

**Greater Toledo Pool Recreation District
Board of Directors Regular Meeting
Minutes
April 20, 2026, 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 via phone.

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 R. Kinion at 6:03 p.m.
- 2. Roll Call:**
 - Establish Quorum:** A quorum was established.
- 3. Consent Calendar:**
 - Minutes:** The Minutes were read from the March 9, 2026, Board of Directors Meeting and the March 18, 2026, Special Meeting.
 - Action:** R. Wallace moved to approve the minutes from March 18, 2026; seconded by P. Vince; passed unanimously. P. Vince moved to approve the minutes from the March 9, 2026, meeting; R. Wallace seconded; passed unanimously.
- 4. Financial Reports:**
 - a. Monthly Recurring—**S. Caskey distributed the March 9, 2026 financial documents (see attached). The board reviewed the documents, questions were asked concerning Line 14, Swim Lesson Instructor, on the revenue and expense report; it is blank. S. Caskey stated that she is refining how a guard's different duties are recorded across the document, she will have it updated for the next meeting. S. Caskey also mentioned that the Tax Levy information has been corrected; it will also show in the April report. There was discussion by the board on the grant from the state. The board asked if patron usage for the years '24/'25 and '25/'26 be presented with the financial report; S. Caskey will add the information.
 - b. Expenses over \$1,000—**Pool vacuum for approximately \$3,024. A question was asked about the double billing by the city on our past water usage, and if it has been resolved. H. Wallace stated the new city manager is reviewing the history.
- 5. Arena Swim Club Sponsor Contract Update—**H. Wallace stated that Tiger Doyle had contacted Arena and that there would be no penalties if the contract was discontinued.
- 6. Update on Report to Oregon Lottery Commission—**H. Wallace contacted the commission regarding an extension. The person he talked to seemed positive about the extension; a decision will be made soon.

7. 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).

H. Wallace had a question regarding employee health insurance criteria. He was wondering if the pool could compensate an employee for paying their full insurance costs over the past several months; the handbook states the employee should have had half of the insurance paid by the pool. The decision was to compensate the employee for approximately \$2,200 that had been paid by the employee; then moving forward, the employee will be responsible for half of the cost. H. Wallace will put together a proposal and present it to the board. The board asked if any employees are taking advantage of the Oregon Saves retirement plan; it was reported that several employees are enrolled.

There was discussion on getting on the agenda for the Toledo City Council in the near future to update them on the direction that the GTPRD is moving. The board asked if Loy Marthaller is a certified lifeguard instructor. H. Wallace stated he is, but that his certificate has lapsed; L. Marthaller is currently researching where he can be recertified. There was discussion on Toledo Elementary swim lessons; H. Wallace stated that they will not happen this school year. It was decided to approach the incoming principal and try to set them up as soon as the new school year starts.

Pool Operations: The pool was open in March every day for the regular weekly Winter Schedule –We had 3 different private events during March on the Saturdays we were closed to the public. The updated schedules are posted regularly on Facebook and our website and distributed through email in the Weekly Update Newsletter.

Maintenance Activities: At this point things in the pump room and with the water maintenance of the pool are running smoothly. The HVAC system developed a loud, high pitched “whine” coming from the blower fan early in the month. I had gotten a quote for a maintenance contract from Comfort Flow Heating when the HVAC work was done in January and February. The Comfort Flow Heating agreement was reviewed by H. Wallace and R. Kinion and executed the agreement March 26th. This enabled the pool to have the repair work done under the reduced rates of the maintenance agreement. The system is now working well overall, and we now have the security of knowing we have a vendor who will keep it operational for us! The maintenance contract has a projected annual cost of \$2,079.00.

The pool vacuum unit that cleans the bottom of the Pool was ordered the last week of February and arrived March 23, 2026. We received a competitive bid from the vendor Strong Refuge Pool, which was reviewed by R. Kinion and me before the purchase was made. The new unit has already made a significant difference in the cleanliness of the pool and the clarity of the water.

We have had to have Rau Plumbing out to the pool 3 different times over the last month: once for clogged toilets; once for slow drains in the women’s shower and the pool; and once to repair a broken on/off button in the men’s shower that was vandalized during one of the weekend rec swims. They have been a good local business partner with us and try to give us “same day” or “next day” service whenever possible.

During the last month we have also had to replace a variety of different pieces of pool equipment that have worn out over the last couple years – pool noodles (for water aerobics), different sizes of swim fins, etc. Our purchase of chemicals for the pool, cleaning supplies and supplies for the restrooms continues as projected and budgeted.

Lifeguard/Staff Activities and Trainings: We have currently been making do with the lifeguard resources we have on staff; however, in the last few weeks a couple of the guards have indicated that they are looking for alternate full-time employment. We are looking to test the two candidates we've had preparing for the lifeguard training and get them into a class next month. I will also be meeting at the Toledo High School soon to attempt to enlist additional students for summer work. We began posting "HIRING" notices on our website and Facebook page, and will be looking for candidates through posts on the Toledo and Newport Chamber websites as well. There are currently 4 guards on staff that will be re-certified in mid-June. Tiger Doyle is certified to train both classes.

Employee development is conducted in our Friday Staff/In Service meetings to continue to improve their water and safety skills, customer service skills, and other social behaviors.

Swim Lessons: We are currently in our second session of public swim lessons and the classes are filled and progressing well. We are also starting to look for additional swim instructors and volunteers to bring on for summer lessons that will begin in mid-June. We have reached agreement with Siletz Preschool to offer lessons at the end of May and first few days of June -- prior to school letting out for the summer. The Siletz program coordinator supplies ample "in water" parent/family volunteers to assist with their large single class.

Pool Events and Rental Activities: The FREE Rec Swim times we hosted during the week of Spring Break were well attended: Monday March 23 - 43 swimmers; Tuesday March 24 – 40 swimmers; Wednesday March 25 – 52 swimmers; Thursday March 26 – 37 swimmers; and, Friday March 27 – 41 swimmers. We will continue to plan FREE rec swim times on the days when school is not in session. The Easter Free Swim event "Egg Dive" PARTY on April 4th was a success as well. We had 49 swimmers as well as lots of parents and grandparents on hand to enjoy the party. There were eggs to collect floating in the pool, with special GOLDEN EGGS that could be retrieved for fun prizes. There were also a variety of other little prizes – candy, stickers, tattoos, Easter-themed rubber ducks – and edible treat ... chick- and bunny-shaped sugar cookies and other snacks and beverages during the Party time. Everyone who came enjoyed the occasion and expressed their thanks to the Staff! We had private birthday parties reserved for 3 of the 4 weekends of March, and the trend is continuing into April.

- 8. Steering Committee: SEA Contractors Evaluation Update**—H. Wallace presented reports from Councilman Hunsaker Aquatics for Life, on the existing conditions of the pool. He also presented a Gravity and Seismic Evaluation Report from WDY. Both reports will be filed in the GTPRD office. The steering committee will set up meetings at two-week intervals (if needed) with Scott Edwards Architecture to keep abreast of the renovation project.
- 9. Public Relation Proposals for Outreach on Bond/Pool Project**—Nancy Giggy from IMS contacted R. Kinion regarding the proposals from the bond survey companies. There was

discussion by the board concerning if a bond was needed for the renovation, it was determined that it is not necessary at this time, but possibly in the future. R. Kinion will contact N. Giggy so she can send out a letter stating that GTPRD will not be perusing a bond at this time.

10. Action Items: Resolutions enactment

a. Resolution 2025/26-01: Resolution to Engage Project Management Firm (see attached)—

R. Kinion read the resolution to engage Integrity Management Services as the GTPRD project engineers. The resolution is a retroactive formality that needs to happen whenever there is a new line item in the budget that exceeds \$25,000. After the resolution was read, K. Chambers moved to adopt; R. Wallace seconded. R. Kinion requested a show of hands of the board members present and a verbal from A. Hockema, to approve; passed unanimously.

b. Resolution 2025/26-02: Resolution to Procure Architectural and Engineering Services (see attached)—R. Kinion read the resolution to engage Scott Edwards Architecture in a service agreement that began November 15, 2025. K. Chambers moved to adopt the resolution; R. Wallace seconded. R. Kinion requested a show of hands of the board members present and a verbal from A. Hockema, to approve; passed unanimously.

c. Resolution 2025/26-03: Resolution to Engage Scott Edwards Architects for Additional Services (see attached)—R. Kinion read the resolution to engage Scott Edwards Architecture for additional services, as an Attachment "C" to the original contract adopted November 15, 2025. P. Vince moved to adopt the resolution; R. Wallace seconded. R. Kinion requested a show of hands of the board members present and a verbal from A. Hockema, to approve; passed unanimously.

11. Comments

a. Public Comments—None

b. Board Comments and Take-Aways—R. Wallace commended the pool for offering free showers to community members that had their water turned off for city maintenance. P. Vince gave H. Wallace accolades for his work on the resolutions and the recreational swim events that have been happening.

12. Upcoming Meetings:

a. May 11, 2026, Board of Directors Regular Meeting, 6:00 p.m., in the Toledo Library meeting room.

13. Adjournment—R. Kinion adjourned the meeting at 7:42 p.m.

Respectfully submitted,

Debra Hite, GTPRD Recorder