

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 23, 2014

3:00 p.m.

1a

COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, MIKE DOHERTY, CHERIE KIDD, ANNA MANILDI

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Mike Chapman called the meeting to order at 3:01 p.m. Also present were Commissioners Manildi, Collins, and Doherty. Commissioner Kidd is excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CBCm to approve the agenda as presented, CMDs, mc

PUBLIC COMMENT – Agenda Items Only - None

ACTION ITEMS

1a Minutes of August 26, 2014

ACTION TAKEN: CMDm to approve, CAMs, mc

1b Ratification of the September 3, 2014 bill payment in the amount of \$36,240.63

ACTION TAKEN: CBCm to approve, CMDs, mc

1c Ratification of the September 12, 2014 bill payment in the amount of \$16,747.21

ACTION TAKEN: CAMm to approve, CBCs, mc

ITEMS FOR DISCUSSION

2a Executive Director Report - Strategic Plan

Steve Burke explained the strategic plan that will carry through the next five years and be looked at annually. Steve explained the four areas that will be focused on in this plan:

Exceeding Customer Expectations

- Increase the number of programs and events for all ages and socio-economic groups to increase the use of the District facility
- Develop on-going training for customer service and financial transactions
- Find opportunities to increase positive cooperative relationships and partnerships
- Establish electronic and Social Media presence to distribute District information

Long Term Financial Stability

- Increase earned revenue to reduce reliance on tax revenue
- Maintain adequate reserved balance fund levels
- Create sinking fund to provide for long-term equipment replacement
- Implement Best Practices in Finance and Accounting

Operational Excellence and Safety

- Provide the safest possible environment for the public and employees
- Increase the use of Certified Instructors for programming
- Increase compliance with Accessibility and ADA Standards with the facility

Team Development

- Increase Staff Empowerment and Growth Development

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Steve will update the document with suggestions from the board and bring the item back next month for adoption. Steve shared that staff will be reporting quarterly on the plan and some benchmarks on how they are progressing towards the strategic plan goals.

2b Financial Report

Steve Burke filled in for Charlie McClain and explained the budget and finance report in detail and answered questions from the board.

ACTION TAKEN: CAMm to approve, CPDs, mc

2c Staff Report

Leah Gould shared the staff has been trying to do more special events and try to do something unique and different each month. This assists in increasing patronage volume and reach out to those who haven't ever been to the pool facility. A raffle is done at each event to see where people are hearing about the events that are happening. In September they had a "Back to School Luau" and had 55 participants attend.

2d Advisory Committee Report

Greg Shield shared the advisory members met last week and there was much enthusiasm about the capital improvements.

PUBLIC COMMENT - None

NEXT MEETING DATE

The next regularly scheduled WSMPD meeting will be held on October 28, 2014 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CMC adjourned the meeting at 3:27 pm

PASSED AND ADOPTED this twenty-third day of October 2014

William Shore Memorial Pool District Commissioners



Michael C. Chapman, President

ATTEST:



Tammy Sullenger, Administrative Asst.

KEY TO ABBREVIATIONS:

CMC	Commissioner Mike Chapman	m	moved
CBC	Commissioner Brad Collins	mc	motion carried
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)	s	seconded
CCK	Commissioner Cherie Kidd		
CAM	Commissioner Anna Manildi		
WSMPD	William Shore Memorial Pool District		