

**Greater Toledo Pool Recreation District  
Board of Directors Regular Meeting  
Minutes  
May 12, 2025, 6:00 p.m.  
Toledo Library Meeting Room  
173 NW 7<sup>th</sup> Street, Toledo, OR 97391**

**Directors Present:** Roy Kinion, Peter Vince, and Rachael Wallace

**Excused:** Amanda Hockema

**Absent:** Kay Chambers

**Staff Present:** Director Hal Wallace

**Budget Committee Members:** Robin Johnson, Diane Dawson, and Ron Manning

**Other:** Deb Hite, GTPRD Recorder; Samantha Plummer, Central Coast Ledgers LLC.

**1. Call to Order:** The meeting was called to order by Roy Kinion at 6:04 p.m.

**2. Roll Call:**

**Establish Quorum:** A quorum was established.

**3. Consent Calendar:**

**Minutes:** The minutes were read from the March 31, 2025, Board of Directors Regular Meeting.

**Action:** R. Wallace moved to accept the minutes; P. Vince seconded; passed unanimously.

**4. Financial Reports:**

**a. Monthly Recurring—**S. Plummer distributed the monthly financial documents from March and April 2025 (see attached). The Board reviewed the documents and questioned line 35, Swim Team, on the Revenue and Expenditure Summary; the YTD actual was missing. S. Plummer calculated that for April the YTD was \$3,544.75, which was 35% of their budget. The Board asked when expenses are posted. S. Plummer stated the expenses are posted in the month they are accrued, not when paid.

**b. Expenses over \$1,000—**S. Plummer reported that when all of the bills from MettaSphere's services were added together, they were over \$1,000. H. Wallace explained that the services provided by MettaSphere included backing up, upgrading and fixing the pool's computers. He explained why a new computer was bought for the pool. The total billing from Local Government Law Group was \$3,816 for RFQ and consultations.

**5. Director's Report/Staff Reports and Updates—**H. Wallace provided his Director's Report (see attached), below is a summary of the report.

Pool Operations: The pool was opened every scheduled day but had to close early on April 20<sup>th</sup> when the front desk computer crashed. MettaSphere, the company we contract with to keep our computers up to date, was able to get the computer up and running the following

Monday. A new laptop was purchased that can be used away from the pool and for when the rebuild is happening. There are two Wi-Fi networks at the pool now, one for staff and the other for the public to use.

Lifeguard Activities: The drug screenings and background checks came back on the three new hires. This provides the pool with two additional lifeguards and one more front desk/swim instructor. Two lifeguards were promoted to Head Lifeguards. Expected behaviors and the dress code was reviewed with staff.

Scheduling Pool Hours: The current schedule of being open 8:00 a.m. to 6:00 p.m. on week days and a shortened schedule of 11:00 a.m. to 3:00 p.m. on weekends continue. H. Wallace is considering going to two shifts; an A.M. and P.M. during the summer, it would have extended hours.

Swim Lessons: Swim lessons have been scheduled for Siletz Head Start to begin the last two weeks of May. Training for their volunteers will be done this week. H. Wallace is looking into participating in the “International World’s Largest Swim Lesson” to be held on June 19<sup>th</sup>; he is currently investigating how to register the GTPRD. Classes for summer lessons will begin after the 4<sup>th</sup> of July holiday. The Salvation Army has made a very welcome donation to help families in need of swim lessons.

Pool Rental Activities: During the last several weeks the pool hosted three birthday parties, NOAH training, two ODFW trainings, and are scheduled to have TOES K-1 Field Day on June 9<sup>th</sup>.

Training and Development: H. Wallace completes his Leadership Lincoln program at the end of May. He is doing his community project with Newport’s Aquatic Supervisor. They will be conducting a county-wide “Water Safety Awareness” campaign at the three aquatic centers. The website continues to be monitored and updated. Additional trainings from the web developer are to be scheduled soon.

Swim Club: The club has participated in two meets this spring and will have one more before the end of the season. Swimmers are improving their personal records. Participation has fallen off with the members due to other activities. The decision to continue with the program will take place in the fall.

Community Events: The Free Family Swim event on April 13<sup>th</sup> for Easter was a big success; 72 kids participated in the games, door prize drawings, and an egg dive. On April 26<sup>th</sup> the pool coordinated with the Toledo Library’s “Garden Swap and Share” by hosting another community free recreational swim.

- 6. Budget Committee Update**—H. Wallace introduced three of the committee members; Robin Johnson, Diane Dawson and alternate Ron Manning. H. Wallace spoke about the duties of the committee.

**7. Pool Project:**

- a. **Steering Committee**—R. Kinion has met with the City of Toledo's Interim City Manager and brought him up to date with the pool project. R. Kinion spoke at a recent City Council meeting regarding the need for an amendment to our lease with the city enabling GTPRD to demolish the current pool building. The council voted in favor of the amendment. R. Kinion also spoke about the IMS contract and that a few changes are being made to it.
- b. **Finance Option Update**—H. Wallace contacted the bank and was told that the audit from 2022/2023 had not been filed with the State of Oregon by the auditor. H. Wallace and S. Plummer will follow up on the issue. There has been no word from SDAO on our finance questions.

**8. Action Items**—No actions.

**9. Comments:**

- a. **Public Comments**—No Comments
- b. **Board Comments and Take-Aways**—P. Vince stated that while in Australia he had the opportunity to swim in two outdoor 50-meter pools, he said it was great.

**10. Upcoming Meetings:**

- a. June 2, 2025, Budget Committee Meeting; 6:00 p.m. in the Toledo Library meeting room.
- b. June 9, 2025, Board of Directors Regular meeting and Budget Hearing; 6:00 p.m. in the Toledo Library meeting room.

**11. Adjournment**—R. Kinion adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Deb Hite  
GTPRD Recorder