

AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 22, 2009 – 3:00 p.m.

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – AGENDA ITEMS ONLY Please limit comments to three minutes

ACTION ITEMS

- 1 Approval of August 25, 2009 Minutes
- 2 Bills for August/September 2009 (Charlie McClain)

ITEMS FOR DISCUSSION

- 3 Requests for Proposal – Pool Operations
- 4 Finance Committee Update
- 5 Advisory Committee Update

REPORTS AND PRESENTATIONS

- 6 Activity/Staff Report

PUBLIC COMMENT – Please limit comments to three minutes

CONTRACTS AND AGREEMENTS – No Items

NEXT MEETING DATE

The next meeting will be held on Tuesday, October 27, 2009 at 3:00 p.m. in the Clallam County Board Room - Room 160.

ADJOURNMENT

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

August 25, 2009 – 3:00 p.m.

1
9/22/09

COMMISSIONERS

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

CALL TO ORDER

Chair Di Giulio 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 Giulio 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.

AGENDA for the Meeting of August 25, 2009
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
Page 2

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

AGENDA for the Meeting of August 25, 2009
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
Page 3

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		

CLAIMS PAYMENT REQUEST

District Name William Shore Memorial Pool District Fund Number _____
 Period Ending: 9/22/2009 Designate if you are picking up the warrants or if we are to mail. (If _____
 Date Submitted 9/22/2009 picking up, they will be in the Treasurer's Office.) Pickup Tammy Sullenger will pick up _____
 Mail to us _____

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S (Goods or Service)	Quantity	Cost per Unit	Total Invoice	1099 Box	Bars Number	Line #	Description	Account Type	Check Group
15838	9/1/2009	0003197	CRAIG MILLER P.S.	S		560.00	560.00		66870.000.576200.41.0020	1	AUGUST LEGAL FEES	E	PD
23761	8/24/2009	0001252	CITY OF PORT ANGELES	S		29,980.09	29,980.09		66870.000.57620.51.0010	1	JULY 09 FEES	E	PD
192	8/31/2009	0023222	MCCLAIN CROUSE AND CO.	S		600.00	600.00		66870.000.57620.41.0020	1	ACCOUNTING/MGMT SVS	E	PD
WSMPD909	9/14/2009	0000334	CLALLAM COUNTY COMMISSIONERS	S		\$ 330.00	\$ 330.00		66870.000.57620.41.0020	1	CLERK FEES SEPTEMBER	E	PD
												E	PD
												E	PD
												E	PD
												E	PD
												E	PD

Page 1 Total: 31,470.09
 Page 2 Total: 0.00
 Page 3 Total: 0.00
 Grand Total: 31,470.09
 July

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the district. I am authorized to auth

Signature _____ Title Secretary, William Shore Memorial Pool District Date _____

Board Authorization: As the duly appointed board member for the the district named above, we reviewed the claims listed above. We hereby certify that the services or merchandise herein specified have been received and that the claims listed above are he

Michael C. Chapman Commissioner Date _____
 Recused from any bills related to Clallam County

Dan Di Giulio Commissioner Date _____
 Recused from any bills related to the City of Port Angeles

Howard V. Doherty, Jr. Commissioner Date _____
 Recused from any bills related to Clallam County

Gary Holmquist Commissioner Date _____

Cherree Kidd Commissioner Date _____
 Recused from any bills related to the City of Port Angeles

William Shore Memorial Pool District

For the month ending August 31, 2009

Vendor	Date	Amount	Explanation
Craig Miller, PS	September 1, 2009	\$581.40	August Legal Fees
McClain, Crouse and Co.	August 31, 2009	\$600.00	August Accounting Fees
City of Port Angeles	August 24, 2009	\$29,980.09	See Attached Breakdown. July, 2009
Clallam County, Washington	September 14, 2009	\$330.00	Personal Services Agreement, Contract #100291
Total requested		\$31,491.49	

Craig Miller, PS
Attorney at Law
711 East Front Street, Suite A
Port Angeles, WA 98362
360-457-3349

Invoice submitted to:
William Shore Memorial Pool
c/o McClain & Crouse, P.S.
227 West Eight Street
Port Angeles WA 98362

September 01, 2009

In Reference To:

Invoice #15838

Professional Services

8/19/2009 Review by-laws; contracts.

8/20/2009 Revise contracts.

8/25/2009 Attend Board meeting.

8/26/2009 Revised by-laws; agreement.

For professional services rendered	<u>Amount</u>
Interest on overdue balance	\$560.00
Total amount of this bill	\$21.40
Previous balance	\$581.40
Balance due	\$1,795.00
	<u>\$2,376.40</u>

*Waived
OK.
CJM*

McCLAIN, CROUSE & CO., PS
227 W. EIGHTH STREET
PORT ANGELES, WA 98362

INVOICE

1-360-457-3303

1-360-457-7415

William Shore Memorial Pool District
321 East Fifth Street
Port Angeles, WA 98362

Page Number: 1
Client ID: 6929
Invoice Date: 8/31/09
Invoice Number: 192

Date	Services		Fee
	Previous Outstanding Balance	200.00	
8/31/09	Monthly Accounting		200.00
8/31/09	Misc Management Services		400.00

New Charges: 600.00
Prior Balance: 200.00
Total Due: 800.00

INVOICE



CITY OF PORT ANGELES
PO BOX 1150
321 EAST 5TH
PORT ANGELES, WA 98362

(360) 417-4608

TO: WILLIAM SHORE MEM POOL DIST.
C/O CHARLES MCCLAIN
227 W. 8TH ST
PORT ANGELES, WA 98362

INVOICE NO: 23761
DATE: 8/24/09

CUSTOMER NO: 3757/3757

TYPE: PL - POOL

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	WSMPD BILLING William Shore Memorial Pool District billing for the month of July 2009. See attached breakdown.	29,980.09	29,980.09

TOTAL DUE: \$29,980.09

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 8/24/09 DUE DATE: 9/23/09
CUSTOMER NO: 3757/3757

NAME: WILLIAM SHORE MEM POOL DIST.
TYPE: PL - POOL

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF PORT ANGELES
PO BOX 1150
321 EAST 5TH
PORT ANGELES WA 98362

INVOICE NO: 23761
TERMS: NET 30 DAYS

AMOUNT: \$29,980.09

William Shore Memorial Pool District Monthly Billing

July 2009

Revenue

347-3011	Activity Fees/Aerobic Classes	\$ 124.89
347-3012	Activity Fees/Admission/Passes	2,096.46
347-3013	Activity Fees/Swimming Instruction	2,340.32
347-3014	Activity Fees/Pool Rentals	1,387.86
347-3015	Activity Fees/Locker & Shower Rent	21.13
347-3016	Activity Fees/Towel, Cap, Suit Rental	2.98
347-9020	Other Fees/Sales Swim Equipment	45.92
369-8100	Other Misc. Rev/Cashier Short/over	(23.58)

Total Revenue for July 2009 \$ **5,995.98**

Expenses

576-1001	Salaries & Wages/Full time employees	\$ 9,468.90
576-1002	Salaries & Wages/Part time employees	7,007.36
576-1011	Salaries & Wages/OT & callback pay	209.16
576-2010	Personnel Benefits/FICA	1,272.36
576-2030	Personnel Benefits/Retirement - PERS	378.09
576-2040	Personnel Benefits/Workers Comp	162.00
576-2041	Personnel Benefits/LTD	32.98
576-2042	Personnel Benefits/Supplemental Life	11.05
576-2050	Personnel Benefits/Ins-Medical/Dental	1,693.73
576-2060	Personnel Benefits/State Unemployment	1,470.00
576-3101	Office/Operating Supplies	58.35
576-3105	Office/Operating Supplies/Chemicals	2,131.73
576-3106	Office/Operating Supplies/Janitor/Household Supply	155.02
576-3107	Office/Operating Supplies/Safety Equipment	269.16
576-3120	Office/Operating Supplies/Bldg & Maint Supplies	5,072.55
576-3401	Supplies-Inventory/Resale/Items Purch for Resale	482.55
576-4210	Communication Expense	44.88
576-4212	Communication/INET Services	172.00
576-4310	Travel/Travel & Training	56.00
576-4710	Utility Services/Utilities Expense	5,561.79
576-4810	Repairs & Maintenance	266.41

Total Expenses for July 2009 \$ **35,976.07**

Total Expenses less Total Revenue \$ **29,980.09**

Total Due City of Port Angeles for July 2009 \$ **29,980.09**



BOCC

223 E. 4th Street, Suite 4
Port Angeles, WA 98362
360.417.2233 fax 360.417.2493

Invoice No. WSMPD909

INVOICE

Customer

Name William Shore Memorial Pool District c/o BOCC
Address 223 E. 4th Street, Suite 4
City Port Angeles State WA ZIP 98362
Phone 360.417.2233

Date 9/14/2009
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
10	Hours - September 2009	\$33.00	\$330.00
<p>PER PSA CONTRACT 100291.09.003 Clallam County shall provide "Clerk of the Board" services to the District, as needed, which shall include, but not be limited to: staff support and acting as secretary to the William Shore Memorial Pool District Board of Commissioners,; taking responsibility for scheduling noticing, and coordinating all official public meetings of the board; taking, transcribing and assuring proper distribution of minutes of all official public meetings; official document management; working with the Chair to build board packets for upcoming meetings; preparing and distributing all official correspondence for the District.</p>			

Payment Details

- Cash
- Check
- Credit Card

Name _____
CC # _____
Expires _____

SubTotal	\$330.00
Shipping & Handling	\$0.00
Taxes	
TOTAL	\$330.00

Office Use Only

~Thank you!~

If you have any questions please call 417.2383

Registered Warrants Information Form

1. What is the dollar amount necessary to cover your issued warrants? \$31,670.09
2. What is the approximate repayment date? April 2010
3. What is your projected revenue stream, and the sources of the revenue, for the time period stated above?

Dollar Amount	Source of Revenue
_____	<u>Estimate Tax Revenue (2010)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Does your district use interfund loans, or other cash flow borrowing? Yes No
If yes, please provide specific information.

5. Is your district a party to any significant litigation? Yes No
6. Please provide a current balance sheet that includes assets and outstanding debt for your district.

The Clallam County Treasurer will provide you with the necessary promissory note if Clallam County decides to purchase your registered warrants.

District Name: William Shore Memorial Pool District

Contact: Tammy Sullenger Title: Secretary

Address: 223 E. 4th Street, Suite 4, Port Angeles, WA 98362

Telephone 360.417.2383

Signature _____ Date: _____

THE ISSUANCE OF REGISTERED WARRANTS

The William Shore Memorial Pool District (the district) and the Clallam County Treasurer hereby agree to the terms and conditions of the transaction as set forth in this agreement, to wit:

On September 22, 2009 the District shall issue warrants drawn on the Pool Fund, in registered form, payable to the Clallam County Treasurer in an amount and in accordance with the following terms and conditions:

Registered Warrant Principal \$ 31,670.09
Interest Rate – Washington State Local Government Investment Pool Rate plus 1.5%
Approval Date September 22, 2009
Redemption Date _____
Term (number of days) _____
Basis (days/year) 365 days

The District acknowledges and agrees to conform to the requirements under Washington State law (RCW 36.29.060) that all warrants be called for payment in the order of issuance. Accordingly, no warrant issued by the district subsequent to the herein described registered warrant shall be called or presented for payment until such time as the call has been made for payment of the herein described registered warrant.

The undersigned hereby acknowledge they have read the contents of this agreement and understand the conditions therein imposed and that each will abide by the terms as set forth in this agreement.

Dated this twenty-second day of September 20 09.

Dan Di Diguilio
President

Title Clallam County Treasurer

William Shore Memorial Pool District by: _____
Deputy Treasurer

DRAFT
REQUEST FOR PROPOSALS
FOR
THE WILLIAM SHORE MEMORIAL POOL DISTRICT

The William Shore Memorial Pool District (WSMPD) is soliciting proposals from interested parties to provide pool operations to the William Shore Memorial Pool District Board of Commissioners.

Proposals shall include:

- Name of Firm and Qualifications to perform all of the services required.
- Cost proposal for work to be done.
- Name of insurance carrier and coverage amounts.

Scope of Services:

- Advertising
- Clothing / Uniforms
- Develop and Implement Programming
- IS Services, Support and Communication
- Janitorial Services and Supplies
- Laundry
- Management, administration, staffing, and daily operation (based upon the current hours of operations, programming, rates and policies presently in existence) of the William Shore Memorial Pool, under direction of the WSMPD Board of Commissioners.
- Office Supplies / Materials
- Professional Dues
- Teaching Aides
- Training
- Travel
- Water Equipment Training

Other Information:

- The operator shall collect and deposit to their account all income from pool operations based upon the rates established by the WSMPD Board. A statistical breakdown shall be kept of users and dollars received from each program.
- The contractor will be reimbursed by the WSMPD for the difference between the monthly income and the agreed to monthly contract fee.
- The operator shall appoint a liaison through which all communications between the WSMPD Board and the entity shall flow.
- The utilities shall be paid directly by the WSMPD.
- Facility insurance will be paid directly by the WSMPD
- Any new program, which shall incur additional costs, must be approved by the WSMPD.
- The maintenance and applicable supplies of the pool shall be provided by the WSMPD.
- All capital improvements and/or major repairs shall be provided by the WSMPD.
- The contract shall be for a minimum of four years with a six-month requirement prior to the termination of the contract by either party. Annually, the contractor will

DRAFT

be permitted to propose contract price adjustments resulting from direct changes in their costs. These cost changes must be documented and substantiated. Any change to the contract cost must be approved by the WSMPD.

Proposals will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 4:30 p.m., Tuesday, December 1, 2009 at which time they will be opened publicly and read aloud.

Sealed proposals must be clearly marked on the outside of the envelope. "WSMPD Pool RFP"

Financial and operational information may be obtained Monday through Friday, 8:30 a.m. to 4:30 p.m., from Charlie McClain, 227 West Eighth Street, Port Angeles, 360.457.3303.

Submittals received after 4:30 will not be considered.

WSMPD hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS _____ day of _____ 2009

ATTEST:

WSMPD BOARD OF COMMISSIONERS

Tammy Sullenger, Clerk of the Board

Dan Di Guilio, President

c: Department
Tickle

Publish: two consecutive weeks at least 10 days prior to opening

6
9/22/09

Activity Report – William Shore Memorial Pool

- Attendance – August 10th-September 6th
 - Lap Swims – 1102 visits
 - Open & Preschool Swims - 869 visits
 - Facility Rentals - 3 Hours booked
 - Instructional Programs - 129 registrations
 - Water Exercise Classes – 476 visits
- Upcoming Special Events
 - Teen Night – Saturday, September 26th, 7-8:30pm
 - Pun' kin Patch in the Pool – Saturday, October 24, 3-5pm
- Staffing Update
 - 3 staff have left since re-opening, with 3 more leaving before the end of the year. In total 1 Lifeguard, 2 Lifeguard/Swim Instructors, and 3 Supervisors
 - Hiring process conducted
 - 22 Applications Received
 - 20 Interviews Conducted
 - 7 staff hired including 3 Pool Supervisors, 3 Lifeguard/Swim Instructors and one lifeguard
 - Training this week and next week
 - Missing monies
 - \$112 over the course of one week
 - Has since stopped
 - Has been reported to PAPD and they will be conducting interviews with staff
 - Increased safeguards
 - A staff person is always in the office, if they need to leave they lock the cash drawer and take the key
 - 2 staff are always present when cashing out or verifying the till
 - Employees only in the office is being more strictly enforced
- Schedule Changes
 - As of October 5th, weekday opening will happen at the scheduled time of 5:30am
 - Will be consistent with policy
 - Will allow cash to be verified before the doors are opened
 - Will allow for both staff to be in the building and setting up before doors are opened
 - Reduce staff overtime