



## BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool  
85 Southeast Jerome Street, Oak Harbor, WA 98277  
Thursday, September 25, 2025  
6:00 PM

- 1. MEETING CALLED TO ORDER** at 6:00pm.
- 2. ROLL CALL:** Commissioners Guy, Larsen, Witmer, and Hartmann were present. Commissioner Kraner was excused, but was present for the last half of the meeting.
- 3. PUBLIC COMMENTS:** There were no public comments.
- 4. CONSENT AGENDA ANNOUNCEMENT:** There were no changes to the consent agenda.
- 5. CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as presented. Comm. Witmer seconded the motion and it was approved unanimously with no discussion.
  - a. **Minutes:** 9.25.25 Regular Meeting Minutes
  - b. **Vouchers and Payroll:**

|                                    |                     |
|------------------------------------|---------------------|
| i. Expense Voucher #'s 10886-10922 | \$50,391.30         |
| ii. Payroll                        | \$96,673.12         |
| iii. DOR                           | \$3,328.43          |
| <b>Total:</b>                      | <b>\$150,392.85</b> |
- 6. STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager. Announced next meeting was a Capital Plan Budget Workshop on 11/3 @6:00PM. Other upcoming events are the OHHS trunk-or-treat event on 10/25 and The Main Street trick-or-treat event on 10/31
- 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 presented on changes made to the Business and Standing Rules. Minor changes were made, and Comm. Guy motioned to approve the B&S Rules as amended. Comm. Witmer seconded, and the motion carried unanimously with no discussion.
- 8. UNFINISHED BUSINESS:**
  - a. **Pizza with the Board:** BM Millang presented on recommendations for a staff appreciation day to happen in November.

b. **Contract Approval: CivicPlus/GIS:** BM Millang presented on the contract and amendments for GIS integration. Comm. Guy motioned to approve the contract as presented. Comm. Witmer seconded the motion, and it was approved unanimously with no discussion.

**9. NEW BUSINESS:**

- a. **Social Security and Retirement:** ED Cochran presented on some research BM Millang will prepare a presentation regarding Section 218 Coverage.
- b. **Contract Approval: MWR:** ED Cochran presented on the contract between MWR and the district and summarized any changes. Comm. Guy made a motion to approve, and that motion was withdrawn due to a miscommunication of the contact name. Comm. Guy motioned to approve the award and execution of contract NAFREG-25-M-0075 in support of Morale, Welfare, and Recreation (MWR) operations, with all terms and conditions as presented. Comm. Witmer seconded the motion. Comm. Kraner recused herself. The motion was approved.
- c. **Oak Harbor Chamber of Commerce 2026 Sponsorships:** ED Cochran presented on the different sponsorship opportunities at Chamber of Commerce.
- d. **Employee of the month:** ED Cochran presented on the employee of the month.

**10. EXECUTIVE SESSION:** The Board is entering into executive session pursuant to RCW42.30.110 for a period of 15 minutes; until 6:57pm. BOC Chair Larsen called the meeting back to order at 6:57pm. No action taken.

**11. ACTION ITEM/REVIEW:** 1 ACTION ITEM

- a. ED Cochran to send out calendar invited for the 11/3 budget workshop.

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

**13. NEXT MEETING:** Budget Workshop, October 9, 2025, 6:00 p.m. at the John Vanderzicht Memorial Pool

**14. ADJOURNMENT:** The meeting adjourned at 7:04pm by BOC Chair Larsen.

Attest:



Bill Larsen, Chair

11/20/25

Date