# Greater Toledo Pool Recreation District
# Board of Directors Regular Meeting
# Minutes
# August 10, 2026, 6:00 p.m.
# Toledo Library Meeting Room
# 173 NW 7th Street, Toledo, OR 97391

**Directors Present:** Roy Kinion, Peter Vince, and Kay Chambers
**Directors Excused:** Rachael Wallace and Amanda Hockema
**Staff Present:** Hal Wallace
**Guests:** Mayor Tracy Mix and City Manager Rich Heubner
**Community Members:** Jim Chambers, GTPRD Steering Committee and Kristy Sutherland
**Other:** Deb Hite, GTPRD Recorder; Samantha Caskey, Central Coast Ledgers, LLC.; Project Managers Chris Giggy and Nancy Giggy, Integrity Management Solutions, LLC.

1. **Call to Order:** Meeting was called to order by President R. Kinion at 6:18 p.m.

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

3. **Consent Calendar:**
   **Minutes:** The minutes were read from the July 13th Board of Directors Meeting and the July 20th Special Board of Directors Meeting. A correction was made to the agenda regarding the July 20th minutes; they were listed as June 20th, 2026.
   **Action:** P. Vince moved to accept the minutes; seconded by K. Chambers; passed unanimously.

4. **Steering Committee; Pool Project:**
   a. **District Patrons Response to Pool Renovation Renderings at "National Night Out"—**H. Wallace represented the GTPRD at the event, he stated he was able to talk with and explain the renovation project to about 100 people. The responses were positive.
   b. **Update on CM/CG Exception Process—**H. Wallace stated the process is complete and no requests for a hearing were submitted.
   c. **Present Resolution No. 2026/2027-02**—H. Wallace read the title of the resolution "Joint Resolution of the Greater Toledo Pool Recreation District Pool Renovation Project from Competitive Bidding Requirements and Directing the use of an RFP and CM/CG Alternative Contracting Methods." (See the attached). The board had previously received the resolution.
   d. **Expectations for Release of Project RFP**—C. Giggy and N. Giggy informed the board of what will happen next. If the resolution passes, the RFP will be advertised in the Lincoln Chronicle and the Daily Journal of Commerce, then meetings with interested contractors will soon occur. Recommendations for contractors will be presented at the next Board of Directors Regular Meeting in September. A walk-around of the pool by potential contractors will happen on August 19th, contractors will then

submit bids. There was discussion of how contractor interviews will be conducted. It was noted that the legal review by Local Government Law Group has been completed for the RFP and it is "good to go". The steering committee members will be involved in the various processes with IMS. C. Giggy stated that Scott Edwards Architecture will be finished with the final schematic soon.

5. **Action Items:**
    a. **Vote on Resolution No. 2026/2027-02—**R. Kinion entertained a motion on the resolution (see 4.c above). P. Vince moved to approve Resolution 2026/2027-02; K. Chambers seconded; passed unanimously by a raising of the right hand (see the attached copy of the signed resolution).
    Mayor Mix stated that the City of Toledo would help any way they could, they just need to be informed.

6. **Financial Reports:**
    a. **Monthly Recurring—**S. Caskey presented the monthly financials (see the attached). She reported that the revenue and expenditure sheet format has been updated to make it easier to read. She had also moved the Pool Project line to the bottom of the sheet. A question was asked concerning line 19, Board of Directors usage. She explained that the gift cards that are given to staff for rewards are taken out of that line budget. It was determined by the board that since it is taken out of their budget, they should sign the envelopes that the cards are presented to the staff in. Line 11, Facilities Supervisor, was noted to be running at 17% in the fiscal year, which seems high so early into the fiscal year. It was explained that the person had been working a lot of extra time due to staff coverages and swim lessons. S. Caskey added a new pool project spreadsheet in the documents packet. It was explained that on the balance sheet, Undeposited Funds, have actually been deposited, just not recorded in time to appear on the July report. It was mentioned that deposits are made weekly.
    b. **Expenses over $1,000—**S. Caskey stated that ADP Tax, Oregon Saves, Providence Health Insurance, IMS, Oregon Coast Bank, and Scott Edwards Architecture, are all over $1,000 (see page 8 in the financials). A board member asked R. Huebner, City Manager, if the past water/sewer bills that appeared to be very high were being investigated. R. Huebner stated he is following up on the issue.
    c. **Budget Filing with Lincoln County—**H. Wallace noted that the budget was filed July 15, 2026. The necessary budget information that the Small District Association Organization (SDAO) requires was sent to them.
    d. **Update on 2025/26 Audit—**S Caskey is currently waiting for a few documents, then she will submit it.

7. **Director's Report/Staff Reports and Updates:**
    a. **Update on Director's Evaluation, Next Steps—**R. Kinion stated that he had met with H. Wallace and the process is ongoing. The evaluation should be finalized within the next week then R. Kinion and H. Wallace will meet again.
    b. **Pool Reports:** See the attached report; below is a summary.

Pool Operations: The pool was opened every scheduled day in July. There was one private birthday party on July 26th after the pool had closed to the public. Free afternoon rec swims are being offered every day until the end of August.
Maintenance Activities: Every thing is running smoothly. The women's shower drain was cleared and a mesh screen was placed on the drain to stop hair before going into the plumbing. A toilet was also repaired. An HVAC service team was contacted to check out the heater due to the excessive noise from the fans, an appointment has been scheduled for August.
Lifeguard Activities: Two additional swim instructors were added in July to help with swim lessons. An additional front desk person was added to work afternoons and weekends. A certified lifeguard was hired and began working mid-July. Advertisement is ongoing for lifeguards. The pool is planning to conduct a lifeguard certification class over Labor Day weekend to certify the two new swim instructors to become lifeguards. Employee development meetings are going well.
Swim Lessons: A two-week session ran the beginning part of July. One more session is scheduled for August 3rd – 13th.
Swim Club: T. Doyle is planning on running the team in the fall season, it will conclude in December, 2026. The associated costs are included in the current budget.
Community Events: National Night Out was a success; many community members visited the booth to look at the pool renovation schematic and to ask questions.

**8. Comments:**

a. **Public Comments—**K. Sutherland stated that she will update the reader board at the police station to read that rec swims are free to all.
b. **Board Comments and Take-Aways—**P. Vince said that he had a short conversation with Representative David Gomberg at the "Oyster, Art and Brews" the first of August. P. Vince felt that the response he received when speaking about an additional lottery grant was not overly enthusiastic. He also believes that we as a community need to support the pool's phase 2 renovation and that the GTPRD needs to be represented at the state legislature in the spring of 2027. He stated that we need to keep pro-active and to get people and other entities to write letters and send emails to support the pool project moving forward.

**9. Upcoming Meetings:**

a. September 14, 2026, Board of Directors Regular Meeting; 6:00 p.m. in the Toledo Library meeting room.

**10. Adjournment—**R. Kinion adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Debra Hite
GTPRD Recorder