

**Greater Toledo Pool Recreation District
Board of Directors Regular Meeting
Minutes
November 10, 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

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

1. Call to Order: Meeting was called to order President by R. Kinion at 6:08 p.m.

2. Roll Call:

Establish Quorum: A quorum was established.

3. Consent Calendar:

Minutes: The minutes were read from the October 13, 2025, Board of Directors Meeting

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

4. Financial Reports:

a. Monthly Recurring— S. Caskey distributed October's monthly financial reports:

Revenue and Expenditure Summary (it was dated September 30th; she stated it was actually the October 31st report), Bill Payments and Expenses, and the Profit and Loss statement. Patron usage will be emailed to the board. Several items were reviewed on the revenue and expenditure sheet; Line 23, Board of Directors, for \$55.95, was for lifeguard incentives to do their weekly laps. Line 37, Travel & Training, for \$475, was for the swim team coaches' training. It was determined that the \$475 should be posted to Line 35, Swim Team expenses. S. Caskey noted that she had not included the project costs this month; they had not changed from last month's report.

Bill payments and expenses were discussed. On 10/27/25, there was an Amazon charge of \$72.31 that will be investigated to determine what it was for. There were a few issues with deliveries; one was that there was no valid address, even though the pool receives deliveries frequently. H. Wallace will be contacting Amazon to resolve the issue.

b. Expenses over \$1,000—\$7,401.45 to Environmental LLC for hazardous materials survey on 10/23/25 and \$1,625 to IMS for meetings, monthly reports, and estimator coordination.

H. Wallace asked if the Tax Assessment Revenue funds should be used to pay bills or if they should be deposited in the LGIP account; it was determined to put them in LGIP for accounting purposes.

- 5. Director's Report/Staff Reports and Updates**—H. Wallace sent out his report electronically for the board to review; see attached. Below is a summary of his report. There was discussion concerning a few small leaks that appeared in the pool due to the latest windstorms. It was determined to monitor the situation to see if anything more develops. The board suggested that the gutters be cleaned; the pool is in a forested area where lots of debris can amass. There was discussion about the front desk operations and how to welcome patrons into the pool; the board would like to see staff increase engagement with the patrons. H. Wallace will address this at the next staff meeting.

Pool Operations: Open every scheduled day during October. Patron counts have been down this past month, especially recreational swims. The log book for patrons has been going well. The fall/winter pool hours have stayed the same: 8:00 a.m. to 6:30 p.m. throughout the week, closing from 1:00 p.m. to 2:00 p.m. for lunch. The weekend schedule of 11:00 a.m. to 3:00 p.m. has also stayed the same.

Lifeguard Activities: Employee development is conducted in weekly staff meetings to continue to improve water skills, customer service skills, and social behaviors. Due to coverage issues in October, the staff meetings were conducted every other week. The annual trainings for ethics, bloodborne pathogens, and child abuse notification procedures will be conducted in November.

Swim Lessons: Swim lessons for Toledo Elementary has been delayed until November 17th for grades K-2; lessons will continue until TOES winter break.

Swim Team: The last two swim meets in Dallas and Albany were quite successful; all the team members that attended have achieved new personal bests.

Community Events: The Halloween party on October 25th was a great success. The pool provided free swimming, games, prizes, and treats to the participants. On October 31 the pool participated in the annual "Trick-or-Treat on Main Street" event. Candy, glow-in-the-dark tattoos, and little Halloween plastic ducks were given out. The rainy weather held off until after the event was over. It was estimated that almost 800 people attended the event. H. Wallace has assembled two gift bags, one for TOES and the other for Eddyville, for their fundraisers.

Maintenance and Contractor Activities: Northwest Natural is planning to replace the gas meters that serve the pool in November; it had been delayed since the summer of 2024. The replacements will not affect the operation of the pool. At the end of October, the Lincoln County Health Department conducted an evaluation of the pool; the pool passed with a 100%. The only comment was to keep the water level in the pool up to gutter level; it is tracked daily and adjusted when necessary.

6. Other Updates:

- a. **David Ulbricht Engagement Letter:** The board discussed what services D. Ulbricht will be providing to the pool.
- b. **David Ulbricht Meeting:** Scheduled for November 17th at the Toledo Fire Department at 6:00 p.m.

- c. **Scott Edwards Contract:** H. Wallace stated that he and R. Kinion met with Scott Edwards and Associates (SEA) concerning the contract; all but one item of concern was resolved; the SEA representative will be checking with his team on the arbitration clause. It is anticipated that the contract will be signed on Friday, November 14th. The financial numbers for the pool should be received by the end of November.
- d. **Swim Lessons for TOES:** The lessons had to be pushed back until November 17th to give TOES more scheduling time. The board asked if additional swim lessons could be conducted during winter break in December for anyone who might want them; H. Wallace will follow up.

7. Pool Project Steering Committee Report—The pool representatives are continuing to work with SEA on the contract, the original contract was incomplete and needed to be amended. (See the attached Director's report for more information.)

8. Comments:

- a. **Public Comments**—None
- b. **Board Comments and Take-Aways**—The board mentioned that the schedule on the weekly newsletter needs to be clearer; H. Wallace will follow up with the website person. There was discussion on formulating a plan on how to go about dispersing information to the public concerning the build; it was decided a work session to develop the plan will be scheduled. P. Vince mentioned he attended a Masters Swim Meet at the Matt Dishman Community Center in Portland. During the backstroke event he inadvertently pulled another swimmer's arm, which was a first for him. P. Vince placed 10th in the backstroke and 4th in the 200 freestyle.

9. Upcoming Meetings:

- a. November 17, 2025, Board of Directors Work Session; 6:00 p.m. in the Toledo Fire Department meeting room.
- b. December 8, 2025, Board of Directors Regular Meeting; 6:00 p.m. in the Toledo Library meeting room.

10. Adjournment—R. Kinion adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Debra Hite
GTPRD Recorder