

**Greater Toledo Pool Recreation District**  
**Board of Directors Regular Meeting**  
**Minutes**  
**January 12, 2026, 6:00 p.m.**  
**Toledo Library Meeting Room**  
**173 NW 7<sup>th</sup> 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 by President R. Kinion at 6:02 p.m.

**2. Roll Call:**

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

**3. Consent Calendar:**

**Minutes:** The minutes were read from the December 8, 2025, Board of Directors Meeting.

**Action:** P. Vince moved to accept the minutes; seconded by A. Hockema; passed unanimously. R. Kinion reviewed and signed the minutes from the December 21, 2025, Work Session.

**4. Financial Reports:**

**a. Monthly Recurring**— S. Caskey distributed December's monthly reports (see attached): the Patron Usage Counts, Revenue and Expenditure Summary, Lottery Grant Expenditures, Profit and Loss, Bill Payments and Expenses, along with the Auditor's Report. S. Caskey stated that the expenses on lines 14–22 were submitted today for reimbursement. She also mentioned that the tax revenue recently came in. Questions were asked regarding the ADP Tax for \$8,674.24; it was explained that it includes several items: social security tax and paid leave. There was discussion about family leave and the percentages that the pool pays (40%) and what the employees pay (60%). It was asked how much the pool pays; S. Caskey said that in the 4<sup>th</sup> quarter of 2024 the amount was \$279.10. A question regarding line 31, Professional Fees, on the revenue and expenditure chart, and if it included the audit; it does. It was pointed out that line 13, Lifeguards, was significantly higher in December; it was explained that employees took their paid-time-off leave. S. Caskey asked if the cost of the food that was provided for the meeting with Scott Edwards Architecture (SEA) and Integrity Management Solutions (IMS) should be put in for reimbursement from the lottery grant; it was decided it should be.

The audit was discussed, specifically the auditor's comments regarding the General Fund budget for capital outlay, transfers, and personnel services. S. Caskey will follow up with the auditor on those comments.

- b. Expenses over \$1,000**—Integrity Management Solutions for \$2,000 and \$1,081.20; ADP Tax for \$8,674.24; DCW Cost Management for \$7,200, Scott Edwards Architecture for \$5,464; Grimstad and Associate for \$10,400.
- c. LGIP Update**—H. Wallace stated the account is approximately \$2.1 million. He went on to explain that existing expenses were paid before transferring funds into the LGIP account. This system provides for better tracking of the money.

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

Pool Operations: The pool was open every day in early December during our advertised and posted hours, but were closed for the Christmas Holiday, December 25-27. Patron visits for both lap swimming and rec swim have continued to trend down this past month. In December H. Wallace made the decision to be closed on Saturdays, and only open on Sundays for our weekend hours. After the discussions at last month's Board meeting we implemented FREE admission during rec swims. We also published a flyer for special FREE rec swim times during the winter break for LCSD and it brought in a few more people.

Lifeguard/Staff Activities and Trainings: We are currently making do with the lifeguard resources we have on staff but I do have two candidates that we are interviewing for possible lifeguard positions. Employee development is conducted during the Friday Staff/In Service meetings to continue to improve water and safety skills, customer service skills, and other social behaviors; because of coverage challenges we only meet every other week. Annual training coverage (Ethics, Blood Borne Pathogens, Child Abuse Notification Procedures, etc.) was delayed because of some program issues with Vector Solutions (the training platform we have access to through SDAO). However, it is now underway to update employee training by the first part of February.

Scheduling Pool Hours: We continue with our winter daily schedule of open hours from 8:00 a.m. to 6:30 p.m. throughout the week. Swim Club practices are weekday afternoons from 4:15-5:15 p.m. (except for Wednesdays, when we offer an afternoon rec swim from 4:15 to 6:00). The weekend schedule: CLOSED on Saturday, and open from 11:00 a.m. to 3:00 p.m. on Sunday. Our plan is to have additional rec swims in the afternoons on the two Mondays in January that school is not in session.

Swim Lessons: Swim lessons for Toledo Elementary are still being planned for grades K-2 in the new year.

Swim Club: The club is doing well and will be attending meets soon.

Pool Events and Rentals: There was a lively birthday party on December 6<sup>th</sup>. On January 3<sup>rd</sup> there was another birthday party that had 30 people.

Community Events: The FREE "Santa Swim Party" on Tuesday, December 23<sup>rd</sup> from 5:00-7:00 p.m., wasn't nearly as well attended as last year's. I think part of the downturn was that school was cancelled because of bad weather for 3 days prior to winter break, and the

schools weren't able to send home the flyer I had provided. We had a professional Santa, games, treats, beverages, and prizes. There weren't as many people, but for those who attended, it looked like everyone was having a great time; we were able to post pictures on Facebook, the website, and in our weekly newsletter.

**6. Proposal for Recreational Events**—H. Wallace presented an idea that he and P. Vince discussed concerning recreational swim events. He proposed to have events on some Saturdays that might include 3-on-3 basketball, volleyball, or swim races. The lifeguards would be tasked with developing the events. It was suggested that contacting Homie House might be effective for getting teenage involvement. P. Vince suggested that the pool should develop a “Water Wellness” program with the city and Georgia Pacific to increase usage of the pool. K. Chambers commented that she would like to see recreational swim time increased to 3 hours on non-school days.

**7. Pool Project Steering Committee Report:**

- a. **Work Session Review**—It was decided at the December 21, 2025 work session to engage SEA to develop price options for a “bare bones” pool, and a mid-level priced pool.
- b. **Next Work Session**—To be determined.
- c. **Financial/Bond Discussion**—David Ulbricht will be contacted soon.

**8. Action Items**—None

**9. Comments:**

- a. **Public Comments**—J. Chambers stated that he had researched the state grant for open air pools, the maximum allowed is \$1,000,000.
- b. **Board Comments and Take-Aways**—None

**10. Upcoming Meetings:**

- a. February 9, 2026, Board of Directors Regular Meeting; 6:00 p.m. in the Toledo Library meeting room.

**11. Adjournment**—R. Kinion adjourned the meeting at 7:09 p.m.

Respectfully submitted,

Deb Hite  
GTPRD Recorder