



PUBLIC NOTICE



BOARD OF COMMISSIONERS REGULAR MEETING

Location: John Vanderzicht Memorial Pool

Date & Time: Thursday, June 26, 2025, 6:00 p.m.

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

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

4. CONSENT AGENDA ANNOUNCEMENT

5. CONSENT AGENDA ITEMS

a. Minutes:

i. 5.22.2025 ED Review Workshop Minutes

ii. 5.22.2025 Regular Meeting Minutes

b. Vouchers and Payroll:

i. Expense Voucher

#'s 10794-10820

\$ 43,277.36

ii. Payroll

\$ 60,802.98

iii. DOR

\$ 1,931.91

Total \$ 106,012.25

6. STAFF REPORTS

7. COMMITTEE REPORTS

a. Budget Committee

i. Resolution 2025-03 Establishing a
Schedule and Target Approval
Date for Strategic Plan

ii. Investment Accounts

iii. Budget Line Consolidation

iv. Budget Amendment Discussion

b. Program Committee

i. Program Planning Sheets

ii. DINO

c. By Laws Committee

i. Standing Rules Discussion

8. UNFINISHED BUSINESS

a. Executive Director Performance Review

b. Computer Upgrades

c. Credit Card SOP

9. NEW BUSINESS:

a. Employee of the Month

10. EXECUTIVE SESSION:

11. ACTION ITEM/REVIEW:

12. FINAL BOARD COMMENTS:

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

14. ADJOURNMENT:

Public Notice of Potential Social Gathering

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



Commissioner Communication

1. Item: Meeting Called to Order

Meeting Date: 6.26.2025

Presented By: Vice 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: Vice Chair

This section for staff use

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

3. Item: Public Comment

Presented By: Vice 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.”

4. Item: Consent Agenda Announcement

Meeting Date: 6.26.2025

Presented By: Vice 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.)*



Commissioner Communication

5. Item: Consent Agenda Items

Presented By: Vice Chair

a. Minutes:

- i. 5.22.2025 ED Review Workshop Minutes
- ii. 5.22.2025 Regular Meeting Minutes

b. Vouchers & Payroll

i. **Expense Vouchers #s** 10794-10820 \$43,277.36

ii. **Payroll:** \$60,802.98

iii. **DOR** \$1,931.91

TOTAL: \$106,012.25

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

This section is for staff use

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

Vote: Y/N/AB

BK____

BL____

JW____

MH____

DG____



BOARD OF COMMISSIONERS WORKSHOP

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, May 22, 2025
5:00 PM

1. MEETING CALLED TO ORDER at 5:03 p.m.

No action was taken.

2. ADJOURNMENT: The meeting was adjourned at 5:49 p.m. by BOC Chair Larsen.

Attest:

Jaemee Witmer, Vice Chair

Date



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, May 22, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Commissioners Kraner, Larsen, Hartmann, and Guy were present. Commissioner Wilmer was excused.
3. **PUBLIC COMMENTS:** There were no public comments made.
4. **CONSENT AGENDA ANNOUNCEMENT.**
5. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as presented. Comm. Kraner seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. April 24, 2025, Regular Meeting Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10773 - 10793	\$41,115.22
ii. Payroll	\$61,180.52
iii. DOR	\$2,194.02
Total:	\$104,489.76
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** Comm. Kraner suggested an update to the staff policy surrounding credit card use.
 - b. **Program Committee:**
 - i. **Punch Card Discussion:** Comm. Guy led discussion surrounding the use of punch cards.
 - ii. **Oak Harbor Elementary School Swim Lesson Pricing:** Comm. Guy led discussion around options for Swim Lesson Pricing for OHE. Comm. Guy moved to approve the Oak Harbor Elementary swim lesson pricing with both options presented. Comm. Kraner seconded the motion, and it was approved unanimously with no additional discussion.
 - iii. **SWIKA Follow Up:** Comm. Guy presented an update about the SWIKA group. There are ongoing discussions between their organization and the program committee.

- iv. **Change to Swim Lesson Time and Price:** Comm. Guy presented on adding swim lesson pricing options. Comm. Hartmann moved to approve a 45-minute lesson rate of \$18.38 per lesson for an 8-lesson session total of \$147.04 and a 1-hour rate of \$24.50 per lesson for an 8-lesson session total of \$196.00. Comm. Kraner seconded the motion, and it was approved unanimously with no additional discussion. Comm. Guy motioned to approve that staff be allowed to adjust the total session rate based upon approved lesson rates if they need to change the number of lesson days in any month. Comm. Hartmann seconded the motion, and it was approved unanimously with no additional discussion.

8. UNFINISHED BUSINESS: NONE

9. NEW BUSINESS:

- a. **Executive Director Review:** Comm. Hartmann to summarize the first half, Comm. Guy to summarize the second half. Will present and review in June Regular BOC Meeting.
- b. **Employee Assistance Program Contract Renewal:** BM Millang presented on EAP contract. Comm. Guy motioned to approve the Employee Assistance Program Contract for 2025-2027 in the amount of \$1500. Comm. Hartmann seconded the motion, and it was approved unanimously with no additional discussion.
- c. **Employee of the Month:** BM Millang presented on the employee selected for Employee of the Month.

10. EXECUTIVE SESSION: None

11. ACTION ITEM/REVIEW:

- a. Draft a notice for a district boundaries discussion
- b. Complete the management review

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

13. NEXT MEETING: June 26, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT: The meeting was adjourned at 6:59 p.m. by BOC Chair Larsen.

Attest:

Jaemee Witmer, Vice Chair

Date

<i>County Warrant #</i>	<i>Processed:</i>	<i>Dist. Voucher #</i>	<i>Amount</i>
667967-667975	05.14.2025	10794-10803	\$ 3,393.66
668277-668284	05.21.2025	10804-10814	\$ 29,733.52
668776-668780	05.28.2025	10815-10820	\$ 10,150.18
			\$43,277.36

Payroll, Payroll Processing Fee, L&I Transfers from M & O Account to Payroll Account of \$60,802.98
Department of Revenue Transfer \$ 1,931.91

Total of Voucher #s 10794-10820,
Payroll Transfer (Including Payroll Processing Fee and L&I) & Dept. of Revenue Transfer
\$106,012.25

TO: Island County Auditors

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

SUBJECT: Voucher Certification / Payroll Transfer and Approval

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

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

APPROVED June 26, 2025

 Brit Kraner, Commissioner

 Bill Larsen, Commissioner

 Jaemee Witmer, Commissioner

 Melissa Hartmann, Commissioner

 David Guy, Commissioner

North Whidbey Park & Recreation District

Voucher Report

May 2025

Date	Num	Name	Memo	Amount
May 25				
05/08/2025	10794	4000397 Seamark Law Group	Legal Fees	150.00
05/08/2025	10795	5002140R2 Pacific Grace Tax & Acc...	Payroll Processing 2025-04	575.00
05/08/2025	10796	4000815 R1 Wave/Astound	Internet Service	322.25
05/08/2025	10797	5005556 Fire Chief Equipment	Fire Extinguisher Maint	249.50
05/08/2025	10798	5007369 R1 Whidbey Tech Solutions	IT Monthly Service Agreement	1,327.08
05/08/2025	10799	5007369 R1 Whidbey Tech Solutions	Computer Maintenance	411.69
05/08/2025	10800	4001129 R1 Electronic Business Ma...	Copy Macine Usage 2025-04	137.19
05/08/2025	10801	9603527 Patron	Patron Refund- SS	39.95
05/08/2025	10802	9603528 Patron	Patron Refund - Punch Card	46.00
05/08/2025	10803	9603529 Patron	Patron Refund: OS Party	135.00
05/15/2025	10804	4000470 R1 Cascade Natural Gas	Gas: Pool	13,181.25
05/15/2025	10805	4000470 R1 Cascade Natural Gas	Gas: Spa,Lk Rm,Lobby,Ofc	795.59
05/15/2025	10806	4000539 R1 Diamond Site Services	Portable Toilet	180.00
05/15/2025	10807	4000673 R1 Surety Pest Control	Quarterly Pest Control	151.51
05/15/2025	10808	4000705 R1 Puget Sound Energy	Electric Bill	5,691.08
05/15/2025	10809	4000793 R4 Visa	J Cochran CC	2,527.35
05/15/2025	10810	4000793 R4 Visa	M Cochran CC	1,589.81
05/15/2025	10811	4000793 R4 Visa	J Millang CC	1,793.60
05/15/2025	10812	4000897 R1 Airgas USA, LLC	Cylinder Rental HT	220.18
05/15/2025	10813	4001042 R1 WMS Aquatics	Reagents	191.89
05/15/2025	10814	4001735 R1 Kaiser Permanente	Insurance 2025-05	3,411.26
05/21/2025	10815	4000033 Washington Alarm, Inc	Alarm Battery Replacement	485.06
05/21/2025	10816	4000897 R1 Airgas USA, LLC	Carbon Dioxide Hot Tub	347.36
05/21/2025	10817	4000897 R1 Airgas USA, LLC	CO2 Food Grade Microbulk	4,565.17
05/21/2025	10818	4000496 R2 Colonial	Insurance	1,166.33
05/21/2025	10819	4001735 R1 Kaiser Permanente	Insurance	3,411.26
05/21/2025	10820	9603538 R1 Patron	Patron Refund - Facility Rental	175.00
May 25				43,277.36



Commissioner Communication

6. Item: Staff Reports

Meeting Date: 6.26.2025

Presented By: Jay Cochran

Comment Cards:

“I love Ava, Jack, Jonas, Taryn, etc. They know how to show kindness and respect!! I love you guys!!! Miss you guys!!!”- Jeziah Tuiletufuga

“New patron from Clinton very impressed w/ our facility, esp. after finding out it is 10+ years older than he thought.”- Anonymous

“A third 8:00 AM weekday class would be great. Classes are growing. 8AM class has seen increase. This class is great for those who like a more intense class, those who do not can modify and still enjoy. This class works great as well if you have appointments in mid morning. Please consider”- Linda Brunson

“The pool is fabulous! Hot tub and Sauna- Yes! BUT! Most of all, your staff is amazing and they totally deserve a picnic table next to Argentina!”- Carolyn Schultz

“Classes are great but 9:00 class gets very crowded on Monday, Wednesday and Friday. It helps to have high intensity class at 8:00 on Mon and Fri but we really could use high intensity class on Wednesday.”- Anonymous

“You need automatic door opener on the inside too.”- Anonymous

“There is no handicap ramp/access to curb outside. Wanted this brought to attention.”- Anonymous

“Add handicap button to entrance door (by the front desk)”- Anonymous

“THANK YOU for getting the exit door lock/breaker bar installed. SAFTEY FIRST”- Elaine Graham

“Love this facility and the staff are great! However, sauna is only at 155 degrees, too low. Has been 170 degrees for years. Thanks”- Rob Williams

“Please add auto door openers to the inside doors for handicap access.”- Anonymous

“Need to focus more on maintenance. Focusing on too many big things and less about the small. Showers don’t all work. Some missing parts, not enough pressure, and some run too long. Mold on walls and floor.”- Anonymous

“Paint all risen concrete (such as the guard rail by entry door) in white/yellow for vision impaired and cane/walker users. Similar to hot tub stairs paint.”- Anonymous

Action Items/Review 6.27.24 Regular Meeting

~~Work with program committee to look at program planning sheets to figure out how to present program expenses in the planning budget sheets. Update 1/16/25: This will be a topic for the February 25 Program Committee meeting.~~

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

Action Items/Review 3.27.25 Regular Meeting

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

~~Research punch card expirations for other facilities. Working on a resolution for the May meeting. Update 5.15.2025 C. Guy will update the BOC during the program committee report.~~

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

~~Write SOP for CC receipts. Will begin this item after finishing the annual SAO report. Update: will be starting this by the end of May.~~

Action Items/Review 4.24.25 Regular Meeting

Comm. Hartmann to complete survey

Action Items/Review 5.25.25 Regular Meeting

~~Draft a notice for a district boundaries discussion~~

Complete the management review

Executive Director

CivicRec Update

I have submitted a support ticket to request that our resident address be updated in CivicRec. CivicRec has responded and confirmed they are looking into it, but I have not yet received confirmation that the update has been completed.

While our target date remains July 1st, I will hold off on sending out the letter until CivicRec confirms that everything has been finalized. The letter has already been drafted and is ready for review.

Once we receive notice that the update is complete, we will send out the notice.

“Dear Patrons,

We are writing to inform you of an important update regarding our North Whidbey Pool, Park, and Recreation District boundaries and how they relate to program and service fees.

To ensure consistency and fairness, we are aligning our records with the most current property information provided by the County Assessor’s Office. This update will take effect on July 1st, and it may result in changes to your residency status with the district.

As of that date, only properties officially listed within our district—and that contribute property taxes to the district—will be considered in-district residents. Individuals residing outside of the updated district boundaries will be subject to non-resident fees for any programs or services where such fees apply.

We understand that this change may come as an inconvenience to some, and we truly regret any disruption it may cause. Please know this decision was not made lightly, but rather as part of our responsibility to maintain equitable use of district-funded resources.

If you would like to verify your residency status, we encourage you to visit the Island County Assessor's Office website (this will be hyperlinked) and do a parcel search to check.

Thank you for your understanding and continued support of our district programs.

Sincerely,
North Whidbey Board of Commissioners”

Customer Review

- After returning from a trip to Arizona, I reviewed my emails and came across a message about a customer who had a negative experience related to a pool party rental.
- The business manager informed me that:
 - She had followed up with the customer shortly after the incident.
 - She left a voicemail and assumed the issue was resolved when there was no response.
 - Based on this, she considered the case closed.
- At that time, I understood the matter had been handled and did not take further action.
- Several weeks later, while reviewing online and social media platforms for feedback and website content, I saw a review from the same customer.
 - In the review, the customer stated she had not heard back from the director and was still upset.
- This prompted me to:
 - Revisit the situation with the business manager.
 - Clarify that while I had been copied on the original email, there was no indication that a direct follow-up from me was expected.
 - Realize the customer’s concerns had not been fully addressed.
- I contacted the customer to:
 - Apologize for the delay and miscommunication.
 - Explain that I had been out of town and believed the matter was resolved.
 - Listen to her concerns about the experience.
 - Acknowledge that her expectations were not met.
- As a gesture of goodwill:
 - I issued a partial refund of her rental fee.

- I covered the refund personally, in alignment with my commitment to excellent customer service.
- The patron expressed appreciation for the follow-up and seemed satisfied with the resolution.
- To prevent similar issues in the future, I organized a staff meeting with:
 - The business manager
 - The maintenance manager
 - Other staff involved in the event
- During the meeting, we:
 - Reviewed expectations for customer service and communication.
 - Emphasized the importance of clearly documenting and escalating unresolved issues.
 - Reinforced the need to keep the front desk informed of any incidents or concerns.

PFAS Investigation

- NAS will be conducting an off-base PFAS investigation in Clover Valley Park to test groundwater for potential impacts from their installation and to take appropriate action if necessary.

Whidbey Tech & NAS Solution

- We continue to experience ongoing issues with file access and safety between SharePoint and OneDrive.
- Despite upgrading our internet, the problems have not been fully resolved.
- Based on a successful test run with the BOC folder, we have decided to move forward with the NEST solution, which has proven to be more reliable.
- I met with the Operations Manager at Whidbey Tech to share our concerns about the way SharePoint was originally set up.
- He acknowledged that the current configuration is not what he would have recommended for our organization.
- The original setup was done by a different technician at the time.
- After reviewing the situation with Josh, they agreed to move us to the NEST system.
- Whidbey Tech will complete this migration at their own cost.
- I have included the email from their Operations Manager confirming this arrangement.

“As a follow-up to our call on Monday, June 16, Josh and I reviewed the issues with the SharePoint file share solution, and this was not the right solution for your organization.

We have already prepared a NAS in your office to test its usage for the BOC share before the new internet connection is installed.

We propose to transition the Synology DS220 2 Bay NAS we set up as part of the test of the local BOC share. We will not bill for the needed time to transition your file shares from SharePoint to the local NAS.

This would include reviewing the File shares and recreating them on the NAS, copying the Files to the NAS, and configuring workstations to access the NAS.

Remote users can be configured for remote access to the NAS through the Synology Drive file share utility.

The project would be considered complete when,

- Files transferred to the NAS are confirmed to be accurate
- The Primary Office staff team has the access they need

Any tasks outside of the above-mentioned activities would be considered outside the scope of the project and would be billed according to our normal billing process.”

Maintenance Manager

- Continuing grounds maintenance at JVMP and Clover Valley.
- Coordinate janitorial vendor selection.
- Repairs to training pool sending unit.
- Working with Whidbey Tech solutions on protecting IT infrastructure.
- Fence/ gate repairs at Clover Valley.
- Beginning replacement of soap and towel dispensers.
- Continuing minor repairs to showers and toilets
- Restrung of damaged lane lines.
- Frost freeze waterspout repair
 - Investigated water issues by digging down the water line.
 - Identified and replaced a component at that level, but the system still wasn't functioning properly.
 - After consulting with the Executive Director, we initially considered contacting the city.
 - At the Executive Director's suggestion, we reached out to the baseball club.
 - Learned that the baseball club was also experiencing issues:
 - They had been irrigating and accidentally caused a break in the system.
 - As a result, they had the water shut off at the main.
 - The baseball club contacted a plumber, who identified the necessary repairs and ordered parts.
 - Repairs will be completed once the parts arrive.
 - After repairs are finished, water service will be restored to Clover Valley Park.
 - In the meantime, signs have been posted at the park to inform patrons of the situation.
- Sauna Repair
 - During maintenance shutdown, we replaced a light fixture in the Sauna.
 - Later discovered the light was not working.
 - Attempted to repair it myself but was unsuccessful.
 - Contacted Island Electric for assistance.
 - Initial technicians were unable to identify the issue after thorough inspection.
 - Island Electric brought in a more experienced technician for further troubleshooting.
 - It was then discovered that the light had been wired incorrectly during the initial replacement.
 - The wiring has since been corrected, and the light is now functioning properly.

- Everything is back in working order following a successful repair.
- Deck Water Fountain
 - The water fountain is currently out of service.
 - I am actively working on diagnosing and repairing the issue.
 - Further updates will be provided once the repair is complete.
- Deck Doors to Back Area
 - The deck doors to the back area are nearly complete after a very long project.
 - The initial order had the wrong parts due to the distributor's miscommunication with the former maintenance manager.
 - Fixing the issue by reordering parts would cost between \$3,000-\$7,000.
 - The Executive Director expressed concern over the error and requested that the company provide replacement parts at no additional cost by reaching out to the owner
 - Island Lock and Key was called to assist and confirmed the parts were incorrect.
 - They provided a quote for fixing the doors.
 - Attempts to resolve with distributor and manufacturer were unsuccessful; distributor stopped responding.
 - Executive Director contacted the distributor's owner via LinkedIn to voice concerns.
 - In the meantime, doors were chained shut at night for security.
 - Some patrons raised safety concerns about chaining the doors, but it was considered safer compared to breaking through a chain-link fence.
 - Doors were never chained during the day; staff used the area regularly.
 - Project is almost complete; waiting on Island Lock and Key to install the locking mechanism.

Recreation Coordinator

- I have been meeting with Jay weekly to go over my 30/60/90 training plan. This has been very helpful in making sure my transition into the new role continues to go smoothly.
- I passed my CPR/First Aid Certification on Saturday, June 14th.
- I have worked with Jay on making additional updates to the website, including gathering reviews from a variety of patrons to put on the home page.
- All Camp Trail Blaze staff have been hired; training will take place June 24th-27th.
- John and I worked on getting the shed inventoried and prepped for camp and training.
- NFL Flag Football and Volleyball registrations opened up on June 13th.
- Both leagues will end their season with an End of Season Open Swim Party at JVMP. We have already had 11 families RSVP for their respective parties as of 6/17!

Business Manager

- We have several staff returning for the summer while they are on break from college. This helps maintain operation when our regular staff take summer vacations.
- We have added two new staff members, including the new Administrative Assistant.
- I attended the Washington Public Records Officer (WAPRO) Virtual Spring Conference. This two-day event was filled with valuable information, including recent case law updates.

- We have started OPMA and Public Records training with the Swim Lesson Coordinator, Recreation Coordinator, Head Lifeguard, and Administrative Assistant to broaden their knowledge in both areas and better equip them for situations they may experience in their roles. This will continue through June.
- As part of the onboarding training for the Administrative Assistant, we went through a more extensive overview and training on the OPMA and Public Records. We also covered records retention, Robert's Rules of Order, special purpose districts, and district history.
- Working with our WSIT trainer to set up our next Water Safety Instructor class. We will start strong recruiting efforts for this position as soon as a class date is set.

May Attendance

Times	Lap Swim	Tot.Pool	Open Swim	Aerobics	Volleyball
6:00 a.m.	153				
7:00 a.m.	115				
8:00 a.m.	195	6		61	
9:00 a.m.	122	72		310	
10:00 a.m.	162	97			132
11:00 a.m.	185	49			
12:00 p.m.	156	17	22	19	
1:15 p.m.			472		
3:00 p.m.	56	5			
4:00 p.m.	52	1			
5:00 p.m.	52	8			
6/6:30 p.m.	40	84		73	
7/7:30 p.m.	53	14	394		
Event Totals	1341	353	888	463	132
Monthly Total:	3177				



DEPARTMENT OF THE NAVY

NAVAL AIR STATION WHIDBEY ISLAND
3730 NORTH CHARLES PORTER AVENUE
OAK HARBOR, WASHINGTON 98278-5000

5726
Ser N00
22 May 2025

NORTH WHIDBEY PARK AND RECREATION DISTRICT
PROPERTY # R13322-009-5090, R13323-026-0730
85 SE JEROME ST
OAK HARBOR, WA 98277

Dear Sir or Madam:

SUBJECT: LETTER OF INTEREST: OFF-BASE PFAS INVESTIGATION NEAR AULT FIELD AT
NAVAL AIR STATION WHIDBEY ISLAND

The Department of the Navy (Navy) is conducting an off-Base investigation for certain per- and polyfluoroalkyl substances (PFAS) near Ault Field at Naval Air Station (NAS) Whidbey Island. Our first priority is to identify drinking water wells that may be impacted by PFAS from our installation and take appropriate action, such as providing alternative drinking water if necessary. Our next priority is to determine how far PFAS may have moved from our installation to identify if potential cleanup is needed at and around Ault Field. Your property is located within an area where PFAS may have moved from Ault Field, and sampling at your property would provide value to our investigation.

PFAS are a large family of chemicals which have been widely used in household and industrial products since the 1950s. PFAS are man-made and have unique properties that include oil, water, stain, and soil repellency. The Navy's most common historical use of PFAS-containing materials is the use of aqueous film-forming foam for testing, training, firefighting, and other life-saving emergency responses. Because of this historical on-Base use, the Navy is investigating where PFAS is in the environment at and near Ault Field. This evaluation is being conducted under the federal cleanup program which meets the requirements of the Comprehensive Environmental Response, Compensation, and Liability Act. You can learn more about our PFAS investigations near NAS Whidbey Island by visiting our website at <https://pacific.navfac.navy.mil/NASWIPFAS>.

Based on our records review, your property, property # R13322-009-5090, R13323-026-0730 in Oak Harbor, may be a candidate for installing a groundwater monitoring well(s), for collecting groundwater samples, and/or for collecting sediment and surface water samples. The sampling data will assist the Navy in determining how far PFAS may have moved from Ault Field.

If you are amenable to allowing this work on your property, then the Navy will enter an access agreement with you. All work will be coordinated with you. Additionally, the Navy will disturb your property as little as possible during all work and will return your property to its original condition after monitoring well installation and/or sampling, with the exception of the new monitoring well(s) on your property, if applicable. The sampling results will be shared with you via letter upon laboratory validation of sample results.

We look forward to hearing from you. If you are interested in being part of our next step in the investigation, have questions, or need additional information, please contact the Navy's Public Affairs Officer at: navfacnwpao@us.navy.mil or call and leave a detailed message at 360-340-5592 within 30 days of receipt of this letter. Please include your name, telephone number, and your address in Oak Harbor, if different from your mailing address, so a team member may return your call.

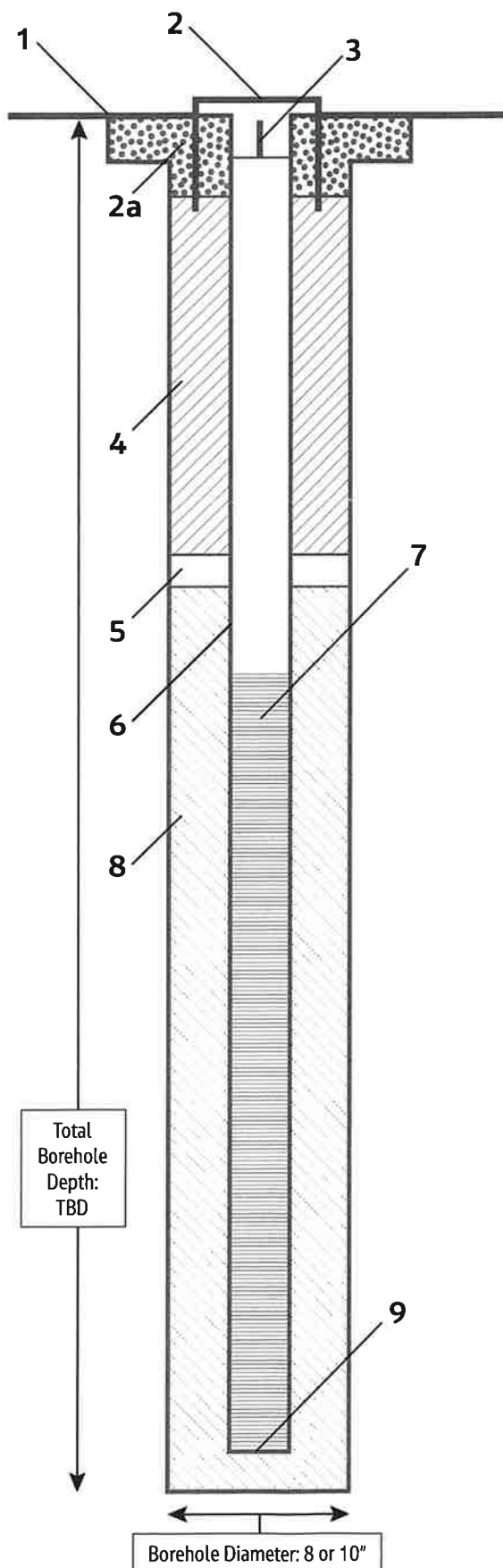
Sincerely,

A handwritten signature in black ink, appearing to be 'N. J. GAMMACHE', written in a cursive style.

N. J. GAMMACHE
Captain, U.S. Navy
Commanding Officer

Enclosures:

1. PFAS Groundwater Well Installation Fact Sheet



Typical Groundwater Monitoring Well Construction Details

1: Ground surface elevation

2: Steel wellhead protection cover (see photo below)

2a: Concrete pad approximately 2 foot wide, 2 foot long, and 1 foot deep with embedded steel lid for well sampling access

3: Top of 2 inch well casing

4: Cement grout seal

5: Bentonite clay seal

6: Well casing, 2 inch diameter PVC (schedule 80)

7: Slotted well screen placed in groundwater zone, typically 10 foot long stainless steel with 0.02 inch slots throughout

8: Filter sand pack surrounding the screen

9: Total constructed depth of well (to be determined during well drilling and construction).



Concrete pad and steel wellhead protection cover for paired wells at ground surface.

Enclosure 1.

PFAS Groundwater Well Installation Fact Sheet

Letter of Interest: Off-Base PFAS Investigation

Near Outlying Landing Field Coupeville

Naval Air Station Whidbey Island

Coupeville, Washington

ch2m

Treasurer's Report
Transactions from 5/1/2025 to 5/31/2025

646 - NO WHID POOL PARK REC MAINT

Cash Balance at 4/30/2025					810,663.53
05/01/2025	ISLAND COUNTY T NWPP&R	WB	0.00	5,785.16	
05/22/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	34,788.09	
05/29/2025	ISLAND COUNTY T NWPP&R MAINT C	WB	0.00	9,972.25	
05/30/2025	Qtr 2 2025 Forest Excise Distr		0.00	75.16	
05/31/2025	MAY 25 PROP TAX DISTRIBUTION		0.00	55,962.11	
Revenue Total			<u>0.00</u>	<u>106,582.77</u>	106,582.77
05/14/2025	PATRON NO WHIDBEY POO	KY 00667973	46.00	0.00	
05/14/2025	PATRON NO WHIDBEY POO	KY 00667971	135.00	0.00	
05/14/2025	PATRON NO WHIDBEY POOL PA	KY 00667970	39.95	0.00	
05/14/2025	SEAMARK LAW GRO NO WHIDBEY POO	KY 00667974	150.00	0.00	
05/14/2025	PACIFIC GRACE T NO WHIDBEY POO	KY 00667972	575.00	0.00	
05/14/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00667975	411.69	0.00	
05/14/2025	ASTOUND/WAVE NO WHIDBEY POOL P	KY 00667967	322.25	0.00	
05/14/2025	FIRE CHIEF EQUI NO WHIDBEY POO	KY 00667969	249.50	0.00	
05/14/2025	ELECTRONIC BUSI NO WHIDBEY POO	KY 00667968	137.19	0.00	
05/14/2025	WHIDBEY TECH SO NO WHIDBEY POO	KY 00667975	1,327.08	0.00	
05/15/2025	PK1MT DOR		30,401.49	0.00	
05/19/2025	ORIGINAL WATERM NO WHIDBEY POO	KY 00668251	2,276.88	0.00	
05/19/2025	ORIGINAL WATERM NO WHIDBEY POO	KY 00659894	0.00	2,276.88	
05/21/2025	VISA INC NO WHIDBEY POOL PARK	KY 00668283	2,527.35	0.00	
05/21/2025	VISA INC NO WHIDBEY POOL PARK	KY 00668283	1,793.60	0.00	
05/21/2025	VISA INC NO WHIDBEY POOL PARK	KY 00668283	1,589.81	0.00	
05/21/2025	PUGET SOUND ENE NO WHIDBEY POO	KY 00668282	5,691.08	0.00	
05/21/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00668278	13,181.25	0.00	
05/21/2025	CASCADE NATURAL NO WHIDBEY POO	KY 00668278	795.59	0.00	
05/21/2025	DIAMOND RENTALS NO WHIDBEY POO	KY 00668279	180.00	0.00	
05/21/2025	ORKIN LLC. NO WHIDBEY POOL PAR	KY 00668281	151.51	0.00	
05/21/2025	WMS AQUATICS-WM NO WHIDBEY POO	KY 00668284	191.89	0.00	
05/21/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00668277	220.18	0.00	
05/21/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00668280	3,411.26	0.00	
05/28/2025	PATRON NO WHIDBEY POOL PA	KY 00668779	175.00	0.00	
05/28/2025	COLONIAL LIFE & NO WHIDBEY POO	KY 00668777	1,166.33	0.00	
05/28/2025	WASHINGTON ALAR NO WHIDBEY POO	KY 00668780	485.06	0.00	
05/28/2025	KAISER FOUNDATI NO WHIDBEY POO	KY 00668778	3,411.26	0.00	
05/28/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00668776	4,565.17	0.00	
05/28/2025	AIRGAS INC. NO WHIDBEY POOL PA	KY 00668776	347.36	0.00	
05/29/2025	NWPP&R DOR		1,931.91	0.00	
05/30/2025	NWPP&R PAYROLL		30,401.49	0.00	
Expenditure Total			<u>108,289.13</u>	<u>2,276.88</u>	-106,012.25
Ending Cash Balance			Calculated Total		811,234.05
			Book Total		811,234.05
			Difference		0.00

Treasurer's Report
Transactions from 5/1/2025 to 5/31/2025

648 - NO WHID POOL PARK REC BOND

Cash Balance at 4/30/2025				16.80
05/31/2025	ICTIP INV INTEREST - MAY 2025		0.00	0.60
	Revenue Total		0.00	0.60
Ending Cash Balance		Calculated Total		17.40
		Book Total		17.40
		Difference		0.00



**Participants - Earning Allocat Selected
Cash/Checking Activity
May 1, 2025 - May 31, 2025**

Island County
-

NWPP&R BOND

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
648						230.40
	2.904	05/01/2025			0.55	230.40
	3.066	05/01/2025				230.40
Subtotal and Ending Balance	3.066		0.00	0.00	0.55	230.40
Totals and Ending Balance for NWPP&R BOND			0.00	0.00	0.55	230.40

Treasurer's Report
Transactions from 5/1/2025 to 5/31/2025

649 - NO WHID POOL PARK REC RESERVE

Cash Balance at 4/30/2025				253,043.35
05/31/2025	ICTIP INV INTEREST - MAY 2025		0.00	108.92
	Revenue Total		0.00	108.92
Ending Cash Balance		Calculated Total		253,152.27
		Book Total		253,152.27
		Difference		0.00



Participants - Earning Allocat Selected
Cash/Checking Activity
May 1, 2025 - May 31, 2025

NWPP&R RESERVE

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
649						41,669.34
	2.899	05/01/2025			99.28	41,669.34
	3.078	05/01/2025				41,669.34
Subtotal and Ending Balance	3.078		0.00	0.00	99.28	41,669.34
Totals and Ending Balance for NWPP&R RESERVE			0.00	0.00	99.28	41,669.34

Treasurer's Report
Transactions from 5/1/2025 to 5/31/2025

788 - NO WHID POOL PARK REC CAPITAL

Cash Balance at 4/30/2025				235.97
05/31/2025	ICTIP INV INTEREST - MAY 2025		0.00	8.44
	Revenue Total		0.00	8.44
Ending Cash Balance		Calculated Total		244.41
		Book Total		244.41
		Difference		0.00



Participants - Earning Allocat Selected
Cash/Checking Activity
May 1, 2025 - May 31, 2025

NWPP&R CAPITAL

Page 1

Investment #	Current Rate	Transaction Date	Deposits	Withdrawals	Interest Received	Balance
788						3,230.65
	2.900	05/01/2025			7.70	3,230.65
	3.076	05/01/2025				3,230.65
Subtotal and Ending Balance	3.076		0.00	0.00	7.70	3,230.65
Totals and Ending Balance for NWPP&R CAPITAL			0.00	0.00	7.70	3,230.65



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)

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

Beginning balance 4-30-25	\$57,466.71
2 Additions	+60,802.98
6 Subtractions	-66,974.37
Ending balance 5-31-25	\$51,295.32

Additions

Transfers	Date	Serial #	Source	
	5-15		Trf Fr DDA 0000473631001525 4731	\$30,401.49
	5-30		Trf Fr DDA 0000473631001525 4731	30,401.49
Total additions				\$60,802.98

Subtractions

Withdrawals	Date	Serial #	Location	
	5-1		Labor&Industriesl&l Elf	\$8,455.13
	5-1		WA Cares Web Pmt	932.38
	5-7		Irs Usataxpymt	5,018.38
	5-14		Intuit Payroll Squickbooks	23,261.89
	5-21		Irs Usataxpymt	5,252.86
	5-29		Intuit Payroll Squickbooks	24,053.73
Total subtractions				\$66,974.37

Interest earned

Current Interest Rate	variable
Number of days this statement period	31

Fees and charges

See your Account Analysis statement for details.



Statement Start	05-01-2025
Statement End	05-31-2025
Account Number	
Page	1 of 4

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

IMPORTANT NOTICE

Effective June 1, 2025, the amount made available for withdrawal by checks not subject to next day availability is increasing to \$275. In addition, the amount available for withdrawal on exception holds for large deposits and new accounts holds is increasing to \$6,725.

PUBLIC NOW CHECKING

Account No.

Interest Rate 0.02%

Annual Percentage Yield Earned 0.02%

Interest Paid YTD: \$0.70

Beginning Balance	+	Deposits	+	Interest Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
\$6,785.16		\$49,505.02		\$0.27		\$52,201.43		\$8.00		\$4,081.02

Deposit and Withdrawal totals include paid transactions only

DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
05/01/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	917.00
05/02/25	External Deposit CNI MLLNGTN DET EFT 050125 EFT04 - EFT PAYMNT ISA*00*NV *00*NV *ZZ*NV *ZZ*NV *250501*1	4,818.00
05/02/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,226.75
05/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	814.25
05/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,725.00
05/05/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	5,085.50
05/06/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	968.75
05/07/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,615.75
05/08/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	811.50
05/09/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	378.00





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
05/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	511.25
05/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	707.25
05/12/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,053.90
05/13/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	129.50
05/14/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	628.50
05/15/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,322.75
05/15/25	Deposit Night Drop	176.00
05/15/25	Deposit Night Drop	102.75
05/15/25	Deposit Night Drop	27.50
05/15/25	Deposit Night Drop	103.75
05/15/25	Deposit Night Drop	153.95
05/15/25	Deposit Night Drop	20.50
05/15/25	Deposit Night Drop	4,980.00
05/15/25	Deposit Night Drop	150.75
05/15/25	Deposit Night Drop	21.25
05/15/25	Deposit Night Drop	134.75
05/15/25	Deposit Night Drop	20.50
05/15/25	Deposit Night Drop	105.25
05/15/25	Deposit Night Drop	301.75
05/15/25	Deposit Night Drop	70.50
05/15/25	Deposit Night Drop	83.00
05/15/25	Deposit Night Drop	174.17
05/15/25	Deposit Night Drop	199.75
05/15/25	Deposit Night Drop	67.25
05/16/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	394.50
05/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	426.25
05/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	912.00
05/19/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,172.50
05/19/25	Deposit	22.00
05/19/25	Deposit	100.00
05/19/25	Deposit	30.00
05/19/25	Deposit	63.00
05/19/25	Deposit	58.25
05/19/25	Deposit	51.75
05/19/25	Deposit	34.00





DEPOSITS AND OTHER CREDITS

Posted Date	Transaction Detail	Amount
05/20/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	673.25
05/21/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,899.50
05/22/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	2,043.00
05/23/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	4,268.50
05/27/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	185.25
05/27/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	480.00
05/27/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	675.00
05/27/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	821.50
05/28/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,499.00
05/29/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,089.25
05/30/25	External Deposit BANKCARD - SETTLEMENT 628044000466460	1,999.50
05/31/25	Credit Interest	0.27

WITHDRAWALS AND OTHER DEBITS

Posted Date	Transaction Detail	Amount
05/01/25	Withdrawal NWPP AND REC	5,785.16
05/01/25	External Withdrawal BANKCARD - MTHLY FEES 628044000466460	1,428.93
05/02/25	External Withdrawal AUTHNET GATEWAY - BILLING 141793742	102.00
05/06/25	External Withdrawal BANKCARD PCI FAPS PCI NON COMP - NON COMPLY 11868316	125.00
05/22/25	Withdrawal NWPP AND REC	34,788.09
05/29/25	Withdrawal NWPP AND REC	9,972.25
05/31/25	Monthly Maintenance Fee	8.00

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
05/01	488.07	05/13	21,106.47	05/23	7,311.50
05/02	6,430.82	05/14	21,734.97	05/27	9,473.25
05/05	15,055.57	05/15	29,951.09	05/28	10,972.25
05/06	15,899.32	05/16	30,345.59	05/29	2,089.25
05/07	17,515.07	05/19	33,215.34	05/30	4,088.75
05/08	18,326.57	05/20	33,888.59	05/31	4,081.02
05/09	18,704.57	05/21	35,788.09		
05/12	20,976.97	05/22	3,043.00		





Statement Start Date: 05-01-2025
Statement End Date: 05-31-2025

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



4000793 RY

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
84,807

Summary of Account Activity

Previous Balance		\$ 2,495.61
Payments	-	\$2,495.61 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$2,527.35
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 2,527.35
Credit Limit		\$10,000.00
Available Credit		\$7,472.65
Available Cash		\$7,472.65
Amount Disputed		\$0.00
Statement Closing Date		04/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$2,527.35
MINIMUM PAYMENT	\$51.00
PAYMENT DUE DATE	05/27/2025

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.

YOU'VE EARNED IT; YOU'VE GOT IT. WE HOPE YOU ENJOY YOUR AWARD.

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/09	04/10	PBUS01	24906415099226486976747	NEXTIVA*VOIP SERVICE 800-9834289 AZ	\$265.34
04/16	04/18	PBUS01	24755425107171073188853	GREATER OAK HARBOR CHAMBE 360-6753755 WA	\$20.00
04/18	04/20	PBUS01	24240525108310304390792	SKAGIT VALLEY COLLEGE 360-416-7744 WA	\$40.00
04/18	04/20	PBUS01	24064665109100003091494	SP SWIMOUTLET.COM SWIMOUTLET.CO CA	\$867.37
04/18	04/20	PBUS01	24247605108300840768570	HYDRO FIT 541-484-4361 OR	\$680.27
04/25	04/27	PBUS01	24692165115106403627202	SQ *MACARONI KID WHIDBEY gosq.com WA	\$425.00
04/25	04/28		73190605118555118670046	PAYMENT - THANK YOU TACOMA WA	\$2,495.61-32
04/29	04/30	PBUS01	24036295119744081690906	ADOBE *ADOBE 408-536-6000 CA	\$21.79



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

Statement Closing Date:
April 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/30	04/30	PBUS01	24492165120100012675202	BUDDY PUNCH BUDDYPUNCH.CO WI	\$207.58

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2025 Totals Year To Date

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

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 04/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	126,081	2,526	0	-43,800	84,807

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,837.34			\$0.00

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

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

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

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

Visa Credit Card Reconciliation

Card Holder: Mitchell Cochran

Billing Cycle: 04.30.2025

Enter payments as negative amounts in table, below.

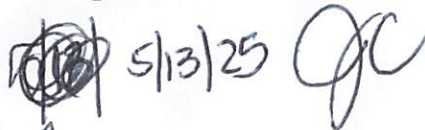
Date	Merchant Name	Amount	Receipt Attached	Description
04.06.2025	Walmart	\$ 194.00	✓	Viewing Room Screens
04.04.2025	Webstaurant Store	\$ 157.68	✓	Womens Lockerroom toilet
04.08.2025	Betty Mills	\$ 43.09	✓	Paper Towels
04.07.2025	ARCO #07057	\$ 98.75	✓	Fuel Truck/Mower
04.07.2025	Tractor Supply	\$ 91.49	✓	Clover Valley Mowing
04.10.2025	SP Pool Web	\$ 74.12	✓	Chemical, Reagents
04.10.2025	Zoro Tools	\$ 83.82	✓	Womens Locker Room Sink
04.16.2025	Prostock Ath.	\$ 283.40	✓	Basketball Hoop repair
04.17.2025	Home Depot	\$ 24.09	✓	Locker Room Sink
04.21.2025	Autozone	\$ 21.78	✓	Cleaning supplies
04.21.2025	Home Depot	\$ 111.87	✓	Cleaning Suppiles
04.25.2025	Ace Hardware	\$ 29.46	✓	Games for Events
04.24.2025	Home Depot	\$ 27.33	✓	TV at Front Desk
4.25.2025	Home Depot	\$ 83.01	✓	Games for Events
04.29.2025	SP Pool Geek	\$ 265.92	✓	Pool Chems.
Total		\$ 1,589.81		

Date

Signature

5-6-2025





5/13/25

40007913 24

HERITAGE BANK

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

VISA

SCORECARD

Bonus Points
Available
1,323

Summary of Account Activity

Previous Balance		\$ 0.00
Payments	-	\$0.00
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,589.81
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,589.81
Credit Limit		\$4,000.00
Available Credit		\$2,410.19
Available Cash		\$2,410.19
Amount Disputed		\$0.00
Statement Closing Date		04/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$1,589.81
MINIMUM PAYMENT	\$32.00
PAYMENT DUE DATE	05/25/2025

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

Important Information About Your Account

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

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/04	04/06	PBUS01	24445005094300699011451	WALMART.COM 8009256278 800-966-6546 AR	\$194.00
04/04	04/06	PBUS01	24113435095200302370006	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$157.68
04/08	04/09	PBUS01	24492165099100007836808	BETTYMILLS.COM WWW.BETTYMILL CA	\$43.09
04/07	04/09	PBUS01	24122545098299539100238	ARCO#07057ARCO #07057 OAK HARBOR WA	\$98.75
04/07	04/09	PBUS01	24137465099001580801273	TRACTOR SUPPLY #2057 OAK HARBOR WA	\$91.49
04/10	04/11	PBUS01	24492165101100006552709	SP POOLWEB COM POOLWEB.COM ME	\$74.12
04/10	04/13	PBUS01	24755425101181011503036	ZORO TOOLS INC 855-2899676 IL	\$83.82
04/16	04/18	PBUS01	24071055107939110018735	PROSTOCK ATHLETIC SUPP BELLINGHAM WA	\$283.40
04/17	04/20	PBUS01	24943015108010190363372	THE HOME DEPOT #8563 OAK HARBOR WA	\$24.09



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

Statement Closing Date:
April 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/21	04/23	PBUS01	24137465112200288345608	AUTOZONE #3385 OAK HARBOR WA	\$21.78
04/21	04/23	PBUS01	24943015112010187492352	THE HOME DEPOT #8563 OAK HARBOR WA	\$111.87
04/25	04/27	PBUS01	24801975116318458815199	OAK HARBOR ACE HARDWARE OAK HARBOR WA	\$29.46
04/24	04/27	PBUS01	24943015115010186289319	THE HOME DEPOT #8563 OAK HARBOR WA	\$27.33
04/25	04/27	PBUS01	24692165116107189280389	THE HOME DEPOT 8563 OAK HARBOR WA	\$83.01
04/29	04/29	PBUS01	24492165119100011268101	SP POOL GEEK INC. POOLGEEK.COM MI	\$265.92

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2025 Totals Year To Date

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

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 04/29/2025

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

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$767.53			\$0.00

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

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

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

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

Billing Cycle: 04.30.2025

37

4000793124

HERITAGE BANK

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

VISA

SCORECARD®

Bonus Points
Available
68,651

Summary of Account Activity

Previous Balance		\$ 1,553.19
Payments	-	\$1,553.19 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,793.60
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,793.60
Credit Limit		\$4,000.00
Available Credit		\$2,206.40
Available Cash		\$2,206.40
Amount Disputed		\$0.00
Statement Closing Date		04/30/25
Days in Billing Cycle		30

Account Inquiries



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



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

Payment Summary

NEW BALANCE	\$1,793.60
MINIMUM PAYMENT	\$36.00
PAYMENT DUE DATE	05/27/2025

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 AND CHECK OUT ALL THE EXCITING BRAND-NAME MERCHANDISE AND TRAVEL AWARDS. SCORECARD...BECAUSE LIFE SHOULD BE REWARDING!

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

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/31	04/01	PBUS01	24455015090142000802594	WAL-MART #2319 OAK HARBOR WA	\$29.34
04/01	04/02	PBUS01	24906415091225840235194	ENF*Enformion 855-2813915 CA	\$25.00
04/01	04/02	PBUS01	24801975091292227075147	ESoft PLANNER MMESZAROS@PPC OH	\$140.00
04/02	04/03	PBUS01	24692165092105739019370	COSTCO *BUS DELIV 115 425-640-7700 WA	\$528.99
04/03	04/04	PBUS01	24445005093200219990229	4TE*WASHINGTON ALARM INC 206-328-3288 WA	\$173.72 ³⁸
04/03	04/06	PBUS01	24755425094170944553845	GREATER OAK HARBOR CHAMBE 360-6753755 WA	\$100.00
04/10	04/11	PBUS01	24692165100102882806091	ASTOUND 866-928-3123 PA	\$321.25



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

Statement Closing Date:
April 30, 2025

Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/10	04/11	PBUS01	24906415100226617290551	QGV*South Whidbey Parks a 541-6339354 WA	\$250.00
04/21	04/23	PBUS01	24194335112017011050239	NORTHWEST MINI STORAGE 360-679-0661 WA	\$160.00
04/24	04/25	PBUS01	24692165114105176565210	AMAZON MKTPL*N23Q12DB2 Amzn.com/bill WA	\$65.30
04/25	04/28		73190605118555118670053	PAYMENT - THANK YOU TACOMA WA	\$1,553.19-

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2025 Totals Year To Date

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

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 04/29/2025

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	66,799	1,852	0	0	68,651
Bonus Points To Expire:			Expiration Date: 01/31/2026		Points: 12,075

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PBUS01 001	PURCHASE	E	\$0.00	1.12500% (M)	13.5000% (V)	\$0.00
Cash						
CBUS01 001	CASH	A	\$0.00	1.50000% (M)	18.0000%	\$0.00
TOTAL			\$2,601.36			\$0.00

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

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

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

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

North Whidbey Pool, Park and Recreation District
Payroll Summary-Semi-Monthly
May 15, 2025 for Pay Period 04.16-04.30.2025

	<u>Hours</u>	<u>Rate</u>	<u>May 15, 25</u>
Employee Wages, Taxes and Adjustme...			
Gross Pay			
Business Manager Salary	88		3,333.33
Director	88		3,996.28
Maintenance Facilities Manager	88		3,250.00
Aerobics Instructor	23.98	17.68	431.10
Client Service Spc Coordinator	88.7	19.44	1,724.33
Client Service Specialist	127.34	17.66	2,250.56
Custodian - JVMP	29.57	19.26	568.93
Head Lifeguard	35.33	21.14	746.88
Hourly Sick	4	19.26	77.04
Hourly Vacation	24	21.14	507.36
Lifeguard	404.02	17.66	7,204.61
Private Lesson Instructor	14.27	18.52	292.64
Senior Lifeguard	5	18.18	90.90
Swim Lessons Coordinator	40.82	20.13	821.71
Training- Swim Lessons	0.53	16.66	8.83
Training - Lifeguard	81.56	16.66	1,358.80
Training Swin Instuctor	0.92	16.66	15.33
WSI Water Safety Instructor	56.44	17.71	1,032.74
Total Gross Pay	<u>1,200.48</u>		<u>27,711.37</u>
Adjusted Gross Pay	1,200.48		27,711.37
Taxes Withheld			
Federal Withholding			-1,013.00
Medicare Employee			-401.80
Social Security Employee			-1,718.13
L&I Office Employee 5306-07			-30.13
L&I Pool Employee-1501-00			-218.53
Medicare Employee Addi Tax			0.00
WA - Cares Fund			-160.75
WA - Paid Fam Med Leave			-182.34
Total Taxes Withheld			<u>-3,724.68</u>
Deductions from Net Pay			
Colonial Life EE			-390.43
Kaiser Health EE			-552.37
Total Deductions from Net Pay			<u>-942.80</u>
Net Pay	<u>1,200.48</u>		<u>23,043.89</u>
Employer Taxes and Contributions			
Medicare Company			401.80
Social Security Company			1,718.13
WA - Unemployment			0.00
Accident Benefit Allowance ER			21.19
Colonial Life ER			88.68
Dental Insurance (company paid)			45.50
Kaiser Health ER			1,004.67
Wellness Benefit Allowance ER			225.00
L&I Office Employer 5306-07			73.29
L&I Pool Employer 1501-00			1,351.53
WA - Employment Admin. Fund			0.00
Total Employer Taxes and Contributions			<u>4,929.79</u>

North Whidbey Pool, Park and Recreation District

Payroll Summary-Semi-Monthly

May 30, 2025 for Pay Period 0 50 1 0 5 0 25

	TOTAL	
	Hours	Rate
		May 30, 25
Employee Wages, Taxes and Adjustments		
Gross Pay		
Business Manager Salary	96.00	3,333.33
Director	96.00	4,116.17
Maintenance Facilities Manager	96.00	3,250.00
Aerobics Instructor	29.16	524.31
Client Service Spc Coordinator	64.38	1,255.86
Client Service Specialist	171.88	3,041.11
Custodian - JVMP	7.32	138.42
Head Lifeguard	86.45	1,827.55
Hourly Sick	28.59	530.49
Hourly Sick 2	13.58	263.88
Lifeguard	406.17	7,280.05
Overtime (x1.5) hourly	0.72	22.83
Private Lesson Instructor	13.44	268.73
Recreation Aide - Advertising	34.09	567.95
Senior Lifeguard	2.42	44.00
Swim Lessons Coordinator	21.48	432.39
Training - Lifeguard	14.85	247.41
Training Swim Instructor	0.92	15.33
WSI Water Safety Instructor	53.92	987.50
Total Gross Pay	1,237.37	28,147.31
Adjusted Gross Pay	1,237.37	28,147.31
Taxes Withheld		
Federal Withholding		-1,084.00
Medicare Employee		-408.16
Social Security Employee		-1,745.13
L&I Office Employee 5306-07		-32.94
L&I Pool Employee-1501-00		-214.88
Medicare Employee Addl Tax		0.00
WA - Cares Fund		-163.24
WA - Paid Fam Med Leave		-185.25
Total Taxes Withheld		-3,833.60
Deductions from Net Pay		
Colonial Life EE		-99.09
Kaiser Health EE		-659.68
Total Deductions from Net Pay		-758.77
Additions to Net Pay		
Miscellaneous Reimbursement		291.69
Total Additions to Net Pay		291.69
Net Pay	1,237.37	23,846.63
Employer Taxes and Contributions		
Medicare Company		408.16
Social Security Company		1,745.13
WA - Unemployment		0.00
Accident Benefit Allowance ER		21.19
Colonial Life ER		118.24
Dental Insurance (company paid)		45.50
Kaiser Health ER		1,306.21
Wellness Benefit Allowance ER		225.00
L&I Office Employer 5306-07		80.08
L&I Pool Employer 1501-00		1,343.61
WA - Employment Admin. Fund		0.00
Total Employer Taxes and Contributions		5,293.12



Account Balances
May 2025

M&O Operating	\$	811,234.05
Bond Fund	\$	247.80
Reserve Fund	\$	294,821.61
Capital Project Fund	\$	3,475.06
Payroll Account	\$	<u>51,295.32</u>
Total Balance of Accounts		\$1,161,073.84

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense Income				
310.00 LEVIES				
311.00 General Property Taxes				
312.00 Timber Harvest Taxes				
Total 310.00 LEVIES	766,202.33	1,411,251.00	-645,048.67	54.29%
334.04.20 State Grant	75.16			
340.00 JVMP Revenue	766,277.49	1,411,251.00	-644,973.51	54.3%
347.30 Fees	0.00	300,000.00	-300,000.00	0.0%
31 Daily Admission				
33.01 Basic Memberships				
34 Punch Cards	42,145.65	130,490.00	-88,344.35	32.3%
36 Kayak Lessons	6,190.43	21,050.00	-14,859.57	29.41%
38 Aerobics	12,184.78	25,616.00	-13,431.22	47.57%
Water Fitness Daily Admisison	80.00	1,200.00	-1,120.00	6.67%
Water Fitness Prem. Membership				
Water Fitness Punch Card Total	2,346.13	4,802.00	-2,455.87	48.86%
38 Aerobics	8,548.41	15,935.00	-7,386.59	53.65%
39 Swim Lessons	6,256.37	16,829.00	-10,572.63	37.18%
Private	17,150.91	37,566.00	-20,415.09	45.66%
School Group				
Youth	13,520.00	30,184.00	-16,664.00	44.79%
Total 39 Swim Lessons	4,980.00	4,980.00	0.00	100.0%
40 Swim Team	49,356.00	149,157.00	-99,801.00	33.09%
Masters	67,856.00	184,321.00	-116,465.00	36.81%
Total 40 Swim Team	1,484.50	13,314.00	-11,829.50	11.15%
Total 347.30 Fees	1,484.50	13,314.00	-11,829.50	11.15%
Total 340.00 JVMP Revenue	147,092.27	413,557.00	-266,464.73	35.57%
350.00 Recreation Revenue	147,092.27	413,557.00	-266,464.73	35.57%
347.60.01 Basketball				
347.60.03 Kickball				
347.60.04 Pickleball	5,008.00	46,200.00	-41,192.00	10.84%
347.60.05 NFL Flag Football	0.00	6,045.00	-6,045.00	0.0%
347.60.06 Volleyball	0.00	6,000.00	-6,000.00	0.0%
Day Camp	0.00	6,136.00	-6,136.00	0.0%
Soccer	0.00	3,878.00	-3,878.00	0.0%
Special Events/Programs	13,803.84	49,078.00	-35,274.16	28.13%
Total 350.00 Recreation Revenue	0.00	363.00	-363.00	0.0%
360.00 Miscellaneous Revenue	0.00	1,000.00	-1,000.00	0.0%
362.00 Rents & Concessions	18,811.84	118,700.00	-99,888.16	15.85%
BHBC				
Candy&Snacks	5,903.68	21,187.00	-15,283.32	27.87%
	2,213.25	4,955.00	-2,741.75	44.67%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Lockers	424.00	1,559.00	-1,135.00	27.2%
Open Swim Party Rental	5,908.71	10,382.00	-4,473.29	56.91%
Pool Group Rentals	343.15	660.00	-316.85	51.99%
Private Party Rental	5,555.51	5,354.00	201.51	103.76%
Retail	444.63	1,430.00	-985.37	31.09%
Viewing Room Rental	439.55	727.00	-287.45	60.46%
Total 362.00 Rents & Concessions	21,232.48	46,254.00	-25,021.52	45.9%
367.00 Contributions/Donations	3.67			
369.00 Other Misc Revenues				
Cashier over/short	-32.32			
Total 369.00 Other Misc Revenues	-32.32			
Other Misc Revenues	137.63			
Prepaid Accounts	640.89			
Total 360.00 Miscellaneous Revenue	21,982.35	46,254.00	-24,271.65	47.53%
361.40.00 Interest				
Int Investment Capital Fund	38.32	50.00	-11.68	76.64%
Int Investment Reserve Fund	494.33	550.00	-55.67	89.88%
Interest Investment Bond Fund	2.73	6.00	-3.27	45.5%
Total 361.40.00 Interest	535.38	606.00	-70.62	88.35%
Total Income	954,699.33	2,290,368.00	-1,335,668.67	41.68%
Gross Profit	954,699.33	2,290,368.00	-1,335,668.67	41.68%
Expense				
2595 Cochran, M	1,589.81			
570.00 RECREATION SERVICES				
573.60.00 Exp Recreation Sports				
573.60.01 Basketball Expense	4,961.59	5,060.00	-98.41	98.06%
573.60.03 Kickball Expense	0.00	1,318.00	-1,318.00	0.0%
573.60.04 Pickleball Expense	0.00	938.00	-938.00	0.0%
573.60.05 NFL Flag Football Exp	0.00	1,923.00	-1,923.00	0.0%
573.60.06 Volleyball Expense	0.00	1,100.00	-1,100.00	0.0%
573.60.10 Salary & Wages				
Basketball	6,265.17	9,684.00	-3,418.83	64.7%
Day Camp				
Day Camp Assistant Manager	0.00	4,118.00	-4,118.00	0.0%
Day Camp Leader	0.00	10,490.00	-10,490.00	0.0%
Day Camp Manager	0.00	5,868.00	-5,868.00	0.0%
Total Day Camp	0.00	20,476.00	-20,476.00	0.0%
Kickball	0.00	861.00	-861.00	0.0%
NFL Flag Football	0.00	880.00	-880.00	0.0%
Pickleball	0.00	542.00	-542.00	0.0%
Rec Aide - STEAM Camp	0.00	86.00	-86.00	0.0%
Recreation Coordinator	0.00	52,000.00	-52,000.00	0.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	Jan - May 25	Budget	\$ Over Budget	% of Budget
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%
Total 573.60.10 Salary & Wages	6,265.17	89,748.00	-83,482.83	6.98%
Day Camp Expense	0.00	15,000.00	-15,000.00	0.0%
Kayak Program Expense	0.00	600.00	-600.00	0.0%
Total 573.60.00 Exp Recreation Sports	11,226.76	115,687.00	-104,460.24	9.7%
576.20 NWPPRD Expenses				
576.20.10 Salary & Wages				
100101 Director	29,237.69	113,000.00	-83,762.31	25.87%
100103 Business Manager	32,544.96	80,000.00	-47,455.04	40.68%
100104 Client Service Spc				
Client Services Coordinator	13,078.93	36,437.00	-23,358.07	35.9%
100104 Client Service Spc - Other	23,110.61	71,181.00	-48,070.39	32.47%
Total 100104 Client Service Spc	36,189.54	107,618.00	-71,428.46	33.63%
100107 BOC/Dir Admin Asst	0.00	36,437.00	-36,437.00	0.0%
100108 Rec Aide Advertising	567.95	3,000.00	-2,432.05	18.93%
200201 Aerobics Inst JVMP	4,226.73	10,658.00	-6,431.27	39.66%
200208 Kayak Inst JVMP	0.00	300.00	-300.00	0.0%
200210 Private Lessons	3,882.57	13,200.00	-9,317.43	29.41%
200211 WSI Instructor				
Recreation Aide- Swim Lessons	0.00	500.00	-500.00	0.0%
200211 WSI Instructor - Other	9,212.37	36,868.00	-27,655.63	24.99%
Total 200211 WSI Instructor	9,212.37	37,368.00	-28,155.63	24.65%
200221 Training				
Training- Lifeguard	9,484.92	29,069.00	-19,584.08	32.63%
Training - Client Services	133.77	2,000.00	-1,866.23	6.69%
Training - Maint & Custodial	0.00	500.00	-500.00	0.0%
Training - Swim Instructor	813.14	11,356.00	-10,542.86	7.16%
Training Aerobics Instructors	41.32	500.00	-458.68	8.26%
Total 200221 Training	10,473.15	43,425.00	-32,951.85	24.12%
300301 Lifeguard	62,651.35	186,115.00	-123,463.65	33.66%
300303 Sr. Lifeguards	1,065.85	5,000.00	-3,934.15	21.32%
300305 Head Lifeguard	12,589.06	44,720.00	-32,130.94	28.15%
500501 Director of Maintenance	31,125.00	78,000.00	-46,875.00	39.9%
500502 Janitorial Staff	5,873.08	28,028.00	-22,154.92	20.95%
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%
Swim Lesson Coordinator	6,683.43	21,580.00	-14,896.57	30.97%
Unemployment Paid to ESD	0.00	8,000.00	-8,000.00	0.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Total 576.20.10 Salary & Wages	251,949.97	848,377.00	-596,427.03	29.7%
576.20.11 Payroll Benefits				
20.111 Retirement				
Business Manager	0.00	4,000.00	-4,000.00	0.0%
Executive Director	0.00	5,650.00	-5,650.00	0.0%
Maintenance Director	0.00	3,900.00	-3,900.00	0.0%
Recreation Manager	0.00	6,916.00	-6,916.00	0.0%
Total 20.111 Retirement	0.00	20,466.00	-20,466.00	0.0%
20.112 Sick Pay				
Business Manager	606.06	3,077.00	-2,470.94	19.7%
Director	1,611.10	4,346.00	-2,734.90	37.07%
Maintenance Supervisor	0.00	3,000.00	-3,000.00	0.0%
Non-Exempt Full-Time	77.04	5,320.00	-5,242.96	1.45%
Part Time Staff	3,118.78	8,250.00	-5,131.22	37.8%
Total 20.112 Sick Pay	5,412.98	23,993.00	-18,580.02	22.56%
20.113 Vacation				
Business Manager	0.00	9,230.00	-9,230.00	0.0%
Director	1,161.72	13,039.00	-11,877.28	8.91%
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%
Total 20.113 Vacation	1,669.08	30,589.00	-28,919.92	5.46%
Bereavement Leave	399.63	2,400.00	-2,000.37	16.65%
Total 576.20.11 Payroll Benefits	7,481.69	77,448.00	-69,966.31	9.66%
576.20.12 Payroll Taxes	52,874.07	99,782.00	-46,907.93	52.99%
576.20.20 Personnel Benefits				
Cell phone	480.00	2,880.00	-2,400.00	16.67%
Emp Award Program	0.00	1,200.00	-1,200.00	0.0%
Emp Uniforms	65.30	5,000.00	-4,934.70	1.31%
Medical	7,988.85	67,970.00	-59,981.15	11.75%
Total 576.20.20 Personnel Benefits	8,534.15	77,050.00	-68,515.85	11.08%
576.20.30 Minor Purchases				
20.31 JVMP				
Adult Swim Team Equipment	0.00	130.00	-130.00	0.0%
Aerobic supplies	1,547.64	1,600.00	-52.36	96.73%
Aquatics Equipment	0.00	1,870.00	-1,870.00	0.0%
Cleaning & Sanitation	340.76	3,525.00	-3,184.24	9.67%
First Aide supplies	110.49	1,200.00	-1,089.51	9.21%
Office Equipment	12,179.12	40,200.00	-28,020.88	30.3%
Office supplies	342.93	2,000.00	-1,657.07	17.15%
Pool Chemicals	22,174.20	35,737.00	-13,562.80	62.05%
Retail Expense	0.00	2,000.00	-2,000.00	0.0%
Swim School Supplies	0.00	260.00	-260.00	0.0%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Total 20.31 JVMP	36,695.14	88,522.00	-51,826.86	41.45%
20.33 Vehicle Maintenance				
Fuel Expense	49.38	287.00	-237.62	17.21%
Repair	446.70	363.00	83.70	123.06%
Routine Maitnenace	16.32	225.00	-208.68	7.25%
Total 20.33 Vehicle Maintenance	512.40	875.00	-362.60	58.56%
20.34 Concession Expense	785.29	3,500.00	-2,714.71	22.44%
20.35 Sm Tools/Equip	118.13	4,000.00	-3,881.87	2.95%
Minor Purchases - Other	194.00			
Total 576.20.30 Minor Purchases	38,304.96	96,897.00	-58,592.04	39.53%
576.20.40 JVMPool Other Svcs				
20.41 Professional Services				
Bank Fees	0.05	650.00	-649.95	0.01%
Computer Maintenance	411.69	3,000.00	-2,588.31	13.72%
Copy Machine Maint	524.46	2,500.00	-1,975.54	20.98%
Credit Card Processing	7,513.80	13,899.00	-6,385.20	54.06%
Dues & Memberships	135.00	2,413.00	-2,278.00	5.6%
Emp Background Checks	119.00	900.00	-781.00	13.22%
HVAC PMS	5,458.63	10,035.00	-4,576.37	54.4%
IT Service Contract	5,372.07	11,118.00	-5,745.93	48.32%
JVMP Landscape Maint	0.00	2,000.00	-2,000.00	0.0%
Legal	1,287.00	10,000.00	-8,713.00	12.87%
Payroll Processing	5,045.19	11,712.00	-6,666.81	43.08%
Pest Control	303.02	600.00	-296.98	50.5%
POS System	14,108.24	13,689.00	419.24	103.06%
Roof Preventative Maintenance	0.00	4,197.00	-4,197.00	0.0%
Security System - Annual	347.44	1,200.00	-852.56	28.95%
Security System - Service Calls	948.86	949.00	-0.14	99.99%
Storage Unit	480.00	2,160.00	-1,680.00	22.22%
Training Courses & Tuition	4,468.00	19,825.00	-15,357.00	22.54%
Web Hosting	344.87	350.00	-5.13	98.53%
Total 20.41 Professional Services	46,867.32	111,197.00	-64,329.68	42.15%
20.42 Communication				
Advertising	1,321.58	15,000.00	-13,678.42	8.81%
Email/Business Apps	1,206.86	13,400.00	-12,193.14	9.01%
Internet Service	2,626.72	3,900.00	-1,273.28	67.35%
Phone Service	1,061.42	3,184.00	-2,122.58	33.34%
Postage	73.00	300.00	-227.00	24.33%
Total 20.42 Communication	6,289.58	35,784.00	-29,494.42	17.58%
20.43 Travel	0.00	2,200.00	-2,200.00	0.0%
20.46 Insurance	138,829.90	150,015.00	-11,185.10	92.54%
20.47 Utilities				

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Boiler	64,922.90	83,327.00	-18,404.10	77.91%
Electricity	24,879.00	53,885.00	-29,006.00	46.17%
Garbage	0.00	300.00	-300.00	0.0%
Patron Water	7,851.46	20,126.00	-12,274.54	39.01%
Pool Water/Garbage	4,618.56	13,908.00	-9,289.44	33.21%
Spa Boiler	5,715.07	10,583.00	-4,867.93	54.0%
Total 20.47 Utilities	107,986.99	182,129.00	-74,142.01	59.29%
20.48 NWPRD Repair & Maint				
Capital Expenses	3,915.71	468,000.00	-464,084.29	0.84%
20.48 NWPRD Repair & Maint - Other	10,638.15	72,000.00	-61,361.85	14.78%
Total 20.48 NWPRD Repair & Maint	14,553.86	540,000.00	-525,446.14	2.7%
Total 576.20.40 JVMPool Other Svcs	314,527.65	1,021,325.00	-706,797.35	30.8%
576.20.50 Intergovernmental				
Business Tax	3,342.54			
Clean Water Utility	117.39	118.00	-0.61	99.48%
Election services	12,727.93	10,000.00	2,727.93	127.28%
Emp Adv Serv	0.00	1,080.00	-1,080.00	0.0%
Refunds				
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 - US Masters	795.80			
Patron Refund - Viewing Room	17.00			
Patron Refund OS Party	270.00			
Patron Refund Swim Lessons	120.70			
Refunds - Other	0.00	6,000.00	-6,000.00	0.0%
Total Refunds	2,285.50	6,000.00	-3,714.50	38.09%
Water Rec Facility Permit	967.00	1,000.00	-33.00	96.7%
Total 576.20.50 Intergovernmental	19,440.36	18,198.00	1,242.36	106.83%
576.80.00 General Parks				
576.80.33 Vehicle Maintenance				
Fuel Expense	61.40	832.00	-770.60	7.38%
Repair	446.69	363.00	83.69	123.06%
Routine Maintenance	16.32	225.00	-208.68	7.25%
Total 576.80.33 Vehicle Maintenance	524.41	1,420.00	-895.59	36.93%
576.80.35 Sm Tools/Equipment	0.00	600.00	-600.00	0.0%
576.80.47 Utilities				
CVP Water	223.62	1,425.00	-1,201.38	15.69%
Dump Fees	0.00	200.00	-200.00	0.0%
Garbage	264.59	1,980.00	-1,715.41	13.36%
Total 576.80.47 Utilities	488.21	3,605.00	-3,116.79	13.54%

North Whidbey Park & Recreation District

Profit & Loss Budget vs. Actual

Cash Basis

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
576.80.48 CVP Repair & Maint				
Clover Valley Ball Fields	2,131.46	10,000.00	-7,868.54	21.32%
Clover Valley Dog Park	270.26	3,750.00	-3,479.74	7.21%
Total 576.80.48 CVP Repair & Maint	<u>2,401.72</u>	<u>13,750.00</u>	<u>-11,348.28</u>	<u>17.47%</u>
80.40 Non Aquatic Rec Prog				
Special Events/Programs	0.00	8,000.00	-8,000.00	0.0%
Total 80.40 Non Aquatic Rec Prog	<u>0.00</u>	<u>8,000.00</u>	<u>-8,000.00</u>	<u>0.0%</u>
80.41 Professional Services				
Porta-Potty	2,836.30	4,050.00	-1,213.70	70.03%
Total 80.41 Professional Services	<u>2,836.30</u>	<u>4,050.00</u>	<u>-1,213.70</u>	<u>70.03%</u>
Total 576.80.00 General Parks	<u>6,250.64</u>	<u>31,425.00</u>	<u>-25,174.36</u>	<u>19.89%</u>
Total 576.20 NWPPRD Expenses	<u>699,363.49</u>	<u>2,270,502.00</u>	<u>-1,571,138.51</u>	<u>30.8%</u>
Total 570.00 RECREATION SERVICES	<u>710,590.25</u>	<u>2,386,189.00</u>	<u>-1,675,598.75</u>	<u>29.78%</u>
Reconciliation Discrepancies	-2,437.56			
Total Expense	<u>709,742.50</u>	<u>2,386,189.00</u>	<u>-1,676,446.50</u>	<u>29.74%</u>
Net Ordinary Income	<u>244,956.83</u>	<u>-95,821.00</u>	<u>340,777.83</u>	<u>-255.64%</u>
	<u>244,956.83</u>	<u>-95,821.00</u>	<u>340,777.83</u>	<u>-255.64%</u>



Commissioner Communication

7.a. Item: Budget Committee

Meeting Date: 6.26.2025

Presented By: C. Guy, C. Kraner

- i. Resolution 2025-03 Establishing a Schedule and Target Approval Date for Strategic Plan
The Budget committee discussed long-term spending and recommended that the district put together a strategic budget plan to be used for planning in future budget years beginning in 2026. The plan can be expanded to include more aspects similar to a more formal strategic plan after the initial budget portion is approved, but we find it important to put together this basic portion of the plan right away to assist in the 2026 budget.

Recommended Motion: I move to approve resolution 2025-03 delineating the schedule and tasks for the creation of a strategic budget plan.

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

Vote: Y/N/AB

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

- ii. Investment Accounts
After evaluating cash and investment assets, the Budget Committee is recommending several money movements to move district financial assets into positions for dividend income when funds do not need to be readily available but will need to be available in the future to cover major purchases, upgrades, repairs and equipment replacement.

Recommended Motion: I move to transfer \$203,043 from the reserve cash account to the reserve investment account leaving \$50,000. in the reserve cash account.

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

Vote: Y/N/AB

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

Recommended Motion: I move to transfer \$305,000 from the operations cash account to the reserve investment account leaving \$505,000. in the operating cash account.

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

Vote: Y/N/AB

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

Recommended Motion: I move to transfer \$235 from the capital cash account to the capital investment account leaving \$9.41 in the capital cash account.

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

Vote: Y/N/AB

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

Recommended Motion: I move to transfer \$5,000 from the operations cash account to the capital investment account leaving \$500,000. in the operating cash account.

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

Vote: Y/N/AB

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

iii. Budget Line Consolidation

Due to another vehicle breakdown requiring another unexpected repair, the committee recommends that the budget be adjusted to consolidate all vehicle expenses to the heading category. This will alleviate the requirement for more budget updates if anything else happens in that category. The Budget committee plans to take a more consolidated approach in the budget process for 2026 to keep the budget adjustments minimal.

Recommended Motion: I move to consolidate all budgeted amounts under the heading 576.20.33 into the heading line for a total of \$975 in line item 576.20.33

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

Vote: Y/N/AB

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

Recommended Motion: I move to consolidate all budgeted amounts under the heading 576.80.33 into the heading line for a total of \$1,520 in line item 576.80.33.

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

Vote: Y/N/AB

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

iv. Budget Amendment Discussion



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

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

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

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

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

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

Dated: June 26, 2025

Brit Kraner, Commissioner

William “Bill” Larsen, Chair

Jaemee Rozz Witmer, Commissioner

Melissa Hartmann, Commissioner

David Guy, Commissioner



Commissioner Communication

7.b. Item: Program Committee

Meeting Date: 6.26.2025

Presented By: BOC

- i. Program Planning Sheets: Beginning in July, we will start our budgeting process. This typically involves preparing the budgeting workbooks that will be used to create the budget. We want to ensure that the board has its eyes on the planning sheets before the staff start using them. These planning sheets will be used specifically for building revenue and expenses.
- ii. The Big Brothers Big Sisters DINO program will not be funding any programs through us this summer. I spoke with their staff, and from what I understand, they were directed by Island County Mental Health to seek out new funding opportunities they haven't pursued before, particularly for scholarships. They also cite the cost of our day camp, and the refund policy. They had a child decide to not come after coming to camp, and our refund policy says we only provide refunds after a program begins if accompanied by a doctor's note. Additionally, I understand that their funding from the legislature will be significantly reduced, although they are working to maximize the impact of their available funds.

I also emailed the Executive Director to say that I still believe our program is unique, especially due to the kayaking and swimming elements. Hopefully, moving forward, we can collaborate on developing programming together. The Executive Director responded that this would be great for the future; however, their summer funding is already fully allocated.

7.c. Item: By Laws Committee-None

Meeting Date: 6.26.2025

Presented By: BOC

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

Meeting Date: 6.26.2025

Presented By: C. Hartmann

Budget - Program Supplies
Grand Total Budgeted Amount

\$0.00

Uniforms

of Players per season **10**
of staff shirts

T-shirts		\$	-
Coach Tshirt		\$	-
Shirt Subtotal		\$	-
Tax	9.0%	\$	-
Total		\$	-

Supply Cost (Consumables)

	Supply Cost per unit	# of Units	Discount	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Sum	\$ -
Tax			9.0%	\$ -
Total			Total	\$ -

Equipment (Not Included in Program Expenses for New Programs)

	Supply Cost per unit	# of Units	Discount	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Sum	\$ -
Tax			9.0%	\$ -
Total			Total	\$ -

Program Planning WorkSheet

Program
Title

								Gross Wage w/ Payroll	
Staff Expense		QTY	Staff	Hours Per week	# of Weeks	Total Hours	Total season wage	1.4244	7.65% Tax
Rec Aides	Hourly Rate:								
		\$16.28				0	\$0.00	\$0.00	\$0.00
Officials	Hourly Rate:	\$19.00				0	\$0.00	\$0.00	\$0.00
Rec Coordinator	Hourly Rate:	\$6.25				0	\$0.00	\$0.00	\$0.00
	Hourly Rate:					0	\$0.00	\$0.00	\$0.00
									Total Staff \$0.00

Facility

		Total Admin Hours	
Hrs/Game		Total	
Admin Fee Day	# of Weeks # of Sites	Hours	
\$20.00		0	

Admin Fee \$0.00
Equipment Supplies \$0.00
Expense Subtotal \$0.00

Fee:

of Participants

per participant

Total Expense	\$0.00
Total Revenue	\$0.00
Profit	\$0.00



Commissioner Communication

8.b. Unfinished Business Item: Computer Upgrades

Meeting Date: 6.26.2025

Presented By: Jay Cochran

- As discussed in our staff report at the last board meeting, I noted the need to upgrade several computers that were not included in this year's budget.
- Whidbey Tech has since notified us that these devices will no longer be supported by Windows after October.
- Due to the age of hardware, we cannot upgrade to Windows 11 without fully replacing the computers.
- A spreadsheet is included showing which computers are scheduled for replacement and the estimated final costs.
- The listed costs represent a worst-case scenario.
- We plan to phase in the upgrades gradually to manage costs.
- We receive four hours of Whidbey Tech support each month as part of our service agreement, which we aim to use strategically for this transition.
- The objective is to complete all necessary upgrades by October while minimizing impact on operations and budget.

The only immediate purchase we will make right away is a replacement for the Recreation Coordinator's computer and refurbish and upgrade the HVAC computer. Due to recent tariffs, we have seen hardware prices fluctuate significantly, which has impacted vendor pricing. Given this instability, we are prioritizing the replacement of the Recreation Coordinator's computer first, as it is used more heavily than the Maintenance Manager's device and is more critical to daily operations.

Jay's ED	Julie's BM	Mitch's MM	Jenna RC	Di HL	Jamie SLC	Front Desk FD	Sarah AA	HVAC		
2023 Laptop	2023 Laptop	2023 Laptop	2023 Laptop	10 yr computer Windows 10	10 yr computer Windows 10	Thin Client 6 years Windows 10	10 yr computer Windows 10	10 yr computer Windows 10		
2025 Laptop	2025 Laptop	In Place Upgrade (BCA monthly hours, Est. 1 hour \$115- Shane choose to not upgrade at the time he recieved his new laptop	2025 Laptop \$2226.75 (1600 for laptop, docking station and charger, \$575 for set up)	Get's Julies 2023 Laptop \$575 upgrade/setup	Get Jenna's 2025 Laptop upgrade/setup \$575.00	In place upgrade \$115.00	Gets Jay's 2023 Laptop \$575 upgrade/setup	Refurbished Laptop Windows 11 \$350		Total Budget Adjustment (includes tax)
			125.35	2226.75	626.75	626.75	125.35	626.75	1301.5	5659.2



Commissioner Communication

8.c. Unfinished Business Item: Credit Card SOP

Meeting Date: 6.26.2025

Presented By: Julie Millang

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

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

Credit Card SOP Draft

Authorization of Purchases

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

Purchasing Limits

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

Approval Process

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

Purchase Categories

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

Receipt Storage

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

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

Transaction Matching

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

Approval of Reconciliation

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

Payment Process

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



Commissioner Communication

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

Meeting Date: 6.26.2025

We are thrilled to recognize Taryn Lucero as our Employee of the Month!

Taryn consistently goes above and beyond in her roles as both a Lifeguard and Client Service Specialist. Her commitment to safety, attentiveness on the deck, and genuine care for our patrons make her an invaluable member of our team. Beyond her current duties, Taryn has proactively expressed interest in expanding her impact by teaching swim lessons – a clear indication of her desire to help children learn the importance of water safety.

This summer, Taryn will also be stepping into a new role as a Day Camp Leader. We are excited to see the energy and positivity she'll bring to the Day Camp team. Her enthusiasm is infectious, and her dedication to providing a welcoming and supportive experience for every patron is truly outstanding. We are lucky to have her on our team!

10. Item: Executive Session-None

Meeting Date: 6.26.2025

Presented By: Vice Chair

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

“The board is entering into executive session pursuant to {enter RCW here} for a period of _____ minutes, until _____ a.m./p.m.”

(Start Time: _____ am/pm)

(Ending Time: _____ am/pm)

**If an extension is required, the presiding officer must come out of the room in which the session is being held and make the following announcement: Extension announcement time: _____ am/pm)*

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

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

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

Recommended Motion after Executive Session Discussion: I move

This section is for staff use

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

Vote: Y/N/AB

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

11. Item: Action Item/Review

Meeting Date: 6.26.2025

Presented By: Staff/Secretary

12. Item: Final Board Comments

Presented By: BOC

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

Presented By: Vice Chair

14. Item: Adjourn

Presented By: BOC

Recommended Motion: I move we adjourn the meeting.

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

Vote: Y/N/AB

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