



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, December 18, 2025, 6:00 p.m.

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

1. MEETING CALLED TO ORDER

2. OATH OF OFFICE

3. ROLL CALL

4. PUBLIC COMMENTS

5. CONSENT AGENDA ANNOUNCEMENT

6. CONSENT AGENDA ITEMS

a. Minutes:

- i. 11.20.25 Budget Workshop Minutes
- ii. 11.20.25 Budget Hearing Minutes
- iii. 11.20.25 Regular Meeting Minutes

b. Vouchers and Payroll:

- i. Expense Voucher
#10986-11016
\$ 36,892.62
- ii. Payroll
\$69,547.91
- iii. DOR
\$2,122.72

Total \$108,563.25

7. STAFF REPORTS

8. COMMITTEE REPORTS

a. Budget Committee

b. Program Committee

c. By Laws Committee

9. UNFINISHED BUSINESS

- a. None

10. NEW BUSINESS:

- a. CIAW Renewal
- b. Salary Scale
- c. Budget Amendment
- d. Civic Rec Renewal
- e. 2026 Facility Closure

11. EXECUTIVE SESSION:

12. ACTION ITEM/REVIEW:

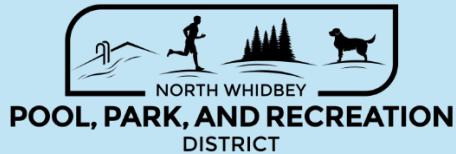
13. FINAL BOARD COMMENTS:

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

15. 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: 12/18/2025

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: Oath of Office

3. Item: Roll Call

Presented By: Chair

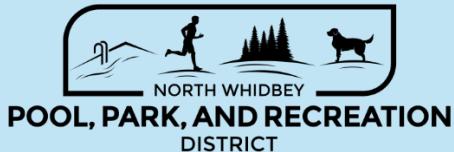
This section for staff use

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

4. 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

5. Item: Consent Agenda Announcement

Meeting Date: 12/18/2025

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.)*

6. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes:

- i. 11.20.25 Budget Workshop Minutes
- ii. 11.20.25 Budget Hearing Minutes
- iii. 11.20.25 Regular Meeting Minutes

b. Vouchers & Payroll

- i. **Expense Vouchers #s** 10986-11016 \$36,892.62
- ii. **Payroll:** \$69,547.91
- iii. **DOR** \$2,122.72

TOTAL: \$108,563.25

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 WORKSHOP

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

6:00 PM

- 1. MEETING CALLED TO ORDER** at 6:00pm.
- 2. ROLL CALL:** Comms. Larsen, Kraner, Guy, Witmer and Hartmann were present.
- 3. 2026 BUDGET REVIEW:** ED Cochran presented on the 2026 budget with BM Millang. No action was taken.
- 4. ADJOURNMENT:** The meeting was adjourned by BOC Chair Larsen at 6:08 p.m.

Attest:

Bill Larsen, Chair

Date



BOARD OF COMMISSIONERS WORKSHOP

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

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

Attest:

Bill Larsen, Chair

Date



BOARD OF COMMISSIONERS REGULAR MEETING

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

1. **MEETING CALLED TO ORDER** at 6:20pm.
2. **ROLL CALL:** Commissioners Guy, Witmer, Kraner, Hartmann and Larsen were present.
3. **PUBLIC COMMENTS:** There were no public comments.
4. **CONSENT AGENDA ANNOUNCEMENT:** There were no changes to the consent agenda.
5. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as presented. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.

a. **Minutes:**

- i. 9.25.25 Regular Meeting Minutes-Amended
- ii. 10.23.25 Regular Meeting Minutes
- iii. 11.3.25 Budget Workshop Minutes

b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10958 - 10985	\$43,021.75
ii. Payroll	\$65,685.72
iii. DOR	\$1,950.02
Total:	\$110,657.49

6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** None.
 - b. **Program Committee:**
 - i. Comm Guy presented on a proposed digital art class.
 - ii. Comm Guy presented on a potential track and field day in 2026.
 - iii. Comm Guy presented on pickleball camp in spring 2026.
 - iv. Comm Guy presented on spring break camp for school-aged children. Comm Guy motioned to approve the proposed program fees for the digital art class - \$30 per 2-day session; Track and Field day - \$25 per person age 5 and older (with a \$5 drop-in fee that does not include a t-shirt, and free participation for ages 4 and under with an optional t-shirt fee). Comm Kraner seconded the motion and it carried unanimously with some

discussion. Comm Guy motioned to table the Pickleball Spring Camp until next meeting. Comm Witmer seconded and the motion carried unanimously with no discussion.

v. Schedule of fees was presented by the ED and BM.

c. **Bylaws Committee:** None.

8. UNFINISHED BUSINESS:

a. **Resolution 2025-04:** ED Cochran presented on adopting the 2026 budget. Comm Guy motioned to approve Resolution No. 2024-04 approving the 2026 Budget for the North Whidbey Pool, Park, and Recreation District as presented on November 20, 2025. He further moved that the 2026 Fund Balance Summary, the Detailed 2026 Budget, and the 2026 Schedule of Fees be attached to the resolution as Appendix A, Appendix B, and Appendix C. Comm Witmer seconded the motion and it carried unanimously with no discussion.

b. **Resolution 2025-05:** Resolution 2025-05 authorizing a 1% increase in the 2026 Regular Property Tax Levy. Comm Witmer motioned to approve Resolution 2025-05, authorizing a 1% increase to the District's regular property tax levy for collection in 2026, as presented. Comms Larsen, Witmer, Guy and Hartmann approved the motion, Comm Kraner abstained from voting. The motion carried with additional discussion.

c. **Levy Certification:** Comm Hartmann motioned to approve the District's 2026 Levy Certification as presented and authorize the Executive Director to sign and submit the certification to the County Assessor in accordance with Washington State law. Comm Larsen seconded the motion and it carried unanimously with additional discussion. Comm Kraner further motioned to adopt this motion as Resolution No. 2025-07. Comm Guy seconded and it carried unanimously with no discussion.

9. NEW BUSINESS:

a. **Resolution 2025-06:** Establishing 2026 Meeting Dates. Comm Guy motioned to approve the 2026 schedule of regular meetings and workshops as presented, and to direct staff to publish the schedule in compliance with RCW 42.30.075. Comm Kraner seconded the motion and it carried unanimously with no discussion.

b. **COLA and Longevity Increases:** BM Millang presented on COLA and longevity pay increases for 2026. Comm Kraner motioned to approve the cost-of-living adjustment for the current part-time, full-time and exempt staff for 2026 at the rate of 2.8% and a 3% longevity raise for staff who qualify based on their anniversary date with the District. Comm Witmer seconded, and the motion carried unanimously with no discussion.

c. **Employee of the month:** BM Millang presented on the employee of the month.

10. EXECUTIVE SESSION: None.

11. ACTION ITEM/REVIEW: 3 ACTION ITEMS

a. ED Cochran to do additional research for the Pickleball program pricing.

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

13. NEXT MEETING: Regular Meeting, Thursday, December 18, 2025, 6:00 p.m. at the John Vanderzicht Memorial Pool

14. ADJOURNMENT: The meeting adjourned at 7:19pm by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

Date

DRAFT

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
676501-676504	11.05.2025	10986-10991	\$ 4,166.62
676761-676766	11.12.2025	10992-10999	\$11,062.40
677003-677008	11.19.2025	11000-11007	\$14,973.89
677522-677528	11.26.2025	11008-11016	\$ 6,689.71
			\$36,892.62

***Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$69,547.91
Department of Revenue Transfer \$ 2,122.72***

***Total of Voucher #s 10986-11016,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer \$108,563.25***

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 December 18, 2025

Brit Kraner, Commissioner

Bill Larsen, Commissioner

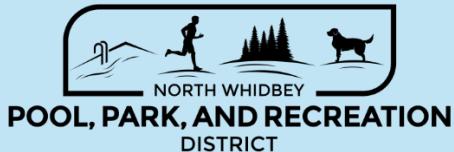
Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

North Whidbey Park & Recreation District
Voucher Report
November 2025

Date	Num	Name	Memo	Amount
Nov 25				
11/06/2025	10992	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2025-10	575.00
11/06/2025	10993	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,304.19
11/06/2025	10994	5007369 R1 Whidbey Tech Solutions	Laptop Setup	238.44
11/06/2025	10995	5007369 R1 Whidbey Tech Solutions	Computer Work	608.44
11/06/2025	10996	4001042 R1 WMS Aquatics	Accu-Tab Tablets	6,146.61
11/06/2025	10997	4001212 R1 Springbook Holding Co ...	Finance Implementation	144.72
11/06/2025	10998	4001829 R1 Tara Dunford, CPA	Cash Handling, Accounting Rev	1,950.00
11/06/2025	10999	9603363 R1 Patron	Patron Refund - Flag Football	95.00
11/13/2025	11000	4000470 R1 Cascade Natural Gas	Gas: Pool	7,507.76
11/13/2025	11001	4000470 R1 Cascade Natural Gas	Gas: Spa,Lk Rm,Lobby,Ofc	683.81
11/13/2025	11002	4000705 R1 Puget Sound Energy	Electric Bill	4,767.99
11/13/2025	11003	4000815 R1 Wave/Astound	Internet Service	322.25
11/13/2025	11004	4000897 R1 Airgas USA, LLC	Cylinder Rental HT	225.74
11/13/2025	11005	4001129 R1 Electronic Business Ma...	Copy Machine Usage	116.34
11/13/2025	11006	4001212 R1 Springbook Holding Co ...	Implementation Services	1,188.00
11/13/2025	11007	4001212 R1 Springbook Holding Co ...	Implementation Services	162.00
11/20/2025	11008	4000120 R1 Aquatic Instruction LLC	LG Review/In-Service	253.00
11/20/2025	11009	5002028 Island CO Solid Waste	Dump Fees	85.50
11/20/2025	11010	4000673 R1 Surety Pest Control	Qtrly Pest Control	151.51
11/20/2025	11011	4000793 R4 Visa	J Cochran CC	2,773.84
11/20/2025	11012	4000793 R4 Visa	M Cochran CC	1,466.69
11/20/2025	11013	4000793 R4 Visa	J Millang CC	1,591.23
11/20/2025	11014	4000897 R1 Airgas USA, LLC	Carbon Dioxide	64.65
11/20/2025	11015	4001460 R1 Bay City Supply	Paper Products, Trash Bags	173.29
11/20/2025	11016	9603676 R1 Patron	Patron Refund - Basketball	130.00
				32,726.00



Commissioner Communication

7. Item: Staff Reports

Meeting Date: 12/18/2025

Presented By: Jay Cochran

The Patron Comments and Suggestions for December 2025 Board Meeting:

- No comments or suggestions for this month!

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 10.23.25 Regular Meeting

~~ED Cochran to send out emails to confirm Comm Hartmann and Larsen availability for 11/15~~

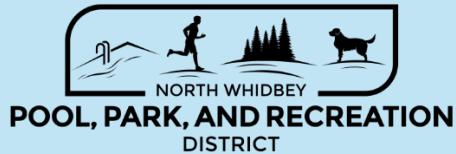
~~Have Rec Coord. Send out the times the TUSCPAC volunteers will be at the facilities.~~

~~Edit the minutes from the MWR contract to reflect that Comm Kraner recused herself from the vote.~~

With a New Year starting, we will only carry over any action items from December 2025 as all staff action items are completed.

Maintenance Manager

- December 2025 Maintenance Report
- Replacement and programming of ADA door opener at front door.
- Cleaning of JVMP flat roofs and gutters.
- Repair to dog stations at Clover Valley.
- Repair and reprogramming of gate at CV.
- Repair, adjustments and upgrades to fencing at the Dog Park.
- Repair to on-deck toilet.



Commissioner Communication

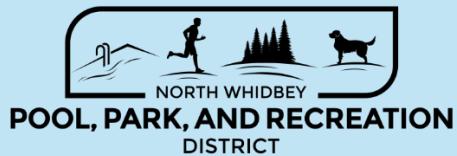
Recreation Coordinator

- Basketball registrations are still coming pretty steadily, and we are about 70 players ahead of where we were at this point last year.
- Basketball flyers were distributed to preschools in the area, and I am continuing to reach out to community members about promoting our league.
- An email was distributed to NASWI regarding the opportunity to volunteer as a coach for Basketball.
- I have been working with Jay to create updated Branding Guidelines for marketing implementation. The goal is to create cross-department consistency in marketing and communications.

Client Service Specialist Coordinator

- On November 3rd we began our Great Pumpkin Coloring Contest and our first Harvest Splash Food Drive!
- Harvest Splash Food Drive Statistics:
 - Total items donated: **552**
 - Total laps swam: 13,800

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	178				
7:00 a.m.	117				
8:00 a.m.	182			86	
9:00 a.m.	149	31		244	
10/10:30 a.m.	240	92			118
11:00 a.m.	170	56			
12:00 p.m.	112	13	18	50	
1/2 p.m.			695		
3:00 p.m.	6				



Commissioner Communication

4:00 p.m.	1		19		
5:00 p.m.	91	33			
6/6:30 p.m.	44	20		85	
7/7:30 p.m.	42	2	196		
8/9:00 p.m.					
Event Totals	1332	247	928	465	118
Monthly Total:	3090				

Business Manager

- Researched and selected potential replacements for timekeeping (Buddy Punch) and staff communication (GroupMe) apps with the goal of streamlining into one more efficient platform.
- Reviewing demos and free trials for replacement options.
- Working on updated cash handling procedures to include step-by-step instructions; plan to roll out for implementation in January.
- Provided Springbrook with remaining items needed for implementation.
- Began updating print and online materials for 2026.
- We expect the pool schedule to remain the same in January.

Treasurer's Report
Transactions from 11/1/2025 to 11/30/2025

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 10/31/2025	673,938.10
-----------------------------------	-------------------

11/06/2025 ISLAND COUNTY T NWPP&R MAINT C WB 0.00 7,687.06 11/30/2025 NOV 25 PROP TAX DISTRIBUTION 0.00 69,676.49 11/30/2025 Qtr 4 2025 Forest Excise Distr 0.00 27.13 11/30/2025 2025 Forest Excise Excess 0.00 103.76 Revenue Total 0.00 77,494.44 11/05/2025 CITY OF OAK HAR NO WHIDBEY POO KY 00676503 763.75 0.00 11/05/2025 CITY OF OAK HAR NO WHIDBEY POO KY 00676503 1,884.36 0.00 11/05/2025 CITY OF OAK HAR NO WHIDBEY POO KY 00676503 39.38 0.00 11/05/2025 WHIDBEY TECH SO NO WHIDBEY POO KY 00676504 869.73 0.00 11/05/2025 BAY CITY SUPPLY NO WHIDBEY POO KY 00676501 452.69 0.00 11/05/2025 CANON FINANCIAL NO WHIDBEY POO KY 00676502 156.71 0.00 11/12/2025 PATRON NO WHIDBEY POO KY 00676762 95.00 0.00 11/12/2025 TARA DUNFORD CP NO WHIDBEY POO KY 00676764 1,950.00 0.00 11/12/2025 PACIFIC GRACE T NO WHIDBEY POO KY 00676761 575.00 0.00 11/12/2025 WHIDBEY TECH SO NO WHIDBEY POO KY 00676765 238.44 0.00 11/12/2025 WHIDBEY TECH SO NO WHIDBEY POO KY 00676765 608.44 0.00 11/12/2025 WMS AQUATICS-WM NO WHIDBEY POO KY 00676766 6,146.61 0.00 11/12/2025 WHIDBEY TECH SO NO WHIDBEY POO KY 00676765 1,304.19 0.00 11/12/2025 SPRINGBROOK HOL NO WHIDBEY POO KY 00676763 144.72 0.00 11/13/2025 NWPP&R PAYROLL 36,843.68 0.00 11/19/2025 PUGET SOUND ENE NO WHIDBEY POO KY 00677007 4,767.99 0.00 11/19/2025 CASCADE NATURAL NO WHIDBEY POO KY 00677005 7,507.76 0.00 11/19/2025 CASCADE NATURAL NO WHIDBEY POO KY 00677005 683.81 0.00 11/19/2025 ASTOUND/WAVE NO WHIDBEY POOL P KY 00677004 322.25 0.00 11/19/2025 AIRGAS INC. NO WHIDBEY POOL PA KY 00677003 225.74 0.00 11/19/2025 ELECTRONIC BUSI NO WHIDBEY POO KY 00677006 116.34 0.00 11/19/2025 SPRINGBROOK HOL NO WHIDBEY POO KY 00677008 162.00 0.00 11/19/2025 SPRINGBROOK HOL NO WHIDBEY POO KY 00677008 1,188.00 0.00 11/26/2025 VISA INC NO WHIDBEY POOL PARK KY 00677528 2,773.84 0.00 11/26/2025 VISA INC NO WHIDBEY POOL PARK KY 00677528 1,591.23 0.00 11/26/2025 VISA INC NO WHIDBEY POOL PARK KY 00677528 1,466.69 0.00 11/26/2025 PATRON NO WHIDBEY POO KY 00677525 130.00 0.00 11/26/2025 ISLAND COUNTY S NO WHIDBEY POO KY 00677526 85.50 0.00 11/26/2025 AQUATICS INSTRU NO WHIDBEY POO KY 00677523 253.00 0.00 11/26/2025 ORKIN LLC. NO WHIDBEY POOL PAR KY 00677527 151.51 0.00 11/26/2025 BAY CITY SUPPLY NO WHIDBEY POO KY 00677524 173.29 0.00 11/26/2025 AIRGAS INC. NO WHIDBEY POOL PA KY 00677522 64.65 0.00 11/26/2025 NWPP&R PAYROLL 32,704.23 0.00 11/28/2025 NWPP&R DOR 2,122.72 0.00 Expenditure Total 108,563.25 0.00	-108,563.25
---	--------------------

Ending Cash Balance	Calculated Total	642,869.29
	Book Total	642,869.29
	Difference	0.00

648 - NO WHID POOL PARK REC BOND

Cash Balance at 10/31/2025			20.46
11/30/2025 ICTIP INV INTEREST - NOV 2025	0.00	0.65	
Revenue Total	<hr/>	<hr/>	<hr/>
	0.00	0.65	0.65
Ending Cash Balance		Calculated Total	21.11
		Book Total	21.11
		Difference	0.00

Treasurer's Report
Transactions from 11/1/2025 to 11/30/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 10/31/2025			54,817.42
11/30/2025 ICTIP INV INTEREST - NOV 2025	0.00	1,561.54	
Revenue Total	<hr/>	0.00	1,561.54
Ending Cash Balance		Calculated Total	56,378.96
		Book Total	56,378.96
		Difference	0.00

Treasurer's Report
Transactions from 11/1/2025 to 11/30/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 10/31/2025			91.28
11/30/2025 ICTIP INV INTEREST - NOV 2025	0.00	24.00	
Revenue Total	<hr/>	0.00	24.00
Ending Cash Balance		Calculated Total	115.28
		Book Total	115.28
		Difference	0.00



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

Island County

PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.322	11/01/2025			0.65	230.40
		3.432	11/01/2025				230.40
	Subtotal and Ending Balance	3.432		0.00	0.00	0.65	230.40
649	649						551,055.34
		3.329	11/01/2025			1,558.08	551,055.34
		3.448	11/01/2025				551,055.34
	Subtotal and Ending Balance	3.448		0.00	0.00	1,558.08	551,055.34
788	788						8,470.65
		3.329	11/01/2025			23.95	8,470.65
		3.447	11/01/2025				8,470.65
	Subtotal and Ending Balance	3.447		0.00	0.00	23.95	8,470.65
Totals and Ending Balance for PARTICIPANT				0.00	0.00	1,582.68	559,756.39



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

Public Sector Statement
November 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)
Dial 711 for TTY/TRS

Public Transaction Analysis Interest

ISLAND COUNTY TREASURER
N WHIDBEY PARK & RECREATION DIST PAYROLL

Beginning balance 10-31-25	\$70,007.29
2 Additions	+69,547.91
9 Subtractions	-78,671.00
Ending balance 11-30-25	\$60,884.20

Additions

<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	11-13		Trf Fr	DDA 0000473631001525 4731 \$36,843.68
	11-26		Trf Fr	DDA 0000473631001525 4731 32,704.23
			Total additions	\$69,547.91

Subtractions

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	11-3		Labor&Industries&I Elf	\$12,691.37
	11-3		WA Cares Web Pmt	1,254.41
	11-4		Paid Family Med Payment	1,989.75
	11-5		Irs Usataxpymt	5,928.58
	11-12		WA Dept Ret Sys Drs Epay	244.33
	11-13		Intuit Payroll Squickbooks	25,494.31
	11-18		WA Dept Ret Sys Drs Epay	315.68
	11-19		Irs Usataxpymt	6,142.64
	11-26		Intuit Payroll Squickbooks	24,609.93
			Total subtractions	\$78,671.00

**Interest
earned**

Current Interest Rate
Number of days this statement period

variable
30



PO Box 1578 | Olympia, WA 98507

Statement Start	11-01-2025
Statement End	11-30-2025
Account Number	
Page	1 of 4

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

warmest wishes

We're grateful for the trust you've placed in us, and we look forward to supporting your goals in the year ahead.



Equal Housing Lender | Member FDIC



PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02% Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$1.59

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$2,831.37		\$37,274.99		\$0.26		\$9,710.13		\$12.00		\$30,384.49

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
11/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	519.50
11/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,584.25
11/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,057.50
11/03/25	Deposit	74.00
11/03/25	Deposit	119.50
11/03/25	Deposit	121.25
11/03/25	Deposit	88.01
11/03/25	Deposit	81.00
11/03/25	Deposit	99.75
11/03/25	Deposit	37.50



Equal Housing Lender | Member FDIC

20

HeritageBankNW.com | 800.455.6126



PO Box 1578 | Olympia, WA 98507

Account Number	Page
	2 of 4

Statement Start Date: 11-01-2025
Statement End Date: 11-30-2025

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
11/03/25	Deposit	46.50
11/03/25	Deposit	17.50
11/03/25	Deposit	74.75
11/03/25	Deposit	19.25
11/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,280.50
11/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,658.00
11/06/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,318.00
11/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	680.75
11/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	569.25
11/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,108.25
11/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,145.00
11/10/25	Deposit	60.00
11/10/25	Deposit	107.00
11/10/25	Deposit	59.00
11/10/25	Deposit	15.50
11/10/25	Deposit	90.50
11/10/25	Deposit	150.50
11/10/25	Deposit	19.00
11/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	284.25
11/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	507.50
11/13/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,875.00
11/13/25	External Deposit CNI MLLNGTN DET EFT 111225 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *251112*1	4,152.00
11/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	774.75
11/14/25	Deposit 11/10/25	16.25
11/14/25	Deposit 11/13/25	25.50
11/14/25	Deposit 11/11/25	129.25
11/14/25	Deposit 11/12/25	92.50
11/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	963.00
11/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	990.50
11/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,249.60
11/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	528.75
11/18/25	Deposit	20.00
11/18/25	Deposit	38.00
11/18/25	Deposit	43.00



Equal Housing Lender | Member FDIC

21 HeritageBankNW.com | 800.455.6126



PO Box 1578 | Olympia, WA 98507

Account Number	Page
	3 of 4

Statement Start Date: 11-01-2025
Statement End Date: 11-30-2025

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
11/18/25	Deposit	105.25
11/18/25	Deposit	6.50
11/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,000.50
11/20/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,166.25
11/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	881.50
11/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,083.75
11/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,260.50
11/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,218.75
11/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	508.00
11/26/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	605.50
11/26/25	Deposit	817.50
11/26/25	Deposit	52.00
11/26/25	Deposit	13.50
11/26/25	Deposit	23.00
11/26/25	Deposit	32.00
11/26/25	Deposit	27.50
11/26/25	Deposit	74.00
11/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	48.50
11/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	459.13
11/29/25	Eff. 11-30 Credit Interest	0.26

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
11/03/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,915.37
11/04/25	External Withdrawal AUTHNET GATEWAY - BILLING 145745252	107.70
11/06/25	Withdrawal NWPP AND REC	7,687.06
11/29/25	Monthly Maintenance Fee	12.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
11/01	2,831.37	11/07	2,998.75	11/17	18,382.85
11/03	5,856.26	11/10	6,322.75	11/18	19,124.35
11/04	7,029.06	11/12	7,114.50	11/19	21,124.85
11/05	8,687.06	11/13	14,141.50	11/20	22,291.10
11/06	2,318.00	11/14	15,179.75	11/21	23,172.60



Equal Housing Lender | Member FDIC

22 HeritageBankNW.com | 800.455.6126



PO Box 1578 | Olympia, WA 98507

Account Number	Page
	4 of 4

Statement Start Date: 11-01-2025
Statement End Date: 11-30-2025

DAILY BALANCE SUMMARY

Daily Balance Continued...

Date	Balance	Date	Balance	Balance	Date
11/24	27,735.60	11/26	29,888.60	11/29	30,384.49
11/25	28,243.60	11/28	30,396.23		

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



Equal Housing Lender | Member FDIC

23 HeritageBankNW.com | 800.455.6126

Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 10.31.2025

Enter payments as negative amounts in table, below.

Date Signature
11.19.2025 Julie Millang
120/25 JG

HERITAGE BANK

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

4000793 RE



SCORECARD

Bonus Points
 Available
 21,654

Summary of Account Activity

Previous Balance	\$ 2,667.69
Payments	\$2,667.69 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$2,773.84
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
NEW BALANCE	\$ 2,773.84
Credit Limit	\$10,000.00
Available Credit	\$7,226.16
Available Cash	\$7,226.16
Amount Disputed	\$0.00
Statement Closing Date	10/31/25
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	\$2,773.84
MINIMUM PAYMENT	\$56.00
PAYMENT DUE DATE	11/25/2025

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.

WE'VE ADDED SOME NEW AWARDS! VISIT WWW.SCORECARDREWARDS.COM TO SEE OUR COMPLETE CATALOG OF BRAND-NAME MERCHANDISE AND TRAVEL AWARDS.

WATCH YOUR BONUS POINTS GROW THIS HOLIDAY SEASON WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/02	PBUS01	24492165275100002602573	BUDDY PUNCH BUDDYPUNCH.CO WI	\$284.62
10/07	10/08	PBUS01	24793385280000920589212	Adobe Inc San Jose CA	\$21.79
10/29	10/29	PBUS01	24116415302718778844129	BERL'S COMMERCIAL SUPPLY 704-937-2673 NC	\$2,175.00
10/30	10/30	PBUS01	2449216530310013588676	BUDDY PUNCH BUDDYPUNCH.CO WI	\$270.64
10/29	10/30		73190605303555303800031	PAYMENT - THANK YOU TACOMA WA	\$2,667.69-
10/30	10/31	PBUS01	24793385303000413196080	Adobe Inc 800-8336687 CA	\$21.79



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

Statement Closing Date:
October 31, 2025

Fees		\$	0.00
TOTAL FEES FOR THIS PERIOD		\$	0.00
Interest Charged		\$	0.00
TOTAL INTEREST FOR THIS PERIOD			
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](http://WWW.MYCARDSTATEMENT.COM). ENROLL TODAY!

ScoreCard Bonus Points Information as of 10/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	19,172	2,482	0	0	21,654

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.08333% (M)	13.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,930.48			\$0.00

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: Mitch Cochran

Billing Cycle: 10.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
10.01.2025	Buddy Punch Costco	\$ 307.45	✓	x Concessions, Office Supplies
10.10.2025	Ace Hardware	\$ 42.04	✓	x Repair/Maintenance Items
10.15.2025	Home Depot	\$ 40.56	✓	✗ Repair/Maintenance Items
10.21.2025	Ace Hardware	\$ 9.80	✓	x Repair/Maintenance Items
10.21.2025	Home Depot	\$ 39.09	✓	x Repair/Maintenance Items
10.21.2025	Home Depot	\$ 36.41	✓	x Repair/Maintenance Items
10.24.2025	Safeway	\$ 88.18	✓	x Fuel
10.25.2025	Zoro	\$ 208.17	✓	x Digital Clock for Pool Deck
10.28.2025	Tractor Supply	\$ 8.71	✓	x Repair/Maintenance Items
10.28.2025	Arco	\$ 15.66		Fuel
10.29.2025	Jet City	\$ 476.27	✓	x Crushed stone
10.30.2025	Sunbelt Rentals	\$ 73.44	✓	x Equipment Rental for Volunteer Day
10.30.2025	Harbor Freight	\$ 120.91	✓	x Small Tools
Total		\$ 1,466.69		

Date Signature

10.19.2025 Julie Millang
 11/20/25 JC

HERITAGE BANK

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

4000793RH



SCORECARD

Bonus Points
Available
8,346

Summary of Account Activity

Previous Balance	\$ 3,453.66
Payments	\$3,453.66 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$1,466.69
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
NEW BALANCE	\$ 1,466.69
Credit Limit	\$5,000.00
Available Credit	\$3,533.31
Available Cash	\$3,533.31
Amount Disputed	\$0.00
Statement Closing Date	10/31/25
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	\$1,466.69
MINIMUM PAYMENT	\$30.00
PAYMENT DUE DATE	11/25/2025

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.

WATCH YOUR BONUS POINTS GROW THIS HOLIDAY SEASON WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/02	PBUS01	24692165274109739430868	COSTCO *BUS DELIV 115 425-640-7700 WA	\$307.45
10/10	10/12	PBUS01	24801975284510660380139	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$42.04
10/15	10/17	PBUS01	24943015289010189107609	THE HOME DEPOT #8563 OAK HARBOR WA	\$40.56
10/21	10/22	PBUS01	24801975295523025553560	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$9.80
10/21	10/23	PBUS01	24943015295010189593339	THE HOME DEPOT #8563 OAK HARBOR WA	\$39.09
10/21	10/23	PBUS01	24943015295010189595185	THE HOME DEPOT #8563 OAK HARBOR WA	\$36.41
10/24	10/26	PBUS01	24231685298526780561142	SAFEWAY FUEL0402 OAK HARBOR WA	\$88.18
10/25	10/28	PBUS01	24755425300273001766480	ZORO TOOLS INC 855-2899676 IL	\$208.17
10/28	10/30	PBUS01	24137465303001626348695	TRACTOR SUPPLY #2057 OAK HARBOR WA	\$8.71



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

Statement Closing Date:
October 31, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/28	10/30	PBUS01	24122545302531192264840	ARCO#07057ARCO #07057 OAK HARBOR WA	\$15.66
10/29	10/30	PBUS01	24055225302531479038917	JET CITY EQUIPMENT 360-675-4441 WA	\$476.27
10/29	10/30		73190605303555303800015	PAYMENT - THANK YOU TACOMA WA	\$3,453.66
10/30	10/31	PBUS01	24431065304317360185113	SUNBELT RENTALS #1691 OAK HARBOR WA	\$73.44
10/30	10/31	PBUS01	24231685304533090343676	HARBOR FREIGHT TOOLS3285 OAK HARBOR WA	\$120.91

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](http://WWW.MYCARDSTATEMENT.COM). ENROLL TODAY!

ScoreCard Bonus Points Information as of 10/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	7,575	771	0	0	8,346

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.08333% (M)	13.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$3,571.29			\$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: 10.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
10.01.2025	PPC Communiction	\$ 140.00	✓	x POS
10.07.2025	Amazon	\$ 264.86	✓	x Shed
10.10.2025	Enformion	\$ 171.77	✓	x Background Checks
10.13.2025	Amazon	\$ 65.39	✓	x Spongebob Costume
10.16.2025	ARC	\$ 44.00	✓	x Certification Fee
10.20.2025	Northwest Mini Storage	\$ 160.00	✓	x Storage Unit
10.22.2025	Wave/Astound	\$ 642.50	✓	x Internet Service
10.30.2025	Walmart	\$ 102.71	✓	x Candy for Mainstreet Event
Total		\$ 1,591.23		

Date

Signature

11.19.2025 Julie Millang

11/20/2025

HERITAGE BANK

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

4000793 KY



SCORECARD®

Bonus Points
Available
25,976

Summary of Account Activity

Previous Balance	\$ 1,943.86
Payments	\$1,943.86 -
Other Credits	\$0.00
Other Debits	\$0.00
Purchases	\$1,591.23
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
NEW BALANCE	\$ 1,591.23
Credit Limit	\$4,000.00
Available Credit	\$2,408.77
Available Cash	\$2,408.77
Amount Disputed	\$0.00
Statement Closing Date	10/31/25
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	\$1,591.23
MINIMUM PAYMENT	\$32.00
PAYMENT DUE DATE	11/25/2025

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.

WATCH YOUR BONUS POINTS GROW THIS HOLIDAY SEASON WHEN YOU USE YOUR REWARDS CARD FOR EVERYDAY PURCHASES. VISIT WWW.SCORECARDREWARDS.COM TO CREATE A PROFILE AND REGISTER YOUR EMAIL ADDRESS. YOU WILL BE ABLE TO VIEW YOUR POINT BALANCE, SEARCH FOR 1000+ AWARDS, CREATE A WISH LIST, AND REDEEM YOUR BONUS POINTS ONLINE!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/02	PBUS01	24801975274499275074539	ESOFT PLANNER MMESZAROS@PPC OH	\$140.00
10/09	10/10	PBUS01	24692165282107071571125	AMAZON MKTPL*NF5KE1AQ1 Amzn.com/bill WA	\$264.86
10/10	10/12	PBUS01	24906415283240614130073	ENF*Enformion 855-2813915 CA	\$171.77
10/15	10/15	PBUS01	24692165288102714830941	AMAZON MKTPL*NF1J44YB2 Amzn.com/bill WA	\$65.39
10/16	10/17	PBUS01	24036295289712839349947	ARC TRAINING SERVICES 800-733-2767 DC	\$44.00
10/20	10/22	PBUS01	24194335294017011062705	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
10/23	10/24	PBUS01	24692165296100358364235	ASTOUND 800-427-8686 PA	\$642.50
10/29	10/30		73190605303555303800049	PAYMENT - THANK YOU TACOMA WA	\$1,943.86
10/30	10/31	PBUS01	24455015303142001009135	3WAL-MART #2319 OAK HARBOR WA	\$102.71



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

Statement Closing Date:
October 31, 2025

Fees		\$	0.00
TOTAL FEES FOR THIS PERIOD		\$	0.00
Interest Charged		\$	0.00
TOTAL INTEREST FOR THIS PERIOD			
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](http://WWW.MYCARDSTATEMENT.COM). ENROLL TODAY!

ScoreCard Bonus Points Information as of 10/30/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	24,487	1,489	0	0	25,976

Interest Charge Calculation/Plan Level Information

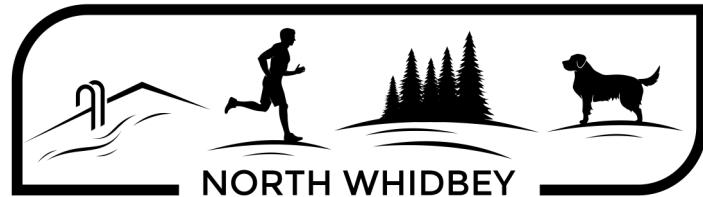
Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.08333% (M)	13.0000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,467.89			\$0.00

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.



POOL, PARK, AND RECREATION DISTRICT

Account Balances November 2025

M&O Operating	\$ 642,869.29
Bond Fund	\$ 251.51
Reserve Fund	\$ 607,434.30
Capital Project Fund	\$ 8,585.93
Payroll Account	<u>\$ 60,884.20</u>
Total Balance of Accounts	\$1,320,025.23

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

November 14, 2025 for 10.16-10.31.2025

	TOTAL Hours	TOTAL Rate	Nov 14, 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
Business Manager Salary	88.00	3,333.33	
Director	96.00	4,116.17	
Maintenance Facilities Manager	96.00	3,250.00	
Aerobics Instructor	32.89	593.68	
Client Service Spc Coordinator	63.25	1,328.25	
Client Service Specialist	156.56	2,796.20	
Custodian - JVMP	41.67	802.56	
Head Lifeguard	87.72	1,854.40	
Hourly Bereavement	24.00	600.00	
Hourly Sick	3.75	93.75	
Hourly Vacation	6.00	150.00	
Lifeguard	386.00	6,935.13	
Private Lesson Instructor	25.87	538.95	
Recreation Aide - Advertising	5.00	83.30	
Recreation Aide - Flag Football	7.18	123.30	
Recreation Aide - Volleyball	20.03	355.70	
Recreation Coordinator	50.43	1,260.75	
Recreational Aide-Swim lessons	6.17	102.79	
Senior Lifeguard	7.93	143.37	
Swim Lessons Coordinator	39.47	818.21	
Training - Lifeguard	31.32	521.80	
WSI Water Safety Instructor	45.43	862.20	
Total Gross Pay	1,320.67	30,663.84	
Deductions from Gross Pay			
457b Plan Emp.		-210.45	
Total Deductions from Gross Pay		-210.45	
Adjusted Gross Pay	1,320.67	30,453.39	
Taxes Withheld			
Federal Withholding		-1,435.00	
Medicare Employee		-446.13	
Social Security Employee		-1,907.69	
L&I Office Employee 6306-07		-29.76	
L&I Pool Employee-1601-00		-252.12	
Medicare Employee Addl Tax		0.00	
WA - Cares Fund		-177.87	
WA - Paid Fam Med Leave		-201.77	
Total Taxes Withheld		-4,450.34	
Deductions from Net Pay			
Colonial Life EE		-99.09	
Kaiser Health EE		-605.85	
Total Deductions from Net Pay		-704.94	
Net Pay	1,320.67	26,298.11	
Employer Taxes and Contributions			
Medicare Company		446.13	
Social Security Company		1,907.69	
WA - Unemployment		0.00	
457b Plan Co. Match		105.23	
Accident Benefit Allowance ER		21.19	
Colonial Life ER		171.96	
Dental Insurance (company paid)		45.50	
Kaiser Health ER		1,306.21	
Wellness Benefit Allowance ER		300.00	
L&I Office Employer 6306-07		72.29	
L&I Pool Employer 1601-00		1,550.51	
WA - Employment Admin. Fund		0.00	
Total Employer Taxes and Contributions		5,926.71	

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

November 28, 2025 for 11.01-11.15.2025

	TOTAL		
	Hours	Rate	Nov 28, 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
Business Manager Salary	80.00	3,333.33	
Director	56.00	3,601.65	
Director Sick	8.00	514.52	
Maintenance Facilities Manager	80.00	3,250.00	
Aerobics Instructor	31.16	560.61	
Client Service Spc Coordinator	49.80	1,045.80	
Client Service Specialist	166.53	3,005.40	
Custodian - JVMP	36.15	696.25	
Head Lifeguard	74.03	1,564.99	
Hourly Sick	20.20	406.53	
Lifeguard	359.83	6,526.84	
Private Lesson Instructor	33.19	697.43	
Recreation Aide - Volleyball	20.70	369.01	
Recreation Coordinator	68.72	1,718.00	
Recreational Aide-Swim lessons	4.73	78.80	
Senior Lifeguard	4.62	83.53	
Swim Lessons Coordinator	40.83	846.41	
Training - Lifeguard	25.92	431.83	
Training Swin Instuctor	1.57	26.16	
WSI Water Safety Instructor	25.54	486.01	
Holiday		369.12	
Total Gross Pay	1,187.52	29,612.22	
Deductions from Gross Pay			
457b Plan Emp.		-171.80	
Total Deductions from Gross Pay		-171.80	
Adjusted Gross Pay	1,187.52	29,440.42	
Taxes Withheld			
Federal Withholding		-1,415.00	
Medicare Employee		-430.62	
Social Security Employee		-1,841.26	
L&I Office Employee 5306-07		-29.40	
L&I Pool Employee-1501-00		-227.99	
Medicare Employee Addl Tax		0.00	
WA - Cares Fund		-171.75	
WA - Paid Fam Med Leave		-194.83	
Total Taxes Withheld		-4,310.85	
Deductions from Net Pay			
Colonial Life EE		-99.09	
Kaiser Health EE		-605.85	
Total Deductions from Net Pay		-704.94	
Net Pay	1,187.52	24,424.63	
Employer Taxes and Contributions			
Medicare Company		430.62	
Social Security Company		1,841.26	
WA - Unemployment		0.00	
457b Plan Co. Match		85.90	
Accident Benefit Allowance ER		21.19	
Colonial Life ER		171.96	
Dental Insurance (company paid)		45.50	
Kaiser Health ER		1,306.21	
Wellness Benefit Allowance ER		300.00	
L&I Office Employer 5306-07		71.42	
L&I Pool Employer 1501-00		1,354.25	
WA - Employment Admin. Fund		0.00	
Total Employer Taxes and Contributions		5,628.31	

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
310.00 LEVIES					
311.00 General Property Taxes	1,394,426.46	1,411,251.00	-602,677.48	57.3%	
312.00 Timber Harvest Taxes	206.05				
Total 310.00 LEVIES	1,394,632.51	1,411,251.00	-16,618.49	98.82%	
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	97,666.42	130,490.00	-32,823.58	74.85%	
33.01 Basic Memberships	13,476.60	21,050.00	-7,573.40	64.02%	
34 Punch Cards	25,912.44	25,616.00	296.44	101.16%	
36 Kayak Lessons	80.00	1,200.00	-1,120.00	6.67%	
38 Aerobics					
Water Fitness Daily Admisison	5,603.94	4,802.00	801.94	116.7%	
Water Fitness Prem. Membership	20,473.24	15,935.00	4,538.24	128.48%	
Water Fitness Punch Card	12,674.65	16,829.00	-4,154.35	75.31%	
38 Aerobics - Other					
Total 38 Aerobics	38,751.83	37,566.00	1,185.83	103.16%	
39 Swim Lessons					
Private	27,037.75	30,184.00	-3,146.25	89.58%	
School Group	4,980.00	4,980.00	0.00	100.0%	
Youth	103,118.37	149,157.00	-46,038.63	69.13%	
Total 39 Swim Lessons	135,136.12	184,321.00	-49,184.88	73.32%	
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	312,507.91	413,557.00	-101,049.09	75.57%	
Total 340.00 JVMP Revenue	312,507.91	413,557.00	-101,049.09	75.57%	
350.00 Recreation Revenue					
347.60.01 Basketball	36,371.50	46,200.00	-9,828.50	78.73%	
347.60.03 Kickball	0.00	6,045.00	-6,045.00	0.0%	
347.60.04 Pickleball	0.00	6,000.00	-6,000.00	0.0%	
347.60.05 NFL Flag Football	9,208.00	6,136.00	3,072.00	150.07%	
347.60.06 Volleyball	8,546.00	3,878.00	4,668.00	220.37%	
Day Camp	37,420.84	49,078.00	-11,657.16	76.25%	
Soccer	137.63	363.00	-225.37	37.92%	
Special Events/Programs	0.00	1,000.00	-1,000.00	0.0%	
Total 350.00 Recreation Revenue	91,683.97	118,700.00	-27,016.03	77.24%	
360.00 Miscellaneous Revenue					
362.00 Rents & Concessions					
BHBC	5,903.68	21,187.00	-15,283.32	27.87%	

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
Candy&Snacks	4,497.50	4,955.00	-457.50	90.77%	
Lockers	972.26	1,559.00	-586.74	62.36%	
Open Swim Party Rental	10,125.08	10,382.00	-256.92	97.53%	
Pool Group Rentals	616.12	660.00	-43.88	93.35%	
Private Party Rental	8,353.89	5,354.00	2,999.89	156.03%	
Retail	1,039.51	1,430.00	-390.49	72.69%	
Viewing Room Rental	860.74	727.00	133.74	118.4%	
Total 362.00 Rents & Concessions	32,368.78	46,254.00	-13,885.22	69.98%	
367.00 Contributions/Donations	11.86				
369.00 Other Misc Revenues					
Cashier over/short	-10.52				
Total 369.00 Other Misc Revenues	-10.52				
Other Misc Revenues	510.14				
Prepaid Accounts	1,044.08				
360.00 Miscellaneous Revenue - Other	6,064.72				
Total 360.00 Miscellaneous Revenue	39,989.06	46,254.00	-6,264.94	86.46%	
361.40.00 Interest					
Int Investment Capital Fund	149.19	50.00	99.19	298.38%	
Int Investment Reserve Fund	6,873.02	550.00	6,323.02	1,249.64%	
Interest Investment Bond Fund	6.44	6.00	0.44	107.33%	
Total 361.40.00 Interest	7,028.65	606.00	6,422.65	1,159.84%	
Total Income	1,845,842.10	2,290,368.00	-444,525.90	80.59%	
Gross Profit	1,845,842.10	2,290,368.00	-444,525.90	80.59%	
Expense					
570.00 RECREATION SERVICES					
573.60.00 Exp Recreation Sports					
573.60.01 Basketball Expense	4,961.59	5,060.00	-98.41	98.06%	
573.60.03 Kickball Expense	0.00	1,318.00	-1,318.00	0.0%	
573.60.04 Pickleball Expense	0.00	938.00	-938.00	0.0%	
573.60.05 NFL Flag Football Exp	2,848.92	1,923.00	925.92	148.15%	
573.60.06 Volleyball Expense	1,048.59	1,100.00	-51.41	95.33%	
573.60.10 Salary & Wages					
Basketball	6,265.17	9,684.00	-3,418.83	64.7%	
Day Camp					
Day Camp Assistant Manager	0.00	4,118.00	-4,118.00	0.0%	
Day Camp Leader	11,979.67	10,490.00	1,489.67	114.2%	
Day Camp Manager	6,688.90	5,868.00	820.90	113.99%	
Total Day Camp	18,668.57	20,476.00	-1,807.43	91.17%	
Kickball	0.00	861.00	-861.00	0.0%	
NFL Flag Football	1,063.85	880.00	183.85	120.89%	
Pickleball	0.00	542.00	-542.00	0.0%	
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%	

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

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
Recreation Coordinator	20,097.63	52,000.00	-31,902.37	38.65%	
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	1,176.74	1,719.00	-542.26	68.46%	
Total 573.60.10 Salary & Wages	47,271.96	89,748.00	-42,476.04	52.67%	
Day Camp Expense	2,387.71	15,000.00	-12,612.29	15.92%	
Kayak Program Expense	0.00	600.00	-600.00	0.0%	
Total 573.60.00 Exp Recreation Sports	58,518.77	115,687.00	-57,168.23	50.58%	
576.20 NWPPRD Expenses					
576.20.10 Salary & Wages					
100101 Director	76,308.58	113,000.00	-36,691.42	67.53%	
100103 Business Manager	69,565.12	80,000.00	-10,434.88	86.96%	
100104 Client Service Spc					
Client Services Coordinator	27,911.62	36,437.00	-8,525.38	76.6%	
100104 Client Service Spc - Other	56,722.39	71,181.00	-14,458.61	79.69%	
Total 100104 Client Service Spc	84,634.01	107,618.00	-22,983.99	78.64%	
100107 BOC/Dir Admin Asst	2,051.10	36,437.00	-34,385.90	5.63%	
100108 Rec Aide Advertising	1,514.09	3,000.00	-1,485.91	50.47%	
200201 Aerobics Inst JVMP	10,700.72	10,658.00	42.72	100.4%	
200208 Kayak Inst JVMP	299.25	300.00	-0.75	99.75%	
200210 Private Lessons	10,226.91	13,200.00	-2,973.09	77.48%	
200211 WSI Instructor					
Recreation Aide- Swim Lessons	542.10	500.00	42.10	108.42%	
200211 WSI Instructor - Other	24,339.05	36,868.00	-12,528.95	66.02%	
Total 200211 WSI Instructor	24,881.15	37,368.00	-12,486.85	66.58%	
200221 Training					
Training- Lifeguard	15,748.37	29,069.00	-13,320.63	54.18%	
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	1,098.03	11,356.00	-10,257.97	9.67%	
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%	
Total 200221 Training	17,077.80	43,425.00	-26,347.20	39.33%	
300301 Lifeguard	153,992.91	186,115.00	-32,122.09	82.74%	
300303 Sr. Lifeguards	3,627.14	5,000.00	-1,372.86	72.54%	
300305 Head Lifeguard	33,111.12	44,720.00	-11,608.88	74.04%	
500501 Director of Maintenance	69,800.00	78,000.00	-8,200.00	89.49%	
500502 Janitorial Staff	15,015.79	28,028.00	-13,012.21	53.57%	
500503 Clover Valley Park	808.14	10,010.00	-9,201.86	8.07%	
500505 Shut Down Maintenance	1,392.46	5,000.00	-3,607.54	27.85%	
500506 Maintenance Assistant	2,418.41	11,502.00	-9,083.59	21.03%	
Adult Swim Team Coach	1,008.23	5,416.00	-4,407.77	18.62%	
Medical					

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
Swim Lesson Coordinator	17,482.47	21,580.00	-4,097.53	81.01%	
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%	
Total 576.20.10 Salary & Wages	595,915.40	848,377.00	-252,461.60	70.24%	
576.20.11 Payroll Benefits					
20.111 Retirement					
Business Manager	0.00	4,000.00	-4,000.00	0.0%	
Executive Director	0.00	5,650.00	-5,650.00	0.0%	
Non-Exempt Full-Time	272.57				
Maintenance Director	0.00	3,900.00	-3,900.00	0.0%	
Recreation Manager	0.00	6,916.00	-6,916.00	0.0%	
Total 20.111 Retirement	272.57	20,466.00	-20,193.43	1.33%	
20.112 Sick Pay					
Business Manager	606.06	3,077.00	-2,470.94	19.7%	
Director	2,365.73	4,346.00	-1,980.27	54.44%	
Maintenance Supervisor	325.00	3,000.00	-2,675.00	10.83%	
Non-Exempt Full-Time	1,385.36	5,320.00	-3,934.64	26.04%	
Part Time Staff	5,735.62	8,250.00	-2,514.38	69.52%	
Total 20.112 Sick Pay	10,417.77	23,993.00	-13,575.23	43.42%	
20.113 Vacation					
Business Manager	2,979.80	9,230.00	-6,250.20	32.28%	
Director	1,981.84	13,039.00	-11,057.16	15.2%	
Director of Maintenance	0.00	3,000.00	-3,000.00	0.0%	
Non-Exempt Full-Time	919.86	5,320.00	-4,400.14	17.29%	
Total 20.113 Vacation	5,881.50	30,589.00	-24,707.50	19.23%	
Bereavement Leave	999.63	2,400.00	-1,400.37	41.65%	
Total 576.20.11 Payroll Benefits	17,571.47	77,448.00	-59,876.53	22.69%	
576.20.12 Payroll Taxes	92,365.34	99,782.00	-7,416.66	92.57%	
576.20.20 Personnel Benefits					
Cell phone	1,740.00	2,880.00	-1,140.00	60.42%	
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	23,411.59	67,970.00	-44,558.41	34.44%	
Total 576.20.20 Personnel Benefits	28,191.73	77,050.00	-48,858.27	36.59%	
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	208.17	1,870.00	-1,661.83	11.13%	
Cleaning & Sanitation	2,105.37	3,525.00	-1,419.63	59.73%	
First Aide supplies	534.95	1,200.00	-665.05	44.58%	
Office Equipment	28,650.36	40,200.00	-11,549.64	71.27%	
Office supplies	913.15	2,000.00	-1,086.85	45.66%	

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
Pool Chemicals	50,717.12	55,737.00	-5,019.88	90.99%	
Retail Expense	227.47	2,000.00	-1,772.53	11.37%	
Swim School Supplies	0.00	260.00	-260.00	0.0%	
Total 20.31 JVMP	84,904.23	108,522.00	-23,617.77	78.24%	
20.33 Vehicle Maintenance					
Fuel Expense	188.09	287.00	-98.91	65.54%	
Repair	446.70	363.00	83.70	123.06%	
Routine Maitnenace	16.32	225.00	-208.68	7.25%	
Total 20.33 Vehicle Maintenance	651.11	875.00	-223.89	74.41%	
20.34 Concession Expense	1,851.05	3,500.00	-1,648.95	52.89%	
20.35 Sm Tools/Equip	218.90	4,000.00	-3,781.10	5.47%	
Minor Purchases - Other	6,733.30				
Total 576.20.30 Minor Purchases	94,358.59	116,897.00	-22,538.41	80.72%	
576.20.40 JVMPool Other Svcs					
20.41 Professional Services					
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	2,169.70	2,500.00	-330.30	86.79%	
Credit Card Processing	12,807.37	13,899.00	-1,091.63	92.15%	
Dues & Memberships	1,064.95	2,413.00	-1,348.05	44.13%	
Emp Background Checks	408.55	900.00	-491.45	45.39%	
HVAC PMS	7,546.18	10,035.00	-2,488.82	75.2%	
IT Service Contract	10,931.07	11,118.00	-186.93	98.32%	
JVMP Landscape Maint	7.00	2,000.00	-1,993.00	0.35%	
Legal	3,237.00	10,000.00	-6,763.00	32.37%	
Payroll Processing	11,140.52	11,712.00	-571.48	95.12%	
Pest Control	606.04	600.00	6.04	101.01%	
POS System	14,808.24	13,689.00	1,119.24	108.18%	
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%	
Security System - Annual	868.60	1,200.00	-331.40	72.38%	
Security System - Service Calls	948.86	949.00	-0.14	99.99%	
Storage Unit	1,280.00	2,160.00	-880.00	59.26%	
Training Courses & Tuition	6,734.37	19,825.00	-13,090.63	33.97%	
Web Hosting	344.87	350.00	-5.13	98.53%	
Total 20.41 Professional Services	77,825.06	111,197.00	-33,371.94	69.99%	
20.42 Communication					
Advertising	11,631.12	15,000.00	-3,368.88	77.54%	
Email/Business Apps	3,603.74	13,400.00	-9,796.26	26.89%	
Internet Service	4,876.47	3,900.00	976.47	125.04%	
Phone Service	2,122.97	3,184.00	-1,061.03	66.68%	
Postage	96.40	300.00	-203.60	32.13%	
Total 20.42 Communication	22,330.70	35,784.00	-13,453.30	62.4%	

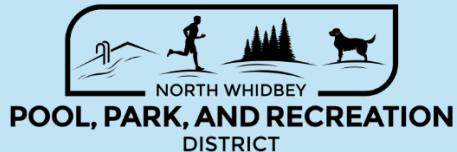
North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
20.43 Travel	365.12	2,200.00	-1,834.88	16.6%	
20.46 Insurance	138,829.90	150,015.00	-11,185.10	92.54%	
20.47 Utilities					
Boiler	121,504.22	83,327.00	38,177.22	145.82%	
Electricity	55,936.70	53,885.00	2,051.70	103.81%	
Garbage	30.75	300.00	-269.25	10.25%	
Patron Water	18,874.82	20,126.00	-1,251.18	93.78%	
Pool Water/Garbage	10,290.16	13,908.00	-3,617.84	73.99%	
Spa Boiler	10,100.37	10,583.00	-482.63	95.44%	
Total 20.47 Utilities	216,737.02	182,129.00	34,608.02	119.0%	
20.48 NWPRD Repair & Maint					
Capital Expenses	10,630.52	468,000.00	-457,369.48	2.27%	
20.48 NWPRD Repair & Maint - Other	21,156.49	52,000.00	-30,843.51	40.69%	
Total 20.48 NWPRD Repair & Maint	31,787.01	520,000.00	-488,212.99	6.11%	
Total 576.20.40 JVMPool Other Svcs	487,874.81	1,001,325.00	-513,450.19	48.72%	
576.20.50 Intergovernmental					
Business Tax	3,342.54				
Clean Water Utility	117.39	118.00	-0.61	99.48%	
Election services	12,727.93	10,000.00	2,727.93	127.28%	
Emp Adv Serv	0.00	1,080.00	-1,080.00	0.0%	
Gov't Service Fees	5.16				
Refunds					
Patron Refund- Basketball	640.00				
Patron Refund- Facility Rental	175.00				
Patron Refund- Punch Card	46.00				
Patron Refund-Pvt Swim Lessons	351.00				
Patron Refund - Showers	747.00				
Patron Refund - STEAM Camp	245.00				
Patron Refund - US Masters	795.80				
Patron Refund - Viewing Room	17.00				
Patron Refund - Volleyball	130.00				
Patron Refund OS Party	270.00				
Patron Refund Day Camp	2,130.00				
Patron Refund -NFL Flag	195.00				
Patron Refund Swim Lessons	774.45				
Refunds - Other	0.00	6,000.00	-6,000.00	0.0%	
Total Refunds	6,516.25	6,000.00	516.25	108.6%	
Water Rec Facility Permit	967.00	1,000.00	-33.00	96.7%	
Total 576.20.50 Intergovernmental	23,676.27	18,198.00	5,478.27	130.1%	
576.80.00 General Parks					
576.80.33 Vehicle Maintenance					
Fuel Expense	200.10	832.00	-631.90	24.05%	

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

	Jan-Nov 2025	Budget	\$ Over Budget	% of Budget	
Repair	446.69	363.00	83.69	123.06%	
Routine Maintenance	16.32	225.00	-208.68	7.25%	
Total 576.80.33 Vehicle Maintenance	663.11	1,420.00	-756.89	46.7%	
576.80.35 Sm Tools/Equipment	108.31	600.00	-491.69	18.05%	
576.80.47 Utilities					
CVP Water	1,346.69	1,425.00	-78.31	94.51%	
Dump Fees	85.50	200.00	-114.50	42.75%	
Garbage	979.32	1,980.00	-1,000.68	49.46%	
Total 576.80.47 Utilities	2,411.51	3,605.00	-1,193.49	66.89%	
576.80.48 CVP Repair & Maint					
Clover Valley Ball Fields	4,460.52	10,000.00	-5,539.48	44.61%	
Volunteer Event Food	29.12				
Clover Valley Dog Park	3,131.85	3,750.00	-618.15	83.52%	
Total 576.80.48 CVP Repair & Maint	7,621.49	13,750.00	-6,128.51	55.43%	
80.40 Non Aquatic Rec Prog					
Special Events/Programs	62.90	8,000.00	-7,937.10	0.79%	
Total 80.40 Non Aquatic Rec Prog	62.90	8,000.00	-7,937.10	0.79%	
80.41 Professional Services					
Landscape Maintenance					
Porta-Potty	3,826.30	4,050.00	-223.70	94.48%	
Total 80.41 Professional Services	3,826.30	4,050.00	-223.70	94.48%	
Total 576.80.00 General Parks	14,693.62	31,425.00	-16,731.38	46.76%	
Total 576.20 NWPPRD Expenses	1,354,647.23	2,270,502.00	-915,854.77	59.66%	
Total 570.00 RECREATION SERVICES	1,413,166.00	2,386,189.00	-973,023.00	59.22%	
Reconciliation Discrepancies	-2,437.56				
Total Expense	1,410,728.44	2,386,189.00	-975,460.56	59.12%	
Net Ordinary Income	435,113.66	-95,821.00	530,934.66	-454.09%	
	435,113.66	-95,821.00	530,934.66	-454.09%	



Commissioner Communication

8.a. Item: Budget Committee-None

Meeting Date: 12/18/2025

Presented By: BOC

8.b. Item: Program Committee-None

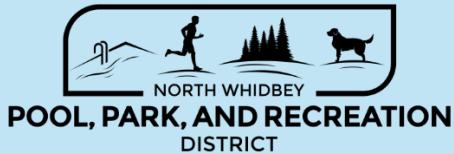
Meeting Date: 12/18/2025

Presented By: BOC

8.c. Item: By Laws-None

Meeting Date:

Presented By: BOC



Commissioner Communication

9.a. Unfinished Business Item: None

Meeting Date:

Presented By:

10.a. New Business Item: CIAW Renewal

Meeting Date: 12/18/2025

Presented By: ED Cochran

- The CIAW insurance renewal for the upcoming fiscal year reflects an increase above the originally budgeted amount. We did budget for an increase, but not at that level.
- The increase is primarily attributable to the District's continued growth in revenue and the expansion of services, both of which increase overall risk exposure.
- Rising risk exposure directly impacts insurance premiums within the CIAW program.
- Notice has been provided that the District intends to pursue additional insurance quotations for the 2027 renewal cycle.
- Available options remain limited due to the restricted pool of insurers offering comparable coverage for governmental entities.
- Staff will continue to evaluate available alternatives and report findings to the Board of Commissioners as part of future budget planning.

Recommended Motion: I move to approve the CIAW insurance renewal as presented, in the amount of \$174,744.80, under Policy No. CIAW252558409, for the applicable coverage period.

This section is for staff use

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____



Leavitt Group Northwest
PO Box 833
Auburn, WA 98071
Phone: (800)726-8771 Fax: (866)728-9168

INVOICE

North Whidbey Pool, Park & Recreation
District
85 SE Jerome St
Oak Harbor, WA 98277

Client	North Whidbey Pool, Park & Recreation District
Client #	00086867
Policy #	CIAW252558409
Date	December 12, 2025

Return this portion with your payment

Client: North Whidbey Pool, Park & Recreation District			
Effective	Transaction	Description	Amount
12/01/2025	Renewal	Policy Number: CIAW252558409	\$174,744.80
** Please send payment upon receipt **			
			Total Premium Due: \$174,744.80

Please make check(s) payable to: Leavitt Group Northwest, PO Box 833, Auburn, WA 98071

TO: CIAW Members and Brokers

FROM: CIAW Underwriting Department, Clear Risk Solutions

DATE: November 3, 2025

SUBJECT: 2025-2026 Renewal

The Cities Insurance Association of Washington (CIAW) renewal is fast approaching on December 1, 2025. We are pleased to provide the attached anticipated renewal terms for our members. In response to broker and member requests, and in an effort to provide more timely renewal terms, our renewal packet contains a Renewal Summary reflecting the anticipated coverage, limits, and carriers, along with the renewal invoice, vehicle identification cards, statement of values (SOV), renewal premium breakdown and summary of member services, if applicable. **Please review the attachments for accuracy.**

Reminder:

The premium indicated on the renewal invoice will reflect any exposure changes that have been made throughout the expiring coverage term, as well as inflationary property value increases, if applicable, and changes reported on the renewal application. The invoiced premium is also reflective of individual member loss performance. Revised invoices will be provided for any changes submitted after October 27, 2025.

Should you wish to discuss coverage changes or update exposure information not already reported, we request that you do so prior to November 14, 2025.

Prior to December 1, 2025, the coverage confirmation and renewal certificates will be issued for each member.

Payment Due Date & Premium Financing:

Renewal payments are due prior to January 1, 2026. Please mail premiums directly to the Administration Office, made payable to CIAW. Please note that our mailing address has changed. Our new mailing address is 159 Basin Street SW PMB #206, Ephrata, WA 98823. Any unpaid premium after January 1, 2026, will be subject to a 2% per month late fee. The renewal invoice is being held until November 14, 2025, before being sent to members to allow brokers time to contact members prior to receiving their renewal email.

While CIAW does not offer payment plans or premium financing, competitive premium financing options are available through Imperial PFS. Please contact us for information on how to obtain a quote.

Renewal Coverage Changes:

In addition to general cleanup items currently being discussed, the following changes will be made as of December 1, 2025. The specific details of the cleanup items and language changes are being finalized.

1. Certified Forensic Phlebotomists will be added to the Schedule of Professional Services in the Miscellaneous Professional Liability endorsement in the Wrongful Acts Coverage Part.
2. A Data Privacy Exclusion will be added to the Liability Common Conditions, Definitions, and Exclusions.
3. A Limited Cyber Exclusion will be added to the Property Coverage Part.
4. The combined single limit for Ordinance or Law Coverages B and C will be decreased from \$10,000,000 to \$7,500,000, per occurrence.
5. Debris Removal Sublimit will be reduced from \$1,000,000 to \$750,000.
6. Auto Physical Damage will have a group annual aggregate sublimit of \$25,000,000.
7. Miscellaneous Equipment will have a group annual aggregate sublimit of \$25,000,000.
8. Cyber Coverage Changes (for those who participate in coverage):
 - o The Bricking coverage sublimit will be increased from \$1,000,000 to \$5,000,000.
 - o The Extortion Threat Sublimit now only applies to members who do not have multi-factor authentication enabled and functioning if they have a revenue of \$25,000,000 or more. This is an increase from the prior revenue threshold of \$15,000,000.
 - o The Business Interruption Loss, Contingent Business Interruption Loss, System Failure, and Contingent System Failure deductible has been reduced from 10 hours to 8 hours.
 - o An amended Cyber Event Amendatory endorsement will be added to the 2025-2026 policy for clarification purposes regarding the meaning of a Cyber Event.

The 2025-2026 renewal SOV includes a 2.8% inflationary increase to all buildings and contents, except those scheduled as Agreed Value. The values will be maintained unless an exception has been approved by the Underwriting Department on an individual basis or functional building valuation or agreed value is selected. Please remember that CIAW's property coverage has a 115% margin clause, and some property coverages such as Ordinance or Law are limited to a percentage of the scheduled building value. Accurate valuation is important to ensure adequate coverage is available in the event of a loss.

Please contact Stacy Lyon at slyon@chooseclear.com or 800-407-2027 with any questions regarding your enclosed renewal documents. Any corrections or changes to exposures should be reported to our office by November 14, 2025, to allow sufficient time to finalize coverage and issue renewal certificates prior to December 1, 2025. We will be unable to process any changes in the 2024-2025 coverage term after this date.

Thank you for your continued participation as a member of CIAW. We look forward to providing quality service to your entity in the coming year.



CITIES INSURANCE ASSOCIATION OF WASHINGTON RENEWAL SUMMARY

The terms, conditions, and exclusions shown here are brief overviews of the anticipated limits and coverages included in, but not limited to, the coverages provided by the Cities Insurance Association of Washington. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the Memorandum of Coverage (MOC) in any way. Information represented in this Renewal Summary is subject to change prior to December 1. Information represented in this Renewal Summary is subject to the exclusions, terms, limitations, and conditions of the Memorandum of Coverage. All specific coverage, exclusion, and limitation questions should be referred directly to the Memorandum of Coverage and all attached endorsements. In the event of differences, the Memorandum of Coverage will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. All surplus lines filings on any excess and surplus lines policies, if applicable, will be filed on behalf of CIAW by Apex Insurance Agency, Inc. or Bridge Specialty Insurance Brokerage. The Memorandum of Coverage is subject to audit. Defense costs are outside the limits, unless excess limits are purchased. Defense costs are inside the limits for members with excess liability limits scheduled on file with the company. For claims made coverages, a copy of the Extended Reporting Period MOC language is available upon request.

Please note the limits shown here represent the combined full limits provided by multiple policies from various carriers. It is the responsibility of the broker to review this document to confirm its accuracy. All carriers listed herein are those anticipated to participate in the designated portions of the MOC. All carriers are subject to change prior to December 1, 2025.

Notice of Cancellation for Non-Payment

We may cancel coverage within 60 days in the event of non-payment of premium. Notice of cancellation will be mailed to the Covered Member's last known address and will indicate the date on which coverage is terminated. If applicable, a copy will be mailed to the broker of record on file.

Covered Member:

North Whidbey Pool, Park & Recreation District
85 SE Jerome Street
Oak Harbor, WA 98277

Broker:

Leavitt Group Northwest

Coverage Period: 12/01/2025 to 12/01/2026

Member Since: 09/01/2015

Authorized Signature:

Administered by Clear Risk Solutions

RENEWAL SUMMARY

PROPERTY COVERAGE PART

Item 1. CIAW Program Retention:

Real and Personal Property	Each Occurrence \$750,000
----------------------------	---------------------------

Item 2. Limit of Coverage:

Real and Personal Property (excluding Earthquake and Flood)	Each Occurrence and Group Aggregate \$100,000,000
--	---

Item 3. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

- 1a. \$15,000,000 Sublimit for Earthquake per Occurrence and in the annual aggregate.
- 1b. \$15,000,000 Annual Group Aggregate for Earthquake.
- 2a. EXCLUDED Sublimit for Flood per Occurrence and in the Annual Aggregate except that covered Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood sublimits:

\$1,000,000	per Occurrence and Annual Aggregate, and
\$15,000,000	Annual Group Aggregate.
- 2b. \$15,000,000 Annual Group Aggregate for Flood.
3. \$25,000,000 Annual Group Aggregate for Automobile Physical Damage
4. \$25,000,000 Annual Group Aggregate for Miscellaneous Equipment
5. \$1,000,000 Sublimit for combined Transit and off Premises Extension per Occurrence.
6. \$2,500,000 Sublimit for combined Business Interruption and Extra Expense per Occurrence.
7. \$1,000,000 Sublimit for Accounts Receivable per Occurrence.
8. \$2,500,000 Sublimit for Rental Income per Occurrence.
9. \$1,000,000 Sublimit for Valuable Papers per Occurrence.
10. \$1,000,000 Sublimit for Additionally Acquired Property per Occurrence.
11. \$250,000 Sublimit for Newly Built or Constructed Property per Occurrence.
12. \$2,500,000 Sublimit for Electronic Data Processing per Occurrence.
13. \$25,000 Sublimit for Re-keying Expense per Occurrence and annual aggregate.
14. \$1,000,000 Sublimit for Fine Arts per Occurrence.
15. Lesser of 25% of the amount paid for direct physical loss or \$750,000 sublimit for Debris Removal Expense Extension per Occurrence.
16. Ordinance or Law Coverage A: The building value of the undamaged portion of the building as reported in the Property Schedule on file with the Company per Occurrence.
17. Ordinance or Law Coverage B: Demolition Cost is 25% of the building value as reported in the Property Schedule on file with the Company per Occurrence.
18. Ordinance or Law Coverage C: Increased cost of construction is 25% of the building value as reported in the Property Schedule on file with the Company, subject to a combined single limit of \$7,500,000 for coverages B and C combined, per Occurrence
19. \$50,000 Sublimit aggregate Temporary Safeguard of Property Extension per Occurrence.
- 20a. \$100,000 Sublimit for Mold or Other Fungi as a result of covered losses.
- 20b. \$300,000 Annual Group Aggregate for Mold or Other Fungi as a result of covered losses.
21. \$100,000 Sublimit for walkways, roadways, courts, and other similar paved or artificial surfaces per Occurrence.
22. Margin Clause: 115% of the total combined stated values for Real and Personal Property shown for that location on file with the Company per Occurrence.

Item 4. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Real and Personal Property (except Earthquake and Flood):	See Schedule, Each Occurrence
Miscellaneous Equipment:	\$1,000 Each Occurrence
Auto Physical Damage (including Earthquake and Flood):	See Schedule, Each Occurrence
Rental Vehicles Physical Damage	Each Occurrence: <ul style="list-style-type: none">• \$250 Fire Districts/Special Districts• \$1,000 Cities

Earthquake: The greater of 2% of the total value of all Property at the Locations suffering loss or \$50,000 loss per Occurrence. Total value of all Property means the total value of all Property shown in the statement of values on file with the Company at the time of loss. A Location means a single street address or if no street address, single legal description.

Flood: EXCLUDED

Item 5. Participating Carriers:

Limits excess of \$10,000,000 are per Occurrence for the group combined.

Pennsylvania Manufacturers' Association Insurance Company (Old Republic)	(A+ XV) Admitted	\$10,000,000 Per Occurrence, subject to sublimits listed on Declarations Page
Swiss Re Corporate Solutions Elite Insurance Corporation	(A+ XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Dellwood Specialty Insurance Company	(A- VIII) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Ironshore Specialty Insurance Company	(A XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
StarStone Specialty Insurance Company	(A XIII) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Certain Underwriters at Lloyd's	(A XV) Non-Admitted	Part of \$40,000,000 Per Occurrence excess of \$10,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$50,000,000 Per Occurrence excess of \$50,000,000

RENEWAL SUMMARY LIABILITY COVERAGE PART

Item 1. CIAW Program Retention:

General Liability	Each Occurrence	\$750,000
Wrongful Act Liability	Per Claim	\$750,000
Automobile Liability	Each Accident	\$750,000

Item 2. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

a. General Liability Coverage Part	Each Occurrence	\$1,000
b. Wrongful Act Liability Coverage Part	Each Wrongful Act	\$1,000
c. Miscellaneous Professional Liability	Each Wrongful Act	\$1,000
d. Automobile Liability Coverage Part	Each Accident	See schedule
e. Uninsured/Underinsured Motorist Coverage		
Property Damage	Each Accident	\$100 / \$300
Bodily Injury	Each Accident	\$0
f. Employee Benefits Liability Coverage Part	Each Employee	
	Benefits Incident	\$1,000
g. Stop Gap Employer's Liability	Each Accident	\$1,000
h. Sexual Abuse Liability	Each Sexual Abuse	\$1,000
i. Law Enforcement Liability	Each Occurrence	EXCLUDED

Item 3. Limit of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed for Liability Coverages. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.

a. General Liability Limit	Each Occurrence	\$10,000,000
	Annual Aggregate	\$20,000,000
	Group Aggregate	\$50,000,000
<u>Sublimits:</u>		
Products and Completed Liability Sublimit	Each Occurrence	\$10,000,000
Leased/Rented Premises Liability Sublimit	Annual Aggregate	\$20,000,000
Garage Liability Sublimit	Each Occurrence	
Sewer Back-up Sublimit	and Annual Aggregate	\$1,000,000
Failure to Supply Sublimit	Each Occurrence	
Unmanned Aircraft Liability Sublimit*	and Annual Aggregate	\$10,000,000
*Unmanned Aircraft – under 30 lbs. total weight and FAA Compliant	Each Occurrence	
	and Annual Aggregate	\$2,000,000
	Each Occurrence	\$2,000,000
	Each Occurrence	\$10,000,000
Stop Gap Employer's Liability Sublimit	and Annual Aggregate	
Employee Benefit Liability Sublimit	Each Accident	\$10,000,000
Sexual Abuse Liability Sublimit	Annual Aggregate	\$20,000,000
Law Enforcement Liability Sublimit	Each Employee	
	Benefits Incident	\$10,000,000
	Annual Aggregate	\$20,000,000
	Each Sexual Abuse	\$1,000,000
	Annual Aggregate	\$1,000,000
	Group Aggregate	\$30,000,000
	Each Occurrence	
	and Annual Aggregate	EXCLUDED

Traumatic Event Response Coverage:

Crisis Expense Sublimit
Crisis Property Improvements Sublimit

Each Traumatic Event
Each Traumatic Event
Group Aggregate

\$100,000
Included
\$300,000

b. Wrongful Act Liability Limit

Each Wrongful Act
Annual Aggregate
Group Aggregate

\$10,000,000
\$10,000,000
\$50,000,000

Sublimits:

Miscellaneous Professional Liability Sublimit

Each Wrongful Act

\$10,000,000

c. Automobile Liability Limit

Each Accident

\$10,000,000

Sublimits:

Limited Garagekeepers Sublimit
Uninsured/Underinsured Motorist Sublimit

Each Accident
Each Accident

\$1,000,000
\$1,000,000

d. Defense Costs (all liabilities)

Each Occurrence/
Each Wrongful Act

\$2,000,000

Item 4. Retroactive Date:

Wrongful Act Liability – Primary

\$10,000,000

09/01/2015

Miscellaneous Professional Liability – Primary

\$10,000,000

09/01/2015

Employee Benefit Liability – Primary

\$10,000,000

09/01/2015

Item 5. Participating Carriers:**Automobile Liability:**

Pennsylvania Manufacturers' Association
Insurance Company (Old Republic)

(A+ XV) Admitted

Primary \$5,000,000 per Occurrence
and Member Aggregate

Munich Reinsurance America, Inc

(A+ XV) Non-Admitted

\$5,000,000 excess \$5,000,000 per
Occurrence and Member Aggregate

Wrongful Act Liability:

Pennsylvania Manufacturers' Association
Insurance Company (Old Republic)

(A+ XV) Admitted

Primary \$5,000,000 per Occurrence
and Member Aggregate,
\$25,000,000 Group Aggregate

Munich Reinsurance America, Inc

(A+ XV) Non-Admitted

\$5,000,000 excess \$5,000,000 per
Occurrence and Member
Aggregate, \$25,000,000 Group
Aggregate

General Liability:

Pennsylvania Manufacturers' Association
Insurance Company (Old Republic)

(A+ XV) Admitted

Primary \$5,000,000 per Occurrence
and Member Aggregate,
\$25,000,000 Group Aggregate (SA
Sublimits subject to \$15M Annual
Group Aggregate)

Munich Reinsurance America, Inc

(A+ XV) Non-Admitted

\$5,000,000 excess \$5,000,000 per
Occurrence and Member
Aggregate, \$25,000,000 Group
Aggregate (SA Sublimits subject to
\$15M Annual Group Aggregate)

RENEWAL SUMMARY

CRIME COVERAGE PART

Item 1. CIAW Program Retention:

Crime Coverage Part	Each Occurrence	\$25,000
---------------------	-----------------	----------

Item 2. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Employee Theft	Each Occurrence	\$1,000
Forgery or Alteration	Each Occurrence	\$1,000
Money and Securities Inside / Outside	Each Occurrence	\$1,000
Computer Fraud	Each Occurrence	\$1,000
Funds Transfer Fraud	Each Occurrence	EXCLUDED
Money Orders Counterfeit Paper Currency	Each Occurrence	EXCLUDED

Item 3. Limit of Coverage:

Crime Coverage Part	Each Occurrence and Annual Aggregate	\$1,000,000
---------------------	--------------------------------------	-------------

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Coverage Agreements	Sublimits of Coverage
Employee Theft - Per Loss Coverage	\$1,000,000
Employee Theft - Per Employee Coverage	EXCLUDED
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities	\$250,000
Inside the Premises - Robbery or Safe Burglary of Other Property	\$250,000
Outside the Premises - Money and Securities	\$250,000
Computer Fraud	\$250,000
Funds Transfer Fraud	EXCLUDED
Money Orders Counterfeit Paper Currency	EXCLUDED
Faithful Performance	Included in Employee Theft sublimit

Item 4. Participating Carriers:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

RENEWAL SUMMARY

EQUIPMENT BREAKDOWN COVERAGE PART

Item 1. CIAW Program Retention:

Equipment Breakdown Coverage Part	"One Accident"	\$0	Combined, All Coverages
All Motors and Pumps		\$25,000	

Item 2. Deductible:

The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.

Equipment Breakdown Coverage Part:

Equipment Breakdown:	"One Accident"	\$2,500	Combined, All Coverages
All Motors and Pumps (All Member Deductible):		\$10,000	

Item 3. Limit of Coverage:

Equipment Breakdown Coverage Part	One Accident and Group Aggregate	\$100,000,000
-----------------------------------	----------------------------------	---------------

Item 4. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Property Damage:	Included
Business Income and Extra Expense:	\$10,000,000
Spoilage and Consequential Damage	\$500,000
Data Restoration:	\$100,000
Computer Equipment:	Included
Off Premises Property Damage:	\$100,000
Contingent Business Income:	Excluded
Demolition:	\$1,000,000
Ordinance or Law:	\$1,000,000
Expediting Expenses:	\$2,500,000
CFC Refrigerants	Included
Resultant Loss from a Cyber Event:	Included
Future Loss Avoidance:	\$10,000 or 10% of our Eligible Payment, whichever is less
Mobile Robots:	\$50,000
Public Relations:	\$25,000
Mold:	\$25,000
Green:	\$25,000
Drying Out Coverage:	Included
Hazardous Substances:	\$2,500,000
Extended Period of Restoration and Business Income:	60 days
Newly Acquired Locations:	\$5,000,000; 90 days

Coverage #: CIAW252658409

Covered Member: North Whidbey Pool, Park & Recreation District

Service Interruption: Business Income, Extra Expense, Data Restoration, or Spoilage and Consequential Damage:
24 hour Waiting Period Applies

Fire, Extended Coverage Perils, and Land: Excluded

Item 5. Participating Carriers:

Hartford Steam Boiler Inspection and Insurance Company of Connecticut (A+ XV) Admitted

RENEWAL SUMMARY

CYBER LIABILITY

Item 1. CIAW Program Retention:

Cyber Insurance	\$50,000 Per Claim / Occurrence
-----------------	---------------------------------

Item 2. Deductible:

The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.

All Coverages	\$10,000 per Claim
Except:	
Loss of Business Income	8 Hours waiting period
Reputational Harm Expense	12 Hours waiting period

Item 3. Limit of Coverage:

Member Annual Policy Aggregate	\$5,000,000
Group Combined Policy Aggregate	\$10,000,000

Item 4. Sublimits of Coverage:

Sublimits of Coverage shown below do not increase the overall Limits listed above. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.

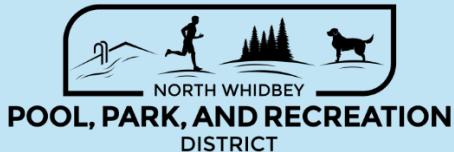
a. Liability Costs	Per Claim and Aggregate	\$5,000,000
b. PCI Costs	Per Claim and Aggregate	\$5,000,000
c. Regulatory Costs	Per Claim and Aggregate	\$5,000,000
d. Media Liability Endorsement	Per Claim and Aggregate	\$5,000,000
e. Business Interruption Loss <i>(Including Extra Expense & Voluntary Shutdown)</i>	Each Occurrence and Aggregate	\$5,000,000
f. System Failure <i>(Including Extra Expense & Voluntary Shutdown)</i>	Each Occurrence and Aggregate	\$5,000,000
g. Contingent Business Interruption Loss <i>(Including Extra Expense)</i>	Each Occurrence and Aggregate	\$5,000,000
h. Contingent System Failure <i>(Including Extra Expense)</i>	Each Occurrence and Aggregate	\$5,000,000
i. Data Restoration	Each Occurrence and Aggregate	\$5,000,000
j. Extortion Costs (with MFA)	Each Occurrence and Aggregate	\$5,000,000
Extortion Costs (no MFA)	Each Occurrence and Aggregate	\$500,000
k. Breach Fund	Each Occurrence and Aggregate	\$5,000,000
l. Cyber Crime Loss <i>(Includes Social Engineering Financial Fraud)</i>	Each Occurrence and Group Aggregate	\$250,000
m. Bricking Costs	Each Occurrence and Group Aggregate	\$5,000,000
n. Reputational Harm Expense	Each Occurrence and Group Aggregate	\$5,000,000
o. Business Impersonation Costs	Per Claim and Aggregate	\$5,000,000
p. Criminal Rewards Costs	Per Claim and Group Aggregate	\$100,000
q. Utility Fraud Attack Endorsement	Per Claim and Group Aggregate	\$100,000
r. Cryptojacking	Per Claim and Group Aggregate	\$100,000

Item 5. **Retro Active Date:** (Coverages a., b., c., and d. above)

Full Prior Acts

Item 6. **Participating Carriers:**

Chaucer Insurance Company DAC	(A XV) Non-Admitted	Primary \$5,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$5,000,000 excess of \$5,000,000



Commissioner Communication

10.b. New Business Item: Salary Scale

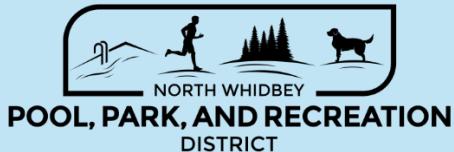
Meeting Date: 12/18/2025

Presented By: BM Millang

- For the 2026 budget, staff have updated the salary scale to reflect the longevity and COLA adjustments approved by the Board of Commissioners.
- Staff establish hiring rates within the approved salary ranges based on qualifications, experience, and operational needs.
- Any compensation proposed outside the approved salary range would be brought back to the Board of Commissioners for additional consideration or approval.

NWPPRD Pay Schedule – Effective January 1, 2025

Executive Director (EXEMPT)	\$90,000-115,000/Annual
Maintenance and Facilities Manager (EXEMPT)	\$80,169-85,766/Annual
Business Manager (EXEMPT)	\$80,169-85,766/Annual
BOC Administrative Assistant (PT)	\$18.00-22.38/HR
Maintenance Assistant (PT)	\$19.00-24.00/HR
Client Service Specialist Coordinator (PT)	\$19.00-24.00/HR
Recreation Coordinator (FT)	\$20.00-30.00/HR
Head Lifeguard (FT)	\$20.00-30.00/HR
Senior Lifeguard (PT)	\$18.75-22.00/HR
Swim Lesson Coordinator (PT)	\$20.00-24.00/HR
Client Service Specialist (PT)	Minimum Wage (\$17.13) – 22.00/HR
Lifeguard (PT/FT)	\$18.13-22.00/HR
Water Safety Instructor (WSI) (PT)	\$18.13-22.00/HR
Basic Safety Instructor (BSI) (PT)	\$18.13-20.00/HR



Commissioner Communication

Private Swim Lesson Instructor (PT)	\$19.13-23.00.00/HR
Aerobics Instructor (PT)	Minimum Wage (\$17.13)-\$22.00/HR
Kayak Instructor (PT)	Minimum Wage (\$17.13)-\$25.00/HR
Kayak Recreation Aide (LG Cert) (PT)	\$18.13-22.00/HR
Recreation Aide (All other Activities) (PT)	Minimum Wage (\$17.13)-20.00/HR
Recreation Specialist (PT)	\$17.13-25.00/HR
Day Camp Manager (FT, Temporary)	\$25.00-35.00/HR
Day Camp Assistant Manager (PT, Temporary)	\$18.00-23.00/HR
Day Camp Leader (FT, Temporary)	\$17.13-21.00/HR
Basketball Official (PT)	Minimum Wage (\$17.13)-\$20.00/HR
Pickleball Instructor (PT)	Minimum Wage (\$17.13)-\$20.00/HR
Volleyball Referee (PT)	Minimum Wage (\$17.13)-\$20.00/HR
Volleyball Staff (PT)	Minimum Wage (\$17.13)-\$20.00/HR
Recreation Aide (All other activities) (PT)	Minimum Wage (\$17.13)-\$20.00/HR
Custodial (PT)	Minimum Wage (\$17.13)-\$22.00/HR
Training (All Departments)	Minimum Wage (\$17.13)

The 2026 budget includes a salary change for the Executive Director based on current rate, plus cost of living 2.82% and 5% increase as duties have evolved with more full-time staff to lead and more direct supervision of the lifeguard department. Board approval is needed to move forward with this change.

Recommended Motion: I move to approve the salary scale as presented.

This section is for staff use

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

Vote: Y/N/AB

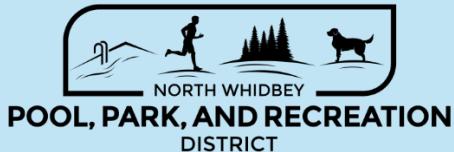
BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

Recommended Motion: I move to approve an adjustment to the Executive Director's annual salary to \$106,653, consistent with the established salary range for this position and effective January 1, 2026.

This section is for staff use

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

Vote: Y/N/AB

BK _____ **BL** _____ **JW** _____ **MH** _____ **DG** _____

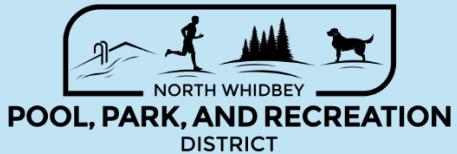
10.c. New Business Item: Budget Amendment

Meeting Date: 12/18/2025

Presented By: BM Millang

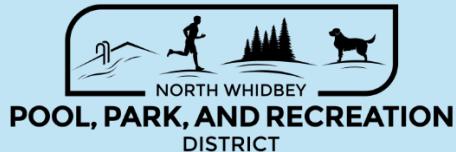
- A budget amendment is required in accordance with Budgeting, Accounting, and Reporting System (BARS) guidelines.
- The amendment reflects expenses that were previously approved and incurred during the fiscal year.
- These expenses were authorized through appropriate approval processes; however, they were not included in the originally adopted budget.
- The purpose of this amendment is to formally incorporate the approved expenditures into the final budget for the year.
- This action ensures compliance with BARS requirements and maintains accurate and transparent financial reporting.
- No new or additional spending authority is being requested through this amendment.

Expense	2025 Budget	Proposed Adjustment
Kickball Expense	\$1,318	\$0
Pickeball Expense	\$938	\$0
NFL Flag Football Expense	\$1,923	\$2,849
Kickball Wages	\$ 861	\$0



Commissioner Communication

NFL Flag Football Wages	\$880	\$1064
Pickeball Wages	\$542	\$0
Recreation Coordinator	\$52,000	\$26,000
Recreation Specialist Non-Sports	\$2,500	\$0
Day Camp Expense	\$15,000	\$3,000
Kayak Expense	\$600	\$0
BOC Admin Assistant	\$36,437	\$2,052
Aerobics Instructors	\$10,658	\$11,300
Legal	\$10,000	\$12,000
Payroll Processing	\$11,712	\$12,715
Pest Control	\$600	\$607
POS System	\$13,689	\$15,369
Internet Service	\$3,900	\$5,202
Travel	\$2,200	\$1,000
Boiler	\$83,327	\$128,200
Electricity	\$53,885	\$61,000
Spa Boiler	\$10,583	\$10,800
Capital Expenses	\$468,000	\$30,000
Election Services	\$10,000	\$12,728
Volunteer Food	\$0	\$30.00
Total	\$791,553	\$335,916



Commissioner Communication

Recommended Motion: I move to approve the budget amendment as presented.

This section is for staff use

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

Vote: Y/N/AB

BK _____ **BL** _____ **JW** _____ **MH** _____ **DG** _____

10.d. New Business Item: Civic Rec Renewal

Meeting Date: 12/18/2025

Presented By: BM Millang

- The CIVIC Rec contract is up for renewal for the upcoming term.
- The system supports District recreation program registration, scheduling, and customer account management.
- CIVIC Rec continues to meet the District's operational and reporting needs.
- Staff recommend renewing the contract to ensure continuity of service and avoid disruption to recreation programs.
- The renewal is included in the adopted budget and does not represent a change in service scope.

Recommended Motion: I move to approve the CIVIC Rec contract renewal 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 #:

Q-104588-1

Date:

7/22/2025 3:42 PM

Customer:

NORTH WHIDBEY
POOL, PARK, AND
RECREATION DISTRICT,
WASHINGTON

QTY	DESCRIPTION	TOTAL
1.00	AudioEye Enterprise for Recreation Management	USD 2,894.06
1.00	Recreation Management Annual Fee	USD 9,214.70
1.00	Annual maintenance and support fee for external processors - Authorize.net	USD 1,736.44
	Annual Recurring Services - Initial Term	USD 13,845.20
	Annual Recurring Services - (Subject to Uplift)	USD 12,108.76

1. This renewal Statement of Work ("SOW") is between North Whidbey Pool, Park, And Recreation District, WA ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 12/19/2025 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.
4. 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.
5. 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-104588-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

By:

CivicPlus

By:



Printed Name:

Printed Name:

Title:

Title:

Date:

Senior Vice President of Customer Success
11/10/2025

Organization Legal Name:

Billing Contact:

Title:

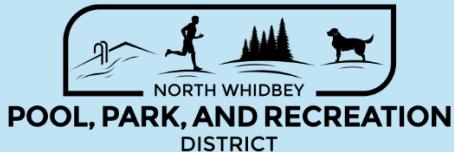
Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

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



Commissioner Communication

10.e. New Business Item: 2026 Facility Closure

Meeting Date: 12/18/2025

Presented By: ED Cochran

- The proposed 2026 holiday closure schedule mirrors prior years, with the addition of Easter Sunday for Board consideration.

New Year's Day

Fourth of July

Easter Sunday

Sunday before Labor Day

Day before Thanksgiving (Close at 1:00 p.m.)

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve (Close at 1:00 p.m.)

Christmas Day

New Year's Eve (Close at 1:00 p.m.)

- A review of Sunday attendance data from 2024 and 2025 shows significantly lower utilization on Easter Sunday compared to typical Sundays.
- The two-year average attendance for Easter Sunday is 28, compared to a 75.27 two-year average for all Sundays, representing 62.8% lower attendance.
- Attendance on Easter Sunday is lower than other special Sundays, including Mother's Day and Father's Day.
- Party guests were excluded to ensure accurate public usage data.
- Based on historical attendance trends, remaining open on Easter provides limited operational benefit.
- Staff recommend approval of Easter Sunday as a holiday closure beginning in 2026.

Recommended Motion: I move to approve the 2026 holiday closure schedule as presented.

This section is for staff use

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

Vote: Y/N/AB

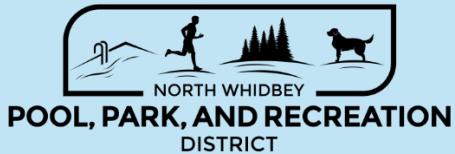
BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

10. Item: None

Meeting Date: 12/18/2025

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 (insert RCW here) of a public employee. for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

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

Vote: Y/N/AB

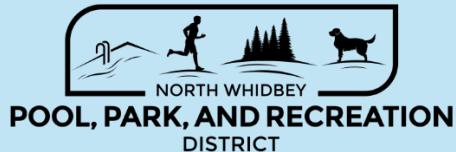
BK _____

BL _____

JW _____

MH _____

DG _____



Commissioner Communication

11. Item: Action Item/Review

Meeting Date: 12/18/2025

Presented By: Staff/Secretary

12. Item: Final Board Comments

Presented By: BOC

13. Item: January 22, 2026, 6 p.m. John Vanderzicht Memorial Pool

Presented By: Chair

14. Item: Adjourn

Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

BK _____

BL _____

JW _____

MH _____

DG _____