

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 28, 2010 3:00 – 4:00 p.m.

1  
10/28/10

### 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 3:03 p.m. All Commissioners were present.

#### EXECUTIVE SESSION 3:05 – 3:15p.m.

Craig Miller requested a 10 minute executive session to discuss personnel matters with a possible proposed action to be taken as noted on agenda item 3. The Board went into executive session at 3:05 p.m., executive session concluded at 3:15 and the board reconvened in open session at 3:16 p.m.

RCW 42.30.110 (1) (i) expressly authorize a governing body to convene an executive session for the above-described purposes. The WSMPD Board of Commissioners may recess from this executive session and reconvene in open session in order to take action in connection with one or more administrative and/or substantive matters related to the above-referenced matter. Thereafter, the WSMPD Board of Commissioners may reconvene in executive session based upon the statutory authority set forth above in order to conclude its discussion with legal counsel.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

#### PUBLIC COMMENT – Agenda Items Only

There was no public comment

#### ACTION ITEMS

1 Minutes of August 24, 2010

**ACTION TAKEN:** CPDm to approve as presented, CCKs, mc

2 Vouchers for the Period Ending September 28, 2010

Charlie McClain explained the invoices for the month. He discussed the invoice from the City of Port Angeles which includes supplies and a 15% mark-up. The decision was made the district will buy the supplies and save the 15% cost, Steve Burke will speak to the city to convey they will no longer be purchasing the supplies for the district.

**ACTION TAKEN:** CGHm to approve the vouchers for the period ending September 28, 2010 for a total of \$59,091.47, CCKs, mc

3 Possible Personnel Action

The Interim Pool Director was put on paid administrative leave two weeks ago by chairman, CMC who had the authority to do so under the necessity doctrine. Craig Miller would like for the board to ratify the decision of the chairman.

**ACTION TAKEN:** CGHm to ratify the decision of CMC to place the Interim Pool Director on administrative leave under the necessity doctrine, CMDs, CCK commented that he had the full support and backing of the entire board, CMC abstained from the motion, mc

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Craig Miller shared discussions have been ongoing with the current Interim Executive Director concerning the personnel issue. He received an email stating she would be out of town for the next week to ten days and discussion will continue when she returns.

The finance committee met and discussed the duties that still need to be accomplished in the absence of the director. Their recommendation is a pay increase of \$400 per month for the current supervisors under a temporary duty assignment.

**ACTION TAKEN:** CMDm to approve the recommendation of the finance committee to increase the pay of the current supervisors, Erika Bryant and Leah Gould by \$400 per month for the added temporary duties until a decision has been made regarding the director position, CGHs, mc. CCK thanked Leah and Erika for taking on the added duties and being good team members of the district.

**ITEMS FOR DISCUSSION**

4 Executive Director Search Update

CMC shared that nine applications have been received for the part-time executive director for the WSMPD. CMC, CGH, Charlie McClain and Tom Bock will meet next week to discuss and pick finalists for preliminary interviews. CPD shared that he has confidence in the committee to bring back their top picks to the full board. CMC envisions an interview/hiring process that involves board and citizens advisory committee members, current staff of the pool, users of the pool and citizens. CMC shared they would like to have someone on board by November 1 so the new hire can get up to date and be involved with the budget process for 2011. The clerk has all of the applications if any of the board members are interested in looking through them or giving their input or suggestions.

5 Financial Committee Update

Charlie McClain explained the financial statement ending August 31, 2010 and shared it will take approximately three years to fully pay-off the loan from Clallam County. At the last WSMPD meeting the board approved additional funding for the payroll account and that has worked out the problem of having adequate funds in the account prior to being approved at the next WSMPD meeting.

6. WSMPD Staff Update

Leah Gould shared the staff of the pool have been offered additional training and are working on consistency with customer service. They have also hired additional staff including a new lifeguard and head-lifeguard. The patrons have had positive comments regarding new programs, times the programs are offered and consistency of the staff. She and Patty Riefenstahl will be teaching a lifeguarding certification course in December.

Another accomplishment is the implementation of electronic scanning keycards. This will allow staff to keep a better attendance record of the patrons and will be easier and faster for patrons as they will not have to wait in line to get checked-in.

Erika Bryant shared swimming lessons are going well with an estimated 110 kids signed up for the month and the October registration will begin next week. There is an in-service with the

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swim lessons staff each month to train them and learn from each other about what works and what doesn't.

The decision was made to close the open swim on Tuesday and Thursday and the staff has received negative comments about the closure. Because of the feedback the open swims are now offered every day of the week.

The 4<sup>th</sup> annual Pumpkin Patch in the Pool will be held on Saturday, October 23 from 1:00 – 4:00 p.m. Last year approximately 125 people attended the event. Letters have been sent out to local business' asking for donations and they are hoping to get a lot of community support. The staff dresses up in costume and usually follows a "theme" (2009-Wizard of Oz/2008-Charlie and the Chocolate Factory); this year's theme has yet to be decided.

Another special event was the "End of Summer/Back to School Luau" at the pool that was held on September 10<sup>th</sup> that was attended by over 70 people and was well received. Based on the numbers they are planning on making this an annual event.

The 2010 senior games went really well with more participation and improvements from last year. Both the Port Angeles Swim Club and the Port Angeles High School Swim Team donated their time and equipment to the event.

6 Citizens Advisory Committee Update

Steve Burke said making a pool profitable revolves around swim instruction and affects the lessons line in the budget but also the mission of the pool as the kids want to come back and practice the skills they are learning.

The advisory committee is working with Bob Petty from the City of Port Angeles on the storage needs of the district as much of the storage of the pool is currently filled with items from the City of Port Angeles.

The WSMPD by-laws state there needs to be a capital improvement plan that shows what is happening over a 3-5 year to improve the facility, the finance and advisory committee will be working on a plan.

The City of Port Angeles paid for a redesign of the pool in the 1990's and after looking at the plans there are some very good elements that will save the district time and money. They will be able to adapt the plans to new plans for capital projects for the pool. CGH asked to see a copy of the redesign, Steve Burke email.

7 Structural/Engineer Report Update

Engineers came out to the pool and are currently preparing a report that will be presented at the next WSMPD meeting. They did say the pool is in really good shape and things that need to be addressed are minor.

They will revisit the Energy Services Survey after meeting with the financing committee to take the next steps in taking the survey.

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**PUBLIC COMMENT**

Donna Brown, 1433 W. 10<sup>th</sup> Street, Port Angeles, is currently a water fitness instructor at the pool. She is frustrated that the City of Port Angeles does not allow patrons or staff to park in their lot when many of the City of Port Angeles employees and fleet vehicles park in the back parking lot of the pool. CCK will work with the City of Port Angeles to look into the problem.

**FUTURE AGENDA ITEMS**

Possible special meeting

**NEXT MEETING DATE**


The next meeting will be held on October 26, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

CGHm to adjourn the meeting at 4:18 p.m., CCKs, mc

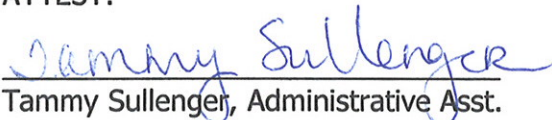
PASSED AND ADOPTED this 26<sup>th</sup> Day of October, 2010

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		