NORTH WHIDBEY
POOL, PARK, AND RECREATION
DISTRICT

# PUBLIC NOTICE

**BOARD OF COMMISSIONERS REGULAR MEETING**
Location: John Vanderzicht Memorial Pool
Date & Time: Thursday, October 22, 2026, 6:00 p.m.
Online: Join Us or Scan the QR Code

**1. MEETING CALLED TO ORDER**
**2. ROLL CALL**
**3. PUBLIC COMMENTS**
**4. CONSENT AGENDA ANNOUNCEMENT**
**5. CONSENT AGENDA ITEMS**

a. Minutes:
- **i.** 9.24.2026 Regular Meeting Minutes
- **ii.** 10.8.2026 Budget Workshop Minutes

b. Vouchers and Payroll:

i. Expense Voucher #260803001-260803008, 260901001-260901008, 260902001-260902003 $46,761.13

ii. Payroll $25,474.79

iii. DOR $2,737.98

**Total** $74,973.90

**6. STAFF REPORTS**
**7. COMMITTEE REPORTS**

a. Budget Committee
- i. Budget Update

b. Program Committee
c. Bylaws Committee

**8. UNFINISHED BUSINESS**

a. Combining Committees
b. Locker Room Update

**9. NEW BUSINESS:**

a. Invoice Approvals
b. Employee of the Month

**10. EXECUTIVE SESSION:**
**11. ACTION ITEM/REVIEW:**
**12. FINAL BOARD COMMENTS:**
**13. NEXT MEETING:** Budget Workshop: Thursday, November 5, 2026, @ 6 p.m.John Vanderzicht Memorial Pool
**14. ADJOURNMENT:**

**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.

**1. Item:** Meeting Called to Order
**Meeting Date:** October 22, 2026
**Presented By:** Chair
**This section for staff use*

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

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**2. Item:** Roll Call
**Presented By:** Chair

*This section for staff use*

Com. Kraner ___, Com. Larsen___, Com. Witmer___, Com. Hartmann___, Com. Guy___.

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**3. Item:** Public Comment
**Presented By:** Chair

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

**4. Item:** Consent Agenda Announcement
**Meeting Date:** October 22, 2026
**Presented By:** Chair
*"The consent agenda is designed to assist in making the meeting shorter and more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Board of Commissioners. Does any Commissioner request removal of a Consent Agenda item?"*

**BK___ BL___ JW___ MH___ DG___**

Item Removed: _____

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

**5. Item:** Consent Agenda Approval

**Presented By:** Chair

**a. Minutes:**

**i.** 9.24.2026 Regular Meeting Minutes

**ii.** 10.8.2026 Budget Workshop Minutes

**b. Vouchers & Payroll**

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

**ii. Payroll:** $25,474.79

**iii. DOR** $2,737.98

**TOTAL:** $74,973.90

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

***This section is for staff use***

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

**Vote:** Y/N/AB

**BK___ BL___ JW___ MH___ DG___**

NORTH WHIDBEY
POOL, PARK, AND RECREATION
DISTRICT

**BOARD OF COMMISSIONERS REGULAR MEETING**
John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, September 24, 2026
6:00 PM

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

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

3. **PUBLIC COMMENTS:**

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

4. **CONSENT AGENDA ANNOUNCEMENT**

5. **CONSENT AGENDA ITEMS:** Commissioner Kraner moved to approve the Consent Agenda. Commissioner Witmer seconded the motion. The motion carried unanimously with no further discussion.
   a. **Minutes from Regular Meeting 07.23.2026**
   b. **Minutes from Regular Meeting 08.27.2026**
   c. **Vouchers and Payroll:**

| | | |
|---|---|---|
| i. | Expense Voucher #260703001, 260703011, 260801001-260801003, 260802001-260802006 | $32,903.24 |
| ii. | Payroll | $70,970.20 |
| iii. | DOR | $2,884.71 |
| | **Total:** | $106,758.15 |

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

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

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

**7. COMMITTEE REPORTS:**

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

**8. UNFINISHED BUSINESS:**

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

**9. NEW BUSINESS:**

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

**10. EXECUTIVE SESSION: NONE**

**11. ACTION ITEM/REVIEW:**

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

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

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

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

Attest:

_____
Bill Larsen, Chair

_____
Date

NORTH WHIDBEY
POOL, PARK, AND RECREATION
DISTRICT

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

1. **MEETING CALLED TO ORDER** at 6:02pm BOC Chair Larsen.

2. **ROLL CALL:** Comms Larsen, Witmer, Hartmann1003, and Guy were present. Commissioner Kraner was not present.

3. **2027 BUDGET DISCUSSION**

4. **ACTION ITEM/REVIEW:**
    a. Budget Committee to review allocation for shared cost allocation, Recreation cost recovery, Recreation Coordinator allocation, administrative allocation, and user fee/taxpayer support. Including, but not limited to, reviewing budget line items and presenting draft to the next Budget Workshop meeting on November 5, 2026.

5. **FINAL BOARD COMMENTS:** No comments were made.

6. **NEXT MEETING:** Board of Commissioners Regular Meeting on Thursday, October 22, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

7. **ADJOURNMENT:** The meeting adjourned at 6:44pm by BOC Chair Larsen.

Attest:

_____
Bill Larsen, Chair

_____
Date

| *County Warrant #* | *Processed:* | *Dist. Voucher #* | *Amount* |
|---|---|---|---|
| *690374-690381* | *09.02.2026* | *260803001-260803008* | *$27,871.94* |
| *690629-690636* | *09.09.2026* | *260901001-260901008* | *$ 5,200.74* |
| *690904-690906* | *09.16.2026* | *260902001-260902003* | *$13,688.45* |
| | | | *$46,761.13* |

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

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

*TO:* Island County Auditors

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

*SUBJECT:* Voucher Certification / Payroll Transfer and Approval

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

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

APPROVED October 22, 2026

_____
Brit Kraner, Commissioner

_____
Bill Larsen, Commissioner

_____
Jaemee Witmer, Commissioner

_____
Melissa Hartmann, Commissioner

_____
David Guy, Commissioner

# CHECK REGISTER

North Whidbey Park & Pool District — Time: 13:28:32 Date: 09/30/2026

08/21/2026 To: 09/30/2026 — Page: 1

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

001 M&O Operating 46,761.13

Claims: 46,761.13

* Transaction Has Mixed Revenue And Expense Accounts 46,761.13

## Commissioner Communication

**6. Item:** Staff Reports
**Meeting Date:** October 22, 2026
**Presented By:** Jay Cochran

**Comment Cards-**None

**Action Items**
8.27.2026

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

Agenda item - Combine Budget Committee and Program Committee -Done

9.24.2026

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

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

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

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

10.8.2026

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

**Recreation Coordinator**

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

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

**Maintenance Manager**

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

**Business Manager**

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

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

## 646 - NO WHID POOL PARK REC MAINT

**Cash Balance at 8/31/2026** **678,898.05**

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

**Ending Cash Balance** **Calculated Total** **671,897.09**

**Book Total** **671,897.09**

**Difference** **0.00**

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

## 648 - NO WHID POOL PARK REC BOND

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

**Island County, WA**

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

**649 - NO WHID POOL PARK REC RESERVE**

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

**Island County, WA**

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

**788 - NO WHID POOL PARK REC CAPITAL**

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

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

## PARTICIPANT



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

Heritage BANK

PO Box 1578 | Olympia, WA 98507

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

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




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## PUBLIC NOW CHECKING

**Account No.**

Interest Rate 0.02% Annual Percentage Yield Earned 0.02% Interest Paid YTD: $3.01

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

Deposit and Withdrawal totals include paid transactions only

### DEPOSITS AND OTHER CREDITS

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

## DEPOSITS AND OTHER CREDITS

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

## DEPOSITS AND OTHER CREDITS

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

## WITHDRAWALS AND OTHER DEBITS

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

## DAILY BALANCE SUMMARY

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

### Summary of Overdraft and Returned Item Fees

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

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



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

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

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

| | |
|---|---|
| Beginning balance 8-31-26 | $53,521.98 |
| 1 Addition | +25,474.79 |
| 6 Subtractions | -75,693.77 |
| **Ending balance 9-30-26** | **$3,303.00** |

## Additions

| *Transfers* *Date* | *Serial #* | *Source* | | | |
|---|---|---|---|---|---|
| 9-11 | | Trf Fr | DDA 0000473631001525 | 4731 | $25,474.79 |
| | | **Total additions** | | | **$25,474.79** |

## Subtractions

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

## Interest earned

| | |
|---|---|
| Current Interest Rate | variable |
| Number of days this statement period | 30 |

## Fees and charges

*See your Account Analysis statement for details.*

Visa Credit Card Reconciliation  Card Holder: Jay Cochran  Billing Cycle: 8.31.2026

*Payments are excluded from this reconciliation.*

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

Date  Signature

9/3/26

9.04.2026 Julie Mulling

HERITAGE BANK

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


VISA

SCORECARD

Bonus Points Available
42,326

| Summary of Account Activity | | |
|---|---|---|
| Previous Balance | | $ 3,131.43 |
| Payments | - | $3,131.43 - |
| Other Credits | - | $0.00 |
| Other Debits | + | $0.00 |
| Purchases | + | $5,420.11 |
| Cash Advances | + | $0.00 |
| Balance Transfers | + | $0.00 |
| Fees Charged | + | $0.00 |
| Interest Charged | + | $0.00 |
| NEW BALANCE | | $ 5,420.11 |
| Credit Limit | | $10,000.00 |
| Available Credit | | $4,579.89 |
| Available Cash | | $4,579.89 |
| Amount Disputed | | $0.00 |
| Statement Closing Date | | 08/31/26 |
| Days in Billing Cycle | | 31 |

## Account Inquiries

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

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

## Payment Summary

| | |
|---|---|
| NEW BALANCE | $5,420.11 |
| MINIMUM PAYMENT | $109.00 |
| PAYMENT DUE DATE | 09/25/2026 |

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

## Important Information About Your Account

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

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

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

## Cardholder Account Summary

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



PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0005

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

Statement Closing Date:
August 31, 2026

## Cardholder Account Summary Continued

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

Fees

TOTAL FEES FOR THIS PERIOD $ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD $ 0.00

| 2026 Totals Year To Date | |
|---|---|
| Total Fees Charged in 2026 | $ 0.00 |
| Total Interest Charged in 2026 | $ 0.00 |

## Additional Information About Your Account

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

## ScoreCard Bonus Points Information as of 08/30/2026

| SCORECARD | Beginning Balance | Points Earned | Points Adjusted | Points Redeemed | Ending Balance |
|---|---|---|---|---|---|
| | 36,871 | 5,455 | 0 | 0 | 42,326 |

| | | |
|---|---|---|
| Bonus Points To Expire: | Expiration Date: 01/31/2031 | Points: 20,184 |
| Bonus Points To Expire: | Expiration Date: 01/31/2032 | Points: 22,142 |

## Interest Charge Calculation/Plan Level Information

| Plan Name | Plan Description | ICM[1] | Balance Subject to Interest Rate | Periodic Rate[2] | Annual Percentage Rate (APR)[3] | Interest Charge |
|---|---|---|---|---|---|---|
| **Purchases** | | | | | | |
| PBUS01 001 | PURCHASE | E | $0.00 | 1.06250% (M) | 12.7500% (V) | $0.00 |
| **Cash** | | | | | | |
| CBUS01 001 | CASH | A | $0.00 | 1.50000% (M) | 18.0000% | $0.00 |
| TOTAL | | | $6,502.81 | | | $0.00 |

Visa Credit Card Reconciliation  Card Holder: Mitchell Cochran  Billing Cycle: 08/31/2026

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

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

| Date | Signature |
|---|---|
| 09.3.2026 | Mitchell Cochran |

9-03-2026

9/4/26

09.04.2026

HERITAGE BANK

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


VISA

SCORECARD

**Bonus Points Available**
**25,490**

## Summary of Account Activity

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

## Account Inquiries

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

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

## Payment Summary

| | |
|---|---|
| **NEW BALANCE** | **$1,973.53** |
| **MINIMUM PAYMENT** | **$40.00** |
| **PAYMENT DUE DATE** | **09/25/2026** |

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

## Important Information About Your Account

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

## Cardholder Account Summary

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



PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0005

VISA

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

Statement Closing Date:
August 31, 2026

## Cardholder Account Summary Continued

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

**Fees**

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

**Interest Charged**

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

| 2026 Totals Year To Date | |
|---|---|
| Total Fees Charged in 2026 | $ 0.00 |
| Total Interest Charged in 2026 | $ 0.00 |

## Additional Information About Your Account

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

## ScoreCard Bonus Points Information as of 08/30/2026

| SCORECARD | Beginning Balance | Points Earned | Points Adjusted | Points Redeemed | Ending Balance |
|---|---|---|---|---|---|
| | 23,514 | 1,976 | 0 | 0 | 25,490 |

**Bonus Points To Expire:** **Expiration Date:** 01/31/2032 **Points:** 9,657

## Interest Charge Calculation/Plan Level Information

| Plan Name | Plan Description | ICM[1] | Balance Subject to Interest Rate | Periodic Rate[2] | Annual Percentage Rate (APR)[3] | Interest Charge |
|---|---|---|---|---|---|---|
| **Purchases** | | | | | | |
| PBUS01 001 | PURCHASE | E | $0.00 | 1.06250% (M) | 12.7500% (V) | $0.00 |
| **Cash** | | | | | | |
| CBUS01 001 | CASH | A | $0.00 | 1.50000% (M) | 18.0000% | $0.00 |
| TOTAL | | | $2,443.62 | | | $0.00 |

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

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

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

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

Visa Credit Card Reconciliation  Card Holder: Julie Millang  Billing Cycle: 08.31.2026

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

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

Date 9/3/2026 Signature: Julie Millang

9/3/26

HERITAGE BANK

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


VISA

SCORECARD

**Bonus Points Available**
**16,302**

## Summary of Account Activity

| | | |
|---|---|---|
| Previous Balance | | $ 1,500.12 |
| Payments | - | $1,500.12 - |
| Other Credits | - | $0.00 |
| Other Debits | + | $0.00 |
| Purchases | + | $1,762.01 |
| Cash Advances | + | $0.00 |
| Balance Transfers | + | $0.00 |
| Fees Charged | + | $0.00 |
| Interest Charged | + | $0.00 |
| NEW BALANCE | | $ 1,762.01 |
| Credit Limit | | $4,000.00 |
| Available Credit | | $2,237.99 |
| Available Cash | | $2,237.99 |
| Amount Disputed | | $0.00 |
| Statement Closing Date | | 08/31/26 |
| Days in Billing Cycle | | 31 |

## Account Inquiries

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

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

## Payment Summary

| | |
|---|---|
| **NEW BALANCE** | **$1,762.01** |
| **MINIMUM PAYMENT** | **$36.00** |
| **PAYMENT DUE DATE** | **09/25/2026** |

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

## Important Information About Your Account

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

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

## Cardholder Account Summary

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



PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 0005

VISA

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

Statement Closing Date:
August 31, 2026

**Fees**

| | | |
|---|---|---|
| TOTAL FEES FOR THIS PERIOD | $ | 0.00 |

**Interest Charged**

| | | |
|---|---|---|
| TOTAL INTEREST FOR THIS PERIOD | $ | 0.00 |

| 2026 Totals Year To Date | |
|---|---|
| Total Fees Charged in 2026 | $ 0.00 |
| Total Interest Charged in 2026 | $ 0.00 |

## Additional Information About Your Account

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

## ScoreCard Bonus Points Information as of 08/30/2026

| SCORECARD | Beginning Balance | Points Earned | Points Adjusted | Points Redeemed | Ending Balance |
|---|---|---|---|---|---|
| | 15,325 | 977 | 0 | 0 | 16,302 |

| | | |
|---|---|---|
| **Bonus Points To Expire:** | **Expiration Date:** 01/31/2031 | **Points:** 5,394 |
| **Bonus Points To Expire:** | **Expiration Date:** 01/31/2032 | **Points:** 11,693 |

## Interest Charge Calculation/Plan Level Information

| Plan Name | Plan Description | ICM[1] | Balance Subject to Interest Rate | Periodic Rate[2] | Annual Percentage Rate (APR)[3] | Interest Charge |
|---|---|---|---|---|---|---|
| **Purchases** | | | | | | |
| PBUS01 001 | PURCHASE | E | $0.00 | 1.06250% (M) | 12.7500% (V) | $0.00 |
| **Cash** | | | | | | |
| CBUS01 001 | CASH | A | $0.00 | 1.50000% (M) | 18.0000% | $0.00 |
| TOTAL | | | $2,018.37 | | | $0.00 |

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

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

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

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

NORTH WHIDBEY
POOL, PARK, AND RECREATION
DISTRICT

# Account Balances

## As of September 30, 2026

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

Financial Report August 2026

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

Financial Report September 2026

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

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

**7.a. Item:** Budget Committee-Budget Review
**Meeting Date:** October 22, 2026
**Presented By:** BM Millang

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

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

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

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

**7.b. Item:** Program Committee-None
**Meeting Date:** October 22, 2026
**Presented By:** BOC

**7.c. Item:** Bylaws Committee-Bylaws Review
**Meeting Date:** October 22, 2026
**Presented By:** Comm Hartmann

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

**Exhibit A**

NORTH WHIDBEY
POOL, PARK, AND RECREATION
DISTRICT

# BYLAWS

**(IAW RCW 24.03.070)**

## ARTICLE I. NAME, POWERS, RIGHTS, AND LIABILITIES

**Section 1.1** Name

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

**Section 1.2** Powers, Rights, and Liabilities

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

**Section 1.3** Property

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

## ARTICLE II. THE GOVERNING BODY BOARD COMPOSITION

**Section 2.1** Board Composition

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

District.

**Section 2.2** Terms and Conditions

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

**Section 2.3** Bylaw Adoption

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

## ARTICLE III. DUTIES OF THE BOARD AND BOARD MEETINGS

**Section 3.1** Duties of the Board.

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

**Section 3.2** Board Positions.

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

**Section 3.2.a** Duties of the Chair.

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

**Section 3.2.b** Duties of the Secretary.

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

## Section 3.3

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

## Section 3.4

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

## Section 3.5

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

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

**Section 3.6** Meeting and Meeting Notice

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

**Section 3.7** Quorum.

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

**Section 3.8** Parliamentary Procedures.

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

**Section 3.9** Business and Standing Rules

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

**Section 3.10** Boards Acting as a Body.

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

**Section 3.11** Board Meetings Records

a. Minutes. The proceedings of the Board Meetings shall be recorded and maintained in accordance with RCW 42.56. The minutes shall consist primarily of a record of the action taken. Prior to adopting the minutes, copies of the proposed minutes shall be forwarded to all Board members before the next regular meeting for their reference and/or correction. The Board shall consider the minutes for adoption or necessary correction at the next regular meeting. Copies of the adopted minutes shall be made available to all Board members.

b. Resolutions and Motions. Every action by the Board of a general or permanent nature and every action otherwise required by state statute shall be by Resolution or Motion.

**Section 3.12** Committees

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

## ARTICLE IV. DUTIES OF THE EXECUTIVE DIRECTOR

**Section 4.1.** Appointments and Removal.

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

**Section 4.2.** Duties of the Executive Director.

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

b. To appoint and remove, at any time, employees of the District at their discretion, and as the law, policies of the District, and circumstances may indicate.

c. To attend all meetings of the Board and committees at which that body may require the Executive Director's attendance.

d. To represent the District to the greater community, including partners, social organizations, and the public.

e. To recommend for adoption by the Board such measures as the Executive Director deems necessary.

f. To prepare and submit to the Board such reports as required or as they deem necessary.

g. To keep the Board advised monthly of the District's financial condition and future needs.

h. To make the Board aware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, or other pertinent changes in the District.

i. To prepare and submit to the Board a proposed operating budget and plan for the fiscal year and administer the adopted budget.

j. To administer the activities of the District to fulfill its mission, promote its programs, and maintain its facilities.

k. To organize and schedule special events and programs.

l. To organize and maintain all written policies and resolutions so that they can be implemented quickly and efficiently.

m. The Executive Director shall be authorized to expense routine payroll and operational expenses without Board resolution or signatures.

n. The Executive Director shall not, without Board approval, remove more than 10% from the District Reserve Fund.

o. The Executive Director shall be authorized to sign contracts on behalf of the District, with prior Board approval.

p. Perform all other duties assigned by the Board in accordance with the Executive Director's contract.

ARTICLE V. SEVERABILITY

## Section 5.1

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

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

ARTICLE VI. AMENDMENTS

## Section 6.1

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

## Section 6.2

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

Approved 11.21.2024

**8.a. Unfinished Business Item:** Combining Committees
**Meeting Date:** October 22, 2026
**Presented By:** BOC Committee Members

**8.b. Unfinished Business Item:** Locker Room Update
**Meeting Date:** October 22, 2026
**Presented By:** ED Cochran

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

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

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

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

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

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

  - Small Works Roster process or formal competitive bidding through advertised sealed bids.

- During my discussion with our attorney, she explained that the proposed informal competitive bidding procedures would not apply to our locker room shower renovation because the estimated project cost exceeds $50,000.

**9.a. New Business Item:** Invoice Approvals
**Meeting Date:** October 22, 2026
**Presented By:** ED Cochran

**A. OHSD Invoices/Rental Expenses**

Total September Invoices: $727.50

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

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

**B. Seamark**

The District budgeted approximately $10,000 for legal services in 2026. To date, we have expended $1,425 of that amount. We have received an additional invoice totaling $11,547, which is being presented for approval. This brings our total legal expenditure to $12,972 to date, exceeding the original budget by $2,972.
We anticipate additional legal expenses and will bring those invoices to the Budget Committee for review as they are received. The current invoice reflects legal services provided to date.

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

***This section is for staff use***

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

**Vote:** Y/N/AB

**BK**___ **BL**___ **JW**___ **MH**___ **DG**___

# INVOICE

**INVOICE #:** 14162
**DATE:** 10/6/2026
**DUE:** 11/6/2026

Oak Harbor School District No. 201

**Bill to**

Tawnie Carlson
tcarlson@ohsd.net

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

## 2774729 - NWPPRD

### Tue, Sep 15, 4:45PM

**Buildings** North Whidbey Middle School

**Locations** Gym

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

### Thu, Sep 17, 4:45PM

**Buildings** North Whidbey Middle School

**Locations** Gym

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

### Tue, Sep 22, 4:45PM

**Buildings** North Whidbey Middle School

**Locations** Gym

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

| | | | | |
|---|---|---|---|---|
| | | | Subtotal | $22.50 |
| | | | Tax | $0.00 |
| | | | TOTAL | $22.50 |

Thu, Sep 24, 4:45PM

**Buildings** North Whidbey Middle School

**Locations** Gym

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

Tue, Sep 29, 4:45PM

**Buildings** North Whidbey Middle School

**Locations** Gym

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

| | | |
|---|---|---|
| | AMOUNT DUE | $112.50 |

Memo

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

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

# INVOICE

**INVOICE #:** 14161
**DATE:** 10/6/2026
**DUE:** 11/6/2026

Oak Harbor School District No. 201

**Bill to**

NWPPRD
reccoordinator@nwpprd.org

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

## 2763638 - NWPPRD - Youth Volleyball Games

### Sat, Sep 26, 9:00AM

**Buildings** North Whidbey Middle School

**Locations** Gym

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

## 2763643 - NWPPRD - Youth Volleyball League

### Mon, Sep 14, 5:00PM

**Buildings** Oak Harbor Intermediate School

**Locations** Gym

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

### Wed, Sep 16, 5:00PM

**Buildings** Oak Harbor Intermediate School

**Locations** Gym

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

| | | | | |
|---|---|---|---|---|
| | | | Subtotal | $37.50 |
| | | | Tax | $0.00 |
| | | | TOTAL | $37.50 |

Mon, Sep 21, 5:00PM

**Buildings** Oak Harbor Intermediate School

**Locations** Gym

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

Mon, Sep 28, 6:00PM

**Buildings** Oak Harbor Intermediate School

**Locations** Gym

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

2763645 - Youth Volleyball Practices

Mon, Sep 14, 5:00PM

**Buildings** Oak Harbor Elementary School

**Locations** Gym - North

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

Wed, Sep 16, 5:00PM

**Buildings** Oak Harbor Elementary School

**Locations** Gym - North

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

| | | | | |
|---|---|---|---|---|
| | | | Subtotal | $37.50 |
| | | | Tax | $0.00 |
| | | | TOTAL | $37.50 |

Thu, Sep 17, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

Fri, Sep 18, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

Mon, Sep 21, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

Wed, Sep 23, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

| | | | | |
|---|---|---|---|---|
| | | | Subtotal | $37.50 |
| | | | Tax | $0.00 |
| | | | TOTAL | $37.50 |

Thu, Sep 24, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

Fri, Sep 25, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

Mon, Sep 28, 6:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

Wed, Sep 30, 5:00PM

Buildings Oak Harbor Elementary School

Locations Gym - North

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

| | |
|---|---|
| Subtotal | $37.50 |
| Tax | $0.00 |
| TOTAL | $37.50 |

| | |
|---|---|
| AMOUNT DUE | $615.00 |

Memo

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

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

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

# INVOICE

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

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

## General advice

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

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

| | | | | |
|---|---|---|---|---|
| 09/20/2026 | Nikki Carsley | Initial legal research regarding authority to set competitive-bidding limits via policy. (no charge) | 0.50 | $0.00 |
| 09/20/2026 | Gretchen Salazar | Continue legal research regarding competitive-bidding thresholds for park and recreation districts and best practices for establishing thresholds and processes through policy. | 2.20 | $660.00 |
| 09/21/2026 | Gretchen Salazar | E-mail to Jay Cochran regarding initial legal research and recommendation for comprehensive policy. | 0.30 | $90.00 |
| 09/28/2026 | Nikki Carsley | E-mail to Jay Cochran regarding status of additional procurement policy review. | 0.10 | $28.50 |
| 09/28/2026 | Nikki Carsley | Call from Jay Cochran regarding status of additional procurement policy review. | 0.20 | $57.00 |
| 09/29/2026 | Nikki Carsley | E-mails to/from Jay Cochran regarding policy review. | 0.10 | $28.50 |
| 09/29/2026 | Gretchen Salazar | Outline additional research needed to evaluate District's authority to set competitive-bidding thresholds and reasonableness of such thresholds. | 0.30 | $90.00 |
| 09/30/2026 | Gretchen Salazar | Continue researching District's authority to set competitive-bidding thresholds, including research of public-works bidding policies of other government entities to evaluate reasonableness of bidding thresholds, and draft table summarizing same. | 2.50 | $750.00 |
| | | **Quantity Subtotal** | | **44.3** |

| Time Keeper | Quantity | Rate | Total |
|---|---|---|---|
| Nikki Carsley | 30.2 | $285.00 | $8,607.00 |
| Nikki Carsley | 2.8 | $0.00 | $0.00 |
| Gretchen Salazar | 9.8 | $300.00 | $2,940.00 |
| Gretchen Salazar | 1.5 | $0.00 | $0.00 |
| | | **Quantity Total** | **44.3** |
| | | **Subtotal** | **$11,547.00** |
| | | **Total** | **$11,547.00** |

# Detailed Statement of Account

### Current Invoice

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

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

**9.b. New Business Item:** Employee of the Month
**Meeting Date:** October 22, 2026
**Presented By:** BOC

I am pleased to recognize Shane Castle as Employee of the Month for his outstanding reliability, hard work, and willingness to help wherever he is needed. Shane consistently shows up ready to work, takes pride in his responsibilities, and can be counted on to get the job done. His positive attitude and willingness to step in and assist others make him a valuable member of our team. Shane's dedication and dependability do not go unnoticed, and he is very deserving of this recognition. Thank you, Shane, for your continued hard work and commitment to the team!

**10. Item: Executive Session-** None
**Meeting Date:** October 22, 2026
**Presented By:**

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

**"The board is entering into executive session pursuant to (insert RCW here) . for a period of _____ minutes, until _____ a.m./p.m."**

*(Start Time: _____ am/pm)* *(Ending Time: _____ am/pm)*

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

*(Extension announcement time: _____ am/pm)*

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

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

**"I call the regular meeting back to order at _____ a.m./p.m."**

**Recommended Motion after Executive Session Discussion:** I move
***This section is for staff use***
**Motion** _____ **2nd**_____ **Discussion:** Yes/No
**Vote:** Y/N/AB
**BK___ BL___ JW___ MH___ DG___**

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

**12. Item:** Final Board Comments
**Presented By:** BOC

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

**14. Item:** Adjourn
**Presented By:** BOC

Recommended Motion: I move we adjourn the meeting.
**Motion** _____ **2nd**_____ **Discussion:** Yes/No
**Vote:** Y/N/AB
**BK___ BL___ JW___ MH___ DG___**