

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

November 25^h, 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 Greg Shield, Executive Director Steve Burke, Director Ryan Amiot.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Mike French called for modification of the agenda to discuss appointment of Treasurer; it was put as discussion item 2D. Randy Johnson asked that the Modified Levy Certification & Resolution be pulled from the Consent Agenda since the numbers on the documents are wrong. This was approved

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- Representative from Peninsula Daily News, Paula Hunt, she had no comment at this time.

CONSENT AGENDA

- Minutes for October 28th 2025
- Ratification for October \$55,407.32
- Kitsap Bank Signature Authority
- LGIP Signature Authority & Resolution
- PEBB Health Insurance \$ Resolution

The Minutes for October 28th, 20025 were approved.

The Ratification for October was discussed, would like the questionable items pulled and shown separately so will wait until December Board Meeting to ratify.

Kitsap Bank Signature Authority was Discussed, it was decided to add Commissioner Navarra Carr, Commissioner Mike French, and Acting Executive Director Ryan Amiot, as signatories on the Kitsap Bank Accounts. Elizabeth would retain all signature authority that she has currently. Motion to approve was seconded and passed. Concerns over financial accountability was raised by Commissioner Mike French, Ryan introduced a new form for Financial Action Review which is filled out and signed by a second person prior to all transactions, and policy and procedures would be addressed in the future. Motion to remove Steve Burke from signatory ability at Kitsap Bank was seconded and approved.

LGIP Signature Authority & Resolution was discussed, Ryan Amiot will attain full access authority. Elizabeth Hogan will retain all current authorities. Commissioner Randy Johnson, and Commissioner Navarra Carr to obtain view-only authority. Steve Burke's current access and authority will be removed. Motion to approve seconded and approved.

PEBB Health Insurance & Resolution presented to board members. It would cost more but would provide better coverage for family members of staff, which he feels would assist in employee retention. This was decided to table and decide at next board meeting.

ACTION TAKEN: CGSm to approve, CMFs, mc

Action Item:

Levy Resolution & Certification: Commissioner Randy Johnson reviewed with the board that the monetary numbers that were filled out on original resolution and certification were in error. The board moved to approve the corrected Levy Resolution & Certification and Ordinance 01-2025, moved second and approved.

Items for Discussion:

2a Executive Directors Report: Ryan reports that updates were provided by Bjorn on the HVAC, Bjorn recommends getting two new motors due to ongoing issues. Cost of the replacement will be approximately \$10,000. Maintenance closure was discussed, including draining and repairing all pools with quotes ranging from \$6,261.75 to \$21,235.50. We accepted the lower bid. The closure will take place from February 21 to March 8th.

2b Financial Report- Ryan discussed brings to attention our increase revenue in Special Events, and the fact that payroll is elevated due to 3 pay periods in October. Ryan pointed out that our cost of health insurance allocated in the 2026 budget would fall short due to discrepancy in current costs and those budgeted.

2c Staff Report- Ryan, discusses changes in personnel, due to projects not being completed we have let Alex go and have moved Cody to 32 hours a week maintenance. Originally talked about cutting Mike back but will maintain his usual hours for the time being which will reflect in higher cost temporarily. Brie Hales will shift to Aquatics Manager. She has been with us for a while, is in school at Peninsula College for business administration and is passionate about swim lessons and is excited about revamping our swim lessons. Jessica Amiot our after school program co-ordinator has turned in her two week notice.

2D Appointment of Treasurer: Navarra opens discussion by relaying the recommendations of our attorney and that recommendation would be to have a treasurer that is not a board member. Navarra after talking with the county and their oversight duties as well as the lawyer leads to the question if contracted out what duties and what job description would they have. Mike French is appointed interim treasurer to review financial statements. Appointment seconded and approved.

Public Comment: Margeret Jacobson shared her concerns about the trust and communication, emphasizing the need for clear public statements. Michael Jacobson also emphasized these aspects of concern. Several board members addresses these concerns with caution that due to circumstances they were not at liberty to comment on ongoing investigations, but that they appreciated the input and importance of the pool and the community at large.

ADJOURNMENT

Commissioner Navarra Carr ended the meeting at 4:20pm
PASSED AND ADOPTED November 25th, 2025

William Shore Memorial Pool District Commissioners

Navarra Carr, President

ATTEST;

Lori Taber, Clerk