

**Greater Toledo Pool Recreation District  
Board of Directors  
Meeting Minutes  
December 18, 2018**

**Directors Present:** Roy Kinion, Melinda Baxter, Peter Vince, Jerry Pryor, Rachel Wallace

**Directors Absent:**

**Staff Present:** Paul Steenkolk, District Manager

**Visitors Present:** Melany Burchett

**1. CALL TO ORDER:** Meeting was called to order at approximately 6:00 p.m. by RKinion. A quorum was established.

**2. CONSENT CALENDAR**

A. It was moved and seconded (RWallace, PVince) that the Minutes of December 4, 2018 meeting be approved. Motion passed unanimously.

**3. UNFINISHED BUSINESS/INFORMATION**

A. Financial Report A Balance Summary Sheet was presented to the board which showed current checking/savings totals as well as current payroll liabilities. A Bank of the West reconciliation statement was also presented showing the beginning and ending balances for the month of November. It was suggested that a revenue breakdown be presented at the next board meeting showing monies collected from the pool's different revenue streams.

B. Retirement Minutes from February 27<sup>th</sup> were reviewed discussing the retroactive contribution to Melany Burchett's and Paul Steenkolk's retirement account beginning March 1, 2018. It was moved and seconded (RWallace, MBaxter) that it be approved a retroactive retirement payment of \$1880.00 be given to Melany Burchett. Motion passed unanimously. It was moved and seconded (RWallace, MBaxter) that it be approved a retroactive retirement payment of \$5000.00 be given to Paul Steenkolk's retirement plan based on 10% of his monthly salary. Motion passed unanimously.

**4. REPORTS AND COMMENTS District Manager**

A. Audit – Clarification was made on selecting an auditor. It was recommended that an auditor be selected sooner than later. Paul Steenkolk will begin the process of finding an auditor for the pool's audit for this fiscal year.

B. Pool Activities Update – Scuba class is scheduled for January 5 & 6 here at the pool. Open water dive will be the following weekend in Florence. Lifeguarding class is scheduled for the weekend of 19-20 and 26-27. Interest is good.

**5. Public Comment – No Comment**

**6. District Comment** – Peter Vince commented on the Toledo High School swim team and their meet in Astoria last weekend. The kids did really well.

It was mentioned that some research be done on a mentoring program that would bringing high school students in to assist during lessons and/or pool activities.

**7. Adjourn:** The meeting was adjourned at 7:02 p.m. by RKinion

**UPCOMING MEETINGS/WORK SESSIONS/EVENTS**

January 8, 2018	Board Meeting, Toledo Library, 6:00 p.m.
January 22, 2018	Board Meeting, Toledo Library, 6:00 p.m.
February 4, 2018	Board Meeting, Toledo Library, 6:00 p.m.

Paul Steenkolk, District Manager  
Recording Secretary