



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, July 24, 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. 6.26.25 Regular Meeting Minutes
- b. Vouchers and Payroll:
 - i. Expense Voucher
#10821-10844
\$47,540.17
 - ii. Payroll
\$66,107.17
 - iii. DOR
\$2,988.95
Total \$116,636.29

6. STAFF REPORTS

7. COMMITTEE REPORTS

- a. Budget Committee
 - i. Resolution 2025-03 Establishing a Schedule and Target Approval Date for Strategic Plan
- b. Program Committee
 - i. No update
- c. Bylaws and Standing Rules
 - i. No update

8. UNFINISHED BUSINESS

- a. Executive Director Performance Review
- b. Credit Card SOP

9. NEW BUSINESS:

- a. Employee of the Month

10. EXECUTIVE SESSION:

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

13. NEXT MEETING: August 21, 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.



Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: July 24, 2025

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: Public Comment

Presented By: Chair

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



Commissioner Communication

4. Item: Consent Agenda Announcement

Meeting Date: July 24, 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. 6.26.25 Regular Meeting Minutes

b. Vouchers & Payroll

i. Expense Vouchers #s 10821-10844 \$47,540.17

ii. Payroll: \$66,107.17

c. DOR \$2,988.95

TOTAL: \$116,636.29

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, June 26, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:01 p.m.
2. **ROLL CALL:** Commissioners Witmer, Hartmann, and Guy were present. Commissioners Kraner and Larsen were excused.
3. **PUBLIC COMMENTS:** There were no public comments made.
4. **CONSENT AGENDA ANNOUNCEMENT.**
5. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as presented. Comm. Hartmann seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. 5.22.2025 ED Review Workshop Minutes
 - ii. 5.22.2025 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10794 - 10820	\$43, 277.36
ii. Payroll	\$60, 802.98
iii. DOR	\$1, 931.91
	Total: \$106, 012.25
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:**
 - i. **Resolution 2025-03 Establishing a Schedule and Target Approval Date for Strategic Plan:** Comm. Guy led discussion around creating a budget plan for long-term spending beginning in 2026. Comm. Guy moved to approve Resolution 2025-03, delineating the schedule and tasks for the creation of a strategic budget plan. Comm. Hartmann seconded the motion. It was approved unanimously with discussion. The board will continue to discuss the resolution in the next meeting.
 - ii. **Investment Accounts:** Comm. Guy led discussion about moving money from different cash accounts to the reserve investment accounts and capital investment accounts. Comm. Guy moved to transfer \$203,152.00 from the reserve cash account to the reserve investment account, leaving \$50,000.00 in the reserve cash account. Comm. Hartmann seconded the motion, and discussion ensued. It was approved and passed unanimously. Comm. Guy moved to transfer \$306, 234.00 from the operations cash account to the reserve account, leaving \$505,000.05 in the operating cash account. Comm. Guy moved to transfer \$306, 234.00 from reserve cash to reserve investment leaving 50,000.27 reserve cash account. Comm. Hartmann seconded the

motion. The commissioners further discussed the need to transfer the money. It was approved and passed unanimously. Comm. Guy moved to transfer \$240.00 from the capital cash account to the capital investment account, leaving \$4.41 in the capital cash account. Comm. Hartmann seconded with no discussion. It was approved and passed unanimously. Comm. Guy moved to transfer \$5,000.00 from the operating cash account to the capital cash account, leaving \$500,000.05 in the operating cash account. Comm. Hartmann seconded the motion, and it passed unanimously with no discussion. Comm. Guy moved to transfer \$5,000.00 from the capital cash account to the capital investment account, leaving \$4.41 in the account. Comm. Hartmann seconded, and it was approved unanimously with no discussion.

- iii. **Budget Line Consolidation:** Comm. Guy led discussion around condensing all vehicle repair categories from separate to one singular category of vehicle maintenance. Comm. Guy moved to consolidate all budgeted amounts under the heading 576.20.33 into the heading line for a total of \$975 in line item 576.20.33. Comm. Hartmann seconded the motion, and it was approved unanimously with no discussion. Comm. Guy moved to consolidate all budgeted amounts under the heading 576.80.33 into the heading line for a total of \$1,520 in line item 576.80.33. Comm. Hartmann seconded the motion, and it passed unanimously with no discussion.

- iv. **Budget Amendment Discussion:** This item was part of the discussion for Budget Line Consolidation.

b. Program Committee:

- i. **Program Planning Sheets:** BM Millang summarized preparing planning sheets to start the budgeting process in July.
- ii. **DINO:** Comm. Witmer summarized the DINO program will not be funding programs this summer.

c. Bylaws Committee:

- i. **Standing Rules Discussion:** No updates.

8. UNFINISHED BUSINESS:

- a. **Executive Director Performance Review:** Comm. Hartmann asked to table the discussion to July so the rest of the board could be present.
- b. **Computer Upgrades:** ED Cochran discussed the need for computer upgrades for several staff computers. Comm. Guy presented the idea of hiring a part-time IT person. Comm. Guy motioned to approve the computer upgrades at the amount of \$5,659.20. Comm. Hartmann seconded the motion, and it passed unanimously with no discussion.
- c. **Credit Card SOP:** BM Millang presented an update to the Credit Card SOP Draft. Comm. Guy asked to table the discussion till the July Regular Meeting so the rest of the board could be present.

9. NEW BUSINESS:

- a. **Employee of the Month:** BM Millang presented on the employee selected for Employee of the Month.

10. EXECUTIVE SESSION: None

11. ACTION ITEM/REVIEW:

- a. Commissioners would like to table the Executive Director Performance Review until July
- b. Commissioners would like to table the Credit Card SOP until July

12. FINAL BOARD COMMENTS: Comments were made by Comms. Hartmann, Witmer, and Guy.

13. NEXT MEETING: July 24, 2025, 6:00 p.m. at John Vanderzicht Memorial Pool.

14. ADJOURNMENT: The meeting was adjourned at 7:18 p.m. by BOC Vice Chair Witmer.

Attest:

Bill Larsen, Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
669375-669381	06.11.2025	10821-10830	\$ 16,606.50
669717-669723	06.18.2025	10831-10840	\$ 13,467.00
670206-670208	06.25.2025	10841-10844	\$ 17,466.67

\$47,540.17

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$66,107.17
Department of Revenue Transfer \$ 2,988.95

Total of Voucher #s 10821-10844,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$116,636.29

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 July 24, 2025

 Brit Kraner, Commissioner

 Bill Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

June 2025

Date	Num	Name	Memo	Amount
Jun 25				
06/05/2025	10821	4000136 R1 Canon Financial ...	Copy Machine Lease	156.71
06/05/2025	10822	4000120 R1 Aquatic Instructio...	LG In-Service May 25	418.60
06/05/2025	10823	4000489 R2 City of Oak Harbo...	Pool Water	950.05
06/05/2025	10824	4000489 R2 City of Oak Harbo...	Patron Water	1,629.84
06/05/2025	10825	4000489 R2 City of Oak Harbo...	CVP Water	46.06
06/05/2025	10826	4000539 R1 Diamond Site Ser...	Portable Toilet	180.00
06/05/2025	10827	5001646 Oak Harbor Chamber...	Independence Day Sponsorship	8,000.00
06/05/2025	10828	5002140R2 Pacific Grace Tax ...	Payroll Processing 2025-05	777.50
06/05/2025	10829	5007369 R1 Whidbey Tech So...	IT Monthly Service	1,304.19
06/05/2025	10830	5007369 R1 Whidbey Tech So...	iPad set-up, computer svc	1,723.56
06/11/2025	10831	4000705 R1 Puget Sound En...	Electric Bill	5,523.21
06/11/2025	10832	4000793 R4 Visa	J Cochran CC	3,527.63
06/11/2025	10833	4000793 R4 Visa	M Cochran CC	454.42
06/11/2025	10834	4000793 R4 Visa	J Millang CC	2,133.87
06/11/2025	10835	4000815 R1 Wave/Astound	Internet Service	321.25
06/11/2025	10836	4000897 R1 Airgas USA, LLC	Cylinder Rental HT	225.74
06/11/2025	10837	4001129 R1 Electronic Busine...	Copy Machine Usage 2025-05	371.29
06/11/2025	10838	4001460 R1 Bay City Supply	Cleaning Supplies, Dog Bags	635.13
06/11/2025	10839	4001460 R1 Bay City Supply	Towel & Soap Dispensers	176.46
06/11/2025	10840	9603556 R1 Patron	Patron Refund - Swim Lessons	98.00
06/18/2025	10841	4000136 R1 Canon Financial ...	Copy Machine Lease	156.71
06/18/2025	10842	4000470 R1 Cascade Natural ...	Gas: Pool	13,038.22
06/18/2025	10843	4000470 R1 Cascade Natural ...	Gas: Spa,Lk Rm,Ofc,Lobby	860.48
06/18/2025	10844	4001735 R1 Kaiser Permanente	Insurance - 2025-07	3,411.26
06/26/2025	10845	5006898 Ashley's Design & W...	Day Camp Staff Polos	155.33
06/26/2025	10846	5006898 Ashley's Design & W...	Day Camp T-Shirts	619.94
06/26/2025	10847	4000489 R2 City of Oak Harbo...	Pool Water	982.85
06/26/2025	10848	4000489 R2 City of Oak Harbo...	Patron Water	1,757.10
06/26/2025	10849	4000489 R2 City of Oak Harbo...	CVP Water	163.93
06/26/2025	10850	4000496 R2 Colonial	Insurance 2025-06	1,166.33
06/26/2025	10851	4000705 R1 Puget Sound En...	Electric Bill	107.75
06/26/2025	10852	4001071 R1 Julie Millang	Cell Phone Apr-June 2025	180.00
06/26/2025	10853	5010539 Jamie Cochran	Cell Phone Apr-June 2025	180.00
06/26/2025	10854	4001460 R1 Bay City Supply	Trash Bags, Towels	144.32
06/26/2025	10855	9603508 R1 Mitchell Cochran	Cell Phone Apr-June 2025	180.00
Jun 25				51,757.73



Commissioner Communication

6. Item: Staff Reports

Meeting Date: July 24, 2025

Presented By: Jay Cochran

Comment Cards:

“Sauna is better at 170 degrees. 150 degrees is too cool”- Anonymous

The sauna required repairs earlier this season. After the repairs, it took some time to heat up, which is normal for the system. It is now fully operational and functioning as expected.

“Starting last Tuesday “almost a week” can not get to the July calendar to reserve a spot. The Front Desk cannot access either. Please can this be fixed. Been asking about it since last week. 😞”- Andrea Groberg

Julie had to manually enter the schedule into CivicRec and complete it before the program opened, as planned. While some patrons expected it to be available sooner, the system was updated in time for the summer schedule.

“The lockers are hard to get. Need lockers for everyone to use that opens correctly. There is a need for us to bring our own lock for the ones that have a zip tie shut. The ladies locker room need update stalls and dress rooms”- Elizabeth Achador

We are aware that some lockers are in need of repairs. A staff meeting was held to remind team members not to use lockers designated for patrons and to store their personal belongings in staff bathrooms. We had some staff occupying lockers overnight, which we do not allow. Our maintenance person is learning how to repair some of the locker issues; some fixes are simple but were not passed along before Shane’s departure.

“Recommend to open up the ziptie lockers in the back of the women’s changing areas. We need better locker access.”- Cindy Kinner

Lockers that are zip-tied belong to NWAC and cannot be opened by our staff.

“The women’s shower room is Very Very gross! Green algae on the floors which has been there a month now - Lots of old hair clumped in dressing rooms”- Carol Parbs

A conversation was held with maintenance staff and our head lifeguard regarding the cleanliness of the shower and locker areas. Lifeguards have been instructed to check the showers during their off-deck rotations and report any cleaning needs.

“1. Women’s locker room and shower need more frequent and deeper cleaning. There is mold and mildew odor-tiles and drains need regular attention- 2. staff-desk and instructors are great!”- Elaine Graham

Our custodial staff shared that the maintenance manager has discussed with him that the cleaning of the locker rooms needs to be increased with the increase of use and has been working to improve cleanliness, including scrubbing and bleaching.

“Your new maint. guy (Mitch) is very friendly and helpful!”- Anonymous

“Mekayla and Becca are outstanding assets. They should be rewarded and paid more.”- John Livingston

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.

~~Research employee rewards. Compiling list of reward ideas from internal and external sources will include this as part of the staff report in May. Please see staff report for update.~~

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 6.26.25 Regular Meeting

~~Commissioners would like to table the Executive Director Performance Review until July~~

~~Commissioners would like to table the Credit Card SOP until July~~

Executive Director

- Whidbey Wags Pet Parade Revival and 4th of July Activities
 - Successfully revived Wags after last year’s challenges.
 - The parade and booth areas were well-executed and well-received.
 - Overall, the 4th of July events ran significantly more smoothly compared to the previous year.
 - Communicated with the new Chamber’s Executive Director that we would likely pursue presenting sponsorship again in the future.
- Day Camps
 - Day camps launched successfully with a strong start.
 - New staff onboarded with no returning members; required direct involvement to support training and ensure smooth operations.
 - Program is running well and progressing as expected.
 - At the time of this report, camps are entering it’s third week, with two weeks remaining.

- Chamber Request
 - The Chamber is requesting sponsorship for their luncheon raffle. We are going to do two aerobics passes for a water aerobics class for \$14.00.

Maintenance Manager

- Island County Health Department Conducted the Annual Inspection of the facilities on 7-2-2025, Finding no violations or actionable items, they found the facilities and water chemistry at or above standards. The inspectors stated they do not hand out rankings but would give us a gold star.
- On going repairs to showers and toilets including Two Timers adjusted in women's and one in Men's locker room. One toilet in women's Locker room repaired and one in on deck restroom. Also, one leaking sink repaired in both Men and Woman locker rooms.
- Assist with logistics for 4th of July activities including Festival Booth set up and tear down, Whidbey Wags and 4th of July Parade.
- Assist with logistics for Day Camp Kayak Program including Drop of and pick up equipment to lagoon. Working on rehabilitating the Boat trailer to assist in this and future programs.
- Researching a Mowing trailer in anticipation of taking over mowing at JVMP.
- Worked with Baseball club to reestablish broken water lines at CVP.
- Barrons Quarterly HVAC Filter swap. Extra Cleaning of vents before Swap to minimize contaminating water.
- The outer automatic door is malfunctioning; I am still researching replacement vs replacing opener.
- Ongoing Grounds and janitorial at Both CVP and JVMP

Business Manager

- Transitioned to the full summer schedule after July 4.
- Facility will close early at 3:45 p.m. on Saturday, August 2 due to staffing availability.
- Gradual transition back to the school year schedule will begin after August 16.
- Pool Program Changes:
 - When day camp ends, lesson hours will be converted to extended lap swim time.
 - Afternoon open swims will decrease to three days per week.
 - Afternoon open swims will end when the high school swim team begins practices.
 - An updated graphic for these changes will be shared with patrons and on social media.
- Program Registration:
 - Requests have been received to extend registration for pool activities.
 - The feasibility of extending registration will be reviewed based on potential schedule changes.
- Community Engagement:
 - Distributed approximately 400 information bags at the July 4 celebration vendor booth.
 - Engaged with many new families through games and program introductions.
 - Staff will participate in two back-to-school events during the last week of August.
 - Planning is underway for participation in National Night Out on August 5.
- Staffing and Training:
 - New Client Service Specialist Coordinator has begun front desk training.

- Coordinator-specific training will follow completion of the initial phase.
- Financial Reporting:
 - Due to a busy summer start and higher staff support needs, the updated profit and loss statement will be provided by the end of the day on Monday, July 21.

Client Service Specialist Coordinator

This position was recently filled, and the new staff member is currently learning how to create reports for the packet. This report is expected to be included starting next month.

Recreation Coordinator

- We have seen a large increase in registrations for Flag Football and Volleyball with over 40 families RSVP'd for the End of Season Open Swim Party! The CSS staff is assisting me in reaching out to previous Flag Football coaches and families and will soon move on to calling last year's Volleyball families.
- Camp Trail Blaze is in full swing! We had 29 campers in Week 2, which is more than any week last year. This is a great accomplishment considering how many more camp competitions there are this year.
- We have had great feedback from campers and their families about the camp itself and our staff.
- Our first day at the lagoon (Week 1) did not go as planned which resulted in some campers not getting to kayak. We informed the families of this and the fact that the splash pad wasn't on; John and I worked with Pete to find a solution that was implemented during Week 2.
- Our Camp Trail Blaze staff have been awesome to work with, and I've already seen a lot of growth in the first couple weeks they've been with the campers. I will continue to check in with them to see how we can best support them.
- I will continue to work with Jay over the next month to start planning new recreation programs I/we want to implement for the remainder of this year and for 2026.

Treasurer's Report
Transactions from 6/1/2025 to 6/30/2025

646 - NO WHID POOL PARK REC MAINT**Cash Balance at 5/31/2025****811,234.05**

06/05/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	18,032.50	
06/20/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	17,085.25	
06/26/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	12,193.16	
06/30/2025	JUN 25 PROP TAX DISTRIBUTION		0.00	10,516.60	
	Revenue Total		0.00	57,827.51	57,827.51
06/11/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00669376	950.05	0.00	
06/11/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00669376	1,629.84	0.00	
06/11/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00669376	46.06	0.00	
06/11/2025	DIAMOND RENTALS NO WHIDBEY POO	KY 00669377	180.00	0.00	
06/11/2025	GREATER OAK HAR NO WHIDBEY POO	KY 00669378	8,000.00	0.00	
06/11/2025	AQUATICS INSTRU NO WHIDBEY POO	KY 00669375	418.60	0.00	
06/11/2025	PACIFIC GRACE T NO WHIDBEY POO	KY 00669379	777.50	0.00	
06/11/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00669381	1,723.56	0.00	
06/11/2025	WASHINGTON ALAR NO WHIDBEY POO	KY 00669380	156.71	0.00	
06/11/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00669381	1,304.19	0.00	
06/12/2025	NWPP&R PAYROLL		33,588.89	0.00	
06/18/2025	VISA INC NO WHIDBEY POOL PARK	KY 00669723	3,527.63	0.00	
06/18/2025	VISA INC NO WHIDBEY POOL PARK	KY 00669723	2,133.87	0.00	
06/18/2025	VISA INC NO WHIDBEY POOL PARK	KY 00669723	454.42	0.00	
06/18/2025	PATRON NO WHIDBEY POOL	KY 00669720	98.00	0.00	
06/18/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00669722	5,523.21	0.00	
06/18/2025	ASTOUND/WAVE NO WHIDBEY POOL P	KY 00669718	321.25	0.00	
06/18/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00669719	635.13	0.00	
06/18/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00669719	176.46	0.00	
06/18/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00669717	225.74	0.00	
06/18/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00669721	371.29	0.00	
06/25/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00670207	13,038.22	0.00	
06/25/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00670207	860.48	0.00	
06/25/2025	CANON FINANCIAL NO WHIDBEY POO	KY 00670206	156.71	0.00	
06/25/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00670208	3,411.26	0.00	
06/27/2025	NWPP&R PAYROLL		32,518.28	0.00	
06/27/2025	NWPP&R DOR		2,988.95	0.00	
	Expenditure Total		115,216.30	0.00	-115,216.30

Ending Cash Balance**Calculated Total****753,845.26****Book Total****753,845.26****Difference****0.00**

Treasurer's Report
Transactions from 6/1/2025 to 6/30/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 5/31/2025				17.40
06/30/2025	ICTIP INV INTEREST - JUNE 2025		0.00	0.58
	Revenue Total		0.00	0.58
Ending Cash Balance		Calculated Total		17.98
		Book Total		17.98
		Difference		0.00

Treasurer's Report
Transactions from 6/1/2025 to 6/30/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 5/31/2025				253,152.27
06/30/2025	ICTIP INV INTEREST - JUNE 2025		0.00	105.74
	Revenue Total		0.00	105.74
Ending Cash Balance		Calculated Total		253,258.01
		Book Total		253,258.01
		Difference		0.00

Treasurer's Report
Transactions from 6/1/2025 to 6/30/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 5/31/2025				244.41
06/30/2025	ICTIP INV INTEREST - JUNE 2025		0.00	8.20
	Revenue Total		0.00	8.20
Ending Cash Balance		Calculated Total		252.61
		Book Total		252.61
		Difference		0.00



Participants - Earning Allocat Selected
Cash/Checking Activity
June 1, 2025 - June 30, 2025

Island County

PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.066	06/01/2025			0.60	230.40
		3.063	06/01/2025				230.40
Subtotal and Ending Balance		3.063		0.00	0.00	0.60	230.40
649	649						41,669.34
		3.078	06/01/2025			108.92	41,669.34
		3.087	06/01/2025				41,669.34
Subtotal and Ending Balance		3.087		0.00	0.00	108.92	41,669.34
788	788						3,230.65
		3.076	06/01/2025			8.44	3,230.65
		3.088	06/01/2025				3,230.65
Subtotal and Ending Balance		3.088		0.00	0.00	8.44	3,230.65
Totals and Ending Balance for PARTICIPANT				0.00	0.00	117.96	45,130.39



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

Public Sector Statement
June 30, 2025
page 1 of 3

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

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

Public Transaction Analysis Interest

ISLAND COUNTY TREASURER	Beginning balance 5-31-25	\$51,295.32
N WHIDBEY PARK & RECREATION DIST PAYROLL	3 Additions	+66,531.37
	4 Subtractions	-61,619.92
	Ending balance 6-30-25	\$56,206.77

Additions

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	6-20		Intuit Payroll Squickbooks	\$424.20
<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	6-12		Trf Fr DDA 0000473631001525 4731	\$33,588.89
	6-27		Trf Fr DDA 0000473631001525 4731	32,518.28
			Total additions	\$66,531.37

Subtractions

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	6-4		Irs Usataxpymt	\$5,390.58
	6-12		Intuit Payroll Squickbooks	25,632.23
	6-18		Irs Usataxpymt	5,852.84
	6-27		Intuit Payroll Squickbooks	24,744.27
			Total subtractions	\$61,619.92

Interest earned

Current Interest Rate	variable
Number of days this statement period	30



PO Box 1578 | Olympia, WA 98507

Statement Start	06-01-2025
Statement End	06-30-2025
Account Number	
Page	1 of 4

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



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 Equal Housing Lender | Member FDIC

PUBLIC NOW CHECKING								Account No.		
Interest Rate 0.02%		Annual Percentage Yield Earned 0.02%				Interest Paid YTD: \$0.85				
Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$4,081.02		\$57,756.91		\$0.15		\$49,292.93		\$12.00		\$12,533.15

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
06/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,041.00
06/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,261.00
06/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	3,968.50
06/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,342.50
06/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,988.75
06/04/25	External Deposit CNI MLLNGTN DET EFT 060325 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *250603*1	3,925.00
06/04/25	Deposit Night Drop	199.50
06/04/25	Deposit Night Drop	58.25
06/04/25	Deposit Night Drop	17.75
06/04/25	Deposit Night Drop	82.50



Equal Housing Lender | Member FDIC

HeritageBankNW.com | 800.455.6126



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
06/04/25	Deposit Night Drop	48.75
06/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,553.00
06/06/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	812.00
06/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	794.00
06/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	963.50
06/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,837.50
06/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,488.50
06/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,259.00
06/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,252.00
06/13/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	694.00
06/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,019.75
06/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,052.50
06/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,406.50
06/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	512.50
06/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,440.50
06/20/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,453.00
06/20/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,277.50
06/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	693.25
06/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	748.50
06/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,393.48
06/23/25	Deposit Night Drop	85.75
06/23/25	Deposit Night Drop	130.50
06/23/25	Deposit Night Drop	90.75
06/23/25	Deposit Night Drop	313.00
06/23/25	Deposit Night Drop	79.50
06/23/25	Deposit Night Drop	129.25
06/23/25	Deposit Night Drop	100.00
06/23/25	Deposit Night Drop	69.50
06/23/25	Deposit Night Drop	83.00
06/23/25	Deposit Night Drop	306.00
06/23/25	Deposit Night Drop	156.00
06/23/25	Deposit Night Drop	115.00
06/23/25	Deposit Night Drop	102.00
06/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	577.50
06/24/25	Deposit Night Drop	42.00





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
06/24/25	Deposit Night Drop	153.50
06/24/25	Deposit Night Drop	299.25
06/24/25	Deposit Night Drop	88.25
06/24/25	Deposit Night Drop	56.00
06/24/25	Deposit Night Drop	34.00
06/24/25	Deposit Night Drop	159.50
06/24/25	Deposit Night Drop	299.75
06/24/25	Deposit Night Drop	72.25
06/24/25	Deposit Night Drop	234.18
06/24/25	Deposit Night Drop	132.50
06/24/25	Deposit Night Drop	54.75
06/24/25	Deposit Night Drop	77.50
06/24/25	Deposit Night Drop	84.00
06/24/25	Deposit Night Drop	101.25
06/24/25	Deposit Night Drop	111.50
06/24/25	Deposit Night Drop	44.75
06/24/25	Deposit Night Drop	51.00
06/24/25	Deposit Night Drop	120.75
06/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,073.00
06/26/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,218.25
06/27/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,122.25
06/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,250.50
06/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,585.50
06/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	6,368.50
06/30/25	Credit Interest	0.15

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
06/02/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,870.22
06/03/25	External Withdrawal AUTHNET GATEWAY - BILLING 142351573	111.80
06/05/25	Withdrawal NWPP AND REC	18,032.50
06/20/25	Withdrawal NWPP AND REC	17,085.25
06/26/25	Withdrawal NWPP AND REC	12,193.16
06/30/25	Monthly Maintenance Fee	12.00





DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
06/01	4,081.02	06/10	9,448.50	06/20	4,730.50
06/02	10,481.30	06/11	10,707.50	06/23	9,325.98
06/03	12,712.00	06/12	11,959.50	06/24	12,120.16
06/04	19,032.50	06/13	12,653.50	06/25	13,193.16
06/05	2,553.00	06/16	16,132.25	06/26	2,218.25
06/06	3,365.00	06/17	16,644.75	06/27	3,340.50
06/09	7,960.00	06/18	18,085.25	06/30	12,533.15

Summary of Overdraft and Returned Item Fees

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



Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 05.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
05.10.2025	Nextiva	\$ 265.43	✓ x	Telephone Service
05.23.2025	Costco	\$ 217.98	✓ x	Laptop Protection Plans (2)
05.23.2025	Costo	\$ 2,539.66	✓ x	Laptops (2)
05.28.2025	The Lifeguard Store/Kiefer	\$ 189.45	✓ x	Head Immobilizer Kits (2)
05.30.2025	Buddy Punch	\$ 315.11	✓ x	Electronic Timesheets
Total		\$ 3,527.63		

Date

Signature

06.11.2025

Julie Millington

6.11.25





HERITAGE BANK

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

400079324

VISA

SCORECARD

Bonus Points
Available
6,760

Summary of Account Activity

Previous Balance		\$ 2,527.35
Payments	-	\$2,527.35 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$3,527.63
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 3,527.63
Credit Limit		\$10,000.00
Available Credit		\$6,472.37
Available Cash		\$6,472.37
Amount Disputed		\$0.00
Statement Closing Date		05/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$3,527.63
MINIMUM PAYMENT	\$71.00
PAYMENT DUE DATE	06/24/2025

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS ON YOUR ACCOUNT MAY BE REFLECTED ON YOUR CREDIT REPORT.

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/10	05/11	PBUS01	24906415130228955453258	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$265.43
05/23	05/25	PBUS01	24692165144109258919620	WWW COSTCO COM 800-955-2292 WA	\$217.98
05/25	05/26	PBUS01	24692165145100923197253	WWW COSTCO COM 800-955-2292 WA	\$2,539.66
05/25	05/28		73190605148555148540031	PAYMENT - THANK YOU TACOMA WA	24,527.35-
05/28	05/29	PBUS01	24398025148900017204844	KIEFER AQUATICS 309-4515858 IL	\$189.45

HERITAGE BANK

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



SCORECARD

Bonus Points
Available
1,932

Summary of Account Activity

Previous Balance		\$ 1,589.81
Payments	-	\$1,589.81 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$454.42
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 454.42
Credit Limit		\$4,000.00
Available Credit		\$3,545.58
Available Cash		\$3,545.58
Amount Disputed		\$0.00
Statement Closing Date		05/30/25
Days in Billing Cycle		30

Account Inquiries



Call us at: (800) 615-1161
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Write us at PO BOX 31675, TAMPA, FL 33631-3675

Payment Summary

NEW BALANCE

\$454.42

MINIMUM PAYMENT

\$15.00

PAYMENT DUE DATE

06/25/2025

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS ON YOUR ACCOUNT MAY BE REFLECTED ON YOUR CREDIT REPORT.

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/30	05/02	PBUS01	24755425121181216127769	ZORO TOOLS INC 855-2899676 IL	\$45.19
05/02	05/04	PBUS01	24943015123010190601442	THE HOME DEPOT #8563 OAK HARBOR WA	\$109.64
05/13	05/15	PBUS01	24943015134010191486725	THE HOME DEPOT #8563 OAK HARBOR WA	\$62.03
05/24	05/25	PBUS01	24024155145350232975374	MAILLIARD'S LANDING NURS OAK HARBOR WA	\$7.00
05/23	05/25	PBUS01	24692165144109807215363	THE HOME DEPOT 8563 OAK HARBOR WA	\$89.87
05/24	05/26	PBUS01	24231685145350648011074	HAGGEN 3427 OAK HARBOR WA	\$29.12
05/25	05/28		73190605148555148540080	PAYMENT - THANK YOU TACOMA WA	\$1,589.81-



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

Statement Closing Date:
May 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/27	05/29	PBUS01	24943015148010192630655	THE HOME DEPOT #8563 OAK HARBOR WA	\$111.57

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 05/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	1,323	609	0	0	1,932

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			\$1,478.96			\$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: 05.30.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
04.30.2025	Amazon	\$ 62.12	✓	Culture Fest
04.30.2025	Amazon	\$ 98.04	✓	Culture Fest
05.01.2025	American Red Cross	\$ 300.00	✓	ARC Facility Fee
05.01.2025	Amazon	\$ 152.55	✓	Culture Fest
05.01.2025	PPC Communications	\$ 140.00	✓	POS
05.02.2025	Walmart	\$ 98.63	✓	Culture Fest
05.02.2025	American Red Cross	\$ 150.00	✓	LG Management Online Course (for HG)
05.08.2025	Enformion	\$ 25.00	✓	Background Checks
05.08.2025	Aquatic Instruction LLC	\$ 418.60	✓	LG In-Service
05.09.2025	American Red Cross	\$ 150.00	✓	LG Management Online Course (for HG)
05.09.2025	American Red Cross	\$ (150.00)	✓	Refund LG Management Online Course
05.20.2025	WAPRO	\$ 65.00	✓	PRA Training
05.20.2025	American Red Cross	\$ 247.07	✓	LGI/WSI Materials
05.21.2025	Washington Alarm	\$ 86.86	✓	Alarm Monitoring
05.20.2025	Nothwest Mini Storage	\$ 160.00	✓	Storage Unit
05.23.2025	Costco	\$ 130.00	✓	Annual Membership Renewal
Total		\$ 2,133.87		

Date

Signature

06.11.2025 Julie Millang
6.11.25 JC

HERITAGE BANK

JULIE MILLANG 4000793 RL
N WHIDBEY PARK AND REC
Account Number: #### #### 9939
Page 1 of 3

VISA

SCORECARD®

Bonus Points
Available
70,786

Summary of Account Activity

Previous Balance		\$ 1,793.60
Payments	-	\$1,793.60 -
Other Credits	-	\$150.00 -
Other Debits	+	\$0.00
Purchases	+	\$2,283.87
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 2,133.87
Credit Limit		\$4,000.00
Available Credit		\$1,866.13
Available Cash		\$1,866.13
Amount Disputed		\$0.00
Statement Closing Date		05/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE

\$2,133.87

MINIMUM PAYMENT

\$43.00

PAYMENT DUE DATE

06/24/2025

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.

TAKE A LOOK AT OUR LATEST MERCHANDISE FOR ENJOYING THE GREAT OUTDOORS AT WWW.SCORECARDREWARDS.COM. YOU'LL FIND BARBECUE GRILLS FOR GRILLING UP THE PERFECT BURGER, HAMMOCKS FOR LOUNGING, AND RECREATIONAL ITEMS FOR SOME SUMMER FUN. LOOKING FOR SOMETHING SPECIAL TO REDEEM YOUR POINTS FOR? WE HAVE SOMETHING FOR EVERYONE AT WWW.SCORECARDREWARDS.COM

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/30	05/01	PBUS01	24692165120100675511007	AMAZON MKTPL*NB02V6642 Amzn.com/bill WA	\$62.12
05/01	05/02	PBUS01	24692165121101313287025	AMAZON MKTPL*NB7R21742 Amzn.com/bill WA	\$98.04
05/01	05/02	PBUS01	24692165122102092228262	AMERICAN RED CROSS 800-733-2767 DC	\$300.00
05/01	05/02	PBUS01	24692165121101271466108	AMAZON MKTPL*U78VF5583 Amzn.com/bill WA	\$152.55
05/01	05/02	PBUS01	24801975121324485072591	ESOFT PLANNER MMESZAROS@PPC OH	\$140.00
05/02	05/04	PBUS01	24455015122142000671389	WAL-MART #2319 OAK HARBOR WA	\$98.63
05/02	05/04	PBUS01	24692165123100153265271	AMERICAN RED CROSS 800-733-2767 DC	\$150.00
05/08	05/09	PBUS01	24906415128228814634613	ENF*Enformion 855-2813915 CA	\$25.00
05/08	05/09	PBUS01	24906415128228828782275	WAVE - *AQUATIC INSTRUCTI 509-4381103 WA	\$418.60



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

Statement Closing Date:
May 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/09	05/11	PBUS01	24692165130106521991549	AMERICAN RED CROSS 800-733-2767 DC	\$150.00
05/09	05/11		74692165130106522012654	CREDIT VOUCHER	\$150.00-
				AMERICAN RED CROSS 800-733-2767 DC	
05/20	05/20	PBUS01	24064665140100005698818	WAPRO WA-PRO.ORG WA	\$65.00
05/20	05/21	PBUS01	24692165141106388987249	AMERICAN RED CROSS 800-733-2767 DC	\$247.07
05/21	05/22	PBUS01	24445005141200182474278	4TE*WASHINGTON ALARM INC 206-328-3288 WA	\$86.86
05/20	05/22	PBUS01	24194335141017011018884	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
05/23	05/25	PBUS01	24692165144109196117659	WWW COSTCO COM 800-955-2292 WA	\$130.00
05/25	05/28		73190605148555148540072	PAYMENT - THANK YOU TACOMA WA	\$1,793.60-

Fees

TOTAL FEES FOR THIS PERIOD \$ **0.00**

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ **0.00**

2025 Totals Year To Date

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

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 05/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	68,651	2,135	0	0	70,786
Bonus Points To Expire:		Expiration Date: 01/31/2026			Points: 11,925

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			\$2,919.89			\$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 June 2025

M&O Operating	\$ 753,845.26
Bond Fund	\$ 248.38
Reserve Fund	\$ 294,927.35
Capital Project Fund	\$ 3,483.26
Payroll Account	<u>\$ 26,206.77</u>
 Total Balance of Accounts	 \$1,078,711.02

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

June 13, 2025 for Pay Period 05.16-05.31.2025

	TOTAL	
	Hours	Rate
		Jun 13, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	3,333.33
Director	80.00	4,116.17
Maintenance Facilities Manager	80.00	3,250.00
Aerobics Instructor	30.45	547.80
Client Service Spc Coordinator	54.98	1,068.81
Client Service Specialist	186.32	3,294.32
Custodian - JVMP	45.12	869.01
Day Camp Manager	2.23	62.44
Head Lifeguard	84.00	1,775.76
Hourly Sick	5.00	88.30
Kayak Instructor	2.50	52.50
Lifeguard	428.28	7,697.67
Overtime (x1.5) hourly	1.09	34.56
Private Lesson Instructor	30.98	625.75
Senior Lifeguard	18.82	346.96
Swim Lessons Coordinator	41.00	825.33
Training- Swim Lessons	0.55	9.16
Training - Lifeguard	66.15	1,102.06
Training Swin Instructor	0.47	7.83
WSI Water Safety Instructor	50.13	909.66
Holiday		169.12
Total Gross Pay	1,288.07	30,186.54
Adjusted Gross Pay	1,288.07	30,186.54
Taxes Withheld		
Federal Withholding		-1,204.00
Medicare Employee		-437.73
Social Security Employee		-1,871.53
L&I Office Employee 5306-07		-32.71
L&I Pool Employee-1601-00		-247.58
Medicare Employee Addi Tax		0.00
WA - Cares Fund		-175.07
WA - Paid Fam Med Leave		-198.51
Total Taxes Withheld		-4,167.13
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-605.85
Total Deductions from Net Pay		-704.94
Net Pay	1,288.07	25,314.47
Employer Taxes and Contributions		
Medicare Company		437.73
Social Security Company		1,871.53
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		79.55
L&I Pool Employer 1601-00		1,500.48
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		5,605.43

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

June 30, 2025 for Pay Period 06.01-06.15.2025

	TOTAL	
	Hours	Rate
		Jun 30, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	80.00	3,333.33
Director	72.00	4,116.17
Maintenance Facilities Manager	64.00	3,250.00
Administrative Assistant	27.10	487.80
Aerobics Instructor	26.43	475.52
Client Service Specialist	171.32	3,028.99
Custodian - JVMP	38.83	747.87
Day Camp Manager	6.00	168.00
Head Lifeguard	81.87	1,730.73
Hourly Sick	9.83	188.50
Lifeguard	389.09	6,970.63
Overtime (x1.5) hourly	3.02	95.76
Private Lesson Instructor	19.55	393.04
Recreation Coordinator	79.07	1,976.75
Senior Lifeguard	15.37	282.72
Swim Lessons Coordinator	36.55	735.75
Training - Lifeguard	9.52	158.60
Training Swin Instructor	0.85	14.16
WSI Water Safety Instructor	61.27	1,126.94
Total Gross Pay	1,191.67	29,281.26
Adjusted Gross Pay	1,191.67	29,281.26
Taxes Withheld		
Federal Withholding		-1,198.00
Medicare Employee		-424.53
Social Security Employee		-1,815.45
L&I Office Employee 5306-07		-27.62
L&I Pool Employee-1501-00		-232.83
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-169.82
WA - Paid Fam Med Leave		-192.70
Total Taxes Withheld		-4,060.95
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-605.85
Total Deductions from Net Pay		-704.94
Net Pay	1,191.67	24,515.37
Employer Taxes and Contributions		
Medicare Company		424.53
Social Security Company		1,815.45
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		67.09
L&I Pool Employer 1501-00		1,405.99
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		5,429.20



Commissioner Communication

7.a. Item: Budget Committee- Resolution 2025-03 Establishing a Schedule and Target Approval Date for Strategic Plan

Meeting Date: July 24, 2025

Presented By: BOC

The minutes stated that the BOC wanted to continue the discussion of the Strategic Plan. The resolution is included below.

RESOLUTION 2025-03 Establishing a Schedule and Target Approval Date for Strategic Plan

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT ESTABLISHING A SCHEDULE AND TARGET APPROVAL DATE FOR A STRATEGIC PLAN

WHEREAS, the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District desires to create a long-term strategic plan to account for anticipated expenses beyond the scope of the annual budget; and

WHEREAS, the Board also intends to utilize a capital expense fund to set aside monies for periodic replacement and maintenance of vital equipment and facilities beyond routine annual expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District that the following tasks and timelines are hereby established to guide the development and approval of a 25-year strategic plan:

1. The Executive Director is designated as the primary point of contact and organizer for all plan inputs and will report progress to the Board. The Executive Director may choose to delegate this responsibility.
2. The target date for Board approval of the final Strategic Plan is November 20, 2025.
3. The Executive Director shall solicit input from management and other pertinent staff, ensuring sufficient time for consolidation and review with the Budget Committee by August 11, 2025. The Executive Director may choose to delegate this responsibility.
4. The Budget Committee shall present a briefing to the Board on August 28, 2025.
5. The Executive Director shall produce a first draft of the plan to the Budget Committee by September 8, 2025, with a board-ready draft to be presented at the September 25, 2025, Board meeting. The Executive Director may choose to delegate this responsibility.
6. A final draft shall be submitted for Board review and final comments on October 23, 2025.
7. The final Strategic Plan shall be approved at the Board meeting on November 20, 2025.
8. The Strategic Plan shall be reviewed and updated every five (5) years.



Commissioner Communication

7.b. Item: Program Committee No update

Meeting Date: July 24, 2025

Presented By: BOC

7.c. Item: Bylaws and Standing Rules No update

Meeting Date: July 24, 2025

Presented By: BOC



Commissioner Communication

8.a. Unfinished Business Item: Executive Director Performance Review

Meeting Date: July 24, 2025

Presented By: Commissioner Larsen

8.a. Unfinished Business Item: Credit Card SOP

Meeting Date: July 24, 2025

Presented By: Julie Millang

At a previous meeting, developing the credit card SOP was listed as an action item. Attached is the Credit Card SOP that outlines:

- Authorizations
- Routine card use/purchasing
- Receipt handling/storage
- Reconciliations
- Payments

Credit Card SOP Draft

Authorization of Purchases

- Only employees who have been specifically authorized and approved by the Executive Director, in accordance with Resolution 2025-02, may use a District credit card.
- With appropriate purchase authorization, including a purchase order, an authorized employee may allow designated staff to utilize the credit card for online payment of items including, but not limited to, supply orders, training courses, and equipment purchases. This shall only be allowed when the cardholder and designated staff are both present in the same location.
- Only the authorized employee is allowed to make physical, in-store, purchases.

Purchasing Limits

- Each cardholder will have a predefined limit, as determined by the Executive Director, in accordance with Resolution 2025-02.

Approval Process

- Purchases are only allowed for legitimate business purposes and will be pre-approved when necessary, in accordance with the Purchasing Policy in the Employee Handbook.
- For purchases exceeding \$250.00, cardholders must submit three quotes to the Executive Director and receive a purchase order number from the Business Manager prior to purchase. Emergency purchases may be authorized, in writing, by the Executive Director regardless of quotes or purchase order, depending on the circumstances.
- Unauthorized or personal purchases may result in immediate disciplinary action and may include revocation of card privileges.

Purchase Categories

- Allowed purchases include, but are not limited to, office supplies, software subscriptions, items for resale, maintenance and repair items, custodial supplies, and any other business-related items necessary for District operations.
- Prohibited purchases include personal items, personal travel, and any items unrelated to business activities.

Receipt Storage

1. Receipt Collection.
 - a. Cardholders must collect and store receipts for every transaction made with the business credit card. Receipts shall include a detailed description of the items purchased, the amount spent, the vendor's information, and the date of transaction.
 - i. All receipts shall be stored in the cardholder's receipt folder/envelope located in the Business Manager's office or Executive Director's office.
 - ii. Receipts for physical in-person purchases shall be placed in the receipt folder/envelope immediately upon returning to the facility.

- iii. Receipts for online purchases shall be printed and placed in the receipt folder/envelope immediately upon completing the transaction.
 - iv. Alternatively, the receipt for online purchases may be forwarded via email to the Business Manager.
 - v. For recurring payments, receipts shall be printed and placed in the receipt folder/envelope no later than the third of each month.
 - vi. The Business Manager will monitor transactions weekly and check to ensure all receipts are present.
 - vii. If a receipt is lost or the cardholder is unable to obtain a receipt at the time of purchase, they will notify the Business Manager immediately and complete a Certification of Receipts Unavailable to file with their reconciliation.
2. Statement Reconciliation and Receipt Submission
- The Business Manager will receive monthly credit card statements listing all transactions. These will be distributed to the cardholder no later than the 5th of each month.
 - The cardholder is required to submit a detailed reconciliation, listing each transaction with receipts and business purpose description. This must be submitted to the Executive Director no later than the 10th of each month.

Transaction Matching

- The Executive Director will compare the cardholder's submitted reconciliation with the statement, matching each transaction to the corresponding receipt and confirming the business purpose.
- Any discrepancies, such as unsubstantiated expenses or amounts that don't align with the district's policies, must be addressed by the cardholder immediately.

Approval of Reconciliation

- Once the reconciliation is approved by the Executive Director, the credit card statement and reconciliation will be forwarded to the Business Manager for payment processing.

Payment Process

- The Business Manager is responsible for making payments on the business credit card account.
- A voucher approval document will be submitted to Island County to obtain a warrant for payment of the credit card balance.
- Payments will be made in full by the due date to avoid interest charges or penalties.



Commissioner Communication

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

Meeting Date: July 24, 2025

Presented By: Julie Millang

We are thrilled to recognize Pete Stevens as our Employee of the Month! His passion for kayaking and our District is invaluable.

This summer, Pete has worked hard to bring another fun season of kayaking to our day campers. Through his thoughtful planning and willingness to try new approaches, he is introducing a whole new generation of our community to the joys of being out on the water and turning the sessions into a fun adventure the kids look forward to.

Pete is also laying the foundation for the long-term success of our kayaking programs by actively training another staff member to take over and continue the program. His mentorship ensures future community members will continue to benefit from safe, inclusive, and fun kayaking experiences for years to come.

Thank you, Pete, for steering our kayaking program for many years with purpose, heart, passion, and a vision for the future. Your leadership on and off the water exemplifies what it means to serve with integrity and excellence.

Recommended Motion:

This section is for staff use

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

Vote: Y/N/AB

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



Commissioner Communication

10. Item: Executive Session-None

Meeting Date: July 24, 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 {enter RCW here} for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

11. Item: Action Item/Review

Meeting Date: July 24, 2025

Presented By: Staff/Secretary

12. Item: Final Board Comments

Presented By: BOC

13. Item: August 21, 2025, 6 p.m. at the John Vanderzicht Memorial Pool

Presented By: Chair

14. Item: Adjourn

Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____