

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

August 27, 2024

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 comment 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

GREG SHIELD, RANDY JOHNSON, LATRISHA SUGGS, MIKE FRENCH, NAVARRA CARR

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Shield called the meeting to order at 3:00pm. Also present were Commissioner Randy Johnson, Commissioner Navarra Carr, Commissioner Latisha Suggs, Commissioner Mike French, Executive Director Steve Burke, Treasurer Stan Creasey, Director Ryan Amiot, Acting Aquatics Director Cody Chase.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- None

CONSENT AGENDA

- Minutes for June 25th, 2024
- Ratification of June 2024, \$347,579.88
- Ratification of July 2024, \$47,280.29

ACTION TAKEN: CGSm to approve, CMFs, mc

AGENDA ITEMS- none

ITEMS FOR DISCUSSION

- 2a Executive Director Report- Steve reported on the OMC lease for the building for our childcare expansion. It is currently being reviewed by lawyers and hope to be finalized soon. Steve discussed the issues concerning the state grant funds for our childcare expansion. We are awaiting the resolution of the issues surrounding the commerce committees' need to follow the RCW guidelines that we cannot qualify under. Steve is reaching out to Steve Tharinger for intervention. Steve also applied for a grant of \$2000.00 that we could use toward the remodeling of the building.
- 2b Financial Report- Treasurer Stan Creasey states all incoming revenues are slightly down from the expected 8% increase we were hoping for. Stan brought up some issues surrounding the report on some of our revenue flow. Will investigate the difference between Civic Rec reports and Quick Books. Ryan pointed out that there is a discrepancy between what Civic Rec converts using GL codes, causing the reporting of

certain numbers to go to wrong account. Stan discussed how our investments are going and the methods used to keep us in a positive position.

- 2c Staff Report- Ryan Amiot shared concerning how our summer kick- off event did. Plans for future events including The Pumpkin patch event in October, Labor Day discount day. Ryan updated all on Swen and meanwhile Cody Chase is filling the position of Aquatics Director. Ryan and the Board discussed extending hours and the obstacles to adding hours on week

NEXT MEETING DATE

The next WSMPD meeting will be held on October 22nd at 3:00 p.m.

ADJOURNMENT

Commissioner Shield adjourned the meeting at 4:00pm

PASSED AND ADOPTED this twenty-fourth of September 2024

William Shore Memorial Pool District Commissioners

Greg Shield, President

ATTEST;

Lori Taber, Clerk

AGENDA- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington,

September 24th, 2024

3:00 p.m.

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COMMISSIONERS

GREG SHIELD, RANDY JOHNSON, LATRISHA SUGGS, NAVARRA CARR, MIKE FRENCH

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT

Action Item: Public Hearing 2025 Budget

CONSENT AGENDA

- Minutes for August 27th, 2024
- Ratification of August 2024 \$58,871.80

AGENDA ITEMS: None

ITEMS FOR DISCUSSION

- 2a Executive Director Report
- 2b Financial Report
- 2c Staff Report
- 2d Scholarship Report

PUBLIC COMMENT

NEXT MEETING DATE

The next WSMPD meeting will be held on October 22nd , 2024 at 3:00pm

ADJOURNMENT

Shore Metro Park District
The General Fund Summary
Statement of Revenues, Expenses and Changes in Fund Balances

	2021 Actual	2022 Actual	2023 Actual	2024 Est	2024 Budget	2025 Budget	% Change 23-24	% Change 24-25
Operational Revenue								
Sales of Merchandise	\$21,534	\$32,641	\$33,039	\$32,500	\$35,500	\$33,500	-2%	3%
Activity /Use Fees	\$483,951	\$596,011	\$656,471	\$660,000	\$713,250	\$685,000	1%	4%
Recreation Programing	\$281,386	\$343,930	\$387,260	\$375,000	\$404,000	\$393,000	-3%	5%
Total Operational Revenue	\$786,872	\$972,583	\$1,076,771	\$1,067,500	\$1,152,750	\$1,111,500		
Non Operating Revenue								
Property Tax	\$1,659,061	\$1,723,228	\$1,846,076	\$1,887,000	\$1,887,000	\$1,987,000	2%	5%
County Shared Revenue	\$53,349	\$40,565	\$199,493	\$105,700	\$114,000	\$102,000	-47%	-4%
Interest and Other Misc Revenue	\$204	\$11,344	\$81,310	\$96,300	\$95,000	\$93,500	18%	-3%
Gifts from Private Sources	\$0	\$0	\$9	\$0	\$0	\$0	0%	0%
Covid-19 Funds	\$0	\$158,700	\$0	\$0	\$0	\$0	0%	0%
State Grants	\$165,930	\$0	\$0	\$69,000	\$0	\$55,500	100%	-20%
Misc Revenue	\$795	\$0	\$0	\$0	\$0	\$0	0%	0%
Debt Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	0%	0%
Lease of County Lands	\$172	\$231	\$0	\$0	\$0	\$0	0%	0%
Proceeds from Sale of Capital Assets	\$0	\$0	\$0	\$0	\$0	\$0	0%	0%
Total Non Operational Revenue	\$1,879,511	\$1,934,067	\$2,126,888	\$2,158,000	\$2,096,000	\$2,238,000		
Total Revenue	\$2,666,383	\$2,906,650	\$3,203,659	\$3,225,500	\$3,248,750	\$3,349,500		
Operational Expense								
Wages	\$874,249	\$994,774	\$1,135,174	\$1,209,545	\$1,211,000	\$1,245,100	7%	3%
Benefits	\$172,438	\$178,128	\$210,792	\$194,900	\$215,200	\$200,600	-8%	3%
Supplies	\$137,341	\$182,432	\$191,740	\$167,081	\$214,150	\$168,500	-13%	1%
Services	\$384,839	\$444,721	\$551,758	\$538,727	\$494,250	\$546,100	-2%	1%
Total Operational Expenses	\$1,568,867	\$1,800,055	\$2,089,464	\$2,110,253	\$2,134,600	\$2,160,300		
Non Operational Expense								
Intergovernmental Services	\$18,639	\$1,916	\$18,576	\$8,000	\$0	\$8,000	-57%	0%
Debt Interest	\$629,407	\$622,615	\$601,022	\$591,124	\$591,124	\$570,910	-2%	-3%
Cost of Debt Issuance	\$0	\$0	\$0	\$0	\$0	\$0	0%	0%
Total Non Operational Expense	\$648,046	\$624,531	\$619,598	\$599,124	\$591,124	\$578,910		
TOTAL EXPENSE	\$2,216,913	\$2,424,585	\$2,709,062	\$2,709,377	\$2,725,724	\$2,739,210		
Pre Capital Commitment Income (Loss)	\$449,470	\$482,065	\$494,597	\$516,123	\$523,026	\$610,290		
Capital Commitments								
Debt Service Principle	\$378,734	\$483,243	\$457,147	\$460,000	\$460,000	\$470,000	1%	2%
Capital Projects	\$0	\$0	\$0	\$80,000	\$0	\$0	0%	-100%
Total Capital Commitments	\$378,734	\$483,243	\$457,147	\$540,000	\$460,000	\$470,000		
Increase (Loss) in Net Position	\$70,736	-\$1,178	\$37,449	-\$23,877	\$63,026	\$140,290	-164%	-688%

2025 Budget Assumptions:

2024 Observations

1. 2024 Operational Revenues \$85,000 lower than projections due to our shut down in May for maintenance that closed the facility for over a week and see that we have reach our saturation level for use of the facility.
2. We are using the LGIP for the investment vehicle for our reserves and we also have our tax levy funds deposited in LGIP as well so we are maintaining a higher LGIP balance than previous years.
3. We did receive grant reimbursement funds totaling \$69,000 for child care expansion planning. Expenses under that grant only totaled \$30,000 in expenses.
4. The SAO is conducting our 2 year audit that will fall half in 2024 and some in 2025. So we have allocated \$8,000 for each year. This was not a budgeted item.
5. The IRS is conducting an audit for our 2018 Tax Exempt Bond issue. This will last into 2025. We have signed an engagement letter with Perkin Garvey who did our legal work for the bond issue. Unsure of what the cost will be.
6. The board approved funds to use for replacing two salt generators and a new UV in 2023, but were paid in 2024 as \$80,000 in capital expenses so our net profit was lower than projected.

2025 Operational Revenue Assumptions:

1. 2025 Pricing will increase 3-5% across all programs and admissions based upon Board recommendations.
2. No growth increase is calculated. So program and activity revenue is forecasted to increase between 3%-5% ,.
3. District will continue to use the LGIP for surplus cash and reserves and is forecasted to bring a 4.5% and 5.5% return

2025 Non-Operational Revenue Assumptions

1. The District estimates Property Assessed values will rise by 5.9%. An increase of \$100,000 is indicated in the Budget and will change the Levey per 1,000 AV from \$0.32 to \$0.31.
2. District will utilize an additional Child Care Planning Grant in the amount of \$55,000. Expected expenses will be \$30,000.

2025 Operational Expense Assumptions

1. Wages rates will increase by 3% in accordance with Western WA CPI estimates.
2. Wages and Utility costs account for 85% of our expense budget.

Non-Operational Expense Assumptions

1. Insurance cost rose from \$93k in 2023 to \$127k in 2024. Insurance is risen 125% from 2022.
2. SAO audit expense is estimated to be \$8,000 for 2025 for a total of \$16,000 for the 2022-2023 audit cycle.
3. No capital expenses are anticipated.

**William Shore Memorial Pool District
Transactions for Ratification
August 2024**

Type	Date	Num	Name	Memo	Account	Debit
Check	08/05/2024	4881	City of PA	6/8-7/5 wat...	4.70 Utilities	9,180.35
Check	08/31/2024	4902	The Imagine Insti...	Feb-24 exp...	4.86 Child Care Grant Exp...	6,056.00
			The Imagine Insti...	Mar-24	4.86 Child Care Grant Exp...	6,056.00
			The Imagine Insti...	Apr-24	4.86 Child Care Grant Exp...	6,056.00
			The Imagine Insti...	May-24	4.86 Child Care Grant Exp...	6,056.00
			The Imagine Insti...	Jun-24	4.86 Child Care Grant Exp...	6,056.00
Check	08/05/2024	8/24 ...	Regence Blue Sh...	August med...	Health Insurance	30,280.00
Check	08/30/2024	sysc...	Sysco Corporation	Sysco auth...	3.52 6 USDA Food Program	3,054.00
Credit Card Ch...	08/06/2024		Swim Outlet	goggle inve...	3.21 Inventory/Resale	2,224.49
Credit Card Ch...	08/07/2024		Uline	Janitorial su...	3.72 Janitorial Supplies	1,513.80
Credit Card Ch...	08/26/2024		grainger	shower valv...	3.73 Maintenance Supplies	1,367.85
Check	08/12/2024	4891	Dan Blood's Crea...	7/31 Invoice...	4.81 Landscape Maintenanc...	1,144.54
Credit Card Ch...	08/22/2024		Uline	janitorial	3.72 Janitorial Supplies	1,089.00
Check	08/12/2024	8/12 ...	Sysco Corporation	7/29 deliver...	3.52 3 Food Supplies	1,053.52
Check	08/12/2024	4893	Kitsap Networkin...	4 hours IT s...	4.13 IT Service	837.74
Credit Card Ch...	08/21/2024		Swim Outlet	aerobics su...	3.41 Instructor Supplies	595.00
						568.90
						568.90

**William Shore Memorial Pool District
Transactions for Ratification
August 2024**

Type	Date	Num	Name	Memo	Account	Debit
Check	08/12/2024	4894	TMI Salt Pure Co...	Phosphate r...	3.71 Pool Chemicals	538.81
Credit Card Ch...	08/06/2024		Costco	sfs food	3.52.3 Food Supplies	409.37
Credit Card Ch...	08/23/2024		Costco	sfs food	3.52.3 Food Supplies	409.37
Credit Card Ch...	08/01/2024		Rec Supply Co	cover plate/...	4.83 Building Repair/Maint	344.07
Check	08/23/2024	eft ver	Verizon	monthly - a...	4.21 Telephone/Cellphone	327.14
Check	08/01/2024	Unu...	Unum Life Ins	August staff...	Health Insurance	287.94
Check	08/23/2024	eft w...	Wave	Astound aut...	4.23 Website/Internet	205.52
Check	08/05/2024	4882	Canon Financial ...	7/13 contra...	4.51 Office Copier	204.00
Check	08/21/2024	4895	Canon Financial ...	Contract inv...	4.51 Office Copier	188.77
Check	08/05/2024	4884	Pacific Office Eq...	8/1 strt co...	3.15 Print and Copying	188.77
Check	08/31/2024	4900	Angeles Commu...	Invoice 351...	4.21 Telephone/Cellphone	179.25
Credit Card Ch...	08/06/2024		NCSI	background...	4.16 Legal/Background Ch...	161.17
Credit Card Ch...	08/10/2024		Costco	coffee	3.23 Coffee Supplies	148.00
						130.48

**William Shore Memorial Pool District
Transactions for Ratification
August 2024**

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/05/2024		Microsoft	subscription	4.23 Website/Internet	122.49
Credit Card Ch...	08/21/2024		Amazon	decor - coff...	3.22 Promotional	118.81
Credit Card Ch...	08/23/2024		Price Ford	van oil chan...	4.84 Equipment-Repair/Maint	111.97
Credit Card Ch...	08/01/2024		Loves	fuel	3.75 Fuel Allowance	104.98
Credit Card Ch...	08/25/2024		Chevron		3.75 Fuel Allowance	101.92
Check	08/07/2024	4886	Swains General ...	7/31 Statem...	3.73 Maintenance Supplies	101.24
Credit Card Ch...	08/26/2024		Amazon	file cabinet	3.11 Office Supplies	95.82
Credit Card Ch...	08/16/2024		Amazon	instant ice p...	3.52.2 Program/Office Sup...	94.38
Credit Card Ch...	08/01/2024		Chevron		3.75 Fuel Allowance	85.11
Check	08/02/2024		Merchant Settlm...		4.17 CC Merchant Fees	83.15
Credit Card Ch...	08/26/2024		Amazon	bandaids	3.32 Lifeguard Supplies	77.85
Credit Card Ch...	08/01/2024		Joann Fabrics	craft supplies	3.52.3 Food Supplies	76.16
Credit Card Ch...	08/08/2024		Amazon	field trip bags	3.52.4 Field Trips	68.17

**William Shore Memorial Pool District
Transactions for Ratification
August 2024**

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/11/2024		Tractor Supply		3.73 Maintenance Supplies	63.52
Credit Card Ch...	08/10/2024		Safeway	staff inservi...	3.43 Special Events	63.40
Credit Card Ch...	08/23/2024		Amazon	Party suppli...	3.42 Party Good & Supplies	63.11
Credit Card Ch...	08/01/2024		Chevron		3.75 Fuel Allowance	54.80
Credit Card Ch...	08/01/2024		Amazon	pool toys	3.32 Lifeguard Supplies	51.56
Credit Card Ch...	08/22/2024		Amazon	paper	3.11 Office Supplies	50.08
Check	08/05/2024	4885	Chelsea Gehring	Party depos...	347.35 · Party Room Rentals	50.00
Credit Card Ch...	08/09/2024		IAM SGE Stargu...	certifications	4.31 Training/Conferences	50.00
Credit Card Ch...	08/24/2024		Dominio's	date night	3.43 Special Events	48.34
Check	08/31/2024	4899	Magdalena Grimes	Refund unu...	347.34 · Pass Sales	46.00
Credit Card Ch...	08/20/2024		union 76		3.75 Fuel Allowance	43.73
Credit Card Ch...	08/14/2024		Safeway Fuel	spark field trip	3.52 5 Transportation	42.17
Credit Card Ch...	08/14/2024		Walmart	waterbottles	3.52 4 Field Trips	41.75

William Shore Memorial Pool District
Transactions for Ratification
 August 2024

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/05/2024		Safeway Fuel		3.75 Fuel Allowance	39.79
Credit Card Ch...	08/09/2024		Amazon	swim test b...	3.32 Lifeguard Supplies	39.79
Credit Card Ch...	08/01/2024		Chevron		3.75 Fuel Allowance	39.19
Credit Card Ch...	08/07/2024		tendys garden		4.92 Misc. Expense	36.06
Credit Card Ch...	08/24/2024		Safeway	cake	3.42 Party Good & Supplies	35.29
Credit Card Ch...	08/01/2024		Safeway	ice cream	3.52.2 Program/Office Sup...	34.99
Credit Card Ch...	08/25/2024		Amazon	party supplies	3.42 Party Good & Supplies	34.95
Check	08/02/2024		Gateway Billing		4.17 CC Merchant Fees	34.95
Credit Card Ch...	08/01/2024		Poster My Wall		3.13 Subscriptions	30.00
Credit Card Ch...	08/01/2024		Amazon	pool return ...	3.73 Maintenance Supplies	29.95
Credit Card Ch...	08/20/2024		union 76		3.75 Fuel Allowance	29.30
Credit Card Ch...	08/09/2024		Baxter		3.73 Maintenance Supplies	29.18
Check	08/12/2024	4890	Thurmans	Document #...	3.73 Maintenance Supplies	28.29

William Shore Memorial Pool District
Transactions for Ratification
 August 2024

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/23/2024		Costco Gas	spark van	3.52.5 Transportation	25.22
						25.22
Check	08/31/2024	4901	Mathison, Rayna M	Crafts for S...	3.52.2 Program/Office Sup...	24.96
			Mathison, Rayna M	Crafts for S...	3.52.2 Program/Office Sup...	15.22
Credit Card Ch...	08/10/2024		Safeway	flowers	3.42 Party Good & Supplies	40.18
						22.58
Credit Card Ch...	08/27/2024		Walmart	spark activity	3.52.2 Program/Office Sup...	18.33
						18.33
Credit Card Ch...	08/26/2024		Amazon	staff shirt s...	3.31 Uniforms and Clothing	18.27
						18.27
Credit Card Ch...	08/07/2024		Zoom	subscription	3.13 Subscriptions	17.41
						17.41
Credit Card Ch...	08/08/2024		Amazon	Med backp...	3.52.2 Program/Office Sup...	17.41
						17.41
Credit Card Ch...	08/14/2024		Walgreens	sunscreen	3.52.2 Program/Office Sup...	17.28
						17.28
Check	08/05/2024	4883	Hartnagel Buildin...	7/31 statem...	3.73 Maintenance Supplies	14.61
						14.61
Check	08/12/2024	4892	Hartnagel Buildin...	7/31 Statem...	3.73 Maintenance Supplies	14.61
						14.61
Credit Card Ch...	08/12/2024		Apple		3.13 Subscriptions	14.15
						14.15
Credit Card Ch...	08/24/2024		Amazon	sample shirt	3.31 Uniforms and Clothing	12.96
						12.96
Credit Card Ch...	08/16/2024		Spotify	spotify pre...	3.13 Subscriptions	11.97
						11.97

William Shore Memorial Pool District
Transactions for Ratification
 August 2024

Type	Date	Num	Name	Memo	Account	Debit
Check	08/02/2024			Service Ch...	4.12 Payroll Fees/Bank Ch...	11.90
						11.90
Credit Card Ch...	08/01/2024		Disney Plus	spark movies	3.13 Subscriptions	10.88
						10.88
Credit Card Ch...	08/01/2024		Washington Stat...	food handle...	4.11 Licenses and Permits	10.00
						10.00
Credit Card Ch...	08/01/2024		WA Food Workers	food service	3.52.3 Food Supplies	10.00
						10.00
Credit Card Ch...	08/14/2024		Blackbird Coffee		4.92 Misc. Expense	9.59
						9.59
Credit Card Ch...	08/22/2024		Walmart	SFSP veggi...	3.52.3 Food Supplies	6.02
						6.02
Credit Card Ch...	08/01/2024		8th Street Car W...		3.75 Fuel Allowance	5.00
						5.00
Credit Card Ch...	08/01/2024		wsdot		3.75 Fuel Allowance	4.50
						4.50
Check	08/12/2024	4888	Void	report printe...	4.92 Misc. Expense	0.00
						0.00
Check	08/12/2024	4889	Void	report printe...	4.92 Misc. Expense	0.00
						0.00
TOTAL						58,871.80

**SHORE METRO PARK DISTRICT
EXPENSE RATIFICATION APPROVAL**

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Shore Metro Park District, and that we are authorized to authenticate and certify to said claim.

SUMMARY TRANSMITTAL FOR:

August 2024

From Operations Account:

Operations Total:	\$58,871.80
Capital Total:	<u>\$00.00</u>
Expense Grand Total:	\$58,871.80

Date: _____

Clerk of the Board

Executive Director, Steven Burke

Board of Commissioners President
Greg Shield

William Shore Memorial Pool District Scholarship Financial Report September 24, 2024

Scholarship's January 1, 2024, to August 31, 2024

- Received 70 Given 53 Denied 13 Not Taken 4

Scholarship Type and Rate:

- Senior/Disabled Annual Passes: 30 given:
 - 19 @ 100%, 7 @ 75%, 1 @ 50% 2 @ 40%, 1 @ 30%, 1 Not Taken.
- Adult Annual Passes: 2 given:
 - 1 @ 75%, 1 @ 30%
- Family Annual Passes: 6 given:
 - 2 @ 100%, 1 @ 75%, 2 @ 50%, 1 Not Taken
- Swim Lesson Passes, 2 given
- Sparks Program: 11 given:
 - 1 @ 90%, 2 @ 75%, 4 @ 50%, 3 @ 40% 1 Not Taken
- Splash Program 1 given:
 - 1 @ 30%

Estimated Cost of Scholarships through December 31st, 2024.

- Senior/Disabled Passes: \$6,100.60
- Adult Passes: \$420.00
- Family Passes: \$2075

Total cost of Passes: \$8595.60

- Swim Lessons: \$368.00
- Sparks Program: Summer camp \$14909.20 *
- After School Care Estimated cost September to December 2024: \$6468.27*
- After School Care Estimated cost January to June 2025: \$7369.00
- Splash Program \$350.00*

***Scholarships eligible for reimbursement by grant given to Friends of The Pool.**

William Shore Memorial Pool District
Scholarship Financial Report
September 24, 2024