



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: Oak Harbor Chamber of Commerce

Date & Time: Thursday, December 19, 2024, 6:00 p.m.

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

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. AGENDA

4. PUBLIC COMMENTS

5. CONSENT AGENDA ANNOUNCEMENT

6. CONSENT AGENDA ITEMS

a. Minutes:

- i. 11.18.24 Budget Workshop
- ii. 11.21.24 Regular Meeting

b. Vouchers and Payroll:

- i. Expense Voucher
 - #'s 10593-10621
 - \$ 36,690.90

- ii. Payroll
 - \$61,847.17

- iii. DOR
 - \$1,822.59

Total \$100,360.66

7. STAFF REPORTS

8. COMMITTEE REPORTS

- a. Program Committee
 - i. Draft Contract Review

9. UNFINISHED BUSINESS

None

10. NEW BUSINESS:

- a. OHSD Presentation
- b. CIAW Renewal
- c. Salary Scale
- d. Public Notice/Agenda Templates
- e. Budget Amendment
- f. Wi-Fi Bridge

11. EXECUTIVE SESSION:

12. ACTION ITEM/REVIEW

13. FINAL BOARD COMMENTS:

14. NEXT MEETING: JANUARY 23, 2024. 6 P.M.
OAK HARBOR CHAMBER OF COMMERCE

15. ADJOURNMENT:



Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date:

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: Agenda

Presented By: Chair

Does anyone have anything to add to the agenda?

4. Item: Public Comment

Presented By: Chair

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



Commissioner Communication

5. Item: Consent Agenda Announcement

Meeting Date:

Presented By: Chair

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

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

Item Removed: _____

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

6. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes:

i. 11.18.2024 Budget Workshop

ii. 11.21.2024 Regular Meeting

b. Vouchers & Payroll

i. **Expense Vouchers #s** 10593-10621 \$36,690.90

ii. **Payroll:** \$61,847.17

iii. **DOR** \$1,822.59

TOTAL: \$100,360.66

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

This section is for staff use

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

Vote: Y/N/AB

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



BOARD OF COMMISSIONERS BUDGET WORKSHOP

John Vanderzicht Memorial Pool
85 SE Jerome St, Oak Harbor, WA 98277
Monday, November 18, 2024
6:30 PM

1. **MEETING CALLED TO ORDER** at 6:30 PM
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, Guy, and Hartmann were present.
3. **AGENDA**
 - a. 2025 Budget Review Workshop: No action taken
4. **ACTION ITEM/REVIEW:**
 - a. Business Manager to send updated budget for Board approval on 11/21/24.
 - b. Define capitol purchase vs. special equipment
 - c. Business Manager to adjust special equipment category
5. **FINAL BOARD COMMENTS:** None.
6. **NEXT MEETING:** REGULAR MEETING November 21, 2024 at 6:00 PM at the Oak Harbor Chamber of Commerce.
7. **ADJOURNMENT:** Meeting adjourned at 7:50PM



BOARD OF COMMISSIONERS REGULAR MEETING

Oak Harbor Chamber of Commerce

32630 SR 20, Oak Harbor, WA 98277

Thursday, November 21, 2024

6:00 PM

1. **MEETING CALLED TO ORDER** at 6:09 PM.
2. **ROLL CALL:** Commissioners Larsen, Witmer, Guy, and Hartmann were present. Commissioner Kraner excused.
3. **AGENDA:** No changes.
4. **PUBLIC COMMENTS:** None.
5. **CONSENT AGENDA ANNOUNCEMENT**
6. **CONSENT AGENDA ITEMS:** Commissioner Larsen motioned to approve the agenda as presented. Commissioner Hartmann seconded the motion, which was carried unanimously with no discussion.
 - a. **Minutes:**
 - i. 10.14.24 BOC Special Meeting
 - ii. 10.24.24 BOC Regular Meeting
 - iii. 11.7.24 BOC Special Meeting
 - iv. 11.11.24 BOC Budget Workshop
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10553 -10592	\$46,058.22
ii. Payroll	\$66,511.06
iii. DOR	\$2,998.41
Total:	\$115,567.69
7. **STAFF REPORTS:** The Executive Director presented staff reports to the Board.
8. **COMMITTEE REPORTS**
 - a. **Program Committee:** The program committee with review the second draft of the Baseball Contract.
 - b. **Levy Committee:** BOC is inviting all district volunteers to volunteer appreciation dinner at Orlando's BBQ on 12/7/24.
 - c. **Bylaw Committee:** No update.
9. **UNFINISHED BUSINESS**
 - a. **Resolution 2024-05 Adopting Bylaw Amendments & Establishing Standing Rules:** Commissioner Guy moved to approve **Resolution 2024-05**, adopting the Bylaws Amendments and establishing the Standing rules for the North Whidbey Pool, Park, and Recreation District as presented. Commissioner Hartmann seconded, and the motion was carried unanimously with no discussion.
 - b. **Resolution 2024- 06 Adopting 2025 Budget:** Commissioner Larsen moved to approve **Resolution 2024-06**, adopting the 2025 Budget for the North Whidbey Pool, Park, and Recreation District as presented. Commissioner Guy seconded, and the motion was carried unanimously with no discussion.
 - c. **Levy Certificate:** Commissioner Larsen motioned that in accordance with RCW 84.52.020, the North Whidbey Pool, Park, and Recreation District do hereby certify to the Island County legislative authority that the Commissioners of said district request that the following levy amounts be collected in 2025 as provided

in the district's budget, which was adopted following a public hearing held on November 21, 2024 general levy of \$1,683,153.87 and the administrative refund levy amount of \$3,153.87. Commissioner Hartmann seconded, and the motion was carried unanimously with no discussion.

10. NEW BUSINESS:

- a. **Resolution 2024-07 Establishing 2025 BOC Meeting Schedule:** Commissioner Hartmann moved to approve the **2025 Meeting Schedule** for the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District as presented. Commissioner Larsen Guy seconded, and the motion was carried unanimously with no discussion.
- b. **Maintenance Manager Job Description:** Commissioner Larsen moved to approve the updated Maintenance and Facilities Manager job description as presented. Commissioner Guy seconded, and the motion was carried unanimously with no discussion.

11. EXECUTIVE SESSION: The board entered Executive Session pursuant to {relevant RCW (42.30.110?)} to discuss employee performance at 6:32PM for a period of 30 minutes, until 6:52PM.

12. ACTION ITEM/REVIEW:

- a. Staff to organize the volunteer appreciation dinner at Orlando's.
 - b. Staff to provide Commissioner Larsen with District legal representative regarding BOC's responsibility to ED.
- c. **14. FINAL BOARD COMMENTS:** A statement of thanks from Commissioner Larsen.
- 15. NEXT MEETING:** December 19, 2024, at 6:00 PM at the Oak Harbor Chamber of Commerce.
- 16. ADJOURNMENT:** Commissioner Larsen motioned to adjourn the meeting at 6:56 PM. Commissioner Hartmann seconded the motion, and the motion was carried unanimously with no discussion.

Attest:

Brit Kraner, Chair

date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>658687-658691</i>	<i>11.13.2024</i>	<i>10593-10605</i>	<i>\$ 2,620.16</i>
<i>658998-659003</i>	<i>11.19.2024</i>	<i>10606-10612</i>	<i>\$ 9,615.69</i>
<i>659892-659898</i>	<i>12.04.2024</i>	<i>10613-10621</i>	<i>\$24,455.05</i>
			<i>\$36,690.90</i>
<i>Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of</i>			<i>\$61,847.17</i>
<i>Department of Revenue Transfer</i>			<i>\$ 1,822.59</i>
<i>Total of Voucher #s 10593-10621,</i>			
<i>Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer</i>			<i>\$100,360.66</i>

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

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

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

APPROVED December 19, 2024

 Brit Kraner, Commissioner

 Bill Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

November 2024

Date	Num	Name	Memo	Amount
Nov 24				
11/07/2024	10593	4000120 R1 Aquatic Instruction LLC	LG In-Service 2024-11	380.66
11/07/2024	10594	4000602 Home Depot	Pex Pipe	6.44
11/07/2024	10595	4000602 Home Depot	Coupling, Quick Connect Set	22.12
11/07/2024	10596	4000602 Home Depot	Pipe Clamps	8.02
11/07/2024	10597	4000602 Home Depot	Pipes, Adapters	35.92
11/07/2024	10598	4000602 Home Depot	Adapter	7.13
11/07/2024	10599	4000602 Home Depot	Shockwave Hole Saw	19.59
11/07/2024	10600	4000602 Home Depot	Plywood,Handle,Cutting Oil	32.93
11/07/2024	10601	4000602 Home Depot	Zip Kit	9.79
11/07/2024	10602	4000602 Home Depot	Husky Quick Adjust Tube Ctr	15.67
11/07/2024	10603	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2024-10	575.00
11/07/2024	10604	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,265.22
11/07/2024	10605	4001129 R1 Electronic Business Ma...	Copy Machine Usage	241.67
11/14/2024	10606	4000470 R1 Cascade Natural Gas	Gas: Pool	8,010.96
11/14/2024	10607	4000470 R1 Cascade Natural Gas	Gas:Spa,Lk Rm,Lobby,Ofc	641.28
11/14/2024	10608	4000673 R1 Surety Pest Control	Quarterly Pest Control	136.24
11/14/2024	10609	4000793 R4 Visa	J Cochran CC	492.21
11/14/2024	10610	9603423 R1 Patron	Patron Refund - Swim Lessons	107.00
11/14/2024	10611	9603424 R1 Patron	Patron Refund Swim School	98.00
11/14/2024	10612	9603425 R1 Patron	Patron Refund - Basketball	130.00
11/22/2024	10613	4000397 Seamark Law Group	Legal Fees	8,980.50
11/22/2024	10614	4000705 R1 Puget Sound Energy	Electric Bill	4,827.48
11/22/2024	10615	4000758 R1 WA State Auditor's Office	20-22 Audit	1,599.65
11/22/2024	10616	4000793 R4 Visa	J Cochran CC	4,818.43
11/22/2024	10617	4000793 R4 Visa	S Hoffmire CC	585.34
11/22/2024	10618	4000793 R4 Visa	J Millang CC	1,205.77
11/22/2024	10619	5007490 Original Watermen	LG & WSI Uniforms, Tubes	2,276.88
11/22/2024	10620	9602923 R2 Patron	Patron Refund Volleyball	115.00
11/22/2024	10621	9603432 R1 Patron	Patron Refund Punch Card	46.00
Nov 24				36,690.90



Commissioner Communication

7. Item: Staff Reports

Meeting Date: 12.19.24

Presented By: Jay Cochran

Comment Card

“Bring Back the diving Board. Pretty Please.”

Caden/William/Matthew/Tristan/Jayden/Elliot.

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

Action Items/Review 6.27.24 Regular Meeting

Work with program committee to look at program planning sheets to figure out how to present-program expenses in the planning budget sheets. **The Program Committee is still working towards this.**

Action Items/Review 7.25.24 Regular Meeting

Commissioner Hartmann will provide staff with comments about the website they would like to see updated by 2025.

Action Items/Review 10.24.24 Regular Meeting

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

Action Items/Review 11.21.24 Regular Meeting

63. ~~Finalize with Orlando's and get invitation out.~~

64. ~~Julie will get Commissioner Larsen the attorney's contact information~~

I contacted the Oak Harbor Chamber of Commerce to ensure that all current commissioners are included in their communication list. I updated our profile to reflect the current commissioners and confirmed with Jessi at the Chamber that they will add the commissioners' email addresses to their Constant Contact list. This should ensure the timely receipt of Chamber notices.

As part of this update, commissioners should begin receiving the Chamber newsletter at the start of each month, which will include a link for registering for the Chamber luncheon. Additionally, a weekly email from the Director's Desk will be sent out.

If you have not received any Chamber emails in the past month since the November meeting, please let me know so I can follow up with the Chamber to resolve the issue.

Melissa Stone, one of our swim lessons moms approached us with her thoughts on the new pricing and shared a written spreadsheet outlining her proposed approach. Ms. Stone mentioned that she may want to make a public comment at our upcoming board meeting. She and I had a productive conversation about it, and I suggested that she consider joining the Program Committee at our next meeting on Monday, December 15th. I informed her that public comments are limited to three minutes and do not allow for interaction with the board, but at a Program Committee meeting, she would have the opportunity to engage in a more interactive discussion with the board. We have extended this opportunity to others in the past, and I emphasized that we value community input, especially when individuals are willing to contribute time and effort to help shape our programs.

The Program Committee is in the process of evaluating the appropriate formula for setting future pricing to present to the BOC. Ms. Stone has provided us with a spreadsheet that gives us a price she believes will work. I've asked her to send me her digital spreadsheet for inclusion in the upcoming Program Committee meeting, so they can review it ahead of time. The spreadsheet looks promising, but I am uncertain whether it will align with the subsidization guidelines we developed in a previous exercise. Julie has this information and will review it, ensuring the Program Committee has the necessary context.

Additionally, Ms. Stone noted that she had some conflicting activities for her children that evening and was unsure if she could attend, but I encouraged her to submit both the digital spreadsheet and a summary of her thoughts in her own words, so I could present them accurately to the Program Committee.

Ms. Stone expressed concern about the way the 20% markup is presented, as she believes that listing it as an expense rather than as revenue could potentially be viewed as a misstep, particularly since this method has been associated with embezzlement in other organizations. While she emphasized that she does not believe any such activities are occurring here, she felt that this practice could raise concerns.

From an accounting perspective, as I understand it, revenue refers to the actual cash or funding generated by program registration fees, which is why the markup is not classified as revenue. However, Ms. Stone's concern was not with the 20% markup itself, but rather with the way it is presented in our financial records. Julie is looking into this issue to ensure that we are in full compliance with accounting best practices and to determine if there is a more appropriate way to reflect the markup.

Additionally, Ms. Stone submitted a formal fiscal records request. Initially, she asked for all fiscal records from the past three years. After clarifying her request, she confirmed that she was primarily interested in reviewing our "books." I asked if she had been able to locate the profit and loss statements online. She mentioned that she had not found them, so I walked her through where they can be accessed on our website. In addition to the profit and loss statements, I also showed Ms. Stone where to find our agenda packets, which contain more current financial records. Specifically, I pointed her to the consent agenda, where she could review the voucher payments and report, as well as the Treasurer's report from

the county. I also showed her where, at the end of the staff reports, the remaining financial reports are available. After reviewing this information, she concluded that was all she needed.

The Facility and Maintenance Manager position has been filled, with the new manager set to begin on December 23rd, just before the maintenance shutdown. This addition to the team is expected to support ongoing operations.

Tony and Anthony have continued to maintain the facility effectively. Despite recent windstorms, they promptly addressed issues such as clearing debris at the dog park and ensuring the facility remained in good condition.

To address storage needs, a quote has been secured for a used Conex box, which will be placed alongside the building. The total cost is approximately \$4,500, including \$1,000 for the unit and \$3,450 for transportation from a Burlington supplier. The box will provide much-needed additional storage, and we plan to position it in a way that allows it to be painted to match the building when repainting occurs.

This was something the former maintenance manager was trying to get done, and it should happen during maintenance shutdown, if I can get all the moving pieces to align. I am going to reach out to jet city rentals and see if they can donate the gravel so we can level the area and then see if we have enough area for them to maneuver it into place. Having this in place will help in organizing basketball.

At the time of this report the basketball registrations are in 202 registered participants. I thought with how popular Caitlin Clark was last year, we would have seen an increase in girls' registration for basketball, my fingers are still crossed. We are currently seeking applications for a new recreation coordinator. We have not received many to date.

The Non-District Volunteer Levy Committee paid us approximately \$372 for their volunteers to join our volunteer appreciation event that we held at the beginning of December.

I had scheduled time off between Christmas and New Year's, returning the day after New Year's Day. However, I'm uncertain about how things will progress with the basketball program. I've already begun organizing teams, and if the schedules are set and communicated to families, I expect to be in a good position. That said, I may need to check in occasionally, depending on how things unfold. Additionally, with the new Facility and Maintenance Manager starting, there may be some guidance or support needed during that period. I will aim to take time off as planned, but I wanted to make you aware of the situation.

I was asked about the possibility of installing cameras at Clover Valley Park, a topic the board has previously considered. We had gone through a quoting process in the past, but I was unable to locate the quote details. After reaching out to Whidbey Tech for assistance, it appears they are also unable to locate the original quote.

However, Whidbey Tech provided some relevant information regarding the camera installation and mentioned that, if the board is still interested in pursuing this, they would like to meet with the board to discuss various options before proceeding with a new quote. I informed them that I would report this to the board for further consideration.

“The biggest issue/concern for the park is power if it uses a Unifi Camera System like the one you deployed at the pool.

Solar energy has come a long way, but I don’t know if it will be enough.

Last August, I went onsite and spoke with AA Electrical, who had concerns about running power to the park because the power lines are on the opposite side of the road.

They thought about running power to the baseball field and then the dog park, but that was outside the scope and funding at the time.

Once the power is figured out, we can investigate Internet Service and develop a plan for cameras and storage.

A second camera option that may be worth considering is a home-grade camera system such as Blink or Wyze cameras. These cameras are designed to upload their data to a cloud storage solution or an SD Card in the camera.

So the second option, the internet, is almost all but required and is also part of a Unifi Solution.”

Business Manager

We will hold a lifeguard course December 14-16th. We interviewed eight applicants for the lifeguard position; four of those will be participating in the course along with one current staff who is cross-training. We also brought on board two new staff who are already certified. This will help with our lifeguard needs, but we still have a great need for lifeguards with daytime availability.

Looking to the new year, we will hold a meeting for lifeguard staff, swim instructors, and front desk staff before we reopen from the maintenance closure. We will also have a winter staff celebration event on January 11th. The goal for these activities is to give staff tools to enhance the experience of patrons visiting the facility and their experience as employees.

Journal entries have been made for the Maintenance Assistant hours that should have been listed as hours for Clover Valley. Even with this adjustment, both line items are over budget. You will see these listed in the budget amendment.

Client Service Specialist Coordinator

This month, the CSS team worked together on making calls to families who previously participated in our basketball program. We are continuing to reach out to local schools as the basketball season approaches. At the start of 2025 I will be working on marketing materials for our summer programs as well as looking for ways to increase our visibility in the community and enhance our marketing efforts.

As we anticipate hiring new CSS staff, I will work with Julie to ensure a smooth transition and training process for new hires; I also hope to implement regular check-ins with the CSS staff as a place for them to ask questions and ensure they are up to date on current and upcoming activities/programs.

Island County, WA

Treasurer's Report
Transactions from 11/1/2024 to 11/30/2024

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 10/31/2024****659,806.72**

11/07/2024	ISLAND COUNTY T NWPP&R CA	WB	0.00	9,826.25	
11/14/2024	ISLAND COUNTY T N WHIDBEY PP&R	WB	0.00	5,092.50	
11/21/2024	ISLAND COUNTY T N WHIDBEY PP&R	WB	0.00	11,622.25	
11/29/2024	ISLAND COUNTY T NWPP&R CA	WB	0.00	732.00	
11/30/2024	NOV 24 PROP TAX DISTRIBUTION		0.00	29,415.94	
11/30/2024	Qtr 4 2024 Forest Excise Distr		0.00	53.82	
	Revenue Total		0.00	56,742.76	56,742.76

11/06/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00658460	225.00	0.00	
11/06/2024	PATRON NO WHIDBEY POO CASCADE	KY 00658459	115.00	0.00	
11/06/2024	NATURAL NO WHIDBEY POO CASCADE	KY 00658457	9,174.90	0.00	
11/06/2024	NATURAL NO WHIDBEY POO	KY 00658457	676.81	0.00	
11/06/2024	PATRON NO WHIDBEY POO	KY 00658462	115.00	0.00	
11/06/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00658458	1,008.76	0.00	
11/06/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00658458	1,634.31	0.00	
11/06/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00658458	59.42	0.00	
11/06/2024	PATRON NO WHIDBEY POOL P	KY 00658463	115.00	0.00	
11/06/2024	ELAINES PHOTO S NO WHIDBEY POO	KY 00658461	382.43	0.00	
11/06/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00658456	1,682.36	0.00	
11/13/2024	AQUATICS INSTRU NO WHIDBEY POO	KY 00658687	380.66	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	22.12	0.00	
11/13/2024	PACIFIC GRACE T NO WHIDBEY POO	KY 00658690	575.00	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	6.44	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	15.67	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	19.59	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	9.79	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	8.02	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	32.93	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	35.92	0.00	
11/13/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00658689	7.13	0.00	
11/13/2024	ELECTRONIC BUSI NO WHIDBEY POO	KY 00658688	241.67	0.00	
11/13/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00658691	1,265.22	0.00	
11/14/2024	N. WHID PARKS & REC PAYROLL		30,567.54	0.00	
11/19/2024	VISA INC NO WHIDBEY POOL PARK	KY 00659003	492.21	0.00	
11/19/2024	PATRON NO WHIDBEY POOL	KY 00659000	98.00	0.00	
11/19/2024	PATRON NO WHIDBEY POOL P	KY 00658998	130.00	0.00	
11/19/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00658999	8,010.96	0.00	
11/19/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00658999	641.28	0.00	
11/19/2024	PATRON NO WHIDBEY POO	KY 00659001	107.00	0.00	
11/19/2024	ORKIN LLC. NO WHIDBEY POOL PAR	KY 00659002	136.24	0.00	
11/27/2024	N. WHID PARKS & REC PAYROLL		31,279.63	0.00	
11/27/2024	N. WHID PARKS & REC DOR		1,822.59	0.00	
	Expenditure Total		91,094.60	0.00	-91,094.60

Ending Cash Balance**Calculated Total****625,454.88****Book Total****625,454.88****Difference****-0.00**

Treasurer's Report
Transactions from 11/1/2024 to 11/30/2024

648 - NO WHID POOL PARK REC BOND

Cash Balance at 10/31/2024				13.54
11/30/2024	ICTIP INV INTEREST - NOV 2024	0.00	0.58	
	Revenue Total	0.00	0.58	0.58
Ending Cash Balance		Calculated Total		14.12
		Book Total		14.12
		Difference		0.00



Participants - Earning Allocat Selected
Cash/Checking Activity
November 1, 2024 - November 30, 2024

NWPP&R BOND

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648						230.40
	2.862	11/01/2024			0.56	230.40
	3.063	11/01/2024				230.40
Subtotal and Ending Balance	3.063		0.00	0.00	0.56	230.40
Totals and Ending Balance for NWPP&R BOND			0.00	0.00	0.56	230.40

Island County, WA

Treasurer's Report
Transactions from 11/1/2024 to 11/30/2024

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 10/31/2024				252,454.36
11/30/2024	ICTIP INV INTEREST - NOV 2024	0.00	104.07	
	Revenue Total	<u>0.00</u>	<u>104.07</u>	104.07
Ending Cash Balance		Calculated Total		252,558.43
		Book Total		252,558.43
		Difference		0.00



Participants - Earning Allocat Selected
Cash/Checking Activity
November 1, 2024 - November 30, 2024

NWPP&R RESERVE

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	2.882	11/01/2024			101.98	41,669.34
	3.039	11/01/2024				41,669.34
Subtotal and Ending Balance	3.039		0.00	0.00	101.98	41,669.34
Totals and Ending Balance for NWPP&R RESERVE			0.00	0.00	101.98	41,669.34

Treasurer's Report
Transactions from 11/1/2024 to 11/30/2024

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 10/31/2024				190.30
11/30/2024	ICTIP INV INTEREST - NOV 2024	0.00	8.07	
	Revenue Total	0.00	8.07	8.07
Ending Cash Balance		Calculated Total		198.37
		Book Total		198.37
		Difference		0.00



**Participants - Earning Allocat Selected
Cash/Checking Activity
November 1, 2024 - November 30, 2024**

NWPP&R CAPITAL

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	2.883	11/01/2024			7.91	3,230.65
	3.039	11/01/2024				3,230.65
Subtotal and Ending Balance		3.039	0.00	0.00	7.91	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL			0.00	0.00	7.91	3,230.65



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

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

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

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

Beginning balance 10-31-24	\$42,277.36
2 Additions	+61,847.17
5 Subtractions	-57,267.97
Ending balance 11-30-24	\$46,856.56

Additions

Transfers	Date	Serial #	Source	
	11-14		Trf Fr DDA 0000473631001525 4731	\$30,567.54
	11-27		Trf Fr DDA 0000473631001525 4731	31,279.63
Total additions				\$61,847.17

Subtractions

Withdrawals	Date	Serial #	Location	
	11-1		Direct Withdrawal, Paid Family Med Payment	\$1,542.64
	11-6		Direct Withdrawal, Irs Usataxpymt	5,217.24
	11-14		Intuit Payroll Squickbooks	23,658.82
	11-20		Irs Usataxpymt	5,237.18
	11-27		Intuit Payroll Squickbooks	21,612.09
Total subtractions				\$57,267.97

Interest earned

Current Interest Rate	variable
Number of days this statement period	30

Fees and charges

See your Account Analysis statement for details.



Heritage
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	11-01-2024
Statement End	11-30-2024
Account Number	
Page	1 of 4

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



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Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$2.29

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$2,053.60		\$34,813.75		\$0.07		\$28,068.35		\$8.00		\$8,791.07

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
11/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	760.00
11/04/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	929.75
11/04/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,781.50
11/04/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,301.50
11/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	979.00
11/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	868.25
11/06/24	External Deposit CNI MLLNGTN DET EFT 110524 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *241105*1	2,680.00
11/07/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	702.50
11/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	357.50
11/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	183.00



Equal Housing Lender | Member FDIC



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
11/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	753.00
11/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	874.00
11/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,085.00
11/12/24	Deposit	67.25
11/12/24	Deposit	102.75
11/12/24	Deposit	80.50
11/12/24	Deposit	114.50
11/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	772.50
11/14/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,190.50
11/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,191.00
11/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	489.00
11/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	525.00
11/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	761.00
11/18/24	Deposit Night Drop	139.00
11/18/24	Deposit Night Drop	1,760.00
11/18/24	Deposit Night Drop	197.50
11/18/24	Deposit Night Drop	187.50
11/18/24	Deposit Night Drop	97.00
11/18/24	Deposit Night Drop	48.00
11/18/24	Deposit Night Drop	68.00
11/18/24	Deposit Night Drop	31.00
11/18/24	Deposit Night Drop	19.50
11/18/24	Deposit Night Drop	21.25
11/18/24	Deposit Night Drop	35.25
11/18/24	Deposit Night Drop	11.50
11/18/24	Deposit Night Drop	24.50
11/18/24	Deposit Night Drop	13.00
11/18/24	Deposit Night Drop	18.00
11/18/24	Deposit Night Drop	1,044.75
11/18/24	Deposit Night Drop	194.50
11/18/24	Deposit Night Drop	38.25
11/18/24	Deposit Night Drop	528.00
11/18/24	Deposit Night Drop	110.00
11/18/24	Deposit Night Drop	131.50
11/18/24	Deposit Night Drop	222.00





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
11/18/24	Deposit Night Drop	178.75
11/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	900.25
11/19/24	Deposit	83.50
11/19/24	Deposit	103.50
11/19/24	Deposit	20.50
11/19/24	Deposit	19.00
11/19/24	Deposit	117.75
11/19/24	Deposit	11.50
11/19/24	Deposit	8.50
11/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,082.50
11/21/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	661.50
11/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	500.50
11/25/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,304.50
11/25/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,333.00
11/25/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,460.50
11/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	812.50
11/27/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	522.00
11/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	601.00
11/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	603.50
11/30/24	Credit Interest	0.07

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
11/01/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,380.80
11/04/24	External Withdrawal AUTHNET GATEWAY - BILLING 139047092	93.60
11/05/24	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 9832240	52.95
11/07/24	Withdrawal NWPP AND REC	9,826.25
11/14/24	Withdrawal NWPP AND REC	5,092.50
11/21/24	Withdrawal NWPP AND REC	11,622.25
11/30/24	Monthly Maintenance Fee	8.00





DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
11/01	1,432.80	11/13	6,092.50	11/22	2,162.00
11/04	6,351.95	11/14	2,190.50	11/25	6,260.00
11/05	7,278.00	11/15	3,381.50	11/26	7,072.50
11/06	10,826.25	11/18	10,275.25	11/27	7,594.50
11/07	1,702.50	11/19	11,539.75	11/29	8,799.00
11/08	2,060.00	11/20	12,622.25	11/30	8,791.07
11/12	5,320.00	11/21	1,661.50		

Summary of Overdraft and Returned Item Fees

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



4000793

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
138,012

Summary of Account Activity

Previous Balance	\$ 4,855.17
Payments	\$4,077.50 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$5,133.26
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$53.57
NEW BALANCE	\$ 5,964.50
Credit Limit	\$10,000.00
Available Credit	\$4,035.50
Available Cash	\$4,035.50
Amount Disputed	\$0.00
Statement Closing Date	10/31/24
Days in Billing Cycle	31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$5,964.50
MINIMUM PAYMENT	\$120.00
PAYMENT DUE DATE	11/25/2024

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.

Receipts Presented

\$4734.78
\$4818.43

Important Information About Your Account

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

WATCH YOUR BONUS POINTS GROW THIS HOLIDAY SEASON WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/03	10/04	PBUS01	24692164278108416532433	Prime Video *LN87T4BU3 888-802-3080 WA	\$4.13
10/05	10/06	PBUS01	24692164279109602362378	Prime Video *PS0Z76BW3 888-802-3080 WA	\$4.13
10/10	10/11	PBUS01	24692164284104013950237	Prime Video *138L10SX3 888-802-3080 WA	\$4.35
10/10	10/11	PBUS01	24906414284211208875961	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$264.83
10/12	10/13	PBUS01	24137464286300714111336	USPS.COM EVERY DOOR DTML 800-344-7779 DC	\$1,110.76
10/11	10/13	PBUS01	24137464285300783327129	USPS.COM EVERY DOOR DTML 800-344-7779 DC	\$1,088.69
10/13	10/14	PBUS01	24692164287106640241408	Prime Video *DV14H9SM3 888-802-3080 WA	\$6.53
10/13	10/14	PBUS01	24692164287106756223166	Prime Video *4V6PL2ZN3 888-802-3080 WA	\$5.44
10/13	10/14	PBUS01	24692164287106989119215	Prime Video *CH3689LI3 888-802-3080 WA	\$3.26

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 6410

HERITAGE BANK
3615 PACIFIC AVE
TACOMA WA 98418-7921

Account Number

6800

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date

10/31/24

New Balance

\$5,964.50

Total Minimum
Payment Due

\$120.00

Payment Due Date

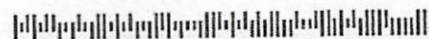
11/25/24

\$

JAMIE COCHRAN
N WHIDBEY PARK AND REC
85 SE JEROME ST
OAK HARBOR WA 98277



MAKE CHECK PAYABLE TO:



HERITAGE BANK
PO BOX 4512
CAROL STREAM IL 60197-4512

SM 4811 8320 0014 6800 00012000 00596450 1



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

Statement Closing Date:
October 31, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/14	10/15	PBUS01	24692164289108195324546	Prime Video *779BX9JW3 888-802-3080 WA	\$4.35
10/15	10/16	PBUS01	24137464289300743587529	USPS.COM EVERY DCOR DTML 800-344-7779 DC	\$1,098.05
10/16	10/17	PBUS01	24137464291600214276999	USPS.COM EVERY DCOR DTML 800-344-7779 DC	\$828.89
10/19	10/20	PBUS01	24801974294124765072863	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$48.79
10/19	10/20	PBUS01	24801974294124765072897	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$34.86
10/17	10/20	PBUS01	24755424292152923803626	GREATER OAK HARBOR CHAMBE OAK HARBOR WA	\$18.00
10/22	10/23	PBUS01	24692164296101747158158	COMCAST BELLINGHAM 800-266-2278 WA	\$355.77
10/29	10/30	PBUS01	24039644304135160551088	NRPA OPERATING 703-853-2183 VA	\$50.00
10/30	10/30	PBUS01	24492164304000007287339	BUDDY PUNCH HTTPSBUDDYPUN WI	\$180.64
10/30	10/31	PBUS01	24036294304742521799749	ADOBE *ADOBE 408-536-6000 CA	\$21.79

Payments, Adjustments and Other

10/30	10/31	73190604305555305410012	PAYMENT - THANK YOU TACOMA WA	4,077.50 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$ 4,077.50 -

Interest Charged

10/31	10/31	PBUS01	74811834305337305064002	INTEREST CHARGE PURCHASE	53.57
				TOTAL INTEREST FOR THIS PERIOD	\$ 53.57

Fees

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

2024 Totals Year To Date

Total Fees Charged in 2024	\$ 0.07
Total Interest Charged in 2024	\$ 93.18

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 10/30/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	131,115	6,897	0	0	138,012

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$4,592.10	1.16666% (M)	14.0000% (V)	\$53.57
Cash						
PBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$7,266.96			\$53.57

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

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

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

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

4000793

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
85,272

Summary of Account Activity

Previous Balance	\$ 853.56
Payments	\$356.02 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$1,386.20
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$9.69
NEW BALANCE	\$ 1,893.43
Credit Limit	\$5,000.00
Available Credit	\$3,106.57
Available Cash	\$3,106.57
Amount Disputed	\$0.00
Statement Closing Date	10/31/24
Days in Billing Cycle	31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$1,893.43
MINIMUM PAYMENT	\$38.00
PAYMENT DUE DATE	11/25/2024

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.

Receipt Present (SM) \$585.34
Important Information About Your Account

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

WATCH YOUR BONUS POINTS GROW THIS HOLIDAY SEASON WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/02	10/03	PBUS01	24765014276107065485647	DOG WASTE DEPOT 800-789-2563 CA	\$51.96
10/07	10/08	PBUS01	24011344281000068394021	AMAZON RETA* IZ6WY2ZU3 WWW.AMAZON.CO WA	\$176.02
10/08	10/10	PBUS01	24941354283613402253869	HERTZ #0156011 ST LOUIS MO	\$400.00
10/22	10/23	PBUS01	24801974297127809144678	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$35.78
10/22	10/24	PBUS01	24943014297010188604088	THE HOME DEPOT #8563 OAK HARBOR WA	\$8.77
10/24	10/25	PBUS01	24113434298200245445285	THE WEBSTaurant STORE INC 717-392-7472 PA	\$172.88
10/26	10/28	PBUS01	24943014301010201614365	THE HOME DEPOT #8563 OAK HARBOR WA	\$19.02
10/29	10/30	PBUS01	24226384304003452232104	WAL-MART #2319 OAK HARBOR WA	\$279.67
10/29	10/31	PBUS01	24943014304010189634259	THE HOME DEPOT #8563 OAK HARBOR WA	\$52.69

- Error Reversed by Hertz

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 6410

HERITAGE BANK
3615 PACIFIC AVE
TACOMA WA 98418-7921

Account Number

3454

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date

10/31/24

New Balance

\$1,893.43

Total Minimum
Payment Due

\$38.00

Payment Due Date

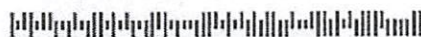
11/25/24

\$

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



MAKE CHECK PAYABLE TO:



HERITAGE BANK
PO BOX 4512
CAROL STREAM IL 60197-4512

SM 4811 8320 0010 3454 00003800 00189343 2



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

Statement Closing Date:
October 31, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/30	10/31	PBUS01	24055234304135597702154	AIRGAS - WEST 800-950-1292 PA	\$189.41

Payments, Adjustments and Other

10/30	10/31	73190604305555305410103	PAYMENT - THANK YOU TACOMA WA	\$	356.02 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$	356.02 -

Interest Charged

10/31	10/31	PBUS01	74811834305330305064007	INTEREST CHARGE PURCHASE	\$	9.69
				TOTAL INTEREST FOR THIS PERIOD	\$	9.69

Fees

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

2024 Totals Year To Date

Total Fees Charged in 2024 \$ 0.00

Total Interest Charged in 2024 \$ 30.04

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 10/30/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	84,236	1,036	0	0	85,272

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$830.59	1.16666% (M)	14.0000% (V)	\$9.69
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,379.34			\$9.69

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

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

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

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

4000793

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
77,377

Summary of Account Activity

Previous Balance	\$ 530.52
Payments	\$530.52 -
Other Credits	\$46.07 -
Other Debits	\$0.00 +
Purchases	\$1,485.98 +
Cash Advances	\$0.00 +
Balance Transfers	\$0.00 +
Fees Charged	\$0.00 +
Interest Charged	\$0.00 +
NEW BALANCE	\$ 1,439.91
Credit Limit	\$2,500.00
Available Credit	\$1,060.09
Available Cash	\$1,060.09
Amount Disputed	\$0.00
Statement Closing Date	10/31/24
Days in Billing Cycle	31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$1,439.91
MINIMUM PAYMENT	\$29.00
PAYMENT DUE DATE	11/25/2024

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.

Receipts Present (M) 1205.77

Important Information About Your Account

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

WATCH YOUR BONUS POINTS GROW THIS HOLIDAY SEASON WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/02	PBUS01	24906414275210448362773	ENF*Entomion 855-2813915 CA	\$25.00
10/01	10/02	PBUS01	24801974275105896070796	ESOF PLANNER MMESZAROS@PPC OH	\$140.00
10/03	10/04	PBUS01	24943004278067037954498	COSTCO WHSE #0662 BURLINGTON WA	\$302.98
10/04	10/06	PBUS01	24000974278443903230624	THE UPS STORE 6604 360-7202220 WA	\$46.58
10/04	10/06	PBUS01	24445004279001098220640	DOLLAR TREE OAK HARBOR WA	\$38.70
10/04	10/06	PBUS01	24445004279001098220566	DOLLAR TREE OAK HARBOR WA	\$27.25
10/03	10/06	PBUS01	24692164278108617494474	MICHAELS STORES 2753 BURLINGTON WA	\$78.80
10/04	10/06	PBUS01	24445004279400185168458	WAL-MART #2319 OAK HARBOR WA	\$167.68
10/16	10/17	PBUS01	24755424291132917780783	US MASTERS SWIMMING 941-2568767 FL	\$75.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 6410

HERITAGE BANK
3615 PACIFIC AVE
TACOMA WA 98418-7921

Account Number

9939

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

AMOUNT OF PAYMENT ENCLOSED

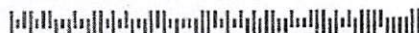
Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
10/31/24	\$1,439.91	\$29.00	11/25/24

\$

JULIE MILLANG
N WHIDBEY PARK AND REC
85 SE JEROME ST
OAK HARBOR WA 98277



MAKE CHECK PAYABLE TO:



HERITAGE BANK
PO BOX 4512
CAROL STREAM IL 60197-4512



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

Statement Closing Date:
October 31, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/16	10/18	PBUS01	24231684291121919993299	SAFEWAY #0402 OAK HARBOR WA	\$67.41
10/21	10/23	PBUS01	24194334296017011055023	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
10/26	10/27	PBUS01	24692164300105664304384	AMAZON MKTPL*P25M39FK3 Amzn.com/bill WA	\$39.22
10/26	10/27	PBUS01	24692164300105524842227	AMAZON MKTPL*LL3UN56G3 Amzn.com/bill WA	\$240.84
10/28	10/29	PBUS01	24692164302107616968777	AMAZON MKTPL*T72RP63D3 Amzn.com/bill WA	\$35.96
09/27	10/30		74430994271101355807170	CREDIT VOUCHER	\$43.45-
				MICROSOFT*365 MSBILL.INFO WA	
10/26	10/30		74430994300131719059361	CREDIT VOUCHER	\$2.62-
				MICROSOFT*365 MSBILL.INFO WA	
10/30	10/31	PBUS01	24226384305003481261404	WAL-MART #2319 OAK HARBOR WA	\$40.56

280.06

Payments, Adjustments and Other

10/30	10/31	73190604305555305410087	PAYMENT - THANK YOU TACOMA WA	530.52 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$ 530.52 -

Fees

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

Interest Charged

TOTAL INTEREST FOR THIS PERIOD	\$ 0.00
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2024 Totals Year To Date

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

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 10/30/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	75,931	1,446	0	0	77,377

Bonus Points To Expire:

Expiration Date: 01/31/2025

Points: 17,056

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.16666% (M)	14.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,390.91			\$0.00

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

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

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

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

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
November 15, 2024 for Pay Period 10.16-10.31.2024

	TOTAL	
	Hours	Rate
		Nov 15, 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	96.00	3,051.89
Director	72.00	2,928.81
Director Sick	24.00	976.27
Maintenance Director Salary	40.00	1,314.74
Salary Sick	16.00	525.90
Salary Vacation	40.00	1,314.74
Aerobics Instructor	29.51	511.13
Client Service Spc Coordinator	78.90	1,499.10
Client Service Specialist	169.82	2,935.47
Custodial	15.72	279.23
Custodian - JVMP	25.47	465.34
Head Lifeguard	29.75	596.79
Hourly Sick	1.66	28.68
Lifeguard	378.91	6,636.06
Maintenance Assistant	46.62	979.02
Private Lesson Instructor	22.51	442.32
Recreation Aide - Advertising	5.67	92.31
Recreation Aide - Volleyball	5.35	87.10
Swim Lessons Coordinator	54.52	1,072.41
Training- Swim Lessons	1.32	21.49
Training - Lifeguard	1.35	21.98
US Masters Coach	15.77	315.40
WSI Water Safety Instructor	60.81	1,088.11
Total Gross Pay	1,231.66	27,184.29
Adjusted Gross Pay	1,231.66	27,184.29
Taxes Withheld		
Federal Withholding		-1,078.00
Medicare Employee		-394.16
Social Security Employee		-1,685.43
L&I Office Employee 5306-07		-31.49
L&I Pool Employee-1501-00		-187.66
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-157.65
WA - Paid Fam Med Leave		-143.68
Total Taxes Withheld		-3,678.07
Net Pay	1,231.66	23,506.22
Employer Taxes and Contributions		
Medicare Company		394.16
Social Security Company		1,685.43
WA - Unemployment		0.00
L&I Office Employer 5306-07		74.63
L&I Pool Employer 1501-00		1,076.43
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		3,230.65

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
November 29, 2024 for Pay Period 11.01-11.15.2024

	TOTAL	
	Hours	Rate
		Nov 29, 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	3,051.89
Director	88.00	3,905.08
Maintenance Director Salary	64.00	2,524.30
Maintenance Director Vacation	16.00	631.08
Aerobics Instructor	24.11	421.33
Client Service Spc Coordinator	68.44	1,300.36
Client Service Specialist	140.70	2,432.02
Custodial	18.44	326.53
Custodian - JVMP	26.27	479.95
Head Lifeguard	53.91	1,081.43
Hourly Sick	23.99	453.32
Hourly Sick 2	3.00	59.01
Lifeguard	300.62	5,259.41
Maintenance Assistant	21.18	444.78
Private Lesson Instructor	20.89	412.75
Recreation Aide - Volleyball	4.58	74.56
Swim Lessons Coordinator	29.40	578.30
Training- Swim Lessons	0.75	12.21
Training - Lifeguard	19.54	318.12
US Masters Coach	11.62	232.40
WSI Water Safety Instructor	43.07	775.61
Total Gross Pay	1,058.51	24,774.44
Adjusted Gross Pay	1,058.51	24,774.44
Taxes Withheld		
Federal Withholding		-950.00
Medicare Employee		-359.26
Social Security Employee		-1,536.02
L&I Office Employee 5306-07		-27.11
L&I Pool Employee-1501-00		-163.58
Medicare Employee Addi Tax		0.00
WA - Cares Fund		-143.71
WA - Paid Fam Med Leave		-130.91
Total Taxes Withheld		-3,310.59
Net Pay	1,058.51	21,463.85
Employer Taxes and Contributions		
Medicare Company		359.26
Social Security Company		1,536.02
WA - Unemployment		0.00
L&I Office Employer 5306-07		64.31
L&I Pool Employer 1501-00		971.83
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		2,931.42

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	942,449.02	944,583.00	-2,133.98	99.77%
312.00 Timber Harvest Taxes	97.20	43.38	53.82	224.07%
Total 310.00 LEVIES	942,546.22	944,626.38	-2,080.16	99.78%
334.04.20 State Grant	0.00	0.00	0.00	0.0%
337.00.00 Local Grant	0.00	0.00	0.00	0.0%
340.00 JVMP Revenue				
347.30 Fees				
31 Daily Admission	102,359.85	118,627.00	-16,267.15	86.29%
33.01 Basic Memberships	18,182.23	18,795.00	-612.77	96.74%
34 Punch Cards	26,617.25	31,617.00	-4,999.75	84.19%
36 Kayak Lessons	0.00	0.00	0.00	0.0%
37 ARC Classes				
302 Lifeguard Course	0.00	325.00	-325.00	0.0%
304 Jr. Lifeguarding	0.00	0.00	0.00	0.0%
305 ARC Babysitting Course	0.00	0.00	0.00	0.0%
306 BLS	0.00	0.00	0.00	0.0%
307 CPR/AED	0.00	0.00	0.00	0.0%
308 Waterfront Lifeguard	0.00	0.00	0.00	0.0%
309 WSI Course	0.00	0.00	0.00	0.0%
AEO	0.00	0.00	0.00	0.0%
BBP	0.00	0.00	0.00	0.0%
37 ARC Classes - Other	325.00			
Total 37 ARC Classes	325.00	325.00	0.00	100.0%
38 Aerobics				
Water Fitness Daily Admisison	4,603.67			
Water Fitness Prem. Membership	15,470.04			
Water Fitness Punch Card	15,751.83			
38 Aerobics - Other	6.42	54,835.00	-54,828.58	0.01%
Total 38 Aerobics	35,831.96	54,835.00	-19,003.04	65.35%
39 Swim Lessons				
Private	28,920.62	37,500.00	-8,579.38	77.12%
School Group	7,280.00	7,280.00	0.00	100.0%
Youth	140,284.50	206,195.00	-65,910.50	68.04%
Total 39 Swim Lessons	176,485.12	250,975.00	-74,489.88	70.32%
40 Swim Team				
Adult Swim Team	0.00	13,314.24	-13,314.24	0.0%
Masters	7,908.47			
Total 40 Swim Team	7,908.47	13,314.24	-5,405.77	59.4%
Total 347.30 Fees	367,709.88	488,488.24	-120,778.36	75.28%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Total 340.00 JVMP Revenue	367,709.88	488,488.24	-120,778.36	75.28%
350.00 Recreation Revenue				
347.60.01 Basketball	22,983.50	42,000.00	-19,016.50	54.72%
347.60.02 Ultimate Frisbee	0.00	0.00	0.00	0.0%
347.60.03 Kickball	0.00	0.00	0.00	0.0%
347.60.04 Pickleball	0.00	0.00	0.00	0.0%
347.60.05 NFL Flag Football	5,578.00	5,578.00	0.00	100.0%
347.60.06 Volleyball	4,560.00	3,525.00	1,035.00	129.36%
Day Camp	44,616.00	44,616.00	0.00	100.0%
Soccer	330.00			
350.00 Recreation Revenue - Other	7,182.50			
Total 350.00 Recreation Revenue	85,250.00	95,719.00	-10,469.00	89.06%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	17,480.91	20,835.00	-3,354.09	83.9%
Candy&Snacks	3,950.00	4,504.50	-554.50	87.69%
Lockers	1,369.01	1,392.00	-22.99	98.35%
Open Swim Party Rental	8,880.49	9,438.00	-557.51	94.09%
Pool Group Rentals	311.96	600.00	-288.04	51.99%
Private Party Rental	5,738.99	7,667.00	-1,928.01	74.85%
Retail	815.62	1,300.00	-484.38	62.74%
Viewing Room Rental	625.84	661.00	-35.16	94.68%
Total 362.00 Rents & Concessions	39,172.82	46,397.50	-7,224.68	84.43%
367.00 Contributions/Donations	164.55			
369.00 Other Misc Revenues				
Cashier over/short	-33.83			
Total 369.00 Other Misc Revenues	-33.83			
Other Misc Revenues	253.53	22,845.00	-22,591.47	1.11%
Prepaid Accounts	1,136.21	1,200.00	-63.79	94.68%
360.00 Miscellaneous Revenue - Other	22,845.00			
Total 360.00 Miscellaneous Revenue	63,538.28	70,442.50	-6,904.22	90.2%
361.40.00 Interest				
Int Investment Capital Fund	56.83	45.00	11.83	126.29%
Int Investment Reserve Fund	732.93	500.00	232.93	146.59%
Interest Investment Bond Fund	4.04	5.00	-0.96	80.8%
Total 361.40.00 Interest	793.80	550.00	243.80	144.33%
Total Income	1,459,838.18	1,599,826.12	-139,987.94	91.25%
Gross Profit	1,459,838.18	1,599,826.12	-139,987.94	91.25%
Expense				
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	7,304.64	7,957.00	-652.36	91.8%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
573.60.04 Pickleball Expense	0.00	0.00	0.00	0.0%
573.60.05 NFL Flag Football Exp	1,956.75	2,000.00	-43.25	97.84%
573.60.06 Volleyball Expense	652.21	1,134.00	-481.79	57.51%
573.60.10 Salary & Wages				
Basketball	8,803.44	8,803.44	0.00	100.0%
Day Camp				
Day Camp Assistant Manager	0.00	0.00	0.00	0.0%
Day Camp Leader	9,536.49	9,536.49	0.00	100.0%
Day Camp Manager	5,334.50	5,334.50	0.00	100.0%
Total Day Camp	14,870.99	14,870.99	0.00	100.0%
NFL Flag Football	610.66	800.00	-189.34	76.33%
Pickleball	0.00	0.00	0.00	0.0%
Rec Aide - STEAM Camp	77.82	77.82	0.00	100.0%
Recreation Coordinator	12,540.11	12,540.11	0.00	100.0%
Recreation Specialist Non-Sport	0.00	0.00	0.00	0.0%
Training Recreation	20.02	100.00	-79.98	20.02%
Volleyball	268.78	1,563.00	-1,294.22	17.2%
Total 573.60.10 Salary & Wages	37,191.82	38,755.36	-1,563.54	95.97%
Adult Soccer Expense	69.50	69.50	0.00	100.0%
Day Camp Expense	2,006.01	2,100.00	-93.99	95.52%
Kayak Program Expense	0.00	0.00	0.00	0.0%
Total 573.60.00 Exp Recreation Sports	49,180.93	52,015.86	-2,834.93	94.55%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	77,217.31	93,722.00	-16,504.69	82.39%
100102 Recreation Manager	7,802.88	7,802.88	0.00	100.0%
100103 Business Manager	60,262.01	71,112.00	-10,849.99	84.74%
100104 Client Service Spc				
Client Services Coordinator	13,396.33	16,560.00	-3,163.67	80.9%
100104 Client Service Spc - Other	68,777.02	64,710.00	4,067.02	106.29%
Total 100104 Client Service Spc	82,173.35	81,270.00	903.35	101.11%
100107 BOC/Dir Admin Asst	12,959.25	12,959.25	0.00	100.0%
100108 Rec Aide Advertising	3,609.57	3,000.00	609.57	120.32%
200201 Aerobics Inst JVMP	9,009.33	11,057.00	-2,047.67	81.48%
200208 Kayak Inst JVMP	0.00	0.00	0.00	0.0%
200210 Private Lessons	9,769.57	12,000.00	-2,230.43	81.41%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	120.80	500.00	-379.20	24.16%
200211 WSI Instructor - Other	29,824.15	38,827.00	-9,002.85	76.81%
Total 200211 WSI Instructor	29,944.95	39,327.00	-9,382.05	76.14%
200221 Training				
Training- Lifeguard	10,087.38	14,000.00	-3,912.62	72.05%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Training - Client Services	1,761.90	2,000.00	-238.10	88.1%
Training - Maint & Custodial	400.65	500.00	-99.35	80.13%
Training - Swim Instructor	4,838.97	6,000.00	-1,161.03	80.65%
Training Aerobics Instructors	261.76	500.00	-238.24	52.35%
Total 200221 Training	17,350.66	23,000.00	-5,649.34	75.44%
300301 Lifeguard	153,043.88	210,906.00	-57,862.12	72.57%
300303 Sr. Lifeguards	3,745.05	4,000.00	-254.95	93.63%
300305 Head Lifeguard	14,148.52	13,245.00	903.52	106.82%
500501 Director of Maintenance	65,345.85	75,729.00	-10,383.15	86.29%
500502 Janitorial Staff	17,407.84	27,132.00	-9,724.16	64.16%
500503 Clover Valley Park	10,270.92	9,880.00	390.92	103.96%
500505 Shut Down Maintenance	3,792.99	3,792.99	0.00	100.0%
500506 Maintenance Assistant	10,347.54	8,736.00	1,611.54	118.45%
Adult Swim Team Coach	4,842.60	5,141.00	-298.40	94.2%
Swim Lesson Coordinator	17,995.74	15,055.00	2,940.74	119.53%
Total 576.20.10 Salary & Wages	611,039.81	728,867.12	-117,827.31	83.83%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	0.00	0.00	0.0%
Executive Director	0.00	0.00	0.00	0.0%
Maintenance Director	0.00	0.00	0.00	0.0%
Recreation Manager	0.00	0.00	0.00	0.0%
20.111 Retirement - Other	-45.00			
Total 20.111 Retirement	-45.00	0.00	-45.00	100.0%
20.112 Sick Pay				
Business Manager	1,678.13	2,733.00	-1,054.87	61.4%
Director	1,686.29	3,600.00	-1,913.71	46.84%
Maintenance Supervisor	1,386.46	2,912.00	-1,525.54	47.61%
Part Time Staff	3,610.66	7,500.00	-3,889.34	48.14%
Recreation Manager	0.00	0.00	0.00	0.0%
Total 20.112 Sick Pay	8,361.54	16,745.00	-8,383.46	49.94%
20.113 Vacation				
Business Manager	2,963.00	4,100.00	-1,137.00	72.27%
Director	5,300.86	5,400.00	-99.14	98.16%
Director of Maintenance	2,548.21	4,368.00	-1,819.79	58.34%
Recreation Manager	640.12	640.12	0.00	100.0%
Total 20.113 Vacation	11,452.19	14,508.12	-3,055.93	78.94%
Bereavement Leave	1,420.03	710.00	710.03	200.0%
Total 576.20.11 Payroll Benefits	21,188.76	31,963.12	-10,774.36	66.29%
576.20.12 Payroll Taxes	78,729.15	110,378.00	-31,648.85	71.33%
576.20.20 Personnel Benefits				
Cell phone	1,080.00	2,160.00	-1,080.00	50.0%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	2,657.52	2,500.00	157.52	106.3%
Total 576.20.20 Personnel Benefits	3,737.52	5,860.00	-2,122.48	63.78%
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	180.00	-180.00	0.0%
Aerobic supplies	471.82	1,417.00	-945.18	33.3%
Aquatics Equipment	1,291.97	600.00	691.97	215.33%
ARC Course Equipment	0.00	0.00	0.00	0.0%
ARC Course Supplies	0.00	0.00	0.00	0.0%
Cleaning & Sanitation	3,204.71	2,500.00	704.71	128.19%
First Aide supplies	110.75	1,209.00	-1,098.25	9.16%
Junior Lifeguard Supplies	0.00	0.00	0.00	0.0%
Kayak Equipment	12.64	12.64	0.00	100.0%
Office Equipment	3,015.67	3,595.00	-579.33	83.89%
Office supplies	398.61	1,500.00	-1,101.39	26.57%
Pool Chemicals	34,170.70	33,572.00	598.70	101.78%
Retail Expense	605.00	950.00	-345.00	63.68%
Swim School Supplies	0.00	246.00	-246.00	0.0%
Total 20.31 JVMP	43,281.87	45,781.64	-2,499.77	94.54%
20.33 Vehicle Maintenance				
Fuel Expense	226.90	261.00	-34.10	86.94%
Repair	109.50	125.00	-15.50	87.6%
Routine Maitnenace	17.52	500.00	-482.48	3.5%
Total 20.33 Vehicle Maintenance	353.92	886.00	-532.08	39.95%
20.34 Concession Expense	1,988.94	2,800.00	-811.06	71.03%
20.35 Sm Tools/Equip	940.36	4,000.00	-3,059.64	23.51%
Minor Purchases - Other	481.74	200.00	281.74	240.87%
576.20.30 Minor Purchases - Other	358.45			
Total 576.20.30 Minor Purchases	47,405.28	53,667.64	-6,262.36	88.33%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
ARC Classes & Fees	4,704.66	8,124.00	-3,419.34	57.91%
Bank Fees	170.48	650.00	-479.52	26.23%
Computer Maintenance	2,356.92	3,000.00	-643.08	78.56%
Copy Machine Maint	2,289.59	2,500.00	-210.41	91.58%
Credit Card Processing	10,768.35	21,750.00	-10,981.65	49.51%
Dues & Memberships	927.96	1,057.00	-129.04	87.79%
Emp Background Checks	368.00	900.00	-532.00	40.89%
HVAC PMS	2,087.55	10,035.00	-7,947.45	20.8%
IT Service Contract	9,769.13	11,118.00	-1,348.87	87.87%
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Legal	21,720.00	16,000.00	5,720.00	135.75%
Payroll Processing	8,235.97	11,712.00	-3,476.03	70.32%
Pest Control	544.96	500.00	44.96	108.99%
POS System	14,016.40	14,640.00	-623.60	95.74%
Roof Preventative Maintenance	4,196.50	4,197.00	-0.50	99.99%
Security System - Annual	620.40	756.00	-135.60	82.06%
Security System - Service Calls	0.00	0.00	0.00	0.0%
Storage Unit	1,465.00	1,920.00	-455.00	76.3%
Training Courses & Tuition	1,256.98	2,070.00	-813.02	60.72%
Web Hosting	335.16	335.16	0.00	100.0%
Total 20.41 Professional Services	87,834.01	113,464.16	-25,630.15	77.41%
20.42 Communication				
Advertising	10,887.93	25,000.00	-14,112.07	43.55%
Email/Business Apps	12,679.59	13,374.00	-694.41	94.81%
Internet Service	2,634.13	3,800.00	-1,165.87	69.32%
Phone Service	2,214.88	2,760.00	-545.12	80.25%
Postage	212.67	300.00	-87.33	70.89%
Virtual Meeting	34.86	34.86	0.00	100.0%
Total 20.42 Communication	28,664.06	45,268.86	-16,604.80	63.32%
20.43 Travel	0.00	500.00	-500.00	0.0%
20.46 Insurance	125,012.13	125,012.13	0.00	100.0%
20.47 Utilities				
Boiler	81,548.17	75,752.00	5,796.17	107.65%
Electricity	48,513.50	48,986.00	-472.50	99.04%
Garbage	161.25	300.00	-138.75	53.75%
Patron Water	19,931.02	17,159.00	2,772.02	116.16%
Pool Water/Garbage	11,012.84	14,640.00	-3,627.16	75.22%
Spa Boiler	7,442.27	11,140.00	-3,697.73	66.81%
Total 20.47 Utilities	168,609.05	167,977.00	632.05	100.38%
20.48 NWPRD Repair & Maint				
Capital Expenses	23,119.69	30,000.00	-6,880.31	77.07%
20.48 NWPRD Repair & Maint - Other	20,236.41	72,000.00	-51,763.59	28.11%
Total 20.48 NWPRD Repair & Maint	43,356.10	102,000.00	-58,643.90	42.51%
20.49 Miscellaneous	22,845.00			
Total 576.20.40 JVMPool Other Svcs	476,320.35	554,222.15	-77,901.80	85.94%
576.20.50 Intergovernmental				
Audit	24,662.43	22,000.00	2,662.43	112.1%
Business Tax	15,400.26			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,083.33	12,083.33	0.00	100.0%
Gov't Service Fees	5.00			
Refunds				

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Patron Refund- Basketball	365.00			
Patron Refund- Punch Card	66.50			
Patron Refund-Parents Night Out	60.00			
Patron Refund-Pvt Swim Lessons	583.00			
Patron Refund - Kayak	150.00			
Patron Refund - STEAM Camp	490.00			
Patron Refund - US Masters	194.00			
Patron Refund - Volleyball	1,140.00			
Patron Refund Day Camp	2,410.00			
Patron Refund NFL Flag Football	1,320.00			
Patron Refund Open Swim	15.00			
Patron Refund Swim Lessons	1,542.00			
Patron Refund Water Fitness	36.65			
Refunds - Other	0.00	6,500.00	-6,500.00	0.0%
Total Refunds	8,372.15	6,500.00	1,872.15	128.8%
Water Rec Facility Permit	967.00	816.00	151.00	118.51%
576.20.50 Intergovernmental - Other	-51.50			
Total 576.20.50 Intergovernmental	61,556.06	41,517.33	20,038.73	148.27%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	327.89	756.00	-428.11	43.37%
Repair	109.48	125.00	-15.52	87.58%
Routine Maintenance	8.82	500.00	-491.18	1.76%
Total 576.80.33 Vehicle Maintenance	446.19	1,381.00	-934.81	32.31%
576.80.35 Sm Tools/Equipment	38.14	600.00	-561.86	6.36%
576.80.47 Utilities				
CVP Water	797.64	1,500.00	-702.36	53.18%
Dump Fees	168.00	200.00	-32.00	84.0%
Garbage	1,341.13	1,800.00	-458.87	74.51%
Total 576.80.47 Utilities	2,306.77	3,500.00	-1,193.23	65.91%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	3,645.64	3,645.64	0.00	100.0%
Clover Valley Dog Park	1,742.39	2,000.00	-257.61	87.12%
Total 576.80.48 CVP Repair & Maint	5,388.03	5,645.64	-257.61	95.44%
80.40 Non Aquatic Rec Prog				
Special Events/Programs	0.00	4,000.00	-4,000.00	0.0%
Total 80.40 Non Aquatic Rec Prog	0.00	4,000.00	-4,000.00	0.0%
80.41 Professional Services				
Landscape Maint	544.00	544.00	0.00	100.0%
Porta-Potty	2,700.00	4,050.00	-1,350.00	66.67%
Total 80.41 Professional Services	3,244.00	4,594.00	-1,350.00	70.61%
Total 576.80.00 General Parks	11,423.13	19,720.64	-8,297.51	57.93%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Total 576.20 NWPPRD Expenses	1,311,400.06	1,546,196.00	-234,795.94	84.82%
Total 570.00 RECREATION SERVICES	1,360,580.99	1,598,211.86	-237,630.87	85.13%
Total Expense	1,360,580.99	1,598,211.86	-237,630.87	85.13%
Net Ordinary Income	99,257.19	1,614.26	97,642.93	6,148.77%
	99,257.19	1,614.26	97,642.93	6,148.77%



Commissioner Communication

8.a. Item: Program Committee

Meeting Date: 12.19. 2024

Presented By: BOC

We are meeting with the baseball club to review the contract on Monday, December 15th. I sent them the contract for review and let them know it is a working document. Once we discuss and update, we will send it to the entire BOC to review.

9. Item: Unfinished Business- NONE

10.a. Item: OHSD Presentation

Presented By: OHSD

OAK HARBOR PUBLIC SCHOOLS

LEVY RENEWAL



FEBRUARY 11

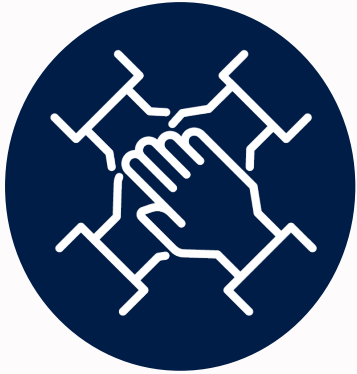
Funding Our Schools & Programs

Aligned to the Strategic Plan & Community Priorities



Meeting Community Expectations

Community Priorities from Strategic Planning



Alignment as
#OneOakHarbor



School Safety/
Technology
(CFAC)

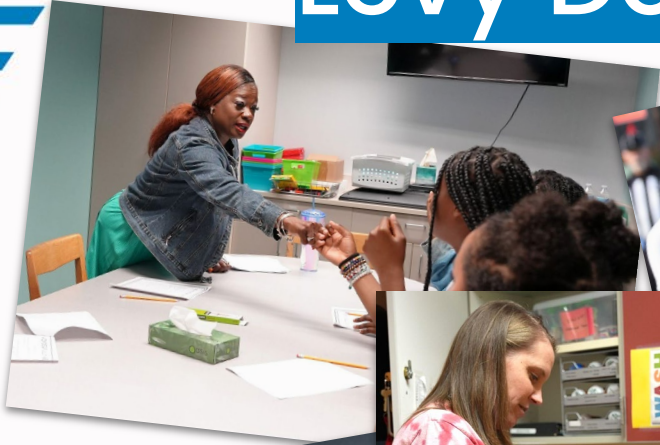


Academic
Excellence



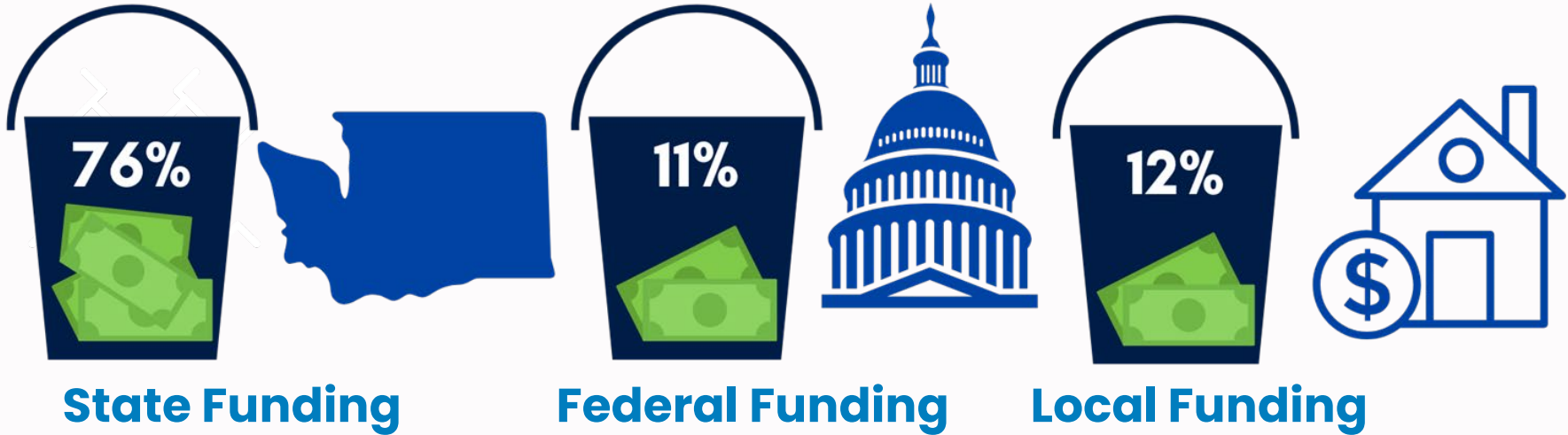
Inclusion & Pride
in Diversity

Levy Dollars in Action



Importance of Levy Funding

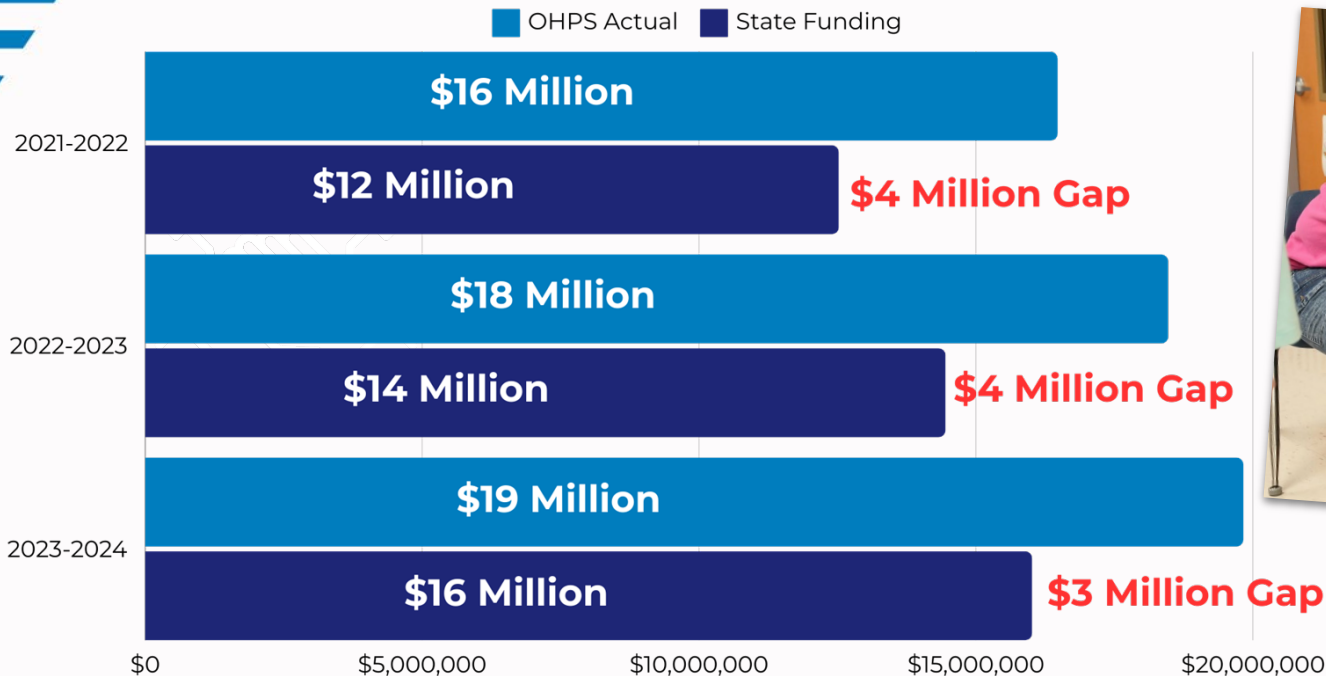
Budget Revenue
Projected 2024-2025



*****Less than 1% Comes from Other Sources***

Importance of Levy Funding

Inclusion & Pride in Diversity



Special Education State Funding Cap is at **16%** (K-21),
OHPS is at **23%** (PreK-21) of Students with Special Needs

Importance of Levy Funding

School Health & Safety

Health Services – Nurses & Mental Health Counselors



7 State Funded

4 Levy Funded

Student & Staff Safety – Deans & SRO



1
State Funded
.5
City Funded
(SRO)

7.5
Levy
Funded



LEVY SUPPORTED

Importance of Levy Funding

School Safety

Oak Harbor Public Schools Receives



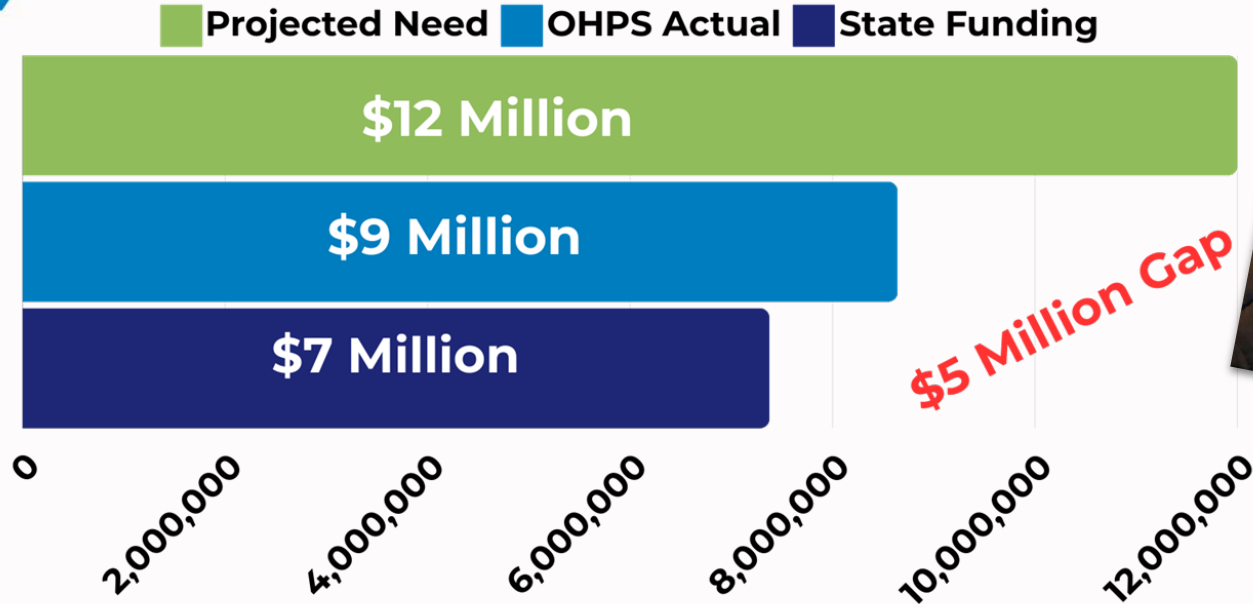
**In State Funding to Support Safety Enhancement
Improvements without a Locally Approved Tax Measure⁴⁸**



LEVY SUPPORTED

Importance of Levy Funding

Technology & Academic Excellence



*** *Figures from 2023-2024 School Year*

Materials, Supplies and Operating Costs (MSOC) include items such as Chromebooks, Technology and Curriculum



Importance of Levy Funding

Student Programs



What's On the Ballot?

Voters Approve a Set Renewal Amount, Not a Tax Rate

Year	Levy Amount	Rate/\$1,000
2026	\$16,990,000	\$2.28
2027	\$17,680,000	\$2.28
2028	\$18,387,000	\$2.28
2029	\$19,122,000	\$2.28

**Same Estimated
Rate During the Last
Levy**

Understanding School Taxes

A helpful reminder...



**Levies are for
Learning**

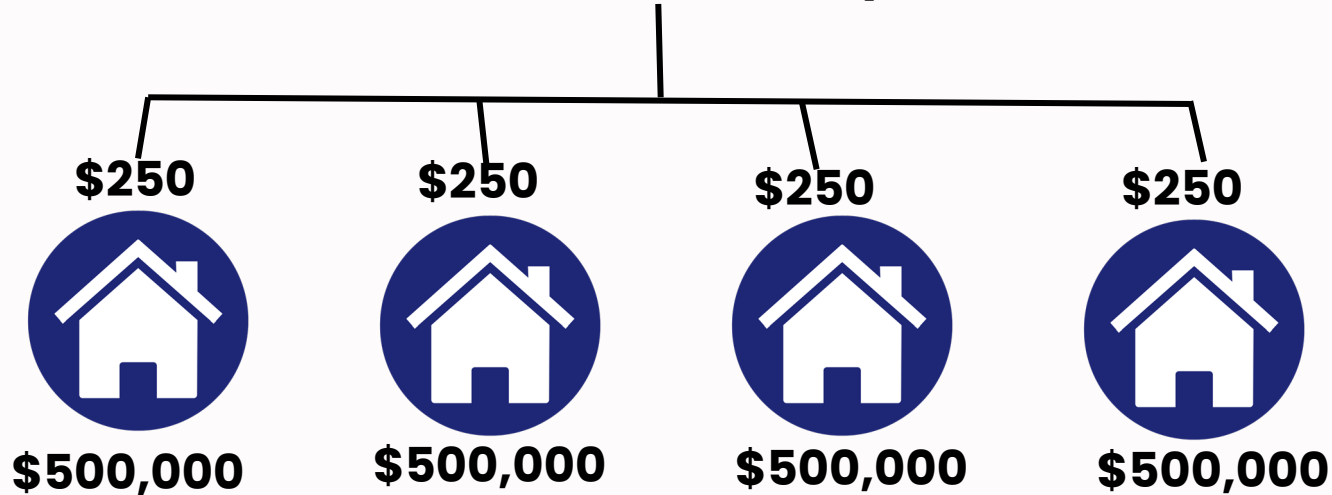


**Bonds are for
Building**

Understanding School Taxes



\$1,000 School Levy



Understanding School Taxes



\$1,000 School Levy

**Same Tax
Amount**



\$250

\$250

\$250

\$250



\$575,000

\$575,000

\$575,000

\$575,000



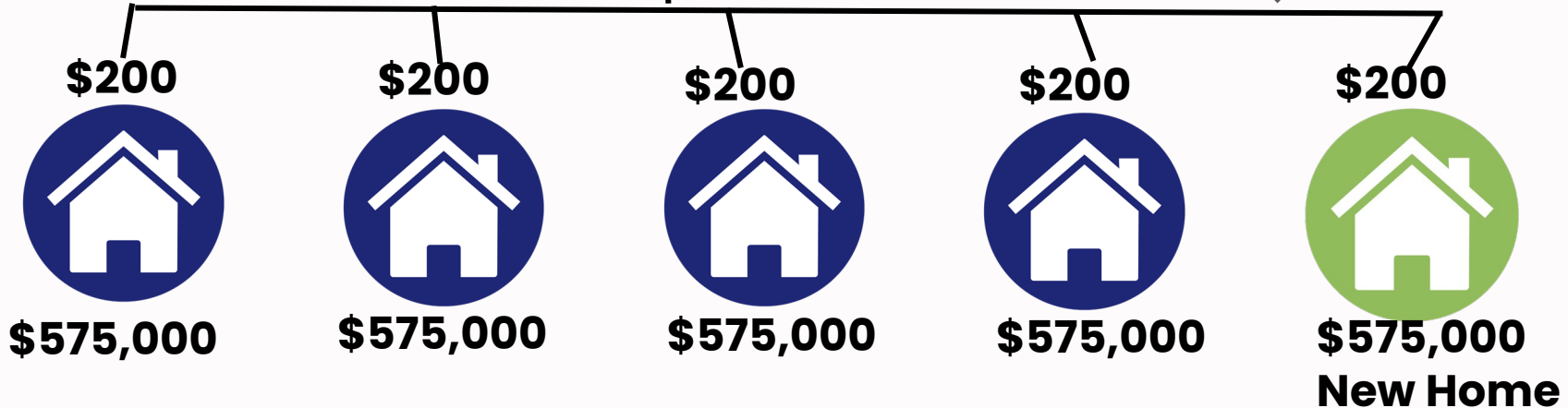
**Property Value
Increase**

Understanding School Taxes



\$1,000 School Levy

If property values increase and a new house is built, the tax amount paid per home decreases.



Understanding School Taxes

Local Levy vs. State Schools Tax

- **SCHOOL DIST 201 ENRICHMENT:** Locally controlled educational programs & operations levy (voter approved and goes directly to Oak Harbor Public Schools for programs prioritized by our community)
- **STATE SCHOOL & STATE SCHOOL PART 2:** State controlled, basic education levies collected by the State of Washington (allocated by the State)



What You Can Do



Share Factual Information

www.ohsd.net/levy

@OakHarborPS on Social Media



Ask Questions!

**Have a question about the levy?
Please Reach Out or Drop a Comment
on our Website!**



Don't Forget to Vote!

February 11, 2025

OAK HARBOR PUBLIC SCHOOLS

LEVY RENEWAL



FEBRUARY 11

THANK YOU!

Michelle Kuss-Cybula, Ed.D.
Superintendent





Commissioner Communication

10.b. Item: CIAW Renewal

Meeting Date: 12.19. 2024

Presented By: ED, Jay Cochran

The amount for approval is what we budgeted for in the 2025 Budget.

Recommended Motion: I move to approve the 2024-2025 CIAW Renewal Premium in the amount \$138,829.90 for plan coverage # CIAW242558409.

This section is for staff use

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

Vote: Y/N/AB

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

Leavitt Group Northwest

PO Box 833
Auburn, WA 98071
(800)726-8771

North Whidbey Pool, Park & Recreation District
85 SE Jerome St
Oak Harbor, WA 98277

INVOICE

Customer	North Whidbey Pool, Park & Recreation District
Acct #	86867
Date	12/02/2024
Customer Service	Jeff Olsen Robin Rollins
Page	1 of 1

Payment Information	
Invoice Summary	\$ 138,829.90
Payment Amount	
Payment for:	Invoice#972756
CIAW232458409	

Thank You

Please detach and return with payment



Customer: North Whidbey Pool, Park & Recreation District

Invoice	Effective	Transaction	Description	Amount
972756	12/01/2024	Renew policy	Policy #CIAW232458409 12/01/2024-12/01/2025 Cities Insurance Association of Washington Package - Renew policy	138,829.90
				Total
				\$ 138,829.90

Thank You

Leavitt Group Northwest	(800)726-8771	Date
PO Box 833 Auburn, WA 98071		12/02/2024



Cities Insurance Association of Washington
159 Basin Street SW PMB #206
Ephrata, WA 98823

Invoice Number: 2024-58409-0945-3
Invoice Date: 11/7/2024

Leavitt Group Northwest
PO Box 833
Auburn, WA 98071

Coverage Information			
Covered Member:	North Whidbey Pool, Park & Recreation District		
Coverage Number:	CIAW242558409		
Coverage Period:	12/01/2024 - 12/01/2025		
Transaction Description:	2024-2025 CIAW Renewal		
Transaction Effective Date:	12/01/2024		
Premium Information			
Line of Coverage	Gross Premium	Commission	Net Premium
Property	\$58,675.11	\$4,107.26	\$54,567.85
Equipment Breakdown	\$6,836.42	\$478.55	\$6,357.87
General Liability	\$40,369.44	\$2,825.86	\$37,543.58
Cyber Liability	\$10,600.00	\$742.00	\$9,858.00
Wrongful Acts	\$18,519.02	\$1,296.33	\$17,222.69
Auto Liability	\$1,690.00	\$118.30	\$1,571.70
Underinsured Motorist	\$330.55	\$23.14	\$307.41
Crime	\$1,809.36	\$126.66	\$1,682.70
Total Premium:	\$138,829.90	\$9,718.09	\$129,111.81

Premium is due and payable 30 days from receipt. Please note that if payment is not received, CIAW shall have the right to cancel coverage. Notice of cancellation shall be no less than 60 days. Overdue invoices are subject to a 2% late charge. This account is agency bill. Please note that retail agents are responsible for delivering invoices to and collecting premium from the member, as well as ensuring timely payment to CIAW.

CIAW Underwriter:
Stacy Lyon
800.407.2027 ext. 4077
slyon@chooseclear.com

2024-2025 RENEWAL PREMIUM BREAKDOWN

The below breakdown reflects the change in annualized premiums resulting from exposure changes and annual rate changes applied for the 24-25 Renewal term.

Member: North Whidbey Pool, Park & Recreation District

2023-2024 Renewal Premium:	\$126,849.00
Premium change resulting from 23-24 exposure changes, inflationary property value increases, and 24-25 renewal changes reported:	-\$44.84
Premium change due to 24-25 rate changes:	\$12,025.74
Total 2024-2025 Renewal Premium:	\$138,829.90



CITIES INSURANCE ASSOCIATION OF WASHINGTON RENEWAL SUMMARY

*The terms, conditions, and exclusions shown here are brief overviews of the anticipated limits and coverages included in, but not limited to, the coverages provided by the Cities Insurance Association of Washington. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the Memorandum of Coverage (MOC) in any way. **Information represented in this Renewal Summary is subject to change prior to December 1.** Information represented in this Renewal Summary is subject to the exclusions, terms, limitations, and conditions of the Memorandum of Coverage. All specific coverage, exclusion, and limitation questions should be referred directly to the Memorandum of Coverage and all attached endorsements. In the event of differences, the Memorandum of Coverage will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. All surplus lines filings on any excess and surplus lines policies, if applicable, will be filed on behalf of CIAW by Apex Insurance Agency, Inc. or Peachtree Special Risk Brokers, LLC. The Memorandum of Coverage is subject to audit. Defense costs are outside the limits, unless excess limits are purchased. Defense costs are inside the limits for members with excess liability limits scheduled on file with the company. For claims made coverages, a copy of the Extended Reporting Period MOC language is available upon request.*

Please note the limits shown here represent the combined full limits provided by multiple policies from various carriers. It is the responsibility of the broker to review this document to confirm its accuracy. All carriers listed herein are those anticipated to participate in the designated portions of the MOC. All carriers are subject to change prior to December 1, 2024.

Notice of Cancellation for Non-Payment

We may cancel coverage within 60 days in the event of non-payment of premium. Notice of cancellation will be mailed to the Covered Member's last known address and will indicate the date on which coverage is terminated. If applicable, a copy will be mailed to the broker of record on file.

Covered Member:

North Whidbey Pool, Park & Recreation District
85 SE Jerome Street
Oak Harbor, WA 98277

Broker:

Leavitt Group Northwest

Coverage Period: 12/01/2024 to 12/01/2025

Member Since: 09/01/2015

Authorized Signature:

Administered by Clear Risk Solutions

RENEWAL SUMMARY PROPERTY COVERAGE PART

Item 1. CIAW Program Retention:

Real and Personal Property Each Occurrence \$750,000

Item 2. Limit of Coverage:

Real and Personal Property Each Occurrence and Group Aggregate \$100,000,000
(excluding Earthquake and Flood)

Item 3. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

- 1a. \$15,000,000 Sublimit for Earthquake per Occurrence and in the annual aggregate.
- 1b. \$15,000,000 Annual Group Aggregate for Earthquake.
- 2a. EXCLUDED Sublimit for Flood per Occurrence and in the Annual Aggregate except that covered Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood sublimits:

\$ 1,000,000 per Occurrence and Annual Aggregate, and

\$15,000,000 Annual Group Aggregate.
- 2b. \$15,000,000 Annual Group Aggregate for Flood.
- 3. \$1,000,000 Sublimit for combined Transit and off Premises Extension per Occurrence.
- 4. \$2,500,000 Sublimit for combined Business Interruption and Extra Expense per Occurrence.
- 5. \$1,000,000 Sublimit for Accounts Receivable per Occurrence.
- 6. \$2,500,000 Sublimit for Rental Income per Occurrence.
- 7. \$1,000,000 Sublimit for Valuable Papers per Occurrence.
- 8. \$1,000,000 Sublimit for Additionally Acquired Property per Occurrence.
- 9. \$250,000 Sublimit for Newly Built or Constructed Property per Occurrence.
- 10. \$2,500,000 Sublimit for Electronic Data Processing per Occurrence.
- 11. \$25,000 Sublimit for Re-keying Expense per Occurrence and annual aggregate.
- 12. \$1,000,000 Sublimit for Fine Arts per Occurrence.
- 13. Lesser of 25% of the amount paid for direct physical loss or \$1,000,000 sublimit for Debris Removal Expense Extension per Occurrence.
- 14. Ordinance or Law Coverage A: The building value of the undamaged portion of the building as reported in the Property Schedule on file with the Company per Occurrence.
- 15. Ordinance or Law Coverage B: Demolition Cost is 25% of the building value as reported in the Property Schedule on file with the Company per Occurrence.
- 16. Ordinance or Law Coverage C: Increased cost of construction is 25% of the building value as reported in the Property Schedule on file with the Company, subject to a combined single limit of \$10,000,000 for coverages B and C combined, per Occurrence
- 17. \$50,000 Sublimit aggregate Temporary Safeguard of Property Extension per Occurrence.
- 18a. \$100,000 Sublimit for Mold or Other Fungi as a result of covered losses.
- 18b. \$300,000 Annual Group Aggregate for Mold or Other Fungi as a result of covered losses.
- 19. \$100,000 Sublimit for walkways, roadways, courts, and other similar paved or artificial surfaces per Occurrence.
- 20. Margin Clause: 115% of the total combined stated values for Real and Personal Property shown for that location on file with the Company per Occurrence.

Item 4. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Real and Personal Property (except Earthquake and Flood):	See Schedule, Each Occurrence
Miscellaneous Equipment:	\$1,000 Each Occurrence
Auto Physical Damage (including Earthquake and Flood):	See Schedule, Each Occurrence
Rental Vehicles Physical Damage	Each Occurrence:
	<ul style="list-style-type: none"> • \$250 Fire Districts/Special Districts • \$1,000 Cities

Earthquake: The greater of 2% of the total value of all Property at the Locations suffering loss or \$50,000 loss per Occurrence. Total value of all Property means the total value of all Property shown in the statement of values on file with the Company at the time of loss. A Location means a single street address or if no street address, single legal description.

Flood: EXCLUDED

Item 4. Causes of Loss Covered:

Per coverage form attached.

Item 5. Participating Carriers:

Limits excess of \$10,000,000 are per Occurrence for the group combined.

Pennsylvania Manufacturers' Association Insurance Company (Old Republic)	(A+ XV) Admitted	\$10,000,000 Per Occurrence, subject to sublimits listed on Declarations Page
Swiss Re Corporate Solutions Elite Insurance Corporation	(A+ XV) Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Certain Underwriters at Lloyd's, (London Syndicate HCC, RSA, Hardy)	(A XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
StarStone Specialty Insurance Company	(A XIII) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Velocity Specialty Insurance Company	(A- VII) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Aspen Specialty Insurance Company	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Evanston Insurance Company	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
StarStone Specialty Insurance Company	(A XIII) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Certain Underwriters at Lloyd's, (London Syndicate AXIS, QBE)	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
RSUI Indemnity Company	(A++ XIV) Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Arch Specialty Insurance Company	(A+ XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$50,000,000 Per Occurrence excess of \$50,000,000

RENEWAL SUMMARY

LIABILITY COVERAGE PART

Item 1. **CIAW Program Retention:**

General Liability	Each Occurrence	\$750,000
Wrongful Act Liability	Per Claim	\$750,000
Automobile Liability	Each Accident	\$750,000

Item 2. **Deductible:**

The CIAW Program Retention listed above is in addition to the deductibles listed below.

a.	General Liability Coverage Part	Each Occurrence	\$1,000
b.	Wrongful Act Liability Coverage Part	Each Wrongful Act	\$1,000
c.	Miscellaneous Professional Liability	Each Wrongful Act	\$1,000
d.	Automobile Liability Coverage Part	Each Accident	See schedule
e.	Uninsured/Underinsured Motorist Coverage		
	Property Damage	Each Accident	\$100 / \$300
	Bodily Injury	Each Accident	\$0
f.	Employee Benefits Liability Coverage Part	Each Employee	
	Benefits Incident		\$1,000
g.	Stop Gap Employer's Liability	Each Accident	\$1,000
h.	Sexual Abuse Liability	Each Sexual Abuse	\$1,000
i.	Law Enforcement Liability	Each Occurrence	EXCLUDED

Item 3. **Limit of Coverage:**

The Sublimits of Coverage shown below do not increase the overall Limits listed for Liability Coverages. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.

a.	General Liability Limit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
		Group Aggregate	\$50,000,000
	<u>Sublimits:</u>		
	Products and Completed Liability Sublimit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
	Leased/Rented Premises Liability Sublimit	Each Occurrence	
		and Annual Aggregate	\$1,000,000
	Garage Liability Sublimit	Each Occurrence	
		and Annual Aggregate	\$10,000,000
	Sewer Back-up Sublimit	Each Occurrence	
		and Annual Aggregate	\$2,000,000
	Failure to Supply Sublimit	Each Occurrence	
		and Annual Aggregate	\$2,000,000
	Unmanned Aircraft Liability Sublimit*	Each Occurrence	
		and Annual Aggregate	\$10,000,000
	*Unmanned Aircraft – under 30 lbs. total weight and FAA Compliant		
	Stop Gap Employer's Liability Sublimit	Each Accident	\$10,000,000
		Annual Aggregate	\$20,000,000
	Employee Benefit Liability Sublimit	Each Employee	
		Benefits Incident	\$10,000,000
		Annual Aggregate	\$20,000,000
	Sexual Abuse Liability Sublimit	Each Sexual Abuse	\$1,000,000
		Annual Aggregate	\$1,000,000
		Group Aggregate	\$30,000,000
	Law Enforcement Liability Sublimit	Each Occurrence	
		and Annual Aggregate	EXCLUDED

Traumatic Event Response Coverage:			
	Crisis Expense Sublimit	Each Traumatic Event	\$100,000
	Crisis Property Improvements Sublimit	Each Traumatic Event	Included
		Group Aggregate	\$300,000
b.	Wrongful Act Liability Limit	Each Wrongful Act	\$10,000,000
		Annual Aggregate	\$10,000,000
		Group Aggregate	\$50,000,000
	<u>Sublimits:</u>		
	Miscellaneous Professional Liability Sublimit	Each Wrongful Act	\$10,000,000
c.	Automobile Liability Limit	Each Accident	\$10,000,000
	<u>Sublimits:</u>		
	Limited Garagekeepers Sublimit	Each Accident	\$1,000,000
	Uninsured/Underinsured Motorist Sublimit	Each Accident	\$1,000,000
d.	Defense Costs (all liabilities)	Each Occurrence/ Each Wrongful Act	\$2,000,000
Item 4. Retroactive Date:			
	Wrongful Act Liability – Primary	\$10,000,000	09/01/2015
	Miscellaneous Professional Liability – Primary	\$10,000,000	09/01/2015
	Employee Benefit Liability – Primary	\$10,000,000	09/01/2015

Item 5. **Participating Carriers:**Automobile Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

Wrongful Act Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

General Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

RENEWAL SUMMARY

CRIME COVERAGE PART

Item 1. **CIAW Program Retention:**

Crime Coverage Part	Each Occurrence	\$25,000
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Item 2. **Deductible:**

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Employee Theft	Each Occurrence	\$1,000
Forgery or Alteration	Each Occurrence	\$1,000
Money and Securities Inside / Outside	Each Occurrence	\$1,000
Computer Fraud	Each Occurrence	\$1,000
Funds Transfer Fraud	Each Occurrence	EXCLUDED
Money Orders Counterfeit Paper Currency	Each Occurrence	EXCLUDED

Item 3. **Limit of Coverage:**

Crime Coverage Part	Each Occurrence and Annual Aggregate	\$1,000,000
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The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Coverage Agreements	Sublimits of Coverage
Employee Theft - Per Loss Coverage	\$1,000,000
Employee Theft - Per Employee Coverage	EXCLUDED
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities	\$250,000
Inside the Premises - Robbery or Safe Burglary of Other Property	\$250,000
Outside the Premises - Money and Securities	\$250,000
Computer Fraud	\$250,000
Funds Transfer Fraud	EXCLUDED
Money Orders Counterfeit Paper Currency	EXCLUDED
Faithful Performance	Included in Employee Theft sublimit

Item 4. **Participating Carriers:**

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

RENEWAL SUMMARY

EQUIPMENT BREAKDOWN COVERAGE PART

Item 1. CIAW Program Retention:

Equipment Breakdown Coverage Part	"One Accident"	\$0	Combined, All Coverages
All Motors and Pumps		\$25,000	

Item 2. Deductible:

The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.

Equipment Breakdown Coverage Part:

Equipment Breakdown:	"One Accident"	\$2,500	Combined, All Coverages
All Motors and Pumps (All Member Deductible):		\$10,000	

Item 3. Limit of Coverage:

Equipment Breakdown Coverage Part	One Accident and Group Aggregate	\$100,000,000
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Item 4. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Property Damage:	Included
Business Income and Extra Expense:	\$10,000,000
Spoilage and Consequential Damage	\$500,000
Data Restoration:	\$100,000
Computer Equipment:	Included
Off Premises Property Damage:	\$100,000
Contingent Business Income:	Excluded
Demolition:	\$1,000,000
Ordinance or Law:	\$1,000,000
Expediting Expenses:	\$2,500,000
CFC Refrigerants	Included
Resultant Loss from a Cyber Event:	Included
Future Loss Avoidance:	\$10,000 or 10% of our Eligible Payment, whichever is less
Mobile Robots:	\$50,000
Public Relations:	\$25,000
Mold:	\$25,000
Green:	\$25,000
Drying Out Coverage:	Included
Hazardous Substances:	\$2,500,000
Extended Period of Restoration and Business Income:	60 days
Newly Acquired Locations:	\$5,000,000; 90 days

Coverage #: CIAW242558409

Covered Member: North Whidbey Pool, Park &
Recreation District

Service Interruption: Business Income, Extra Expense, Data Restoration, or Spoilage and Consequential
Damage: 24 hour Waiting Period Applies

Fire, Extended Coverage Perils, and Land: Excluded

Item 5. **Participating Carriers:**

Hartford Steam Boiler Inspection and Insurance Company of Connecticut (A++ XI) Admitted

RENEWAL SUMMARY

CYBER LIABILITY

Item 1. **CIAW Program Retention:**
Cyber Insurance \$50,000 Per Claim / Occurrence

Item 2. **Deductible:**
The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.

All Coverages	\$10,000 per Claim
Except:	
Loss of Business Income	10 Hours waiting period
Reputational Harm Expense	12 Hours waiting period

Item 3. **Limit of Coverage:**
Member Annual Policy Aggregate \$5,000,000
Group Combined Policy Aggregate \$10,000,000

Item 4. **Sublimits of Coverage:**
Sublimits of Coverage shown below do not increase the overall Limits listed above. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.

a. Liability Costs	Per Claim and Aggregate	\$5,000,000
b. PCI Costs	Per Claim and Aggregate	\$5,000,000
c. Regulatory Costs	Per Claim and Aggregate	\$5,000,000
d. Media Liability Endorsement	Per Claim and Aggregate	\$5,000,000
e. Business Interruption Loss <i>(Including Extra Expense & Voluntary Shutdown)</i>	Each Occurrence and Aggregate	\$5,000,000
f. System Failure <i>(Including Extra Expense & Voluntary Shutdown)</i>	Each Occurrence and Aggregate	\$5,000,000
g. Contingent Business Interruption Loss <i>(Including Extra Expense)</i>	Each Occurrence and Aggregate	\$5,000,000
h. Contingent System Failure <i>(Including Extra Expense)</i>	Each Occurrence and Aggregate	\$5,000,000
i. Data Restoration	Each Occurrence and Aggregate	\$5,000,000
j. Extortion Costs (with MFA)	Each Occurrence and Aggregate	\$5,000,000
Extortion Costs (no MFA)	Each Occurrence and Aggregate	\$500,000
k. Breach Fund	Each Occurrence and Aggregate	\$5,000,000
l. Cyber Crime Loss <i>(Includes Social Engineering Financial Fraud)</i>	Each Occurrence and Group Aggregate	\$250,000
m. Bricking Costs	Each Occurrence Group Aggregate	\$1,000,000 \$5,000,000
n. Reputational Harm Expense	Each Occurrence and Group Aggregate	\$5,000,000
o. Business Impersonation Costs	Per Claim and Aggregate	\$5,000,000
p. Criminal Rewards Costs	Per Claim and Group Aggregate	\$100,000
q. Utility Fraud Attack Endorsement	Per Claim and Group Aggregate	\$100,000
r. Cryptojacking	Per Claim and Group Aggregate	\$100,000

Item 5. **Retro Active Date:** (Coverages a., b., c., and d. above) Full Prior Acts

Item 6. **Participating Carriers:**

Obsidian Specialty Insurance Company	(A- VII) Non-Admitted	Primary \$5,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$5,000,000 excess of \$5,000,000



Commissioner Communication

10.c. Item: Salary Scale

Meeting Date: 12.19. 2024

Presented By: Julie Millang

Our Employee Pay Schedule needs to be updated to reflect the upcoming minimum wage change and pay increases for 2025 that were approved in the 2025 budget. It includes COLA and longevity increases.

NWPPRD Pay Schedule – Effective January 1, 2025

Executive Director (EXEMPT)	\$90,000-115,000/Annual
Maintenance and Facilities Manager (EXEMPT)	\$77,969-85,766/Annual
Business Manager (EXEMPT)	\$77,969-85,766/Annual
BOC Administrative Assistant (PT)	\$17.00-22.38/HR
Maintenance Assistant (PT)	\$19.00-24.00/HR
Client Service Specialist Coordinator (PT)	\$19.00-21.00/HR
Recreation Coordinator (FT)	\$20.00-25.00/HR
Head Lifeguard (FT)	\$18.50-25.00/HR
Senior Lifeguard (PT)	\$18.00-22.00/HR
Swim Lesson Coordinator (PT)	\$19.00-21.00/HR
Client Service Specialist (PT)	Minimum Wage (\$16.66) – 20.00/HR
Lifeguard (PT/FT)	\$17.66-22.00/HR
Water Safety Instructor (WSI) (PT)	\$17.66-20.00/HR
Basic Safety Instructor (BSI) (PT)	\$17.66-18.00/HR
Private Swim Lesson Instructor (PT)	\$18.66-22.00/HR
Aerobics Instructor (PT)	Minimum Wage (\$16.66)-\$21.00/HR
Kayak Instructor (PT)	Minimum Wage (\$16.66)-21.00/HR

Kayak Recreation Aide (LG Cert) (PT)	\$17.66-22.00/HR
Recreation Aide (All other Activities) (PT)	Minimum Wage (\$16.66)-17.66/HR
US Masters Coach (PT)	\$20.00-22.00/HR
Recreation Specialist (PT)	\$17.00-25.00/HR
Day Camp Manager (FT, Temporary)	\$25.00-30.00/HR
Day Camp Assistant Manager (PT, Temporary)	\$18.00-21.00/HR
Day Camp Leader (FT, Temporary)	\$17.00-19.00/HR
Basketball Official (PT)	Minimum Wage (\$16.66)-\$19.00/HR
Pickleball Instructor (PT)	Minimum Wage (\$16.66)-\$19.00/HR
Volleyball Referee (PT)	Minimum Wage (\$16.66)-\$19.00/HR
Volleyball Staff (PT)	Minimum Wage (\$16.66)-\$17.50/HR
Recreation Aide (All other activities) (PT)	Minimum Wage (\$16.66)-\$19.00/HR
Custodial (PT)	Minimum Wage (\$16.66) - \$19.50/HR
Training (All Departments)	Minimum Wage (\$16.66)

This section is for staff use

Recommended Motion: I move we approve the Employee Pay Schedule as written for 2025.

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

Vote: Y/N/AB

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



Commissioner Communication

10.d. Item: Public Notice/Agenda Template Discussion

Meeting Date: 12.19. 2024

Presented By: Chair

10.e. Item: Budget Amendment

Presented By: Julie Millang

As we are rapidly approaching the end of the fiscal period, we have noted a few line items for expenses that need to be adjusted for budget compliance. These adjustments result in a savings of \$9,565. Items with increased expenses are highlighted. The adjustments are notes below.

	<u>2024 Budget</u>	<u>Proposed Adjustment</u>
Ordinary Income/Expense		
Expense		
573.60.10 Salary & Wages		
NFL Flag Football	800.00	611.00
Training Recreation	100.00	21.00
Volleyball	1,563.00	269.00
100104 Client Service Spc - Other	64,710.00	74,145.00
100108 Rec Aide Advertising	3,000.00	3,610.00
200201 Aerobics Inst JVMP	11,057.00	10,009.00
200210 Private Lessons	12,000.00	10,670.00
Recreation Aide- Swim Lessons	500.00	121.00
200211 WSI Instructor - Other	38,827.00	31,727.00
Training - Client Services	2,000.00	1,762.00
Training - Maint & Custodial	500.00	401.00
Training - Swim Instructor	6,000.00	5,000.00
Training Aerobics Instructors	500.00	262.00
300301 Lifeguard	210,906.00	164,939.00
300305 Head Lifeguard	13,245.00	15,845.00
500501 Director of Maintenance	75,729.00	66,803.00
500502 Janitorial Staff	27,132.00	18,632.00
500503 Clover Valley Park	9,880.00	10,880.00
500506 Maintenance Assistant	8,736.00	13,736.00
Swim Lesson Coordinator	15,055.00	19,655.00

20.112 Sick Pay		
Maintenance Supervisor	2,912.00	1,387.00
Part Time Staff	7,500.00	6,000.00
20.113 Vacation		
Business Manager	4,100.00	2,963.00
Director of Maintenance	4,368.00	6,110.00
Bereavement Leave	710.00	1,421.00
Emp Uniforms	2,500.00	2,658.00
576.20.30 Minor Purchases		
20.31 JVMP		
Aquatics Equipment	600.00	1,300.00
Cleaning & Sanitation	2,500.00	4,500.00
Pool Chemicals	33,572.00	37,572.00
20.41 Professional Services		
Legal	16,000.00	21,720.00
Pest Control	500.00	545.00
20.47 Utilities		
Boiler	75,752.00	93,752.00
Electricity	48,986.00	54,486.00
Patron Water	17,159.00	21,159.00
Pool Water/Garbage	14,640.00	14,640.00
Spa Boiler	11,140.00	11,140.00
Audit	22,000.00	24,663.00
Total Refunds	6,500.00	9,000.00
Total	773,679.00	764,114.00

This section is for staff use

Recommended Motion: I move to approve the budget amendments as listed.

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

Vote: Y/N/AB

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



Commissioner Communication

10.f. Item: Whidbey Tech/Astound

Meeting Date: 12.19. 2024

Presented By: Ed, Jay Cochran

We are currently experiencing ongoing issues with our technology, which have been identified as potentially related to insufficient internet speed. Whidbey Tech has assessed our situation and believes that upgrading our internet connection to fiber could significantly improve performance. They anticipate that switching to fiber would provide speeds of 300 Mbps up and down, which would be much faster than our current connection.

In addition, Whidbey Tech suggests that changing our internet provider to one that offers fiber could reduce our overall monthly costs, even though the new service would provide substantially faster speeds. This new plan would deliver 300 Mbps up and down, which should resolve many of the connectivity issues we are currently experiencing.

While this upgrade is expected to bring substantial improvements, there is one additional technical adjustment that Josh will need to address. This adjustment should help resolve some lingering problems, and we plan to assess its effectiveness in January, after Josh has completed testing.

For now, we plan to trial the new internet service with one folder to evaluate its impact on our file storage and access. Currently, we are facing difficulties with storing and accessing files, particularly with SharePoint, which has not been functioning as needed. If the new connection shows promising results with this trial, we will consider expanding the use of the upgraded service.

In summary, switching to fiber internet should not only address performance issues but also reduce our current costs. Further discussions on the next phase of this upgrade will take place once Josh finishes his testing and we have more information to assess the full impact.

This section is for staff use

Recommended Motion: (There are Two)

1 I move we approve the service order to switch from Comcast to Astound internet provider.

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

Vote: Y/N/AB

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

This section is for staff use

Recommended Motion: (There are Two)

2 I move to approve Whidbey Tech quote of #005089 authorizing them to relocate the Wi-Fi bridge from the fire station to Big Brother Big Sister Building.

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

Vote: Y/N/AB

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

This Service Order (this “Service Order”) is entered into as of the date of last signature below (the “Effective Date”), by and between ASTOUND BUSINESS SOLUTIONS, LLC, a Delaware limited liability company, acting on behalf of itself and as agent for its Affiliates (collectively, “Provider”), and the customer specified below (“Customer”). This Service Order is made pursuant to and will be governed by Provider’s “Standard Terms and Conditions for Enterprise Services” which are posted on Provider’s website at <http://www.astound.com/business/enterprise-terms> (the “T&Cs”). The T&Cs are incorporated into this Service Order by this reference. All capitalized terms used but not defined in this Service Order shall have the meanings given to them in the T&Cs. Affiliates of Astound Business Solutions, LLC include, but are not limited to (i) RCN Telecom Services, LLC, (ii) Grande Communications Networks, LLC, and (iii) Wave Business Solutions, LLC.

CUSTOMER NAME	CUSTOMER DBA	CUSTOMER POINT OF CONTACT	CUSTOMER BILLING ADDRESS
North Whidbey Pool Park and Recreation District		Name: Jay Cochran Email: jcochran@nwpprd.org Office: 360.675.7665 Mobile:	85 SE Jerome St, Oak Harbor, WA 98277
EXISTING ACCOUNT NUMBER	ASTOUND SALES REP	ASTOUND SALES SEGMENT	
0 -	Michael Braunstein - 043814	Enterprise	

INITIAL SERVICE TERM	SERVICE ORDER REFERENCE NUMBER
36 months	OP368651

Provider shall provide to Customer the services set forth below (each, a “Service”), at the location(s) set forth below (each, a “Service Site”), in exchange for the one-time, non-recurring installation charge (“NRC”), and the monthly recurring service charges (“MRC”) set forth below:

PRODUCT LINE ITEM	Z-LOC ADDRESS (PRIMARY)	Z-LOC DEMARC	A-LOC ADDRESS	A-LOC DEMARC	UNITS	MRC / UNIT	TOTAL MRC	NRC / UNIT	TOTAL NRC
/30 Static IP Block (1 Usable)	913 E Whidbey Ave , Oak Harbor, WA 98277, USA	MPOE	N/A		1	\$14.95	\$14.95	\$0.00	\$0.00
Business Class Internet 300 Mb	913 E Whidbey Ave , Oak Harbor, WA 98277, USA	MPOE	N/A		1	\$300.00	\$300.00	\$0.00	\$0.00
NOTE: If the Demarcation Point listed above for a Service Site is the MPOE, then Customer is responsible for providing any necessary demarc extension / additional inside wiring to reach the Customer’s premises/suite.							TOTALS	\$314.95	\$0.00

Note: The charges listed above do not include applicable taxes, fees and surcharges.

SERVICE ORDER

Astound Business Solutions, LLC / North Whidbey Pool Park and Recreation District

12/4/2024

PROPRIETARY AND CONFIDENTIAL

NOTES**NOTES**

Provider to deliver Service to the Main Point of Entry (MPOE) at the Service Site indicated on this Service Order. It is the responsibility of the Customer to extend these services to the desired location at 85 SE Jerome St, Oak Harbor, WA 98277. Customer intends to contract separately with a third-party provider to do so.

SERVICE ORDER

Astound Business Solutions, LLC / North Whidbey Pool Park and Recreation District

PROPRIETARY AND CONFIDENTIAL

12/4/2024

The submission of this Service Order to Customer by Provider does not constitute an offer. Instead, this Service Order will become effective only when both parties have signed it. The date this Service Order is signed by the last party to sign it (as indicated by the date associated with that party’s signature) will be deemed the Effective Date of this Service Order.

Authorized Customer Signature

Authorized Provider Signature

Printed Name

Printed Name

Title

Title

Date Signed

Date Signed



We have prepared a quote for you

Switch from Comcast to Astound

Quote # 005089

Version 1

Prepared for:

NWPPRD

Jay Cochran

jcochran@nwpprd.org



Scope

Current Solution

Currently, the NWPPRD is working on a comcast connection housed at the fire station and has a Wi-Fi bridge that provides Internet access. The current service is 200 MB down and 20 MB up and costs \$365 a month.

Recommend Change

Move to Astound for Internet Service. Astound can provide a fiber connection with 300 MB down and 300 MB up for less than Comcast's Coax Connection.


Work to be performed

We would need to remove the Wi-Fi bridge-sending unit from the fire station and move it to the Big Brother Big Sister building. We can reuse the Wi-Fi bridge currently installed at the NWPPRD unit to create a Wi-Fi bridge between Big Brother Big Sister and NWPPRD. As of 12/9/2024 the NWPPRD account has enough banked hours to cover all the labor hours for this project.

The additional upload will better support Office 365, VoIP phones, and general internet usage.

My only concern is there are more trees between the two buildings, and some limbs may need to be trimmed.

Products

Product Details		Qty	Price	Ext. Price
Bulk Flooded Network Cable (Box-Cable)		50	\$0.35	\$17.50
Misc Cables and Adapters as Needed not to exceed \$50		1	\$50.00	\$50.00
			Subtotal:	\$67.50



Labor

Product Details		Qty	Price	Ext. Price
BCA-Labor-V2	Labor Billed Against Business Continuity Agreement	4	\$115.00	\$460.00
				

Subtotal: **\$460.00**



Switch from Comcast to Astound



Prepared by:

Whidbey Tech Solutions

Josh Blackmer
(360) 639-8715
josh@whidbeytechsolutions.com

Prepared for:

NWPPRD

85 SE Jerome Street
Oak Harbor, WA 98277
Jay Cochran
(970) 380-5549
jcochran@nwpprd.org

Quote Information:

Quote #: 005089

Version: 1
Delivery Date: 12/09/2024
Expiration Date: 01/08/2025

Quote Summary

Description	Amount
Products	\$67.50
Labor	\$460.00
Subtotal:	\$527.50
Estimated Tax:	\$47.48
Total:	\$574.98

- Upon approval of this quote, a down payment of 50% of the estimated quote, or estimated cost of hardware (whichever is higher) may be required before project is started. *May not apply to certain projects or if other arrangements have been made.
- We make every reasonable effort to keep the prices as listed in this quote, however, actual costs may vary.
- After signing, any modifications and/or additions to this quote need to be made via email to the representative listed above, so that a record can be made of the request.
- Quotes are good for 15 days unless otherwise specified.
- Electrical upgrades and construction requirements are subcontracted to licensed professionals and not performed by Whidbey Tech Solutions.
- Equipment remains the property of Whidbey Tech Solutions Inc. until paid in full.

Please see the following link for our Payment and Billing FAQs: <http://www.whidbeytechsolutions.com/billing>

Whidbey Tech Solutions

NWPPRD

Signature: _____

Name: Joshua Blackmer

Title: CEO

Date: 12/09/2024

Signature: _____

Name: Jay Cochran

Date: _____



Commissioner Communication

11. Item: Executive Session

Meeting Date: 12.19. 2024

Presented By: Chair

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

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

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

Motion _____ 2nd _____ Discussion: Yes/No

Vote: Y/N/AB

BK____ BL____ JW____ MH____ DG____



Commissioner Communication

12. Item: Action Item/Review

Meeting Date: 12.19. 2024

Presented By: Staff/Secretary

13. Item: Final Board Comments

Presented By: BOC

14. Item: January 23, 2024, at 6 p.m. Oak Harbor Chamber of Commerce

Presented By: Chair

15. Item: Adjourn

Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

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