

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

October 22, 2013

3:00 p.m.

1a  
11/26/13

### COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST

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

Commissioner Pat Downie called the meeting to order at 3:03 p.m. Also present were Commissioners Chapman, Collins, Holmquist and Doherty.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

The date of the agenda and the date of the next meeting was incorrect.

**ACTION TAKEN: CMCm to approve the agenda as corrected, CGHs, mc**

#### PUBLIC COMMENT – Agenda Items Only

No Public Comment

#### ACTION ITEMS

- 1a Minutes of September 24, 2013  
**ACTION TAKEN: CMCm to approve, CGHs, mc**
  
- 1b Ratification of the October 4, 2013 bill payment in the amount of \$32,310.92  
**ACTION TAKEN: CGHm to ratify, CMCs, mc**
  
- 1c Ratification of the October 16, 2013 bill payment in the amount of \$81,838.30  
**ACTION TAKEN: CGHm to ratify, CMCs, mc**
  
- 1d 2014 Budget/Levy Hearing  
Steve Burke explained the draft 2014 budget. The major changes are the pool should be receiving an energy rebate in 2014 and is listed as revenue. The same number will be in the expenditure line to pay back the loan to the county. The proposed 2014 budget will increase the levy amount by 2.1% from 465k to 475k.  
**ACTION TAKEN: CPD opened the public hearing; there was no public input, CPD closed the public hearing**
  
- 1e 2014 Budget  
**ACTION TAKEN: CMCm to approve adoption of the 2014 annual budget, CGHs, mc**
  
- 1f Regular Property Tax Levy for Collections in the 2014 Calendar Year  
**ACTION TAKEN: CMCm to adopt the regular property tax levy for collection in the 2014 calendar year, CGHs, mc**
  
- 1g 2014 Levy Certification  
**ACTION TAKEN: Steve Burke explained that this item does not need to be addressed in a board meeting and has been removed from the agenda.**

**MINUTES for the Meeting of October 22, 2012**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 2**

- 1h Proposed Pricing Changes  
Steve Burke shared a proposed document that if approved will go into effect on January 1, 2014.  
**ACTION TAKEN:** CMCm to approve the admissions price increase proposal as presented, CGHs, mc
- 1i Policy 385 – Hazardous Chemicals Communication  
**ACTION TAKEN:** CMCm to approve policy 385 – Hazardous Chemicals Communication, CGHs, mc

**ITEMS FOR DISCUSSION**

- 2a Executive Director Report  
Steve Burke shared two awards from the Washington State and National Finance Officers for the 2013 WSMPD budget. This awards applying best practices and following their guidelines for establishing the WSMPD budget.

The energy adjusted baseline was done in September and the pool is under the numbers that were projected. October will be the "energy hog" month where the maximum energy is used to project the difference. Once the information is received and processed the energy rebate will be issued to the pool.

Steve would like to see the pool advisory committee review all application received for the commissioner and advisory position. Once reviewed, interviews will be conducted and the advisory committee will recommend appointment for both positions (commissioner and advisory committee member) to the board. A copy of all of the applications will be sent to all board members via email for review. All board members agreed this was a good process.

- 2b Financial Report  
Charlie McClain explained the budget and finance report in detail and answered questions from the board.
- 2c Staff Report
- Christi shared the pool is being proactive about the happenings at the pool. They want to make sure that it is an inviting environment and patrons are made aware of what activities/classes/schedule are going on. Regular updates are made to the web-site and the Facebook page.
  - The pumpkin patch in the pool special event will be on Sunday, October 27<sup>th</sup>. The pool has received over \$400 in donations (pumpkins and other prizes).
  - The week of October 28<sup>th</sup> there will be a swim instructor training. There are some adjustments being made to the swim program to make it a clearer program that will allow the instructors to provide a higher quality of instruction. They are also making some changes in the age groups of the lessons.
  - There are some classes being added to the schedule and some of the current exercise classes have been adjusted.

**MINUTES for the Meeting of October 22, 2012**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 3**

- The pool experienced a minor medical emergency last week and she commended the staff. They handled the emergency very well, they remained calm and EMS arrived very quickly. CPD shared that he was there when the emergency happened and conveyed the staff did an amazing job.

2d Advisory Committee Report

Michael Jakubcin appreciated the opportunity to hear the board engage in what the expectation of the advisory committee is with the recommendations of the openings on the board and advisory committee. He apologized for missing last month's meeting and the discussion about the term limits of the by-laws (but did read the minutes). The advisory will be meeting a couple of times prior to the next board meeting to bring recommendations forward for the open positions.

**PUBLIC COMMENT**

No public Comment

**NEXT MEETING DATE**

The next meeting will be held on November 26, 2013 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

**ACTION TAKEN: CPD adjourned the meeting at 4:18 pm**

PASSED AND ADOPTED this twenty-sixth day of November October 2013

William Shore Memorial Pool District Commissioners

  
\_\_\_\_\_  
Patrick Downie, President

ATTEST:

  
\_\_\_\_\_  
Tammy Sullenger, Administrative Asst.

**KEY TO ABBREVIATIONS:**

CBC	Commissioner Brad Collins	m	moved
CDD	Commissioner Patrick Downie	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		