

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 22, 2009 – 3:00 p.m.

10/27/09

COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GUILIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

CALL TO ORDER

Chair Di Guilio called the meeting to order at 3:01 p.m., Tuesday, September 22, 2009. Also present were Commissioner Chapman, Holmquist, and Kidd. Commissioner Doherty was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMCm to adopt the agenda as presented, CCKs, mc.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

Approval of August 25, 2009 Minutes

ACTION TAKEN: CMCm to adopt the August 25, 2009 minutes of the WSMPD meeting, CGHs, mc.

Bills for August/September 2009

Two bills were received after the deadline for agenda items. Charlie explained that the City of Port Angeles sent an additional bill to adjust the bills to the dates required to receive them for the WSMPD meeting deadline. Dan Di Guilio expressed that a policy had been established to have all agenda items received in the Clallam County Commissioners office by the Wednesday prior to the meeting date to be included in the agenda packets.

ACTION TAKEN: CMCm to adopt the Wednesday at close of business prior to the scheduled monthly meeting as the deadline to receive any agenda items, CCKs, mc.

ACTION TAKEN: CMCm to approve the payment of the bills for the total of \$46,709.76, CGHs, mc.

ITEMS FOR DISCUSSION

Requests for Proposal – Pool Operations

CMC, CGH, and Charlie McClain met twice to discuss the Request for Proposal process for the WSMPD. The RFP contains the best guess of what they are looking for and any proposal received and accepted will be negotiated in a contract. The original date to turn in the proposals was October but the committee felt that the date should be extended to December 1, 2009 at 3:00 p.m. The December due date will allow the community to review the scope of work and allow enough time to get some solid proposals. Kent Myers, Port Angeles City Manager, said that the Port Angeles City Council will be considering a three-month extension on the current WSMPD contract at their October 6, 2009 meeting.

Craig Miller would like to see the language in the RFP include the WSMPD reserves the right to reject any Requests for Proposals (RFP) for any reason. Dan Di Guilio asked about supply usage and any safeguards from overuse. Leah Gould, William Shore Memorial Pool Supervisor, shared that all of the chemicals for the pool are under lock and key. Some of the chemicals are added automatically

MINUTES for the Meeting of September 22, 2009
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
Page 2

through a filtration system that balances the ph and alkalinity of the swimming pool, this is monitored daily.

ACTION TAKEN: CMCm to call for Request for Proposals to be received no later than Tuesday, December 1 at 3:00 and read aloud publicly on that date. The Request for Proposals will include language to be supplied by Craig Miller that the board reserved the right to refuse any proposal for any reason, CGHs, mc.

ACTION TAKEN: CCKm to cancel the regular scheduled meeting on November 24, 2009 and hold a special meeting on December 1, 2009 at 3:00, the meeting agenda will include opening and reading aloud any Request for Proposals that are received, CGHs, mc

Finance Committee Update

Charlie distributed a state of revenue and expenses of the William Shore Pool. The report included the time frame from when the district was formed to the end of August 2009. He explained the information and said he will have the reports included at monthly board meetings. Charlie also shared that the report can be refined to suit the Commissioners. Because the operations contract will not be in place by the end of the year he is going to move forward with the 2010 budget. He will build the budget as if the city would be continuing the services they are currently providing. If a contract is awarded from the RFP process there will be a section that includes one number for contract fees so that the budget can be built. He is proposing presenting it at the October meeting.

Kent Myers, Port Angeles City Manager, explained that there have been some ongoing discussions about the possibility of the City of Port Angeles continuing maintenance on the pool. The staff is knowledgeable about the pools functions and the city may be able to offer some efficiency by continuing to offer the maintenance. Charlie McClain said that it would be helpful to have the maintenance portion of the costs broken out from the other costs associated with the pool. Kent Myers expressed that he needs some guidance on the definition of maintenance and what items/services should be included, they will meet to discuss both of their needs.

Advisory Committee Update

The advisory sub-committee of CGH and CCK received seven applications, six citizens that live within the boundaries of the Port Angeles School District and one that lives outside of the boundaries. Discussion followed about the possibility of changing the boundaries to include the residents of the Crescent School District. Craig Miller expressed that there was no legal requirement based on statute that states an applicant needs to live within the Port Angeles School District however the bylaws state that they must reside in those boundaries. If the Board wants to extend the boundaries they would need to amend the bylaws.

ACTION TAKEN: CGHm to amend the bylaws to expand the advisory committee to include the Crescent School District, after brief discussion the motion was withdrawn.

ACTION TAKEN: CMCm to appoint Brian Albright, Thomas Bock, Steve Burke, Larry Doyle, Scott Moore, and John Shield to the William Shore Memorial Advisory Committee, CCKs, mc. Tammy Sullenger will prepare welcome letters of appointment for the applicants and invite them to the next WSMPD meeting on October 27, 2009.

MINUTES for the Meeting of September 22, 2009
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
Page 3

REPORTS AND PRESENTATIONS

Activity/Staff Report

Leah Gould, William Shore Memorial Pool Supervisor, presented an activity report for the period of August 10 – September 6. Dan Di Guilio expressed that while the raw numbers presented are good information he would like to see how the numbers compare to other months/years. Leah will bring the information back to Jayna Lafferty for follow-up.

PUBLIC COMMENT

Kent Myers, Port Angeles City Manager, reminded the board that the tax rate needs to be set in October. CMC shared that the finance committee is working on a budget that includes 15 cents per thousand. Dan Di Guilio asked if the 15 cents per thousand was going to be enough to cover all of the costs associated with the pool. Charlie McClain said based upon the preliminary data the 15 cents will carry the WSMPD and will include a minimal reserve of about 10%.

NEXT MEETING DATE

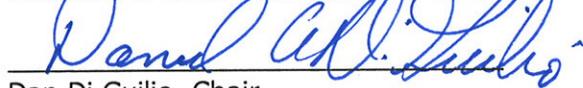
The next meeting will be held on Tuesday, October 27, 2009 at 3:00 p.m. in the Clallam County Board Room - Room 160.

ADJOURNMENT

CCKm to adjourn the meeting at 3:44 p.m., CMCs, mc

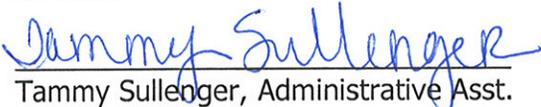
PASSED AND ADOPTED this twenty-seventh day of October 2009

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Dan Di Guilio, Chair

ATTEST:



Tammy Sullenger, Administrative Asst.

KEY TO ABBREVIATIONS:

CCK	Commissioner Cherie Kidd	m	moved
CDD	Commissioner Dan Di Guilio	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		