NORTH WHIDBEY
POOL, PARK, AND RECREATION DISTRICT

BOARD OF COMMISSIONERS REGULAR MEETING
John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, July 23, 2026
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:01pm BOC Chair Larsen.

2. **ROLL CALL:** Comms Larsen, Kraner, Witmer, Hartmann and Guy were present.

3. **PUBLIC COMMENTS:**

   - Elaine Graham – Expressed disappointment on agenda for tonight's meeting is not reviewing the strategic planning. Elaine recommends the BoC to focus on the strategic planning that is sorely needed. Elaine has attempted to attend committee meetings and found they were canceled. Elaine acknowledges the BoC are volunteers but encourages the BoC to move forward. Elaine noted the attendance has not been noted in previous packets and request for the information to be included in future packets.
   - Andrea Groberg – Andrea echos the concerns as noted by Elaine
   - Akemi Christiansen – Per Akemi's request, her husband read a written statement by Akemi. Akemi statement expressed concerns of the membership fee as it relates to training requirements. Akemi request BoC to consider an "all inclusive membership pass."

4. **CONSENT AGENDA ANNOUNCEMENT: NO ACTIONS**

5. **CONSENT AGENDA ITEMS:** Commissioner Kraner move to approve the Consent Agenda. Commissioner Guy second the motion. The motion carried unanimously with no further discussion.

   b. Vouchers and Payroll:

i.	Expense Voucher #360504001-260504005, 260601001-260601006, 260602001-260602003	$36,896.19
ii.	Payroll	$75,214.03
iii.	DOR	$1,962.56
	Total:	$114,072.78

6. **STAFF REPORTS:**
   a. ED Cochran provided update on time off request.
   b. ED Cochran provided additional updates on Chum Run and other are additional discussion on future planning. There were more registered runners than previous Chum Run.

c. ED Cochran provided update on WAGs and its community feedback for next year.
d. ED Cochran provided update on the Chamber of Commerce have requested an ongoing partnership for future community events to provide antivirus.
e. Maintenance Manager provided additional information on the pump with temporarily closure on Friday, July 24, 2026.

7. COMMITTEE REPORTS:

a. **Budget Committee:** Reviewing locker room renovation and will be ready to present in the August meeting.
b. **Program Committee:** We have started the process of reviewing the cost tier study. We need additional time to finish the review and plan to present at the next BOC Meeting in August with recommendations.
c. Bylaws Committee: Provided recommended amendments for Business and Standing Rules for NWPPR. BoC reviewed the recommended revisions in the packet prior to the July 23, 2026 BoC Meeting. Commissioner Hartmann move to approve the revisions of Business and Standing Rules the as presented. Commissioner Guy second the motion. The motion carried with no further discussion.

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

a. **Oak Harbor Chamber Discussion –** Commissioner Larsen acknowledged the collaborative relationship with NWPPRD and all the successful efforts of NWPPRD staff who have contributed to a memorable weekend for the community.
b. **Resolution 2026-03 Adoption of a Zero Tolerance for Harassment of Staff Policy –** ED Cochran presented the Resolution with recommendation of a public posting of the Policy. Commissioner Larsen open the floor for discussion. Commissioner Kraner recommended included staff and volunteers to the Resolution. Commissioner Hartman recommended adding "and Volunteers" to the title of the Resolution. Commission Hartman move to adopt Resolution No. 2026-03, adopting the Zero Tolerance for Harassment of Staff and Volunteers Policy, including Exhibit A, as amended. Commissioner Guy second the motion, and it was approved unanimously with no further discussion.
c. **Resolution 2026-04 Revision of Purchasing Policy –** ED Cochran presented the Resolution. Commissioner Hartmann move to adopt Resolution No. 2026-04, repealing the existing Purchasing Policy contained in Section 2.11 of the Employee Handbook, adopting the revised Purchasing Policy attached as Exhibit A, and directing the Executive Director to update the Employee Handbook accordingly. Commissioner Kraner second the motion, and it was approved unanimously with no further discussion.
d. **Employee of the Month –** Cade Carlson

10. EXECUTIVE SESSION: The board is entering into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee for a period of 30 minutes, until 7:00p.m. Commissioner Larsen call the regular meeting back to order at 7:00p.m.

11. COMMITTEE ASSIGNMENT: Commissioner Larsen appointed Commissioner Hartmann to the Budget Committee.

12. ACTION ITEM/REVIEW:

a. Budget Committee – Committee to review Locker Room Renovation Project proposal. Budget Committee to present to BOC in August.

be considered a supplemented program. Program Committee will send their Standing Rules revision recommendations to the Bylaws Committee.

c. **Bylaws Committee:** None

8. **UNFINISHED BUSINESS:** None

9. **NEW BUSINESS:**
   a. **Combining Committee Discussion** – Commissioner Guy presented the suggestion to combine the Program Committee and the Budget Committee.
   b. **Resolution 2026-05 Closing Bond Account –** Business Manager presented the Resolution with recommendation on Resolution 2026-05 Closing Bond Account. Commission Guy move to adopt Resolution No. 2026-05 as presented. Commissioner Hartmann second the motion, and it was approved unanimously with no further discussion.
   c. **Resolution 2026-06 Cash Payment Rounding –** Business Manager presented the Resolution 2026-06 Cash Payment Rounding. Commissioner Hartmann move to adopt Resolution No. 2026-06, as presented. Commissioner Guy second the motion, and it was approved unanimously with no further discussion.
   d. **Employee of the Month –** Business Manager presented Alex Lowe as the Employee of the Month

10. **EXECUTIVE SESSION:** None

11. **ACTION ITEM/REVIEW:**
   a. Bylaws Committee – The Bylaws Committee will present revisions to the Standing Rules and Bylaws in the September meeting.
   b. Agenda item - Combine Budget Committee and Program Committee

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

13. **NEXT MEETING:** September 24, 2026, 6:00 p.m. at John Vanderzicht Memorial Pool.

14. **ADJOURNMENT:** The meeting adjourned at 6:50 by BOC Chair Larsen.

Attest:

Bill Larsen, Chair

9/24/26

Date