



NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT  
REGULAR MEETING  
Oak Harbor Chamber of Commerce  
32630 State Rte. 20, Oak Harbor, WA 98277  
Thursday, August 22, 2024

6:00 p.m.

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1. Meeting was called to order at 6:00 PM
  2. **ROLL CALL:** Commissioners Kraner, Witmer, Guy, Larsen and Hartmann were present.
  3. **AGENDA:** Commissioner Guy moved to rearrange committee reports to put 8.a.iv to the bottom of the list. Item 8.a.v will be tabled until after the budget meeting. Motion carried unanimously with no discussion.
  4. **PUBLIC COMMENTS:** none
  5. **CONSENT AGENDA ANNOUNCEMENT:** no amendments
  6. **CONSENT AGENDA ITEMS:** Commissioner Guy moved to approve the consent agenda as presented. Commissioner Witmer seconded. Motion carried unanimously with no discussion.
    - a. Minutes: 7.25.24 BOC Regular Meeting
    - b. Vouchers and Payroll:

i. Expense Voucher #'s 10401-10434	\$58,191.52
ii. Payroll	\$80,639.00
iii. DOR	\$ 2,919.07
Total	\$141,749.59
  7. **STAFF REPORTS:** Executive Director Cochran presented staff reports.
  8. **COMMITTEE REPORTS**
    - a. Program Committee
      - i. WIBC: Commissioner Guy presented updates on contracts with WIBC regarding maintenance and park improvements.
      - ii. Aerobics: Commissioner Witmer presented on water aerobics scheduling.
      - iii. Halloween 5k/Couch to 5K: Commissioner Witmer presented on tentative planning for a Halloween themed 5K to be in place of the canceled Chum Run (usually run by HIYI).
      - iv. Special Meeting-Topic: Pricing: Shall be discussed in a special meeting scheduled for September 19, 2024, at 6:00PM.
      - v. OHE Swim Lesson Pricing: Commissioner Guy presented that this should be discussed after the budget meeting.
      - vi. HIYI Non-Resident Pricing: Commissioner Guy presented that this should be discussed after the budget meeting.
      - vii. Masters Swim Program: Commissioner Guy presented that this should be discussed after the budget meeting.

- b. Levy Committee: No update
- c. Budget Committee: The committee presented an update as to the financial performance of the district.
- d. Bylaw Committee: No Update

**9. UNFINISHED BUSINESS**

- a. ILA for Public Auction: After getting the answer to a question raised previously, Commissioner Witmer moved to approve the Inter Local Agreement for the disposal of surplus property through the coordination of Auctions Services between the City of Oak Harbor and North Whidbey Pool Park and Recreation District as presented. Commissioner Guy seconded. The motion carried unanimously with no discussion.
- b. Website Quotes: Executive Director Cochran presented quotes for the website redesign.
- c. Branding Colors: Executive Director Cochran presented color palettes through GoDaddy (website host) that are available for use.

**10. NEW BUSINESS**

- a. Resolution 2024-03 Closing Petty Cash Account: Commissioner Larsen moved to approve Resolution 2024-03 Closing Petty Cash Account. Commissioner Guy seconded. Motion carried unanimously with no discussion.
- b. Resolution 2024-04 Appointment of Petty Cash Custodian & Alt. Petty Cash Custodian: Commissioner Guy moved to approve Resolution 2024-04 Appointment of Petty Cash Custodian & Alt. Petty Cash Custodian. Commissioner Witmer seconded. Motion carried unanimously with no discussion.

**11. EXECUTIVE SESSION:** None

**12. ACTION ITEM/REVIEW:** Commissioner Hartmann to send calendar invite to BOC and Executive Director + 1 staff for special meeting.

**13. FINAL BOARD COMMENTS:** None

**14. NEXT MEETING:** SEPTEMBER 26, 2024 @ 6:00 P.M. @  
THE OAK HARBOR CHAMBER OF COMMERCE

**15. ADJOURNMENT:** Commissioner Hartmann moved to adjourn the meeting. Commissioner Witmer seconded. Motion Carried unanimously with no discussion. Meeting adjourned at 7:28 p.m.

Attest  9/26/2024, Brit Kraner, Chair