

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

July 22, 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

Commissioner Mike French called the meeting to order at 3 pm. Also present were Commissioner Randy Johnson, Commissioner, Greg Shield, Commissioner Latrisha Suggs, Executive Director Steve Burke, Treasurer Stan Creasy, Director Ryan Amiot, Aquatics Director Cody Chase.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- None

ACTION ITEM: IFC Water Heat Pump Replacement

CONSENT AGENDA

-Minutes for May 27,2025

Ratification of May 2025 \$51,931.60

Ratification of June 2025 \$337,235.90

ACTION TAKEN: CGSm to approve, CMFs, mc

AGENDA ITEMS-

Policy and Procedure manual changes Pages 1-60

ITEMS FOR DISCUSSION:

1a. Action Item: Steve provided updated information concerning price of new heat pump which would be approximately \$300,000.00 with a needed lead time of 32weeks to receive. Discussed the cost of repairing the existing heat pump which would cost between \$20,000 to \$30,000 but would not have guarantee of working long-term. Discussed the increase cost if the pump fails, in heating cost this winter. The board decided to pursue the immediate need to fix and continue to have Steve look into the options for long-term plan of getting new heat pump. Motion to approve will wait till actual cost invoice is presented to the board.

Agenda Item Discussion: Ryan opened the discussion concerning the Policy and Procedure manual changes to pages 1-60. He made the changes to language and punctuation discussed at last meeting. Look into the public records requirements and we still fall into the required guidelines. Ryan discussed with IT the requirements and storage of electronic records and the need to have person back up the system and that person would change out hard drive once a week and store off site. Discussed cost of cloud verses server based as is currently used. Discussed briefly on security issues and firewall and antivirus protection that is in current use. Board approved changes to Procedure and Policy Manual pages 1-60.

2a Executive Directors Report: Steve reports that we have the \$750,000 childcare grant with the contract with Commerce coming sometime in July and estimate work starting on the building in September of this year. The lease contract for the building with OMC is almost complete, issues concerning insurance have finally been worked out and they will pay insurance on the building and we will pay liability insurance. The lease is for

10years and \$100.00 a month. Board wanted to know if it could be extended longer than the 10years, Steve to ask. Should have the OMC contract to by next meeting.

2b Financial Report- Stan shares that all is doing well not a lot to discuss since everything is going as should be in our financial portfolio. Currently have a reserve of 2.1 million. Stan brings up the need for increased accounting time in order to make sure that the childcare revenue and cost are separated fully from the pool revenue. Discussion of financial considerations for the two buildings and program were discussed along with cost of child care. Ryan brought up the raise of 3% that was voted on in January that would be applied this September for the Sparks program. He recommends that we do not raise the cost since the program current profitability is doing well. Board voted to keep rates for childcare program at current costs.

2c Staff Report- Ryan reviews our summer kick off night that wasn't successful due to accident on 101. All has been going well with staff and our summer food program has been successful and has covered our costs. Summer passes for family didn't do as well as expected and we only sold 6 memberships.**Top of Form**

NEXT MEETING DATE

The next WSMPD meeting will be held on August 26th, 2025 at 3:00 p.m.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4 pm

PASSED AND ADOPTED this July 22nd, 2025

William Shore Memorial Pool District Commissioners

Navarra Carr, President

ATTEST;

Lori Taber, Clerk