

Williston Park Board - Regular Meeting
February 17th, 2026
Williston Area Recreation Center-5:30pm
Jordy Larvick Board Room



- I. Additions or Deletions to the Agenda
- II. Approval of Minutes
 - a. Regular Board meeting 1/20/2026
- III. Approval of Bills
- IV. Approval of Financial Statements
 - a. Financial Summary
- V. Executive Director/Staff Reports/ Capital Project updates
 - a. Williston Ice/Turf
 - b. Muni Expansion
 - c. RFCC Renovation / ARC Projects
 - d. SLP Overlook paving
 - e. Western Star Fastpitch Complex
- VI. Old Business
 - a. Potential Parkland Acquisition discussion
 - i. Parcel: 01-269-00-00-31-220
 - ii. Parcel: 01-269-00-00-31-210
- VII. New Business
 - a. WPRD Procurement Policy and Procedures
 - b. CMAR Interview approval: WMGC Renovation Vertical Structures
 - c. CMAR Interview approval: WARC + RFCC Renovation projects
 - d. MOU/Facility Operating agreement: Spring Lake Park Nature Center
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next Park Board Regular Meeting **Tuesday March 17th, 2026 @ 5:30pm** in the **Jordy Larvick Board Room at the Williston Area Recreation Center (822 18th St E)**

If special accommodations are needed due to a disability, please call the WPRD Office at 774-9773.

VIRTUAL MEETING ACCESS INFORMATION

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/755643557>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 755-643-557

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

Attendees are asked to be muted during the meeting. Public comment will be reserved for in-person attendees. Responses to public comment will be made at the subsequent Park Board meeting.

Joe Barsh, Executive Director
Park District Commissioners – Kelly Heller (President), John Liffrig (Vice-President), Logan Jangula,
Shawn Roness, Derrick Linghor

Mission Statement: "Superior Parks, Facilities, and Programs for all to enjoy an active life"

Draft Jan 20, 2026

**WILLISTON PARKS AND RECREATION DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Jan 20, 2026 | 5:30PM
Williston Area Recreation Center (WARC): Jordy Larvik Board Room**

CALL TO ORDER

The meeting was called to order at 5:30PM by Commissioner Heller.

ROLL CALL

Present:

Liffrig, Jangula, Heller, Linghor, Roness

Absent:

Also Present: Kazuma Kaneko, Rhonda Ludlum, Laurie Christen, Mike Christen, Emily O'Rear, Jim Cote, Kate Cote, Miranda Iblings, Casey Coles, Amanda Nelson

ADDITIONS AND DELETIONS TO THE AGENDA

None

APPROVAL OF MINUTES

Motion by Jangula, **seconded** by Roness, we approve the minutes of the previous meeting as received.

Motion Carried

APPROVAL OF BILLS

Motion by Linghor, **Seconded** by Jangula, to approve Park District bills.

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

APPROVAL OF FINANCIAL STATEMENTS

Not included in the packet this month due to no financial director.

FINANCIAL REPORT – Dec 2025 Financial Update

- Eide Baily Background Finance Support
 - Onboarding has taken place- firm has read only access to WPRD Finance operations software to ensure we are sustaining operations efficiently while we search for a new Financial Director.
- Eide Baily Executive Search
 - Kate and Joe met with the firm and provided all background information.
 - Eide Baily will screen all applicants to ensure the process is efficient.

Draft Jan 20, 2026

Compass Capitol Update:

- The project fund is fully invested.
- In December the account earned \$330,277.62 in net interest with unrealized gains of \$5,708.88.

NEW BUSINESS:

- Comprehensive revenue policy
 - This policy shows transparency on why we update our fees.
 - It will show cost recovery for programs.
 - Methodologies on membership fees and cost of living fees.

Motion by Roness, **Seconded** by Jangula, to approve the comprehensive revenue policy.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- WPRD sick leave policy
 - All employees' sick hours that reach over 480 will roll over to the sick bank.

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

ADJOURNMENT

Motion by Roness, **Seconded** by Jangula, to adjourn meeting

Motion Carried

ATTEST:

Rhonda Ludlum,

Fitness and Wellness Manager



Draft Jan 21, 2026

**WILLISTON PARKS AND RECREATION DISTRICT FOUNDATION
REGULAR MEETING OF THE WPRD FOUNDATION BOARD**

Date | 12:00PM

Williston Area Recreation Center (WARC): Jordy Larvik Board Room

CALL TO ORDER

The meeting was called to order at 12:00PM by Board Vice President Skye Olsen

ROLL CALL

Present: Olsen, Grondahl, Bates, Graham, Guglich, Heller

Absent: Lorri

Also Present: Rhonda Ludlum, Joe Barsh, Kazuma Koneko, Laurie Christen, Tyler Burnette, Michele Moore, Jackie Lilly, Emily O'Rear, Sam, Amanda Nelson, John

ADDITIONS AND DELETIONS TO THE AGENDA

Added to requests- \$2,000.00 for Special Events Date night

APPROVAL OF MINUTES

Regular Meeting Minutes:

Annual Meeting Minutes: This will be tabled until the 2026 Annual Meeting.

Motion by Grondahl, **Seconded** Graham by we approve the minutes of the previous meeting as received.

Motion Carried

APPROVAL OF FINANCIAL STATEMENTS

- Currently there are no financial statements due to waiting for a new Financial Director. Eide Baily will be here soon to do year end account. \$1,040,000 is confirmed deposited into the trust account and we will have the statement in our Feb meeting.

Motion by =Graham, **Seconded** by Bates , to approve WPRD Financial Statements

ROLL CALL VOTE:

AYE: Olsen, Grondahl, Bates, Graham, Guglich, Heller

NAY: None

ABSENT: Amsden

Motion Carried

SPONSORSHIPS AND DONATIONS

- The Fidelity Charitable Donar recommended Kelly and Lloyd Anseth for Strider \$20,000- Will show up under restricted dollars.



Draft Jan 21, 2026

ENDOWMENTS

- \$1,040,000 Deposited into the Trust account Endowment.
 - It is now in a CD at First International.
 - The board will make a Thank You letter or card for the donor of this endowment.

EXECUTIVE DIRECTORS REPORT

- The strategy for the endowment fund is to help our ability to fight inflation due to our revenue source with the sales tax.
 - The endowments in the future will go towards subsidizing WPRD programs.

REQUESTS

- \$307.58- Fitness Scholarship for Mariel Chavez Zumba Fees. (this was missed in 2025 and would not count towards her 2026 scholarship funds)

Motion by Graham, **Seconded** by Guglich , to approve The fitness scholarship.

ROLL CALL VOTE:

AYE: Olsen, Grondahl, Bates, Graham, Guglich, Heller

NAY: None

ABSENT: Amsden

Motion Carried

- \$3500- Fitness GO challenge for shirts and finishers feast.

Motion by Grondahl **Seconded** by Bates, to approve the the funds for the GO Challenge.

ROLL CALL VOTE:

AYE: Olsen, Grondahl, Bates, Graham, Guglich, Heller

NAY: None

ABSENT: Amsden

Motion Carried

- \$384.00 (\$116.00) Guest Services donation to school lunch money funds. After raising \$116.00 they would like to get to \$500 to donate.
 -

Motion by Bates, **Seconded** by Graham, to approve to match what guest services raised at \$116 the foundation will provide \$116.00

ROLL CALL VOTE:

AYE: Olsen, Grondahl, Bates, Graham, Guglich, Heller



Draft Jan 21, 2026

NAY: None

ABSENT: Amsden

Motion Carried

- \$2,000.00- Special Events Date Night

Motion by Grondahl, **Seconded** by Guglich, to approve the foundation to sponsor the food for the Date Night Event.

ROLL CALL VOTE:

AYE: Olsen, Grondahl, Bates, Graham, Guglich, Heller

NAY: None

ABSENT: Amsden

Motion Carried

OLD BUSINESS

NEW BUSINESS

- Summer Nights On Main- Will table until after the Downtowners meeting and meet with the owner of Jump and fun.
 - Overview of costs and ins policy
 - Inflatables
 - Working at the event
 - Joining Downtowners
 - As a board we have decided that inflatables is not the path that we want to go but we would like to possibly sponsor a night.
 - We have discussed joining the downtowners and other groups to dissociate from WPRD and be seen as WPRD Foundation.
 - We will reach out to the other inflatable vendor to discuss what his thoughts are on partnering if possible.
- Direction and growth of Foundation discussion
 - By-Laws REVIEW Direction of board
 - By-Laws will have to be updated as the foundation grows and changes in order to set us up to success. Will reach out to Grand Forks and Fargo to help guide us through their policies.
 - Considering making a sub-committee to redraft the by-laws that will then be approved by the committee. We will need 2 board members on this sub-committee, Grondahl has offered to be one.
 - Foundation director- Rhonda Ludlum will step into this role.

\$2500 Foundation Director funds for furthering education. - WPRD and WPRD Foundation would split total cost

Motion by Grondahl, **Seconded** by Graham , to approve \$\$1250.00 towards the Foundation Director Professional Development.



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ROLL CALL VOTE:

AYE: Olsen, Grondahl, Bates, Graham, Guglich, Heller

NAY: None

ABSENT: Amsden

Motion Carried

- Adding new Meeting dates due to having to meet monthly. Meeting with stay
 - Feb 18
 - March 18
 - April 15 or 22
 - Chose 22
 - May 20
 - June 17
 - July 15 or 22
 - Aug 19
 - Sept 16
 - Oct 21
 - Nov 18
 - Dec 16 (will be both regular and annual meeting)

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

NEXT MEETING DATE

Feb 18, 2026

ADJOURNMENT

Motion by Graham, **seconded** by Bates, to adjourn meeting

Motion Carried



Draft Jan 23, 2026

WILLISTON PARKS AND RECREATION DISTRICT FOUNDATION

FOUNDATION FRIDAY SUB-COMMITTEE MEETING

JAN 23, 2026 | 1:30PM

Williston Area Recreation Center (WARC): Directors Office

ATTENDEES

- Rhonda Ludlum
 - Joe Barsh
-

CALL TO ORDER

The meeting was called to order at 1:30pm

FINANCIAL STRUCTURE & ACCOUNTING SEPARATION

The team agreed to establish **separate professional development budget line items** for the Williston Parks and Recreation Foundation and the Williston Parks and Recreation District to ensure clear financial tracking and accountability.

- Current professional development expenses will be temporarily paid through the Park District's general fund, with detailed documentation maintained for future allocation to a dedicated Foundation line item.
 - The incoming Finance Director will formalize this structure and maintain all accounting within the **Black Mountain** software system, preserving financial separation while utilizing shared tools.
 - Transitioning to software-based payments will eliminate handwritten Foundation checks, streamlining operations and reinforcing the Foundation's status as an independent business entity.
 - These changes support the Foundation's expanding operational role, including independent management of bill payments and accounts receivable.
-

GOVERNANCE & POLICY DEVELOPMENT

Leadership emphasized that revising the Foundation's bylaws and establishing formal policies is a top priority, with a target completion timeframe of **February–March**.



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- Governance documents under review include bylaws, fiscal policies, gift acceptance policies, donation and sponsorship guidelines, and naming rights structures.
- The Foundation currently lacks formalized policies and procedures; these will be developed with active board involvement to align with nonprofit best practices.
- The anticipated receipt of approximately **\$1 million in pledged endowment funds** underscores the need for strong financial controls, donor stewardship practices, and operational clarity.
- A board subcommittee consisting of **Larry, Lorri, and Skye** will lead policy development and provide governance oversight.

LEADERSHIP TRANSITION & ROLE CLARITY

The transition of **Rhonda Ludlum** into the Foundation Director role is underway, with leadership stressing the importance of transparency to address staff concerns related to the role's evolution.

- A six-month transition period is planned, with the goal of moving toward full operational autonomy for the Foundation Director.
 - The Foundation Director role will initially be hybrid, retaining select fitness liaison responsibilities while progressively shifting focus to Foundation operations.
 - A formal job description and finalized title are expected within six months, aligned with funding maturity and organizational readiness.
 - Compensation discussions remain ongoing and will consider national benchmarking data while accounting for local market conditions and organizational context.
 - Leadership emphasized the importance of equitable workload distribution among fitness leadership staff to ensure clear role delineation and smooth operational handoffs.
-



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COMMUNICATION & ORGANIZATIONAL CULTURE

Leadership acknowledged that limited early communication regarding role changes created uncertainty among staff.

- Clear, transparent communication will be prioritized moving forward to address concerns and reinforce organizational trust.
- Proactive conversations with fitness staff leadership have helped foster understanding and support for the evolving structure.
- Clear boundaries and communication channels between the Park District and the Foundation will be maintained.
- An upcoming staff communication will formally announce and explain the Foundation Director role.

OPERATIONAL PRIORITIES & NEXT STEPS

Immediate priorities include:

- Finalizing governance documents and policies
- Clarifying job descriptions and reporting structures
- Defining financial and operational boundaries between the Foundation and Park District

Foundation Leaders from around the state will be contacted with hopes to provide guidance on accounting, payroll, and reporting structures. Staff will review comparable bylaws and policies from peer organizations to inform updates. The Foundation Board will be actively engaged during upcoming Friday Foundation meetings.

A proposed **\$10,000 sponsorship request** for a specialized bike training program will be reviewed by the Foundation as a strategic business decision.

LONG-TERM VISION

Leadership reaffirmed its commitment to building a strong Foundation infrastructure that supports sustained growth, compliance, and community impact. Emphasis was placed on



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step-by-step implementation, regular check-ins, and leveraging strong board support to establish a professional, transparent, and effective Foundation.

ACTION ITEMS

Rhonda Ludlum

- Obtain relevant bylaws and job descriptions from Craig and Jill
- Continue bylaw revisions with Larry, Lori, and Skye for board review
- Finalize the Foundation Director job description in coordination with Michelle and Allison
- Prepare and distribute staff communication regarding the Foundation Director role
- Assist with delegation of fitness duties to ensure workload equity
- Confirm payroll, reporting, and hybrid role details with Jill

Board Members (Larry, Lori, Skye)

- Provide governance input on bylaws and Foundation policies
- Participate in policy and donor management subcommittee work

Joe Barsh

- Coordinate with Susan and Craig on operational boundaries and reporting structures
 - Clarify board reporting expectations between the Park District and Foundation
 - Oversee financial line item setup and accounting software implementation
 - Support leadership transition and compensation discussions
 - Schedule agenda items for formalizing the Foundation Director role
 - Assist with meeting documentation and recordkeeping
-



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ADJOURNMENT

The meeting was adjourned at 2:30pm

Submitted by:

Joe Barsh

Approved by:



Draft Feb 6

WILLISTON PARKS AND RECREATION DISTRICT FOUNDATION

FOUNDATION FRIDAY SUB-COMMITTEE MEETING

FEB 6, 2026 | 1:30PM

Williston Area Recreation Center (WARC): Directors Office

ATTENDEES

- Rhonda Ludlum
 - Joe Barsh
-

CALL TO ORDER

The meeting was called to order at 1:30pm

1. Foundation Structure & Role Definition

The meeting focused on clarifying the structure of the Foundation and defining a leadership role that is **hybrid and unique to Williston**, rather than modeled directly after Grand Forks or Fargo.

- It was agreed that the Foundation leadership role should **move away from individual-dependent job structures** to ensure long-term organizational stability.
 - The current "Foundation Director" title was deemed no longer appropriate for Foundation responsibilities and will be replaced with a **liaison or coordinator role** that more accurately reflects the scope of work.
 - A team-based "Foundation Department" model was discussed, with Rhonda serving as lead liaison, supported by Parks & Recreation staff (including marketing support and a future assistant).
 - Staffing needs and role scope will be reassessed in approximately one year to determine whether additional support is necessary.
 - Emphasis was placed on avoiding burnout, overstaffing, and roles tied to specific individuals rather than organizational needs.
-



Draft Feb 6

2. Foundation Governance & Board Relations

Governance structure and board relationships were clarified to ensure transparency and compliance.

- The Foundation Board will remain **separate but closely connected** to the Park District Board.
- Unlike Fargo and Grand Forks models, Williston's Foundation Board will be a distinct entity requiring **formal approvals and documented motions**.
- All Foundation communication to the board will flow through **Rhonda as the designated liaison**, with Joe copied for oversight.
- This structure ensures consistent messaging, accountability, and compliance with IRS and governance requirements.
- Board members will be kept informed to ensure quorum and preparedness for upcoming approvals.

3. Financial Strategy & Endowment Management

The Foundation's financial strategy was discussed in detail.

- The unrestricted donation of **\$1,040,000** provides flexibility to establish multiple endowments with different purposes.
 - The intent is to **protect the principal** and utilize only a controlled percentage (approximately 5%) for operations and projects.
 - Possible endowment uses include scholarships, naming rights, matching grants, and capital sponsorships.
 - Foundation funds will flow **to the Park District**, not the reverse, to maintain financial clarity and transparency.
 - Staff compensation related to Foundation work may be subsidized by the Foundation but paid through Parks & Recreation.
 - Gift acceptance minimums will be reviewed, as small endowments may be inefficient to manage.
-



Draft Feb 6

4. Policy Development & Process Improvements

Progress on Foundation policies was reviewed.

- Policies are being drafted by combining peer documents with custom language refined using AI tools.
 - Policies under development include gift acceptance, donor recognition, naming rights, sponsorships, and communication protocols.
 - Quarterly request meetings were approved to balance workload and improve efficiency.
 - Transparency measures such as separate Foundation letterhead, postage, and communications were emphasized.
 - Clear communication protocols will be established to avoid overlap and confusion.
-

5. Cultural Alignment & Staff Engagement

The importance of organizational culture and staff well-being was emphasized.

- Risks of role overload and misaligned expectations were acknowledged.
 - Open communication and mutual respect were reaffirmed.
 - The Foundation will prioritize teamwork over individual workload concentration.
 - Leadership agreed to pause and recalibrate roles if pressure or confusion arises.
 - The collaborative approach is intended to reduce burnout and support sustainable growth.
-

6. Strategic Outlook & Competitive Positioning

Long-term strategy and positioning were discussed.

- Ongoing infrastructure investments provide strong fundraising opportunities.
- The Foundation will pursue an **aggressive but organized fundraising strategy**, including sponsorships, events, and diversified funding streams.
- The goal is to build a transparent, well-governed Foundation that can serve as a statewide model.



Draft Feb 6

Action Items

Joe Barsh

- Review and analyze peer foundation policies for applicability to WPRD
- Develop job description templates and salary review framework for Foundation roles
- Draft staff communication update regarding Foundation progress
- Coordinate policy drafting and preparation for board approval
- Research endowment structuring options for the \$1,040,000 donation
- Schedule next Foundation meeting (target: Thursdays around 1:30 PM)
- Formalize communication protocols and approval processes
- Monitor staffing scope and alignment to prevent over-scaling

Rhonda Ludlum

- Serve as primary liaison and communication lead with the Foundation Board
- Collaborate on policy review and operational planning
- Review peer documents and assist with meeting preparation
- Prepare motions and approvals for February Foundation meeting
- Coordinate policy drafting and preparation for board approval
- Research endowment structuring options for the \$1,040,000 donation

ADJOURNMENT

The meeting was adjourned at 2:30pm

Submitted by:

Joe Barsh

Approved by:

Draft Feb 6



02/12/26
07:45:51

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 1/26

Page: 1 of 1
Report ID: L160

Fund=10

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 General Fund						
113100 WPRD Checking	3,136,937.55	443,569.06	1,875.39	0.00	275,038.54	3,307,343.46
113200 Payroll Checking Account	-566,222.98	0.00	0.00	0.00	311,346.72	-877,569.70
113500 BB Checking	-6,691.94	0.00	0.00	0.00	0.00	-6,691.94
113600 Capital Funds	1,007,736.01	0.00	0.00	0.00	0.00	1,007,736.01
Total Fund	3,571,758.64	443,569.06	1,875.39	0.00	586,385.26	3,430,817.83
Totals	3,571,758.64	443,569.06	1,875.39	0.00	586,385.26	3,430,817.83

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 1/26

Claims

Check #	Check		Check Amount	Date		Notes	
	Type	Vendor/Employee/Payee Number/Name		Period	Issued		
-98916	Clm E	335 PRO IT LLC	615.00	1/26	01/09/26	CL 4531	615.00
-98915	Clm E	403 TK ELEVATOR CORPORATION	286.82	1/26	01/09/26	CL 4536	286.82
-98914	Clm E	407 TRACTOR & EQUIPMENT	1787.68	1/26	01/09/26	CL 4538	1787.68
-98912*	Clm E	233 LINDE GAS & EQUIPMENT INC	144.98	1/26	01/09/26	CL 4550	144.98
-98911	Clm E	248 MARCO TECHNOLOGIES LLC	188.29	1/26	01/09/26	CL 4553	188.29
-98910	Clm E	101 DAKOTA SUPPLY GROUP	1740.82	1/26	01/09/26	CL 4564	1740.82
-98909	Clm E	1067 WALMART - TREVIPAY	2797.85	1/26	01/09/26	CL 4576	2797.85
-98908	Clm E	335 PRO IT LLC	8765.00	1/26	01/09/26	CL 4581	8765.00
-98907	Clm E	231 LES MILLS UNITED STATES TRADING	822.00	1/26	01/09/26	CL 4526	822.00
-98906	Clm E	410 TRIANGLE ELECTRIC	453.44	1/26	01/09/26	CL 4540	453.44
-98905	Clm E	165 HAWKINS, INC	10.00	1/26	01/09/26	CL 4557	10.00
-98904	Clm E	747 ASURE OPERATIONS	99.00	1/26	01/09/26	CL 4563	99.00
-98903	Clm E	12 AMERICAN RED CROSS	474.00	1/26	01/09/26	CL 4569	474.00
-98902	Clm E	63 BSN SPORTS, LLC	15433.07	1/26	01/09/26	CL 4570	15433.07
-98901	Clm E	257 MIDCONTINENT COMMUNICATIONS	221.59	1/26	01/13/26	CL 4549	221.59
-98900	Clm E	296 NDPERS	55428.06	1/26	01/05/26	CL 4614	55428.06
-98899	Clm E	234 LINDQUIST, SAMANTHA	303.00	1/26	01/23/26	CL 4618	303.00
-98898	Clm E	1074 HAUGEN, MASON	44.00	1/26	01/23/26	CL 4619	44.00
-98897	Clm E	344 RALPH, MECAYLA	74.00	1/26	01/23/26	CL 4620	74.00
-98896	Clm E	1075 SCHULTZ, ETHAN	64.00	1/26	01/23/26	CL 4622	64.00
-98895	Clm E	423 VEGA, FRANCISCO	120.00	1/26	01/23/26	CL 4627	120.00
-98894	Clm E	1121 MOSBRUCKER, BRITTNEY	144.00	1/26	01/23/26	CL 4631	144.00
-98893	Clm E	1122 LEBARON-JENSEN, BECKY	64.00	1/26	01/23/26	CL 4632	64.00
-98892	Clm E	614 4IMPRINT, INC	667.58	1/26	01/23/26	CL 4634	667.58
-98891	Clm E	159 HARRIS, KYLE	114.00	1/26	01/23/26	CL 4635	114.00
-98890	Clm E	469 PEOPLE TRAIL	52.48	1/26	01/23/26	CL 4641	52.48
-98889	Clm E	165 HAWKINS, INC	10.00	1/26	01/23/26	CL 4647	10.00
-98888	Clm E	410 TRIANGLE ELECTRIC	539.21	1/26	01/23/26	CL 4653	539.21
-98887	Clm E	248 MARCO TECHNOLOGIES LLC	349.06	1/26	01/23/26	CL 4382	349.06
-98886	Clm E	336 PRO SAFE SERVICES	125.00	1/26	01/23/26	CL 4643	125.00
-98885	Clm E	733 PS GARAGE DOORS	2293.00	1/26	01/23/26	CL 4645	2293.00
-98884	Clm E	408 TRACTOR SUPPLY CREDIT PLAN	397.96	1/26	01/23/26	CL 4650	397.96
-98883	Clm E	407 TRACTOR & EQUIPMENT	1347.07	1/26	01/23/26	CL 4652	1347.07
-98882	Clm E	101 DAKOTA SUPPLY GROUP	629.12	1/26	01/23/26	CL 4660	629.12
-98881	Clm E	283 MVEC	2344.55	1/26	01/29/26	CL 4689	2344.55
85598*	Clm SC	4 ACE HARDWARE	778.26	1/26	01/09/26	CL 4420	778.26
85599	Clm SC	7 AGRI INDUSTRIES, INC	3280.95	1/26	01/09/26	CL 4572	3280.95
85600	Clm SC	18 ASSOCIATED SUPPLY COMPANY, INC	13314.35	1/26	01/09/26	CL 4573	13314.35
85601	Clm SC	19 ASTRO-CHEM LAB, INC	455.00	1/26	01/09/26	CL 4571	455.00
85602	Clm SC	20 AUTO VALUE WILLISTON	2.58	1/26	01/09/26	CL 4574	2.58
85603	Clm SC	894 BATTERIES PLUS	58.47	1/26	01/09/26	CL 4568	58.47
85604	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	1/26	01/09/26	CL 4561	4100.00
85605	Clm SC	60 BRIGHTLY SOFTWARE, INC	3560.26	1/26	01/09/26	CL 4544	3560.26
85606	Clm SC	77 CITY OF WILLISTON	3228.06	1/26	01/09/26	CL 4565	3228.06
85607	Clm SC	79 COCA-COLA OF WILLISTON	1160.00	1/26	01/09/26	CL 4562	1160.00
85608	Clm SC	81 COLLIERS SECURITIES LLC	500.00	1/26	01/09/26	CL 4567	500.00
85609	Clm SC	93 DACOTAH PAPER CO	2966.83	1/26	01/09/26	CL 4566	2966.83
85610	Clm SC	121 ELECTRIC & MAGNETO INC	230.85	1/26	01/09/26	CL 4555	230.85

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

02/12/26
07:49:16

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 1/26

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Report ID: W100X1

Claims

Check #	Check		Vendor/Employee/Payee Number/Name	Check Amount	Date		Notes
	Type				Period	Issued	
85611	Clm	SC	764 EXTREME CLEANING INC	798.60	1/26	01/09/26 CL 4560	798.60
85612	Clm	SC	972 FORTE	240.32	1/26	01/09/26 CL 4559	240.32
85613	Clm	SC	173 HILL ENTERPRISES	237.02	1/26	01/09/26 CL 4542	237.02
85614	Clm	SC	179 HORIZON RESOURCES	366.56	1/26	01/09/26 CL 4556	366.56
85615	Clm	SC	182 HOSE & RUBBER SUPPLY	480.69	1/26	01/09/26 CL 4558	480.69
85617*	Clm	SC	1118 JOHNSON CONTROLS BUILDING SOLUTIO	15980.45	1/26	01/09/26 CL 4552	15980.45
85618	Clm	SC	245 MANGER INSURANCE	566.00	1/26	01/09/26 CL 4530	566.00
85619	Clm	SC	1115 MRR ENTERPRISES	2900.00	1/26	01/09/26 CL 4528	2900.00
85621*	Clm	SC	299 NCC	2126.24	1/26	01/09/26 CL 4529	2126.24
85622	Clm	SC	328 PIPPIN LAW FIRM	1680.00	1/26	01/09/26 CL 4545	1680.00
85623	Clm	SC	339 QUALITY SERVICE WITH COFFEE	424.00	1/26	01/09/26 CL 4532	424.00
85624	Clm	SC	341 R & R SPECIALTIES OF WI	120.40	1/26	01/09/26 CL 4533	120.40
85625	Clm	SC	865 REACH MEDIA NETWORK	1732.50	1/26	01/09/26 CL 4534	1732.50
85626	Clm	SC	552 STARGUARDELITE	300.00	1/26	01/09/26 CL 4535	300.00
85627	Clm	SC	1117 THE TESSMAN COMPANY	389.99	1/26	01/09/26 CL 4546	389.99
85628	Clm	SC	417 US FOODS, INC	922.61	1/26	01/09/26 CL 4539	922.61
85630*	Clm	SC	1116 WAUSAU EQUIPMENT COMPANY	950.73	1/26	01/09/26 CL 4543	950.73
85631	Clm	SC	438 WILLIAMS COUNTY TREASURER	33150.72	1/26	01/09/26 CL 4527	33150.72
85632	Clm	SC	284 MYERS AUTO PARTS	1298.79	1/26	01/13/26 CL 4582	1298.79
85633	Clm	SC	972 FORTE	669.90	1/26	01/13/26 CL 4612	669.90
85634	Clm	SC	425 VERIZON	1272.47	1/26	01/14/26 CL 4615	1272.47
85635	Clm	SC	1120 BLACKSHEAR, SAMUEL	1059.99	1/26	01/14/26 CL 4617	1059.99
85636	Clm	SC	1120 BLACKSHEAR, SAMUEL	1277.95	1/26	01/23/26 CL 4624	1277.95
85637	Clm	SC	812 BOWEN, ADAIZA	64.00	1/26	01/23/26 CL 4623	64.00
85638	Clm	SC	923 CLOUSE, KYREN	66.00	1/26	01/23/26 CL 4621	66.00
85639	Clm	SC	661 JOHNSON, BRIDGER	70.00	1/26	01/23/26 CL 4625	70.00
85640	Clm	SC	330 PITMAN, DALLAS	70.00	1/26	01/23/26 CL 4629	70.00
85641	Clm	SC	375 SMITH, DONALD	50.00	1/26	01/23/26 CL 4626	50.00
85642	Clm	SC	788 SPONABLE, TIMOTHY	144.00	1/26	01/23/26 CL 4628	144.00
85643	Clm	SC	1093 DAVIS, CHRISTOPHER	200.00	1/26	01/23/26 CL 4633	200.00
85644	Clm	SC	10 ALLGUARD SECURITY LLC	72.00	1/26	01/23/26 CL 4662	72.00
85645	Clm	SC	38 BENTH ENTERPRISES LLC	325.00	1/26	01/23/26 CL 4665	325.00
85646	Clm	SC	53 BORDER STATES INDUSTRIES INC	875.00	1/26	01/23/26 CL 4659	875.00
85647	Clm	SC	58 BRAATEN PLUMBING	271.99	1/26	01/23/26 CL 4667	271.99
85648	Clm	SC	555 CASH WISE	19.48	1/26	01/23/26 CL 4664	19.48
85649	Clm	SC	77 CITY OF WILLISTON	3610.48	1/26	01/23/26 CL 4668	3610.48
85650	Clm	SC	80 COLE PAPERS	1444.60	1/26	01/23/26 CL 4663	1444.60
85651	Clm	SC	1125 COMPASS CAPITAL MANAGEMENT, INC	12760.00	1/26	01/23/26 CL 4666	12760.00
85652	Clm	SC	93 DACOTAH PAPER CO	883.82	1/26	01/23/26 CL 4661	883.82
85653	Clm	SC	1123 DAKOTA REALTY & LEASING, INC.	3000.00	1/26	01/23/26 CL 4639	3000.00
85654	Clm	SC	134 EASTENAL COMPANY	256.00	1/26	01/23/26 CL 4646	256.00
85655	Clm	SC	972 FORTE	96.42	1/26	01/23/26 CL 4637	96.42
85656	Clm	SC	186 INTERSTATE BILLING SERVICE INC	1625.10	1/26	01/23/26 CL 4648	1625.10
85657	Clm	SC	215 KS STATEBANK	9660.80	1/26	01/23/26 CL 4638	9660.80
85658	Clm	SC	253 MENARDS	1297.78	1/26	01/23/26 CL 4654	1297.78
85659	Clm	SC	295 NDGA	175.00	1/26	01/23/26 CL 4656	175.00
85660	Clm	SC	316 OK TIRE STORE	1478.80	1/26	01/23/26 CL 4657	1478.80
85661	Clm	SC	339 QUALITY SERVICE WITH COFFEE	323.00	1/26	01/23/26 CL 4644	323.00

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

02/12/26
07:49:16

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 1/26

Page: 3 of 3
Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes		
	Type	Vendor/Employee/Payee Number/Name		Period	Issued			
85662	Clm SC	397 THE SHERWIN-WILLIAMS CO	87.71	1/26	01/23/26	CL 4642 87.71		
85663	Clm SC	1124 WINDSHIELD DOCTOR	1500.00	1/26	01/23/26	CL 4658 1500.00		
85664	Clm SC	30 BASIN PRINTERS	92.00	1/26	01/23/26	CL 4671 92.00		
85665	Clm SC	416 US BANK	250.00	1/26	01/23/26	CL 4651 250.00		
85666	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	1/26	01/28/26	CL 4672 4100.00		
85667	Clm SC	16 ASB/VISA	26763.00	1/26	01/29/26	CL 4673 440.13		
						CL 4674 5335.78		
						CL 4675 3149.83		
						CL 4676 1820.91		
						CL 4677 417.12		
						CL 4678 694.00		
						CL 4679 4763.99		
						CL 4680 179.99		
						CL 4681 848.06		
						CL 4682 997.82		
						CL 4683 3456.00		
						CL 4684 1986.33		
						CL 4685 1494.84		
						CL 4686 1178.20		
Grand Total # of Checks:		102	Total:	273163.15	Total Claims	273163.15	Total Payroll	0

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

02/12/26
07:53:07

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 1/26

Page: 1 of 1
Report ID: L160

Fund=20

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 Baseball Fund						
113100 WPRD Checking	-4,717.45	0.00	0.00	0.00	0.00	-4,717.45
113200 Payroll Checking Account	2,230.71	0.00	0.00	0.00	0.00	2,230.71
113500 BB Checking	73,736.45	5,790.00	0.00	0.00	4,932.62	74,593.83
Total Fund	71,249.71	5,790.00			4,932.62	72,107.09
Totals	71,249.71	5,790.00	0.00	0.00	4,932.62	72,107.09

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

02/12/26
07:51:57

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 1/26

Page: 1 of 1
Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes		
	Type	Vendor/Employee/Payee Number/Name		Period	Issued			
12372	Clm SC	8 ALL SEASON SPORT ABOUT INC	1411.80	1/26	01/09/26 CL 4577	1411.80		
12373	Clm SC	299 NCC	167.50	1/26	01/09/26 CL 4579	167.50		
12374	Clm SC	770 SANFORD HEALTH	870.00	1/26	01/09/26 CL 4578	870.00		
12375	Clm SC	425 VERIZON	80.02	1/26	01/14/26 CL 4616	80.02		
12376	Clm SC	315 OK DISTRIBUTING	449.92	1/26	01/23/26 CL 4669	449.92		
12377	Clm SC	411 TRIPLE PLAY ACADEMY	850.00	1/26	01/23/26 CL 4670	850.00		
12378	Clm SC	16 ASB/VISA	1103.38	1/26	01/29/26 CL 4687	1103.38		
Grand Total # of Checks:		7	Total:	4932.62	Total Claims	4932.62	Total Payroll	0

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Executive Summary

February 2026 Operations Report

Prepared for: Williston Parks & Recreation District Board of Commissioners

February 2026 reflected continued operational stability, advancing capital development, and strengthened organizational alignment across the Williston Parks & Recreation District. Design development remains underway for the Ice/Turf Facility as the team works toward a Guaranteed Maximum Price, while the Golf Course Renovation progresses with Duinick Golf serving as CMAR. Two conceptual design options for the Western Star Fastpitch Complex are being finalized, with cost estimates forthcoming to support future phasing and budget decisions. The Spring Lake Park Overlook project remains on schedule for Spring 2026 bidding.

The District continues progressing through the CAPRA accreditation process following submission of the self-assessment, with preparations underway for the formal review phase. Concurrently, the WPRD Foundation has transitioned into a more structured governance model, initiating financial separation, policy development, and evaluation of a \$1.04 million unrestricted donation to support long-term endowment planning and capital sustainability.

Financially, reserves remain strong with approximately \$5.79 million available across cash and CDs. Eide Bailly has completed reconciliation corrections through FY2024 and will begin FY2025 review upon resolution of remaining items, significantly strengthening financial accuracy and internal controls.

Programming participation remains solid across adaptive, youth, adult, and travel sports, with continued growth in select offerings and strong community engagement. Winter operations are fully active, facility utilization remains high, and marketing efforts continue expanding digital reach and program visibility.

Overall, February demonstrates disciplined financial oversight, forward movement on major capital initiatives, strengthened governance, and sustained community impact as WPRD advances through 2026.

ADMINISTRATION PORTFOLIO

Grant-Funded Projects

ND Special Road Fund

- Spring Lake Park Overlook (Road Work). Awarded \$149,204 on April 9. Due to engineering requirements, bidding is planned for Spring 2026. Thank you to the City Engineering Office for managing the engineering components (ND Century Code: 40-49-16).

Capital Projects Update

Ice/Turf Facility

- ICON & JeDunn are now working diligently on design development
 - Significant design changes may be presented soon for efficiency and budget reasons
 - We are now working toward a GMP for the project.
 - All amenities remain
 - 3 sheets of Ice
 - Turf Room
 - Training spaces
 - Meeting spaces
 - Playground
 - Concessions
 - Admin spaces

Golf Course Renovation

- Duininck Golf has been selected as the CMAR of the project

- We are now working towards a GMP for the project
- Kevin Norby (Architect), Duininck, AE2s (Water Reuse), City now in coordination.

Western Star Fastpitch Complex (Second Nature Consulting, JLG, Interstate Engineering)

- The project team is now reviewing **two concept design options** for the Western Star Fastpitch Complex to support future planning, phasing, and budget discussions.

Option 1 – Master Plan Concept

- Long-term, comprehensive vision for the site
- All three fields renovated and/or reoriented to improve sightlines and overall functionality
- Includes:
 - New batting cages and bullpens
 - Field surface and fencing improvements
 - Upgraded dugouts and bleachers
 - Improved access, sidewalks, and internal circulation
 - Playground, picnic tables, and landscape enhancements
 - Improved site organization and spectator flow

Option 2 – Phased / Focused Improvement Concept

- Full rebuild of **Field 6** as the primary scope

- Fields 7 and 8 renovated within existing footprints
- Select new amenities and upgrades while retaining portions of existing infrastructure to manage scope and cost

Elements Included in Both Concepts

- Sidewalk and boulevard improvements
- Improved access and connectivity to the parking lot north of Field 6
- Across both options, design efforts continue to prioritize:
 - Circulation and safety
 - Spectator experience
 - Overall site functionality
 - Phasing flexibility and budget considerations
- The project team is preparing **Rough Order of Magnitude (ROM) cost estimates** for both concepts, including add/deduct alternates to support priority-setting and budget alignment.
- Upon completion of renderings and cost estimates, staff anticipates recommending an **in-person working session in Williston** with key stakeholders to review concepts and discuss next steps.

Pros Consulting — Strategic Growth

- Skill Competency Spreadsheet has been completed.
- Mike is now reviewing and will be in touch with next steps.
- We are planning for Mike's 2nd site visit to potentially align with our Capra site visit.

Human Resources

- Salaried positions - 37 authorized; 35 filled.
 - Maintenance Tech
 - Hired Josh Neville
 - Marketing Coordinator
 - Hired Tyler Hegan
 - Membership Specialist
 - Hired Beulah Trujillo
- 1 open
 - Finance Director

CAPRA (Commission for Accreditation of Park and Recreation Agencies)

- Self-Assessment was submitted on January 14th on the NRPA website.
- One Drive links to our Evidence of Compliance was emailed to all of the CAPRA Review Team.
- Final CAPRA Review Team is as follows:
 - Rodney J. Tarullo (CRT Lead) – City of Glenwood Springs Parks and Recreation
 - Maureen McCarthy – Park District of Oak Park
 - Jason R. Lang – East Goshen Township Parks and Recreation
- The CAPRA Review Team is currently looking over WPRD's self-assessment and will be reviewing any questions or concerns they have.

- CAPRA Review Team will send any questions or concerns to WPRD by March 9th and WPRD will have until March 23rd to answer any questions or revise any narratives.
- After reviewing any changes or concerns, the CAPRA Review Team will be making a recommendation on whether WPRD is ready for a site visit.
- Currently working on planning the onsite visit and selecting community members to come and speak about WPRD's involvement with the community.
- After the onsite visit, the CAPRA review team will make a recommendation to the CAPRA accreditation team and WPRD will find out about accreditation during the NRPA National Conference.

Foundation

- The Foundation Board met with WPRD staff on 1.21.26. Due to language within the bylaws addressing meeting requirements correlating to a dollar threshold, the Foundation Board is now meeting monthly. This is also helpful as we navigate the evolution of the Foundation through an endowment structure and potential paid staff roles.
 - Minutes are included within the packet.

WPRD Foundation Restart – Progress Summary (*January–February 2026*)

- Over the past three Foundation Friday working sessions, staff have focused on reestablishing a strong governance and operational foundation for the WPRD Foundation. The work to date has centered on due diligence, structural clarification, and policy development in

preparation for long-term sustainability and upcoming fundraising initiatives.

- **Governance & Structure**

- Clarified that the WPRD Foundation will remain a distinct entity with formal Board authority and documented approval processes.
- Established a liaison-based communication model to ensure consistent messaging, transparency, and compliance.
- Reaffirmed that all formal actions, policies, and financial decisions will be brought forward to the Foundation Board for approval.
- Reviewed peer models (Fargo and Grand Forks) to inform, but not duplicate, their governance structures.

- **Financial Structure & Accounting**

- Initiated separation of Foundation and Park District accounting line items to ensure transparency and accurate tracking.
- Transitioning to standardized software-based financial processes.
- Confirmed that Foundation funds will flow to support District initiatives, not vice versa, maintaining clear financial boundaries.

- **Endowment & Long-Term Financial Planning**

- Began evaluation of structuring the recently received \$1,040,000 unrestricted donation.
- Exploring establishment of restricted and/or board-designated endowments with principal protection and disciplined spending policies.

- Aligning future naming rights and capital fundraising strategies with deferred maintenance and facility sustainability goals.
- **Policy Development**
 - Drafting foundational policies including:
 - Gift Acceptance Policy
 - Naming Rights Guidelines
 - Donor Recognition & Sponsorship Framework
 - Communication & Approval Protocols
 - Leveraging peer documents and best practices to ensure compliance and long-term clarity.
 - Policies will be presented to the Foundation Board for formal consideration.
- **Organizational Alignment**
 - Clarified that Foundation responsibilities will be incorporated into existing staff structure through a defined liaison/coordinator model.
 - Emphasis has been placed on role clarity, workload balance, and sustainable staffing practices.
 - Ongoing communication efforts are underway to maintain transparency and protect organizational culture.
- **Strategic Outlook**
 - The Foundation is transitioning from a passive pass-through entity to a structured fundraising and stewardship organization.
 - Capital naming rights and deferred maintenance planning are being aligned with long-term facility lifecycle management.

- The overarching goal is to build a disciplined, transparent, and sustainable Foundation model that supports community growth while protecting public assets.

MARKETING & PUBLIC RELATIONS PORTFOLIO

Marketing

Social Media: All platforms continue to grow and gain followers using the new strategies. We are working to merge ARC Fitness, Child Sitting, and Aquatics into a single Williston ARC Facebook page, planned for completion by April.

- Facebook
 - WPRD (main page): 13,688 followers
 - WPRD Aquatics: 751 followers
 - Williston Water World: 6,157 followers
 - WPRD Child Sitting Clubhouse: 594 followers
 - WPRD WMGC: 622 followers
 - ARC Fitness: 1,416 followers
- Instagram: 2,052 followers
- LinkedIn: 171 followers
- ARC Google Reviews: 4.5 out of 5.0 (734 reviews)
 - We received 3 five-star reviews in January!

Website:

- Statistics (January 1-31, 2026): 217,620 webpage views
 - There were **14,989 more** views.
- Newsletters: Two newsletters were sent with an average read rate of 46%.
 - Subscribers: 2,205

Advertising:

- Pamphlets: Spring Pamphlets will be completed and to the schools prior to March 9. Registration for all Spring programming will open March 17 at 12:00pm.

- WPRD Magazine: The new issue is complete and now available at the ARC and on our website, with wider distribution currently underway. Feedback has been positive, and it will continue to evolve.
- WPRD Events & Programs: Working on all advertising for the Spring programming.
- Williston Water World: Advertising for the upcoming season has begun, and we are also developing permanent signage for the facility.
- WPRD Newsletter: This tool on our website is gaining popularity, with more people turning to it to see upcoming events! Followers on our mailing list continue to grow as a result.

Public Relations

- Weather Protocol: Created a public document outlining guidelines for canceling events and programs due to various weather conditions. This resource will assist management with weather-related decisions and is available on our website.
 - Chokecherry Festival: Working with the CVB to bring more WPRD events to the festival.
-

CHILDCARE PROGRAMS PORTFOLIO

Campus Club

In February, Campus Club partnered with the Recreation staff to provide special guest activities at all seven sites. This collaboration was well received by students and staff, and it was a great opportunity to use internal resources to enhance program enrichment. I would like to extend a sincere thank you to the recreation staff who visited each school and brought equipment so the children could have a fun and memorable experience!

We've also started reaching out to summer staff to see who plans to return. So far, responses have been positive, and I'm feeling confident about our staffing outlook for both the Campus Club Summer Program and Kid's Camp. Summer planning and coordination meetings are already underway to ensure we are ahead of seasonal programming needs. Registration for the Campus Club Summer Program will open at noon on Tuesday, March 3, and registration for Kid's Camp will open with other recreation summer programs on Tuesday, March 17. I also have a meeting scheduled with Emma, our ChildPilot representative, to ensure everything is ready for registration and app functionality.

After spring break, we will resume field trips to the ARC, which occur twice a school year for Campus Club, once in the fall and once in the spring. This spring we will attend the ARC every Wednesday for seven consecutive weeks so that all schools will have the opportunity to participate. These trips provide structured recreation opportunities and are consistently a highlight for students. In April, Miss Tori with the Williston Community Library BookMobile will return as a special guest at all school sites to support literacy engagement and program enrichment.

CHILDSITTING PORTFOLIO

The start of the new year brought 20 new kids into the clubhouse. The January calendar included many fun craft days where the kids made New Year's hats, tissue paper turtles, and watercolored a stocking cap. The calendar for January also included dot pages, matching games, magnet tiles, playdough, and pajama day. The party theme in January was Under the Sea. Kids went "fishing" using magnetic poles and fish, colored on giant coloring pages on the floor, did a sea animal scavenger hunt, and got to take a sea creature to grow in water at home.

January's special was half off a 3-month passport. The goal was to offer a passport for the New Year and give people a great deal to start their resolutions. The clubhouse had a birthday party every weekend in January, with more scheduled for February. The New Years goal for the clubhouse is to get our Facebook more active, by posting more and giving monthly wrap ups with photos for parents to enjoy.

Child Sitting Visits for the Past Three Years:

January 2024: 1,255

January 2025: 1,307

January 2026: 1,466

PARKS PORTFOLIO

Operations

- Full Winter operations are in effect
- Outdoor Rinks are now open – Weather dependent
- Parks staff have been assisting at ARC while new maintenance staff transition in.
 - Patched & painted concrete wall by Flow Rider
 - Concrete work in locker room
 - Painted playground area
 - Fixed door going into Gym
 - Fixed duct work on roof
- Removed Trees at SLP to prep overlook for paving project
- Routing/seasonal equipment maintenance in the shop as time allows.

Athletic Facilities Operations

- Outdoor fields are closed for season. RFCC ice is operational; Zac will oversee maintenance and assist Parks & Building Maintenance as needed.
- Zamboni has had some mechanical issues
- Have a few minor painting projects planned for Raymond and will be helping at the arc as needed.
- Patched large hole in locker room
- Changed HVAC Filters

Golf Course

- Golf Course is closed and Winterized.
- Tentative plans to use County's Trail Groomer to create Cross-Country Skiing paths throughout the course next significant snowfall.
- Working directly with Duininck + Kevin Norby + consultants on New Course.

FACILITIES PORTFOLIO

- A facility schedule is attached to the end of the Park Board packet.
- Guest Services
 - Currently building out staff schedules for upcoming events.
 - Two iPads have been purchased for use at the front desk, streamlining the waiver process for members and eliminating the need for waiver QR codes. We have received positive feedback on the improved waiver process.
 - iPads will also help staff submit reports between departments using TEAMs and Asset Essentials.
 - Working on administrative setup for Dakota Park & Water World Concessions as sign-ups open on March 16th.
 - Training Beulah in her new role as Membership Specialist.
 - Will begin hiring staff for summer and future positions starting in March.
 - Continuing to assess current staff as two Lead positions become available.

- User Groups:
 - Baseball Academy on Sunday mornings going well. All turf time on Sundays is reserved for groups.
 - Williston United Football Club has all practices at the ARC this season using both the turf room and gym courts. It seems to be working well having everything at one facility.
 - Reviewing turf schedule for March when WHS baseball and fast pitch softball start in season practices and WPRD youth soccer program begins.
- Reservations:
 - Waiting on Raymond Center construction timeline to update all 2026 and 2027 reservations. Receiving multiple calls for Raymond Center reservations into Fall 2026. Raymond Center Spring event season is approaching. Fully booked every weekend March – May.
 - Keel Boat reservations are paused for February – April 2026. We will continue to work with the Spring Lake Park Nature Center for any Fall reservations.
- Facilities
 - New pickleball nets are built and being used. Looking at ordering an additional two to have this type for all courts.
 - Meeting room partition beginning February 12th. Should be completed by early the following week.

- Maintenance/Janitorial
 - Josh Neville started at the end of January and has been working well with James. Maintenance department back to fully staffed.
 - LED fixtures have been ordered. Expect fixture replacement to begin early March and be finished by the end of the month.
 - Scheduled court resurfacing in April. This will be an annual maintenance project.
 - Reviewed janitorial staffing model and tasks completed for each shift and had all staff meeting.
- RFCC Operations & Events
 - Hockey, volleyball, and wrestling continue as usual
- RFCC Operations
 - Hockey, volleyball, and wrestling continue as usual
- Arena
 - Open skate is held every Monday, Tuesday, and Sunday.
 - Blue Cross has sponsored skates on Tuesday nights, so they are free for the community all year
 - Club hockey and the high school continue to practice Monday-Friday
 - Club games are held on Saturdays, Friday evenings, and some Sunday mornings
 - Learn to skate started their second session in January and will now finish on February 21st
 - OKA figure skating practices on Sundays, Tuesdays, Wednesdays, and Thursdays
- Events and Reservations
 - Nerf Wars was held upstairs January 9th-11th
 - Mini Golf was upstairs on January 30th-February 1st
 - Lewis and Clark school had a school event on January 9th
 - St. Joes had a school event on January 23rd

- Williston State College hosted a skate night for students on January 24th

January safety topic

- “Risk Management Plan”
- no near misses in January

AQUATICS PORTFOLIO

- Aquatics Operations
 - Lessons: The lessons from January 5th -15th went well. Reduced morning and evening lessons will continue.
 - 52 kids participated in lessons.
 - Private Lessons: These continue to be popular, and while there is still a waitlist, it has significantly decreased thanks to summer improvements.
 - Over 150 participants remain on the waitlist.
 - Angelfish Program: This program will restart in March after spring break.
- Aquatic Fitness
 - Aquacise classes have seen significant growth this month, averaging 10-15 participants per class.
 - Monday/Friday 9am class has changed to Aqua beats class started July 28th
 - River Walking:
 - Most updated times are on the website
 - Scheduled for 8-11 AM on Saturdays, with an added lap swim during this time.
 - SwimFit:
 - The next session starts on January 6th
 - 12 Adult participants
 - Adult class offerings are at 6 AM on Tuesdays and Thursdays with drop-in rates available.
 - Youth SwimFit will also begin with a two-day class running on Tuesdays and Thursdays from 6:30 PM to 7:15 PM.

- User Groups
 - Sealions
 - The short course swim meet December 13/14th
 - Had a meet January 23-25th
 - High School:
 - First Boys home meet occurred on January 10th.
 - Next Meet February 14th
- The diving boards remain Closed for high school use.
- Lifeguard Training:
 - We have been conducting drills to enhance guards' skills in monitoring the entire pool and keep their abilities sharp.
 - Monthly in-services are scheduled to ensure all staff stays current.
 - Working on a summer hire to prepare for Williston Water World
- Public CPR Training:
 - Held January 16th
 - The next course is scheduled for February 28th

Pool Maintenance:

- Hot tub maintenance has been conducted on the following dates:
 - January 12th
 - February 9th
-

Recreation Portfolio – Winter Programming 2026

Adaptive Programs

Wonders Adaptive Bowling

- **Dates:** Jan 5 – Mar 9
- **Fee:** Free
- **Current Registration:** 48
- **2024 Registration:** 25
- **2023 Registration:** 15
- **Special Note:** Wonders Bowling is certainly the most attended Wonders program! The Wonders love to be able to participate within their friend groups or with their families at each line. We have a few Wonders that drive to Williston from surrounding areas to join!
- **Other Updates:**
 - Wonders are doing a Cash Calendar for a new fundraiser. Tickets will be sold until end of February. There will be a winner every day in March!
 - Wonders End Of Season Banquet: Feb 22

In-House Programs

Youth Tennis

- **Dates:** Jan 10 – Feb 21
- **Fee:** \$35
- **Current Registration Numbers:** 61
- **2025 Registration Numbers:** 26
- **2024 Registration Numbers:** 64
- **Special Note or Highlight:** There was a significant increase in participation for this year's Winter Tennis program, largely because we could market earlier than last

years. We've been facing challenges in securing a consistent tennis coach for our recreational program.

Youth Pickleball

- **Dates:** Jan 7 – Feb 25
- **Fee:** \$31
- **Current Registration Numbers:** 45
- **2025 Registration Numbers:** 24
- **2024 Registration Numbers:** N/A
- **Special Note or Highlight:** Pickleball is taking off each season! There has been a peak of interest in this sport globally, and it is increasing here in Williston, both at the youth and adult level. The kids are wrapping up their season and will receive a medal at the end for participation. There will be another session starting in March!

Youth Cheer

- **Dates:** Jan 6 – Feb 12
- **Fee:** \$46
- **Current Registration Numbers:** 50
- **2025 Registration Numbers:** 46
- **2024 Registration Numbers:** 67
- **Special Note or Highlight:** The cheerleaders have learned their cheers and are now performing at the rec boys' basketball games! They love it, and it creates such fun environment at the games. ARCHIE even made an appearance!

Youth Boys Basketball

- **Dates:** Jan 6 – Feb 26
- **Fee:** \$41.50
- **Current Registration Numbers:** 96
- **2025 Registration Numbers:** 116
- **2024 Registration Numbers:** 119
- **Special Note or Highlight:** The basketball season is going great!

The kids, parents and coaches are having a good time and I have had no complaints so far. The scoring at the end of each game is higher than usual, showing that the competition level has increased!

Learn To Skate

- **Dates:** Jan 10 – Feb 14
- **Fee:** \$45.50
- **Current Registration Numbers:** 109
- **2025 Registration Numbers:** 125
- **2024 Registration Numbers:** 125
- **Special Note or Highlight:** We have 2 more weeks left of Learn to Skate because of a cancelation a few weeks back. It's been a struggle to find coaches, but this past weekend the High School Boys hockey team helped out a ton.

3-4YO Sports Sampler / NEW NAME: Sporties For Shorties

- **Dates:** Feb 17 – Mar 5
- **Fee:** \$32.00
- **Current Registration Numbers:** 19
- **2025 Registration Numbers:** 10
- **2024 Registration Numbers:** N/A
- **Special Note or Highlight:** Sampler went great, which is now being rebranded as Sporties for Shorties. The 3- and 4-year-old age group is perfect for the idea of sports sampling. Early specialization in sports comes with real downsides: higher injury rates, more stress, and a greater chance of burning out or quitting sports altogether. Sport sampling does the opposite. When kids try multiple sports, they build stronger overall motor skills, learn to apply those skills in new environments, stay active in sports longer, and develop social-emotional skills more naturally. It keeps sports fun, balanced, and developmentally appropriate, exactly what childhood athletics should be.

Adult Programs

Adult Men's Basketball

Dates: Oct 1 – Feb 10

Fee: \$1097

Current Registration Numbers: 9

2024 Registration Numbers: 7

2023 Registration Numbers: 8

Special Note or Highlight: Men's League Basketball played their championship game on 2/9/26. NES are the 2025-2026 Champions.

Adult Volleyball

- **Dates:** Dec 1 – Feb 18
- **Fee:** \$261
- **Current Registration:** 27
- **2024 Registration:** 24
- **2023 Registration:** 21

Special Note or Highlight: Adult Winter Volleyball is in their last week of season games. They will begin their tournament play-off games this week.

Travel Sports Programs

Chaos Volleyball

Winter Season

- Dates: October-March
- Fee: \$400 For Regional Team \$2000 For National Team
- Current 2026 Registration: 98 for Winter
- 2025 Winter Registration: 84
- 2024: No winter season

2025-2026 Numbers

- 12u will have 3 teams
- 14u will have 4 teams
- 16u will have 1 team
- 18u will have 1 team

Highlight:

- We will be hosting home tournaments on February 20-22 and hopefully March 20-22.

- The 16s and 18s have combined to help with numbers at tournaments. We hold a telethon on Feb 9th as a fundraiser for the program. Other clubs have seen huge success with this in the past!
- Our 12u National Team went to Denver Colorado for a tournament where they took 1st place in the bronze division. I have heard it was a great overall experience for everyone that went!
- Our Spring tryout will be on March 3rd at the Raymond Center.

Baseball

- We are hoping to get Mark Lacroix down for our Head Oilers coach. He has been the Dakota College of Bottineau head baseball coach and Bottineau Legion head coach for some time. This would be huge for our program.
- We have hired Camdin Miller as our Keybirds assistant coach. He has been in the program before and is great. Last time he was on staff the Keybirds took 2nd at state and went to the regional. We are excited to have him back.
- Off-season Baseball will start first Sunday in January. Coach Trevor and I will run it for the first 2 weeks then the Assistant Coach for the Tetons will take over for 6 weeks before their season starts. We have had great numbers for this! Normally 20-30 kids for the first group and around 20 for the second group.

Boom

- Boom Softball is in a great place! We're currently looking to add a few new board members to bring in more ideas and assist with upcoming needs. The offseason timeline will remain about the same, with tryouts for older girls taking place early February again — and possibly for the younger divisions as well.
- Behind the scenes planning for the new Boom Softball Stadium.
- Boom tryouts start for 14-18 on Feb 22. Off season has been great and they even got to practice outside one day!

Special Events

- January 30-February 1 Black Light Mini Golf (Happy Gilmore Edition) really great turn out. The participants had a lot of fun
- February 10 Puzzle Palooza A few less teams this month but we are still getting new teams every month and still getting positive feedback on the event.

Upcoming:

- February 20-22 Date Night Weekend! With a slightly new format. Mother/Son Friday Night, Daddy/Daughter Saturday afternoon and a NEW! Family Event Saturday Night. Again, this year, there is a Wonders Banquet on Sunday!
- February 27 Parents Night Out – the first one of the new year's. Should be fun.
- March 10 Puzzle Palooza

FITNESS & WELLNESS PORTFOLIO

- Group Fitness
 - Number of participants: 1325 (compared to 927 from last month).
- We offered 148 classes (compared to 130 last month), with an average of 9 participants per class, compared to 7 last month.
 - New to group fitness every Friday we offer a different Pop-Up class at 12:15.
- Fitness Program Updates
 - Boot Camp: This is a full body training program for your everyday mobility and longevity that combines all your favorite workout styles, geared for all fitness levels. There will be two summer sessions, sign up for both and get \$5 off members get an additional \$10 off.

- The Jan round started with 23 participants. The next round will start in March.
- Workshops for Women: Prenatal, Postpartum, and Menopause workshops are available to support women's fitness.
 - Women's Health & Hormones Workshop- coming in April
 - Postpartum Workshop- coming in April
 - Prenatal Workshop- coming in April
- Women & Weights: Learn how to correctly perform key lifts, programming, and strategies to build confidence and strength.
 - The Jan round started with a full class at 10
- Women's Workout Wisdom: Designed to empower women by addressing everyday concerns like hormonal fluctuations and stress.
- Mom & Me Fit (NEW): Designed to empower moms with little ones to improve their physical and mental well-being while meeting other moms in the community.
 - Next round is coming summer 2026
- Pink Gloves Boxing: This is a fitness program that delivers an amazing workout and an emotionally rewarding experience to small communities of powerful women.
 - PM round started with 14 participants.
 - AM round was cancelled due to lack of participants.
- Meal Prep and Nutrition Knowledge Course: This one-month course helps participants understand nutritional basics while preparing 2-3 meals to take home each week.
 - January session did not run due to low numbers

- Food with Friends: Participants develop a healthier relationship with food while hanging out and learning to enjoy the process of cooking a delicious meal with whole ingredients. They bring home the meals they prepare.
- Summertime Snacks: Guardian and child/children healthy summertime snack prep.
- Healthy Holiday Food with Friends: Participants enjoy preparing holiday appetizers and beverages together. 21+
- Les Mills Strength Development: This is the first of a brand-new series of innovative workouts. It is a series of 45-minute progressive workouts, designed to build strength in science-backed phases.
 - This program was cancelled due to lack of participants.
- Youth Fitness Program Updates:
 - Youth Boot Camp: This will focus on movement, games, fitness, and fitness related activities. Each session promotes fitness and wellness education, social interaction, and improved self-esteem.
 - January session had 12 participants
 - Next session starts February 10, 2026
 - Teen Fit Endurance and Agility:
 - Designed to boost athletic performance and overall fitness. Specializing in developing speed, agility, stamina, balance, and coordination. Each session incorporates a mix of

plyometrics, calisthenics, cardio, and light to moderate weight training. Ages 12-17

- The Jan round ran with 11 participants.
 - Lifting and Power Performance for Tweens & Teens:
 - Dates TBD: we currently do not have a trainer for this program but have hired someone that has said she would be interested hoping to start this program in the summer.
 - Advanced Lifting and Power Performance for Tweens & Teens:
 - Dates TBD: we currently do not have a trainer for this program.
 - Youth Pink Gloves Boxing: This is a fitness program that delivers an amazing workout and an emotionally rewarding experience to small communities of powerful girls and women.
 - January session has 11 participants.
 - Next session starts March 16, 2026.
 - Tyke Time: Tyke Time teaches your tot important skills, such as balance and coordination in a fun and playful environment.
 - The next round is Jan 2026.
 - Youth Outdoor Cycle
 - This program will provide riders with education about their bikes, knowledge about cycling, and a great outdoor riding experience
 - The next round will be summer 2026.
 - Eckert Group Home:
 - Dates for the next session are TBD.
 - User Group Training
-

- WHS JV Drill team meets with Rhonda once a week on Wednesday's there are 15 girls on average paying \$3 each per session.
- Hockey Group- A group of hockey kids aged 6th-9th grade meet 3 Mondays a month with Rhonda and Allison paying \$3 each per session.
- Fitness Center/Equipment
 - The fitness equipment is mostly in good working order. The technician will address a few machines with issues.
 - The TVs are now connected to the machines and in working order.
 - We are in the process of looking at quotes for new cardio equipment, free weights, and assisted weights. The cardio 3-year warranty is up 2026 we have the public notice going into the paper all 4 Saturday's in Jan after that we will make our final decision on Feb 9th and present to the park board in Feb for approval.
 - 5 new Keiser bikes were purchased for the cycle room.
- Personal Training – Numbers
 - Total Sessions Completed:
 - In Rec Trac 84 (compared to 115 last month).
 - Initial Assessments:
 - 0 (compared to 1 from last month)
 - Total Sales: \$1920.00 (compared to \$4,353.00 last month).
 - Total Discounts \$90.00 for a total of \$1,447.00 in sales.

- Total Session Punches Purchased: 37 (compared to 175 last month).
- Total session passes sold: 7 (compared to 17 last month).
- Total Training Packages sold: 0
- New inquiries: 2 compared to 6 last month.
- Onsite Senior Fitness Classes at the Senior Center:
 - We provided 13 classes (compared to 11 last month), with 161 participants this month (compared to 159 last month).
- Senior Fitness & Wellness Updates
 - We would like to extend a huge thank you to all the speakers who volunteered their time to engage with our seniors. We have reached out to various businesses in town to discuss topics of interest with our senior community, bringing in different speakers each month.
- Lunch and Learn Events
 - The Lunch and Learn events offer seniors a chance to socially connect, gain new knowledge, and share a light meal.
 - By attending 5 Lunch and Learns, the seniors have the chance to win a free t-shirt. Right now, we have over 70 seniors working on receiving their t-shirts.
 - January 22nd: The Wellness Way 28 attended
 - Upcoming Lunch and Learn Events:
 - February 18th: CHI Dementia
 - March- WPD Scams
 - April 16th: CHI Cardiac Rehab

- Senior Better Bones & Balance Challenge- will return Sept 2026
 - Fitness Challenges Updates
 - GO 2026 Fitness Challenge “Leaping Into 2026”
 - This challenge will cater to all ages and is scheduled for January 5th to March 5th. This initiative aims to motivate community members to focus on fitness and wellness.
 - Participants strive to reach 2026 minutes of exercise in 60 days.
 - Weekly raffle drawings for those participants who meet their weekly goals.
 - We will end this challenge with a Finisher Feast on March 5th. All finishers will receive a t-shirt and be put into a raffle to win 1-3 grand prizes.
 - At this time, we have 139 challengers.
 - Fitness Special Events Updates
 - January 21- Michele spoke to Western Cooperative Credit Union employees about nutrition.
 - Community Wellness Fair will be on March 28th.
 - Contacting vendors to participate in the event.
-

FINANCE PORTFOLIO

January 2026 Financial update

Total January Revenues	\$	442,450.12
Total January Expenditures	\$	564,032.35

*Sales Tax was not collected in January – February collection will include both months collection. *

Capital Funds Account		January Interest	Total
Deposit Amount	\$	770.89	\$ 1,009,291.00
Parks	20% \$	154.18	\$ 201,858.20
Athletic Fields/Golf Course	15% \$	115.63	\$ 151,160.40
Facilities	20% \$	154.18	\$ 201,547.20
Rainy Day	25% \$	192.72	\$ 251,934.00
Capital Purchase	20% \$	154.18	\$ 201,547.20

CD's: ASB				
Account Ending	CD Name	Balance	Maturity Date	Rate
3506	WPRD #1	\$ 350,202.42	1/24/2026	3.85%
3688	WPRD #2	\$ 350,001.38	2/27/2026	3.65%
3910	WPRD #3	\$ 350,282.85	2/27/2026	1.64%
4223	WPRD #4	\$ 350,242.64	3/25/2026	1.64%
	Total CD Reserves	\$ 1,400,729.29		
CD's: Other				
Account Ending	CD Name	Balance	Maturity Date	Rate
3803	BRWS #1	\$ 51,418.83	2/13/2026	3.85%
4447	BRWS#2	\$ 51,436.54	5/14/2026	3.50%
3761	Legion #1	\$ 51,418.83	2/13/2026	3.65%
4165	Legion #2	\$ 51,430.63	3/15/2026	1.64%
	Total CD Reserves	\$ 205,704.83		

Available to WPRD	
Month	WPRD Cash fund Balance + CDs
January	\$ 5,791,188.29

MEMORANDUM

To: Board of Directors, Williston Park, and Recreation District

From: Sherry Peets

Subject: Progress Update on Eide Bailly Bank Reconciliation Review

Date: February 11, 2026

Overview

This memo provides an update on the progress Eide Bailly has made in reviewing and correcting the District's bank reconciliations following the transition to Black Mountain Software in February 2024.

Summary of Findings

During the reconciliation process, Eide Bailly identified that several general ledger accounts contained manual adjustments intended to force agreement between the general ledger balances and bank statement balances. These entries appear to have originated around the time of the District's implementation of Black Mountain Software. Rather than continue carrying forward these adjustments indefinitely, we recommended going back to the point of transition to determine the root causes and correct the underlying discrepancies.

Progress to Date

- Eide Bailly has completed the reconciliation and correction process through the end of FY2024.
- Three journal entries are currently pending review. Supporting documentation for these entries has been requested to determine the proper corrective action and ensure the accuracy of related balances.
- Once these final FY2024 items are resolved, we will proceed to FY2025. The same methodology will be applied:
 - Identify and analyze any manual adjustments made.
 - Correct entries that were made in error.
 - Ensure reconciliations are fully supported, accurate, and aligned with proper accounting practice.

Next Steps

- Finalize review of the three outstanding FY2024 journal entries.
- Begin reconciliation and adjustment verification for FY2025.
- Provide the Board with an updated report once FY2025 is complete and any remaining corrective entries have been made.

Conclusion

The work completed to date has significantly improved the accuracy and reliability of the District's financial records. Completing this comprehensive review will ensure reconciliations moving forward are clean, supportable, and free of historical errors.

Portfolio Summary

Williston Parks and Recreation District 2025A Reserve

Fixed Portfolio #630A

US Bank 296174005

January 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	28,359.11	28,359.11	0.00	0.6%	425.39	1.50%
	28,359.11	28,359.11	0.00	0.6%	425.39	1.50%
Fixed Income						
Taxable Municipal Bonds	2,722,719.75	2,720,282.60	20,019.60	53.2%	106,419.40	3.94%
Treasury Bonds	2,351,032.35	2,364,917.25	18,179.83	46.2%	83,400.00	3.55%
	5,073,752.10	5,085,199.85	38,199.43	99.4%	189,819.40	3.76%
GRAND TOTAL	5,102,111.21	5,113,558.96	38,199.43	100.0%	190,244.79	3.75%

COMPASS CAPITAL MANAGEMENT, INC.

¹ Security cost basis and gain/loss information is provided for informational purposes only. The 1099 provided by your qualified custodian is the official document for tax preparation.

² Market Value is inclusive of accrued income for both individual positions and aggregated rows on this report.

Portfolio Summary

Williston Parks and Recreation District 2025B Reserve Acct

Fixed Portfolio #630B

US Bank 296174009

January 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	4,742.14	4,742.14	0.00	2.3%	71.13	1.50%
	4,742.14	4,742.14	0.00	2.3%	71.13	1.50%
Fixed Income						
Taxable Municipal Bonds	144,976.50	144,928.90	735.10	69.0%	6,035.00	4.19%
Treasury Bonds	59,738.20	60,338.81	635.71	28.7%	2,075.00	3.48%
	204,714.70	205,267.71	1,370.81	97.7%	8,110.00	3.98%
GRAND TOTAL	209,456.84	210,009.85	1,370.81	100.0%	8,181.13	3.92%

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Portfolio Summary

Williston Parks and Recreation District 2025A Debt Service Acct

Fixed Portfolio #630C

US Bank 296174001

January 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	1,291.64	1,291.64	0.00	0.1%	19.37	1.50%
Treasury Bills	985,021.96	984,834.84	0.00	99.9%	0.00	0.00%
	986,313.60	986,126.48	0.00	100.0%	19.37	0.00%
GRAND TOTAL	986,313.60	986,126.48	0.00	100.0%	19.37	0.00%

COMPASS CAPITAL MANAGEMENT, INC.

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Portfolio Summary

Williston Parks and Recreation District 2025B Debt Service Acct

Fixed Portfolio #630D

US Bank 296174008

January 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	36,945.86	36,945.86	0.00	100.0%	554.19	1.50%
	36,945.86	36,945.86	0.00	100.0%	554.19	1.50%
GRAND TOTAL	36,945.86	36,945.86	0.00	100.0%	554.19	1.50%

COMPASS CAPITAL MANAGEMENT, INC.*

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Portfolio Summary

Williston Parks and Recreation District 2025A Project Fund

Fixed Portfolio #630E

US Bank 296174002

January 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	364,427.82	364,427.82	0.00	0.6%	5,466.42	1.50%
Treasury Bills	4,939,058.14	4,939,800.00	0.00	7.6%	0.00	0.00%
	5,303,485.96	5,304,227.82	0.00	8.2%	5,466.42	0.10%
Fixed Income						
Treasury Bonds	59,335,533.50	59,674,031.75	374,549.66	91.8%	2,243,812.50	3.78%
	59,335,533.50	59,674,031.75	374,549.66	91.8%	2,243,812.50	3.78%
GRAND TOTAL	64,639,019.46	64,978,259.57	374,549.66	100.0%	2,249,278.92	3.48%

COMPASS CAPITAL MANAGEMENT, INC.

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Williston Parks & Recreation District
Park Board Executive Director/Staff Reports

February 2026

Memberships Portfolio

Membership Totals for January 2026

	Auto draft	1 month	6 months	12 months	Punch Pass	Total
Youth	100	103	60	61	289	613
Adult	341	238	138	177	1904	2798
Senior	36	50	47	95	126	354
Veteran	38	15	16	21	-	90
Family	530	121	139	257	-	1047
Corporate	49	77	128	186	-	440
WSC Staff	25	0	1	5	-	31

- Corporate Business Memberships: 10
- Active & Fit: 79
- Silver & Fit: 44
- Silver Sneakers: 320
- OnePass/Renew Active: 129
- WSC Students: 168
- Scholarships:
 - Adult:18, Senior:2, Youth: 21

Daily Visits for January 2026

- Daily Adults: 1,670
- Daily Youth: 3,137
- Daily Seniors: 85
- Member Visits: 17,051
- WSC Staff Members: 239
- Health Incentives (ASH, Silver Sneakers, OnePass/Renew Active): 1,273
- WSC Student Members: 769

- Scholarships: 135
- Teams/Organized Visits: 606

Month-to-Month Membership Statistics

	December 2025	January 2026
Youth	602	613
Adult	2,777	2798
Senior	340	354
Veteran	96	90
Family	1,000	1047
Corporate	390	440
WSC Staff	38	31
Health Incentives	547	572
WSC Students	354	168
Scholarships	41	41
Total Memberships	6,185	6,154

	December 2025	January 2026
Adult Day Passes	1,122	1670
Youth Day Passes	2,481	3137
Senior Day Passes	77	85
Member Visits	13,911	17,051
WSC Staff Visits	182	239
Health Incentive Visits	1,729	1273
WSC Students Visits	1,159	769
Scholarship Visits	85	135
Team/Org Visits	74	606
Total ARC Visits	20,820	24,965

February 2026

- ✓ Events
- ✓ WARC
- ✓ Meeting Rooms
- ✓ ARC Pool
- ✓ RFCC

- ✓ Keel Boat
- ✓ Spring Lake Park
- ✓ Harmon Park
- ✓ Davidson Park

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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Sea Lions Board



Dakota Family Solutions

Dakota Family Solutions

LB Church

LB Church events

12:00PM Wear Red

WHS Close Up carpet squares

1:00PM Eckert Youth

Williston Market

Bethel Lutheran

WHS Close Up carpet

Dakota Family Solutions

Freedom Church - Blue

L&C School

Missie Crooks

8:00AM Date Night

Chaos Volleyball Tournament

Olive Motherhood

Cub Scout Carnival

Chaos Volleyball

Keel Boat Clash hockey




8:00AM Date Night

WMS Testing

Dakota Family Solutions

Sports Card Show

April 2026

-  Events
-  WARC
-  Meeting Rooms
-  ARC Pool
-  RFCC
-  Keel Boat
-  Spring Lake Park
-  Harmon Park
-  Davidson Park

April 2026

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
API Chili Cook Off	Headings Rodeo Carpet Squares pickup		Campus Club Party Dakota Family Solutions	Scobey Track Meet	Prairie Rose Events Vendor Show	
5	6	7	8	9	10	11
		Sea Lions Board	Campus Club Party Dakota Family Solutions	WBOR WHS Prom Carpet	WABA Home and Garden Show	
12	13	14	15	16	17	18
WABA Home and			Gym court re-surfacing	Gym court re-surfacing	Bailey Pro Rodeo	Trenton After Prom
19	20	21	22	23	24	25
Gym court re-surfacing			Campus Club Party Dakota Family Solutions	Campus Club Party Dakota Family Solutions		
26	27	28	29	30	1	2
			Campus Club Party Dakota Family Solutions	Campus Club Party Dakota Family Solutions	Girl Scouts Sleepover	Williston Market

Williston Parks & Recreation District (WPRD)

Procurement Policy and Procedures

1. Purpose

This policy establishes a consistent, transparent, and legally compliant procurement framework for the Williston Parks & Recreation District (“WPRD” or “District”). The policy is intended to ensure fairness to vendors and contractors, protect public funds, maintain clear documentation for audit and public records purposes, and support timely delivery of projects and services.

2. Authority and Applicability

WPRD is a North Dakota political subdivision and will procure goods, services, professional services, and public improvements in accordance with applicable North Dakota Century Code (“NDCC”) requirements, including (as applicable):

- NDCC Title 48, Chapter 48-01.2 (Public Improvements, including CMAR and other authorized delivery methods)
- NDCC Title 54, Chapter 54-44.7 (Qualifications-Based Selection for professional services)
- Other applicable NDCC provisions governing purchasing, contracting, bonding/insurance, and open records

This policy applies to all WPRD departments, programs, and user groups when District funds are used or when WPRD is the contracting party. Where a user group operates under a District agreement and uses non-District funds, WPRD will still require procedures that preserve contractor equity and compliance with NDCC and District standards.

3. Guiding Principles

- Competition and contractor equity: provide fair opportunity and avoid favoritism.
- Transparency: maintain documentation sufficient for audit and open records compliance.
- Best value: consider total cost, quality, schedule, and long-term operations—not price alone—when allowed by law.

- Separation of duties: ensure appropriate review/approval for commitments and payments.
- Ethics: avoid conflicts of interest and maintain professional conduct with vendors.

4. Key Definitions

For purposes of this policy:

- “Public Improvement” – construction, reconstruction, or other improvements to public facilities as defined in NDCC Title 48, Chapter 48-01.2.
- “Professional Services” – services such as architecture/engineering and related disciplines typically procured using Qualifications-Based Selection (QBS) under NDCC Chapter 54-44.7.
- “CMAR” – Construction Manager at Risk delivery method authorized for certain public improvements under NDCC Chapter 48-01.2.
- “RFQ / RFP / IFB” – request for qualifications / request for proposals / invitation for bid.
- “Responsible” and “Responsive” – common public purchasing terms (responsible = capable/qualified; responsive = meets requirements of solicitation).

5. Procurement Methods

WPRD will select the procurement method that is most appropriate for the scope, risk, schedule, and legal requirements of the purchase or project. The methods below may be used, as allowed by NDCC:

5.1. Small Purchases and Quotes (Goods/Services)

As an internal best practice, WPRD will seek competition for purchases and services where practical, even when formal bidding is not required by NDCC.

- Under \$10,000: obtain at least one quote when practical; document the basis for vendor selection.
- \$10,000 and above: obtain three (3) competitive quotes when practical, unless a different NDCC-mandated process applies or a documented sole-source/emergency condition exists.
- If three quotes are not feasible, document the attempt and justification (e.g., limited market, specialized service, schedule constraints).

5.2. Formal Competitive Procurement (Goods/Services)

When NDCC requires formal competitive procurement for a purchase, or when the purchase is significant and competition is otherwise in the District's best interest, WPRD may use an IFB (low-bid), RFP (best value), or other lawful solicitation format.

5.3. Professional Services – Qualifications-Based Selection (QBS)

Professional services (e.g., architectural/engineering) will generally be procured using Qualifications-Based Selection consistent with NDCC Chapter 54-44.7. WPRD will rank firms based on qualifications and then negotiate a fair and reasonable fee.

5.4. Public Improvements – Sealed Bids and Alternative Project Delivery

Public improvements will be procured consistent with NDCC Title 48, Chapter 48-01.2. Depending on project type and statutory requirements, WPRD may use sealed bids or an authorized alternative delivery method such as CMAR.

6. Thresholds, Budgeting, and Board Approvals

WPRD will confirm funding and appropriate approvals prior to issuing any solicitation or executing any contract. Board approval is required for procurements as provided by WPRD policy, board directives, or when otherwise prudent.

- Staff will not split purchases to avoid thresholds or competition requirements.
- All contracts must be executed by authorized signatories per District policy/delegation.
- For public improvements, staff will follow NDCC Chapter 48-01.2 requirements for advertising, bidding, and award.

6.1. NDCC Public Improvement and Notice Requirements

For public improvements, WPRD will follow NDCC Title 48, Chapter 48-01.2, including (as applicable) competitive bidding thresholds and publishing/notice requirements. For CMAR procurement, WPRD will follow the statutory RFQ/RFP and notice procedures (e.g., NDCC § 48-01.2-20). For professional services procured via QBS, WPRD will follow NDCC Chapter 54-44.7.

7. Standard Public-Sector Protections

Solicitations and contracts should include, where appropriate:

- Reservation of rights (reject any/all, waive informalities, modify schedule by addendum).
- Addenda process and single point of contact for questions.
- Insurance and indemnification requirements appropriate for public entities.
- Bonding requirements where required for public improvements (bid bond/performance/payment).
- Compliance clauses (Title VI, ADA, NDCC requirements, and other applicable laws).
- Conflict of interest and ethics expectations; disclosure of litigation/claims when appropriate.
- Records retention and open records notice.

8. Documentation and Records

- Maintain a procurement file: solicitation, addenda, submissions, evaluation notes/scores, recommendation, approvals, contract, and change documentation.
- Document the rationale for procurement method selection and award recommendation.
- Retain records consistent with District retention requirements and ND open records obligations.

9. Evaluation Committees and Roles

For competitive procurements, WPRD will establish an evaluation/interview committee appropriate to the procurement method and project risks. Committee members must disclose conflicts of interest and maintain professionalism and confidentiality of evaluation materials to the extent allowed by law.

9.1. Recommended Committee Composition (by Procurement Type)

Minimum recommended roles (WPRD may add members as needed):

- Professional Services (RFQ/QBS): WPRD project lead; operations/end-user representative; finance/purchasing representative; and a licensed design professional (architect/engineer) when available.
- CMAR (Public Improvement): WPRD project lead; finance/purchasing; operations/end-user; and technical reviewers such as licensed engineer/architect and/or licensed contractor or construction professional as appropriate.

- Sealed Bid (Public Improvement): WPRD project lead; finance; technical reviewer; and an independent reviewer when feasible.

9.2. NDCC References

Professional services selection procedures should follow NDCC Chapter 54-44.7. Public improvement procurement methods and requirements, including CMAR, are provided in NDCC Title 48, Chapter 48-01.2. Legal counsel review is recommended for project-specific applications.

10. Standard Board Packet Form – Procurement Method and Committee Approval

Appendix A is WPRD's standard template for requesting Board approval of a procurement approach and, when applicable, the evaluation/interview committee.

DRAFT

Appendix A – Board Action Form: Procurement Method and Evaluation Committee

Project / Purchase Title: _____

Department / Program: _____

Estimated Budget / Not-to-Exceed: _____

Funding Source(s): _____

Proposed Solicitation Type (check one):

<input type="checkbox"/>	Small Purchase / Quotes
<input type="checkbox"/>	RFP (Best Value)
<input type="checkbox"/>	IFB (Sealed Bid / Low Bid)
<input type="checkbox"/>	RFQ (Professional Services – QBS; NDCC 54-44.7)
<input type="checkbox"/>	CMAR (Public Improvement – NDCC 48-01.2)
<input type="checkbox"/>	Other (describe): _____

Narrative Summary (what is being procured, why this method is appropriate, key risks/coordination needs):

Key Deliverables / Milestones (if applicable):

Proposed Evaluation / Interview Committee (list names and roles):

Name	Organization	Role/Title	Voting (Y/N)

NDCC Alignment (check all that apply):

<input type="checkbox"/>	Professional Services procurement follows NDCC Chapter 54-44.7 (QBS).
<input type="checkbox"/>	Public Improvement procurement follows NDCC Title 48, Chapter 48-01.2 (including advertising/bidding requirements).
<input type="checkbox"/>	Other NDCC references or requirements (describe): _____.

Requested Board Action:

Approve the proposed procurement method and evaluation/interview committee as presented.

Prepared by: _____ Date: _____

Reviewed by (Finance/Administration): _____ Date:

Board Action Date: _____

Appendix A – Board Action Form: Procurement Method and Evaluation Committee

Project / Purchase Title: Municipal Golf Course Renovation – Vertical Structures

Department / Program: Golf

Estimated Budget / Not-to-Exceed: \$5-7mm

Funding Source(s): 2025 Series Bond Indenture

Proposed Solicitation Type (check one):

<input checked="" type="checkbox"/>	CMAR (Public Improvement – NDCC 48-01.2)
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Narrative Summary (what is being procured, why this method is appropriate, key risks/coordination needs):

We are procuring CMAR Services to construct the Vertical structures associated with the renovation of the Municipal Golf Course.

Key Deliverables / Milestones (if applicable):

We are seeking Board approval of the CMAR Interview committee to move forward with the NDCC specified procurement process mandates.

Proposed Evaluation / Interview Committee (list names and roles):

Name	Organization	Role/Title	Voting (Y/N)
Joe Barsh	WPRD	Director	Y
Zach Nelson	WPRD	Course Superintendent	Y
David Juma	City of Williston	Licensed Engineer	Y
Kevin Norby	Norby Golf Design	Architect	Y

Appendix A – Board Action Form: Procurement Method and Evaluation Committee

Project / Purchase Title: Raymond Family Center + WARC Renovation Project

Department / Program: Facilities

Estimated Budget / Not-to-Exceed: \$13-15mm

Funding Source(s): 2025 Series Bond Indenture

Proposed Solicitation Type (check one):

X	CMAR (Public Improvement – NDCC 48-01.2)
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Narrative Summary (what is being procured, why this method is appropriate, key risks/coordination needs):

We are procuring CMAR Services to construct the specified improvements associated with the Raymond Family Center and WARC.

Key Deliverables / Milestones (if applicable):

We are seeking Board approval of the CMAR Interview committee to move forward with the NDCC specified procurement process mandates.

Proposed Evaluation / Interview Committee (list names and roles):

Name	Organization	Role/Title	Voting (Y/N)
Kazama Kaneko	WPRD	Owner's Rep	Y
David Juma	City of Williston	Licensed Engineer	Y
Mike Christen	WPRD	Owner's Rep	Y



**MEMORANDUM OF UNDERSTANDING
AND
FACILITY OPERATING AGREEMENT**

This Memorandum of Understanding and Facility Operating Agreement (“Agreement”) is entered into by and between the Williston Parks & Recreation District (“WPRD”), a North Dakota political subdivision, and Spring Lake Nature Center, Inc. (“SLPNC”), a North Dakota nonprofit organization recognized as a tax-exempt 501(c)(3).

1. PURPOSE AND PUBLIC BENEFIT

The purpose of this Agreement is to establish a justified public-private partnership whereby SLPNC will utilize and operate the Keelboat Facility located within Spring Lake Park as the primary home base for environmental education, nature-based programming, outreach, and stewardship activities.

SLPNC’s mission aligns directly with the natural resources and amenities of Spring Lake Park. This partnership provides a defined and mission-aligned purpose for the Keelboat Facility while expanding educational opportunities for the public.

2. TERM

This Agreement shall commence upon execution and continue for an initial term of one (1) year (“Initial Term”). Prior to expiration, the parties may mutually agree in writing to extend or convert this Agreement into a long-term operating agreement based on performance and fundraising progress.

2.1 Good-Faith Transition to Long-Term Agreement. No later than ninety (90) days prior to expiration of the Initial Term, the parties shall meet in good faith to discuss extension or conversion. During such discussions, SLPNC shall be given first consideration as operator of the Facility.

3. PREMISES

The Keelboat Facility and all associated land shall remain the sole property of WPRD. This Agreement conveys no leasehold or ownership interest. SLPNC is granted a non-exclusive, revocable license to occupy and operate the Facility solely for the purposes described herein.

Notwithstanding the foregoing, during the Initial Term SLNC shall have primary and priority use of the Facility during its scheduled operating hours for programming, fundraising, and related activities, subject to the limited WPRD use described in Section 4.1. WPRD use shall not materially interfere with SLNC's scheduled operations.

4. OPERATIONS AND AUTONOMY

SLPNC shall independently oversee day-to-day operations, programming, staffing, volunteer coordination, and fundraising activities. WPRD retains oversight rights related to facility condition, public safety, and asset stewardship.

4.1 LIMITED WPRD USE OF FACILITY

WPRD retains the limited right to utilize the Facility on an as-needed basis for public benefit purposes. Such use shall be limited, infrequent, coordinated in advance, and shall not materially interfere with SLPNC's scheduled programs or staffing operations.

5. FACILITY CONDITION, MAINTENANCE, AND RENOVATION

SLPNC may develop non-binding conceptual renovation plans subject to WPRD approval prior to public release. Future capital expenditures require WPRD Board approval.

Portable exhibits, equipment, or non-structural improvements funded by SLPNC shall remain SLPNC property and may be removed upon termination provided no damage occurs.

6. FINANCIAL TRANSPARENCY AND PUBLIC ACCOUNTABILITY

SLPNC shall provide quarterly financial summaries including revenues, operating expenses, and aggregate personnel costs directly attributable to operations. Such summaries are for accountability and informational purposes only and do not grant WPRD authority over internal compensation decisions.

7. UTILITIES AND OPERATING COSTS

WPRD shall continue baseline utilities (electricity, water, sewer). SLPNC shall be responsible for all operational labor, staffing, programming costs, and event expenses.

8. GRANTS AND FUNDRAISING

This Agreement supports SLPNC's eligibility for grants and donations provided no representation of WPRD financial commitment is made without written authorization.

9. REVIEWS AND REPORTING

The parties shall conduct quarterly review meetings during the Initial Term and an annual evaluation prior to expiration.

10. TERMINATION

Either party may terminate this Agreement for material nonperformance upon thirty (30) days written notice unless immediate termination is required for public safety. Material nonperformance includes sustained failure to operate in furtherance of the public purpose, repeated safety violations, or financial insolvency materially impairing operations.

11. FORCE MAJEURE AND EMERGENCY ACCESS

Neither party shall be deemed in default due to events beyond reasonable control. WPRD retains emergency access rights when necessary.

12. INSURANCE AND INDEMNIFICATION

SLPNC shall maintain commercial general liability insurance with limits of not less than \$2,000,000 per occurrence, naming WPRD as additional insured. SLPNC shall indemnify WPRD except where caused by WPRD's sole negligence.

13. GOVERNING LAW

This Agreement shall be governed by the laws of the State of North Dakota.

14. APPROVAL AND EXECUTION

This Agreement is subject to approval by the WPRD Board of Commissioners and becomes effective upon execution by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

WILLISTON PARKS & RECREATION DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

SPRING LAKE NATURE CENTER, INC.

By: _____

Name: Lee Lusht

Title: Executive Director

Date: _____

