

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 28, 2017

3:00 p.m.

### COMMISSIONERS

BRAD COLLINS, CHERIE KIDD, ANNA MANILDI, BILL PEACH, RANDY JOHNSON

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

Commissioner Anna Manildi called the meeting to order at 3:00 p.m. Also present were Commissioners Peach, Kidd, Bill, and Johnson.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** CRJm to approve agenda with addition to the Exit Statement from State Auditor, CBPs, mc

### PUBLIC COMMENT – Agenda Items Only

None

### ACTION ITEMS

- 1a Minutes of October 31, 2017  
**ACTION TAKEN:** CRJm to approve, CBPs, mc
- 1b Budget Hearing on 2018 District Budget  
**Public hearing opened:**  
Steve Burke explained budget highlights and changes from the 2018 District Budget, including details that pertain to the passed ballot measure.  
**Public Hearing closed**  
**ACTION TAKEN:** CBCm to reconsider public hearing, CCKs, mc
- 1c Motion to adopt Resolution 7-2017, A Resolution to adopt the 2018 Annual Budget  
**ACTION TAKEN:** CBPm to approve, CCKs, mc
- 1d Motion to adopt Resolution 8-2017, A Resolution to set the 2018 Tax Levy Approval of new vehicle use policy (590-Use of District Vehicles)  
**ACTION TAKEN:** CBPm to approve, CCKs, mc

### ITEMS FOR DISCUSSION

- 2a Executive Director Report  
Steve Burke shared the following:
- Thanked the committee that was formed and worked so hard to get the word out to the public regarding the initiative. The ballot measure passed with a 70.1%. The expansion project will begin structure early fall of 2019 and finish summer of 2020. Architects recommended a GCCM, General Contractor Contract Management Project – allows them to bring on a contractor early on



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in the process and include them in the design and forming of documents. Steve explained the benefits of using a GCCM process.

2b Financial Report

Charlie McClain explained the budget and finance report in detail and answered questions from the board.

2c Staff Report

Jessica shared the following:

- Swim lessons are continuing to grow, including Homeschool PE, and S.P.A.R.K Squad is still flourishing.
- Lifeguard class coming up in December
- Training new staff and swim instructors
- Dive-in movie last weekend, Moana, and had a great turnout.
- Winter break – extended open swim with special activities planned.
- Positive feedback regarding expansion from swimmers.
- James Schultz received employee of the month!

2d Advisory Committee Report  
None

**Exit Report:**

The purpose of this report is to go over audit results and to provide a statement of the accountability of the audit that was performed. The state auditor reported seeing many improvements from the last audit. The scope of this audit is from 2014-2016, and includes areas concerning financial reporting, cash receiving, accounts payable, and financial condition. Many improvements were seen from last audit. The auditor determined the district had complied with all the after-school requirements, provides adequate safe-guarding of public resources, and complies with state laws, regulations, and policies. The report will be published on their website. Next scheduled audit is for October 2020.

**PUBLIC COMMENT**

None

**NEXT MEETING DATE**

The next WSMPD meeting will be held on January 30, 2018 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

Anna Manildi adjourned the meeting at 3:59 p.m.

PASSED AND ADOPTED this thirtieth of January, 2018

William Shore Memorial Pool District Commissioners

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For Anna Manildi  
Anna Manildi, President

ATTEST:

Rachelle Sires  
Rachelle Sires, Clerk.

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