

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

February 22, 2011

3:00 p.m.

3/22/11

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CCK called the meeting to order at 3:02 p.m. CMC, CPD, CMC and CMD were present. CGH is excused.

Craig Miller introduced Larry Friedman, his new law partner who will be stepping in for Craig when he is not able to attend the WSMPD meetings.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMCm to approve the agenda, CGHs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

- 1 Minutes of January 25, 2011
It was noted the 1/25/11 meeting ended at 4:15 not 3:15 as listed in the presented minutes.
ACTION TAKEN: CMDm to approve the minutes as amended, CMCs, mc. CGH abstained as he was not present for the meeting.
- 2 Vouchers for the Period Ending February 22, 2011
Steve Burke explained the bills presented and answered questions from the board.
ACTION TAKEN: CMCm to approve the vouchers for the period ending February 22, 2011 totaling 52,679.03, CGHs, mc
- 3 Reappointment of Advisory Members
ACTION TAKEN: CMDm to approve the reappointment of Thomas Bock and Greg Shield to the WSMPD Citizens Advisory Committee, CMCs, mc. CCK thanked both of the members for their time and effort they have put into the committee.
- 4 Advertising and Sponsorship Policy
Steve Burke explained the policies presented to the board (4-8). All policies presented today have been approved by the WSMPD attorney, Executive Director and the Finance Committee.

This policy is needed to allow the pool to determine the guidelines for sponsorships of events, items and scholarship fund.
ACTION TAKEN: CMCm to approve the Advertising and Sponsorship policy, CGHs, mc
- 5 Financial Aid and Scholarship Program
This policy will address financial aid and/or scholarships for swimming lessons and admissions. The finance committee will decide how much money should be allotted for this program (no

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more than \$10,000 per year) and will also establish limits on the funding. The policy will be amended to say "provided such limitations on assistance shall not apply to non-district funds".
ACTION TAKEN: CMCm to approve the Financial Aid and Scholarship Program as amended, CGHs, mc

- 6 Gender Equity Policy
The next three policies are suggested from the Washington Cities Insurance Authority (WCIA).

CMC stated 4.0.35 in the policy should read "this policy will be added as a provision of all lease or use agreements administered by the WSMPD".

ACTION TAKEN: CMCm to adopt the Gender Equity Policy as amended, CGHs, mc

- 7 Head Concussion Policy
This is a law that was derived out of a statute passed by the legislature in 2009. This is a law that requires the staff of the pool to notify people there is a possibility of head concussions in activities at the pool. This policy will apply to any contract of the WSMPD with any youth group that uses the facility (Port Angeles Swim Club and rentals of the facility).

ACTION TAKEN: CCMm to adopt the head injury and concussion policy, CMDs, mc

- 8 Sex Offender Policy
This identifies the WSMPD as a covered entity and allows the WSMPD to remove a sex offender immediately upon giving them a written notice they are not to be at the facility.

ACTION TAKEN: CMCm to adopt the Sex Offender policy, CGHs, mc

ITEMS FOR DISCUSSION

- 9 Executive Director Report
Steve Burke distributed the WSMPD annual report to the board. He explained the information contained in the report and highlighted the following accomplishments for 2010:

- 65% increase in swimming lessons
- 300% increase in exercise classes
- 21% increase in admissions

The growth of the pool has been very balanced across the board. It is estimated that 60% of the operating budget is covered by the tax levy and Steve has a goal to get this number at 50% in the next two years.

Steve Burke is now certified as an Aquatic Facility Operator (AFO) after attending aquatics management school in San Diego, CA. The pool also has three certified pool operators; one will need to be on staff when the new health code is put into place and will put the WSMP well ahead of the curve.

The maintenance shut-down will be starting next Sunday and be closed for one week. They will be installing a new computer system during the shutdown. This will allow patrons to register online and give staff the advantage to track and notify people when things will be expiring. A community bulletin board will be installed in the entry way and will eliminate flyers and

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brochures on the windows and walls. He explained some of the other maintenance tasks that will be performed.

Steve Burke was interested in the possibility of using the water slide that was installed at the Forks pool as they are changing the use of the facility. Cherie Kidd talked to the board members of the Forks facility and was told the slide is placed in concrete and will not be removed with the new usage of the forks pool.

There is a new ADA law (will be in effect in 2012) which requires the pool to have a second access point to the pool. A new step ladder with handrails has been ordered for the pool that will serve as a second access point for the ADA compliance.

The energy survey will be given to the advisory committee in the next week and they will be meeting to discuss the suggestions in the report.

Steve Burke will be doing some public service announcements on KONP radio 1450 to promote the pool and the programs they offer. He will also be speaking to local service organizations to share the same information.

10 Budget and Finance Report

Charlie McClain explained the financial information for the month of January, 2011 and shared the overall picture of the district is exceedingly good.

11 Staff Report

Erika Salgado shared the pool will be changing over to American Red Cross (ARC) water safety swimming lessons and are currently scheduling training for staff. Each child in swimming lessons will be evaluated by Erika to properly place them in the correct class for their skill level. Starting in March there will be 50 lessons taught in the month.

The pool will be hosting a Water Safety Instructor (WSI) course that is offered through the American Red Cross. There are also additional lifeguard trainings that are continuous at the pool. The equipment that was purchased last month (water horses, hand resistance, leg buoys) has been a big hit and they have received great feedback.

12 Advisory Committee Report

Greg Shield shared the committee has been meeting more regularly. At the last meeting they looked at the evaluation from Don Carey, they are working on researching some of the items for energy savings.

PUBLIC COMMENT

Vicky Koester, Port Angeles and Phyllis Luther, 3426 Crescent Beach Road, Port Angeles. They are representing the water walkers of the pool. They feel if the pool allows lap swimmers during the water walking classes the walkers will be limited on range of motion and have no way to exit the pool without interfering with the lap swimmers. Steve Burke expressed the morning program will be modified for multiple programming going on at the same time. He shared the new ladder step that has been ordered will be helpful for the walkers to gain access to and from the pool.

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NEXT MEETING DATE

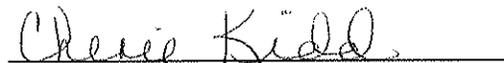
The next meeting will be held on March 22, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CCK adjourned the meeting at 4:30 p.m.

PASSED AND ADOPTED this 22nd Day of March, 2011

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Cherie Kidd, 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		