

# MINUTES- REGULAR MEETING

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

October 28<sup>th</sup>, 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](mailto: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 Chase

### Executive Session called: under RCW:42.30.110G review of public employee performance.

Session called for 30 minutes.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Mike French called for modification of the agenda 2d items for discussion follow up of executive session. Steve Burke asked for modification to the Action items 3a discuss interim Treasurer. Agenda modifications approved.

### ACTION TAKEN: CMFm to approve agenda, CCMs, mc

### PUBLIC COMMENT- None

### CONSENT AGENDA

- Minutes for September 23,2025
- Minutes for Special Meeting October 17<sup>th</sup>, 2025
- Ratification of July \$61,199.96
- Ratification of August \$55,712.67
- Ratification of September \$63,009.95

Consent agenda approved.

### Public Hearing:

**1a. – 1d:** Discussion of budget for 2026. No public in attendance. Steve presents the budget to the board. Discussion on revenue income particularly the income from property taxes and those from timber revenue were highlighted. On the expense side 3% increase in wages targeted to bring equality to staff wages. We won't be raising program rates except for possible rate increases for childcare cost and swim lessons. Steve indicates that our pass sales have hit a plateau for now, which is reflected in the 2026 budget. Estimated investment revenue is estimated on the conservative side.

Expenses include wages and cost of living adjustments. Question concerning cafeteria plans were left in till the board decides what the future of that program will be. Computer replacement costs were elevated last year due to having to replace computers for the upgrade from windows 10 which is no longer supported, which we will not have to do this coming year, so budget amount decreased. Utilities savings discussed, investigate use of building for emergency use. We have capabilities but we would have to buy generators. All services are relatively the same as last year. Steve brings up fuel allowance since it is under question by the State auditor

so not knowing what to do, he left in for now. The board suggests putting money into the budget for audit costs. The IRS audit for 2018 Tax Exempt Bond issue with no issues.

Wages are discussed with board concerning the current wages and proposed increase. Ryan also discussed holiday pay for everyone to time and half. This would only increase cost of wages to \$1,000.00 a holiday and there are 11 holidays per year. Discussion of salary wages for Ryan and questions of overtime and when or if needs to be exempt. Budget was approved. Public meeting was closed.

**ACTION TAKEN:** CGSm to approve, CMFs, mc

## **Agenda Items:**

**Ordinance/Resolution No 01-2025 RCW 84.55.120:** motion to approve levy rate and ability to have the chair sign the levy certification motion by Mike French. Motion approved

**Interim Treasurer:** Stanton Creasey requested leave of absence for family health issues. Steve spoke with Randy and Mike concerning the possibility of Mike French taking that position temporarily. Steve had requested approval from the lawyer but hasn't heard back. The law says County Treasure can approve appointments. The board put on hold deciding on this until they have a chance to discuss with lawyer so they will address next board meeting.

## **Items for Discussion:**

**2a Executive Directors Report:** Steve shares with the board concerning property insurance. Our deductible was kept low because of inability to pay large amounts. Now we have reserves to cover the costs if we have a higher deductibility this would lower our premium considerably. Board is in favor of changing the deductible at this time. Steve tells the board that they are currently working on the heat pump and that should be done by the end of the week. We are having issues of delamination in the pools a little in each pool. Need to look into why this is happening and if there is a warranty on the plaster.

**2b Financial Report-** Steve states all covered in the budget discussion, board had no further questions.

**2c Staff Report-** Ryan shares our success with the recent pumpkin patch had 112 pumpkins then had to go and buy pumpkins 3 more times in amount of 90 all gone by the end. Made \$1000.00 off event with a cost of \$5.00 per person and \$15.00 per family. Coat drive going on. Will be doing trick or treat and guess the pumpkin weight contest that will be announced November 3rd. We will be gearing up for our Friends of the Pool Christmas fundraiser to raise scholarship funds. **Top of Form**

**2D Executive Session Follow up Discussion:** Navarra let's all know that the Audit exit report will be Monday November 3rd at 1-3 pm. We need to do special virtual meeting and send out links to all. Mike French spoke concerning the multiple executive sessions concerning the audit and the need to navigate the findings of the audit and be in compliance with the auditors recommendations. Randy Johnson, added that the audit went back several years and dealt with issues of segregation of duties that have been lax they have been discussing those issues and how to go forward in handling those issues.

Navarra Made motion to put the Executive Director on paid administrative leave pending outcome of state auditor's report. Motion is passed

Motion to appointment Ryan Amiot as interim Executive Director to work with board members to keep continuation of operation. Motion is passed.

Motion to appointment Board Chair Navarra Carr to seek reimbursement from WCIA, Motion passed.

## **ADJOURNMENT**

Commissioner Navarra Carr ended the meeting at 4:45pm  
PASSED AND ADOPTED October 28, 2025

William Shore Memorial Pool District Commissioners

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Navarra Carr, President

ATTEST;

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Lori Taber, Clerk