



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, October 23, 2025
6:00 PM

- 1. MEETING CALLED TO ORDER** at 6:00pm.
- 2. ROLL CALL:** Commissioners Guy, Witmer, and Kraner were present. Commissioners Hartmann and Larsen were absent.
- 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. Kraner seconded the motion, and it was approved unanimously with no discussion.
 - a. Minutes:**
 - i. 8.28.25 Regular Meeting Minutes
 - ii. 9.25.25 Regular Meeting Minutes
 - iii. 10.9.25 Budget Workshop Minutes
 - b. Vouchers and Payroll:**

i. Expense Voucher #'s 10923-10957	\$43,426.29
ii. Payroll	\$65,118.20
iii. DOR	\$1,852.06
Total:	\$140,396.75
- 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:** There was an announced rescheduling of the program committee meeting for October 29.
 - c. Bylaws Committee:** None.
- 8. UNFINISHED BUSINESS:**
 - a. Pizza with the Board:** BM Millang presented on setting the date for 11/15.
- 9. NEW BUSINESS:**
 - a. American Red Cross Contract:** Comm Guy motioned to approve the Licensed Training Agreement from Red Cross as presented. Comm Kraner seconded the motion, and it was approved with no discussion.
 - b. Tara Dunford Engagement Letter:** ED Cochran presented information for a financial consultant. Comm Guy motioned to approve engaging

the financial consultant, Tara Dunford, to review our district's finance procedures and provide recommendations for improvement, with funding to come from the unspent portion of the legal fees budget. Comm Kraner seconded the motion, and it was approved unanimously with no further discussion.

- c. **Job Description:** ED Cochran presented the updated job descriptions. Comm Guy motioned to approve the job descriptions. Comm Kraner seconded and it was approved unanimously with no further discussion.
- d. **Pool Chemical Purchase Approval:** MM Cochran presented on the cost of pool chemicals needed. Comm Guy motioned to approve the reallocation of twenty thousand dollars (\$20,000) from the NWPPRD Repair and Maintenance Budget Line to the Pool Chemical Budget Line. Comm Kraner seconded the motion, and it was approved unanimously with no further discussion.
- e. **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. ED Cochran to send out emails to confirm Comm Hartmann and Larsen availability for 11/15
- b. Have Rec Coord. Send out the times the TUSCPAC volunteers will be at the facilities.
- c. Edit the minutes from the MWR contract to reflect that Comm Kraner recused herself from the vote.

12. FINAL BOARD COMMENTS: Comm Witmer Kraner made a comment to correct the MWR contract.

13. NEXT MEETING: Budget Workshop, Monday, November 3, 2025, 6:00 p.m. at the John Vanderzicht Memorial Pool

14. ADJOURNMENT: The meeting adjourned at 6:25pm by BOC Vice-Chair Witmer.

Attest:



Bill Larsen, Chair

11/28/25

Date