

**Greater Toledo Pool Recreation District
Board of Directors Regular Meeting
Minutes
March 9, 2026, 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, Tiger Doyle

Community Members: Jim Chambers

Other: Deb Hite, GTPRD Recorder; Samantha Caskey, Central Coast Ledgers LLC.; Chris Giggy and Nancy Giggy, Integrity Management Solutions LLC via Zoom

- 1. Call to Order:** Meeting was called to order by President R. Kinion at 6:02 p.m. * R. Kinion added an additional agenda item: 7.5; Budget Officer Appointment.

- 2. Roll Call:**
Establish Quorum: A quorum was established.

- 3. Consent Calendar:**
Minutes: The minutes were read from the February 9, 2026, Board of Directors Meeting and the February 25, 2026, Special Meeting.
Action: P. Vince moved to accept both the minutes; seconded by A. Hockema; passed unanimously.

- 4. Financial Reports:** (These were moved to after the Director's Report)
 - a. Monthly Recurring—** S. Caskey distributed the February 2026 financial documents (see attached). The board reviewed the documents, and questions were asked concerning Line 29, Office Supplies, on the Revenue and Expense report. S. Caskey noted that the amount was higher than expected due to the dehumidifiers that were rented after the fan broke in the pool area. Workwise and purchasing ink also contributed to the overall amount. A question was asked on what is included in professional fees, Line 31. S. Caskey explained that it includes accounting, ADP, and recording services. S. Caskey then commented that there are a few issues on the balance sheet, there is a payroll check for \$382.61 that has not yet cleared ADP. She will investigate whose check has yet to be cashed. Also on the balance sheet is an IRA Post Tax \$ for -1,277.78 from 2023 that was noted by the auditor. S. Caskey will also follow up on an overpayment to Bank of the West (which is no longer in business) for \$347.58. The amount should have been refunded because the bank was paid twice several years ago for closing out the credit card. The last issue S. Caskey will follow up on is what the Owner's Equity for \$1,027,024.71 is regarding; she will ask the auditor if it needs to be retitled.
 - b. Expenses over \$1,000—**Pool vacuum for approximately \$3500.
 - c. Insurance Claim Update—**H. Wallace explained that he had contacted the pool's insurance carrier regarding the breakdown of the pool's fan. The carrier said that it was covered under the policy. The carrier also stated that the hours that staff would

have been paid for without the shutdown were also claimable. The carrier will be sending the pool \$17,237.74 for expenses.

- 5. Director's Report/Staff Reports and Updates**—H. Wallace previously sent copies of his monthly report to the board via email for them to review prior to the meeting (see attached).

Pool Operations: The pool was closed on February 16th due to hazardous road conditions, following the lead of Lincoln County School District; it opened two hours late on the 17th for the same reason.

Maintenance Activities: The pool is running smoothly. The vacuum that cleans the bottom of the pool was not performing acceptably; a new vacuum has been purchased, and should arrive soon.

Lifeguard/Staff Activities and Trainings: Two new candidates are preparing to take the lifeguard test. Currently four guards are on staff that will be recertified by the end of May. T. Doyle is certified to do the re-certification. Employee evaluations were recently conducted and will be reviewed with each employee by the end of the month. The annual trainings are complete; the trainings were offered by SDAO. Staff meetings are conducted regularly.

Swim Lesson: Toledo Elementary was contacted again concerning swim lessons; they declined. H. Wallace suggested just doing lessons for kindergartners; The principal is considering it. Currently the public swim lessons are happening. Another session is scheduled for late March. H. Wallace contacted a private school in Newport and Siletz Preschool; he offered having swim lessons for both.

Pool Events and Rental Activities: Valentine's Day weekend free swim was well attended; snacks and beverages were available for the swimmers. H. Wallace has been in contact with "Homie House", he is looking to schedule a youth swim night party with music and snacks; no date has been set. Three weekends in March are reserved for private parties. H. Wallace attended TOES "Reading and Resources" night on March 5. He had a table with information on swim lessons, free rec swims and other pool events. Contact was made with Gretchen Braxling from the Lincoln County School District; they discussed additional events and interactions with both TOES and Toledo Jr./Sr. High.

- 6. Tiger Doyle Presentation**—T. Doyle distributed a report (see attached) on the "Tidal Waves" swim club; it included expenses for the coaches, fees, travel to meets, professional development, and miscellaneous expenses; she also included revenue items. She asked the board about renewing the license with Arena; they are a sponsor of the club. After some discussion it was decided that she should contact them and explain the possible closure of the pool prior to the four-year contract and if there would be any penalties associated with cancelling the contract; signing the contract was tabled. Concerning swim club events, they will be attending a meet this weekend; 4 swimmers have registered. The club started out with 11 members, but due to spring sports, it is down to 5.

- 7. Integrity Management Solutions Presentation on SEA Proposal and Public Relations Vendors**—C. Giggy presented and explained the "Proposal for The Toledo Pool Renovation Concept Design" (see attached) from Scott Edwards Architecture (SEA). C. Giggy explained

that the next step in moving forward is to review the structural engineering report from the walk-through by WDY on March 6 to determine if the building is structurally sound for renovations; he was accompanied by H. Wallace, R. Kinion, and J. Chambers. The report will be completed soon; a meeting was set for March 18th at 6:00 p.m. to review the report, the place is yet to be determined. Assuming the report is favorable, a full team assessment will then be conducted, this will include costs associated with the renovation.

The building analysis will prioritize needs in the following categories:

- *What needs to be fixed to keep the pool open
- *What should be fixed for longevity
- *What could be fixed/added to provide a robust aquatic program

The scope of services is based on a construction budget of \$6,000,000. C. Giggy stated that the cost of the assessment would be \$69,100.

N. Giggy then spoke about her research into public relations firms regarding a bond measure for the pool renovation/construction. N. Giggy and H. Wallace attended the SDAO conference and were able to speak with several public relations firms. Three of the companies that were contacted submitted proposals (see attached): Liz Loomis Public Affairs (LLPA), Patinkin Research Strategies, and Praxis.

LLPA has 30 years of experience and stated that they would not recommend polling the district since it is so small; they also suggested that the possibility of passing a small bond would be favorable; the company has a 95% success rate. The company would create key messages and communications for \$12,000 to go through May 2026 and \$36,000 to continue through November 2026. Praxis recommends polling, they would charge \$25,465 for 67.5 hours, the pool would pay the cost of the poll. Patinkin would develop a survey for the public to take. A 14 minute survey would cost \$23,700 and a 16-minute survey would be \$25,800. N. Giggy stated that it would take about a month after signing a contract for the poll to go out. The Giggy's signed out of the meeting at 7:35 p.m. There was discussion on how to approach the public with the renovation concept.

7.5 Action Item:

- a. Budget Officer Appointment:** P. Vince moved to elect Hal Wallace, Pool Director, to be the 2026/2027 Budget Officer; A. Hockema seconded; the motion passed; R. Wallace abstained.

8. Comments

- a. Public Comments—None**
- b. Board Comments and Take-Aways—None**

9. Upcoming Meetings:

- a.** March 18, 2026, Board of Director's Special Meeting, 6:00 p.m., the place TBD.
- b.** April 13, 2026, Board of Directors Regular Meeting; 6:00 p.m. in the Toledo Library meeting room.

10. Adjournment—R. Kinion adjourned the meeting at 7:43 p.m.

Respectfully submitted,
Debra Hite, GTPRD Reco