



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, August 28, 2025, 6:00 p.m.

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

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS
4. CONSENT AGENDA ANNOUNCEMENT
5. CONSENT AGENDA ITEMS
 - a. Minutes:
 - i. 7 24.25 Regular Meeting Minutes
 - b. Vouchers and Payroll:
 - i. Expense Voucher
#’s 10845-10885
\$58,918.87
 - ii. Payroll
\$83,613.06
 - iii. DOR
\$1,803.81

Total \$144,335.74
6. STAFF REPORTS
7. COMMITTEE REPORTS
 - a. Budget Committee
 - i. Budget Appendix Update
 - b. Program Committee
 - c. By Laws Committee
 - i. Update on Business and Standing Rules

8. UNFINISHED BUSINESS

- a. None

9. NEW BUSINESS:

- a. Refund Budget Adjustment
- b. Pizza with the Board
- c. Employee of the Month
- d. MWR Renewal Contract

10. EXECUTIVE SESSION: RCW 42.30.110 (g) ...to review the performance of a public employee.

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

13. NEXT MEETING: September 25, 2025,
6:00 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT:

Public Notice of Potential Social Gathering

Following regularly scheduled meetings of the NWPPRD Board of Commissioners, members of the Board may attend a social gathering at a local business. This event is informal and purely social in nature. No official business will be conducted, and no decisions will be made.

This notice is provided in accordance with open public meeting requirements to ensure transparency and public awareness.



Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: August 28, 2025

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: 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

4. Item: Consent Agenda Announcement

Meeting Date: August 28, 2025

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.)*

5. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes:

i. 7 24.25 Regular Meeting Minutes

b. Vouchers & Payroll

i. Expense Vouchers #s 10845-10885 \$58,918.87

ii. Payroll: \$83,613.06

iii. DOR \$1,803.81

TOTAL: \$144,335.74

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

This section is for staff use.

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

Vote: Y/N/AB

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



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, July 24, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:01pm.
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, and Hartmann were present. Commissioner Guy was absent, excused.
3. **PUBLIC COMMENTS:** There were no public comments made.
4. **CONSENT AGENDA ANNOUNCEMENT:** there were no changes made to the consent agenda.
5. **CONSENT AGENDA ITEMS:** Comm. Kraner made a motion to approve the consent agenda as presented. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. 6.26.25 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**
 - i. Expense Voucher #'s 10821 - 10844 \$47,540.17
 - ii. Payroll \$66,107.17
 - iii. DOR \$2,988.95

Total: \$116,636.29
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** Comm. Kraner presented on Resolution 2025-03. BOC amended any reference to "strategic plan" as a "budget appendix" and approved target dates presented in the resolution. Comm Larsen made a motion to approve the resolution target dates moving forward. Comm. Witmer seconded and the motion carried unanimously with some discussion.
 - b. **Program Committee:** No update.
 - c. **Bylaws Committee: ACTION ITEM:** Comm Hartmann to present changes to the board in the August meeting.
8. **UNFINISHED BUSINESS:**
 - a. **EXECUTIVE DIRECTOR PERFORMANCE REVIEW:** Comm Larsen presented on the review. No action taken.
 - b. **CREDIT CARD SOP:** BM Millang presented on the credit card SOP as discussed in June's meeting. Comm Hartmann moved to approve the

Credit Card SOP draft. Comm Witmer seconded the motion, and it carried unanimously with no discussion.

9. NEW BUSINESS:

- a. **EMPLOYEE OF THE MONTH:** BM Millang presented on the employee of the month.

10. EXECUTIVE SESSION: The Board is entering into executive session pursuant to RCW42.30.110 for a period of 10 minutes, until 7:12pm. At 7:12pm, the board is extending the executive session for a period of 5 minutes until 7:17pm. BOC Chair Larsen called the meeting back to order at 7:17pm. No action taken.

11. ACTION ITEM/REVIEW: 2 ACTION ITEMS FOR BOC SECRETARY HARTMANN

- a. Revise and send the ED performance review draft to BOC Chair Larsen
 - i. BOC and ED will be sent the performance review to fill out and review to be completed during the August 2025 regular meeting.
- b. Update Business and Standing Rules

12. FINAL BOARD COMMENTS: Comms Witmer, Larsen and Kraner made comments.

13. NEXT MEETING: August 21, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT: The meeting adjourned at 7:21pm by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>670468-670475</i>	<i>07.02.2025</i>	<i>10845-10855</i>	<i>\$ 5,637.55</i>
<i>670753-670757</i>	<i>07.09.2025</i>	<i>10856-10861</i>	<i>\$ 13,205.04</i>
<i>671131-671136</i>	<i>07.16.2025</i>	<i>10862-10867</i>	<i>\$ 3,219.34</i>
<i>671562-671565</i>	<i>07.23.2025</i>	<i>10868-10873</i>	<i>\$ 26,473.53</i>
<i>672041-672050</i>	<i>07.30.2025</i>	<i>10874-10885</i>	<i>\$10,383.41</i>
			<i>\$58,918.87</i>

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of *\$83,613.06*
Department of Revenue Transfer *\$ 1,803.81*

Total of Voucher #s 10845-10885,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$144,335.74

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 August 28, 2025

 Brit Kraner, Commissioner

 Bill Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

North Whidbey Park & Recreation District
Voucher Report
July 2025

Date	Num	Name	Memo	Amount
Jul 25				
07/03/2025	10856	5002140R2 Pacific Grace Tax ...	Payroll Processing 2025-06	575.00
07/03/2025	10857	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	3,508.91
07/03/2025	10858	5007369 R1 Whidbey Tech So...	IT Monthly Svc/MS Apps	1,304.19
07/03/2025	10859	5007369 R1 Whidbey Tech So	Comp Maint/Thin Client	1,164.94
07/03/2025	10860	4001768 R1 Patron	Patron Refund - Swim Lessons	142.00
07/03/2025	10861	5001646 Oak Harbor Chamber...	Carnival Tickets	6,510.00
07/10/2025	10862	4000033 Washington Alarm, Inc	Alarm Monitoring	86.86
07/10/2025	10863	4000643 R1 Island Disposal	CVP Garbage	137.67
07/10/2025	10864	4000815 R1 Wave/Astound	Internet Service	321.25
07/10/2025	10865	4000793 R4 Visa	J Millang CC	2,280.36
07/10/2025	10866	4000897 R1 Airgas USA, LLC	Cylinder Rental HT	220.18
07/10/2025	10867	4001129 R1 Electronic Busine...	Copy Machine Usage 2025-06	173.02
07/17/2025	10868	4000470 R1 Cascade Natural ...	Gas: Pool	11,673.49
07/17/2025	10869	4000470 R1 Cascade Natural ...	Gas: Spa,Lk Rm,Lobby,Ofc	766.90
07/17/2025	10870	4000705 R1 Puget Sound En...	Electric Bill	5,461.96
07/17/2025	10871	4000793 R4 Visa	J Cochran CC	1,977.89
07/17/2025	10872	4000793 R4 Visa	M Cochran CC	732.43
07/17/2025	10873	4001042 R1 WMS Aquatics	Accu-Tab Chlorine	5,860.86
07/24/2025	10874	4000136 R1 Canon Financial ...	Copy Machine Lease	156.71
07/24/2025	10875	4000489 R2 City of Oak Harbo...	Pool Water	892.65
07/24/2025	10876	4000489 R2 City of Oak Harbo...	Patron Water	1,686.40
07/24/2025	10877	4000489 R2 City of Oak Harbo...	CVP Water	66.10
07/24/2025	10878	4000496 R2 Colonial	Insurance Benefits	1,166.33
07/24/2025	10879	4001012 R1 Springbrook Holdi...	Springbrook Subscriptions	1,892.96
07/24/2025	10880	4001460 R1 Bay City Supply	Cleaning Supplies, Toilet Paper	233.00
07/24/2025	10881	4001735 R1 Kaiser Permanente	Insurance Benefits	3,411.26
07/24/2025	10882	9603590 R1 Patron	Patron Refund Swim Lessons	191.00
07/24/2025	10883	9603591 Patron	Patron Refund - Swim Lessons	142.00
07/24/2025	10884	9603592 Patron	Patron Refund - STEAM Camp	245.00
07/24/2025	10885	9603593 Patron	Patron Refund - Day Camp	300.00
Jul 25				53,281.32



Commissioner Communication

6. Item: Staff Reports

Meeting Date: August 28, 2025

Presented By: Jay Cochran

Comment Cards

Patron: Unknown

Account: N/A

Form of Complaint: Comment Card

Activity: Water Aerobics

Complaint: Please provide teachers with a clock they can use while teaching in the deep end. They cannot time us well, they cannot see the clock at the other end.

Patron: Unknown

Account: N/A

Form of Complaint: Comment Card

Date of Complaint: 07/28/2025

Activity: Water Aerobics

Complaint: We need more clocks in the pool. I have a hearing disability. For timed sprints, the instructor is always facing the shallow end, trying to see through the black and blue flags to the clock. It is difficult for half of the class to hear the directions if the instructor is facing away.

Patron: Nick Clark

Account: Y

Form of Complaint: Comment Card

Date of Complaint: 08/04/2025

Complaint: I would like to by pool merch. I think it would be a great idea and would be a great way to support the pool.

Action Items/Review 6.27.24 Regular Meeting

C. Kraner can provide the program committee with a proposal for diving board installation that includes cost and process.

Action Items/Review 3.27.25 Regular Meeting

Add bereavement line to budget for full-time, non-exempt. This line item requires a budget adjustment, which will be included in a short list of changes for the May meeting. Budget committee postponed May meeting, changes delayed.

Action Items/Review 4.24.25 Regular Meeting

C. Hartmann to complete survey

Action Items/Review 5.22.25 Regular Meeting

Complete the management review-Updated 7.16.25 In reviewing the video from the 5.22.25 meeting it seems like both C. Hartmann and C. Guy were going to make changes and send C. Larsen for final review and then it would be presented to the BOC.

Action Items/Review 7.24.25 Regular Meeting

Revise and send the ED performance review draft to BOC Chair Larsen

BOC and ED will be sent the performance review to fill out and review to be completed during the August 2025 regular meeting.

Executive Director

- Attended National Night Out recently.
 - When I first started going about four years ago, I would ask people if they had heard about the pool or knew there was a pool in town
 - At that time, the answer was almost always no
 - This year, the response was completely different.
 - Many people said things like “Oh my gosh, yes, I’m there all the time” or “We love the pool.”
 - It was really great to hear how much awareness and support for the pool has grown.
 - We still occasionally hear from people who didn’t know there was a pool in town.
 - However, we are now starting to hear the opposite more often, which is very encouraging.
 - I received a grant to attend the MRSC Finance Boot Camp. This is a training course I've been wanting to attend for some time.
 - Our insurance company is providing \$1,000 to support this opportunity.
 - \$600 will go toward the cost of the course.
 - \$400 will be used for lodging expenses, as I’ll be staying in Spokane for five nights.
 - The training takes place from September 8th through 12th.
 - I’ll be back in the office on September 15th.
 - I’m really looking forward to this opportunity!
-
- I received the recommendations back from Puget Sound Energy.
 - I reached out to Island Electric owners, who are strong supporters of the pool.to see if they’re willing to donate some time and review the three recommendations provided by Puget Sound Energy give us their recommendation so the BOC has a better idea on these options.
 - Island Electric owners are currently out and should return be back next week.
 - I will update you once I’ve been able to connect with them, but the options are below.

Option 1 – Overhead Transformer at NE Corner (Pink on sketch)

- Place an overhead transformer on a pole at the northeast corner of the property on Christian Road.
- Run an overhead service line to a customer-owned meter pole.
- Electrician would be responsible for sub-feeding each light.
- Estimated cost: \$10,000 to \$15,000.

Option 2 – Overhead Transformer Across Ault Field Road (Blue on sketch)

- Place an overhead transformer on a pole at the southwest corner across Ault Field Road.
- Run an underground secondary service to an underground connection box on your parcel.
- Connect to a remote meter pedestal.
- PSE is responsible for the wire from the transformer to the underground connection box.
- Your electrician is responsible for wiring from the meter to the connection box and sub-feeding to each light.
- Requires a contractor to bore under Ault Field Road to access the transformer pole.
- Estimated cost: \$25,000 to \$30,000.

Option 3 – Underground Primary to Transformer on Parcel

- Similar to Option 2 but run an underground primary line to a transformer placed on your parcel.
- No second connection box is needed if the transformer is on private property.
- Provides more flexibility for any future added electrical load.
- Estimated cost: \$25,000 to \$30,000.



Maintenance Manager

- The Boiler went down, and we had to have Barron replaced one of the motors that kept oxygen to the flame.
- The UV system went down consulted with Island electric and was able to get it running with electricians' advice.

- The chlorinator went down again, and we pulled in WMS to help go over the system. Parts were replaced due to wear. WMS believes that the entire industry has been backwashing improperly and suggested changes in the procedure to increase flow over the filters. Meters were added to monitor this process. The new procedure of backwashing has a greater chance of making the water cloudy, so the time and days of backwashing have been changed to allow maximum closure time after.
- WMS also discovered problems in the chlorinator and CO2 flow control/reporting unit and adjusted and replaced parts. This repair had allowed for more consistent Ph and chlorine levels.
- Working on the handicap door opener traced the problem to mechanical, working on replacement unit.
- The watermain at CV broke between the meter and backflow preventor. Scottie's plumbing repaired the break and reset the BFP box.
- A temporary fix to the suit spinner was made and we are waiting on parts for a permanent fix.
- Repairs to two pool vacuum robots and the handheld unit.
- Repair of several toilets and showers.

Recreation Manager

- Camp Trail Blaze was a huge success! We averaged more campers per week than last year and had wonderful overall feedback from staff and parents.
- NFL Flag Football practices started this week, and the first games are scheduled for August 23rd.
- We have 90 players registered, nearly double what we had last year!
- I am talking with Julie about potentially moving our Open Swim Party to be during our standard facility rental time since we had so many RSVP's. This way we won't be impeding on the number of non-football patrons who can attend Open Swim that day.
- We ran into a bit of a hiccup with our Facility Use Request for Flag Football. North Whidbey Soccer Club also made a request in May to use the same field as us on Tuesdays and Thursdays until September 4th. We told the NWMS Secretary about the issue and she was able to cross-check her information with the OHSD secretary. After a closer look, the school district did not enter the NWSC request properly so when the NWMS Secretary entered in our request, no conflicts were shown. As a result, we will be using the field off to the side (not inside the track) for our Tuesday/Thursday practices until September 9th. Coaches were made aware of this adjustment on 8/20/25.
- We are at 40 players for Volleyball so far, registration is set to close August 31st.
- I am working with Julie on next year's budget and looking at what new programs we want to offer and which ones we want to bring back
- Pickleball, Art Classes, a family Track Meet, etc.
- I am working on getting all our facility requests in order for our 2026 Basketball season. My plan is to have registration open on October 1st.

Client Service Specialist Coordinator

- This month I began to transition into my new role as Client Service Specialist Coordinator.
- Successfully launched multiple social media posts with more client interaction and began formal training for social media and marketing.
- I assisted with outreach during the 4th of July by advertising at the booth during the street fair.
- We also attended National Night Out and had all 100 safety bags gone in the first 30 minutes!

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	170				
7:00 a.m.	179	4			
8:00 a.m.	242	18		78	
9:00 a.m.	91	85		402	
10/10:30 a.m.	119	56			122
11:00 a.m.	100	14			
12:00 p.m.	128	23	19	20	
1/2 p.m.	99	6	459		
3:00 p.m.	10		1131		
4:00 p.m.	10				
5:00 p.m.	22	6	152		
6/6:30 p.m.	19	1		146	
7/7:30 p.m.	137	27	495		
8/9:00 p.m.	10	2			
Event Totals	1336	242	2256	646	122
Monthly Total:	4602				

Business Manager

- We received notice that Pacific Grace Tax and Accounting will close at the end of the year.
- We have already included the payroll component of Springbrook so we will work with Pacific Grace to transition our payroll processing when they close.
- Pacific Grace will still provide W-2s to our staff for the year 2025.
- Currently working with Springbrook to ensure accurate GL codes as we set up the chart of accounts in their system.
- I understand this is the last component before we move to the next phase in the implementation.
- We will have staff attend multiple back-to-school events to promote District programs over the next few weeks.
- There have been a few errors in recent social media posts.
- To ensure accuracy and consistency in what we are putting out, I have spoken with staff and will be ensuring I do a final review of social media, printed material and marketing emails before they are public facing.
- We will also be meeting to go over an updated marketing plan for the fall.
- The Tuesday/Thursday evening water aerobics classes have performed very well over the summer with 29 participants on one evening!
- Our fall schedule starts on September 2nd.
- One notable change from last year is OHE lessons will move to the morning alongside lap swim.
- We do not know which month they intend to start lessons currently.
- The other notable change is the addition of the Wednesday 8:00am water aerobics class.

Treasurer's Report
Transactions from 7/1/2025 to 7/31/2025

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 6/30/2025****753,845.26**

07/03/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	12,673.41	
07/10/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	17,410.50	
07/17/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	9,313.50	
07/24/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	18,783.15	
07/31/2025	JUL 25 PROP TAX DISTRIBUTION		0.00	5,930.11	
	Revenue Total		0.00	64,110.67	64,110.67
07/23/2025	TRANSFER TO PK1CA (788)		5,000.00	0.00	
07/23/2025	TRANSFER TO PK1RE (649)		306,234.00	0.00	
	Transfer Out Total		311,234.00	0.00	-311,234.00
07/02/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00670470	982.85	0.00	
07/02/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00670470	1,757.10	0.00	
07/02/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00670470	163.93	0.00	
07/02/2025	COCHRAN, JAMIE NO WHIDBEY POOL	KY 00670471	180.00	0.00	
07/02/2025	COCHRAN, MITCHE NO WHIDBEY POO	KY 00670472	180.00	0.00	
07/02/2025	MILLANG, JULIE NO WHIDBEY POOL	KY 00670474	180.00	0.00	
07/02/2025	ASHLEY'S DESIGN NO WHIDBEY POO	KY 00670468	155.33	0.00	
07/02/2025	ASHLEY'S DESIGN NO WHIDBEY POO	KY 00670468	619.94	0.00	
07/02/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00670469	144.32	0.00	
07/02/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00670475	107.75	0.00	
07/02/2025	COLONIAL LIFE & NO WHIDBEY POO	KY 00670473	1,166.33	0.00	
07/09/2025	PATRON NO WHIDBEY POOL	KY 00670754	142.00	0.00	
07/09/2025	GREATER OAK HAR NO WHIDBEY POO	KY 00670756	6,510.00	0.00	
07/09/2025	BUILDERS EXCHAN NO WHIDBEY POO	KY 00670755	575.00	0.00	
07/09/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00670757	1,164.94	0.00	
07/09/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00670753	3,508.91	0.00	
07/09/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00670757	1,304.19	0.00	
07/14/2025	NWPP&R PAYROLL		38,526.50	0.00	
07/16/2025	VISA INC NO WHIDBEY POOL PARK	KY 00671135	2,280.36	0.00	
07/16/2025	ASTOUND/WAVE NO WHIDBEY POOL P	KY 00671132	321.25	0.00	
07/16/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00671131	220.18	0.00	
07/16/2025	WASHINGTON ALAR NO WHIDBEY POO	KY 00671136	86.86	0.00	
07/16/2025	ISLAND DISPOSAL NO WHIDBEY POO	KY 00671134	137.67	0.00	
07/16/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00671133	173.02	0.00	
07/23/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00671562	766.90	0.00	
07/23/2025	VISA INC NO WHIDBEY POOL PARK	KY 00671564	1,977.89	0.00	
07/23/2025	VISA INC NO WHIDBEY POOL PARK	KY 00671564	732.43	0.00	
07/23/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00671563	5,461.96	0.00	
07/23/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00671562	11,673.49	0.00	
07/23/2025	WMS AQUATICS-WM NO WHIDBEY POO	KY 00671565	5,860.86	0.00	
07/23/2025	PATRON NO WHIDBEY POO	KY 00638890	0.00	95.00	
07/23/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00634943	0.00	268.58	
07/30/2025	PATRON NO WHIDBEY POOL	KY 00672047	142.00	0.00	
07/30/2025	PATRON NO WHIDBEY POO	KY 00672045	191.00	0.00	
07/30/2025	PATRON NO WHIDBEY POOL	KY 00672048	245.00	0.00	
07/30/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00672043	892.65	0.00	
07/30/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00672043	1,686.40	0.00	
07/30/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00672043	66.10	0.00	
07/30/2025	PATRONI NO WHIDBEY POO	KY 00672049	300.00	0.00	
07/30/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00672041	233.00	0.00	
07/30/2025	CANON FINANCIAL NO WHIDBEY POO	KY 00672042	156.71	0.00	

Treasurer's Report
Transactions from 7/1/2025 to 7/31/2025

646 - NO WHID POOL PARK REC MAINT

07/30/2025	COLONIAL LIFE & NO WHIDBEY POO	KY 00672044	1,166.33	0.00	
07/30/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00672046	3,411.26	0.00	
07/30/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00672050	1,892.96	0.00	
07/30/2025	NWPP&R PAYROLL		45,086.56	0.00	
07/30/2025	NWPP&R DOR		1,803.81	0.00	
	Expenditure Total		<u>144,335.74</u>	<u>363.58</u>	-143,972.16
Ending Cash Balance				Calculated Total	362,749.77
				Book Total	362,749.77
				Difference	0.00

Treasurer's Report
Transactions from 7/1/2025 to 7/31/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 6/30/2025				17.98
07/31/2025	ICTIP INV INTEREST - JULY 2025		0.00	0.59
	Revenue Total		<div></div>	0.59
Ending Cash Balance		Calculated Total		18.57
		Book Total		18.57
		Difference		0.00

Treasurer's Report
Transactions from 7/1/2025 to 7/31/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 6/30/2025				253,258.01
07/30/2025	INV PURCHASE	509,386.00	0.00	
	Investment Total	<u>509,386.00</u>	<u>0.00</u>	-509,386.00
07/31/2025	ICTIP INV INTEREST - JULY 2025	0.00	192.21	
	Revenue Total	<u>0.00</u>	<u>192.21</u>	192.21
07/23/2025	TRANSFER FROM PK1MT (646)	0.00	306,234.00	
	Transfer In Total	<u>0.00</u>	<u>306,234.00</u>	306,234.00
Ending Cash Balance		Calculated Total		50,298.22
		Book Total		50,298.22
		Difference		-0.00

Treasurer's Report
Transactions from 7/1/2025 to 7/31/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 6/30/2025				252.61
07/30/2025	INV PURCHASE	5,240.00	0.00	
	Investment Total	5,240.00	0.00	-5,240.00
07/31/2025	ICTIP INV INTEREST - JULY 2025	0.00	9.20	
	Revenue Total	0.00	9.20	9.20
07/23/2025	TRANSFER FROM PK1MT (646)	0.00	5,000.00	
	Transfer In Total	0.00	5,000.00	5,000.00
Ending Cash Balance		Calculated Total		21.81
		Book Total		21.81
		Difference		0.00



Participants - Earning Allocat Selected Cash/Checking Activity July 1, 2025 - July 31, 2025

Island County

PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.063	07/01/2025			0.58	230.40
		3.015	07/01/2025				230.40
Subtotal and Ending Balance		3.015		0.00	0.00	0.58	230.40
649	649						41,669.34
		3.087	07/01/2025			105.74	41,669.34
		3.036	07/01/2025				41,669.34
		3.036	07/30/2025	509,386.00			551,055.34
Subtotal and Ending Balance		3.036		509,386.00	0.00	105.74	551,055.34
788	788						3,230.65
		3.088	07/01/2025			8.20	3,230.65
		3.035	07/01/2025				3,230.65
		3.035	07/30/2025	5,240.00			8,470.65
Subtotal and Ending Balance		3.035		5,240.00	0.00	8.20	8,470.65
Totals and Ending Balance for PARTICIPANT				514,626.00	0.00	114.52	559,756.39

Portfolio EA

CP



Heritage
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	07-01-2025
Statement End	07-31-2025
Account Number	
Page	1 of 4

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



CLOSING EARLY TO GIVE BACK

All locations will close at noon on Wednesday, September 10,
and will remain closed for the remainder of the day.

Visit heritagebanknw.com for more information.



Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$1.00

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$12,533.15		\$61,784.90		\$0.15		\$60,264.30		\$12.00		\$14,041.90

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
07/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	561.50
07/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,662.50
07/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,465.00
07/03/25	External Deposit CNI MLLNGTN DET EFT 070225 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *250702*1	4,501.00
07/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	70.00
07/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	346.50
07/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,305.00
07/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,724.00
07/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,206.25
07/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,792.75



Equal Housing Lender | Member FDIC



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
07/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,125.75
07/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,444.75
07/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,072.00
07/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,177.25
07/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,471.00
07/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	265.50
07/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	757.25
07/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,644.75
07/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,999.75
07/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	425.00
07/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,678.50
07/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	4,790.75
07/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,406.25
07/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,307.40
07/23/25	Deposit Night Drop	187.00
07/23/25	Deposit Night Drop	110.25
07/23/25	Deposit Night Drop	31.00
07/23/25	Deposit Night Drop	125.00
07/23/25	Deposit Night Drop	205.50
07/23/25	Deposit Night Drop	96.50
07/23/25	Deposit Night Drop	240.75
07/23/25	Deposit Night Drop	364.75
07/23/25	Deposit Night Drop	119.00
07/23/25	Deposit Night Drop	117.50
07/23/25	Deposit Night Drop	128.75
07/23/25	Deposit Night Drop	249.00
07/23/25	Deposit Night Drop	44.75
07/23/25	Deposit Night Drop	113.00
07/23/25	Deposit Night Drop	147.75
07/23/25	Deposit Night Drop	270.75
07/23/25	Deposit Night Drop	270.75
07/23/25	Deposit Night Drop	658.50
07/23/25	Deposit Night Drop	36.25
07/23/25	Deposit Night Drop	7.50
07/23/25	Deposit Night Drop	514.50





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
07/23/25	Deposit Night Drop	225.25
07/23/25	Deposit Night Drop	189.00
07/23/25	Deposit Night Drop	77.75
07/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,001.50
07/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,856.50
07/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	818.50
07/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	935.75
07/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,704.50
07/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	516.00
07/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,489.00
07/31/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,732.00
07/31/25	Credit Interest	0.15

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
07/01/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,962.04
07/02/25	External Withdrawal AUTHNET GATEWAY - BILLING 142654585	121.70
07/03/25	Withdrawal NWPP AND REC	12,673.41
07/10/25	Withdrawal NWPP AND REC	17,410.50
07/17/25	Withdrawal NWPP AND REC	9,313.50
07/24/25	Withdrawal NWPP AND REC	18,783.15
07/31/25	Monthly Maintenance Fee	12.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
07/01	11,132.61	07/14	9,290.75	07/24	3,001.50
07/02	13,673.41	07/15	9,556.25	07/25	5,858.00
07/03	7,966.00	07/16	10,313.50	07/28	9,316.75
07/07	14,411.50	07/17	2,644.75	07/29	9,832.75
07/08	15,617.75	07/18	4,644.50	07/30	11,321.75
07/09	18,410.50	07/21	11,538.75	07/31	14,041.90
07/10	2,125.75	07/22	12,945.00		
07/11	4,570.50	07/23	19,783.15		





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





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

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

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

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

Beginning balance 6-30-25	\$56,206.77
2 Additions	+83,613.06
5 Subtractions	-75,240.20
Ending balance 7-31-25	\$64,579.63

Additions

Transfers	Date	Serial #	Source	
	7-14		Trf Fr DDA 0000473631001525 4731	\$38,526.50
	7-30		Trf Fr DDA 0000473631001525 4731	45,086.56
Total additions				\$83,613.06

Subtractions

Withdrawals	Date	Serial #	Location	
	7-3		Irs Usataxpymt	\$5,677.96
	7-14		Intuit Payroll Squickbooks	29,171.34
	7-18		Irs Usataxpymt	6,707.26
	7-22		Paid Family Med Payment	1,542.85
	7-30		Intuit Payroll Squickbooks	32,140.79
Total subtractions				\$75,240.20

Interest earned

Current Interest Rate	variable
Number of days this statement period	31

Fees and charges

See your Account Analysis statement for details.


Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 06.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
05.30.2025	Adobe	\$ 21.79 ✓	x	Pro membership
06.09.2025	Walmart	\$ 33.43 ✓	x	Mouse and batteries
06.09.2025	Nextiva	\$ 265.43 ✓	x	Phone bill
06.10.2025	Elavon	\$ 3.00 ✓	x	Service fee for CPR classes
06.10.2025	North Whidbey Fire & Rescue	\$ 100.00 ✓	x	CPR classes
06.11.2025	Amazon	\$ 372.74 ✓	x	PC dock and charger
06.19.2025	Amazon	\$ 235.01 ✓	x	First aid supplies
06.19.2025	Walmart	\$ 202.20 ✓	x	Summer camp supplies
06.23.2025	Amazon	\$ 247.46 ✓	x	Art supplies for camp
06.27.2025	Amazon	\$ 137.73 ✓	x	PC docking station
06.29.2025	Adobe	\$ 21.79 ✓	x	Pro membership
06.30.2025	Buddy Punch	\$ 337.31 ✓	x	Payroll software
Total		\$ 1,977.89		

Date 7/14/25 Signature 

7/14/25 SH

4000793 R4

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
8,744

Summary of Account Activity

Previous Balance		\$ 3,527.63
Payments	-	\$3,527.63 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,977.89
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,977.89
Credit Limit		\$10,000.00
Available Credit		\$8,022.11
Available Cash		\$8,022.11
Amount Disputed		\$0.00
Statement Closing Date		06/30/25
Days in Billing Cycle		31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$1,977.89
MINIMUM PAYMENT	\$40.00
PAYMENT DUE DATE	07/25/2025

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.

NOW YOU HAVE EVEN MORE REDEMPTION POWER! VISIT WWW.SCORECARDREWARDS.COM AND CHECK OUT ALL THE EXCITING BRAND-NAME MERCHANDISE AND TRAVEL AWARDS. SCORECARD...BECAUSE LIFE SHOULD BE REWARDING!

SCORECARD HAS GREAT GADGETS! REDEEM YOUR POINTS FOR AN ARRAY OF TOOLS AND ELECTRONICS FROM BRAND NAMES LIKE CRAFTSMAN, APPLE, COLEMAN AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS FOR GREAT GADGETS!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/30	06/01	PBUS01	24036295150712691439923	ADOBE *ADOBE 408-536-6000 CA	\$21.79
06/09	06/10	PBUS01	24445005161400192829421	WAL-MART #2319 OAK HARBOR WA	\$33.43
06/09	06/10	PBUS01	24906415160231159751421	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$265.43
06/10	06/11	PBUS01	24755425161281610387877	ELAVON SRV FEE NORTH WHID ATLANTA GA	\$3.00
06/10	06/11	PBUS01	24755425161281610387984	NORTH WHIDBEY FIRE AND RE OAK HARBOR WA	\$100.00
06/11	06/12	PBUS01	24692165162106264543052	AMAZON MKTPL*NH6XK6DX1 Amzn.com/bill WA	\$239.78
06/11	06/12	PBUS01	24692165162106123865696	AMAZON MKTPL*NA7VJ60K2 Amzn.com/bill WA	\$132.96

312.74



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

Statement Closing Date:
June 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/19	06/20	PBUS01	24692165170102888961523	AMAZON MKTPL*NO2H61B22 Amzn.com/bill WA	\$8.06 +
06/19	06/20	PBUS01	24445005170300726775752	WALMART.COM 8009256278 800-966-6546 AR	\$18.47
06/19	06/20	PBUS01	24445005170300726775679	WALMART.COM 8009256278 800-966-6546 AR	\$183.73
06/20	06/22	PBUS01	24692165171101203249399	AMAZON MKTPL*NO2OR2ZX0 Amzn.com/bill WA	\$226.95 +
06/23	06/23	PBUS01	24011345174100024870077	AMAZON MARK* NQ65X8TP2 AMAZON.COM/MA WA	\$247.46
06/24	06/25		73190605176555176020059	PAYMENT - THANK YOU TACOMA WA	\$3,527.63-
06/27	06/29	PBUS01	24692165178107407993008	AMAZON MKTPL*NQ7KF70Z0 Amzn.com/bill WA	\$137.73
06/29	06/30	PBUS01	24793385180000608326029	Adobe Inc 800-8336687 CA	\$21.79
06/30	06/30	PBUS01	24492165181100012692765	BUDDY PUNCH BUDDYPUNCH.CO WI	\$337.31

+ = 235.01

Receipt says \$202.20

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2025 Totals Year To Date

Total Fees Charged in 2025	\$ 0.00
Total Interest Charged in 2025	\$ 0.00

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 06/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	6,760	1,984	0	0	8,744

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,474.34			\$0.00

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: ~~Julie Millang~~ *Mitch Cochran*

Billing Cycle: 02.28.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
06.10.2025	Harbor Freight	\$ 100.25	✓	Rear Deck Doors
06.11.2025	ARCO	\$ 98.50	✓	Fuel
06.11.2025	Home Depot	\$ 186.75	✓	CVP Water
06.12.2025	Home Depot	\$ 25.44	✓	CVP Water
06.16.2025	Home Depot	\$ 71.93	✓	Janitorial
06.17.2025	Home Depot	\$ 97.62	✓	Chlorinator and Signage for Programs
06.25.2025	Walmart	\$ 56.87	✓	Pool Brushes
06.25.2025	Home Depot	\$ 32.17	✓	Slide/toy box Locks, Pesticide
06.28.2025	Amazon	\$ 62.90	✓	July 4th Sprinkler
			X	
			X	
			X	
			X	
			X	
Total		\$ 732.43		

Date Signature
 7-15-25 *[Signature]*
 7/15/25 *[Signature]*

4000793 124

HERITAGE BANK

MITCHELL COCHRAN
N WHIDBEY PARK AND REC
Account Number: #####-####-2595
Page 1 of 3

SCORECARD

Bonus Points
Available
2,714

Summary of Account Activity

Previous Balance		\$ 454.42
Payments	-	\$454.42 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$732.43
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 732.43
Credit Limit		\$4,000.00
Available Credit		\$3,267.57
Available Cash		\$3,267.57
Amount Disputed		\$0.00
Statement Closing Date		06/30/25
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	\$732.43
MINIMUM PAYMENT	\$15.00
PAYMENT DUE DATE	07/25/2025

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.

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/10	06/11	PBUS01	24231685162369005270071	HARBOR FREIGHT TOOLS3285 OAK HARBOR WA	\$100.25
06/11	06/13	PBUS01	24122545163370560298579	ARCO#07057ARCO #07057 OAK HARBOR WA	\$98.50
06/11	06/13	PBUS01	24943015163010189626302	THE HOME DEPOT #8563 OAK HARBOR WA	\$186.75
06/12	06/15	PBUS01	24943015164010190647106	THE HOME DEPOT #8563 OAK HARBOR WA	\$25.44
06/16	06/18	PBUS01	24943015168010187309666	THE HOME DEPOT #8563 OAK HARBOR WA	\$71.93
06/17	06/19	PBUS01	24692165169102364568720	THE HOME DEPOT 8563 OAK HARBOR WA	\$97.62
06/24	06/25		73190605176555176020158	PAYMENT - THANK YOU TACOMA WA	\$454.42-



MITCHELL COCHRAN
N WHIDBEY PARK AND REC
Account Number: ##### 2595

Statement Closing Date:
June 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/25	06/26	PBUS01	24445005176300642638971	WALMART.COM 8009256278 800-966-6546 AR	\$56.87
06/25	06/27	PBUS01	24943015177010191130255	THE HOME DEPOT #8563 OAK HARBOR WA	\$32.17
06/28	06/29	PBUS01	24692165179108594438285	AMAZON MKTPL*NQ6V93570 Amzn.com/bill WA	\$62.90

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2025 Totals Year To Date

Total Fees Charged in 2025	\$ 0.00
Total Interest Charged in 2025	\$ 0.00

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 06/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	1,932	782	0	0	2,714

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$680.58			\$0.00

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: Julie Millang

Billing Cycle: 06.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
06.01.2025	eSoft Planner	\$ 140.00	x	POS System
06.02.2025	Enformion	\$ 27.26	x	Background Checks
06.03.2025	Vistaprint	\$ 79.43	x	Business Cards
06.03.2025	Zazzle	\$ 429.31	x	Nametags
06.06.2025	Amazon	\$ 202.95	x	Office Supplies
06.06.2025	Amazon	\$ 47.95	x	Office Supplies
06.10.2025	Walmart	\$ 154.30	x	Concessions
06.10.2025	Island Disposal	\$ 276.72	x	CVP Garbage
06.13.2025	Fit Motivation	\$ 249.95	x	Aerobics Training Subscription
06.17.2025	Walmart	\$ 19.49	x	USB for Lobby TV
06.18.2025	Lake Stevens School District	\$ 251.50	x	LGI Course for Head Lifeguard
06.20.2025	All Island Lock and Key	\$ 8.18	x	Office Keys
06.20.2025	Northwest Mini Storage	\$ 160.00	x	Storage Unit
06.26.2025	Macaroni Kid	\$ 120.00	x	Advertising
06.26.2025	Amazon	\$ 113.32	x	Employee Awards
Total		\$ 2,280.36		

Date

Signature

7.10.2025 Julie Millang
7.10.25 JK

HERITAGE BANK

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

4000793 R4
VISA

SCORECARD

Bonus Points
Available
18,032

Summary of Account Activity

Previous Balance		\$ 2,133.87
Payments	-	\$2,133.87 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$2,280.36
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 2,280.36
Credit Limit		\$4,000.00
Available Credit		\$1,719.64
Available Cash		\$1,719.64
Amount Disputed		\$0.00
Statement Closing Date		06/30/25
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****\$2,280.36****MINIMUM PAYMENT****\$46.00****PAYMENT DUE DATE****07/25/2025**

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.

YOU'VE EARNED IT; YOU'VE GOT IT. WE HOPE YOU ENJOY YOUR AWARD.

SCORECARD HAS GREAT GADGETS! REDEEM YOUR POINTS FOR AN ARRAY OF TOOLS AND ELECTRONICS FROM BRAND NAMES LIKE CRAFTSMAN, APPLE, COLEMAN AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS FOR GREAT GADGETS!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/01	06/02	PBUS01	24801975152358469064929	ESOF PLANNER MMESZAROS@PPC OH	\$140.00
06/02	06/03	PBUS01	24906415153230683894763	ENF*Enformion 855-2813915 CA	\$27.26
06/04	06/04	PBUS01	24036295155718343263921	VISTAPRINT 866-207-4955 MA	\$79.43
06/04	06/04	PBUS01	24036295155718359578170	ZAZZLE INC 888-892-9953 CA	\$429.31
06/07	06/08	PBUS01	24692165158102367706494	AMAZON MKTPL*N654E4YY1 Amzn.com/bill WA	\$83.52
06/07	06/08	PBUS01	24692165158102587668029	AMAZON MKTPL*NH41D7QS2 Amzn.com/bill WA	\$119.43
06/09	06/10	PBUS01	24011345160100100520477	AMAZON RETA*NA0R010U2 WWW.AMAZON.CO WA	\$47.95
06/10	06/11	PBUS01	24445005162400187252638	WAI -MART #2319 OAK HARBOR WA	\$154.30

202.95



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

Statement Closing Date:
June 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/11	06/12	PBUS01	24692165162106271242243	WCI*ISLAND DISPOSAL 360-678-5701 WA	\$276.72
06/13	06/13	PBUS01	24011345164100036938195	FITMOTIVATION INC WWW.FITMOTIVA FL	\$249.95
06/17	06/18	PBUS01	24226385169010983549550	WAL-MART #2319 OAK HARBOR WA	\$19.49
06/18	06/20	PBUS01	24707805170030050049310	LAKE STEVENS SCHOOL DISTR 425-335-1500 WA	\$251.50
06/20	06/23	PBUS01	24228995173030093745045	ALL ISLAND LOCK AND KEY OAK HARBOR WA	\$8.18
06/20	06/23	PBUS01	24194335173017011258390	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
06/24	06/25		73190605176555176020075	PAYMENT - THANK YOU TACOMA WA	\$2,133.87-
06/27	06/29	PBUS01	24692165178107118851610	SQ *MACARONI KID WHIDBEY gosq.com WA	\$120.00
06/27	06/29	PBUS01	24692165178107268833657	AMAZON MKTPL*NQ09710I0 Amzn.com/bill WA	\$113.32

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2025 Totals Year To Date

Total Fees Charged in 2025	\$ 0.00
Total Interest Charged in 2025	\$ 12.06

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 06/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	70,786	2,046	0	-54,800	18,032

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,003.92			\$0.00

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

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

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

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



Account Balances July 2025

M&O Operating	\$ 362,749.77
Bond Fund	\$ 248.97
Reserve Fund	\$ 601,353.56
Capital Project Fund	\$ 8,492.46
Payroll Account	<u>\$ 64,579.63</u>
 Total Balance of Accounts	 \$1,037,424.39

North Whidbey Pool, Park and Recreation District **Payroll Summary-Semi-Monthly**

July 15, 2025 for PayPeriod 06.15-06.30.2025

	TOTAL	
	Hours	Rate
		Jul 15, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	3,333.33
Director	72.00	3,367.77
Director Sick	8.00	374.20
Director Vacation	8.00	374.20
Maintenance Facilities Manager	88.00	3,250.00
Administrative Assistant	41.75	751.50
Aerobics Instructor	26.23	472.18
Client Service Spc Coordinator	36.45	643.71
Client Service Specialist	155.26	2,751.15
Custodian - JVMP	39.62	763.08
Day Camp Leader	76.07	1,341.50
Day Camp Manager	49.02	1,368.06
Head Lifeguard	66.92	1,414.69
Hourly Sick	24.32	477.25
Hourly Sick 2	3.00	52.98
Kayak Instructor	5.75	120.75
Lifeguard	412.74	7,393.06
Private Lesson Instructor	23.73	484.06
Recreation Coordinator	67.10	1,677.50
Senior Lifeguard	29.07	550.10
Swim Lessons Coordinator	40.33	811.84
Training- Swim Lessons	7.70	128.29
Training - Day Camp Leader	2.17	36.15
Training - Lifeguard	51.90	864.67
Training Front Desk	3.38	56.31
Training Swin Instructor	3.27	54.48
WSI Water Safety Instructor	63.92	1,183.66
Holiday		369.12
Total Gross Pay	1,485.70	34,465.59
Adjusted Gross Pay	1,485.70	34,465.59
Taxes Withheld		
Federal Withholding		-1,434.00
Medicare Employee		-499.75
Social Security Employee		-2,136.88
L&I Office Employee 6306-07		-32.78
L&I Pool Employee-1601-00		-304.50
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-199.92
WA - Paid Fam Med Leave		-226.73
Total Taxes Withheld		-4,834.56
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-605.85
Total Deductions from Net Pay		-704.94
Net Pay	1,485.70	28,926.09
Employer Taxes and Contributions		
Medicare Company		499.75
Social Security Company		2,136.88
WA - Unemployment		0.00
Accident Benefit Allowance ER		21.19
Colonial Life ER		118.24
Dental Insurance (company paid)		45.50
Kaiser Health ER		1,306.21
Wellness Benefit Allowance ER		225.00
L&I Office Employer 6306-07		79.65
L&I Pool Employer 1601-00		1,804.32
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		6,236.74

North Whidbey Pool, Park and Recreation District **Payroll Summary-Semi-Monthly**

July 31, 2026 for Pay Period 07.01-07.15.2025

	TOTAL	
	Hours	Rate
		Jul 31, 26
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	3,333.33
Director	80.00	4,116.17
Maintenance Facilities Manager	88.00	3,250.00
Administrative Assistant	37.00	666.00
Aerobics Instructor	26.63	478.46
Client Service Spc Coordinator	56.92	1,195.32
Client Service Specialist	156.94	2,785.80
Custodian - JVMP	40.08	771.94
Day Camp Leader	171.46	3,070.61
Day Camp Manager	58.12	1,627.36
Head Lifeguard	61.35	1,296.94
Hourly Sick	9.75	194.56
Hourly Sick 2	1.17	24.96
Kayak Instructor	6.00	126.00
Lifeguard	462.26	8,278.04
Overtime (x1.6) hourly	0.47	14.90
Private Lesson Instructor	28.16	568.60
Recreation Aide - Advertising	38.36	639.09
Recreation Coordinator	47.83	1,195.75
Senior Lifeguard	36.15	686.69
Swim Lessons Coordinator	48.23	970.87
Training- Swim Lessons	0.52	8.66
Training - Day Camp Leader	6.50	108.29
Training - Lifeguard	22.83	380.35
WSI Water Safety Instructor	103.40	1,900.98
Holiday		369.12
Total Gross Pay	1,668.13	38,058.79
Adjusted Gross Pay	1,668.13	38,058.79
Taxes Withheld		
Federal Withholding		-1,703.00
Medicare Employee		-551.87
Social Security Employee		-2,359.60
L&I Office Employee 5306-07		-31.31
L&I Pool Employee-1601-00		-352.40
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-220.71
WA - Paid Fam Med Leave		-250.32
Total Taxes Withheld		-5,469.21
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-605.85
Total Deductions from Net Pay		-704.94
Net Pay	1,668.13	31,884.64
Employer Taxes and Contributions		
Medicare Company		551.87
Social Security Company		2,359.60
WA - Unemployment		0.00
Accident Benefit Allowance ER		21.19
Colonial Life ER		118.24
Dental Insurance (company paid)		45.50
Kaiser Health ER		1,306.21
Wellness Benefit Allowance ER		225.00
L&I Office Employer 5306-07		76.11
L&I Pool Employer 1601-00		2,082.87
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		6,786.69

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Jul 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	782,649.04	1,411,251.00	-628,601.96	55.46%
312.00 Timber Harvest Taxes	75.16			
Total 310.00 LEVIES	<u>782,724.20</u>	<u>1,411,251.00</u>	<u>-628,526.80</u>	<u>55.46%</u>
334.04.20 State Grant	0.00	300,000.00	-300,000.00	0.0%
340.00 JVMP Revenue				
347.30 Fees				
31 Daily Admission	62,917.22	130,490.00	-67,572.78	48.22%
33.01 Basic Memberships	8,310.80	21,050.00	-12,739.20	39.48%
34 Punch Cards	16,190.52	25,616.00	-9,425.48	63.21%
36 Kayak Lessons	80.00	1,200.00	-1,120.00	6.67%
38 Aerobics				
Water Fitness Daily Admisison	3,838.99	4,802.00	-963.01	79.95%
Water Fitness Prem. Membership	11,474.36	15,935.00	-4,460.64	72.01%
Water Fitness Punch Card	7,441.76	16,829.00	-9,387.24	44.22%
38 Aerobics - Other	163.77			
Total 38 Aerobics	<u>22,918.88</u>	<u>37,566.00</u>	<u>-14,647.12</u>	<u>61.01%</u>
39 Swim Lessons				
Private	18,306.00	30,184.00	-11,878.00	60.65%
School Group	4,980.00	4,980.00	0.00	100.0%
Youth	73,024.75	149,157.00	-76,132.25	48.96%
Total 39 Swim Lessons	<u>96,310.75</u>	<u>184,321.00</u>	<u>-88,010.25</u>	<u>52.25%</u>
40 Swim Team				
Masters	1,484.50	13,314.00	-11,829.50	11.15%
Total 40 Swim Team	<u>1,484.50</u>	<u>13,314.00</u>	<u>-11,829.50</u>	<u>11.15%</u>
Total 347.30 Fees	<u>208,212.67</u>	<u>413,557.00</u>	<u>-205,344.33</u>	<u>50.35%</u>
Total 340.00 JVMP Revenue	<u>208,212.67</u>	<u>413,557.00</u>	<u>-205,344.33</u>	<u>50.35%</u>
350.00 Recreation Revenue				
347.60.01 Basketball	5,008.00	46,200.00	-41,192.00	10.84%
347.60.03 Kickball	0.00	6,045.00	-6,045.00	0.0%
347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%
347.60.05 NFL Flag Football	7,258.00	6,136.00	1,122.00	118.29%
347.60.06 Volleyball	2,436.00	3,878.00	-1,442.00	62.82%
Day Camp	36,865.84	49,078.00	-12,212.16	75.12%
Soccer	0.00	363.00	-363.00	0.0%
Special Events/Programs	0.00	1,000.00	-1,000.00	0.0%
Total 350.00 Recreation Revenue	<u>51,567.84</u>	<u>118,700.00</u>	<u>-67,132.16</u>	<u>43.44%</u>
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	5,903.68	21,187.00	-15,283.32	27.87%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Candy&Snacks	3,398.00	4,955.00	-1,557.00	68.58%
Lockers	611.51	1,559.00	-947.49	39.23%
Open Swim Party Rental	7,193.21	10,382.00	-3,188.79	69.29%
Pool Group Rentals	374.35	660.00	-285.65	56.72%
Private Party Rental	6,427.14	5,354.00	1,073.14	120.04%
Retail	470.33	1,430.00	-959.67	32.89%
Viewing Room Rental	517.55	727.00	-209.45	71.19%
Total 362.00 Rents & Concessions	<u>24,895.77</u>	<u>46,254.00</u>	<u>-21,358.23</u>	<u>53.82%</u>
367.00 Contributions/Donations	4.46			
369.00 Other Misc Revenues				
Cashier over/short	-50.13			
Total 369.00 Other Misc Revenues	<u>-50.13</u>			
Other Misc Revenues	473.44			
Prepaid Accounts	676.05			
360.00 Miscellaneous Revenue - Other	<u>6,064.72</u>			
Total 360.00 Miscellaneous Revenue	<u>32,064.31</u>	<u>46,254.00</u>	<u>-14,189.69</u>	<u>69.32%</u>
361.40.00 Interest				
Int Investment Capital Fund	55.72	50.00	5.72	111.44%
Int Investment Reserve Fund	792.28	550.00	242.28	144.05%
Interest Investment Bond Fund	3.90	6.00	-2.10	65.0%
Total 361.40.00 Interest	<u>851.90</u>	<u>606.00</u>	<u>245.90</u>	<u>140.58%</u>
Total Income	<u>1,075,420.92</u>	<u>2,290,368.00</u>	<u>-1,214,947.08</u>	<u>46.95%</u>
Gross Profit	1,075,420.92	2,290,368.00	-1,214,947.08	46.95%
Expense				
2595 Cochran, M	1,589.81			
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	4,961.59	5,060.00	-98.41	98.06%
573.60.03 Kickball Expense	0.00	1,318.00	-1,318.00	0.0%
573.60.04 Pickleball Expense	0.00	938.00	-938.00	0.0%
573.60.05 NFL Flag Football Exp	0.00	1,923.00	-1,923.00	0.0%
573.60.06 Volleyball Expense	0.00	1,100.00	-1,100.00	0.0%
573.60.10 Salary & Wages				
Basketball	6,265.17	9,684.00	-3,418.83	64.7%
Day Camp				
Day Camp Assistant Manager	0.00	4,118.00	-4,118.00	0.0%
Day Camp Leader	4,556.55	10,490.00	-5,933.45	43.44%
Day Camp Manager	<u>3,225.86</u>	<u>5,868.00</u>	<u>-2,642.14</u>	<u>54.97%</u>
Total Day Camp	<u>7,782.41</u>	<u>20,476.00</u>	<u>-12,693.59</u>	<u>38.01%</u>
Kickball	0.00	861.00	-861.00	0.0%
NFL Flag Football	0.00	880.00	-880.00	0.0%
Pickleball	0.00	542.00	-542.00	0.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%
Recreation Coordinator	5,250.00	52,000.00	-46,750.00	10.1%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	0.00	1,000.00	-1,000.00	0.0%
Volleyball	0.00	1,719.00	-1,719.00	0.0%
Total 573.60.10 Salary & Wages	19,297.58	89,748.00	-70,450.42	21.5%
Day Camp Expense	619.94	15,000.00	-14,380.06	4.13%
Kayak Program Expense	0.00	600.00	-600.00	0.0%
Total 573.60.00 Exp Recreation Sports	24,879.11	115,687.00	-90,807.89	21.51%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	44,953.97	113,000.00	-68,046.03	39.78%
100103 Business Manager	45,878.28	80,000.00	-34,121.72	57.35%
100104 Client Service Spc				
Client Services Coordinator	15,986.77	36,437.00	-20,450.23	43.88%
100104 Client Service Spc - Other	34,970.87	71,181.00	-36,210.13	49.13%
Total 100104 Client Service Spc	50,957.64	107,618.00	-56,660.36	47.35%
100107 BOC/Dir Admin Asst	1,905.30	36,437.00	-34,531.70	5.23%
100108 Rec Aide Advertising	1,207.04	3,000.00	-1,792.96	40.24%
200201 Aerobics Inst JVMP	6,200.69	10,658.00	-4,457.31	58.18%
200208 Kayak Inst JVMP	299.25	300.00	-0.75	99.75%
200210 Private Lessons	5,954.02	13,200.00	-7,245.98	45.11%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	0.00	500.00	-500.00	0.0%
200211 WSI Instructor - Other	14,333.61	36,868.00	-22,534.39	38.88%
Total 200211 WSI Instructor	14,333.61	37,368.00	-23,034.39	38.36%
200221 Training				
Training- Lifeguard	12,103.80	29,069.00	-16,965.20	41.64%
Training - Client Services	190.08	2,000.00	-1,809.92	9.5%
Training - Maint & Custodial	0.00	500.00	-500.00	0.0%
Training - Swim Instructor	1,035.72	11,356.00	-10,320.28	9.12%
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%
Total 200221 Training	13,370.92	43,425.00	-30,054.08	30.79%
300301 Lifeguard	92,990.75	186,115.00	-93,124.25	49.96%
300303 Sr. Lifeguards	2,932.32	5,000.00	-2,067.68	58.65%
300305 Head Lifeguard	19,459.76	44,720.00	-25,260.24	43.52%
500501 Director of Maintenance	44,125.00	78,000.00	-33,875.00	56.57%
500502 Janitorial Staff	9,024.98	28,028.00	-19,003.02	32.2%
500503 Clover Valley Park	808.14	10,010.00	-9,201.86	8.07%
500505 Shut Down Maintenance	1,392.46	5,000.00	-3,607.54	27.85%
500506 Maintenance Assistant	2,418.41	11,502.00	-9,083.59	21.03%
Adult Swim Team Coach	1,008.23	5,416.00	-4,407.77	18.62%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Jul 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Medical	-1,409.88			
Swim Lesson Coordinator	10,027.22	21,580.00	-11,552.78	46.47%
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%
Total 576.20.10 Salary & Wages	367,838.11	848,377.00	-480,538.89	43.36%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	4,000.00	-4,000.00	0.0%
Executive Director	0.00	5,650.00	-5,650.00	0.0%
Maintenance Director	0.00	3,900.00	-3,900.00	0.0%
Recreation Manager	0.00	6,916.00	-6,916.00	0.0%
Total 20.111 Retirement	0.00	20,466.00	-20,466.00	0.0%
20.112 Sick Pay				
Business Manager	606.06	3,077.00	-2,470.94	19.7%
Director	1,611.10	4,346.00	-2,734.90	37.07%
Maintenance Supervisor	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	77.04	5,320.00	-5,242.96	1.45%
Part Time Staff	4,145.33	8,250.00	-4,104.67	50.25%
Total 20.112 Sick Pay	6,439.53	23,993.00	-17,553.47	26.84%
20.113 Vacation				
Business Manager	0.00	9,230.00	-9,230.00	0.0%
Director	1,161.72	13,039.00	-11,877.28	8.91%
Director of Maintenance	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	507.36	5,320.00	-4,812.64	9.54%
Total 20.113 Vacation	1,669.08	30,589.00	-28,919.92	5.46%
Bereavement Leave	399.63	2,400.00	-2,000.37	16.65%
Total 576.20.11 Payroll Benefits	8,508.24	77,448.00	-68,939.76	10.99%
576.20.12 Payroll Taxes	60,492.13	99,782.00	-39,289.87	60.62%
576.20.20 Personnel Benefits				
Cell phone	1,020.00	2,880.00	-1,860.00	35.42%
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	220.63	5,000.00	-4,779.37	4.41%
Medical	15,734.15	67,970.00	-52,235.85	23.15%
Total 576.20.20 Personnel Benefits	16,974.78	77,050.00	-60,075.22	22.03%
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	130.00	-130.00	0.0%
Aerobic supplies	1,547.64	1,600.00	-52.36	96.73%
Aquatics Equipment	0.00	1,870.00	-1,870.00	0.0%
Cleaning & Sanitation	1,086.98	3,525.00	-2,438.02	30.84%
First Aide supplies	110.49	1,200.00	-1,089.51	9.21%
Office Equipment	13,030.75	40,200.00	-27,169.25	32.42%
Office supplies	342.93	2,000.00	-1,657.07	17.15%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Pool Chemicals	31,989.89	35,737.00	-3,747.11	89.52%
Retail Expense	0.00	2,000.00	-2,000.00	0.0%
Swim School Supplies	0.00	260.00	-260.00	0.0%
Total 20.31 JVMP	48,108.68	88,522.00	-40,413.32	54.35%
20.33 Vehicle Maintenance				
Fuel Expense	49.38	287.00	-237.62	17.21%
Repair	446.70	363.00	83.70	123.06%
Routine Maitnenace	16.32	225.00	-208.68	7.25%
Total 20.33 Vehicle Maintenance	512.40	875.00	-362.60	58.56%
20.34 Concession Expense	785.29	3,500.00	-2,714.71	22.44%
20.35 Sm Tools/Equip	118.13	4,000.00	-3,881.87	2.95%
Minor Purchases - Other	6,704.00			
Total 576.20.30 Minor Purchases	56,228.50	96,897.00	-40,668.50	58.03%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
Bank Fees	0.05	650.00	-649.95	0.01%
Computer Maintenance	2,918.69	3,000.00	-81.31	97.29%
Copy Machine Maint	1,068.77	2,500.00	-1,431.23	42.75%
Credit Card Processing	7,513.80	13,899.00	-6,385.20	54.06%
Dues & Memberships	135.00	2,413.00	-2,278.00	5.6%
Emp Background Checks	119.00	900.00	-781.00	13.22%
HVAC PMS	5,458.63	10,035.00	-4,576.37	54.4%
IT Service Contract	7,225.07	11,118.00	-3,892.93	64.99%
JVMP Landscape Maint	0.00	2,000.00	-2,000.00	0.0%
Legal	1,287.00	10,000.00	-8,713.00	12.87%
Payroll Processing	6,397.69	11,712.00	-5,314.31	54.63%
Pest Control	303.02	600.00	-296.98	50.5%
POS System	14,108.24	13,689.00	419.24	103.06%
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%
Security System - Annual	434.30	1,200.00	-765.70	36.19%
Security System - Service Calls	948.86	949.00	-0.14	99.99%
Storage Unit	480.00	2,160.00	-1,680.00	22.22%
Training Courses & Tuition	4,886.60	19,825.00	-14,938.40	24.65%
Web Hosting	344.87	350.00	-5.13	98.53%
Total 20.41 Professional Services	53,629.59	111,197.00	-57,567.41	48.23%
20.42 Communication				
Advertising	9,321.58	15,000.00	-5,678.42	62.14%
Email/Business Apps	1,962.24	13,400.00	-11,437.76	14.64%
Internet Service	3,269.22	3,900.00	-630.78	83.83%
Phone Service	1,061.42	3,184.00	-2,122.58	33.34%
Postage	73.00	300.00	-227.00	24.33%
Total 20.42 Communication	15,687.46	35,784.00	-20,096.54	43.84%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
20.46 Insurance	138,829.90	150,015.00	-11,185.10	92.54%
20.47 Utilities				
Boiler	89,634.61	83,327.00	6,307.61	107.57%
Electricity	35,971.92	53,885.00	-17,913.08	66.76%
Garbage	0.00	300.00	-300.00	0.0%
Patron Water	12,924.80	20,126.00	-7,201.20	64.22%
Pool Water/Garbage	7,444.11	13,908.00	-6,463.89	53.52%
Spa Boiler	7,342.45	10,583.00	-3,240.55	69.38%
Total 20.47 Utilities	153,317.89	182,129.00	-28,811.11	84.18%
20.48 NWPRD Repair & Maint				
Capital Expenses	5,808.67	468,000.00	-462,191.33	1.24%
20.48 NWPRD Repair & Maint - Other	10,638.15	72,000.00	-61,361.85	14.78%
Total 20.48 NWPRD Repair & Maint	16,446.82	540,000.00	-523,553.18	3.05%
Total 576.20.40 JVMPool Other Svcs	377,911.66	1,021,325.00	-643,413.34	37.0%
576.20.50 Intergovernmental				
Business Tax	3,342.54			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,727.93	10,000.00	2,727.93	127.28%
Emp Adv Serv	0.00	1,080.00	-1,080.00	0.0%
Refunds				
Patron Refund- Basketball	510.00			
Patron Refund- Facility Rental	175.00			
Patron Refund- Punch Card	46.00			
Patron Refund-Pvt Swim Lessons	351.00			
Patron Refund - STEAM Camp	245.00			
Patron Refund - US Masters	795.80			
Patron Refund - Viewing Room	17.00			
Patron Refund OS Party	270.00			
Patron Refund Day Camp	300.00			
Patron Refund Swim Lessons	693.70			
Refunds - Other	0.00	6,000.00	-6,000.00	0.0%
Total Refunds	3,403.50	6,000.00	-2,596.50	56.73%
Water Rec Facility Permit	967.00	1,000.00	-33.00	96.7%
Total 576.20.50 Intergovernmental	20,558.36	18,198.00	2,360.36	112.97%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	61.40	832.00	-770.60	7.38%
Repair	446.69	363.00	83.69	123.06%
Routine Maintenance	16.32	225.00	-208.68	7.25%
Total 576.80.33 Vehicle Maintenance	524.41	1,420.00	-895.59	36.93%
576.80.35 Sm Tools/Equipment	0.00	600.00	-600.00	0.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Jul 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
576.80.47 Utilities				
CVP Water	499.71	1,425.00	-925.29	35.07%
Dump Fees	0.00	200.00	-200.00	0.0%
Garbage	402.26	1,980.00	-1,577.74	20.32%
Total 576.80.47 Utilities	<u>901.97</u>	<u>3,605.00</u>	<u>-2,703.03</u>	<u>25.02%</u>
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	2,131.46	10,000.00	-7,868.54	21.32%
Clover Valley Dog Park	712.95	3,750.00	-3,037.05	19.01%
Total 576.80.48 CVP Repair & Maint	<u>2,844.41</u>	<u>13,750.00</u>	<u>-10,905.59</u>	<u>20.69%</u>
80.40 Non Aquatic Rec Prog				
Special Events/Programs	0.00	8,000.00	-8,000.00	0.0%
Total 80.40 Non Aquatic Rec Prog	<u>0.00</u>	<u>8,000.00</u>	<u>-8,000.00</u>	<u>0.0%</u>
80.41 Professional Services				
Porta-Potty	3,016.30	4,050.00	-1,033.70	74.48%
Total 80.41 Professional Services	<u>3,016.30</u>	<u>4,050.00</u>	<u>-1,033.70</u>	<u>74.48%</u>
Total 576.80.00 General Parks	<u>7,287.09</u>	<u>31,425.00</u>	<u>-24,137.91</u>	<u>23.19%</u>
Total 576.20 NWPPRD Expenses	<u>915,798.87</u>	<u>2,270,502.00</u>	<u>-1,354,703.13</u>	<u>40.34%</u>
Total 570.00 RECREATION SERVICES	<u>940,677.98</u>	<u>2,386,189.00</u>	<u>-1,445,511.02</u>	<u>39.42%</u>
Reconciliation Discrepancies	<u>-2,437.56</u>			
Total Expense	<u>939,830.23</u>	<u>2,386,189.00</u>	<u>-1,446,358.77</u>	<u>39.39%</u>
Net Ordinary Income	<u>135,590.69</u>	<u>-95,821.00</u>	<u>231,411.69</u>	<u>-141.5%</u>
	<u>135,590.69</u>	<u>-95,821.00</u>	<u>231,411.69</u>	<u>-141.5%</u>



John Vanderzicht Memorial Pool Schedule

September 2-November 30, 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lap Swim	10am-12pm 12-1pm*	6am-1pm 7-8pm	6am-1pm 5-8pm	6am-1pm	6am-1pm 5-8pm	6am-1pm 5-7:15pm	8am-1pm
Open Swim	1:15-3:45pm			7:30-9pm		7:30-9pm	1:15-3:45pm
Water Aerobics & Volleyball		<u>Aerobics</u> 8-9am (HIPE) 9:05-10:05am <u>Volleyball</u> 10:15-11:45am	<u>Aerobics</u> 9:05-10:05am 6:35-7:35pm	<u>Aerobics</u> 8-9am (HIPE) 9:05-10:05am <u>Volleyball</u> 10:15-11:45am	<u>Aerobics</u> 9:05-10:05am 6:35-7:35pm	<u>Aerobics</u> 8-9am (HIPE) 9:05-10:05am <u>Volleyball</u> 10:15-11:45am	<u>Aerobics</u> 12:10-1:10pm
Swim Lessons		5:10-7:25pm	10-11:40am	5:10-7:25pm	10-11:40am		Private Lessons Only
Tot Pool	10am-12pm	6am-1pm 7:30-8pm	6-10am 12-1pm 5-8pm	6am-1pm	6-10am 12-1pm 5-8pm	6am-1pm 5-7:15pm	8am-1pm

Additional Pool Activities
Sensory Splash* Sunday 12:00-1:00pm
Facility Rentals (Birthdays) Saturdays & Sundays 4:00-5:30pm (Open Swim options also available)
OHHS Practice M-F 3:00-5:00pm
NWAC M/W 5:00-7:00pm, T/Th/F 5:00-6:30pm
Private Lessons may occur during lap swim times.

Hours subject to change. Please visit NWPPRD.org or call us at 360.675.7665 ext.0 for our most up to date times.

**Quiet swim time with no music or overhead lights.*

Single Session Admission**				
Prices listed as Resident/Non-Resident				
Lap Swim	Open Swim & Tot Pool	Aerobics & Volleyball	Lockers With Collateral	Shower Only
\$6 / \$7	\$5 / \$6	\$7 / \$8	\$0.50	\$3.50

****MWR** pays admission for Lap Swim and Open Swim for active duty, reservists, and active duty family members only. MWR requires us to check your military ID for each and every admission.

Punch Cards (10 Visits)		
Prices listed as Resident/Non-Resident		
Lap Swim	Open Swim & Tot Pool	Aerobics & Volleyball
\$51 / \$59.50	\$42.50 / \$51	\$59.50 / \$68

Monthly, Quarterly, or Yearly Memberships also available for purchase. Please see the front desk for more information.

Admission fee is required for each individual entering the pool deck.

All swimmers under the age of 18 will need to pass a swim test on each visit in order to swim in the deep end (including use of slide and ball swing). Thank you for swimming with us!



POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

7.a.i Item: Budget Committee-Budget Appendix Update

Meeting Date: August 28, 2025

Presented By: Commissioner Guy

7.b. Item: Program Committee

Meeting Date: August 28, 2025

Presented By: BOC

7.c.i. Item: By Laws-Business and Standing Rules Update

Meeting Date: August 28, 2025

Presented By: Commissioner Hartmann



Commissioner Communication

8.a. Unfinished Business Item: None

Meeting Date: August 28, 2025

Presented By: N/A

9.a. New Business Item: Refund Budget Adjustment

Meeting Date: August 28, 2025

Presented By: Julie Millang

This season, we encountered a few uncommon situations that led to a higher-than-usual total in customer refunds. Below are a breakdown of the key issues and the need for budget adjustment:

- Whidbey Ren Faire purchased shower passes for staff and volunteers.
- Due to the late timing, they didn't have a system to distribute the passes.
- Many individuals paid for showers out of pocket instead of using the pre-paid passes.
- The Faire requested a partial refund for unused passes.
- \$200 will remain in their account as credit for next year.
- A day camp parent paid in full for multiple sessions.
- Their plans changed, and they no longer needed all sessions.
- We issued a refund for the canceled sessions.
- These refunds, combined with typical annual refunds, pushed this year's total above our usual range.
- A budget adjustment is needed to reflect the increased refund amount.
- The total of these two refunds is \$2,577.
- The current budget for the expense line item for refunds is \$6,000.
- Increasing the amount by \$2,500 will ensure we are able to continue processing refunds in a timely manner for patrons, without exceeding the budgeted amount.

Recommended Motion: I move to increase the expense line item for refunds to \$8500.

This section is for staff use.

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

9.b. New Business Item: Pizza with the Board

Meeting Date: August 28, 2025

Presented By: Commissioner Hartmann

Recommended Motion:

This section is for staff use.

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

Vote: Y/N/AB

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

9.c. New Business Item: Employee of the Month

Meeting Date: August 28, 2025

Presented By: Mitch Cochran

John was such a wonderful (re)addition to our team this summer! As our Day Camp Manager, he showed exceptional dependability, dedication, and enthusiasm. Each day he arrived ready to give the kids the best camp experiences possible, and his background in the classroom, combined with his passion for helping kids reach their full potential, was evident in everything he did. John not only led the campers with energy and care but also guided and supported the Day Camp leaders, setting a strong example of leadership. His hard work and positive impact on both staff and campers make him truly deserving of Employee of the Month.

9.d. New Business Item: MWR Renewal Contract

Meeting Date: August 28, 2025

Presented By: Jay Cochran

Synopsis of Contract NAFREG-25-Q-0029 – Annual Pool Usage Services for Navy Region Northwest (NAS Whidbey Island) The Contract usually goes from October 1st thru Sept. 30th each year.

1. The Navy Region Northwest (NRNW) needs a contractor to provide access to a swimming pool for military personnel and their families.
2. The pool must be available for lap swims and open swimming sessions.
3. The pool must have lifeguards always present during usage.
4. The pool must be at least 25 meters or 25 yards in length and must have both a shallow and deep end.
5. The facility must be located within 30 minutes of Naval Air Station Whidbey Island (NASWI).
6. The facility must follow safety and health regulations, including those from:
 - a. Centers for Disease Control and Prevention (CDC)
 - b. Occupational Safety and Health Administration (OSHA)
 - c. American College of Sports Medicine (ACSM)

- d. Americans with Disabilities Act (ADA)
- 7. The contractor must check military IDs before letting anyone use the pool.
- 8. The contractor must maintain a sign-in sheet for every user, listing their name, date, time, and type of ID.
- 9. Copies of the sign-in sheets must be sent to the Navy's Morale, Welfare, and Recreation (MWR) representative monthly.
- 10. Contractor staff must follow Department of Defense (DoD) security rules and protect sensitive or private information.
- 11. All data, reports, and work created under this contract belong to the government and must be returned at the end of the contract.
- 12. The contractor must not use or share any information or material from this project for other purposes.
- 13. The contract follows the Service Contract Act (SCA). Workers must be paid the prevailing wage for Island and San Juan Counties as determined by the U.S. Department of Labor.
- 14. Contractors must choose a payment method in their proposal. Payments may be made by:
 - a. Electronic funds transfer (ACH) – typically paid in 30 days or less
 - b. Single Use Account (SUA) – typically paid in 10 days or less
- 15. Contractors are prohibited from using TikTok or any app created by ByteDance on any device used for this contract.
- 16. Contractors also cannot use or provide certain types of Chinese telecommunications equipment or services (e.g., Huawei, ZTE, Hikvision).
- 17. The government will evaluate contractor proposals based on the following:
 - a. Ability to meet all pool service requirements (technical capability)
 - b. Experience with similar services for at least five years
 - c. References and past performance with similar customers
- 18. The award will be given to the contractor offering the best value, not just the lowest price.
- 19. If selected, the contractor will be notified in writing. No further action will be needed to make the contract official.
- 20. Contractors must be registered and current in the System for Award Management

Recommended Motion: I move to approve the submission of our annual quote in response to Contract NAFREG-25-Q-0029 for the provision of pool usage services to Naval Air Station Whidbey Island for the upcoming contract year as presented.

This section is for staff use

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

Vote: Y/N/AB

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

**FLEET AND FAMILY READINESS
NAVY REGION NORTHWEST**



Community Pride through "World Class Service"

12 August 2025

Commander Navy Region Northwest
Region Procurement Department
610 Dowell Street Bldg. 94
Keyport, WA 98345

Subject: REQUEST FOR QUOTATION (RFQ) NAFREG-25-Q-0029

Dear Prospective Offeror:

This request for quotation is for annual pool usage for Naval Air Station Whidbey Island's active duty service members, active duty family members, and reservists. Please provide a quotation for the line item(s) listed below based upon your best pricing, with any discounts offered to your best customers. If any items or services quoted are "Open Market" items, they must be identified as such on the quotation.

Please let the undersigned know as soon as possible if additional time is needed to extend the due date for the RFQ. It is the Contracting Officer's (KO) sole determination if additional time will be granted. Any granted or non-granted extensions in the RFQ response time are not basis for protest.

All questions will be due no later than 01:00 p.m. (PST), Friday, 22 August 2025 (or sooner if possible) in order to be considered timely. Please contact Kelsey Mann with additional questions at the email address noted below or call (360) 396-7121.

Please respond to this RFQ by emailing response to: Kelsey Mann at kelsey.l.mann2.naf@us.navy.mil no later than 2:00 p.m. (PST) Friday, 29 August 2025 (or sooner if possible) in order to be considered timely. Any quotation, modification, revision, or withdrawal of a quotation received after the exact time specified above shall be determined as late and will not be considered unless:

- A. Received before award is made.
- B. The KO determines that accepting the late quotation would not unduly delay the acquisition.
- C. It was the only quotation received.

Failure to quote on all CLINs, complete and return all attachments listed below or failure to submit all 18 pages of this RFQ with all applicable clauses/provisions filled in will render the quotation unacceptable and ineligible for award consideration in the absence of discussions.

The Non-Appropriated Fund Instrumentality (NAFI) requests the quotation to be effective for 30 days after submission.

Kelsey Mann
Contract & Procurement Specialist

Attachments:

- A. Statement of Experience
- B. Reference Form
- C. Section 889 Telecommunications Representation
- D. Representations & Certifications

NAVAL AIR STATION WHIDBEY ISLAND (NASWI)				
FITNESS CENTER				
CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE
0001	Lap Swim – Active Duty Service Member	1	EA	\$6.00
0002	Lap Swim – Active Duty Family Member	1	EA	\$6.00
0003	Lap Swim – Reservist	1	EA	\$6.00
0004	Open Swim – Active Duty Service Member	1	EA	\$5.00
0005	Open Swim – Active Duty Family Member	1	EA	\$5.00
0006	Open Swim – Active Duty Family Member (Ages 2 & Under)	1	EA	\$5.00
0007	Open Swim – Reservist	1	EA	\$5.00

Please provide the information below:

Company Name: North Whidbey Pool, Park, and Recreation District

Point of Contact (POC): Jay Cochran

Telephone #: 360.842.8005 _____ Email: _jcochran@nwpprd.org

Unique Entity Identifier (UEI): SJVVTKAEJL92 Cage Code: 1PG37

Payment Terms: Monthly _____ Tax ID #: 91-1190105 _____

Existing Contract # (i.e. GSA, AFNAFPO, Etc.):

PERFORMANCE WORK STATEMENT

1. INTRODUCTION: Navy Region Northwest (NRNW) is seeking a qualified and experienced Contractor to provide pool usage services for active duty service members, active duty family members and reservists.

2. BACKGROUND: Situated on the largest island in Washington State, NASWI is located on two areas of land in the city of Oak Harbor. Fleet & Family Readiness provides quality-of-life programs that meet NASWI customer needs in the most effective manner. From dining, entertainment, and recreation to childcare, housing, and support services, FFR programs serve as a catalyst for maximizing all the Pacific Northwest has to offer.

3. REQUIREMENTS:

3.1 General Requirements:

A. The Contractor shall:

- 1) Provide lap and open swim services for active duty service members, active duty family members, and reservists.
 - a) Aquatics facility shall require lifeguards on duty at all times.
 - b) Pool shall consist of a shallow end, deep end, and be twenty-five (25) meters or yards long at minimum.
 - c) Aquatics facility shall be located within thirty (30) minutes of NASWI boundaries.
- 2) Ensure facility is in compliance with all applicable codes, standards, design parameters, or regulations of Center of Disease Control and Prevention, Occupational Safety and Health Administration (OSHA), American College of Sports Medicine (ACSM) guidelines, and Americans with Disabilities Accessibility Act (AADA) guidelines.
- 3) Verify active duty military and reservist status through ID card verification prior to pool usage.
- 4) Provide and maintain sign in sheet
 - a) Have each patron sign in upon verification of military ID. Sign in sheet must include patron's name, date of attendance, time, and type of military identification presented.
 - b) Provide a copy of sign in sheet to MWR Point of Contact (POC) at the beginning of each month for prior month's usage.

4. MAIN TASK/ORDER OBJECTIVES: N/A

5. APPLICABLE DOCUMENTS AND REFERENCES: N/A

6. TASK REQUIREMENTS: N/A

7. DELIVERABLES AND ACCEPTANCE: N/A

8. QUALITY CONTROL AND CONFLICTS OF INTEREST: N/A**9. GOVERNMENT/NAFI FURNISHED EQUIPMENT: N/A****10. EDUCATION AND EXPERIENCE: N/A****11. KEY PERSONNEL: N/A**

12. SECURITY: The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this contract. The Contractor shall not disclose and must safeguard sensitive information, computer systems and data, privacy act data, and Government and contracted personnel work products that are obtained or generated in the performance of this contract.

12.1 The Contractor is responsible for safeguarding information of a sensitive nature. Failure to safeguard any privileged information which may involve the Contractor or the Contractor's personnel or to which they may have access may subject the Contractor and/or the Contractor's employees to criminal liability under Title 18, section 793 and 7908 of the United States Code.

13. CONFIDENTIALITY: This project and all materials provided to the Contractor by the Government and results, conclusions and recommendations obtained thereof shall be considered confidential in nature and treated with the same level of care that the Contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, used (except in the completion of this project) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's express consent.

14. INTELLECTUAL PROPERTY RIGHTS: No data provided to, or developed by, the Contractor shall be used for any purpose other than this contract and subsequent task orders. All information (data files and hard copy) become the property of the government, and the Contractor shall return them to the designated program manager and or COR, at the completion of the task.

15. PRIVACY ACT: Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. Any information reported, summarized, or otherwise considered procurement sensitive that comes about through the work performed will not be distributed or discussed outside the framework of the Data Layer Optimization Project. All programs and materials developed at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain security badges and adhere to the security requirements of the installation. The Government will retain rights to all intellectual property produced in the course of performing the tasks in this PWS.

SPECIAL CONTRACT REQUIREMENTS:

1. PAYMENT METHODS: Electronic funds transfer payments are available for processing invoices for this contract in accordance with the prompt payment act via the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association or via credit card procedures with Single Use Account (SUA). Single-Use Account (SUA) is an electronic payment tool that eliminates the need for a physical credit card. SUA provides a single electronic card for each payment. A 16-digit virtual account is provided for each payment, and the credit limit is set for the specific payment amount. Electronic funds transfer ACH payments will be processed on a Net 30-days basis or less if a payment discounted is offered, e.g. 2% 10 days. SUA payments will be processed in 10 days or less. Prospective Contractors shall include their desired payment method in their proposal/quote.

2. SERVICE CONTRACT ACT (SCA): The McNamara-O’Hara Service Contract Act (SCA) covers contracts entered into by federal and District of Columbia agencies that have as their principal purpose furnishing services in the U.S. through the use of “service employees.” The definition of “service employee” includes any employee engaged in performing services on a covered contract other than a bona fide executive, administrative, or professional employee who meets the exemption criteria set forth in 29 CFR Part 541. The Act requires contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality, or the rates (including prospective increases) contained in a predecessor contractor’s collective bargaining agreement. The Department of Labor issues wage determinations on a contract-by-contract basis in response to specific requests from contracting agencies. These determinations are incorporated into the contract. For contracts equal to or less than \$2,500, contractors are required to pay the federal minimum wage as provided in Section 6(a)(1) of the Fair Labor Standards Act. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to SCA-covered contracts. A complete copy of the Act to include applicable laws and regulations and additional information is available from:

<https://www.dol.gov/agencies/whd/government-contracts/service-contracts>

3. DEPARTMENT OF LABOR WAGE DETERMINATION: The following county specific Department of Labor Wage Determination(s) apply to the service requirement within this solicitation:

WD 15-5547 (Rev. 28) Dated 07/07/2025– Island & San Juan Counties

The appropriate wage determination is available at <https://sam.gov/content/wage-determinations>. Enter the WD number in the search box and the appropriate wage determination will be displayed with the applicable wage rates that are required to be paid to employees working on the services provided under the contract.

4. PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023):

(a) *Definitions.* As used in this clause—

Covered application means the social networking service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited.

Information technology, as defined in 40 U.S.C. 11101(6)—

- (1) Means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency, if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use—

- (i) Of that equipment; or

- (ii) Of that equipment to a significant extent in the performance of a service or the furnishing of a product;

- (2) Includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources; but
- (3) Does not include any equipment acquired by a Federal contractor incidental to a Federal contract.
- (b) *Prohibition.* Section 102 of Division R of the Consolidated Appropriations Act, 2023 (Pub. L. 117-328), the No TikTok on Government Devices Act, and its implementing guidance under Office of Management and Budget (OMB) Memorandum M-23-13, dated February 27, 2023, “No TikTok on Government Devices” Implementation Guidance, collectively prohibit the presence or use of a covered application on executive agency information technology, including certain equipment used by Federal contractors. The Contractor is prohibited from having or using a covered application on any information technology owned or managed by the Government, or on any information technology used or provided by the Contractor under this contract, including equipment provided by the Contractor’s employees; however, this prohibition does not apply if the Contracting Officer provides written notification to the Contractor that an exception has been granted in accordance with OMB Memorandum M-23-13.
- (c) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts, including subcontracts for the acquisition of commercial products or commercial services.

(end of clause)

5. PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

- (a) Definitions. As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People’s Republic of China.

Covered telecommunications equipment or services means—

- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
- (2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

- (3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means—

- (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;
- (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-
 - (i) Pursuant to multilateral regimes, including for reasons relating to national security; or
 - (ii) For reasons relating to regional stability or surreptitious listening;
- (3) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition.

- (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies.
- (2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) Exceptions. This clause does not prohibit contractors from providing—

- (1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
- (2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

- (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order.
- (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause
 - (i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

- (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.
- (e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(end of clause)

INSTRUCTIONS AND AWARD EVALUATION FACTORS:

1. BASIS FOR AWARD: The NAFI will award a service contract from this Request for Quotation (RFQ) to the responsible Offeror whose quote conforming to the RFQ will be the best value to the NAFI. Failure to acknowledge any Amendments may result in your quote not being considered for award. Contract type shall be Firm-Fixed-Price (FFP). The quote shall consist of narrative and supporting data that address all technical requirements contained in the RFQ. The quote shall be clear, concise, and shall include sufficient detail for effective evaluation. The Offeror's technical quote must address the following elements:

Factor 1: Technical Capability: The Offeror must have the ability to meet the requirements listed in Performance Work Statement Section 3.1: General Requirements.

Factor 2: Qualifications & Experience: The Offeror must have a minimum of five (5) years' experience directly related to the same or similar task & support (Attachment A – Statement of Experience)

Factor 3: Past Performance: The Offeror shall provide three (3) acceptable customer references. References should be the respondent's customers that are receiving services similar to the scope of this requirement. Please ensure all email address and telephone numbers listed are correct and active for all points of contact prior to submission (Attachment B – References Form)

2. EVALUATION AND AWARD FACTORS:

The NAFI will award a purchase order/delivery order from this RFQ to the responsible Offeror as a sole source. The following non-price factors along with price will be used to evaluate offers. Technical acceptability will be determined by an evaluation of the quoted requirements that meet the technical criteria that is contained in the solicited item description or its' equal. The NAFI may use various price analysis techniques and procedures to ensure a fair and reasonable price. Examples of such techniques include but are not limited to the following: comparison of proposed prices received in response to the RFQ, comparison of proposed prices to historical prices paid, whether by the Government or other than the Government, for the same or similar items.

Factor 1 – Technical Capability: This quotation will be evaluated based on the Offeror's ability to meet the requirements listed in Performance Work Statement Section 3.1: General Requirements.

Factor 2 – Qualification & Experience: This factor will be evaluated based on the Offeror's statement of experience provided on Attachment A – Statement of Experience.

Factor 3 – Past Performance: This factor will be evaluated based on the quality of the Offeror's recent and relevant past performance efforts, business relationships, timelines of performance and customer satisfaction. Evaluation of past performance will be completed by the NAFI. The Offeror's past performance information will be verified by contacting the references provided on Attachment B – References Form, as deemed necessary by the NAFI, and evaluated based on work similar in size, scope and complexity to the current requirement.

3. NOTICE OF AWARD: A written notice of award or acceptance of an offer e-mailed or otherwise furnished to the successful Offeror shall result in a binding contract without further action by either party. Before the Offeror's specified expiration time, the NAFI may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

4. REGISTRATIONS: To be eligible for award, Offerors must be determined responsible. Offerors are encouraged to register through the System for Award Management (SAM) or if already registered, Offerors must be current. To register or update Reps & Certs that are not current go to <https://sam.gov/portal/public/SAM/> and provide information.

NAF CONTRACT CLAUSES

NONAPPROPRIATED FUND CONTRACT CLAUSES DATED 14MARCH2025 APPLY TO THIS SOLICITATION AND ARE AVAILABLE AT:

https://www.navy.mwr.org/resources/na_f_acquisitions/na_f_contract_clauses_main

Attachment A – Statement of Experience

Section A

Business Name: North Whidbey Pool, Park, and, Recreation District Phone #: 360.675.7665

Address: 85 SE Jerome Street

City: Oak Harbor State: WA ZIP: 98277

Federal Tax ID #: 91-1190105 Business License #: 601-149-684

Business Status:

☐ Non Profit Corporation

☐ Corporation State of Incorporation: WA

☐ General Partnership

☐ Limited Partnership

☐ Sole Proprietorship

Other: Local Government

Name and title of an Officer or owner authorized to sign this proposal and any contract that may result from this proposal.

Name: Jay Cochran Title: Executive Director

Section B

Number of years in business under the present business name: 43 years

Other Business Name(s): _____

Number of years under prior name if any: _____

Section C

Number of years of experience in providing required or equivalent services: 10+

Section D

Similar services completed during the last 5 years?

Period	Services	\$ Amount Paid	Location	Agency Name

Sections E

Have you, or your agency failed or refused to complete a contract: _____ Yes _____ No

If yes, please explain:

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the NAFI may declare any contract or agreement as a result of the proposal to be void.

Signature: _____ Date: _____

Authorized Name: Jay Cochran Title: Executive Director

Attachment B – Reference Form

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Tel. Number: _____ Email Address: _____

Services Provided/ Date of Services: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Tel. Number: _____ Email Address: _____

Services Provided/ Date of Services: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Tel. Number: _____ Email Address: _____

Services Provided/ Date of Services: _____

CNIC NAF PC Use of Covered Telecommunications Equipment or Services Representation

Section 1 – References

1. USD DTM 22-002 Nonappropriated Fund Procurement Implementation of Section 889 of NDAA FY19
2. CNIC NAF Purchase Card Program Interim Policy Memorandum 23 June 2022

Section 2 – Merchant Representation

After conducting a reasonable inquiry, for purposes of this representation, the Merchant represents that it—

does does not provide or use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from any company listed in Section 3.B. below.

Merchant Name _____

Merchant Authorized Rep Name _____

Merchant Authorized Rep Signature _____

Date Signed _____

Section 3 - Instructions

- A. Cardholder (CH) provides this representation document to the merchant to complete, sign, and return to the CH.
- B. Merchant verifies the list of prohibited companies fills out Section 2 above and returns the form to the CH.

Procedures for Merchant: review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) or on the GSA SmartPay website (<https://smartpay.gsa.gov/content/prohibited-vendor-list>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”. Conducting business with merchants who use telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities); Video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) is strictly prohibited.

- C. If a merchant represents “does not” the CH can rely on the representation and make the purchase
- D. If a merchant represents "does" or the merchant declines to complete the representation, the CH shall not make the purchase with that merchant. CH must find an alternate merchant that represents "does not" or forward the requirement along with the representation to the supporting contracting office for action.
 1. If applicable, and after receiving the requirement and representation, the supporting contracting office may provide written approval for the CH to make the purchase. If so, the CH shall retain approval documentation in file.
- E. The following NAF PC transactions are exempt as these transactions are payments, not purchases.
 1. Contract Payment Official - use of the NAF PC as a payment method only
 2. Inter/Intra-Governmental Payments - (ex. DLA Document Services, NSN items using FedMall)
 3. Training Payments
- F. Retain all documentation that supports this representation.

Attachment D – Representation, Certifications and Other Statement of Offerors

Offerors that are registered & have completed the Representations & Certifications on the Government's System for Award Management (SAM) may provide their Unique Entity Identifier (UEI) number in lieu of completing Attachment D – Representation, Certifications and Other Statement of Offerors.

SAM.gov UEI: _____

If the Offeror is not registered in SAM (accessed through <https://sam.gov>) and/or has not completed the annual representations and certifications electronically, the Offeror shall review below provisions and provide signature of acceptance.

COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES- REPRESENTATION (OCT. 2020)

- a. Definitions. As used in this provision, 'covered telecommunications equipment or services' and 'reasonable inquiry' have the meaning provided in the clause 'Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment'.
- b. Procedures. The offeror must review the list of excluded parties in the System for Award Management (SAM) for entities excluded from receiving federal awards for 'covered telecommunications equipment or services'.
- c. Representation. The offeror represents that it ☐ does, ☐ does not provide covered telecommunications equipment or services as a part of its offered products or services to the government in the performance of any contract, subcontract, or other contractual instrument.
- d. After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it ☐ does, ☐ does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

WALSH-HEALEY PUBLIC CONTRACTS ACT REPRESENTATIONS

(Applicable to **supply** contracts exceeding \$15,000.00) If applicable, please indicate:

The offeror represents as a part of this offer that the offeror {____} is or {____} is not a regular dealer in, or {____} is or {____} is not a manufacturer of, the supplies offered.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR. 1985)

a. The offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to:

(a) Those prices;

(b) The intention to submit an offer; or;

(c) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and;

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

b. Each signature on the offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or;

(2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision _____ [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(a) As an authorized agent, does certify that the principals named in subdivision (b)(2)(a) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and;

(b) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

c. If the offeror deletes or modifies paragraph (a) (2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

PROCUREMENT INTEGRITY (NAFI 1009 – 4 NOV. 2013)

a. By submission of an offer or performance of this contract, the offeror or Contractor certifies with respect to this NAFI contract action:

b. That no discussion, offer, or promise of future employment or business opportunity has nor will be made to NAFI civilian or military personnel who personally and substantially participated in the contract action.

(1) That no offer, promise, or gift of any gratuity, entertainment, money, or other thing of value has nor will be made to any NAFI civilian or military personnel or any other employee of the U.S. Government or member of their family or household.

(2) That no information proprietary to other offerors or other contracting information (offeror list, prices offered, technical evaluations, rankings, etc.) is sought or obtained until it is available to the public under NAFI procedures.

(3) That no person or selling agency has been employed or retained to secure this contract for a commission, percentage, brokerage, or contingent fee except bona fide employees or bona fide established commercial selling agencies retained by the Contractor for the purpose of securing business.

c. The Contractor certifies that no gratuities (entertainment, gifts, money, kickbacks, or other things of value) were nor will be solicited or accepted by the Contractor or Contractor representative, nor from any subcontractor or subcontractor representative, for the purpose of obtaining or rewarding favorable treatment in connection with this contract or any subcontract under it.

d. The Contractor will report in writing to the Contracting Officer any possible violation of this clause when there are reasonable grounds to believe a violation may have occurred. The Contractor will cooperate fully with any federal agency investigation of a possible violation of this clause.

e. For breach of any of these certifications, the NAFI may terminate this contract for default, and/or deduct from amounts due under this or other contracts, or charge the Contractor for the total value of any contingent fee, gratuity, kickback or other loss to the NAFI arising out of the breach.

BUY AMERICAN ACT CERTIFICATE (FEB 2021)

- a. The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product.
- b. The offeror must list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.
- c. The terms ‘domestic end product,’ ‘end product,’ and ‘foreign end product’ are defined in the clause of this solicitation entitled ‘Buy American-Supplies’.
- d. Foreign End Products:

Line Item No. Country of Origin

_____	_____
_____	_____
_____	_____

[List as necessary]

- e. The NAFI will evaluate offers in accordance with NAF policies and procedures.

(End of provision)

Offeror: _____

Signature: _____

Date: _____



Commissioner Communication

10. Item: Executive Session

Meeting Date: August 28, 2025

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 RCW 42.30.110 (g) ...to review the performance of a public employee. for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

11. Item: Action Item/Review

Meeting Date: August 28, 2025

Presented By: Staff/Secretary

12. Item: Final Board Comments

Presented By: BOC

13. Item: September 25, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

Presented By: Chair

14. Item: Adjourn

Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____