

1a

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

FEBRUARY 26, 2019

3:00 p.m.

### COMMISSIONERS

CHERIE KIDD, ANNA MANILDI, BILL PEACH, RANDY JOHNSON, MICHAEL MERIDETH

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

Commissioner Cherie Kidd called the meeting to order at 3:00 p.m. Also present were Commissioners Manildi, Peach, Johnson, and Merideth.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN: CRJm to approve agenda with the modification of 1i, CMMs, mc**

#### PUBLIC COMMENT – Agenda Items Only

None

#### ACTION ITEMS

1a Minutes of January 22, 2019

**ACTION TAKEN: CRJm to approve, CMMs, mc**

1b Ratification of the January 1-31 bill payments in the amount of \$155,709.55

**ACTION TAKEN: CRJm to approve, CBPs, mc**

1c Approval of Resolution 1-2019: A resolution approving a Boundary Line Adjustment with the City of Port Angeles

**ACTION TAKEN: CAMm to approve with the modification of 'quit claim' under item 2 to read 'quick claim', CBPs, mc**

1d Motion to Approve City of Port Angeles's cost estimate for relocation of transformer

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

1e Motion to Approve ARC Change Order #2 in the Amount of \$14,146 for adding increased scope with mechanical engineering and electrical engineering sub consultants.

**ACTION TAKEN: CBPm to approve, CRJs, mc**

1f Motion to Approval of Commissioning Contract with Neudorfer Engineering in the amount of \$37,723.00

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

1g Motion to approve finance committee expenditure and approval authority in the amount of \$50,000 for contracts, changes to contracts and non-contract expenditures relating to the Renovation and Expansion Project (PW-2018-01) and the relocation of the Horizon Center (PW-2018-02).

**ACTION TAKEN: CRJm to approve, CBPs, mc**

- 1h Motion to Approve the Executive Director expenditure and approval authority in the amount of \$20,000 for contracts, changes to contracts and non-contract expenditures relating to the Renovation and Expansion Project (PW-2018-01) and the relocation of the Horizon Center (PW-2018-02).  
**ACTION TAKEN: CBPm to approve, CAMs, mc**
- 1i Motion to Approve the Chair to sign letter to City of Port Angeles to request waiver of fees in connections to project.  
**ACTION TAKEN: CAMm to approve, CRJs, mc**
- 1j Motion to approve the hiring of an auditor to oversee the financial documentation of the project generated by Steve Burke.  
**ACTION TAKEN: Tabled until next meeting.**

### **ITEMS FOR DISCUSSION**

- 2a Executive Director Report – Steve Burke presented an update to the Board regarding the items of discussion listed below, and answered questions from the Board.

#### Executive Director Report on Expansion Project:

1. Easement for Horizon Center building in Escrow
2. BLA Application submitted to City of Port Angeles and awaiting Hearing Examiner and Public Comment Period
3. Permit for relocating Horizon Center submitted to City
4. Bid Opening for Horizon Center Relocation Project (PW-2018-02) will be on March 18, 2019.
5. Grant opportunity from Washington Cities Insurance Authority (District's Insurance Carrier) for purchase of standby generator 100kW-120kW
6. Timeline Update – still anticipating a 10 month project.
7. Financial Update

#### Executive Director Report (Non Expansion Items)

1. Annual Financial Report Completed
2. Annual Audit by WCIA scheduled for March. Focus on Risk Management of Recreational Facilities and Facility Use Contracts

- 2b Financial Report  
Charlie McClain explained the budget and finance report in detail and answered questions from the board.
- 2c Staff Report  
Jessica Compton shared:
- Minimum wage has gone up for employees.
  - Snow caused 1 full day closure, with some hours
  - Swim lessons set up for Roosevelt Elementary - two 4<sup>th</sup> grade classes will be participating in swim lessons 2x/week for 4 weeks.
  - Swim lessons will continue until closure.
  - May 19<sup>th</sup>, No Fee Day. Ice Cream will be offered.
  - Planning for the 'Doggy Swim' event continues.
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- Cardboard Boat Races – March 16<sup>th</sup>.
- Underwater Egg Hunt – April 13<sup>th</sup>.

2d Advisory Committee Report  
Greg Shield, 537 W. 7<sup>th</sup> Street – Design Committee met before Advisory Committee meeting to go over color options of building and to discuss details of expansion project.

**PUBLIC COMMENT**

None

**NEXT MEETING DATE**

The next WSMPD meeting will be held on March 26, 2019 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

Cherie Kidd adjourned the meeting at 4:46 p.m.

PASSED AND ADOPTED this twenty-sixth of March, 2019

William Shore Memorial Pool District Commissioners

  
Cherie Kidd, President

ATTEST

  
Rachelle Sires, Clerk