

# **AGENDA**

## **WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS**

225 E. 5th St.  
Port Angeles, Washington  
February 23, 2021  
3:00 p.m.

### **COMMISSIONERS**

**CHARLIE MCCAUGHN, LA TRISHA SUGGS, BILL PEACH, RANDY JOHNSON, GREG SHIELD**

Remote Meeting Due to Covid-19 Governor's Proclamations

### **CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

### **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

### **PUBLIC COMMENT**

### **ACTION ITEMS**

1. Consent Agenda
  - a. Minutes of January 26<sup>th</sup>, 2021
  - b. Bill Ratifications for January 2021

### **ITEMS FOR DISCUSSION**

1. District reservation and point of sale system (At the request of Commissioner Suggs)
2. Remote meetings or in-person meetings going forward
  - a. Continue meeting remotely
  - b. Meet in person at County Commissioner's room
  - c. Meet in person at Shore Aquatic Center multipurpose room
3. Executive Director Report
4. Financial Report (page
5. Staff Report
6. Advisory Committee Report

### **PUBLIC COMMENT**

**NEXT MEETING DATE:** March 23, 2021

### **ADJOURNMENT**

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Charlie McCaughn, President

ATTEST;

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Virginia Smith, Clerk

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# MINUTES- REGULAR MEETING

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

January 26<sup>th</sup>, 2021

3:00 p.m.

### COMMISSIONERS

RANDY JOHNSON, BILL PEACH, LATRISHA SUGGS, CHARLIE MCCAUGHAN, ANNA MANILDI

### CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Randy Johnson called the meeting to order at 3:03pm. Also present were Commissioners Manildi, Peach, Suggs, and McCaughan.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN: CLSm to approve agenda, CAMs, mc**

### CONSENT AGENDA

- Minutes for November 17<sup>th</sup>, 2020
- Ratification of the November 1-30<sup>th</sup> bill payments
- Ratification of the December 1-31<sup>st</sup> bill payments

**ACTION TAKEN: CAMm, CCMs, mc**

### AGENDA ITEMS

1a Selection of New Commissioner (Applications attached)

**ACTION TAKEN: CCMm to appoint Greg Shield, CAMs, mc**

1b Selection of Officers

**ACTION TAKEN: CBPm to nominate C. McCaughan as Board President, CLSs, mc**

**ACTION TAKEN: CBPm to nominate G. Shield as Vice Chair, CAMs, mc**

1c Appointment of Advisory Board member (Application attached)

**ACTION TAKEN: CAMm to appoint B. Lymangrover to Advisory Committee, CCMs, mc**

1d IFC for Purchase of Replacement Equipment

**ACTION TAKEN: CAMm to approve purchase, CCMs, mc**

1e Approval of Resolution 1-2021, A Resolution to Appoint New District Treasurer

**ACTION TAKEN: CLSm to approve Resolution 1-2021, CCMs, mc**

### ITEMS FOR DISCUSSION

2a Executive Director Report- Steve went over Project Balance Statement, budgeting, funds left over, and tabled the decision about Neeley reimbursement. Steve also addressed the Board about maintenance closures for the Wellness Pool within the next six months.

2b Financial Report- Chris J. updated Board on revenue and expenses and reports that we are on track and have exceeded our conservative budgeting.

2c Staff Report- Jessica reported very successful pool reservation usage to the Board along with how many reservations have been made and percentages showing how full we've been.

2d Advisory Committee Report- Greg thanked everyone for welcoming him onto the Board and then went over what the Advisory Committee discussed at their last meeting, including their support in the purchase of backup equipment to avoid any closures.

**PUBLIC COMMENT- Agenda Items Only**

**NEXT MEETING DATE**

The next WSMPD meeting will be held on February 23<sup>rd</sup>, 2021 at 3:00 p.m.

**ADJOURNMENT**

Randy Johnson adjourned the meeting at 4:11pm.

PASSED AND ADOPTED this twenty-third of February, 2021.

William Shore Memorial Pool District Commissioners

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Charlie McCaughan, President

ATTEST;

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Virginia Smith, Clerk

**William Shore Memorial Pool District**  
**Statements of Financial Position**  
As of January 31, 2021 and 2020

	Jan 31, 21	Jan 31, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10000 · County Fund Balance	5,662.45	6,586.00
10100 · Cash in Till	1,100.00	100.00
<b>10150 · Kitsap Bank</b>		
10200 · Credit Card Processing Account	203,154.52	12,292.22
10400 · Cash in Operating Account	283,308.27	214,619.41
10500 · Money Market Account	120,068.41	120,098.31
10900 · Receivable from Construct Acct	0.00	18,628.65
<b>Total 10150 · Kitsap Bank</b>	<b>606,531.20</b>	<b>365,638.59</b>
<b>10550 · Construction Funds</b>		
<b>10020 · D A Davidson &amp; Co</b>		
10070 · DADCO - Money Market	935,293.51	8,098,780.56
10050 · DADCO - Capital Improve Acct	0.00	2,543,393.33
<b>Total 10020 · D A Davidson &amp; Co</b>	<b>935,293.51</b>	<b>10,642,173.89</b>
<b>10600 · Kitsap Construction Account</b>		
10080 · Bond Fund-Capitalized Interest	221,317.05	221,317.05
10090 · Bond Reserve Fund	480,682.95	480,682.95
<b>Total 10600 · Kitsap Construction Account</b>	<b>702,000.00</b>	<b>702,000.00</b>
10950 · Payable to Operating Acct	0.00	-18,628.65
<b>Total 10550 · Construction Funds</b>	<b>1,637,293.51</b>	<b>11,325,545.24</b>
<b>Total Checking/Savings</b>	<b>2,250,587.16</b>	<b>11,697,869.83</b>
<b>Other Current Assets</b>		
12001 · Undeposited Funds	5,684.25	0.00
12500 · PASD Advance	0.00	301.59
12501 · Tukwila Advance	0.00	659.10
<b>Total Other Current Assets</b>	<b>5,684.25</b>	<b>960.69</b>
<b>Total Current Assets</b>	<b>2,256,271.41</b>	<b>11,698,830.52</b>
<b>Fixed Assets</b>		
15000 · Building and Improvements	1,998,731.72	1,998,731.72
16000 · Equipment	88,291.71	88,291.71
<b>16300 · New Construction</b>		
16305 · Land	88,403.13	86,232.31
16310 · Project Management Services	129,638.53	121,338.53
16320 · Architecture and Engineering	1,350,193.00	1,176,917.95
16330 · Pre-Construction Services	233,833.55	219,032.16
16340 · Permitting	180,142.92	179,983.92
16350 · Construction - Aquatic Center	17,952,536.09	6,954,688.61
16355 · Construction - Horizon Center	356,929.59	356,929.59
16360 · Testing and Inspection	2,242.50	2,242.50
16370 · Survey, Testing & Commissioning	89,974.29	55,862.54
16380 · Equipment and Furnishings	28,726.60	0.00
<b>Total 16300 · New Construction</b>	<b>20,412,620.20</b>	<b>9,153,228.11</b>
<b>Total Fixed Assets</b>	<b>22,499,643.63</b>	<b>11,240,251.54</b>
<b>Other Assets</b>		
18600 · Bond Expense	179,754.00	182,862.51
<b>Total Other Assets</b>	<b>179,754.00</b>	<b>182,862.51</b>
<b>TOTAL ASSETS</b>	<b>24,935,669.04</b>	<b>23,121,944.57</b>

**William Shore Memorial Pool District**  
**Statements of Financial Position**  
As of January 31, 2021 and 2020

	Jan 31, 21	Jan 31, 20
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
20000 · Accounts Payable	117,781.15	1,344,840.60
<b>Total Accounts Payable</b>	117,781.15	1,344,840.60
<b>Credit Cards</b>		
21000 · Visa	108.69	108.69
21005 · Citi Cards	7,023.32	8,164.93
<b>Total Credit Cards</b>	7,132.01	8,273.62
<b>Other Current Liabilities</b>		
2110 · Direct Deposit Liabilities	0.00	135.71
22000 · Wages Payable	28,294.95	10,420.08
22500 · Accrued Cafeteria Plan Liab	13,548.35	11,471.53
23000 · Deferred Compensation Liability	1,160.50	1,160.50
24000 · Payroll Liabilities	11,009.08	4,699.26
24500 · Accrued Sales Tax Liability	2,905.91	0.00
26500 · Uncashed old paychecks	1,755.16	5,427.55
<b>Total Other Current Liabilities</b>	58,673.95	33,314.63
<b>Total Current Liabilities</b>	183,587.11	1,386,428.85
<b>Long Term Liabilities</b>		
27100 · Pre-existing Debt		
27200 · Kitsap Bank-Auto Loan	0.00	2,461.23
27300 · Washington LOCAL I	31,306.13	45,823.39
27310 · Washington LOCAL II	154,772.75	208,126.47
27400 · Kitsap Bank Term Loan	183,045.68	252,231.75
<b>Total 27100 · Pre-existing Debt</b>	369,124.56	508,642.84
28000 · New Construction Loans		
28200 · Kitsap Bank Term Loan II	7,565,000.00	7,565,000.00
28100 · Limited General Obligation Bond	9,475,000.00	9,650,000.00
<b>Total 28000 · New Construction Loans</b>	17,040,000.00	17,215,000.00
25700 · Deferred Premium on Issuance	317,980.76	328,376.35
<b>Total Long Term Liabilities</b>	17,727,105.32	18,052,019.19
<b>Total Liabilities</b>	17,910,692.43	19,438,448.04
<b>Equity</b>		
32000 · Unrestricted Net Assets	7,082,269.24	3,726,226.22
Net Income	-57,292.63	-42,729.69
<b>Total Equity</b>	7,024,976.61	3,683,496.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>24,935,669.04</b>	<b>23,121,944.57</b>