

3
12/4/12

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 22, 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 3:04 p.m. Also present were CGH, CMC, CPD and CMD.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Delete – Action Item 3 and move to the December 2011 meeting

ACTION TAKEN: CMCm to approve the amended agenda, CGHs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

PRESENTATIONS

- 1 2012 Budget Presentation
Steve Burke presented a PowerPoint presentation (attached) and answered questions from the board.
- 2 2012 Capital Improvement Presentation
Steve Burks presented a PowerPoint presentation (attached) and answered questions from the board.

ACTION ITEMS

- 3 Minutes of October 25, 2011
ACTION TAKEN: Postponed to December meeting.
- 4 Ratification of the October 31, 2011 bill payment in the amount of \$42,912.78
ACTION TAKEN: CMCm to ratify the bill payment dated October 31, 2011 in the amount of \$42,912.78, CGHs, mc
- 5 Adoption of 2012 Annual Budget
ACTION TAKEN: CPDm to adopt the 2012 Budget resolution as presented, CGHs, mc.
- 6 Adoption of the Regular Property Tax Levy for Collection in the 2012 Calendar Year
ACTION TAKEN: CMCm to approve the Property Tax Levy of \$465,000 for Collection in the 2012 Calendar Year, CGHs, mc.
- 7 2012 Levy Certification
ACTION TAKEN: CMCm to approve the 2012 Levy Certification of \$465,000, CGHs, mc.

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- 8 Contract with Peninsula College for Client Services
Steve Burke shared there will be two classes offered in conjunction through Peninsula College. If things go well they will be working towards an aquatics management certification program at Peninsula College. This will be the first program of this kind that is offered in the state of Washington.
ACTION TAKEN: CPDm to approve the Peninsula College for Client Services Contract, CGHs, mc.
- 9 Amendment to City of Port Angeles Maintenance Contract
This is in anticipation of doing some capital projects and gives staff the ability to reduce the current hours of the maintenance contract.
ACTION TAKEN: CMCm to approve the amendment to the City of Port Angeles Maintenance Contract, CGHs, mc. CCK and CPD recused themselves from the vote.
- 10 Policy 515 - Accountability and Reconciling of Financial Accounts
ACTION TAKEN: CMCm to approve Policy 515 - Accountability and Reconciling of Financial Accounts, CPDs, mc.
- 11 Policy 525 - Accounts Receivable
ACTION TAKEN: CMCm to approve Policy 525 – Accounts Receivable, CGHs, mc.
- 12 Policy 526 – Accounts Payable
ACTION TAKEN: CPDm to approve Policy 526 – Accounts Payable, CGHs, mc.
- 13 Policy 570 - Travel and Reimbursement
ACTION TAKEN: CMCm to approve Policy 570 – Travel and Reimbursement, CGHs, mc.
- 14 Policy 590 – Capital Assets
ACTION TAKEN: CGHm to approve Policy 590 – Capital Assets, CPDs, mc.

ITEMS FOR DISCUSSION

- 15 Executive Director Report
- Steve had no additional information to present.
- 16 Budget and Finance Report
Charlie McClain explained the budget and finance report in detail.
- 17 Staff Report
Leah Gould presented the following:
- The AA certification program will be taking place at the pool on December 3 and 4
 - There are two instructors that can teach Aqua Zumba
- Erika Salgado presented the following:
- Staff has started a mentorship program for teaching swimming lessons and currently have two staff members that are mentoring and two staff that are learning the program

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- A flyer has been posted at local businesses and has all of the information on programs that are offered at the pool
- They have passed out brochures to the local elementary schools to inform the children and their parents on what programs are offered at the pool
- Staff has new nametags that includes the pool name, staff name and position

Jenna Bruce presented the following:

- She has been working on organizing the office in preparation for the state audit coming up the end of November

Seth Leighton presented the following:

- He has been working on the point of sales program including contact information for the patrons to remind them of annual pass renewals and other useful reports

18 Advisory Committee Report
There was nothing to present

PUBLIC COMMENT

There was no public comment.

NEXT MEETING DATE


The next meeting will be held on January 25, 2012 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

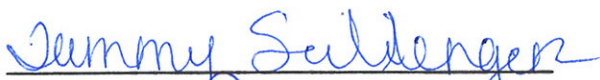
Adjourned at 4:05

PASSED AND ADOPTED this 25thnd Day of January, 2012

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

 1/25/12
Vice 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		