



POOL, PARK, AND RECREATION DISTRICT

BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, August 28, 2025
6:00 PM

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

a. Minutes: *stricken

b. Vouchers and Payroll:

i. Expense Voucher #'s 10845 - 10885	\$58,918.87
ii. Payroll	\$83,613.06
iii. DOR	\$1,803.81
Total:	\$144,335.74

c. 7.24.25 Regular Meeting Minutes: amendment

- i. Comm. Hartmann moved to amend the minutes to make a correction to the announced August meeting date and time, it was announced incorrectly a week prior. Comm. Witmer seconded, and it was approved unanimously with no further discussion.
- ii. Comm. Kraner motioned to approve the minutes as amended. Comm. Hartmann seconded, and it was approved unanimously with no discussion.

- 6. STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.

7. COMMITTEE REPORTS:

- a. Budget Committee:** Comm. Guy gave update regarding the budget appendix.
- b. Program Committee:** Comm. Witmer gave update on programs.
- c. Bylaws Committee:** Comm. Hartmann to present further changes to the board in the September meeting for approval and adoption.

8. UNFINISHED BUSINESS:

- a. None

9. NEW BUSINESS:

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

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

11. ACTION ITEM/REVIEW: 3 ACTION ITEMS

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

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

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

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

Attest:


Jaemee Witmer, Vice Chair

10/23/2025

Date