



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: Oak Harbor Chamber of Commerce

Date & Time: October 24, 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: 9.26.24 BOC Regular Meeting

b. Vouchers and Payroll:

i. Expense Voucher

#'s 10493-10552

\$ 43,634.17

ii. Payroll

\$63,942.40

iii. DOR

\$2,357.51

Total \$109,934.08

7. STAFF REPORTS

8. COMMITTEE REPORTS

a. Program Committee

b. Levy Committee

i. Mailers

c. Bylaw Committee

i. Bylaw Review

9. UNFINISHED BUSINESS

a. Masters Swim Team

b. 2025 Budget

i. Pricing Structure Update

ii. 2025 Budget

▪ COLA/Longevity Raises

10. NEW BUSINESS:

A. Holiday Schedule

11. EXECUTIVE SESSION:

12. ACTION ITEM/REVIEW:

14. FINAL BOARD COMMENTS:

15. NEXT MEETING: 11.21.2024

16. ADJOURNMENT:



Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: 10.24.24

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: Agenda

Presented By: Chair

Does anyone have anything to add to the Agenda?

4. Item: Public Comment

Presented By: Chair

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



Commissioner Communication

5. Item: Consent Agenda Announcement

Meeting Date: 10.24.24

Presented By: Chair

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

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

Item Removed: _____

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

6. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes: August ~~September~~ 22, 2024

b. Vouchers & Payroll

i. Expense Vouchers #s 10493-10552 \$43,634.17

ii. Payroll: \$63,942.40

iii. DOR \$2,357.51

TOTAL: \$ 109,934.08

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

This section is for staff use

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

Vote: Y/N/AB

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

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

Oak Harbor Chamber of Commerce
32630 State Rte. 20, Oak Harbor, WA 98277
Thursday, September 26, 2024
6:00 p.m.

-
1. **Meeting was called to order at 6:01 PM**
 2. **ROLL CALL: Commissioners Kraner, Witmer, Larsen, Guy and Hartmann were present.**
 3. **AGENDA:**
 - a. Commissioner Hartmann motioned to add the special meeting minutes for approval to new business. Commissioner Witmer seconded; motion carried unanimously with no discussion.
 - b. Commissioner Larsen motioned to amend 8.225.24 to 8.22.24 minutes in the consent agenda items. Commissioner Hartmann seconded; motion carried unanimously with no discussion.
 - c. Commissioner Larsen motioned to add discussion about OHE Swim Lesson Pricing. Commissioner Hartmann seconded; motion carried unanimously with no discussion.
 4. **PUBLIC COMMENTS:** none
 5. **CONSENT AGENDA ANNOUNCEMENT**
 6. **CONSENT AGENDA ITEMS**
 - a. **Minutes:** 8.22.24 BOC Regular Meeting & 8.2.24 BOC Special Meeting
 - b. **Vouchers and Payroll:**
 - i. **Expense Voucher #'s 10447-10493** \$28,480.47
 - ii. **Payroll** \$92,826.48
 - iii. **DOR** \$3,169.59

Total: \$124,476.54
 7. **STAFF REPORTS:** Presented by Executive Director Cochran
 8. **COMMITTEE REPORTS**
 - a. **Program Committee:** no update
 - b. **Levy Committee:** presented by Commissioners Kraner and Larsen
 - c. **Bylaw Committee:** presented by Commissioners Guy and Hartmann
 9. **UNFINISHED BUSINESS**
 - a. **WIBC Contract:** presented by Executive Director Cochran
 10. **NEW BUSINESS**
 - a. **MWR Contract 2024-2025:** Commissioner Hartmann motioned to approve the MWR Contract NAFREG-24-M-0065 for October 2024 – September 2025. Commissioner Witmer seconded; motion carried unanimously with no discussion.
 - b. **Special Meeting Minutes 8.2.24:** Commissioner Witmer motioned to approve the meeting minutes as presented. Commissioner Larsen seconded; motion carried unanimously with no discussion.
 - c. **Regular Meeting Minutes 8.22.24:** Commissioner Larsen motioned to approve the minutes as amended. Commissioner Guy seconded; motion

carried unanimously with no discussion.

- d. **OHE Swim Lesson Discussion:** Commissioner Larsen motioned for the Oak Harbor Elementary swim lessons for the duration of the season that ends in March, we allow them to continue with the 2023 resident rate. Commissioner Guy seconded; motion carried unanimously with no discussion.

11. EXECUTIVE SESSION: None

12. ACTION ITEM/REVIEW: US Masters Program in progress.

13. FINAL BOARD COMMENTS: Commissioner Larsen commends the volunteers who are raising funds for the levy. Commissioner Hartmann commends NWPPRD staff for the engagement in Military Appreciation Picnic.

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

15. ADJOURNMENT: Commissioner Larsen motioned to adjourn the meeting at 6:53PM. Commissioner Guy seconded; motion carried unanimously with no discussion.

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>655461-655476</i>	<i>09.04.2024</i>	<i>10493-10530</i>	<i>\$20,520.22</i>
<i>655678-655685</i>	<i>09.11.2024</i>	<i>10531-10542</i>	<i>\$11,994.62</i>
<i>656533-656541</i>	<i>09.25.2024</i>	<i>10543-10552</i>	<i>\$11,119.33</i>
			<i>\$43,634.17</i>
<i>Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of</i>			<i>\$63,942.40</i>
<i>Department of Revenue Transfer</i>			<i>\$ 2,357.51</i>
<i>Total of Voucher #s 10493-10552,</i>			
<i>Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer</i>			<i>\$109,934.08</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 October 24, 2024

 Brit Kraner, Commissioner

 Bill Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

North Whidbey Park & Recreation District
Voucher Report
September 2024

Date	Num	Name	Memo	Amount
Sep 24				
09/05/2024	10531	4000033 Washington Alarm, Inc	Alarm Monitoring Monthly	77.55
09/05/2024	10532	4000396 R1 Anthony Maddox	Vehicle Maintenance	202.31
09/05/2024	10533	4000396 R1 Anthony Maddox	Vehicle Maintenance	17.64
09/05/2024	10534	4000396 R1 Anthony Maddox	Vehicle Maintenance	16.67
09/05/2024	10535	4000397 Seamark Law Group	Legal Fees	712.50
09/05/2024	10536	4000397 Seamark Law Group	Legal Fees	399.00
09/05/2024	10537	5000911 Comcast	Internet Service	139.95
09/05/2024	10538	4000643 R1 Island Disposal	CVP Garbage	127.94
09/05/2024	10539	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2024-08	575.00
09/05/2024	10540	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,261.13
09/05/2024	10541	5007369 R1 Whidbey Tech Solutions	Office 365/Drop Ste Migration	8,436.93
09/05/2024	10542	9603390 R1 Patron	Patron Refund Swim Lessons	28.00
09/19/2024	10543	4000120 R1 Aquatic Instruction LLC	LG Training	380.66
09/19/2024	10544	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
09/19/2024	10545	4000396 R1 Anthony Maddox	Pool Maint & Repair Items	33.45
09/19/2024	10546	4000705 R1 Puget Sound Energy	Electric Bill	4,818.57
09/19/2024	10547	4000758 R1 WA State Auditor's Office	20-22 Audit	556.40
09/19/2024	10548	4000793 R4 Visa	J Cochran CC	2,653.23
09/19/2024	10549	4000793 R4 Visa	S Hoffmire CC	591.37
09/19/2024	10550	4000793 R4 Visa	J Millang CC	1,619.39
09/19/2024	10551	4000897 R1 Airgas USA, LLC	CO2 Cylinder Rental Hot Tub	199.55
09/19/2024	10552	4001596 R1 Patron	Patron Refund Volleyball	110.00
Sep 24				23,113.95



Commissioner Communication

7. Item: Staff Reports

Meeting Date: 10.24.2024

Present By: Jay Cochran

Comment Cards

1. "Card readers are inexpensive and available online. It would be much more efficient when it is busy."

Previously, we had a card reader that served us well until we transitioned to Civic Rec, which requires a specific type of reader. At that time, Julie indicated her intent to purchase the necessary reader contingent upon the approval of the new levy.

2. "Please add shower curtains. Also. Maybe have ladies be aware and cautious around kids in the locker room. My kids do not need naked women getting close and invading their space. They need to be family friendly and child safe." - TisaLaea Martin.

I recently spoke with one of our swim instructors regarding the incident that facilitated the comment card. She informed me that several showers are not functioning properly, which has led to increased crowding during busy summer months. This situation can create discomfort, particularly for children, as it may lead to instances where adults are in proximity without clothing while showering.

Additionally, the parent mentioned an incident where a patron inadvertently contacted a child while reaching for a dropped item. To gather further insights, I also consulted with the aerobics instructor, who utilizes the locker room during this same time. She confirmed that the space can become quite congested, especially during class changes, which exacerbates the issue.

At this time, we will not be installing shower curtains, as we plan to renovate the shower facilities. During this process, we will explore the option of adding concrete tiled partitions to enhance privacy and manage space more effectively.

We have made our staff shower available to the patron and let them know they can use the deck shower.

I have asked the instructor to observe the situation and, if appropriate, address any issues directly with the aerobics group or escalate them to management.

The instructor also noted that frequent shower malfunctions may be attributed to unsupervised children who tend to push the buttons repeatedly, even when not necessary.

3. "Coach Sammy is the best. She is so calm and understanding that my children are making such amazing progress." Melissa Stone

Executive Director

INFL Flag Football has wrapped up, and volleyball is now underway. We're offering a clinic-style program, featuring weekly group lessons and Saturday games, with 35 kids registered. Basketball Registration opened October 1st, and we currently have 56 kids registered.

Discussions with the School District Superintendent are ongoing; their attorney is still revising the ILA to ensure equitable facility usage.

I RSVP for Commissioner Guy and myself for the Oak Harbor School District Groundbreaking ceremonies.

October 22, 2024

1:30 - 2:30 PM

330 E Crescent Harbor Rd,
Oak Harbor, WA 98277

October 22, 2024

1:30 - 2:30 PM

330 E Crescent Harbor Rd,
Oak Harbor, WA 98277

Hand-in-Hand/HomeConnection/OHVA Groundbreaking

October 23, 2024

4:00-5:00 PM

Please park at Olympic View Elementary
380 NE Regatta Drive
Oak Harbor, WA 98277

October 23, 2024

4:00-5:00 PM

Please park at Olympic View Elementary

380 NE Regatta Drive
Oak Harbor, WA 98277

Please note, the groundbreaking will be at active construction sites. Please plan to wear proper attire/footwear.

Business Manager

The October 4th Open House kicked off a series of interactive events to share our offering with the community. Sunday, October 13th, was Clover Valley Day where we shared information with visitors to the dog park, set up kids crafts, and had a fun pumpkin hunt around the park. Wednesday, October 16th, was our Water Exercise Focus Day where we visited with water aerobics patrons about facility operations. Our next event is the Sports Day scheduled for Saturday, October 19th; due to the weather forecast we are changing gears and turning this into a fun indoor activity time with games, crafts, and treats. The final event for the month will be our Rubber Ducky Open Swim during our Wednesday night Open Swim on October 30th; patrons who find a ducky in its Halloween costume will be able to exchange it for a prize, we will also have crafts and treats for attendees.

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I will be meeting with Big Brothers Big Sisters next week. They are interested in purchasing open swim punch cards for their families. We will explore options with them to ensure a smooth process for them and their families.

Island County, WA

Treasurer's Report
Transactions from 9/1/2024 to 9/30/2024

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 8/31/2024****369,090.81**

09/06/2024	ISLAND COUNTY T N WHIDBEY PP&	WB	0.00	57,570.98	
09/12/2024	ISLAND COUNTY T N WHIDBEY PP &	WB	0.00	4,871.00	
09/19/2024	ISLAND COUNTY T NWP&R CA	WB	0.00	4,201.25	
09/27/2024	ISLAND COUNTY T N WHIDBEY PP&R	WB	0.00	19,500.85	
09/30/2024	SEP 24 PROP TAX DISTRIBUTION		0.00	12,532.21	
	Revenue Total		0.00	98,676.29	98,676.29
09/04/2024	VISA INC NO WHIDBEY POOL PARK	KY 00655473	3,501.57	0.00	
09/04/2024	VISA INC NO WHIDBEY POOL PARK	KY 00655473	790.99	0.00	
09/04/2024	PATRON NO WHIDBEY POOL	KY 00655463	300.00	0.00	
09/04/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00655465	6,375.35	0.00	
09/04/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00655465	620.45	0.00	
09/04/2024	PATRON NO WHIDBEY POOL	KY 00655470	107.00	0.00	
09/04/2024	PATRON NO WHIDBEY POOL	KY 00655462	300.00	0.00	
09/04/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00655467	1,213.10	0.00	
09/04/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00655467	2,146.74	0.00	
09/04/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00655467	92.82	0.00	
09/04/2024	PATRON NO WHIDBEY POOL PA	KY 00655471	51.00	0.00	
09/04/2024	PATRON NO WHIDBEY POO	KY 00655466	110.00	0.00	
09/04/2024	PATRON NO WHIDBEY POO	KY 00655475	107.00	0.00	
09/04/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00655468	225.00	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	33.11	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	30.40	0.00	
09/04/2024	AQUATICS INSTRU NO WHIDBEY POO	KY 00655461	380.66	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	4.07	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	22.03	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	75.14	0.00	
09/04/2024	ORKIN LLC. NO WHIDBEY POOL PAR	KY 00655472	136.24	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	178.68	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	30.36	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	255.47	0.00	
09/04/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00655476	203.09	0.00	
09/04/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00655476	763.68	0.00	
09/04/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00655476	651.43	0.00	
09/04/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00655464	156.71	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	9.78	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	5.76	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	53.92	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	37.68	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	185.25	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	12.81	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	60.55	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	38.14	0.00	
09/04/2024	HOME DEPOT. NO WHIDBEY POOL PA	KY 00655469	30.16	0.00	
09/04/2024	WA STATE AUDITO NO WHIDBEY POO	KY 00655474	1,224.08	0.00	
09/11/2024	COMCAST HOLDING NO WHIDBEY POO	KY 00655678	139.95	0.00	
09/11/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655680	202.31	0.00	
09/11/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655680	16.67	0.00	
09/11/2024	PATRON NO WHIDBEY POOL P	KY 00655684	28.00	0.00	
09/11/2024	SEAMARK LAW GRO NO WHIDBEY POO	KY 00655682	712.50	0.00	
09/11/2024	SEAMARK LAW GRO NO WHIDBEY POO	KY 00655682	399.00	0.00	
09/11/2024	PACIFIC GRACE T NO WHIDBEY POO	KY 00655681	575.00	0.00	

Island County, WA

Treasurer's Report
Transactions from 9/1/2024 to 9/30/2024

646 - NO WHID POOL PARK REC MAINT

09/11/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00655685	8,436.93	0.00	
09/11/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00655680	17.64	0.00	
09/11/2024	WASHINGTON ALAR NO WHIDBEY POO	KY 00655683	77.55	0.00	
09/11/2024	ISLAND DISPOSAL NO WHIDBEY POO	KY 00655679	127.94	0.00	
09/11/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00655685	1,261.13	0.00	
09/12/2024	NWP&R PAYROLL		36,813.59	0.00	
09/25/2024	VISA INC NO WHIDBEY POOL PARK	KY 00656539	2,653.23	0.00	
09/25/2024	VISA INC NO WHIDBEY POOL PARK	KY 00656539	1,619.39	0.00	
09/25/2024	VISA INC NO WHIDBEY POOL PARK	KY 00656540	591.37	0.00	
09/25/2024	PUGET SOUND ENE NO WHIDBEY POO	KY 00656538	4,818.57	0.00	
09/25/2024	MADDOX, ANTHONY NO WHIDBEY POO	KY 00656536	33.45	0.00	
09/25/2024	PATRON NO WHIDBEY POO	KY 00656537	110.00	0.00	
09/25/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00656535	156.71	0.00	
09/25/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00656533	199.55	0.00	
09/25/2024	WA STATE AUDITO NO WHIDBEY POO	KY 00656541	556.40	0.00	
09/25/2024	AQUATICS INSTRU NO WHIDBEY POO	KY 00656534	380.66	0.00	
09/26/2024	N. WHIDBEY PP&R DOR		2,357.51	0.00	
09/30/2024	N. WHIDBEY PARKS & REC PAYROLL		27,128.81	0.00	
	Expenditure Total		109,934.08	0.00	-109,934.08
Ending Cash Balance			Calculated Total		357,833.02
				Book Total	357,833.02
				Difference	0.00

Treasurer's Report
Transactions from 9/1/2024 to 9/30/2024

648 - NO WHID POOL PARK REC BOND

Cash Balance at 8/31/2024				12.42
09/30/2024	ICTIP INV INTEREST - SEPT 2024	0.00	0.56	
	Revenue Total	0.00	0.56	0.56
Ending Cash Balance		Calculated Total		12.98
		Book Total		12.98
		Difference		0.00



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

NWPP&R BOND

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648						230.40
	2.913	09/01/2024			0.57	230.40
	2.957	09/01/2024				230.40
Subtotal and Ending Balance	2.957		0.00	0.00	0.57	230.40
Totals and Ending Balance for NWPP&R BOND			0.00	0.00	0.57	230.40

Treasurer's Report
Transactions from 9/1/2024 to 9/30/2024

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 8/31/2024				252,250.96
09/30/2024	ICTIP INV INTEREST - SEPT 2024	0.00	101.42	
	Revenue Total	<u>0.00</u>	<u>101.42</u>	101.42
Ending Cash Balance		Calculated Total		252,352.38
		Book Total		252,352.38
		Difference		0.00



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

NWPP&R RESERVE

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	2.936	09/01/2024			103.92	41,669.34
	2.961	09/01/2024				41,669.34
Subtotal and Ending Balance	2.961		0.00	0.00	103.92	41,669.34
Totals and Ending Balance for NWPP&R RESERVE			0.00	0.00	103.92	41,669.34

Treasurer's Report
Transactions from 9/1/2024 to 9/30/2024

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 8/31/2024				174.53
09/30/2024	ICTIP INV INTEREST - SEPT 2024	0.00	7.86	
	Revenue Total	<u>0.00</u>	<u>7.86</u>	7.86
Ending Cash Balance		Calculated Total		182.39
		Book Total		182.39
		Difference		0.00



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

NWPP&R CAPITAL

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	2.937	09/01/2024			8.06	3,230.65
	2.960	09/01/2024				3,230.65
Subtotal and Ending Balance	2.960		0.00	0.00	8.06	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL			0.00	0.00	8.06	3,230.65



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

Public Sector Statement
September 30, 2024
page 1 of 2

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 8-31-24	\$42,638.66
2 Additions	+63,942.40
4 Subtractions	-62,692.17
Ending balance 9-30-24	\$43,888.89

Additions

Transfers	Date	Serial #	Source	
	9-12		Trf Fr DDA 0000473631001525 4731	\$36,813.59
	9-30		Trf Fr DDA 0000473631001525 4731	27,128.81
Total additions				\$63,942.40

Subtractions

Withdrawals	Date	Serial #	Location	
	9-4		Direct Withdrawal, Irs Usataxpymt	\$7,300.22
	9-12		Direct Withdrawal, Intuit Payroll Squickbooks	28,340.79
	9-18		Direct Withdrawal, Irs Usataxpymt	6,141.56
	9-27		Direct Withdrawal, Intuit Payroll Squickbooks	20,909.60
Total subtractions				\$62,692.17

Interest earned

Current Interest Rate	variable
Number of days this statement period	30

Fees and charges

See your Account Analysis statement for details.

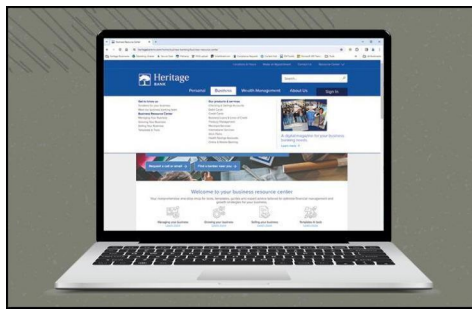


Heritage
BANK

14807 Highway 99 | Lynnwood, WA 98087

Statement Start	09-01-2024
Statement End	09-30-2024
Account Number	
Page	1 of 3

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



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Tailored specifically for our valued business customers, this comprehensive hub is designed to empower you with articles, guides, templates and expert advice needed to thrive in today's competitive business landscape.

Find it at heritagebanknw.com/brc.



Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$2.12

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$49,146.73		\$44,053.85		\$0.24		\$88,138.58		\$8.00		\$5,054.24

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	490.00
09/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,019.50
09/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,231.50
09/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,282.75
09/04/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	289.50
09/05/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,473.50
09/05/24	External Deposit CNI MLLNGTN DET EFT 090424 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *240904*1	5,632.00
09/06/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	588.25
09/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	732.50
09/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,036.50



Equal Housing Lender | Member FDIC

HeritageBankNW.com | 800.455.6126

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DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,287.00
09/10/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	255.75
09/11/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	971.00
09/12/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	754.50
09/13/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	485.50
09/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	666.25
09/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	684.25
09/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	748.50
09/17/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	269.00
09/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	593.25
09/19/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	542.00
09/19/24	Deposit	13,782.75
09/19/24	Deposit	365.50
09/19/24	Deposit	66.50
09/19/24	Deposit	25.50
09/19/24	Deposit	112.60
09/19/24	Deposit	194.75
09/19/24	Deposit	135.25
09/19/24	Deposit	95.50
09/19/24	Deposit	37.00
09/19/24	Deposit Night Drop	115.25
09/19/24	Deposit Night Drop	45.00
09/19/24	Deposit Night Drop	191.25
09/19/24	Deposit Night Drop	76.25
09/19/24	Deposit Night Drop	57.50
09/19/24	Deposit Night Drop	85.25
09/19/24	Deposit Night Drop	59.75
09/19/24	Deposit Night Drop	33.50
09/19/24	Deposit Night Drop	30.75
09/19/24	Deposit Night Drop	40.50
09/20/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	522.50
09/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	139.50
09/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	525.50
09/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	655.50
09/24/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	391.00





Statement Start Date: 09-01-2024
Statement End Date: 09-30-2024

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/25/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	620.00
09/26/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	554.50
09/27/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	536.00
09/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	773.00
09/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,300.00
09/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,453.00
09/30/24	Credit Interest	0.24

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
09/03/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,810.95
09/03/24	External Withdrawal AUTHNET GATEWAY - BILLING 137544105	130.60
09/05/24	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 9201452	52.95
09/06/24	Withdrawal NWPP AND REC	57,570.98
09/12/24	Withdrawal NWPP AND REC	4,871.00
09/19/24	Withdrawal NWPP AND REC	4,201.25
09/27/24	Withdrawal NWPP AND REC	19,500.85
09/30/24	Monthly Maintenance Fee	8.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
09/01	49,146.73	09/11	5,871.00	09/20	17,614.85
09/03	51,228.93	09/12	1,754.50	09/23	18,935.35
09/04	51,518.43	09/13	2,240.00	09/24	19,326.35
09/05	58,570.98	09/16	4,339.00	09/25	19,946.35
09/06	1,588.25	09/17	4,608.00	09/26	20,500.85
09/09	4,644.25	09/18	5,201.25	09/27	1,536.00
09/10	4,900.00	09/19	17,092.35	09/30	5,054.24

Summary of Overdraft and Returned Item Fees

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



Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 08.30.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
08.06.2024	NFL Flag	\$ 1,585.00	✓ x	NFL Flag Jerseys
08.07.2024	Epic Sports	\$ 78.00	✓ x	Turf Paint for NFL Flag
08.09.2024	Amazon	\$ 233.75	✓ x	Endzone Football Pylons
08.12.2024	NFL Flag	\$ 60.00	✓ x	NFL Flag Jerseys
08.14.2024	Nextiva	\$ 529.15	✓ x	Telephone Service
08.14.2024	Nextiva	\$ 264.83	✓ x	Telephone Service
08.13.2024	MRSC	\$ (300.00)	✓ x	Credit for Financial Bootcamp Training
08.27.2024	Bloom Copywriting	\$ 6.60	x	District Branding Color Pack (\$4.99GBP)
08.30.2024	Buddy Punch	\$ 230.03	x	Electronic Timesheets
08.27.2024	Interntional Transaction Fee	\$ 0.07		Fee for District Branding Color Pack
07.31.2024	Visa	\$ (73.81)		Finance Charge Credit
08.30.2024	Visa	\$ 39.61		Finance Charge
Total		\$ 2,653.23		

Etsy
Did not provide
Receipt

Completed By: Julie Mellany 09.05.2024

Date Signature

9/6/24

[Signature]

I have
reached
out to the
company
to get
an updated
receipt.
9/19/24

The item was
purchased from the
United Kingdom
which I did not realize

HERITAGE BANK

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

4600793 KY

VISA

SCORECARD

Bonus Points
Available
128,046

Summary of Account Activity

Previous Balance		\$ 9,624.66
Payments	-	\$6,123.09 -
Other Credits	-	\$300.00 -
Other Debits	+	\$0.00
Purchases	+	\$2,987.36
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.07
Interest Charged	+	\$34.20-
NEW BALANCE		\$ 6,154.80
Credit Limit		\$10,000.00
Available Credit		\$3,845.20
Available Cash		\$3,845.20
Amount Disputed		\$0.00
Statement Closing Date		08/30/24
Days in Billing Cycle		30

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	\$6,154.80
MINIMUM PAYMENT	\$124.00
PAYMENT DUE DATE	09/24/2024

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

Important Information About Your Account

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/06	08/07	PBUS01	24116414219712113593447	NFLFLAGORDER 198-093-9442 IL	\$1,585.00
08/07	08/08	PBUS01	24755424221152210832151	EPIC SPORTS 888-2692440 KS	\$78.00
08/09	08/11	PBUS01	24011344222000050448746	AMAZON MARK* RM5YL9G92 HTTPSAMAZON.C WA	\$233.75
08/12	08/13	PBUS01	24116414225716073556411	NFLFLAGORDER 198-093-9442 IL	\$60.00
08/14	08/15	PBUS01	24906414227206799275357	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$529.15
08/14	08/15	PBUS01	24906414227206797823497	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$264.83
08/13	08/16		24000774227000016671528	CREDIT VOUCHER	\$300.00-
				MRSC.ORG WWW.MRSC.ORG WA	
08/27	08/28	PBUS01	74875304240000413070056	WP*bloom-copywriting.c Exeter	\$6.60
		(FOREIGN RATE 1.32290)		PURCH: 4.99 GBP	
08/30	08/30	PBUS01	24492164243000015146984	BUDDY PUNCH HTTPSBUDDYPUN WI	\$230.03



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

Statement Closing Date:
August 30, 2024

Payments, Adjustments and Other						
07/31	08/01		73190604214555214520034	PAYMENT - THANK YOU TACOMA WA		6,123.09 -
				TOTAL PAYMENTS OR ADJUSTMENTS	\$	6,123.09 -
Fees						
08/27	08/28	PBUS01	74875304240000413070056	INTERNATIONAL TRANS FEE		0.07
				TOTAL FEES FOR THIS PERIOD	\$	0.07
Interest Charged						
07/31	08/01	PBUS01	73190604214555214520034	AUTO ADJ PBUS01 31/07		73.81 -
08/30	08/30	PBUS01	74811834243426243064003	INTEREST CHARGE PURCHASE		39.61
				TOTAL INTEREST FOR THIS PERIOD	\$	34.20 -
Interest Charged						
				TOTAL INTEREST FOR THIS PERIOD	\$	34.20 -
2024 Totals Year To Date						
Total Fees Charged in 2024					\$	0.07
Total Interest Charged in 2024					\$	39.61

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 08/29/2024						
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance	
	125,314	2,732	0	0	128,046	
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						25
PBUS01 001	PURCHASE	E	\$3,277.76	1.20833% (M)	14.5000% (V)	\$39.61
Cash						
PBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00

Visa Credit Card Reconciliation

Shane Hoffmire

Card Holder:

8.30.24

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached
8/4/2024	Walmart	\$ 60.94	yes
8/5/2024	Ace	\$ 23.73	yes
8/5/2024	Home Depot	\$ 12.95	yes
8/6/2024	Home Depot	\$ 15.70	yes
8/7/2024	Home Depot	\$ 68.64	yes
8/8/2024	Amazon	\$ 200.53	yes
8/9/2024	T Mobile	\$ 129.97	yes
8/22/2024	Home Depot	\$ 77.76	yes
	interest charge - GSH	\$ 1.15	
Total		\$ 590.22	

GSH \$ 591.37 JC 9/19/24

Date

Signature

Shane Hoffmire

9/19/24

JC

4000793 R4

HERITAGE BANK

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

SCORECARD

Bonus Points
Available
83,554

Summary of Account Activity

Previous Balance		\$ 1,434.90
Payments	-	\$643.91 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$590.22
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$1.15
NEW BALANCE		\$ 1,382.36
Credit Limit		\$5,000.00
Available Credit		\$3,617.64
Available Cash		\$3,617.64
Amount Disputed		\$0.00
Statement Closing Date		08/30/24
Days in Billing Cycle		30

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	\$1,382.36
MINIMUM PAYMENT	\$28.00
PAYMENT DUE DATE	09/24/2024

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

Important Information About Your Account

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/04	08/05	PBUS01	24445004218400273121785	WAL-MART #2319 OAK HARBOR WA	\$60.94
08/05	08/06	PBUS01	24801974219050331325125	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$23.73
08/05	08/07	PBUS01	24943014219010189211722	THE HOME DEPOT #8563 OAK HARBOR WA	\$12.95
08/06	08/08	PBUS01	24943014220010189085289	THE HOME DEPOT #8563 OAK HARBOR WA	\$15.70
08/07	08/09	PBUS01	24943014221010189494522	THE HOME DEPOT #8563 OAK HARBOR WA	\$68.64
08/08	08/09	PBUS01	24011344221000069482398	AMAZON RETA* RM7KE9OV1 WWW.AMAZON.CO WA	\$200.53
08/09	08/09	PBUS01	24692164222103536940084	TMOBILE*POSTPAID IVR 800-937-8997 WA	\$129.97
08/22	08/25	PBUS01	24943014236010190552444	THE HOME DEPOT #8563 OAK HARBOR WA	\$77.76

Payments, Adjustments and Other

07/31	08/01	73190604214555214520141	PAYMENT - THANK YOU TACOMA WA	643.91 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$ 643.91 -

27



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

Statement Closing Date:
August 30, 2024

Interest Charged					
07/31	08/01	PBUS01	73190604214555214520141	AUTO ADJ PBUS01 31/07	8.31 -
08/30	08/30	PBUS01	74811834243420243064006	INTEREST CHARGE PURCHASE	9.46
TOTAL INTEREST FOR THIS PERIOD					\$ 1.15
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				\$ 20.35	

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 08/29/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	82,883	671	0	0	83,554

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	\$782.68	1.20833% (M)	14.5000% (V)	\$9.46
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,185.92			\$9.46

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: Juilie Millang

Billing Cycle: 08.30.2024

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
07.31.2024	Visa	\$ (25.77)		Finance Charge Credit
08.02.2024	Microsoft	\$ 52.32 ✓	x	Online Exchange Plan 1/Office 365
08.03.2024	Northwest Mini Storage	\$ 185.00 ✓	x	Storage Unit
08.06.2024	Enformion	\$ 25.00 ✓	x	Background Checks
08.08.2024	Amazon	\$ 72.98 ✓	x	Cash Drawer
08.08.2024	American Red Cross	\$ 300.00 ✓	x	LTS Facility Fee
08.09.2024	USPS	\$ 73.00 ✓	x	Stamps
08.10.2024	Esoft	\$ 140.00 ✓	x	POS System
08.13.2024	WSP Background Checs	\$ 22.00 ✓	x	Background Checks
08.14.2024	WSP Background Checs	\$ 11.00 ✓	x	Background Checks
08.19.2024	Walmart	\$ 38.66 ✓	x	Office Supplies, Concessions
08.20.2024	Northwest Mini Storage	\$ 160.00 ✓	x	Storage Unit
08.23.2024	WA Dept of Revenue	\$ 5.00 ✓	x	Business License Renewal
08.23.2024	OPC WA Dept of Revenue	\$ 0.16 ✓	x	CC Fee for Business License Renewal
08.28.2024	Microsoft	\$ 52.32 ✓	x	Online Exchange Plan 1/Office 365
08.28.2024	Comcast	\$ 507.72 ✓	x	Internet Service
Total		\$ 1,619.39		

Date Signature

9.18.24 Juilie Millang

9/18/24 JC

HERITAGE BANK

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

4000793 RV
VISA

SCORECARD

Bonus Points
Available
75,400

Summary of Account Activity

Previous Balance		\$ 2,670.66
Payments	-	\$2,670.66 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,645.16
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$25.77-
NEW BALANCE		\$ 1,619.39
Credit Limit		\$2,500.00
Available Credit		\$880.61
Available Cash		\$880.61
Amount Disputed		\$0.00
Statement Closing Date		08/30/24
Days in Billing Cycle		30

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	\$1,619.39
MINIMUM PAYMENT	\$33.00
PAYMENT DUE DATE	09/24/2024

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

Important Information About Your Account

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/02	08/04	PBUS01	24430994215046698602891	MSFT * E0100TOU0N MSBILL.INFO WA	\$52.32
08/03	08/05	PBUS01	24194334217017058719552	NORTHWEST MINI STORAGE 360-679-0661 WA	\$185.00
08/06	08/07	PBUS01	24906414219206245079676	ENF*Enformion 855-2813915 CA	\$25.00
08/08	08/09	PBUS01	24692164221103319988244	AMZN Mktp US*RM8SN4OF1 Amzn.com/bill WA	\$72.98
08/08	08/09	PBUS01	24692164221103388874424	AMERICAN RED CROSS 800-733-2767 DC	\$300.00
08/09	08/11	PBUS01	24137464224001483618684	USPS KIOSK 5460209550 OAK HARBOR WA	\$73.00
08/10	08/11	PBUS01	24801974223054748052391	ESoft PLANNER CINCINNATI OH	\$140.00
08/13	08/14	PBUS01	24240524226057312391292	WSP BACKGROUND CHECKS 360-534-2109 WA	\$22.00
08/14	08/15	PBUS01	24240524227058290427958	WSP BACKGROUND CHECKS 360-534-2109 WA	\$11.00
08/19	08/20	PBUS01	24445004233400221887066	WAL-MART #2319 OAK HARBOR WA	\$38.66
08/20	08/22	PBUS01	24194334234017011382968	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
08/23	08/25	PBUS01	24240524237068006010574	WA DEPT. OF REVENUE 925-855-5000 WA	\$5.00
08/23	08/25	PBUS01	24240524237068006016647	OPC WA DEPT. OF REVENUE 925-855-5000 WA	\$0.16
08/28	08/28	PBUS01	24430994241071339533154	MSFT * E0100TDPIE MSBILL.INFO WA	\$52.32

30



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

Statement Closing Date:
August 30, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/28	08/28	PBUS01	24692164241109771894818	COMCAST BELLINGHAM 800-266-2278 WA	\$507.72

Payments, Adjustments and Other

07/31	08/01	73190604214555214520083	PAYMENT - THANK YOU TACOMA WA	2,132.87 -
08/28	08/29	73190604242555242200068	PAYMENT - THANK YOU TACOMA WA	537.79 -
TOTAL PAYMENTS OR ADJUSTMENTS				\$ 2,670.66 -

Interest Charged

07/31	08/01	PBUS01	73190604214555214520083	AUTO ADJ PBUS01 31/07	25.77 -
TOTAL INTEREST FOR THIS PERIOD				\$	25.77 -

Fees

TOTAL FEES FOR THIS PERIOD	\$	0.00
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Interest Charged

TOTAL INTEREST FOR THIS PERIOD	\$	25.77 -
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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 08/29/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	73,755	1,645	0	0	75,400

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	1.20833% (M)	14.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,238.73			\$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
September 13, 2024 for Pay Period 08.16-08.31.2024

	TOTAL	
	Hours	Rate
Employee Wages, Taxes and Adjustments		Sep 13, 24
Gross Pay		
Business Manager Salary	88.00	2,963.00
Director	64.00	2,840.06
Maintenance Director Salary	80.00	2,868.53
Maintenance Director Vacation	8.00	286.85
Salary Bereavement	24.00	1,065.02
Aerobics Instructor	23.67	409.67
Client Service Spc Coordinator	73.41	1,394.79
Client Service Specialist	181.16	3,140.42
Custodial	11.17	193.02
Custodian - JVMP	41.25	753.64
Head Lifeguard	57.60	1,155.46
Lifeguard	504.64	8,839.21
Maintenance Assistant	30.93	649.53
Overtime (x1.5) hourly	1.43	37.02
Overtime (x1.5) hourly 2	3.38	90.96
Private Instructor	0.73	13.21
Private Lesson Instructor	31.52	625.06
Recreation Aide - Advertising	2.25	36.63
Recreation Aide - Flag Football	9.17	149.29
Senior Lifeguard	4.73	89.87
Swim Lessons Coordinator	45.78	900.49
Training - Lifeguard	71.89	1,170.37
US Masters Coach	20.47	409.40
WSI Water Safety Instructor	135.54	2,398.87
Total Gross Pay	1,514.72	32,480.37
Adjusted Gross Pay	1,514.72	32,480.37
Taxes Withheld		
Federal Withholding		-1,172.00
Medicare Employee		-471.00
Social Security Employee		-2,013.78
L&I Office Employee 5306-07		-34.97
L&I Pool Employee-1501-00		-283.93
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-188.39
WA - Paid Fam Med Leave		-171.71
Total Taxes Withheld		-4,335.78
Net Pay	1,514.72	28,144.59
Employer Taxes and Contributions		
Medicare Company		471.00
Social Security Company		2,013.78
WA - Unemployment		0.00
L&I Office Employer 5306-07		82.96
L&I Pool Employer 1501-00		1,569.28
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		4,137.02

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
September 30, 2024 for Pay Period 09.01-09.15.2024

	TOTAL	
	Hours	Rate
		Sep 30, 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Holiday	8.00	296.30
Business Manager Salary	56.00	2,074.10
Business Manager Sick Pay	16.00	592.60
Director	72.00	3,514.57
Director Holiday	8.00	390.51
Maintenance Director Salary	72.00	2,839.84
Maintenance Director Holiday	8.00	315.54
Aerobics Instructor	22.49	388.47
Client Service Spc Coordinator	57.72	1,096.68
Client Service Specialist	124.94	2,147.88
Custodial	13.90	243.49
Custodian - JVMP	30.90	564.54
Head Lifeguard	22.85	458.37
Hourly Sick	3.00	51.84
Lifeguard	308.22	5,397.73
Maintenance Assistant	24.55	515.55
Private Lesson Instructor	21.32	411.12
Recreation Aide - Flag Football	9.32	151.73
Recreation Aide -Special Events	34.24	557.43
Senior Lifeguard	0.20	3.80
Swim Lessons Coordinator	43.47	855.05
Training- Swim Lessons	9.81	159.70
Training - Aerobics	1.22	19.86
Training - Custodial	7.28	118.52
Training - Lifeguard	20.79	338.46
Training - Recreation	1.23	20.02
Training -US Masters Coach	1.83	29.79
Training Front Desk	7.89	128.45
US Masters Coach	10.77	215.40
WSI Water Safety Instructor	8.35	145.81
Total Gross Pay	1,026.29	24,043.15
Adjusted Gross Pay	1,026.29	24,043.15
Taxes Withheld		
Federal Withholding		-798.00
Medicare Employee		-348.59
Social Security Employee		-1,490.68
L&I Office Employee 5306-07		-23.90
L&I Pool Employee-1501-00		-172.27
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-139.46
WA - Paid Fam Med Leave		-127.07
Total Taxes Withheld		-3,099.97
Net Pay	1,026.29	20,943.18
Employer Taxes and Contributions		
Medicare Company		348.59
Social Security Company		1,490.68
WA - Unemployment		0.00
L&I Office Employer 5306-07		56.66
L&I Pool Employer 1501-00		1,006.61
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		2,902.54

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	551,741.36	944,583.00	-392,841.64	58.41%
312.00 Timber Harvest Taxes	43.38	43.38	0.00	100.0%
Total 310.00 LEVIES	551,784.74	944,626.38	-392,841.64	58.41%
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	86,651.37	118,627.00	-31,975.63	73.05%
33.01 Basic Memberships	16,510.53	18,795.00	-2,284.47	87.85%
34 Punch Cards	21,290.29	31,617.00	-10,326.71	67.34%
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	4,053.14			
Water Fitness Prem. Membership	13,534.68			
Water Fitness Punch Card	14,145.31			
38 Aerobics - Other	6.42	54,835.00	-54,828.58	0.01%
Total 38 Aerobics	31,739.55	54,835.00	-23,095.45	57.88%
39 Swim Lessons				
Private	24,163.62	37,500.00	-13,336.38	64.44%
School Group	7,280.00	7,280.00	0.00	100.0%
Youth	127,421.50	206,195.00	-78,773.50	61.8%
Total 39 Swim Lessons	158,865.12	250,975.00	-92,109.88	63.3%
40 Swim Team				
Adult Swim Team	0.00	13,314.24	-13,314.24	0.0%
Masters	7,018.97			
Total 40 Swim Team	7,018.97	13,314.24	-6,295.27	52.72%
Total 347.30 Fees	322,400.83	488,488.24	-166,087.41	66.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Total 340.00 JVMP Revenue	322,400.83	488,488.24	-166,087.41	66.0%
350.00 Recreation Revenue				
347.60.01 Basketball	2,325.00	42,000.00	-39,675.00	5.54%
347.60.02 Ultimate Frisbee	0.00	0.00	0.00	0.0%
347.60.03 Kickball	0.00	0.00	0.00	0.0%
347.60.04 Pickleball	0.00	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	3,985.00	3,525.00	460.00	113.05%
Day Camp	44,616.00	44,616.00	0.00	100.0%
Soccer	330.00			
350.00 Recreation Revenue - Other	1,182.50			
Total 350.00 Recreation Revenue	58,016.50	95,719.00	-37,702.50	60.61%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	17,480.74	20,835.00	-3,354.26	83.9%
Candy&Snacks	3,531.50	4,504.50	-973.00	78.4%
Lockers	1,208.51	1,392.00	-183.49	86.82%
Open Swim Party Rental	7,393.22	9,438.00	-2,044.78	78.34%
Pool Group Rentals	311.96	600.00	-288.04	51.99%
Private Party Rental	4,316.86	7,667.00	-3,350.14	56.3%
Retail	721.55	1,300.00	-578.45	55.5%
Viewing Room Rental	483.60	661.00	-177.40	73.16%
Total 362.00 Rents & Concessions	35,447.94	46,397.50	-10,949.56	76.4%
367.00 Contributions/Donations	163.80			
369.00 Other Misc Revenues				
Cashier over/short	-31.47			
Total 369.00 Other Misc Revenues	-31.47			
Other Misc Revenues	178.43	22,845.00	-22,666.57	0.78%
Prepaid Accounts	979.06	1,200.00	-220.94	81.59%
360.00 Miscellaneous Revenue - Other	22,845.00			
Total 360.00 Miscellaneous Revenue	59,582.76	70,442.50	-10,859.74	84.58%
361.40.00 Interest				
Int Investment Capital Fund	32.79	45.00	-12.21	72.87%
Int Investment Reserve Fund	422.96	500.00	-77.04	84.59%
Interest Investment Bond Fund	2.33	5.00	-2.67	46.6%
Total 361.40.00 Interest	458.08	550.00	-91.92	83.29%
Total Income	992,242.91	1,599,826.12	-607,583.21	62.02%
Gross Profit	992,242.91	1,599,826.12	-607,583.21	62.02%
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 Park & Recreation District Profit & Loss Budget vs. Actual

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
573.60.04 Pickleball Expense	0.00	0.00	0.00	0.0%
573.60.05 NFL Flag Football Exp	1,956.75	2,000.00	-43.25	97.84%
573.60.06 Volleyball Expense	269.78	1,134.00	-864.22	23.79%
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	301.02	800.00	-498.98	37.63%
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	0.00	1,563.00	-1,563.00	0.0%
Total 573.60.10 Salary & Wages	36,613.40	38,755.36	-2,141.96	94.47%
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	48,220.08	52,015.86	-3,795.78	92.7%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	62,573.26	93,722.00	-31,148.74	66.77%
100102 Recreation Manager	7,802.88	7,802.88	0.00	100.0%
100103 Business Manager	49,767.60	71,112.00	-21,344.40	69.99%
100104 Client Service Spc				
Client Services Coordinator	7,977.91	16,560.00	-8,582.09	48.18%
100104 Client Service Spc - Other	58,271.64	64,710.00	-6,438.36	90.05%
Total 100104 Client Service Spc	66,249.55	81,270.00	-15,020.45	81.52%
100107 BOC/Dir Admin Asst	12,959.25	12,959.25	0.00	100.0%
100108 Rec Aide Advertising	3,192.48	3,000.00	192.48	106.42%
200201 Aerobics Inst JVMP	7,057.65	11,057.00	-3,999.35	63.83%
200208 Kayak Inst JVMP	0.00	0.00	0.00	0.0%
200210 Private Lessons	8,036.29	12,000.00	-3,963.71	66.97%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	120.80	500.00	-379.20	24.16%
200211 WSI Instructor - Other	25,494.61	38,827.00	-13,332.39	65.66%
Total 200211 WSI Instructor	25,615.41	39,327.00	-13,711.59	65.13%
200221 Training				
200222 Training CSS	107.77			

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Training- Lifeguard	8,835.91	14,000.00	-5,164.09	63.11%
Training - Client Services	1,654.13	2,000.00	-345.87	82.71%
Training - Maint & Custodial	400.65	500.00	-99.35	80.13%
Training - Swim Instructor	4,626.69	6,000.00	-1,373.31	77.11%
Training Aerobics Instructors	261.76	500.00	-238.24	52.35%
Total 200221 Training	15,886.91	23,000.00	-7,113.09	69.07%
300301 Lifeguard	129,310.12	210,906.00	-81,595.88	61.31%
300303 Sr. Lifeguards	3,745.05	4,000.00	-254.95	93.63%
300305 Head Lifeguard	10,362.40	13,245.00	-2,882.60	78.24%
500501 Director of Maintenance	55,511.59	75,729.00	-20,217.41	73.3%
500502 Janitorial Staff	15,477.07	27,132.00	-11,654.93	57.04%
500503 Clover Valley Park	2,066.55	9,880.00	-7,813.45	20.92%
500505 Shut Down Maintenance	3,792.99	3,792.99	0.00	100.0%
500506 Maintenance Assistant	14,853.09	8,736.00	6,117.09	170.02%
Adult Swim Team Coach	3,833.20	5,141.00	-1,307.80	74.56%
Swim Lesson Coordinator	14,454.54	15,055.00	-600.46	96.01%
Total 576.20.10 Salary & Wages	512,547.88	728,867.12	-216,319.24	70.32%
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	1,400.69	2,733.00	-1,332.31	51.25%
Director	710.02	3,600.00	-2,889.98	19.72%
Maintenance Supervisor	860.56	2,912.00	-2,051.44	29.55%
Part Time Staff	2,643.77	7,500.00	-4,856.23	35.25%
Recreation Manager	0.00	0.00	0.00	0.0%
Total 20.112 Sick Pay	5,615.04	16,745.00	-11,129.96	33.53%
20.113 Vacation				
Business Manager	1,616.18	4,100.00	-2,483.82	39.42%
Director	5,300.86	5,400.00	-99.14	98.16%
Director of Maintenance	286.85	4,368.00	-4,081.15	6.57%
Recreation Manager	640.12	640.12	0.00	100.0%
Total 20.113 Vacation	7,844.01	14,508.12	-6,664.11	54.07%
Bereavement Leave	1,420.03	710.00	710.03	200.0%
Total 576.20.11 Payroll Benefits	14,834.08	31,963.12	-17,129.04	46.41%
576.20.12 Payroll Taxes	66,035.97	110,378.00	-44,342.03	59.83%
576.20.20 Personnel Benefits				

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Cell phone	669.97	2,160.00	-1,490.03	31.02%
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	380.64	2,500.00	-2,119.36	15.23%
Total 576.20.20 Personnel Benefits	1,050.61	5,860.00	-4,809.39	17.93%
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	2,858.96	3,595.00	-736.04	79.53%
Office supplies	398.61	1,500.00	-1,101.39	26.57%
Pool Chemicals	27,289.07	33,572.00	-6,282.93	81.29%
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	36,243.53	45,781.64	-9,538.11	79.17%
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	905.10	4,000.00	-3,094.90	22.63%
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	40,331.68	53,667.64	-13,335.96	75.15%
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	1,735.99	2,500.00	-764.01	69.44%
Credit Card Processing	9,241.00	21,750.00	-12,509.00	42.49%
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	7,916.13	11,118.00	-3,201.87	71.2%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%
Legal	12,739.50	16,000.00	-3,260.50	79.62%
Payroll Processing	7,076.61	11,712.00	-4,635.39	60.42%
Pest Control	408.72	500.00	-91.28	81.74%
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	495.66	2,070.00	-1,574.34	23.95%
Web Hosting	335.16	335.16	0.00	100.0%
Total 20.41 Professional Services	72,862.64	113,464.16	-40,601.52	64.22%
20.42 Communication				
Advertising	10,887.93	25,000.00	-14,112.07	43.55%
Email/Business Apps	12,006.24	13,374.00	-1,367.76	89.77%
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	27,990.71	45,268.86	-17,278.15	61.83%
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	57,426.59	75,752.00	-18,325.41	75.81%
Electricity	39,167.70	48,986.00	-9,818.30	79.96%
Garbage	161.25	300.00	-138.75	53.75%
Patron Water	16,282.21	17,159.00	-876.79	94.89%
Pool Water/Garbage	8,942.68	14,640.00	-5,697.32	61.08%
Spa Boiler	5,545.07	11,140.00	-5,594.93	49.78%
Total 20.47 Utilities	127,525.50	167,977.00	-40,451.50	75.92%
20.48 NWPRD Repair & Maint				
Capital Expenses	23,119.69	30,000.00	-6,880.31	77.07%
20.48 NWPRD Repair & Maint - Other	20,114.06	72,000.00	-51,885.94	27.94%
Total 20.48 NWPRD Repair & Maint	43,233.75	102,000.00	-58,766.25	42.39%
20.49 Miscellaneous	22,845.00			
Total 576.20.40 JVMPool Other Svcs	419,469.73	554,222.15	-134,752.42	75.69%
576.20.50 Intergovernmental				
Audit	21,463.13	22,000.00	-536.87	97.56%
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			

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Refunds				
Patron Refund- Basketball	235.00			
Patron Refund- Punch Card	20.50			
Patron Refund-Parents Night Out	60.00			
Patron Refund-Pvt Swim Lessons	583.00			
Patron Refund - Kayak	150.00			
Patron Refund - STEAM Camp	490.00			
Patron Refund - US Masters	194.00			
Patron Refund - Volleyball	220.00			
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	1,337.00			
Patron Refund Water Fitness	36.65			
Refunds - Other	0.00	6,500.00	-6,500.00	0.0%
Total Refunds	7,071.15	6,500.00	571.15	108.79%
Water Rec Facility Permit	967.00	816.00	151.00	118.51%
576.20.50 Intergovernmental - Other	-51.50			
Total 576.20.50 Intergovernmental	57,055.76	41,517.33	15,538.43	137.43%
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	658.76	1,500.00	-841.24	43.92%
Dump Fees	168.00	200.00	-32.00	84.0%
Garbage	1,213.19	1,800.00	-586.81	67.4%
Total 576.80.47 Utilities	2,039.95	3,500.00	-1,460.05	58.28%
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	2,250.00	4,050.00	-1,800.00	55.56%
Total 80.41 Professional Services	2,794.00	4,594.00	-1,800.00	60.82%

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Total 576.80.00 General Parks	10,706.31	19,720.64	-9,014.33	54.29%
Total 576.20 NWPPRD Expenses	1,122,032.02	1,546,196.00	-424,163.98	72.57%
Total 570.00 RECREATION SERVICES	1,170,252.10	1,598,211.86	-427,959.76	73.22%
Total Expense	1,170,252.10	1,598,211.86	-427,959.76	73.22%
Net Ordinary Income	-178,009.19	1,614.26	-179,623.45	-11,027.29%
	-178,009.19	1,614.26	-179,623.45	-11,027.29%



Commissioner Communication

8.a. Item: Program Committee

Meeting Date: 10.24.2024

Presented By: Jay Cochran

Our attorney had some questions for our insurance company and the Department of Labor and Industries, which we provided. The responses from the insurance company reference our memorandum of coverage, which our attorney then wanted to review, and is currently in that process.

If I receive the contract before our upcoming meeting, I will distribute it to everyone for review. We can then decide whether to add it to the agenda for further discussion.

8.b. Item: Levy Committee

Presented By: Jay Cochran

All mailers have been successfully sent out, and you should receive yours by this weekend. If you haven't received it, please provide your address so I can check the delivery route and notify the post office.

We utilize a service where mailers are dropped off one day and dispatched the following day, which is especially critical during ballot initiatives and campaigns.

The overall cost for this project came to approximately \$6,000, which was slightly higher than anticipated. The number of residents increased from 17,481 to over 18,000, likely due to new residents moving into the area. This is common and is a positive development, as it allows us to reach more people.

At the recent Chamber luncheon, where I distributed the mailers during the candidate forum, I received positive feedback regarding the mailers. Representative Shavers, Representative Dave Paul, and Commissioner St. Clair were all in attendance and expressed their strong support for the levy and the work we are doing.

I also heard encouraging comments from others, indicating they had read the mailer. One gentleman specifically mentioned his appreciation for our accountability in fulfilling our promises from the last levy. It was gratifying to hear such positive reactions, especially since I had not realized the mailers had started reaching households, as I had not yet received mine.

Commissioner Larsen and I attended the Rotary luncheon and delivered a presentation that received a lot of positive feedback. I shared insights on how investing in recreation serves as a preventive measure against crime-related activities. Several attendees approached me afterward to express their appreciation for this perspective, indicating that they found it to be a compelling argument.

Although the event was small, I valued the constructive feedback and the engaging discussions that followed. Thank you for the opportunity to share this important message!

8.c. Item: Bylaw Committee

Presented By: C/Hartmann & C/ Guy

The Bylaws and Standing Rules are included in this packet for review.



BYLAWS (IAW RCW 24.03.070)

ARTICLE I. NAME, POWERS, RIGHTS, AND LIABILITIES

Section 1.1 Name

The name of the municipal corporation, duly established pursuant to the laws of the State of Washington, shall be "NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT" "hereinafter referred to as "the District".

Section 1.2 Powers, Rights, and Liabilities

By and in the District name, the District shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations, now and hereafter, imposed upon municipal corporations of the same class, by the Constitution and the laws of the State of Washington, and shall have and exercise by, or which are incidental to or inhere in municipal corporations of like character and degree. The District shall have all powers possible to have under the Constitution and laws of this State.

Section 1.3 Property

The properties managed by the District include the John Vanderzicht Memorial Pool located at 85 SE Jerome Street, Oak Harbor, WA. 98277, the Clover Valley property located at 996 Ault Field Road, Oak Harbor, WA. 98277, including ball fields, an off-leash dog park, the adjacent property, and the Hillcrest property.

ARTICLE II. THE GOVERNING BODY BOARD COMPOSITION

Section 2.1 Board Composition

The governing body of the District shall consist of a Board of five (5) elected members, known as Commissioners hereinafter referred to as "the Board". The Commissioners must reside or own property within the boundaries of the District and must be registered to vote within the same District.

Section 2.2 Terms and Conditions

Commissioner elections and terms will be in accordance with RCW 36.69 and 42.12.

Section 2.3 Bylaw Adoption

These bylaws shall be reviewed and adopted at least every twenty-four months after each revision or sooner if a revision is made during that twenty-four-month period.

ARTICLE III. DUTIES OF THE BOARD AND BOARD MEETINGS

Section 3.1 Duties of the Board.

The Board of Commissioners shall exclusively provide policy, oversight, and direction for the District, its Executive Director, and staff in accordance with RCW 36.69.120.

Section 3.2 Board Positions.

The majority of the whole membership of the Board shall elect a Chair, Vice-Chair, and Secretary. These officers shall hold office until the first meeting in January of each year. They may, if reelected, serve more than one term. The Board may, upon a vote of 60%, vacate any position when the officer fails to adequately perform their assigned duties effectively. An election for the vacated position should be held as soon as feasible.

Section 3.2.a Duties of the Chair.

The Chair shall preside over all meetings of the Board. In the Chair's absence or inability to preside, the Vice-Chair shall assume all duties. If, however, the Chair is to be permanently unable to preside, the Board shall select a new Chair for the remainder of the term. The Chair shall be responsible for developing the agendas for the Board's monthly meetings and have them available at least 24 hours before the meeting for distribution upon request in accordance with RCW 42.30.077. This duty can be delegated.

Section 3.2.b Duties of the Secretary.

In accordance with RCW 42.30 and 42.56, the Secretary shall be responsible for overseeing all records and files, including mandatory archiving of records, and the Secretary shall post all notices of regular and special Board Meetings. This includes archiving as outlined by the State Archival System. This duty can be delegated.

Section 3.3

The Board will govern lawfully the RCWs in the best interest of the community that it serves and the citizens that reside in the District.

Section 3.4

Any ethical violation observed or reasonably suspected by any community member or District employee on District premises or in its programs

brought to the Board will be addressed promptly.

Section 3.5

The Board shall not cause or allow any practice activity, decision, or organizational circumstance that is unlawful or in violation of commonly accepted business practices or professional ethics.

The Board, as individuals, are enabled to utilize their Commissioner titles when expressing their individual beliefs publicly. If choosing to do so, it must be made clear when speaking in an official capacity, or if what is being stated is done so in a personal capacity. To safeguard the public's trust and confidence in the District, Commissioners are not to utilize the prestige of the District for personal gain.

Section 3.6 Meeting and Meeting Notice

- a. All NWPPRD Board meetings shall operate in compliance with all relevant provisions of RCW 42.30.
- b. Regular Meetings. A Resolution of the Board shall establish the time and place of regular meetings of the Board. Such Resolution will also specify the appropriate notification of such meeting IAW RCW 42.30.075,
- c. Special Meeting. The Chair, or the majority of the Board, may call special meetings at any time. The notification of such a meeting must be delivered to each board member and others requiring notification IAW RCW 42.30.080.
- d. Executive Sessions. The Board may hold executive sessions IAW RCW 42.30.110.

Section 3.7 Quorum.

A majority of all members of the Board shall be present to constitute a quorum for the transaction of business at all meetings of the Board. When a quorum is present at any Board meeting, the vote of at least three Board members present and voting shall decide any question brought before such meeting, and such vote shall be binding upon all Board members unless the question is one upon which by express provision of Washington State law, these bylaws or *Robert's Rules of Order* a different vote is required, in which case such express provisions shall govern and control the decision of such question. Washington State law shall supersede all others if there is any doubt.

Section 3.8 Parliamentary Procedures.

Unless otherwise governed by the provisions of these bylaws or laws of the State of Washington, *Roberts Rules of Order*, most recent edition, shall apply.

Section 3.9 Business and Standing Rules

The Secretary shall digitally maintain a list of Business and Standing Rules as

adopted by the Board to assist in the day-to-day decision making of the board and executive staff. Each member of the Board shall have access to and adhere to the Business and Standing Rules as adopted. Business and Standing rules may be amended, appended or stricken at any time by a majority vote of the board. The Business and Standing rules are intended to establish precedent, maintain standardization in the decisions made by the Board.

Section 3.10 Boards Acting as a Body.

The Board shall act as a body in making decisions and announcing them. No member shall speak or act for the Board without prior authorization of a majority of the Board except as provided in these bylaws.

Section 3.11 Board Meetings Records

- a. Minutes. The proceedings of the Board Meetings shall be recorded and maintained in accordance with RCW 42.56. The minutes shall consist primarily of a record of the action taken. Prior to adopting the minutes, copies of the proposed minutes shall be forwarded to all Board members before the next regular meeting for their reference and/or correction. The Board shall consider the minutes for adoption or necessary correction at the next regular meeting. Copies of the adopted minutes shall be made available to all Board members.
- b. Resolutions and Motions. Every action by the Board of a general or permanent nature and every action otherwise required by state statute shall be by Resolution or Motion.

Section 3.12 Committees

The Chair may appoint Board members to serve on standing or special committees. At the time of the appointment of such members, the Chair shall state the objective of the Committees and reporting requirements. .

ARTICLE IV. DUTIES OF THE EXECUTIVE DIRECTOR

Section 4.1. Appointments and Removal.

The Board shall appoint and remove the Executive Director. The Executive Director shall serve under an employment contract to be reviewed for renewal at least annually. The Executive Director shall perform the administrative duties specified in these bylaws.

Section 4.2. Duties of the Executive Director.

- a. To have general supervision over the operational and administrative affairs of the District.
- b. To appoint and remove, at any time, employees of the District at

their discretion, and as the law, policies of the District, and circumstances may indicate.

c. To attend all meetings of the Board and committees at which that body may require the Executive Director's attendance.

d. To represent the District to the greater community, including partners, social organizations, and the public.

e. To recommend for adoption by the Board such measures as the Executive Director deems necessary.

f. To prepare and submit to the Board such reports as required or as they deem necessary.

g. To keep the Board advised monthly of the District's financial condition and future needs.

h. To make the Board aware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, or other pertinent changes in the District.

i. To prepare and submit to the Board a proposed operating budget and plan for the fiscal year and administer the adopted budget.

j. To administer the activities of the District to fulfill its mission, promote its programs, and maintain its facilities.

k. To organize and schedule special events and programs.

l. To organize and maintain all written policies and resolutions so that they can be implemented quickly and efficiently.

m. The Executive Director shall be authorized to expense routine payroll and operational expenses without Board resolution or signatures.

n. The Executive Director shall not, without Board approval, remove more than 10% from the District Reserve Fund.

o. The Executive Director shall be authorized to sign contracts on behalf of the District, with prior Board approval.

p. Perform all other duties assigned by the Board in accordance with the Executive Director's contract.

ARTICLE V. SEVERABILITY

Section 5.1

If any of these bylaws or their application to any person or circumstance is held invalid, the remainder of these bylaws or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VI. AMENDMENTS

Section 6.1

These bylaws, as adopted by the Board may be revised or amended at any regular meeting of the Board, if amendments or proposed revisions are submitted in writing to each board member at least ten days prior. No amendments to the bylaws shall be permitted without prior notice and the majority vote of the Board.

Section 6.2

The foregoing bylaws of the North Whidbey Pool, Park, and Recreation District, consisting of six Articles, have been amended, adopted, and approved by the majority vote of the Board on October 2, 2024, and shall supersede all past bylaws of the District.

Business and Standing Rules

of the

North Whidbey Pool Park and Recreation District

The rules herein were approved by a majority vote of the Board of Commissioners (BoC), North Whidbey Pool, Park, and Recreation District. The rules are binding among the BoC and staff doing business with BoC. This document shall be maintained by the Board Secretary or their designee and updated with relevant information and rules directed by the BoC.

Definitions

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

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

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

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

General BoC Rules

All members shall attend at least 10 regular meetings and should advise the Chair if they are not expecting to be in attendance. Additionally, board members are encouraged to attend at least 2 district activities annually to help foster relationships with community members and to remain engaged with the district.

In open forum among the public or junior staff, when conducting business, the BoC and Staff will maintain a professional relationship and control emotions in conversation.

To maintain a respectful environment and decorum, commissioners will be addressed as “Commissioner *last name*.” The Executive Director will be addressed as “Director *last name*.” Other staff and members of the public will be addressed appropriately in a manner they prefer according to the established working relationships.

Personal character attacks are never acceptable. BoC and senior staff, regardless of tenure or hierarchy, shall immediately intervene if personal attacks occur and control the situation. Respectful dialogue is required to further any initiatives. All BoC members and staff shall be given a reasonable opportunity to present their points of view without interruption before any action. In general, comments should be limited to 3 minutes or less, rebuttals should be limited to 1 minute, and only address and offer new information.

Respectful professional criticism, feedback, and discipline should be offered/presented in a private or semi-private forum. It shall never occur in an open forum or in the presence of junior staff or the public.

Commissioners shall never task, criticize, or discipline staff other than the Executive Director. The Executive Director should be notified of the need for discipline of their employees. Commissioners are encouraged to engage staff in other non-supervisory ways and may request feedback from staff; such as “How’s your day? How is the new policy working out? Do you have any recommendations you’d like me to take to the board?”

While attending meetings, the BoC and staff will represent the district professionally. While no dress code is agreed upon, participants should dress the way they wish to represent themselves and the organization.

Public meetings require much concentration, and decisions greatly impact patrons and taxpayers. Members and staff should be prepared, rested, alert, and not intoxicated during all official meetings. Failure to prepare or inattentiveness is disrespectful to the time of other members, staff and the public.

Budget Committee Rules

Bylaws Committee Rules

Program Committee Rules

Proposals

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

Evaluation of program success

Each program will be reviewed after two sessions for seasonal programs or after 1 year for year-round programs to ensure that the cost model used during approval is meeting expectations. At that time the program committee shall recommend one of the following actions to the BOC: approve continuance, recommend modification, table for 1 additional session or 6 months for year-round programs for further evaluation or end unsuccessful programs.



Commissioner Communication

9.a. Item: Masters Swim Team

Meeting Date: 10.24.2024

Presented By: Julie Millang

The masters swim team is officially registered with US Masters through the end of 2025. The team's name is the Whidbey Wahoos. Marketing material will be updated to include the team's name and master's logo. We will also put a link on our website to direct users to the US Masters page for registration.

9.b. Item: Pricing Structure Update

Presented By: Julie Millang

Using the item categorization worksheets as completed during the special meeting on Monday, October 14th, the original 2024 budget, and the planned operating hours for 2024, I calculated the administrative/lane fee as follows:

\$27.23/hr. based on six lanes

\$20.42/hr. based on eight lanes (this counts the hot tub and training pool as lanes)

We have used both six and eight lanes both for calculations previously; this has depended on if it was for a full facility rental or a program sharing space with other programs/activities. Moving forward, it would be helpful to have a consistent determination on using six or eight lanes for this calculation.

Excluding expenses that will pass directly to specific programs (ie basketball, day camp), the user funded total is approximately \$734,000 and the levy funded amount is approximately \$845,000.

9.c. Item: COLA and Longevity Pay Increases

Meeting Date: 10.24.2024

Presented By: Julie Millang

Minimum wage in Washington state will increase to \$16.66/hr. on January 1, 2025, a 2.33% increase. We plan to mirror this increase for staff. This will adjust staff wages who have already received raises to keep their wages fair, competitive, and equitable.

Pending board approval, the employee handbook permits longevity pay increases for staff on their odd anniversary years, starting with their first year of employment.

RECOMMENDED MOTIONS

I move to approve the Cost-of-Living Adjustment for the current part-time job and exempt staff for 2024 at the rate of 2.33%.

I move to approve a 3% longevity raise for staff who qualify based on their anniversary date with the District.

This section is for staff use

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

Vote: Y/N/AB

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



Commissioner Communication

10.a. Item: Holiday Schedule

Meeting Date: 10.24.2024

Presented By: Jay Cochran

Our office will close at 1:00 PM on the day before Thanksgiving. We will remain closed on Thanksgiving Day, the following Friday, and the day after Thanksgiving. We will resume normal operations on the Saturday following the holiday.



Commissioner Communication

11. Item: Executive Session None

Meeting Date: 10.24.2024

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**____

12. Item: Action Item/Review

Presented By: Staff/Secretary

13. Item: Final Board Comments

Presented By: BOC

14. Item: Thursday, November 21, 2024 (third Thursday in November)

Presented By: Chair Staff Note to Chair: Business Manager would like to inquire if the BOC would like a proposed budget review workshop before this date bc the BOC will need to approve the budget at the next meeting.

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**____