

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

September 23, 2025

3:00 p.m.

The Shore Metro Park District Board of Commissioners is now meeting in person. The new location for Board meetings is the Shore Aquatic Center at 225 E. 5th. St. Port Angeles, WA. In order to comply with the State of Washington's Governor's rules relating to COVID-19, there is limited space for the public to attend in person. To allow for adequate public attendance and public comment, we are providing a zoom link you can log into and listen in and see the meeting. We will take public comments at the beginning and end of the meeting. Please raise the hand button if you would like to make a public comment. Any questions can be sent to our Clerk of the Board, Lori Taber at lorit@sacpa.org

COMMISSIONERS

Navarra Carr, Latrisha Suggs, Randy Johnson, Mike French, Greg Shield

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Navarra Carr called the meeting to order. Present were Commissioner Randy Johnson, Commissioner Mike French, Commissioner LaTrisha Suggs, Commissioner Greg Shield, Executive Director Steve Burke, Director Ryan Amiot, Aquatics Manager Cody Chas

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Navarra asked for modification to the agenda to add discussion of audit to the financial report. Motion approved.

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- None

CONSENT AGENDA

-Minutes for July 22,2025

Ratification of July \$61,199.96

Ratification of August \$55,712.67

Steve brought to the attention of the board several payments for July and August for glass replacement, Imagine group payment for childcare grant, insurance payment and payment for pipe fitter. Navarra motions to have postpone approval of the Ratification for July and August moved to October's board meeting. This motion is approved. The minutes for July 22,2025 were approved.

ACTION ITEMS:

1a. Changes to Policy and Procedure Manual pages 60-146

Ryan discusses changes made to procedure manual pages 60-146. Mostly grammar issues corrected. Greg Shield brings up holiday pay rate for Tier 1 employees pg. 59 he feels it should be raised to time and half. The consensus of board members is to present an impact report on this and move issue to employee handbook address at later date. Greg also pointed out changes to grammar concerning swim lesson rules, on Pg 86 concerning innertube stacking in lazy river, and under 3.1 concerning overseeing of chemical monitoring. Motion to approve the changes to Policy and Procedure Manual pages 60-146 is approved.

ACTION TAKEN: CGSm to approve, CMFs, mc

Agenda Items:

1a. 2026 Budget Discussion

1b. Wages and Cost of Living Adjustment

1c. Pricing

1d. Levy

Steve addressed budget, which will be ready for October 28th board meeting for review to be voted on in November. Steve had several issues that he would like guidance on. Issue, one to do the standard 1% increase for this year or no increase. The board is in favor of no increase in the levy. Next, wage increases. Steve is asking for a 2.8% increase in wages to be distributed among staff positions that are not equitable to other staff positions. The board agreed that the minimum requirement for all positions is no less than \$1.00

above the minimum wage. The board was ok with the 2.8% raise but would like more information on who and what positions this would affect. They will discuss it at next board meeting. Steve is asking for no price increase for all fees except childcare and swim lessons. The board approved this. Further discussion to be had at October 28th board meeting. Due to unknown audit costs, adjustment to budget numbers may be indicated. Steve will send out copies of the budget for the board's review prior to next board meeting.

Items for Discussion:

2a Executive Directors Report: Steve has no new input at this time since working on the budget, he will do the financial report since Stan Creasy not present.

2b Financial Report- Steve reports that timber sale revenue is down from approximately \$9,000 last year to about \$1,500 this year. Our revenue is on budget so far this year and our expenditures are currently under budgeted amount. Child care is holding its own. Navarra brings in the discussion of the audit. We have findings of several misstatements for the 2022 -2023 audit that we can choose to fix or not fix, but these issues have been corrected in the coming years. The cost would be either report submitted and available to our creditors would show those misstatements or if we choose to correct increased cost from the auditor going back through each point to verify that they are fixed. Board moved to close the audit.

2c Staff Report- Ryan shares concerning recent scholarship raffle, raised \$304.00. Our lifeguard staffing in afternoon shifts are up thanks to Cody so we won't feel the deficit of the staff due to start of school. Sparks currently have 89 enrolled with average of 50-60 kids per day. Splash hours have been extended and price raise by \$60.00. Current enrollment down. **Top of Form**

We have two employees that have taken advantage of the tier 2 full time position.

We are currently negotiating the joint membership with the YMCA. They are servicing mostly adults and families, they have less than 17% seniors. We are hoping to tap into the demographics that we are weak on by this mutual membership. We will be starting with 100 memberships which should give us a good picture of what demographics we are able to tap into. Lori will be going for training this coming Friday to learn their system.

We found \$15,000 dollars that has been in civic rec pos system for several years. It was a donation for swim lessons we couldn't find. We will be using that monies by giving away free group lessons to different levels per month. We would like approval for this. Board approved of plan for free swim lessons.

NEXT MEETING DATE

The next WSMPD meeting will be held on October 28, 2025 at 3:00 p.m.

ADJOURNMENT

Commissioner Navarra Carr ended the meeting at 4:45pm

PASSED AND ADOPTED this September 23, 2025

William Shore Memorial Pool District Commissioners

Navarra Carr, President

ATTEST;

Lori Taber, Clerk