as provided in Section 6(a)(1) of the Fair Labor Standards Act. For prime contracts in excess of \$100,000, Contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to SCA-covered contracts.
- B. A complete copy of the Act to include applicable laws and regulations and additional information is available from:

<https://www.dol.gov/agencies/whd/government-contracts/service-contracts>

13. DEPARTMENT OF LABOR WAGE DETERMINATION:

- A. The following county specific Department of Labor Wage Determination(s) applies to the subject service contract.

WD 15-5547 (Rev. 25) Dated 07/21/2024 – Island & San Juan Counties

The appropriate wage determination will be displayed with the applicable wage rates that are required to be paid to employees working on the services provided under subject service contract. The wage determination is available at the following link.

<https://sam.gov/content/home>

14. MINIMUM WAGES UNDER EXECUTIVE ORDER 14026 (JAN 2022):

- A. Executive Order 14026. This contract is subject to Executive Order 14026, the regulations issued by the Secretary of Labor in 29 CFR part 23 pursuant to the Executive Order, and the following provisions.
- B. A complete copy of Executive Order 14026 is available at:

<https://www.dol.gov/agencies/whd/government-contracts/eo14026>

15. CONTRACT ADMINISTRATION:

- A. CONTRACTOR EMPLOYEES: The employees are employees of the Contractor, and shall be paid by the Contractor alone, and in employing such personnel, the Contractor is acting independently and not as an agent of the United States Government, MWR NAFL. The Contractor shall comply with the Social Security Act, the Longshoremen's and Harbor Workers' Compensation and Unemployment Insurance Laws of the state where the service is performed hereunder and the Contractor shall comply with all other relevant legislation, State and Federal.

16. ORDER OF PRECEDENCE:

- A. In the event of an inconsistency between provisions of this solicitation/contract, the inconsistency shall be resolved by giving precedence in the following order:
- 1) Description of the supplies/equipment or services and prices/costs;
 - 2) Description/specifications/work statement
 - 3) Special contract requirements
 - 4) Contract clauses

- 5) Other provisions of the solicitation/award
- 6) Any portion of the Contractor's bid or proposal that has been incorporated by reference and made a part of the contract.

17. GOVERNING LAW:

- A. If any clause or provision here in shall be ruled invalid or unenforceable, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.
- B. In any dispute arising out of this contract, the decision of which requires consideration of law questions, the rights and obligations of the parties shall be interpreted and determined according to the substantive and procedural laws of the United States of America.
- C. NAFI Clauses are hereby incorporated by reference and Non-Appropriated Clauses take precedence over anything written in this Contract.

NONAPPROPRIATED FUND CONTRACT CLAUSES DATED JULY 6, 2011 APPLY TO THIS CONTRACT/ORDER AND ARE AVAILABLE AT:

http://www.navy.mwr.org/resources/Facilities/NAF_Contract_Clauses/

CLICK ON "NAF ACQUISITIONS", CLICK ON "NAF CONTRACT CLAUSES" AND CHOOSE THE "NONAPPROPRIATED FUND CONTRACT CLAUSES" PDF.



Commissioner Communication

11. Item: Executive Session: NONE

Meeting Date: 9.26.24

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: Next Board Meeting is scheduled for: TBD- we need to reschedule the Pricing and Budget Amendment meeting.

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**___