



**POOL, PARK, AND RECREATION
DISTRICT**

BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool
85 Southeast Jerome Street, Oak Harbor, WA 98277
Thursday, May 22, 2025
6:00 PM

1. **MEETING CALLED TO ORDER** at 6:00pm.
2. **ROLL CALL:** Commissioners Kraner, Larsen, Hartmann, and Guy were present. Commissioner Wilmer was excused.
3. **PUBLIC COMMENTS:** There were no public comments made.
4. **CONSENT AGENDA ANNOUNCEMENT.**
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. April 24, 2025, Regular Meeting Minutes
 - b. **Vouchers and Payroll:**
 - i. Expense Voucher #'s 10773 - 10793 \$41,115.22
 - ii. Payroll \$61,180.52
 - iii. DOR \$2,194.02

Total: \$104,489.76
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager and the maintenance manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:** Comm. Kraner suggested an update to the staff policy surrounding credit card use.
 - b. **Program Committee:**
 - i. **Punch Card Discussion:** Comm. Guy led discussion surrounding the use of punch cards.
 - ii. **Oak Harbor Elementary School Swim Lesson Pricing:** Comm. Guy led discussion around options for Swim Lesson Pricing for OHE. Comm. Guy moved to approve the Oak Harbor Elementary swim lesson pricing with both options presented. Comm. Kraner seconded the motion, and it was approved unanimously with no additional discussion.
 - iii. **SWIKA Follow Up:** Comm. Guy presented an update about the SWIKA group. There are ongoing discussions between their organization and the program committee.

- iv. **Change to Swim Lesson Time and Price:** Comm. Guy presented on adding swim lesson pricing options. Comm. Hartmann moved to approve a 45-minute lesson rate of \$18.38 per lesson for an 8-lesson session total of \$147.04 and a 1-hour rate of \$24.50 per lesson for an 8-lesson session total of \$196.00. Comm. Kraner seconded the motion, and it was approved unanimously with no additional discussion. Comm. Guy motioned to approve that staff be allowed to adjust the total session rate based upon approved lesson rates if they need to change the number of lesson days in any month. Comm. Hartmann seconded the motion, and it was approved unanimously with no additional discussion.

8. UNFINISHED BUSINESS: NONE

9. NEW BUSINESS:

- a. **Executive Director Review:** Comm. Hartmann to summarize the first half, Comm. Guy to summarize the second half. Will present and review in June Regular BOC Meeting.
- b. **Employee Assistance Program Contract Renewal:** BM Millang presented on EAP contract. Comm. Guy motioned to approve the Employee Assistance Program Contract for 2025-2027 in the amount of \$1500. Comm. Hartmann seconded the motion, and it was approved unanimously with no additional discussion.
- c. **Employee of the Month:** BM Millang presented on the employee selected for Employee of the Month.

10. EXECUTIVE SESSION: None

11. ACTION ITEM/REVIEW:

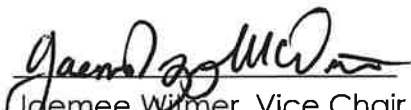
- a. Draft a notice for a district boundaries discussion
- b. Complete the management review

12. FINAL BOARD COMMENTS: Comments were made by Comms. Kraner, Larsen, Hartmann and Guy.

13. NEXT MEETING: June 26, 2025, 6:00 p.m. John Vanderzicht Memorial Pool

14. ADJOURNMENT: The meeting was adjourned at 6:59 p.m. by BOC Chair Larsen.

Attest:


Jaemee Wilmer, Vice Chair

6/20/2025

Date