

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

January 27, 2026

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, Mike Hodgson

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Mike French called the meeting to order. Present were Commissioner Randy Johnson, Commissioner Mike French, Commissioner Greg Shield, Commissioner Mark Hodgson Navarra Carr virtually, Interim Director Ryan Amiot, Accountant Elizabeth Hogan, Aquatics Manager Brie Hale, Youth Programs Coordinator Morgan Lasher.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Ryan Amiot called for a modification to the agenda to elect a new chair for the year. Commissioner Mike French proposed waiting to the end of the meeting to do that. All agreed. The board approved the agenda with a modification to elect a new chair.

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- Commissioner Mike French acknowledges a letter from a member of the public that was made available to all the board members

CONSENT AGENDA

-Minutes for December 2025

Ratification December 2025 - \$428,098.82

Consent agenda is approved by the board.

ACTION TAKEN: CGSm to approve, CMFs, mc

Action Item:

Agenda Items:

- Changes to Policy and Procedure Manual pages 146 – 172
- Treasures Job Description

Ryan presented the policy and procedure manual pages 146-172 for the review and updating by the board. Commissioner LaTrisha Sugg had issues with several areas that dealt with policies concerning youth and wording and financial oversight. She sent in a letter and asked the clerk to forward that letter with details to the members of the board. The board reviewed the policy concerning the treasures' role. The board chose to review all the policies and procedures due for review, those concerning the treasurers' role and responsibilities and LaTrisha's concerns about language under section 455 and bring them to the table next meeting.

The board discussed the responsibilities and roles of the Treasurer/Accountant with emphasizes on the need for separation of duties, appropriate oversight of all financial systems as recommended by the State Auditor's Office. Ryan was tasked with drafting a preliminary job description for the position of treasurer including

expected hours and responsibilities for board review. He was also asked to research and report back to the board on the availability and estimated costs of local CPA/treasurer candidates' individuals or firms. The board was tasked with reviewing and updating the policy and procedures concerning the roles and responsibilities of Treasurer/Accountant. The board discussed costs and what our threshold is for us to require getting bids for the possible Treasurer position. Ryan to bring that policy and amount to the next board meeting.

Items for Discussion:

2a Executive Directors Report: Ryan reports that we will be hosting the first boys district swim meet here on February 13 and 14th accommodating 16 teams and approximately 300 hundred athletes and staff. Ryan up-dated the board on the HVAC system repairs and install. Trotter Morton have parted ways with Borjin our local tech, causing some difficulty with communication with Trotter Morton and the finishing of the rest of the install that Borjin was working on. Ryan has reviewed our contract and the requirements of Trotter Morton's obligations to us. Ryan brings the attention to the installation of the UVA unit we have purchased we will be installing at a cost of approximately \$1,500.00.

2b Financial Report- Commissioner Mike French reviews our financial position, noting that we have healthy balances in assets including bond reserve fund and cash on hand that has been invested in the local government investment pool. The district achieved \$400,000 in net income for 2025 slightly missing the budgeted income by 2-2.5% due to lower County Timber revenue and the leveling off of activity fees. Mike points out that the separation of child care from the general pool budget is reflecting a profit of \$80,000 for the year without overhead figured in. Ryan also discussed a potential renegotiation of the monthly lease for their building with OMC's interim CEO who expressed concern about the low rent and suggested a market-value rent with a buyout option taking into consideration the planned \$500,000 in building improvements. Ryan is tasked with updating our position and need for childcare expansion.

2c Staff Report-

Youth Program Coordinator: Morgan shares what is happening with our youth programs. She tells of the plans for the afterschool program and special event Date Night being moved to different locations due to the District Meet. New Staff members include a new assistant coordinator Lexi, and two new staff in our Splash program as our enrollment in that program is up. She is encouraged and expresses she will be having a upcoming staff meeting to share any changes and expectations to her staff.

Aquatic Manager: Brie shares concerning lifeguard staffing which is down especially early and mid-day positions. We recently had lifeguard classes and that gave us 5 new qualified lifeguards. She is in the process of training 6 new headguards. She is training 4 new swim teachers to fill out our class needs. We will be adding a adaptive youth swim class and a new instructor who is qualified in special education on Saturdays. She will also divided our teen/adult class to facilitate better use. Since November our group lessons are up 17% and private 50%. Pool rentals have consisted of Olympic paddlers with future rentals booked, the Pacific Northwest lab for underwater scuba diving class, and full rental by the Peninsula College ASB for special event.

Member Services Manager: Lori shares that the Front desk staff and janitors all doing great and going nowhere. Party numbers are up over the last year due to adding the Friday night option. This year starting out slower and may see drop in numbers due to closure.

2D Scholarship Report: Lori shares that we saw changes over 2025 in our scholarship program. We added more families and adult memberships and saw less senior/disabled which has caused an increase in our financial outlay. We have also seen a change is in our Sparks and Splash program scholarships. We started running them from school year to school year to unify the process for those parents who are participating. We saw an increased dropout rate for those scholarships, causing a dip in those numbers. Those scholarships have been covered by the grant that is being administered by The Friends of The Pool. Overall bringing down our financial commitment. Total cost for passes was \$8,595.60 and total for Sparks/Splash was \$10,431.40.

Election of Chair/Vice Chair: Commissioner Mike French is elected Chair and Commissioner LaTrisha Suggs Vice Chair.

Public Comment: Margeret Jacobson shared her appreciation of the boards commitment to improving the issues that need to be corrected. Margeret focused on two issues. One that we should include the ability to know and use the Washington State bars system and the second that it was noted that Ryan Amiot was named as Executive Director and wondering if that is his actual job, when it changed and if it changed. She was assured that he is still the Interim Executive Director and that it was a mistake by the clerk of the board.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4:23pm
PASSED AND ADOPTED January 27, 2025

William Shore Memorial Pool District Commissioners

President, Mike French

ATTEST;

Lori Taber, Clerk