

AGENDA- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

March 26th, 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 Shields, Latrisha Suggs, Randy Johnson, Mike French, Navarra Carr

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT

CONSENT AGENDA

-Minutes for February 27, 2024

AGENDA ITEMS- None

ITEMS FOR DISCUSSION

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

PUBLIC COMMENT

NEXT MEETING DATE

The next WSMPD meeting will be held on April 23rd, 2024 3:00pm

ADJOURNMENT

MINUTES- REGULAR - MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

February 27, 2024

3:00 p.m.

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COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Greg Shields called the meeting to order at 3:00pm. Also, present were Commissioner Latrisha Suggs, Commissioner Randy Johnson, Commissioner Navarra Carr, Executive Director Steve Burke, Treasurer Stan Creasey, Director Ryan Amiot, Aquatic Manager Swen Fettermann.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

PUBLIC COMMENT- none

CONSENT AGENDA

Minutes for February 27, 2024

Ratification of January 1-31st, 2024

ACTION TAKEN: CGSm to approve, CMFs, mc.

AGENDA ITEMS-

1A: Financial Aid Policy changes held over from last meeting discussed. Previously our policy provided up to 50% reduction for memberships based on income and one swim lesson per child per year. The change would be to provide up to 100% of cost for those people that land in the lowest rates on the federal poverty line schedule for this year and 75 – 20% of those that fall on the level of 130% of the federal poverty line and 3 swim lesson sessions per year per child. Guidelines concerning budget were discussed. Policy Changes were approved.

ITEMS FOR DISCUSSION

2a: Executive Director Report: Steve briefly introduced the new director Ryan Amiot and the new Aquatics Manager Swen Fettermann. Steve went over a childcare grant which is being paid on deliverables not on reimbursements and how that works. Each deliverable has an end date for completion that we need to meet and is based on what we budgeted for each item. We are currently working with the Imagine Institute to put together our programming. Deadline for this year's grant is June 30, 2024. Current estimated to finish building and setting up program is \$737,000 and are looking to the Capital budget for the future funding, which is to be

approved in March. Steve discussed the need for staff with the expertise to be able to oversee our preschool curriculum, training of staff and building needs.

2b: Financial: Stan went over the budget and discussed interest rates and investment. Also discussed funds for childcare compromising pool operating keeping accounts separate.

3b Staff Report: Ryan discussed staffing and our current stability. Also discussed new program for insurance programs for seniors through Silver and Fit through Regence. Steve added that OMC is going to work with us to do their pool therapy here with individuals with personal therapy programs.

PUBLIC COMMENT- none

NEXT MEETING DATE

The next WSMPD meeting will be held on April 23rd, 2024 at 3:00pm

ADJOURNMENT

Commissioner Sheilds adjourned this meeting at 4pm.

PASSED AND ADOPTED this twenty-3rd day, of April 2024

William Shore Memorial Pool District Commissioners

Greg Sheild, President

ATTEST;

Clerk of the Board

William Shore Memorial Pool District Statement of Financial Position

As of February 29, 2024

	Feb 29, 24	Feb 28, 23
ASSETS		
Current Assets		
Checking/Savings		
111 - Cash in Till	1,100.00	1,100.00
112 - Kitsap Bank		
112.1 - Cash in Operating Account	251,477.75	72,553.02
112.2 - Credit Card Processing Account	0.00	-5.00
Total 112 - Kitsap Bank	251,477.75	72,548.02
113 - LPL Financial		
U.S Treasuries	73,782.26	1,216,493.30
Total 113 - LPL Financial	73,782.26	1,216,493.30
115 - Kitsap Bond Reserve Fund		
Bond Reserve Fund	0.00	7,903.93
Kitsap CD	480,000.00	480,000.00
Total 115 - Kitsap Bond Reserve Fund	480,000.00	487,903.93
116 - Local Gov't Investment Pool	1,000,148.47	0.00
Total Checking/Savings	1,806,508.48	1,778,045.25
Other Current Assets		
Deposit in Transit	0.00	10,621.20
Undeposited Funds	29,531.28	0.00
Total Other Current Assets	29,531.28	10,621.20
Total Current Assets	1,836,039.76	1,788,666.45
Fixed Assets		
15000 - Building and Improvements		
16000 - Equipment	75,791.71	75,791.71
16300 - Shore Aquatic Center Expansion		
16305 - Land	88,403.13	88,403.13
16310 - Project Management Services	130,788.53	130,788.53
16320 - Architecture and Engineering	1,350,193.00	1,350,193.00
16330 - Pre-Construction Services	233,833.55	233,833.55
16340 - Permitting	180,142.92	180,142.92
16350 - Construction - Aquatic Center	17,935,288.42	17,935,288.42
16355 - County Property Exchange	356,929.59	356,929.59
16360 - Testing and Inspection	2,242.50	2,242.50
16370 - Survey, Testing & Commissioning	89,974.29	89,974.29
16380 - Equipment and Furnishings	28,726.60	28,726.60
Total 16300 - Shore Aquatic Center Expansion	20,396,522.53	20,396,522.53
15000 - Building and Improvements - Other	1,998,731.72	1,998,731.72
Total 15000 - Building and Improvements	22,471,045.96	22,471,045.96
Total Fixed Assets	22,471,045.96	22,471,045.96
TOTAL ASSETS	24,307,085.72	24,259,712.41
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
21005 - Citi Cards	15,971.66	6,183.82
Total Credit Cards	15,971.66	6,183.82

William Shore Memorial Pool District Statement of Financial Position

As of February 29, 2024

	Feb 29, 24	Feb 28, 23
Other Current Liabilities		
Accrued Sales Tax Liability	0.00	3,952.50
Current Payroll Liabilities		
Accrued Cafeteria Plan Liab	7,992.42	3,931.88
Deferred Compensation Liability	50.00	50.00
Employment Security	4,601.42	4,528.99
Federal Unemployment	1,058.68	519.30
Labor & Industries	8,945.57	4,004.19
Payroll Liabilities	5,626.98	279.30
PFML	2,221.02	2,445.70
Uncashed old paychecks	209.35	209.35
Total Current Payroll Liabilities	30,705.44	15,968.71
Total Other Current Liabilities	30,705.44	19,921.21
Total Current Liabilities	46,677.10	26,105.03
Long Term Liabilities		
Debt		
2013A LTGO - Kitsap	0.00	37,798.68
2018A Bond (Public)	8,915,000.00	9,110,000.00
2020A Revenue Bond (Kitsap)	7,175,000.00	7,340,000.00
LOCAL Loan I	0.00	0.13
LOCAL Loan II	0.00	59,348.75
Total Debt	16,090,000.00	16,547,147.56
Total Long Term Liabilities	16,090,000.00	16,547,147.56
Total Liabilities	16,136,677.10	16,573,252.59
Equity		
32000 - Unrestricted Net Assets	8,393,536.55	7,898,923.34
Net Income	-223,127.93	-212,463.52
Total Equity	8,170,408.62	7,686,459.82
TOTAL LIABILITIES & EQUITY	24,307,085.72	24,259,712.41

William Shore Memorial Pool District
Statement of Activities
 January through February 2024

	Jan - Feb 24	Jan - Feb 23
Income		
311.00 · Property Tax		
311.01 · Property Taxes	20,437.27	12,124.44
Total 311.00 · Property Tax	20,437.27	12,124.44
337.00 · County Shared Revenue/Grants		
337.01 · Timber Excise Tax	4,830.26	4,421.31
337.02 · Leasehold Excise Tax	220.22	11.56
337.03 · County Timber Trust (335.02)	13,488.57	5,464.88
Total 337.00 · County Shared Revenue/Grants	18,539.05	9,897.75
341.00 · Merchandise Sales		
341.70 · Merchandise Sales	6,546.43	5,362.48
Total 341.00 · Merchandise Sales	6,546.43	5,362.48
347.30 · Activity Fees		
347.31 · Special Events/Gift Certif.	2,421.00	1,174.00
347.32 · Group Entrance Fees	4,329.25	8,499.75
347.33 · General Admissions	29,213.32	28,512.52
347.34 · Pass Sales	58,277.21	53,713.25
347.35 · Party Room Rentals	12,737.50	10,834.04
Total 347.30 · Activity Fees	106,978.28	102,733.56
347.60 · Program Fees		
347.62 · Swim Instruction	11,016.00	12,960.02
347.63 · After School Care	39,048.75	57,481.98
Total 347.60 · Program Fees	50,064.75	70,442.00
361.00 · Interest and Other Earnings		
361.10 · Interest/Dividend Income	6,850.99	8,685.31
Total 361.00 · Interest and Other Earnings	6,850.99	8,685.31
Total Income	209,416.77	209,245.54
Gross Profit	209,416.77	209,245.54
Expense		
Expense		
57620.1 · Salaries and Wages		
1.1 · Management		
Bookkeeping/Accountant	2,042.55	0.00
Clerk Services	287.13	2,203.59
Director	13,333.32	11,811.33
Executive Director	12,357.68	12,210.56
Total 1.1 · Management	28,020.68	26,225.48
1.2 · Aquatics		
Aquatics Manager	10,053.44	7,318.51
Lifeguards	34,566.51	36,789.77
On Site Supervisor/Head Guard	23,250.35	18,159.19
Swim Instructor	6,137.63	7,263.12
Water Fitness Instructor	3,287.43	2,559.94
Total 1.2 · Aquatics	77,295.36	72,090.53
1.3 · Dry Land		
Dry Land Fitness Instructors	2,787.50	1,550.00
Janitors	8,925.87	10,415.99

William Shore Memorial Pool District
Statement of Activities
 January through February 2024

	<u>Jan - Feb 24</u>	<u>Jan - Feb 23</u>
Maintenance Tech	5,384.92	6,118.13
Member Srvcs Manager	7,041.23	5,814.82
Party Crew	980.25	1,224.03
Party Crew Supervisor	0.00	1,343.73
Welcome Desk	21,535.54	19,643.44
Total 1.3 - Dry Land	46,655.31	46,110.14
1.4 - Youth Programs		
Activity Leaders	19,148.45	17,939.26
Van Driver	1,612.26	1,711.45
Youth Programs Manager	12,502.70	11,272.29
Total 1.4 - Youth Programs	33,263.41	30,923.00
1.5 - Misc. Wages		
Holiday Pay	2,713.13	0.00
Overtime	467.50	58.50
Paid Time Off	5,542.15	3,535.65
Total 1.5 - Misc. Wages	8,722.78	3,594.15
Total 57620.1 - Salaries and Wages	193,957.54	178,943.30
57620.2 - Benefits		
Cafeteria Plan	1,110.30	1,110.30
Department of Labor & Industry	4,279.31	2,812.02
Federal Payroll Taxes	15,130.21	13,935.51
Health Insurance	9,755.68	11,543.56
Paid Family Medical Leave	410.09	1,758.82
Unemployment Compensation	1,802.14	4,528.99
Total 57620.2 - Benefits	32,487.73	35,689.20
57620.3 - Supplies		
3.10 Office Supplies		
3.11 Office Supplies	4,152.83	532.15
3.13 Subscriptions	95.73	141.37
3.14 Memberships and Dues	0.00	875.00
3.15 Print and Copying	359.85	149.50
Total 3.10 Office Supplies	4,608.41	1,698.02
3.20 Front of House		
3.21 Inventory/Resale	2,160.82	3,063.38
3.22 Promotional	161.90	519.62
3.23 Coffee Supplies	39.68	274.67
Total 3.20 Front of House	2,362.40	3,857.67
3.30 Lifeguard Supplies		
3.31 Uniforms and Clothing	169.88	2,064.23
3.32 Lifeguard Supplies	815.89	512.28
Total 3.30 Lifeguard Supplies	985.77	2,576.51
3.40 Program Supplies		
3.41 Instructor Supplies	223.46	757.77
3.42 Party Good & Supplies	3,162.59	1,984.34
3.43 Special Events	283.54	108.05
Total 3.40 Program Supplies	3,669.59	2,850.16
3.50 Afterschool Program		

William Shore Memorial Pool District
Statement of Activities
January through February 2024

	<u>Jan - Feb 24</u>	<u>Jan - Feb 23</u>
3.52 Program/Office Supplies	242.42	2,118.58
3.53 Food Supplies	1,904.99	1,927.13
3.55 Transportation	219.97	235.93
Total 3.50 Afterschool Program	2,367.38	4,281.64
3.60 Summer Camp Program		
3.62 Program/Office Supplies	10.88	0.00
3.65 Transportation	0.00	13.35
Total 3.60 Summer Camp Program	10.88	13.35
3.70 Maintenance Supplies		
3.71 Pool Chemicals	1,648.15	6,009.32
3.72 Janitorial Supplies	3,332.03	5,999.18
3.73 Maintenance Supplies	774.62	1,887.29
3.74 Tools and Equipment	307.93	200.34
3.75 Fuel Allowance	487.79	806.71
Total 3.70 Maintenance Supplies	6,550.52	14,902.84
Total 57620.3 · Supplies	20,554.95	30,180.19
57620.4 · Services		
4.10 Professional Services		
4.11 Licenses and Permits	122.40	0.00
4.12 Payroll Fees/Bank Charge	257.21	378.16
4.13 IT Service	655.00	2,560.10
4.15 Accounting Services	0.00	5,000.00
4.16 Legal/Background Check	166.50	92.50
4.17 CC Merchant Fees	7,656.92	743.72
Total 4.10 Professional Services	8,858.03	8,774.48
4.20 Communications		
4.21 Telephone/Cellphone	1,410.36	2,550.00
4.22 Postage, Mailing Service	149.88	262.80
4.23 Website/Internet	530.49	787.80
Total 4.20 Communications	2,090.73	3,600.60
4.30 Training/Travel		
4.31 Training/Conferences	877.15	915.45
430010 · Conference, Convention, Meeting	0.00	54.00
Total 4.30 Training/Travel	877.15	969.45
4.40 Marketing/Advertising	2,001.84	2,229.00
4.50 Equipment Leases		
4.51 Office Copier	377.36	188.59
Total 4.50 Equipment Leases	377.36	188.59
4.60 Insurance	127,197.00	93,291.00
4.70 Utilities	25,384.96	40,512.84
4.80 Repair/Maintenance		
4.81 Landscape Maintenance	1,392.64	1,116.56
4.82 Janitorial Services	45.74	0.00
4.83 Building Repair/Maint	408.89	2,468.07
4.84 Equipment-Repair/Maint	6,538.82	2,466.73
Total 4.80 Repair/Maintenance	8,386.09	6,051.36
4.90 Miscellaneous Expense		

William Shore Memorial Pool District
Statement of Activities
 January through February 2024

	Jan - Feb 24	Jan - Feb 23
4.92 Misc. Expense	379.24	68.01
4.94 PA City Maintenance	225.00	0.00
4.95 State Sales/B & O Tax	9,745.29	11,266.91
4.98 State Auditor	0.00	9,685.95
4.90 Miscellaneous Expense - Other	21.79	258.18
Total 4.90 Miscellaneous Expense	10,371.32	21,279.05
Total 57620.4 - Services	185,544.48	176,896.37
Total Expense	432,544.70	421,709.06
Total Expense	432,544.70	421,709.06
Net Income	-223,127.93	-212,463.52