



**POOL, PARK, AND RECREATION  
DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

Oak Harbor Chamber of Commerce  
32630 State Rte. 20, Oak Harbor, WA 98277  
Thursday, December 19, 2024  
6:00 p.m.

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1. **MEETING CALLED TO ORDER** at 6:02 PM
  2. **ROLL CALL:** Commissioners Kraner, Larsen, Guy were present.  
Commissioners Witmer and Hartmann were absent.
  3. **AGENDA:**
    - a. Commissioner Guy motioned to switch agenda item 10, New Business, with agenda item 7, Staff Reports. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
    - b. Commissioner Guy motioned to add agenda item g: Electronic Communications for Commissioners to New Business. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
    - c. Commissioner Guy motioned to add agenda item 8, Committee Reports, a. ii. Pricing Structure, to the agenda. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
  4. **PUBLIC COMMENTS:** none
  5. **CONSENT AGENDA ANNOUNCEMENT**
  6. **CONSENT AGENDA ITEMS:**
  7. **Minutes:**
    - a. 11.18.24 Budget Workshop
    - b. 11.21.24 Regular Meeting
    - c. Vouchers and Payroll:

|                                 |                     |
|---------------------------------|---------------------|
| Expense Voucher #'s 10593-10621 | \$36,690.90         |
| Payroll                         | \$61,847.17         |
| DOR                             | \$1,822.59          |
| <b>Total:</b>                   | <b>\$100,360.66</b> |
  8. **NEW BUSINESS**

- a. **OHSD Presentation:** Oak Harbor School District Superintendent Michelle Kuss-Cybula and Communication Office, Sarah Foy, gave a presentation about the Oak Harbor School District February 2025 Ballot Measure.
- b. **CIAW Renewal:** Commissioner Guy moved to approve the 2024-2025 CIAW Renewal Premium in the amount of \$138,829.90 for plan coverage #CIAW242558409. Commissioner Larsen seconded. The motion carried with three in favor and two absent without discussion.
- c. **Salary Scale** Commissioner Larsen moved to approve the Employee Pay Scale as written for 2025. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent without discussion.
- d. **Public Notice/Agenda Templates:** Commissioner Kraner requested that the template for public notices be made available offline and include headings for who, what, where, and when, as well as a statement noting that no business will be conducted on each public notice. Additionally, the notices should be reviewed by two commissioners before posting. The motion carried with three in favor and two absent without discussion.
- e. **Budget Amendment:** Commissioner Larsen moved to approve the budget amendments as listed. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent without discussion.
- f. **Wi-Fi Bridge:** Commissioner Larsen moved to approve switching the internet service provider from Comcast to Astound Business Solutions. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent without discussion. Commissioner Guy moved to approve Whidbey Tech quote 005089 authorizing them to relocate the Wi-Fi bridge from the fire station to Big Brother Big Sister Building. Commissioner Larsen seconded the motion. The motion carried with three in favor and two absent without discussion.
- g. **Electronic Communications for Commissioners:** Commissioner Larsen moved to approve the purchase of 13.9-inch screen iPads with a Magic Keyboard and case for each commissioner in January 2025. Commissioner Guy seconded the motion. The motion carried with three in favor and two absent, without discussion.

## 9. COMMITTEE REPORTS

- a. **Program Committee:**
  - i. Draft Contract Review: Presented by Commissioner Guy.
  - ii. Pricing Structure: Presented by Commissioner Guy.  
Commissioner Guy moved to adopt the pricing structure of \$12.25 per swim lesson, totaling \$98.00 for an eight-lesson

session, and a non-resident rate of \$18.38 per lesson, totaling \$147.00 for an eight-lesson session. Commissioner Larsen seconded the motion. Discussion followed. The motion carried with three in favor and two absent.

10. **UNFINISHED BUSINESS** None

11. **STAFF REPORTS:** Presented by Executive Director Cochran

12. **EXECUTIVE SESSION:** None

13. **ACTION ITEM/REVIEW:**

- a. Invite Josh Blackmer from Whidbey Tech to the BOC regular meeting in January to discuss the installation of cameras at Clover Valley Park.
- b. Send Commissioner Kraner Brian Tyhuis's response regarding lighting for Clover Valley Park.
- c. Commissioner Guy will create a statement regarding the swim lesson pricing for the website.

14. **FINAL BOARD COMMENTS:** Commissioner Larsen asked for an update on the porta potty for Clover Valley Park, Executive Director Cochran gave update.

15. **NEXT MEETING:** January 23, 2025, at the Oak Harbor Chamber of Commerce.

16. **ADJOURNMENT:** Commissioner Larsen motioned to adjourn the meeting at 8:35 PM. Commissioner Guy seconded; motion carried, three in favor, two absent.

Attest:

  
Bill Larsen, Chair

2/5/25  
Date