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## MINUTES

### WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

May 4, 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 3:06 p.m. CMD, CGH, and CCK were present. CPD was excused.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** CGHm to approve the agenda as presented, CCKs, mc

#### PUBLIC COMMENT – Agenda Items Only

Doug Lafferty, – 5733 S Pastoral Drive Port Angeles addressing action item 5. He explained that his wife, Jayna Lafferty is the current Interim District Director of the WSMP. He asked the board to not advertise the district director position nationally and appoint Jayna Lafferty to the position. This would save the district money and allow them to appoint a director that has proven herself to them already. He has researched Washington State RCW and WAC and does not believe it is necessary to advertise for the director position.

He explained some of the revenue sources that Jayna has negotiated and efforts that she was responsible for in the "Save the Pool" efforts. He also talked about the additional activities she has added to the current schedule at the swimming pool and the numbers/revenue it has brought. He is asking the district to do what is morally right and do not seek applicants for the director position and appoint the qualified person, his wife Jayna Lafferty.

#### ACTION ITEMS

##### Minutes of March 23, 2010

**ACTION TAKEN:** CCKm to approve the minutes of March 23, 2010, CGHs, mc

##### Approval of Vouchers for the Period Ending May 4, 2010

Charlie McClain gave a summary of the bills presented.

**ACTION TAKEN:** CGHm to approve vouchers for period ending May 4, 2010 in the amount of \$24,899.25, CCKs, mc

##### Approval of Maintenance Contract (City of Port Angeles)

This contract was created by the City of Port Angeles, Craig Miller asked the board to approve the contract in principle. Craig Miller asked for the board to delegate him and CMC to continue to negotiate the agreement and bring back the final agreement to the committee at a future meeting.

**ACTION TAKEN:** CCKm to approve the maintenance contract in principle with any minor changes to be delegated to the attorney and CMC, CCK retracted the motion. CMDm to approve the maintenance contract with the City of Port Angeles in principle, CGHs, mc. CCK abstained from the item.

##### Approval of Contract Notice of Termination Letter (City of Port Angeles)

Craig Miller stated the contract currently exists between the City of Port Angeles and the WSMPD provides for its termination upon written notice from the WSMPD. Craig Miller would like the board to give him the authorization to write a contract notice of termination letter to the City of Port Angeles effective May 31, 2010.

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**ACTION TAKEN:** CGHm to authorize the chairman to sign a contract notice of termination letter to the City of Port Angeles effective May 31, 2010, CMDs, mc. CCK abstained from the item.

**Approval of Recruitment Timeline for Executive Director**

Tom Bock, citizen's advisory member, spoke to the board about the timeline with the goal of having a director on board by the middle of August to take over as a full-time director on September 1, 2010 and explained the process. CMC shared that he believes that more time is needed to establish exactly what they are looking for in an executive director's position. After discussion with Jayna she has agreed to accept the interim position on a contract basis. A draft employment contract will be brought the May 25, 2010 meeting.

CGH concurred with CMC and believes when you have a key position it is important that you hire the best person for the job through a recruitment process. There was a concurrence of board members present to work on a employment contract with Jayna Lafferty acting as the interim director of the WSMP.

**ACTION TAKEN:** CGHm to have Craig Miller and CMC work to negotiate a seven month employment contract with Jayna Lafferty acting as the interim Aquatic Director of the WSMP. The contract will be presented at the May 25, 2010 meeting for board approval. CMDs, mc

**Approval of WSMP Logo**

There were thirteen entries in the WSMP logo contest. The advisory committee narrowed the field to four and presented them to the board. There board unanimously chose the logo that was black with a variegated blue colored water drop with William Shore Pool in white writing. The board discussed this logo will be used for marketing purposes as well as the uniforms for the staff. Jayna will contact a company that can make stickers that will cover the current signage at the pool. Jayna expressed that another concern is the current phone number of the pool. The City of Port Angeles has expressed that the current number will need to be changed. CCK will check with the City of Port Angeles about keeping the current telephone number that is being used at the swimming pool.

Tom Bock shared the computer system they are considering buying is sold by a current member of the citizen's advisory committee. He wanted to make sure there was no conflict and expressed they are getting a reduced cost on the equipment. The board asked Charlie McClain to look at the bill for appropriateness and will also get two additional bids to see how they match up to the cost.

**ITEMS FOR DISCUSSION**

**Finance Update**

Charlie McClain shared they met last week and have been working with Clallam County on some of the requirements of working with Clallam County. WSMPD will be able to do the payroll with a separate bank account. With credit card processing another separate bank account will need to be set-up. Charlie is currently working with Jen Santos of the Clallam County Treasurer's office to set- up all of the accounts. CMC asked when they will be making a payment back to the county. CMD asked about the county keeps the money. Charlie explained that Clallam County deposits the revenue from property taxes, daily cash and credit cards. Currently the district has an account at the county that is a negative position. They are acting as the bank for the district. Charlie shared the he will not be at the next meeting but will continue to work on setting up the accounts.

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#### **Activity/Staff Update**

Jayna Lafferty shared the number of people at the pool continue to increase. The eggstravaganza event for Easter was a huge success with a full house of 232 this year (full capacity at the pool is 234). The pool also has multiple classes for arthritis rehabilitation with Olympic Medical Center (OMC); they are supplying the instructor for the classes.

CGH asked if a shutdown plan with costs has been done, Jayna shared she had a plan but changes were needed. Jayna will email the pool shut-down list and costs to CGH.

#### **Advisory Committee Update**

The committee met last week and discussed personnel issues and what goals and directions the pool should be heading. CMC shared that if any of the board members have any issues they would like for the citizens advisory committee to address to get the items to CMC to contact them.

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEXT MEETING DATE**

The next meeting will be held on May 25, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

#### **ADJOURNMENT**

CCKm to adjourn the meeting at 4:05 p.m., CGHs, mc

PASSED AND ADOPTED this twenty-fifth day of May 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Michael C. Chapman, 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		

Given in public comment by  
Doug Lafferty on 5/4/10.  
(FS)

**WAC 357-16-020**

**Who is responsible for determining what recruitment methods are appropriate to meet the hiring needs of the employer?**

The department and employers may use the recruiting methods that they determine to be most appropriate for their hiring needs when establishing pools of eligible applicants.

**WAC 357-16-025**

**How must employers and the department inform prospective applicants of recruitments?**

Employers shall determine the appropriate method to solicit job seekers, which may include but not be limited to, public announcements; searching the state central talent pool; or, using an employer maintained talent pool. Recruitment announcements shall inform prospective job seekers how to apply for, or express interest in, positions which may come open for recruitment.

**WAC 357-16-070**

**What screening methodologies may employers use?**

Employers may use the screening methods that they determine best evaluate a person's competencies to perform the duties and responsibilities of a class and/or a position. Screening methods must be based upon job analysis and may include, but are not limited to, reviewing resumes, interviewing applicants, and developing supplemental questionnaires for applicants to provide additional information.

**WAC 357-16-115**

**Can an employer decline to further consider eligible applicants or candidates during the assessment process?**

Employers may end consideration of an eligible applicant or candidate at any time during the assessment process for job-related reasons including, but not limited to, an applicant or candidate lacking required competencies, or not satisfying other requirements such as shift or geographical availability. Those applicants or candidates removed from consideration for position specific reasons may remain eligible to be considered for other positions.