



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, October 22, 2026, 6:00 p.m.

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

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

4. CONSENT AGENDA ANNOUNCEMENT

5. CONSENT AGENDA ITEMS

a. Minutes:

i. 9.24.2026 Regular Meeting Minutes

ii. 10.8.2026 Budget Workshop Minutes

b. Vouchers and Payroll:

i. Expense Voucher #260803001-
260803008, 260901001-260901008,
260902001-260902003

\$46,761.13

ii. Payroll

\$25,474.79

iii. DOR

\$2,737.98

Total \$74,973.90

8. UNFINISHED BUSINESS

a. Combining Committees

b. Locker Room Update

9. NEW BUSINESS:

a. Invoice Approvals

b. Employee of the Month

10. EXECUTIVE SESSION:

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

13. NEXT MEETING: Budget Workshop: Thursday,

November 5, 2026, @ 6 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT:

6. STAFF REPORTS

7. COMMITTEE REPORTS

a. Budget Committee

i. Budget Update

b. Program Committee

c. Bylaws Committee

Public Notice of Potential Social Gathering

Following regularly scheduled meetings of the NWPPRD Board of Commissioners, members of the Board may attend a social gathering at a local business. This event is informal and purely social in nature. No official business will be conducted, and no decisions will be made. This notice is provided in accordance with open public meeting requirements to ensure transparency and public awareness.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: October 22, 2026

Presented By: Chair

**This section for staff use*

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

2. Item: Roll Call

Presented By: Chair

This section for staff use

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

3. Item: Public Comment

Presented By: Chair

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

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

4. Item: Consent Agenda Announcement

Meeting Date: October 22, 2026

Presented By: Chair

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

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

Item Removed: _____

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

5. Item: Consent Agenda Approval

Presented By: Chair

a. Minutes:

- i. 9.24.2026 Regular Meeting Minutes
- ii. 10.8.2026 Budget Workshop Minutes

b. Vouchers & Payroll

i. Expense Vouchers #s 260803001-260803008, 260901001-260901008, 260902001-260902003
\$46,761.13

ii. Payroll: \$25,474.79

iii. DOR \$2,737.98

TOTAL: \$74,973.90

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

This section is for staff use

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

Vote: Y/N/AB

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



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, September 24, 2026
6:00 PM

1. MEETING CALLED TO ORDER at 6:00pm BOC Chair Larsen.

2. ROLL CALL: Comms Larsen, Kraner, and Witmer were present. Commissioner Hartmann and Commissioner Guy were excused.

3. PUBLIC COMMENTS:

- Teri Bono – Showing support and offer to volunteer when needed.
- Elaine Graham – Here to listen and continue to support NWPPRD

4. CONSENT AGENDA ANNOUNCEMENT

5. CONSENT AGENDA ITEMS: Commissioner Kraner moved to approve the Consent Agenda. Commissioner Witmer seconded the motion. The motion carried unanimously with no further discussion.

a. Minutes from Regular Meeting 07.23.2026

b. Minutes from Regular Meeting 08.27.2026

c. Vouchers and Payroll:

- | | |
|--|-------------|
| i. Expense Voucher #260703001, 260703011, 260801001-260801003, 260802001-260802006 | \$32,903.24 |
| ii. Payroll | \$70,970.20 |
| iii. DOR | \$2,884.71 |

Total: \$106,758.15

6. STAFF REPORTS:

- Executive Director shared the request for Oak Harbor School District Superintendent to present on upcoming levy. Discussion held and Commissioner declined the request to focus on 2027 Budget.
- Executive Director shared the option to take over Chum Run coordination. Recreation Coordinator will start on planning and budgeting for 2027.
- Executive Director shared update on MRSC updates and recommendation for Maintenance Manager to attend training to be more versed on renovation requirements. Including considerations for what permits are required to move forward.
- Commissioner Larsen acknowledged the 17% increase in volleyball participation.
- Maintenance Manager provided additional information on recent maintenance and work completed by volunteers. NWPPR passed the annual Island County inspection. Shared plans to continue to work on shower repairs. Executive Director to

post signs on shower renovation updates/status in the locker rooms in addition to emails and social media posts.

- f. Business Manager provided additional information on staff changes and plans for new hire training.

7. COMMITTEE REPORTS:

- a. **Budget Committee:** No update
- b. **Program Committee:** No update
- c. **Bylaws Committee:** No update

8. UNFINISHED BUSINESS:

- a. Combining Committee Discussion - Commissioner Larsen recommended postponing discussion until next BoC meeting in October.

9. NEW BUSINESS:

- a. **Resolution 2026-07 Repair and Replacement Procurement Policy Draft** – Executive Director presented the Resolution with recommendation on Resolution 2026-07 Repair and Replacement Procurement Draft Policy. Commissioner Kraner and Commissioner Larsen provided comments and recommendations. Commissioner Larsen recommended any repairs and replacements above \$10k to be brought to BoC for consideration and approval. Commissioner Larsen recommends postponing further discussion to the next BoC meeting.
- b. **Contract Agreement Template** – Executive Director presented and Commissioner Larsen recommended postponing discussion until the next BoC meeting in October.
- c. **Employee of the Month** – Executive Director presented Emma Oakes as the Employee of the Month.

10. EXECUTIVE SESSION: NONE

11. ACTION ITEM/REVIEW:

- a. Postpone Combining Committee Discussion to the next BoC meeting in October.
- b. Postpone Resolution 2026-07 Repair and Replacement Procurement Policy Draft with recommended revisions for review to the next BoC meeting in October.
- c. Postpone Contract Agreement Template to the next BoC meeting in October for further discussion.
- d. Business Manager to provide update on budget during the Budget Workshop.

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

13. NEXT MEETING: Budget Workshop on Thursday, October 8, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

14. ADJOURNMENT: The meeting adjourned at 6:38pm by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

Date



BUDGET WORKSHOP

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, October 8, 2026
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:02pm BOC Chair Larsen.
2. **ROLL CALL:** Comms Larsen, Witmer, Hartman, and Guy were present. Commissioner Kraner was not present.
3. **2027 BUDGET DISCUSSION**
4. **ACTION ITEM/REVIEW:**
 - a. Budget Committee to review allocation for shared cost allocation, Recreation cost recovery, Recreation Coordinator allocation, administrative allocation, and user fee/taxpayer support. Including, but not limited to, reviewing budget line items and presenting draft to the next Budget Workshop meeting on November 5, 2026.
5. **FINAL BOARD COMMENTS:** No comments were made.
6. **NEXT MEETING:** Board of Commissioners Regular Meeting on Thursday, October 22, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.
7. **ADJOURNMENT:** The meeting adjourned at 6:44pm by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
690374-690381	09.02.2026	260803001-260803008	\$27,871.94
690629-690636	09.09.2026	260901001-260901008	\$ 5,200.74
690904-690906	09.16.2026	260902001-260902003	\$13,688.45

\$46,761.13

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$25,474.79
Department of Revenue Transfer \$ 2,737.98

Total of Voucher #s 260803001-260803008, 260901001-260901008, 260902001-260902003
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$74,973.90

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 October 22, 2026

Brit Kraner, Commissioner

Bill Larsen, Commissioner

Jaemee Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner

CHECK REGISTER

North Whidbey Park & Pool District

Time: 13:28:32 Date: 09/30/2026

08/21/2026 To: 09/30/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1377	08/25/2026	Claims	1	0	Airgas USA, LLC	6,862.02	CO2 Food Grade Micro Bulk & Cylinder Rental
1378	08/25/2026	Claims	1	0	Canon Finacial Services Inc	157.14	Copy Machine Lease
1379	08/25/2026	Claims	1	0	Cascade Natural Gas Corp	11,812.45	Gas: Pool & Spa, Lk Rm, Offices
1380	08/25/2026	Claims	1	0	City of Oak Harbor Utilities	3,177.66	Water: Pool, Patron, CVP
1381	08/25/2026	Claims	1	0	Colonial Life	1,622.41	Insurance Benefits
1382	08/25/2026	Claims	1	0	Kailynn Haehn	115.00	Patron Refund Swim Lessons
1383	08/25/2026	Claims	1	0	Kaiser Permanente	4,100.26	Insurance Benefits
1384	08/25/2026	Claims	1	0	Kaleilani Macairan	25.00	Patron Refund - Swim Lessons
1423	09/03/2026	Claims	1	0	Airgas USA, LLC	254.14	Cylinder Rental HT
1424	09/03/2026	Claims	1	0	Bay City Supply	862.56	Cleaning & Paper Products
1425	09/03/2026	Claims	1	0	Diamond Site Services	250.00	Portable Toilet
1426	09/03/2026	Claims	1	0	Julie GrantMeyer	120.00	Patron Refund - Rugby (2024)
1427	09/03/2026	Claims	1	0	Island Disposal A Waste Connections Comp	145.80	CVP Garbage
1428	09/03/2026	Claims	1	0	Springbrook Holding Company LLC	486.00	Implementation Services
1429	09/03/2026	Claims	1	0	Visa	1,762.01	J Millang CC
1430	09/03/2026	Claims	1	0	Whidbey Tech Solutions	1,320.23	IT Svc & Business Apps
1431	09/05/2026	Claims	1	0	Puget Sound Energy	6,125.11	Electric Bill
1432	09/05/2026	Claims	1	0	Surety Pest Control	169.70	Pest Control
1433	09/05/2026	Claims	1	0	Visa	7,393.64	J Cochran, M Cochran CC
001 M&O Operating						46,761.13	
* Transaction Has Mixed Revenue And Expense Accounts						46,761.13	Claims: 46,761.13

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

6. Item: Staff Reports

Meeting Date: October 22, 2026

Presented By: Jay Cochran

Comment Cards-None

Action Items

8.27.2026

Bylaws Committee – The Bylaws Committee will present revisions to the Standing Rules and Bylaws in the September meeting. -Done

Agenda item - Combine Budget Committee and Program Committee -Done

9.24.2026

Postpone Combining Committee Discussion to the next BoC meeting in October.

Postpone Resolution 2026-07 Repair and Replacement Procurement Policy Draft with recommended revisions for review to the next BoC meeting in October. Update 10/16/2026 -the attorney has not finalized the new public works policy. See update further down.

Postpone Contract Agreement Template to the next BoC meeting in October for further discussion. -Update 10/16/2026-the attorney has not finalized the new public works policy.

Business Manager to provide update on budget during the Budget Workshop. -Done

10.8.2026

Budget Committee to review allocation for shared cost allocation, Recreation cost recovery, Recreation Coordinator allocation, administrative allocation, and user fee/taxpayer support, including but limited to reviewing budget line items and present draft to the next Budget Workshop meeting on November 5,

Recreation Coordinator

- The Flag Football season will wrap up on October 24th, and a survey will be sent out to all participating families.
- We have continued to receive great feedback regarding our Youth Volleyball League.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

- Youth Basketball registration opened on October 1st. We will begin making phone calls to previous basketball families in November. The season is tentatively set to start on January 16th pending securing OHSD facility use.
- I will be attending a free virtual NRPA workshop titled “Building Pathways for Women and Girls in Youth Sports Coaching”.
- My first meeting with the FARR Advisory Committee will be held on November 18th.
- I will continue to assist the Business Manager in training the new CSS staff, specifically on the opening shift responsibilities.

Maintenance Manager

- Work with Island Electric for repair to electrical relays and controls for the pool's main pump and the Spa jet pump.
- Replacement of valve controlling the mix from the chlorinator to the main pool.
- Repairs on several toilets and sinks.
- During the PSE planned shutdown for power pole replacement, we ran a work crew at Clover Valley Park.
- Landscape upkeep at JVMP and Clover Valley.
- Fall cleaning of roof and downspouts.

Business Manager

- Continued preparation of the 2027 budget.
- Continued refining Springbrook GL coding to better track and group program-specific expenses, improving financial reporting and cost-recovery analysis.
- Identified four formatting issues in Civic Rec impacting residency status. Advised front desk staff how to correct these.
- Recruited, interviewed, and onboarded new staff for front desk, lifeguards, and swim instructors.
- Continued oversight of swim lessons and instructor development, including swim lesson reference material for instructors with various levels of experience.
- Developing updated front desk training guides and standardized procedures to improve consistency and customer service.
- Devoted significant time to onboarding and hands-on training of three new front desk employees.
- Special thanks to Jenna for her valuable assistance and time dedicated to staff training.

Treasurer's Report
Transactions from 9/1/2026 to 9/30/2026

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 8/31/2026					678,898.05
09/03/2026	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	47,995.71	
09/30/2026	SEP 26 PROP TAX DISTRIBUTION		0.00	19,977.23	
	Revenue Total		<u>0.00</u>	<u>67,972.94</u>	67,972.94
09/02/2026	PATRON NO WHIDBEY POO	KY 00690381	25.00	0.00	
09/02/2026	CASCADE NATURAL NO WHIDBEY POO	KY 00690376	10,667.83	0.00	
09/02/2026	CASCADE NATURAL NO WHIDBEY POO	KY 00690376	1,144.62	0.00	
09/02/2026	CITY OF OAK HAR NO WHIDBEY POO	KY 00690377	1,241.28	0.00	
09/02/2026	CITY OF OAK HAR NO WHIDBEY POO	KY 00690377	1,863.44	0.00	
09/02/2026	CITY OF OAK HAR NO WHIDBEY POO	KY 00690377	72.94	0.00	
09/02/2026	PATRON NO WHIDBEY POOL	KY 00690379	115.00	0.00	
09/02/2026	KAISER FOUNDATI NO WHIDBEY POO	KY 00690380	4,100.26	0.00	
09/02/2026	CANON FINANCIAL NO WHIDBEY POO	KY 00690375	157.14	0.00	
09/02/2026	AIRGAS INC. NO WHIDBEY POOL PA	KY 00690374	244.66	0.00	
09/02/2026	COLONIAL LIFE & NO WHIDBEY POO	KY 00690378	1,622.41	0.00	
09/02/2026	AIRGAS INC. NO WHIDBEY POOL PA	KY 00690374	6,617.36	0.00	
09/09/2026	PATRON NO WHIDBEY POO	KY 00690632	120.00	0.00	
09/09/2026	VISA INC NO WHIDBEY POOL PARK	KY 00690635	1,762.01	0.00	
09/09/2026	DIAMOND RENTALS NO WHIDBEY POO	KY 00690631	250.00	0.00	
09/09/2026	BAY CITY SUPPLY NO WHIDBEY POO	KY 00690630	171.86	0.00	
09/09/2026	BAY CITY SUPPLY NO WHIDBEY POO	KY 00690630	41.17	0.00	
09/09/2026	BAY CITY SUPPLY NO WHIDBEY POO	KY 00690630	492.71	0.00	
09/09/2026	BAY CITY SUPPLY NO WHIDBEY POO	KY 00690630	156.82	0.00	
09/09/2026	AIRGAS INC. NO WHIDBEY POOL PA	KY 00690629	254.14	0.00	
09/09/2026	ISLAND DISPOSAL NO WHIDBEY POO	KY 00690633	145.80	0.00	
09/09/2026	WHIDBEY TECH SO NO WHIDBEY POO	KY 00690636	1,320.23	0.00	
09/09/2026	SPRINGBROOK HOL NO WHIDBEY POO	KY 00690634	486.00	0.00	
09/11/2026	NWPP&R PAYROLL		25,474.79	0.00	
09/16/2026	VISA INC NO WHIDBEY POOL PARK	KY 00690906	5,420.11	0.00	
09/16/2026	VISA INC NO WHIDBEY POOL PARK	KY 00690906	1,973.53	0.00	
09/16/2026	PUGET SOUND ENE NO WHIDBEY POO	KY 00690905	6,125.11	0.00	
09/16/2026	ORKIN LLC. NO WHIDBEY POOL PAR	KY 00690904	169.70	0.00	
09/29/2026	NWPP&R DOR		2,737.98	0.00	
	Expenditure Total		<u>74,973.90</u>	<u>0.00</u>	-74,973.90
Ending Cash Balance			Calculated Total		671,897.09
			Book Total		671,897.09
			Difference		0.00

Treasurer's Report
Transactions from 9/1/2026 to 9/30/2026

648 - NO WHID POOL PARK REC BOND

Cash Balance at 8/31/2026			0.00
Ending Cash Balance	Calculated Total		0.00
	Book Total		0.00
	Difference		0.00

Treasurer's Report
Transactions from 9/1/2026 to 9/30/2026

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 8/31/2026				71,245.71
09/30/2026	ICTIP INV INTEREST - SEPT 2026		0.00	1,725.78
	Revenue Total		0.00	1,725.78
Ending Cash Balance		Calculated Total		72,971.49
		Book Total		72,971.49
		Difference		0.00

Treasurer's Report
Transactions from 9/1/2026 to 9/30/2026

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 8/31/2026				341.23
09/30/2026	ICTIP INV INTEREST - SEPT 2026	0.00	26.53	
	Revenue Total	0.00	26.53	26.53
Ending Cash Balance		Calculated Total		367.76
		Book Total		367.76
		Difference		0.00



**Participants - Earning Allocat Selected
Cash/Checking Activity
September 1, 2026 - September 30, 2026**

Island County

PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649	649						551,055.34
		3.665	09/01/2026			1,715.06	551,055.34
		3.827	09/01/2026				551,055.34
		3.810	09/01/2026				551,055.34
Subtotal and Ending Balance		3.810		0.00	0.00	1,715.06	551,055.34
788	788						8,470.65
		3.664	09/01/2026			26.36	8,470.65
		3.828	09/01/2026				8,470.65
		3.811	09/01/2026				8,470.65
Subtotal and Ending Balance		3.811		0.00	0.00	26.36	8,470.65
Totals and Ending Balance for PARTICIPANT				0.00	0.00	1,741.42	559,525.99



Heritage
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	09-01-2026
Statement End	09-30-2026
Account Number	
Page	1 of 3

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



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- Make it easier for customers to pay
- Protect your business from fraud



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PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$3.01

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$47,091.88		\$49,505.24		\$0.57		\$50,403.64		\$0.00		\$46,194.05

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/01/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,514.43
09/01/26	Deposit	27.44
09/02/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,715.00
09/02/26	Deposit	54.89
09/03/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,698.76
09/03/26	Deposit Night Drop	11,403.35
09/04/26	External Deposit CNI MLLNGTN DET EFT 090326 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *260903*1	8,906.00
09/04/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,002.20
09/04/26	Deposit	37.04
09/08/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	538.54



Equal Housing Lender | Member FDIC

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HeritageBankNW.com | 800.455.6126



DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/08/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	868.47
09/08/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,807.50
09/08/26	Deposit	86.65
09/08/26	Deposit	14.59
09/09/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	8.20
09/09/26	Deposit	50.07
09/10/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,104.49
09/10/26	Deposit	55.85
09/11/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	981.15
09/11/26	Deposit	24.85
09/14/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	672.32
09/14/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	788.41
09/14/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,120.43
09/14/26	Deposit	72.41
09/14/26	Deposit	67.05
09/14/26	Deposit	143.65
09/15/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	547.41
09/15/26	Deposit	221.87
09/16/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	342.70
09/16/26	Deposit	53.52
09/17/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	972.15
09/17/26	Deposit	81.75
09/18/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	770.76
09/18/26	Deposit	121.42
09/21/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	595.33
09/21/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	806.73
09/21/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	845.74
09/22/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	649.18
09/23/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	715.59
09/23/26	Deposit	109.63
09/23/26	Deposit	47.10
09/23/26	Deposit	85.50
09/23/26	Deposit	26.30
09/23/26	Deposit	815.29
09/24/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	783.98





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/24/26	Deposit	60.65
09/25/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	969.37
09/28/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	280.83
09/28/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	396.75
09/28/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,225.60
09/28/26	Deposit Night Drop	126.93
09/28/26	Deposit	2.00
09/28/26	Deposit	128.85
09/28/26	Deposit	234.56
09/29/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,430.04
09/29/26	Deposit	3.00
09/30/26	External Deposit BANKCARD - SETTLEMENT 628044000466460	290.97
09/30/26	Credit Interest	0.57

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
09/01/26	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	2,258.43
09/02/26	External Withdrawal AUTHNET GATEWAY - BILLING 149954858	149.50
09/03/26	Withdrawal NWPP AND REC	47,995.71

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
09/01	47,375.32	09/11	29,587.71	09/22	38,460.54
09/02	48,995.71	09/14	32,451.98	09/23	40,259.95
09/03	14,102.11	09/15	33,221.26	09/24	41,104.58
09/04	24,047.35	09/16	33,617.48	09/25	42,073.95
09/08	27,363.10	09/17	34,671.38	09/28	44,469.47
09/09	27,421.37	09/18	35,563.56	09/29	45,902.51
09/10	28,581.71	09/21	37,811.36	09/30	46,194.05

Summary of Overdraft and Returned Item Fees

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





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

Public Sector Statement
September 30, 2026
page 1 of 2

13 T 363 00000 R EM A0
ISLAND COUNTY TREASURER
N WHIDBEY PARK & RECREATION DIST PAYROLL
PO BOX 699
COUPEVILLE WA 98239-0699

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

Public Transaction Analysis Interest

ISLAND COUNTY TREASURER	Beginning balance 8-31-26	\$53,521.98
N WHIDBEY PARK & RECREATION DIST PAYROLL	1 Addition	+25,474.79
	6 Subtractions	-75,693.77
	Ending balance 9-30-26	\$3,303.00

Additions

<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	9-11		Trf Fr DDA 0000473631001525 4731	\$25,474.79
			Total additions	\$25,474.79

Subtractions

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	9-8		Irs Usataxpymt	\$7,963.55
	9-8		Irs Usataxpymt	7,288.83
	9-8		Irs Usataxpymt	7,119.08
	9-15		N Whidbey Pr Payroll	25,474.79
	9-15		Irs Usataxpymt	5,943.45
	9-30		N Whidbey Pr Payroll	21,904.07
			Total subtractions	\$75,693.77

Interest earned

Current Interest Rate	variable
Number of days this statement period	30

Fees and charges

See your Account Analysis statement for details.

Visa Credit Card Reconciliation

Card Holder: Jay Cochran

Billing Cycle: 8.31.2026

Payments are excluded from this reconciliation.

Date	Merchant Name	Amount	Receipt Attached	Description
7.31.2026	Island Electric	\$ 402.22	✓	Pool electrical repair
8.9.2026	Nextiva	\$ 298.06	✓	Phone service
8.10.2026	RCX NFL Flag	\$ 3,705.27	✓	Youth Flag Football program expenses
8.11.2026	The Reptile Lady	\$ 402.56	✓	Day camp program
8.13.2026	Amazon	\$ 30.59	✓	Volleyballs → Ball Bags
8.13.2026	D.&Jsports.com	\$ 345.00	✓	Pool Flags
8.14.2026	Amazon	\$ 109.28	✓	Sport Supply Bags
8.20.2026	Amazon Prime	\$ 16.38	✓	Amazon Prime membership
8.30.2026	Adobe	\$ 21.85	✓	BOC board packets
8.30.2026	Buddy Punch	\$ 88.90	✓	Timekeeping
Total		\$ 5,420.11		

Date Signature

9/3/26 
 9.01.2026 Julie Mullins

HERITAGE BANK

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



SCORECARD

Bonus Points
Available
42,326

Summary of Account Activity

Previous Balance		\$ 3,131.43
Payments	-	\$3,131.43
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$5,420.11
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 5,420.11
Credit Limit		\$10,000.00
Available Credit		\$4,579.89
Available Cash		\$4,579.89
Amount Disputed		\$0.00
Statement Closing Date		08/31/26
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	\$5,420.11
MINIMUM PAYMENT	\$109.00
PAYMENT DUE DATE	09/25/2026

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

Important Information About Your Account

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

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

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/31	08/02	PBUS01	24692166212407846606849	IN ISLAND ELECTRIC SIG 360-5442493 WA	\$402.22
08/09	08/10	PBUS01	24906416221264371081298	NEXTIVA SERVICE 800-9834289 AZ	\$298.06
08/10	08/11	PBUS01	24116416222744989965599	RCX*NFLFLAG RCXSPORTS.COM IL	\$3,705.27
08/11	08/11	PBUS01	24692166223300019194155	SQ *THE REPTILE LADY gosq.com WA	\$402.56
08/13	08/14	PBUS01	24011346225100089141684	AMAZON MARK* 5H35S98F1 AMAZON COM/MA WA	\$30.59
08/13	08/14	PBUS01	24428066225301006758649	D JSPTS.COM 214-631-0057 TX	\$345.00
08/14	08/14	PBUS01	24011346226100012678496	AMAZON MARK* 5H8VJ68G2 AMAZON COM/MA WA	\$109.28



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

Statement Closing Date:
August 31, 2026

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/20	08/21	PBUS01	24692166232409664439994	AMAZON PRIME*S67B96XP3 Amzn.com/bill WA	\$16.38
08/30	08/31	PBUS01	24793386242000119403063	Adobe Inc 800-8336687 CA	\$21.85
08/30	08/31	PBUS01	24492166242100023120744	BUDDY PUNCH BUDDYPUNCH.CO WI	\$88.90
08/29	08/31		73190606243555243500015	PAYMENT - THANK YOU TACOMA WA	\$3,131.43-

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2026 Totals Year To Date

Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 0.00

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 08/30/2026

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	36,871	5,455	0	0	42,326
Bonus Points To Expire:			Expiration Date: 01/31/2031		Points: 20,184
Bonus Points To Expire:			Expiration Date: 01/31/2032		Points: 22,142

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	22 \$0.00	1.06250% (M)	12.7500% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$6,502.81			\$0.00

Visa Credit Card Reconciliation

Card Holder: Mitchell Cochran

Billing Cycle: 08/31/2026

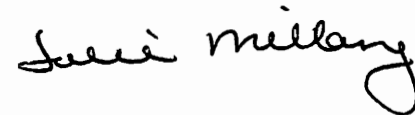
Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
08.03.2026	Hilltop Auto	\$75.00 ✓	x	Truck Fuel
08.06.2026	Walmart	\$ 356.10 ✓	x	Pool Filter Chems
08.06.2026	SPPoolgoods	\$ 183.49 ✓	x	Pool Filter Chems
08.07.2026	Costco	\$ 485.07 ✓	x	Concession / Office Supplies
08.08.2026	Baycentral/ Pool Parts Un-ltd	\$ 274.21 ✓	x	Pool Filter Chems
08.10.2026	Granger	\$ 94.62 ✓	x	Sink Valve
08.11.2026	EZPool	\$ 102.91 ✓	x	Reagents
08.12.2026	Ewing Irrigation	\$ 102.74 ✓	x	Main Pool Auto Fill Valve
08.20.2026	SQ Macaroni Kid Whidbey	\$ 200.00 ✓	x	Advertising
08.08.30.20	Ace Hardware OH	\$ 99.39 ✓	x	CVP Landscape Supplies
Total		\$ 1,973.53		

Date Signature
09.3.2026 Mitchell Cochran

9-03-2026 

9/4/26 

09.01.2026 

HERITAGE BANK

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

SCORECARD

Bonus Points
Available
25,490

Summary of Account Activity

Previous Balance		\$ 1,221.51
Payments	-	\$1,221.51 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,973.53
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,973.53
Credit Limit		\$5,000.00
Available Credit		\$3,026.47
Available Cash		\$3,026.47
Amount Disputed		\$0.00
Statement Closing Date		08/31/26
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

\$1,973.53

MINIMUM PAYMENT

\$40.00

PAYMENT DUE DATE

09/25/2026

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

Important Information About Your Account

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Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/03	08/04	PBUS01	24801976215845918325342	HILLTOP AUTO SERVICE OAK HARBOR WA	\$75.00
08/06	08/07	PBUS01	24055236218849431226986	WALMART.COM 800-925-6278 AR	\$356.10
08/06	08/07	PBUS01	24011346219100024431446	SP POOL GOODS POOLGOODS.COM SC	\$183.49
08/07	08/09	PBUS01	24692166219404550475910	COSTCO *BUS DELIV 115 425-640-7700 WA	\$485.07
08/08	08/09	PBUS01	24027626220067436129450	BAYCENTRAL 703-509-1533 VA	\$274.21
08/10	08/11	PBUS01	24755426223732234449554	GRAINGER 800-4724643 IL	\$94.62
08/11	08/12	PBUS01	24055226223855629154728	EZ POOL SPA SUPPLY 877-209-7773 NH	\$102.91
08/12	08/13	PBUS01	24493986225243429008005	EWING IRRIGATION PRD 174 BURLINGTON WA	\$102.74
08/20	08/20	PBUS01	24692166232408956034786	MACARONI KID WHIDBEY gosq.com WA	\$200.00



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

Statement Closing Date:
August 31, 2026

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/30	08/31	PBUS01	24801976243878501379810	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$99.39
08/29	08/31		73190606243555243500031	PAYMENT - THANK YOU TACOMA WA	\$1,221.51-

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2026 Totals Year To Date

Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 0.00

Additional Information About Your Account

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ScoreCard Bonus Points Information as of 08/30/2026

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	23,514	1,976	0	0	25,490
Bonus Points To Expire:			Expiration Date: 01/31/2032		Points: 9,657

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	1.06250% (M)	12.7500% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,443.62			\$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: 08.31.2026

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
08.01.2026	Enformion	\$ 55.19 ✓	x	Background Checks
08.05.2026	Island Disposal	\$ 338.08 ✓	x	CVP Garbage
08.06.2026	Astound	\$ 322.25 ✓	x	Internet Service
08.20.2026	Northwest Mini Storage	\$ 160.00 ✓	x	Storage Unit
08.24.2026	True Image	\$ 101.94 ✓	x	Toner Cartridges
08.28.2026	Walmart	\$ 426.27 ✓	x	Military Appreciation Picnic
08.28.2026	Walmart	\$ 255.56 ✓	x	Military Appreciation Picnic
08.28.2026	Walmart	\$ 102.72 ✓	x	Military Appreciation Picnic
		\$ 1,762.01		

Date: 9/3/2026
 Signature: Julie Millang

HERITAGE BANK

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



SCORECARD

Bonus Points
Available
16,302

Summary of Account Activity

Previous Balance		\$ 1,500.12
Payments	-	\$1,500.12 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,762.01
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,762.01
Credit Limit		\$4,000.00
Available Credit		\$2,237.99
Available Cash		\$2,237.99
Amount Disputed		\$0.00
Statement Closing Date		08/31/26
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	\$1,762.01
MINIMUM PAYMENT	\$36.00
PAYMENT DUE DATE	09/25/2026

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.

THE SCOREBIG SWEEPSTAKES IS BACK WITH HUGE POINT PRIZES. WIN UP TO 1,500,000 BONUS POINTS! YOU AUTOMATICALLY RECEIVE A FREE ENTRY EACH MONTH, BUT EACH QUALIFYING PURCHASE EARNS YOU AN ADDITIONAL ENTRY BETWEEN 08/1 AND 10/31/25. VISIT [HTTPS://INFO.SCORECARDREWARDS.COM/SCOREBIG](https://info.scorecardrewards.com/scorebig) FOR OFFICIAL RULES AND MORE INFORMATION.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/01	08/02	PBUS01	24906416213263748772597	ENF*Enformion 855-2813915 CA	\$55.19
08/07	08/09	PBUS01	24692166219404784651575	WCI*ISLAND DISPOSAL 360-678-5701 WA	\$338.08
08/07	08/09	PBUS01	24692166219404599636175	ASTOUND 800-427-8686 PA	\$322.25
08/20	08/23	PBUS01	24194336233017011115612	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
08/25	08/25	PBUS01	24011346237100052917868	SP TRUE IMAGE TECH TRUEIMAGETECH CA	\$101.94
08/28	08/30	PBUS01	24445006241400251180569	WAL-MART #2319 OAK HARBOR WA	\$426.27
08/28	08/30	PBUS01	24081196241029527604017	WAL-MART #2319 OAK HARBOR WA	\$255.56
08/28	08/30	PBUS01	24226386241029526252936	WAL-MART #2319 OAK HARBOR WA	\$102.72
08/29	08/31		73190606243555243500023	PAYMENT - THANK YOU TACOMA WA	\$1,500.12-



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

Statement Closing Date:
August 31, 2026

Fees							
TOTAL FEES FOR THIS PERIOD	\$ 0.00						
Interest Charged							
TOTAL INTEREST FOR THIS PERIOD	\$ 0.00						
<table border="1"> <thead> <tr> <th colspan="2">2026 Totals Year To Date</th></tr> </thead> <tbody> <tr> <td>Total Fees Charged in 2026</td><td>\$ 0.00</td></tr> <tr> <td>Total Interest Charged in 2026</td><td>\$ 0.00</td></tr> </tbody> </table>		2026 Totals Year To Date		Total Fees Charged in 2026	\$ 0.00	Total Interest Charged in 2026	\$ 0.00
2026 Totals Year To Date							
Total Fees Charged in 2026	\$ 0.00						
Total Interest Charged in 2026	\$ 0.00						

Additional Information About Your Account

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ScoreCard Bonus Points Information as of 08/30/2026

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	15,325	977	0	0	16,302
Bonus Points To Expire:		Expiration Date: 01/31/2031			Points: 5,394
Bonus Points To Expire:		Expiration Date: 01/31/2032			Points: 11,693

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	1.06250% (M)	12.7500% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,018.37			\$0.00

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

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

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

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



Account Balances
As of September 30, 2026

M&O Operating	\$ 671,897.09
Bond Fund	\$ 0.00
Reserve Fund	\$ 624,026.83
Capital Project Fund	\$ 8,838.41
Payroll Account	<u>\$ 3,303.00</u>
Total Balance of Accounts	\$ 1,308,065.33

Financial Report August 2026

	2026 Budget	YTD	% YTD
Projected Fund Starting Balance	445,379.00	673,354.30	
Income			
6.00 310.00 Levies	1,439,991.00	816,063.18	55.84
36.00 340.00 JVMP Revenue	376,116.00	226,985.13	50.11
50.00 350.00 Recreation Revenue	114,511.00	68,221.53	40.60
70.00 360.00 Miscellaneous Revenue	58,519.00	24,771.22	28.66
75.00 361.40.00 Interest	14,150.00	9,782.36	69.13
76.00 370.00 Refunds			
77.00 Total Income	2,003,287.00	1,145,823.42	53.19
Expenses			
121.00 573.60.00 Exp Recreation Sports	105,974.00	59,717.80	48.25
165.00 576.20.10 Salary & Wages	893,102.00	407,811.41	
191.00 576.20.11 Payroll Benefits	73,122.00		36.62
192.00 576.20.12 Payroll Taxes	147,384.00		
198.00 576.20.20 Personnel Benefits	91,302.00	32,715.78	35.83
276.00 576.20.40 JVMPool Other Services	795,144.00	358,353.10	45.07
309.00 576.20.50 Intergovernmental	34,118.00	19,859.23	58.21
336.00 576.80.00 General Parks	19,147.00	2,690.19	14.05
340.00 Total Expenses	2,159,293.00	881,147.51	40.41
Projected Fund Ending Balance	289,373.00	938,030.21	

Financial Report September 2026

	2026 Budget	YTD	% YTD
Projected Fund Starting Balance	445,379.00	578,994.25	
Income			
6.00 310.00 Levies	1,439,991.00	836,040.41	58.06
36.00 340.00 JVMP Revenue	376,116.00	300,769.59	79.97
50.00 350.00 Recreation Revenue	114,511.00	81,285.53	70.98
70.00 360.00 Miscellaneous Revenue	58,519.00	26,104.87	44.61
75.00 361.40.00 Interest	14,150.00	13,276.09	93.82
76.00 370.00 Refunds			
77.00 Total Income	2,003,287.00	1,257,476.49	62.77
Expenses			
121.00 573.60.00 Exp Recreation Sports	105,974.00	86,090.00	81.24
165.00 576.20.10 Salary & Wages	893,102.00	528,876.98	
191.00 576.20.11 Payroll Benefits	73,122.00		59.22
192.00 576.20.12 Payroll Taxes	147,384.00		
198.00 576.20.20 Personnel Benefits	91,302.00	38,182.51	41.82
276.00 576.20.40 JVMPool Other Services	795,144.00	410,553.09	51.63
309.00 576.20.50 Intergovernmental	34,118.00	19,859.23	58.21
336.00 576.80.00 General Parks	19,147.00	5,034.34	26.29
340.00 Total Expenses	2,159,293.00	1,088,596.15	50.41
Projected Fund Ending Balance	289,373.00	747,874.59	

* Springbrook rolls payroll benefit and payroll taxes into salary & wages.



7.a. Item: Budget Committee-Budget Review

Meeting Date: October 22, 2026

Presented By: BM Millang

Discussion items originally planned for the Budget & Program Committee meetings were addressed during the October budget workshop, including departmental expense allocations, administrative costs, and improvements to the budget reporting structure.

The August financial report, originally intended for presentation at the budget workshop, is included in the Business Manager's staff report for review.

Work continues on the development of the 2027 budget, including refining BARS account coding, reviewing historical expenditures, and establishing appropriate methods for allocating shared expenses across District programs. The goal is to have a preliminary draft budget available for review at the October 26 Budget Committee meeting.

The September financial report, representing the end of the third quarter, has been completed and is included in the Business Manager's staff report. Detailed line-item financial reports will be provided at the October 26 Budget Committee meeting for further review and discussion, consistent with the direction understood from the budget workshop. A more comprehensive analysis of third-quarter financial performance is anticipated for the November Board meeting.

7.b. Item: Program Committee-None

Meeting Date: October 22, 2026

Presented By: BOC

7.c. Item: Bylaws Committee-Bylaws Review

Meeting Date: October 22, 2026

Presented By: Comm Hartmann

As required by our bylaws, we need to review them every two years. They are included for your review.

Exhibit A



BYLAWS

(IAW RCW 24.03.070)

ARTICLE I. NAME, POWERS, RIGHTS, AND LIABILITIES

Section 1.1 Name

The name of the municipal corporation, duly established pursuant to the laws of the State of Washington, shall be "NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT" hereinafter referred to as "the District".

Section 1.2 Powers, Rights, and Liabilities

By and in the District name, the District shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations, now and hereafter, imposed upon municipal corporations of the same class, by the Constitution and the laws of the State of Washington, and shall have and exercise by, or which are incidental to or inhere in municipal corporations of like character and degree. The District shall have all powers possible to have under the Constitution and laws of this State.

Section 1.3 Property

The properties managed by the District include the John Vanderzicht Memorial Pool located at 85 SE Jerome Street, Oak Harbor, WA. 98277, the Clover Valley property located at 996 Ault Field Road, Oak Harbor, WA. 98277, including ball fields, an off-leash dog park, the adjacent property, and the Hillcrest property.

ARTICLE II. THE GOVERNING BODY BOARD COMPOSITION

Section 2.1 Board Composition

The governing body of the District shall consist of a Board of five (5) elected members, known as Commissioners hereinafter referred to as "the Board". The Commissioners must reside or own property within the boundaries of the District and must be registered to vote within the same

District.

Section 2.2 Terms and Conditions

Commissioner elections and terms will be in accordance with RCW 36.69 and 42.12.

Section 2.3 Bylaw Adoption

These bylaws shall be reviewed and adopted at least every twenty-four months after each revision or sooner if a revision is made during that twenty-four-month period.

ARTICLE III. DUTIES OF THE BOARD AND BOARD MEETINGS

Section 3.1 Duties of the Board.

The Board of Commissioners shall exclusively provide policy, oversight, and direction for the District, its Executive Director, and staff in accordance with RCW 36.69.120.

Section 3.2 Board Positions.

The majority of the whole membership of the Board shall elect a Chair, Vice-Chair, and Secretary. These officers shall hold office until the first meeting in January of each year. They may, if reelected, serve more than one term. The Board may, upon a vote of 60%, vacate any position when the officer fails to adequately perform their assigned duties effectively. An election for the vacated position should be held as soon as feasible.

Section 3.2.a Duties of the Chair.

The Chair shall preside over all meetings of the Board. In the Chair's absence or inability to preside, the Vice-Chair shall assume all duties. If, however, the Chair is to be permanently unable to preside, the Board shall select a new Chair for the remainder of the term. The Chair shall be responsible for developing the agendas for the Board's monthly meetings and have them available at least 24 hours before the meeting for distribution upon request in accordance with RCW 42.30.077. This duty can be delegated.

Section 3.2.b Duties of the Secretary.

In accordance with RCW 42.30 and 42.56, the Secretary shall be responsible for overseeing all records and files, including mandatory archiving of records, and the Secretary shall post all notices of regular and special Board Meetings. This includes archiving as outlined by the State Archival System. This duty can be delegated.

Section 3.3

The Board will govern lawfully the RCWs in the best interest of the community that it serves and the citizens that reside in the District.

Section 3.4

Any ethical violation observed or reasonably suspected by any community member or District employee on District premises or in its programs brought to the Board will be addressed promptly.

Section 3.5

The Board shall not cause or allow any practice activity, decision, or organizational circumstance that is unlawful or in violation of commonly accepted business practices or professional ethics.

The Board, as individuals, are enabled to utilize their Commissioner titles when expressing their individual beliefs publicly. If choosing to do so, it must be made clear when speaking in an official capacity, or if what is being stated is done so in a personal capacity. To safeguard the public's trust and confidence in the District, Commissioners are not to utilize the prestige of the District for personal gain.

Section 3.6 Meeting and Meeting Notice

- a. All NWPPRD Board meetings shall operate in compliance with all relevant provisions of RCW 42.30.
- b. Regular Meetings. A Resolution of the Board shall establish the time and place of regular meetings of the Board. Such Resolution will also specify the appropriate notification of such meeting IAW RCW 42.30.075,
- c. Special Meeting. The Chair, or the majority of the Board, may call special meetings at any time. The notification of such a meeting must be delivered to each board member and others requiring notification IAW RCW 42.30.080.
- d. Executive Sessions. The Board may hold executive sessions IAW RCW 42.30.110.

Section 3.7 Quorum.

A majority of all members of the Board shall be present to constitute a quorum for the transaction of business at all meetings of the Board. When a quorum is present at any Board meeting, the vote of at least three Board members present and voting shall decide any question brought before such meeting, and such vote shall be binding upon all Board members unless the question is one upon which by express provision of Washington State law, these bylaws or *Robert's Rules of Order* a different vote is required, in which case such express provisions shall govern and control the decision of such question. Washington State law shall supersede all others if there is any doubt.

Section 3.8 Parliamentary Procedures.

Unless otherwise governed by the provisions of these bylaws or laws of the State of Washington, *Roberts Rules of Order*, most recent edition, shall apply.

Section 3.9 Business and Standing Rules

The Secretary shall digitally maintain a list of Business and Standing Rules as adopted by the Board to assist in the day-to-day decision making of the board and executive staff. Each member of the Board shall have access to and adhere to the Business and Standing Rules as adopted. Business and Standing rules may be amended, appended or stricken at any time by a majority vote of the board. The Business and Standing rules are intended to establish precedent, maintain standardization in the decisions made by the Board.

Section 3.10 Boards Acting as a Body.

The Board shall act as a body in making decisions and announcing them. No member shall speak or act for the Board without prior authorization of a majority of the Board except as provided in these bylaws.

Section 3.11 Board Meetings Records

- a. Minutes. The proceedings of the Board Meetings shall be recorded and maintained in accordance with RCW 42.56. The minutes shall consist primarily of a record of the action taken. Prior to adopting the minutes, copies of the proposed minutes shall be forwarded to all Board members before the next regular meeting for their reference and/or correction. The Board shall consider the minutes for adoption or necessary correction at the next regular meeting. Copies of the adopted minutes shall be made available to all Board members.
- b. Resolutions and Motions. Every action by the Board of a general or permanent nature and every action otherwise required by state statute shall be by Resolution or Motion.

Section 3.12 Committees

The Chair may appoint Board members to serve on standing or special committees. At the time of the appointment of such members, the Chair shall state the objective of the Committees and reporting requirements. .

ARTICLE IV. DUTIES OF THE EXECUTIVE DIRECTOR

Section 4.1. Appointments and Removal.

The Board shall appoint and remove the Executive Director. The Executive Director shall serve under an employment contract to be reviewed for renewal at least annually. The Executive Director shall perform the administrative duties specified in these bylaws.

Section 4.2. Duties of the Executive Director.

- a. To have general supervision over the operational and administrative affairs of the District.

- b. To appoint and remove, at any time, employees of the District at their discretion, and as the law, policies of the District, and circumstances may indicate.
- c. To attend all meetings of the Board and committees at which that body may require the Executive Director's attendance.
- d. To represent the District to the greater community, including partners, social organizations, and the public.
- e. To recommend for adoption by the Board such measures as the Executive Director deems necessary.
- f. To prepare and submit to the Board such reports as required or as they deem necessary.
- g. To keep the Board advised monthly of the District's financial condition and future needs.
- h. To make the Board aware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, or other pertinent changes in the District.
- i. To prepare and submit to the Board a proposed operating budget and plan for the fiscal year and administer the adopted budget.
- j. To administer the activities of the District to fulfill its mission, promote its programs, and maintain its facilities.
- k. To organize and schedule special events and programs.
- l. To organize and maintain all written policies and resolutions so that they can be implemented quickly and efficiently.
- m. The Executive Director shall be authorized to expense routine payroll and operational expenses without Board resolution or signatures.
- n. The Executive Director shall not, without Board approval, remove more than 10% from the District Reserve Fund.
- o. The Executive Director shall be authorized to sign contracts on behalf of the District, with prior Board approval.
- p. Perform all other duties assigned by the Board in accordance with the Executive Director's contract.

ARTICLE V. SEVERABILITY

Section 5.1

If any of these bylaws or their application to any person or circumstance is held invalid, the

remainder of these bylaws or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VI. AMENDMENTS

Section 6.1

These bylaws, as adopted by the Board may be revised or amended at any regular meeting of the Board, if amendments or proposed revisions are submitted in writing to each board member at least ten days prior. No amendments to the bylaws shall be permitted without prior notice and the majority vote of the Board.

Section 6.2

The foregoing bylaws of the North Whidbey Pool, Park, and Recreation District, consisting of six Articles, have been amended, adopted, and approved by the majority vote of the Board on October 2, 2024, and shall supersede all past bylaws of the District.

Business and Standing Rules

of the

North Whidbey Pool Park and Recreation District

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

Definitions

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

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

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

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

General BoC Rules

All members shall attend at least 10 regular meetings and should advise the Chair if they are not expecting to be in attendance. If a board member misses 2 meetings in a calendar year, there is a risk of removal from any committees they participate in. Additionally, board members are encouraged to attend at least 2 district activities annually to help foster relationships with community members and to remain engaged with the district.

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

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

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

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

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

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

Public meetings require much concentration, and decisions greatly impact patrons and taxpayers. Members and staff should be prepared, rested, alert, and not intoxicated during

all official meetings. Failure to prepare or inattentiveness is disrespectful to the time of other members, staff, and the public.

Commissioners shall not show up to the facilities unannounced to staff for BoC related business and must make attempts to schedule visits with the Executive Director and other staff if there is business to discuss.

Budget Committee Rules

Budget Committee Expectations and Responsibilities

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

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

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

Bylaws Committee Rules

Bylaws Committee Expectations and Responsibilities

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

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

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

Program Committee Rules

Program Committee Expectations and Responsibilities

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

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

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

Proposals

When a proposal for a new program or supplemented program is presented to the board for approval, the Executive Director and/or their designee shall evaluate it. It will use the adopted cost/revenue formula as of the request date. Startup expenses and equipment will be considered separately from the operating expenses and expected revenue. Equipment

purchases may be logged as minor assets for balance sheet purposes. The first session of a new program will not include a markup to give programs a better chance at success with a lower expected attendance. Entry costs will be determined using expected attendance at second and subsequent sessions.

Evaluation of program success

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

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

8.a. Unfinished Business Item: Combining Committees

Meeting Date: October 22, 2026

Presented By: BOC Committee Members

8.b. Unfinished Business Item: Locker Room Update

Meeting Date: October 22, 2026

Presented By: ED Cochran

- I spoke with our District attorney regarding the public works procurement process and the District's ability to establish its own thresholds and procedures.
- She confirmed that we can move forward with the approach I had originally anticipated, allowing the District to establish reasonable thresholds and procedures for smaller public works projects, but we cannot use this process for the locker room renovation.
- She is preparing a revised resolution that will establish those thresholds and procedures, which we anticipate receiving by October 23, 2026, at the latest.
- Under RCW 36.69, park and recreation districts do not have specific statutory dollar thresholds for public works procurement and may establish reasonable thresholds and procedures consistent with state law.
- To support the proposed thresholds, our attorney researched procurement practices used by other public agencies, including the City of Oak Harbor, Island County, park and recreation districts, and library districts.
- Based on that research, she provided the following proposed thresholds and procedures:

Projects Under \$15,000 (Including Sales Tax)

- Three verbal quotes, when feasible, documented in writing by District staff, including contractor information, scope of work, date, and quoted amount.
- Executive Director approval required.
- If three quotes cannot reasonably be obtained, staff must document why.

Projects \$15,001–\$50,000 (Including Sales Tax)

- Three written quotes, when feasible.
- Board of Commissioners approval required.
- If three quotes cannot reasonably be obtained, staff must document why.

Projects Over \$50,000 (Including Sales Tax)

- Small Works Roster process or formal competitive bidding through advertised sealed bids.
- During my discussion with our attorney, she explained that the proposed informal competitive bidding procedures would not apply to our locker room shower renovation because the estimated project cost exceeds \$50,000.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

9.a. New Business Item: Invoice Approvals

Meeting Date: October 22, 2026

Presented By: ED Cochran

A. OHSD Invoices/Rental Expenses

Total September Invoices: \$727.50

Estimated remaining facility cost (October/November): \$2,170.00

These amounts cover field/gym use for Flag Football games and practices and Youth Volleyball games and practices. Facility fees were not originally budgeted for the 2026 seasons.

B. Seamark

The District budgeted approximately \$10,000 for legal services in 2026. To date, we have expended \$1,425 of that amount. We have received an additional invoice totaling \$11,547, which is being presented for approval. This brings our total legal expenditure to \$12,972 to date, exceeding the original budget by \$2,972.

We anticipate additional legal expenses and will bring those invoices to the Budget Committee for review as they are received. The current invoice reflects legal services provided to date.

Recommended Motion: I move to approve payment of Oak Harbor School District Invoice No. 14161 in the amount of \$615.00, Invoice No. 14162 in the amount of \$112.50, and Seamark Invoice No. 1617 in the amount of \$11,547.00, for a total of \$12,274.50.

This section is for staff use

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

Vote: Y/N/AB

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



INVOICE

INVOICE #: 14162

DATE: 10/6/2026

DUE: 11/6/2026

Oak Harbor School District No. 201

Bill to

Tawnie Carlson
tcarlson@ohsd.net

OAK HARBOR SCHOOL DISTRICT NO. 201
Facilities Department
360-279-5961
facilities@ohsd.net

2774729 - NWPPRD

Tue, Sep 15, 4:45PM

Buildings North Whidbey Middle School

Locations Gym

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
1	Gym	1.5	\$15.00	\$22.50
			Subtotal	\$22.50
			Tax	\$0.00
			TOTAL	\$22.50

Thu, Sep 17, 4:45PM

Buildings North Whidbey Middle School

Locations Gym

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
2	Gym	1.5	\$15.00	\$22.50
			Subtotal	\$22.50
			Tax	\$0.00
			TOTAL	\$22.50

Tue, Sep 22, 4:45PM

Buildings North Whidbey Middle School

Locations Gym

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
3	Gym	1.5	\$15.00	\$22.50

	Subtotal	\$22.50
	Tax	\$0.00
	TOTAL	\$22.50

Thu, Sep 24, 4:45PM

Buildings North Whidbey Middle School

Locations Gym

Description	Qty/Hours	Unit Price/Hourly rate	Line Total
4 Gym	1.5	\$15.00	\$22.50
		Subtotal	\$22.50
		Tax	\$0.00
		TOTAL	\$22.50

Tue, Sep 29, 4:45PM

Buildings North Whidbey Middle School

Locations Gym

Description	Qty/Hours	Unit Price/Hourly rate	Line Total
5 Gym	1.5	\$15.00	\$22.50
		Subtotal	\$22.50
		Tax	\$0.00
		TOTAL	\$22.50

AMOUNT DUE	\$112.50
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Memo

Please send cash or check to:
Oak Harbor School District
Attn: Accounts Receivable
350 S. Oak Harbor St
Oak Harbor, WA 98277

For instructions on how to pay online, please email rfrankwich@ohsd.net.



INVOICE

INVOICE #: 14161

DATE: 10/6/2026

DUE: 11/6/2026

Oak Harbor School District No. 201

Bill to

NWPPRD
reccoordinator@nwpprd.org

OAK HARBOR SCHOOL DISTRICT NO. 201
Facilities Department
360-279-5961
facilities@ohsd.net

2763638 - NWPPRD - Youth Volleyball Games

Sat, Sep 26, 9:00AM

Buildings North Whidbey Middle School

Locations Gym

Description	Qty/Hours	Unit Price/Hourly rate	Line Total
1 Gym - \$15.00 per hour	4	\$15.00	\$60.00
2 Custodian	2	\$30.00	\$60.00
Subtotal			\$120.00
Tax			\$0.00
TOTAL			\$120.00

2763643 - NWPPRD - Youth Volleyball League

Mon, Sep 14, 5:00PM

Buildings Oak Harbor Intermediate School

Locations Gym

Description	Qty/Hours	Unit Price/Hourly rate	Line Total
3 Gym - \$15.00 per hour	2.5	\$15.00	\$37.50
Subtotal			\$37.50
Tax			\$0.00
TOTAL			\$37.50

Wed, Sep 16, 5:00PM

Buildings Oak Harbor Intermediate School

Locations Gym

Description	Qty/Hours	Unit Price/Hourly rate	Line Total
4 Gym - \$15.00 per hour	2.5	\$15.00	\$37.50

		Subtotal	\$37.50
		Tax	\$0.00
		TOTAL	\$37.50

Mon, Sep 21, 5:00PM

Buildings Oak Harbor Intermediate School

Locations Gym

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
5	Gym - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Mon, Sep 28, 6:00PM

Buildings Oak Harbor Intermediate School

Locations Gym

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
6	Gym - \$15.00 per hour	1.5	\$15.00	\$22.50
			Subtotal	\$22.50
			Tax	\$0.00
			TOTAL	\$22.50

2763645 - Youth Volleyball Practices

Mon, Sep 14, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
7	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Wed, Sep 16, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
8	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50

	Subtotal	\$37.50
	Tax	\$0.00
	TOTAL	\$37.50

Thu, Sep 17, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
9	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Fri, Sep 18, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
10	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Mon, Sep 21, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
11	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Wed, Sep 23, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
12	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50

	Subtotal	\$37.50
	Tax	\$0.00
	TOTAL	\$37.50

Thu, Sep 24, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
13	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Fri, Sep 25, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
14	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50
			Subtotal	\$37.50
			Tax	\$0.00
			TOTAL	\$37.50

Mon, Sep 28, 6:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
15	Gym - North - \$15.00 per hour	1.5	\$15.00	\$22.50
			Subtotal	\$22.50
			Tax	\$0.00
			TOTAL	\$22.50

Wed, Sep 30, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

	Description	Qty/Hours	Unit Price/Hourly rate	Line Total
16	Gym - North - \$15.00 per hour	2.5	\$15.00	\$37.50

Subtotal	\$37.50
Tax	\$0.00
TOTAL	\$37.50

AMOUNT DUE	\$615.00
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Memo

Please send cash or check to:
Oak Harbor School District
Attn: Accounts Receivable
350 S. Oak Harbor St
Oak Harbor, WA 98277

For instructions on how to pay online, please email rfrankwich@ohsd.net.



Seamark Law Group PLLC
400 Winslow Way E, Ste 230
Bainbridge Island, WA 98110

INVOICE

Invoice # 1617
Date: 09/30/2026
Due On: 10/30/2026

North Whidbey Pool, Park, and Recreation District
Jay Cochran
85 SE Jerome St
Oak Harbor, WA 98277

General advice

Date	Attorney	Notes	Quantity	Total
08/19/2026	Nikki Carsley	Conduct conflict check. (no charge)	0.10	\$0.00
08/19/2026	Nikki Carsley	E-mails from/to Jay Cochran regarding new matter. (no charge)	0.10	\$0.00
08/25/2026	Nikki Carsley	E-mails from/to Jay Cochran regarding review of contracting policy. (no charge)	0.10	\$0.00
08/25/2026	Nikki Carsley	Online research regarding District's prior contracting policy.	0.10	\$28.50
08/25/2026	Nikki Carsley	Research current requirements for contracting utilizing small-works roster and consultant-services roster.	1.40	\$399.00
08/25/2026	Nikki Carsley	Review District's prior policy on contracting using small-works roster and consultant-services roster.	0.10	\$28.50
08/25/2026	Nikki Carsley	Begin revising draft resolution on contracting using small-works roster and consultant-services roster.	1.40	\$399.00
08/30/2026	Nikki Carsley	Continue researching and revising draft resolution on contracting using small-works roster and consultant-services roster.	1.20	\$342.00
09/09/2026	Nikki Carsley	Research and revise policies and procedures for small-works-roster process.	2.30	\$655.50
09/10/2026	Nikki Carsley	Continue researching and revising policies and procedures for small-works-roster process.	3.00	\$855.00
09/10/2026	Nikki Carsley	Update legal research and revise contract.	1.00	\$285.00
09/11/2026	Nikki Carsley	Continue updating legal research and revising contract.	4.50	\$1,282.50

09/12/2026	Nikki Carsley	Continue updating legal research and revising contract.	4.70	\$1,339.50
09/12/2026	Nikki Carsley	Continue researching and revising draft resolution on contracting using small-works roster and consultant-services roster and policies and procedures for small-works-roster process.	2.60	\$741.00
09/13/2026	Nikki Carsley	Continue updating legal research and revising contract.	1.90	\$541.50
09/14/2026	Nikki Carsley	Further revise resolution on contracting using small-works roster and consultant-services roster and policies and procedures for small-works-roster process based on Gretchen Salazar's feedback and finalize for client review.	1.20	\$342.00
09/14/2026	Nikki Carsley	Revise contract based on Gretchen Salazar's feedback and finalize for client review.	1.60	\$456.00
09/14/2026	Nikki Carsley	E-mail to Jay Cochran regarding suggested revisions to draft resolution on contracting using small-works roster and consultant-services roster and policies and procedures for small-works-roster process.	0.30	\$85.50
09/14/2026	Nikki Carsley	E-mail to Jay Cochran regarding revised contract.	1.00	\$285.00
09/14/2026	Gretchen Salazar	Review and provide comments on draft resolution on contracting using small-works roster and consultant-services roster and policies and procedures for small-works-roster process.	1.50	\$450.00
09/14/2026	Gretchen Salazar	Research, review, and comment on revised contract.	3.00	\$900.00
09/15/2026	Nikki Carsley	Call with Jay Cochran regarding resolution on contracting using small-works roster and consultant-services roster, policies and procedures for small-works-roster process, and contract.	1.00	\$285.00
09/15/2026	Nikki Carsley	Draft notes based on discussion with Jay Cochran.	0.20	\$57.00
09/15/2026	Nikki Carsley	E-mail to Jay Cochran regarding follow-up from call.	0.20	\$57.00
09/15/2026	Nikki Carsley	Continue researching and revising contract. (no charge)	1.00	\$0.00
09/16/2026	Gretchen Salazar	Review, revise, and comment on updated contract. (no charge)	0.50	\$0.00
09/16/2026	Nikki Carsley	Further revise contract based on Gretchen Salazar's feedback. (no charge)	0.50	\$0.00
09/16/2026	Nikki Carsley	E-mails to/from Jay Cochran regarding additional revisions to contract. (no charge)	0.50	\$0.00
09/18/2026	Nikki Carsley	E-mails from/to Jay Cochran regarding additional procurement policy.	0.10	\$28.50
09/19/2026	Gretchen Salazar	Initial legal research regarding authority for additional procurement policy. (no charge)	1.00	\$0.00

09/20/2026	Nikki Carsley	Initial legal research regarding authority to set competitive-bidding limits via policy. (no charge)	0.50	\$0.00
09/20/2026	Gretchen Salazar	Continue legal research regarding competitive-bidding thresholds for park and recreation districts and best practices for establishing thresholds and processes through policy.	2.20	\$660.00
09/21/2026	Gretchen Salazar	E-mail to Jay Cochran regarding initial legal research and recommendation for comprehensive policy.	0.30	\$90.00
09/28/2026	Nikki Carsley	E-mail to Jay Cochran regarding status of additional procurement policy review.	0.10	\$28.50
09/28/2026	Nikki Carsley	Call from Jay Cochran regarding status of additional procurement policy review.	0.20	\$57.00
09/29/2026	Nikki Carsley	E-mails to/from Jay Cochran regarding policy review.	0.10	\$28.50
09/29/2026	Gretchen Salazar	Outline additional research needed to evaluate District's authority to set competitive-bidding thresholds and reasonableness of such thresholds.	0.30	\$90.00
09/30/2026	Gretchen Salazar	Continue researching District's authority to set competitive-bidding thresholds, including research of public-works bidding policies of other government entities to evaluate reasonableness of bidding thresholds, and draft table summarizing same.	2.50	\$750.00

Quantity Subtotal 44.3

Time Keeper	Quantity	Rate	Total
Nikki Carsley	30.2	\$285.00	\$8,607.00
Nikki Carsley	2.8	\$0.00	\$0.00
Gretchen Salazar	9.8	\$300.00	\$2,940.00
Gretchen Salazar	1.5	\$0.00	\$0.00

Quantity Total 44.3

Subtotal \$11,547.00

Total \$11,547.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1617	10/30/2026	\$11,547.00	\$0.00	\$11,547.00
Outstanding Balance				\$11,547.00
Total Amount Outstanding				\$11,547.00

Please make check payable to: Seamark Law Group PLLC (Tax ID 83-1928585)

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

10. Item: Executive Session- None

Meeting Date: October 22, 2026

Presented By:

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

“The board is entering into executive session pursuant to (insert RCW here) . 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** _____

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

11. Item: Action Item/Review
Meeting Date: October 22, 2026
Presented By: Staff/Secretary

12. Item: Final Board Comments
Presented By: BOC

13. Item: Budget Workshop: Thursday, November 5, 2026, @ 6:00 p.m. @ John Vanderzicht Memorial Pool
Presented By: Chair

14. Item: Adjourn
Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

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