

**Greater Toledo Pool Recreation District  
Board of Directors Regular Meeting Minutes  
March 4, 2024, 6:00 p.m.  
Toledo Library Meeting Room  
174 NW 7<sup>th</sup> Street, Toledo OR, 97391**

**Directors Present:** Roy Kinion, Rachael Wallace, Kay Chambers, Peter Vince

**Absent:** Amanda Hockema

**Staff Present:** Interim Director Hal Wallace

**Community members:** Jim Chambers

**Other:** Deb Hite, GTPRD Recorder; Samantha Plummer and Gema Larson, Central Coast Ledgers, LLC.; Braulio Escobar, GTPRD Legal Representative

- 1. Call to Order:** Meeting was called to order by R. Kinion at 6:05 p.m.
- 2. Roll Call:** A quorum was established.  
**Adjustments to the Agenda:** None.
- 3. Consent Calendar:** The minutes were read from the February 5, 2024 Regular Board meeting, the February 15, 2024, Work Session and February 15, 2024, Special Meeting. A motion to approve the minutes was made by R. Wallace and seconded by K. Chambers; motion passed unanimously.
- 4. Unfinished Business/Information:**
  - a. PTO Guideline update**—H. Wallace reported that PTO is tracked in ADP. There were questions regarding accumulation rates, how many hours could be rolled over and which holidays are paid.
  - b. Scope of Service from Braxling**—H. Wallace stated that the Scope of Service needs to be signed by Braxling.
  - c. Swim Pool/Gym Facility Intergovernmental Agreement (IGA) with City of Toledo**—P. Vince signed the agreement; B. Escobar clarified some points of the IGA.
  - d. Personal Services Contract for Scott Edwards Architecture**—R. Kinion signed the document.
  - e. Pool Lease with the City of Toledo**—It was suggested to talk to the city when they meet on March 14, 2024, to set a date to get on the City Council’s meeting agenda.
  - f. Budget Calendar**—It was suggested that the calendar be put on hold until next month due to the fact that members will be attending a workshop on March 6, 2024 concerning budgets.
- 5. New Business:**
  - a. Financial Report and Audit Update**—S. Plummer presented a profit/loss statement. The financials for 2021/2022 are close to being done, currently bringing 2023/2024 up to date.

- b. Consideration of Financial Month End**—It was brought to the Board’s attention that there is not much turn-around time to have the monthly financials completed before the first Monday of the following month for the GTPRD Directors Meeting. After some discussion it was decided to move the GTPRD Board of Directors Meetings to the second Monday of the month beginning in April of 2024.
- c. Discussion of free Membership on re-opening and possible subsidizing of the Newport Pool use during the GTPRD Pool closure**—The Board considered options surrounding the feasibility of partially funding the cost for Toledo pool patrons to use the Newport pool. H. Wallace will contact the Director of the Newport pool.
- d. Emergency Call List for the Toledo Fire Inspector**—H. Wallace was asked by the Fire Inspector whom should be called if there was a problem. It was decided to put the Board members, L. Marthaller, and H. Wallace on the list.
- e. Maintenance Needs**
  - i. Plumber update**—No update from the plumber. There was a discussion on the leak issue, whether it should be fixed or to just divert the water to the drain that is nearby.
  - ii. New thermostat for heating system**—Installed today. H. Wallace reported that the filters for the gas heater are plugged, new ones have been ordered.
  - iii. Men’s accessible shower stall**—It was noted that this problem was put on a punch list for Lincoln Plumbing several months ago, H. Wallace will follow up with Lincoln Plumbing. There was discussion of the water bottle filler and the possibility of fixing it, it is believed to have a faulty sensor. H. Wallace will research the issue.

## 6. Reports and Comments:

### a. Director’s Report--

- i. Team staff meeting update**—The staff meetings are going well; they meet twice a month. H. Wallace reported that staff pictures will be put on the bulletin board with markers to indicate who is on duty.
- ii. Employee Handbook update**—Ongoing, will probably be completed the end of this month.
- iii. Hiring initiative**—In the process of hiring a certified lifeguard that prefers to work weekends. Currently there are several high school students interested in being certified. H. Wallace is planning to have new lifeguards by the end of this month.
- iv. Newsletter**—First edition this month.
- v. Credit Card Machine**—The new machine has arrived.
- vi. TOES Water Safety and Intro to Swimming (K-3)**—Starting the end of April or first of May 2024.
  - 1. Adjust Schedule**—The swim classes will use the pool from 9:30 a.m. to 1:30 p.m.
  - 2. Possible Change in hours for employees**—To accommodate swim lessons and possible weekend hours.

- b. General Reports and Comments**--R. Kinion presented a brochure regarding a SDIS Best Practices Program. R. Wallace is now on the Board for the Community Foundation. The Board discussed procedures for receiving donations and the bookkeeping involved, S. Plummer will be consulted. P. Vince commented that the pool usage numbers are up. H. Wallace suggested that Pool Usage chart include income, the Board agreed. There was a discussion of what investigations the GTPRD would be responsible for if an incident should occur when the facility is rented.
- c. Public Comments**—None

**7. Adjourn:** Meeting was adjourned by R. Kinion at 7:50 p.m.

**8. Upcoming Meetings:** April 8, 6:00 p.m., Toledo Library Meeting Room: Board of Directors Regular Meeting.

Respectfully submitted,

Deb Hite  
GTPRD Recorder