



## BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool  
85 Southeast Jerome Street, Oak Harbor, WA 98277  
Thursday, February 27, 2025  
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:04pm.
2. **ROLL CALL:** Commissioners Larsen, Kraner, Witmer, Hartmann, and Guy were present.
3. **AGENDA:** No additions
4. **PUBLIC COMMENTS:** 4 patrons made comments regarding the Master's Swim Program. 1 person made comments regarding candidate interviews for upcoming open commissioner seats.
5. **CONSENT AGENDA ANNOUNCEMENT.**
6. **CONSENT AGENDA ITEMS:** Comm. Guy made a motion to approve the consent agenda as presented. Comm. Kraner seconded the motion and it was approved unanimously with no discussion.
  - a. **Minutes:**
    - i. 8.2.2024 Special Meeting Minutes
    - ii. 1.30.2025 Special Meeting Minutes
  - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10658 -10699	\$223,908.82
ii. Payroll	\$51,477.02
iii. DOR	\$1,527.48
<b>Total: \$276,913.32</b>	
7. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager.
8. **COMMITTEE REPORTS:**
  - a. **Budget Committee:** BOC Chair appointed Comms. Guy and Kraner to the Budget Committee. Comm. Guy was removed from the Bylaws Committee and Comm. Kraner was added to the Bylaws Committee.
  - b. **Program Committee:** Comm. Guy provided program updates. Comm. Hartmann made a motion to discontinue sales of US Master's Swim punch cards and memberships immediately, and add a \$15 daily drop in rate. I further move to reduce the lane allowance to 1 lane. I further move to discontinue the Master's Swim program 60 days from today. I further move to issue a prorated refund for any annual membership remaining at the end of the 60-day sundown period. Comm. Guy seconded the motion which was approved unanimously with discussion. Comm. Kraner abstained from voting due to conflict of interest.
9. **UNFINISHED BUSINESS**
  - a. **Pizza with the BOC dates:** The only date presented that will work for the BOC is Sunday 3/30 at 6:00pm. This will occur at the pool.
  - b. **Survey Question Review:** Comm. Hartmann presented on survey development. Will discuss revised version at the next regular meeting.

## 10. NEW BUSINESS:

- a. **Springbrook Agreement:** Comm. Guy made a motion to approve quote number Q-36261-1 for Springbrook Accounting Software as presented. Comm. Witmer seconded the motion which was approved unanimously with no discussion.
- b. **Donation Request:** Comm. Guy made a motion to approve the donation of two 10-pass open swim passes to the CWCP's auction, in support of their fundraising efforts. This donation will also serve as an opportunity to advertise our programs and encourage participation from the local community. Comm. Hartmann seconded the motion which was approved unanimously without discussion.
- c. **Agenda Discussion:**
  - i. **Deadline:** BOC Chair Larsen presented on adding a deadline for submission of agenda items for BOC meetings in the future. Comm. Larsen made a motion to approve adding a deadline to the standing rules document for 1 week prior to BOC meetings. Comm. Kraner seconded the motion which was approved unanimously without discussion.
  - ii. **Addition to Standing Rules:** Tabled until March regular BOC meeting to give opportunity to commissioners to bring ideas.

11. **EXECUTIVE SESSION:** The board entered Executive Session pursuant to RCW 42.30.110(g) to discuss employee performance at 8:01pm for a period of 15 minutes, until 8:16pm. No action was taken.

## 12. ACTION ITEM/REVIEW:

- a. Remove #3 from the Blue Sheets. -Julie
- b. The BOC requested a quote with four cameras, it only came with three. -Jay. This is done; the BOC should have already received the updated quote in their mailboxes by the end of the meeting.
- c. Provide the BOC with the next 60 days of advertising -Julie
- d. Figure out the two busiest days of Masters -Julie
- e. Ensure the BOC knows the dietary restrictions of staff for the pizza party for the meeting on Sunday, March 30<sup>th</sup> at 6:00 p.m. -Julie
- f. Commissioner Hartmann will present a draft survey at the next regular meeting.
- g. Provide and update the BOC at the next meeting for the time and cost of the shower repairs. -Mitch

13. **FINAL BOARD COMMENTS:** Comments were made by Comms. Kraner and Larsen.

14. **NEXT MEETING:** March 27, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

15. **ADJOURNMENT:** Comm. Guy made a motion to adjourn the meeting. Comm. Hartmann seconded the motion which was approved unanimously with no discussion. The meeting was adjourned at 8:19 pm.

Attest:



Bill Larsen, Chair

5/22/25  
Date