



# PUBLIC NOTICE



## BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, October 23, 2025, 6:00 p.m.

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

### 1. MEETING CALLED TO ORDER

### 2. ROLL CALL

### 3. PUBLIC COMMENTS

### 4. CONSENT AGENDA ANNOUNCEMENT

### 5. CONSENT AGENDA ITEMS

- a. Minutes:
    - i. 8.28.2025 Regular Meeting Minutes
    - ii. 9.25.2025 Regular Meeting Minutes
    - iii. 10.9.2025 Budget Workshop Minutes
  - b. Vouchers and Payroll:
    - i. Expense Voucher
      - #'s 10923-10957
      - \$ 43,426.29
    - ii. Payroll
      - \$65,118.20
    - iii. DOR
      - \$1,852.06
- Total \$140,396.75

### 6. STAFF REPORTS

### 7. COMMITTEE REPORTS

- a. Budget Committee
- b. Program Committee
- c. By Laws Committee

### 8. UNFINISHED BUSINESS

- a. Pizza with the Board

### 9. NEW BUSINESS:

- a. American Red Cross Contract
- b. Tara Dunford Engagement Letter
- c. Job Description
  - i. Recreation Coordinator
  - ii. Head Lifeguard/Maintenance Assistant
- d. Pool Chemical Purchase Approval
- e. Employee of the Month

### 10. EXECUTIVE SESSION:

### 11. ACTION ITEM/REVIEW:

### 12. FINAL BOARD COMMENTS:

**13. NEXT MEETING:** Budget and Budget Appendix Workshop November 3, 2025, 6 p.m.  
John Vanderzicht Memorial Pool

### 14. ADJOURNMENT:

### Public Notice of Potential Social Gathering

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



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

**1. Item:** Meeting Called to Order

**Meeting Date:** October 23, 2025

**Presented By:** Chair

*\*This section for staff use*

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

---

**2. Item:** Roll Call

**Presented By:** Chair

*This section for staff use*

Com. Kraner \_\_\_, Com. Larsen \_\_\_, Com. Witmer \_\_\_, Com. Hartmann \_\_\_, Com. Guy \_\_\_.

---

**3. Item:** Public Comment

**Presented By:** Chair

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

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

**4. Item:** Consent Agenda Announcement

**Meeting Date:** October 23, 2025

**Presented By:** Chair

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

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

Item Removed: \_\_\_\_\_

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

**5. Item:** Consent Agenda Approval

**Presented By:** Chair

**a. Minutes:**

- i. 8.28.25 Regular Meeting Minutes
- ii. 9.25.2025 Regular Meeting Minutes
- iii. 10.9.2025 Budget Workshop Minutes

**b. Vouchers & Payroll**

**i. Expense Vouchers #s 10923-10957**

**ii. Payroll:** \$65,118.20

**iii. DOR** \$1,852.06

**TOTAL:** \$140,396.75

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

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **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, August 28, 2025  
6:00 PM

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

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

**8. UNFINISHED BUSINESS:**

- a. None

**9. NEW BUSINESS:**

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

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

**11. ACTION ITEM/REVIEW:** 3 ACTION ITEMS

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

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

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

**14. ADJOURNMENT:** The meeting adjourned at 7:26pm by BOC Chair Larsen.

Attest:

---

Bill Larsen, Chair

---

Date



## BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool  
85 Southeast Jerome Street, Oak Harbor, WA 98277  
Thursday, September 25, 2025  
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Commissioners Guy, Larsen, Witmer, and Hartmann were present. Commissioner Kraner was excused, but was present for the last half of the meeting.
3. **PUBLIC COMMENTS:** There were no public comments.
4. **CONSENT AGENDA ANNOUNCEMENT:** There were no changes to the consent agenda.
5. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as presented. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.
  - a. **Minutes:** 9.25.25 Regular Meeting Minutes
  - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10886-10922	\$50,391.30
ii. Payroll	\$96,673.12
iii. DOR	\$3,328.43
<b>Total:</b>	<b>\$150,392.85</b>
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager. Announced next meeting was a Capital Plan Budget Workshop on 11/3 @6:00PM. Other upcoming events are the OHHS trunk-or-treat event on 10/25 and The Main Street trick-or-treat event on 10/31
7. **COMMITTEE REPORTS:**
  - a. **Budget Committee:** Comm. Guy gave update regarding the budget appendix.
  - b. **Program Committee:** Comm. Witmer gave update on programs.
  - c. **Bylaws Committee:** Comm Hartmann to presented on changes made to the Business and Standing Rules. Minor changes were made, and Comm. Guy motioned to approve the B&S Rules as amended. Comm. Witmer seconded, and the motion carried unanimously with no discussion.
8. **UNFINISHED BUSINESS:**
  - a. **Pizza with the Board:** BM Millang presented on recommendations for a staff appreciation day to happen in November.

- b. **Contract Approval: CivicPlus/GIS:** BM Millang presented on the contract and amendments for GIS integration. Comm. Guy motioned to approve the contract as presented. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.

**9. NEW BUSINESS:**

- a. **Social Security and Retirement:** ED Cochran presented on some research BM Millang will prepare a presentation regarding Section 218 Coverage.
- b. **Contract Approval: MWR:** ED Cochran presented on the contract between MWR and the district and summarized any changes. Comm. Guy made a motion to approve, and that motion was withdrawn due to a miscommunication of the contact name. Comm. Guy motioned to approve the award and execution of contract NAFREG-25-M-0075 in support of Morale, Welfare, and Recreation (MWR) operations, with all terms and conditions as presented. Comm. Witmer seconded the motion. The motion was approved unanimously with no discussion.
- c. **Oak Harbor Chamber of Commerce 2026 Sponsorships:** ED Cochran presented on the different sponsorship opportunities at Chamber of Commerce.
- d. **Employee of the month:** ED Cochran presented on the employee of the month.

**10. EXECUTIVE SESSION:** The Board is entering into executive session pursuant to RCW42.30.110 for a period of 15 minutes, until 6:57pm. BOC Chair Larsen called the meeting back to order at 6:57pm. No action taken.

**11. ACTION ITEM/REVIEW:** 1 ACTION ITEM

- a. ED Cochran to send out calendar invited for the 11/3 budget workshop.

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

**13. NEXT MEETING:** Budget Workshop, October 9, 2025, 6:00 p.m. at the John Vanderzicht Memorial Pool

**14. ADJOURNMENT:** The meeting adjourned at 7:04pm by BOC Chair Larsen.

Attest:

---

Bill Larsen, Chair

---

Date



### **BOARD OF COMMISSIONERS WORKSHOP**

John Vanderzicht Memorial Pool  
85 Southeast Jerome Street, Oak Harbor, WA 98277  
Thursday, October 9, 2025  
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Comms. Larsen, Kraner, Guy, Witmer and Hartmann were present.
3. **2026 BUDGET REVIEW:** ED Cochran presented on the 2026 budget with BM Millang. No action was taken.
4. **ACTION ITEMS: None**
5. **NEXT MEETING:** October 23, 2025, Regular Meeting at 6:00 p.m. at the John Vanderzicht Memorial Pool. Followed by a Budget Workshop on Monday, November 3, 2025 at 6:00 p.m. at the John Vanderzicht Memorial Pool.
6. **FINAL BOARD COMMENTS:** Comments were made by Comms. Hartmann, Guy and Kraner
7. **ADJOURNMENT:** The meeting was adjourned by BOC Chair Larsen at 8:58 p.m.

Attest:

---

Bill Larsen, Chair

---

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
<i>673654-673657</i>	<i>09.03.2025</i>	<i>10923-10926</i>	<i>\$ 2,894.23</i>
<i>673914-673920</i>	<i>09.10.2025</i>	<i>10927-10934</i>	<i>\$ 6,188.87</i>
<i>674209-674216</i>	<i>09.17.2025</i>	<i>10935-10945</i>	<i>\$ 9,122.58</i>
<i>674700-674709</i>	<i>09.24.2025</i>	<i>10946-10957</i>	<i>\$ 25,220.81</i>
			<i>\$ 43,426.49</i>

*Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of*     *\$65,118.20*  
*Department of Revenue Transfer*     *\$ 1,852.06*

*Total of Voucher #s 10923-10957,*  
*Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer*     *\$140,396.75*

*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 23, 2025

\_\_\_\_\_  
 Brit Kraner, Commissioner

\_\_\_\_\_  
 Bill Larsen, Commissioner

\_\_\_\_\_  
 Jaemee Witmer, Commissioner

\_\_\_\_\_  
 Melissa Hartmann, Commissioner

\_\_\_\_\_  
 David Guy, Commissioner

# North Whidbey Pool, Park & Recreation District

## Voucher Report

### September 2025

Date	Num	Name	Memo	Amount
<b>Sep 25</b>				
09/04/2025	10927	4000033 Washington Alarm, Inc	Alarm Monitoring	86.86
09/04/2025	10928	4000120 R1 Aquatic Instruction LLC	LG In-Service 2025-08	418.60
09/04/2025	10929	4000489 R2 City of Oak Harbor Utiliti...	Pool Water	1,375.95
09/04/2025	10930	4000489 R2 City of Oak Harbor Utiliti...	Patron Water	2,110.60
09/04/2025	10931	4000539 R1 Diamond Site Services	Portable Toilet	180.00
09/04/2025	10932	4000643 R1 Island Disposal	CVP Garbage	137.67
09/04/2025	10933	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2025-08	575.00
09/04/2025	10934	5007369 R1 Whidbey Tech Solutions	IT Monthly Svc/MS Apps	1,304.19
09/11/2025	10935	4000489 R2 City of Oak Harbor Utiliti...	CVP Water	768.22
09/11/2025	10936	4000793 R4 Visa	J Cochran CC	4,296.25
09/11/2025	10937	4000793 R4 Visa	M Cochran CC	33.09
09/11/2025	10938	4000793 R4 Visa	J Millang CC	1,765.19
09/11/2025	10939	4000815 R1 Wave/Astound	Internet Service	321.25
09/11/2025	10940	4001071 R1 Julie Millang	Cell Phone July-Sept 25	180.00
09/11/2025	10941	4001129 R1 Electronic Business Ma...	Copy Machine Usage 2025-08	285.89
09/11/2025	10942	5010539 Jamie Cochran	Cell Phone July-Sept 25	180.00
09/11/2025	10943	4001792 R1 Jenna Clark	Cell Phone July-Sept 25	180.00
09/11/2025	10944	5005724/R4 Sunbelt Controls	Troubleshoot/Repair System	932.69
09/11/2025	10945	9603508 R1 Mitchell Cochran	Cell Phone July-Sept 25	180.00
09/18/2025	10946	4000033 Washington Alarm, Inc	Alarm Monitoring	86.86
09/18/2025	10947	4000470 R1 Cascade Natural Gas	Gas: Pool	7,208.46
09/18/2025	10948	4000470 R1 Cascade Natural Gas	Gas: Spa, Lk Rm, Lobby, Ofc	683.84
09/18/2025	10949	4000539 R1 Diamond Site Services	Portable Toilet	90.00
09/18/2025	10950	4000705 R1 Puget Sound Energy	Electric Bill	4,843.77
09/18/2025	10951	4000897 R1 Airgas USA, LLC	Cylinder Rental HT	225.74
09/18/2025	10952	4001129 R1 Electronic Business Ma...	Copy Machine Usage	285.89
09/18/2025	10953	4001212 R1 Springbook Holding Co ...	Springbok Subscription	7,510.10
09/18/2025	10954	4001212 R1 Springbook Holding Co ...	Logo Services	108.00
09/18/2025	10955	4001460 R1 Bay City Supply	Cleaning Supplies	61.11
09/18/2025	10956	5006898 Ashley's Design & Whidbey...	Volleyball Shirts	705.78
09/18/2025	10957	4001735 R1 Kaiser Permanente	Insurance Benefits	3,411.26
<b>Sep 25</b>				<b>40,532.26</b>



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

**6. Item: Staff Reports**

**Meeting Date:** October 23, 2025

**Presented By:** Jay Cochran

**Comment Cards**

**The Patron Comments and Suggestions for October 2025 Board Meeting:**

Patron:

Account: N.A

Form of Comment/Recommendation: Comment Card

Date: N.A

Activity: Lap Swim

Comment/Recommendation: Play some T-Swizzle

Patron: Open Swim

Account: Y

Form of Comment/Recommendation: Comment Card

Date: 09.21.2025

Activity: Open Swim

Comment/Recommendation:

Lifeguard Oliver unnecessarily asked me to move to other end of hot tub so he could see the rest of the empty hot tub. I gathered my grandson from the pool and left.

\*Should be noted that the patron confused Oliver with Cade. Cade was the guard enforcing the rules.

Patron: Naomi McCormick

Account: Y

Form of Comment/Recommendation: Comment Card

Date: 10.01.25

Activity: Swim Team

Comment/Recommendation:

Why are we closing an indoor pool for lightning that is over 20 miles away! This is utterly stupid. The policy needs to be adjusted, and it needs to make sense.

**Follow up:** Call with Jay 10.02.2025

Patron: Dr. Dreene Terana Strawn



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

Account: Y

Form of Comment/Recommendation: Comment Card

Date: 10.01.25

Activity: Swimming

Comment/Recommendation:

I find it absolutely unclear (to me) that the pool is closed during lightning when the lightning is some 23 miles away and clearly has no danger to the “closed” Oak Harbor Pool. A scientific and sensible approach towards monitoring the lightning and the danger posed is much needed.

**Follow up:** Call with Jay 10.02.2025

Patron: Kristine Barnes

Account: Y

Form of Comment/Recommendation: Comment Card

Date: 10.08.2025

Activity: Lap Swim

Comment/Recommendation:

Fundraiser for locker reno and community outreach. (Asked Ash to write)

**Action Items/Review 6.27.24 Regular Meeting**

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

**Action Items/Review 3.27.25 Regular Meeting**

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

**Action Items/Review 4.24.25 Regular Meeting**

C. Hartmann to complete survey

**Action Items/Review 5.22.25 Regular Meeting**

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

**Action Items/Review 9.25.25 Regular Meeting**

~~ED Cochran to send out calendar invited for the 11/3 budget workshop.~~

**Executive Director**



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

- The month has flown by due to the intensive budget-related work.
- Consent Agenda
  - August 28th, 2025, minutes are back on the consent agenda.
  - They were dated July 24th, 2025.
  - I've corrected the date and placed them on the consent agenda again for approval.
- Comment Cards Regarding Lightning
  - Di received the initial lightning notification from weather bug app while coach NWAC, she sent me the notification. We use WeatherBug. It seems most accurate for our location and has a strike notification.
  - The comments were submitted by the swim team's parents.
  - When I asked Di why the parents submitted comment cards instead of speaking directly to me or her, she mentioned they had been instructed to submit them by another coach.
  - The Emergency Action Plan (EAP) procedure for lightning strikes was approved by the board in 2023.
  - This procedure was developed in consultation with our insurance company due to the known risks of lightning:
    - Lightning has been documented to travel horizontally up to 11 miles.
    - There are [documented cases](#) of lightning entering buildings through windows and even striking the bottom of a pool (though the pool in that case was empty).
    - Redwoods was (I do not know if they still are) the main insurance companies for YMCA's when I worked with them.
  - Our insurance provider recommended that our board approve our current EAP for lightning.
  - There is an individual in the industry who believes this is a dated safety precaution not supported by credible evidence and risk management practices.
  - I explained this background to one parent, and after our conversation, they understood and appreciated the clarification. The other parent I left the message and left it open to further discussions if they wanted to discuss it further.
- Working on updating and aligning job descriptions to reflect current roles and responsibilities
- Began reworking the Working with Minors policy as part of the larger effort to update the employee handbook
  - Reworked Working with Minors policy has already been reviewed by our insurance company and is currently under review by the District's attorney.
  - We anticipate that the updated policy will go before the board by November 20<sup>th</sup> meeting for review/approval so it can be rolled out with the coaches training for basketball.
  - While the policy was already in place, the insurance renewal prompted a review to ensure clarity.
  - The changes made to the Working with Minors policy are primarily formatting and readability improvements, with no substantive changes.
  - Clarified procedures in the policy such as who to contact if Julie or I are unavailable.



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

- Will continue working on updates to the employee handbook throughout the rest of the year.
  - Reworking the organizational chart to better reflect the current structure and staffing
- Updating staff performance evaluations to mirror the revised board-approved template for consistency across staff
- Covered some of Julie's duties while she was on vacation, including payroll and processing bills
  - I worked at the front desk during that time, which I hadn't done in a while. It was nice to see I could still step into that role easily after 6 years of not doing it.
- I will be attending the Leadership Whidbey retreat on October 24<sup>th</sup> and 25<sup>th</sup>. The retreat ends at 5:00 p.m. on the 25th, and I will be coming straight from there to the meeting. I do not anticipate anything preventing me from attending the meeting.
- Budget Hearing
  - Spoke with Commissioner Kramer after the budget workshop regarding the upcoming budget hearing
  - Commissioner Kramer resent information from MRI and MRSC's Eric Lowell
  - Eric Lowell was my trainer at the Finance Training Boot Camp in Spokane
  - I reached out to Eric again, and he provided a link to his former employer showing examples of budget hearings
  - Based on my research, only one budget hearing is required
  - The hearing can be conducted in conjunction with a regular board meeting
  - Proposal: hold the budget hearing during the November 21st regular meeting
  - Plan: open the regular meeting, then open the budget hearing, take public comments, close the hearing, and continue with the regular meeting
  - Unless the board prefers a different approach
  - I am also providing the information and link from MRSC that Eric shared with me

"Good morning. Hope you had a great weekend. Thank you for your inquiry regarding how the library district did its public hearings. The district only had one public hearing and that was related to property taxes as required under [RCW 84.55.120](#). The public hearing was held before the November board meeting. It was called a budget hearing. Here's a [link to the budget hearing](#) information the library district had last year. In the years I was at the district, I don't remember anyone from the public showing up or making comment at the hearing."-[Eric Lowell MRSC](#)

- RCW 84.55.120 requires local taxing districts to hold a public hearing before adopting the annual property tax levy
- The purpose is to allow public comment on revenue sources and any proposed tax increases
- Only one hearing is required and it can be held during a regular board meeting
- The board must give public notice before the hearing



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

- The notice should state the date time location and that the hearing will cover revenue sources and possible property tax increases
  - Best practice is to post or publish the notice at least one week before the hearing and include it in the meeting agenda at least 24 hours in advance
  - Posting on the district website or bulletin board is acceptable and a newspaper notice is optional
  - During the meeting open the hearing take public comment close the hearing and then adopt the levy and budget
  - Keep a copy of the notice and record in the minutes that the hearing was held before the levy was adopted
- **Public Notices for Community Events**
    - I submitted the inquiry below to MRSC regarding our posting requirements. While I fully support transparency, I do not believe posting when unnecessary increases our transparency.
    - I was informed that the Board of Commissioners was required to do this by law, but my research before the current board members were seated showed that it was not legally required at that time. The Board chose to begin posting voluntarily. I would like to revisit this practice, as even though it may seem minor, it adds to the workload for staff and commissioners.
    - After missing the posting last summer for the Whidbey Pet Parade I began thinking about ways to make the process easier in the future
    - This led me to come up with an idea which prompted me to contact MRSC for guidance and clarification

“As we start putting together the 2026 calendar for items requiring public notice, a question came up around events like the 4th of July celebration. Our District is a sponsor of the Chamber’s event, which includes a parade and a booth. Some of our Commissioners may attend, such as walking in the parade or stopping by the booth, but there is no plan to conduct business or take action. There has been some discussion about whether this kind of attendance requires public notice. Looking at how other agencies such as the city or county handle similar events, it does not appear that they post notices for them. That said, we want to make sure we are in compliance and not just following what others are doing. Since we are a smaller organization, not having to post notice for this type of informal presence would help ease the workload during a busy time, but only if that is truly appropriate. If it turns out that notice is required, would it be possible to post a general public notice that covers all holiday, community, or special events where this might apply? That might be a more efficient way to stay compliant without having to



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

post each time individually. We would appreciate any clarification or guidance on this.” - Jay Cochran

The district commissioners could likely attend these types of events without following the notice and other provisions of the Open Public Meetings Act (OPMA)—they would not typically be considered a “meeting” under the OPMA. However, I think it will be important to consider each event individually to ensure that no business will be transacted, etc.

RCW 42.30.070 says that:

[i]t shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter.

Further, an attorney general opinion (AGO 2006 No. 6) concluded that a quorum of a city or county council attending a meeting that was not called by the council is not a meeting of the council and therefore not subject to the OPMA. However, if, while at the meeting/event/gathering the quorum of the governing body discusses agency business, that would be a violation of the OPMA. In RCW 42.30.020(3) “action” is defined broadly to include “deliberations, discussions, considerations, reviews, [and] evaluations”; therefore, this would encompass discussions among the quorum that occur while they attend an event. So the district should offer clear guidelines to its commissioners that they should not discuss any agency business while in attendance at these events.

Note that there is not a way to provide blanket notice for multiple events, except for adopting a regular meeting schedule pursuant to RCW 42.30.070:

The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body. Unless otherwise provided for in the act under which the public agency was formed, meetings of the governing body need not be held within the boundaries of the territory over which the public agency exercises jurisdiction. I don’t think these events would generally fall within a regular meeting where the commissioners would conduct business.

Finally, a colleague just wrote this article which you may find useful: [Legal Requirements for Hosting Government Open Houses or Coffee Chats](#).



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

As always, we recommend discussing any individual gathering/event with your district's attorney. Our guidance at MRSC is general and not a substitute for the advice of the district's legal counsel." -Jill Dvorkin MRSC Legal Consultant

### **Recreation Coordinator**

- Flag Football is scheduled to conclude on October 18th; End of Season Swim Party will be on the same day from 4-5:30pm.
- Volleyball is going well with a lot of positive feedback continuing to pour in.
- OHHS is hosting a Youth Volleyball Night on October 16th with NWPPRD and WVC players invited to attend. Players will receive free admission if they wear their jersey and attend with their coach.
- Basketball registration opened on October 1st.
- TUSCPAC COMREL rescheduled to 10/31 due to training conflict on their end.
- I am going to be researching how we can better utilize Microsoft Teams + the Trello app/website/add-on to help better facilitate action items and cross-department tasks.
- I am working with Jay to update the Recreation Specialist job description.
- I am assisting the CSS Coordinator with FAQs to add to the party/facility rental FAQ page that will be added to the website.

### **Maintenance Manager**

- Repair to toilets, showers, and sinks in all restrooms/locker rooms.
- Help organize upcoming Volunteer Day.
- Exterior Light repairs on porch and front entry.
- Replace front desk door lock buzzer.
- Plumbing repair to spa boiler line.
- Repairs to spa Chlorinator
- Moved and set up donated cabinetry for the pump room.
- Helping compile the budget.



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

### Client Service Specialist Coordinator

Attendance:

Times	Lap Swim	Tot Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	147	2			
7:00 a.m.	145				
8:00 a.m.	189	8		97	
9:00 a.m.	99	18		374	
10/10:30 a.m.	137	70			127
11:00 a.m.	120	31			
12:00 p.m.	128	15	29	38	
1/2 p.m.			433		
3:00 p.m.	12				
4:00 p.m.					
5:00 p.m.	101	45			
6/6:30 p.m.	89	21		142	
7/7:30 p.m.	81	13	428		
8/9:00 p.m.					
Event Totals	1248	223	890	651	127
Monthly Total:	3139				

- Continuing social media posts such as “This Week at NWPPRD” and “October at NWPPRD”.
- Will be wrapping up Safety First Friday on October 24<sup>th</sup>
- Worked with other department heads on advertisement for open positions
- The front desk team is in the process of de-cluttering CivicRec and the front desk area to streamline customer service in the facility.
- Continuing to promote and support staff and patrons as needed!

### Business Manager

- Continuing to work with staff on 2026 budget.
- Working with Client Services Coordinator on training to assume additional responsibilities.
- We have a lifeguard course scheduled for December.
- We are hiring and onboarding new staff who will participate in the lifeguard course.
- There was an error in a vendor number which resulted in warrant #674214 being issued for an incorrect amount.
- Warrant #674214 is void and a warrant in the correct amount will be issued.
- Working with the Department of Retirement Systems on the documents for the optional social security for employees with a 7.5% or greater retirement contribution.
- These documents should be available for the November meeting.

## Island County, WA

**Treasurer's Report**  
**Transactions from 9/1/2025 to 9/30/2025**

**646 - NO WHID POOL PARK REC MAINT****Cash Balance at 8/31/2025****276,564.38**

09/04/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	11,523.34	
09/19/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	10,692.66	
09/30/2025	SEP 25 PROP TAX DISTRIBUTION		0.00	21,444.84	
09/30/2025	Distribute SEP 25 COMP Tax		298.10	0.00	
09/30/2025	Distribute SEP 25 COMP Tax		0.00	298.10	
	<b>Revenue Total</b>		<u>298.10</u>	<u>43,958.94</u>	<b>43,660.84</b>

09/03/2025	DOMINGUEZ, DIAN NO WHIDBEY POO	KY 00673656	365.12	0.00	
09/03/2025	DIAMOND RENTALS NO WHIDBEY POO	KY 00673655	180.00	0.00	
09/03/2025	SCOTTIES PLUMIN NO WHIDBEY POO	KY 00673657	624.32	0.00	
09/03/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00673654	1,724.79	0.00	
09/10/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00673915	1,375.95	0.00	
09/10/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00673915	2,110.60	0.00	
09/10/2025	DIAMOND RENTALS NO WHIDBEY POO	KY 00673916	180.00	0.00	
09/10/2025	AQUATICS INSTRU NO WHIDBEY POO	KY 00673914	418.60	0.00	
09/10/2025	PACIFIC GRACE T NO WHIDBEY POO	KY 00673918	575.00	0.00	
09/10/2025	WASHINGTON ALAR NO WHIDBEY POO	KY 00673919	86.86	0.00	
09/10/2025	ISLAND DISPOSAL NO WHIDBEY POO	KY 00673917	137.67	0.00	
09/10/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00673920	1,304.19	0.00	
09/12/2025	NWPP&R PAYROLL		36,093.95	0.00	
09/17/2025	VISA INC NO WHIDBEY POOL PARK	KY 00674216	4,296.25	0.00	
09/17/2025	VISA INC NO WHIDBEY POOL PARK	KY 00674216	1,765.19	0.00	
09/17/2025	VISA INC NO WHIDBEY POOL PARK	KY 00674216	33.09	0.00	
09/17/2025	CITY OF OAK HAR NO WHIDBEY POO	KY 00674209	768.22	0.00	
09/17/2025	COCHRAN, JAMIE NO WHIDBEY POOL	KY 00674211	180.00	0.00	
09/17/2025	MILLANG, JULIE NO WHIDBEY POOL	KY 00674214	180.00	0.00	
09/17/2025	CLARK, JENNA NO WHIDBEY POOL P	KY 00674210	180.00	0.00	
09/17/2025	COCHRAN, MITCHE NO WHIDBEY POO	KY 00674212	180.00	0.00	
09/17/2025	MILLANG, JULIE NO WHIDBEY POOL	KY 00674214	321.25	0.00	
09/17/2025	SUNBELT CONTROL NO WHIDBEY POO	KY 00674215	932.69	0.00	
09/17/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00674213	285.89	0.00	
09/24/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00674706	3,411.26	0.00	
09/24/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00674703	7,208.46	0.00	
09/24/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00674703	683.84	0.00	
09/24/2025	DIAMOND RENTALS NO WHIDBEY POO	KY 00674704	90.00	0.00	
09/24/2025	ASHLEY'S DESIGN NO WHIDBEY POO	KY 00674701	705.78	0.00	
09/24/2025	BAY CITY SUPPLY NO WHIDBEY POO	KY 00674702	61.11	0.00	
09/24/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00674700	225.74	0.00	
09/24/2025	WASHINGTON ALAR NO WHIDBEY POO	KY 00674709	86.86	0.00	
09/24/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00674707	4,843.77	0.00	
09/24/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00674705	285.89	0.00	
09/24/2025	SPRINGBROOK HOL NO WHIDBEY POO	KY 00674708	7,510.10	0.00	
09/24/2025	SPRINGBROOK HOL NO WHIDBEY POO	KY 00674708	108.00	0.00	
09/26/2025	NWPP&R PAYROLL		29,024.25	0.00	
09/26/2025	NWPP&R DOR		1,852.06	0.00	
	<b>Expenditure Total</b>		<u>110,396.75</u>	<u>0.00</u>	<b>-110,396.75</b>

**Ending Cash Balance****Calculated Total****209,828.47****Book Total****209,828.47****Difference****0.00**

Treasurer's Report  
Transactions from 9/1/2025 to 9/30/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 8/31/2025				19.18
09/30/2025	ICTIP INV INTEREST - SEPT 2025		0.00	0.63
	Revenue Total		0.00	0.63
Ending Cash Balance		Calculated Total		19.81
		Book Total		19.81
		Difference		0.00

Treasurer's Report  
Transactions from 9/1/2025 to 9/30/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 8/31/2025				51,751.70
09/30/2025	ICTIP INV INTEREST - SEPT 2025		0.00	1,507.64
	Revenue Total		0.00	1,507.64
Ending Cash Balance		Calculated Total		53,259.34
		Book Total		53,259.34
		Difference		0.00

Treasurer's Report  
Transactions from 9/1/2025 to 9/30/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 8/31/2025				44.15
09/30/2025	ICTIP INV INTEREST - SEPT 2025	0.00	23.18	
	Revenue Total	0.00	23.18	23.18
Ending Cash Balance		Calculated Total		67.33
		Book Total		67.33
		Difference		0.00



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

Island County

## PARTICIPANT

Page 1

Investment #	Fund	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648	648						230.40
		3.117	09/01/2025			0.61	230.40
		3.327	09/01/2025				230.40
Subtotal and Ending Balance		3.327		0.00	0.00	0.61	230.40
649	649						551,055.34
		3.106	09/01/2025			1,453.48	551,055.34
		3.329	09/01/2025				551,055.34
Subtotal and Ending Balance		3.329		0.00	0.00	1,453.48	551,055.34
788	788						8,470.65
		3.105	09/01/2025			22.34	8,470.65
		3.329	09/01/2025				8,470.65
Subtotal and Ending Balance		3.329		0.00	0.00	22.34	8,470.65
Totals and Ending Balance for PARTICIPANT				0.00	0.00	1,476.43	559,756.39



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

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

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

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

Beginning balance 8-31-25	\$64,917.32
2 Additions	+65,118.20
4 Subtractions	-64,492.25
<b>Ending balance 9-30-25</b>	<b>\$65,543.27</b>

Additions

Transfers	Date	Serial #	Source	
	9-12		Trf Fr DDA 0000473631001525 4731	\$36,093.95
	9-26		Trf Fr DDA 0000473631001525 4731	29,024.25
<b>Total additions</b>				<b>\$65,118.20</b>

Subtractions

Withdrawals	Date	Serial #	Location	
	9-3		Irs Usataxpymt	\$7,260.86
	9-12		Intuit Payroll Squickbooks	27,091.08
	9-19		Irs Usataxpymt	6,511.12
	9-29		Intuit Payroll Squickbooks	23,629.19
<b>Total subtractions</b>				<b>\$64,492.25</b>

Interest earned

Current Interest Rate	variable
Number of days this statement period	30

Fees and charges

See your Account Analysis statement for details.



**Heritage**  
BANK

PO Box 1578 | Olympia, WA 98507

Statement Start	09-01-2025
Statement End	09-30-2025
Account Number	
Page	1 of 4

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



## NEVER MISS A SALE

**Accept payments any way your customers want to pay!**

Ask us for a review of your current payment processing provider to see if we can help you save.



Equal Housing Lender | Member FDIC

### PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$1.21

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$3,274.09		\$32,862.99		\$0.12		\$24,317.00		\$12.00		\$11,808.20

Deposit and Withdrawal totals include paid transactions only

### DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	450.00
09/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	790.50
09/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,143.00
09/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,495.50
09/03/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	314.00
09/03/25	External Deposit CNI MLLNGTN DET EFT 090225 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *250902*1	5,813.00
09/03/25	Deposit	102.50
09/03/25	Deposit	93.75
09/03/25	Deposit	148.00
09/04/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	723.00



Equal Housing Lender | Member FDIC

25

HeritageBankNW.com | 800.455.6126



**DEPOSITS AND OTHER CREDITS**

Posted Date	Transaction Detail	Amount
09/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	518.00
09/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	554.51
09/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	830.75
09/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	927.25
09/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,011.50
09/10/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	942.99
09/11/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,222.66
09/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	674.00
09/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	329.25
09/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	366.00
09/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	939.50
09/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	361.25
09/17/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	793.25
09/18/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	498.75
09/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	735.50
09/19/25	Deposit	58.00
09/19/25	Deposit	225.00
09/19/25	Deposit	97.00
09/19/25	Deposit	19.00
09/19/25	Deposit	132.50
09/19/25	Deposit	275.00
09/19/25	Deposit	74.50
09/19/25	Deposit	45.00
09/19/25	Deposit	18.50
09/19/25	Deposit	91.50
09/19/25	Deposit	24.50
09/19/25	Deposit	232.00
09/19/25	Deposit	346.50
09/19/25	Deposit	72.00
09/19/25	Deposit	32.00
09/19/25	Deposit	69.50
09/19/25	Deposit	126.25
09/19/25	Deposit	9.00
09/19/25	Deposit	224.50
09/19/25	Deposit	144.75





### DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
09/19/25	Deposit	154.00
09/19/25	Deposit	318.58
09/19/25	Deposit	76.00
09/19/25	Deposit	72.00
09/19/25	Deposit	760.00
09/19/25	Deposit	228.75
09/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	357.00
09/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	457.00
09/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,302.00
09/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	398.75
09/24/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	431.75
09/25/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	540.50
09/26/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	589.25
09/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	320.50
09/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	702.00
09/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	853.50
09/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	206.00
09/30/25	Credit Interest	0.12

### WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
09/02/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,967.40
09/02/25	External Withdrawal AUTHNET GATEWAY - BILLING 143283280	133.60
09/04/25	Withdrawal NWPP AND REC	11,523.34
09/19/25	Withdrawal NWPP AND REC	10,692.66
09/30/25	Monthly Maintenance Fee	12.00

### DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
09/01	3,274.09	09/09	5,565.01	09/17	11,193.91
09/02	6,052.09	09/10	6,508.00	09/18	11,692.66
09/03	12,523.34	09/11	7,730.66	09/19	5,661.83
09/04	1,723.00	09/12	8,404.66	09/22	7,777.83
09/05	2,241.00	09/15	10,039.41	09/23	8,176.58
09/08	4,553.51	09/16	10,400.66	09/24	8,608.33





### DAILY BALANCE SUMMARY

Daily Balance Continued...

Date	Balance	Date	Balance	Balance	Date
09/25	9,148.83	09/29	11,614.08		
09/26	9,738.08	09/30	11,808.20		

### Summary of Overdraft and Returned Item Fees

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



Visa Credit Card Reconciliation

Card Holder: Jay Cochran


Billing Cycle: 08.31.2025

Enter payments as negative amounts in table, below.

Date	Merchant Name	Amount	Receipt Attached	Description
08.07.2025	Dairy Queen	\$ 81.69	x	Day Camp Treats
08.09.2025	Nextiva	\$ 265.26	x	Telephone Service
08.11.2025	NFL Flag	\$ 2,580.00	x	NFL Flag
08.11.2025	NFL Flag	\$ 16.75	x	NFL Flag
08.11.2025	NFL Flag	\$ 41.00	x	NFL Flag
08.15.2025	Reptile Lady	\$ 370.00	x	Day Camp Activity
08.19.2025	NFL Flag	\$ 48.34	x	NFL Flag
08.20.2025	NFL Flag	\$ 162.83	x	NFL Flag
08.26.2025	Amazon	\$ 39.22	x	Nameplates
08.26.2025	Volleyball USA	\$ 342.81	x	Volleyball Net
08.29.2025	Buddy Punch	\$ 326.56	x	Electronic Timesheets
08.30.2025	Adobe	\$ 21.79	x	Adobe Pro Subscription
Total		\$ 4,296.25		

Date

Signature

9.11.2025 

HERITAGE BANK

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

4000793 R4

VISA

SCORECARD

Bonus Points  
Available  
16,193

## Summary of Account Activity

Previous Balance		\$ 2,968.66
Payments	-	\$2,968.66 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$4,332.25
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
<b>NEW BALANCE</b>		<b>\$ 4,332.25</b>
Credit Limit		\$10,000.00
Available Credit		\$5,667.75
Available Cash		\$5,667.75
Amount Disputed		\$0.00
Statement Closing Date		08/31/25
Days in Billing Cycle		31

## Account Inquiries



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



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

## Payment Summary

NEW BALANCE

\$4,332.25

MINIMUM PAYMENT

\$87.00

PAYMENT DUE DATE

09/25/2025

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

## Important Information About Your Account

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

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

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
08/07	08/08	PBUS01	24116415219434784020041	DAIRY QUEEN #18572 OAK HARBOR WA	\$81.69
08/09	08/10	PBUS01	24906415221235804281400	NEXTIVA SERVICE 800-9834289 AZ	\$265.26
08/12	08/12	PBUS01	24116415224712026048257	RCX*NFLFLAG RCXSPORTS.COM IL	\$16.75
08/12	08/12	PBUS01	24116415224712023444202	RCX*NFLFLAG RCXSPORTS.COM IL	\$2,580.00
08/14	08/15	PBUS01	24116415226742390423156	RCX*NFLFLAG RCXSPORTS.COM IL	\$41.00
08/15	08/17	PBUS01	24692165227109921394342	30 *THE REPTILE LADY gosq.com WA	\$370.00
08/19	08/20	PBUS01	24116415231742124447235	RCX*NFLFLAG RCXSPORTS.COM IL	\$48.34



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

Statement Closing Date:  
August 31, 2025

### Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/20	08/21	PBUS01	24116415232718268884960	RCX*NFLFLAG RCXSPORTS.COM IL	\$162.83
08/26	08/27	PBUS01	24692165238100158171286	AMAZON MKTPL*CL8JG1RA3 Amzn.com/bill WA	\$39.22
08/26	08/27		73190605239555239830028	PAYMENT - THANK YOU TACOMA WA	\$2,968.66-
08/27	08/28	PBUS01	24388865239117612961014	PADDLE.NET* COOLORS New York NY	\$36.00
08/27	08/28	PBUS01	24717055240122403756257	VOLLEYBALLUSACOM 800-4943833 WA	\$342.81
08/31	08/31	PBUS01	24793385243000804593047	Adobe Inc 800-8336687 CA	\$21.79
08/30	08/31	PBUS01	24492165242100123654677	BUDDY PUNCH BUDDYPUNCH.CO WI	\$326.56

#### Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

#### Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

#### 2025 Totals Year To Date

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

### Additional Information About Your Account

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

### ScoreCard Bonus Points Information as of 08/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	11,853	4,340	0	0	16,193

### Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
<b>Purchases</b>						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
<b>Cash</b>						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$4,665.34			\$0.00

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.

<sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>3</sup> 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.



HERITAGE BANK

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

**SCORECARD**

Bonus Points  
Available  
4,082

**Summary of Account Activity**

Previous Balance		<b>\$ 1,131.98</b>
Payments	-	\$1,131.98 -
Other Credits	-	\$181.33 -
Other Debits	+	\$0.00
Purchases	+	\$214.42
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
<b>NEW BALANCE</b>		<b>\$ 33.09</b>
Credit Limit		\$5,000.00
Available Credit		\$4,966.91
Available Cash		\$4,966.91
Amount Disputed		\$0.00
Statement Closing Date		08/31/25
Days in Billing Cycle		31

**Account Inquiries**

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



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

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$33.09</b>
<b>MINIMUM PAYMENT</b>	<b>\$15.00</b>
<b>PAYMENT DUE DATE</b>	<b>09/25/2025</b>

**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
08/05	08/07	PBUS01	24943015218010185626798	THE HOME DEPOT #8563 OAK HARBOR WA	\$79.31●
08/12	08/14	PBUS01	24943015225010189533876	THE HOME DEPOT #8563 OAK HARBOR WA	\$19.48●
08/18	08/20	PBUS01	24943015231010186328900	THE HOME DEPOT #8563 OAK HARBOR WA	\$47.86●
08/19	08/20	PBUS01	24231685232449310658230	HARBOR FREIGHT TOOLS3285 OAK HARBOR WA	\$29.40●
08/26	08/27		73190605239555239830051	PAYMENT - THANK YOU TACOMA WA	\$1,131.98-
08/27	08/27		73190605239777239850018	MISC CREDIT ADJ RETAIL	\$181.33-
08/29	08/31	PBUS01	24692165241102836936754	SQ *SOUND BUSINESS CENTER Freeland WA	\$7.62
08/29	08/31	PBUS01	24377355242000004438561	ISLAND COUNTY COUPEVILLE COUPEVILLE WA	\$30.75

33



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

Statement Closing Date:  
August 31, 2025

Fees	
TOTAL FEES FOR THIS PERIOD	\$ 0.00
Interest Charged	
TOTAL INTEREST FOR THIS PERIOD	\$ 0.00
2025 Totals Year To Date	
Total Fees Charged in 2025	\$ 0.00
Total Interest Charged in 2025	\$ 0.00

**Additional Information About Your Account**  
MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH [MYCARDSTATEMENT.COM](http://MYCARDSTATEMENT.COM). ENROLL TODAY!

ScoreCard Bonus Points Information as of 08/29/2025					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	3,907	175	0	0	4,082

Interest Charge Calculation/Plan Level Information						
Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
<b>Purchases</b>						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
<b>Cash</b>						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$990.74			\$0.00
<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.						
<sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily						
<sup>3</sup> 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: 08.31.2025

*Enter payments as negative amounts in table, below.*

Date	Merchant Name	Amount	Receipt Attached	Description
07.31.2025	Pacific Grace	\$ 575.00	x	Payroll Processing
08.02.2025	Enformion	\$ 27.26	x	Background Checks
08.01.2025	PPC Communication esoft	\$ 140.00	x	POS
08.04.2025	Dollar Tree	\$ 4.09	x	Advertising
08.04.2025	Amazon	\$ 32.68	x	Advertising
08.07.2025	Washington Alarm	\$ 173.72	x	Alarm Monitoring
08.12.2025	Watch	\$ 11.00	x	Background Checks
08.20.2025	NW Mini Storage	\$ 160.00	x	Storage Unit
08.23.2025	Walmart	\$ 203.89	x	Advertising
08.25.2025	Walmart	\$ 14.56	x	Batteries
08.26.2025	Washington Dept of Revenue	\$ 5.16	x	Business License
08.29.2025	Swim Outlet	\$ 227.47	x	Caps & Goggles
08.28.2025	Walmart	\$ 151.13	x	Advertising, Office Supplies
08.29.2025	Amazon	\$ 39.23	x	Office Supplies
Total		\$ 1,765.19		

Date Signature

09.11.2025 Julie Millang

HERITAGE BANK

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

0000793 RM

VISA

SCORECARD

Bonus Points  
Available  
22,126

## Summary of Account Activity

Previous Balance		\$ 2,514.61
Payments	-	\$2,514.61 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,765.19
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
<b>NEW BALANCE</b>		<b>\$ 1,765.19</b>
Credit Limit		\$4,000.00
Available Credit		\$2,234.81
Available Cash		\$2,234.81
Amount Disputed		\$0.00
Statement Closing Date		08/31/25
Days in Billing Cycle		31

## Account Inquiries



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



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

## Payment Summary

NEW BALANCE	\$1,765.19
MINIMUM PAYMENT	\$36.00
PAYMENT DUE DATE	09/25/2025

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

## Important Information About Your Account

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

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

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
07/31	08/01	PBUS01	24377355213000003232895	PACIFIC GRACE TAX & ACCOU 360-6756838 WA	\$575.00
08/02	08/03	PBUS01	24906415214235303854219	ENF*Enformion 855-2813915 CA	\$27.26
08/01	08/03	PBUS01	24801975213427977098930	ESoft PLANNER MMESZAROS@PPC OH	\$140.00
08/04	08/05	PBUS01	24445005217001019949600	DOLLAR TREE OAK HARBOR WA	\$4.09
08/05	08/05	PBUS01	24692165217100308645408	AMAZON MKTPL*IL8911163 Amzn.com/bill WA	\$32.68
08/08	08/10	PBUS01	24445005220200209671603	TE*WASHINGTON ALARM INC 206-328-3288 WA	\$173.72
08/14	08/15	PBUS01	24240525226442793390129	WSP BACKGROUND CHECKS 360-534-2109 WA	\$11.00



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

Statement Closing Date:  
August 31, 2025

### Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/20	08/22	PBUS01	24194335233017011242699	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
08/23	08/24	PBUS01	24445005236400296579352	WAL-MART #2319 OAK HARBOR WA	\$203.89
08/25	08/26	PBUS01	24226385238013506123710	WAL-MART #2319 OAK HARBOR WA	\$14.56
08/26	08/27		73190605239555239830036	PAYMENT - THANK YOU TACOMA WA	\$2,514.61-
08/26	08/28	PBUS01	24240525239457799010666	WA DEPT. OF REVENUE 925-855-5000 WA	\$5.00
08/26	08/28	PBUS01	24240525239457799017364	OPC WA DEPT. OF REVENUE 925-855-5000 WA	\$0.16
08/28	08/29	PBUS01	24455015240142001679347	WAL-MART #2319 OAK HARBOR WA	\$151.13
08/30	08/31	PBUS01	24692165242103668394129	AMAZON MKTPL*XE1JP9DD3 Amzn.com/bill WA	\$39.23
08/29	08/31	PBUS01	24064665241100119010007	SP SWIMOUTLET.COM SWIMOUTLET.CO CA	\$227.47

#### Fees

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

#### Interest Charged

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

#### 2025 Totals Year To Date

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

### Additional Information About Your Account

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

### ScoreCard Bonus Points Information as of 08/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	20,755	1,371	0	0	22,126

### Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM <sup>1</sup>	Balance Subject to Interest Rate	Periodic Rate <sup>2</sup>	Annual Percentage Rate (APR) <sup>3</sup>	Interest Charge
<b>Purchases</b>						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
<b>Cash</b>						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
<b>TOTAL</b>			\$3,051.67			\$0.00

<sup>1</sup> ICM Interest Charge Method: See reverse side of Page 1 for explanation.

<sup>2</sup> Periodic Rate (M) = Monthly (D) = Daily

<sup>3</sup> 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  
September 2025

M&O Operating	\$ 209,828.47
Bond Fund	\$ 250.21
Reserve Fund	\$ 604,314.68
Capital Project Fund	\$ 8,537.98
Payroll Account	<u>\$ 65,543.27</u>
Total Balance of Accounts	\$888,474.61

**North Whidbey Pool, Park and Recreation District**  
**Payroll Summary-Semi-Monthly**  
September 15, 2025 for Pay Period 08.16-08.31.2025

	Hours	TOTAL Rate	Sep 15, 25
<b>Employee Wages, Taxes and Adjustme...</b>			
<b>Gross Pay</b>			
Business Manager Salary	80.00		3,333.33
Director	88.00		4,116.17
Maintenance Facilities Manager	88.00		3,250.00
Aerobics Instructor	30.14		542.55
Client Service Spc Coordinator	74.73		1,569.33
Client Service Specialist	126.71		2,269.68
Custodian - JVMP	38.57		742.86
Head Lifeguard	82.45		1,742.99
Hourly Sick	4.50		95.13
Lifeguard	471.24		8,426.07
Overtime (x1.5) hourly	2.72		72.13
Overtime (x1.5) hourly 2	3.78		107.73
Private Lesson Instructor	24.47		504.37
Recreation Aide - Flag Football	6.13		106.64
Recreation Coordinator	70.68		1,767.00
Senior Lifeguard	8.80		171.07
Swim Lessons Coordinator	40.72		844.13
Training - Lifeguard	52.41		873.16
WSI Water Safety Instructor	91.62		1,678.26
Holiday			200.00
<b>Total Gross Pay</b>	1,385.67		32,412.60
<b>Adjusted Gross Pay</b>	1,385.67		32,412.60
<b>Taxes Withheld</b>			
Federal Withholding			-1,552.00
Medicare Employee			-469.97
Social Security Employee			-2,009.59
L&I Office Employee 5306-07			-27.90
L&I Pool Employee-1501-00			-283.31
Medicare Employee Addl Tax			0.00
WA - Cares Fund			-187.95
WA - Paid Fam Med Leave			-213.26
<b>Total Taxes Withheld</b>			-4,743.98
<b>Deductions from Net Pay</b>			
Colonial Life EE			-173.34
Kaiser Health EE			-605.85
<b>Total Deductions from Net Pay</b>			-779.19
<b>Net Pay</b>	1,385.67		26,889.43
<b>Employer Taxes and Contributions</b>			
Medicare Company			469.97
Social Security Company			2,009.59
WA - Unemployment			0.00
Accident Benefit Allowance ER			21.19
Colonial Life ER			171.96
Dental Insurance (company paid)			45.50
Kaiser Health ER			1,306.21
Wellness Benefit Allowance ER			300.00
L&I Office Employer 5306-07			67.83
L&I Pool Employer 1501-00			1,711.50
WA - Employment Admin. Fund			0.00
<b>Total Employer Taxes and Contributions</b>			6,103.75

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

September 30, 2025 for Pay Period 09.01-09.15.2025

	TOTAL	
	Hours	Rate
		Sep 30, 25
<b>Employee Wages, Taxes and Adjustme...</b>		
<b>Gross Pay</b>		
Business Manager Salary	80.00	3,333.33
Director	88.00	4,116.17
Maintenance Facilities Manager	88.00	3,250.00
Aerobics Instructor	31.07	559.52
Client Service Spc Coordinator	76.57	1,607.97
Client Service Specialist	134.36	2,429.16
Custodian - JVMP	38.32	738.04
Head Lifeguard	76.20	1,610.87
Hourly Sick	26.75	550.33
Lifeguard	342.56	6,143.55
Private Lesson Instructor	12.79	257.72
Recreation Aide - Advertising	11.80	196.59
Recreation Aide - Flag Football	13.70	242.80
Recreation Coordinator	68.03	1,700.75
Recreational Aide-Swim lessons	6.17	102.79
Senior Lifeguard	3.47	67.46
Swim Lessons Coordinator	43.75	906.94
Training - Lifeguard	0.72	12.00
WSI Water Safety Instructor	21.23	401.54
Holiday		169.12
<b>Total Gross Pay</b>	<b>1,163.49</b>	<b>28,396.65</b>
<b>Adjusted Gross Pay</b>	<b>1,163.49</b>	<b>28,396.65</b>
<b>Taxes Withheld</b>		
Federal Withholding		-1,398.00
Medicare Employee		-411.79
Social Security Employee		-1,760.60
L&I Office Employee 5306-07		-31.07
L&I Pool Employee-1501-00		-209.69
Medicare Employee Addi Tax		0.00
WA - Cares Fund		-164.69
WA - Paid Fam Med Leave		-186.83
<b>Total Taxes Withheld</b>		<b>-4,162.67</b>
<b>Deductions from Net Pay</b>		
Colonial Life EE		-173.34
Kaiser Health EE		-605.85
<b>Total Deductions from Net Pay</b>		<b>-779.19</b>
<b>Net Pay</b>	<b>1,163.49</b>	<b>23,454.79</b>
<b>Employer Taxes and Contributions</b>		
Medicare Company		411.79
Social Security Company		1,760.60
WA - Unemployment		0.00
Accident Benefit Allowance ER		21.19
Colonial Life ER		171.96
Dental Insurance (company paid)		45.50
Kaiser Health ER		1,306.21
Wellness Benefit Allowance ER		300.00
L&I Office Employer 5306-07		75.56
L&I Pool Employer 1501-00		1,302.25
WA - Employment Admin. Fund		0.00
<b>Total Employer Taxes and Contributions</b>		<b>5,395.06</b>

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	<u>Jan - Sep25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>310.00 LEVIES</b>				
<b>311.00 General Property Taxes</b>	808,573.52	1,411,251.00	-602,677.48	57.3%
<b>312.00 Timber Harvest Taxes</b>	75.16			
<b>Total 310.00 LEVIES</b>	808,648.68	1,411,251.00	-602,602.32	57.3%
<b>334.04.20 State Grant</b>	0.00	300,000.00	-300,000.00	0.0%
<b>340.00 JVMP Revenue</b>				
<b>347.30 Fees</b>				
<b>31 Daily Admission</b>	79,879.19	130,490.00	-50,610.81	61.22%
<b>33.01 Basic Memberships</b>	10,620.18	21,050.00	-10,429.82	50.45%
<b>34 Punch Cards</b>	20,921.26	25,616.00	-4,694.74	81.67%
<b>36 Kayak Lessons</b>	80.00	1,200.00	-1,120.00	6.67%
<b>38 Aerobics</b>				
<b>Water Fitness Daily Admisison</b>	4,952.87	4,802.00	150.87	103.14%
<b>Water Fitness Prem. Membership</b>	15,455.42	15,935.00	-479.58	96.99%
<b>Water Fitness Punch Card</b>	10,366.26	16,829.00	-6,462.74	61.6%
<b>38 Aerobics - Other</b>				
<b>Total 38 Aerobics</b>	30,938.32	37,566.00	-6,627.68	82.36%
<b>39 Swim Lessons</b>				
<b>Private</b>	23,354.00	30,184.00	-6,830.00	77.37%
<b>School Group</b>	4,980.00	4,980.00	0.00	100.0%
<b>Youth</b>	90,796.99	149,157.00	-58,360.01	60.87%
<b>Total 39 Swim Lessons</b>	119,130.99	184,321.00	-65,190.01	64.63%
<b>40 Swim Team</b>				
<b>Masters</b>	1,484.50	13,314.00	-11,829.50	11.15%
<b>Total 40 Swim Team</b>	1,484.50	13,314.00	-11,829.50	11.15%
<b>Total 347.30 Fees</b>	263,054.44	413,557.00	-150,502.56	63.61%
<b>Total 340.00 JVMP Revenue</b>	263,054.44	413,557.00	-150,502.56	63.61%
<b>350.00 Recreation Revenue</b>				
<b>347.60.01 Basketball</b>	5,008.00	46,200.00	-41,192.00	10.84%
<b>347.60.03 Kickball</b>	0.00	6,045.00	-6,045.00	0.0%
<b>347.60.04 Pickleball</b>	0.00	6,000.00	-6,000.00	0.0%
<b>347.60.05 NFL Flag Football</b>	9,208.00	6,136.00	3,072.00	150.07%
<b>347.60.06 Volleyball</b>	8,546.00	3,878.00	4,668.00	220.37%
<b>Day Camp</b>	37,420.84	49,078.00	-11,657.16	76.25%
<b>Soccer</b>	137.63	363.00	-225.37	37.92%
<b>Special Events/Programs</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Total 350.00 Recreation Revenue</b>	60,320.47	118,700.00	-58,379.53	50.82%
<b>360.00 Miscellaneous Revenue</b>				
<b>362.00 Rents &amp; Concessions</b>				
<b>BHBC</b>	5,903.68	21,187.00	-15,283.32	27.87%

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	Jan - Sep25	Budget	\$ Over Budget	% of Budget
Candy&Snacks	3,988.75	4,955.00	-966.25	80.5%
Lockers	784.76	1,559.00	-774.24	50.34%
Open Swim Party Rental	8,477.71	10,382.00	-1,904.29	81.66%
Pool Group Rentals	600.52	660.00	-59.48	90.99%
Private Party Rental	7,252.89	5,354.00	1,898.89	135.47%
Retail	611.66	1,430.00	-818.34	42.77%
Viewing Room Rental	720.34	727.00	-6.66	99.08%
<b>Total 362.00 Rents &amp; Concessions</b>	<b>28,340.31</b>	<b>46,254.00</b>	<b>-17,913.69</b>	<b>61.27%</b>
<b>367.00 Contributions/Donations</b>	<b>11.25</b>			
<b>369.00 Other Misc Revenues</b>				
Cashier over/short	-34.95			
<b>Total 369.00 Other Misc Revenues</b>	<b>-34.95</b>			
Other Misc Revenues	510.14			
Prepaid Accounts	827.24			
<b>360.00 Miscellaneous Revenue - Other</b>	<b>6,064.72</b>			
<b>Total 360.00 Miscellaneous Revenue</b>	<b>35,718.71</b>	<b>46,254.00</b>	<b>-10,535.29</b>	<b>77.22%</b>
<b>361.40.00 Interest</b>				
Int Investment Capital Fund	101.24	50.00	51.24	202.48%
Int Investment Reserve Fund	3,753.40	550.00	3,203.40	682.44%
Interest Investment Bond Fund	5.14	6.00	-0.86	85.67%
<b>Total 361.40.00 Interest</b>	<b>3,859.78</b>	<b>606.00</b>	<b>3,253.78</b>	<b>636.93%</b>
<b>Total Income</b>	<b>1,171,602.08</b>	<b>2,290,368.00</b>	<b>-1,118,765.92</b>	<b>51.15%</b>
<b>Gross Profit</b>	<b>1,171,602.08</b>	<b>2,290,368.00</b>	<b>-1,118,765.92</b>	<b>51.15%</b>
<b>Expense</b>				
<b>570.00 RECREATION SERVICES</b>				
<b>573.60.00 Exp Recreation Sports</b>				
573.60.01 Basketball Expense	4,961.59	5,060.00	-98.41	98.06%
573.60.03 Kickball Expense	0.00	1,318.00	-1,318.00	0.0%
573.60.04 Pickleball Expense	0.00	938.00	-938.00	0.0%
573.60.05 NFL Flag Football Exp	2,848.92	1,923.00	925.92	148.15%
573.60.06 Volleyball Expense	1,048.59	1,100.00	-51.41	95.33%
<b>573.60.10 Salary &amp; Wages</b>				
Basketball	6,265.17	9,684.00	-3,418.83	64.7%
<b>Day Camp</b>				
Day Camp Assistant Manager	0.00	4,118.00	-4,118.00	0.0%
Day Camp Leader	11,979.67	10,490.00	1,489.67	114.2%
Day Camp Manager	6,688.90	5,868.00	820.90	113.99%
<b>Total Day Camp</b>	<b>18,668.57</b>	<b>20,476.00</b>	<b>-1,807.43</b>	<b>91.17%</b>
Kickball	0.00	861.00	-861.00	0.0%
NFL Flag Football	457.17	880.00	-422.83	51.95%
Pickleball	0.00	542.00	-542.00	0.0%
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	<b>Jan - Sep25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Recreation Coordinator	13,101.00	52,000.00	-38,899.00	25.19%
Recreation Specialist Non-Sport	0.00	2,500.00	-2,500.00	0.0%
Training Recreation	0.00	1,000.00	-1,000.00	0.0%
Volleyball	0.00	1,719.00	-1,719.00	0.0%
<b>Total 573.60.10 Salary &amp; Wages</b>	<b>38,491.91</b>	<b>89,748.00</b>	<b>-51,256.09</b>	<b>42.89%</b>
Day Camp Expense	2,387.71	15,000.00	-12,612.29	15.92%
Kayak Program Expense	0.00	600.00	-600.00	0.0%
<b>Total 573.60.00 Exp Recreation Sports</b>	<b>49,738.72</b>	<b>115,687.00</b>	<b>-65,948.28</b>	<b>42.99%</b>
<b>576.20 NWPPRD Expenses</b>				
<b>576.20.10 Salary &amp; Wages</b>				
100101 Director	60,358.42	113,000.00	-52,641.58	53.42%
100103 Business Manager	58,353.01	80,000.00	-21,646.99	72.94%
100104 Client Service Spc				
Client Services Coordinator	22,408.99	36,437.00	-14,028.01	61.5%
100104 Client Service Spc - Other	46,069.02	71,181.00	-25,111.98	64.72%
<b>Total 100104 Client Service Spc</b>	<b>68,478.01</b>	<b>107,618.00</b>	<b>-39,139.99</b>	<b>63.63%</b>
100107 BOC/Dir Admin Asst	2,051.10	36,437.00	-34,385.90	5.63%
100108 Rec Aide Advertising	1,430.79	3,000.00	-1,569.21	47.69%
200201 Aerobics Inst JVMP	8,398.09	10,658.00	-2,259.91	78.8%
200208 Kayak Inst JVMP	299.25	300.00	-0.75	99.75%
200210 Private Lessons	8,133.37	13,200.00	-5,066.63	61.62%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	113.95	500.00	-386.05	22.79%
200211 WSI Instructor - Other	21,346.89	36,868.00	-15,521.11	57.9%
<b>Total 200211 WSI Instructor</b>	<b>21,460.84</b>	<b>37,368.00</b>	<b>-15,907.16</b>	<b>57.43%</b>
<b>200221 Training</b>				
Training- Lifeguard	14,203.47	29,069.00	-14,865.53	48.86%
Training - Client Services	190.08	2,000.00	-1,809.92	9.5%
Training - Maint & Custodial	0.00	500.00	-500.00	0.0%
Training - Swim Instructor	1,071.87	11,356.00	-10,284.13	9.44%
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%
<b>Total 200221 Training</b>	<b>15,506.74</b>	<b>43,425.00</b>	<b>-27,918.26</b>	<b>35.71%</b>
300301 Lifeguard	127,373.84	186,115.00	-58,741.16	68.44%
300303 Sr. Lifeguards	3,400.24	5,000.00	-1,599.76	68.01%
300305 Head Lifeguard	26,163.89	44,720.00	-18,556.11	58.51%
500501 Director of Maintenance	56,800.00	78,000.00	-21,200.00	72.82%
500502 Janitorial Staff	12,149.91	28,028.00	-15,878.09	43.35%
500503 Clover Valley Park	808.14	10,010.00	-9,201.86	8.07%
500505 Shut Down Maintenance	1,392.46	5,000.00	-3,607.54	27.85%
500506 Maintenance Assistant	2,418.41	11,502.00	-9,083.59	21.03%
Adult Swim Team Coach	1,008.23	5,416.00	-4,407.77	18.62%
Medical				

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	Jan - Sep25	Budget	\$ Over Budget	% of Budget
Swim Lesson Coordinator	14,042.74	21,580.00	-7,537.26	65.07%
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%
<b>Total 576.20.10 Salary &amp; Wages</b>	<b>490,027.48</b>	<b>848,377.00</b>	<b>-358,349.52</b>	<b>57.76%</b>
<b>576.20.11 Payroll Benefits</b>				
<b>20.111 Retirement</b>				
Business Manager	0.00	4,000.00	-4,000.00	0.0%
Executive Director	0.00	5,650.00	-5,650.00	0.0%
Maintenance Director	0.00	3,900.00	-3,900.00	0.0%
Recreation Manager	0.00	6,916.00	-6,916.00	0.0%
<b>Total 20.111 Retirement</b>	<b>0.00</b>	<b>20,466.00</b>	<b>-20,466.00</b>	<b>0.0%</b>
<b>20.112 Sick Pay</b>				
Business Manager	606.06	3,077.00	-2,470.94	19.7%
Director	1,851.21	4,346.00	-2,494.79	42.6%
Maintenance Supervisor	325.00	3,000.00	-2,675.00	10.83%
Non-Exempt Full-Time	780.21	5,320.00	-4,539.79	14.67%
Part Time Staff	4,977.27	8,250.00	-3,272.73	60.33%
<b>Total 20.112 Sick Pay</b>	<b>8,539.75</b>	<b>23,993.00</b>	<b>-15,453.25</b>	<b>35.59%</b>
<b>20.113 Vacation</b>				
Business Manager	858.59	9,230.00	-8,371.41	9.3%
Director	1,981.84	13,039.00	-11,057.16	15.2%
Director of Maintenance	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	507.36	5,320.00	-4,812.64	9.54%
<b>Total 20.113 Vacation</b>	<b>3,347.79</b>	<b>30,589.00</b>	<b>-27,241.21</b>	<b>10.94%</b>
<b>Bereavement Leave</b>	<b>399.63</b>	<b>2,400.00</b>	<b>-2,000.37</b>	<b>16.65%</b>
<b>Total 576.20.11 Payroll Benefits</b>	<b>12,287.17</b>	<b>77,448.00</b>	<b>-65,160.83</b>	<b>15.87%</b>
<b>576.20.12 Payroll Taxes</b>	<b>77,313.89</b>	<b>99,782.00</b>	<b>-22,468.11</b>	<b>77.48%</b>
<b>576.20.20 Personnel Benefits</b>				
Cell phone	1,560.00	2,880.00	-1,320.00	54.17%
Emp Award Program	113.32	1,200.00	-1,086.68	9.44%
Emp Uniforms	2,926.82	5,000.00	-2,073.18	58.54%
Medical	20,754.74	67,970.00	-47,215.26	30.54%
<b>Total 576.20.20 Personnel Benefits</b>	<b>25,354.88</b>	<b>77,050.00</b>	<b>-51,695.12</b>	<b>32.91%</b>
<b>576.20.30 Minor Purchases</b>				
<b>20.31 JVMP</b>				
Adult Swim Team Equipment	0.00	130.00	-130.00	0.0%
Aerobic supplies	1,547.64	1,600.00	-52.36	96.73%
Aquatics Equipment	0.00	1,870.00	-1,870.00	0.0%
Cleaning & Sanitation	1,452.25	3,525.00	-2,072.75	41.2%
First Aide supplies	534.95	1,200.00	-665.05	44.58%
Office Equipment	25,099.50	40,200.00	-15,100.50	62.44%
Office supplies	823.57	2,000.00	-1,176.43	41.18%
Pool Chemicals	38,135.42	35,737.00	2,398.42	106.71%

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	<b>Jan - Sep25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Retail Expense	227.47	2,000.00	-1,772.53	11.37%
Swim School Supplies	0.00	260.00	-260.00	0.0%
<b>Total 20.31 JVMP</b>	<b>67,820.80</b>	<b>88,522.00</b>	<b>-20,701.20</b>	<b>76.62%</b>
<b>20.33 Vehicle Maintenance</b>				
Fuel Expense	144.00	287.00	-143.00	50.17%
Repair	446.70	363.00	83.70	123.06%
Routine Maitnenace	16.32	225.00	-208.68	7.25%
<b>Total 20.33 Vehicle Maintenance</b>	<b>607.02</b>	<b>875.00</b>	<b>-267.98</b>	<b>69.37%</b>
<b>20.34 Concession Expense</b>	<b>1,623.89</b>	<b>3,500.00</b>	<b>-1,876.11</b>	<b>46.4%</b>
<b>20.35 Sm Tools/Equip</b>	<b>158.44</b>	<b>4,000.00</b>	<b>-3,841.56</b>	<b>3.96%</b>
<b>Minor Purchases - Other</b>	<b>6,733.30</b>			
<b>Total 576.20.30 Minor Purchases</b>	<b>76,943.45</b>	<b>96,897.00</b>	<b>-19,953.55</b>	<b>79.41%</b>
<b>576.20.40 JVMPool Other Svcs</b>				
<b>20.41 Professional Services</b>				
Bank Fees	3.05	650.00	-646.95	0.47%
Computer Maintenance	2,918.69	3,000.00	-81.31	97.29%
Copy Machine Maint	1,945.59	2,500.00	-554.41	77.82%
Credit Card Processing	9,614.80	13,899.00	-4,284.20	69.18%
Dues & Memberships	1,064.95	2,413.00	-1,348.05	44.13%
Emp Background Checks	236.78	900.00	-663.22	26.31%
HVAC PMS	7,546.18	10,035.00	-2,488.82	75.2%
IT Service Contract	9,078.07	11,118.00	-2,039.93	81.65%
JVMP Landscape Maint	7.00	2,000.00	-1,993.00	0.35%
Legal	1,287.00	10,000.00	-8,713.00	12.87%
Payroll Processing	9,435.26	11,712.00	-2,276.74	80.56%
Pest Control	454.53	600.00	-145.47	75.76%
POS System	14,668.24	13,689.00	979.24	107.15%
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%
Security System - Annual	868.60	1,200.00	-331.40	72.38%
Security System - Service Calls	948.86	949.00	-0.14	99.99%
Storage Unit	1,120.00	2,160.00	-1,040.00	51.85%
Training Courses & Tuition	6,437.37	19,825.00	-13,387.63	32.47%
Web Hosting	344.87	350.00	-5.13	98.53%
<b>Total 20.41 Professional Services</b>	<b>67,979.84</b>	<b>111,197.00</b>	<b>-43,217.16</b>	<b>61.14%</b>
<b>20.42 Communication</b>				
Advertising	11,463.02	15,000.00	-3,536.98	76.42%
Email/Business Apps	2,804.78	13,400.00	-10,595.22	20.93%
Internet Service	3,911.72	3,900.00	11.72	100.3%
Phone Service	2,122.97	3,184.00	-1,061.03	66.68%
Postage	96.40	300.00	-203.60	32.13%
<b>Total 20.42 Communication</b>	<b>20,398.89</b>	<b>35,784.00</b>	<b>-15,385.11</b>	<b>57.01%</b>
<b>20.43 Travel</b>	<b>365.12</b>	<b>2,200.00</b>	<b>-1,834.88</b>	<b>16.6%</b>

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	Jan - Sep25	Budget	\$ Over Budget	% of Budget
<b>20.46 Insurance</b>	138,829.90	150,015.00	-11,185.10	92.54%
<b>20.47 Utilities</b>				
Boiler	105,981.50	83,327.00	22,654.50	127.19%
Electricity	46,881.10	53,885.00	-7,003.90	87.0%
Garbage	30.75	300.00	-269.25	10.25%
Patron Water	15,035.40	20,126.00	-5,090.60	74.71%
Pool Water/Garbage	8,820.06	13,908.00	-5,087.94	63.42%
Spa Boiler	8,754.80	10,583.00	-1,828.20	82.73%
<b>Total 20.47 Utilities</b>	185,503.61	182,129.00	3,374.61	101.85%
<b>20.48 NWPRD Repair &amp; Maint</b>				
Capital Expenses	7,979.25	468,000.00	-460,020.75	1.71%
<b>20.48 NWPRD Repair &amp; Maint - Other</b>	20,072.79	72,000.00	-51,927.21	27.88%
<b>Total 20.48 NWPRD Repair &amp; Maint</b>	28,052.04	540,000.00	-511,947.96	5.2%
<b>Total 576.20.40 JVMPool Other Svcs</b>	441,129.40	1,021,325.00	-580,195.60	43.19%
<b>576.20.50 Intergovernmental</b>				
Business Tax	3,342.54			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,727.93	10,000.00	2,727.93	127.28%
Emp Adv Serv	0.00	1,080.00	-1,080.00	0.0%
Gov't Service Fees	5.16			
<b>Refunds</b>				
Patron Refund- Basketball	510.00			
Patron Refund- Facility Rental	175.00			
Patron Refund- Punch Card	46.00			
Patron Refund-Pvt Swim Lessons	351.00			
Patron Refund - Showers	747.00			
Patron Refund - STEAM Camp	245.00			
Patron Refund - US Masters	795.80			
Patron Refund - Viewing Room	17.00			
Patron Refund OS Party	270.00			
Patron Refund Day Camp	2,130.00			
Patron Refund -NFL Flag	100.00			
Patron Refund Swim Lessons	774.45			
Refunds - Other	0.00	6,000.00	-6,000.00	0.0%
<b>Total Refunds</b>	6,161.25	6,000.00	161.25	102.69%
<b>Water Rec Facility Permit</b>	967.00	1,000.00	-33.00	96.7%
<b>Total 576.20.50 Intergovernmental</b>	23,321.27	18,198.00	5,123.27	128.15%
<b>576.80.00 General Parks</b>				
<b>576.80.33 Vehicle Maintenance</b>				
Fuel Expense	156.01	832.00	-675.99	18.75%
Repair	446.69	363.00	83.69	123.06%
Routine Maintenance	16.32	225.00	-208.68	7.25%

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

	<b>Jan - Sep25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 576.80.33 Vehicle Maintenance</b>	619.02	1,420.00	-800.98	43.59%
<b>576.80.35 Sm Tools/Equipment</b>	47.86	600.00	-552.14	7.98%
<b>576.80.47 Utilities</b>				
<b>CVP Water</b>	1,267.93	1,425.00	-157.07	88.98%
<b>Dump Fees</b>	0.00	200.00	-200.00	0.0%
<b>Garbage</b>	979.32	1,980.00	-1,000.68	49.46%
<b>Total 576.80.47 Utilities</b>	2,247.25	3,605.00	-1,357.75	62.34%
<b>576.80.48 CVP Repair &amp; Maint</b>				
<b>Clover Valley Ball Fields</b>	2,549.72	10,000.00	-7,450.28	25.5%
<b>Volunteer Event Food</b>	29.12			
<b>Clover Valley Dog Park</b>	1,131.20	3,750.00	-2,618.80	30.17%
<b>Total 576.80.48 CVP Repair &amp; Maint</b>	3,710.04	13,750.00	-10,039.96	26.98%
<b>80.40 Non Aquatic Rec Prog</b>				
<b>Special Events/Programs</b>	62.90	8,000.00	-7,937.10	0.79%
<b>Total 80.40 Non Aquatic Rec Prog</b>	62.90	8,000.00	-7,937.10	0.79%
<b>80.41 Professional Services</b>				
<b>Landscape Maintenance</b>	89.87			
<b>Porta-Potty</b>	3,826.30	4,050.00	-223.70	94.48%
<b>Total 80.41 Professional Services</b>	3,916.17	4,050.00	-133.83	96.7%
<b>Total 576.80.00 General Parks</b>	10,603.24	31,425.00	-20,821.76	33.74%
<b>Total 576.20 NWPPRD Expenses</b>	1,155,570.90	2,270,502.00	-1,114,931.10	50.9%
<b>Total 570.00 RECREATION SERVICES</b>	1,205,309.62	2,386,189.00	-1,180,879.38	50.51%
<b>Reconciliation Discrepancies</b>	-2,437.56			
<b>Total Expense</b>	1,202,872.06	2,386,189.00	-1,183,316.94	50.41%
<b>Net Ordinary Income</b>	-31,269.98	-95,821.00	64,551.02	32.63%
	<b>-31,269.98</b>	<b>-95,821.00</b>	<b>64,551.02</b>	<b>32.63%</b>



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

**7.a. Item:** Budget Committee-None

**Meeting Date:** October 23, 2025

**Presented By:** BOC

**7.b. Item:** Program Committee

**Meeting Date:** October 23, 2025

**Presented By:** BOC

The Program Committee rescheduled its October meeting to October 29 at 5:00 p.m. to discuss new programming and pricing and will provide a verbal update at the next board meeting.

**7.c. Item:** By Laws-None

**Meeting Date:** October 23, 2025

**Presented By:** BOC

**8.a. Unfinished Business Item:** Pizza with the Board

**Meeting Date:** October 23, 2025

**Presented By:** Business Manager Millang

Saturday, Nov. 15, 2025

**9.a. New Business Item:** American Red Cross Contract

**Meeting Date:** October 23, 2025

**Presented By:** ED Cochran

**Recommended Motion:**

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_

**BL**\_\_\_\_

**JW**\_\_\_\_

**MH**\_\_\_\_

**DG**\_\_\_\_



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

**9.b. New Business Item:** Tara Dunford Engagement Letter

**Meeting Date:** October 23, 2025

**Presented By:** ED Cochran

- During the Finance Boot Camp in Spokane, I identified several areas where the district could improve financial processes
- A consultant with both municipal and SAO experience was recommended to review our finance practices
- The consultant will spend two days working with the business manager to help correct general ledger numbers and provide recommendations for improving compliance and efficiency
- While the timing is not ideal, this is the best opportunity to make improvements as we implement Springbrook and prepare for next year's audit
- The engagement letter is presented for board approval, with funding proposed from the unspent portion of the legal fees budget

**Recommended Motion:** I move to approve engaging the financial consultant, Tara Dunford, to review our district's finance procedures and provide recommendations for improvement, with funding to come from the unspent portion of the legal fees budget.

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

**9.c. New Business Item:** Job Description

**Meeting Date:** October 23, 2025

**Presented By:** ED Cochran

- Two updated job descriptions are being presented for approval
- The first is a rework of the Recreation Coordinator position, developed in collaboration with the current Recreation Coordinator and the Business Manager to accurately reflect current duties and responsibilities
- The second combines the Head Lifeguard and Maintenance Assistant roles into a single position to improve efficiency and coordination of facility operations
- Motion I move to approve the two job descriptions as presented

**Recommended Motion:** I move to approve the Recreation Coordinator and Head Lifeguard/Maintenance Assistant job descriptions as presented.

*This section is for staff use*

Tara Dunford, CPA  
Certified Public Accountant

taradunfordcpa@yahoo.com

(253) 273-4379

---

October 8, 2025

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

Thank you for requesting my assistance with your accounting needs. The purpose of this letter is to outline the services to be provided and give you an estimate of the time it will take.

You have requested that I assist district by performing technical accounting assistance as directed. The scope of the initial project is to review and make recommendations related to cash receipting procedures and general accounting.

**My Responsibilities**

The objective of the engagement is to apply accounting expertise to assist you with the assigned project.

I will conduct the engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

The engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the district or noncompliance with laws or regulations. However, I will inform you of any material errors or evidence of fraud that come to my attention during the engagement. In addition, I will inform you of any evidence or information that comes to my attention during the engagement regarding any wrongdoing within the district or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. I have no responsibility to identify and communicate deficiencies or material weakness in your internal control as part of this engagement.

**Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that my responsibility is to assist you with accounting and reporting. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with Statements on Standards for Accounting and Review Services:

1. The prevention and detection of fraud.
2. To ensure that the district complies with the laws and regulations applicable to its activities.
3. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgements, provided to me for the engagement.

**Other Relevant Information**

I am solely responsible for performing the engagement. Fees for these services will be based on the actual time spent at an hourly rate of \$195/hour, not to exceed 20 hours or \$3,900. I will not bill you for any travel, out-of-pocket or other costs. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before additional costs are incurred. Invoices for these fees will be rendered each month as work progresses and are payable within 30 days. All work performed under this agreement shall be completed by December 31, 2025.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of the engagement. If you have any questions, please let me know. If you acknowledge and agree with the terms of the engagement as described in this letter, please sign and attach to the contract.

Sincerely,

*Tara Dunford*

Tara Dunford, CPA

**Acknowledged:**

North Whidbey Pool, Park and Recreation District

---

Jay Cochran, Executive Director

---

Date

## **North Whidbey Pool, Park, and Recreation District (NWPPRD)**

### **Recreation Coordinator Job Description**

**Status:** Regular full-time, non-exempt

The Recreation Coordinator reports directly to the Executive Director and helps deliver inclusive, high-quality recreation for the North Whidbey community. NWPPRD operates the John Vanderzicht Memorial Pool and Clover Valley Park in Oak Harbor, advancing the District's mission to *"connect residents and visitors to a vibrant and livable community that improves physical, mental, and social well-being by expanding access and opportunities in our pool, park, and recreation programs and facilities."*

## **Essential Duties and Responsibilities**

### **Program Development, Implementation and Operation**

- ☐ Designs, plans, schedules, and delivers a variety of recreation programs, activities, and special events.
- ☐ Evaluates programs, tracks participation metrics, and recommends improvements.
- ☐ Works to schedule and provide high-quality recreation programs for the community, including entering program details into registration software and managing facility-use logistics.
- ☐ Manages recreation program operations and coordinates with management team members to schedule staff for recreation programming.
- ☐ Evaluates recreation programs and makes recommendations for improvements in program design, staff training, policies, and scheduling.
- ☐ Participates in the recruitment and selection of staff for recreation programs.
- ☐ Coordinates and provides sports and recreation training, including conducting training and orientation for new recreation staff.
- ☐ Supervises sports and recreation programs, ensuring quality instruction, safety, and customer satisfaction.
- ☐ Ensures program information is communicated to staff in a timely manner to support effective marketing, preparation, and staff training. Submits materials for Executive Director review before forwarding to the Business Manager for implementation.
- ☐ Prepares and distributes information for families (e.g., registration dates, practice and game locations) in a timely manner, ensuring participants have all necessary details for registration or attendance.
- ☐ Routinely meets with the Executive Director to review recreation programs and District operations and address needs or adjustments.
- ☐ Maintains an inventory of recreation supplies and equipment, making recommendations for replacements or new purchases during the budget process.
- ☐ Responsible for preparing supply and equipment order requests, including obtaining quotes, securing purchase approval from the Executive Director, obtaining purchase order from the Business Manager, placing orders with vendors, and submitting receipts or invoices for payment processing.
- ☐ Coordinates with the Business Manager on staff issues requiring HR involvement.

### **Staffing & Supervision**

- ☐ Recruits, trains, schedules, and supervises part-time staff, contractors, and volunteers.
- ☐ Provides orientation and ongoing support; serves as a recreation aide or sports official when needed.
- ☐ Works as Manager on Duty, overseeing facility operations, staff, and customer service during assigned shifts.

### **Marketing & Outreach**

- ☐ Leads marketing and promotional efforts for District programs and services through social media, website updates, newsletters, press releases, and print materials.
- ☐ Collaborates with schools, community partners, and local organizations to expand outreach and participation.

### **Safety & Compliance**

- ☐ Follows and enforces District, state, federal, and county policies as outlined in the Employee Handbook and Emergency Action Plan.
- ☐ Reports emergencies and/or injuries immediately, ensuring incident reports are completed by the end of the shift with all required information documented clearly, accurately, and in detail.

### **General Expectations**

- ☐ Takes initiative to explore and master the District's file management system and other digital tools to support District operations.
- ☐ Proactively identifies needs and takes initiative to support other departments and perform additional duties as assigned.
- ☐ Supports District community engagement initiatives.

### **Ideal Candidate**

- ◆ Experience working in parks and recreation, preferably in a supervisory role.
- ◆ Ability to work flexible shifts including morning, weekends and evenings.
- ◆ Strong teamwork, interpersonal, and group communication skills.
- ◆ Ability to gain compliance with policies and procedures.
- ◆ Commitment to creating inclusive, diverse, and equitable program environments.
- ◆ Valid driver's license and clean driving record.
- ◆ Excellent listening, verbal, and written communication skills.
- ◆ Strong customer service and problem-solving skills in a fast-paced environment.
- ◆ Ability to learn quickly and adapt to change.

### **Physical Requirements (with or without accommodations)**

- ◆ Able to stand for extended periods (up to 4 hours).
- ◆ Bend, squat, twist, reach, and lift up to 50 lbs.
- ◆ Move and set up/break down recreation equipment.

### **Qualifications**

- ◆ Minimum age 18; high school diploma or equivalent.
- ◆ At least 2 years of recreation or sports experience, preferably with supervisory duties.
- ◆ American Red Cross CPR/AED and First Aid Certification or ability to obtain within six months.

### **Employee Acknowledgment**

I have received and reviewed the Recreation Coordinator job description for the North Whidbey Pool, Park, and Recreation District and understand that it outlines the essential duties and expectations of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **North Whidbey Pool, Park, and Recreation District (NWPPRD)**

### **Head Lifeguard/Maintenance Assistant Job Description**

**Status:** Regular full-time, non-exempt

The Head Lifeguard/Maintenance Assistant reports directly to the Executive Director and Maintenance Manager, and helps deliver inclusive, high-quality aquatic and facility operations for the North Whidbey community. NWPPRD operates the John Vanderzicht Memorial Pool and Clover Valley Park in Oak Harbor, advancing the District's mission to *"connect residents and visitors to a vibrant and livable community that improves physical, mental, and social well-being by expanding access and opportunities in our pool, park, and recreation programs and facilities."*

This position combines aquatic operations supervision, lifeguard instruction, and facility maintenance responsibilities to ensure exceptional customer service, safety, and operational excellence. The Head Lifeguard/Maintenance Assistant provides leadership to aquatic staff, oversees daily pool and facility operations, supports maintenance activities, and ensures compliance with all health, safety, and operational standards.

### **Essential Duties and Responsibilities**

#### **Aquatic Operations Supervision**

- ☐ Supervises, trains, schedules, and evaluates lifeguard staff.
- ☐ Ensures compliance with all aquatic safety standards, including American Red Cross and District protocols.
- ☐ Oversees daily pool operations, including chemical testing, filtration system checks, and water quality management.
- ☐ Acts as Manager on Duty when the Executive Director, Recreation Coordinator, Maintenance Manager, or Business Manager are not present. In instances where the Head Lifeguard/Maintenance Assistant cannot serve as Manager on Duty, they will ensure that a trained Senior Guard is designated and prepared to assume the role during their absence.
- ☐ Reports emergencies and/or injuries immediately, ensuring incident reports are completed by the end of the shift with all required information documented clearly, accurately, and in detail.
- ☐ Enforces and models professional lifeguard standards, surveillance techniques, and customer service expectations.
- ☐ Coordinates facility scheduling and supports program delivery in collaboration with the Recreation and Client Services teams.

#### **Lifeguard Instruction & Training**

- ☐ Upon obtaining Lifeguard Instructor (LGI) certification, plans, organizes, and conducts Red Cross Lifeguarding, First Aid/CPR/AED, and other courses the ARC includes in the LGI certification for staff following Red Cross standards and District procedures.
- ☐ Leads skill practice sessions, scenario drills, and evaluations; provides corrective feedback to ensure participants meet Red Cross performance and competency criteria.
- ☐ Maintains accurate records of all training, certifications, and participant progress in accordance with Red Cross documentation requirements.

- ☐ Prepares, maintains, and ensures readiness of training materials, manikins, AEDs, and other instructional equipment.
- ☐ Upholds the American Red Cross Instructor Code of Conduct and maintains current certification status and continuing education as required.
- ☐ Teaches American Red Cross programs to the public and collaborates with the Recreation Coordinator and Client Services Coordinator to market and promote those programs.
- ☐ Assists with onboarding new aquatic staff by providing lifeguard and safety training consistent with District and Red Cross policies.

### **Facility & Grounds Maintenance**

- ☐ Conducts daily inspections of all facilities, pools, and surrounding grounds to ensure safety, cleanliness, and functionality.
- ☐ Performs maintenance and repair of District facilities, equipment, and systems under the direction of the Maintenance Manager.
- ☐ Maintains water quality, including chemical balance, equipment calibration, and sanitation procedures.
- ☐ Performs groundskeeping, landscaping, and custodial duties as needed.
- ☐ Maintains and reports accurate inventory of maintenance supplies and recommends replacements through the budget process.
- ☐ Assists in planning and implementing preventative maintenance and facility improvement schedules.
- ☐ Responds to after-hours emergencies when necessary.

### **Customer Service & Team Leadership**

- ☐ Models and promotes professional, courteous, and inclusive customer interactions.
- ☐ Serves as a liaison between patrons, staff, and management to ensure clear communication and issue resolution.
- ☐ Supports recruitment, onboarding, and development of aquatic and facility staff.
- ☐ Collaborates with management team members to enhance operations and service quality.

### **Administrative Support & Compliance**

- ☐ Prepares and submits maintenance, safety, and incident reports accurately and on time.
- ☐ Ensures compliance with all District, state, and county policies and safety standards.
- ☐ Maintains certifications, manuals, and operational documentation as required.
- ☐ Responsible for preparing supply and equipment order requests, including obtaining quotes, securing purchase approval from the Executive Director, obtaining purchase order from the Business Manager, placing orders with vendors, and submitting receipts or invoices for payment processing.
- ☐ Works closely with the Business Manager, Executive Director, Maintenance Manager, and Client Services Coordinator on HR, facility, and operational matters.

### **General Expectations**

- ☐ Demonstrates initiative, accountability, and adaptability across all District departments.
- ☐ Utilizes District's digital systems and tools for operations, scheduling, and reporting.
- ☐ Works varied hours including early mornings, evenings, weekends, and holidays as required.
- ☐ Supports District programs, events, and community engagement initiatives.
- ☐ Takes initiative to explore and master the District's file management system and other digital tools to support District operations.
- ☐ Proactively identifies needs and takes initiative to support other departments and perform additional duties as assigned.

## **Ideal Candidate**

- ◆ Experience working in parks and recreation, preferably in a supervisory role.
- ◆ Ability to work flexible shifts including mornings, weekends, and evenings.
- ◆ Strong teamwork, interpersonal, and group communication skills.
- ◆ Ability to gain compliance with policies and procedures.
- ◆ Commitment to creating inclusive, diverse, and equitable program environments.
- ◆ Valid driver's license and clean driving record.
- ◆ Skilled in leadership, problem-solving, and team development.
- ◆ Able to multitask and maintain composure in high-pressure situations.
- ◆ Excellent communication, organizational, and customer service skills.
- ◆ Ability to work independently and as part of a team in a fast-paced environment.

## **Physical Requirements (with or without accommodation)**

- ◆ Able to stand, walk, or sit for extended periods (up to 6 hours).
- ◆ Bend, squat, twist, reach, and lift up to 50 lbs.
- ◆ Move and set up recreation or maintenance equipment as needed.

## **Qualifications**

- ◆ Minimum age 18; high school diploma or equivalent.
- ◆ Minimum three (3) years of lifeguard experience, with at least one (1) year in a supervisory role preferred.
- ◆ Experience in facility maintenance, pool operations, or related fields preferred.
- ◆ Aquatic Facility Operator (AFO) preferred, or Certified Pool Operator (CPO), or ability to obtain within six (6) months.
- ◆ Must obtain American Red Cross Lifeguard Instructor (LGI) certification within one (1) year of hire.
- ◆ Current American Red Cross Lifeguard, CPR/AED, and First Aid certifications.

## **Employee Acknowledgment**

I have received and reviewed the Head Lifeguard/Maintenance Assistant job description for the North Whidbey Pool, Park, and Recreation District and understand that it outlines the essential duties and expectations of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

**9.d. New Business Item:** Pool Chemical Purchase Approval

**Meeting Date:** October 23, 2025

**Presented By:** MM Cochran

**Budget Amendment Request – Pool Chemicals**

- Due to the timing of purchasing and delivery of chlorine tablets in bulk, we are requesting to amend the budget for the purchase of a pallet at \$5,054.
- With tax and delivery included, the total cost is \$6,147.33.
- Most of this supply will be used during the 2026 season, but we need to have some on hand before the winter holiday season to avoid shipping delays and to ensure availability if we run short this calendar year.
- The pallet will provide approximately six months of supply, or about 19 to 24 weeks.
- The delivery cost is \$585, which is the same regardless of the quantity purchased.

**Airgas Cost Increases**

- Through August 31, 2024: 16 bills totaling \$11,427.72.
- Through August 31, 2025: 16 bills totaling \$21,717.44.
- Based on historical usage, we will use approximately 3,000 pounds of bulk CO<sub>2</sub> to finish the year at \$3.10 per pound, plus \$750 in cylinder CO<sub>2</sub>.
- Add delivery and hazmat fee of \$250.
- Add clarifiers, sanitizers, and test chemicals totaling \$440.
- There is an overrun in the Pool Chemical line of items of \$2,398.42 year to date.
- This is due to the increased cost of CO<sub>2</sub>.

**Summary of Costs**

- Total for Airgas and small quantity of chemicals is \$10,740. This is based on the increased rate not accounted for in the 2025 budget.
- Chlorine tablets need to be purchased in bulk for next year at a cost of \$6,148.
- Chlorine on site for the 2025 season is projected to cover nearly exactly the season's needs by week, but we may need to use some chlorine at the end of December.
- The combined total of Airgas, small quantity chemicals, and bulk chlorine tablets is \$16,888.

**Request**



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

- We request that a total of \$20,000 be reallocated from NWPPRD Repair and Maintenance to Pool Chemicals.
- This adjustment will ensure adequate funding for pool chemical needs, including chlorine tablets, CO<sub>2</sub>, and other related materials, through the end of 2025 and into early 2026.

**Recommended Motion:** I move to approve the reallocation of twenty thousand dollars (\$20,000) from the NWPPRD Repair and Maintenance budget line to the Pool Chemicals budget line.

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK**\_\_\_\_ **BL**\_\_\_\_ **JW**\_\_\_\_ **MH**\_\_\_\_ **DG**\_\_\_\_

**9.e. New Business Item:** Employee of the Month

**Meeting Date:** October 23, 2025

**Presented By:** BM Millang

Riley McDaniel has been an outstanding member of our team this season through his work as a Flag Football Official. His professionalism and approachable demeanor make him a valued part of our program, both on and off the field. Riley's experience as a football player shows in his confidence officiating and ability to keep games running smoothly, regardless of any situation he may encounter. He can always be counted on to show up ready to help wherever needed and to approach each game with consistency and a positive attitude. His dependability and willingness to lend a hand have made a lasting impact this season, and we're grateful for his continued dedication to our programs.

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

**10. Item: Executive Session-None**

**Meeting Date:** October 23, 2025

**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) of a public employee. for a period of \_\_\_\_\_ minutes, until \_\_\_\_\_ a.m./p.m.”**

(Start Time: \_\_\_\_\_ am/pm)

(Ending Time: \_\_\_\_\_ am/pm)

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

(Extension announcement time: \_\_\_\_\_ am/pm)

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

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

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

**Recommended Motion after Executive Session Discussion:** I move

*This section is for staff use*

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK** \_\_\_\_\_

**BL** \_\_\_\_\_

**JW** \_\_\_\_\_

**MH** \_\_\_\_\_

**DG** \_\_\_\_\_



**11. Item:** Action Item/Review

**Meeting Date:** October 23, 2025

**Presented By:** Staff/Secretary

**12. Item:** Final Board Comments

**Presented By:** BOC

**13. Item:** Monday, November 3, 2025 @ 6:00 pm @ the John Vanderzicht Memorial Pool

**Presented By:** Chair

**14. Item:** Adjourn

**Presented By:** BOC

Recommended Motion: I move we adjourn the meeting.

**Motion** \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_ **Discussion:** Yes/No

**Vote:** Y/N/AB

**BK** \_\_\_\_\_

**BL** \_\_\_\_\_

**JW** \_\_\_\_\_

**MH** \_\_\_\_\_

**DG** \_\_\_\_\_