



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, July 23, 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. 6.25.2026 Regular Meeting Minutes

b. Vouchers and Payroll:

- i. Expense Voucher #260504001-260504005, 260601001-260601006, 260602001-260602003

\$36,896.19

ii. Payroll

\$75,214.03

iii. DOR

\$1,962.56

Total \$114,072.78

8. UNFINISHED BUSINESS

9. NEW BUSINESS:

- a. Oak Harbor Chamber Discussion
- b. Resolution 2026-03 Adoption of a Zero Tolerance for Harassment of Staff Policy
- c. Resolution 2026-04 Revision of Purchasing Policy
- d. Employee of the Month

10. EXECUTIVE SESSION: Evaluation of the Performance of a Public Employee (RCW 42.30.110(1)(g))

11. COMMITTEE ASSIGNMENTS:

12. ACTION ITEM/REVIEW:

13. FINAL BOARD COMMENTS:

14. NEXT MEETING: Thursday, August 27, 2026, @ John Vanderzicht Memorial Pool

15. ADJOURNMENT:

6. STAFF REPORTS

7. COMMITTEE REPORTS

- a. Budget Committee
- b. Program Committee
- c. By Laws Committee
 - i. Update to Standing Rules Draft

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: July 23, 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: July 23, 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. 6.25.2026 Regular Meeting Minutes

b. Vouchers & Payroll

i. Expense Vouchers #s 260504001-260504005, 260601001-260601006, 260602001-260602003
\$36, 896.19

ii. Payroll: \$75, 214.03

iii. DOR \$1, 962.56

TOTAL: \$114, 072.78

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

This section is for staff use

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

Vote: Y/N/AB

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



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, June 25, 2026
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00 pm BOC Chair Larsen.
2. **ROLL CALL:** Comms Larsen, Kraner, Witmer, Hartmann and Guy were present.
3. **PUBLIC COMMENTS:** No public comment
4. **CONSENT AGENDA ANNOUNCEMENT** - Commissioner Guy motion to remove May 28, 2026, Regular Meeting Minutes from the Consent Agenda for revisions and place it on the agenda as Item 6. Commissioner Hartmann second the motion. The motion carried unanimously with no further discussion.
5. **CONSENT AGENDA ITEMS:** Commissioner Guy move to approve the Consent Agenda, excluding the May 28, 2026, Regular Meeting Minutes. Commissioner Hartmann second the motion. The motion carried unanimously with no further discussion.
 - b. **Vouchers and Payroll:**
 - i. Expense Voucher #'s 11179-11188, 00033-00035, 260502001-260502004, 260503001-260503007 \$34,384.10
 - ii. Payroll \$65,015.82
 - iii. DOR \$3,871.90

Total: \$103,271.82
6. **May 28, 2026 Regular Meeting Minutes Revisions** – Commissioner Hartmann recommend correcting the Vice Chair title and spelling of Commissioner Hartmann's name in the May 28, 2026, Regular Meeting Minutes. Commissioner Guy move to approve the minutes as amended. Commissioner Kraner second the motion. The motion carried unanimously with no further discussion.
7. **STAFF REPORTS:**
 - a. ED Cochran provided update outreach for July 4th festivities with Oak Harbor Chamber of Commerce.
 - b. ED Cochran provided update on Recreation Coordinator has completed the CPRP exam and in process of training Day Camp staff.
 - c. Business Manager provided additional update for transition to Humanity Scheduling and Timekeeping.
 - d. Maintenance Manager provided additional information the sign being painted and reviewing CO2 purchase.
8. **COMMITTEE REPORTS:**

- a. **Budget Committee:** No update
- b. **Program Committee:** We have started the process of reviewing the cost tier study and plan to present at the next BOC Meeting in July with recommendations.
- c. **Bylaws Committee:** We reviewed the General BOC Rules and plan to provide suggested revisions to the July BOC Meeting for consideration.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS:

- a. **Resolution 2026-02 Increase Cash Drawer and Exchange** – Commissioner Hartmann motion to approve Resolution 2026-02 authorizing the increase in cash drawer accounts and change exchange funds as present. Commissioner Guy second motion. The motion carried unanimously with no further discussion.
- b. **Employee of the Month** - Kady McCrae
- c. **Collaboration with the City of Oak Harbor discussion on July 14th** – ED Cochran provided suggested for discussion. Commissioners discussed collaborative effort to provide quality programs with minimal duplications and to move forward to with continued efforts. Suggestions to discuss vision for Community Recreation Center, facility and field use, shared marketing, sponsorship, and recreational services.

11. EXECUTIVE SESSION: None

12. ACTION ITEM/REVIEW:

- a. BOC to email Ed Cochran by June 30th of any discussion topics for the Collaboration meeting with City of Oak Harbor.
- b. BOC to attend the Collaboration meeting with City of Oak Harbor on July 14th 1pm. Ed Cochran to post Public Notice of meeting.
- c. Budget Committee – Committee to review Locker Room Renovation Project proposal and Budget to present to BOC to review.
- d. Program Committee – Continue to review each program, activity, and service offered by the district, categorize them according to their cost recovery category, and then provide a comparison to the proposed target cost recovery rates. Committee to provide an initial report to the board at the July BOC meeting, followed by a workshop to discuss in detail as a board prior to final decisions on the cost recovery model at the August meeting.
- e. Bylaw Committee – Review General BOC Standing Rules and Bylaws. Committee to present suggested revisions at the July BOC meeting

13. FINAL BOARD COMMENTS: Commissioner Larsen, Witmer, and Hartmann made comments.

14. NEXT MEETING: July 23, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

15. ADJOURNMENT: The meeting adjourned at 6:27 pm by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
686262-686266	06.03.2026	260504001-260504005	\$ 9,028.22
686831-686836	06.17.2026	260601001-260601006	\$ 20, 282.54
687287-687289	06.24.2026	260602001-260602003	\$ 7,585.43

\$36,896.19

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$75,214.03
Department of Revenue Transfer \$ 1,962.56

Total of Voucher #s 260504001-260504005, 260601001-260601006, 260602001-260602003
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$114,072.78

TO: Island County Auditors

FROM: North Whidbey Pool, Park, and Recreation District, Board of Commissioners

SUBJECT: Voucher Certification / Payroll Transfer and Approval

Vouchers and Payroll Transfers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

As of this date the Board, by a (unanimous, majority) vote, does approve review of those vouchers and Payroll Transfers included in the above list.

APPROVED July 23, 2026

 Brit Kraner, Commissioner

 Bill Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

Treasurer's Report
Transactions from 6/1/2026 to 6/30/2026

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 5/31/2026					828,998.66
06/04/2026	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	43,247.05	
06/30/2026	JUN 26 PROP TAX DISTRIBUTION		0.00	13,429.14	
	Revenue Total		<u>0.00</u>	<u>56,676.19</u>	56,676.19
06/03/2026	DIAMOND RENTALS NO WHIDBEY POO	KY 00686263	250.00	0.00	
06/03/2026	ORKIN LLC. NO WHIDBEY POOL PAR	KY 00686265	169.54	0.00	
06/03/2026	WHIDBEY TECH SO NO WHIDBEY POO	KY 00686266	251.16	0.00	
06/03/2026	KAISER FOUNDATI NO WHIDBEY POO	KY 00686264	8,200.52	0.00	
06/03/2026	CANON FINANCIAL NO WHIDBEY POO	KY 00686262	157.00	0.00	
06/12/2026	NWPP&R PAYROLL		38,958.22	0.00	
06/17/2026	CASCADE NATURAL NO WHIDBEY POO	KY 00686831	5,784.85	0.00	
06/17/2026	CASCADE NATURAL NO WHIDBEY POO	KY 00686831	523.08	0.00	
06/17/2026	CITY OF OAK HAR NO WHIDBEY POO	KY 00686832	1,092.70	0.00	
06/17/2026	CITY OF OAK HAR NO WHIDBEY POO	KY 00686832	1,745.76	0.00	
06/17/2026	CITY OF OAK HAR NO WHIDBEY POO	KY 00686832	79.14	0.00	
06/17/2026	VISA INC NO WHIDBEY POOL PARK	KY 00686834	3,399.59	0.00	
06/17/2026	WMS AQUATICS-WM NO WHIDBEY POO	KY 00686836	6,252.92	0.00	
06/17/2026	ELECTRONIC BUSI NO WHIDBEY POO	KY 00686833	85.47	0.00	
06/17/2026	WHIDBEY TECH SO NO WHIDBEY POO	KY 00686835	1,319.03	0.00	
06/24/2026	VISA INC NO WHIDBEY POOL PARK	KY 00687289	415.52	0.00	
06/24/2026	VISA INC NO WHIDBEY POOL PARK	KY 00687289	1,099.61	0.00	
06/24/2026	PUGET SOUND ENE NO WHIDBEY POO	KY 00687288	5,825.87	0.00	
06/24/2026	AIRGAS INC. NO WHIDBEY POOL PA	KY 00687287	244.43	0.00	
06/30/2026	NWPP&R PAYROLL		36,255.81	0.00	
	Expenditure Total		<u>112,110.22</u>	<u>0.00</u>	-112,110.22
Ending Cash Balance			Calculated Total		773,564.63
			Book Total		773,564.63
			Difference		0.00

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

6. Item: Staff Reports

Meeting Date: July 23, 2026

Presented By: Jay Cochran

Comment Cards

6.30.2026 Brian Brady Lap Swim

Every time I come in recently, the disabled shower in the men has been running nonstop. I'm mostly concerned about the waste of water and would like to see it fixed. PS, Mitch was very helpful answering my questions about it.

MD Cochran notified me off this issue when I returned from vacation, and he let me know that he has been able to reduce the leak and get it to turn off but it takes a while. We know the issue is related to the plumbing repairs that still need to be completed.

Cassandra Kirk Open Swim

Open swim, wish there were more activities or toys for kids at the indoor. They used to have a giant octopus float and floating mats. Would love to see more people attend the open swims. Quick question, why don't they go slide for little kids?

I tried calling Ms. Kirk, but her voicemail was full, so I was unable to leave a message. She also did not answer the call.

I

6.26.2026 Kaycen Anthony

Use less chlorine

7.13.2026 Brian Brady Lap Swim

Please fix men's accessible shower. I have commented before without any response. Please respond.

Action Items

4.23.26

Budget Committee – Continue to review the Tiered Cost Recovery prior to delegating to Program Committee to identify the correct categories for funding support. -Budget Committee did not meet in May.

5.28.26

Budget Committee – Committee to review Locker Room Renovation Project proposal and budget to present to the Board of Commissioners for review. Carried Over

Program Committee – Review each program, activity, and service offered by the District, categorize them according to their cost recovery category, and provide a comparison to the proposed target cost recovery rates of 100%, 80%, and 60%, along with proposed pricing updates for any program more than 3% different from the

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

target model for Board consideration. Initial report due at the July Board meeting, followed by a Board workshop prior to final decisions on the cost recovery model at the August meeting. -Carried over

6.25.2026

~~BOC to email Ed Cochran by June 30th of any discussion topics for the Collaboration meeting with City of Oak Harbor.~~

~~BOC to attend the Collaboration meeting with City of Oak Harbor on July 14th 1pm. Ed Cochran to post Public Notice of meeting. -Cancelled by the City of Oak Harbor.~~

~~Bylaw Committee Review General BOC Standing Rules and Bylaws. Committee to present suggested revisions at the July BOC meeting~~

Executive Director

Fourth of July Events

- The Fourth of July events were a tremendous success overall, and I want to sincerely thank all of our staff for their hard work and dedication.
- Staff successfully managed numerous major projects simultaneously, including:
 - Preparing and training staff for Day Camp.
 - Certifying Day Camp staff in CPR and First Aid to ensure they were prepared before the program began.
 - Training and onboarding our newest lifeguards to meet seasonal staffing needs.
 - Designing and preparing our Fourth of July parade float.
 - Purchasing and preparing our new kayaks for programming.
 - Launching a new Fourth of July event.
 - Successfully transitioning leadership of one event to another staff member, allowing me to provide support where it was most needed.
- While we experienced a few minor challenges during the Fun Run, they were addressed, and the event was a success overall.
- I am incredibly proud of how willing our staff continues to take on additional responsibilities while maintaining a positive, professional attitude and providing excellent customer service.
- We are already looking forward to building on this year's success as we begin planning for next year's Fourth of July events.

Operations & Committee Work

- Much of June was dedicated to preparing for the Fourth of July events, which significantly impacted available time for other projects.
- Shortly after the holiday, I was out of the office, further limiting the time available to complete preparations for the July Budget and Program Committee meetings.
- As a result, we were not able to accomplish everything we had planned for those committee meetings.

POOL, PARK, AND RECREATION
DISTRICT

Commissioner Communication

- Based on this year's experience, I recommend we review the committee calendar for next year and consider whether a July Budget and Program Committee meeting is necessary. June is one of our busiest operational months, while July is when many of our seasonal programs are fully underway.

Organizational Growth

- I continue to be impressed by our staff's willingness to adapt and grow as our organization continues to expand.
- Despite the increasing workload, our administrative team continues to maintain a positive attitude and outstanding customer service.
- I keep expecting our workload to slow down, but that has not been the case. As the District continues to grow, we will need to evaluate staffing levels and organizational structure over the coming months to ensure we can continue meeting the needs of the community.

Internship Opportunities

- During a recent conversation with Dave Paul in his role as Interim Executive Director of Planning and Institutional Effectiveness at Skagit Valley College, the topic of student internships came up.
- Dave shared that the college has students seeking internship opportunities.
- This aligned with recent discussions among our administrative staff about developing internship opportunities within the District.
- I look forward to continuing conversations with Dave to explore how a partnership with Skagit Valley College could benefit both the District and its students.

Military Appreciation Picnic

- Our next major community partnership event will be the Military Appreciation Picnic in collaboration with the Oak Harbor Chamber of Commerce.
- This year's event will be held at the **end of August**, rather than in **September** as it has been in previous years.
- Staff have already begun planning and coordinating with our partners to prepare for this event and ensure another successful community celebration.

Recreation Coordinator

- The Step to 5k program wrapped up on June 29th. We had quite a few participants run in the Chum Run 5k as well. From the survey feedback we received, participants would recommend this program if we were to run it again in the future. They also recommended a scheduled, optional meet up without a coach to have the group meet multiple times per week.
- The Chum Run saw more participants than last year. Our main dealings were with the registration, and it seemed to go as smooth as it could have.
 - I will be looking into what race-type events we can plan for next year. If HIYI does not want to host it on the holiday weekend again next year, I plan to facilitate a separate 5k as part of the 4th of July weekend.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

- Camp Trail Blaze began on July 6th and has been going well. We have added new crafts and activities and have received positive feedback from campers and families.
- Challenger Soccer Camp begins on July 20th.
- Registration for Flag Football will be open until July 31st.
- Youth Volleyball registration opened on July 1st, and we have had quite a few new participants register already.

Maintenance Manager

- In-house plumbing repairs for showers, Spa boiler and toilets.
- Set up and take down Fourth of July activities including Whidbey Wags, Chum Run, Parade float and Advertising booth.
- Assist day camp with Kayaking program.
- Worked with Island Disposal and Sheriff for Clover Valley Dumping.
- Continued information for the Locker Room project.
- Landscape maintenance of CVP and JVMP.
- Preparation for August Volunteer Day.

Client Service Specialist Coordinator
Business Manager

- Successfully onboarded several new employees for our Summer Day Camp program and lifeguard team in preparation for the busy summer season. We were also pleased to welcome back a former lifeguard who chose to spend the summer with us following military service.
- Completed the first full payroll cycle using the Humanity scheduling and timekeeping system. While learning a new system required additional staff time this month, the approval workflow and timecard review process already appear to be more streamlined and efficient than our previous process.
- Summer swim lessons are underway, with beginner-level classes running successfully. Our ability to offer additional evening classes for higher swim levels continues to be affected by instructor staffing, but staff are exploring creative scheduling solutions to serve as many children as possible.
- We continue to receive positive feedback from patrons regarding their experiences at the facility. One particularly meaningful comment came from a gentleman who shared that he believes the pool "probably saved my life," a powerful reminder of the important role the District plays in supporting the health and well-being of our community.

Treasurer's Report
Transactions from 6/1/2026 to 6/30/2026

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 5/31/2026					828,998.66
06/04/2026	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	43,247.05	
06/30/2026	JUN 26 PROP TAX DISTRIBUTION		0.00	13,429.14	
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06/30/2026	NWPP&R PAYROLL		36,255.81	0.00	
	Expenditure Total		<u>112,110.22</u>	<u>0.00</u>	-112,110.22
Ending Cash Balance			Calculated Total		773,564.63
			Book Total		773,564.63
			Difference		0.00

Treasurer's Report
Transactions from 6/1/2026 to 6/30/2026

648 - NO WHID POOL PARK REC BOND

Cash Balance at 5/31/2026					25.22
06/30/2026	INV WITHDRAWAL		0.00	230.40	
	Investment Total		0.00	230.40	230.40
06/30/2026	ICTIP INV INTEREST - JUNE 2026		0.00	0.66	
	Revenue Total		0.00	0.66	0.66
Ending Cash Balance			Calculated Total		256.28
			Book Total		256.28
			Difference		0.00

Treasurer's Report
Transactions from 6/1/2026 to 6/30/2026

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 5/31/2026				65,929.13
06/30/2026	ICTIP INV INTEREST - JUNE 2026	0.00	1,638.67	
	Revenue Total	<u>0.00</u>	<u>1,638.67</u>	1,638.67
Ending Cash Balance		Calculated Total		67,567.80
		Book Total		67,567.80
		Difference		0.00

Treasurer's Report
Transactions from 6/1/2026 to 6/30/2026

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 5/31/2026				263.45
06/30/2026	ICTIP INV INTEREST - JUNE 2026	0.00	25.19	
	Revenue Total	0.00	25.19	25.19
Ending Cash Balance		Calculated Total		288.64
		Book Total		288.64
		Difference		0.00



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

Island County

PARTICIPANT

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Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.526	06/01/2026			0.69	230.40
		3.605	06/01/2026				230.40
		3.605	06/30/2026		230.40		0.00
Subtotal and Ending Balance		3.605		0.00	230.40	0.69	0.00
649	649						551,055.34
		3.511	06/01/2026			1,643.06	551,055.34
		3.618	06/01/2026				551,055.34
Subtotal and Ending Balance		3.618		0.00	0.00	1,643.06	551,055.34
788	788						8,470.65
		3.511	06/01/2026			25.26	8,470.65
		3.618	06/01/2026				8,470.65
Subtotal and Ending Balance		3.618		0.00	0.00	25.26	8,470.65
Totals and Ending Balance for PARTICIPANT				0.00	230.40	1,669.01	559,525.99



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

Public Sector Statement
June 30, 2026
page 1 of 3

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

Important Pricing Update

Effective 08/01/2026, KeyBank's pricing for Uncollected Funds will change to Prime Rate* + 5%. This change will appear beginning with your August 2026 Account Analysis Statement.

An uncollected funds service charge will be assessed on any day the account carries a negative collected balance. The charge is calculated using the Bank's uncollected funds rate, which is the Bank's prime rate plus 5.0 percentage points. The "prime rate" is the rate the Bank designates from time to time and is not necessarily the lowest rate charged to clients.

If you have questions about this change, or whether it will apply to your business, please contact your Cash Management Sales Representative. You may also call our Commercial Banking Services team at 1-800-821-2829. Dial 711 for TTY/TRS.

**The U.S. Prime Rate is a benchmark interest rate that adjusts with market conditions and is set by the Fed.*

Public Transaction Analysis Interest

ISLAND COUNTY TREASURER
N WHIDBEY PARK & RECREATION DIST PAYROLL

Beginning balance 5-31-26	\$78,105.71
2 Additions	+75,214.03
5 Subtractions	-54,113.33
Ending balance 6-30-26	\$99,206.41

Additions

Transfers	Date	Serial #	Source	
	6-12		Trf Fr DDA 0000473631001525 4731	\$38,958.22
	6-30		Trf Fr DDA 0000473631001525 4731	36,255.81
Total additions				\$75,214.03

Subtractions

Withdrawals	Date	Serial #	Location	
	6-4		WA Dept Ret Sys Drs Epay	\$635.42
	6-4		WA Dept Ret Sys Drs Epay	329.12
	6-15		N Whidbey Pr Payroll	27,399.34

Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	6-18		WA Dept Ret Sys Drs Epay	292.64
	6-30		N Whidbey Pr Payroll	25,456.81
Total subtractions				\$54,113.33

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: Mitchell Cochran

Billing Cycle: 06.25.2026

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
05.06.2026	Fire Chief Equipment	\$665.90 ✓	x	Yearly Extinguisher Compliance
05.06.2026	Home Depot	\$115.30 ✓	x	Janitorial
05.07.2026	Home Depot	\$97.91 ✓	x	Robot cleaning
05.11.2026	Home Depot	\$124.50 ✓	x	Front Desk Buzzer
05.19.2026	Zoro	\$ 75.25 ✓	x	Janitorial
05.22.2026	Island County Coupville Dump	\$ 20.75 X	x	Dump fee CV
Total		\$ 1,099.61		

Date Signature

06.16.2026



6/16/26 

HERITAGE BANK

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

SCORECARD

Bonus Points
Available
21,622

Summary of Account Activity

Previous Balance		\$ 3,900.95
Payments	-	\$3,900.95 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,099.61
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,099.61
Credit Limit		\$5,000.00
Available Credit		\$3,900.39
Available Cash		\$3,900.39
Amount Disputed		\$0.00
Statement Closing Date		05/31/26
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	\$1,099.61
MINIMUM PAYMENT	\$22.00
PAYMENT DUE DATE	06/25/2026

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.

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/06	05/07	PBUS01	24275396126900016202921	FIRE CHIEF EQUIPMENT CO 425-6412127 WA	\$665.90
05/06	05/08	PBUS01	24943016127010188011657	THE HOME DEPOT #8563 OAK HARBOR WA	\$115.30
05/07	05/10	PBUS01	24692166128402623547566	THE HOME DEPOT 8563 OAK HARBOR WA	\$97.91
05/11	05/13	PBUS01	24943016132010191279211	THE HOME DEPOT #8563 OAK HARBOR WA	\$124.50
05/19	05/22	PBUS01	24755426141291417566477	ZORO TOOLS INC 855-2899676 IL	\$75.25
05/22	05/24	PBUS01	24377356143000000977933	ISLAND COUNTY COUPEVILLE COUPEVILLE WA	\$20.75
05/27	05/28		73190606148555148720037	PAYMENT - THANK YOU TACOMA WA	\$3,900.95-

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0410

HERITAGE BANK
3615 PACIFIC AVE
TACOMA WA 98418-7921

Account Number

2595

Check box to indicate
name/address change ☐
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date

05/31/26

New Balance

\$1,099.61

Total Minimum
Payment Due

\$22.00

Payment Due Date

06/25/26

\$

MITCHELL COCHRAN
N WHIDBEY PARK AND REC
85 SE JEROME ST
OAK HARBOR WA 98277-3770



MAKE CHECK PAYABLE TO:



HERITAGE BANK
PO BOX 4512
CAROL STREAM IL 60197-4512



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

Statement Closing Date:
May 31, 2026

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 05/29/2026					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	20,522	1,100	0	0	21,622

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			\$4,073.47			\$0.00

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: Julie Millang

Billing Cycle: 05.31.2026

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
05.01.2026	Walmart	\$ 47.15	x	Storage Containers, Concessions
05.19.2026	WAPRO	\$ 65.00	x	Public Records Training
05.14.2026	Walmart	\$ 50.16	x	Candy for School Event
05.22.2026	Swim Outlet	\$ 253.21	x	Cable for Lane Lines
		\$ 415.52		

Date

Signature

06.17.2026 Julie Millang

HERITAGE BANK

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



SCORECARD

Bonus Points
Available
11,244

Summary of Account Activity

Previous Balance		\$ 829.54
Payments	-	\$829.54 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$415.52
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 415.52
Credit Limit		\$4,000.00
Available Credit		\$3,584.48
Available Cash		\$3,584.48
Amount Disputed		\$0.00
Statement Closing Date		05/31/26
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	\$415.52
MINIMUM PAYMENT	\$15.00
PAYMENT DUE DATE	06/25/2026

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.

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/01	05/03	PBUS01	24226386122023586251601	WAL-MART #2319 OAK HARBOR WA	\$47.15
05/12	05/12	PBUS01	24064666132100005464292	WAPRO WA-PRO.ORG WA	\$65.00
05/14	05/15	PBUS01	24455016134142000882295	WAL-MART #2319 OAK HARBOR WA	\$50.16
05/22	05/24	PBUS01	24064666143100004899768	SP SWIMOUTLET.COM SWIMOUTLET.CO CA	\$253.21
05/27	05/28		73190606148555148720052	PAYMENT - THANK YOU TACOMA WA	\$829.54-

Fees

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0410

HERITAGE BANK
3615 PACIFIC AVE
TACOMA WA 98418-7921

Account Number

9939

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name/address change
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date

05/31/26

New Balance

\$415.52

Total Minimum
Payment Due

\$15.00

Payment Due Date

06/25/26

\$

JULIE MILLANG
N WHIDBEY PARK AND REC
85 SE JEROME ST
OAK HARBOR WA 98277



MAKE CHECK PAYABLE TO:



HERITAGE BANK
PO BOX 4512
CAROL STREAM IL 60197-4512



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

Statement Closing Date:
May 31, 2026

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 05/29/2026

SCORE=CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	10,829	415	0	0	11,244

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			\$874.64			\$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.

Financial Report May 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	804,078.85	55.84
36.00 340.00 JVMP Revenue	376,116.00	188,466.84	50.11
50.00 350.00 Recreation Revenue	114,511.00	46,488.49	40.60
70.00 360.00 Miscellaneous Revenue	58,519.00	16,768.97	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	1,065,585.51	53.19
Expenses			
121.00 573.60.00 Exp Recreation Sports	105,974.00	51,130.72	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	872,560.43	40.41
Projected Fund Ending Balance	289,373.00	772,019.33	

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

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

7.a. Item: Budget Committee
Meeting Date: July 23, 2026
Presented By: BOC

7.b. Item: Program Committee
Meeting Date: July 23, 2026
Presented By: BOC

7.c.i. Item: By Laws-Update to Standing Rules Draft
Meeting Date: July 23, 2026
Presented By: BOC
Please see draft

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 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 participates in North Whidbey Pool Park and Recreation events and within facilities. Services are property tax levy funded. They come at no additional 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, but they are discounted.

Activity: an event that occurs under the recreation program that has either no additional 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.

Commented [MH1]: Striking since we are explaining supplemental programs later. I also think it's not wise to call out special pricing for youth.

General BoC Rules

All members ~~must attend at~~ ~~shall attend at~~ least 10 regular meetings. ~~Commissioners shall notify the s and should advise the~~ Chair ~~and Executive Director~~ if they are not expecting to be in attendance ~~or plan to attend the meeting virtually at least 4 hours prior to the scheduled start-~~. 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's~~How is your day? How is the new policy working out? Do you have any recommendations ~~you'd~~you would like me to take to the board?"

While attending meetings ~~and other district related public gatherings,~~ 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. ~~BoC are expected to wear their name tag when attending meetings, public gatherings, and anytime when conducting business on behalf of the district.~~

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

Committee Rules - General

~~Committee members must attend all scheduled meetings or communicate with the other members of the committee if they cannot be in attendance. Notice shall be provided at least 4 hours in advance to other committee members and the Executive Director to plan or reschedule.~~

Formatted: Normal

Budget Committee Rules

Bylaws Committee Rules

Program Committee Rules

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: None

9.a. New Business Item: Oak Harbor Chamber Discussion

Meeting Date: July 23, 2026

Presented By: Chair Larsen

Recommended Motion:

This section is for staff use

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

Vote: Y/N/AB

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

9.b. New Business Item: Resolution 2026-03 Adoption of a Zero Tolerance for Harassment of Staff Policy

Meeting Date: July 23, 2026

Presented By: ED Cochran

- District employees regularly interact with members of the public, participants, volunteers, contractors, vendors, and community partners as part of their daily responsibilities.
- The District is committed to providing employees with a safe, respectful, and professional work environment free from harassment, intimidation, and inappropriate conduct.
- While the District maintains internal personnel policies addressing workplace conduct, the Board has not previously adopted a policy establishing expectations for the conduct of individuals interacting with District staff.
- Adoption of this policy establishes a clear, consistent process for reporting, documenting, and responding to harassment directed toward District employees.
- The policy authorizes the Executive Director to take appropriate action to protect employees while ensuring incidents are addressed consistently and documented appropriately.

Recommended Motion: I move to adopt Resolution No. 2026-03, adopting the Zero Tolerance for Harassment of Staff Policy, including Exhibit A, as presented.

This section is for staff use

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

Vote: Y/N/AB

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



RESOLUTION NO. 2026-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK & RECREATION DISTRICT ADOPTING A ZERO TOLERANCE FOR HARASSMENT OF STAFF POLICY

WHEREAS the Board of Commissioners is committed to providing District employees with a safe, respectful, and professional work environment; and

WHEREAS District employees regularly interact with members of the public, participants, volunteers, contractors, vendors, and others while carrying out the business of the District; and

WHEREAS the Board finds that harassment, intimidation, threats, or other inappropriate conduct directed toward District employees will not be tolerated and that adopting a formal policy is in the best interest of the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey Pool, Park & Recreation District as follows:

Section 1. Adoption

The Board of Commissioners hereby adopts the **Zero Tolerance for Harassment of Staff Policy**, attached hereto as **Exhibit A** and incorporated herein by this reference.

Section 2. Administration

The Executive Director is authorized to administer and enforce this policy and to take appropriate action consistent with the policy to protect District employees and maintain a safe and respectful work environment.

Section 3. Effective Date

This Resolution shall take effect immediately upon its adoption.

Dated: July 23, 2026

Brit Kraner, Commissioner

Melissa Hartmann, Commissioner

William "Bill" Larsen, Chair

David Guy, Commissioner

Jaemee Rozz Witmer, Commissioner

Exhibit A

ZERO TOLERANCE FOR HARASSMENT OF STAFF POLICY

Purpose

The North Whidbey Pool, Park & Recreation District is committed to providing employees with a safe, respectful, and professional work environment. Employees have the right to perform their duties without harassment, intimidation, or inappropriate conduct from members of the public, participants, volunteers, contractors, or vendors.

Policy

The District maintains zero tolerance for harassment directed toward its employees.

Anyone who engages in harassment or other inappropriate conduct toward a District employee may be directed to leave District property, removed from a District program or facility, suspended from District activities, issued a trespass notice, or referred to law enforcement, as determined appropriate by the Executive Director.

Harassment Includes, but Is Not Limited To:

- Sexual comments, jokes, or innuendo.
- Comments about an employee's body, appearance, attractiveness, clothing, or other physical characteristics.
- Repeated or unwelcome compliments regarding an employee's appearance, including comments that an employee is "beautiful," "handsome," "good looking," or similar remarks that are unrelated to District business.
- Requests for dates, phone numbers, social media information, or other personal contact while an employee is performing District duties.
- Sexually suggestive comments or propositions.
- Unwanted touching or invading an employee's personal space.
- Threatening, intimidating, abusive, or aggressive language or behavior.
- Repeated conduct that a reasonable person would find offensive, intimidating, or that interferes with an employee's ability to perform their job.

Reporting

Employees who experience or witness harassment shall notify their supervisor or the Executive Director as soon as practical. The incident shall be documented using the District's Incident Report form. The Executive Director will review the report, determine the appropriate response, and maintain the documentation in accordance with the District's records retention requirements.

Enforcement

The Executive Director shall determine the appropriate response based on the nature and severity of conduct. Depending on the circumstances, action may include:

- Verbal warning;
- Written warning;
- Removal from District property;
- Suspension of District privileges;
- Referral to law enforcement for the issuance and enforcement of a trespass notice.

Nothing in this policy limits the district's ability to take immediate action when necessary to protect employees, participants, volunteers, or the public.

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

9.c. New Business Item: Resolution 2026-04 Revision of Purchasing Policy

Meeting Date: July 23, 2026

Presented By: ED Cochran

- During the District's recent financial policies and practices review, the consultant noted that the current purchasing policy is more restrictive than necessary for the District's current operations.
- When the existing policy was adopted, the District had approximately \$100,000 in operating (M&O) funds. At that time, the Board intentionally implemented stricter purchasing controls to protect the District's limited financial resources.
- The District's financial position has improved significantly since that policy was adopted, making it appropriate to modernize the purchasing process while maintaining strong fiscal oversight.
- Align the purchasing process with the Board's existing budget approval process.
- Recognize that the Board already reviews and approves many anticipated purchases during the annual budget and budget workbook process.
- Streamline purchasing for budgeted items, reducing unnecessary administrative steps for staff.
- Maintain appropriate oversight by requiring price comparisons, documentation, and approval thresholds based on the dollar amount of the purchase.
- Preserve Executive Director review and approval for larger purchases.
- Continue to require additional justification and approval for purchases that were not included in the Board-adopted budget.

Recommended Motion: I move to adopt Resolution No. 2026-04, repealing the existing Purchasing Policy contained in Section 2.11 of the Employee Handbook, adopting the revised Purchasing Policy attached as Exhibit A, and directing the Executive Director to update the Employee Handbook accordingly.

This section is for staff use

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

Vote: Y/N/AB

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



RESOLUTION NO. 2026-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK & RECREATION DISTRICT REPEALING SECTION 2.11 OF THE EMPLOYEE HANDBOOK, ADOPTING A REVISED PURCHASING POLICY, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO UPDATE THE EMPLOYEE HANDBOOK

WHEREAS, the Board of Commissioners is responsible for establishing policies governing the expenditure of District funds and ensuring responsible stewardship of public resources; and

WHEREAS, the current Purchasing Policy contained in Section 2.11 of the Employee Handbook no longer reflects the District's current purchasing procedures and internal controls; and

WHEREAS, the Board of Commissioners has reviewed the proposed revisions and finds that the revised Purchasing Policy provides greater clarity, accountability, and consistency while maintaining appropriate fiscal oversight of District expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey Pool, Park & Recreation District as follows:

Section 1. Repeal

Section 2.11, Purchasing Policy, of the District Employee Handbook is hereby repealed in its entirety.

Section 2. Adoption

The Purchasing Policy attached as Exhibit A is hereby adopted as the official Purchasing Policy of the North Whidbey Pool, Park & Recreation District and shall replace the previous Section 2.11 of the Employee Handbook.

Section 3. Employee Handbook

The Executive Director is authorized and directed to update the District Employee Handbook to incorporate the Purchasing Policy attached as Exhibit A and to make any necessary formatting, numbering, or cross-reference changes required to maintain consistency throughout the handbook.

Section 4. Administrative Authority

The Executive Director is authorized to establish administrative procedures necessary to implement this policy, provided such procedures are consistent with the policy adopted by the Board of Commissioners.

Section 5. Effective Date

This Resolution shall take effect immediately upon its adoption.

Dated: July 23, 2026

Brit Kraner, Commissioner

Melissa Hartmann, Commissioner

William "Bill" Larsen, Chair

David Guy, Commissioner

Jaemee Rozz Witmer, Commissioner

EXHIBIT A

Section 2.11 – Purchasing Policy

Purpose

Routine Operational Purchases

Routine operational purchases that are included in the adopted budget and are necessary for the day-to-day operation of the District may be made without a Purchase Order. Examples include office supplies, pool chemicals, janitorial supplies, maintenance materials, and program supplies.

All Other Purchases

All purchases that are **not routine operational purchases** shall follow the purchasing thresholds below.

Purchases Under \$300

For purchases under \$300 that have been approved by the Board of Commissioners through the District's adopted budget, staff may submit the purchase request directly to the Business Manager for issuance of a Purchase Order. Staff should obtain up to three price quotes, when practical, to ensure the District receives the best value.

Purchases from \$300 to \$749.99

For purchases between \$300 and \$749.99 that have been approved by the Board of Commissioners through the District's adopted budget, staff may submit the purchase request directly to the Business Manager for issuance of a Purchase Order. The purchase request shall include documentation of at least three price quotes. If three quotes are not available, staff shall document the reason.

Purchases of \$750 and Above

For purchases of \$750 and above, staff shall obtain at least three documented price quotes and submit them to the Executive Director for approval before requesting a Purchase Order from the Business Manager. If three quotes are not available, staff shall document the reason and obtain approval from the Executive Director before proceeding.

Quote Requirements

For all purchases requiring price quotes, quotes may be written, verbal, electronic, or printed and shall include, at a minimum:

- Vendor name
- Quantity
- Item description
- Quoted price
- Applicable taxes
- Shipping costs
- Any other information relevant to the purchase

Unbudgeted Purchases

Purchases not included in the District's adopted budget shall require a written justification from the requesting employee and review by the Executive Director. The Executive Director may authorize staff to obtain the required price quotes but shall not authorize the purchase.

Any unbudgeted purchase requiring the expenditure of District funds must be approved by the Board of Commissioners before a Purchase Order is issued or the purchase is made, unless otherwise authorized by Board policy or in the case of an emergency authorized by law.

Purchase Orders

No purchase shall be made until a Purchase Order has been issued by the Business Manager. Employees are responsible for planning purchases sufficiently in advance to allow adequate time for review and approval.

Receipts

Employees shall submit itemized receipts for all purchases. Receipts must identify the method of payment, including the last four digits of the payment card when applicable, the purchase date, and the total amount paid, including applicable taxes. Order confirmations are not considered receipts. Employees are responsible for obtaining receipts from the vendor, including requesting copies from the vendor if necessary.

Compliance

Purchases shall not be intentionally divided into multiple transactions for the purpose of avoiding purchasing thresholds or approval requirements established by this policy.

**POOL, PARK, AND RECREATION
DISTRICT**
Commissioner Communication

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

Meeting Date: July 23, 2026

Presented By: BOC

Cade has been a vital part of our lifeguard staff for his entire time here. He has been a reliable and dependable guard always covering shifts where he can. He has been a great guard to pair with new guards, in training good habits and welcoming them to our team. If he is working, it is going to be a fun shift with good music and good vibes.

10. Item:

Meeting Date: July 23, 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 RCW 42.30.110(1)(g) to review the performance of a public employee for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

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

(Extension announcement time: _____ am/pm)

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

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

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

POOL, PARK, AND RECREATION
DISTRICT
Commissioner Communication

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

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

Vote: Y/N/AB

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

11. Item: Committee Assignments

Meeting Date: July 23, 2026

Presented By: Chair Larsen

12. Item: Action Item/Review

Meeting Date: July 23, 2026

Presented By: Secretary Witmer

13. Item: Final Board Comments

Presented By: BOC

14. Item: Thursday, August 27, 2026 @ 6:00 p.m. @ John Vanderzicht Memorial Pool

Presented By: Chair

15. 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**____