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10/25/11

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 27, 2011

3:00 p.m.

### COMMISSIONERS

MICHAEL CHAPMAN, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST, CHERIE KIDD

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

CGH called the meeting to order at 3:03 p.m. CCK, CMC, CPD and CMD were present. CGH is excused.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** CMDm to approve the agenda as presented, CPDs, mc

### PUBLIC COMMENT – Agenda Items Only

There was no public comment.

### ACTION ITEMS

1 Minutes of August 23, 2011

**ACTION TAKEN:** CPDm to approve the August 23, 2011 minutes as presented, CMDs, mc. CCK abstained as she was not present for the meeting.

2 Ratification of the August 24, 2011 bill payment in the amount of \$24,488.47

**ACTION TAKEN:** CMCm to ratify the bill payment dated August 24, 2011 in the amount of \$24,488.47, CMDs, mc

3 Ratification of the September 8, 2011 bill payment in the amount of \$23,379.59

**ACTION TAKEN:** CMCm to ratify the bill payment dated September 8, 2011 in the amount of \$23,379.59, CMDs, mc

4 Resolution Amending the 2011 Budget

Steve Burke explained the original budget of the WSMPD was passed by a resolution and all new and revised budgets will need to be passed by resolutions as well.

**ACTION TAKEN:** CMCm to adopt the resolution amending the 2011 budget that was approved on July 26, 2011, CPDs, mc

5 Policy 360 - Pool Contamination Guidelines

Steve shared a couple of strains of bacteria that may be introduced to the pool and the time it takes to kill each of them.

**ACTION TAKEN:** CMCm to adopt policy 360 – Pool Contamination Guidelines, CPDs, mc

The next three policies need to be in place prior to the state audit that is

6 Policy 530 – Cash and Deposit Management

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**ACTION TAKEN:** CPDm to adopt policy 530 – Cash and Deposit Management, CPDs, mc

7 Policy 540 – Refunds and Reimbursements

**ACTION TAKEN:** CMCm to adopt policy 540 – Refunds and reimbursements, CMDs, mc

8 Policy 550 – Budget Changes and Modifications

**ACTION TAKEN:** CPDm to adopt policy 550 – Budget Changes and Modifications, CMDs, mc

**ITEMS FOR DISCUSSION**

9 Executive Director Report

-Presentation and Review of Energy Survey and Capitol Improvements

Steve presented some of the findings of the survey. He will work with the finance and advisory committee to come up with recommendations to be discussed at the next meeting.

-Presentation of 2011-2016 Strategic Plan

Steve explained the plan in detail and will bring more information back to the next meeting.

10 Budget and Finance Report

Charlie explained the budget and financial report in detail.

11 Staff Report

Leah Gould shared the following:

- Introduction of new staff member Seth Layton who has been hired as a supervisor. He is cross-trained to cover for Erika and Leah
- The Aqua Zumba class is up and running and going very well
- A new teacher has been hired for the OMC Therapy Course. This class is the most attended of all classes offered.
- Jenna Bruce has obtained her coaching certificate
- The pool is again an authorized provider of the American Red Cross classes and receives a discounted rate for classes that staff takes.

Erika Salgado shared the following:

- There were 137 kids in swimming lessons in the last month.
- Jenna Bruce and Erika Salgado will be attending a Aquatics Training Retreat on October 17/18 to assist them in learning more about being pool supervisors
- A new head guard has been hired with eight new staff members in the last month.

**PUBLIC COMMENT**

There was no public comment.

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**FUTURE AGENDA IT**

Approval of Strategic Plan  
Budget Report

**NEXT MEETING DATE**

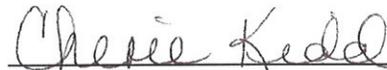
The next meeting will be held on October 25, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

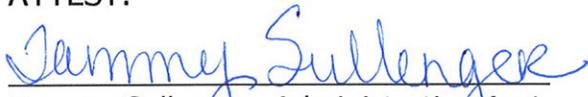
Adjourned at 4:05

PASSED AND ADOPTED this 25th<sup>nd</sup> Day of October, 2011

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

  
\_\_\_\_\_  
Cherie Kidd, President

ATTEST:

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

**KEY TO ABBREVIATIONS:**

CCK	Commissioner Cherie Kidd	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		