

# **AGENDA- REGULAR MEETING**

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

Port Angeles, Washington

November 17<sup>th</sup>, 2020

3:00 p.m.

### **COMMISSIONERS**

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

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

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

### **CONSENT AGENDA**

- Minutes for October 27<sup>th</sup>, 2020
- Ratification of the October 1-31<sup>st</sup> bill payments

### **PUBLIC HEARING**

**1a** IFC to authorize a Property Tax Levy (Resolution 2-2020) and Levy Certification.

### **ITEMS FOR DISCUSSION**

- 2a Executive Director Report
- 2b Financial Report
- 2c Staff Report
- 2d Advisory Committee Report

### **PUBLIC COMMENT**

### **NEXT MEETING DATE**

The next WSMPD meeting will be held on January 26<sup>th</sup>, 2021 at 3:00 p.m.

### **ADJOURNMENT**

# **MINUTES- REGULAR MEETING**

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

Port Angeles, Washington

October 27<sup>th</sup>, 2020

3:00 p.m.

### **COMMISSIONERS**

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

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

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

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

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

### **CONSENT AGENDA**

- Minutes for September 22<sup>nd</sup>, 2020
- Ratification of the September 1-30<sup>th</sup> bill payments in the amount of \$2,455,281.81

**ACTION TAKEN: CCMm to approve, CLSs, mc**

### **PUBLIC HEARING**

**CAMm to open public hearing at 3:05pm, CCMs, mc**

**1a** Drafted 2021 Budget and Levy Rate Certification

**ACTION TAKEN: CLSm to approve levy rate & drafted budget, CAMs, mc**

**CBPm to close public hearing at 3:48pm, CLSs, mc**

### **ITEMS FOR DISCUSSION**

2a Executive Director Report- Steve summarized the past few weeks of different inspection delays and difficulties getting occupancy. Talked with the board more about the levy rates, budgeting operating costs & revenue, and answered questions about the drafted budget.

2b Financial Report- Steve and Chris J. went over a little more in the drafted budget and explained the levy rate changes to the board members.

2c Staff Report- Jessica reported over 1,000 memberships in 3 days along with great feedback from the Community Walk-through Event that attracted over 200. She updated the board on having more staff trainings now that the facility is open, along with starting to schedule trainings for aerobics and swim lessons so we can open those as well.

2d Advisory Committee Report- Greg S. reported for the Advisory Committee that everyone who attended the Community Open House event loved seeing all the hard work everyone has done and commend all involved.

**PUBLIC COMMENT- none**

### **NEXT MEETING DATE**

The next WSMPD meeting will be held on November 17<sup>th</sup>, 2020 at 3:00 p.m.

### **ADJOURNMENT**

Commissioner Johnson adjourned the meeting at 4:13pm.

PASSED AND ADOPTED this seventeenth of November, 2020.

William Shore Memorial Pool District Commissioners

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Randy Johnson, President

ATTEST;

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Virginia Smith, Clerk



## Item for Consideration by the Board of Commissioners

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**Agenda Item:**

**Date:** 11-17-20

**From:** Steven Burke, Executive Director

**Subject:** 2021 Tax Levy Resolution and Levy Certification

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1. **Summary:** In accordance with District Policy, the Executive Director submitted and the Board approved the 2021 District Budget that includes the amount to be levied. The Board of Commissioners is required to pass a resolution to authorize the property tax levy in the amount of \$1,650,000.00.
2. **RCW/Policy Requirements:** RCW 35.61.210
3. **Background/Analysis:** The District Board of Commissioners held a public hearing relating to the 2021 District Budget on Oct. 27th, 2020 to allow public comment on the budget and anticipated property tax levy. There was no public comment at the hearing. The Board of Commissioners then approved the 2021 District Budget unanimously. Washington State law requires the Board of Commissioners to approve a resolution to authorize the 2021 property tax levy. The 2021 District Budget indicates a property tax levy in the amount of \$1,650,000, an increase of \$150,000 over the 2020 property tax levy. It is estimated that the levy amount will calculate at \$0.43 per \$1,000.00 of Assessed Property Value.
4. **Financial Impact:** The 2021 budget shows \$2,339,300 in Revenue and \$2,083,757 in Operational Expenses and bond principal payments of \$378,374 for a Total Expenses of \$2,462,490 for a loss in net position of \$123,191. The ending balance for all funds is projected to be \$1,170,484.
5. **Environmental Impact:** None
6. **Recommended Action:**
  - a. Motion to approve Resolution 2-2020, a Resolution to approve the 2021 property tax levy in the amount of \$1,650,000
  - b. Motion to approve the Board President to Certify the 2021 property tax levy.



**Shore Metro Park District**  
 225 E 5<sup>th</sup> St. Port Angeles, WA 98362 – Tel. 360-775-2119  
 www.sacpa.org

**Shore Metro Park District**  
**All Funds 2021**  
 Statement of Revenues, Expenses and Changes in Fund Balances

	<b>General Fund</b>	<b>Capital Fund</b>	<b>All Funds</b>
<b>Opening Balance</b>	\$809,020	\$484,655	\$1,293,675
<b>Revenue</b>			
Operational Revenue	\$620,200	\$0	\$620,200
Non-Operational Revenue	\$1,719,100	\$0	\$1,719,100
<b>Total Revenue</b>	<b>\$2,339,300</b>	<b>\$0</b>	<b>\$2,339,300</b>
<b>Expense</b>			
Operational Expense	\$1,441,950	\$0	\$1,441,950
Non-Operational Expense	\$10,000	\$631,807	\$641,807
<b>Total Expense</b>	<b>\$1,451,950</b>	<b>\$631,807</b>	<b>\$2,083,757</b>
<b>Pre Capital Commitments Income (loss)</b>	<b>\$887,350</b>	<b>-\$631,807</b>	<b>\$255,543</b>
<b>Capital Commitments</b>			
Debt Service Principal	\$0	\$378,734	\$378,734
Capital Projects	\$0	\$0	\$0
<b>Total Debt/Capital Commitments</b>	<b>\$0</b>	<b>\$378,734</b>	<b>\$378,734</b>
<b>Increase (Loss) in Net Position</b>			
<b>Increase (Loss) in Net Position</b>	<b>\$887,350</b>	<b>-\$1,010,541</b>	<b>-\$123,191</b>
Transfer from General Fund	\$1,010,541	\$0	\$0
Transfer from Capital Fund	\$0	\$1,010,541	\$0
<b>Ending Balance</b>	<b>\$685,829</b>	<b>\$484,655</b>	<b>\$1,170,484</b>



Ordinance / Resolution No. 02-2020  
RCW 84.55.120

WHEREAS, the Board of Commissioners of William Shore Pool District has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2021; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,500,000.00; and,  
(Previous year's levy amount)

WHEREAS, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 150,000.00  
which is a percentage increase of 10 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 17 day of November, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Randy Johnson,  
(Name)

District Board President \_\_\_\_\_, for William Shore Memorial Pool District, do hereby certify to  
(Title) (District Name)

the Clallam County County legislative authority that the Commissioners  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2021 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 10-27-2020 :  
(Date of Public Hearing)

Regular Levy: \$1,650,000.00  
(State the total dollar amount to be levied)

Excess Levy: \$0  
(State the total dollar amount to be levied)

Refund Levy: \$0  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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