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MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

January 25, 2011

3:00 p.m.

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

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

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

CCK – Add an appreciation letter to Bob Petty from the City of Port Angeles (1a)

Steve Burke – Postpone agenda item (3)

ACTION TAKEN: CMCm to approve the agenda as amended, CMDs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

1 Minutes of December 28, 2010

ACTION TAKEN: CMCm to approve as presented, CPDs, mc

1a Letter of appreciation to Bob Petty, Senior maintenance of the City of Port Angeles
CCK welcomed Bob Petty to the meeting, read the appreciation letter from the WSMPD Board of Commissioners and conveyed thanks for his hard work from the WSMPD.

ACTION TAKEN: CCKm to approve the letter of appreciation to Bob Petty, CPDs, mc

2 Vouchers for the Period Ending January 25, 2011
Charlie McClain explained the bills presented to the board.

ACTION TAKEN: CPDm to approve the vouchers for the period ending January 25, 2011 for a total of 51,794.45, CCKs, mc

3 Comprehensive Financial Policy - **POSTPONED**

4 Purchasing Policy
Steve Burke explained the policies presented to the board. The purchasing policy spells out dollar amounts for purchasing that are structured by the Revised Code of Washington. This policy has an approval level on purchases as well as authorization levels for specific amounts.

ACTION TAKEN: CMCm to approve the purchasing policy, CMDs, mc

5 Signature Authority
This is to clarify who needs to sign what paperwork for the district and gives the Executive Director authorization to sign a contract that is passed by a resolution from the WSMPD Board of Commissioners. If the contract does not have a resolution for approval it will be brought before the WSMPD Board of Commissioners for approval.

ACTION TAKEN: CMDm to approve the signature authority policy, CPDs, mc

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- 6 Public Records Disclosure
Revised Code of Washington requires the district to have a policy on how the public can access records from the district.
ACTION TAKEN: CMDm to approve the public records disclosure policy, CPDs, mc
- 7 General Administration (GA) Services Agreement
This agreement with the General Administration for the state of Washington for the energy services survey. The state of WA has picked out 10 companies they feel are qualified to provide this service. This contract allows WSMPD to use one of the ten to negotiate. Quantum Engineering of Seattle has been selected as the company that will be used for the survey as they have done other energy surveys with pools in the state. The survey will be used to create the facilities improvement plan. This has been reviewed and recommended by the finance committee. The work should begin in February with preliminary results in March.
ACTION TAKEN: CPDm to approve the GA Services Agreement, CMDs, mc
- 8 MRSC Small Works Roster Resolution
This resolution will allow the WSMPD to use the small works roster of MRSC for work that will be done at the pool. This will allow the district to use the small works roster for up to \$300,000 projects without going to bid. Without the resolution the district would be required to go to bid for anything over \$50,000. Clallam County, City of Port Angeles, Port of Port Angeles, and Port Angeles School District are all part of the roster as well. The finance committee
ACTION TAKEN: CPDm to approve the MRSC Small Works Roster Resolution, CCKs, mc
- 9 MRSC Small Works Contract
With the approval of the MRSC small works roster resolution this will allow the Executive Director to sign the MRSC Small Works Contract.
ACTION TAKEN: CMCm to authorize the Executive Director to sign the MRSC Small Works Contract, CPDs, mc
- 10 King County Cooperative Purchasing Agreement
ACTION TAKEN: CMCm to authorize the Executive Director to sign the King County Cooperative Purchasing Agreement, CMDs, mc

ITEMS FOR DISCUSSION

- 11 Executive Director Report
Steve Burke attended the mandatory WCIA training for 2011 and will be attending classes to get aquatics facility operator certification renewed and attending the national aquatics management school. Pool supervisors will be attending WCIA training on performing annual evaluations of staff. The pool will be offering a Zumba Aquatics, Home school Physical Education Class and Synchronized Water Ballet Club in the coming month. He shared that all classes and overall income at the pool were above what was anticipated in the budget for the year.

CPD shared that he had done some research on the programs that are offered from various hotels and asked if this is an opportunity that could be looked at as a potential income for the pool. Steve thought it was a great idea and will look into it.

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Steve Burke explained that the structural survey, the energy services survey, public survey and the 1999 feasibility study done by the City of Port Angeles will be combined to form the facility improvement plan. Steve Burke introduced Don Carey who performed a structural survey of the WSMP.

Don Carey explained his background and interests in aquatic issues and expressed that great maintenance of the facility has enhanced the life and flexibility of expansion of the facility. He feels that facility has a lot of life left in it and some great potential of expanding. He explained the results of his survey in detail and answered questions from the board.

12 Budget and Finance Report

Charlie McClain explained the statement of financial position and some of the highlights of the first year of the district. He shared that fifty five thousand dollars has been paid to Clallam County for the debt owed. Based on the current finances he believes Clallam County will be paid in full by the end of 2012. This time frame depends on what the board feels should be done in the way of capital improvements in the coming years. The county is open to a five year contract and the district could accomplish the capital improvements needed and pay the debt in that time. In a comparison from 2009 to 2010 all of the changes have been positive in regards to revenue and income.

13 Staff Report

Leah Gould shared that two lead guards will be trained by the first of March and will then be able to teach any programs the pool offers. Four lifeguards/swim instructors have been hired, two of which are WSI certified. A "Lifeguard of the Week" incentive program has been established that rewards hard work with a gift certification to a local restaurant and a special guard tube that reads "Lifeguard of the Week".

New equipment has arrived for the water aerobics class; water resistance gloves and water horses have been purchased with instructional booklets on their use. New buoys have been purchased to replenish the supply of ones that were broken or worn-out.

Erika Salgado shared the number of children who participated in lessons and shared this is the highest number since July 2010. There are five swimming aids that will be trained by March and will begin instructing lessons. The employee work schedule is going to be online in March and will allow employees to check their work schedules from any computer that has internet access.

Leah introduced assistant supervisor, Daniel Wonderly who was hired on January 1, 2011. He has been trained to fill-in as needed for Leah or Erika.

14 Advisory Committee Report

Tom Bock shared the committee looked at the 1999 feasibility study that was conducted by the City of Port Angeles and came up with some capital improvements the members felt could help the facility. The committee looked at the proposed public survey and brainstormed with Steve Burke on the information they felt would be beneficial.

PUBLIC COMMENT

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Tom Bock, 63 Rhody Lane, Port Angeles, acting as the President of the Port Angeles Swim Club shared on February 4-6 the Port Angeles Swim Club is hosting a challenge meet with a total of six different teams and approximately 100 swimmers. One evening during this meet they will be hosting a "Float in for a Movie" night. This will not be open to the public but will be available for all of the swimmers and their families that are participating in the swimming meet to come and watch a movie while floating in the pool.

CCK thanked CMC for the hard work that he put in as the first President of the WSMPD and recognized the work accomplished in the last year.

NEXT MEETING DATE

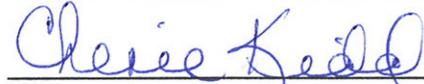
The next meeting will be held on February 22, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CCK adjourned the meeting at 4:15 p.m.

PASSED AND ADOPTED this 22nd Day of February, 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		