



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, March 26, 2026
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00 pm by BOC Chair Larsen.
2. **ROLL CALL:** Comms Kraner, Larsen, Witmer, Hartmann and Guy were present.
3. **PUBLIC COMMENTS:** There were no public comments made or submitted.
4. **CONSENT AGENDA ANNOUNCEMENT.**
5. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda and Comm. Kraner seconded the motion, and it was approved unanimously with no further discussion.
 - a. **Minutes:**
 - i. 01.22.2026 Regular Meeting Minutes
 - ii. 02.26.2026 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 11084-11086	\$37,399.08
ii. Payroll	\$77,839.26
iii. DOR.	\$1,821.16
Total:	\$117,059.50
6. **STAFF REPORTS:** ED Cochran was not present and excused. Comm. Larsen and Comm. Guy presented additional information for ED report in regards to reaching out to other facilities as part of an annual process to compare what other school districts are being charged. The Business Manager and the Maintenance Manager provided additional staff reports.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** NONE. Next meeting scheduled 04.13.26
 - b. **Program Committee:**
 - i. **Schedule of Fee Update** – Tiered Cost Recovery Model
 - ii. **Clover Valley Park Rental Fee:** \$25 per hour per field with two-hour minimum reservation and a refundable \$150.00 deposit if no damages occurred during rental time.
 - iii. **American Red Cross (ARC) Course Fee**
 1. Life Guard and Blood Borne Pathogens(BBP) - \$395 per participant plus \$50 ARC fee
 2. Life Guard and BBP Blended recertification - \$175 per participant plus \$50 ARC fee
 3. CPRO + BBP in person - \$110 per participant plus \$40 ARC fee
 4. CPRO + BBP in person recertification - \$45 per participant plus \$40 ARC fee
 5. CPRO Blended - \$77 per participant plus \$37 ARC fee
 6. BBP - \$53 per participant plus \$37 ARC fee
 7. CPRO in person recertification - \$38 per participant plus \$19 ARC fee

- iv. **Daily Admission Volleyball** - \$7.50 Resident and \$9.25 Non-Resident
- v. **Water Volleyball Punch Card** – 10% discount on punch cards for water volleyball. Further discussion held to offer credit option to offset costs for patrons who previously purchased aerobic punch cards and use them for water volleyball.
- vi. **Water Aerobic Punch Card** – 10% discount on punch cards for water aerobics. Further discussion held to offer credit options to offset costs for patrons who previously purchased water aerobics punch cards and have unused punches at the higher rate.
- vii. **Swim Lesson & Party Late Fees**
 - 1. **Swim Lessons** – Pre-registration includes \$15 discount for patrons registered prior to registration deadline. Patrons signing up on Sunday (or later) will be billed for the normal rate for swim lessons.
 - 2. **Party Late Fee** – Bookings made less than two weeks prior to the event date will include \$15 late booking fee for facility and party rentals.

Comm Guy motioned to approve the updated Schedule of Fees as presented, with an effective date of April 1, 2026. Comm Kraner seconded the motion, and it was approved unanimously with no discussion.

c. **Bylaws Committee:** NONE

8. **UNFINISHED BUSINESS:** NONE

9. **NEW BUSINESS:**

- a. **TCP Humanity Scheduling Quote** - Comm Guy motion to authorize the Executive Director to execute a contract with TCP Software for Humanity Scheduling under the terms presented. Comm Hartmann and it was approved unanimously with no discussion.

10. **EXECUTIVE SESSION:** NONE

11. **ACTION ITEM/REVIEW:**

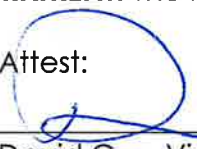
- a. Budget Committee – Upcoming agenda to include further discussion on Tiered Cost Recovery Model.
- b. On March 30, 2026 - Verify that we have received follow-up correspondence from Oak Harbor Public School regarding facility use and disburse to BOC as needed.
- c. Submit TCP Software for Humanity Scheduling contract by the end of March 2026. Training to begin in April 2026 with anticipated training completion by the end of June 2026.

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

13. **NEXT MEETING:** April 23, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

14. **ADJOURNMENT:** The meeting adjourned at 6:46 pm by BOC Chair Larsen.

Attest:



David Guy, Vice Chair

4/23/2026

Date