



# PUBLIC NOTICE



## BOARD OF COMMISSIONERS REGULAR MEETING

Location: Oak Harbor Chamber of Commerce

Date & Time: Thursday, November 21, 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. 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

### 8. COMMITTEE REPORTS

- a. Program Committee
  - i. Draft Contract Review
- b. Levy Committee
  - i. Levy/Volunteer Thank you  
Date
- c. Bylaw Committee

### 9. UNFINISHED BUSINESS

- a. Resolution 2024-05 Adopting Bylaw  
Amendments & Establishing Standing Rules
- b. Resolution 2024- 06 Adopting 2025 Budget
  - i. Levy Certificate

### 10. NEW BUSINESS:

- a. Resolution 2024-07 Establishing 2025 BOC  
Meeting Schedule
- b. Maintenance Manager Job Description

### 11. EXECUTIVE SESSION:

### 12. ACTION ITEM/REVIEW

### 13. FINAL BOARD COMMENTS:

### 14. NEXT MEETING: DECEMBER 19, 2024 @ 6 P.M.

### 15. ADJOURNMENT:



## Commissioner Communication

### 1. Item: Meeting Called to Order

**Meeting Date:** 11.21.2024

**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.

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### 2. Item: Roll Call

**Presented By:** Chair

*This section for staff use*

Com. Kraner \_\_\_\_, Com. Larsen \_\_\_\_, Com. Witmer \_\_\_\_, Com. Hartmann \_\_\_\_, Com. Guy \_\_\_\_.

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### 3. Item: Agenda

**Presented By:** Chair

Does anyone have anything to add to the Agenda?

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### 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:** 11.21.24

**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.)*

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### 6. Item: Consent Agenda Approval

**Presented By:** Chair

#### 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 & Payroll

i. **Expense Vouchers #s 10553-10592** \$46,058.22

ii. **Payroll:** \$66,511.06

iii. **DOR** \$2,998.41

**TOTAL:** \$115,567.69

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

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_ **BL**\_\_\_ **JW**\_\_\_ **MH**\_\_\_ **DG**\_\_\_

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

John Vanderzicht Memorial Pool  
85 SE Jerome St, Oak Harbor, WA 98277  
Monday, October 14, 2024  
6:00 p.m.

- 
1. **Meeting was called to order at 6:00 PM**
  2. **ROLL CALL: Commissioners Kraner, Witmer, Larsen, Guy, and Hartmann were present.**
  3. **AGENDA:**
    - a. **PRICING STRUCTURE:** The business manager presented an outline of the budget, and commissioners decided whether each program should be funded by levy, revenue, or shared dollars.
    - b. **BUDGET ADJUSTMENTS:** Commissioners discussed any necessary adjustments with the Executive Director and Business Manager.
    - c. **Commissioner Witmer moved to amend the budget as presented. Commissioner Guy seconded the motion, which carried unanimously without discussion.**
  4. **ACTION ITEM/REVIEW:** None.
  5. **FINAL BOARD COMMENTS:** None.
  6. **NEXT MEETING: REGULAR MEETING ON OCTOBER 24, 2024 @ 6:00 P.M. @ THE OAK HARBOR CHAMBER OF COMMERCE**
  7. **ADJOURNMENT:** Commissioner Guy motioned to adjourn the meeting at 8:55 PM. Commissioner Witmer seconded the motion, which carried unanimously with no discussion.

Attest:

\_\_\_\_\_  
Brit Kraner, Chair

\_\_\_\_\_  
date



## BOARD OF COMMISSIONERS REGULAR MEETING

Oak Harbor Chamber of Commerce

32630 SR 20, Oak Harbor, WA 98277

Thursday, October 24, 2024

6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00 PM.
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, Guy, and Hartmann were present.
3. **AGENDA:** Commissioner Guy motioned to approve the agenda as presented. Commissioner Witmer seconded the motion, which was carried unanimously with no discussion.
4. **PUBLIC COMMENTS:** None.
5. **CONSENT AGENDA ANNOUNCEMENT**
6. **CONSENT AGENDA ITEMS**
  - a. Minutes: 9.26.24 BOC Regular Meeting. Commissioner Larsen motioned to approve the minutes as presented. Commissioner Guy seconded the motion, which was carried unanimously with no discussion.
  - b. Vouchers and Payroll:
    - i. Expense Voucher  
# 's 10493-10552  
\$ 43,634.17
    - ii. Payroll  
\$63,942.40
    - iii. DOR  
\$2,357.51Total \$109,934.08
7. **STAFF REPORTS:** The Executive Director presented staff reports to the Board.
8. **COMMITTEE REPORTS**
  - a. Program Committee: The Executive Director presented an item regarding insurance coverage contracts. The item will be reviewed in the next scheduled regular meeting.
  - i. Levy Committee: The Executive Director presented that mailers were successfully sent. She also noted some events attended by herself and commissioners.
  - b. Bylaw Committee: Commissioners Guy and Hartmann presented on the updated Bylaws and inclusion of Business and Standing Rules. They are included in the packet for review, and will be presented in the next regular meeting for approval.
9. **UNFINISHED BUSINESS**
  - a. Masters Swim Team: The Business Manager presented on the US Masters Swim Program, the Whidbey Wahoos. Promotional materials will be developed to increase awareness that there is a team.
  - b. 2025 Budget- Pricing Structure Update: The Business Manager presented on the pricing structure to be taken into consideration when building program fees for 2025.
  - c. 2025 Budget- COLA/Longevity Raises: The Business Manager presented on proposed COLA and Longevity raises.

- i. Commissioner Larsen motioned to approve the Cost-of-Living Adjustment for the current part-time job and exempt staff for 2025 at the rate of 2.33%. Commissioner Guy seconded the motion, which was carried unanimously with no discussion.
- ii. Commissioner Guy motioned to approve a 3% longevity raise for staff who qualify based on their anniversary date with the District. Commissioner Larsen seconded the motion, which was carried unanimously with no discussion.

**10. NEW BUSINESS:**

- a. **Holiday Schedule:** The Executive Director presented the upcoming holiday schedule for the pool.

**11. EXECUTIVE SESSION:** None.

**12. ACTION ITEM/REVIEW:**

- a. Staff to put Bylaws and Business & Standing Rules documents into resolution format.
- b. Business Manager to rework budget amounts to reflect 8 lanes, and without lifeguards for programs not affiliated with the pool.
- c. Commissioner Hartmann to send calendar invites to BOC and staff for Special Meeting on November 7, 2024.
- d. Note to staff, only print formatted blue pages and agendas for BOC to have at meetings.

**14. FINAL BOARD COMMENTS:**

**15. NEXT MEETING:** November 7, 2024, at 6:00 PM at the John Vanderzicht Memorial Pool.

**16. ADJOURNMENT:** Commissioner Guy motioned to adjourn the meeting at 6:31 PM. Commissioner Hartmann seconded the motion, which was carried unanimously with no discussion.

Attest:

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Brit Kraner, Chair

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date



## BOARD OF COMMISSIONERS SPECIAL MEETING

John Vanderzicht Memorial Pool  
85 SE Jerome St, Oak Harbor, WA 98277  
Monday, November 7, 2024  
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:04 PM
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, Guy, and Hartmann were present.
3. **AGENDA**
  - a. 2025 Budget Review Workshop: Commissioner Hartmann motioned to strike 2025 Budget Review Workshop and add administrative discussion to the agenda. Commissioner Witmer seconded the motion, which was carried unanimously without discussion.
  - b. Commissioner Kraner asked the Executive Director to send a proof copy of the agendas to the secretary prior to publishing as public notice. Commissioners should be added to all mailings to stay up to date as to what community members are receiving as communications.
4. **ACTION ITEM/REVIEW:** None.
5. **FINAL BOARD COMMENTS:** None.
6. **NEXT MEETING:** November 11, 2024 at 5:00 PM at the John Vanderzicht Memorial Pool.
7. **ADJOURNMENT:** Commissioner Larsen motioned to adjourn the meeting at 6:24 PM. Commissioner Guy seconded the motion, which was carried unanimously with no discussion.

Attest:

\_\_\_\_\_  
Brit Kraner, Chair

\_\_\_\_\_  
date



## **BOARD OF COMMISSIONERS WORKSHOP MEETING**

John Vanderzicht Memorial Pool  
85 SE Jerome St, Oak Harbor, WA 98277  
Monday, November 11, 2024  
5:00 PM

1. **MEETING CALLED TO ORDER** at 5:02 PM
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, Guy, and Hartmann were present.
3. **AGENDA**
  - a. 2025 Budget Review Workshop: No action taken
  - b. A short recess was taken at 6:52 PM for 8 minutes.
4. **ACTION ITEM/REVIEW:** None.
5. **FINAL BOARD COMMENTS:** None.
6. **NEXT MEETING:** BUDGET WORKSHOP. Monday November 18, 2024, at 6:30pm at the John Vanderzicht Memorial Pool.
7. **ADJOURNMENT:** Commissioner Larsen motioned to adjourn the meeting at 7:44 PM. Commissioner Guy seconded the motion, which was carried unanimously with no discussion.

Attest:

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Brit Kraner, Chair

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date



<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>657062-657071</i>	<i>10.09.2024</i>	<i>10553-10565</i>	<i>\$12,886.07</i>
<i>657414-657418</i>	<i>10.16.2024</i>	<i>10566-10570</i>	<i>\$ 3,665.22</i>
<i>658212-658218</i>	<i>10.30.2024</i>	<i>10571-10581</i>	<i>\$14,317.94</i>
<i>658456-658463</i>	<i>11.06.2024</i>	<i>10582-10592</i>	<i>\$15,188.99</i>
			<i>\$46,058.22</i>
<i>Payroll, Payroll Processing Fee, L&amp;I Transfers from M &amp; O Account to Payroll Account of</i>			<i>\$66,511.06</i>
<i>Department of Revenue Transfer</i>			<i>\$ 2,998.41</i>
<i>Total of Voucher #s 10553-10592,</i>			
<i>Payroll Transfer (Including Payroll Processing Fee and L&amp;I) &amp; Dept. of Revenue Transfer</i>			<i>\$115,567.69</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 November 21, 2024

\_\_\_\_\_  
 Brit Kraner, Commissioner

\_\_\_\_\_  
 Bill Larsen, Commissioner

\_\_\_\_\_  
 Jaemee Witmer, Commissioner

\_\_\_\_\_  
 Melissa Hartmann, Commissioner

\_\_\_\_\_  
 David Guy, Commissioner

# North Whidbey Pool, Park & Recreation District

## Voucher Report

### October 2024

Date	Num	Name	Memo	Amount
<b>Oct 24</b>				
10/03/2024	10553	4000470 R1 Cascade Natural Gas	Gas: Pool	6,935.72
10/03/2024	10554	4000470 R1 Cascade Natural Gas	Gas: Spa,Lk Rm,Lobby,Ofc	579.11
10/03/2024	10555	4000489 R2 City of Oak Harbor Utilities	Pool Water	1,061.40
10/03/2024	10556	4000489 R2 City of Oak Harbor Utilities	Patron Water	2,014.50
10/03/2024	10557	4000489 R2 City of Oak Harbor Utilities	CVP Water	79.46
10/03/2024	10558	4000539 R1 Diamond Site Services	Portable Toilet	225.00
10/03/2024	10559	4000643 R1 Island Disposal	CVP Garbage	127.94
10/03/2024	10560	5007369 R1 Whidbey Tech Solutions	IT Monthly Service	1,261.13
10/03/2024	10561	4001129 R1 Electronic Business Machi...	Copy Machine Usage	141.81
10/03/2024	10562	9603408 Saylor Skoglund	Patron Refund - Volleyball	115.00
10/03/2024	10563	9603409 Steffan Livingston	Patron Refund - Volleyball	115.00
10/03/2024	10564	9603410 Vanity Harvey	Patron Refund - Volleyball	115.00
10/03/2024	10565	9603411 Cassandra Ching	Patron Refund - Volleyball	115.00
10/10/2024	10566	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	2,892.23
10/10/2024	10567	4001042 R1 WMS Aquatics	Liquid Chlorine	362.96
10/10/2024	10568	4001071 R1 Julie Millang	Cell Phone Reimb July-Sept 24	180.00
10/10/2024	10569	5009807 Shane Hoffmire	Cell Phone Reimb July-Sept 24	50.03
10/10/2024	10570	5010539 Jamie Cochran	Cell Phone Reimb July-Sept 24	180.00
10/23/2024	10571	4000136 R1 Canon Financial Services ...	Copy Machine Lease	156.71
10/23/2024	10572	5002140R2 Pacific Grace Tax & Accou...	Payroll Processing 2024-09	584.36
10/23/2024	10573	4000705 R1 Puget Sound Energy	Electric Bill	4,518.32
10/23/2024	10574	4000758 R1 WA State Auditor's Office	20-22 Audit	1,599.65
10/23/2024	10575	4000793 R4 Visa	J Cochran CC	4,077.50
10/23/2024	10576	4000793 R4 Visa	S Hoffmire CC	356.02
10/23/2024	10577	4000793 R4 Visa	J Millang CC	530.52
10/23/2024	10578	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	1,746.34
10/23/2024	10579	4000897 R1 Airgas USA, LLC	Cylinder Rental Hot Tub	197.74
10/23/2024	10580	4001129 R1 Electronic Business Machi...	Copy Machine Usage	170.12
10/23/2024	10581	4000120 R1 Aquatic Instruction LLC	LG In-Service October 2024	380.66
10/31/2024	10582	4000489 R2 City of Oak Harbor Utilities	Pool Water	1,008.76
10/31/2024	10583	4000489 R2 City of Oak Harbor Utilities	Patron Water	1,634.31
10/31/2024	10584	4000489 R2 City of Oak Harbor Utilities	CVP Water	59.42
10/31/2024	10585	4000539 R1 Diamond Site Services	Portable Toilet Dog Park	225.00
10/31/2024	10586	4000470 R1 Cascade Natural Gas	Gas: Pool	9,174.90
10/31/2024	10587	4000470 R1 Cascade Natural Gas	Gas:Spa,Lk Rm,Lobby,Ofc	676.81
10/31/2024	10588	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	1,682.36
10/31/2024	10589	4001629 Elaine's Photo Studio	Volleyball Shirts	382.43
10/31/2024	10590	9603416 Alexandra Colvin	Patron Refund Volleyball	115.00
10/31/2024	10591	9603417 Jamie Mason	Patron Refund Volleyball	115.00
10/31/2024	10592	9603418 Whitlei Kindred	Patron Refund Volleyball	115.00
<b>Oct 24</b>				<b>46,058.22</b>



## Commissioner Communication

### 7. Item: Staff Reports

**Meeting Date:** 11.21.2024

**Presented By:** Jay Cochran

#### Comment Cards:

“Could we please initiate a rule that swim suits are required to be worn in the showers. Having naked women wash their cr\*%^& (pelvic region) right next to a 4 year old boy or girl is not appropriate.” -anonymous

“With the showers being so open, it would be nice to have a bathing suit required in showers. When multiple people are in there, kids are standing right next to grown naked women who are intimately washing themselves. This doesn’t seem appropriate.”-anonymous

“Please, please add shower curtains and fix all the showers, OR tell people to NOT undress like they are at a home private shower. These are public!!! Children should NOT watch naked people shower and be forced inches from their faces or we will be forced to stop coming after years of attendance.”-Tislaea Martin

We continue to get these comments from our morning private swim lesson moms, approximately four of them, but in my overall career this is the first time I have dealt with this topic. I checked with our Business Manager, and she is unaware of any time since she has worked here that they received similar complaints. I want to emphasize that the aerobics group has been a key part of the morning routine for decades. Given their long-standing commitment to keeping the pool open, I feel it’s unfair to suddenly create a rule that alters how they use the pool after all the time they’ve invested. However, I still always try to see it from the other side, so after discussing with the BM, we believe the best solution is to move the private lessons to a time before the school district’s swim classes begin in January. This still allows both types of groups to use as they prefer, as well as only having our instructors coming in once versus twice during the day. We have made the alternative of the shower in the staff locker or the pool deck shower as an alternative in the meantime. This should alleviate any conflicts between the two groups and, in our view, represents the most equitable solution.

As for getting the showers fixed, this is a solution the Maintenance Assistant is trying to find bc parts to replace are \$800 per kit from my understanding and he believes that he can do it for less by coming up with a different solution.

“Coach Sammy is absolutely the best. She is the reason we continue with swim lessons. My children have learned so much from her.” -anonymous

This comment is in regard to the sauna. I will talk with the Maintenance Director when he returns.

“INSTAL ADDITIONAL STEP. PEOPLE SIT RIGHT ABOVE EXSISTING STEOP BLCOKING HE ABILITY TO USE IT.”

Action Items Update- to date all other items are completed.

### **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. 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 believe she should be able present this at program committee on Monday, Nov. 18th.

### **Executive Director Report**

- **Lifeguard Availability for Holidays**The lifeguard schedule for the days after Christmas and New Year’s is looking challenging, as many of our regular staff will be out of town. We’re reaching out to see if any lifeguards returning from school might be available to help cover those shifts or at least provide some operational hours during those days.
- **4th of July Sponsorship & Chamber Luncheon** I’ve reached out to the Chamber to inquire about the cost of sponsorship for the 4th of July celebration. I’m also

working on organizing "Thank You" table toppers for the next Chamber luncheon as a way to recognize our supporters.

- **Meeting with Whidbey Island Art and STEM** I have a meeting scheduled next week with Whidbey Island Art and STEM to explore potential partnership opportunities for next year. I'll share more details as things develop.
- **Gate Timing Issue** We had a patron accidentally left in the park recently due to an issue with the gate timing system. It needed reprogramming to accommodate the fallback for daylight saving time. The reprogramming has now been completed, and we have a backup system in place that allows the Sheriff's department to access the park if needed. It worked as intended during the last test.
- **Volleyball and Basketball Updates** Volleyball season will wrap up on December 4th. We noticed that registration numbers were lower than expected, so the front desk began calling past participants to encourage sign-ups. This outreach has paid off—registrations have been steadily increasing, and we're now up to 115 participants. You'll also start seeing basketball registration signs going up around town soon.
  - I will be on vacation from November 25, 2024, to November 29, 2024.
  - Maintenance Closure for December is scheduled for 12.26.2024-1.4.2025, we will re-open on January 5th at 10:00 a.m.

### **Business Manager**

I met with Robin from Big Brothers Big Sisters. They are moving forward with purchasing an initial batch of 50 punch cards for their families to use for open swim and tot pool visits. We are excited to get this set up for them so their families can start utilizing the facility soon.

December swim lessons have been added to the calendar. We will run a six-lesson session to end prior to Christmas; this will help boost the programs year end numbers. These were not put on the original calendar due to a possible maintenance closure.

Attendance for the evening water aerobics has been a roller coaster recently. This is somewhat the norm for this time of year, as it is colder and getting darker earlier. We will look at ways to reenergize the attendance and marketing for all classes as we head toward the new year.

### **Client Services Coordinator**

We had a successful series of events in October, with the Rubber Ducky Swim being the most notable. While some events had slightly lower attendance than we had hoped, we did see patrons attending multiple events. I am currently working with the CSS staff to contact

families who registered for basketball last year but have not yet registered this year. We have already had multiple families sign up as a result of these calls.

As we look ahead to the new year, I anticipate regular check-ins with the CSS staff, including additional group and one-on-one training sessions. We will also be exploring ways to improve the front desk workflow and streamline the check-in process.

**Treasurer's Report**  
**Transactions from 10/1/2024 to 10/31/2024**

**646 - NO WHID POOL PARK REC MAINT****Cash Balance at 9/30/2024****357,833.02**

10/03/2024	ISLAND COUNTY T N WHIDBEY PP&R	WB	0.00	4,666.96	
10/10/2024	ISLAND COUNTY T N WHIDBEY PP&R	WB	0.00	18,981.12	
10/17/2024	ISLAND COUNTY T N WHID PP&R SW	WB	0.00	5,435.50	
10/24/2024	ISLAND COUNTY T N WHID PP&R SW	WB	0.00	4,728.60	
10/31/2024	OCT 24 PROP TAX DISTRIBUTION		0.00	361,291.72	
10/31/2024	ISLAND COUNTY T N WHID PP&R SW	WB	0.00	7,197.50	
	<b>Revenue Total</b>		<b>0.00</b>	<b>402,301.40</b>	<b>402,301.40</b>

10/03/2024	PATRON NO WHIDBEY POO	KY 00653844	0.00	51.00	
10/09/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00657062	6,935.72	0.00	
10/09/2024	CASCADE NATURAL NO WHIDBEY POO	KY 00657062	579.11	0.00	
10/09/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00657064	1,061.40	0.00	
10/09/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00657064	2,014.50	0.00	
10/09/2024	CITY OF OAK HAR NO WHIDBEY POO	KY 00657064	79.46	0.00	
10/09/2024	DIAMOND RENTALS NO WHIDBEY POO	KY 00657065	225.00	0.00	
10/09/2024	PATRON NO WHIDBEY POO	KY 00657070	115.00	0.00	
10/09/2024	PATRON NO WHIDBEY POO	KY 00657063	115.00	0.00	
10/09/2024	PATRON NO WHIDBEY POO	KY 00657069	115.00	0.00	
10/09/2024	PATRON NO WHIDBEY POOL	KY 00657067	115.00	0.00	
10/09/2024	ISLAND DISPOSAL NO WHIDBEY POO	KY 00657068	127.94	0.00	
10/09/2024	ELECTRONIC BUSI NO WHIDBEY POO	KY 00657066	141.81	0.00	
10/09/2024	WHIDBEY TECH SO NO WHIDBEY POO	KY 00657071	1,261.13	0.00	
10/15/2024	N. WHID PP&R PAYROLL		29,781.76	0.00	
10/16/2024	COCHRAN, JAMIE NO WHIDBEY POOL	KY 00657415	180.00	0.00	
10/16/2024	MILLANG, JULIE NO WHIDBEY POOL	KY 00657417	180.00	0.00	
10/16/2024	HOFFMIRE, SHANE NO WHIDBEY POO	KY 00657416	50.03	0.00	
10/16/2024	WMS AQUATICS-WM NO WHIDBEY POO	KY 00657418	362.96	0.00	
10/16/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00657414	2,892.23	0.00	
10/29/2024	N.WHIDBEY PP&R DOR		2,998.41	0.00	
10/30/2024	VISA INC NO WHIDBEY POOL PARK	KY 00658218	4,077.50	0.00	
10/30/2024	VISA INC NO WHIDBEY POOL PARK	KY 00658218	530.52	0.00	
10/30/2024	VISA INC NO WHIDBEY POOL PARK	KY 00658218	356.02	0.00	
10/30/2024	PUGET SOUND ENE NO WHIDBEY POO	KY 00658217	4,518.32	0.00	
10/30/2024	AQUATICS INSTRU NO WHIDBEY POO	KY 00658213	380.66	0.00	
10/30/2024	PACIFIC GRACE T NO WHIDBEY POO	KY 00658216	584.36	0.00	
10/30/2024	CANON FINANCIAL NO WHIDBEY POO	KY 00658214	156.71	0.00	
10/30/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00658212	197.74	0.00	
10/30/2024	AIRGAS INC. NO WHIDBEY POOL PA	KY 00658212	1,746.34	0.00	
10/30/2024	ELECTRONIC BUSI NO WHIDBEY POO	KY 00658215	170.12	0.00	
10/30/2024	WA STATE AUDITO NO WHIDBEY POO	KY 00658219	1,599.65	0.00	
10/30/2024	N. WHID PP&R PAYROLL		36,729.30	0.00	
	<b>Expenditure Total</b>		<b>100,378.70</b>	<b>51.00</b>	<b>-100,327.70</b>

**Ending Cash Balance****Calculated Total****659,806.72****Book Total****659,806.72****Difference****0.00**

Treasurer's Report  
Transactions from 10/1/2024 to 10/31/2024

648 - NO WHID POOL PARK REC BOND

Cash Balance at 9/30/2024				12.98
10/31/2024	ICTIP INV INTEREST - OCT 2024	0.00	0.56	
	Revenue Total	0.00	0.56	0.56
Ending Cash Balance		Calculated Total		13.54
		Book Total		13.54
		Difference		0.00





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

**NWPP&R BOND**

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648						230.40
	2.957	10/01/2024			0.56	230.40
	2.862	10/01/2024				230.40
Subtotal and Ending Balance	2.862		0.00	0.00	0.56	230.40
Totals and Ending Balance for NWPP&R BOND			0.00	0.00	0.56	230.40

Treasurer's Report  
Transactions from 10/1/2024 to 10/31/2024

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 9/30/2024				252,352.38
10/31/2024	ICTIP INV INTEREST - OCT 2024	0.00	101.98	
	Revenue Total	0.00	101.98	101.98
Ending Cash Balance		Calculated Total		252,454.36
		Book Total		252,454.36
		Difference		0.00



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

**NWPP&R RESERVE**

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	2.961	10/01/2024			101.42	41,669.34
	2.882	10/01/2024				41,669.34
Subtotal and Ending Balance	2.882		0.00	0.00	101.42	41,669.34
Totals and Ending Balance for NWPP&R RESERVE			0.00	0.00	101.42	41,669.34

Treasurer's Report  
Transactions from 10/1/2024 to 10/31/2024

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 9/30/2024				182.39
10/31/2024	ICTIP INV INTEREST - OCT 2024	0.00	7.91	
	Revenue Total	<u>0.00</u>	<u>7.91</u>	7.91
Ending Cash Balance		Calculated Total		190.30
		Book Total		190.30
		Difference		0.00



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

**NWPP&R CAPITAL**

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	2.960	10/01/2024			7.86	3,230.65
	2.883	10/01/2024				3,230.65
Subtotal and Ending Balance	2.883		0.00	0.00	7.86	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL			0.00	0.00	7.86	3,230.65



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

**Public Sector Statement**  
**October 31, 2024**  
page 1 of 3

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

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

**Public Transaction Analysis Interest**

ISLAND COUNTY TREASURER	Beginning balance 9-30-24	\$43,888.89
N WHIDBEY PARK & RECREATION DIST PAYROLL	2 Additions	+66,511.06
	8 Subtractions	-68,122.59
	<b>Ending balance 10-31-24</b>	<b>\$42,277.36</b>

**Additions**

<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	10-15		Trf Fr DDA 0000473631001525 4731	\$29,781.76
	10-30		Trf Fr DDA 0000473631001525 4731	36,729.30
			<b>Total additions</b>	<b>\$66,511.06</b>

**Subtractions**

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	10-4		Direct Withdrawal, Irs Usataxpymt	\$4,476.54
	10-4		Direct Withdrawal, Intuit Payroll Squickbooks	221.06
	10-11		Direct Withdrawal, Intuit Payroll Squickbooks	22,972.43
	10-11		Direct Withdrawal, Irs Usataxpymt	36.94
	10-18		Direct Withdrawal, Irs Usataxpymt	5,066.14
	10-30		Direct Withdrawal, Intuit Payroll Squickbooks	23,587.12
	10-31		Direct Withdrawal, Labor&Industriesl&l Elf	10,553.26
	10-31		Direct Withdrawal, WA Cares Web Pmt	1,209.10
			<b>Total subtractions</b>	<b>\$68,122.59</b>

**Interest earned**

Current Interest Rate	variable
Number of days this statement period	31



**Heritage**  
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	10-01-2024
Statement End	10-31-2024
Account Number	
Page	1 of 4

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



## Have you read Banking Business?

We publish a magazine for our business customers several times a year. In it, you'll find banking news and resources to help you maximize the financial success of your business or nonprofit.

Read it online at [heritagebanknw.com/bankingbusiness](https://heritagebanknw.com/bankingbusiness)

or pick up a copy at your local branch.



Equal Housing Lender | Member FDIC

### PUBLIC NOW CHECKING

Account No.

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$2.22

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$5,054.24		\$39,197.67		\$0.10		\$42,190.41		\$8.00		\$2,053.60

Deposit and Withdrawal totals include paid transactions only

### DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
10/01/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	391.00
10/02/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,349.50
10/03/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,447.50
10/03/24	Deposit	100.75
10/03/24	Deposit	94.50
10/03/24	Deposit	42.50
10/03/24	Deposit	89.75
10/03/24	Deposit	1.50
10/03/24	Deposit	71.00
10/03/24	Deposit	8.00



Equal Housing Lender | Member FDIC

23

HeritageBankNW.com | 800.455.6126

**DEPOSITS AND OTHER CREDITS**

Posted Date	Transaction Detail	Amount
10/03/24	Deposit	9.50
10/03/24	Deposit	54.50
10/03/24	Deposit	57.75
10/03/24	Deposit	37.50
10/03/24	Deposit	94.00
10/03/24	Deposit	244.97
10/03/24	Deposit	115.50
10/04/24	External Deposit CNI MLLNGTN DET EFT 100324 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *241003*1	5,918.00
10/04/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,476.50
10/07/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	651.50
10/07/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	751.75
10/07/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,456.85
10/08/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	968.50
10/09/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,341.75
10/10/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	673.00
10/11/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,208.50
10/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	230.00
10/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	777.00
10/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	821.50
10/15/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,172.50
10/16/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	553.00
10/17/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	529.85
10/18/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,073.50
10/21/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	407.25
10/21/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	566.00
10/21/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,050.50
10/22/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	362.50
10/23/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	739.00
10/24/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	908.50
10/25/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	344.75
10/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	547.50
10/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	795.50
10/28/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,427.50
10/29/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	586.00





**DEPOSITS AND OTHER CREDITS**

Posted Date	Transaction Detail	Amount
10/29/24	Deposit	65.00
10/29/24	Deposit	94.00
10/29/24	Deposit	63.00
10/29/24	Deposit	332.00
10/29/24	Deposit	51.00
10/29/24	Deposit	199.00
10/29/24	Deposit	49.75
10/29/24	Deposit	52.50
10/29/24	Deposit	82.50
10/29/24	Deposit	29.50
10/29/24	Deposit	71.00
10/29/24	Deposit	105.00
10/29/24	Deposit	17.00
10/29/24	Deposit	5.00
10/29/24	Deposit	39.50
10/29/24	Deposit	76.00
10/29/24	Deposit	33.50
10/29/24	Deposit	71.00
10/29/24	Deposit	113.50
10/30/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	669.00
10/30/24	Deposit	227.00
10/30/24	Deposit	15.50
10/30/24	Deposit	33.00
10/30/24	Deposit	59.50
10/30/24	Deposit	34.00
10/31/24	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,061.50
10/31/24	Credit Interest	0.10

**WITHDRAWALS AND OTHER DEBITS**

Posted Date	Transaction Detail	Amount
10/01/24	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,034.38
10/02/24	External Withdrawal AUTHNET GATEWAY - BILLING 137947269	93.40
10/03/24	Withdrawal NWPP AND REC	4,666.96
10/07/24	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 9539207	52.95





### WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
10/10/24	Withdrawal NWPP AND REC	18,981.12
10/17/24	Withdrawal NWPP AND REC	5,435.50
10/24/24	Withdrawal NWPP AND REC	4,728.60
10/31/24	Withdrawal NWPP AND REC	7,197.50
10/31/24	Monthly Maintenance Fee	8.00

### DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
10/01	4,410.86	10/11	2,881.50	10/24	1,908.50
10/02	5,666.96	10/15	5,882.50	10/25	2,253.25
10/03	5,469.22	10/16	6,435.50	10/28	5,023.75
10/04	12,863.72	10/17	1,529.85	10/29	7,159.50
10/07	17,670.87	10/18	2,603.35	10/30	8,197.50
10/08	18,639.37	10/21	4,627.10	10/31	2,053.60
10/09	19,981.12	10/22	4,989.60		
10/10	1,673.00	10/23	5,728.60		

### 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 R

HERITAGE BANK

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



Only paying green highlighted transactions with receipts. Will pay remaining when Jay is back. JMO

SCORECARD

Bonus Points Available  
131,115

Account Inquiries



Call us at: (800) 615-1161  
Lost or Stolen Card: (727) 570-4841



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

Payment Summary

NEW BALANCE

\$4,855.17

MINIMUM PAYMENT

\$98.00

PAYMENT DUE DATE

10/25/2024

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.

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
08/30	09/01	PBUS01	24036294243712786664932	ADOBE *ADOBE 408-536-6000 CA	\$21.79
09/06	09/08	PBUS01	24377354251000003633304	PACIFIC GRACE TAX & ACCOU 360-6756838 WA	\$575.00
09/12	09/12	PBUS01	24692164256109361645887	Prime Video *2U03K8883 888-802-3080 WA	\$21.79
09/11	09/12	PBUS01	24692164255108774444269	COSTCO *BUS DELIV 115 425-640-7700 WA	\$317.65
09/11	09/12	PBUS01	24011344255000114389969	AMAZON MARK* Z82YZ4ZF1 HTTPSAMAZON.C WA	\$183.06
09/12	09/13	PBUS01	24445004257000982269479	DOLLAR TREE OAK HARBOR WA	\$14.99
09/12	09/13	PBUS01	24692164256109581338008	MAKESTICKERS.COM 708-584-3976 IL	\$376.67
09/12	09/13	PBUS01	24445004257400278617375	WAL-MART #2319 OAK HARBOR WA	\$250.12
09/13	09/15	PBUS01	24755424258122583730858	WAL-FREELAND THRIFT STOR FREELAND WA	\$16.30
09/12	09/15	PBUS01	24943014257010189125677	THE HOME DEPOT #8563 OAK HARBOR WA	\$93.24
09/13	09/15	PBUS01	24445004258400232298717	WAL-MART #2319 OAK HARBOR WA	\$84.44
09/13	09/15	PBUS01	24011344258000000360493	AMAZON RETA* O89YY4K33 WWW.AMAZON.CO WA	\$52.30
09/13	09/15	PBUS01	24455014257142000829705	WAL-MART #2319 OAK HARBOR WA	\$562.05
09/15	09/16	PBUS01	24692164259102728462572	Prime Video *9S2O40BC3 888-802-3080 WA	\$14.16

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

HERITAGE BANK  
3615 PACIFIC AVE  
TACOMA WA 98418-7921

Sign Here to Verify Receipts are present: [Signature]

Account Number

#### ## 6800

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date

09/30/24

New Balance

\$4,855.17

Total Minimum Payment Due

\$98.00

Payment Due Date

10/25/24

\$

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



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

Statement Closing Date:  
September 30, 2024

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/19	09/20	PBUS01	24755424264152643880767	GREATER OAK HARBOR CHAMBE OAK HARBOR WA	\$18.00
09/21	09/22	PBUS01	24692164265107206563926	Prime Video *PO0S13303 888-802-3080 WA	\$4.35
09/19	09/22	PBUS01	24121574264000263190026	WASHINGTON FINANCE OFF 971-5705164 OR	\$175.00
09/22	09/23	PBUS01	24692164266108564506027	Prime Video *U59KU1LD3 888-802-3080 WA	\$4.68
09/24	09/25	PBUS01	24692164268100151274430	Prime Video *BN4ZJ6D13 888-802-3080 WA	\$4.08
09/26	09/27	PBUS01	24692164270102074880562	AMAZON MKTPL *A24KE1983 Amzn.com/bill WA	\$49.00
09/26	09/29	PBUS01	24269754271030314578219	Minuteman Press - North S 406-2588111 WA	\$1,800.00
09/29	09/30	PBUS01	24036294273742666930288	ADOBE *ADOBE 408-536-6000 CA	\$21.70
09/30	09/30	PBUS01	24492164274000011211594	BUDDY PUNCH HTTPSBUDDYPUN WI	\$194.11

Payments, Adjustments and Other

09/04	09/05	73190604249555249580051	PAYMENT - THANK YOU TACOMA WA	3,601.57
09/25	09/26	73190604270555270040043	PAYMENT - THANK YOU TACOMA WA	2,653.23
TOTAL PAYMENTS OR ADJUSTMENTS				\$ 6,154.80

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

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](http://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](http://MYCARDSTATEMENT.COM). ENROLL TODAY!

ScoreCard Bonus Points Information as of 09/29/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	128,046	3,069	0	0	131,115

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
<b>Purchases</b>						
PBUS01 001	PURCHASE	E	\$0.00	1.16666% (M)	14.0000% (V)	\$0.00
<b>Cash</b>						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$4,340.98			\$0.00

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.

<sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>3</sup> 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.



40007A3 R1

HERITAGE BANK

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

Page 1 of 3

VISA

Only paying green highlighted items w/ receipts present. Will pay remaining when Shane gives receipts.

## SCORECARD

 Bonus Points  
Available  
84,236

## 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

\$853.56

MINIMUM PAYMENT

\$18.00

PAYMENT DUE DATE

10/25/2024

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.

## Summary of Account Activity

Previous Balance	\$ 1,382.36
Payments	\$1,382.36 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$853.56
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
NEW BALANCE	\$ 853.56
Credit Limit	\$5,000.00
Available Credit	\$4,146.44
Available Cash	\$4,146.44
Amount Disputed	\$0.00
Statement Closing Date	09/30/24
Days in Billing Cycle	31

356.02

## 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
09/05	09/08	PBUS01	24943014250010185551014	THE HOME DEPOT #8563 OAK HARBOR WA	\$91.43
09/09	09/11	PBUS01	24707804254030042314154	PIONEER AUTOMOTIVE SERVI OAK HARBOR WA	\$65.07
09/13	09/15	PBUS01	24943014258010184405479	THE HOME DEPOT #8563 OAK HARBOR WA	\$23.32
09/16	09/17	PBUS01	2480197426109136711135	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$87.11
09/18	09/19	PBUS01	24801974262092915232950	HILLTOP AUTO SERVICE OAK HARBOR WA	\$75.00
09/23	09/24	PBUS01	24492164267000027355905	S-LOK HTTPSSHOP.SLO AL	\$101.73
09/23	09/25	PBUS01	24943014268010186382484	THE HOME DEPOT #8563 OAK HARBOR WA	\$53.80
09/27	09/27	PBUS01	24692164271102220734936	AMZN Mktp US*Y00DJ3RA3 Amzn.com/bill WA	\$185.04
09/27	09/29	PBUS01	24692164271102690568020	Amazon.com*UD0V039T3 Amzn.com/bill WA	\$170.98

## Payments, Adjustments and Other

09/04	09/05	73190604249555249580168	PAYMENT - THANK YOU TACOMA WA	790.99 -
-------	-------	-------------------------	-------------------------------	----------

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

 HERITAGE BANK  
3615 PACIFIC AVE  
TACOMA WA 98418-7921

 Sign Here to verify receipts  
are present: 

Account Number

#### 3454

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

☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date

New Balance

Total Minimum  
Payment Due

Payment Due Date

09/30/24

\$853.56

\$18.00

10/25/24

\$

 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



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

Statement Closing Date:  
September 30, 2024

09/25	09/26	73190604270555270040118	PAYMENT - THANK YOU TACOMA WA	591.37 -
			TOTAL PAYMENTS OR ADJUSTMENTS	\$ 1,382.36 -
Fees				
			TOTAL FEES FOR THIS PERIOD	\$ 0.00
Interest Charged				
			TOTAL INTEREST 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](http://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](http://MYCARDSTATEMENT.COM). ENROLL TODAY!

#### ScoreCard Bonus Points Information as of 09/29/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	83,554	682	0	0	84,236

#### Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
<b>Purchases</b>						
PBUS01 001	PURCHASE	E	\$0.00	1.16666% (M)	14.0000% (V)	\$0.00
<b>Cash</b>						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$836.28			\$0.00

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.

<sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

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

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

Visa Credit Card Reconciliation

Card Holder: Julie Millang

Billing Cycle: 09.30.204

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
08.30.2024	Washington Alarm	\$ 77.55	x	Alarm Monitoring
09.01.2024	PPC eSoft Planner	\$ 140.00	x	POS System
09.02.2024	Enformion	\$ 98.50	x	Background Checks
09.05.2024	Walmart	\$ 54.47	x	Copy Paper
09.20.2024	Northwest Mini Storage	\$ 160.00	x	Storage Unit
Total		\$ 530.52		

Date

10.21.2024 Julie Millang

Signature

Sign Here To Verify  
Reconciliation Review: 

HERITAGE BANK

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

4000793 R1

**VISA**

**SCORECARD**

Bonus Points  
Available  
75,931

**Summary of Account Activity**

Previous Balance		<b>\$ 1,619.39</b>
Payments	-	\$1,619.39 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$530.52
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
<b>NEW BALANCE</b>		<b>\$ 530.52</b>
Credit Limit		\$2,500.00
Available Credit		\$1,969.48
Available Cash		\$1,969.48
Amount Disputed		\$0.00
Statement Closing Date		09/30/24
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**  
**MINIMUM PAYMENT**  
**PAYMENT DUE DATE**

**\$530.52**

**\$15.00**

**10/25/2024**

*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.*

**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
08/30	09/01	PBUS01	24445004243200175256179	4TE*WASHINGTON ALARM INC 206-328-3288 WA	\$77.55
09/01	09/02	PBUS01	24801974245076200081695	ESoft PLANNER MMESZAROS@PPC OH	\$140.00
09/02	09/03	PBUS01	24906414246208189057871	ENF*Enformion 855-2813915 CA	\$98.50
09/05	09/06	PBUS01	24455014249142000735862	WAL-MART #2319 OAK HARBOR WA	\$54.47
09/20	09/23	PBUS01	24194334266017011230283	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00

**Payments, Adjustments and Other**

09/25	09/26	73190604270555270040050	PAYMENT - THANK YOU TACOMA WA	1,619.39 -
			<b>TOTAL PAYMENTS OR ADJUSTMENTS</b>	<b>\$ 1,619.39 -</b>

**Fees**

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





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

Statement Closing Date:  
September 30, 2024

TOTAL FEES FOR THIS PERIOD		\$	0.00
Interest Charged			
TOTAL INTEREST FOR THIS PERIOD		\$	0.00
2024 Totals Year To Date			
Total Fees Charged in 2024		\$	0.00
Total Interest Charged in 2024		\$	0.00

#### Additional Information About Your Account

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#### ScoreCard Bonus Points Information as of 09/29/2024

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	75,400	531	0	0	75,931
Bonus Points To Expire:		Expiration Date: 01/31/2025			Points: 17,102

#### Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
<b>Purchases</b>						
PBUS01 001	PURCHASE	E	\$0.00	1.16666% (M)	14.0000% (V)	\$0.00
<b>Cash</b>						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,686.16			\$0.00

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.

<sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

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**North Whidbey Pool, Park and Recreation District**  
**Payroll Summary-Semi-Monthly**  
October 15, 2024 for Pay Period 09.16-09.30.2024

	TOTAL	
	Hours	Rate
		Oct 15, 24
<b>Employee Wages, Taxes and Adjustments</b>		
<b>Gross Pay</b>		
Business Manager Salary	48.00	1,616.18
Business Manager Vacation	40.00	1,346.82
Director	88.00	3,905.08
Maintenance Director Salary	88.00	3,155.38
Aerobics Instructor	28.54	498.07
Client Service Spc Coordinator	77.27	1,468.13
Client Service Specialist	122.37	2,102.10
Custodial	13.96	247.99
Custodian - JVMP	25.07	458.03
Head Lifeguard	61.70	1,237.70
Hourly Sick	13.25	235.41
Lifeguard	326.51	5,715.46
Maintenance Assistant	19.15	402.15
Overtime (x1.5) hourly	0.18	4.70
Private Lesson Instructor	21.34	405.32
Recreation Aide - Flag Football	12.49	203.33
Swim Lessons Coordinator	47.98	943.77
Training- Swim Lessons	9.03	147.01
Training - Lifeguard	39.99	651.05
US Masters Coach	10.43	208.60
WSI Water Safety Instructor	79.98	1,421.27
<b>Total Gross Pay</b>	<b>1,173.24</b>	<b>26,373.55</b>
<b>Adjusted Gross Pay</b>	<b>1,173.24</b>	<b>26,373.55</b>
<b>Taxes Withheld</b>		
Federal Withholding		-1,031.00
Medicare Employee		-382.43
Social Security Employee		-1,635.14
L&I Office Employee 5306-07		-25.34
L&I Pool Employee-1501-00		-200.52
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-152.98
WA - Paid Fam Med Leave		-139.39
<b>Total Taxes Withheld</b>		<b>-3,566.80</b>
<b>Net Pay</b>	<b>1,173.24</b>	<b>22,806.75</b>
<b>Employer Taxes and Contributions</b>		
Medicare Company		382.43
Social Security Company	35.14	
WA - Unemployment	0.00	
L&I Office Employer 5306-07		60.08
L&I Pool Employer 1501-00		1,164.88
WA - Employment Admin. Fund		0.00
<b>Total Employer Taxes and Contributions</b>		<b>3,242.53</b>

**North Whidbey Pool, Park and Recreation District**  
**Payroll Summary-Semi-Monthly**  
October 31, 2024 for Pay Period 10.01-10.15.2024

	TOTAL	
	Hours	Rate
		Oct 31, 24
<b>Employee Wages, Taxes and Adjustments</b>		
<b>Gross Pay</b>		
Business Manager Salary	80.00	2,774.45
Business Manager Sick Pay	8.00	277.44
Director	88.00	3,905.08
Maintenance Director Salary	72.00	2,839.84
Maintenance Director Vacation	8.00	315.54
Aerobics Instructor	30.71	521.15
Client Service Spc Coordinator	60.57	1,150.83
Client Service Specialist	175.54	3,035.79
Custodial	16.84	300.92
Custodian - JVMP	28.87	527.45
Head Lifeguard	43.38	870.20
Hourly Sick	10.45	190.47
Lifeguard	345.63	6,070.59
Maintenance Assistant	34.20	718.20
Overtime (x1.5) hourly	1.82	47.54
Private Lesson Instructor	24.27	472.89
Recreation Aide - Advertising	11.91	193.89
Recreation Aide - Flag Football	6.53	106.31
Recreation Aide - Volleyball	6.58	107.12
Recreation Aide -Special Events	8.04	130.89
Swim Lessons Coordinator	48.13	946.72
Training- Swim Lessons	1.94	31.57
Training - Lifeguard	15.99	260.32
US Masters Coach	12.65	253.00
WSI Water Safety Instructor	58.55	1,044.55
<b>Total Gross Pay</b>	<b>1,198.60</b>	<b>27,092.75</b>
<b>Adjusted Gross Pay</b>	<b>1,198.60</b>	<b>27,092.75</b>
<b>Taxes Withheld</b>		
Federal Withholding		-1,072.00
Medicare Employee		-392.85
Social Security Employee		-1,679.77
L&I Office Employee 5306-07		-29.76
L&I Pool Employee-1501-00		-196.56
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-157.13
WA - Paid Fam Med Leave		-143.24
<b>Total Taxes Withheld</b>		<b>-3,671.31</b>
<b>Net Pay</b>	<b>1,198.60</b>	<b>23,421.44</b>
<b>Employer Taxes and Contributions</b>		
Medicare Company		392.85
Social Security Company		1,679.77
WA - Unemployment		0.00
L&I Office 5306-07		70.50
L&I Pool Employer 1501-00		1,144.46
WA - Employment Admin. Fund		0.00
<b>Total Employer Taxes and Contributions</b>		<b>3,287.58</b>

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	913,033.08	944,583.00	-31,549.92	96.66%
312.00 Timber Harvest Taxes	43.38	43.38	0.00	100.0%
Total 310.00 LEVIES	913,076.46	944,626.38	-31,549.92	96.66%
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	95,651.43	118,627.00	-22,975.57	80.63%
33.01 Basic Memberships	17,116.09	18,795.00	-1,678.91	91.07%
34 Punch Cards	23,287.35	31,617.00	-8,329.65	73.66%
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	4,358.67			
Water Fitness Prem. Membership	14,486.46			
Water Fitness Punch Card	15,299.51			
38 Aerobics - Other	6.42	54,835.00	-54,828.58	0.01%
Total 38 Aerobics	34,151.06	54,835.00	-20,683.94	62.28%
39 Swim Lessons				
Private	27,439.62	37,500.00	-10,060.38	73.17%
School Group	7,280.00	7,280.00	0.00	100.0%
Youth	135,597.50	206,195.00	-70,597.50	65.76%
Total 39 Swim Lessons	170,317.12	250,975.00	-80,657.88	67.86%
40 Swim Team				
Adult Swim Team	0.00	13,314.24	-13,314.24	0.0%
Masters	7,239.97			
Total 40 Swim Team	7,239.97	13,314.24	-6,074.27	54.38%
Total 347.30 Fees	348,088.02	488,488.24	-140,400.22	71.26%

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
<b>Total 340.00 JVMP Revenue</b>	348,088.02	488,488.24	-140,400.22	71.26%
<b>350.00 Recreation Revenue</b>				
347.60.01 Basketball	13,109.50	42,000.00	-28,890.50	31.21%
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			
<b>350.00 Recreation Revenue - Other</b>	1,182.50			
<b>Total 350.00 Recreation Revenue</b>	69,376.00	95,719.00	-26,343.00	72.48%
<b>360.00 Miscellaneous Revenue</b>				
<b>362.00 Rents &amp; Concessions</b>				
BHBC	17,480.83	20,835.00	-3,354.17	83.9%
Candy&Snacks	3,796.75	4,504.50	-707.75	84.29%
Lockers	1,283.01	1,392.00	-108.99	92.17%
Open Swim Party Rental	8,163.92	9,438.00	-1,274.08	86.5%
Pool Group Rentals	311.96	600.00	-288.04	51.99%
Private Party Rental	4,867.36	7,667.00	-2,799.64	63.49%
Retail	766.98	1,300.00	-533.02	59.0%
Viewing Room Rental	546.00	661.00	-115.00	82.6%
<b>Total 362.00 Rents &amp; Concessions</b>	37,216.81	46,397.50	-9,180.69	80.21%
<b>367.00 Contributions/Donations</b>	164.05			
<b>369.00 Other Misc Revenues</b>				
Cashier over/short	-32.70			
<b>Total 369.00 Other Misc Revenues</b>	-32.70			
<b>Other Misc Revenues</b>	253.53	22,845.00	-22,591.47	1.11%
<b>Prepaid Accounts</b>	1,003.84	1,200.00	-196.16	83.65%
<b>360.00 Miscellaneous Revenue - Other</b>	22,845.00			
<b>Total 360.00 Miscellaneous Revenue</b>	61,450.53	70,442.50	-8,991.97	87.24%
<b>361.40.00 Interest</b>				
Int Investment Capital Fund	40.70	45.00	-4.30	90.44%
Int Investment Reserve Fund	524.94	500.00	24.94	104.99%
Interest Investment Bond Fund	2.89	5.00	-2.11	57.8%
<b>Total 361.40.00 Interest</b>	568.53	550.00	18.53	103.37%
<b>Total Income</b>	1,392,559.54	1,599,826.12	-207,266.58	87.04%
<b>Gross Profit</b>	1,392,559.54	1,599,826.12	-207,266.58	87.04%
<b>Expense</b>				
<b>570.00 RECREATION SERVICES</b>				
<b>573.60.00 Exp Recreation Sports</b>				
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

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>573.60.04 Pickleball Expense</b>	0.00	0.00	0.00	0.0%
<b>573.60.05 NFL Flag Football Exp</b>	1,956.75	2,000.00	-43.25	97.84%
<b>573.60.06 Volleyball Expense</b>	269.78	1,134.00	-864.22	23.79%
<b>573.60.10 Salary &amp; Wages</b>				
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%
<b>Total Day Camp</b>	<u>14,870.99</u>	<u>14,870.99</u>	<u>0.00</u>	<u>100.0%</u>
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	107.12	1,563.00	-1,455.88	6.85%
<b>Total 573.60.10 Salary &amp; Wages</b>	<u>37,030.16</u>	<u>38,755.36</u>	<u>-1,725.20</u>	<u>95.55%</u>
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%
<b>Total 573.60.00 Exp Recreation Sports</b>	<u>48,636.84</u>	<u>52,015.86</u>	<u>-3,379.02</u>	<u>93.5%</u>
<b>576.20 NWPPRD Expenses</b>				
<b>576.20.10 Salary &amp; Wages</b>				
100101 Director	70,383.42	93,722.00	-23,338.58	75.1%
100102 Recreation Manager	7,802.88	7,802.88	0.00	100.0%
100103 Business Manager	54,158.23	71,112.00	-16,953.77	76.16%
100104 Client Service Spc				
Client Services Coordinator	10,596.87	16,560.00	-5,963.13	63.99%
100104 Client Service Spc - Other	63,409.53	64,710.00	-1,300.47	97.99%
<b>Total 100104 Client Service Spc</b>	<u>74,006.40</u>	<u>81,270.00</u>	<u>-7,263.60</u>	<u>91.06%</u>
100107 BOC/Dir Admin Asst	12,959.25	12,959.25	0.00	100.0%
100108 Rec Aide Advertising	3,517.26	3,000.00	517.26	117.24%
200201 Aerobics Inst JVMP	8,076.87	11,057.00	-2,980.13	73.05%
200208 Kayak Inst JVMP	0.00	0.00	0.00	0.0%
200210 Private Lessons	8,914.50	12,000.00	-3,085.50	74.29%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	120.80	500.00	-379.20	24.16%
200211 WSI Instructor - Other	27,960.43	38,827.00	-10,866.57	72.01%
<b>Total 200211 WSI Instructor</b>	<u>28,081.23</u>	<u>39,327.00</u>	<u>-11,245.77</u>	<u>71.4%</u>
<b>200221 Training</b>				
Training- Lifeguard	9,747.28	14,000.00	-4,252.72	69.62%

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

	Jan - Oct 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	4,805.27	6,000.00	-1,194.73	80.09%
Training Aerobics Instructors	261.76	500.00	-238.24	52.35%
<b>Total 200221 Training</b>	<b>16,976.86</b>	<b>23,000.00</b>	<b>-6,023.14</b>	<b>73.81%</b>
300301 Lifeguard	141,148.41	210,906.00	-69,757.59	66.93%
300303 Sr. Lifeguards	3,745.05	4,000.00	-254.95	93.63%
300305 Head Lifeguard	12,470.30	13,245.00	-774.70	94.15%
500501 Director of Maintenance	61,506.81	75,729.00	-14,222.19	81.22%
500502 Janitorial Staff	16,462.55	27,132.00	-10,669.45	60.68%
500503 Clover Valley Park	2,615.46	9,880.00	-7,264.54	26.47%
500505 Shut Down Maintenance	3,792.99	3,792.99	0.00	100.0%
500506 Maintenance Assistant	15,973.44	8,736.00	7,237.44	182.85%
Adult Swim Team Coach	4,294.80	5,141.00	-846.20	83.54%
Swim Lesson Coordinator	16,345.03	15,055.00	1,290.03	108.57%
<b>Total 576.20.10 Salary &amp; Wages</b>	<b>563,231.74</b>	<b>728,867.12</b>	<b>-165,635.38</b>	<b>77.28%</b>
<b>576.20.11 Payroll Benefits</b>				
<b>20.111 Retirement</b>				
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			
<b>Total 20.111 Retirement</b>	<b>-45.00</b>	<b>0.00</b>	<b>-45.00</b>	<b>100.0%</b>
<b>20.112 Sick Pay</b>				
Business Manager	1,678.13	2,733.00	-1,054.87	61.4%
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	3,069.65	7,500.00	-4,430.35	40.93%
Recreation Manager	0.00	0.00	0.00	0.0%
<b>Total 20.112 Sick Pay</b>	<b>6,318.36</b>	<b>16,745.00</b>	<b>-10,426.64</b>	<b>37.73%</b>
<b>20.113 Vacation</b>				
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	602.39	4,368.00	-3,765.61	13.79%
Recreation Manager	640.12	640.12	0.00	100.0%
<b>Total 20.113 Vacation</b>	<b>9,506.37</b>	<b>14,508.12</b>	<b>-5,001.75</b>	<b>65.52%</b>
Bereavement Leave	1,420.03	710.00	710.03	200.0%
<b>Total 576.20.11 Payroll Benefits</b>	<b>17,199.76</b>	<b>31,963.12</b>	<b>-14,763.36</b>	<b>53.81%</b>
<b>576.20.12 Payroll Taxes</b>	<b>72,566.08</b>	<b>110,378.00</b>	<b>-37,811.92</b>	<b>65.74%</b>
<b>576.20.20 Personnel Benefits</b>				
Cell phone	1,080.00	2,160.00	-1,080.00	50.0%

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

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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%
<b>Total 576.20.20 Personnel Benefits</b>	<b>1,460.64</b>	<b>5,860.00</b>	<b>-4,399.36</b>	<b>24.93%</b>
<b>576.20.30 Minor Purchases</b>				
<b>20.31 JVMP</b>				
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	32,488.34	33,572.00	-1,083.66	96.77%
Retail Expense	605.00	950.00	-345.00	63.68%
Swim School Supplies	0.00	246.00	-246.00	0.0%
<b>Total 20.31 JVMP</b>	<b>41,599.51</b>	<b>45,781.64</b>	<b>-4,182.13</b>	<b>90.87%</b>
<b>20.33 Vehicle Maintenance</b>				
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%
<b>Total 20.33 Vehicle Maintenance</b>	<b>353.92</b>	<b>886.00</b>	<b>-532.08</b>	<b>39.95%</b>
<b>20.34 Concession Expense</b>	<b>1,988.94</b>	<b>2,800.00</b>	<b>-811.06</b>	<b>71.03%</b>
<b>20.35 Sm Tools/Equip</b>	<b>905.10</b>	<b>4,000.00</b>	<b>-3,094.90</b>	<b>22.63%</b>
<b>Minor Purchases - Other</b>	<b>481.74</b>	<b>200.00</b>	<b>281.74</b>	<b>240.87%</b>
<b>576.20.30 Minor Purchases - Other</b>	<b>358.45</b>			
<b>Total 576.20.30 Minor Purchases</b>	<b>45,687.66</b>	<b>53,667.64</b>	<b>-7,979.98</b>	<b>85.13%</b>
<b>576.20.40 JVMPool Other Svcs</b>				
<b>20.41 Professional Services</b>				
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	2,047.92	2,500.00	-452.08	81.92%
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	8,842.63	11,118.00	-2,275.37	79.53%
JVMP Landscape Maint	2,000.00	2,200.00	-200.00	90.91%



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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
<b>Legal</b>	12,739.50	16,000.00	-3,260.50	79.62%
<b>Payroll Processing</b>	7,660.97	11,712.00	-4,051.03	65.41%
<b>Pest Control</b>	408.72	500.00	-91.28	81.74%
<b>POS System</b>	14,016.40	14,640.00	-623.60	95.74%
<b>Roof Preventative Maintenance</b>	4,196.50	4,197.00	-0.50	99.99%
<b>Security System - Annual</b>	620.40	756.00	-135.60	82.06%
<b>Security System - Service Calls</b>	0.00	0.00	0.00	0.0%
<b>Storage Unit</b>	1,465.00	1,920.00	-455.00	76.3%
<b>Training Courses &amp; Tuition</b>	876.32	2,070.00	-1,193.68	42.33%
<b>Web Hosting</b>	335.16	335.16	0.00	100.0%
<b>Total 20.41 Professional Services</b>	75,066.09	113,464.16	-38,398.07	66.16%
<b>20.42 Communication</b>				
<b>Advertising</b>	10,887.93	25,000.00	-14,112.07	43.55%
<b>Email/Business Apps</b>	12,340.87	13,374.00	-1,033.13	92.28%
<b>Internet Service</b>	2,634.13	3,800.00	-1,165.87	69.32%
<b>Phone Service</b>	2,214.88	2,760.00	-545.12	80.25%
<b>Postage</b>	212.67	300.00	-87.33	70.89%
<b>Virtual Meeting</b>	34.86	34.86	0.00	100.0%
<b>Total 20.42 Communication</b>	28,325.34	45,268.86	-16,943.52	62.57%
<b>20.43 Travel</b>	0.00	500.00	-500.00	0.0%
<b>20.46 Insurance</b>	125,012.13	125,012.13	0.00	100.0%
<b>20.47 Utilities</b>				
<b>Boiler</b>	64,362.31	75,752.00	-11,389.69	84.97%
<b>Electricity</b>	43,686.02	48,986.00	-5,299.98	89.18%
<b>Garbage</b>	161.25	300.00	-138.75	53.75%
<b>Patron Water</b>	18,296.71	17,159.00	1,137.71	106.63%
<b>Pool Water/Garbage</b>	10,004.08	14,640.00	-4,635.92	68.33%
<b>Spa Boiler</b>	6,124.18	11,140.00	-5,015.82	54.98%
<b>Total 20.47 Utilities</b>	142,634.55	167,977.00	-25,342.45	84.91%
<b>20.48 NWPRD Repair &amp; Maint</b>				
<b>Capital Expenses</b>	23,119.69	30,000.00	-6,880.31	77.07%
<b>20.48 NWPRD Repair &amp; Maint - Other</b>	20,114.06	72,000.00	-51,885.94	27.94%
<b>Total 20.48 NWPRD Repair &amp; Maint</b>	43,233.75	102,000.00	-58,766.25	42.39%
<b>20.49 Miscellaneous</b>	22,845.00			
<b>Total 576.20.40 JVMPool Other Svcs</b>	437,116.86	554,222.15	-117,105.29	78.87%
<b>576.20.50 Intergovernmental</b>				
<b>Audit</b>	23,062.78	22,000.00	1,062.78	104.83%
<b>Business Tax</b>	15,400.26			
<b>Clean Water Utility</b>	117.39	118.00	-0.61	99.48%
<b>Election services</b>	12,083.33	12,083.33	0.00	100.0%
<b>Gov't Service Fees</b>	5.00			
<b>Refunds</b>				

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

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	680.00			
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%
<b>Total Refunds</b>	<b>7,531.15</b>	<b>6,500.00</b>	<b>1,031.15</b>	<b>115.86%</b>
Water Rec Facility Permit	967.00	816.00	151.00	118.51%
576.20.50 Intergovernmental - Other	-51.50			
<b>Total 576.20.50 Intergovernmental</b>	<b>59,115.41</b>	<b>41,517.33</b>	<b>17,598.08</b>	<b>142.39%</b>
<b>576.80.00 General Parks</b>				
<b>576.80.33 Vehicle Maintenance</b>				
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%
<b>Total 576.80.33 Vehicle Maintenance</b>	<b>446.19</b>	<b>1,381.00</b>	<b>-934.81</b>	<b>32.31%</b>
576.80.35 Sm Tools/Equipment	38.14	600.00	-561.86	6.36%
<b>576.80.47 Utilities</b>				
CVP Water	738.22	1,500.00	-761.78	49.22%
Dump Fees	168.00	200.00	-32.00	84.0%
Garbage	1,341.13	1,800.00	-458.87	74.51%
<b>Total 576.80.47 Utilities</b>	<b>2,247.35</b>	<b>3,500.00</b>	<b>-1,252.65</b>	<b>64.21%</b>
<b>576.80.48 CVP Repair &amp; Maint</b>				
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%
<b>Total 576.80.48 CVP Repair &amp; Maint</b>	<b>5,388.03</b>	<b>5,645.64</b>	<b>-257.61</b>	<b>95.44%</b>
<b>80.40 Non Aquatic Rec Prog</b>				
Special Events/Programs	0.00	4,000.00	-4,000.00	0.0%
<b>Total 80.40 Non Aquatic Rec Prog</b>	<b>0.00</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.0%</b>
<b>80.41 Professional Services</b>				
Landscape Maint	544.00	544.00	0.00	100.0%
Porta-Potty	2,475.00	4,050.00	-1,575.00	61.11%
<b>Total 80.41 Professional Services</b>	<b>3,019.00</b>	<b>4,594.00</b>	<b>-1,575.00</b>	<b>65.72%</b>
<b>Total 576.80.00 General Parks</b>	<b>11,138.71</b>	<b>19,720.64</b>	<b>-8,581.93</b>	<b>56.48%</b>

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Total 576.20 NWPPRD Expenses	1,207,516.86	1,546,196.00	-338,679.14	78.1%
Total 570.00 RECREATION SERVICES	1,256,153.70	1,598,211.86	-342,058.16	78.6%
Total Expense	1,256,153.70	1,598,211.86	-342,058.16	78.6%
Net Ordinary Income	136,405.84	1,614.26	134,791.58	8,450.05%
Net Income	<b>136,405.84</b>	<b>1,614.26</b>	<b>134,791.58</b>	<b>8,450.05%</b>



### **Commissioner Communication**

#### **8.a. Item: Program Committee**

**Meeting Date:** 11.21.2024

**Presented By:** BOC

The Program Committee will review the second draft of the baseball contract from the attorney on Monday night. The attorney has made all the changes we discussed but had several questions before proceeding. I have addressed all of her questions, some of which required additional research, and she has updated the contract accordingly. We will provide a further update at the regular meeting on Thursday, November 21st.

#### **8.b. Item: Levy Committee**

We had originally planned to hold a volunteer appreciation event on December 7th at Orlando's to thank our Levy volunteers. Would the Board like to expand this event to include all volunteers from the past six years who have helped support the District, or should we limit it to Levy volunteers only? Please let us know how you would like to proceed.

#### **8.c. Item: Bylaw Committee**

No Update



**9. a. Item:** Resolution 2024-05 Adopting Bylaw Amendments & Establishing Standing Rules

**Meeting Date:** 11.21.2024

**Presented By:** Bylaw Committee

**Recommended Motion:** I move 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.

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_



**RESOLUTION NO. 2024-05**

*(Supersedes Resolution 2023-04)*

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT ADOPTING AMENDMENTS TO THE BYLAWS AND ESTABLISHING BUSINESS AND STANDING RULES.**

WHEREAS, the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District has determined that amendments to the bylaws are necessary to improve the efficiency and effectiveness of conducting District business;

WHEREAS, the Board of Commissioners has reviewed and approved proposed amendments to the bylaws, and notice of such proposed changes was provided at the Board meeting on October 24, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District, that the amendments to the bylaws, as set forth in the document attached hereto as Exhibit A, are hereby adopted and shall become the official bylaws of the District;

FURTHER RESOLVED, that the Business and Standing Rules for the North Whidbey Pool, Park, and Recreation District, which are intended to govern the conduct of the Board's meetings and operations, are hereby adopted. A copy of these Business and Standing Rules is attached hereto as Exhibit B and incorporated by reference as part of this resolution;

FURTHER RESOLVED, that this resolution supersedes Resolution 2023-04, and that all prior resolutions or parts of resolutions inconsistent with the provisions of this resolution are hereby rescinded.

Dated: November 21, 2024

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Brit Kraner, Commissioner, Chair

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David Guy, Commissioner

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William "Bill" Larsen, Commissioner

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Melissa Hartmann, Commissioner

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Jaemee Rozz Witmer, Commissioner

## Exhibit A



# 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.



**9. b. Item:** Resolution 2024- 06 Adopting 2025 Budget

**Meeting Date:** 11.21.2024

**Presented By:** ED

I'll update the blank spaces in the resolution once we have the final numbers, but I wanted to give you the opportunity to review the language before Thursday.

**Recommended Motion:** I move to approve **Resolution 2024-06**, adopting the 2025 for the North Whidbey Pool, Park, and Recreation District, as presented.

Recommended Motion

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_





**RESOLUTION NO. 2024-06**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT APPROVING THE 2025 BUDGET**

WHEREAS, the 2025 Income Budget, totaling \$ \_\_\_\_\_, was presented to the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District during a public meeting held on November 21, 2024, which outlines the expected revenues from Property Tax Levy Revenue, Intergovernmental Revenue, Charges for Services, Rents, Concessions Revenue, and Grants; and

WHEREAS, the 2024 Expense Budget, totaling \$ \_\_\_\_\_, was also submitted to the Board of Commissioners during a public budget meeting held on November 21, 2023; and

WHEREAS, the budget figures are based on the General Property Tax (GPT) valuation for 2025, and it is understood that a revised budget may be resubmitted once the certified GPT valuation for 2025 is received;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District, that the 2025 Budget, as presented on November 21, 2024, is hereby adopted, subject to potential revisions based on the certified GPT valuation.

ADOPTED this 21st day of November 2024, by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District.

Dated: November 21, 2024

\_\_\_\_\_  
Brit Kraner, Commissioner, Chair

\_\_\_\_\_  
David Guy, Commissioner

\_\_\_\_\_  
William "Bill" Larsen, Commissioner

\_\_\_\_\_  
Melissa Hartmann, Commissioner

\_\_\_\_\_  
Jaemee Rozz Witmer, Commissioner



**9. b.i Item:** Levy Certificate

**Meeting Date:** 11.21.2024

**Presented By:** ED

The language below is directly from the Levy Certificate. After you certify, I will sign it and turn it in with our paperwork. I will also have the filled-out copy of the certificate after the budget workshop on for any final changes Monday 11.18.2024.

**RECOMMENDED MOTION:** 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 \$ \_\_\_\_\_ and the administrative refund levy amount of \$ 3,153.87.

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No  
**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

**Vote:** Y/N/AB

**Form 64 0100**

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Jay Cochran** (Name),  
**Executive Director** (Title), for **NW Pool, Park, & Recreation District** (District name),  
do hereby certify to the **Island County** (Name of county) County legislative authority  
that the **Commissioners** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2025** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **11.21.2024** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.	<input type="text"/>	<input type="text"/>
Administrative refund amount	<b>3,153.87</b>	<input type="text"/>
Non-voted bond debt amount	<input type="text"/>	<input type="text"/>
Other* <input type="text"/>	<input type="text"/>	<input type="text"/>

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative refund amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Examples of other levy types may include EMS, school district transportation, or construction levies.  
Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



**10.a Item:** Resolution 2024-07 Establishing 2025 BOC Meeting Schedule

**Meeting Date:** 11.21.2024

**Presented By:** ED

The proposed **2025 meeting schedule** follows the same structure as last year, with regular meetings on Thursdays. However, for the workshop typically held on Columbus Day, we've moved it to the Thursday prior, as both the Monday before and the Monday after Columbus Day were already booked by other groups. The Thursday workshop will continue to be where we do the line-by-line review, as we typically do in October.

**Recommended Motion:** I move to approve the **2025 Meeting Schedule** for the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District, as presented.

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_



**RESOLUTION NO. 2024-07**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT ESTABLISHING A MEETING SCHEDULE FOR 2025.**

WHEREAS, North Whidbey Pool, Park, and Recreation District is required to hold public meetings monthly to discuss matters of concern to the District,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey, Pool, Park, and Recreation District, that our signatures determine our final meeting schedule for 2025 with meetings beginning at 6:00 p.m., at the Oak Harbor Chamber of Commerce located at 32360 State Rte. 20, Oak Harbor, WA 98277.

**Regular Scheduled Commissioner Meetings for 2025**

**Budget Workshop**

Thursday, January 23, 2025

Thursday, July 24, 2025

Thursday, October 9, 2025

Thursday, February 27, 2025

Thursday, August 28, 2025

Thursday, March 27, 2025

Thursday, September 25, 2025

Thursday, April 24, 2025

Thursday, October 23, 2025

Thursday, May 22, 2025

Thursday, November 20, 2025

Thursday, June 26, 2025

Thursday, December 18, 2025

Dated: November 21, 2024

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Brit Karner, Commissioner, Chair

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Melissa Hartmann, Commissioner

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William "Bill" Larsen, Commissioner

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Davie Guy, Commissioner

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Jaemee Rozz Witmer, Commissioner



## Commissioner Communication

### 10.b. **Item:** Maintenance and Facilities Manager Job Description

**Meeting Date:** 11.21.2024

**Presented By:** Jay Cochran

After reviewing the current job description for the upcoming opening in our managerial team and discussing it with each other, we have made several updates to better reflect how the role has evolved over time. The revised job description incorporates feedback from all the District Managers and accurately represents the current and anticipated responsibilities of the position. We believe this updated version provides a comprehensive and clear outline of the duties, expectations, and physical requirements necessary to support the District's operations. With these revisions in place, we think we will be able to post the updated job description by Thanksgiving to begin the recruitment process. I will keep the BOC updated as to when it is posted.

I will also be reaching out to identified individuals to develop back-up plans in case we do not find a suitable replacement before the end of the year.

**Recommended Motion:** I move to approve the updated Maintenance and Facilities Manager job description as presented.

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

## **Maintenance and Facilities Manager**

### **Job Description**

Responsible for supervising and performing preventative maintenance on the facilities and all mechanical equipment in accordance with the District's Comprehensive Maintenance Plan. This includes maintaining parks and recreational areas, such as landscaping, playgrounds, sports fields, and outdoor amenities, ensuring they are safe and well-kept for public use. The role also involves overseeing the maintenance of storage areas, ensuring that equipment and supplies are organized, secure, and in good condition. In addition, the position supports the Recreation Department by assisting with the set-up and takedown of event and program equipment, ensuring that all necessary materials are in place for various recreational activities and events. Regular inspections, repairs, and improvements are made to enhance the functionality and safety of the district's facilities and parks, contributing to a positive and well-supported recreational experience for the community.

The ideal candidate will:

- Have experience working with patrons.
- Pay attention to details.
- Have the ability to work as a member of a team.
- Have effective interpersonal and group communication techniques.
- Have the ability to gain compliance with policies and procedures.
- Have the ability to develop environments that are diverse, equitable, and inclusive.

### **Responsibilities:**

This list of responsibilities is intended to serve as an example of the typical duties required for this position. It is not intended to be an exhaustive list, and other tasks and responsibilities may be assigned as necessary to meet the needs of the District and support the efficient operation of facilities and recreational programs.

- a. Follow established Policies and Procedures as outlined in the Employee Handbook and the Emergency Action Plan (EAP).
- b. Maintain all buildings, grounds, parks, and recreational areas owned and operated by the District, ensuring they are safe, clean, and well-kept for public use. This includes landscaping, dog park, playgrounds, sports fields, and other outdoor amenities.
- c. Maintain all pool mechanical equipment at the highest level (consistent with operator's training and responsibility, and within budgetary constraints).
- d. Coordinate and supervise the maintenance of District facilities, ensuring timely and effective repairs and upkeep.
- e. Develop a good working knowledge of air conditioning, pool filtration, heating systems, and other facility equipment.
- f. Maintain accurate inventory of all cleaning, pool, and maintenance supplies, and report to the Executive Director on a regular basis regarding inventory status.

- g. Maintain and organize storage areas for equipment and supplies, ensuring that items are secure, well-maintained, and readily available for use by the Recreation Department.
- h. Support the Recreation Department by assisting with the set-up and takedown of event and program equipment, ensuring all necessary materials are in place for various recreational activities and events.
- i. Complete applicable reports and forms as required in the performance of duties.
- j. Respond to emergency/non-emergency calls after normal working hours, ensuring that facilities are secure and operational.
- k. Plan, purchase, and inventory all maintenance equipment used by District facilities, ensuring proper allocation of resources and staying within budget.
- l. Supervise Maintenance Assistant, Groundskeepers, and Custodial Crew, ensuring work is completed efficiently and safely.
- m. Order parts and supplies when needed, in accordance with authorization from the Executive Director.
- n. Attending staff meetings as assigned, contributing to discussions regarding operational improvements, safety, and efficiency.
- o. Clean and sanitize all areas of the pool as assigned, ensuring hygiene and safety standards are maintained.
- p. Repair and maintain all locks and security systems in good functioning condition to ensure the safety and security of District facilities.
- q. Maintain and update the District's Comprehensive Maintenance Plan in coordination with the Executive Director, providing an updated plan to the Executive Director and the Board of Commissioners every year by 31 July to factor into the next year's budget.
- r. Perform other duties as required by the Executive Director, including responding to special requests or unforeseen facility needs.
- s. Responsible for a minimum of one weeknight manager on duty and weekend rotation. (Weekend rotation as needed to support operation needs.)

### **Physical Requirements**

- a. **Physical Requirements:**
  - b. Ability to lift, carry, and move heavy objects, up to 50 pounds, on a regular basis.
  - c. Ability to perform manual labor in various outdoor environments and weather conditions, including extreme heat, cold, rain, and humidity.
  - d. Ability to bend, stoop, kneel, crouch, and reach in order to perform tasks such as repairs, maintenance, and equipment setup/takedown.
  - e. Ability to stand, walk, and move for extended periods of time, often on uneven terrain, including park and recreational areas.
  - f. Ability to climb ladders and scaffolding and safely work at heights as required for maintenance and repairs.
  - g. Ability to operate and maneuver various maintenance equipment, including hand tools, power tools, and larger machinery (e.g., mowers, tractors, pool maintenance equipment).



- h. Ability to work in confined spaces, such as mechanical rooms or utility storage areas, as part of maintenance and repair tasks.
- i. Ability to handle physical demands of emergency response duties after hours, including quick mobilization and problem-solving in a variety of situations.
- j. Ability to use basic computer applications, including email, word processing, and spreadsheets, as well as other software or apps related to maintenance scheduling, inventory management, and reporting.
- k. Other duties as assigned

### **Qualifications**

- Must be at least 21 years of age with prior mechanical experience or a demonstrated ability to learn and perform mechanical tasks effectively.
- Must obtain and maintain a Aquatic Facility Operator (AFO)/Certified Pool Operator (CPO) certificate within six (6) months of employment.
- Must be trustworthy, dependable, and able to work independently with minimal supervision, while also collaborating effectively with a team when needed.
- Must possess a valid driver's license and maintain a clean driving record.
- Ability to successfully pass a background check, including criminal history, in accordance with the District's employment policies.

### **Responsible To**

The Executive Director

### **Supervision Responsibilities**

Part-Time Maintenance Assistant

Part-Time Custodial Staff

District-Wide Staff while scheduled as Manager on Duty

### **Job Conditions**

Exempt

I have read and understand the job description for the position of Maintenance and Facilities Manager, and I am aware that the responsibilities and requirements outlined in this document are intended to provide a general overview of the position. I understand that additional duties may be assigned as necessary to meet the needs of the District. I also acknowledge that the information provided in this job description may be subject to change and that I am responsible for staying informed of any updates or revisions.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Commissioner Communication

**11. Item:** Executive Session NONE

**Meeting Date:** 11.21.2024

**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** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

**12. Item:** Action Item/Review

**Presented By:** Staff/Secretary

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**13. Item:** Final Board Comments

**Presented By:** BOC

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**14. Item:** December 19, 2024 @ 6 p.m. @ the Oak Harbor Chamber of Commerce

**Presented By:** Chair

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**15. Item:** Adjourn

**Presented By:** BOC

Recommended Motion: I move we adjourn the meeting.

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_