

**Greater Toledo Pool Recreation District
Board of Directors Regular Meeting
Minutes
July 14, 2025, 6:00 p.m.
Toledo Library Meeting Room
173 NW 7th Street, Toledo, OR 97391**

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

Staff Present: None

Community Members: Jim Chambers

Other: Deb Hite, GTPRD Recorder; Samantha Plummer, Central Coast Ledgers LLC; Chris Giggy, Integrity Management Solutions (IMS); and Nancy Giggy, IMS.

1. Call to Order: Meeting was called to order by Roy Kinion at 6:05 p.m.

2. Roll Call:

Establish Quorum: A quorum was established.

3. Consent Calendar:

Minutes: The minutes were read from the June 9, 2025, Board of Directors Regular Meeting.

Action: R. Wallace moved to accept the minutes with the addition of K. Chambers Board comment; seconded by P. Vince; passed unanimously.

4. Pool Project

- a. **Steering Committee**—R. Kinion met with the city department heads and pro tem city manager concerning the upcoming demolition and construction of the new pool. GTPRD asked about possible issues with permits or any other concerns the city had; no red flags with moving the project along. The contract with IMS was signed on June 17th. IMS prepared an RFP to be released the week of July 14th.
- b. **Finance Option Update**—No update.
- c. **Project Management Update**—Chris Giggy of IMS provided the Board with the attached “Request for Proposals for Architectural & Engineering Services for Toledo Aquatic Center Replacement Project.” Chris explained each section in the document and answered questions. There was a discussion on where companies should send their proposals; it was decided that they should be sent to IMS electronically. Once received, C. Giggy will then forward the documents to the Board and to H. Wallace, pool director. Chris explained how the walk-through of potential architectural firms would be conducted; this will happen on July 23, 2025, from 12:00 to 1:00 p.m. Chris reviewed the timeline on when proposals are due and when interviews will occur. The goal is to have potential firms presented at the August 11, 2025, Board of Directors meeting. A question was asked if the Board should be present during the walk-through; N. Giggy stated the Board is invited to attend, but it is not required. C. Giggy then reviewed the remainder of the document with the Board. He asked if the \$6 million construction budget should remain the same; it was stated that it should.

There was some discussion on insurance requirements proposed in the RFP; it was determined that they were appropriate.

There were concerns raised by the Board about possible problems after construction. There have been issues with the Newport and Corvallis pools. IMS reassured the Board that they believe the \$3,000,000 liability insurance would be sufficient. The Board also mentioned that the architects need to be aware of the type of roof they design for our weather, essentially no flat roof. C. Giggy stated that would be one of the interview questions.

There was discussion on the \$6 million budget; P. Vince stated that Scott Edwards Architecture stated earlier that it would be an adequate amount. C. Giggy stated that \$6 million seems lean to him and that \$8 million would be more reasonable. He also stated that the numbers would be coming later in the process during the request for quotes. P. Vince also asked if IMS knew anything about going for a bond without a public vote; they did not.

5. Financial Reports:

- a. Monthly Recurring—**S. Plummer distributed the June 2025 financial documents: patron counts, revenue and expenditure summary, and bill payments and expenses, (see attached). She stated that she had not received the LGIP statement for June or the water bill. H. Wallace may have them; she will be meeting with him later in the week. She noted that the expenditures for fiscal year 2024/2025, on line 42 of the revenue/expenditure document, were 99%.
S. Plummer also stated that she needs to review employee time cards to make sure the position an employee works matches with the pay for the particular position. The Board reviewed the documents and noted the line items that were over budget. S. Plummer stated that next month's report will include a separate document for the pool project. She asked if any other items needed to be tracked closer; none were mentioned. S. Plummer also stated that she is very close to being ready to submit documents to the auditor for the 2024/2025 fiscal year.
- b. Expenses over \$1,000—**\$3,700 for painting the shower rooms and striping the parking lot to McKay Painting; repair of the gas fuel pump for the pool's heating system by Mechanical Heating and Air, the total of two visits was \$3,700 (see attached Director's report).

- 6. Director's Report/Staff Reports, and Updates—**H. Wallace was not present at the meeting but had left copies of his report (see attached).

Pool Operations: The pool was open every day in June except for the 28th – 30th when the pool was being painted. Once school was out for the summer, the pool schedule changed to accommodate daily recreational swim of 3 hours. A pool rec swim pass of 10 swims for \$10.00 was started.

Scheduling Pool Hours: The pool hours were increased by an hour throughout the week to accommodate an additional hour of lap swimming, the weekend schedule stayed the same. Rec swim times have been increased to 3 hours on Monday – Thursday and 2 hours the other days of the week.

Maintenance and Contractor Activities: Two major maintenance issues were addressed in June. The first was stripping and painting the locker rooms in the shower areas and striping the parking lot. Costs for the project were reduced because the pool had 5 gallons of paint that was used on the project, and there was an overdue tax refund from 2023 that came in early June that was utilized. H. Wallace did some repainting of the reception area to freshen it up.

The second issue was the unexpected break down of the gas fuel pump for the heating system in the pool building on June 20th. Mechanical Heating and Air from Harrisburg was able to diagnose and fix the problem. The lawn maintenance contractor, Twin Tree Services, LLC. has been very reliable. The cost is \$300 per month during the summer.

Lifeguard Activities: The pool is fully staffed to cover swim lessons and rec swims. There are two people working on getting in condition for the lifeguard test. All staff will receive a wage adjustment beginning July 1. New tee-shirts for the staff have been ordered from AdverTees in Toledo.

Swim Lessons: Lessons started the first week of July and are going well. T. Doyle and R. Kimbell are the lead instructors with four assistant instructors. The pool participated in the International World's Largest Swim Lesson Day on June 23; the event was used to feature registration for the summer lessons.

Training and Development: Currently H. Wallace is reviewing training materials with SDAO and Vector Solutions that are required to be conducted annually with employees. The training sessions for employees will be done in August.

Swim Club: Off for the summer.

Community Events: On June 16th there was a guest water aerobics instructor, Denise Wallace. She provided a fun and challenging work out. On June 17th, 26 students from the high school participated in a water safety session. Board member R. Wallace was involved with the presentations and joined the students in the pool. On July 4th, the pool was open for a family rec swim. The pool also participated in Summer Fest's parade on Saturday the 12th and on the following Sunday the pool hosted a Summer Fest Rec Swim.

- 7. Action Items**—R. Kinion entertained a motion to approve the Request for Proposals submitted by IMS, R. Wallace moved to approve; A. Hockema seconded; passed unanimously.

8. Comments:

a. Public Comments—None

b. Board Comments and Takeaways—P. Vince will contact David Ulbright of SDAO to follow up on the GTPRD borrowing capacity. R. Wallace stated that the high school students that came to the pool during summer school had a great time. R. Kinion swore himself, A. Hockema and R. Wallace into office, per the Lincoln County Clerk's instructions. They were each given a document to display and another to sign. The signed document will be kept in the pool director's office.

There was discussion on rec swim hours; K. Chambers noted that rec swim has been cut 1 hour on Fridays for staff meetings. She then requested that rec swims be available at least 3 hours during the summers and school holidays each weekday. It was noted that the current schedule has 3 hours of rec swim M-Th with 2 hours on Friday. She requested a board directive on the hours of rec swim during summer and school holidays; it was decided to bring this up at the next Board meeting.

P. Vince stated he is not happy with the time it takes Local Government Law Group, our legal team, to respond to inquiries; R. Kinion has had good responses from them in a timely manner.

Board members brought up that Newport Rec Center has patrons sign in on a log at the front desk. It was determined that the Toledo pool should also follow this practice; D. Hite will notify H. Wallace about the decision.

Lastly, there was discussion on how to get information out to the public and patrons, preferably an email about upcoming closures, events, or changes in the schedule. P. Vince stated it needs to happen soon.

9. Upcoming Meetings:

- a. August 11, 2025, Board of Directors Regular Meeting; 6:00 p.m. in the Toledo Library meeting room.

10. Adjournment—R. Kinion adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Debra Hite
GTPRD Recorder