

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

June 28, 2011

3:00 p.m.

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 3:03 p.m. CMC, CGH, CCK, CPD. CMD joined the meeting at 3:26 p.m.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ADD – Action item #6 – Port Angeles Swim Club Contract

ACTION TAKEN: CMCm to approve the amended agenda, CPDs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

1 Minutes of May 24, 2011

ACTION TAKEN: CMCm to approve the minutes of May 24, 2011, CMCs, mc.

2 Ratification of bill payment in the amount of \$34,452.92 (May 24, 2011)

Steve Burke addressed the board and explained the bills in detail as well as answered questions from the board. CGH asked if a more detailed description can be given of the items purchased.

ACTION TAKEN: CMCm to ratify the bill payment dated May 24, 2011 in the amount of \$34,452.92, CPDs,

3 Ratification of visa payment in the amount of \$22,140.49 (June 14, 2011)

Steve Burke answered questions from the board.

ACTION TAKEN: CMCm to ratify the bill payment dated June 14, 2011 in the amount of \$22,140.49, CGHs,

4 Amendment 1 to Executive Director Employment Agreement

CMC explained that at the finance committee meeting there was discussion about Steve Burke continuously exceeding the 20 hours workweek that was agreed to in his original employment agreement. Steve explained that he is working on transitions, capital projects and some of the goals set forth by the district. He fully expects that when the bigger projects are complete that he will be able to accomplish the job in the 20 hours in the original contract. CMC recommended that this issue be brought back to the finance committee in November to discuss the 2012 contract. CPD thanked Steve Burke for the extra hours that he has been putting in at the pool.

ACTION TAKEN: CPDm to approved Amendment 1 to the Executive Director Employment Agreement with modifications as discussed, CMCs, mc

5 Resolution appointing a Public Records Officer

Steve Burke explained that the RCW requires the district appoint someone as the public records officer. He explained the secretary of the district is the logical fit for this as all of the files for

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the district are stored within this position. He also explained many of the documents that would be asked for are located on the web-site.

ACTION TAKEN: CMCm to appoint the secretary of the WSMPD as the public records officer, CGHs, mc

6 Port Angeles Swim Club Contract

Steve Burke explained the current contract with the PASC. They have asked to have the hour's standard throughout the year and Steve explained that this will help the schedule at the pool.

ACTION TAKEN: CMCm to authorize the executive director to sign a contract amendment with the PASC with scheduling changes, CGHs, mc

ITEMS FOR DISCUSSION

7 Executive Director Report

- The energy audit is underway and several meters have been installed at the pool. There will be a meeting on July 7 that will lay out the responsibilities of everyone involved during this audit. The audit will give all of the data needed to make the decisions on upgrades on the pool.
- Fourteen hotels have been contacted regarding the hotel/pool program. A few of the chain hotels have shared they have been told to cut costs and are not able to be part of the program. Some of the locally owned hotels are excited about the program and are trying to work on the logistics to make it happen.
- Planters have been added out in the front of the pool.
- Steve is looking into having the concrete located on the 5th Street side of the pool removed and have grass and trees installed.
- Steve is going to work with the City of PA on getting the driveway that leads back to City Hall capped to not allow an easement between the two.

8 Budget and Finance Report

Charlie explained the budget and financial report in detail.

9 Staff Report

Erika Salgado shared the following:

- Dan Wonderly is joining the United States Navy and has turned in his resignation.
- Jenna Bruce has been hired as a head guard and supervisor's assistant and will be working very close with Erika and Leah.
- Over 75 people attended the "Celebrate Summer" event at the pool.
- The pool will be closed over the long 4th of July weekend for a swimming meet.
- Erika handed out the monthly newsletter which is also emailed to patrons who have provided their email to the staff.
- July 8 and July 14-17 there will be a lifeguard training put on by Patty Reifentahl who is donating her time for the class.
- Two seasonal and two full-time staff members have been hired and current staff members have been promoted to head guard positions.
- Birthday area at the pool has been decorated in a Hawaiian theme and can be reserved by renting it for \$20 per hour.

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- The pool had a relay team and came in first place for their category in the Olympic Discovery Trail Marathon. Leah Gould, Jenna Bruce, Sandra Guan, Corey Nelson and Sara Springob all participated in the relay finishing the last mile running together with their guard tubes.
- Next session for swimming lessons will start July 5. Monday – Thursday there are 64 classes offered at the pool.
- The aerobics, synchronized swimming, and deep water classes have been expanded for the summer.

10 Advisory Committee Report
There was no report from the advisory committee.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING DATE

The next meeting will be held on July 26, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

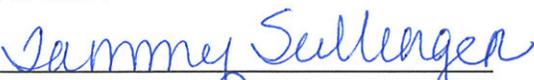
CCK adjourned the meeting at 3:58 p.m.

PASSED AND ADOPTED this 26thnd Day of July, 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		