

# **AGENDA**

## **WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS**

**Clallam County Courthouse, Room 160**

**Port Angeles, Washington**

**January 26, 2010 3:00 p.m.**

### **COMMISSIONERS**

**MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

**REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

**PUBLIC COMMENT – Agenda Items Only**

### **ACTION ITEMS**

- 1 Minutes of January 5, 2010
- 2 Approval of Vouchers for the Period Ending January 26, 2010
- 3 Election of Officers for 2010
- 4 Approval of Personal Services Agreement (PSA) for Clerk Services
- 5 Request for Proposal (RFP) - Pool Operations and/or Maintenance Services
- 6 Pool Usage for Senior Games

### **ITEMS FOR DISCUSSION**

- 7 Finance Committee Update
- 8 Advisory Committee Update
- 9 Activity/Staff Update  
-Pool Covers

### **REPORTS AND PRESENTATIONS**

### **PUBLIC COMMENT**

### **NEXT MEETING DATE**

The next meeting will be held on February 23, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

### **ADJOURNMENT**

1/26/10

# MINUTES – SPECIAL MEETING

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

January 5, 2010 3:00 p.m.

### COMMISSIONERS

**MICHAEL CHAPMAN, DAN DI GUILIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD**

#### CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CDD called the meeting to order at 1:03 p.m. CDD, CMC, CCK, CGH were present with CMD joining the meeting in session at 3:10 p.m.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

The request for modification to include an Interlocal from the City of Port Angeles regarding maintenance services for the William Shore Memorial Pool. Because this meeting was called as a special meeting this agenda item will not be addressed and brought forward to the next meeting. CMCm to accept the agenda as presented, CCKs, mc.

#### PUBLIC COMMENT – Agenda Items Only

There was no public comment.

#### ACTION ITEMS

**1 Minutes of November 10, 2009**

**ACTION TAKEN:** CCKm to approve the minutes as presented, CGHs, mc

**2 Minutes of December 1, 2009**

**ACTION TAKEN:** CCKm to approve the minutes as presented, CGHs, mc

**3 Minutes of December 7, 2009**

**ACTION TAKEN:** CCKm to approve the minutes as presented, CGHs, mc

**4 Bills for December 2009**

Charlie McClain gave a summary of the invoices presented. CDD asked about the decrease in the amount of the City of Port Angeles invoice. Charlie McClain explained that this month's bill was more of a representation of what will normally be charged, also products were not ordered and taxes were not due.

**ACTION TAKEN:** CMCm to accept the bills presented for the date ending January 5, 2010, CCK, mc

**5 Consideration of Application for Advisory Committee**

CGH and CCK reviewed the application received and feel that Linda Fairchild would be a great addition to the advisory committee.

**ACTION TAKEN:** CGHm to approve the application of Linda Fairchild for the seventh position in the Citizens Advisory Committee, CCK, mc

**6 Request for Proposal - Pool Operations and/or Maintenance Services**

The finance committee authorized an extension to the YMCA to negotiate the proposal received. The finance committee expects to have additional information from the YMCA to present at the January 26, 2010 meeting. CDD was not in favor of a lengthy dialog with the YMCA and feels the deadline of January 26, 2010 is a reasonable date to either have a proposal accepted or move

**AGENDA for the Meeting of January 5, 2010**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 2**

toward the district running the organization. Craig Miller said there is no legal requirement to have a RFP process and the district can contact the facility that submitted a late proposal to see if they were interested in submitting another proposal.

Charlie asked if the finance committee finds that the YMCA proposal is not going to be a viable solution would they like for the finance committee to bring a plan b to the next meeting that would list of the specifics of the district running the organization. Craig Miller felt that further conversation about the YMCA proposal should be carried out by the finance committee or in an executive session.

The finance committee will continue to negotiate with the YMCA and if a proposal has not been resolved by the January 26, 2010 meeting they will develop a plan b of the WSMPD running the organization.

**ITEMS FOR DISCUSSION**

**7 Finance Committee Update**

Charlie McClain distributed a financial statement that covered the time period through November 30, 2009 (included the bills that were authorized at this meeting) as well as an updated budget figure for 2010 showing the amount of expenditures which came very close to the figures that were budgeted for 2009.

**8 Advisory Committee Update**

The advisory committee shared that a citizen brought up the issue of CGH being on the board at the YMCA and asked if he had recused himself from the one side or the other on the negotiations of the RFP. CDD expressed that CGH has recused himself from the YMCA side of negotiations.

The advisory committee received some guidance on the WSMP staff being involved on setting the agenda, topics, and minutes. The committee was uncomfortable as they felt the pool staff was a contractor to the district and should not be involved. CDD answered that Jayna Lafferty is working for the City of Port Angeles but is answering to the WSMPD. CDD expects the advisory committee to look to Jayna and her staff to help develop an agenda and assist with the materials and resources they may need. The advisory committee said they value Jayna's input and participation but want to make sure that there is no conflict when issues about the pool are discussed. CDD said the best way to handle that kind of situation would be to ask Jayna or the pool staff to excuse themselves from that agenda item and return to the meeting when they are done with the discussion.

Greg Shield shared that the advisory committee discussed cost savings ideas as their last meeting and also had a conversation with a staff member about his ideas to conserve energy. Greg shared that the south wall of the swimming pool consists of single-glazed garage size doors with large gaps which they are looking at sealing.

The advisory committee asked about the new pool covers, why they are not currently used, and what needed to be done to change that. They were told the issue is with the City of Port Angeles Human Resources department because of a training or safety issue. Jayna Lafferty shared there have been some labor and industries claims as well as negligence on the part of past staff members. The advisory committee asked about using the covers now that the WSMPD is running the pool as the cost savings would be immediate. CMC shared that the City of Port Angeles is still a contractor and therefore would be the same liability. CGH asked Jayna to bring back what the issues are and what needs to be done to address them.

**AGENDA for the Meeting of January 5, 2010**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 3**

**9 Washington Cities Insurance Authority (WCIA) Liability Training – February 16**

The WCIA requires the WSMPD to attend the orientation training annually. The training will be about 45 minutes long and will begin at the 6:00 City of Port Angeles City Council meeting. CDD will be attending the annual training of the WCIA in Seattle and asked about the reimbursement costs of traveling on behalf of the WSMPD. There is currently no alternate from the WSMPD for the WCIA, CDD said that he will speak to Bob Coons at the City of Port Angeles to see if he can serve as the alternate designee from the WSMPD.

**REPORTS AND PRESENTATIONS**

**10 Activity/Staff Report**

Jayna Lafferty shared that there has been a slight increase in attendance and revenue for December 2009 although the attendance is 1% lower and revenue is 5% lower than in 2008. New staff has been hired and are currently being trained.

A representative from the Senior Games has contacted the pool about using the pool for their games. Port Angeles Swim Club has facilitated this in the past and the Senior Games has not paid for the usage as it is a function of the City of Port Angeles. This item will be discussed at the January 26, 2010 meeting.

**PUBLIC COMMENT**

There was no public comment.

**NEXT MEETING DATE**

The next regular meeting will be held on January 26, 2009 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

CDD adjourned the meeting at 3:57p.m.

PASSED AND ADOPTED this twenty-sixth day of January 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

---

Dan Di Guilio, President

ATTEST:

---

Tammy Sullenger, Administrative Asst.

**KEY TO ABBREVIATIONS:**

CCK	Commissioner Cherie Kidd	m	moved
CDD	Commissioner Dan Di Guilio	mc	motion carried
CGH	Commissioner Gary Holmquist	s	seconded
CMC	Commissioner Mike Chapman		
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)		
WSMPD	William Shore Memorial Pool District		

2  
1/26/10

CLAIMS PAYMENT REQUEST

District Name: William Shore Memorial Pool District

Fund Number

Period Ending: 1/26/2010

Designate if you are picking up the warrants or if we are to mail. (if picking up, they will be in the Treasurer's Office.)

Pickup Tammy Sullenger will pick up

Date Submitted: 1/26/2010

Mail to us

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S (Goods or Service)	Quantity	Cost per Unit	Total Invoice	1099 Box	Bars Number	Line #	Description	Account Type	Check Group
WSMPD0110	1/26/2010	0000334	CLALLAM COUNTY COMMISSIONERS	S			\$ 336.00		668,70,000,57620,41,0020	1	JAN 10' CLERK FEES	E	PD
15962	1/6/2010	0003197	CRAIG MILLER P.S.	S			\$ 1,357.50		66870,000,57620,51,0010	1	LEGAL SYS	E	PD
561	12/31/2009	0023222	MCLAIN CROUSE AND CO.	S			\$ 415.00		66870,000,57620,41,0020	1	ACCOUNTING/MGMT SYS	E	PD
23221	12/14/2009		WCIA	S			\$ 8,318.00		66870,000,57620,46,0030	1	2010 INSR DUES	E	PD
												E	PD
												E	PD
												E	PD
												E	PD

Page 1 Total: 10,426.50  
 Page 2 Total: 0.00  
 Page 3 Total: 0.00  
 Grand Total: 10,426.50

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the district. I am authorized to auth

Signature \_\_\_\_\_ Secretary, William Shore Memorial Pool District \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_

Board Authorization: As the duly appointed board member for the the district named above, we reviewed the claims listed above. We hereby certify that the services or merchandise herein specified have been received and that the claims listed above are he

Michael C. Chapman  
 Recused from any bills related to Clallam County  
 Commissioner  
 Date \_\_\_\_\_

Dan Di Giulio  
 Recused from any bills related to the City of Port Angeles  
 Commissioner  
 Date \_\_\_\_\_

Howard V. Doherty, Jr.  
 Recused from any bills related to Clallam County  
 Commissioner  
 Date \_\_\_\_\_

Gary Holmquist  
 Commissioner  
 Date \_\_\_\_\_

Cherise Kidd  
 Recused from any bills related to the City of Port Angeles  
 Commissioner  
 Date \_\_\_\_\_



# BOCC

223 E. 4th Street, Suite 4  
Port Angeles, WA 98362  
360.417.2233 fax 360.417.2493

Invoice No. WSMPD0110

## INVOICE

### Customer

Name William Shore Memorial Pool District c/o BOCC  
Address 223 E. 4th Street, Suite 4  
City Port Angeles State WA ZIP 98362  
Phone 360.417.2233

Date 1/20/2010  
Order No.  
Rep  
FOB

Qty	Description	Unit Price	TOTAL
10	Hours - January 2010	\$33.60	\$336.00
<p>PER PSA CONTRACT 100291.09.003</p> <p>Clallam County shall provide "Clerk of the Board" services to the District, as needed, which shall include, but not be limited to: staff support and acting as secretary to the William Shore Memorial Pool District Board of Commissioners,; taking responsibility for scheduling noticing, and coordinating all official public meetings of the board; taking, transcribing and assuring proper distribution of minutes of all official public meetings; official document management; working with the Chair to build board packets for upcoming meetings; preparing and distributing all official correspondence for the District.</p>			

### Payment Details

- Cash
- Check
- Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_  
Expires \_\_\_\_\_

SubTotal	\$336.00
Shipping & Handling	\$0.00
Taxes	
<b>TOTAL</b>	<b>\$336.00</b>

Office Use Only

~Thank you!~

If you have any questions please call 417.2383

Craig L. Miller, P.S.  
ATTORNEY AT LAW

---

Craig L. Miller

Vickie L. Brewer

December 1, 2009

All Clients  
Re: Restatement of October Billing

Greetings,

During the month of November, many of our clients received a manually tabulated bill for our services for the month of October. This method was necessary due to a crash in our computer network affecting the billing and accounting programs. As a result we were unable to input data for nearly two weeks. Needless to say the show must go on and so I manually created the bills using raw data. For those who received our bills and paid them, I appreciate your cooperation and support during this stressful time.

In order to insure a correct data base it was necessary to restate the October charges as well as receivables as part of the November billing cycle. In this way we accurately present all received payments and or missed charges and expenses that may not have been reflected in the October manually generated bills. Great care has been taken to account for all transactions that passed through our office during this process. You can be assured that all credits as well as fees for legal services and advanced client costs have been accurately recorded.

If you have questions or concerns regarding the current statement, please call our office and I will be happy to answer any questions.

Sincerely,

Craig L. Miller, P.S.



JulieAnna Gardiner  
Accounts Manager

CLM/jag

711 EAST FRONT STREET, SUITE A  
PORT ANGELES, WA 98362  
(360) 457-3349 (360) 457-3379 FAX  
e-mail: cmiller@craiglmiller.com  
e-mail: vbrewer@craiglmiller.com

**Craig Miller, PS**  
Attorney at Law  
711 East Front Street, Suite A  
Port Angeles, WA 98362  
360-457-3349

---

*Invoice submitted to:*  
William Shore Memorial Pool  
c/o McClain & Crouse, P.S.  
227 West Eight Street  
Port Angeles WA 98362

January 06, 2010

*In Reference To:* William Shore Memorial Pool Recreation Distri  
*Invoice #*15962

Professional Services

Amount

9/22/2009 Attend Board meeting; review agenda package.

9/28/2009 Review materials on next year's tax rate.

9/29/2009 Draft language for RFP.

10/9/2009 Draft resolution; telephone conference with Jones.

10/10/2009 Attend Board meeting.

10/23/2009 Review agenda package.

10/27/2009 Review draft resolution; telephone conference with assessor; conference with Jim Jones; with Mike Chapman; attend Board meeting.

10/28/2009 Conference with Jim Jones re: tax levy resolution.

10/30/2009 Telephone conference with Dan DiGuilio.

11/30/2009 Review proposed agreement with County; telephone conference with Jones and Chapman; telephone conference with Charlie.

12/1/2009 Attend Board meeting; conference with Nichols.

12/2/2009 Telephone conference with Jerry; to Dan; to vendor; review meeting notice; all re: late bid.

12/4/2009 Telephone conference with Bidder.

12/7/2009 Review material from bidder. Attend Board meeting.

12/10/2009 Conference with YMCA.

---

	<u>Amount</u>
12/14/2009 Review insurance waiver.	
<b>For professional services rendered</b>	<b>\$2,257.50</b>
<b>Previous balance</b>	<b>\$2,376.40</b>
9/21/2009 Payment - thank you. Check No. 9672422	(\$700.00)
9/21/2009 Payment - thank you. Check No. 9672416	(\$1,095.00)
9/28/2009 Payment - thank you. Check No. 9673326	(\$560.00)
9/28/2009 Credit	(\$21.40)
12/4/2009 Payment - thank you. Check No. 9677101	(\$900.00)
<b>Total payments and adjustments</b>	<b>(\$3,276.40)</b>
<b>Balance due</b>	<b>\$1,357.50</b>

McCLAIN, CROUSE & CO., PS  
227 W. EIGHTH STREET  
PORT ANGELES, WA 98362

INVOICE

1-360-457-3303

1-360-457-7415

**William Shore Memorial Pool District**  
321 East Fifth Street  
Port Angeles, WA 98362

Page Number: 1  
Client ID: 6929  
Invoice Date: 12/31/09  
Invoice Number: 561

Date	Services	Fee
	Previous Outstanding Balance	200.00
12/31/09	Monthly Accounting	415.00

New Charges: 415.00  
Prior Balance: 200.00  
**Total Due: 615.00**



December 30, 2009

Invoice Number: 10133

William Shore Memorial Pool District  
c/o Tammy Sullenger-223 EastFourth Street  
Port Angeles, WA 98362

P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

## INVOICE

### Liability and/or Property Program Assessment for 2010:

Coverage	Assessment
Auto Physical Damage	\$0
Boiler and Machinery	\$131
Crime/Fidelity	\$0
Liability	\$5,000
Property	\$3,187
<b>TOTAL:</b>	<b>\$8,318</b>

If "\$0" is shown above, the member has no coverage for that particular program with WCIA.

Payment must be received by January 30, 2010.

Invoice amount assumes discount for timely payment.

If payment is received after January 30, 2010, an additional 6.5% shall be assessed.

## Registered Warrants Information Form

1. What is the dollar amount necessary to cover your issued warrants? \$10,426.50
2. What is the approximate repayment date? April 2010
3. What is your projected revenue stream, and the sources of the revenue, for the time period stated above?

Dollar Amount	Source of Revenue
_____	<u>Estimate Tax Revenue (2010)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Does your district use interfund loans, or other cash flow borrowing? Yes  No   
If yes, please provide specific information.

\_\_\_\_\_

5. Is your district a party to any significant litigation? Yes  No

6. Please provide a current balance sheet that includes assets and outstanding debt for your district.

The Clallam County Treasurer will provide you with the necessary promissory note if Clallam County decides to purchase your registered warrants.

District Name: William Shore Memorial Pool District

Contact: Tammy Sullenger Title: Secretary

Address: 223 E. 4<sup>th</sup> Street, Suite 4, Port Angeles, WA 98362

Telephone 360.417.2383

Signature \_\_\_\_\_ Date: \_\_\_\_\_

THE ISSUANCE OF REGISTERED WARRANTS

The William Shore Memorial Pool District (the district) and the Clallam County Treasurer hereby agree to the terms and conditions of the transaction as set forth in this agreement, to wit:

On January 26, 2010 the District shall issue warrants drawn on the Pool Fund, in registered form, payable to the Clallam County Treasurer in an amount and in accordance with the following terms and conditions:

Registered Warrant Principal \$ 10,426.50

Interest Rate – Washington State Local Government Investment Pool Rate plus 1.5%

Approval Date January 26, 2010

Redemption Date \_\_\_\_\_

Term (number of days) \_\_\_\_\_

Basis (days/year) 365 days

The District acknowledges and agrees to conform to the requirements under Washington State law (RCW 36.29.060) that all warrants be called for payment in the order of issuance. Accordingly, no warrant issued by the district subsequent to the herein described registered warrant shall be called or presented for payment until such time as the call has been made for payment of the herein described registered warrant.

The undersigned hereby acknowledge they have read the contents of this agreement and understand the conditions therein imposed and that each will abide by the terms as set forth in this agreement.

Dated this twenty-sixth day of January 20 10.

\_\_\_\_\_

President

Title

\_\_\_\_\_ Clallam County Treasurer

William Shore Memorial Pool District

by: \_\_\_\_\_  
Deputy Treasurer

22/  
01/19/10  
4  
1/26/10



# PERSONAL SERVICES AGREEMENT

Contract Number: **WSMPD2010.01**

THIS AGREEMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: William Shore Memorial Pool District  
Address: 223 E. 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362  
Phone N<sup>o</sup>: 360.417.2383

(hereinafter called "Contractor").

This Agreement is comprised of:

- Attachment A – Scope of Work
- Attachment B – Compensation
- Attachment C – General Conditions
- Attachment D – Special Terms and Conditions
- Attachment E – (specify)

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Agreement shall commence on the first day of January 2010 and shall, unless terminated as provided elsewhere in the Agreement, terminate on the thirty-first day of December 2010

IN WITNESS WHEREOF, the parties have executed this Agreement on this nineteenth day of January 2010

CONTRACTOR:

\_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ 2010

BOARD OF CLALLAM COUNTY COMMISSIONERS

\_\_\_\_\_  
Howard V. Doherty, Jr., Chair

ATTEST:

\_\_\_\_\_

Trish Holden, CMC, Clerk of the Board

Originals: BOCC  
Vendor  
Initiating Department  
Copies: 5

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE CLALLAM COUNTY PROSECUTING ATTORNEY

**SCOPE OF WORK**

Clallam County shall provide "Clerk of the Board" services to the William Shore Memorial Pool District (WSMPD), as needed, which shall include, but not be limited to: staff support and acting as secretary to the WSMPD Board of Commissioners, taking responsibility for scheduling, noticing, and coordinating all official public meetings of the board; taking, transcribing, and assuring proper distribution of minutes of all official public meetings; preparing and distributing all official correspondence for the WSMPD.

**COMPENSATION**

1.  **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee of \_\_\_\_\_ DOLLARS (\$) for the completed work set forth in Attachment "A." Payments for completed tasks shall be made no more frequently than  monthly;  quarterly;  semi-annually;  annually;  at completion of project;  other (specify) \_\_\_\_\_ .

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

**OR**

**b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

<i><b>Name/Position</b></i>	<i><b>Hourly Rate</b></i>
Tammy Sullenger	\$33.60 / hour
Trish Holden	\$33.60 / hour

Payments for completed tasks shall be made no more frequently than  monthly;  quarterly;  semi-annually;  annually;  at completion of project;  other (specify) \_\_\_\_\_ .

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) \_\_\_\_\_ .

In no event shall Contractor be compensated in excess of \_\_\_\_\_ DOLLARS (\$) for the completed work set forth in Attachment "A."

**2. AND**

**a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers, and the like.

**OR**

**b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals, and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

**OR**

**c.** Other (specify): \_\_\_\_\_