

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

August 26, 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

Navarra Called for motion for Executive Session from 3:00pm to 3:15pm:

Discussion of legal issues concerning State Audit

Navarra Called for motion for extension of the Executive session till 3:45pm

Navarra Ends the Executive Session:

Potential litigation discussed no action to follow.

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, Treasurer Stan Creasy, Director Ryan Amiot, Aquatics Manager Cody Chase

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- None

CONSENT AGENDA

-Minutes for July 22,2025

Ratification of July \$61,199.96

ACTION ITEMS:

1a. IFC Water Heat Pump Replacement

1b. IFC OMC Building Contract

1c Changes to Policy and Procedure Manual pages 60-146

ACTION TAKEN: CGSm to approve, CMFs, mc

Consent Agenda: The minutes for July 22, 2025, were approved but the Ratification for July was tabled until further review of documentation 3.75 and further supportive documentation of the cafeteria plan.

ITEMS FOR DISCUSSION:

1a. Action Item: IFC water heat pump replacement was discussed, Steve brought to the board's attention the difference in the price he had quoted at the last meeting and the actual cost as presented today. It appears that because of the way the compressors are built in 2's we will need to replace all 4 units. The purchase was approved by the board.

1b. Action Item: IFC, OMC Building Contract was reviewed by Patrick Irwin. The contract will be for 10 years, at the rate of \$100.00 a month with the option of extending it on a yearly basis past the original 10 years. We will be responsible for paying liability insurance, and they will pay the property insurance. It is currently on the new CEO's desk. Board gave permission for Steve Burke to sign the contract as presented.

1c. Action Item: Policy and Procedure manual 60-146 was presented by Director Ryan Amiot. Most of these pages were operational policies and procedures so changes were mostly cleaning up language. One area of change was in the classification of family memberships where seniors were equal to children as acceptable members. Talked of change to facility rental and rental for swim lessons for Crescent School district. The board recommended that the job descriptions be moved to HR and had questions concerning our IT provider that were clarified. The board decided to take the presented policy and procedures home to review, and they would send any corrections, questions and suggestions to Ryan and vote on next session.

2a Executive Directors Report: Steve brought to the board's attention the line item of \$12,500.00 that was in the July ratification as the last payment to the Imagine Institution that was part of the child care grant for child care planning. Steve went over the break down of how the grant for \$122,000.00 was allocated. With approximately \$56,000 going to contractors and \$66,000 going to staff. We had 30 deliverables a year so total of 60 deliverables and payment not on cost but on completion of those deliverables.

Steve updates the board that we are looking into changing our employee health insurance to PEBB since now is considerably less cost than the private we have now. Ryan is trying to negotiate this change but has been having some issues with our current insurance and its representative. Hopefully having the situation rectified shortly.

Steve also informs the board of our efforts to separate out the child care costs with the pool cost. We have instituted a change within our accounting system that should allow us to do most if not all child care cost separately.

2b Financial Report- Stan shares that all is doing well not a lot to discuss since everything is going as should be, he has not gone into details as he normally would due to computer issues but has seen no major changes.

In response to board inquiry Ryan updated board concerning the decrease in numbers in Sparks and the general use of pool over the summer.

Navarra spoke on the issue of payments of restitution and the fact that all team members need to know that, that needs to be handled by the auditor.

2c Staff Report- Ryan shares about our upcoming raffle September 1-7th to raise funds for scholarships. Staff looking good overall. **Top of Form**

NEXT MEETING DATE

The next WSMPD meeting will be held on September 23rd, 2025 at 3:00 p.m.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4:45pm

PASSED AND ADOPTED this August 26th, 2025

William Shore Memorial Pool District Commissioners

Navarra Carr, President

ATTEST;

Lori Taber, Clerk

