

South Whidbey Parks & Recreation District  
Wednesday, October 16, 2024, 6:00pm  
Budget Workshop @ 6:00pm  
Regular Board Meeting Immediately Following  
New Parks District Headquarters  
5476 Maxwellton Rd., Langley WA

Online attendance is available. Visit [swparks.org/about/meetings](https://swparks.org/about/meetings) minutes or email [director@swparks.org](mailto:director@swparks.org) for more information.

**Budget Workshop**

- I. Call to Order
- II. 2025 Budget Workshop
- III. Adjournment

**Regular Board Meeting**

- I. Call to Order
- II. Public Comment
- III. Treasurer's Report
  - A. Summary Treasurer's Report
  - B. Voucher List
- IV. Consent Agenda:
  - A. Approval of Minutes (09/18/2024)
  - B. Voucher List and Construction Fund
- V. Staff Report
- VI. Committee and Community Meeting Reports  
Where applicable, committee reports may move to unfinished or new business.
- VII. Unfinished Business
  - A. Comprehensive Plan Programs
- VIII. New Business
  - A. Campground: Allocating funds towards principal/site plan
  - B. Project Manager- SWARC. Discussion and possible approval
- IX. Adjournment



# Memo

**To:** Board of Commissioners  
**From:** Brian Tomisser, Director  
**Date:** 10/11/2024  
**Re:** 2025 Initial Budget Draft

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Included in the board packet is the updated draft of the 2025 Budget. The following items are included in the updated budget:

*Noted changes made since the copy you received in September:*

- Election costs for November 2025 election were increased by \$10,000, to \$30,000 due to new estimates.
- Accounting Services is down \$15,000 from the estimate of \$30,000, due to a new estimate.
- We received the numbers from the County and our levy revenue increased by a little over \$14,000

*Below are some of the comments from the September memo, as a reminder:*

- Picnic tables, benches and trash cans were moved from Capital Budget to M&O
- Toro Groundmaster is budgeted at \$107,000 and will be ordered soon to ensure delivery in 2025.
- Community Center gym rental fees are separated into its own budget line, versus being dispersed into each program line.
- Program Employees are separated into its own budget line, versus being dispersed into each program line.
- Exempt staff on salary scale grade 10 were moved to grade 11 to meet the minimum salary requirements for exempt staff.
- The 6-year forecast will be available next month. We face 3 challenges with the coming opening of the SWARC, which will result in much higher expenses (estimated from the feasibility study).
  - Our beginning cash requirement (25% of expenditures) will be around \$850,000, a big jump from our current need of around \$617,000.
  - Our levy reserve requirement (25% of expenditures) will be approximately the same.
  - If the pool opens prior to April of 2027, we will require operations funds prior to receiving a higher levy.

November 20<sup>th</sup>

6:00pm Budget Hearing, followed by regular board meeting

ADMINISTRATION BUDGET 2025		2023 Actual	2024 Budget	2024 Est.	2025 Budget	Notes
4-0000	<b>Income</b>					
	<b>Taxes</b>					
4-2110	Property taxes - M & O	\$1,572,740	\$1,622,620	\$1,622,571	\$1,652,823	Increase of 1%, plus new construction, refunds
4-2200	Timber excise taxes	\$673	\$750	\$750	\$750	
	<b>Total Taxes</b>	<b>\$1,574,086</b>	<b>\$1,623,370</b>	<b>\$1,623,321</b>	<b>\$1,653,573</b>	
	<b>Interest</b>					
4-8006	Interest from M & O	\$9,310	\$3,750	\$6,500	\$7,000	
4-8008	Interest from Reserve Fund	\$7,392	\$3,250	\$6,000	\$6,500	
	<b>Total Misc. Revenues</b>	<b>\$16,702</b>	<b>\$7,000</b>	<b>\$12,500</b>	<b>\$13,500</b>	
	<b>Misc. Revenue</b>					
4-8001	Concession Income	\$0	\$0	\$0	\$0	
4-8003	Park Facility & Equip Rental	\$6,970	\$5,000	\$6,000	\$6,250	Picnic Shelter, Field Reservations
4-8005	Other Revenue	\$155	\$350	\$932	\$200	Sale of Surplus Items/Rebates/Reimb
	<b>Total Other Revenue</b>	<b>\$7,125</b>	<b>\$5,350</b>	<b>\$6,932</b>	<b>\$6,450</b>	
	<b>Total Revenue</b>	<b>\$1,597,913</b>	<b>\$1,635,720</b>	<b>\$1,642,754</b>	<b>\$1,673,523</b>	
6-0000	<b>Expenses</b>					\$697,737
	<b>Administration</b>					
6-1010	Wages - Executive Director	\$87,386	\$121,389	\$121,389	\$132,658	
6-1012	Wages - Business Manager	\$79,898	\$83,654	\$84,799	\$92,028	Incl. sick leave cash-out
6-1014	Wages - Administrative Assistant 2	\$0	\$50,650	\$42,000	\$55,350	
6-2010	Wages - Park Superintendent	\$96,677	\$101,221	\$102,607	\$107,395	Incl. sick leave cash-out
6-2012	Wages - Maint Other Emp	\$130,837	\$196,500	\$182,456	\$203,672	Incl. sick leave cash-out, 3FT, 2PT Closer
6-4010	Wages - Recreation Supervisor	\$62,099	\$66,968	\$69,908	\$78,158	
6-4012	Wages - Recreation Programs PT	\$4,603	\$33,000	\$27,500	\$28,475	Rec Assistant, Event Coordinator, Pickleball
6-1201	FICA District's Share	\$8,398	\$13,443	\$11,500	\$13,250	
6-1202	WA SUI	\$1,548	\$3,250	\$3,300	\$3,600	Unemployment
6-1203	Industrial Insurance	\$11,549	\$23,200	\$20,000	\$21,000	Workers' Comp/L&I
6-1204	Health Ins	\$71,162	\$123,000	\$104,000	\$148,500	8 employees & 6 dependents at 80%
6-1205	Retirement-PERS	\$39,735	\$57,025	\$53,300	\$58,300	
6-1206	LTD/AD&D/Life Insurance	\$0	\$6,000	\$5,400	\$6,000	
6-1207	Dental Insurance	\$5,794	\$10,000	\$8,700	\$10,000	Incl. dependents at 80%
6-1208	B&O Tax	\$2,674	\$4,500	\$4,500	\$3,250	.015% Does not include campground
6-1209	Deferred Comp	\$26,085	\$37,600	\$35,800	\$40,500	Replaces Soc Sec for FT
6-1210	Paid Family & Medical Leave	\$2,360	\$5,300	\$3,500	\$5,250	
6-1301	Accounting Service	\$11,637	\$20,358	\$25,900	\$15,000	Annual report, support for bond rating, audit Misc
6-1302	Legal Service	\$0	\$1,500	\$1,500	\$1,750	Resolutions, explanatory statements
6-1303	Professional Service	\$4,347	\$6,000	\$2,250	\$23,000	Social Med Archive, Compensation Study, Feasibility Stud
6-1426	Fire & Liability Insurance	\$35,711	\$40,000	\$38,502	\$42,500	
6-1427	State Audit	\$320	\$8,000	\$15,878	\$22,000	Next audit financial + accountability (bill may be delayed)
6-1428	Election Costs	\$3,702	\$16,242	\$9,107	\$30,000	3 Commissioners Nov '25 ballot
6-1429	Building Lease	\$5,277	\$6,000	\$9,160	\$17,000	New office space includes utilities
6-1530	Office Supplies	\$4,171	\$5,500	\$6,000	\$6,500	Copier and misc. office supplies
6-1531	Dues & Publications	\$940	\$1,500	\$1,500	\$1,800	NRPA, WRPA, Chambers of Commerce, MRSC, CCC
6-1532	Print & Advertising	\$2,881	\$800	\$250	\$800	Job ads, legal ads
6-1533	Staff Clothing	\$475	\$300	\$150	\$300	
6-1535	Contracted Services	\$5,414	\$6,000	\$5,415	\$1,500	
6-1540	Postage	\$2,235	\$350	\$350	\$350	
6-1541	Telephone	\$6,890	\$9,000	\$9,000	\$9,000	Wired & wireless phone service, web hosting, internet
6-1543	Propane	\$3,430	\$4,250	\$2,500	\$0	Old office only - Concession stand unlikely
6-1549	Moving Expenses	\$0	\$10,000	\$10,000	\$0	
6-1550	Travel & Vehicle Allowance	\$522	\$600	\$600	\$600	
6-1552	Conferences & Training	\$829	\$2,500	\$2,500	\$5,000	Inclu travel expense for Conf/Train
6-1660	Misc Fees & Charges	\$4,976	\$7,500	\$7,250	\$7,750	Bank fees, credit card fees, property tax assessments. Do
6-1690	Technology	\$8,166	\$11,000	\$11,000	\$12,500	Computer, Software, Tech Equipment
6-1691	Office Equipment	\$1,948	\$2,000	\$2,000	\$2,500	
6-1692	Volunteer Recognition	\$0	\$300	\$300	\$300	
6-8006	Investment Fees Operations Fund	\$0	\$225	\$0	\$225	
6-8008	Investment Fees Reserve Fund	\$0	\$225	\$0	\$225	
	<b>Total Administration</b>	<b>\$734,677</b>	<b>\$1,096,850</b>	<b>\$1,041,772</b>	<b>\$1,207,987</b>	
6-2950	Other Interest Expense	\$0	\$100	\$0	\$100	\$0
	<b>Total Expenses</b>	<b>\$734,677</b>	<b>\$1,096,950</b>	<b>\$1,041,772</b>	<b>\$1,208,087</b>	
	<b>Transfers In</b>					
6-8008	Transfer from Reserve Fund	\$0	\$0	\$0	\$0	
	<b>Total Transfers In</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>Transfers Out</b>					
6-8009	Transfer to Reserve Fund	\$31,623	\$119,546	\$119,546	TBD	

Code	Line	2023 Actual	2024 Budget	2024 Estimated	2025 Budget	Notes
<b>Program Wages</b>						
6-4010	Program Wages - FT	\$62,099	\$66,968	\$69,908	\$78,158	
6-4012	Program Wages - PT	\$4,603	\$33,000	\$27,500	\$28,475	Bball refs, coordinator, special events coordinator, pickleball
<b>Total Program Wages</b>		\$66,702	\$99,968	\$97,408	\$106,633	Calculated in Admin.
<b>Misc. Program Expense</b>						
6-4532	Print & Advertising	\$1,177	\$2,500	\$2,500	\$3,500	Adobe Creative Cloud, Email Marketing, Banners
6-4534	Equipment & Supplies	\$1,222	\$2,000	\$2,000	\$3,000	
6-4535	Program Facility Rental	\$0	\$0	\$0	\$20,000	New Account Line. Tracked within specific program line prior to 2025
6-4570	Scholarship - E	\$0	\$300	\$300	\$300	
<b>Total Misc. Program Expenses</b>		\$2,399	\$4,800	\$4,800	\$26,800	
<b>Misc. Program Revenue</b>						
4-8100	Scholarship Donations	\$135	\$100	\$170	\$100	
4-1002	Advertising - R	\$0	\$0	\$50	\$0	
<b>Total Misc. Revenue</b>		\$135	\$100	\$220	\$100	
<b>Recreation Programs</b>						
4-4113	Adult Basketball - R	\$505	\$600	\$0	\$600	
6-4113	Adult Basketball - E	\$164	\$200	\$0	\$200	Gym Rental moved to 6-4535 above.
4-4114	Adult Softball League - R	\$6,205	\$6,000	\$5,000	\$6,000	
6-4114	Adult Softball League - E	\$3,709	\$4,500	\$3,500	\$4,500	
4-4117	Adult Volleyball - R	\$1,425	\$2,500	\$2,500	\$1,500	
6-4117	Adult Volleyball - E	\$1,244	\$1,600	\$1,600	\$200	Gym Rental moved to 6-4535 above.
4-4118	Adult Sailing - R	\$4,715	\$4,500	\$5,523	\$4,500	
6-4118	Adult Sailing - E	\$3,720	\$3,500	\$4,580	\$3,500	
4-4119	Pickleball - R	\$35,807	\$25,000	\$36,109	\$25,000	
6-4119	Pickleball - E	\$13,991	\$16,000	\$20,000	\$5,000	Gym Rental moved to 6-4535 above. Pickleball wages moved to above.
4-4120	Adult Soccer/Futsal - R	\$677	\$1,000	\$2,095	\$1,500	
6-4120	Adult Soccer/Futsal - E	\$399	\$800	\$1,325	\$1,000	Gym Rental moved to 6-4535 above. 2025 Expense = soccer goals
4-4129	Miscellaneous Adult Sports - R	\$630	\$800	\$0	\$800	
6-4129	Miscellaneous Adult Sports - E	\$424	\$640	\$0	\$640	Open Water Swims
4-4131	Tennis Classes - R	\$7,095	\$7,000	\$4,900	\$5,500	
6-4131	Tennis Classes - E	\$5,642	\$5,600	\$3,884	\$4,400	
4-4132	Youth Basketball - R	\$17,405	\$17,700	\$17,700	\$17,700	
6-4132	Youth Basketball - E	\$6,702	\$14,300	\$14,300	\$5,500	Gym Rental moved to 6-4535 above. Youth Basketball League, Little Dribblers. Referee and Basketball Coordinator wages moved to 6-4012.
4-4133	Contract Sports - R	\$7,810	\$8,000	\$12,000	\$10,000	
6-4133	Contract Sports - E	\$0	\$0	\$0	\$1,600	Challenger Sports, Skyhawks, Levo, Admirals Basketball.
4-4134	Wrestling - R	\$0	\$0	\$0	\$2,400	
6-4134	Wrestling - E	\$0	\$0	\$0	\$1,920	Previously under New Program Directions
4-4135	Falcon Programs - R	\$4,715	\$1,000	\$0	\$1,000	
6-4135	Falcon Programs - E	\$3,672	\$900	\$0	\$900	Falcon Basketball Camp
4-4136	Youth Soccer/Futsal - R	\$1,290	\$0	\$0	\$0	
6-4136	Youth Soccer/Futsal - E	\$60	\$0	\$0	\$0	Gym Rental moved to 6-4535 above.
4-4138	Youth Baseball - R	\$0	\$0	\$0	\$0	
6-4138	Youth Baseball - E	\$0	\$0	\$0	\$0	
4-4191	Triathlon - R	\$21,475	\$22,000	\$17,565	\$20,000	
6-4191	Triathlon - E	\$13,567	\$15,500	\$15,181	\$17,000	
4-4192	Chum Run - R	\$2,540	\$3,000	\$0	\$2,500	
6-4192	Chum Run - E	\$2,076	\$2,400	\$1,748	\$2,000	
4-4199	Polar Bear Dive - R	\$1,900	\$1,500	\$1,700	\$1,700	
6-4199	Polar Bear Dive - E	\$1,540	\$1,200	\$2,390	\$1,455	
4-4216	Fitness - R	\$0	\$0	\$0	\$10,000	
6-4216	Fitness - E	\$0	\$0	\$20	\$8,000	Gym Rental moved to 6-4535 above. Ballroom Dance, Groove Fitness under 4296 in 2024
4-4219	Adult General Program - R	\$60	\$1,000	\$0	\$1,000	
6-4219	Adult General Program - E	\$0	\$800	\$0	\$800	CPR
4-4252	Cheer - R	\$3,227	\$2,653	\$2,250	\$2,400	
6-4252	Cheer - E	\$2,297	\$2,300	\$2,140	\$1,920	
4-4260	Other Youth Programs - R	\$11,711	\$12,000	\$12,506	\$12,000	
6-4260	Other Youth Programs - E	\$9,356	\$9,600	\$10,000	\$9,600	VolleyKids, Underwater Robotics NOT MAGIC
4-4264	Aquatics - R	\$32,785	\$32,785	\$33,347	\$33,500	
6-4264	Aquatics - E	\$25,900	\$25,900	\$26,728	\$26,800	
4-4265	Skimboarding - R	\$3,469	\$3,500	\$2,825	\$2,200	
6-4265	Skimboarding - E	\$2,700	\$2,800	\$2,260	\$1,760	
4-4266	Youth Sailing - R	\$10,010	\$10,000	\$12,338	\$10,000	
6-4266	Youth Sailing - E	\$8,096	\$8,000	\$9,580	\$8,000	
4-4267	Paddle Sports - R	\$4,150	\$4,150	\$3,413	\$3,500	
6-4267	Paddle Sports - E	\$3,348	\$3,320	\$2,376	\$2,800	Canoeing, Kayak, S.U.P.
4-4282	Cultural Youth Camps - R	\$11,883	\$12,500	\$11,603	\$10,000	
6-4282	Cultural Youth Camps - E	\$9,490	\$10,000	\$9,360	\$8,000	Earth Skills Camp, Music Camp, Nature Camp, Magic Camp + Magic Club
4-4291	Dog Classes - R	\$36,686	\$25,000	\$14,830	\$16,000	
6-4291	Dog Classes - E	\$31,196	\$20,000	\$13,725	\$12,800	K9 Nosework, Reactive Dog Clinic, Canine Life Skills, Modern K9 Training, Reading with Rover, Dog Training. Pulled in items from 4296 New Program Directions

Code	Line	2023 Actual	2024 Budget	2024 Estimated	2025 Budget	Notes
4-4292	Concerts - R	\$1,500	\$1,500	\$2,250	\$1,500	
6-4292	Concerts - E	\$3,065	\$4,000	\$4,500	\$7,000	
4-4296	New Program Directions - R *	\$233	\$4,000	\$12,595	\$4,000	Items from previous years have been moved to other accounts. Wrestling, Dance & Fitness (2024)
6-4296	New Program Directions - E *	\$0	\$3,000	\$10,076	\$3,000	
*	Ballroom Dance - R	\$0	\$0	\$4,700	\$0	Moving to 4216 Fitness
*	Ballroom Dance - E	\$0	\$0	\$3,760	\$0	
*	Groove Fitness - R	\$0	\$0	\$6,000	\$0	Moving to 4216 Fitness
*	Groove Fitness - E	\$0	\$0	\$4,800	\$0	
*	Wrestling - R	\$0	\$0	\$1,895	\$0	Moving to 4134 Wrestling
*	Wrestling - E	\$0	\$0	\$1,516	\$0	
4-4298	Special Events - R	\$0	\$0	\$0	\$2,000	Family Ball - Daddy/Daughter Ball - New Events
6-4298	Special Events - E	\$0	\$0	\$0	\$2,000	
<b>Total Programs - R</b>		<b>\$229,905</b>	<b>\$209,688</b>	<b>\$213,047</b>	<b>\$208,800</b>	
<b>Total Programs - E</b>		<b>\$152,357</b>	<b>\$156,760</b>	<b>\$159,273</b>	<b>\$142,195</b>	
<b>Programs - Total Revenue</b>		<b>\$230,040</b>	<b>\$209,788</b>	<b>\$213,267</b>	<b>\$208,900</b>	Excluding programs FT, PT wages
<b>Programs - Total Expenses</b>		<b>\$154,756</b>	<b>\$161,560</b>	<b>\$164,073</b>	<b>\$168,995</b>	
<b>Programs - Net</b>		<b>\$75,284</b>	<b>\$48,228</b>	<b>\$49,194</b>	<b>\$39,905</b>	

MAINTENANCE BUDGET 2025		2023 ACTUAL	2024 BUDGETED	2024 ESTIMATED	2025 BUDGET	NOTES
	<b>Maintenance Wages</b>					
6-4010	Maintenance Supervisor - FT	\$96,677	\$101,221	\$102,607	\$107,395	
6-2012	Maintenance Wages - Other	\$130,837	\$196,500	\$182,456	\$203,672	
	<b>Total Maintenance Wages</b>	\$227,514	\$297,721	\$285,063	\$311,067	Wages Calculated in Admin
	<b>Maintenance O&amp;M</b>					
6-2303	Professional Services	\$4,694	\$4,000	\$4,000	\$4,000	Plumber, Trees, Electrical etc.
6-2331	Dues & Publications	\$0	\$200	\$200	\$200	
6-2434	Gas & Lube Products	\$12,597	\$12,000	\$12,000	\$12,000	
6-2436	Uniforms/Safety Gear	\$301	\$1,000	\$1,000	\$1,000	
6-2550	Travel & Vehicle Allowance	\$312	\$800	\$800	\$800	
6-2580	Outdoor Furniture & Equipment	\$0	\$0	\$0	\$2,000	Picnic tables, benches, trash cans - Brought over from capital budget for 2025
6-2581	Garden Maint & Hort	\$3,024	\$5,000	\$5,000	\$5,000	
6-2582	Irrigation & Plumbing Supplies	\$7,050	\$6,500	\$6,500	\$6,500	
6-2583	Sport Field Supplies	\$21,862	\$30,000	\$25,000	\$30,000	
6-2584	Misc Building Repair	\$6,093	\$7,000	\$7,000	\$7,000	
6-2585	Park Building Maint/Jan Supplies	\$9,738	\$7,500	\$7,500	\$7,500	
6-2586	Fertilizer & Turf	\$22,402	\$20,000	\$19,000	\$22,000	Increase for maintaining SWES fields
6-2610	Playground Maintenance	\$6,151	\$7,000	\$10,000	\$7,000	Inclu. blow-in chips
6-2647	Refuse Removal	\$6,821	\$7,000	\$9,750	\$8,400	Increase pick-ups at Park to twice a week. Removing office building.
6-2649	Electrical	\$13,462	\$13,000	\$14,000	\$11,000	Remove office building
6-2650	Alarm System Monitoring	\$967	\$1,725	\$1,725	\$1,725	Increased fees. Install at new office for 2024 YE
6-2652	Conferences & Training	\$445	\$1,500	\$600	\$1,500	
6-2670	Road & Trail Maintenance	\$12,183	\$9,000	\$9,000	\$9,000	
6-2680	Water System Maintenance	\$8,197	\$7,600	\$8,500	\$8,500	
6-2690	Septic	\$9,133	\$8,000	\$9,000	\$11,200	Increase for Potties at Trustland Trails, SWES, Septic annual service
6-2760	Contract Services	\$0	\$500	\$500	\$500	
6-2880	Veh/Mach Repair Parts	\$5,720	\$8,000	\$8,500	\$8,000	
6-2881	Veh/Mach In-Shop Repair	\$14,443	\$14,000	\$12,000	\$14,000	
6-2901	Misc. Equipment Rental	\$0	\$400	\$400	\$400	
6-2902	Misc. Equipment Tools	\$3,045	\$1,600	\$1,600	\$1,600	
6-2904	Vandalism Repair	\$648	\$650	\$500	\$650	
6-2905	Sign/Art Work Maintenance	\$2,599	\$2,000	\$2,000	\$2,000	Incl Wa DOT annual sign fees
6-2906	Trustland Trails	\$1,446	\$1,500	\$500	\$1,500	
6-2907	Lakes	\$0	\$500	\$510	\$500	
	<b>TOTAL Maintenance O&amp;M</b>	\$173,332	\$177,975	\$177,085	\$185,475	

**CAPITAL BUDGET 2025**

2024 Budget    2024 Est.    2025    2026    2027    2028    2029    2030

**LOAN PAYMENTS**

	Cost basis									
Toro Workman HDX/Infield Groomer (2020)	\$30,256	\$6,745	\$6,745							
Maintenance Storage Building (2019)	\$61,733	\$12,118	\$18,480	\$0						
Gabelein Property Loan (2015)	\$500,000	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558	\$29,558
New Property Acquisition			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LOAN PAYMENTS</b>		<b>\$48,421</b>	<b>\$54,783</b>	<b>\$29,558</b>	<b>\$29,558</b>	<b>\$29,558</b>	<b>\$29,558</b>	<b>\$29,558</b>	<b>\$29,558</b>	<b>\$29,558</b>

**CAPITAL IMPROVEMENTS & EQUIPMENT**

<i>Equipment Replacement Plan</i>	Estimated Cost									
Mower: Replace Zero Turn Bad Boy (2010)	\$10,000	\$13,000	\$13,000							
Mower: Replace Toro Groundsmaster (2012)	\$170,000	\$175,000	\$169,100							
Utility Vehicle: Replace Kubota (2015)	\$20,000			\$37,100						
Park Truck: Replace Dodge Ram Truck (2013)	\$60,000			\$60,000						
Mower: Replace Jacobsen Mower (2018)	\$80,000			\$107,000						
Dump Truck: Replace Dodge Ram (2007)	\$80,000				\$80,000					
Mower: Replace Toro Groundsmaster 4500 (2014)	\$125,000					\$125,000				
Replace 2014 Ford Transit (2015)	\$30,000					\$30,000				
Utility Vehicle: Toro Kubota Workman (2020)	\$60,000									\$60,000

*Misc. Capital Purchases & Projects*

E-Bike				\$3,250						
Picnic Shelter	\$75,000					\$75,000				
Soccer Goals						\$10,000				

*Existing Infrastructure Maintenance*

	Estimated Cost									
Sports Complex Parking Area Overlay	\$127,000	\$130,000	\$130,000							
Park Improvements/Asphalt Improvements					\$50,000					
Trustland Trails ADA Porta Potty*										
Picnic Tables/Garbage Cans/Benches Replacement		\$2,000	\$2,000							

*Deferred Maintenance Projects*

	Estimated cost									
Lower Bathroom Renovation - Concession Stand	\$10,000	\$10,000	\$10,000							
Maint Facility Area Paving		\$0	\$36,000	\$0						
Replacement of existing well pump	\$75,000	\$60,000		\$70,000						
Rotary Basketball Court Renovation				\$65,000						
Crow's Nest Elevator Replacement	\$70,000									
Fence Replacement	\$20,000	\$20,000	\$21,351		\$20,000					
Doghouse Updates to Return to Maint Service	\$5,000					\$5,000				
Refurbishment for back-up well	\$38,000									
Park well/water system for public use	\$108,000									
Water treatment equipment	\$50,000									
Pumping system upgrades	\$28,000									
Plumbing system	\$30,000									
Pavement Repairs (Mostly allocated elsewhere)	\$150,000									
Sports Complex Bathroom Renovation	?									

**COMPREHENSIVE PLAN PROGRAMS**

	Estimated Cost									
Pickleball Court	\$502,000	\$502,000	\$30,000	\$472,000						
<i>Sports Complex Rough Area Regrade/site prep</i>	\$20,000									
<i>Court installation</i>	\$180,000									
<i>Fencing</i>	\$50,000									
<i>All weather equipment storage</i>	\$10,000			\$10,000						
<i>Parking</i>	\$44,000			\$44,000						
<i>Lighting</i>	\$50,000									
Campground (Property Fund Budget)	\$300,000									
Community Park Gate/Fence/RV Area	\$30,000									
<i>Old Maintenance Bldg bath/shower conversion</i>	\$50,000									
<i>New bath shower building in campground</i>	\$150,000									
<i>Dedicated septic system</i>	\$100,000									
Public Aquatic Wellness Center	\$300,000									
<i>Initial design and engineering</i>	\$225,000	\$197,200	\$262,059	\$0						

<b>TOTAL CAP IMPROVE, EQUIP, COMPREHENSIVE PLAN</b>		<b>\$979,200</b>	<b>\$543,510</b>	<b>\$868,350</b>	<b>\$70,000</b>	<b>\$85,000</b>	<b>\$155,000</b>	<b>\$0</b>	<b>\$60,000</b>
<b>TOTAL CAP OUTLAY (Incl Loans)</b>		<b>\$1,027,621</b>	<b>\$598,292</b>	<b>\$897,908</b>	<b>\$99,558</b>	<b>\$114,558</b>	<b>\$184,558</b>	<b>\$29,558</b>	<b>\$89,558</b>



# South Whidbey Parks & Recreation Dist

5475 Maxwellton Road  
Langley, WA 98260

## Purchases [Vendor Detail]

10/1/2024 through 10/15/2024

10/10/2024  
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ID#	Date	Item/Acct	Description	Amount
All Whidbey Topsoil & Construction				4000830
00013232	10/1/2024	6-2581	Fir Bark	\$466.76
All Whidbey Topsoil & Construction Total:				\$466.76
Carter, Austin L.				5007725
00013249	10/2/2024	1-1120	Wages from 09/16/24 to 09/30	\$2,446.26
Carter, Austin L. Total:				\$2,446.26
Diamond Rentals				4000539
00013233	10/1/2024	6-2690	Inv 1-640689 - Porta Potty Renta	\$180.00
00013233	10/1/2024	6-2690	Inv 1-640818 - Porta Potty Pump	\$81.75
Diamond Rentals Total:				\$261.75
DRS - Deferred Compensation Program				4000537 R3
00013259	10/2/2024	2-1435	DCP Employer Portion	\$1,405.61
00013259	10/2/2024	2-1485	DCP Employee Portion	\$1,511.90
DRS - Deferred Compensation Program Total:				\$2,917.51
Dunn, Skye P				4000982
00013250	10/2/2024	1-1120	Wages from 10/01/24 to 10/15	\$1,961.47
Dunn, Skye P Total:				\$1,961.47
EFTPS				*None
00013261	10/2/2024	2-1430	FMed/FSoc Payable	\$2,995.06
EFTPS Total:				\$2,995.06
Fallon, Thomas R.				5001388
00013251	10/2/2024	1-1120	Wages from 10/01/24 to 10/15	\$3,050.60
Fallon, Thomas R. Total:				\$3,050.60
Handran, Kathleen M				*None
00013252	10/2/2024	1-1120	Wages from 09/16/24 to 09/30	\$405.39
Handran, Kathleen M Total:				\$405.39
Hanson's Building Supply				4000593 R2
00013234	10/1/2024	6-2584	LED Lights	\$84.42
Hanson's Building Supply Total:				\$84.42
Integrated Underwater Services, LLC				4001312 R1
00013248	10/1/2024	6-2680	Water Reservoir Inspection & Cle	\$4,879.68
Integrated Underwater Services, LLC Total:				\$4,879.68
Island Disposal, Inc.				4000643
00013247	10/1/2024	6-2647	Inv #8271526S144 - Account No	\$181.33
00013247	10/1/2024	6-2647	Inv #8271424S144 - Account No	\$609.87
Island Disposal, Inc. Total:				\$791.20
Island Rowing Association				4001349
00013235	10/1/2024	6-4267	Rowing Clinic	\$400.00
Island Rowing Association Total:				\$400.00
Jerry Beck & Company				4000647
00013236	10/1/2024	6-3001	Hand dryer replacement	\$1,090.52



# South Whidbey Parks & Recreation Dist

## Purchases [Vendor Detail]

10/1/2024 through 10/15/2024

10/10/2024  
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ID#

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ID#	Date	Item/Acct	Description	Amount
Jerry Beck & Company				4000647
Jerry Beck & Company Total:				\$1,090.52
<hr/>				
Lubchuk, Shelby L 00013253	10/2/2024	1-1120	Wages from 09/16/24 to 09/30	*None \$1,672.91
Lubchuk, Shelby L Total:				\$1,672.91
<hr/>				
Monforte, Carrie E. 00013254	10/2/2024	1-1120	Wages from 10/01/24 to 10/15	4000837 \$2,471.67
Monforte, Carrie E. Total:				\$2,471.67
<hr/>				
Myres, Jacob 00013255	10/2/2024	1-1120	Wages from 09/16/24 to 09/30	*None \$1,528.34
Myres, Jacob Total:				\$1,528.34
<hr/>				
NW Natural Water Services, LLC 00013237	10/1/2024	6-2680	Water Management Services	4000873 R2 \$184.74
NW Natural Water Services, LLC Total:				\$184.74
<hr/>				
Pacific Golf & Turf 00013244	10/1/2024	6-2880	Vehicle/Machine Repair Parts - C	4001074 \$40.44
Pacific Golf & Turf Total:				\$40.44
<hr/>				
Puget Sound Energy 00013238 00013238 00013238	10/1/2024 10/1/2024 10/1/2024	6-2649 6-2649 6-2649	Acct #200010294276 - Electrical Acct #300000003172 - Electrical Acct #200020863003 - Electrical	4000705 R1 \$47.78 \$320.13 \$49.12
Puget Sound Energy Total:				\$417.03
<hr/>				
Raymond, Marcus 00013256	10/2/2024	1-1120	Wages from 09/16/24 to 09/30	5010240 \$154.69
Raymond, Marcus Total:				\$154.69
<hr/>				
Sachs, Kathleen 00013257	10/2/2024	1-1120	Wages from 09/16/24 to 09/30	*None \$685.39
Sachs, Kathleen Total:				\$685.39
<hr/>				
Sebo's Do-It Center 00013239 00013239 00013239 00013239	10/1/2024 10/1/2024 10/1/2024 10/1/2024	6-2585 6-1549 6-2585 6-2585	Janitorial Supplies, Building Main Paint Supplies for New Office - A Building Supplies - A1635733 Misc Building Maint - A1637882	4000731 \$65.51 \$62.66 \$37.68 \$114.71
Sebo's Do-It Center Total:				\$280.56
<hr/>				
South Whidbey Youth Select Hoops 00013246	10/1/2024	4-4132	Admirals Fall Hoops, Grades 3-8	4001610 R1 \$2,368.00
South Whidbey Youth Select Hoops Total:				\$2,368.00
<hr/>				
Specialty Mining & Infield Supplies 00013240	10/1/2024	6-2583	.Diamond Dust	4000188 \$7,520.26
Specialty Mining & Infield Supplies Total:				\$7,520.26
<hr/>				
Tomisser, Brian 00013245 00013258	10/1/2024 10/2/2024	6-1549 1-1120	Reimbursement for New Office S Wages from 10/01/24 to 10/15	4001346 R1 \$126.76 \$3,724.59

# South Whidbey Parks & Recreation Dist

## Purchases [Vendor Detail]

10/1/2024 through 10/15/2024

10/10/2024  
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ID#	Date	Item/Acct	Description	Amount
Tomisser, Brian				4001346 R1
Tomisser, Brian Total:				\$3,851.35
<hr/>				
Verizon Wireless				4000790
00013241	10/1/2024	6-1541	Cell Phone Service	\$175.36
Verizon Wireless Total:				\$175.36
<hr/>				
VISA - Heritage Bank				4000793 R4
00013242	10/1/2024	6-2670	County Store - Herbicide	\$206.71
00013242	10/1/2024	6-1549	Amazon - Exit Sign for New Office	\$33.98
00013242	10/1/2024	6-4291	Drew's List - Advertising	\$25.00
00013242	10/1/2024	6-1549	Amazon - Address Stamp for Ne	\$11.91
00013242	10/1/2024	6-1530	Amazon -Office Supplies	\$25.00
00013242	10/1/2024	6-4132	Amazon - Basketbal Bags	\$27.19
00013242	10/1/2024	6-1549	Amazon - TV Mount for New Offi	\$41.33
00013242	10/1/2024	6-1549	Home Depot - Refrigerator for N	\$434.27
00013242	10/1/2024	6-1549	Home Depot - Refrigerator Retur	(\$434.27)
00013242	10/1/2024	6-1549	Amazon - Recycling Container for	\$43.49
00013242	10/1/2024	6-1549	BackBreakers - Moving Labor for	\$1,004.25
00013242	10/1/2024	6-1549	Home Depot - Moving Supplies,	\$430.23
00013242	10/1/2024	6-1549	Sebo's - Paint Supplies	\$174.53
00013242	10/1/2024	6-1549	Sebo's - Moving Supplies	\$22.58
00013242	10/1/2024	6-1549	Amazon - Room Dividers for Ne	\$1,305.57
00013242	10/1/2024	6-1530	Primo Crystal - Water Service Ov	(\$37.86)
VISA - Heritage Bank Total:				\$3,313.91
<hr/>				
WA State Dept of Retirement				4000531
00013260	10/2/2024	6-1205	PERS Employer Portion	\$2,065.35
00013260	10/2/2024	2-1480	PERS Employee Portion	\$1,503.38
WA State Dept of Retirement Total:				\$3,568.73
<hr/>				
Whidbey Telecom				4000828
00013243	10/1/2024	6-2650	Alarm Monitoring	\$81.61
00013243	10/1/2024	6-1541	Telephone Web Hosting, Internet	\$478.83
Whidbey Telecom Total:				\$560.44
<hr/>				
Grand Total:				\$50,544.44

# South Whidbey Parks & Recreation Dist

## Profit & Loss [Budget Analysis]

January 2024-September 2024

10/11/2024  
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		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-1000	Misc. Revenues			
4-1002	Advertising Income	\$50.00	\$0.00	\$50.00
	Total Misc. Revenues	\$50.00	\$0.00	\$50.00
4-2000	Taxes			
4-2110	Property taxes - M & O	\$969,687.38	\$975,595.00	(\$5,907.62)
4-2200	Timber excise taxes	\$401.95	\$750.00	(\$348.05)
	Total Taxes	\$970,089.33	\$976,345.00	(\$6,255.67)
4-4100	Recreation Programs			
4-4110	Adult Sports			
4-4113	Adult Basketball	\$0.00	\$600.00	(\$600.00)
4-4114	Adult Softball League	\$5,000.00	\$6,000.00	(\$1,000.00)
4-4117	Adult Volleyball	\$1,035.00	\$0.00	\$1,035.00
4-4118	Adult Sailing	\$5,522.50	\$4,500.00	\$1,022.50
4-4119	Pickleball	\$29,089.00	\$17,500.00	\$11,589.00
4-4120	Adult Soccer/Futsal	\$1,495.00	\$800.00	\$695.00
4-4129	Miscellaneous Adult Sports	\$0.00	\$800.00	(\$800.00)
4-4130	Youth Sports			
4-4131	Tennis Classes	\$4,900.00	\$7,000.00	(\$2,100.00)
4-4132	Youth Basketball	\$12,783.50	\$5,455.00	\$7,328.50
4-4133	Contract Sports	\$109.00	\$1,625.00	(\$1,516.00)
4-4135	Falcon Programs	\$20.00	\$1,000.00	(\$980.00)
4-4190	Special Event - Sports			
4-4191	Triathlon	\$17,565.00	\$22,000.00	(\$4,435.00)
4-4192	Chum Run	\$0.00	\$3,000.00	(\$3,000.00)
4-4199	Polar Bear Dive Revenue	\$1,600.00	\$750.00	\$850.00
4-4200	Misc. Programs			
4-4210	Adult Misc. Programs			
4-4219	Adult General Program	\$0.00	\$1,000.00	(\$1,000.00)
4-4250	Youth Misc. Programs			
4-4252	Cheer	\$406.00	\$0.00	\$406.00
4-4260	Other Youth Programs	\$12,506.00	\$12,000.00	\$506.00
4-4264	Aquatics	\$33,347.00	\$32,785.00	\$562.00
4-4265	Skimboarding	\$2,825.00	\$3,500.00	(\$675.00)
4-4266	Youth Sailing	\$12,337.50	\$10,000.00	\$2,337.50
4-4267	Paddle Sports	\$3,412.50	\$4,150.00	(\$737.50)
4-4282	Cultural Youth Camps	\$10,702.50	\$12,500.00	(\$1,797.50)
4-4290	Special Events			
4-4291	Dog Classes	\$12,000.00	\$20,000.00	(\$8,000.00)
4-4292	Concerts and Movies	\$2,250.00	\$1,500.00	\$750.00
4-4296	New Program Directions	\$8,295.00	\$2,800.00	\$5,495.00
	Total Recreation Programs	\$177,200.50	\$171,265.00	\$5,935.50
4-6000	SWARC Revenue			
4-6010	SWARC DOC Grant Funding	\$352,380.74	\$273,200.00	\$79,180.74
	Total SWARC Revenue	\$352,380.74	\$273,200.00	\$79,180.74
4-8000	Other Revenue			
4-8003	Park Facility Rental	\$8,167.50	\$4,800.00	\$3,367.50
4-8005	Other Revenue	\$932.12	\$270.00	\$662.12
4-8006	Interest from M & O	\$11,515.70	\$2,812.50	\$8,703.20
4-8008	Interest from Reserve Fund	\$9,047.61	\$2,439.00	\$6,608.61
4-8009	Reserve Fund - Transfers In	\$151,169.00	\$151,169.00	\$0.00
4-8010	Transfer from Reserve to M&O	\$31,623.00	\$31,623.00	\$0.00
4-8018	Transfer in to Capital Reserve	\$14,325.00	\$14,325.00	\$0.00
4-8100	Scholarship Donations	\$170.00	\$70.00	\$100.00
	Total Other Revenue	\$226,949.93	\$207,508.50	\$19,441.43
	Total Income	\$1,726,670.50	\$1,628,318.50	\$98,352.00
5-0000	Cost of Sales			
	Gross Profit	\$1,726,670.50	\$1,628,318.50	\$98,352.00
6-0000	Expenses			
6-1000	Administration			
6-1010	Wages - Director	\$91,041.84	\$91,041.75	\$0.09
6-1012	Wages - Administrator	\$61,117.82	\$62,739.00	(\$1,621.18)
6-1014	Wages - Admin Assistant 2	\$25,250.95	\$35,455.00	(\$10,204.05)

# South Whidbey Parks & Recreation Dist

## Profit & Loss [Budget Analysis]

January 2024-September 2024

10/11/2024  
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		Selected Period	Budgeted	\$ Difference
6-1201	FICA District's Share	\$8,267.52	\$10,640.00	(\$2,372.48)
6-1202	WA State Unemployment Ins	\$1,662.04	\$2,460.00	(\$797.96)
6-1203	Labor & Industries Ins	\$10,809.88	\$17,400.00	(\$6,590.12)
6-1204	Health Ins	\$75,093.81	\$92,250.00	(\$17,156.19)
6-1205	Retirement-PERS	\$38,734.60	\$40,628.00	(\$1,893.40)
6-1206	LTD/AD&D/Life Ins	\$3,972.77	\$3,815.00	\$157.77
6-1207	Dental Insurance	\$6,221.64	\$7,497.00	(\$1,275.36)
6-1208	B&O Tax	\$2,237.59	\$2,500.00	(\$262.41)
6-1209	DCP Employer Expense	\$26,319.12	\$27,275.00	(\$955.88)
6-1210	Family & Medical Leave	\$2,444.95	\$3,950.00	(\$1,505.05)
6-1301	Accounting Service	\$25,187.76	\$31,579.00	(\$6,391.24)
6-1302	Legal Service	\$0.00	\$1,500.00	(\$1,500.00)
6-1303	Professional Service	\$2,132.69	\$6,000.00	(\$3,867.31)
6-1426	Liability Insurance	\$38,499.00	\$40,000.00	(\$1,501.00)
6-1427	State Audit	\$15,877.45	\$8,000.00	\$7,877.45
6-1428	Election Costs	\$9,106.35	\$9,106.00	\$0.35
6-1429	Building Lease	\$7,418.24	\$4,500.00	\$2,918.24
6-1530	Office Supplies	\$3,725.60	\$4,126.00	(\$400.40)
6-1531	Dues & Publications	\$799.16	\$950.00	(\$150.84)
6-1532	Print & Advertising	\$125.06	\$800.00	(\$674.94)
6-1533	Staff Clothing	\$79.34	\$225.00	(\$145.66)
6-1535	Contracted Services	\$4,511.90	\$4,500.00	\$11.90
6-1540	Postage	\$167.57	\$270.00	(\$102.43)
6-1541	Telephone	\$5,526.65	\$6,750.00	(\$1,223.35)
6-1543	Propane	\$1,428.43	\$3,187.50	(\$1,759.07)
6-1549	Moving Expenses	\$1,131.46	\$10,000.00	(\$8,868.54)
6-1550	Travel & Vehicle Allowance	\$284.00	\$450.00	(\$166.00)
6-1552	Conferences & Training	\$1,000.51	\$2,500.00	(\$1,499.49)
6-1660	Misc Fees & Charges	\$4,093.74	\$5,625.00	(\$1,531.26)
6-1690	Technology	\$6,804.09	\$8,253.00	(\$1,448.91)
6-1691	Office Equipment	\$191.42	\$1,550.00	(\$1,358.58)
6-1692	Volunteer Recognition	\$0.00	\$300.00	(\$300.00)
	Total Administration	\$481,264.95	\$547,822.25	(\$66,557.30)
6-2000	Maintenance			
6-2001	Maintenance Wages			
6-2010	Maintenance Supervisor	\$73,952.45	\$75,915.00	(\$1,962.55)
6-2012	Maintenance Wages - PT	\$132,085.37	\$158,562.00	(\$26,476.63)
	Total Maintenance Wages	\$206,037.82	\$234,477.00	(\$28,439.18)
6-2200	Maintenance O & M			
6-2303	Professional Service	\$1,131.06	\$0.00	\$1,131.06
6-2434	Gas & Lube Products	\$8,754.78	\$9,000.00	(\$245.22)
6-2436	Safety Gear	\$935.00	\$800.00	\$135.00
6-2550	Travel & Vehicle Allowance	\$177.50	\$603.00	(\$425.50)
6-2581	Garden Maint & Hort	\$1,914.38	\$2,000.00	(\$85.62)
6-2582	Irrg & Plumb Supplies	\$4,328.02	\$4,500.00	(\$171.98)
6-2583	Sport Field Supplies	\$13,158.25	\$13,000.00	\$158.25
6-2584	Misc Bld Repair	\$2,154.72	\$4,950.00	(\$2,795.28)
6-2585	Park Bld Maint/Jan Supp	\$5,495.00	\$5,625.00	(\$130.00)
6-2586	Fertilizer & Turf	\$17,538.56	\$16,000.00	\$1,538.56
6-2610	Playground Maintenance	\$357.36	\$1,400.00	(\$1,042.64)
6-2647	Refuse Removal	\$4,983.81	\$5,350.00	(\$366.19)
6-2649	Electrical Utilities	\$11,064.82	\$10,550.00	\$514.82
6-2650	Alarm System Monitoring	\$609.38	\$1,293.75	(\$684.37)
6-2670	Road & Trail Maintenance	\$3,876.92	\$3,000.00	\$876.92
6-2680	Water System Maintenance	\$2,134.00	\$1,950.00	\$184.00
6-2690	Septic	\$2,715.00	\$5,850.00	(\$3,135.00)
6-2760	Contract Services	\$0.00	\$350.00	(\$350.00)
6-2880	Veh & Mach Repair/Parts	\$12,643.14	\$5,850.00	\$6,793.14
6-2881	Veh/Mach In-shop Repair	\$7,477.96	\$10,503.00	(\$3,025.04)
6-2901	Misc Equip Rental	\$123.58	\$350.00	(\$226.42)
6-2902	Misc. Equipment/Tools	\$1,019.62	\$950.00	\$69.62
6-2904	Vandalism Repair	\$0.00	\$650.00	(\$650.00)
6-2905	Sign/Art Work Maintenance	\$1,126.64	\$1,700.00	(\$573.36)
6-2906	Trustland Trails	\$0.00	\$600.00	(\$600.00)
6-2907	Lakes	\$509.73	\$400.00	\$109.73
	Total Maintenance O & M	\$104,229.23	\$107,224.75	(\$2,995.52)

# South Whidbey Parks & Recreation Dist

## Profit & Loss [Budget Analysis]

January 2024-September 2024

10/11/2024  
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	Selected Period	Budgeted	\$ Difference	
	Total Maintenance	\$310,267.05	\$341,701.75	(\$31,434.70)
6-2950	Interest Expense	\$0.00	\$80.00	(\$80.00)
6-3000	Capital Equipment/Projects			
6-3001	Projects/Equipment	\$170,287.51	\$398,000.00	(\$227,712.49)
6-3002	Pickleball Court Expense	\$11,977.98	\$313,750.00	(\$301,772.02)
	Total Capital Equipment/Projects	\$182,265.49	\$711,750.00	(\$529,484.51)
6-4000	Programs			
6-4009	Program Wages			
6-4010	Programs Wages - FT	\$52,664.20	\$50,229.00	\$2,435.20
6-4012	Programs Wages - PT	\$14,994.41	\$11,250.00	\$3,744.41
6-4100	Recreation Programs			
6-4110	Adult Sports			
6-4114	Adult Softball League	\$2,834.52	\$4,500.00	(\$1,665.48)
6-4117	Adult Volleyball	\$553.90	\$0.00	\$553.90
6-4118	Adult Sailing	\$4,580.00	\$3,500.00	\$1,080.00
6-4119	Pickleball	\$10,048.63	\$11,350.00	(\$1,301.37)
6-4120	Adult Soccer/Futsal	\$1,137.70	\$0.00	\$1,137.70
6-4129	Miscellaneous Adult Sports	\$0.00	\$640.00	(\$640.00)
6-4130	Youth Sports			
6-4131	Tennis Classes	\$3,884.00	\$5,600.00	(\$1,716.00)
6-4132	Youth Basketball	\$8,322.77	\$8,100.00	\$222.77
6-4190	Special Event - Sports			
6-4191	Triathlon	\$14,980.74	\$15,000.00	(\$19.26)
6-4192	Chum Run	\$0.00	\$250.00	(\$250.00)
6-4199	Polar Bear Dive Expense	\$2,390.00	\$1,200.00	\$1,190.00
6-4200	Misc. Programs			
6-4210	Adult Misc. Programs			
6-4216	Fitness	\$20.00	\$0.00	\$20.00
6-4250	Youth Misc. Programs			
6-4252	Cheer	\$2,138.40	\$2,300.00	(\$161.60)
6-4260	Other Youth Programs	\$9,996.00	\$9,600.00	\$396.00
6-4264	Aquatics	\$26,728.00	\$25,900.00	\$828.00
6-4265	Skimboarding	\$2,260.00	\$2,800.00	(\$540.00)
6-4266	Youth Sailing	\$9,600.00	\$8,000.00	\$1,600.00
6-4267	Paddle Sports	\$2,376.00	\$3,320.00	(\$944.00)
6-4282	Cultural Youth Camps	\$8,100.00	\$10,000.00	(\$1,900.00)
6-4290	Special Events			
6-4291	Dog Classes	\$10,528.00	\$16,000.00	(\$5,472.00)
6-4292	Concerts	\$4,500.00	\$4,000.00	\$500.00
6-4296	New Program Directions	\$5,629.37	\$2,400.00	\$3,229.37
6-4500	Misc. Program Expenses			
6-4532	Print & Advertising	\$1,162.51	\$1,890.00	(\$727.49)
6-4534	Program Equipment & Supplies	\$180.56	\$1,575.00	(\$1,394.44)
6-4570	Unfunded Scholarships	\$100.00	\$225.00	(\$125.00)
	Total Programs	\$199,709.71	\$199,629.00	\$80.71
6-6000	SWARC Expenses			
6-6005	SWARC Professional Services	\$1,121.32	\$0.00	\$1,121.32
6-6010	SWARC Architectural Services	\$259,217.88	\$197,200.00	\$62,017.88
6-6020	SWARC Legal Services	\$1,719.50	\$0.00	\$1,719.50
6-8000	Miscellaneous Costs			
6-8006	Investment Fee Operations Fund	\$0.00	\$175.00	(\$175.00)
6-8008	Investment Fees Reserve Fund	\$0.00	\$175.00	(\$175.00)
6-8009	Tsf to Reserve Fund from M&O	\$151,169.00	\$151,169.00	\$0.00
6-8010	Reserve Fund - Transfers Out	\$31,623.00	\$31,623.00	\$0.00
6-8018	Transfer from MO to Cap Reserv	\$14,325.00	\$14,325.00	\$0.00
	Total Miscellaneous Costs	\$197,117.00	\$197,467.00	(\$350.00)
6-9000	Misc.	\$500.64	\$0.00	\$500.64
	Total Expenses	\$1,633,183.54	\$2,195,650.00	(\$562,466.46)
	Net Profit / (Loss)	\$93,486.96	(\$567,331.50)	\$660,818.46

# Account Transactions

## 1/1/2024 To 9/30/2024

Page 1

ID#	Src	Date	Memo/Payee	Debit	Credit	Job No.
2-2100	Mortgage Loans					
00012737	PJ	3/20/2024	Purchase; Heritage Bank - Oly	\$14,779.00		
00013214	PJ	9/17/2024	Purchase; Heritage Bank - Oly	\$14,779.00		
				<hr/>	<hr/>	
				\$29,558.00	\$0.00	
2-2200	Bank Loans					
00012676	PJ	2/20/2024	Purchase; Heritage Bank - Sea	\$4,715.33		
00012874	PJ	5/16/2024	Purchase; Heritage Bank - Sea	\$4,715.33		
00013119	PJ	8/19/2024	Purchase; Heritage Bank - Sea	\$4,715.33		
				<hr/>	<hr/>	
				\$14,145.99	\$0.00	

# Fund Balances

September 30, 2024

M&O	\$619,426.12
Reserve	\$510,407.71
*Capital/Property Fund (Maxwelton Trails Bond)	\$60,118.78
*Capital/Property Fund (Campground)	\$190,519.59
Bond - (Park Improvement Bond)	\$773,227.87
Construction Fund	\$14,985,628.43
Capital Reserve	\$14,325.00
<b>TOTAL</b>	<b>\$17,153,653.50</b>

NOTES

**South Whidbey Parks and Recreation District  
September 17, 2024 – Regular Meeting Minutes**

**DRAFT**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Jennifer Cox, Erik Jokinen, Krista Loercher and Matt Simms.  
Staff Present: Skye Dunn, Tom Fallon, Carrie Monforte and Brian Tomisser

Jennifer called the Regular Meeting to order at 6:02 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

Paul Ringsrud addressed the board regarding a request for a Mountain Bike Skills Park on District property.

**III. Approval of Minutes**

*The minutes of the Regular Meeting on Aug. 21, 2024, were unanimously approved in a motion made by Krista.*

**IV. Treasurer’s Report/Voucher List Approval**

**A. Summary Treasurer’s Report**

Matt reviewed the treasurer’s report with the board.

**B. Voucher List Approval**

*In a motion made by Matt, the Board unanimously approved the Maintenance and Operations Fund Vouchers #13161 through #13231 in the amount of \$98,643.88, electronic payments in the amount of \$20,288.13, and Construction Fund Voucher #5 in the amount of \$22,591.50.*

**V. Staff Report (To be attached for permanent records)**

**A. Quarterly Recreation Report**

Skye provided a quarterly recreation report.  
Brian reviewed the Staff Report with the commissioners.

**VI. Committee & Community Meeting Reports**

Krista reported that she would be attending the State of Washington Responsible Outdoor Travel Summit.

**VII. Unfinished Business**

**A. Comprehensive Plan Programs**

**Pickleball Courts**

Brian reported on the pre-application and permitting progress with Island County.

**Aquatic Recreation Center**

Brian reported that the RFQ for a project manager would close shortly.

**Campground**



Brian reported on a campground committee meeting. Brian and the board discussed how to expend the funds available, and repaying the loan for the property. The board directed Brian to get a figure for updating the Campground Site Plan, and to confirm the cost to get to construction documents, with the intent of using the remaining funds available toward principal payments for the property loan.

**B. South Whidbey Aquatics Center**

Brian provided an update for the SWARC budget estimate. Brian and the board discussed budget items that could be deductive alternative bid items.

*Krista made a motion to approve the proposed 3 items as deductive alternative bid items, and the motion carried.*

Brian revisited the expanded deck space change and the possibility of returning to the original deck size.

*Krista made a motion to go back to the original size of the deck, and the motion carried.*

**VIII. New Business**

**A. Asphalt of Maintenance Shop**

Brian and the board discussed substituting the \$60,000 well pump replacement in the capital budget with alternate expenditures, including asphaltting the maintenance parking lot, and paying off a loan for the maintenance shop early.

*Krista made a motion to authorize Krieg Construction to asphalt the maintenance shop at the cost of \$33,110 plus tax, and to use savings from the capital budget to pay of the maintenance shop at a cost of approximately \$6,300, and the motion carried.*

**B. 2025 Budget Draft**

Brian provided an initial draft of the 2025 budget and highlighted some items of interest. Brian provided a timeline for the 2025 budget process.

**C. Custodial Services at New Office Location**

Brian proposed adding a Custodial 1 employment position to provide custodial care at the new District offices.

*Erik made a motion to approve the creation of a Custodial 1 employment position, and the motion was unanimously approved.*

**D. Resolution – Updates to Policy Manual**

Brian provided a resolution to finalize prior agreed upon updates to the policy manual.

*Krista made a motion to approve Resolution 2024-07 adopting Updates to the SWPRD Policy Manual, and the motion was unanimously approved.*

**E. 2025 Park Maintenance Capital Purchases**

Brian provided quotes and proposed placing orders for two equipment items which are in the equipment replacement schedule and the 2025 budget draft, to be received and paid for in 2025.

*Erik made a motion to place an order for the replacement of the Jacobsen Mower and the Kubota, and the motion was unanimously approved.*

**IX. Adjournment**

There being no further business, the meeting was adjourned at 8:22p.m.



# Memo

**To:** Board of Commissioners  
**From:** Staff  
**Date:** 10/16/2024  
**Re:** Staff Report for October 2024

## Recreation/Programs

- Brian and Skye met with Sandi and Brenda for another conversation about the Triathlon on October 14<sup>th</sup>
- Basketball registration opens November 1<sup>st</sup>
- New Pickleball League started October 9<sup>th</sup>

## Facilities and Grounds

- Diamond Dust was delivered on September 30<sup>th</sup>
- New fence along fields 1 and 4 was installed on October 7<sup>th</sup>
- Krieg Construction completed the lot at the maintenance facility, looks great.
- Water tank underwent its annual cleaning on October 1<sup>st</sup>

## Director's Items

- There was an error in the voter pamphlet, page 82, it listed under the school "Replacement Levy for Educational Programs/Operations". The 'Explanatory Statement' used is the one that we used for our bond last November. We brought this to the attention of the school district and noticed that it has been updated online, however the error was included in the pamphlet that was mailed.
- NRPA conference was very successful. I talked to a lot of vendors, especially focusing on aquatics and registration software. The sessions I attended focused on aquatics and project management, well worth the time.
- We are completely out of the old offices. We had our final walk through and Island County was very pleased with the condition we left the building. Our new offices are working out very well.
- We have an updated agreement letter with Teresa Johnson our CPA. Excited to have them on board
- We had the annual student walk on September 26<sup>th</sup>. They reached out initially, but when we responded with the same terms we did last year (on basketball court, \$25 payment) they did not respond and then proceeded to go up to the picnic shelter without authorization.

## Upcoming Events

11/20/24 Budget Hearings and Regular Board Meeting

6:00 pm

# Memo



**To:** Board of Commissioners  
**From:** Brian Tomisser  
**Date:** 10/16/2024  
**Re:** Comprehensive Plan Programs

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## Pickleball Courts

- We are working with our design team to get through the County's issues for permitting. Specifically SEPA, septic, and traffic concerns. The SEPA permit may have to be linked to the SWARC due to it being on the same parcel. Our design team is working with the County to clarify.

## Fields

- The Saturday soccer teams have set off our septic alarms at the Sports Complex twice over the last month. The most recent time caused a significant back up and mess that we had to do a staff call out to address. In addition, parking is going onto Langley Road. So we let the Soccer Club know that the U8 teams (which have the largest groups) would need to be moved off site or to another day. We offered them the use of the elementary school field, which they agreed to use. They did state that they felt it was our responsibility to add a second porta potty to the elementary school since there would be so many people there. I informed them that they could do that at their cost if they felt their program needed it, but that we would ensure that our one unit was serviced on Friday before their Saturday games. In talking with them I also suggested Friday games in the future would alleviate some of these issues, which they seemed open to.

As a follow up, Tom had Morley and Sons out to inspect the septic. They said the septic was working perfectly fine, but that it was just too much use in a short amount of time. He did say that the current tank is 750 gallons, and we could add a 1500-gallon tank for around \$15,000. This would require a designer and a permit. This could alleviate the septic permit that the County is likely requiring for the pickleball courts. Our pickleball designer is looking into it and Morley and Sons is working up a quote. I'll update next month when I know more.



# Memo

**To:** Board of Commissioners  
**From:** Brian Tomisser, Director  
**Date:** 10/16/2024  
**Re:** Campground Allocation of Funds

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Currently our loan, which is a Limited Tax General Obligation (LTGO) bond, has a balance of \$407,915. Our final payment is currently due November 2045. This loan cost the district \$30,000/year.

We have in our Property Fund a total of \$189,077, which is attached to the bond and has to be used towards this project.

At the last Board meeting I was instructed to get the pricing to finish the site plan for the campground and to get the information from the bank as far as impact if we make a large payment toward principal.

I did hear back from JA Brennon, the architect that designed the initial drawings for the campground and it will cost us around \$5000 to get an updated site plan.

The bank did confirm that if we make a payment, it will not effect our monthly payment, but will shorten the length of the loan. I am still waiting to hear back the exact date it would be paid off if we put \$184,077 towards the principal.

Our legal advisor, Pacifica Law, strongly suggest that we use this money as soon as possible. Staff are seeking direction from the Board to determine if and how much of the Property Fund you want to go towards the principal of the loan.



# Memo

**To:** Board of Commissioners

**From:** Brian Tomisser, Director

**Date:** 10/16/2024

**Re:** Project Manager

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Staff have prepared a PowerPoint presentation to discuss the hiring of a project manager as part of the Aquatic Recreation Center.

After the presentation, staff will be looking for direction from the Board on how they would like to proceed in securing this important component of the project.



# Project Manger

## The Job

- **Overseeing the entire project** – Design completion, permitting and inspections (Isl. Co., DCH), submittals and RFI's, GC RFP and contracting, owner vendor contracts (special inspector, surveyor, commissioning agent), invoice review change order review site walks and inspections, OAC meetings, Bot, Foundation, and public meetings as requested, reporting, funding draw requests, operational preparation, punch list inspection, physical and financial closeout.
- **Bring expertise in planning, coordinating, and executing key responsibilities** – Expertise in the sequencing of the project, providing sound recommendations, holding all parties accountable to responsibilities and deadlines.
- **Critically reviewing all documents and plans** – Reviewing and evaluating plans, supplemental documents (ASI's, OODs, Sketches, and design directives), contractor change orders, all invoices and backup, contracts (GC, owner vendors, etc.).
- **Attending meetings with SWPRD Contractor, ARC** – and Board, Foundation, and public meetings, as requested
- **Saving money by minimizing mistakes and delays** – Contractor and vendor accountability, efficiency strategies, schedule adherence (costly to have the GC on site longer).
- **Assistance in**
  - **Setting and maintaining budget** - Comprehensive budget and monthly reporting.
  - **Setting and maintaining schedule** – Comprehensive schedule, tracking, and strategies to maintain schedule
  - **Negotiating contracts** – GC, owner vendors, change orders from all parties
  - **Preparing and reviewing all bids** – Develop GC RFP and owner vendors, bid analysis, recommendations
  - **Cost tracking** – Review and tracking of all project costs and associated reporting
  - **Funding management** – Monthly draw package assembly and submission, and responding to questions



# Project Manger

## The Need

- Currently work related to the SWARC is taking on average 30% of the Directors work week
- Additional time is taken from the Business Manager for items like grant management, invoicing, Financial Audits and Bond related duties
- The Parks Superintendent is also regularly participating in meetings and discussions regarding items like septic, water, etc
- None of the above staff are experts in projects of this magnitude

The demand on staff time, especially the Director and Business Manager are anticipated to increase as decisions are getting finalized and then the day-to-day work of building the facility progresses. The Project Manager will be crucial to minimize mistakes, give knowledgeable input to the build and the budget, and to make sure this facility is built to last long term. Not filling this position well, will put the quality of this project at risk.





# Project Manger

## The Process

- \$50,000 was allocated in the project budget
- For capital projects of this size, a project manager cost on average between 3-5% of your budget, which in this case would be roughly \$800,000-\$1,350,000
- We went out to bid and received three bids, all from firms (none were from individuals)
- We conducted interviews with two firms, conducted reference checks and determined Bloom Projects LLC was the most qualified and best fit for our project.



# Project Manger

## Option 1

- Contract with Bloom Projects for 'Phase 1', which will take us through the bidding process in an amount not to exceed \$226,881. This will come out of bond proceeds
  - This will be billed on an hourly basis and we will only pay for hours worked. So this number can be lower depending on the need.
- After this phase, we would access the value provided in Phase 1, the funds available to proceed, and strategize how to move forward through the construction phase.
- Staff have worked on a plan to attempt to put aside funds for any potential gap caused by not receiving levy funds until spring 2027. This could equal around \$450,000 which could be used to provide PM services in phase 2.

Director Comments This next phase is critical as we make sure the plans are assembled correctly and we are doing everything we can to ensure a successful bid opening. Even though it is a lot of money, I think it will greatly benefit the project and their expertise will result in cost recovery savings.



# Project Manger

## Option 2

- **Reject the Bloom Project bid and redo an RFP with greater limitations outlined in terms of budget. The goal here would probably be to target individuals with experience, versus project management firms.**

Director Comments: The original RFQ that we sent out was broad in nature, which allowed firms or individuals to send in proposals. No individuals inquired or applied. Making it more restrictive would not likely yield positive results.

**South Whidbey Aquatics Recreation Center**  
**Bloom Projects**  
**Proposed Fees and Schedule**  
 10/3/2024  
 Revised 10/8/24

The following proposed Fee and Duration Schedule is based on the project schedule developed by ARC dated 6/14/24, and represents our early assessment of our time required to complete the project in the period indicated. We recommend allowing for our integration into the project and development of an updated project schedule, then revisit this fee schedule to validate the fees required to efficiently complete the project.

We endeavor to provide the highest value to our clients. The attached fee and duration schedule outlines where we anticipate utilizing our time, and your review and feedback are appreciated.

This proposal is based on our current understanding of the project and proposed on an **hourly NTE basis**. Additional fees, if required, will be presented in advance for your approval. Payment is on a 30-day basis. We have included \$200 per month reimbursable expenses to address travel, parking, and ride-share transportation, and we do not mark these up. Hourly rates are subject to a 5% increase each January and have been included in the Fee and Duration Schedule below.

**Update 10/8/24: Alternative approach is to phase Project Management into two Phases:**

**Phase 1** Includes integrating into the project to confirm the project status, gain a full understanding of current design status, permit and jurisdictional status, develop a full and responsible budget, develop an updated schedule, develop GC RFP, issue and bid to GC's, analyze GC bids and schedules, and provide recommendation to SWARC. This approach provides for full information and planning to enable construction to begin, and Phase 2 of our Project Management scope of work.

**Phase 2** Includes contract negotiations and execution with GC, pre-construction logistics, early submittals and material procurement, ongoing construction logistics, management of submittals/RFI's, cost tracking, schedule updates, jurisdictional inspections and compliance, funding management/draw requests/distributions, invoice/lien release management, and operational readiness through opening and full operations.

**Fee and Duration Schedule**

												Phase 1												
												CD's/AHJ	CD's/AHJ	D's/AHJ/RF										
												Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Fee Totals
												Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	
<b>Name / Title</b>																								
Marc Bloom, Principal																								
SubTotals																					\$ 14,640	\$ 23,790	\$ 23,790	\$ 62,220
Colby Ray, APM																								
SubTotals																					\$ 8,550	\$ 13,680	\$ 12,312	\$ 34,542
																					\$ 23,190	\$ 37,470	\$ 36,102	\$ 96,762

						Phase 1						Phase 2					
						AHJ/RFP	AHJ/RFP	Const.	Const.	Const.	Const.	Const.	Const.	Const.	Const.	Const.	Const.
						Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
						Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Fee
<b>Name / Title</b>																	
Marc Bloom, Principal						\$ 25,620	\$ 27,542	\$ 32,666									
SubTotals						\$ 25,620	\$ 27,542	\$ 32,666									\$ 85,827
Colby Ray, APM						\$ 14,364	\$ 14,364	\$ 14,364									
SubTotals						\$ 14,364	\$ 14,364	\$ 14,364									\$ 43,092
						\$ 39,984	\$ 41,906	\$ 47,030									\$ 128,919

Phase 1 Proposed Total Fees	\$ 225,681
Reimbursable Expenses	\$ 1,200
<b>Phase 1 Total Proposal</b>	<b>\$ 226,881</b>



## Marc Bloom

Principal

mbloom@bloomprojects.com

206-229-8161

### Experience 30years

Marc established Bloom Projects, LLC in 2006 with the objective of providing his clients with superior project management services. Ownership of every decision, strong forthright leadership, and accountability at all levels are the core tenets under which Marc manages each project.

### Expertise

- Project Management
- Development
- Education
- Aquatics
- Historic Restoration
- Commercial Office
- Healthcare
- Bio/LifeSciences
- Due Diligence and Feasibility Studies

With 30 years' experience, Marc has successfully lead complex, multi-faceted projects in the commercial office, aquatics, and healthcare sectors beginning in the due diligence and leasing phase and progressing through team assembly and RFP processes, through construction and completion of the project. Critical to success, Marc works to thoroughly understand his client's core objectives and then integrates them into every decision along the project path. He is particularly adept at navigating the complexities of complicated projects involving large client teams, multi-level tenancies, and complex equipment.

### Education

Washington State University,  
BA Humanities Business and English minors

Prior to establishing Bloom Projects, LLC, Marc was Regional Vice President of Project Management with Trammell Crow Company where he provided local and national leadership to a variety of clients, institutions, and a large team of project managers. Marc is known for his thoughtful, passionate leadership in bringing projects to fruition and successful completion.

### Awards

Trammell Crow Company  
Project Manager of the Year  
2004

### A Few of Marc's Projects

- **Seattle Tennis Club** – 10,000 SF complete rebuild of the pool, spa's and all associated systems.
- **The Bush School** – 20,000 SF New Upper School building, MUP, AHJ management, overall construction Project Management.
- **The Bush School** – 10,600 SF Historic Gracemont Substantial Alteration, complete systems replacement, and seismic/structural upgrades.
- **Fairmont Olympic Hotel** – Renovations and exterior upgrades throughout.
- **University of Washington**—UW Metropolitan Tract—5 High-rise building, Capital improvements.
- **Confidential High-Tech Client**—2M SF commercial office and R&D facilities.
- **Mariners /T-Mobile Park** – 1.2M SF sports and events venue. Multiple projects including addition of 360 bollards, East Brow sign replacement, Security Upgrades of more than 500 cameras and access control.

# BLOOM PROJECTS – Representative Projects

## Seattle Tennis Club - Pool

### Location

Seattle – Madison Park

### Completion

May 2022

### Budget

Confidential

### Area

10,000SF

### Sector

Aquatics

### Project Team

Bloom Projects, LLC

Innova Architects

Anderson Poolworks

Bloom Projects was engaged to manage the reconstruction of the club's pool, originally constructed more than 50 years ago. The project included the expansion from 4 to 5 lanes, addition of both children's and adult spas, and preservation of the unique cantilevered deck over Lake Washington. The scope included all new pool structure, mechanical and electrical systems, finishes, bluestone slabs and stone walls, and glass railings.

Project challenges included a change in architects early in the project, logistic challenges for material delivery, and COVID-19 restrictions. Bloom Projects provided regular and transparent reporting to the board to ensure awareness of risks as they arose. Additionally, Bloom Projects drove solutions to mitigate budget and schedule impacts and helped the board and sub-committees prioritize both their funds and requirements.

The project was completed successfully despite multiple significant obstacles.

