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# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

February 24, 2015

3:00 p.m.

### COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, CHERIE KIDD, ANNA MANILDI, BILL PEACH

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

Commissioner Brad Collins called the meeting to order at 3:03 pm. Also present were Commissioners Manildi and Peach.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN: CBPm to approve as presented, CAMs, mc**

#### PUBLIC COMMENT – Agenda Items Only

None

#### ACTION ITEMS

- 1a Minutes of January 27, 2015  
**ACTION TAKEN: CAMm to approve, CBPs, mc**
- 1b Ratification of the January 23, 2015 bill payment in the amount of \$16,667.73  
Burke notes one lump annual payment for whole year (\$13,000); rest is paid in thirds  
**ACTION TAKEN: CBPm to approve, CAMs, mc**
- 1c Ratification of the February 8, 2015 bill payment in the amount of \$20,653.66  
Burke notes the chemical purchases are for the shut- down; a lot of salt is used when they refill the pool.  
**ACTION TAKEN: CAMm to approve, CBPs, mc**
- 1d Policy 510 – Financial Management (Revised)  
Burke shared the change puts Charlie doing what the county used to do.  
**ACTION TAKEN: CAMm to approve, CBPs, mc**
- 1e Policy 513 – Investment (New)  
Burke explained this policy gives Charlie guidelines for investing; Charlie explained there is a \$250,000 FDIC limitation at one bank. The WDMPD is currently well within those limits however there may be a time when that is exceeded.  
**ACTION TAKEN: CBPm to approve, CAMs, mc**
- 1f Policy 520 – Purchasing (Revised)  
Burke removed Clallam County treasurer and inserted the district treasurer.  
**ACTION TAKEN: CAMm to approve, CBPs, mc**
- 1g Policy 526 – Accounts Payable (Revised)  
Burke CC treasurer and district treasurer; Auditor use to distribute checks now  
**ACTION TAKEN: CBPm to approve, CAMs, mc**

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1h Policy 530 – Cash and Deposit Management  
This policy relates to deposit management; this used to be Clallam County and now is Kitsap Bank.  
**ACTION TAKEN: CAMm to approve, CBPs, mc**

1i Policy 535 – Petty Cash (Revised)  
**ACTION TAKEN: CAMm to approve, CBPs, mc**

1j Policy 540 – Refund and Reimbursement (Revised)  
**ACTION TAKEN: CBPm to approve, CAMs, mc**

CMC arrived at 3:15 p.m.

1k Advisory Committee Appointments  
**ACTION TAKEN: CAMm to appoint Ryan Johnson and Christopher Murray to the WSMPD Advisory Committee, CBPs, mc**

**ITEMS FOR DISCUSSION**

2a Executive Director Report  
Steve Burke shared the following:  
There will be a 3 week shutdown from the end of February to the middle of March. Patrons will be able to use their passes at the SARC facility in Sequim during the shut-down. Also, all patrons' annual passes will be extended for three weeks due to the shut-down. The things being done during the shut-down are:

- The pool will be emptied and painted with two-part epoxy paint. Most of the work will be done in house by the staff.
- The ceiling of the natatorium will be painted, white ceilings with gray beams.
- Sound panels will be replaced, this will replace the open insulation on the ceiling that is deteriorated with enclosed insulation that can be removed and cleaned.
- It will take about 24 hours to refill the pool and about 3 days to heat.
- It will be at least 4 years before the pool will have to be drained again.

2b Financial Report  
Charlie McClain explained the budget and finance report in detail and answered questions from the board. He did share the transition of the financials from Clallam County to McClain and Crouse has gone very well.

2c Staff Report  
Leah Gould shared the following:

- Hosted second annual teen night; there were 30 more participants than last year. The teens attending said they will pass the information to their friends for next year. The staff shut-off the overhead lights and glow sticks were thrown in the pool.
- They have received several applicants for Asst Manager/swim lessons position. Nancy Speicer will be joining the staff of the pool in mid-March after trainings and development; she has managed the Port Townsend pool for 25 years.

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- We have two upcoming events; the cardboard boat races and annual Eggstravaganza.
- There will be a lot of training during the shutdown for instructors and lifeguards.

2d Advisory Committee Report  
Michael Jakubcin shared they had an active meeting last week and mainly focused on the costs and revenues associated with the various activities of user groups; swim club, classes, lap swimmers; team and club closer to parity. Where are contracted amounts going?

CBP left the meeting at 3:37, still a quorum present.

**PUBLIC COMMENT**

None

**NEXT MEETING DATE**

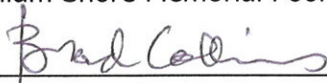
The next WSMPD meeting will be held on March 24, 2015 at 3 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

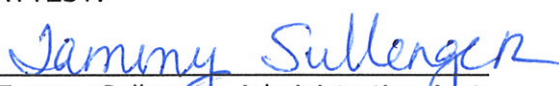
**Meeting concluded at 3:41 p.m.**

PASSED AND ADOPTED this twenty-fourth day of March 2015

William Shore Memorial Pool District Commissioners

  
\_\_\_\_\_  
Brad Collins, President

ATTEST:

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