

**Greater Toledo Pool Recreation District
Board of Directors Regular Meeting
Minutes
October 13, 2025, 6:00 p.m.
Toledo Library Meeting Room
173 NW 7th Street, Toledo, OR 97391**

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

Staff Present: Hal Wallace

Community Members: Jim Chambers, Braulio Escobar

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

1. Call to Order: Meeting was called to order by President 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 August 11, 2025 Board of Directors Regular Meeting; September 8, 2025 Board of Directors Regular Meeting and the September 22, 2025, Board of Directors Special Meeting.

Action: P. Vince moved to accept all three meeting minutes; seconded by A. Hockema; passed unanimously.

4. Financial Reports:

a. Monthly Recurring—S. Caskey projected the financial documents on the TV screen and provided copies to the board (see attached). She noted that per the board's request, Line 44, Payroll Cost Including Health Insurance, on the revenue and expenditure sheet was added. She also noted that Line 41, Total Expenditures, includes pool project costs; Line 42 does not include pool project costs. She reviewed Lines 41, 42, and 43. The board inquired what is included in line 43; she stated lines 20–27, and 29 – 40. The profit and loss, bill payments and expenses along with the patron usage sheet were reviewed. Questions were raised about several incomplete items on the bill payments and expenses sheet; she clarified that the \$150 payment to Jacob Merino was for lawn care, not bookkeeping services, and that the \$81 purchase from Amazon was for a waterproof stopwatch. S. Caskey projected a balance sheet on the T.V. that she explained. She mentioned that the CPA would need to clarify certain items on the sheet. There was discussion concerning the LGIP.

b. Expenses over \$1,000—S. Caskey noted that Pure Water Aquatics was paid \$1,212.90, and Integrated Management Solutions (IMS) was paid \$5,820.79.

5. Director's Report/Staff Reports and Updates—H. Wallace previously sent the board a copy of his report. Below is a summary of the report; see attached for the full report.

Pool Operation: The pool was open every day in September except for September 15- 16th when it was closed due to heater issues.

Scheduling and Pool Hours: The pool is now back on fall/winter hours, opening at 8:00 a.m. and closing at 6:00 p.m. Monday thru Friday, and 11:00 a.m. to 3:00 p.m. Saturday and Sunday. Recreational swim from 4 to 6:30 p.m. on Wednesdays as well as 1 to 3:00 p.m. on the weekend.

Maintenance and Contractor Activities: There were several maintenance issues in September; the pool's heater was repaired by PureWater Aquatics, as well as providing annual maintenance on the heater. The vendor also examined a growing leak on one of the return water pipes. They provided a quote of \$533.02 and repaired it on October 3. Airrow Heating replaced the furnace filters on October 9th at a cost of \$438.00. Twin Trees Services, LLC, is down to mowing and weeding once a month; his services will be suspended in November for the winter.

Lifeguard/Staff Activities: Employee development is conducted at the weekly staff meetings to continue to improve their water safety skills, customer service skills, and other social skills.

Swim Lessons: Toledo Elementary, K-2, will have lessons in November and December.

Pool Rental Activities: A fifth-grade field trip from Amity Grade School rented the pool for October 8th; 49 students and chaperones had a great time.

Training and Development: Tiger Doyle and H. Wallace attended and successfully passed the Certified Pool Operator training that was held on August 24th and 25th. T. Doyle and Ryder Jones attend the Swim Coaches workshop training in Forest Grove on October 4th and 5th.

Swim Team: The swim team started up again in September; currently there are 9 members, with 2 more to join after volleyball season ends.

Community Events: H. Wallace represented the pool at the library's community resource fair on Saturday, August 27th. He shared information about the pool's programs and had a schematic on the latest design of the new pool. The pool will be sponsoring a free Halloween party at the pool on Saturday, October 25th, from 1:00 - 3:00 p.m. There will be games and prizes along with treats. Last year was a big success; hopefully this year will be as big a success.

6. Other Updates:

- a. **Scott Edward's Contract**—H. Wallace said that the final going over the contract will be Tuesday, October 14, 2025. The contract will then be reviewed and possibly signed at a Special Board Meeting.

- b. **Progress of Local Government Law Group (LGLG) Contract for CMGC**—H. Wallace stated that LGLG will be sending a standard template for CGMC, which will be shared with IMS.
- c. **Swim Lessons for TOES**—H. Wallace has met with TOES and is in the process of setting up the swim lessons for November and December. There will be a total of eight; details are in the process of being finalized.
- d. **Email System to Patrons**—H. Wallace stated the system had a few glitches but was up and running; the first email was sent Sunday to some and Monday to others. It was noted that some of the board member's email went into their junk/spam folder. H. Wallace will post on Facebook for patrons to check their spam folder if they did not receive an email from the Greater Toledo Pool.
- e. **Current Schematic Design from Scott Edwards**—It was noted by J. Chambers a few minor changes had been made to the schematic that H. Wallace had. An entryway gate and stub wall has been added as well as the bleacher area being bumped out. It was stated that the design to determine costs is close to being completed.
- f. **Pool Closing Date**—Tabled for a future meeting.
- g. **Bond Numbers**—H. Wallace stated the only numbers we have at this point are the ball park figures that D. Ulbrecht had sent out several meetings ago.
- h. **Engagement Letter from David Ulbrecht, SDAO**—There was a discussion about the letter not being sent to all the board members before it was signed. It was determined to have the letter sent out to all board members and for it to be reviewed at a future meeting. It was decided that a work session with David Ulbrecht in attendance is needed, H. Wallace will contact D. Ulbrecht to set a date.

7. Pool Project:

- a. **Steering Committee Report**—There was discussion on what the Steering Committee can decide and what requires the boards' approval. It was decided that all project documents will be emailed to the board so everyone is aware of where the project stands and what is happening. The project team has set a schedule for bi-weekly meetings to escalate traction and keep the project moving forward.

8. Action Items—None

9. Comments:

- a. **Public Comments**—None
- b. **Board Comments and Take-Aways**—A discussion on recreational/ lap swim times were discussed. Questions concerning the amount of time given to recreational swim was asked. It was requested that on non-school days (holidays, conferences) that the rec swim time be extended. No decision was made at this time.

10. Upcoming Meetings:

- a. November 10, 2025, Board of Directors Regular Meeting; 6:00 p.m. in the Toledo Library meeting room.

11. Adjournment—R. Kinion adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Debra Hite, GTPRD Recorder