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7/24/12

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

June 26, 2012

3:00 p.m.

COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

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

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMCm to approve the agenda as presented, CBCs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

- 1 Minutes of May 22, 2012
ACTION TAKEN: CMCm to approve, CPDs, mc
- 2 Minutes of May 29, 2012 Special Meeting
ACTION TAKEN: CMCm to approve, CPDs, mc
- 3 Ratification of the May 31, 2012 bill payment in the amount of \$26,697.67
ACTION TAKEN: CMCm to ratify the bill payment dated May 31, 2012 in the amount of \$26,697.67, CPDs, mc
- 4 Ratification o the June 12, 2012 bill payment in the amount of \$29,092.92
ACTION TAKEN: CMCm to ratify the bill payment dated June 12, 2012 in the amount of \$29,092.92, CBCs, mc
- 5 Bid Opening – Janitorial Services
The following bids were received:

McLaughlin's Janitorial 2353 E. Pioneer Road Port Angeles, WA 98362	5 days per week – \$22,200 5 days labor only - \$14,400 7 days per week - \$27,960 7 days labor only - \$20,160 Provide Disposable Supplies - \$7,800 Hourly Rate - \$33
Mrs. Clean 2334 E 6 th Avenue Port Angeles, WA 98362	5 days per week 19,500 7 days per week 27,300 Hourly Rate - \$25
Management Services Northwest, Inc. 2257 Northgate Spur Ferndale, WA	5 days per week – \$28,500 7 days per week - \$36,000 Hourly Rate - \$36

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Sunset janitorial Inc. 33 Orvis Street Port Angeles, WA 98362	5 days per week – \$42,804 7 days per week - \$54,870 Provide Disposable Supplies - \$7,200 Hourly Rate - \$35
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ACTION TAKEN: CMCm to refer bids received back to Executive Director Steve Burke for further review and recommendation to the board, CPDs, mc

ITEMS FOR DISCUSSION

- 6 Executive Director Report – (will be given by Seth Leighton in lieu of Steve’s absence)

Seth Leighton shared the plumbers are beginning to stage the equipment for the work that will be done during the shut-down. The electricians are awaiting the new lights and expected to begin changing out the lights of the pool prior to the shut-down. The shut-down was printed in the monthly newsletter and has been posted at the pool.

- 7 Financial Report
Charlie McClain explained the budget and finance report in detail and answered questions from the board.

- 8 Staff Report
Eleven people registered for a lifeguard class with seven 7 people becoming certified lifeguards as well as being certified in CPR, First-Aid and ADA. This was the first time teaching a course to people who had no prior experience lifeguarding. The remaining four who did not pass the course will be given another opportunity to take the testing. There will be another class offered in August and they hope to continue to offer classes every 2-3 months.

There will be a waterfront course offered for staff members this week. The training is to providing lifeguarding in any non-surf area (i.e. lake, river).

Staff has acquired new uniforms including shirts, suits and shorts. They will be going through all of the lifeguard equipment during the shut-down to make sure that everything is up to date and works properly.

- 9 Advisory Committee Report
The advisory committee will be meeting mid-July prior to the pool re-opening.

PUBLIC COMMENT

There was no public comment.

FUTURE AGENDA ITEMS

Janitorial Bids

NEXT MEETING DATE

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The next meeting will be held on July 24, 2012 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CPDm to adjourn the meeting at 3:32, CMCs, mc

PASSED AND ADOPTED this twenty-fourth day of July, 2012

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Gary Holmquist, President

PATRICK DOWNIE, vice - President

ATTEST:



Tammy Sullenger, Administrative Asst.

KEY TO ABBREVIATIONS:

CBC	Commissioner Brad Collins	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		