



**POOL, PARK, AND RECREATION
DISTRICT**

BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, November 20, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:20pm.
2. **ROLL CALL:** Commissioners Guy, Witmer, Kraner, Hartmann and Larsen were present.
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:**
 - i. 9.25.25 Regular Meeting Minutes-Amended
 - ii. 10.23.25 Regular Meeting Minutes
 - iii. 11.3.25 Budget Workshop Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10958 - 10985	\$43,021.75
ii. Payroll	\$65,685.72
iii. DOR	\$1,950.02
Total:	\$110,657.49
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** None.
 - b. **Program Committee:**
 - i. Comm Guy presented on a proposed digital art class.
 - ii. Comm Guy presented on a potential track and field day in 2026.
 - iii. Comm Guy presented on pickleball camp in spring 2026.
 - iv. Comm Guy presented on spring break camp for school-aged children. Comm Guy motioned to approve the proposed program fees for the digital art class - \$30 per 2-day session; Track and Field day - \$25 per person age 5 and older (with a \$5 drop-in fee that does not include a t-shirt, and free participation for ages 4 and under with an optional t-shirt fee). Comm Kraner seconded the motion and it carried unanimously with some

discussion. Comm Guy motioned to table the Pickleball Spring Camp until next meeting. Comm Witmer seconded and the motion carried unanimously with no discussion.

v. Schedule of fees was presented by the ED and BM.

c. **Bylaws Committee:** None.

8. UNFINISHED BUSINESS:

a. **Resolution 2025-04:** ED Cochran presented on adopting the 2026 budget. Comm Guy motioned to approve Resolution No. 2024-04 approving the 2026 Budget for the North Whidbey Pool, Park, and Recreation District as presented on November 20, 2025. He further moved that the 2026 Fund Balance Summary, the Detailed 2026 Budget, and the 2026 Schedule of Fees be attached to the resolution as Appendix A, Appendix B, and Appendix C. Comm Witmer seconded the motion and it carried unanimously with no discussion.

b. **Resolution 2025-05:** Resolution 2025-05 authorizing a 1% increase in the 2026 Regular Property Tax Levy. Comm Witmer motioned to approve Resolution 2025-05, authorizing a 1% increase to the District's regular property tax levy for collection in 2026, as presented. Comms Larsen, Witmer, Guy and Hartmann approved the motion, Comm Kraner abstained from voting. The motion carried with additional discussion.

c. **Levy Certification:** Comm Hartmann motioned to approve the District's 2026 Levy Certification as presented and authorize the Executive Director to sign and submit the certification to the County Assessor in accordance with Washington State law. Comm Larsen seconded the motion and it carried unanimously with additional discussion. Comm Kraner further motioned to adopt this motion as Resolution No. 2025-07. Comm Guy seconded and it carried unanimously with no discussion.

9. NEW BUSINESS:

a. **Resolution 2025-06:** Establishing 2026 Meeting Dates. Comm Guy motioned to approve the 2026 schedule of regular meetings and workshops as presented, and to direct staff to publish the schedule in compliance with RCW 42.30.075. Comm Kraner seconded the motion and it carried unanimously with no discussion.

b. **COLA and Longevity Increases:** BM Millang presented on COLA and longevity pay increases for 2026. Comm Kraner motioned to approve the cost-of-living adjustment for the current part-time, full-time and exempt staff for 2026 at the rate of 2.8% and a 3% longevity raise for staff who qualify based on their anniversary date with the District. Comm Witmer seconded, and the motion carried unanimously with no discussion.

c. **Employee of the month:** BM Millang presented on the employee of the month.

10. EXECUTIVE SESSION: None.

11. ACTION ITEM/REVIEW: 3 ACTION ITEMS

a. Cochran to do additional research for the Pickleball program pricing.

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

- 13. NEXT MEETING:** Regular Meeting, Thursday, December 18, 2025, 6:00 p.m. at the John Vanderzicht Memorial Pool
- 14. ADJOURNMENT:** The meeting adjourned at 7:19pm by BOC Chair Larsen.

Attest:

A handwritten signature in black ink, appearing to read "Bill Larsen", written over a horizontal line.

Bill Larsen, Chair

12/18/25

Date