



**POOL, PARK, AND RECREATION
DISTRICT**

BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, December 18, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:12pm by BOC Chair Larsen.
2. **OATH OF OFFICE:** Comm. Hartmann was sworn into office by Comm Larsen.
3. **ROLL CALL:** Comm Kraner, Larsen, and Hartmann were present. Comm Guy (present but not voting) and Witmer excused.
4. **PUBLIC COMMENTS:** There were no public comments made.
5. **CONSENT AGENDA ANNOUNCEMENT.**
6. **CONSENT AGENDA ITEMS:** Comm. Hartmann made a motion to approve the consent agenda as presented. Comm. Kraner seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. 11.20.25 Budget Workshop Minutes
 - ii. 11.20.25 Budget Hearing Minutes
 - iii. 11.20.25 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10986-11016	\$36,892.62
ii. Payroll	\$69,547.91
iii. DOR.	\$2,122.72
Total:	\$108,563.25
7. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
8. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** NONE
 - b. **Program Committee:** NONE
 - c. **Bylaws Committee:** NONE
9. **UNFINISHED BUSINESS:** NONE
10. **NEW BUSINESS:**
 - a. CIAW Renewal. Comm Hartmann moved to approve the CIAW insurance renewal as presented, in the amount of \$174,744.80, under policy number CIAW252558409, for the applicable coverage period. Comm Kraner seconded the motion and it carried unanimously with no discussion.
 - b. Salary Scale. BM Millang presented on the 2026 salary scale. Comm Hartmann moved to approve the salary scale as presented. Comm

Kraner seconded the motion and it carried unanimously with no discussion. Comm Hartmann moved to approve an adjustment to the Executive Director's annual salary to \$106,653, consistent with the established salary range for this position and effective January 1, 2026. Comm Kraner seconded the motion and it carried unanimously with no discussion.

- c. Budget Amendment. BM Millang presented a budget amendment. Comm Hartmann moved to approve the budget amendment as presented. Comm Kraner seconded the motion and it carried unanimously with no discussion.
- d. CIVIC Rec Renewal. BM Millang presented on the 2026 contract for CIVIC Rec. Comm Hartmann moved to approve the CIVIC Rec contract renewal as presented. Comm Kraner seconded the motion and it carried unanimously with no discussion.
- e. 2026 Facility Closure. ED Cochran proposed holiday closures for 2026. Comm Hartmann moved to approve the 2026 holiday closure schedule as presented. Comm Kraner seconded the motion and it carried unanimously with no discussion.

11. EXECUTIVE SESSION: NONE

12. ACTION ITEM/REVIEW: NONE

13. FINAL BOARD COMMENTS: Comms Kraner, Guy, and Larsen made comments; ED Cochran, BM Millang, and MM Cochran also made comments/responses.

14. NEXT MEETING: January 22, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

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

Attest:



Bill Larsen, Chair

Date

1/22/26