

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

August 25, 2009 – 3:00 p.m.

9/22/09

COMMISSIONERS

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

CALL TO ORDER

Chair Di Guilio called the meeting to order at 3:03 p.m., Tuesday, August 25, 2009. Also present were Commissioner Kidd, Holmquist, and Chapman. Commissioner Doherty joined the meeting via conference call.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

REMOVAL – First reference of minute's approval on the agenda removed.

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

PUBLIC COMMENT

Kent Myers, City Manager of the City of Port Angeles, spoke briefly about the City of Port Angeles budget for 2010. He explained that the City is currently developing the budget with no reference of the William Shore Memorial Pool. He also explained that if the WSMPD wanted the City of Port Angeles to continue to maintain the pool the City of Port Angeles has staff that could continue the maintenance and potentially save the WSMPD some money. Some of the things that need to be discussed are the labor and salary structure of the staff, which the staff is going to be answering to if when the City of Port Angeles contract is up and what happens if the pool is left under the current structuring. Kent Myers shared that he felt it was important for the WSMPD to take over all of the pool function.

Elizabeth Hogan, 863 King Street, Port Angeles, closed out the account of the "Save the Pool" committee and the account had a remaining balance of \$54.51 that she presented WSMPD.

ACTION ITEMS

Approval of July 28, 2009 Minutes

Correction – Under Finance Committee Dan Di Guilio withdrew his name from the committee.

ACTION TAKEN: CMCm to adopt the July 28, 2009 minutes of the WSMPD meeting as modified, CCKs, mc.

By-Laws (Craig Miller)

Craig did not receive any questions about the draft by-laws that were sent out via email. CMC said he is not comfortable with 6.1 as he feels that he feels that having a pool director locked into the by-laws could be problematic and CGH expressed that he felt the same way. CMC asked if it would be appropriate to remove the article 6 from the by-laws. Craig Miller said that the by-laws can be amended at any time with four Commissioners and are meant to organize the committee and not lock-them into anything.

ACTION TAKEN: CMCm to approve the by-laws with Article 6 stricken from the current WSMPD by-laws, CGHs, mc. CCKm to amend the by-laws to include that the President of the WSMPD is appointed as the WCIA delegate, CGHs, mc. The second motion was rescinded by CCK.

Bills for July/August 2009 (Charlie McClain)

Charlie McClain explained the bills that were included in the summary for payment.

ACTION TAKEN: CMCm to approve the bills for July/August 2009 for the total of \$78,090.47, CCKs, mc.

Bills for July/August 2009 (Charlie McClain)

Charlie McClain explained the bills that were included in the summary for payment.

ACTION TAKEN: CMCm to approve the bills for July/August 09' for the total of \$8,545.39, CGHs, mc.

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Clallam County Auditor Signature Authorization Form/Agent of Record Letter

The Clallam County Auditor has requested a letter providing them with the name and address of the person who is considered the Agent of Record to receive claims on behalf of the WSMPD.

ACTION TAKEN: CGHm to appoint Tammy Sullenger as the Agent of Record for the WSMPD, CCKs, mc.

WCIA Delegate Form

The Washington Cities Insurance Authority (WCIA) submitted a Full Board Delegate Job Description for the Commissioner that would serve as the WSMPD delegate to the WCIA.

ACTION TAKEN: CCKm to appoint Dan Di Guilio as the WCIA delegate, CMCs, mc.

CONTRACTS AND AGREEMENTS

Port Angeles School District Contract

Craig Miller explained the contract to the board and read some of the contract language to the board. The contract now includes the City of Port Angeles which will be stricken from the contract and the WSMPD will be added.

ACTION TAKEN: CMCm to approve the Port Angeles School District Contract as discussed, CGHs, mc.

Port Angeles Swim Club Contract

Craig Miller explained the contract and read some of the contract language to the board. Jayna Lafferty submitted an amended to Craig prior to the meeting that instead of \$30 dollars an hour for meets it should be \$40 dollars per hour for meets. The contract now includes the City of Port Angeles which will be stricken from the contract and the WSMPD will be added.

ACTION TAKEN: CMCm to approve the contract with the Port Angeles Swim Club as discussed, CCKs, mc.

ITEMS FOR DISCUSSION

Finance Committee

Charlie McClain, CMC, and CGH met as the finance committee. The discussion led into the historical breakdown of the income and expenses of the William Shore Memorial Pool from January 2008 until present. It also included a use of the pool and the staff that is currently employed. The committee discussed that the 2010 budget and levy rate information was the two top priorities.

The committee also talked about the two major expenses of the pool; personnel and electricity. Charlie asked the committee to start thinking about whether the WSMPD want to handle staffing issues or if it would be best to contract the job out to another company. The finance committee felt that an energy audit should be done to look at the current electricity expenses and where money could be saved. The finance committee will present more information at the September meeting. CGH would like to see if there is interest from other local recreation providers to run the pool and suggested that a Request for Proposals (RFP) be sent out to address this issue. Charlie McClain and CGH will work on getting the information together that would be included in an RFP.

ACTION TAKEN: CMCm to direct the finance committee to prepare and call for an RFP to run the operation and maintenance of the swimming pool for a five-year contract and bring it back to the September WSMPD meeting as an action item, CGHs, mc

ACTION TAKEN: CGHm to direct staff to develop an RFP to conduct an energy audit on the WSMP and bring it back to the meeting when the report was complete, CCKs, mc

Advisory Committee Update

A press release was sent to local press on August 12 to recruit applications for William Shore Memorial Pool District Advisory Committee. The applications are due to the Clallam County Commissioners

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office on August 27. CGH and CCK will be reviewing the applications received and bring a recommendation to the September WSMPD meeting.

REPORTS AND PRESENTATIONS

Activity/Staff Report

Jayna Lafferty, Pool Manager presented an activity/staff report and talked about the maintenance closure savings for 2009. She explained some of the changes that have been made to the pool and shared the current numbers for the month of August. Jayna also asked about a contest to include citizens on the decision of the WSMPD logo and distributed a flyer that explained the proposed contest. The Commissioners felt that it was a great idea and encouraged Jayna to proceed. She will bring all ideas back to the September meeting.

Web-site update

Tammy Sullenger met with Dean Anderson, webmaster for Clallam County on August 21 to discuss the needs of the WSMPD website. Tammy and Dean will begin to coordinate the creation of a website that will be set to go live on December 1, 2009. Until that time, Tammy has coordinated with the City of Port Angeles to posting the approved minutes and agendas of the meetings up until the end of December.

NEXT MEETING DATE

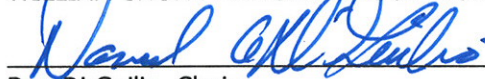
The next meeting will be held on Tuesday, September 22, 2009 at 3:00 p.m. in the Clallam County Commissioners Board Room - Room 160.

ADJOURNMENT

CCKm to adjourn the meeting at 4:13 p.m., CMCs, mc

PASSED AND ADOPTED this twenty-second day of September 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		