



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, January 22, 2026, 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. 9.25.2025 Regular Meeting Minutes
– Amended
- ii. 11.20.2025 Budget Hearing
Minutes – Amended
- iii. 12.18.2025 Regular Meeting
Minutes

b. Vouchers and Payroll:

- i. Expense Voucher #11017-11056
\$53,292.67
- ii. Payroll
\$63,104.67
- iii. DOR
\$2,104.65

Total \$118,501.99

6. STAFF REPORTS

7. COMMITTEE REPORTS

- a. Budget Committee – None
- b. Program Committee
 - i. Spring Break Day Camp
 - ii. Running Program
- c. By Laws Committee – None

8. UNFINISHED BUSINESS

9. NEW BUSINESS:

- a. Election of Officers
- b. Survey
- c. Resolution 2026-01 Resolution to Annually Re-appoint the
District's Investment Officer
- d. SAO Data Sharing Agreement

10. EXECUTIVE SESSION:

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

13. NEXT MEETING: February 26, 2025, 6 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.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: 1.22.2026

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.”

4. Item: Consent Agenda Announcement

Meeting Date: 1.22.2026

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

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

Presented By: Chair

Staff Note:

The September 25, 2025, Regular Meeting Minutes have been amended to include the motion and vote authorizing the Chair to sign and approve the Executive Director's Annual Evaluation and Work Development Plan. At the November 20, 2025, meeting, the Board approved the amended September 25, 2025, minutes to document Commissioner Kraner's recusal from the MWR contract vote. However, the amended minutes incorrectly state that the September 25, 2025, Regular Meeting Minutes were approved at the September meeting. The correct action taken at that meeting was the approval of the August 28, 2025, Regular Meeting Minutes. The September 25, 2025, Regular Meeting Minutes now reflect: (1) the motion and vote authorizing the Chair to sign the Executive Annual Evaluation and Work Development Plan (2) Commissioner Kraner's recusal from the MWR contract vote, and (3) the approval of the August 28, 2025, Regular Meeting Minutes.

The 11.20.25 Budget Hearing Minutes were titled Budget Workshop Minutes; they are corrected with the title Budget Hearing.

a. Minutes:

- i. 9.25.25 Regular Meeting Minutes-Amended
- ii. 11.20.25 Budget Hearing Minutes-Amended
- iii. 12.18.25 Regular Meeting Minutes

b. Vouchers & Payroll

i. **Expense Vouchers #s** 11017-11056 \$53,292.67

ii. **Payroll:** \$63,104.67

iii. **DOR** \$2,104.65

TOTAL: \$118,501.99

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, September 25, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Commissioners Guy, Larsen, Witmer, and Hartmann were present. Commissioner Kraner was excused, but was present for the last half of the meeting.
3. **PUBLIC COMMENTS:** There were no public comments.
4. **CONSENT AGENDA ANNOUNCEMENT:** There were no changes to the consent agenda.
5. **CONSENT AGENDA ITEMS:** Comm. Guy 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:** 8.28.25 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**
 - i. Expense Voucher #'s 10886-10922 \$50,391.30
 - ii. Payroll \$96,673.12
 - iii. DOR \$3,328.43

Total: \$150,392.85
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager. Announced next meeting was a Capital Plan Budget Workshop on 11/3 @6:00PM. Other upcoming events are the OHHS trunk-or-treat event on 10/25 and The Main Street trick-or-treat event on 10/31
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** Comm. Guy gave update regarding the budget appendix.
 - b. **Program Committee:** Comm. Witmer gave update on programs.
 - c. **Bylaws Committee:** Comm Hartmann to presented on changes made to the Business and Standing Rules. Minor changes were made, and Comm. Guy motioned to approve the B&S Rules as amended. Comm. Witmer seconded, and the motion carried unanimously with no discussion.
8. **UNFINISHED BUSINESS:**
 - a. **Pizza with the Board:** BM Millang presented on recommendations for a staff appreciation day to happen in November.

- b. **Contract Approval: CivicPlus/GIS:** BM Millang presented on the contract and amendments for GIS integration. Comm. Guy motioned to approve the contract as presented. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.

9. NEW BUSINESS:

- a. **Social Security and Retirement:** ED Cochran presented on some research BM Millang will prepare a presentation regarding Section 218 Coverage.
- b. **Contract Approval: MWR:** ED Cochran presented on the contract between MWR and the district and summarized any changes. Comm. Guy made a motion to approve, and that motion was withdrawn due to a miscommunication of the contact name. Comm. Guy motioned to approve the award and execution of contract NAFREG-25-M-0075 in support of Morale, Welfare, and Recreation (MWR) operations, with all terms and conditions as presented. Comm. Witmer seconded the motion. Comm. Kraner recused herself. The motion was approved.
- c. **Oak Harbor Chamber of Commerce 2026 Sponsorships:** ED Cochran presented on the different sponsorship opportunities at Chamber of Commerce.
- d. **Employee of the month:** ED Cochran 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 15 minutes, until 6:57pm. BOC Chair Larsen called the meeting back to order at 6:57pm. Comm Guy made a motion to approve the chair to sign and approve the Executive Director's Annual Evaluation and Work Development Plan on behalf of the BOC. Comm Witmer seconded the motion and there was additional discussion. The motion carried with 'yes' votes from Comms Hartmann, Guy, Larsen, and Witmer. Comm Kraner abstained from voting.

11. ACTION ITEM/REVIEW: 1 ACTION ITEM

- a. ED Cochran to send out calendar invited for the 11/3 budget workshop.

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

- 13. NEXT MEETING:** Budget Workshop, October 9, 2025, 6:00 p.m. at the John Vanderzicht Memorial Pool

- 14. ADJOURNMENT:** The meeting adjourned at 7:04pm by BOC Chair Larsen.

Attest:_____

Bill Larsen, Chair

Date



BOARD OF COMMISSIONERS BUDGET HEARING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, November 20, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:08pm.
2. **ROLL CALL:** Comms. Larsen, Kraner, Guy, Witmer and Hartmann were present.
3. **2026 REVENUE SOURCES AND PROPOSED PROPERTY TAX LEVY (RCW84.55.120):** BOC Chair Larsen discussed the 2026 proposed budget.
4. **PUBLIC COMMENTS:** BOC Chair opened for public comments, there were none.
5. **ADJOURNMENT:** The meeting was adjourned by BOC Chair Larsen at 6:13 p.m.

Attest:

Bill Larsen, Chair

Date



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, December 18, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:12pm by BOC Chair Larsen.
2. **OATH OF OFFICE:** Comm. Hartmann was sworn into office by Comm Larsen.
3. **ROLL CALL:** Comm Kraner, Larsen, and Hartmann were present. Comm Guy (present but not voting) and Witmer excused.
4. **PUBLIC COMMENTS:** There were no public comments made.
5. **CONSENT AGENDA ANNOUNCEMENT.**
6. **CONSENT AGENDA ITEMS:** Comm. Hartmann made a motion to approve the consent agenda as presented. Comm. Kraner seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. 11.20.25 Budget Workshop Minutes
 - ii. 11.20.25 Budget Hearing Minutes
 - iii. 11.20.25 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10986-11016	\$36,892.62
ii. Payroll	\$69,547.91
iii. DOR.	\$2,122.72
Total:	\$108,563.25
7. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
8. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** NONE
 - b. **Program Committee:** NONE
 - c. **Bylaws Committee:** NONE
9. **UNFINISHED BUSINESS:** NONE
10. **NEW BUSINESS:**
 - a. **CIAW Renewal.** Comm Hartmann moved to approve the CIAW insurance renewal as presented, in the amount of \$174,744.80, under policy number CIAW252558409, for the applicable coverage period. Comm Kraner seconded the motion and it carried unanimously with no discussion.
 - b. **Salary Scale.** BM Millang presented on the 2026 salary scale. Comm Hartmann moved to approve the salary scale as presented. Comm

Kraner seconded the motion and it carried unanimously with no discussion. Comm Hartmann moved to approve an adjustment to the Executive Director's annual salary to \$106,653, consistent with the established salary range for this position and effective January 1, 2026. Comm Kraner seconded the motion and it carried unanimously with no discussion.

- c. Budget Amendment. BM Millang presented a budget amendment. Comm Hartmann moved to approve the budget amendment as presented. Comm Kraner seconded the motion and it carried unanimously with no discussion.
- d. CIVIC Rec Renewal. BM Millang presented on the 2026 contract for CIVIC Rec. Comm Hartmann moved to approve the CIVIC Rec contract renewal as presented. Comm Kraner seconded the motion and it carried unanimously with no discussion.
- e. 2026 Facility Closure. ED Cochran proposed holiday closures for 2026. Comm Hartmann moved to approve the 2026 holiday closure schedule as presented. Comm Kraner seconded the motion and it carried unanimously with no discussion.

11. EXECUTIVE SESSION: NONE

12. ACTION ITEM/REVIEW: NONE

13. FINAL BOARD COMMENTS: Comms Kraner, Guy, and Larsen made comments; ED Cochran, BM Millang, and MM Cochran also made comments/responses.

14. NEXT MEETING: January 22, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

15. ADJOURNMENT: The meeting adjourned at 7:26pm by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
678087-678094	12.10.2025	11017-11029	\$ 16,280.17
678461-678464	12.17.2025	11030-11033	\$ 13,019.79
678943-678947	12.24.2025	11034-11040	\$ 11,101.64
679237-679253	12.31.2025	11041-11056	\$12,891.07
			\$53,292.67
Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of			\$63,104.67
Department of Revenue Transfer			\$ 2,104.65
Total of Voucher #s 11017-11056,			
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer			\$118,501.99

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 January 22, 2026

Brit Kraner, Commissioner

Bill Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

December 2025

Date	Num	Name	Memo	Amount
Dec 25				
12/04/2025	11017	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
12/04/2025	11018	4000397 Seamark Law Group	Legal Fees	6,988.50
12/04/2025	11019	4000397 Seamark Law Group	Legal Fees	228.00
12/04/2025	11020	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	958.25
12/04/2025	11021	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	1,686.40
12/04/2025	11022	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	46.06
12/04/2025	11023	4000496 R2 Colonial	Insurance Benefits	1,422.27
12/04/2025	11024	4000897 R1 Airgas USA, LLC	Carbon Dioxide Ind HT	250.86
12/04/2025	11025	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	2,762.15
12/04/2025	11026	5007369 R1 Whidbey Tech Solutions	IT Monthly Service/Apps	1,304.19
12/04/2025	11027	5007369 R1 Whidbey Tech Solutions	Computer Maint.	94.01
12/04/2025	11028	4001460 R1 Bay City Supply	Cleaning Supplies	41.52
12/04/2025	11029	4001829 R1 Tara Dunford, CPA	Cash Handling/Accounting Rev	341.25
12/11/2025	11030	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	2,444.52
12/11/2025	11031	4001460 R1 Bay City Supply	Trash Bags	211.49
12/11/2025	11032	4001735 R1 Kaiser Permanente	Insurance Benefits	10,233.78
12/11/2025	11033	9603688 Patron	Patron Refund Basketball	130.00
12/18/2025	11034	4000496 R2 Colonial	Insurance Benefits	1,422.27
12/18/2025	11035	4000705 R1 Puget Sound Energy	Electric Bill	4,170.67
12/18/2025	11036	4000897 R1 Airgas USA, LLC	Cylinder Rental	196.15
12/18/2025	11037	4001212 R1 Springbook Holding Co ...	Implementation Services	216.00
12/18/2025	11038	4000793 R4 Visa	J Cochran CC	844.96
12/18/2025	11039	4000793 R4 Visa	J Millang CC	1,021.38
12/18/2025	11040	4000793 R4 Visa	M Cochran CC	3,230.21
12/23/2025	11041	4000033 Washington Alarm, Inc	Alarm Monitoring	94.86
12/23/2025	11042	4000120 R1 Aquatic Instruction LLC	LG Course	2,330.90
12/23/2025	11043	4000136 R1 Canon Financial Service...	Copy Machine Lease	156.71
12/23/2025	11044	4000470 R1 Cascade Natural Gas	Gas Bill: Pool	6,542.43
12/23/2025	11045	4000470 R1 Cascade Natural Gas	Gas Bill: Spa,Lobby,Ofc	688.95
12/23/2025	11046	5007369 R1 Whidbey Tech Solutions	Hard Drive	81.75
12/23/2025	11047	5007369 R1 Whidbey Tech Solutions	Hard Drive	81.75
12/23/2025	11048	5007369 R1 Whidbey Tech Solutions	Laptop Installation	0.72
12/23/2025	11049	5007490 Original Watermen	Lifejackets	717.80
12/23/2025	11050	4001071 R1 Julie Millang	Cell Phone Oct-Dec 25	180.00
12/23/2025	11051	5010539 Jamie Cochran	Cell Phone Oct-Dec 25	180.00
12/23/2025	11052	4001460 R1 Bay City Supply	Cleaning Supplies	60.56
12/23/2025	11053	4001735 R1 Kaiser Permanente	Insurance Benefits	1,284.64
12/23/2025	11054	4001792 R1 Jenna Clark	Cell Phone Oct-Dec 25	180.00
12/23/2025	11055	9603508 R1 Mitchell Cochran	Cell Phone Oct-Dec 25	180.00
12/23/2025	11056	9603701 R1 Patron	Patron Refund Basketball	130.00
Dec 25				53,292.67



6. Item: Staff Reports

Meeting Date: 1.22.2026

Presented By: Jay Cochran

Comment Cards

- Akemi Christiansen, former staff, longtime patron, levy supporter & worker, met with both Julie and I on separate occasions to express her concerns regarding the recent membership price increase, the lack of communication regarding the increase and to make three requests. The patron stated that there was no prior communication sent to members about the price increase before year-end payments were due.

Request 1: Consider a Senior Discount

- Ms. Christiansen requested that the board consider offering a senior discount for memberships to better support older members on fixed incomes because the price increase has made it so patrons cannot continue to use the facility at the frequency as before.

Request 2: Reinstate the Premium Membership Option

- Ms. Christiansen strongly requested that the board consider bringing back the Premium Membership.
- She explained how the removal of the Premium Membership has significantly increased her monthly cost:
 - Previously, she paid \$59 per month for her premium membership (\$179 quarterly).
 - Under the new structure, because she typically participates in three separate activities during her visits, lap swim, water volleyball, and hot tub use, she now pays for each activity individually.
 - As a result, her cost increased to approximately \$199 per month, assuming she attends the same activity at the same frequency on a monthly basis.
- Ms. Christiansen expressed concern that members like herself are now paying substantially more for the same level of use and indicated that while she understands the need for an increase, the current rate structure has increased her costs by roughly threefold.
- **Request 3: Adjust Premium Membership Timing**
 - Extending Premium Memberships purchased by the end of December, so members are not effectively paying twice.
 - Her specific situation:
 - She purchased a Premium Membership on February 13, 2025.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

- Once she heard the memberships were being cancelled, she bought a new one on December 29, 2025, to capture it for the next year. The new membership overlaps with her existing membership.
- She requested credit or an extension for the period between December 29 and February 13, so she does not pay twice.
- Additionally, Ms. Christiansen suggested the board explore long-term operational innovations:
 - Investigating the feasibility of operating the pool using energy generated by burning trash, like Japan does. She would like us to approach wealthier residents within the state to seek donations or financial support for such a sustainability project.
- While I believe I accurately captured Ms. Christiansen's concerns, there was a language barrier during the discussion, and I apologize if any of her thoughts or intentions were misrepresented.

Ms. Christiansen with Ms. Bono attended the Program Committee meeting on the 12th with other concerned citizens. They prepared questions for the Commissioners and requested that the Executive Director provide copies of the questions to those Commissioners who were not present at the Programming Committee meeting. Those questions are at the front desk if Commissioners want to pick them up before the meeting.

Activity Attended: 8 am HIIT, 01.05.2026

Comment: We are all concerned about the big price hike to our needed healthy activity. Can we find other ways to supplement the needed funds, get the Coupeville mayor to support it?

Activity Attended: Water Aerobics, 01.05.2026

Comment: Much anger in class today that 3-month pass for Aerobics class has been canceled. Prices are getting too high!

Activity Attended: Water Aerobics, 01.05.2026

Comment: This class is fantastic. Unfortunately, because of the recent removal of the Premium Membership, which afford me the opportunity to attend unlimited Water Aerobics, Water Volleyball, and everything my ability to attend is greatly diminished. To continue to come the 3 x a week I was coming will now cost me \$102 a month versus the \$64 a month I get with the Premium Membership Quarterly. I can go from 12 sessions to 7.

Name: Becky Wilson

Email:

Address:

Phone:

POOL, PARK, AND RECREATION
DISTRICT

Commissioner Communication

- I called Ms. Wilson, who was frustrated that I was not the commissioner she believed would be contacting her.
- Ms. Wilson stated she had been advised by a staff member that comment cards would go directly to the commissioners.
- I explained how the comment card process actually works and clarified that it is not standard practice for a commissioner to contact a patron directly in response to a comment card. Instead, we make every effort to resolve issues at the staff level, which is why I was calling.
- Following the conversation, I typed up a clear explanation of the comment card process and posted it above the comment card box so both patrons and staff can easily understand how the process works.
- Ms. Wilson and I spoke at length, and it was clear that she is very passionate about the pool and very frustrated.
- Ms. Wilson stated she would like the issue to be resolved as soon as possible.
- She expressed a desire to see premium memberships reinstated for the next year.
- Ms. Wilson stated that she feels disenfranchised and marginalized.
- She described the removal of premium memberships as punitive and a form of punishment toward those who used them.
- Ms. Wilson stated, quote, “Y’all made a mistake, and you need to find a way to correct it in a way that is favorable to those that are disenfranchised.”
- Ms. Wilson plans to attend the BOC meeting on the 22nd.

Action Items Follow-Up

There were no staff action items to carry over from last year.

Executive Director

Swim Lesson Coordinator Position

- After discussing the swim lesson coordinator position with the Business Manager, Client Services Coordinator, Recreation Manager, and Head Lifeguard, we decided to hold off on rehiring that position. Our team feels this is something we can manage as a team.
- This decision was made due to an expense that was over budget, and not rehiring the position will help offset that cost. The Business Manager, Client Services Coordinator, Recreation Manager, and Head Lifeguard all feel this is something we can manage as a team.



Commissioner Communication

- I did inform one of the staff that is interested in the position that we are holding off at this time, and she seems to understand.
- There are eight individuals completing the WSI course this weekend.
- Having these new instructors will be a significant step forward and addresses a major hurdle for our program.

Legislative Community Grant Program

- I reached out to Representative Dave Paul to see if we could apply for the Community Grant Program again during the latest legislative session.
- He provided the application information, and I will be working on that this week.
- We are still working to obtain additional quotes for the tile work.
- We are also reaching out for additional plumbing quotes and plan to obtain at least two more.

Theft

- A theft occurred in the locker room during a time when only two patrons were present in the facility.
- One patron was observed entering the locker room wearing a shirt.
- A second patron entered the locker room shortly afterward to take a shower, remained inside for several minutes, and then exited the locker room and left the facility without showering.
- Approximately 30 seconds later, the first patron exited the locker room and reported that he believed the other patron took his shirt.
- I attempted to speak with the second patron outside by the bus stop to recover the item.
- The individual became verbally aggressive, yelling, using profanity, and making obscene gestures as he walked away.
- I contacted OHPD in hopes of trying to recover the item so I could identify the patron for OHPD.
- The patron decided to press charges and spoke with the police.
- I trespassed the individual due to his refusal to cooperate and his aggressive behavior.
- OHPD was going to try and make contact, and requested the video evidence, which I provided.
- A few days later, the staff notated an individual outside on the side of the building as tot pool acting strangely who then entered the facility.

Whidbey Island Baseball Club Contract

- I ran into Tyson Van Dam in late December or early January, and we discussed the contract with the Whidbey Island Baseball Club.
- I let him know that I still needed his volunteer hours for the contract.
- He believed he had already sent them, but I had not received them.
- Ty texted me earlier this week during the Program Committee meeting.
- I let him know I was unable to talk at that time and would follow up.



- Due to time constraints, I was not able to complete the follow-up this week and will connect with him next week.

Work Schedule Update

- I am currently working from home on Wednesdays on a trial basis to see how this works moving forward.

Recreation Coordinator

- We have 345 players registered for Youth Basketball! This is the most we've ever had and is over a 10% increase from our 2025 season.
 - Additionally, we have had numerous parents and members of the community volunteer to coach or keep scores at games, including some sailors from NASWI.
- I held our annual Coaches + Parent meeting with the help of Jay. We had a great turnout, and many parents were appreciative of us taking the time to make sure they had all the information they needed.
- We onboarded 5 new basketball officials, some of which are interested in additional rec programming once the basketball season concludes.
- I am working with HIYI on the plan for their annual Chum Run, including testing out registration options in CivicRec.
- I presented branding guidelines to the staff at one of our semi-monthly meetings with the goal of implementation across all communications. I will work alongside other staff members to advise on this implementation and ensure accurate use of brand colors/identities.

Maintenance Manager

- Recently, manufacturers changed the recommended process for backwashing filters for the lap pool. The previous process led to years of sediment buildup in the filters, which caused extreme cloudiness to the water which took at least a day to clear. Since August I implemented the new process, and for three weeks now it seems the process has been successful. We moved the process to a ridged schedule for minimal interruption to operation hours. As of now we will return to as needed routine.
- Removed several wind damaged trees at Clover Valley Dog Park, trails and baseball fields.
- Replaced two fence posts at CV damaged in the parking lot.
- Received a free bleach mister to sanitize from our janitorial supply company.
- Repairs to two sinks, one shower, and three toilets in the locker and restrooms.
- Flushing floor drains on the deck, locker rooms and lobby.

Client Service Specialist Coordinator

- This month the front desk team was able to improve our customer service due to the price increase. I want to take this time to highlight the dedication to care our Client Service Specialists have undertaken,

NORTH WHIDBEY
POOL, PARK, AND RECREATION
 DISTRICT
 Commissioner Communication

especially this month. Through many difficult interactions, everyone came out with a smile and with the best possible solution we could offer.

- On January 2nd, we hosted our New Years Open Swim 144 patrons' total! Doubling our Friday night open swim attendance.
- I want to shout out the following staff for helping setup, guard, and keep the fun rolling through our open swim! ▪ Di Dominguez, Jenna Clark, Lila Forbes, Julian Parariso, Oliver Hickey, and our newest guards; Don Lesetmoe, Jake Bailey, and Matthew Mascho
- We have successfully implemented the new Cash Handling System at the front. Now transitions between shifts are more efficient and we seem to have less discrepancies!

December Attendance

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	169				
7:00 a.m.	125				
8:00 a.m.	164	5		93	
9:00 a.m.	147	31		307	
10/10:30 a.m.	199	82			148
11:00 a.m.	142	34			
12:00 p.m.	135	18	22	33	
1/2 p.m.	41		422		
3:00 p.m.	6				
4:00 p.m.					
5:00 p.m.	57	23			
6/6:30 p.m.	50	13		87	
7/7:30 p.m.	86		223		
8/9:00 p.m.					
Event Totals	1321	206	667	520	148
Monthly Total:	2862				



Business Manager

- Continuing to evaluate time and attendance options.
- One option would have an initial higher cost in year one but offers savings in subsequent years.
- Will be evaluating an option offered through Springbrook that is reported to integrate directly with the software, saving resources and streamlining the process.
- Successfully moved payroll processing to Springbrook.
- The first payroll through Springbrook was completed for the 1.15.2026 pay date.
- There were a few small issues to work through, but overall, I am pleased with how the process worked.
- The process of adjusting payroll items and enrolling new staff in this system appears to be a great improvement over the previous processes.
- Cash receipting and payables will transition to Springbrook over the next few weeks.
- We have added eleven new staff members since the beginning of January.
- New staff include five individuals who will participate in the upcoming WSI class.
- The WSI class also includes three existing staff who desire cross-training opportunities.
- We plan to add Tuesday/Thursday evening lesson times starting in February.
- In the absence of a Swim Lesson Coordinator, our Head Lifeguard (who is also a swim coach) will provide feedback to instructors, and the other coordinators will assist in ensuring the customer service and administrative functions are addressed.

Island County, WA

Treasurer's Report
Transactions from 12/1/2025 to 12/31/2025

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 11/30/2025****642,869.29**

12/04/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	33,174.63	
12/18/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	16,825.17	
12/31/2025	DEC 25 PROP TAX DISTRIBUTION		0.00	4,627.15	
	Revenue Total		0.00	54,626.95	54,626.95
12/10/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00678090	958.25	0.00	
12/10/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00678090	1,686.40	0.00	
12/10/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00678090	46.06	0.00	
12/10/2025	SEAMARK LAW GRO NO WHIDBEY POO	KY 00678092	6,988.50	0.00	
12/10/2025	SEAMARK LAW GRO NO WHIDBEY POO	KY 00678092	228.00	0.00	
12/10/2025	TARA DUNFORD CP NO WHIDBEY POO	KY 00678093	341.25	0.00	
12/10/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00678094	94.01	0.00	
12/10/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00678088	41.52	0.00	
12/10/2025	CANON FINANCIAL NO WHIDBEY POO	KY 00678089	156.71	0.00	
12/10/2025	COLONIAL LIFE & NO WHIDBEY POO	KY 00678091	1,422.27	0.00	
12/10/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00678087	250.86	0.00	
12/10/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00678087	2,762.15	0.00	
12/10/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00678094	1,304.19	0.00	
12/12/2025	NWPP&R PAYROLL		28,382.26	0.00	
12/17/2025	PATRON NO WHIDBEY POO	KY 00678464	130.00	0.00	
12/17/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00678462	211.49	0.00	
12/17/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00678463	10,233.78	0.00	
12/17/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00678461	2,444.52	0.00	
12/24/2025	VISA INC NO WHIDBEY POOL PARK	KY 00678947	844.96	0.00	
12/24/2025	VISA INC NO WHIDBEY POOL PARK	KY 00678947	1,021.38	0.00	
12/24/2025	VISA INC NO WHIDBEY POOL PARK	KY 00678947	3,230.21	0.00	
12/24/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00678945	4,170.67	0.00	
12/24/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00678943	196.15	0.00	
12/24/2025	COLONIAL LIFE & NO WHIDBEY POO	KY 00678944	1,422.27	0.00	
12/24/2025	SPRINGBROOK HOL NO WHIDBEY POO	KY 00678946	216.00	0.00	
12/29/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00679246	0.00	6,542.43	
12/29/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00679246	0.00	688.95	
12/30/2025	NWPP&R PAYROLL		34,722.41	0.00	
12/30/2025	NWPP&R DOR		2,104.65	0.00	
12/31/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00679246	6,542.43	0.00	
12/31/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00679246	688.95	0.00	
12/31/2025	COCHRAN, JAMIE NO WHIDBEY POOL	KY 00679253	180.00	0.00	
12/31/2025	MILLANG, JULIE NO WHIDBEY POOL	KY 00679261	180.00	0.00	
12/31/2025	CLARK, JENNA NO WHIDBEY POOL P	KY 00679252	180.00	0.00	
12/31/2025	COCHRAN, MITCHE NO WHIDBEY POO	KY 00679254	180.00	0.00	
12/31/2025	PATRON NO WHIDBEY POOL	KY 00679260	130.00	0.00	
12/31/2025	AQUATICS INSTRU NO WHIDBEY POO	KY 00679237	2,330.90	0.00	
12/31/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00679284	0.72	0.00	
12/31/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00679284	81.75	0.00	
12/31/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00679284	81.75	0.00	
12/31/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00679242	60.56	0.00	
12/31/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00679259	1,284.64	0.00	
12/31/2025	CANON FINANCIAL NO WHIDBEY POO	KY 00679245	156.71	0.00	
12/31/2025	ORIGINAL WATERM NO WHIDBEY POO	KY 00679263	717.80	0.00	
12/31/2025	WASHINGTON ALAR NO WHIDBEY POO	KY 00679282	94.86	0.00	
12/31/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00679287	6,542.43	0.00	
12/31/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00679288	688.95	0.00	

Treasurer's Report
Transactions from 12/1/2025 to 12/31/2025

646 - NO WHID POOL PARK REC MAINT

Expenditure Total	125,733.37	7,231.38	-118,501.99
Ending Cash Balance	Calculated Total		578,994.25
	Book Total		578,994.25
	Difference		-0.00

Treasurer's Report
Transactions from 12/1/2025 to 12/31/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 11/30/2025				21.11
12/31/2025	ICTIP INV INTEREST - DEC 2025		0.00	0.65
	Revenue Total		0.00	0.65
Ending Cash Balance		Calculated Total		21.76
		Book Total		21.76
		Difference		0.00

Treasurer's Report
Transactions from 12/1/2025 to 12/31/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 11/30/2025				56,378.96
12/31/2025	ICTIP INV INTEREST - DEC 2025	0.00	1,559.98	
	Revenue Total	0.00	1,559.98	1,559.98
Ending Cash Balance		Calculated Total		57,938.94
		Book Total		57,938.94
		Difference		0.00

Treasurer's Report
Transactions from 12/1/2025 to 12/31/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 11/30/2025				115.28
12/31/2025	ICTIP INV INTEREST - DEC 2025	0.00	23.98	
	Revenue Total	0.00	23.98	23.98
Ending Cash Balance		Calculated Total		139.26
		Book Total		139.26
		Difference		0.00



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

Island County

PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.432	12/01/2025			0.65	230.40
		3.322	12/01/2025				230.40
Subtotal and Ending Balance		3.322		0.00	0.00	0.65	230.40
649	649						551,055.34
		3.448	12/01/2025			1,561.54	551,055.34
		3.333	12/01/2025				551,055.34
Subtotal and Ending Balance		3.333		0.00	0.00	1,561.54	551,055.34
788	788						8,470.65
		3.447	12/01/2025			24.00	8,470.65
		3.333	12/01/2025				8,470.65
Subtotal and Ending Balance		3.333		0.00	0.00	24.00	8,470.65
Totals and Ending Balance for PARTICIPANT				0.00	0.00	1,586.19	559,756.39

Portfolio EA

CP

LP (PRF_LPPO) 7.3.11



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

13 T 363 00000 R EM A0
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)
Dial 711 for TTY/TRS

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

Beginning balance 11-30-25	\$60,884.20
2 Additions	+63,104.67
5 Subtractions	-57,571.20
Ending balance 12-31-25	\$66,417.67

Additions

Transfers	Date	Serial #	Source	
	12-12		Trf Fr DDA 0000473631001525 4731	\$28,382.26
	12-30		Trf Fr DDA 0000473631001525 4731	34,722.41
Total additions				\$63,104.67

Subtractions

Withdrawals	Date	Serial #	Location	
	12-3		Irs Usataxpymt	\$5,958.76
	12-3		WA Dept Ret Sys Drs Epay	257.70
	12-12		Intuit Payroll Squickbooks	21,546.62
	12-19		Irs Usataxpymt	5,120.90
	12-30		Intuit Payroll Squickbooks	24,687.22
Total subtractions				\$57,571.20

Interest earned

Current Interest Rate	variable
Number of days this statement period	31

Fees and charges

See your Account Analysis statement for details.



Heritage
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	12-01-2025
Statement End	12-31-2025
Account Number	
Page	1 of 4

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



Ask us for a free financial review today!

Together, we'll review your current accounts, look for areas you can save, evaluate debts and make a plan to maximize your personal finances or strengthen your business position. Schedule an appointment today!

 Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$1.80

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$30,384.49		\$41,206.19		\$0.21		\$51,505.93		\$12.00		\$20,072.96

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
12/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	270.00
12/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	405.00
12/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	687.25
12/01/25	Deposit	151.00
12/01/25	Deposit	37.75
12/01/25	Deposit	64.00
12/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,656.00
12/02/25	Deposit	69.00
12/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,956.27
12/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,234.00



Equal Housing Lender | Member FDIC

HeritageBankNW.com | 800.455.6126



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
12/04/25	Deposit	97.79
12/04/25	Deposit	194.09
12/05/25	External Deposit CNI MLLNGTN DET EFT 120425 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *251204*1	5,348.00
12/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	353.31
12/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	269.45
12/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	363.20
12/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	634.57
12/08/25	Deposit	112.68
12/08/25	Deposit	61.50
12/08/25	Deposit	108.75
12/08/25	Deposit	368.68
12/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	440.84
12/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	869.68
12/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	389.39
12/11/25	Deposit	37.50
12/11/25	Deposit	25.22
12/11/25	Deposit	4.50
12/11/25	Deposit	104.45
12/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	793.35
12/12/25	Deposit	14.18
12/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	602.57
12/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	637.09
12/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,467.09
12/15/25	Deposit	14.09
12/15/25	Deposit	163.50
12/15/25	Deposit	32.25
12/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,364.68
12/16/25	Deposit Night Drop 12/15/25	7.00
12/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	711.77
12/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	595.79
12/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	381.00
12/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,294.91
12/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,806.14
12/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,387.20





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
12/22/25	Deposit	17.68
12/22/25	Deposit	38.64
12/22/25	Deposit	19.50
12/22/25	Deposit	396.18
12/22/25	Deposit	69.00
12/22/25	Deposit	42.69
12/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,322.22
12/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,858.50
12/26/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	346.50
12/26/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	368.73
12/26/25	Deposit	17.00
12/26/25	Deposit	84.64
12/26/25	Deposit	12.14
12/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	6.00
12/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	382.00
12/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,034.00
12/29/25	Deposit Night Drop	40.59
12/29/25	Deposit Night Drop	175.68
12/29/25	Deposit	72.50
12/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,999.93
12/31/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,315.59
12/31/25	Credit Interest	0.21

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
12/01/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,412.43
12/02/25	External Withdrawal AUTHNET GATEWAY - BILLING 145959195	93.70
12/04/25	Withdrawal NWPP AND REC	33,174.63
12/18/25	Withdrawal NWPP AND REC	16,825.17
12/31/25	Monthly Maintenance Fee	12.00





DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
12/01	30,587.06	12/11	12,017.60	12/23	10,370.95
12/02	32,218.36	12/12	12,825.13	12/24	12,229.45
12/03	34,174.63	12/15	15,741.72	12/26	13,058.46
12/04	2,525.88	12/16	17,113.40	12/29	14,769.23
12/05	8,227.19	12/17	17,825.17	12/30	16,769.16
12/08	10,146.02	12/18	1,595.79	12/31	20,072.96
12/09	10,586.86	12/19	1,976.79		
12/10	11,456.54	12/22	9,048.73		

Summary of Overdraft and Returned Item Fees

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



Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 11.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
11.09.2025	Nextiva	\$ 265.91 ✓	x	Telephone Service
11.10.2025	Promotion Choice	\$ 557.26 ✓	x	Promotional Items
11.30.2025	Adobe	\$ 21.79 ✓	x	Adobe Pro Subscription
Total		\$ 844.96		

Date

Signature

12.18.2025

Julie Millang

12/18/25 JC

HERITAGE BANK

JAMIE COCHRAN
N WHIDBEY PARK AND REC
Account Number: #### #### #### 8481
Page 1 of 3

400079321

VISA

SCORECARD

Bonus Points
Available
22,770

Summary of Account Activity

Previous Balance		\$ 2,773.84
Payments	-	\$2,773.84
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$844.96
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 844.96
Credit Limit		\$10,000.00
Available Credit		\$9,155.04
Available Cash		\$9,155.04
Amount Disputed		\$0.00
Statement Closing Date		11/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$844.96
MINIMUM PAYMENT	\$17.00
PAYMENT DUE DATE	12/25/2025

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!

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/09	11/10	PBUS01	24906415313242875714896	NEXTIVA SERVICE 800-9834289 AZ	\$265.91
11/10	11/11	PBUS01	24116415314712878477555	VIECO INC. DBA PROMOTIONC 888-412-6136 CA	\$557.26
11/26	11/28		73190605332555332500052	PAYMENT - THANK YOU TACOMA WA	\$2,773.84-
11/30	11/30	PBUS01	24793385334000206595095	Adobe Inc 800-8336687 CA	\$21.79

Fees



JAMIE COCHRAN
N WHIDBEY PARK AND REC
Account Number: ##### 8481

Statement Closing Date:
November 30, 2025

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 11/28/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	21,654	1,116	0	0	22,770

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	1.08333% (M)	13.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,869.90			\$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: Mitch Cochran

Billing Cycle: 11.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
10.31.2025	U-Haul	\$ 41.37	x	Volunteer Day
10.31.2025	Ace Hardware	\$ 30.51	✓	Volunteer Day <i>Combo lock</i>
10.31.2025	Mailliard's Landing	\$ 50.00	x	Natural Debris Disposal Volunteer Day
10.30.2025	Home Depot	\$ 112.64	x	Power Wash Gun & Wand
11.01.2025	Home Depot	\$ 51.35	x	Extension Cord, Batteries
11.05.2025	Tractor Supply	\$ 32.65	x	Gas Can, Fuel Mix
11.05.2025	Home Depot	\$ 76.54	x	Drill Bits, Screws
11.07.2025	Home Depot	\$ 8.69	x	Screws
11.07.2025	Home Depot	\$ 27.22	x	Outlet Tester
11.10.2025	Walmart	\$ 259.30	x	Pool Chemicals
11.12.2025	Automatics and More	\$ 1,910.40	x	ADA Door Opener for Front Door
11.12.2025	Home Depot	\$ 29.60	x	Batteries, Screwdriver Set
11.13.2025	Walmart	\$ 265.48	x	Pool Chemicals
11.21.2025	Home Depot	\$ 46.09	x	Maintenance Items
11.25.2025	Hilltop Texaco	\$ 74.75	✓	Fuel
11.26.2025	Home Depot	\$ 213.62	x	Advertising Box, Maintenance Items
Total		\$ 3,230.21	✓	

Date Signature

12.18.2025 Julie Millang

12/18/25 JC

HERITAGE BANK

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



SCORECARD

Bonus Points
Available
12,058

Summary of Account Activity

Previous Balance		\$ 1,466.69
Payments	-	\$1,466.69
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$3,230.21
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 3,230.21
Credit Limit		\$5,000.00
Available Credit		\$1,769.79
Available Cash		\$1,769.79
Amount Disputed		\$0.00
Statement Closing Date		11/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$3,230.21
MINIMUM PAYMENT	\$65.00
PAYMENT DUE DATE	12/25/2025

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

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/31	11/02	PBUS01	24137465305501449316777	U-HAUL STORAGE OF OAK HAR OAK HARBOR WA	\$41.37
10/31	11/02	PBUS01	24801975305534306824529	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$30.51
10/31	11/02	PBUS01	24024155305534156880712	MAILLIARD'S LANDING NURS OAK HARBOR WA	\$50.00
10/30	11/02	PBUS01	24943015304010188545982	THE HOME DEPOT #8563 OAK HARBOR WA	\$112.64
11/01	11/03	PBUS01	24943015306010194565378	THE HOME DEPOT #8563 OAK HARBOR WA	\$51.35
11/05	11/07	PBUS01	24137465311001622226812	TRACTOR SUPPLY #2057 OAK HARBOR WA	\$32.65
11/05	11/07	PBUS01	24943015310010189542204	THE HOME DEPOT #8563 OAK HARBOR WA	\$76.54
11/07	11/09	PBUS01	24943015312010185370053	THE HOME DEPOT #8563 OAK HARBOR WA	\$8.69
11/07	11/09	PBUS01	24943015312010185368867	THE HOME DEPOT #8563 OAK HARBOR WA	\$27.22
11/10	11/11	PBUS01	24445005314200183404382	WALMART.COM 8009256278 800-966-6546 AR	\$259.30



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

Statement Closing Date:
November 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/12	11/13	PBUS01	24755425316283163249391	AUTOMATICS AND MORE INC 706-6254255 GA	\$1,910.40
11/12	11/14	PBUS01	24943015317010190322813	THE HOME DEPOT #8563 OAK HARBOR WA	\$29.60
11/13	11/14	PBUS01	24055235317547876208483	WALMART.COM 800-925-6278 AR	\$265.48
11/21	11/23	PBUS01	24943015326010189299922	THE HOME DEPOT #8563 OAK HARBOR WA	\$46.09
11/25	11/26	PBUS01	24801975329561238279722	HILLTOP AUTO SERVICE OAK HARBOR WA	\$74.75
11/26	11/28	PBUS01	24692165331100258491994	THE HOME DEPOT 8563 OAK HARBOR WA	\$213.62
11/26	11/28		73190605332555332500086	PAYMENT - THANK YOU TACOMA WA	\$1,466.69-

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 11/28/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	8,346	3,712	0	0	12,058

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	1.08333% (M)	13.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,142.99			\$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.

Billing Cycle: 11.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
11.01.2025	Enformion	\$ 27.81	x	Background Checks
11.01.2025	PPC Communication	\$ 140.00	x	POS
11.03.2025	Walmart	\$ 21.64	x	Mouse for Front Desk, Cardstock
11.04.2025	Walmart	\$ 95.15	x	Concessions
11.04.2025	Island Disposal	\$ 139.24	x	CVP Garbage
11.06.2025	Swim Outlet	\$ 253.74	x	Goggles (Resale)
11.07.2025	Safeway	\$ 22.87	x	Concessions
11.18.2025	Amazon	\$ 160.93	x	Advertising, Office Supplies
11.20.2025	Northwest Mini Storage	\$ 160.00	x	Storage Unit
Total		\$ 1,021.38		

Date _____ Signature _____

12.12.2025 Julie Mullang
12/18/25 JC

HERITAGE BANK

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

**SCORECARD**

Bonus Points
Available
27,101

Summary of Account Activity

Previous Balance		\$ 1,591.23
Payments	-	\$1,591.23 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,021.38
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,021.38
Credit Limit		\$4,000.00
Available Credit		\$2,978.62
Available Cash		\$2,978.62
Amount Disputed		\$0.00
Statement Closing Date		11/30/25
Days in Billing Cycle		30

Account Inquiries

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



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

Payment Summary

NEW BALANCE	\$1,021.38
MINIMUM PAYMENT	\$21.00
PAYMENT DUE DATE	12/26/2025

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

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/02	PBUS01	24906415305242232456603	ENF*Enformion 855-2813915 CA	\$27.81
11/01	11/02	PBUS01	24801975305534884066469	ESOFT PLANNER MMESZAROS@PPC OH	\$140.00
11/03	11/04	PBUS01	24445005308400226745076	WAL-MART #2319 OAK HARBOR WA	\$21.64
11/04	11/05	PBUS01	24445005309400222483853	WAL-MART #2319 OAK HARBOR WA	\$95.15
11/05	11/06	PBUS01	24692165309102648757884	WCI*ISLAND DISPOSAL 360-678-5701 WA	\$139.24
11/06	11/07	PBUS01	24064665311100005690917	SP SWIMOUTLET.COM SWIMOUTLET.CO CA	\$253.74
11/07	11/09	PBUS01	24231685312542394499605	SAFEWAY #0402 OAK HARBOR WA	\$22.87
11/19	11/20	PBUS01	24692165323102247196841	AMAZON MKTPL*B06KM1JNO Amzn.com/bill WA	\$15.25
11/20	11/21	PBUS01	24692165324103455860804	AMAZON MKTPL*B036B7821 Amzn.com/bill WA	\$145.68
11/20	11/23	PBUS01	24194335325017011153150	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00



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

Statement Closing Date:
November 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/26	11/28		73190605332555332500060	PAYMENT - THANK YOU TACOMA WA	\$1,591.23-

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

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ScoreCard Bonus Points Information as of 11/28/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	25,976	1,125	0	0	27,101

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	1.08333% (M)	13.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,022.80			\$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
December 2025

M&O Operating	\$ 578,994.25
Bond Fund	\$ 252.26
Reserve Fund	\$ 608,994.28
Capital Project Fund	\$ 8,609.91
Payroll Account	<u>\$ 66,417.67</u>
Total Balance of Accounts	\$1,263,268.37

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

December 15, 2025

	Hours	TOTAL Rate	Dec 15, 25
Employee Wages, Taxes and Adjustme...			
Gross Pay			
Business Manager Salary	64.00		3,333.33
Director	64.00		4,116.17
Maintenance Facilities Manager	56.00		2,527.78
Salary Sick	16.00		722.22
Aerobics Instructor	22.90		412.54
Client Service Spc Coordinator	54.90		1,152.90
Client Service Specialist	120.18		2,157.20
Custodian - JVMP	28.47		548.33
Head Lifeguard	69.27		1,464.37
Hourly Sick	12.58		285.40
Lifeguard	289.35		5,267.69
Private Lesson Instructor	15.61		332.97
Recreation Coordinator	59.53		1,488.25
Recreational Aide-Swim lessons	3.95		65.81
Senior Lifeguard	4.75		85.88
Swim Lessons Coordinator	21.35		442.59
Training - Lifeguard	50.95		848.82
Training - Recreation	1.25		20.83
WSI Water Safety Instructor	12.61		243.35
Holiday			369.12
Total Gross Pay	967.65		25,885.55
Deductions from Gross Pay			
457b Plan Emp.			-162.58
Total Deductions from Gross Pay			-162.58
Adjusted Gross Pay	967.65		25,722.97
Taxes Withheld			
Federal Withholding			-1,148.00
Medicare Employee			-376.52
Social Security Employee			-1,609.93
L&I Office Employee 5306-07			-23.70
L&I Pool Employee-1501-00			-178.12
Medicare Employee Addl Tax			0.00
WA - Cares Fund			-150.11
WA - Paid Fam Med Leave			-170.33
Total Taxes Withheld			-3,656.71
Deductions from Net Pay			
Colonial Life EE			-99.09
Kaiser Health EE			-605.85
Total Deductions from Net Pay			-704.94
Net Pay	967.65		21,361.32
Employer Taxes and Contributions			
Medicare Company			376.52
Social Security Company			1,609.93
WA - Unemployment			0.00
457b Plan Co. Match			81.29
Accident Benefit Allowance ER			21.19
Colonial Life ER			171.96
Dental Insurance (company paid)			45.50
Kaiser Health ER			1,306.21
Wellness Benefit Allowance ER			300.00
L&I Office Employer 5306-07			57.61
L&I Pool Employer 1501-00			1,089.38
WA - Employment Admin. Fund			0.00
Total Employer Taxes and Contributions			5,059.59

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

December 31, 2025

	Hours	TOTAL Rate	Dec 31, 25
Employee Wages, Taxes and Adjustme..			
Gross Pay			
Business Manager Salary	80.00		3,030.30
Business Manager Sick Pay	8.00		303.03
Director	88.00		4,116.17
Maintenance Facilities Manager	88.00		3,250.00
Aerobics Instructor	31.36		565.30
Client Service Spc Coordinator	64.37		1,351.77
Client Service Specialist	148.43		2,681.17
Custodian - JVMP	35.07		675.45
Head Lifeguard	77.40		1,685.00
Hourly Sick	12.75		268.48
Lifeguard	391.60		7,187.68
Overtime (x1.5) hourly	0.99		32.33
Private Lesson Instructor	19.42		411.92
Recreation Coordinator	82.42		2,060.50
Senior Lifeguard	2.70		52.41
Swim Lessons Coordinator	38.20		791.89
Training - Client Service Spec	3.76		62.65
Training - Lifeguard	83.63		1,393.28
WSI Water Safety Instructor	18.83		369.08
Total Gross Pay	1,274.93		30,288.41
Deductions from Gross Pay			
457b Plan Emp.			-206.05
Total Deductions from Gross Pay			-206.05
Adjusted Gross Pay	1,274.93		30,082.36
Taxes Withheld			
Federal Withholding			-1,571.00
Medicare Employee			-440.70
Social Security Employee			-1,884.27
L&I Office Employee 5306-07			-32.70
L&I Pool Employee-1501-00			-250.62
Medicare Employee Addl Tax			0.00
WA - Cares Fund			-175.68
WA - Paid Fam Med Leave			-199.28
Total Taxes Withheld			-4,554.25
Deductions from Net Pay			
Colonial Life EE			-161.94
Kaiser Health EE			-869.70
Total Deductions from Net Pay			-1,031.64
Net Pay	1,274.93		24,496.47
Employer Taxes and Contributions			
Medicare Company			440.70
Social Security Company			1,884.27
WA - Unemployment			0.00
457b Plan Co. Match			103.03
Accident Benefit Allowance ER			40.06
Colonial Life ER			190.31
Dental Insurance (company paid)			62.00
Kaiser Health ER			1,796.22
Wellness Benefit Allowance ER			375.00
L&I Office Employer 5306-07			79.47
L&I Pool Employer 1501-00			1,529.73
WA - Employment Admin. Fund			0.00
Total Employer Taxes and Contributions			6,500.79

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	1,399,053.61	1,411,251.00	-602,677.48	57.3%
312.00 Timber Harvest Taxes	206.05			
Total 310.00 LEVIES	1,399,259.66	1,411,251.00	-11,991.34	99.15%
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	105,910.31	130,490.00	-24,579.69	81.16%
33.01 Basic Memberships	15,703.86	21,050.00	-5,346.14	74.6%
34 Punch Cards	28,980.50	25,616.00	3,364.50	113.13%
36 Kayak Lessons	80.00	1,200.00	-1,120.00	6.67%
38 Aerobics				
Water Fitness Daily Admisison	5,976.90	4,802.00	1,174.90	124.47%
Water Fitness Prem. Membership	24,031.28	15,935.00	8,096.28	150.81%
Water Fitness Punch Card	14,005.51	16,829.00	-2,823.49	83.22%
38 Aerobics - Other				
Total 38 Aerobics	44,013.69	37,566.00	6,447.69	117.16%
39 Swim Lessons				
Private	29,725.75	30,184.00	-458.25	98.48%
School Group	4,980.00	4,980.00	0.00	100.0%
Youth	109,385.70	149,157.00	-39,771.30	73.34%
Total 39 Swim Lessons	144,091.45	184,321.00	-40,229.55	78.17%
40 Swim Team				
Masters	1,484.50	13,314.00	-11,829.50	11.15%
Total 40 Swim Team	1,484.50	13,314.00	-11,829.50	11.15%
Total 347.30 Fees	340,264.31	413,557.00	-73,292.69	82.28%
Total 340.00 JVMP Revenue	340,264.31	413,557.00	-73,292.69	82.28%
350.00 Recreation Revenue				
347.60.01 Basketball	47,370.25	46,200.00	1,170.25	102.53%
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	9,208.00	6,136.00	3,072.00	150.07%
347.60.06 Volleyball	8,546.00	3,878.00	4,668.00	220.37%
Day Camp	37,420.84	49,078.00	-11,657.16	76.25%
Soccer	137.63	363.00	-225.37	37.92%
Special Events/Programs	0.00	1,000.00	-1,000.00	0.0%
Total 350.00 Recreation Revenue	102,682.72	118,700.00	-16,017.28	86.51%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				
BHBC	7,455.63	21,187.00	-13,731.37	35.19%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
Candy&Snacks	4,933.41	4,955.00	-21.59	99.56%
Lockers	1,013.76	1,559.00	-545.24	65.03%
Open Swim Party Rental	10,510.43	10,382.00	128.43	101.24%
Pool Group Rentals	616.12	660.00	-43.88	93.35%
Private Party Rental	8,904.39	5,354.00	3,550.39	166.31%
Retail	1,153.97	1,430.00	-276.03	80.7%
Viewing Room Rental	891.94	727.00	164.94	122.69%
Total 362.00 Rents & Concessions	35,479.65	46,254.00	-10,774.35	76.71%
367.00 Contributions/Donations	19.66			
369.00 Other Misc Revenues				
Cashier over/short	-10.52			
Total 369.00 Other Misc Revenues	-10.52			
Other Misc Revenues	510.14			
Prepaid Accounts	2,062.08			
360.00 Miscellaneous Revenue - Other	6,064.72			
Total 360.00 Miscellaneous Revenue	44,125.73	46,254.00	-2,128.27	95.4%
361.40.00 Interest				
Int Investment Capital Fund	173.17	50.00	123.17	346.34%
Int Investment Reserve Fund	8,433.00	550.00	7,883.00	1,533.27%
Interest Investment Bond Fund	7.09	6.00	1.09	118.17%
Total 361.40.00 Interest	8,613.26	606.00	8,007.26	1,421.33%
Total Income	1,894,945.68	2,290,368.00	-395,422.32	82.74%
Gross Profit	1,894,945.68	2,290,368.00	-395,422.32	82.74%
Expense				
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	2,848.92	1,923.00	925.92	148.15%
573.60.06 Volleyball Expense	1,048.59	1,100.00	-51.41	95.33%
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	11,979.67	10,490.00	1,489.67	114.2%
Day Camp Manager	6,688.90	5,868.00	820.90	113.99%
Total Day Camp	18,668.57	20,476.00	-1,807.43	91.17%
Kickball	0.00	861.00	-861.00	0.0%
NFL Flag Football	1,063.85	880.00	183.85	120.89%
Pickleball	0.00	542.00	-542.00	0.0%
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
Recreation Coordinator	23,846.38	52,000.00	-28,153.62	45.86%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	20.83	1,000.00	-979.17	2.08%
Volleyball	1,176.74	1,719.00	-542.26	68.46%
Total 573.60.10 Salary & Wages	51,041.54	89,748.00	-38,706.46	56.87%
Day Camp Expense	2,387.71	15,000.00	-12,612.29	15.92%
Kayak Program Expense	0.00	600.00	-600.00	0.0%
Total 573.60.00 Exp Recreation Sports	62,288.35	115,687.00	-53,398.65	53.84%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	84,540.92	113,000.00	-28,459.08	74.82%
100103 Business Manager	75,928.75	80,000.00	-4,071.25	94.91%
100104 Client Service Spc				
Client Services Coordinator	30,416.29	36,437.00	-6,020.71	83.48%
100104 Client Service Spc - Other	61,560.76	71,181.00	-9,620.24	86.49%
Total 100104 Client Service Spc	91,977.05	107,618.00	-15,640.95	85.47%
100107 BOC/Dir Admin Asst	2,051.10	36,437.00	-34,385.90	5.63%
100108 Rec Aide Advertising	1,514.09	3,000.00	-1,485.91	50.47%
200201 Aerobics Inst JVMP	11,678.56	10,658.00	1,020.56	109.58%
200208 Kayak Inst JVMP	299.25	300.00	-0.75	99.75%
200210 Private Lessons	10,971.80	13,200.00	-2,228.20	83.12%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	607.91	500.00	107.91	121.58%
200211 WSI Instructor - Other	24,951.48	36,868.00	-11,916.52	67.68%
Total 200211 WSI Instructor	25,559.39	37,368.00	-11,808.61	68.4%
200221 Training				
Training- Lifeguard	17,990.47	29,069.00	-11,078.53	61.89%
Training - Client Services	252.73	2,000.00	-1,747.27	12.64%
Training - Maint & Custodial	0.00	500.00	-500.00	0.0%
Training - Swim Instructor	1,098.03	11,356.00	-10,257.97	9.67%
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%
Total 200221 Training	19,382.55	43,425.00	-24,042.45	44.64%
300301 Lifeguard	166,448.28	186,115.00	-19,666.72	89.43%
300303 Sr. Lifeguards	3,765.43	5,000.00	-1,234.57	75.31%
300305 Head Lifeguard	36,461.94	44,720.00	-8,258.06	81.53%
500501 Director of Maintenance	75,577.78	78,000.00	-2,422.22	96.9%
500502 Janitorial Staff	16,239.57	28,028.00	-11,788.43	57.94%
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%
Medical				

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
Swim Lesson Coordinator	18,716.95	21,580.00	-2,863.05	86.73%
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%
Total 576.20.10 Salary & Wages	646,740.65	848,377.00	-201,636.35	76.23%
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%
Non-Exempt Full-Time	272.57			
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	272.57	20,466.00	-20,193.43	1.33%
20.112 Sick Pay				
Business Manager	909.09	3,077.00	-2,167.91	29.55%
Director	2,365.73	4,346.00	-1,980.27	54.44%
Maintenance Supervisor	1,047.22	3,000.00	-1,952.78	34.91%
Non-Exempt Full-Time	1,757.84	5,320.00	-3,562.16	33.04%
Part Time Staff	5,917.02	8,250.00	-2,332.98	71.72%
Total 20.112 Sick Pay	11,996.90	23,993.00	-11,996.10	50.0%
20.113 Vacation				
Business Manager	2,979.80	9,230.00	-6,250.20	32.28%
Director	1,981.84	13,039.00	-11,057.16	15.2%
Director of Maintenance	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	919.86	5,320.00	-4,400.14	17.29%
Total 20.113 Vacation	5,881.50	30,589.00	-24,707.50	19.23%
Bereavement Leave	999.63	2,400.00	-1,400.37	41.65%
Total 576.20.11 Payroll Benefits	19,150.60	77,448.00	-58,297.40	24.73%
576.20.12 Payroll Taxes	99,535.98	99,782.00	-246.02	99.75%
576.20.20 Personnel Benefits				
Cell phone	2,460.00	2,880.00	-420.00	85.42%
Emp Award Program	113.32	1,200.00	-1,086.68	9.44%
Emp Uniforms	2,926.82	5,000.00	-2,073.18	58.54%
Medical	37,774.55	67,970.00	-30,195.45	55.58%
Total 576.20.20 Personnel Benefits	43,274.69	77,050.00	-33,775.31	56.16%
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	925.97	1,870.00	-944.03	49.52%
Cleaning & Sanitation	2,418.94	3,525.00	-1,106.06	68.62%
First Aide supplies	534.95	1,200.00	-665.05	44.58%
Office Equipment	29,344.00	40,200.00	-10,856.00	73.0%
Office supplies	1,037.98	2,000.00	-962.02	51.9%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
Pool Chemicals	56,895.58	55,737.00	1,158.58	102.08%
Retail Expense	481.21	2,000.00	-1,518.79	24.06%
Swim School Supplies	0.00	260.00	-260.00	0.0%
Total 20.31 JVMP	93,186.27	108,522.00	-15,335.73	85.87%
20.33 Vehicle Maintenance				
Fuel Expense	225.47	287.00	-61.53	78.56%
Repair	446.70	363.00	83.70	123.06%
Routine Maitnenace	16.32	225.00	-208.68	7.25%
Total 20.33 Vehicle Maintenance	688.49	875.00	-186.51	78.69%
20.34 Concession Expense	1,969.07	3,500.00	-1,530.93	56.26%
20.35 Sm Tools/Equip	370.17	4,000.00	-3,629.83	9.25%
Minor Purchases - Other	6,733.30			
Total 576.20.30 Minor Purchases	102,947.30	116,897.00	-13,949.70	88.07%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
Bank Fees	3.05	650.00	-646.95	0.47%
Computer Maintenance	3,012.70	3,000.00	12.70	100.42%
Copy Machine Maint	2,169.70	2,500.00	-330.30	86.79%
Credit Card Processing	14,313.50	13,899.00	414.50	102.98%
Dues & Memberships	1,064.95	2,413.00	-1,348.05	44.13%
Emp Background Checks	436.36	900.00	-463.64	48.48%
HVAC PMS	7,546.18	10,035.00	-2,488.82	75.2%
IT Service Contract	11,857.57	11,118.00	739.57	106.65%
JVMP Landscape Maint	7.00	2,000.00	-1,993.00	0.35%
Legal	10,794.75	10,000.00	794.75	107.95%
Payroll Processing	11,140.52	11,712.00	-571.48	95.12%
Pest Control	606.04	600.00	6.04	101.01%
POS System	14,948.24	13,689.00	1,259.24	109.2%
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%
Security System - Annual	963.46	1,200.00	-236.54	80.29%
Security System - Service Calls	948.86	949.00	-0.14	99.99%
Storage Unit	1,440.00	2,160.00	-720.00	66.67%
Training Courses & Tuition	9,065.27	19,825.00	-10,759.73	45.73%
Web Hosting	344.87	350.00	-5.13	98.53%
Total 20.41 Professional Services	90,663.02	111,197.00	-20,533.98	81.53%
20.42 Communication				
Advertising	12,333.30	15,000.00	-2,666.70	82.22%
Email/Business Apps	4,003.22	13,400.00	-9,396.78	29.88%
Internet Service	4,876.47	3,900.00	976.47	125.04%
Phone Service	2,388.88	3,184.00	-795.12	75.03%
Postage	96.40	300.00	-203.60	32.13%
Total 20.42 Communication	23,698.27	35,784.00	-12,085.73	66.23%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
20.43 Travel	365.12	2,200.00	-1,834.88	16.6%
20.46 Insurance	138,829.90	150,015.00	-11,185.10	92.54%
20.47 Utilities				
Boiler	128,046.65	83,327.00	44,719.65	153.67%
Electricity	60,107.37	53,885.00	6,222.37	111.55%
Garbage	80.75	300.00	-219.25	26.92%
Patron Water	20,561.22	20,126.00	435.22	102.16%
Pool Water/Garbage	11,248.41	13,908.00	-2,659.59	80.88%
Spa Boiler	10,789.32	10,583.00	206.32	101.95%
Total 20.47 Utilities	230,833.72	182,129.00	48,704.72	126.74%
20.48 NWPRD Repair & Maint				
Capital Expenses	10,630.52	468,000.00	-457,369.48	2.27%
20.48 NWPRD Repair & Maint - Other	23,498.72	52,000.00	-28,501.28	45.19%
Total 20.48 NWPRD Repair & Maint	34,129.24	520,000.00	-485,870.76	6.56%
Total 576.20.40 JVMPool Other Svcs	518,519.27	1,001,325.00	-482,805.73	51.78%
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%
Gov't Service Fees	5.16			
Refunds				
Patron Refund- Basketball	900.00			
Patron Refund- Facility Rental	175.00			
Patron Refund- Punch Card	46.00			
Patron Refund-Pvt Swim Lessons	351.00			
Patron Refund - Showers	747.00			
Patron Refund - STEAM Camp	245.00			
Patron Refund - US Masters	795.80			
Patron Refund - Viewing Room	17.00			
Patron Refund - Volleyball	130.00			
Patron Refund OS Party	270.00			
Patron Refund Day Camp	2,130.00			
Patron Refund -NFL Flag	195.00			
Patron Refund Swim Lessons	774.45			
Refunds - Other	0.00	6,000.00	-6,000.00	0.0%
Total Refunds	6,776.25	6,000.00	776.25	112.94%
Water Rec Facility Permit	967.00	1,000.00	-33.00	96.7%
Total 576.20.50 Intergovernmental	23,936.27	18,198.00	5,738.27	131.53%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	237.47	832.00	-594.53	28.54%

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

	Jan-Dec 2025	Budget	\$ Over Budget	% of Budget
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	700.48	1,420.00	-719.52	49.33%
576.80.35 Sm Tools/Equipment	108.31	600.00	-491.69	18.05%
576.80.47 Utilities				
CVP Water	1,392.75	1,425.00	-32.25	97.74%
Dump Fees	85.50	200.00	-114.50	42.75%
Garbage	1,118.56	1,980.00	-861.44	56.49%
Total 576.80.47 Utilities	2,596.81	3,605.00	-1,008.19	72.03%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	4,460.52	10,000.00	-5,539.48	44.61%
Volunteer Event Food	29.12			
Clover Valley Dog Park	3,131.85	3,750.00	-618.15	83.52%
Total 576.80.48 CVP Repair & Maint	7,621.49	13,750.00	-6,128.51	55.43%
80.40 Non Aquatic Rec Prog				
Special Events/Programs	62.90	8,000.00	-7,937.10	0.79%
Total 80.40 Non Aquatic Rec Prog	62.90	8,000.00	-7,937.10	0.79%
80.41 Professional Services				
Landscape Maintenance				
Porta-Potty	3,826.30	4,050.00	-223.70	94.48%
Total 80.41 Professional Services	3,826.30	4,050.00	-223.70	94.48%
Total 576.80.00 General Parks	14,916.29	31,425.00	-16,508.71	47.47%
Total 576.20 NWPPRD Expenses	1,469,021.05	2,270,502.00	-801,480.95	64.7%
Total 570.00 RECREATION SERVICES	1,531,309.40	2,386,189.00	-854,879.60	64.17%
Reconciliation Discrepancies	-2,437.56			
Total Expense	1,528,871.84	2,386,189.00	-857,317.16	64.07%
Net Ordinary Income	366,073.84	-95,821.00	461,894.84	-382.04%
	366,073.84	-95,821.00	461,894.84	-382.04%

The figures presented in this profit and loss statement are preliminary and subject to change. The final amounts may be adjusted upon completion of the year-end review and closing process.



7.a. Item: Budget Committee-No Update
Meeting Date: 1.22.2026
Presented By: BOC

7.b. Item: Program Committee
Meeting Date: 1.22.2026
Presented By: BOC

The Program Committee met with approximately 15 community members to discuss the pricing updates approved by the Board at the end of last year. During the meeting, patrons shared a number of concerns and questions related to the recent changes. The following summarizes the feedback received for Board awareness and discussion:

Some patrons felt the fee increases were implemented in a manner that was unclear or insufficiently communicated.

Patrons expressed concern that renewing memberships after the price change resulted in the loss of previously available premium benefits.

Questions were raised regarding the extent to which the pricing updates were evaluated prior to Board approval. Patrons encouraged reconsideration of the elimination of premium memberships, citing cost impacts on frequent users, including those on fixed or limited incomes.

Concerns were expressed regarding the removal of discounts previously associated with punch cards.

Patrons requested consideration of a senior discount.

Questions were raised regarding efforts to pursue alternative fundraising options to offset operating costs.

Patrons inquired about initiatives to increase overall patronage.

Questions were raised regarding potential plans to seek philanthropic donations for renovations or future facility development.

The Program Committee met with the Whidbey Pickleball Association, a 501(c)(3) organization with approximately 160 members. The Association is interested in partnering with the District to develop pickleball courts and establish a league on North Whidbey.

The Association has previously met with City and School District officials but determined that their goals could not be met through those avenues. Based on our discussion, there appears to be potential for a partnership between the Association and the District.

At this stage, discussions remain conceptual. The Committee concluded the meeting by requesting that the Association develop a proposal for Board consideration, addressing space requirements, development costs, fundraising efforts, potential financial participation, and a general roadmap for an ongoing relationship.

The Program Committee will continue working with the Association to refine a potential plan and will bring it forward to the Board once developed for further discussion of logistics, financial considerations, and any contractual relationship.

NORTH WHIDBEY
POOL, PARK, AND RECREATION
DISTRICT
 Commissioner Communication

NWPPRD			
5k Running Program Equipment			
Grand Total Budgeted Amount		\$218.40	
Uniforms			
# of Players per season		25	
# of staff shirts			
T-shirts	\$ 8.00	\$ 200.00	
Coach Tshirt	\$ 10.00	\$ -	
Shirt Subtotal		\$ 200.00	
Tax	9.2%	\$ 18.40	
Total		\$ 218.40	

Should we see a large number of registrants and choose to expand the registration capacity, the coach could run two groups per week.

There is also a note to potentially include a \$5 add on so that participants can choose to receive a “performance” tee rather than a standard tshirt.

Program Planning WorkSheet										
5k Running Program										
Staff Expense		QTY Staff	Hours Per week	# of Weeks	Total season wage	1.4244	7.65%	w/o 20%		
Rec Aide-Run Lead	Hourly Rate:	\$20.00	1	1.5	9	\$270.00	\$19.23	\$20.66	\$310.00	
Rec Coordinator	Hourly Rate:	\$6.43	1	1	9	\$57.87	\$12.82	\$4.43	\$75.12	
									Total Staff	\$385.12
Facilitiy Expense										
					Total Admin Hours					
hrs. per game day * weeks* sites=					1	\$20.50			Admin Fee	\$20.50
									Equipment Supplies	\$218.40
									Expense Subtotal	\$624.02
									20%	
Fee:					# of Participants				Total Expense	\$624.02
\$30.00 per runner					21				Total Revenue	\$630.00
									Profit	\$5.98
\$25 HIYI Chum Run registration add-on										
\$5 performance tee add on										

Recommended Motion:

I move to approve the proposed program fees as presented: Spring Break Day Camp – \$205 per camper; and 5k Running Program – \$30/runner.

This section is for staff use

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



7.c. Item: By Laws-None
Meeting Date: 1.22.2026
Presented By: BOC

8.a. Unfinished Business Item: None
Meeting Date: 1.22.2026
Presented By: Chair

9.a. New Business Item: Election of Officers
Meeting Date: 1.22.2026
Presented By: BOC

The district by-laws require the election of a Chairperson, Vice-Chairperson, and Secretary each January. Individuals may serve in these positions for more than one year.

Recommended Motion:

This section is for staff use

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

Vote: Y/N/AB

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

9.b. New Business Item: Survey
Meeting Date: 1.22.2026
Presented By: ED Cochran

The City of Oak Harbor is conducting a feasibility study, and the Parks and Recreation Director asked for my thoughts on the survey. I explained that I serve as an extension of the Board and that I would have our commissioners review the survey and provide feedback.

The feasibility study survey will not be released until February. The Director requested that the survey not be displayed, as the City has not yet released it and would like to receive our feedback prior to its public distribution.

I shared, unofficially, that I generally believe more information is better than less. I also noted that there are some potential concerns the Board may have with the survey; however, without knowing the Board's position, I could not speak on their behalf.

POOL, PARK, AND RECREATION
DISTRICT

Commissioner Communication

The survey is available for review with me to see if commissioners would like to see it prior to the meeting.

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: Resolution 2026-01 Resolution to Annually Appoint/Re-Appoint the District's Investment Officer

Meeting Date: 1.22.2026

Presented By: BM Millang

- The Island County Treasurer's office requires an Investment Officer to be appointed or reappointed annually per the Investment Operating Agreement.
- This is the first year we have received this resolution requirement.
- Resolution 2020-06 authorized investments and gave the District's Auditing Officer the authorization, but the new resolution will be required each year and must specify a specific person, and they must have the title of Investment Officer.
- The resolution must be submitted to the treasurer's office by January 31, 2026.
- The resolution is required to process any investment related requests.

Recommended Motion: I move to approve Resolution 2026-01 Resolution to Annually Appoint/Re-Appoint the District's Investment Officer.

This section is for staff use

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

Vote: Y/N/AB

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



RESOLUTION NO. 2026-01- RESOLUTION TO ANNUALLY APPOINT/RE-APPOINT THE DISTRICT’S INVESTMENT OFFICER

This resolution hereby supersedes, replaces, and rescinds any and all prior resolutions, motions, actions, or authorizations, whether written or oral, relating in any manner to the appointment, designation, authority, duties, or powers of the Investment Officer.

THIS RESOLUTION APPOINTS THE DESIGNATED INDIVIDUAL AS INVESTMENT OFFICER FOR THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT FOR 2026 CALENDAR YEAR, IN ACCORDANCE WITH ISLAND COUNTY REQUIREMENTS, TO OVERSEE AND COMMUNICATE THE DISTRICT’S INVESTMENT ACTIVITIES.

WHEREAS, the North Whidbey Pool, Park, and Recreation District shall invest funds when possible; and

WHEREAS, an Investment Officer was established and appointed to prepare, record, and communicate investment activity with the Board of Commissioners of North Whidbey Pool, Park, and Recreation District and the Island County Treasurer’s Office; and,

WHEREAS, the Island County Treasurer’s Office has requested that the Investment Officer position have a one year duration period, to be renewed annually; therefore,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of North Whidbey Pool, Park, and Recreation District that Jay Cochran shall be appointed the Investment Officer for the District for the year 2026.

Dated: January 22, 2026

Brit Kraner, Commissioner

Melissa Hartmann, Commissioner

William "Bill" Larsen, Chair

David Guy, Commissioner

Jaemee Rozz Witmer, Commissioner



Commissioner Communication

9.d. New Business Item: SAO Data Sharing Agreement

Meeting Date: 1.22.2026

Presented By: BM Millang

- The Washington State Auditor updates their data sharing agreement periodically.
- We received this request to update our data sharing agreement with them.
- They made some revisions to the previous agreement, to add or modify the following elements:
 - References to state law (42.40 RCW and 43.101 RCW) in the introductory paragraph as well as sections describing intended use and constraints
 - Language that enables SAO to share confidential information with you. (Purpose, Data Storage, Oversight, Non-disclosure, Termination)
 - 'Audit results' to description of data
 - 'Using encryption' to data storage and handling
 - 'Non-disclosure' now indicates 'confidential'
 - Three new sections, covering Data Disposal, Incident notification and response, and Awareness and Training
- The Executive Director will need to sign the updated data sharing agreement.

Recommended Motion: I move to approve the Washington State Auditor's Data Sharing Agreement and authorize the Executive Director to sign the agreement.

This section is for staff use

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

Vote: Y/N/AB

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

INTERAGENCY DATA SHARING AGREEMENT

Between

North Whidbey Park and Recreation District

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between North Whidbey Park and Recreation District, hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW, 42.40 RCW, 43.101 RCW and 43.09 RCW.

Agency:

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

Contact Name: Julie Millang

Title: Business Manager

Address: 85 SE Jerome Street, Oak Harbor, WA 98277

Phone: 360.675.7665 ext 5

E-mail: jmillang@nwpprd.org

SAO

Agency Name: Office of the Washington State Auditor

Contact Name: Deena Garza

Title: Audit Manager

Address: 11 Bellwether Way, Suite 211

Phone: (360) 676-2165

E-mail: Deena.Garza@sao.wa.gov

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and WaTech policies and standards) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or WaTech / State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by WaTech. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure but does need integrity and availability protection controls.

Category 2 – Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems; d. List of individuals for commercial purposes.

Category 4 – Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other compliance mandates; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on 1/1/2026 or date of execution, whichever is later, and end on 12/31/2028, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored using data encryption with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the WaTech policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the Agency contact.

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of WaTech policies and standards and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

10. Item: Executive Session-None

Meeting Date: 1.22.2026

Presented By:

**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 (insert RCW here) 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: 1.22.2026

Presented By: Staff/Secretary

12. Item: Final Board Comments

Presented By: BOC

13. Item: Next Meeting February 26, 2026, at 6:00 p.m. at the 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**____