

# **WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS MEETING MINUTES**

City of Port Angeles Council Chambers  
321 E. 5th Street, Port Angeles, Washington  
June 3, 2009 at 3:30 p.m.

## **CALL TO ORDER / ROLL CALL**

Meeting was called to order at 3:30 p.m. Commissioners attending: Mike Chapman, Dan Di Guilio and Cherie Kidd. Commissioner Mike Doherty was absent.

**PLEDGE OF ALLEGIANCE** – led by Commissioner Kidd.

## **ELECTION OF CHAIR AND VICE-CHAIR**

Commissioner Kidd moved to nominate Commissioner Di Guilio as Chair. Commissioner Chapman seconded. Motion passed. Commissioner Kidd moved to nominate Commissioner Chapman as Vice-Chair. Commissioner Di Guilio seconded. Motion approved.

## **ELECTION OF PUBLIC BOARD MEMBER**

Chair Di Guilio suggested that rather than appointing a public board member, that an application process should be used instead. Commissioner Chapman moved to open the application process with the City Manager's Office accepting applications no later than the end of the business day on Wednesday, June 17, 2009. Commissioner Kidd seconded. Motion approved.

## **NEXT MEETING DATE**

Determination was made to hold the next meeting on Wednesday, June 24 at 3:00 p.m. in City Council Chambers. Should Chambers not be available, the meeting will be held in a meeting room, yet to be determined, in the Clallam County Courthouse.

## **PUBLIC COMMENT**

Krista Winn of Port Angeles voiced her disappointment that the Board did not make an appointment for the Public Member at this meeting.

**CONSENT AGENDA** – none

**REPORTS & PRESENTATION** – none

## **CONTRACTS & AGREEMENTS**

### **1. Consideration of contract with City of Port Angeles to operate and maintain the Pool for up to six months**

City Attorney Bloor is currently working on a draft for an interlocal agreement that will provide for the interim operation and maintenance of the pool. The term of the agreement would be to the end of the calendar year, or sooner, should the Board be ready to approve the permanent agreement. Under the terms of the interim agreement the City would continue to run and operate the pool until such a time that the pool would be transferred to the District.

Discussion continued on the merits of continuing pool operations under the umbrella of the City until the interlocal agreement is approved. Plan is to close the pool on July 6 for several weeks for annual maintenance.

Commissioner Chapman moved for the City to draft the short term interlocal agreement for pool maintenance and operation. Commissioner Kidd seconded. Motion approved.

## **2. Establishment Citizens Advisory Committee.**

Recommendation from the *Save the Pool Committee* had been for the Citizens Advisory Committee to be comprised of six to eight members. Commissioner Kidd moved to establish a WSMPD Citizens Advisory Committee of up to seven members with four of those members serving through December 31, 2009 and three members serving through December 31, 2010. Committee members shall reside within the Port Angeles School District. Commissioner Chapman seconded. Motion approved. Applications will be accepted by the City Manager's Office through the end of the business day on Wednesday, June 17, 2009. Interviews for the Citizens Advisory Committee may be included as part of the next meeting depending upon the number of applicants.

## **3. Fiscal Services**

Clallam County Administrator Jim Jones stated that as a junior taxing district the WSMPD is required to have their fiscal services administered by the County. County Administrator Jones has set up a preliminary chart of accounts. The County would serve as the WSMPD's banker and would provide and process certain fiscal services, such as accounts payable, for the District. Payroll could be done separately should the District make that decision.

## **4. Liability Insurance**

Liability Insurance is not yet in place for the WSMPD Commissioners. Commissioners Di Guilio and Kidd are covered through the City while Commissioners Chapman and Doherty are covered through the County. Commissioner Chapman was hesitant to appoint a member of the public until liability insurance is in place so that commissioner would also be covered.

## **5. Transfer of Property**

City Manager Myers suggested adding an item to next meeting agenda regarding the transfer of pool property to the District. City Attorney Bloor reported that the pool facility is located on several lots. The proposal would include the transfer of those particular lots to the WSMPD. In addition, an easement would be needed for utilities and also to provide for Police Department access to their parking lot. Transfer would be done with a quit claim deed with a reversion clause. The goal is for the WSMPD to operate a pool and the revision clause would provide that should the property ever not be operated as a pool, the property would revert back to the City.

County Administrator Jones stressed that appropriate liability insurance needs to be in place before the quit claim deed is signed. City Attorney Bloor stated that the quit claim deed would be executed in concurrence with the interlocal agreement that also include a provision for the transfer of the facility.

## **6. Staffing**

Chair Di Guilio asked about the use of City and County staff time in regards to the amount of work

needed to be done during the transition period. County Administrator Jones and City Manager Myers expressed their concerns about the additional workload for both County and City staffs. County Administrator Jones suggested hiring a temporary executive director to coordinate and provide staff support during the transition process. Chair Di Guilio envisioned the Pool Manager being able to do this work. City Public Works & Utilities Director Glenn Cutler offered that City staff could put together a Pool Director job description. He added that with the pool closed for annual maintenance in July, that the current Pool Manager, Jayna Lafferty would be available to provide assistance. A temporary contact could provide for the City to provide certain staff services during the interim.

Discussion continued as to who would provide Legal Advice. Attorney Bloor stated that the City Attorney can not represent both the City and WSMPD. Administrator Jones will see if the County can provide legal support for the District with a possible future contract with the County for those legal services.

### **BUDGET - Budget development and potential loan sources**

City Finance Director Y. Ziomkowski reported that expenses for the pool for the time period of January through May totaled approximately \$232,000, with revenues totaling approximately \$76,000. The budget for the pool is on track. City Manager Myers stated that the City will present an agreement with any expenses paid by the City during the interim period being retroactive.

Commissioner Chapman noted that the WSMPD has no money and that the first tax income will not come in until May or June of 2010. Revenues from pool operations will come in as soon as the WSMPD takes over operations. County Administrator Jones recommended a formal solicitation for loan proposals. He felt confident that offers would come in based on that future revenue stream. He stated that the Clallam County Commissioners could possibly make a loan proposal to the WSMPD. Director Ziomkowski offered that bonds are available, but are expensive. City Manager Myers recommended for Director Ziomkowski to solicit proposals and bring back to the Board for consideration. Commissioner Chapman moved for the City to accept requests for loan proposals of up to \$750,000 no later than the close of business on Friday, June 19, 2009. Commissioner Kidd seconded. Motion approved.

**BYLAWS** – tabled until the fifth member is appointed.

### **MISCELLANEOUS ITEMS**

City Attorney Bloor added that State statute requires the Board to appoint a Clerk to maintain their records.

County Administrator Jones will also research securing proper liability insurance for board members.

Finance Director Ziomkowski asked about current rates at the pool for City and County residents and if they would change yet. City Attorney Bloor responded that the City would have to abandon the current rate schedule by Ordinance. County Administrator Jones suggested that once the interim interlocal contract becomes effective with the City, it could include the new rates and coordinate the effective date of that rate change with the same date as the pool reopens after the extended maintenance is done.

City Attorney Bloor reminded the commissioners that all interviews have to be included in a regular meeting, and are not to be held before, or after, a meeting.

Commissioner Kidd expressed her appreciation to the community for their hard work in making the election successful.

**ADJOURNMENT**

Commissioner Kidd moved to adjourn with Commissioner Chapman offering the second. Meeting adjourned at 4:45 p.m.

*Minutes approved as presented on June 24, 2009.*

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Dan Di Giulio, Chair

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Teresa Pierce, City of Port Angeles  
Executive Communications Coordinator