

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 23, 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

**ACTION TAKEN:** CMDm to approve the agenda as presented, CGHs, mc

#### PUBLIC COMMENT – Agenda Items Only

There was no public comment.

#### ACTION ITEMS

- 1 Employment Contract for Executive Director  
Craig Miller has reviewed the background investigation and it is acceptable and adequate and there is no reason that Steve Burke cannot be considered for the job of Executive Director. Craig shared that any personal questions should be addressed in an Executive Session. The Commissioners had no questions.  
**ACTION TAKEN:** CCKm to employ Mr. Steven Burke as the Executive Director for the William Shore Memorial Pool District, CPDs, mc  
  
CMC explained some of the specifics of the contract and explained the contract was prepared in the event the board decides to employ Mr. Burke as the Executive Director.  
**ACTION TAKEN:** CGHm to accept the employment agreement and attachment A, CCKs, mc.  
The motion passed unanimously.
- 2 Minutes of October 21, 2010  
**ACTION TAKEN:** CPDm to approve as presented, CCKs, mc
- 3 Minutes of October 26, 2010  
**ACTION TAKEN:** CMCm to approve as presented, CPDs, mc
- 4 Minutes of November 2, 2010  
**ACTION TAKEN:** CPDm to approve as presented, CCKs, mc
- 5 Minutes of November 9, 2010  
**ACTION TAKEN:** CMCm to approve as presented, CCKs, mc
- 6 Vouchers for the Period Ending November 23, 2010  
Steve Burke acting in his capacity of a member of the financing committee explained the bills for the period ending November 23, 2010. Steve explained there was a \$75,000 payment made to Clallam County on the debt owed.  
**ACTION TAKEN:** CGHm to approve the vouchers for the period ending November 23, 2010 for a total of \$100,731.62, CPDs, mc
- 7 Public Hearing and consideration of adoption of 2011 WSMPD Budget

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Steve Burke shared this document is very similar to the budget that was presented at the October meeting with minor changes. He explained the changes in detail and shared based on this budget it is very possible that the debt owed to the county will be paid off by the end of 2011.

**ACTION TAKEN:** CMC opened the public hearing and no member of the public was present, CMDm close the public hearing. CGHm to approve the 2011 Levy Certification as presented, CPDs, mc

- 8 Public Hearing and consideration of adoption of 2011 Levy Certification  
**ACTION TAKEN:** CMC opened the public hearing and no member of the public was present, CMDm close the public hearing, CPDs, mc. CPDm to approve the 2011 Levy Certification as presented, CCKs, mc
- 9 Letter to Kitsap Bank to remove prior Interim Pool Manager and add Executive Director  
**ACTION TAKEN:** CMDm to approve the clerk to write the letter under the chairs signature, CCKs, mc

**ITEMS FOR DISCUSSION**

- 10 WSMPD Staff Update  
Erika Bryant shared information about swimming lessons and the number of participants. There will a lifeguard course offered the end of December and there is still room if there are any other people who are interested.

Leah Gould shared the pool is taking applications for support staff. There is a Water Safety Instructor (WSI) course offered at SARC the first of the year and they will be sending three current staff members to the training. The boiler heating elements blew out at the pool and caused a day closure of the pool

Leah Gould gave kudos to Dan Wonderly, a staff-member at the pool. He came in on his own time and shoveled the walkway of the pool and has been a great help with the short staff and has stepped up in filling responsibilities. Way to go Dan!

- 11 Citizens Advisory Committee Update  
Steve Burke shared this will be his last update for the advisory committee. The structure of the advisory committee is in place and the board will be schooling up to look at the long-term projects for the pool.

Steve shared the City of Port Angeles conducted a feasibility study on the pool in 1999 and he has obtained a copy and has made the report on-line on the WSMP web-site. This is one of the projects the advisory committee will be working on.

The engineer structural survey will be presented to the board in January.

**PUBLIC COMMENT**

There was no public comment.

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**FUTURE AGENDA ITEMS**

Elect President and Clerk of the Board for 2011  
Minutes  
Vouchers  
Executive Director Report

**NEXT MEETING DATE**

The next meeting will be held on December 28, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

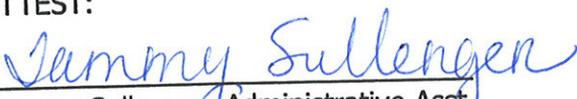
CMC adjourned the meeting at 3:52 p.m.

PASSED AND ADOPTED this 28<sup>th</sup> Day of December, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

  
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Michael C. Chapman, President

ATTEST:

  
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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		