



**POOL, PARK, AND RECREATION
DISTRICT**

BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, July 24, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:01pm.
2. **ROLL CALL:** Commissioners Kraner, Larsen, Witmer, and Hartmann were present. Commissioner Guy was absent, excused.
3. **PUBLIC COMMENTS:** There were no public comments made.
4. **CONSENT AGENDA ANNOUNCEMENT:** there were no changes made to the consent agenda.
5. **CONSENT AGENDA ITEMS:** Comm. Kraner 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. 6.26.25 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**
 - i. Expense Voucher #'s 10821 - 10844 \$47,540.17
 - ii. Payroll \$66,107.17
 - iii. DOR \$2,988.95

Total: \$116,636.29
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** Comm. Kraner presented on Resolution 2025-03. BOC amended any reference to "strategic plan" as a "budget appendix" and approved target dates presented in the resolution. Comm Larsen made a motion to approve the resolution target dates moving forward. Comm. Witmer seconded and the motion carried unanimously with some discussion.
 - b. **Program Committee:** No update.
 - c. **Bylaws Committee: ACTION ITEM:** Comm Hartmann to present changes to the board in the August meeting.
8. **UNFINISHED BUSINESS:**
 - a. **EXECUTIVE DIRECTOR PERFORMANCE REVIEW:** Comm Larsen presented on the review. No action taken.
 - b. **CREDIT CARD SOP:** BM Millang presented on the credit card SOP as discussed in June's meeting. Comm Hartmann moved to approve the

Credit Card SOP draft. Comm Witmer seconded the motion, and it carried unanimously with no discussion.

9. NEW BUSINESS:

- a. EMPLOYEE OF THE MONTH:** BM Millang presented on the employee of the month.

10. EXECUTIVE SESSION: The Board is entering into executive session pursuant to RCW42.30.110 for a period of 10 minutes, until 7:12pm. At 7:12pm, the board is extending the executive session for a period of 5 minutes until 7:17pm. BOC Chair Larsen called the meeting back to order at 7:17pm. No action taken.

11. ACTION ITEM/REVIEW: 2 ACTION ITEMS FOR BOC SECRETARY HARTMANN

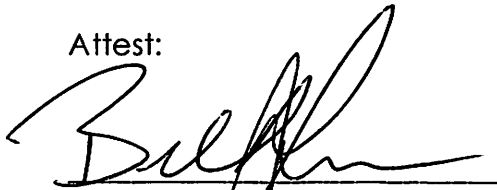
- a.** Revise and send the ED performance review draft to BOC Chair Larsen
i. BOC and ED will be sent the performance review to fill out and review to be completed during the August 2025 regular meeting.
b. Update Business and Standing Rules

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

13. NEXT MEETING: August ~~21~~ 28, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT: The meeting adjourned at 7:21pm by BOC Chair Larsen.

Attest:



Bill Larsen, Chair

8/28/25

Date