

Public Notice



POOL, PARK, AND RECREATION DISTRICT

REGULAR MEETING

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

Thursday, June 27, 2024

6:00 p.m.

1. Meeting Called to Order
2. Roll Call
3. Agenda
4. Public Comments
5. Consent Agenda Announcement
6. Consent Agenda Items
 - a. Minutes: 06.17.2024
 - b. Vouchers & Payroll

i. Expense Vouchers #s 10326-10373	\$57,821.60
ii. Payroll:	\$70,701.79
TOTAL: \$128,523.39	
7. Staff Reports:
8. Committee Reports:
 - a. Program Committee
 - i. Proposal for Definitions
 - ii. Proposal to Consider Startup Costs Separately from Revenue Expenses
 - iii. Proposal to Remove 20% markup from 1st Session of New Programs
 - iv. Proposal for Water Volleyball League
 - b. Levy Committee
 - i. Maintenance and Operation Levy Resolution 2024-02
9. Unfinished Business: None
10. New Business:
 - a. Working on Whidbey Presentation – Nick Ricci
 - b. OPMA Training
 - c. Committee Review/Considerations
11. Executive Session:
12. Action Item/Review:
13. Final Board Comments:
14. Next Meeting: Special Meeting, Thursday, July 11th 6:00 p.m. Location TBD
15. Adjournment

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 06.27.2024	Page 1 of 1	Item: Meeting Called to Order
Agenda No: 1.	Presented by: Chair	
<p><i>*This section for staff use</i></p> <p>This is the regular meeting of the North Whidbey Pool, Park, and Recreation District Board of Commissioners. I am calling this meeting to order at _____ a.m. or p.m.</p>		

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

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

Agenda No: 4.	Presented by: Chair	Item: Public Comment
<p>Suggested Statement: <i>“The Board of Commissioners welcomes public input on items listed on the agenda, policies, and/or issues affecting our District. The BOC takes this time to listen and consider, but not to comment. Anyone who wishes to comment please let us know. Please state your name and keep your comments to three minutes, thank you.”</i></p>		

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date:	Page 1 of 2	Item: Consent Agenda Announcement										
Agenda No: 5.	Presented by: Chair											
<p><i>“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?”</i></p>												
<p><i>*This section for staff use</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Commissioner Kraner</td> <td style="width: 30%;">Yes</td> </tr> <tr> <td>Commissioner Larsen</td> <td>Yes</td> </tr> <tr> <td>Commissioner Witmer</td> <td>Yes</td> </tr> <tr> <td>Commissioner Hartmann</td> <td>Yes</td> </tr> <tr> <td>Commissioner Guy</td> <td>Yes</td> </tr> </table>			Commissioner Kraner	Yes	Commissioner Larsen	Yes	Commissioner Witmer	Yes	Commissioner Hartmann	Yes	Commissioner Guy	Yes
Commissioner Kraner	Yes											
Commissioner Larsen	Yes											
Commissioner Witmer	Yes											
Commissioner Hartmann	Yes											
Commissioner Guy	Yes											
<p>Item Removed: _____ <i>(**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.)</i></p>												

Agenda No: 6. a., & b.	Present by: Chair	Item: Approval of Consent Agenda						
<p>a. Minutes:</p> <p>b. Vouchers & Payroll</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">i. Expense Vouchers #s 10326-10373</td> <td style="width: 50%; text-align: right;">\$57,821.60</td> </tr> <tr> <td>ii. Payroll:</td> <td style="text-align: right;">\$70,701.79</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL: \$128,523.39</td> </tr> </table>			i. Expense Vouchers #s 10326-10373	\$57,821.60	ii. Payroll:	\$70,701.79	TOTAL: \$128,523.39	
i. Expense Vouchers #s 10326-10373	\$57,821.60							
ii. Payroll:	\$70,701.79							
TOTAL: \$128,523.39								
<p>Recommended Motion: I move to approve the Consent Agenda as presented.</p>								

**This section for staff use*

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner _____ Commissioner Larsen _____

Commissioner Witmer _____ Commissioner Hartmann _____

Commissioner Guy _____

**This section for staff use*

Item Removed: _____

New Motion: I move to

Motioned, Commissioner _____

Seconded, Commissioner _____

Discussion Yes or No

Commissioner Kraner Yes or No

Commissioner Larsen Yes or No

Commissioner Witmer Yes or No

Commissioner Hartmann Yes or No

Commissioner Guy Yes or No

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
REGULAR MEETING
Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Thursday, May 23, 2024
6:00 p.m.

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

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

Agenda: 6.h. Employee Recognition and 9.b. Levy Committee were added to the agenda.

Executive Session: The board entered executive session pursuant to RCW 4.30.110(h) to evaluate the qualifications of a candidate for appointment to elective office for a period of 20 minutes, until 6:24 p.m. The board extended the executive session for a period of 5 minutes. The regular meeting was called back to order at 6:33 p.m.

Public Comment: Holly Troyer, Misty Martin, and four 3rd grade students from Oak Harbor Elementary gave public comments.

New Business:

Appointment of Commissioner Position 2-Commissioner Hartmann moved to appoint William Larsen to Commissioner Position 2. Commissioner Witmer seconded the motion. Motion carried.

1. **Oath of Office**-William Larsen sworn in as Commissioner Position 2.

Appointment of Commissioner Position 5-Commissioner Witmer moved to appoint David Guy to Commissioner Position 5. Commissioner Hartmann seconded the motion. Motion carried.

2. **Oath of Office**-David Guy sworn in as Commissioner Position 5.

Election of Officers-Commissioner Hartmann moved to appoint Commissioner Witmer as Chairperson. Motion failed with 2 in favor and 3 against. Commissioner Kraner moved to appoint herself as Chairperson. Motion carried with 3 in favor and two against. Commissioner Hartmann moved to appoint Commissioner Witmer as Vice-Chair. Commissioner Guy seconded the motion. Motion carried.

Resolution 2024-01 Assistant Auditing Officer-Commissioner Larsen moved to nominate himself as the assistant auditing officer. Commissioner Witmer seconded the motion. Motion carried. Commissioner Guy moved to approve Resolution 2024-01, designating Commissioner Larsen as the assistant auditing officer. Commissioner Hartmann seconded the motion. Motion carried.

Nextiva Contract-Commissioner Witmer moved to approve the Nextiva contract as presented. Commissioner Hartman seconded the motion. Motion carried.

Parliamentary Procedure Training-Commissioner Kraner presented on parliamentary procedures.

OHE Swim Lesson Pricing-After discussion and amendment, Commissioner Hartman moved to schedule a workshop to discuss budgeting for school district groups and special programming. Commissioner Larsen seconded the motion. Motion carried.

Employee Recognition-Executive Director Jay Cochran received the Washington Recreation and Parks Association Levy Legislative Award.

Consent Agenda Announcement: Commissioner Witmer would like the 4.25.24 regular meeting minutes corrected under Committee Reports 2.a. Day Camp to read "Seconded by Commissioner Hartmann. Motion carried." The sentence was deleted during editing.

Consent Agenda: Commissioner Witmer moved to approve the consent agenda as revised. Commissioner Hartmann seconded the motion. Motion carried.

1. **4.6.24 Special Meeting Minutes and 4.25.24 Regular Meeting Minutes.**
2. **Vouchers & Payroll:** Expense Vouchers #s10278-10325 in the amount of \$22,881.29, Payroll in the amount of \$63,489.79, and Department of Revenue in the amount of \$2,194.34 for a total of \$88,565.42.

Committee Reports: The District's committees were reviewed. Commissioners Hartmann and Guy will serve on the bylaws committee. Commissioners Witmer and Kraner will serve on the budget committee. Commissioners Kraner and Larsen will serve on the levy committee. Commissioner Witmer and Guy will serve on the program committee.

Staff Reports: Executive Director Cochran presented Staff Reports

Action Item/Review:

- Schedule a workshop to discuss the program pricing structure.
- Levy Committee will be added to the agenda indefinitely.

Final Board Comments:

Commissioner Witmer welcomes the new commissioners. Commissioner Guy gives thanks to everyone.

Next Meeting: The next regular meeting is scheduled for Thursday, June 27, 2024, at 6:00 p.m., at the Chamber of Commerce.

Adjournment: Commissioner Witmer moved to adjourn the meeting. Commissioner Harmann seconded the motion. Meeting adjourned at 7:39 p.m.

Attest _____, 6.27.24, Brit Kraner, Chair

NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT
REGULAR MEETING

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

Monday, June 17, 2024
6:00 p.m.

The meeting was called to order at 6:00 p.m.

Roll Call: Commissioners Kraner, Larsen, Witmer, Hartmann, and Guy were present. Executive Director Cochran was present.

Agenda: No Changes

Public Comment: None

Executive Session: The board entered into Executive Session at 6:02 p.m. as allowed by RCW 42.30.110 1 (i) "To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. " until 6:20 p.m. At 6:20 p.m. the board extended the executive session until 6:34 p.m. At 6:34 p.m. the board extended the executive session until 6:44 p.m. At 6:44 p.m. the board extended the executive session until 6:49 p.m. The regular meeting was called back to order until 6:49 p.m.

Commissioner Witmer moved to discuss the MPD options. Commissioner Larsen seconded the motion. Motion passed. Discussion ensued about the options the District had to move forward in the November general election with either a Maintenance and Operation Levy Ballot measure or the creation of a Metropolitan District.

Commissioner Larsen moved to abandon the Metropolitan Park District and move forward with a maintenance and operation levy for the general election ballot 2024 and understanding the rate will be determined a subsequent meeting. Commissioner Guy seconded the motion. Motion passed.

Action Items:

1. Contact Secretary of Interior regarding Clover Valley Park
2. Update Pat Hardin
3. Follow up with the attorney on the board's questions.

Next Meeting: Regular Meeting, June 27th, 2024, at 6:00 p.m. at the Oak Harbor Chamber of Commerce. Next special meeting is July 11th, 2024, location TBD.

Adjournment: Commissioner Witmer moved to adjourn the meeting. Commissioner Guy seconded the motion. Meeting adjourned at 7:14 p.m.

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>649292-649305</i>	<i>05.01.2024</i>	<i>10326-10352</i>	<i>\$ 24062.51</i>
<i>649908-649911</i>	<i>05.16.2024</i>	<i>10353-10356</i>	<i>\$ 2303.90</i>
<i>650257-650264</i>	<i>05.22.2024</i>	<i>10357-10365</i>	<i>\$ 7672.41</i>
<i>650723-650727</i>	<i>05.29.2024</i>	<i>10366-10373</i>	<i>\$ 23782.78</i>
			<i>\$57821.60</i>

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$70701.60

*Total of Voucher #s 10326-10373,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer*
\$128523.39

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 June 27, 2024

Brit Kraner, Commissioner

Bill Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

North Whidbey Park & Recreation District
Voucher Report
May 2024

Date	Num	Name	Memo	Amount
May 24				
05/09/2024	10353	4000396 R1 Anthony Maddox	Maintenance/Repair	852.84
05/09/2024	10354	5001152 Diamond Rentals	Portable Toilet	225.00
05/09/2024	10355	5002013 Island County Public Health	Pool/Spa License	967.00
05/09/2024	10356	4001129 R1 Electronic Business Ma...	Copy Machine Usage 2024-04	259.06
05/16/2024	10357	4000437R1 Barron Heating Air Condi...	Heater Repair	818.00
05/16/2024	10358	5000911 Comcast	Internet Service	225.82
05/16/2024	10359	4000643 R1 Island Disposal	CVP Garbage	132.11
05/16/2024	10360	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2024-04	575.00
05/16/2024	10361	5003381 Surety Pest Control	Quarterly Pest Control	136.24
05/16/2024	10362	4000705 R1 Puget Sound Energy	Electric Bill	4,266.42
05/16/2024	10363	4000897 R1 Airgas USA, LLC	Cylinder Rental Hot Tub	194.47
05/16/2024	10364	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,264.40
05/16/2024	10365	5007369 R1 Whidbey Tech Solutions	Mon Install & Unify Updates	59.95
05/22/2024	10366	4000396 R1 Anthony Maddox	Repair & Maint Supplies	451.22
05/22/2024	10367	4000470 R1 Cascade Natural Gas	Gas Bill: Pool	7,872.73
05/22/2024	10368	4000470 R1 Cascade Natural Gas	Gas: Spa,Lk Rm,Lobby,Ofc	673.51
05/22/2024	10369	4000793 R4 Visa	J Cochran CC	4,626.85
05/22/2024	10370	4000793 R4 Visa	S Hoffmire CC	607.99
05/22/2024	10371	4000793 R4 Visa	J Millang CC	1,535.48
05/22/2024	10372	5001646 Oak Harbor Chamber of Co...	Independence Day Sponsorship	8,000.00
05/22/2024	10373	Patron	Patron Refund Open Swim	15.00
May 24				33,759.09

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date:	Page 1 of 31	Item: Staff Reports
Agenda No: 7.	Presented by: Jay Cochran	

Executive Director Report

We launched the District’s YouTube channel, North Whidbey Pool Park and Rec, dedicated to broadcasting our meetings and events to a wider audience. In alignment with our goal to enhance community engagement, we are leveraging the capabilities of YouTube to stream our meetings free of charge.

To facilitate easy access to our recorded meetings, we have uploaded the previous meetings links onto our website.

While exploring our options for the upcoming July meeting, we are opting for a live stream directly from YouTube. This approach not only allows for real-time participation but also seamlessly records the session for later viewing. We believe this strategy will not only streamline the process but also enhance our visibility, potentially attracting more participants to our meetings.

Regarding the possibility of simultaneously running the meeting via Teams and recording it on the same device, further investigation is required, which we will undertake upon my return from vacation, but not in time for the next meeting so we will only utilize

In the meantime, please find the link to our YouTube channel <https://www.youtube.com/@NorthWhidbeyPoolParkandRec/videos> where you can access our previous meetings, and stay updated on upcoming events.

On May 30th, Representative Dave Paul visited our facility for a half-hour tour. Representative Paul had previously toured our facility in 2021, prior to the completion of the roof repairs funded through a Community Grant obtained during the legislative session with him as the sponsor of our application. These repairs ensure the longevity of our roof for the next two decades. During his recent visit, we showcased all the improvements made since then, which he found impressive.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

We also took the opportunity to outline our plans for the renovation of the locker rooms, with the intention of pursuing funding through a similar Community Grant. Representative Paul expressed a willingness to assist us in this endeavor and offered to work with other legislative representatives to secure funding in the next funding cycle.

Given the success of our previous grant application, we plan to submit another grant proposal in November/December of 2024.

Overall, Representative Paul's visit was brief but productive. We appreciate his ongoing support and look forward to collaborating with him to further enhance our facilities and serve our community.

On Friday, June 7th, I met with the School District Superintendent to discuss our intergovernmental agreement, which allows us to use each other's facilities at no cost. She expressed a preference to move towards a newer agreement that ensures both districts are mutually beneficial, rather than neutral. In the meantime, we will continue with our current agreement to ensure uninterrupted programming while we work through the details of the new agreement.

Additionally, we are arranging a meeting for either the second or third week of July with both of our business managers. The purpose of this meeting is to review our pricing structures, including our expenses and projected rental needs, compared to the school district's rental needs. The school district will propose new rates to the board, and the Superintendent will provide us with this information. This meeting is a crucial step towards creating a new local agreement between our two entities.

During our meeting, with the chair's permission, I updated her on our current status with the MPD and the board's future objectives. I discussed the upcoming special meeting and requested the school district's support for having five elected Commissioners at large included in the MPD resolution language. She indicated that she would investigate further to fully understand our position and is likely to consult with the city as well. She is very thorough in gathering all necessary information before making an informed decision.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

The Superintendent recognizes the importance of our continued collaboration to bring recreational programming to Oak Harbor students, families, and the wider North Whidbey community.

Maintenance Director's Report

Another busy month has come to a successful conclusion. With our hosting of the Chamber luncheon some exterior maintenance was moved up on our list. The luncheon had a great turnout, and our facility was definitely looking sharp.

Various projects around JVMP continue along with smooth operations. Much progress has been made with projects at CVP and we're still looking to finish a couple more this summer. The newly installed automatic gate and signage continues to function perfectly.

A sizable maintenance project continuing at JVMP is chemically cleaning the 11,000 square feet of pitched silicone coated metal roofing, we are approximately halfway done with this. An upcoming capital project is replacing 3 sets of metal doors.

Summers are extremely busy around here and it seems all our time goes into essential operations. We are also down a custodian so we're looking to hire part-time weekend help. The timeline for upcoming projects will be as we can get to them.

Keeping up with all the growing vegetation this month has been challenging, that said it seems to have finally slowed down.

Finally, I can't thank the Maintenance and Custodial teams enough for their efforts in helping this facility shine daily and for the special events. Also, the rest of the staff pitching in when needed is immensely appreciated.

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

Recreation Coordinator's Report

Created a new Adult Flag Football League including... designed new flyer, put together budget, registered league through NFL Flag, set up jersey order once

North Whidbey Pool, Park, and Recreation District Commissioner Communication

registration is closed, put together call sheet for front desk, promoted through word of mouth, local flyers, and social media, submitted field request through the school district, and put together supply list and needed items. (Only 5 registrations)

Challenger Soccer Working with Jack to promote upcoming soccer camp. Emailed back and forth with Jack from challenger to understand his needs. Promoted challenger soccer camp through social media, word of mouth, and local flyers around town. (Currently 21 registrations) Over 100 flyers handed out to local businesses.

Camp Trail Blaze- Contacted Emma to go over needs. Requested facilities through the school district, created new Banner and ordered through Banners.com, Hung new banners in key locations in Oak Harbor, went through storage shed and separated all supplies needed for camp, set up food services through District for breakfast and lunch, interviewed and hired 4 new Day camp counselors, located available First Aid/CPR and registered all Day Camp staff for certification on July 13th, printed out over 100 flyers and passed them out in Oak Harbor, Coupeville and Anacortes. Promoting via Social media blasts, emails, company webpage, macaroni kids, and peachjar. Out of 30 available spots per week we currently have (27, 13, 10, 8, 3, 5) registered.

Atlantis STEAM. I have reached out to Ash at the STEAM program 4 times without a response. I have been promoting via Social media blasts, emails, company webpage, macaroni kids, and peachjar along with passing out over 100 flyers through out town. (Currently 6/12 and 4/12 kids are registered).

WVC Volleyball. Meeting set for June 24th to go over needs with WVC. Requested facility for camps, and have been promoting via social media blasts, emails, company webpage, macaroni kids, and peachjar along with passing out over 100 flyers throughout town and displaying at the pool.

New Family Water Volleyball League. Developed a budget and supply list along with a schedule for a new water volleyball league. Pitched new league to activities committee and they approved and will present at the next board meeting. Talked to committee about lowering or getting rid of 20% mark up on year 1 of a new start up recreation program.

Whidbey Island Chum Run Joined HIYI committee and sat in on scholarship/chum run meeting. Put together new original Couch to 5K plan. Reworked 2023 Chum Run flyer to promote 2024 chum run. Came up with new location. Designed and walked 3.1mile route through Fort Casey State Park. Mapped suggested route for submission to Fort Casey State Park...confirmed starting point, need for markers, overall distance and finishing point. Have been in

North Whidbey Pool, Park, and Recreation District Commissioner Communication

contact with Liz, Skye and Adrianna on the HIYI committee. We will be meeting the first part of July to continue planning.

In addition to working on the leagues events and camps above I have also been working on the following:

- Learning the operating procedures, facilities, and getting to know all of the staff at NWPPRD.
- Sat in on Committee meeting and pitched removing 20% mark up on year 1 of all new recreational programs. (Approved and will be presented at next BOC meeting)
- Pitched new Water Volleyball League (Approved and will be presented at next BOC meeting)
- Interviewed and hired 4 new Day Camp staff.
- Cleaned and organized supply shed out back of pool
- Reworked bulletin boards at the pool to properly promote current programs
- Joined and met with HIYI committee to discuss Chum Run and under privileged youth scholarships.
- Developed a distribution list for passing out flyers in Oak Harbor, Coupeville, Anacortes and La Connor. (100+ local businesses accepted flyers)
- Developed a new Couch to 5K program for people to use on their own
- Walked Clover Valley Dog park with Shane and went over possible opportunities for future programs, events and leagues.

Over the next 4 weeks I will be working on, Challenger Soccer Camp, Camp Trail Blaze, Adult Flag Football, WVC Volleyball, The Chum Run and the 4th of July Carnival.

In addition to these camps/programs I will be getting our fall Youth Flag Football and Volleyball leagues up and ready for registration, training our Day Camp staff, getting myself and the Day Camp Staff First Aid/CPR certified, and looking into starting a Parents Night Out program.

Lastly, I will be putting together a public survey to have at our table/booth at the 4th of July festivities. I will be asking the public and parents specifically what

North Whidbey Pool, Park, and Recreation District Commissioner Communication

programs they would like to see in 2025. Using this public information should allow for better attendance throughout our programs/camps and set us up for success moving forward.

Swim Lesson Coordinator's Report

For the month of June, the swim lesson program is starting to see its typical summer increase of new students enrolling in lessons. As we enter the summer lesson schedule, we hope to see an overall participation increase like we have had in previous years.

For the private lesson program, we are in the process of finalizing designated private lesson time slots within the summer schedule to maximize lesson opportunities and serve as many families as possible. Private lesson times become more limited in the summer between increases in group lessons and trying not to crowd the more limited lap swim times.

To meet increased demands for swimming lesson, we have a Water Safety Instructor Course scheduled for June 23rd-25th with five participants enrolled. This includes three current staff who are cross-training and two brand new staff members who are excited to teach lessons! This will help us expand the number of classes we are able to offer and serve the community more effectively.

Business Manager's Report

The new Client Services Specialist Coordinator started at the end of May and has spent the first part of June learning the role of Client Service Specialist. She also started working to revamp many of our marketing materials, which have received much positive feedback thus far.

We were invited to attend the Baby Resource Expo at Whidbey Health on the first Sunday of June. This allowed us the opportunity to share information about swimming lessons, tot pool swim times, and water aerobics classes with new and expectant moms in attendance. It was also a great opportunity to network with other agencies and organizations on the island that work with young families.

Over the next few weeks, we will see several key staff members leaving for college, relocation, etc. Initially, the returning staff and high school students who

North Whidbey Pool, Park, and Recreation District Commissioner Communication

can work more in the summer will fill these gaps. We will evaluate and work to recruit new staff to ensure we have adequate coverage this fall.

For the Independence Day Celebration, we will have a booth for the full ten days of the carnival geared toward children and youth programming, a booth for the three days of the street fair focused on adult programming, and a parade entry. The goal is to be visible and provide District information to all segments of the community visiting the event. We believe this multi-tier approach will accomplish this goal. Booths and parade entries are included in our sponsorship of the event.



Heritage
BANK

14807 Highway 99 | Lynnwood, WA 98087

Statement Start	05-01-2024
Statement End	05-31-2024
Account Number	
Page	1 of 1

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



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Check out the latest issue of Banking Business magazine! Ask for a copy at your local branch or read it online at heritagebanknw.com/bankingbusiness.



PUBLIC NOW CHECKING	Account No.
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Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$292.08		\$0.00		\$0.00		\$0.00		\$8.00		\$284.08

Deposit and Withdrawal totals include paid transactions only

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
05/31/24	Monthly Maintenance Fee	8.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance
05/01	292.08	05/31	284.08

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





Heritage
BANK

14807 Highway 99 | Lynnwood, WA 98087

Statement Start	05-01-2024
Statement End	05-31-2024
Account Number	
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NORTH WHIDBEY POOL PARK & RECREATION DIS
85 SE JEROME ST
OAK HARBOR WA 98277-3770



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PUBLIC NOW CHECKING Account No.

Interest Rate 0.02% Annual Percentage Yield Earned 0.02% Interest Paid YTD: \$0.55

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$7,539.11		\$53,707.65		\$0.18		\$39,510.46		\$8.00		\$21,728.48

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
05/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,148.00
05/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,484.00
05/02/24	Deposit	18.00
05/02/24	Deposit	246.00
05/02/24	Deposit	44.50
05/03/24	External Deposit CNI MLLNGTN DET EFT 050224 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *240502*1	3,324.00
05/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,126.25
05/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	806.50
05/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,109.85
05/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	6,836.75



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
05/07/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	688.00
05/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,028.75
05/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	664.00
05/10/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	4,151.50
05/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	178.50
05/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	974.25
05/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,506.75
05/14/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,518.00
05/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,117.75
05/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,517.25
05/16/24	Deposit Night Drop	80.00
05/16/24	Deposit Night Drop	25.50
05/16/24	Deposit Night Drop	101.50
05/16/24	Deposit Night Drop	167.00
05/16/24	Deposit Night Drop	191.25
05/16/24	Deposit Night Drop	187.25
05/16/24	Deposit Night Drop	17.75
05/16/24	Deposit Night Drop	115.25
05/16/24	Deposit Night Drop	82.75
05/16/24	Deposit Night Drop	72.75
05/16/24	Deposit Night Drop	109.75
05/16/24	Deposit Night Drop	23.00
05/16/24	Deposit Night Drop	53.00
05/17/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	892.00
05/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	596.00
05/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,247.25
05/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,346.75
05/20/24	Deposit	40.75
05/20/24	Deposit	200.00
05/20/24	Deposit	156.00
05/20/24	Deposit	113.75
05/20/24	Deposit	43.50
05/20/24	Deposit	118.00
05/21/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	461.00
05/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,472.25





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
05/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,534.75
05/24/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	941.75
05/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	825.50
05/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,278.00
05/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,420.00
05/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,436.00
05/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	591.50
05/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	731.25
05/30/24	Deposit	167.00
05/30/24	Deposit	103.50
05/30/24	Deposit	122.50
05/30/24	Deposit	70.05
05/30/24	Deposit	91.50
05/30/24	Deposit	263.00
05/30/24	Deposit	26.75
05/30/24	Deposit	119.00
05/30/24	Deposit	20.00
05/30/24	Deposit	244.75
05/31/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,318.25
05/31/24	Credit Interest	0.18

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
05/01/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,325.85
05/02/24	Withdrawal NWPP AND REC	7,361.26
05/02/24	External Withdrawal AUTHNET GATEWAY - BILLING 136299250	114.60
05/07/24	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 8033566	52.95
05/09/24	Withdrawal NWPP AND REC	21,209.05
05/16/24	Withdrawal NWPP AND REC	9,446.75
05/31/24	Monthly Maintenance Fee	8.00





DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
05/01	8,361.26	05/13	7,811.00	05/23	11,966.00
05/02	2,677.90	05/14	9,329.00	05/24	12,907.75
05/03	9,128.15	05/15	10,446.75	05/28	17,867.25
05/06	17,881.25	05/16	3,744.00	05/29	18,458.75
05/07	18,516.30	05/17	4,636.00	05/30	20,418.05
05/08	21,545.05	05/20	8,498.00	05/31	21,728.48
05/09	1,000.00	05/21	8,959.00		
05/10	5,151.50	05/22	10,431.25		

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





SCORECARD

Bonus Points
Available
114,663

Account Summary

Billing Cycle		04/30/24
Days In Billing Cycle		30
Previous Balance		\$4,458.95
Purchases	+	4,572.97
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	53.88

NEW BALANCE \$9,085.80

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$914.00
Available Cash	\$914.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$90.00
Disputed Amount	\$0.00

Important Information About Your Account

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

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Account Inquiries



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Report Lost or Stolen Card: (727) 570-4881



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

Payment Summary

NEW BALANCE \$9,085.80

MINIMUM PAYMENT \$272.00

PAYMENT DUE DATE 06/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
04/01/24	04/02/24	5045	24801974092286857700109	ESoft PLANNER MMESZAROS@PPC OH	\$140.00
04/09/24	04/10/24	4814	24906414100197575473211	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$237.95



Cardholder Account Summary Continued					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
04/09/24	04/10/24	5996	24492164100000020662027	SP FOAMNOODLE HTTPSFOAMNOOD MN	\$153.00
04/12/24	04/14/24	8398	24755424104171045634931	GREATER OAK HARBOR CHAMBE 360-6753755 WA	\$18.00
04/17/24	04/18/24	8398	24492164108000024688673	IPRA* INV-35090 WWW.IIPRA.OR IL	\$115.00
04/18/24	04/21/24	5085	24493984110796849666622	EWING IRRIGATION PRD 174 BURLINGTON WA	\$3,645.64
04/27/24	04/28/24	5045	24430994118400814118159	MSFT * E0100RWUZS MSBILL.INFO WA	\$62.95
04/30/24	04/30/24	5734	24492164121000008110499	BUDDY PUNCH HTTPSBUDDYPUN WI	\$200.43

Additional Information About Your Account

ScoreCard Bonus Points Information as of 04/29/24					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	143,187	4,625	0	33,149	114,663
YOU'VE EARNED IT, YOU'VE GOT IT! WE HOPE YOU ENJOY YOUR NEW AWARD.					
WATCH YOUR BONUS POINTS GROW THIS SPRING WHEN YOU USE YOUR SCORECARD REWARDS CARD THROUGH THE SCOREMORE MALL! EARN 2X, 3X, 4X OR MORE ADDITIONAL BONUS POINTS BY SHOPPING AT PARTICIPATING RETAILERS ONLINE AND IN-STORE. VISIT WWW.SCORECARDREWARDS.COM AND START EARNING EXTRA POINTS TODAY!					


Interest Charge Calculation/Plan Level Information						
Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 4,458.95	1.2083%	14.50% (V)	\$ 53.88	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEE'S/INTEREST CHARGE					\$ 0.00	
TOTAL				14.50%	\$ 53.88	\$ 9,085.80
¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.						
² Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.						

Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 4.30.24

Date	Merchant Name	Amount	Receipt Attached	Description
4.01.24	Esoft	\$140.00	x	Scheduling Software
4.09.24	Nextiva	\$237.95	x	Phone service
4.09.24	Foam Noodle	\$153.00	x	Water Aerobics Equipment
4.12.24	Oak Harbor Chamber of Commerce	\$18.00	x	Chamber Meeting
4.17.24	Illinois Park and Rec Association	\$115.00	x	Park and Rec Exam Prep
4.18.24	Ewing Burlington	\$3,645.64	x	Field Conditioner
4.27.24	Microsoft	\$62.95	x	Computer Software
4.30.24	Buddypunch	\$200.43	x	Payroll Software
		\$4,572.97		

Date 5/21/24 Signature 

SCORECARD

Bonus Points
Available
80,634

Account Summary

Billing Cycle		04/30/24
Days In Billing Cycle		30
Previous Balance		\$733.76
Purchases	+	599.12
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	8.87

NEW BALANCE		\$1,341.75
--------------------	--	-------------------

Credit Summary

Total Credit Line	\$5,000.00
Available Credit Line	\$3,648.00
Available Cash	\$3,648.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$15.00
Disputed Amount	\$0.00

Important Information About Your Account

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

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Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
04/04/24	04/05/24	5942	24431064095083708903056	AMAZON.COM*N162P2WA3 SEATTLE WA	\$65.67
04/05/24	04/07/24	5331	24011344096000070523224	AMAZON RET* 113-299247 WWW.AMAZON.CO WA	\$127.37

Account Inquiries



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Report Lost or Stolen Card: (727) 570-4881



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PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$1,341.75
MINIMUM PAYMENT	\$42.00
PAYMENT DUE DATE	05/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.



Account Number: #### #### #### 3454
Closing Date: 04/30/24
Credit Limit: \$5,000.00 Available Credit: \$3,648.00

Cardholder Account Summary Continued						
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
04/12/24	04/14/24	5542	24122544104744007020108	ARCO#07057ARCO #07057 OAK HARBOR WA	\$104.62	
04/16/24	04/17/24	5251	24801974108091813001036	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$24.49	
04/18/24	04/19/24	5251	24801974110091071000239	FRONTIER BUILDING-OAK HA 3602934588 WA	\$104.64	
04/20/24	04/22/24	4225	24194334112017056536152	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00	
04/26/24	04/28/24	5251	24801974118091813001158	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$12.33	

Additional Information About Your Account

ScoreCard Bonus Points Information as of 04/29/24					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	80,001	633	0	0	80,634

WATCH YOUR BONUS POINTS GROW THIS SPRING WHEN YOU USE YOUR SCORECARD REWARDS CARD THROUGH THE SCOREMORE MALL! EARN 2X, 3X, 4X OR MORE ADDITIONAL BONUS POINTS BY SHOPPING AT PARTICIPATING RETAILERS ONLINE AND IN-STORE. VISIT WWW.SCORECARDREWARDS.COM AND START EARNING EXTRA POINTS TODAY!

Interest Charge Calculation/Plan Level Information						
Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 733.76	1.2083%	14.50% (V)	\$ 8.87	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				14.51%	\$ 8.87	\$ 1,341.75

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



SCORECARD

 Bonus Points
 Available
 71,063

Account Summary

Billing Cycle		04/30/24
Days In Billing Cycle		30
Previous Balance		\$301.07
Purchases	+	1,531.84
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	3.64

NEW BALANCE **\$1,836.55**

Credit Summary

Total Credit Line	\$2,500.00
Available Credit Line	\$663.00
Available Cash	\$663.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$15.00
Disputed Amount	\$0.00

Important Information About Your Account

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

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Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
04/01/24	04/02/24	7375	24906414092196966200555	ENF*Enformion 855-2813915 CA	\$25.00
04/04/24	04/05/24	5699	24049454096000000027174	SP SWIMOUTLET.COM HTTPSWWWW.SWIM CA	\$254.94

Account Inquiries


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www.MyCardStatement.com

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 PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE **\$1,836.55**
MINIMUM PAYMENT **\$52.00**
PAYMENT DUE DATE **05/25/2024**

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.



HERITAGE BANK

Account Number: ##### 9939

Closing Date: 04/30/24

Credit Limit: \$2,500.00 Available Credit: \$663.00

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
04/08/24	04/10/24	8398	24755424100161000573707	GREATER OAK HARBOR CHAMBE 360-6753755 WA	\$90.00
04/17/24	04/18/24	4816	24906414108198171240220	DNH*GODADDY.COM 480-5058855 AZ	\$75.77
04/17/24	04/18/24	7372	24377354109000002806343	WHIDBEY TECH SOLUTIONS 360-6398715 WA	\$104.70
04/19/24	04/21/24	5300	24692164110104694207030	COSTCO *BUS DELIV 115 425-640-7700 WA	\$367.35
04/25/24	04/25/24	4899	24692164116109421445781	COMCAST BELLINGHAM 800-266-2278 WA	\$325.77
04/26/24	04/26/24	5942	24692164117100173353181	AMZN Mktp US*LX9ZG02H3 Amzn.com/bill WA	\$179.32
04/28/24	04/28/24	5045	24430994119400818000188	MSFT * E0100RWUZZT MSBILL.INFO WA	\$87.20
04/29/24	04/30/24	5734	24492154120719823166426	ADOBE *ADOBE 408-536-6000 CA	\$21.79

Additional Information About Your Account

ScoreCard Bonus Points Information as of 04/29/24

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	69,531	1,532	0	0	71,063

WATCH YOUR BONUS POINTS GROW THIS SPRING WHEN YOU USE YOUR SCORECARD REWARDS CARD THROUGH THE SCOREMORE MALL! EARN 2X, 3X, 4X OR MORE ADDITIONAL BONUS POINTS BY SHOPPING AT PARTICIPATING RETAILERS ONLINE AND IN-STORE. VISIT WWW.SCORECARDREWARDS.COM AND START EARNING EXTRA POINTS TODAY!

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	E	\$ 301.07	1.2083%	14.50% (V)	\$ 3.64	
CASH	A	\$ 0.00	1.5000%	18.00%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				14.51%	\$ 3.64	\$ 1,836.55

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

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

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

Visa Credit Card Reconciliation

Card Holder: Juilie Millang

Billing Cycle: 04.30.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
04.01.2024	Enformion	\$ 25.00	x	Background Checks
04.04.2024	Swim Outlet	\$ 254.94	x	Goggles
04.08.2024	OH Chamber of Commerce	\$ 90.00	x	Holland Happening Booth
04.17.2024	GoDaddy	\$ 75.77	x	Domain Renewal
04.17.2024	Whidbey Tech Solutions	\$ 104.70	x	Computer Maintenance
04.19.2024	Costco	\$ 367.35	x	Concessions/Office Supplies
04.25.2024	Comcast	\$ 325.77	x	Internet Service
04.26.2024	Amazon	\$ 179.32	x	Holland Happening Advertising
04.28.2024	Microsoft	\$ 87.20	x	Office 365/Online Exchange Plan 1
04.29.2024	Adobe	\$ 21.79	x	Adobe Pro Subscription
04.30.2024	Visa	\$ 3.64		Finance Charge (will be credited)
Total		\$ 1,535.48		

Date 05.21.2024 Signature Juilie Millang
5/22/2024 [Signature]

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
May 15, 2024 for Pay Period 04.16-04.30.2024

	TOTAL	
	Hours	Rate
Employee Wages, Taxes and Adjustments		May 15, 24
Gross Pay		
Business Manager Salary	88.00	2,963.00
Director	88.00	3,905.08
Maintenance Director Salary	88.00	3,155.38
Administrative Assistant	51.23	1,185.46
Aerobics Instructor	20.86	365.33
Basic Safety Instructor	19.52	356.83
Client Service Specialist	181.16	3,139.40
Custodial	35.38	646.39
Custodian - JVMP	19.84	353.00
Head Lifeguard	30.90	619.85
Hourly Sick	15.00	314.61
Lifeguard	390.70	6,955.66
Maintenance Assistant	75.60	1,587.60
Overtime (x1.5) hourly	1.67	49.28
Private Lesson Instructor	22.78	443.34
Recreation Aide - Advertising	17.69	308.18
Senior Lifeguard	3.28	60.68
Swim Lessons Coordinator	25.65	504.54
Training- Swim Lessons	1.00	16.28
Training - Aerobics	6.35	103.38
Training - Lifeguard	7.24	117.87
US Masters Coach	12.72	254.40
WSI Water Safety Instructor	64.00	1,161.12
Total Gross Pay	1,266.57	28,566.66
Adjusted Gross Pay	1,266.57	28,566.66
Taxes Withheld		
Federal Withholding		-1,086.00
Medicare Employee		-414.16
Social Security Employee		-1,771.09
L&I Office Employee 5306-07		-30.65
L&I Pool Employee-1501-00		-215.32
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-165.70
WA - Paid Fam Med Leave		-150.98
Total Taxes Withheld		-3,833.90
Net Pay	1,266.57	24,732.76
Employer Taxes and Contributions		
Medicare Company		414.16
Social Security Company		1,771.09
WA - Unemployment		0.00
L&I Office Employer 5306-07		72.29
L&I Pool Employer 1501-00		1,242.46
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		3,500.00

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
May 31, 2024 for Pay Period 05.01-05.15.2024

	TOTAL	
	Hours	Rate
Employee Wages, Taxes and Adjustments		May 31, 24
Gross Pay		
Business Manager Salary	88.00	2,963.00
Director	88.00	3,905.08
Maintenance Director Salary	88.00	3,155.38
Administrative Assistant	56.98	1,318.52
Aerobics Instructor	20.79	363.81
BSI Swim Instructor	21.88	399.97
Client Service Specialist	166.68	2,869.01
Custodial	7.55	137.94
Custodian - JVMP	55.62	986.95
Head Lifeguard	30.15	604.81
Hourly Sick	7.75	140.36
Lifeguard	394.20	6,976.35
Maintenance Assistant	48.42	1,016.82
Private Lesson Instructor	19.58	388.56
Recreation Coordinator	21.08	442.68
Senior Lifeguard	6.47	119.70
Swim Lessons Coordinator	36.32	714.41
Training- Swim Lessons	0.98	15.95
Training - Aerobics	4.60	74.89
Training - Lifeguard	23.55	383.40
Training Front Desk	58.55	953.19
US Masters Coach	15.85	317.00
WSI Water Safety Instructor	62.07	1,110.30
Total Gross Pay	1,323.07	29,358.08
Adjusted Gross Pay	1,323.07	29,358.08
Taxes Withheld		
Federal Withholding		-1,059.00
Medicare Employee		-425.68
Social Security Employee		-1,820.26
L&I Office Employee 5306-07		-35.11
L&I Pool Employee-1501-00		-219.00
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-170.30
WA - Paid Fam Med Leave		-155.20
Total Taxes Withheld		-3,884.55
Net Pay	1,323.07	25,473.53
Employer Taxes and Contributions		
Medicare Company		425.68
Social Security Company		1,820.26
WA - Unemployment		0.00
L&I Office Employer 5306-07		83.00
L&I Pool Employer 1501-00		1,261.52
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		3,590.46

		Jan - May 24	Budget	\$ Over Budget	% of Budget
	Ordinary Income/Expense				
	Income				
	310.00 LEVIES				
1	311.00 General Property Taxes	449,550.45	944,583.00	-495,032.55	47.59%
2	312.00 Timber Harvest Taxes	43.38			
3	Total 310.00 LEVIES	449,593.83	944,583.00	-494,989.17	47.6%
4	334.04.20 State Grant	0.00	0.00	0.00	0.0%
5	337.00.00 Local Grant	0.00	0.00	0.00	0.0%
6	340.00 JVMP Revenue				
7	347.30 Fees				
8	31 Daily Admission	42,201.72	118,627.00	-76,425.28	35.58%
9	33.01 Basic Memberships	10,677.02	17,087.00	-6,409.98	62.49%
10	34 Punch Cards	12,090.89	38,093.00	-26,002.11	31.74%
11	36 Kayak Lessons	0.00	4,500.00	-4,500.00	0.0%
12	37 ARC Classes				
13	302 Lifeguard Course	0.00	3,000.00	-3,000.00	0.0%
14	304 Jr. Lifeguarding	0.00	1,500.00	-1,500.00	0.0%
15	305 ARC Babysitting Course	0.00	2,500.00	-2,500.00	0.0%
16	306 BLS	0.00	0.00	0.00	0.0%
17	307 CPR/AED	0.00	1,000.00	-1,000.00	0.0%
18	308 Waterfront Lifeguard	0.00	1,000.00	-1,000.00	0.0%
19	309 WSI Course	0.00	0.00	0.00	0.0%
20	AEO	0.00	350.00	-350.00	0.0%
21	BBP	0.00	350.00	-350.00	0.0%
22	Total 37 ARC Classes	0.00	9,700.00	-9,700.00	0.0%
23	38 Aerobics				
24	Water Fitness Daily Admisison	2,524.60			
25	Water Fitness Prem. Membership	6,378.56			
26	Water Fitness Punch Card	8,915.17			
27	38 Aerobics - Other	6.42	76,160.00	-76,153.58	0.01%
28	Total 38 Aerobics	17,824.75	76,160.00	-58,335.25	23.4%
29	39 Swim Lessons				
30	Private	11,601.00	37,500.00	-25,899.00	30.94%
31	School Group	0.00	7,280.00	-7,280.00	0.0%
32	Youth	70,804.50	254,562.00	-183,757.50	27.81%
33	Total 39 Swim Lessons	82,405.50	299,342.00	-216,936.50	27.53%
34	40 Swim Team				
35	Adult Swim Team	0.00	19,296.00	-19,296.00	0.0%
36	Masters	5,137.08			
37	Total 40 Swim Team	5,137.08	19,296.00	-14,158.92	26.62%
38	Total 347.30 Fees	170,336.96	582,805.00	-412,468.04	29.23%
39	Total 340.00 JVMP Revenue	170,336.96	582,805.00	-412,468.04	29.23%

		Jan - May 24	Budget	\$ Over Budget	% of Budget
40	350.00 Recreation Revenue				
41	347.60.01 Basketball	2,325.00	42,000.00	-39,675.00	5.54%
42	347.60.02 Ultimate Frisbee	0.00	0.00	0.00	0.0%
43	347.60.03 Kickball	0.00	0.00	0.00	0.0%
44	347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%
45	347.60.05 NFL Flag Football	240.00	12,000.00	-11,760.00	2.0%
46	347.60.06 Volleyball	0.00	14,400.00	-14,400.00	0.0%
47	Day Camp	2,082.25	90,000.00	-87,917.75	2.31%
48	350.00 Recreation Revenue - Other	16,165.00			
49	Total 350.00 Recreation Revenue	20,812.25	164,400.00	-143,587.75	12.66%
50	360.00 Miscellaneous Revenue				
51	362.00 Rents & Concessions				
52	BHBC	4,835.39	13,000.00	-8,164.61	37.2%
53	Candy&Snacks	1,968.00	4,290.00	-2,322.00	45.87%
54	Lockers	711.51	1,221.00	-509.49	58.27%
55	Open Swim Party Rental	5,292.14	8,207.00	-2,914.86	64.48%
56	Pool Group Rentals	280.76	1,000.00	-719.24	28.08%
57	Private Party Rental	2,293.76	9,020.00	-6,726.24	25.43%
58	Retail	282.19	4,290.00	-4,007.81	6.58%
59	Viewing Room Rental	296.40	601.00	-304.60	49.32%
60	Total 362.00 Rents & Concessions	15,960.15	41,629.00	-25,668.85	38.34%
61	367.00 Contributions/Donations	155.84			
62	369.00 Other Misc Revenues				
63	Cashier over/short	-36.26			
64	Total 369.00 Other Misc Revenues	-36.26			
65	Prepaid Accounts	614.68	0.00	614.68	100.0%
66	Total 360.00 Miscellaneous Revenue	16,694.41	41,629.00	-24,934.59	40.1%
67	361.40.00 Interest				
68	Int Investment Capital Fund	10.64			
69	Int Investment Reserve Fund	137.18			
70	Interest Investment Bond Fund	0.76			
71	Total 361.40.00 Interest	148.58			
72	Total Income	657,586.03	1,733,417.00	-1,075,830.97	37.94%
73	Gross Profit	657,586.03	1,733,417.00	-1,075,830.97	37.94%
74	Expense				
75	570.00 RECREATION SERVICES				
76	573.60.00 Exp Recreation Sports				
77	573.60.01 Basketball Expense	7,277.42	7,957.00	-679.58	91.46%
78	573.60.04 Pickleball Expense	0.00	937.00	-937.00	0.0%
79	573.60.05 NFL Flag Football Exp	0.00	5,025.00	-5,025.00	0.0%
80	573.60.06 Volleyball Expense	269.78			
81	573.60.10 Salary & Wages				

		Jan - May 24	Budget	\$ Over Budget	% of Budget
82	Basketball	8,803.44	22,465.00	-13,661.56	39.19%
83	Day Camp				
84	Day Camp Assistant Manager	0.00	7,000.00	-7,000.00	0.0%
85	Day Camp Leader	0.00	33,320.00	-33,320.00	0.0%
86	Day Camp Manager	0.00	8,750.00	-8,750.00	0.0%
87	Total Day Camp	0.00	49,070.00	-49,070.00	0.0%
88	NFL Flag Football	0.00	3,935.00	-3,935.00	0.0%
89	Pickleball	0.00	465.00	-465.00	0.0%
90	Recreation Coordinator	4,247.00	27,165.00	-22,918.00	15.63%
100	Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
101	Training Recreation	0.00	2,442.00	-2,442.00	0.0%
102	Volleyball	0.00	9,640.00	-9,640.00	0.0%
103	Total 573.60.10 Salary & Wages	13,050.44	117,682.00	-104,631.56	11.09%
104	Adult Soccer Expense	69.50	0.00	69.50	100.0%
105	Day Camp Expense	122.50	95,232.00	-95,109.50	0.13%
106	Kayak Program Expense	0.00	3,268.00	-3,268.00	0.0%
107	Total 573.60.00 Exp Recreation Sports	20,789.64	230,101.00	-209,311.36	9.04%
108	576.20 NWPPRD Expenses				
109	576.20.10 Salary & Wages				
110	100101 Director	35,695.26	93,722.00	-58,026.74	38.09%
111	100102 Recreaton Manager	7,802.88	69,757.00	-61,954.12	11.19%
112	100103 Business Manager	26,656.20	71,112.00	-44,455.80	37.49%
113	100104 Client Service Spc				
114	Client Services Coordinator	0.00	27,600.00	-27,600.00	0.0%
115	100104 Client Service Spc - Other	31,760.38	64,710.00	-32,949.62	49.08%
116	Total 100104 Client Service Spc	31,760.38	92,310.00	-60,549.62	34.41%
117	100107 BOC/Dir Admin Asst	11,783.28	28,800.00	-17,016.72	40.91%
118	100108 Rec Aide Advertising	309.31	3,000.00	-2,690.69	10.31%
119	200201 Aerobics Inst JVMP	3,773.87	11,057.00	-7,283.13	34.13%
120	200208 Kayak Inst JVMP	0.00	1,582.00	-1,582.00	0.0%
121	200210 Private Lessons	3,508.55	15,000.00	-11,491.45	23.39%
122	200211 WSI Instructor				
123	Recreation Aide- Swim Lessons	89.54	5,232.00	-5,142.46	1.71%
124	200211 WSI Instructor - Other	12,281.90	92,445.00	-80,163.10	13.29%
125	Total 200211 WSI Instructor	12,371.44	97,677.00	-85,305.56	12.67%
126	200221 Training				
127	Training- Lifeguard	2,664.83	52,259.00	-49,594.17	5.1%
128	Training - Client Services	683.37	1,759.00	-1,075.63	38.85%
129	Training - Maint & Custodial	180.71	1,000.00	-819.29	18.07%
130	Training - Swim Instructor	393.73	12,894.00	-12,500.27	3.05%
131	Training Aerobics Instructors	200.71	2,516.00	-2,315.29	7.98%
132	Total 200221 Training	4,123.35	70,428.00	-66,304.65	5.86%

		Jan - May 24	Budget	\$ Over Budget	% of Budget
133	300301 Lifeguard	65,065.20	210,906.00	-145,840.80	30.85%
134	300303 Sr. Lifeguards	809.25			
135	300305 Head Lifeguard	4,976.69	17,245.00	-12,268.31	28.86%
136	500501 Director of Maintenance	30,555.40	75,729.00	-45,173.60	40.35%
137	500502 Janitorial Staff	9,087.28	27,132.00	-18,044.72	33.49%
138	500503 Clover Valley Park	1,230.84	9,880.00	-8,649.16	12.46%
139	500505 Shut Down Maintenance	3,792.99	2,000.00	1,792.99	189.65%
140	500506 Maintenance Assistant	9,499.98	8,736.00	763.98	108.75%
141	Adult Swim Team Coach	1,634.60	3,168.00	-1,533.40	51.6%
142	Swim Lesson Coordinator	6,299.57	15,055.00	-8,755.43	41.84%
143	Total 576.20.10 Salary & Wages	270,736.32	924,296.00	-653,559.68	29.29%
144	576.20.11 Payroll Benefits				
145	20.111 Retirement				
146	Business Manager	0.00	3,556.00	-3,556.00	0.0%
147	Executive Director	0.00	0.00	0.00	0.0%
148	Maintenance Director	0.00	3,787.00	-3,787.00	0.0%
149	Recreation Manager	0.00	2,442.00	-2,442.00	0.0%
150	20.111 Retirement - Other	-45.00			
151	Total 20.111 Retirement	-45.00	9,785.00	-9,830.00	-0.46%
152	20.112 Sick Pay				
153	Business Manager	808.09	2,733.00	-1,924.91	29.57%
154	Director	710.02	3,600.00	-2,889.98	19.72%
155	Maintenance Supervisor	860.56	2,912.00	-2,051.44	29.55%
156	Part Time Staff	1,518.62	7,500.00	-5,981.38	20.25%
157	Recreation Manager	0.00	2,684.00	-2,684.00	0.0%
158	Total 20.112 Sick Pay	3,897.29	19,429.00	-15,531.71	20.06%
159	20.113 Vacation				
160	Business Manager	1,616.18	4,100.00	-2,483.82	39.42%
161	Director	2,003.24	5,400.00	-3,396.76	37.1%
162	Director of Maintenance	0.00	4,368.00	-4,368.00	0.0%
163	Recreation Manager	640.12	2,684.00	-2,043.88	23.85%
164	Total 20.113 Vacation	4,259.54	16,552.00	-12,292.46	25.73%
165	Bereavement Leave	355.01			
166	Total 576.20.11 Payroll Benefits	8,466.84	45,766.00	-37,299.16	18.5%
167	576.20.12 Payroll Taxes	31,545.04	110,378.00	-78,832.96	28.58%
168	576.20.20 Personnel Benefits				
169	Cell phone	540.00	2,880.00	-2,340.00	18.75%
170	Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
171	Emp Uniforms	314.97	4,500.00	-4,185.03	7.0%
172	Total 576.20.20 Personnel Benefits	854.97	8,580.00	-7,725.03	9.97%
173	576.20.30 Minor Purchases				
174	20.31 JVMP				

		Jan - May 24	Budget	\$ Over Budget	% of Budget
175	Adult Swim Team Equipment	0.00	180.00	-180.00	0.0%
176	Aerobic supplies	318.82	1,417.00	-1,098.18	22.5%
177	Aquatics Equipment	196.19	283.00	-86.81	69.33%
178	ARC Course Equipment	0.00	4,562.00	-4,562.00	0.0%
179	ARC Course Supplies	0.00	453.00	-453.00	0.0%
180	Cleaning & Sanitation	1,315.93	2,500.00	-1,184.07	52.64%
181	First Aide supplies	37.09	1,209.00	-1,171.91	3.07%
182	Junior Lifeguard Supplies	0.00	60.00	-60.00	0.0%
183	Kayak Equipment	0.00	1,439.00	-1,439.00	0.0%
184	Office Equipment	1,882.54	3,595.00	-1,712.46	52.37%
185	Office supplies	145.70	1,500.00	-1,354.30	9.71%
186	Pool Chemicals	23,804.02	33,572.00	-9,767.98	70.9%
187	Retail Expense	0.00	2,000.00	-2,000.00	0.0%
188	Swim School Supplies	0.00	246.00	-246.00	0.0%
189	Total 20.31 JVMP	27,700.29	53,016.00	-25,315.71	52.25%
190	20.33 Vehicle Maintenance				
191	Fuel Expense	79.26	261.00	-181.74	30.37%
192	Repair	0.00	125.00	-125.00	0.0%
193	Routine Maitnenace	0.00	500.00	-500.00	0.0%
194	Total 20.33 Vehicle Maintenance	79.26	886.00	-806.74	8.95%
195	20.34 Concession Expense	923.87	2,400.00	-1,476.13	38.5%
196	20.35 Sm Tools/Equip	81.72	4,000.00	-3,918.28	2.04%
197	Minor Purchases - Other	337.64	200.00	137.64	168.82%
198	576.20.30 Minor Purchases - Other	358.45			
199	Total 576.20.30 Minor Purchases	29,481.23	60,502.00	-31,020.77	48.73%
200	576.20.40 JVMPool Other Svcs				
201	20.41 Professional Services				
202	ARC Classes & Fees	314.00	4,230.00	-3,916.00	7.42%
203	Bank Fees	128.49	650.00	-521.51	19.77%
204	Computer Maintenance	1,452.43	1,000.00	452.43	145.24%
205	Copy Machine Maint	761.20	2,500.00	-1,738.80	30.45%
206	Credit Card Processing	0.00	21,750.00	-21,750.00	0.0%
207	Dues & Memberships	124.99	1,057.00	-932.01	11.83%
208	Emp Background Checks	185.00	900.00	-715.00	20.56%
209	HVAC PMS	2,087.55	10,035.00	-7,947.45	20.8%
210	IT Service Contract	5,426.81	11,118.00	-5,691.19	48.81%
211	JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%
212	Legal	0.00	8,000.00	-8,000.00	0.0%
213	Payroll Processing	3,852.49	11,712.00	-7,859.51	32.89%
214	Pest Control	272.48	500.00	-227.52	54.5%
215	POS System	13,316.40	13,100.00	216.40	101.65%
216	Roof Preventative Maintenance	4,196.50	4,197.00	-0.50	99.99%

		Jan - May 24	Budget	\$ Over Budget	% of Budget
217	Security System - Annual	387.75	756.00	-368.25	51.29%
218	Security System - Service Calls	0.00	0.00	0.00	0.0%
219	Storage Unit	320.00	1,920.00	-1,600.00	16.67%
220	Training Courses & Tuition	0.00	2,070.00	-2,070.00	0.0%
221	Web Hosting	0.00	250.00	-250.00	0.0%
222	Total 20.41 Professional Services	34,826.09	97,945.00	-63,118.91	35.56%
223	20.42 Communication				
224	Advertising	8,102.00	45,400.00	-37,298.00	17.85%
225	Email/Business Apps	343.33	13,374.00	-13,030.67	2.57%
226	Internet Service	983.23	2,491.00	-1,507.77	39.47%
227	Phone Service	473.84	2,760.00	-2,286.16	17.17%
228	Postage	46.36	250.00	-203.64	18.54%
229	Virtual Meeting	34.86			
230	Total 20.42 Communication	9,983.62	64,275.00	-54,291.38	15.53%
231	20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
232	20.46 Insurance	125,012.13	126,849.00	-1,836.87	98.55%
233	20.47 Utilities				
234	Boiler	36,112.20	75,752.00	-39,639.80	47.67%
235	Electricity	21,610.80	43,350.00	-21,739.20	49.85%
236	Garbage	127.25	300.00	-172.75	42.42%
237	Patron Water	8,356.45	14,921.00	-6,564.55	56.01%
238	Pool Water/Garbage	5,424.80	14,640.00	-9,215.20	37.06%
239	Spa Boiler	3,643.68	11,140.00	-7,496.32	32.71%
240	Total 20.47 Utilities	75,275.18	160,103.00	-84,827.82	47.02%
241	20.48 NWPRD Repair & Maint				
242	Capital Expenses	18,924.28	30,000.00	-11,075.72	63.08%
243	20.48 NWPRD Repair & Maint - Other	13,334.53	72,000.00	-58,665.47	18.52%
244	Total 20.48 NWPRD Repair & Maint	32,258.81	102,000.00	-69,741.19	31.63%
245	Total 576.20.40 JVMPool Other Svcs	277,355.83	553,372.00	-276,016.17	50.12%
246	576.20.50 Intergovernmental				
247	Audit	15,996.50	10,000.00	5,996.50	159.97%
248	Clean Water Utility	117.39	118.00	-0.61	99.48%
249	Election services	12,083.33	12,000.00	83.33	100.69%
250	Refunds				
251	Patron Refund- Basketball	235.00			
252	Patron Refund-Parents Night Out	60.00			
253	Patron Refund-Pvt Swim Lessons	364.00			
254	Patron Refund - Kayak	150.00			
255	Patron Refund - US Masters	194.00			
256	Patron Refund Open Swim	15.00			
257	Refunds - Other	0.00	3,000.00	-3,000.00	0.0%
258	Total Refunds	1,018.00	3,000.00	-1,982.00	33.93%

		Jan - May 24	Budget	\$ Over Budget	% of Budget
259	Water Rec Facility Permit	967.00	816.00	151.00	118.51%
260	Total 576.20.50 Intergovernmental	30,182.22	25,934.00	4,248.22	116.38%
261	576.80.00 General Parks				
262	576.80.33 Vehicle Maintenance				
263	Fuel Expense	79.25	756.00	-676.75	10.48%
264	Repair	0.00	125.00	-125.00	0.0%
265	Routine Maintenance	0.00	500.00	-500.00	0.0%
266	Total 576.80.33 Vehicle Maintenance	79.25	1,381.00	-1,301.75	5.74%
267	576.80.35 Sm Tools/Equipment	38.14	600.00	-561.86	6.36%
268	576.80.47 Utilities				
269	CVP Water	250.34	1,500.00	-1,249.66	16.69%
270	Dump Fees	168.00	200.00	-32.00	84.0%
271	Garbage	700.12	1,800.00	-1,099.88	38.9%
272	Total 576.80.47 Utilities	1,118.46	3,500.00	-2,381.54	31.96%
273	576.80.48 CVP Repair & Maint				
274	Clover Valley Ball Fields	0.00	10,000.00	-10,000.00	0.0%
275	Clover Valley Dog Park	237.77	3,750.00	-3,512.23	6.34%
276	Total 576.80.48 CVP Repair & Maint	237.77	13,750.00	-13,512.23	1.73%
277	80.40 Non Aquatic Rec Prog				
278	Special Events/Programs	0.00	8,000.00	-8,000.00	0.0%
279	Total 80.40 Non Aquatic Rec Prog	0.00	8,000.00	-8,000.00	0.0%
280	80.41 Professional Services				
281	Landscape Maint	544.00	4,900.00	-4,356.00	11.1%
282	Porta-Potty	1,125.00	4,050.00	-2,925.00	27.78%
283	Total 80.41 Professional Services	1,669.00	8,950.00	-7,281.00	18.65%
284	Total 576.80.00 General Parks	3,142.62	36,181.00	-33,038.38	8.69%
285	Total 576.20 NWPPRD Expenses	651,765.07	1,765,009.00	-1,113,243.93	36.93%
286	Total 570.00 RECREATION SERVICES	672,554.71	1,995,110.00	-1,322,555.29	33.71%
287	Total Expense	672,554.71	1,995,110.00	-1,322,555.29	33.71%
288	Net Ordinary Income	-14,968.68	-261,693.00	246,724.32	5.72%
289		-14,968.68	-261,693.00	246,724.32	5.72%

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 06.27.2024	Page 1 of 2	Item: Proposal For Definitions
Agenda No: 8 a.i.	Presented by: Program Committee	

Background: The program committee was tasked to analyze programs and services and specifically define each to better allow commissioners to make decisions on pricing, revenue, and budget.

Discussion: The program committee evaluated several programs and services offered and the pricing structure assigned to each. The committee determined that there is a baseline of expectation, but it is unclear what is funded by front desk revenue and what is funded by property tax levies. So, therefore...

The program committee proposes to the board of commissioners that programs and services shall be broken into four categories. The proposed definitions are as follows.

Service: something that by nature is available to every patron who participates in North Whidbey Pool Park and Recreation events and within facilities. Services are property tax levy funded. They come at no additional front desk cost. Services include facilities maintenance and upkeep, administrative staff, basic pool management chemicals, supplemental funding for youth and underprivileged programs, electricity and other utilities, lawn maintenance, and site improvements.

Program: a publicly available amenity that is paid for through front desk revenue (retail). Some examples of programs are swim lessons, aerobics, volleyball, open swim, basketball, and other organized activities that require equipment, officials, certified staff presence, and facilities use fees.

Supplemented Program: a program like the programs listed above, but typically discounted either through supplemental funding listed under services or discounted based on the assumption of long-term guaranteed revenue (such as an ILA which extends multiple years) which may include partnerships with other government and non-government organizations to use facilities and/or staff to expand access to their patrons. Supplemented programs are not free, they are discounted.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Activity: an event that occurs under the recreation program that has either no additional staff costs (besides recreation coordinator) and/or is partnered with outside government and non-government organizations and has little to no expected revenue or expense and is not expected to generate a profit.

Upon approval of the definitions by the BOC, the Program Committee will further analyze each service and program and return recommendations to the BOC for assignment to each category.

RECOMMENDED MOTION: Motion to approve the definitions described above and list them in the Standing Rules of the North Whidbey Pool, Park, and Recreation District Board of Commissioners.

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner___ Commissioner Larsen___

Commissioner Witmer___ Commissioner Hartmann___ Commissioner Guy___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 06.27.2024	Page 1 of 2	Item: Proposal to Consider Startup Costs Separately from Revenue Expenses
Agenda No: 8.a.ii.	Presented by: Program Committee	

Background: The program committee is analyzing the cost and benefits of several new programs. In doing so we have come to conclude that when a program is started, equipment costs can dramatically increase the necessary revenue to make a program profitable in the first year. Under this formula, programs are doomed to fail before they are ever launched.

The program committee proposes that startup costs such as equipment may be considered separately from ongoing operating expenses when considering the cost/benefit of a proposed program.

In one example, a program may have \$300 in equipment requirements for the first year, but the expectation is that equipment will have a lifespan of 10 years. Therefore, the equipment costs for the second and subsequent years may be between zero and \$30. The difference in the formula could in some cases dramatically skew the necessary entry fees that must be charged to make a program break event. Additionally, the value of the purchased items is typically maintained for a period making the purchase an asset that can be recorded on the balance sheet. So, therefore....

The program committee proposes that in future program proposals, the startup equipment be listed separately from the basic cost/revenue formula that is currently used in the BOC decision-making process.

RECOMMENDED MOTION: Motion to create a new rule in the Standing Rules of the North Whidbey Pool, Park and Recreation District Board of Commissioners as follows:

"When a proposal for a new program or supplemented program is presented to the board for approval, the proposal shall be evaluated by the Executive Director and/or their designee. It will use the currently adopted cost/revenue formula as of the date of the request. Startup expenses and equipment will be considered separately from the operating expenses and

North Whidbey Pool, Park, and Recreation District Commissioner Communication

expected revenue. Equipment purchases may be logged as minor assets for balance sheet purposes."

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner___ Commissioner Larsen___

Commissioner Witmer___ Commissioner Hartmann___ Commissioner Guy___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 06.27.2024	Page 1 of 1	Item: Proposal for Water Volleyball League
Agenda No: 8.a.iv.	Presented by: Program Committee	
<p>Background: The program committee recommends the implementation of a water volleyball league. The details are as follows.</p> <p>6-week program on Saturdays from 12-1 pm. Registration goal is 32 participants of all ages on 4 teams of 8 but can be done with as little as 4 on a team.</p> <p>Startup expenses are 327 for a few equipment items to upgrade current assets to support two volleyball courts at the same time.</p> <p>At \$35/participant for the season: Revenue: \$1,120.00 Session 1 Expenses: \$1,110.58 Session 1 for a profit of \$9.42 Session 2 Expenses \$793.58 for a profit of \$326.42 for each additional session.</p>		
<p>RECOMMENDED MOTION: Motion to approve the implementation of a water volleyball league to be managed by the Recreation Coordinator.</p>		

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner___Commissioner Larsen___

Commissioner Witmer___Commissioner Hartmann___ Commissioner Guy___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 06.27.2024	Page 1 of 1	Item: Proposal to Remove 20% Markup from 1st Session of New Programs
Agenda No: 8.a.iii.	Presented by: Program Committee	

Background: Similarly to the previous agenda item, the program committee recognizes that the first session of a program may be difficult to show a profit using the currently adopted formula due to the possibility of lower participation while a program launches and the word spreads. A lower cost to the patron would be more attractive and bring more people in to the new programs. Therefore, the program committee recommends that with each new program, the Board of Commissioners evaluate a program for the first session with less participants and without the 20% markup and the second session with the expected number of participants and the 20% included. This will allow the program to have a fighting chance with a reasonable price to the patron while adequately covering the costs.

RECOMMENDED MOTION: Motion to add an additional clause to the Standing Rules of the North Whidbey Pool, Park, and Recreation District Board of Commissioners following the rule above.

When a proposal for a new program or supplemented program is presented to the board for approval, the proposal shall be evaluated by the Executive Director and/or their designee. It will use the currently adopted cost/revenue formula as of the date of the request. Startup expenses and equipment will be considered separately from the operating expenses and expected revenue. Equipment purchases may be logged as minor assets for balance sheet purposes. "The first session of a new program will not include a markup to give programs a better chance at success with a lower expected attendance. Entry costs will be determined using expected attendance at second and subsequent sessions."

*This section for staff use

Motioned, _____ 2nd _____

Discussion Yes or No

Commissioner Kraner___ Commissioner Larsen___

Commissioner Witmer___ Commissioner Hartmann___ Commissioner Guy___

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 06.27.2024	Page 1 of 2	Item: Resolution 24-02 Ballot Measure
Agenda No: 8 b.i.	Presented by: Levy Committee	

Background: At the last Board Meeting, the Board voted to move forward with an Operations and Maintenance Levy.

The proposed resolution is attached for review.

Please see below for tax rate information.

For 2023-2024 tax year, the Locally Assessed Value of property within the North Whidbey District is \$6,892,634,704. Using this number as an example, here is the approximate revenue generated from the rate of \$0.13 to \$0.25:

Rate	Approximate Levy Revenue
\$0.13 \$	896,042,511.52
\$0.14 \$	964,968,858.56
\$0.15 \$	1,033,895,205.60
\$0.16 \$	1,102,821,552.64
\$0.17 \$	1,171,747,899.68
\$0.18 \$	1,240,674,246.72
\$0.19 \$	1,309,600,593.76
\$0.20 \$	1,378,526,940.80
\$0.21 \$	1,447,453,287.84
\$0.22 \$	1,516,379,634.88
\$0.23 \$	1,585,305,981.92
\$0.24 \$	1,654,232,328.96
\$0.25 \$	1,723,158,676.00

RECOMMENDED MOTION: Motion to approve Resolution 24-02 as written.

*This section for staff use

Motioned, _____ 2nd _____

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Discussion Yes or No

Commissioner Kraner ___ Commissioner Larsen ___

Commissioner Witmer ___ Commissioner Hartmann ___ Commissioner Guy ___

North Whidbey Pool, Park, and Recreation District

(In the matter of approving a Ballot Resolution)

Resolution 24-02

A Resolution of the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District (John Vanderzicht Memorial Pool and Clover Valley Park to include the off-leash dog park and two baseball fields) in Island County, Washington, providing for the submission to the qualified voters of the District at an election to be held November 5th, 2024, of a proposition to authorize the District to levy a tax of \$0.25 or less per thousand of assessed property valuation for the year 2024 and proceeding levies not to exceed the statutory limit of 1% per year for each of the five years in order to pay a portion of the District’s Maintenance and Operation expenses. These levies are to be made for six years commencing in 2024 for a collection in the years 2025 through 2030.

The Chairman of the Board of Commissioners is hereby authorized and directed to certify said proposition to the Island County Auditor in the following form:

**North Whidbey Pool, Park, and Recreation District
Maintenance and Operation Levy**

Shall the North Whidbey Pool, Park, and Recreation District be authorized to impose regular property tax levies of twenty five cents (\$0.25) or less per thousand dollars of assessed valuation for each of six consecutive years commencing in 2024, for a collection in the years 2025 through 2030, to pay a portion of the District’s maintenance and operation expenses, all as provided in North Whidbey Pool, Park, and Recreation District Resolution No. 24-02.

Yes....

No....

Adopted by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District, Island County, Washington at meeting open to the public held this 27 day of June 2024.

Brit Kraner, Commissioner

Jaemee Whitmer, Commissioner

David Guy, Commissioner

Bill Larsen, Commissioner

Melissa Hartmann, Commissioner

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 6.27.2024	Page 1 of 1	Item: Working on Whidbey
Agenda No: 10. A	Presented by: Nick Ricci	
Background:		

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 6.27.2022	Page 1 of 3	Item: OPMA Training
Agenda No: 10. B	Presented by: Commissioner Guy	

Background:

RCW 42.30.020 Definitions. As used in this chapter unless the context indicates otherwise:

(1) "Public agency" means:

- (a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature. This does not include a comprehensive cancer center participating in a collaborative arrangement as defined in RCW 28B.10.930 that is operated in conformance with RCW 28B.10.930;
- (b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;
- (c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;
- (d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

(2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

(3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

(4) "Meeting" means meetings at which action is taken. [2022 c 71 § 11; 1985 c 366 § 1; 1983 c 155 § 1; 1982 1st ex.s. c 43 § 10; 1971 ex.s. c 250 § 2.]

Findings—Intent—2022 c 71: See note following RCW 28B.10.930.

Severability—Savings—1982 1st ex.s. c 43: See notes following RCW 43.52.374.

Certified on 9/1/2023

RCW 42.30.020

Page 1

Practice Tips FOR LOCAL GOVERNMENTS



These practice tips are intended to provide practical information to local government officials and staff about how electronic communications are treated under the Open Public Meetings Act (OPMA), [chapter 42.30 RCW](#). For more information and resources visit mrsc.org/opma.

ELECTRONIC COMMUNICATIONS CAN CREATE AN ILLEGAL “SERIAL” MEETING

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by electronic means (email, chat, text message, or using social media), keep in mind that exchanges involving a majority of members of the governing body can be considered an illegal “meeting” under the OPMA.

What types of electronic exchanges can constitute a meeting?

If a majority of the members of the governing body takes “action” on behalf of the agency through email or other electronic means, that would constitute a meeting under the OPMA. “Action” under the OPMA includes mere discussion of agency business. The participants in the email or other electronic exchange don’t have to be participating in that exchange at the same time, because a “serial” or “rolling” meeting happens when a majority of the body are eventually involved in the exchange. However, the participants must collectively intend to meet to conduct agency business.



Tips: As a member of the governing body, consider the following to avoid potential OPMA violations:

- Passive receipt of information is permissible, but discussion of issues by any means by a majority of the governing body can constitute a meeting.
- A message to a majority or more of your colleagues on the governing body is allowed if the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to a majority of members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: “For informational purposes only. Do not reply.” Consider also using the “BCC:” email line to prevent other members from replying to all recipients.
- Unless for informational purposes only, don’t send an email to all or a majority of the governing body, and don’t use “reply all” when the recipients are all or a majority of the members of the governing body.
- Have a designated staff member provide documents for meetings electronically or provide hard copies to each member. A staff member can communicate via email with members of the governing body in preparation for a meeting as long as the staff member does not share any replies with the other members of the governing body as part of the exchange.

PHONE CALLS AND VOICE MESSAGES CAN CONSTITUTE A MEETING

If a majority of the members of the governing body takes “action” through a series of phone calls or voice mail exchanges, that would constitute a meeting. Such a “telephone tree” occurs, for example, when members call each other to form a majority decision. These calls and messages can constitute a serial or rolling meeting if the members collectively intend to meet and conduct agency business.



Tip: Be on the look out for mixed media. A conversation need not be held entirely in the same format for a rolling or serial meeting to occur. For example, an in-person conversation might be continued on by email and then transition to text messages or comments on a social media site.

KEY EXCEPTION TO CALLING A SPECIAL MEETING

Under [RCW 42.30.080](#), a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. Because the statute says “at any time” we believe a majority of the members of the governing body can confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via phone or any electronic means.

USE OF SOCIAL MEDIA CAN IMPLICATE THE OPMA

If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency and the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There’s no authority under the OPMA regarding what would constitute adequate public notice – if that’s even possible – for this kind of virtual meeting, so it’s best to avoid this type of discussion on social media.



Tip: Social media can be an effective tool to solicit comments from the public, but social media shouldn’t be used by your agency’s governing body to collectively formulate policy or accept public testimony.

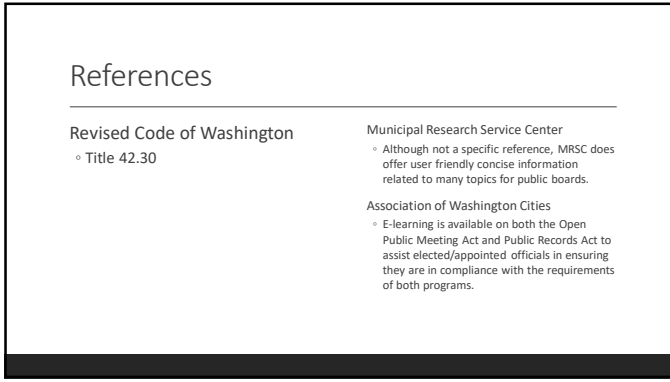
FAILURE TO COMPLY WITH THE OPMA CAN BE COSTLY

Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and can invalidate agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency’s commitment to open government.

DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren’t intended to be regarded as specific legal advice. Consult with your agency’s attorney for guidance on specific situations.



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Definitions (RCW 42.30)

The simplest way to define a meeting **affected by OPMA** is any situation where **action** is taken.

Action – Any discussion, decisions, resolutions, or other actions which affect policy or procedures. It can include formal and informal meetings and electronic communication

Information – Collecting facts **WITHOUT** discussion.

Meeting – in person, phone, text, email etc.

Quorum – more than ½ of the governing body.

Serial Meeting – An event where discussion ensues, usually in email or text message where back and forth discussion occurs.



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Regular Meetings

6



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Committees

Committee meetings may have OPMA implications. Some things to consider:

Committees typically generate a recommendation or resolution to the board. Discussion and opinions are offered.

If more than 1/2 of the board is present, it would need to follow the OPMA rules.

- Public notice at least 24 hours before
- Open to the public

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Non-Formal Meetings/Communication

In passing conversation or attendance at a public event.

- When more than 1/2 of board is present, ensure that no **action** is taken.
- A best practice is to notify public when more than 1/2 of the board will be at an event to avoid the perception of a OMPA violation.

Workshops

- Notify public at least 24 hours before.
- Open to the public

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Electronic Communications

Electronic Communication

- Informational emails/texts are allowed – however, they must be available for public record disclosure. Emails must not take action. Discussion/opinions furthering an agenda may not ensue.
- Texts – your personal phone is subject to public record disclosure if you use text messaging in the execution of your duties as a public official.
- MRSC recommends two options to avoid actions being taken in email (serial meeting):
 - Either BCC members to avoid reply-all responses
 - Clearly display No response needed/desired.

1. Subject to public disclosure – so watch what you say.
2. Using BCC in emails is NOT a way to avoid a quorum or hide discussion/opinions
3. Do not take action (offer opinions) via electronic communication. Do it in person after public notice.

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Violations

If/When a violation occurs:


- Schedule a special meeting or put the issue on the agenda at the next meeting. Any action taken in violation of OPMA is null and void, including discussion furthering a proposal.
- Re-discuss everything and do not leave anything to chance.
- Unintentional violations are covered by insurance if the organization is sued by a member of the public.
- Intentional violations are personal liability and subject to personal fines.

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Final tips & takeaways

Actions <ul style="list-style-type: none">◦ The first point to consider is whether an action is being taken.	Err on the side of transparency <ul style="list-style-type: none">◦ If there is a possibility of action or quorum, notify public and ensure it is open.
Quorum <ul style="list-style-type: none">◦ Is 1/2 of the board present?	<ol style="list-style-type: none">1. Think before you speak2. For every action, ensure you have met the requirements3. Never reply all4. BCC can be useful to discourage serial meetings/emails, but has a potential perception of skirting public notice requirements.

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Thank you

Dave Guy
360-499-4740
dguy@nwpprd.org

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Meeting Date: 6.27.2024	Page 1 of 1	Item: Committee Review/Considerations
Agenda No: 10. C	Presented by: Commissioner Kraner	

Background:

Upon review of our Bylaws, I noticed the following:

I currently sit on the Levy Committee with Commissioner Larsen and the Budget Committee with Commissioner Witmer. Since it explicitly states that the Chair shall serve as an ex-officio member of all committees, I interpret this as I probably shouldn't hold a voting position on any of them.

With that, I should be replaced by an interested commissioner. However, another consideration is that any meeting I would attend as an ex-officio member would give us a quorum at the meetings.

We should consider if we would like to revise the bylaws on this.

North Whidbey Pool, Park, and Recreation District Commissioner Communication

Date: 06.27.2024	Page 1 of 3	Item: Executive Session-None
Agenda No: 11.	Presented by: Chair	

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

“The board is entering into executive session pursuant to {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.”

(Ending Time: _____ am/pm)

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

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

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

**Note: The governing body may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an executive session, the presiding officer must announce the purpose of the session and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the session is being extended.*

Recommended Motion: I move to

**This section for staff use*

Motion _____ 2nd _____
 Commissioner Kraner ____, Commissioner Larsen ____,
 Commissioner Witmer ____,
 Commissioner Hartmann ____, Commissioner Guy ____.

Agenda No: 12.	Presented by: Chair	Item: Action Item/Review
<i>*This section for staff use</i>		

Agenda No: 13.	Presented by: Chair	Item: Final Board Comments
<i>*This section for staff use</i>		

Agenda No: 14.	Presented by: Chair	Item: Next Board Meeting
<i>Special Meeting: Thursday, July 11, 2024 at 6:00pm Location TBD</i>		

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