

**Greater Toledo Pool Recreation District
Board of Directors Regular Meeting Minutes
January 8, 2024, 6:00 p.m.
Toledo Library Meeting Room
174 NW 7th Street, Toledo, OR 97391**

Directors Present: Roy Kinion, Rachael Wallace, Kay Chambers, Peter Vince

Absent: Amanda Hockema

Staff Present: None

Guests: Samantha Plummer and Gema Larson of Central Coast Ledgers, LLC.
Hal Wallace

Community members: Jim Chambers

Other: Deb Hite, Acting Recorder

- 1. Call to Order:** Meeting was called to order by Roy Kinion at 6:01pm
Roll Call: A quorum was established.
Adjustments to the Agenda: None

- 2. Consent Callendar:** The minutes were read from the December 4, 2023 Regular Board meeting and December 27, 2023 Special Board meeting. A move to approve was made by P. Vince and seconded by R. Wallace; motion passed unanimously.

- 3. Unfinished Business/Information:**
 - a. Financial Reports**
 - i.** Monthly expenditures – K. Chambers provided financials for December 2023. Board discussed expenses and receivables.
 - ii.** Fund balances—K. Chambers reported that bills have been paid up to date. Peter stated that the LGIP balance is roughly \$1,750,000.
 - iii.** Visa Report – K. Chambers noted the Visa is paid to date.
 - b. Pool Usage** – T. Doyle provided a detailed chart on pool usage. (See attached.)
 - c. City/GTPRD Steering Committee update** – R. Wallace reported the committee is moving forward. Tim Braxling and Mike McClelland, the prospective project managers, attended. There were two bids received for the architectural conceptual design, there is a significant difference in the costs of each, research will be done to find out why. It was determined that the GTPRD will pay for one-third of the design costs leaving two-thirds to the City of Toledo.
 - d. Newsletter**—R. Wallace and K. Chambers are targeting to have the newsletter in February.
 - e. Swim Club**—K. Chambers and P. Vince have met with T. Doyle (coach) concerning upcoming meets. The new director will meet with T. Doyle to discuss events and compensation.
 - f. Legal Representation**—Braulio Escobar has agreed to volunteer his services.
 - g. Pool Schedule**—In progress to post on website soon.

- h. PTO Guidelines**—Tabled for next meeting
- i. New Contract employees**
 - i. Introductions of Samantha Plummer and Gema Larson of Central Coast Ledgers, LLC. Discussion of the financial services that CCL will provide was agreed to. R. Wallace moved to hire Central Coast Ledgers, LLC for bookkeeping services at a fixed amount of \$300 per month plus \$25 per hour for additional time spent, such as attending meetings. K. Chambers 2nd, the motion passed unanimously. Contract was signed.
 - ii. Deb Hite’s proposed contract was reviewed, R. Wallace moved to hire D. Hite at \$25 per hour not to exceed 40 hours in a month. K. Chambers 2nd, the motion passed unanimously. Contract was signed.

4. New Business:

- a. Project Managers**—Tim Braxling and Mike McLelland, prospective project managers, attended the Steering Committee meeting.
- b. Budget Calendar**—Reminder to develop and publish at February 5th meeting.
- c. Swim Lessons**—The plan is to provide swim lessons this school year to the elementary students provided there are enough lifeguards and volunteers.
- d. Water Heater Room**
 - i. K. Chambers met with the plumber, he has agreed to investigate and, if possible, repair the leak. The water to the building will need to shut off so the pool will have to close during the repair time, it is scheduled for Wednesday the 17th.
 - ii. Discussion of the water heater space was discussed, there is a partial barrel of disinfectant that needs to be disposed of, R. Kinion will move and dispose of the barrel at the Lincoln County Hazardous Waste collection event in July.
- e. Staff pay for the Afternoon/Evening Shift December 22, 2023**—K. Chambers explained the situation of the unexpected closure due to a staffing shortage and her assurance that staff would be paid for the time lost due to the unexpected closure. She told staff that the Board would make a final determination regarding future unexpected closures due to staff shortages in the future at their next Regular Board meeting. Board determination was not to pay staff for time lost due to staffing shortages leading to an unexpected closure in the future.
- f. Board of Directors moves to Executive Session**

5. Board of Directors Returns to the Regular meeting at 8:55pm

- 6. Discussion Regarding Interim District Director:** Expectations/duties of an interim director were discussed by the Board. Included were managing the daily pool operations, developing pool programs, interfacing with the City on the upcoming joint building project, and staff development were discussed. P. Vince moved to hire Hal Wallace as an Interim Director at \$3500 per month based on 25 hours per week and/or 100 hours per month. K. Chambers 2nd. R. Wallace abstained; motion passed. R. Kinion stated that the position for a permanent District Director will be advertised soon.

- 7. Reports and Comments:** P. Vince announced he will be attending the finals of the USA Olympic trials in Indianapolis in June.
- 8. Adjourn:** Meeting was adjourned by R. Kinion at 9:05 p.m.
- 9. Upcoming Meetings:** January 22, 2024, 6:00pm, Toledo Library Meeting Room: Board of Directors Regular Meeting—Hiring of an Interim Pool Director.
- February 5, 2024, 6:00 p.m., Toledo Library Meeting Room, Board of Directors Regular Meeting.

Respectfully Submitted,

Deb Hite
GTPRD Recorder