

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

July 27, 2010 3:00 p.m.

COMMISSIONERS

MICHAEL CHAPMAN, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST, CHERIE KIDD

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CMC called the meeting to order at 3:02 p.m. All Commissioners were present.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Addition – Creation of Resolution to Process Credit Card and Debit Card receipts (Financial Committee Update)

ACTION TAKEN: CPDm to approve the agenda as presented, CMDs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment

ACTION ITEMS

- 1 Minutes of June 22, 2010

ACTION TAKEN: CPDm to approve, CGHs, mc

- 2 Vouchers for the Period Ending July 27, 2010

Charlie McClain explained the number of bills have grown since the district took over the operations of the pool. One of the issues with the number of bills is the timing to get the bills approved and paid in a timely manner. Charlie McClain will look into the legalities and bring the information to the next meeting. Craig Miller spoke about completing a resolution delegating an amount of check signing authority to a person designated by the district. The amount would be presented and ratified at the next WSMPD meeting.

One example given by Charlie was the payroll account and the approved \$25,000. This amount has been expended and there will be another payroll occurring prior to the next meeting. This will leave no money in the account to pay staff. Charlie asked if the payroll resolution can be amended to read \$50,000 instead of the current limit of \$25,000 and it will maintain a continuous balance of \$25,000.

Tammy Sullenger talked about the travel reimbursement for the district and shared there is currently no policy in place. All governmental entities follow the state guidelines for travel which has a per diem maximum rate that can be spent for things like hotel, food, mileage, parking, etc.

ACTION TAKEN: CCKm to approve the vouchers for a period ending July 27, 2010 for a total of \$28,765.02, CPDs, mc

ACTION TAKEN: CPDm to increase the payroll fund from \$25,000 to \$50,000 and authorize the chair to sign the resolution, CMDs, mc

ACTION TAKEN: CPDm to approve the state guidelines for travel reimbursement and add the information to the policies, CGHs, mc

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ITEMS FOR DISCUSSION

3 Financial Committee Update

The finance committee met and has finalized contracts for the Port Angeles School District and the Port Angeles Swim Club. The contracts will be presented for approval at the August meeting. Charlie McClain explained the statement of financial position and statement of activities through the end of June, 2010.

4 Activity Report/Staff Update

- Jayna shared that all numbers are up compared to the same time last year.
- The staff started using the new pool covers two weeks prior to the pool opening from the maintenance closure. After two weeks of using the new covers there was problems with the chlorine levels (water was getting hazy and levels were higher than normal). Staff stopped using the covers and spoke to an aquatic specialist who recommended using the covers every other day to allow the water to balance out. There is a chemical that can be added to the pool on a daily basis to correct the problem (At a cost of \$220 per barrel for a three-week time period).
- Jayna explained the new covers can save an estimated 7- 12 thousand dollars per year. There are some additional staff costs to put on the covers after the pool has been vacuumed (savings will be closer to \$5,000). CGH asked Jayna to bring a detailed financial calculation on the cost savings.
- WSMP is offering a WSI (Water Safety Instructor) course next week.
- Jayna shared the filters were purchased for \$1800 instead of the original quote of \$3000 and will be installed once received.
- The pool building has been rekeyed.
- Jayna has received correspondence from other pool located in the state asking for ideas, suggestions and history regarding how the district was formed.
- Jayna asked about the emails from the City of Port Angeles and has requested that a forward be placed on her email there for a period of 90 days to allow her to contact all vendors and give them all the new contact information. Tammy Sullenger will call the city to coordinate.

5 Advisory Committee Update

The committee is working on the following:

- A sponsorship and advertising policy
- Finalization of PASC and PASD Contracts
- Scholarship Program

PUBLIC COMMENT

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Greg Shield, 537 W. 7th Street, Port Angeles, shared the library has put a levy lift vote to the people; it has been 30 years since the tax has been raised. He asked the board to take a solidarity stand in this issue. He is also asking that some library signs be put on the pool property. The board said because they are a political entity they are not able to put any political signs on the property.

FUTURE AGENDA ITEMS

PASC Contract
PASD Contract
Advertising and Sponsorship policy

ADJOURNMENT

CMC adjourned the meeting at 3:44 p.m.

NEXT MEETING DATE

The next meeting will be held on August 24, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

PASSED AND ADOPTED this 24th day of August, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Michael C. Chapman, 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		