



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, September 25, 2025, 6:00 p.m.

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

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS
4. CONSENT AGENDA ANNOUNCEMENT
5. CONSENT AGENDA ITEMS

- a. Minutes:
 - i. 8.28.25 Regular Meeting Minutes
 - b. Vouchers and Payroll:
 - i. Expense Voucher
#s10886-10922
\$ 50,391.30
 - ii. Payroll
\$96,673.12
 - iii. DOR
\$3,328.43
- Total \$150,392.85

6. STAFF REPORTS

7. COMMITTEE REPORTS

- a. Budget Committee
 - i. Budget Appendix
- b. Program Committee
- c. By Laws Committee
 - i. New Rules

8. UNFINISHED BUSINESS

- a. Pizza with the Board
- b. Contract Approval-CIVIC PLUS/GIS

9. NEW BUSINESS:

- a. Social Security/Retirement
- b. Contract Approval-MWR
- c. Oak Harbor Chamber of Commerce 2026 Sponsorships
- d. Employee of the Month

10. EXECUTIVE SESSION: RCW 42.30.110 (G) ...TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE.

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

13. NEXT MEETING: Budget Workshop, October 9, 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: September 25, 2025

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: Public Comment

Presented By: Chair

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


POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

4. Item: Consent Agenda Announcement

Meeting Date: September 25, 2025

Presented By: Chair

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

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

Item Removed: _____

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

5. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes:

i. 8.28.25 Regular Meeting Minutes

b. Vouchers & Payroll

i. Expense Vouchers #s 10886-10922 \$50,391.30

ii. Payroll: \$96,673.12

iii. DOR \$3,328.43

TOTAL: \$150,392.85

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

This section is for staff use.

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

Vote: Y/N/AB

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



BOARD OF COMMISSIONERS REGULAR MEETING

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

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Commissioners Guy, Kraner, Larsen, Witmer, and Hartmann were present.
3. **PUBLIC COMMENTS:** There was one public comment made by Sean Merrill regarding the budget topic being discussed on the agenda.
4. **CONSENT AGENDA ANNOUNCEMENT:** Comm. Guy motioned to remove the 7.24.25 regular minutes and move the minutes to item 5c. Comm. Witmer seconded the motion, and it carried unanimously with no discussion.
5. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as amended. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:** *stricken
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10845 - 10885	\$58,918.87
ii. Payroll	\$83,613.06
iii. DOR	\$1,803.81
Total:	\$144,335.74
 - c. **7.24.25 Regular Meeting Minutes: amendment**
 - i. Comm. Hartmann moved to amend the minutes to make a correction to the announced August meeting date and time, it was announced incorrectly a week prior. Comm. Witmer seconded, and it was approved unanimously with no further discussion.
 - ii. Comm. Kraner motioned to approve the minutes as amended. Comm. Hartmann seconded, and it was approved unanimously with no discussion.
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
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 present further changes to the board in the September meeting for approval and adoption.
8. **UNFINISHED BUSINESS:**

a. None

9. NEW BUSINESS:

- a. **Refund Budget Adjustment:** BM Millang presented on a refund adjustment that was necessary. Comm. Guy motioned to increase the expense line for refunds to \$8500. Comm. Hartmann seconded the motion, and it carried unanimously with no additional discussion.
- b. **Pizza with the Board:** Comm. Hartmann presented on getting a new date for a staff appreciation day.
- c. **Employee of the month:** MM Cochran presented on the employee of the month.
- d. **MWR Renewal Contract:** ED Cochran presented on the contract between MWR and the district and summarized any changes. Comm. Hartmann motioned to approve the submission of our annual quote in response to Contract NAFREG-25-Q-0029 for the provision of pool usage services to Naval Air Station Whidbey Island for the upcoming contract year as presented. Comm. Guy seconded the motion. Comm. Kraner abstained from voting. The motion was approved with no discussion.

10. EXECUTIVE SESSION: The Board is entering into executive session pursuant to RCW42.30.110 for a period of 20 minutes, until 7:21pm. BOC Chair Larsen called the meeting back to order at 7:21pm. No action taken.

11. ACTION ITEM/REVIEW: 3 ACTION ITEMS

- a. BoC Secretary to Update Business and Standing Rules for approval in September
- b. ED Cochran to put out public notice for Military Appreciation Picnic in September.
- c. ED Cochran to put staff inputs for the employee review by end of next calendar week.

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

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

14. 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>
672580-672590	08.13.2025	10886-10896	\$ 8,019.60
672896-672903	08.20.2025	10897-10906	\$ 13,299.82
673350-673360	08.27.2025	10907-10922	\$ 29,071.88

\$50,391.30

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$96,673.12
Department of Revenue Transfer \$ 3,328.43

Total of Voucher #s 10886-10922,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$150,392.85

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 September 25, 2025

Brit Kraner, Commissioner

Bill Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

August 2025

Date	Num	Name	Memo	Amount
Aug 25				
08/07/2025	10886	4000437R1 Barron Heating Air Condi...	HVAC PMS	2,087.55
08/07/2025	10887	4000539 R1 Diamond Site Services	Portable Toilets	360.00
08/07/2025	10888	5001646 Oak Harbor Chamber of Co...	Chamber Membership	250.00
08/07/2025	10889	4000643 R1 Island Disposal	CVP Garbage	162.67
08/07/2025	10890	5002140R2 Pacific Grace Tax & Acco...	Payroll Processing 2025-07	575.00
08/07/2025	10891	4000793 R4 Visa	M Cochran CC	1,131.98
08/07/2025	10892	5007369 R1 Whidbey Tech Solutions	IT Service & MS Apps	1,304.19
08/07/2025	10893	4001129 R1 Electronic Business Mac...	Copy Machine Usage 2025-07	173.02
08/07/2025	10894	4001792 R1 Jenna Clark	Day Camp Supplies	45.19
08/07/2025	10895	4001794 R1 Patron	Patron Refund - NFL Flag	100.00
08/07/2025	10896	9603600 R1 Patron	Patron Refund - Day Camp	1,830.00
08/14/2025	10897	4000437R1 Barron Heating Air Condi...	Boiler Svc Call	768.06
08/14/2025	10898	4000437R1 Barron Heating Air Condi...	Boiler Repair	2,180.20
08/14/2025	10899	4000673 R1 Surety Pest Control	Quarterly Pest Control	151.51
08/14/2025	10900	4000793 R4 Visa	J Cochran CC	2,968.66
08/14/2025	10901	4000793 R4 Visa	J Millang CC	2,514.61
08/14/2025	10902	4000815 R1 Wave/Astound	Internet Service	321.25
08/14/2025	10903	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	3,238.59
08/14/2025	10904	5007369 R1 Whidbey Tech Solutions	Laptop Setup (2)	1,002.08
08/14/2025	10905	4001460 R1 Bay City Supply	Cleaning Supplies	74.11
08/14/2025	10906	9603615 R1 Patron	Patron Refund- Swim Lessons	80.75
08/21/2025	10907	4000136 R1 Canon Financial Services...	Copy Machine Lease	313.42
08/21/2025	10908	4000470 R1 Cascade Natural Gas	Gas: Pool	9,138.43
08/21/2025	10909	4000470 R1 Cascade Natural Gas	Gas: Spa,Lk Rm,Lobby, Ofc	728.51
08/21/2025	10910	4000496 R2 Colonial	Insurance Benefits	1,166.33
08/21/2025	10911	4000705 R1 Puget Sound Energy	Electric Bill	6,065.41
08/21/2025	10912	4000897 R1 Airgas USA, LLC	Cylinder Rental	225.74
08/21/2025	10913	4000897 R1 Airgas USA, LLC	Carbon Dioxide HT	311.24
08/21/2025	10914	4001042 R1 WMS Aquatics	IPS Controller Cal, Probe, Tr	4,556.63
08/21/2025	10915	4001129 R1 Electronic Business Mac...	Copy Machine Usage	132.02
08/21/2025	10916	4001212 R1 Springbrook Holding Co L...	Springbrook Subscription	1,892.96
08/21/2025	10917	4001212 R1 Springbrook Holding Co L...	Springbrook Logo Services	162.00
08/21/2025	10918	4001212 R1 Springbrook Holding Co L...	Springbrook Logo Services	108.00
08/21/2025	10919	4001460 R1 Bay City Supply	Dispensers	103.56
08/21/2025	10920	4001460 R1 Bay City Supply	Glass Cleaner	9.37
08/21/2025	10921	4001735 R1 Kaiser Permanente	Insurance Benefits	3,411.26
08/21/2025	10922	9603589 Patron	Patron Refund - Showers	747.00
08/28/2025	10923	4000539 R1 Diamond Site Services	Portable Toilet	180.00
08/28/2025	10924	5003014 Scotties Plumbing & Repair	CVP Service Call	624.32
08/28/2025	10925	4000897 R1 Airgas USA, LLC	CO2 Food Grade Micro Bulk	1,724.79
08/28/2025	10926	4001800 R1 Diandra Dominguez	Mileage Reimbursement LGI	365.12
Aug 25				53,285.53



6. Item: Staff Reports

Meeting Date: September 25, 2025

Presented By: Jay Cochran

Comment Cards

Patron: Jeziah Tuiletufuga

Account: Y

Form of Comment: Comment Card

Date of Comment: 08/25/2025

Activity: Open Swims

Comment: The pool became like a second home to me, and the employees were like family

Patron: Alisa Reafs (Queen Harmony)

Account: Y

Form of Comment t: Comment Card

Date of Comment: 08/29/2025

Activity: Lap Swim

Complaint: I love swimming here but would really like diving boards! I thought you had one! :(

Patron: Angel Reafs

Account: Y

Form of Comment: Comment Card

Date of Comment: 08/29/2025

Activity: Lap Swim

Complaint: I've been coming to the pool for years. I definitely miss the diving board.

Patron: N/A



POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

Account: N/A

Form of Comment: Comment Card

Date of Comment: 09/11/25

Activity: N/A

Complaint: Can we get a first responder discount?

Action Items/Review 6.27.24 Regular Meeting

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

Action Items/Review 3.27.25 Regular Meeting

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

Action Items/Review 4.24.25 Regular Meeting

C. Hartmann to complete survey

Action Items/Review 5.22.25 Regular Meeting

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

Action Items/Review 7.24.25 Regular Meeting

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

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

Action Items/Review 8.24.25 Regular Meeting

BoC Secretary to Update Business and Standing Rules for approval in September

ED Cochran to put out public notice for Military Appreciation Picnic in September.

ED Cochran to put staff inputs for the employee review by end of next calendar week.

Poll Staff for Meet & Greet

Move the Program Committee Metg. For September 15th to the following Monday.

Executive Director



POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

Capital Plan Update

- Targeting end of the first week of September to finalize materials to send to the BOC for the workshop, but you do have a working copy in this packet for your first review.
- Progress has been slower than expected
 - Vendors have been contacted to discuss delays
- Island Electric provided their estimate
 - It is \$114,815.15
 - Shared this amount with the Budget Committee
- Still need to:
 - Develop a clear plan for next steps
 - Organize additional ideas to present at the workshop
 - Goal is to complete this within the next two weeks

Workshop Planning Suggestion

- Given the complexity of capital planning and my thoughts on the 3–5-year outlook, I suggest considering a second workshop. I'm concerned that with everything we need to cover, this upcoming session could become even longer than the already lengthy budget workshop. We don't need to decide right now, but it might be worth keeping in mind.
- This approach would give the board time to fully consider future planning before the November budget certification and resolution

Finance Boot Camp Takeaways

- Very informative and helpful experience
- Was the only non-fire special district in attendance
- Valuable one-on-one meeting with a MRSC trainer who had worked with a library district
- Provided ideas for restructuring our General Ledger
- Validated concerns about current GL setup
- Trainer recommended attending Springbrook Conference in February in WA
- Reinforced by other current Springbrook users who attended the training as well
- Springbrook is reportedly very responsive to smaller entities like ours
- Offers better one-on-one support than QuickBooks
- Asked Julie to include the conference in the upcoming budget for both of us to attend
- **Key takeaway:** Focus on restructuring and drafting new policies highlighted during the training, with plans to work on these over the coming year.

Leadership Whidbey

- I will begin the Leadership Whidbey program in October 2025. Regular sessions take place on the first Friday of each month, except for January, which meets on the second Friday. Each session is a full day.



The program includes two retreats, one in the middle of the week in October and another at the beginning of the week in May. The program concludes at the end of May 2026.

Recreation Manager

- At the end of August, I attended OHE's back to school event. It was a relatively small turnout, but I spoke with a lot of new to Oak Harbor families. A few families registered for Volleyball after the event, and a lot of them were excited to hear about our basketball league.
- Next year, I think we should choose a different elementary school to attend (if we can only staff one elementary event again). A lot of families already knew about our services since the school is right across the street from the pool. Additionally, OHE is the second smallest elementary in the district.
- The Military Appreciation Picnic went really well despite some challenges with the weather. We had over \$350 worth of prizes donated by local businesses.
- Volleyball practices started September 8th, and we have a total of 68 players registered for this season!
- We are able to run 2 age groups with 4 teams each-a big improvement from last year!
- The first games will be held on September 20th.
- Flag Football has been going very well. We've continued to receive great feedback from players, coaches, and parents.
- I am in the process of submitting Facility Use Requests for our basketball season. Registration will be opening on October 1st.
- I am continuing to work on the 2026 Budget with Julie and Jay.

Client Service Specialist Coordinator

- I attended the Military Appreciation Picnic with other members of our team earlier this month, and it was a huge success for the whole staff!
- Continued the Safety-First Friday series on our social media pages.
- Created a social media calendar to organize posts and have been designing posts with a more uniform aesthetic.
- In process of creating a Senior Staff Spotlight board to recognize our hardworking seniors from OHHS.
- The front desk team is in process of de-cluttering CivicRec and the front desk area to streamline customer service in the facility.
- Continuing to promote and support staff and patrons as needed!



POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	154				
7:00 a.m.	173				
8:00 a.m.	189	6		122	
9:00 a.m.	127	60		357	
10/10:30 a.m.	150	74			149
11:00 a.m.	92	39			
12:00 p.m.	176	43	33	38	
1/2 p.m.	71	11	653		
3:00 p.m.	12		704		
4:00 p.m.					
5:00 p.m.	123	11	122		
6/6:30 p.m.	59	10		122	
7/7:30 p.m.	91	20	547		
8/9:00 p.m.	6	3			
Event Totals	1423	277	2059	639	149
Monthly Total:	4547				

Maintenance Manager

- Repair to lockers in Locker rooms resulting in and an additional 18 lockers.
- Assisted staff with Military Appreciation Picnic.
- Rebuilt brick wall at CVP dismantled by homeless
- Ran cable in the lobby and offices ceiling to replace cameras.
- Met with Washington State and Insurance company Boiler Inspector, Passed with no issues.
- Repairs to four toilets, one sink and two showers.
- Permanent repairs to suit spinner.
- Repairs to pool vacuum robot and hand vacuum.
- Collected bids for Backflow Preventer at CVP.
- Daily cleaning and inspections of facilities.

Business Manager

- The only modification to the current pool schedule is the addition of one extra home meet, now scheduled for October 2nd.
- OHE has confirmed the decision to proceed with eight lessons per classroom.
- OHE lessons are set to begin in January 2026.



POOL, PARK, AND RECREATION
DISTRICT

Commissioner Communication

- Collaborated with our insurance provider to develop an “Optional Accessibility, Medical, and Caregiver Assistance Form” that patrons may complete to share any medical or accommodation needs.
- These forms will be stored securely, in accordance with best practices recommended by our insurance provider, to ensure the protection of sensitive patron information.
- Conducted individual meetings with each coordinator and the head lifeguard to discuss their 2026 budget workbooks and answer questions.
- The initial draft of the budget and accompanying workbooks will be distributed by end of day on October 3rd.
- This timeline allows adequate time for review prior to the Budget Workshop scheduled for October 9th.
- Implementation of Springbrook for Accounts Payable and Cash Receipts is targeted for December.
- Springbrook Payroll is anticipated to go live in January.

Treasurer's Report
Transactions from 8/1/2025 to 8/31/2025

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 7/31/2025****362,749.77**

08/01/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	13,000.00	
08/07/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	18,692.01	
08/14/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	9,800.50	
08/21/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	11,862.00	
08/28/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	6,373.31	
08/31/2025	AUG 25 PROP TAX DISTRIBUTION		0.00	4,479.64	
	Revenue Total		0.00	64,207.46	64,207.46
08/13/2025	PATRON NO WHIDBEY POO	KY 00672581	1,830.00	0.00	
08/13/2025	PATRON NO WHIDBEY POO	KY 00672587	100.00	0.00	
08/13/2025	VISA INC NO WHIDBEY POOL PARK	KY 00672589	1,131.98	0.00	
08/13/2025	CLARK, JENNA NO WHIDBEY POOL P	KY 00672582	45.19	0.00	
08/13/2025	DIAMOND RENTALS NO WHIDBEY POO	KY 00672583	360.00	0.00	
08/13/2025	GREATER OAK HAR NO WHIDBEY POO	KY 00672585	250.00	0.00	
08/13/2025	PACIFIC GRACE T NO WHIDBEY POO	KY 00672588	575.00	0.00	
08/13/2025	BARON HEATING & NO WHIDBEY POO	KY 00672580	2,087.55	0.00	
08/13/2025	ISLAND DISPOSAL NO WHIDBEY POO	KY 00672586	162.67	0.00	
08/13/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00672584	173.02	0.00	
08/13/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00672590	1,304.19	0.00	
08/14/2025	NWPP&R PAYROLL		55,291.04	0.00	
08/20/2025	PATRON NO WHIDBEY POOL	KY 00672900	80.75	0.00	
08/20/2025	VISA INC NO WHIDBEY POOL PARK	KY 00672902	2,968.66	0.00	
08/20/2025	VISA INC NO WHIDBEY POOL PARK	KY 00672902	2,514.61	0.00	
08/20/2025	ASTOUND/WAVE NO WHIDBEY POOL P	KY 00672897	321.25	0.00	
08/20/2025	ORKIN LLC. NO WHIDBEY POOL PAR	KY 00672901	151.51	0.00	
08/20/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00672903	1,002.08	0.00	
08/20/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00672899	74.11	0.00	
08/20/2025	BARON HEATING & NO WHIDBEY POO	KY 00672898	768.06	0.00	
08/20/2025	BARON HEATING & NO WHIDBEY POO	KY 00672898	2,180.20	0.00	
08/20/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00672896	3,238.59	0.00	
08/27/2025	WHIDBEY REN FAI NO WHIDBEY POO	KY 00673359	747.00	0.00	
08/27/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00673353	9,138.43	0.00	
08/27/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00673353	728.51	0.00	
08/27/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00673356	3,411.26	0.00	
08/27/2025	WMS AQUATICS-WM NO WHIDBEY POO	KY 00673360	4,556.63	0.00	
08/27/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00673351	9.37	0.00	
08/27/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00673351	103.56	0.00	
08/27/2025	CANON FINANCIAL NO WHIDBEY POO	KY 00673352	313.42	0.00	
08/27/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00673350	225.74	0.00	
08/27/2025	COLONIAL LIFE & NO WHIDBEY POO	KY 00673354	1,166.33	0.00	
08/27/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00673357	6,065.41	0.00	
08/27/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00673350	311.24	0.00	
08/27/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00673355	132.02	0.00	
08/27/2025	SPRINGBROOK HOL NO WHIDBEY POO	KY 00673358	1,892.96	0.00	
08/27/2025	SPRINGBROOK HOL NO WHIDBEY POO	KY 00673358	162.00	0.00	
08/27/2025	SPRINGBROOK HOL NO WHIDBEY POO	KY 00673358	108.00	0.00	
08/28/2025	NWPP&R PAYROLL		41,382.08	0.00	
08/28/2025	NWPP&R DOR		3,328.43	0.00	
	Expenditure Total		150,392.85	0.00	-150,392.85

Treasurer's Report
Transactions from 8/1/2025 to 8/31/2025

646 - NO WHID POOL PARK REC MAINT

Ending Cash Balance	Calculated Total	276,564.38
	Book Total	276,564.38
	Difference	0.00

Treasurer's Report
Transactions from 8/1/2025 to 8/31/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 7/31/2025				18.57
08/31/2025	ICTIP INV INTEREST - AUG 2025		0.00	0.61
	Revenue Total		0.00	0.61
Ending Cash Balance		Calculated Total		19.18
		Book Total		19.18
		Difference		0.00

Treasurer's Report
Transactions from 8/1/2025 to 8/31/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 7/31/2025				50,298.22
08/31/2025	ICTIP INV INTEREST - AUG 2025		0.00	1,453.48
	Revenue Total		0.00	1,453.48
Ending Cash Balance		Calculated Total		51,751.70
		Book Total		51,751.70
		Difference		0.00

Treasurer's Report
Transactions from 8/1/2025 to 8/31/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 7/31/2025				21.81
08/31/2025	ICTIP INV INTEREST - AUG 2025	0.00	22.34	
	Revenue Total	<hr/>	<hr/>	
		0.00	22.34	22.34
Ending Cash Balance		Calculated Total		44.15
		Book Total		44.15
		Difference		0.00



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

Island County

PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.015	08/01/2025			0.59	230.40
		3.117	08/01/2025				230.40
Subtotal and Ending Balance		3.117		0.00	0.00	0.59	230.40
649	649						551,055.34
		3.036	08/01/2025			192.21	551,055.34
		3.106	08/01/2025				551,055.34
Subtotal and Ending Balance		3.106		0.00	0.00	192.21	551,055.34
788	788						8,470.65
		3.035	08/01/2025			9.20	8,470.65
		3.105	08/01/2025				8,470.65
Subtotal and Ending Balance		3.105		0.00	0.00	9.20	8,470.65
Totals and Ending Balance for PARTICIPANT				0.00	0.00	202.00	559,756.39

Portfolio EA
CP



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

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

Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)
Dial 711 for TTY/TRS

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

Beginning balance 7-31-25	\$64,579.63
2 Additions	+96,673.12
6 Subtractions	-96,335.43
Ending balance 8-31-25	\$64,917.32

Additions

Transfers	Date	Serial #	Source	
	8-14		Trf Fr DDA 0000473631001525 4731	\$55,291.04
	8-28		Trf Fr DDA 0000473631001525 4731	41,382.08
Total additions				\$96,673.12

Subtractions

Withdrawals	Date	Serial #	Location	
	8-1		Labor&Industriesl&l Elf	\$8,746.33
	8-1		WA Cares Web Pmt	972.66
	8-6		Irs Usataxpymt	7,525.94
	8-14		Intuit Payroll Squickbooks	38,579.22
	8-20		Irs Usataxpymt	9,339.50
	8-28		Intuit Payroll Squickbooks	31,171.78
Total subtractions				\$96,335.43

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	08-01-2025
Statement End	08-31-2025
Account Number	947025706
Page	1 of 4

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



Heritage
Helps 



Equal Housing Lender | Member FDIC

Together with our employees, Heritage Bank supports hundreds of nonprofit organizations with donations of time, resources and money, while leveraging our banking expertise to support affordable housing and financial literacy projects that strengthen our communities.

Ask for a copy of our 2024 Community Impact Report at your branch or find it online at heritagebanknw.com/community.

PUBLIC NOW CHECKING

Account No. 947025706

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$1.09

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$14,041.90		\$51,681.81		\$0.09		\$62,437.71		\$12.00		\$3,274.09

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,920.50
08/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,185.00
08/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	6,382.75
08/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	436.50
08/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,753.25
08/06/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,859.00
08/06/25	External Deposit CNI MLLNGTN DET EFT 080525 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *250805*1	4,823.00
08/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,099.00
08/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,085.50
08/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	426.75



Equal Housing Lender | Member FDIC

HeritageBankNW.com | 800.455.6126



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	555.25
08/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	756.00
08/11/25	Deposit Night Drop	153.50
08/11/25	Deposit Night Drop	231.00
08/11/25	Deposit	122.25
08/11/25	Deposit	127.00
08/11/25	Deposit Night Drop	217.75
08/11/25	Deposit Night Drop	231.50
08/11/25	Deposit Night Drop	155.50
08/11/25	Deposit Night Drop	104.00
08/11/25	Deposit Night Drop	80.50
08/11/25	Deposit Night Drop	96.75
08/11/25	Deposit Night Drop	59.25
08/11/25	Deposit Night Drop	123.75
08/11/25	Deposit Night Drop	118.50
08/11/25	Deposit Night Drop	594.75
08/11/25	Deposit Night Drop	196.00
08/11/25	Deposit	149.00
08/11/25	Deposit Night Drop	58.50
08/11/25	Deposit Night Drop	66.50
08/11/25	Deposit Night Drop	100.25
08/11/25	Deposit Night Drop	25.75
08/11/25	Deposit Night Drop	50.00
08/11/25	Deposit Night Drop	14.25
08/11/25	Deposit Night Drop	350.25
08/11/25	Deposit Night Drop	304.00
08/11/25	Deposit Night Drop	222.50
08/11/25	Deposit Night Drop	53.25
08/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	454.25
08/13/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,417.50
08/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,120.25
08/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,040.00
08/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	703.49
08/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,100.76
08/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	4,002.75





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
08/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,117.00
08/20/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,777.75
08/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	893.00
08/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,002.00
08/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	558.02
08/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	623.50
08/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	778.00
08/26/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	266.00
08/26/25	Deposit Night Drop	166.00
08/26/25	Deposit Night Drop	101.79
08/26/25	Deposit Night Drop	57.75
08/26/25	Deposit Night Drop	182.50
08/26/25	Deposit Night Drop	208.50
08/26/25	Deposit Night Drop	57.50
08/26/25	Deposit Night Drop	112.50
08/26/25	Deposit Night Drop	150.00
08/26/25	Deposit Night Drop	99.00
08/26/25	Deposit Night Drop	105.00
08/26/25	Deposit Night Drop	265.00
08/27/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	747.25
08/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	426.50
08/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,859.50
08/30/25	Eff. 08-31 Credit Interest	0.09

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
08/01/25	Withdrawal NWPP AND REC	13,000.00
08/01/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	2,560.19
08/04/25	External Withdrawal AUTHNET GATEWAY - BILLING 142813893	149.70
08/07/25	Withdrawal NWPP AND REC	18,692.01
08/14/25	Withdrawal NWPP AND REC	9,800.50
08/21/25	Withdrawal NWPP AND REC	11,862.00
08/28/25	Withdrawal NWPP AND REC	6,373.31
08/30/25	Monthly Maintenance Fee	12.00





DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
08/01	1,402.21	08/13	10,800.50	08/25	4,854.52
08/04	10,256.76	08/14	2,120.25	08/26	6,626.06
08/05	12,010.01	08/15	3,160.25	08/27	7,373.31
08/06	19,692.01	08/18	8,967.25	08/28	1,426.50
08/07	2,099.00	08/19	10,084.25	08/29	3,286.00
08/08	3,184.50	08/20	12,862.00	08/30	3,274.09
08/11	8,928.75	08/21	1,893.00		
08/12	9,383.00	08/22	2,895.00		

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: 07.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
07.04.2025	Hilltop	\$ 7.41	✓	x Fuel for Quad (Advertising)
07.04.2025	Walmart	\$ 15.76	✓	x Advertising
07.10.2025	Nextiva	\$ 265.43	✓	x Telephone Service
07.15.2025	Nametag Country	\$ 29.30	✓	x BOC Nametags
07.14.2025	Original Watermen	\$ 1,805.00	✓	x LG/WSI Uniforms
07.14.2025	Original Watermen	\$ 471.88	✓	x LG/WSI Uniforms
07.17.2025	Chamber of Commerce	\$ 20.00	✓	x Advertising
07.24.2025	Walmart	\$ 36.08	✓	x Day Camp Snacks
07.25.2025	Ashleys	\$ 95.38	✓	x Day Camp Shirts
07.25.2025	Amazon	\$ (132.96)	✓	x Return Chargers for Laptops
07.30.2025	Buddy Punch	\$ 333.59	✓	x Electronic Timesheets
07.30.2025	Adobe	\$ 21.79	✓	x Adobe Pro Subscription
Total		\$ 2,968.66		

Date Signature

08.14.2025 Julie Millang
8/14/25 JC

4000793 124

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
11,853

Summary of Account Activity

Previous Balance		\$ 1,977.89
Payments	-	\$1,977.89 -
Other Credits	-	\$132.96 -
Other Debits	+	\$0.00
Purchases	+	\$3,101.62
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 2,968.66
Credit Limit		\$10,000.00
Available Credit		\$7,031.34
Available Cash		\$7,031.34
Amount Disputed		\$0.00
Statement Closing Date		07/31/25
Days in Billing Cycle		31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$2,968.66
MINIMUM PAYMENT	\$60.00
PAYMENT DUE DATE	08/25/2025

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.

IT'S BACK-TO-SCHOOL TIME! WHY NOT SAVE MONEY BY USING YOUR POINTS FOR ALL THOSE SCHOOL ESSENTIALS? YOU CAN REDEEM FOR BACKPACKS, LUNCH CARRIERS, CALCULATORS AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/04	07/06	PBUS01	24801975186396465338988	HILLTOP AUTO SERVICE OAK HARBOR WA	\$7.41 ✓
07/04	07/06	PBUS01	24445005186400234296127	WAL-MART #2319 OAK HARBOR WA	\$15.76 ✓
07/10	07/11	PBUS01	24906415191233516614626	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$265.43 ✓
07/15	07/16	PBUS01	24000775197100003182456	NAMETAGCOUNTRY.COM NAMETAGCOUNTR TN	\$29.30 ✓
07/14	07/16	PBUS01	24692165196103781141858	IN *ORIGINAL WATERMEN 760-5990990 CA	\$1,805.00 ✓
07/14	07/16	PBUS01	24692165196103781141841	IN *ORIGINAL WATERMEN 760-5990990 CA	\$471.88 ✓
07/17	07/20	PBUS01	24755425199171992116679	GREATER OAK HARBOR CHAMBE 360-6753755 WA	\$20.00 ✓
07/24	07/25	PBUS01	24055235205418311440260	WALMART.COM 800-925-6278 AR	\$36.08 ✓
07/25	07/27	PBUS01	24692165206103790341778	IN *ASHLEYS DESIGN & LETT 360-6822429 WA	\$95.38 ✓



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

Statement Closing Date:
July 31, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/25	07/27		74692165206103351790244	CREDIT VOUCHER	\$132.96-
				AMAZON MKTPLACE PMTS Amzn.com/bill WA	
07/28	07/29		73190605210555210080026	PAYMENT - THANK YOU TACOMA WA	\$1,977.89-
07/30	07/30	PBUS01	24492165211100013008965	BUDDY PUNCH BUDDYPUNCH.CO WI	\$333.59
07/30	07/31	PBUS01	24793385211000009593063	Adobe Inc 800-8336687 CA	\$21.79

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 07/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	8,744	3,109	0	0	11,853

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,144.26			\$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: Mitchell Cochran


Billing Cycle: 07.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
06.30.2025	Home Depot	\$ 17.15 ✓	x	Pool Lap Lines
07.01.2025	OH Ace Hardware	\$ 10.88 ✓	x	Door Weathertstripping
07.02.2025	Home Depot	\$ 49.93 ✓	x	Kiddie Pool Sending Unit
07.03.2025	OH Ace Hardware	\$ 40.31 ✓		Tools
07.09.2025	Home Depot	\$ 44.34 ✓	x	Boat Trailer/ Womens Lockerroom Tile
07.09.2025	Home Depot	\$ 28.17 ✓	x	Automatic Door Repair
07.15.2025	Pool Web	\$ 84.15 ✓	x	Reagents
07.15.2025	Ebay	\$ 185.28 ✓	x	Sequa-Sol (Chems)
07.15.2025	AquaPool Supply	\$ 150.00 ✓	x	Sea-Klear (Chems)
07.16.2025	Zorro	\$ 170.87 ✓	x	Floshometer (Toilets) x4
07.16.2025	Tractor Supply	\$ 165.46 ✓	x	Boat Trailer
07.18.2025	Home Depot	\$ 28.27 ✓	x	Air Vent Cleaning
07.23.2025	OH Ace Hardware	\$ 66.44 ✓	x	Wasp, Sink Repair and Trailer
07.24.2025	Safeway	\$ 90.73 ✓	x	Truck Fuel
02.27.2024				
Total		\$ 1,131.98		

Date Signature

8-6-25 

8.6.25 

4000793 Ry

HERITAGE BANK

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

SCORECARD

Bonus Points
Available
3,907

Summary of Account Activity

Previous Balance		\$ 732.43
Payments	-	\$732.43 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,131.98
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,131.98
Credit Limit		\$4,000.00
Available Credit		\$2,868.02
Available Cash		\$2,868.02
Amount Disputed		\$0.00
Statement Closing Date		07/31/25
Days in Billing Cycle		31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$1,131.98
MINIMUM PAYMENT	\$23.00
PAYMENT DUE DATE	08/25/2025

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!

IT'S BACK-TO-SCHOOL TIME! WHY NOT SAVE MONEY BY USING YOUR POINTS FOR ALL THOSE SCHOOL ESSENTIALS? YOU CAN REDEEM FOR BACKPACKS, LUNCH CARRIERS, CALCULATORS AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/30	07/02	PBUS01	24943015182010188316886	THE HOME DEPOT #8563 OAK HARBOR WA	\$17.15
07/01	07/02	PBUS01	24801975183392844997316	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$10.88
07/02	07/04	PBUS01	24943015184010191143978	THE HOME DEPOT #8563 OAK HARBOR WA	\$49.93
07/03	07/04	PBUS01	24801975185395206979234	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$40.31
07/09	07/11	PBUS01	24943015191010190499356	THE HOME DEPOT #8563 OAK HARBOR WA	\$44.34
07/09	07/11	PBUS01	24943015191010190500252	THE HOME DEPOT #8563 OAK HARBOR WA	\$28.17
07/15	07/16	PBUS01	24492165197100008534585	SP POOLWEB COM POOLWEB.COM ME	\$84.15

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



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

Statement Closing Date:
July 31, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/15	07/16	PBUS01	24204295196003754639035	eBay O*15-13319-32432 San Jose CA	\$185.28 ↗
07/15	07/16	PBUS01	24011345197100025497931	SP AQUA POOL SUPPLY AQUAPOOLSUPPL AZ	\$150.00 ↗
07/16	07/18	PBUS01	24755425198291988014067	ZORO TOOLS INC 855-2899676 IL	\$170.87 ↗
07/16	07/18	PBUS01	24137465199001636684292	TRACTOR SUPPLY #2057 OAK HARBOR WA	\$165.46 ↗
07/18	07/20	PBUS01	24943015200010189487262	THE HOME DEPOT #8563 OAK HARBOR WA	\$28.27 ↗
07/23	07/24	PBUS01	24801975205417953674549	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$66.44 ↗
07/24	07/27	PBUS01	24231685206419561290266	SAFEWAY FUEL0402 OAK HARBOR WA	\$90.73
07/28	07/29		73190605210555210080042	PAYMENT - THANK YOU TACOMA WA	\$732.43-

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 07/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	2,714	1,193	0	0	3,907

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$1,206.77			\$0.00

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: Julie Millang

Billing Cycle: 07.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
07.01.2025	Amazon	\$ 140.55 ✓	x	Advertising
07.01.2025	eSoft	\$ 140.00 ✓	x	POS
07.02.2025	Costco	\$ 592.23 ✓	x	Concessions, Day Camp Snacks
07.01.2025	Amazon	\$ 170.00 ✓	x	Advertising
07.03.2025	Amazon	\$ 142.81 ✓	x	Advertising, Office Supplies
07.03.2025	Amazon	\$ 289.89 ✓	x	Advertising
07.03.2025	Amazon	\$ 190.71 ✓	x	Advertising
07.03.2025	Amazon	\$ 128.69 ✓	x	Advertising
07.08.2025	Walmart	\$ 45.45 ✓	x	Office Supplies
07.07.2025	Enformion	\$ 27.26 ✓	x	Background Checks
07.08.2025	Amazon	\$ 26.15 ✓	x	Med Box for Day Camp
07.24.2025	Costco	\$ 437.47 ✓	x	Concessions, Day Camp Snacks
07.24.2025	Northwest Mini Storage	\$ 160.00 ✓	x	Storage Unit
07.29.2025	USPS	\$ 23.40	x	Stamps
Total		\$ 2,514.61		

Date Signature

8.14.2025 Julie Millang
8/14/25 JC

4000793 R4

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
20,755

Summary of Account Activity

Previous Balance		\$ 2,280.36
Payments	-	\$2,280.36 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$2,514.61
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 2,514.61
Credit Limit		\$4,000.00
Available Credit		\$1,485.39
Available Cash		\$1,485.39
Amount Disputed		\$0.00
Statement Closing Date		07/31/25
Days in Billing Cycle		31

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$2,514.61
MINIMUM PAYMENT	\$51.00
PAYMENT DUE DATE	08/25/2025

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.

IT'S BACK-TO-SCHOOL TIME! WHY NOT SAVE MONEY BY USING YOUR POINTS FOR ALL THOSE SCHOOL ESSENTIALS? YOU CAN REDEEM FOR BACKPACKS, LUNCH CARRIERS, CALCULATORS AND MORE! VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR AWARDS, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/01	07/02	PBUS01	24692165182101115632101	AMAZON MKTPL*N36450OG0 Amzn.com/bill WA	\$45.75
07/01	07/02	PBUS01	24692165182101105636013	AMAZON MKTPL*N36R31OL0 Amzn.com/bill WA	\$94.80
07/01	07/02	PBUS01	24801975182392362067709	ESOF PLANNER MMESZAROS@PPC OH	\$140.00
07/02	07/03	PBUS01	24692165183102277786296	COSTCO *BUS DELIV 115 425-640-7700 WA	\$592.23
07/01	07/03	PBUS01	24692165183101680371340	AMAZON MKTPL*N374W2Z11 Amzn.com/bill WA	\$170.00
07/03	07/04	PBUS01	24692165184102939593253	AMAZON MKTPL*N30HK11A0 Amzn.com/bill WA	\$27.36*
07/03	07/04	PBUS01	24692165184103154287266	AMAZON MKTPL *N35RR3P91 Amzn.com/bill WA	\$289.89
07/03	07/04	PBUS01	24692165184102850172632	AMAZON MKTPL*N31FE61D0 Amzn.com/bill WA	\$190.71
07/03	07/04	PBUS01	24692165184103069324733	AMAZON MKTPL*N30EI3P10 Amzn.com/bill WA	\$128.69 32

★ = 142.81



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

Statement Closing Date:
July 31, 2025

Cardholder Account Summary Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/03	07/04	PBUS01	24692165184102992716502	AMAZON MKTPL*N38KW9180 Amzn.com/bill WA	\$115.45 ✕
07/08	07/09	PBUS01	24445005190400224350086	WAL-MART #2319 OAK HARBOR WA	\$45.45
07/07	07/09	PBUS01	24906415188233346783356	ENF*Enformion 855-2813915 CA	\$27.26
07/09	07/09	PBUS01	24692165190108026907936	AMAZON MKTPL*NL9RX01S0 Amzn.com/bill WA	\$26.15
07/22	07/23		73190605204555204630024	PAYMENT - THANK YOU TACOMA WA	\$2,280.36-
07/25	07/27	PBUS01	24692165206103270928326	COSTCO *BUS DELIV 115 425-640-7700 WA	\$437.47
07/24	07/27	PBUS01	24194335206017011126036	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
07/29	07/31	PBUS01	24137465212001631992438	USPS KIOSK 5460209550 OAK HARBOR WA	\$23.40 -
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 07/30/2025						
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance	
	18,032	2,723	0	0	20,755	
Interest Charge Calculation/Plan Level Information						
Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,379.10			\$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 August 2025

M&O Operating	\$ 276,564.38
Bond Fund	\$ 249.58
Reserve Fund	\$ 602,807.04
Capital Project Fund	\$ 8,514.80
Payroll Account	<u>\$ 64,917.32</u>
Total Balance of Accounts	\$953,053.12

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

August 15, 2025 for Pay Period 07.16-07.31.2025

	TOTAL	
	Hours	Rate
		Aug 15, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	2,777.77
Business Manager Vacation	16.00	555.56
Director	80.00	3,430.14
Director Sick	5.60	240.11
Director Vacation	10.40	445.92
Maintenance Director Sick	8.00	325.00
Maintenance Facilities Manager	72.00	2,925.00
Administrative Assistant	8.10	145.80
Aerobics Instructor	32.91	592.76
Client Service Spc Coordinator	78.17	1,641.57
Client Service Specialist	383.60	3,512.82
Custodian - JVMP	46.63	898.09
Day Camp Leader	251.53	4,474.97
Day Camp Manager	88.58	2,480.24
Head Lifeguard	72.08	1,523.77
Hourly Sick	21.75	383.04
Hourly Sick 2	4.59	64.04
Kayak Instructor	20.82	437.22
Lifeguard	624.86	10,509.16
Private Lesson Instructor	64.63	698.19
Recreation Coordinator	84.53	2,113.25
Senior Lifeguard	25.80	188.18
Swim Lessons Coordinator	224.17	1,326.00
Training- Swim Lessons	2.17	36.15
Training - Day Camp Leader	18.53	308.71
Training - Lifeguard	70.24	1,170.20
WSI Water Safety Instructor	228.63	2,819.13
Total Gross Pay	2,624.32	46,022.79
Adjusted Gross Pay	2,624.32	46,022.79
Taxes Withheld		
Federal Withholding		-2,298.00
Medicare Employee		-667.31
Social Security Employee		-2,853.44
L&I Office Employee 5306-07		-50.67
L&I Pool Employee-1501-00		-552.80
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-266.97
WA - Paid Fam Med Leave		-302.77
Total Taxes Withheld		-6,991.96
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-605.85
Total Deductions from Net Pay		-704.94
Net Pay	2,624.32	38,325.89
Employer Taxes and Contributions		
Medicare Company		667.31
Social Security Company		2,853.44
WA - Unemployment		0.00
Accident Benefit Allowance ER		21.19
Colonial Life ER		118.24
Dental Insurance (company paid)		45.50
Kaiser Health ER		1,306.21
Wellness Benefit Allowance ER		225.00
L&I Office Employer 5306-07		123.16
L&I Pool Employer 1501-00		3,196.74
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		8,556.79

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

August 29, 2025 for Pay Period 08.01- 08.15.2025

	TOTAL	
	Hours	Rate
		Aug 29, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	3,030.30
Business Manager Vacation	8.00	303.03
Director	80.00	3,741.97
Director Vacation	8.00	374.20
Maintenance Facilities Manager	88.00	3,250.00
Aerobics Instructor	27.87	502.57
Client Service Spc Coordinator	76.35	1,603.35
Client Service Specialist	160.23	2,886.49
Custodian - JVMP	38.73	745.94
Day Camp Leader	104.24	1,838.26
Day Camp Manager	35.10	982.80
Head Lifeguard	77.50	1,638.35
Hourly Sick	22.95	422.24
Hourly Sick 2	1.15	20.33
Kayak Instructor	12.00	252.00
Lifeguard	517.20	9,232.18
Overtime (x1.5) hourly	0.60	19.03
Private Lesson Instructor	35.42	719.07
Recreation Aide - Advertising	1.63	27.16
Recreation Coordinator	82.80	2,070.00
Recreational Aide-Swim lessons	0.67	11.16
Senior Lifeguard	2.20	41.21
Swim Lessons Coordinator	45.27	938.45
Training - Day Camp Leader	6.72	111.96
Training - Lifeguard	2.66	44.31
WSI Water Safety Instructor	115.92	2,114.35
Total Gross Pay	1,631.21	36,920.71
Adjusted Gross Pay	1,631.21	36,920.71
Taxes Withheld		
Federal Withholding		-1,612.00
Medicare Employee		-535.36
Social Security Employee		-2,289.07
L&I Office Employee 5306-07		-26.97
L&I Pool Employee-1501-00		-346.99
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-214.12
WA - Paid Fam Med Leave		-242.93
Total Taxes Withheld		-5,267.44
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-605.85
Total Deductions from Net Pay		-704.94
Net Pay	1,631.21	30,948.33
Employer Taxes and Contributions		
Medicare Company		535.36
Social Security Company		2,289.07
WA - Unemployment		0.00
Accident Benefit Allowance ER		21.19
Colonial Life ER		118.24
Dental Insurance (company paid)		45.50
Kaiser Health ER		1,306.21
Wellness Benefit Allowance ER		225.00
L&I Office Employer 5306-07		65.55
L&I Pool Employer 1501-00		2,052.88
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		6,659.00

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	<u>Jan - Aug 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
310.00 LEVIES				
311.00 General Property Taxes	787,128.68	1,411,251.00	-624,122.32	55.78%
312.00 Timber Harvest Taxes	75.16			
Total 310.00 LEVIES	787,203.84	1,411,251.00	-624,047.16	55.78%
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	70,355.64	130,490.00	-60,134.36	53.92%
33.01 Basic Memberships	9,346.67	21,050.00	-11,703.33	44.4%
34 Punch Cards	18,386.54	25,616.00	-7,229.46	71.78%
36 Kayak Lessons	80.00	1,200.00	-1,120.00	6.67%
38 Aerobics				
Water Fitness Daily Admisison	4,495.01	4,802.00	-306.99	93.61%
Water Fitness Prem. Membership	13,214.86	15,935.00	-2,720.14	82.93%
Water Fitness Punch Card	8,642.75	16,829.00	-8,186.25	51.36%
38 Aerobics - Other	163.77			
Total 38 Aerobics	26,516.39	37,566.00	-11,049.61	70.59%
39 Swim Lessons				
Private	21,260.00	30,184.00	-8,924.00	70.44%
School Group	4,980.00	4,980.00	0.00	100.0%
Youth	86,100.75	149,157.00	-63,056.25	57.73%
Total 39 Swim Lessons	112,340.75	184,321.00	-71,980.25	60.95%
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	238,510.49	413,557.00	-175,046.51	57.67%
Total 340.00 JVMP Revenue	238,510.49	413,557.00	-175,046.51	57.67%
350.00 Recreation Revenue				
347.60.01 Basketball	5,008.00	46,200.00	-41,192.00	10.84%
347.60.03 Kickball	0.00	6,045.00	-6,045.00	0.0%
347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%
347.60.05 NFL Flag Football	9,208.00	6,136.00	3,072.00	150.07%
347.60.06 Volleyball	7,536.00	3,878.00	3,658.00	194.33%
Day Camp	37,115.84	49,078.00	-11,962.16	75.63%
Soccer	137.63	363.00	-225.37	37.92%
Special Events/Programs	0.00	1,000.00	-1,000.00	0.0%
350.00 Recreation Revenue - Other	305.00			
Total 350.00 Recreation Revenue	59,310.47	118,700.00	-59,389.53	49.97%
360.00 Miscellaneous Revenue				
362.00 Rents & Concessions				

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
BHBC	5,903.68	21,187.00	-15,283.32	27.87%
Candy&Snacks	3,762.00	4,955.00	-1,193.00	75.92%
Lockers	709.26	1,559.00	-849.74	45.5%
Open Swim Party Rental	7,963.91	10,382.00	-2,418.09	76.71%
Pool Group Rentals	538.13	660.00	-121.87	81.54%
Private Party Rental	6,702.39	5,354.00	1,348.39	125.19%
Retail	478.59	1,430.00	-951.41	33.47%
Viewing Room Rental	564.35	727.00	-162.65	77.63%
Total 362.00 Rents & Concessions	26,622.31	46,254.00	-19,631.69	57.56%
367.00 Contributions/Donations	6.04			
369.00 Other Misc Revenues				
Cashier over/short	-33.55			
Total 369.00 Other Misc Revenues	-33.55			
Other Misc Revenues	510.14			
Prepaid Accounts	690.51			
360.00 Miscellaneous Revenue - Other	6,064.72			
Total 360.00 Miscellaneous Revenue	33,860.17	46,254.00	-12,393.83	73.21%
361.40.00 Interest				
Int Investment Capital Fund	55.72	50.00	5.72	111.44%
Int Investment Reserve Fund	2,245.76	550.00	1,695.76	408.32%
Interest Investment Bond Fund	4.51	6.00	-1.49	75.17%
361.40.00 Interest - Other	22.34			
Total 361.40.00 Interest	2,328.33	606.00	1,722.33	384.21%
Total Income	1,121,213.30	2,290,368.00	-1,169,154.70	48.95%
Gross Profit	1,121,213.30	2,290,368.00	-1,169,154.70	48.95%
Expense				
2595 Cochran, M	1,589.81			
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	4,961.59	5,060.00	-98.41	98.06%
573.60.03 Kickball Expense	0.00	1,318.00	-1,318.00	0.0%
573.60.04 Pickleball Expense	0.00	938.00	-938.00	0.0%
573.60.05 NFL Flag Football Exp	0.00	1,923.00	-1,923.00	0.0%
573.60.06 Volleyball Expense	0.00	1,100.00	-1,100.00	0.0%
573.60.10 Salary & Wages				
Basketball	6,265.17	9,684.00	-3,418.83	64.7%
Day Camp				
Day Camp Assistant Manager	0.00	4,118.00	-4,118.00	0.0%
Day Camp Leader	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%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
NFL Flag Football	0.00	880.00	-880.00	0.0%
Pickleball	0.00	542.00	-542.00	0.0%
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%
Recreation Coordinator	9,433.25	52,000.00	-42,566.75	18.14%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	0.00	1,000.00	-1,000.00	0.0%
Volleyball	0.00	1,719.00	-1,719.00	0.0%
Total 573.60.10 Salary & Wages	34,366.99	89,748.00	-55,381.01	38.29%
Day Camp Expense	1,756.02	15,000.00	-13,243.98	11.71%
Kayak Program Expense	0.00	600.00	-600.00	0.0%
Total 573.60.00 Exp Recreation Sports	41,084.60	115,687.00	-74,602.40	35.51%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	52,126.08	113,000.00	-60,873.92	46.13%
100103 Business Manager	51,686.35	80,000.00	-28,313.65	64.61%
100104 Client Service Spc				
Client Services Coordinator	19,231.69	36,437.00	-17,205.31	52.78%
100104 Client Service Spc - Other	41,370.18	71,181.00	-29,810.82	58.12%
Total 100104 Client Service Spc	60,601.87	107,618.00	-47,016.13	56.31%
100107 BOC/Dir Admin Asst	2,051.10	36,437.00	-34,385.90	5.63%
100108 Rec Aide Advertising	1,234.20	3,000.00	-1,765.80	41.14%
200201 Aerobics Inst JVMP	7,296.02	10,658.00	-3,361.98	68.46%
200208 Kayak Inst JVMP	299.25	300.00	-0.75	99.75%
200210 Private Lessons	7,371.28	13,200.00	-5,828.72	55.84%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	11.16	500.00	-488.84	2.23%
200211 WSI Instructor - Other	19,267.09	36,868.00	-17,600.91	52.26%
Total 200211 WSI Instructor	19,278.25	37,368.00	-18,089.75	51.59%
200221 Training				
Training- Lifeguard	13,318.31	29,069.00	-15,750.69	45.82%
Training - Client Services	190.08	2,000.00	-1,809.92	9.5%
Training - Maint & Custodial	0.00	500.00	-500.00	0.0%
Training - Swim Instructor	1,071.87	11,356.00	-10,284.13	9.44%
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%
Total 200221 Training	14,621.58	43,425.00	-28,803.42	33.67%
300301 Lifeguard	112,732.09	186,115.00	-73,382.91	60.57%
300303 Sr. Lifeguards	3,161.71	5,000.00	-1,838.29	63.23%
300305 Head Lifeguard	22,640.91	44,720.00	-22,079.09	50.63%
500501 Director of Maintenance	50,300.00	78,000.00	-27,700.00	64.49%
500502 Janitorial Staff	10,669.01	28,028.00	-17,358.99	38.07%
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%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
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	-1,409.88			
Swim Lesson Coordinator	12,291.67	21,580.00	-9,288.33	56.96%
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%
Total 576.20.10 Salary & Wages	432,578.73	848,377.00	-415,798.27	50.99%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	4,000.00	-4,000.00	0.0%
Executive Director	0.00	5,650.00	-5,650.00	0.0%
Maintenance Director	0.00	3,900.00	-3,900.00	0.0%
Recreation Manager	0.00	6,916.00	-6,916.00	0.0%
Total 20.111 Retirement	0.00	20,466.00	-20,466.00	0.0%
20.112 Sick Pay				
Business Manager	606.06	3,077.00	-2,470.94	19.7%
Director	1,851.21	4,346.00	-2,494.79	42.6%
Maintenance Supervisor	325.00	3,000.00	-2,675.00	10.83%
Non-Exempt Full-Time	460.08	5,320.00	-4,859.92	8.65%
Part Time Staff	4,651.94	8,250.00	-3,598.06	56.39%
Total 20.112 Sick Pay	7,894.29	23,993.00	-16,098.71	32.9%
20.113 Vacation				
Business Manager	858.59	9,230.00	-8,371.41	9.3%
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	507.36	5,320.00	-4,812.64	9.54%
Total 20.113 Vacation	3,347.79	30,589.00	-27,241.21	10.94%
Bereavement Leave	399.63	2,400.00	-2,000.37	16.65%
Total 576.20.11 Payroll Benefits	11,641.71	77,448.00	-65,806.29	15.03%
576.20.12 Payroll Taxes	72,275.64	99,782.00	-27,506.36	72.43%
576.20.20 Personnel Benefits				
Cell phone	1,020.00	2,880.00	-1,860.00	35.42%
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	18,901.86	67,970.00	-49,068.14	27.81%
Total 576.20.20 Personnel Benefits	22,962.00	77,050.00	-54,088.00	29.8%
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	130.00	-130.00	0.0%
Aerobic supplies	1,547.64	1,600.00	-52.36	96.73%
Aquatics Equipment	0.00	1,870.00	-1,870.00	0.0%
Cleaning & Sanitation	1,345.95	3,525.00	-2,179.05	38.18%
COVID PPE & Cleaning Supply	45.19			

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
First Aide supplies	534.95	1,200.00	-665.05	44.58%
Office Equipment	17,481.40	40,200.00	-22,718.60	43.49%
Office supplies	730.56	2,000.00	-1,269.44	36.53%
Pool Chemicals	36,184.89	35,737.00	447.89	101.25%
Retail Expense	0.00	2,000.00	-2,000.00	0.0%
Swim School Supplies	0.00	260.00	-260.00	0.0%
Total 20.31 JVMP	57,870.58	88,522.00	-30,651.42	65.37%
20.33 Vehicle Maintenance				
Fuel Expense	144.00	287.00	-143.00	50.17%
Repair	446.70	363.00	83.70	123.06%
Routine Maitnenace	16.32	225.00	-208.68	7.25%
Total 20.33 Vehicle Maintenance	607.02	875.00	-267.98	69.37%
20.34 Concession Expense	1,585.67	3,500.00	-1,914.33	45.31%
20.35 Sm Tools/Equip	158.44	4,000.00	-3,841.56	3.96%
Minor Purchases - Other	6,733.30			
Total 576.20.30 Minor Purchases	66,955.01	96,897.00	-29,941.99	69.1%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
ARC Classes & Fees	718.60			
Bank Fees	3.05	650.00	-646.95	0.47%
Computer Maintenance	2,918.69	3,000.00	-81.31	97.29%
Copy Machine Maint	1,373.81	2,500.00	-1,126.19	54.95%
Credit Card Processing	7,513.80	13,899.00	-6,385.20	54.06%
Dues & Memberships	764.95	2,413.00	-1,648.05	31.7%
Emp Background Checks	198.52	900.00	-701.48	22.06%
HVAC PMS	7,546.18	10,035.00	-2,488.82	75.2%
IT Service Contract	8,151.57	11,118.00	-2,966.43	73.32%
JVMP Landscape Maint	7.00	2,000.00	-1,993.00	0.35%
Legal	1,287.00	10,000.00	-8,713.00	12.87%
Payroll Processing	7,958.70	11,712.00	-3,753.30	67.95%
Pest Control	454.53	600.00	-145.47	75.76%
POS System	14,528.24	13,689.00	839.24	106.13%
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%
Security System - Annual	521.16	1,200.00	-678.84	43.43%
Security System - Service Calls	948.86	949.00	-0.14	99.99%
Storage Unit	960.00	2,160.00	-1,200.00	44.44%
Training Courses & Tuition	5,600.17	19,825.00	-14,224.83	28.25%
Web Hosting	344.87	350.00	-5.13	98.53%
Total 20.41 Professional Services	61,799.70	111,197.00	-49,397.30	55.58%
20.42 Communication				
Advertising	11,109.45	15,000.00	-3,890.55	74.06%
Email/Business Apps	2,405.30	13,400.00	-10,994.70	17.95%

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Internet Service	3,590.47	3,900.00	-309.53	92.06%
Phone Service	1,857.71	3,184.00	-1,326.29	58.35%
Postage	96.40	300.00	-203.60	32.13%
Total 20.42 Communication	19,059.33	35,784.00	-16,724.67	53.26%
20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
20.46 Insurance	138,829.90	150,015.00	-11,185.10	92.54%
20.47 Utilities				
Boiler	98,773.04	83,327.00	15,446.04	118.54%
Electricity	42,037.33	53,885.00	-11,847.67	78.01%
Garbage	0.00	300.00	-300.00	0.0%
Patron Water	12,924.80	20,126.00	-7,201.20	64.22%
Pool Water/Garbage	7,444.11	13,908.00	-6,463.89	53.52%
Spa Boiler	8,070.96	10,583.00	-2,512.04	76.26%
Total 20.47 Utilities	169,250.24	182,129.00	-12,878.76	92.93%
20.48 NWPRD Repair & Maint				
Capital Expenses	7,971.63	468,000.00	-460,028.37	1.7%
20.48 NWPRD Repair & Maint - Other	19,193.24	72,000.00	-52,806.76	26.66%
Total 20.48 NWPRD Repair & Maint	27,164.87	540,000.00	-512,835.13	5.03%
Total 576.20.40 JVMPool Other Svcs	416,104.04	1,021,325.00	-605,220.96	40.74%
576.20.50 Intergovernmental				
Business Tax	3,342.54			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,727.93	10,000.00	2,727.93	127.28%
Emp Adv Serv	0.00	1,080.00	-1,080.00	0.0%
Refunds				
Patron Refund- Basketball	510.00			
Patron Refund- Facility Rental	175.00			
Patron Refund- Punch Card	46.00			
Patron Refund-Pvt Swim Lessons	351.00			
Patron Refund - Showers	747.00			
Patron Refund - STEAM Camp	245.00			
Patron Refund - US Masters	795.80			
Patron Refund - Viewing Room	17.00			
Patron Refund OS Party	270.00			
Patron Refund Day Camp	2,130.00			
Patron Refund NFL Flag Football	100.00			
Patron Refund Swim Lessons	774.45			
Refunds - Other	0.00	8,500.00	-8,500.00	0.0%
Total Refunds	6,161.25	8,500.00	-2,338.75	72.49%
Water Rec Facility Permit	967.00	1,000.00	-33.00	96.7%
Total 576.20.50 Intergovernmental	23,316.11	20,698.00	2,618.11	112.65%
576.80.00 General Parks				

North Whidbey Pool, Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
576.80.33 Vehicle Maintenance				
Fuel Expense	156.01	832.00	-675.99	18.75%
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	619.02	1,420.00	-800.98	43.59%
576.80.35 Sm Tools/Equipment	0.00	600.00	-600.00	0.0%
576.80.47 Utilities				
CVP Water	499.71	1,425.00	-925.29	35.07%
Dump Fees	0.00	200.00	-200.00	0.0%
Garbage	841.65	1,980.00	-1,138.35	42.51%
Total 576.80.47 Utilities	1,341.36	3,605.00	-2,263.64	37.21%
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	2,237.56	10,000.00	-7,762.44	22.38%
Clover Valley Dog Park	819.04	3,750.00	-2,930.96	21.84%
Volunteer Event Food	29.12			
Total 576.80.48 CVP Repair & Maint	3,085.72	13,750.00	-10,664.28	22.44%
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 Maint	89.87			
Porta-Potty	3,376.30	4,050.00	-673.70	83.37%
Total 80.41 Professional Services	3,466.17	4,050.00	-583.83	85.58%
Total 576.80.00 General Parks	8,575.17	31,425.00	-22,849.83	27.29%
Total 576.20 NWPPRD Expenses	1,054,408.41	2,273,002.00	-1,218,593.59	46.39%
Total 570.00 RECREATION SERVICES	1,095,493.01	2,388,689.00	-1,293,195.99	45.86%
Reconciliation Discrepancies	-2,437.56			
Total Expense	1,094,645.26	2,388,689.00	-1,294,043.74	45.83%
Net Ordinary Income	26,568.04	-98,321.00	124,889.04	-27.02%
	26,568.04	-98,321.00	124,889.04	-27.02%



7.a.i Budget Committee – Budget Appendix Update

Meeting Date: September 25, 2025

Presented By: Commissioner Guy

7.b Program Committee

Meeting Date: September 25, 2025

Presented By: Commissioner Whitmer

(Director's Note)

- Next Program Committee Meeting originally scheduled for Monday, October 13, which is Columbus Day.
- The Rec Coordinator is typically off on Mondays as well.
- Consider rescheduling it rescheduling it Tuesday, October 21?
- Programs requiring next year's funding will be introduced during the budget workshop for an initial overview.
- Rec Coordinator Clark is preparing a couple of new programs for the board. These will be briefly reviewed for budgeting purposes at the upcoming workshop and presented in full at the October Program Committee meeting.
- If the Program Committee recommends moving the proposals forward, the plan is to present them at the October BOC meeting.

7.c.i By-Laws and Standing Rules –New Rules

Meeting Date: September 25, 2025

Presented By: Commissioner Hartmann

Year	Total Replacement Cost
2025	\$36,000
2026	\$1,622,000
2027	\$5,670,000
2028	\$17,200
2029	\$1,458,273
2030	\$174,900
2031	\$166,100
2032	\$491,400
2033	\$156,000
2034	\$47,500
2035	\$29,750
2036	\$5,900
2037	\$20,000
2038	\$29,000
2039	\$5,000
2040	\$5,000
2041	\$10,000
2042	\$200,000
2043	\$0
2044	\$500,000
2053	\$60,000

Project / Equipment Planning List Explanation

- **On the left side of the table, you will see diamond symbols:**
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 - **Unfilled diamonds represent items identified by staff as important upgrades after discussions both as a group and individually.**
 - **Staff were given worksheets to review and prioritize these items, helping us understand maintenance needs and replacement timing.**
 - **This list is structured to capture:**
 - **Yearly maintenance costs**
 - **Replacement costs**
 - **The column highlighted in the list indicates the specific costs we are discussing as the timeline progresses year by year.**
 - **Blank spaces in the table indicate information that is currently unavailable but will be updated when it becomes known.**
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- **Pentair EQK 1500**
 - **Main circulation pump used throughout the facility.**
 - **Sent to Pump Industries annually for rebuilding.**
 - **Two versions are rotated each year.**
 - **WMS is investigating whether these annual rebuilds are necessary.**
 - **Rebuild cycle started due to quality issues during COVID when supply was limited.**
 - **Uncertainty about how much longer this rebuild approach is sustainable.**
 - **Green Glass Media**
 - **Filter media involved in pool cleanliness efforts.**
 - **Currently testing a new backwash system.**
 - **In the third week of a rotation schedule to evaluate effectiveness.**
 - **Full assessment will take a couple of months.**
 - **May need a full power wash if the new system isn't sufficient.**
 - **Monitoring will determine if additional action is required in 2025.**

- **Top Pool Liner / Spa Liner / Pool Liner**
 - o Waiting for updated information from WMS.
 - o These involve a new liner type still being evaluated.
 - o No quote received yet.
- **Pentair EQK 1500**
 - o New main circulation pump replacing the WhisperFlo XF throughout the facility.
 - o Will be referenced frequently in planning and documentation moving forward.
- **Office Expansion**
 - o Preliminary schematics developed and shared with staff for feedback.
 - o Includes suggestions based on site visitor observations.
 - o Current cost estimate from Shane may be outdated.
 - o Waiting for updated quotes.
- **HVAC**
 - o Involves replacing motors in the main HVAC system.
 - o Original quotes gathered by Shane.
 - o Mitch is reaching out to Aiko to get updated costs and evaluate the existing controller.
 - o Originally part of a grant proposal.
- **Locker Room Renovation / Locker Replacement**
 - o Includes Lifeguard locker rooms and locker installation for staff.
 - o Last estimate was from two years ago.
 - o Anticipated cost increase noted.
- **Overhead Lighting**
 - o A pass-through ballast replacement was completed in 2021 during the COVID shutdown to switch to LED.
 - o This approach reused old fixtures with LED-compatible ballasts.
 - o Expected to last for some time, but eventual full fixture replacement will be needed.
 - o Currently monitoring for signs of failure — no timeline yet.
- **Storage Improvements for Equipment / Front Desk**
 - o Plan was in progress when the maintenance assistant left.
 - o Passed on to two other people to work on internally.

- o Exploring multiple options including converting an office called Argentina into storage.
- Two Modine Furnaces
 - o Recent quote received.
 - o Priority to get these addressed soon.
- Annual Park Improvements
 - o Set aside annually for upgrades at Clover Valley Park.
- Island Lighting
 - o Continuation is uncertain and requires deeper Board discussion.
- Asphalt Repairs
 - o Included as a placeholder in case needed.
 - o Major repairs on hold pending City's parking overhaul plans.
 - o Reminder that action may be necessary if the City does not proceed.
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 - o Annual volunteer day held at Clover Valley Park.
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 - o New posts installed to expand fencing in the dog park.
 - o Desire to complete fencing project.
 - o Some fencing materials are already available.
- Parking Lot and Sidewalk
 - o Repairs focused on JVMP area.
 - o Distinction between patch repairs and full replacement.
- Lane Lines
 - o Require replacement every few years.
- Rooftop Ventilation
 - o Facility has three units.
 - o Replacement planned for all three.
- Eco Controls
 - o Waiting for info from Sunbelt.
 - o Original system used outdated Windows 2008 OS.
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 - o Done incrementally.
 - o Includes chip and fog seal replacement.
 - o Planned to extend lifespan significantly.
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 - o Part of a broader lobby renovation plan.
 - o Includes food-safe refrigerator to support concessions.
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 - o Enables maintenance manager to monitor chemical levels, including chlorine.
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 - o Moderate priority due to limited shower use learned during COVID.
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 - o Planning installation of new ADA-accessible doors.

- o Pictures and measurements provided for quotes.
- o Awaiting two different types of quotes.
- Exterior Lighting
 - o Reflects prior Board desire to increase parking lot visibility.
 - o Improvements have helped reduce issues related to homeless activity.
- Underwater LED Lighting
 - o Estimated lifespan based on manufacturer guidelines; expected to last longer in practice.
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 - o Both flat and sloped roofing addressed and now under 20-year warranty.
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Business and Standing Rules

of the

North Whidbey Pool Park and Recreation District

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

Definitions

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

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

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

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

General BoC Rules

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

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

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

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

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

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

While attending meetings, the BoC and staff will represent the district professionally. While no dress code is agreed upon, participants should dress the way they wish to represent themselves and the organization. **Commissioners should also wear their name tag when attending district related public gatherings and anytime when conducting business on behalf of the BoC.**

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

Commissioners should avoid showing up to the facilities unannounced to staff for BoC related business and must make attempts to schedule visits with the Executive Director and other staff if there is business to discuss.

Budget Committee Rules

Budget Committee Expectations and Responsibilities

The Budget Committee reviews, evaluates, and recommends the annual budget and budgetary changes for the district. The committee ensures that the proposed budget aligns with the district's goals, reflects responsible use of public funds, and supports sustainable operations and programming. It provides oversight and input to ensure fiscal transparency, legal compliance, and responsiveness to community needs.

The Budget Committee convenes monthly, or as needed, during the district's budget preparation cycle. Committee members are expected to review all budget materials in advance and come prepared to ask questions, provide constructive feedback, and engage in open and respectful dialogue when taking the propositions to the BoC. A commitment to transparency, impartiality, and ethical conduct is essential.

- Review and evaluate the proposed annual budget, ensuring accuracy, clarity, and alignment with strategic priorities.
- Recommend modifications to improve fiscal responsibility and service delivery across district programs and services.
- Agree on the budget and forward recommendations to the BoC for final adoption.
- Provide opportunities for public input and ensure community voices are considered in budget decisions when necessary.
- Ensure all proceedings, decisions, and records are documented and made publicly accessible in accordance with state budget laws.

Bylaws Committee Rules

Bylaws Committee Expectations and Responsibilities

The Bylaws Committee handles reviewing, evaluating, and recommending revisions or additions to the business and standing rules and the bylaws governing the Board of Commissioners. The committee ensures that the standing rules and bylaws are clear, relevant, and aligned with the mission of the district, legal requirements, and best practices.

The Bylaws Committee meets as needed prior to the Board of Commissioners' monthly meetings to carefully evaluate existing standing rules and bylaws to identify necessary revisions.

- Ensure bylaws reflect the district's current operations, policies, and legal obligations.
- Stay informed of relevant legislative or regulatory changes that may affect on the standing rules and bylaws.
- Collaborate with legal counsel, when necessary, to ensure compliance with applicable laws and regulations.
- Ensure that finalized amendments are documented and integrated into the organization's governing policies.

Program Committee Rules

Program Committee Expectations and Responsibilities

The Program Committee evaluates new program proposals, audits existing programs, and provides strategic recommendations to the BoC. The committee ensures that recreational programs align with the organization's mission, meet community needs, and adhere to quality standards.

The Program Committee meets monthly, prior to the BoC monthly meeting. Committee members are expected to review materials in advance and come prepared to contribute to discussions. Engage in productive discussions, considering diverse perspectives to strengthen program quality and innovation.

- Review and assess new recreational program proposals for feasibility, relevance, and community impact.
- Conduct periodic reviews of current programs to evaluate their effectiveness, participation levels, and overall performance.
- Prepare and deliver concise, well-supported reports to the Board of Commissioners at monthly meetings. Present findings, recommendations, and data-driven insights about new and existing programs.

Proposals

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

a lower expected attendance. Entry costs will be determined using expected attendance at second and subsequent sessions.

Evaluation of program success

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



8.a Unfinished Business – Pizza with the Board

Meeting Date: September 25, 2025

Presented By: Business Manager Millang

I met with our Head Lifeguard and our Coordinators to begin getting a sense of October dates to propose for the Fall Harvest/Costume board/staff event. Here are some key takeaways from that initial conversation:

- **October Weekend Availability:**

Many of our staff are unavailable on weekends in October due to sports and other commitments. As a result, we are unable to propose weekend dates in October for the event.

- **Preferred Event Format:**

Based on past experiences and staff feedback, swim party-style events have been especially well-received. These events provide a fun and relaxing atmosphere for staff to enjoy.

- **What Staff Appreciate:**

- o Time to unwind in the pool
- o Snacks or food brought by board members or managers
- o Simple, optional games to encourage light interaction
- o Craft activities (they usually bring their own projects) for those who enjoy being creative while socializing
- o Opportunities to casually connect with board members during the event

- **Recommendation:**

I recommend continuing with a **casual and flexible format** for future events to accommodate different preferences and ensure everyone can participate in a way that feels comfortable and enjoyable.

8.b Unfinished Business – Contract Approval: CivicPlus/GIS

Meeting Date: September 25, 2025

Presented By: Business Manager Millang

Civic Plus/GIS

- Civic Plus is giving us a 12-month credit for the GIS integration.
- We paid for this as part of our original set-up but did not utilize it.
- The contract term will start September 29, 2025, and run through December 2026.
- The initial term will be invoiced in December 2025 and be paid in January 2026.
- The service will renew and amend our contract in December 2026.



POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

- We will be invoiced for the \$1500 plus uplift alongside the full Recreation Management contract at that time.

Recommended Motion: I move to approve the quote for GIS Integration from Civic Plus as presented.

This section is for staff use.

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

Vote: Y/N/AB

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

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-105845-1

8/11/2025 10:25 AM

10/10/2025

Client:

North Whidbey Pool, Park, And Recreation District, WA

Bill To:NORTH WHIDBEY POOL, PARK, AND
RECREATION DISTRICT, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Corey Abbate		corey.abbate@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Recreation Management Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Recreation Management GIS Integration	GIS Integration - Integrate with GIS software to continually provide updated address information into the new system. ArcGIS from ESRI is only option. We do not support other GIS options.

List Price - Initial Term Total	USD 1,832.19
Total Investment - Initial Term	USD 332.19
Annual Recurring Services (Subject to Uplift)	USD 1,500.00

Initial Term	9/29/2025 - 12/18/2026, Renewal Term 12/19 each calendar year
Initial Term Invoice Schedule	100% invoiced on 12/19/2025.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-105845-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



9.a New Business – Social Security and Retirement

Meeting Date: September 25, 2025

Presented By: Business Manager Millang

- The District is a public employer.
- Public employers have different rules for Social Security than private employers.
- If a public employer provides a retirement plan to its employees, some of those employees may be exempt from mandatory Social Security as a result.
- DCP is a ‘defined contribution’ public retirement plan.
- Therefore, any employee of the District who has 7.5% or more of their wages contributed to DCP (be it from the employee, employer, or both), will be exempt from the provisions of mandatory Social Security for that payroll cycle.
- There is currently one employee whose total combined contribution will be 15%.
- If the District would like employees to be able to have 7.5% or contributed to DCP and contribute to Social Security too, we must follow the procedure called “obtaining voluntary Social Security coverage for retirement system members” (also known as Section 218 coverage.)
- The Board needs to decide if they want to offer Section 218 coverage.
- If the Board wants to offer Section 218 coverage, the Business Manager will work with the Department of Retirement systems to start the process and prepare a resolution for adoption at the October meeting.



9.b New Business – Contract Approval: MWR

Meeting Date: September 25, 2025

Presented By: Jay Cochran

- **Purpose:** Provide aquatic services (lap swim and open swim) for reservists, enlisted personnel, and their family members
- **Program:** Morale, Welfare, and Recreation (MWR)
- **Start Date:** October 25, 2025
- **End Date:** September 25, 2026
- **Pricing Approval:** Last month, the board approved submitting the contract under the proposed pricing.
- **Clarification:** This pricing approval was requested to allow for any adjustments during the new Levy cycle, giving commissioners the opportunity to change prices if desired. This process is not typically followed, but was done to ensure transparency after a commissioner's question.

Recommended Motion: I move that we 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.

This section is for staff use.

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

Vote: Y/N/AB

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

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 8	
1. CONTRACT/PURCH ORDER NO. NAFREG-25-M-0075		2. DELIVERY ORDER NO.	3. DATE OF ORDER 04 SEPTEMBER 2025	4. PURCHASE REQUEST NO.	5. PRIORITY	
6. ISSUED BY DEPARTMENT OF THE NAVY - CNRNW FLEET AND FAMILY READINESS - MWR 1103 RAMIREZ DE ARELLANO RD BLDG 94 SILVERDALE, WA 98315		7. ADMINISTERD BY (IF OTHER THAN 6) NAME: KELSEY MANN EMAIL: kelsey.l.mann2.naf@us.navy.mil			8. DELIVERY FOB [] Dest [xx] OTHER SERVICE CONTRACT, NO FREIGHT	
9. CONTRACTOR NAME AND ADDRESS NORTH WHIDBEY PARKS & RECREATION DISTRICT 85 SE JEROME STREET OAK HARBOR, WA 98277 POC: PHONE: EMAIL: JAY COCHRAN 360-675-7665, ext. 7 jcochran@nwpprd.org		VENDOR # 40/29801		10. DELIVER TO FOB POINT BY 10/01/25 TO 09/30/26	11. MARK IF BUSINESS IS [] SMALL [] SMALL/ DISADVANTAGED [] WOMEN/OWNED	
				12. DISCOUNT TERMS NET DUE 30 DAYS		
		13. MAIL INVOICES TO ADDRESS IN BLOCK 15 ATTN: ACCOUNTS PAYABLE				
14. SHIP TO		15. PAYMENT WILL BE MADE BY: SAME AS BLOCK 6			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER: DELIVERY [] This delivery is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contracts. PURCHASE [xx] Reference your email response to RFQ # NAFREG-25-Q-0029 dated 08/29/25 to furnish the following on terms specified herein. ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME. NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED _____ [X] If this box is marked, supplier must sign Acceptance and return the following number of copies: 1						
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE: NO APPROPRIATED FUNDS OF THE UNITED STATES SHALL BECOME DUE OR PAID TO A CONTRACTOR BY REASON OF THIS PURCHASE/DELIVERY ORDER.						
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES		20. QUANTITY ORDERED/ ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	CONTRACTOR TO PROVIDE POOL USAGE FOR NAVAL AIR STATION WHIDBEY ISLAND'S ACTIVE-DUTY SERVICE MEMBERS, ACTIVE DUTY FAMILY MEMBERS AND RESERVISTS. TOTAL CONTRACT NOT TO EXCEED \$50,000.00. IF THE SERVICES CANNOT BE PERFORMED WITHIN THIS AMOUNT, WITHHOLD SERVICES & CONTACT THE CONTRACTING OFFICER.		1	YEAR	NTE	\$50,000.00
*IF QUANTITY ACCEPTED BY THE GOVERNMENT IS SAME AS QUANTITY ORDERED INDICATED BY X. IF DIFFERENT, ENTER ACTUAL QUANTITY ACCEPTED BELOW QUANTITY ORDERED AND ENCIRCLE.		24. UNITED STATES OF AMERICA HOBBS.CHRISTINE.M. Digitally signed by 1060842724 HOBBS.CHRISTINE.M.1060842724 Date: 2025.09.04 15:20:50 -07'00' CHRISTINE HOBBS CONTRACTING OFFICER			25. TOTAL:	\$50,000.00
		DATE			26. DIFFERENCE	\$
27. QUANTITY IN COLUMN 20 HAS BEEN [] INSPECTED [] RECEIVED [] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED: DATE _____ SIGNATURE AND TITLE OF CERTIFYING REPRESENTATIVE _____		28. SHIP NO. [] PARTIAL [] FINAL	28. DO. VOUCHER NO.	30. INITIALS		
36. I CERTIFY THIS ACCOUNT IS CORECT AND PROPER FOR PAYMENT. DATE _____ SIGNATURE AND TYPE OF CERTIFYING OFFICER _____		31. PAYMENT [] COMPLETE [] PARTIAL [] FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR		
				34. CHECK NUMBER		
			35. BILL OF LANDING NO.			
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.	

CONTRACT FOR SERVICES

This contract made and entered into on 04 September 2025, by and between Navy Region Northwest a nonappropriated fund instrumentality hereinafter called (NAFI) and North Whidbey Parks & Recreation District hereinafter called (Contractor), is for pool usage services subject to the provisions set forth hereunder. The parties agree as follows:

1. CONTRACT PERIOD:

- A. The period of performance for this contract will be for one (1) year. Period of performance is listed in block ten (10) on page one (1) of contract.

2. PERFORMANCE OF SERVICE:

- A. The Contractor shall provide pool usage for active duty service members, active duty family members and reservists on behalf of the following location:

- 1) Naval Air Station Whidbey Island – Fitness Center

Authorized Points of Contact: Karissa Sander, Alicia Armer, John “KJ”
Johnson, Jennifer Baker

- B. Contractor shall:

- 1) Provide lap and open swim services for active-duty service members, active-duty family members, and reservists.
 - 2) Ensure lifeguards are on duty at all times.
 - 3) Ensure facility is in compliance with all applicable codes, standards, design parameters, or regulations of Center of Disease Control and Prevention, Occupational Safety and Health Administration (OSHA), American College of Sports Medicine (ACSM) guidelines, and Americans with Disabilities Accessibility Act (AADA) guidelines.
 - 4) Verify active-duty military and reservist status through ID card verification prior to pool usage.
 - 5) Provide and maintain sign in sheet
 - a) Have each patron sign in upon verification of military ID. Sign in sheet must include patron’s name, date of attendance, time, and type of military identification presented.
 - b) Provide a copy of sign in sheet to MWR Point of Contact (POC) at the beginning of each month for prior month’s usage.

3. AUTHORIZED FUNDING:

FACILITY	COST CENTER	G/L ACCT	AMOUNT
NASWI Fitness Center	12226	783089	\$50,000.00
CONTRACT TOTAL:			\$50,000.00

4. PRICING:

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

*TOTAL CONTRACT NOT TO EXCEED \$50,000.00. IF SERVICES CANNOT BE PERFORMED WITHIN THIS AMOUNT, WITHHOLD SERVICES & CONTACT THE CONTRACTING OFFICER.

5. PAYMENT:

- A. In consideration for the services rendered, the NAFI agrees to pay the Contractor in the terms of Net Due 30 Days, upon receipt of a valid invoice, and per the payment terms stipulated in this contract for the amount stipulated in paragraph 4, unless otherwise specified by a modification to this contract.
- B. Payment of prices stated in this contract will be made according to the Prompt Payment Act, as amended. Payment is deemed to have been made as of the date on the payment check or date on which electronic funds transfer is made.
- C. Discounts for prompt payment: In connection with any prompt payment discount offered, time will computed from the date of the Contractor's valid invoice. Payment is deemed to have been made as of the date on the payment check or date on which electronic funds transfer is made.

6. INVOICES:

- A. To ensure prompt payment the Contractor shall provide to the Regional Accounting Department located at 1103 Ramírez de Arellano Road Bldg. 94, Silverdale, WA 98315 at the time of each delivery, or completion of service, an invoice.
- B. An invoice is a written request for payment under the contract for supplies/equipment delivered or for services rendered. In order to be proper, an invoice must include (and in order to support the payment of interest penalties) the following:
 - 1) Invoice date;
 - 2) Name of Contractor;
 - 3) Contract number (include order number, if any), contract description of supplies or services, quantity, contract unit of measure, unit price, and extended total;
 - 4) Name and address to which payment is to be sent (name must be the same as that in the contract or on a proper notice of assignment);
 - 5) Name (where practicable), title, telephone number and mailing address of person to be notified in the event of a defective invoice; and
 - 6) Any other information or documentation required by other provisions of the contract (such as evidence of shipment).
 - 7) Invoices shall be prepared and submitted in duplicate (one copy shall be marked "Original") unless otherwise specified.

7. SUBCONTRACTS:

- A. The Contractor will not subcontract parts or the whole of this contract without obtaining the Contracting Officer's consent. If a subcontractor is permitted to execute part or this entire contract, the Contractor will continue to be held responsible for all provisions of the contract in total.
- B. MWR NAFI and the Contractor understand and agree that the services to be delivered under this contract by the Contractor to the MWR NAFI are non-personal services and the parties recognize and agree that no employer-employee relationships exist, or will exist, under the contract between MWR NAFI and the Contractor's employees. It is therefore, in the best interest of the MWR NAFI to afford the parties a full and complete understanding of their respective obligations.
- C. The Contractor's personnel under this contract shall not be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, military or civilian.

8. CONTRACTING AND ADMINISTRATIVE AUTHORITY:

- A. The MWR NAFI Contracting Officer is the ONLY PERSON AUTHORIZED TO APPROVE CHANGES OR MODIFY ANY OF THE REQUIREMENTS UNDER THIS CONTRACT, and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely with the MWR NAFI Contracting Officer.
- B. No agreement or understanding to modify this contract will be binding upon MWR NAFI unless made in writing and signed by the Contracting Officer from the office that issued the contract or its successor.
- C. In the event the Contractor effects any change at the direction of any person other than the MWR NAFI Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result therefore.
- D. Requests for information on matters related to this contract, such as explanation or terms or contract interpretation, shall be submitted to the MWR NAFI Contracting Officer.

9. TITLE AND RISK:

- A. The Contractor assumes the full risk of and responsibility for any loss, destruction or damage occurring to the equipment, supplies and components, such loss or damage as may be attributable to the Contractor's gross negligence or of its officers, agents or employees while acting within the scope of their employment, unless negligence is proven on the part of the Government.
- B. The MWR NAFI activity assumes any loss resulting from deterioration, destruction, and/or damage of equipment and supplies by fire or other means, provided, however, that the Contractor shall not be relieved of liability for its gross negligence or for the gross negligence of its employees.

10. HOLD & SAVE HARMLESS:

- A. The Contractor shall indemnify, save hold harmless, and defend the NAFI, its outlets, and customers from liability, claimed or established, for violation or infringement of any patent, copyright, or trademark right asserted by any third party with respect to goods hereby ordered or any part thereof. Contractor further agrees to hold the NAFI harmless from all claims or judgments for damages resulting from the use of products listed in the contract, except for such claims or damages caused by or resulting from negligence of NAFI customers, employees, agents, or representatives. Also, the Contractor shall at all times hold and save harmless the NAFI, its agents, representatives, and employees from any and all suits and expenses which arise out of acts or omissions of the Contractor, its agents, representatives, or employees.

- B. Nothing herein above contained shall, however, relieve or be construed as relieving, the United States (including its agencies and instrumentalities), and their officers, agents, and employees from any liability growing out of their negligence, nor shall anything contained herein above this paragraph be construed as an assumption of indemnification on the part of the Contractor as against any such liability arising from or growing out of any such negligence.

11. LICENSES, TAXES, PERMITS, AND FEES:

- A. The Contractor is fully cognizant that this contract is a contract for services and that an employee-employer relationship does not exist between the Contractor and NAFI. The Contractor is not an employee of the NAFI and is not covered by Workmen's' Compensation, group life, accident or health insurance, nor other benefits associated with an employer-employee relationship. Therefore, it is the Contractor's responsibility to obtain, at its own expense, all licenses and permits, and to pay such taxes and fees as may be required of the Contractor by federal, state, and local governments in the execution of the terms of this contract. The Contractor shall comply with all laws, rules, and regulations applicable to the service carried on under this contract.

12. SERVICE CONTRACT ACT OF 1965

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

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

13. DEPARTMENT OF LABOR WAGE DETERMINATION:

- A. The following county specific Department of Labor Wage Determination(s) applies to the subject service contract.

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

The appropriate wage determination will be displayed with the applicable wage rates that are required to be paid to employees working on the services provided under subject service contract. The wage determination is available at the following link.

<https://sam.gov/content/home>

14. CONTRACT ADMINISTRATION:

- A. CONTRACTOR EMPLOYEES: The employees are employees of the Contractor, and shall be paid by the Contractor alone, and in employing such personnel, the Contractor is acting independently and not as an agent of the United States Government, MWR NAFI. The Contractor shall comply with the Social Security Act, the Longshoremen's and Harbor Workers' Compensation and Unemployment Insurance Laws of the state where the service is performed hereunder and the Contractor shall comply with all other relevant legislation, State and Federal.

15. ORDER OF PRECEDENCE:

- A. In the event of an inconsistency between provisions of this solicitation/contract, the inconsistency shall be resolved by giving precedence in the following order:
- 1) Description of the supplies/equipment or services and prices/costs;
 - 2) Description/specifications/work statement
 - 3) Special contract requirements
 - 4) Contract clauses
 - 5) Other provisions of the solicitation/award
 - 6) Any portion of the Contractor's bid or proposal that has been incorporated by reference and made a part of the contract.

16. GOVERNING LAW:

- A. If any clause or provision here in shall be ruled invalid or unenforceable, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

- B. In any dispute arising out of this contract, the decision of which requires consideration of law questions, the rights and obligations of the parties shall be interpreted and determined according to the substantive and procedural laws of the United States of America.
- C. NAFI Clauses are hereby incorporated by reference and Non-Appropriated Clauses take precedence over anything written in this Contract.

NONAPPROPRIATED FUND CONTRACT CLAUSES DATED 14 MARCH 2025 APPLY TO THIS
CONTRACT/ORDER AND ARE AVAILABLE AT:

https://www.navymwr.org/resources/Facilities/NAF_Contract_Clauses/naf_acquisitions/naf_contract_clauses_main



9.c New Business – Oak Harbor Chamber of Commerce 2026 Sponsorships

Meeting Date: September 25, 2025

Presented By: Jay Cochran

- **Purpose:** Share an overview of Chamber of Commerce sponsorship opportunities for our advertising considerations.
- **Past Practice:** This District has sponsored Chamber luncheons events before, but it is not a regular occurrence. We have been the presenting sponsor for the 4th of July for the last three years. We used to also sponsor a particular part of their website, but it does not look like they are still doing that. We decided not to do that after we decided to be the presenting sponsor for the 4th of July.
- **Current Commitment:** Instructed Chamber Director Marshall to include us as the presenting sponsor for the 4th of July 2026 event, which will be included in our 2026 advertising budget.
- **Additional Opportunities:**
 - Open to sponsoring other events or luncheons when we have a major program or significant activity.
 - These other sponsorships are not done every year; reserved for key occasions to create greater visibility among Chamber members.

2026 Sponsorship Package



LUNCHEON SPONSOR | AVAILABLE MONTHLY

Promote your business at one of our popular monthly luncheons, a dynamic networking event that connects community members, business leaders, and professionals.

As a Sponsor, you will receive:

Presenting Sponsor \$400

- Two complimentary tickets to the luncheon
- 10-minute presentation opportunity
- Listed as Presenting Sponsor with logo placement on event collateral (including slideshow)
- Featured in all luncheon-related digital marketing, including social media posts (reaching 14,000+ followers), and the bi-weekly newsletters
- Company logo with a live link featured on both the luncheon registration page and the annual luncheon information page
- Showcase your brands or events with marketing materials in the provided table centerpieces
- An 8-foot table for showcasing your products, flyers, or other materials

Supporting Sponsor \$200

- Two complimentary tickets to the luncheon
- 5-minute presentation opportunity
- Listed as Supporting Sponsor with logo placement on event collateral (including slideshow)
- Featured in all luncheon-related digital marketing, including social media posts (reaching 14,000+ followers), and the bi-weekly newsletters
- Company logo with a live link featured on both the luncheon registration page and the annual luncheon information page
- Showcase your brands or events with marketing materials in the provided table centerpieces
- An 8-foot table for showcasing your products, flyers, or other materials

Dessert Sponsor \$125

- Two complimentary tickets to the luncheon
- Your logo is prominently displayed on the luncheon slideshow, accompanied by a public announcement
- Showcase your brand with marketing materials displayed on the dessert table

(or dessert for ~100 people)

2026 Sponsorship Package



LUNCHEON SPONSOR | AVAILABLE MONTHLY

Mystery Prize Sponsor

\$75

(or equal prize donation)

- One complimentary ticket to the luncheon
- Small-scale marketing materials, such as business cards or brochures can be included in the prize
- Logo prominently displayed on the luncheon slideshow, accompanied by a public announcement
- Sponsor provided 10 second business plug to be announced with the gift during the raffle drawing

Business Table Sponsor (1 per luncheon)

\$50

- An 8-foot table for showcasing your products, flyers, or other materials

Raffle Item Sponsor

Raffle Item \$25 or more

- Sponsor provided 10 second business plug to be announced with the gift during the raffle drawing

2026 Sponsorship Package



HOLLAND HAPPENING, AN INTERNATIONAL FESTIVAL | APRIL 25TH & 26TH

Get maximum exposure at Holland Happening an international festival, celebrating the vibrant Whidbey Island community! This free, family-friendly, two-day event features live music, dance, art, and food, drawing locals and visitors alike. To boost visibility and attendance, this year's festival coincides with the Whidbey Island Marathon, making it an unmissable opportunity to connect with a diverse and energized audience.

As a Sponsor, you will receive:

Presenting Sponsor \$5000

- Listed as Presenting Sponsor with logo placement on all event collateral
- Verbal recognition as the Presenting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Free parade entry with priority positioning near the front of the lineup
- Verbal recognition in parade announcements
- Prominent homepage exposure on Chamber website
- Company logo with a live link featured on both the Holland Happening landing page and the registration page
- Featured in all Holland Happening-related digital marketing, including social media posts (reaching 14,000+ followers), and the bi-weekly newsletters
- One featured business post on social media
- Logo placement on the event banner on the Chamber WOW Wagon at the event
- Logo inclusion on Holland Happening t-shirts

Entertainment Sponsor \$3,000

- Listed as Entertainment Sponsor with logo placement on the entertainment lineup collateral
- Verbal recognition during stage announcements
- Verbal recognition as the Entertainment Sponsor at the monthly chamber luncheon prior to the event
- Company logo with a live link featured on both the Holland Happening landing page and the registration page
- Featured in all entertainment line-up - related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Free parade entry with priority positioning near the front of the lineup
- Logo inclusion on Holland Happening t-shirts

2026 Sponsorship Package



HOLLAND HAPPENING, AN INTERNATIONAL FESTIVAL | APRIL 25TH & 26TH

Supporting Sponsor

\$2500

- Listed as a Supporting Sponsor with logo placement on all event collateral
- Verbal recognition as Supporting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Holland Happening landing page and the registration page
- Featured in all Holland Happening-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Free parade entry with priority positioning near the front of the lineup
- Logo inclusion on Holland Happening t-shirts

Apparel Sponsor

\$1,000

- Listed as Apparel Sponsor on all merchandise collateral
- Verbal recognition as the Apparel Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Holland Happening landing page and the registration pages
- Inclusion in any event-related newsletters
- 10 free shirts
- Free parade entry with priority positioning near the front of the lineup
- Logo inclusion on Holland Happening t-shirts

Parade Sponsor

\$1,000

- Listed as a Parade Sponsor with logo placement on all parade-related collateral
- Verbal recognition as the Parade Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Holland Happening landing page and the registration page
- Inclusion on parade-related social media posts (reaching 14,000+ followers)
- Inclusion in any event-related newsletters
- Free parade entry with priority positioning near the front of the lineup
- Logo inclusion on Holland Happening t-shirts

2026 Sponsorship Package



WHIDBEY WAGS | JULY 3RD

Whidbey Wags is a community event celebrating pets and their people. This family-friendly gathering offers sponsors strong brand visibility through event signage, digital marketing, and direct engagement with attendees. Partner with us to connect with a passionate, pet-loving audience.

As a Sponsor, you will receive:

Presenting Sponsor **\$800**

- Listed as Presenting Sponsor with logo placement on all event collateral
- Verbal recognition as the Presenting Sponsor at the monthly chamber luncheon prior to the event
- Complimentary 10' x 10' booth space at the event
- Featured in all Whidbey Wags-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Company logo with a live link featured on both the Whidbey Wags landing page and the registration page
- One featured business post on social media
- Logo inclusion on Whidbey Wags t-shirts

Apparel Sponsor **\$1,000**

- Listed as Apparel Sponsor on all merchandise collateral
- Verbal recognition as the Apparel Sponsor at the monthly chamber luncheon prior to the event
- Company logo with a live link featured on both the Whidbey Wags landing page and the registration page
- Inclusion in any event-related newsletters
- 10 free shirts
- Logo inclusion on Whidbey Wags t-shirts

Supporting Sponsor **\$300**

- Listed as Supporting Sponsor with logo placement on all event collateral
- Complimentary 10' x 10' booth space at the event
- Company logo with a live link featured on both the Whidbey Wags landing page and the registration page
- Featured in all Whidbey Wags-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Company logo with a live link featured on both the Whidbey Wags landing page and the registration pages
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Logo inclusion on Whidbey Wags t-shirts

2026 Sponsorship Package



INDEPENDENCE DAY | JULY 4TH & 5TH

Get maximum exposure at Oak Harbor's beloved Independence Day Celebration which attracts visitors near and far for our Parade, Street Fair, and Fireworks Show. This is a free, family-friendly, two-day event hosted throughout Historic Downtown & Windjammer Park.

As a Sponsor, you will receive:

■ Presenting Sponsor \$8,000

- Listed as Presenting Sponsor with logo placement on all event collateral
- Verbal recognition as the Presenting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Free parade entry with priority positioning near the front of the lineup
- Verbal recognition in parade announcements
- Company logo with a live link featured on both the Independence Day landing page and the registration page
- Featured in all Independence Day-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- One featured business post on social media
- Logo placement on the event banner on the Chamber WOW Wagon at the event
- Logo inclusion on Independence Day t-shirts
- Access to VIP Independence Day Firework viewing

■ Supporting Sponsor \$4,000

- Listed as one of the Supporting Sponsors with logo placement on all event collateral
- Verbal recognition as a Supporting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Independence Day landing page and the registration page
- Featured in all Independence Day-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Free parade entry with priority positioning near the front of the lineup
- Verbal recognition in parade announcements
- Logo inclusion on Independence Day t-shirts
- Access to VIP Independence Day Firework viewing

2026 Sponsorship Package



INDEPENDENCE DAY | JULY 4TH & 5TH

Fireworks Sponsor

\$5,000 x 4

- Listed as one of the Fireworks Sponsors with logo placement on all event collateral
- Verbal recognition as one of the Fireworks Sponsors at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Independence Day landing page and the registration page
- Featured in all Independence Day-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Free parade entry with priority positioning near the front of the lineup
- Verbal recognition in parade announcements
- Logo inclusion on Independence Day t-shirts
- Access to VIP Independence Day Firework viewing

Entertainment Sponsor

\$3,000

- Listed as Entertainment Sponsor with logo placement on the entertainment lineup collateral
- Verbal recognition during stage announcements
- Verbal recognition as the Entertainment Sponsor at the monthly chamber luncheon prior to the event
- Company logo with a live link featured on both the Independence Day landing page and the registration page
- Featured in all entertainment line-up - related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Free parade entry with priority positioning near the front of the lineup
- Logo inclusion on Independence Day t-shirts
- Access to VIP Independence Day Firework viewing

Beer Garden Sponsor

\$1,000

- Listed as a Beer Garden Sponsor with logo placement on all beer garden collateral
- Personalized cup labels with business logos
- Verbal recognition as the Beer Garden Sponsor at the monthly chamber luncheon prior to the event
- Company logo with a live link featured on both the Independence Day landing page and the registration page
- Featured in all beer garden - related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Inclusion in any event-related newsletters
- Logo inclusion on Independence Day t-shirts
- Access to VIP Independence Day Firework viewing

2026 Sponsorship Package



INDEPENDENCE DAY | JULY 4TH & 5TH

■

Apparel Sponsor

\$1,000

- Listed as Apparel Sponsor at event where merchandise is sold
- Membership luncheon announcement as the Apparel Sponsor leading up to event
- Logo inclusion on event landing page on Chamber website
- Inclusion in any event-related newsletters
- 10 free shirts
- Logo inclusion on Independence Day t-shirts
- Access to VIP Independence Day Firework viewing

2026 Sponsorship Package



GOLF TOURNAMENT | AUGUST 14TH

Get maximum exposure at one of Oak Harbor's premiere events taking place at Whidbey Golf Club by sponsoring the 2026 Collaborative Golf Tournament hosted by the Oak Harbor and Coupeville Chambers of Commerce.

As a Sponsor, you will receive:

■ Presenting Sponsor \$3000

- Listed as Presenting Sponsor with logo placement on all event collateral
- Complimentary foursome (4 player tickets)
- Hole sponsor booth at Hole #1 during the tournament
- Ability to distribute giveaways, food, drinks, and/or activities for golfers
- Banner signage at tournament site (sponsor to provide signage)
- Recognition before the shotgun start and after the tournament
- Verbal recognition as the Presenting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page
- Featured in all Golf Tournament-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters

■ "19th Hole" After Party Sponsor \$1000

- Listed as Sponsor with logo placement on all event collateral
- Complimentary foursome (4 player tickets)
- Banner signage at tournament site (sponsor to provide signage)
- Verbal recognition before the tournament, after-party, and opportunity to speak at the party
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Logo with live link to the company website on the Golf Tournament event page of the Chamber website
- Featured in all Golf Tournament-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters
- Company logo with a live link featured on both the Golf Tournament landing page and the registration pages

2026 Sponsorship Package



GOLF TOURNAMENT | AUGUST 14TH

Hole in One Sponsor \$1000

- Listed as Sponsor with logo placement on all event collateral
- Complimentary foursome (4 player tickets)
- Hole sponsor booth at Hole #2 during the tournament
- Ability to distribute giveaways, food, drinks, and/or activities for golfers
- Custom-branded signage at your designated hole
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page
- Featured in all Golf Tournament-related digital marketing, including social media posts (reaching 14,000+ followers), and all the event-related newsletters

Golf Cart Sponsor \$800

- Logo placement (signs) on all golf carts being used during the day of the tournament
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page

Water Sponsor \$600

- Branded water bottles (image created by Chamber or sponsor)
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page

Hole Sponsor \$500

- Sponsored booth at one of the 18 Tee Boxes
- Ability to distribute giveaways, food, drinks, and/or activities for golfers
- Logo placement on the event signage displayed at the assigned hole
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page
- Logo featured in any Hole Sponsor-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters

2026 Sponsorship Package



GOLF TOURNAMENT | AUGUST 14TH

■

Game Sponsor

\$500

- Sponsorship of the Chipping or Putting games
- Logo placement on the event signage displayed at the Chipping and Putting contests
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page

■

Warm-Up Sponsor

\$500

- Logo placement on the event signage displayed at the warm-up area
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page

■

Hot Dog Sponsor

\$500

- Signage with the business logo displayed on the lunch table
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Golf Tournament landing page and the registration page
- Ability to distribute giveaways, marketing materials, and/or activities for golfers

2026 Sponsorship Package



MILITARY APPRECIATION PICNIC | SEPTEMBER 5TH

Join the Oak Harbor Chamber of Commerce and Navy League as they host a family-friendly community event at Windjammer Park to celebrate our Military Community.

As a Sponsor, you will receive:

Presenting Sponsor

\$3000

- Listed as Presenting Sponsor with logo placement on all event collateral
- Complimentary 10' x 10' booth space at the event
- Banner signage at event site (sponsor to provide signage)
- Verbal recognition as the Presenting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Military Appreciation landing page and the registration page
- Logo featured in any Military Appreciation Picnic-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters

Supporting Sponsor

\$1000

- Listed as Supporting Sponsor with logo placement on all event collateral
- Complimentary 10' x 10' booth space at the event
- Verbal recognition as the Supporting Sponsor at the monthly chamber luncheon prior to the event
- Printed recognition in promotional materials displayed at the chamber luncheon prior to the event
- Company logo with a live link featured on both the Military Appreciation landing page and the registration page
- Logo featured in any Military Appreciation Picnic-related digital marketing, including social media posts (reaching 14,000+ followers), and any event-related newsletters

2026 Sponsorship Package



AWARDS BANQUET | OCTOBER 10TH "THE CHAMBER THROUGH THE DECADES"

This year's theme, The Chamber Through the Decades, celebrates the Oak Harbor Chamber's 80 years of community impact. Your sponsorship helps honor local businesses, leaders, and achievements while showcasing your support for the growth and success of our community.

As a Sponsor, you will receive:

Presenting Sponsor \$2,000

- Listed as Presenting Sponsor with logo placement on event collateral
- Eight complimentary tickets, the sponsor decorates the table, which includes a centerpiece and 8 gifts for the table
- Early VIP entry
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Included in 2 social media posts (14,000+ followers)
- One featured business post on social media
- Verbal recognition during the event
- Logo included in all event-related email blasts

Decoration Sponsor \$1,000

- Listed as a Sponsor with logo placement on event collateral
- Eight complimentary tickets, the sponsor decorates the venue in the chosen theme
- Early VIP entry
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Included in 1 social media post (14,000+ followers)
- Verbal recognition during the event
- Logo inclusion in event-related email blasts

Music Sponsor \$750

- Two complimentary tickets
- Early VIP entry
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Included in 1 social media post (14,000+ followers)
- Verbal recognition during the event
- Logo inclusion in event-related email blasts

2026 Sponsorship Package



AWARDS BANQUET | OCTOBER 10TH
"THE CHAMBER THROUGH THE DECADES"

■ Wine Sponsor \$750

- Two complimentary tickets
- Early VIP entry
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Personalized wine bottle label with business logos (two wine bottles per table)
- Included in 1 social media post (14,000+ followers)
- Logo inclusion in event-related email blasts

■ Dessert Sponsor \$250

- Company logo with a live link featured on both the Banquet landing page and the registration page
- Signage with the business logo displayed on the dessert table
- Included in 1 social media post (14,000+ followers)

2026 Sponsorship Package



AWARDS BANQUET | OCTOBER 10TH
"THE CHAMBER THROUGH THE DECADES"

TABLE SPONSORSHIPS

Diamond Table Sponsor **\$850**
(*\$950 for Chamber to decorate your table*)

- Eight complimentary tickets, the sponsor decorates the table, which includes a centerpiece and 8 gifts for the table
- Early VIP entry
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Included in 2 social media posts (14,000+ followers)

Emerald Table Sponsor **\$550**
(*\$650 for Chamber to decorate your table*)

- Four complimentary tickets, the sponsor decorates the table, which includes a centerpiece and 8 gifts for the table
- Early VIP entry
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Included in 1 social media posts (14,000+ followers)

Pearl Table Sponsor **\$300**
(*\$400 for Chamber to decorate your table*)

- Two complimentary tickets, the sponsor decorates the table, which includes a centerpiece and 8 gifts for the table
- Company logo with a live link featured on both the Banquet landing page and the registration page
- Included in 1 social media post (14,000+ followers)



9.d New Business – Employee of the Month

Meeting Date: September 25, 2025

Presented By: Jay Cochran

Jenna Clark, Recreation Coordinator

We are pleased to recognize Jenna Clark as our Employee of the Month for September 2025. Jenna has done an outstanding job leading the successful return of two major programs—NFL Flag Football and Volleyball. Under her coordination, both programs have seen registration numbers that far exceeded expectations, reflecting the quality of her planning and outreach efforts.

Since joining the Recreation Department, Jenna has brought a fresh perspective, consistently offered innovative ideas and approaching her role with a high level of energy and professionalism. Her contributions are already having a noticeable positive impact on our team and the community programs we offer.

We're excited to see how Jenna continues to grow in her role and look forward to the initiatives she will bring forward in the months ahead.

Please join us in congratulating Jenna on this well-deserved recognition and thanking her for her exceptional work.


POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

10. Executive Session

Meeting Date: August 28, 2025

Presented By: Chair

**Note: The governing body may hold executive sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an executive session, the presiding officer must announce the purpose of the session and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the session is being extended. NO ACTION CAN BE TAKEN IN EXECUTIVE SESSION.*

“The board is entering into executive session pursuant to RCW 42.30.110 (g) ...to review the performance of a public employee. for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



11. Action Item/Review

Meeting Date: August 28, 2025

Presented By: Staff/Secretary

12. Final Board Comments

Presented By: BOC

13. Next Meeting –Budget Workshop, September 25, 2025, 6:00 p.m., John Vanderzicht Memorial Pool

Presented By: Chair

14. Adjournment

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**____