



BOARD OF COMMISSIONERS REGULAR MEETING

John Vanderzicht Memorial Pool

85 Southeast Jerome Street, Oak Harbor, WA 98277

Thursday, June 26, 2025

6:00 PM

1. **MEETING CALLED TO ORDER** at 6:01 p.m.
2. **ROLL CALL:** Commissioners Witmer, Hartmann, and Guy were present. Commissioners Kraner and Larsen were 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. Hartmann seconded the motion, and it was approved unanimously with no discussion.
 - a. **Minutes:**
 - i. 5.22.2025 ED Review Workshop Minutes
 - ii. 5.22.2025 Regular Meeting Minutes
 - b. **Vouchers and Payroll:**

i. Expense Voucher #'s 10794 - 10820	\$43, 277.36
ii. Payroll	\$60, 802.98
iii. DOR	\$1, 931.91
Total: \$106, 012.25	
6. **STAFF REPORTS:** ED Cochran presented staff updates with the business manager.
7. **COMMITTEE REPORTS:**
 - a. **Budget Committee:**
 - i. **Resolution 2025-03 Establishing a Schedule and Target Approval Date for Strategic Plan:** Comm. Guy led discussion around creating a budget plan for long-term spending beginning in 2026. Comm. Guy moved to approve Resolution 2025-03, delineating the schedule and tasks for the creation of a strategic budget plan. Comm. Hartmann seconded the motion. It was approved unanimously with discussion. The board will continue to discuss the resolution in the next meeting.
 - ii. **Investment Accounts:** Comm. Guy led discussion about moving money from different cash accounts to the reserve investment accounts and capital investment accounts. Comm. Guy moved to transfer \$203,152.00 from the reserve cash account to the reserve investment account, leaving \$50,000.00 in the reserve cash account. Comm. Hartmann seconded the motion, and discussion ensued. It was approved and passed unanimously. Comm. Guy moved to transfer \$306, 234.00 from the operations cash account to the reserve account, leaving \$505,000.05 in the operating cash account. Comm. Guy moved to transfer \$306, 234.00 from reserve cash to reserve investment leaving 50,000.27 reserve cash account. Comm. Hartmann seconded the

motion. The commissioners further discussed the need to transfer the money. It was approved and passed unanimously. Comm. Guy moved to transfer \$240.00 from the capital cash account to the capital investment account, leaving \$4.41 in the capital cash account. Comm. Hartmann seconded with no discussion. It was approved and passed unanimously. Comm. Guy moved to transfer \$5,000.00 from the operating cash account to the capital cash account, leaving \$500,000.05 in the operating cash account. Comm. Hartmann seconded the motion, and it passed unanimously with no discussion. Comm. Guy moved to transfer \$5,000.00 from the capital cash account to the capital investment account, leaving \$4.41 in the account. Comm. Hartmann seconded, and it was approved unanimously with no discussion.

iii. **Budget Line Consolidation:** Comm. Guy led discussion around condensing all vehicle repair categories from separate to one singular category of vehicle maintenance. Comm. Guy moved to consolidate all budgeted amounts under the heading 576.20.33 into the heading line for a total of \$975 in line item 576.20.33. Comm. Hartmann seconded the motion, and it was approved unanimously with no discussion. Comm. Guy moved to consolidate all budgeted amounts under the heading 576.80.33 into the heading line for a total of \$1,520 in line item 576.80.33. Comm. Hartmann seconded the motion, and it passed unanimously with no discussion.

iv. **Budget Amendment Discussion:** This item was part of the discussion for Budget Line Consolidation.

b. **Program Committee:**

i. **Program Planning Sheets:** BM Millang summarized preparing planning sheets to start the budgeting process in July.

ii. **DINO:** Comm. Witmer summarized the DINO program will not be funding programs this summer.

c. **Bylaws Committee:**

i. **Standing Rules Discussion:** No updates.

8. **UNFINISHED BUSINESS:**

- a. **Executive Director Performance Review:** Comm. Hartmann asked to table the discussion to July so the rest of the board could be present.
- b. **Computer Upgrades:** ED Cochran discussed the need for computer upgrades for several staff computers. Comm. Guy presented the idea of hiring a part-time IT person. Comm. Guy motioned to approve the computer upgrades at the amount of \$5,659.20. Comm. Hartmann seconded the motion, and it passed unanimously with no discussion.
- c. **Credit Card SOP:** BM Millang presented an update to the Credit Card SOP Draft. Comm. Guy asked to table the discussion till the July Regular Meeting so the rest of the board could be present.

9. **NEW BUSINESS:**

- a. **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. Commissioners would like to table the Executive Director Performance Review until July
- b. Commissioners would like to table the Credit Card SOP until July

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

13. NEXT MEETING: July 24, 2025, 6:00 p.m. at John Vanderzicht Memorial Pool.

14. ADJOURNMENT: The meeting was adjourned at 7:18 p.m. by BOC Vice Chair Witmer.

Attest:

A handwritten signature in black ink, appearing to read "Bill Larsen", written over a horizontal line.

Bill Larsen, Chair

7/24/25

Date