

1a

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

July 22, 2014

3:00 p.m.

### COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, MIKE DOHERTY, CHERIE KIDD, ANNA MANILDI

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

Commissioner Brad Collins called the meeting to order at 3:00 p.m. Also present were Commissioners Kidd, Manildi, and Doherty. CCKm to excuse CMC, CAMs, mc, Commissioner Chapman is excused.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ADD: Executive Session to the end of the meeting, 5 minutes in duration (attorney-client privilege)

**ACTION TAKEN: CAMm to approve the agenda as modified, CCKs, mc**

#### PUBLIC COMMENT – Agenda Items Only

None

#### ACTION ITEMS

1a Minutes of June 24, 2014

**ACTION TAKEN: CCKm to approve, CAMs, mc**

1b Ratification of the July 3, 2014 bill payment in the amount of \$35,131.63

**ACTION TAKEN: CAMm to approve, CMDs, mc**

1c Ratification of the July 10, 2014 bill payment in the amount of \$12,115.77

**ACTION TAKEN: CCKm to approve, CMDs, mc**

1d Benefitted Employee Handbook

Steve Burke shared the only change with this revision is the cap set on the cafeteria plan offered to benefitted employees.

**ACTION TAKEN: CAMm to approve, CMDs, mc**

1e Policy 520 – Purchasing Policy

Steve Burke explained that there are currently two credit cards, one in the Executive Director's name with a limit of \$5,000 and a purchasing card that is kept in the safe. Originally the purchasing card had a limit of \$10,000 but the last minutes of the district reflect \$5,000. The request is to bring the limit of the purchasing card back to \$10,000.

**ACTION TAKEN: Steve Burke proposed a motion to change the purchasing card limit \$5,000 to \$10,000. CMDm to approve the proposed motion, CCKs, mc**

#### ITEMS FOR DISCUSSION

2a Executive Director Report

Steve Burke shared the parking lot will be repaved on Thursday of this week. Lakeside Industries will be doing the work and will complete the work in one-day.

The pool is hitting the marks for the utility/energy savings. Because there were some initial problems with the equipment at start-up they have extended the warranty on the new equipment for one year.

**MINUTES for the Meeting of July 22, 2014**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 2**

2b Financial Report  
Charlie McClain explained the budget and finance report in detail and answered questions from the board.  
**ACTION TAKEN: CAMm to approve, CPDs, mc**

2c Staff Report  
Leah shared the summer has been going very well. The latest event was the "Splash Bash" that was attended by about 45 people.  
  
Swimming lesson schedule was changed for the summer months and has been working very well.  
  
The next special event is patron appreciation day "picnic at the pool" which will be held, Sunday, August 24<sup>th</sup>. Admission is free and the facility will be opening at 10 am with an open swim from 1-4 and food being served from 12-1. All are invited and encouraged to attend.

2d Advisory Committee Report  
Greg Shield shared the advisory committee met last week and discussed capital expenses, pool temperature, products to coat the pool, and sauna room etiquette.

**EXECUTIVE SESSION**

The WSMPD Board of Commissioners adjourned into Executive Session at 3:32 pm for a period of 5 minutes citing attorney-client privilege. The meeting was reconvened at 3:37 pm and adjourned at 3:37 pm.

**NEXT MEETING DATE**

The next regularly scheduled WSMPD meeting will be held on August 26, 2014 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

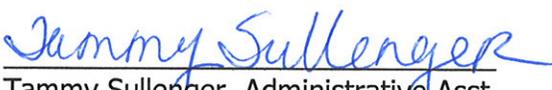
**ACTION TAKEN: CCKm adjourn the meeting at 3:37 pm, CAMs mc.**

PASSED AND ADOPTED this twenty-sixth day of August 2014

William Shore Memorial Pool District Commissioners

  
\_\_\_\_\_  
Michael C. Chapman, President

ATTEST:

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

**KEY TO ABBREVIATIONS:**

CMC	Commissioner Mike Chapman	m	moved
CBC	Commissioner Brad Collins	mc	motion carried
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)	s	seconded
CCK	Commissioner Cherie Kidd		
CAM	Commissioner Anna Manildi		
WSMPD	William Shore Memorial Pool District		