

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

May 25, 2010 3:00 p.m.

1  
6/22/10

### 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.

#### 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

##### Minutes of May 4, 2010

**ACTION TAKEN:** CMDm to approve the minutes of the May 4, 2010, CGHs, mc

##### Resolution Creating Register Fun

**ACTION TAKEN:** CGHm to authorize the chairman to sign the payroll fund resolution pending legal review, CPDs, mc

##### Resolution Creating Payroll Fund

**ACTION TAKEN:** CCKm to authorize the chairman to sign the payroll fund resolution pending legal review, CMDs, mc

##### Vouchers for the Period Ending May 25, 2010

**ACTION TAKEN:** CMDm to approve vouchers for period ending May 25, 2010 in the amount of \$54,880.60, CPDs, mc

##### Proposed Salaries for Pool Employees

A document with proposed salaries was discussed and distributed with input from CMC, Tom Bock, Jayna Lafferty, Charlie McClain Steve Burke and Gary Holmquist. There were originally three structures presented with the proposed structure coming in \$6,000 below the payroll budget that was approved and limit overtime. CPD asked if this proposal would be viewed as a comparable salary to other pools and Jayna answered positively that this structure is comparable to other facilities.

The structure consists of an additional 10% benefit package to be used for benefits as developed by Charlie McClain. CGH shared that initially he did not support this staffing proposal but was assured that a supervisor will be on staff every hour of every day the pool is open. Jayna Lafferty will present a staffing schedule at the June 22, 2010 meeting.

CPD commended all involved for a plan that is coming in \$6,000 under budget. Steve Burke shared that some of the maintenance costs will be covered by the supervisors thus saving the district some money on not using the maintenance staff from the City of Port Angeles.

**ACTION TAKEN:** CPDm to accept the proposed salary schedule, CCKs, mc

##### Financing Agreement with Clallam County

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This is an agreement between the WSMPD and Clallam County that will create a revolving line of credit for payment of the bills of the WSMPD. This will eliminate the method of issuing warrants that is currently used and comes as a request of the Clallam County Treasurer. Craig Miller recommended the board approved this agreement with a change to item 3.4 subsection 1. This change would allow for a prepayment of any or all obligations at any time with no penalty.

**ACTION TAKEN:** CMDm to approve the agreement with a change to 3.4 subsection 1 to add prepayment language, CMD withdrew his motion. CGHm to approve the agreement with a change to 3.4 subsection 1 to add prepayment language and authorize the clerk to sign the agreement, CPDs, mc. CMC and CMD abstained from the vote.

**Interim Contract for Aquatics Director**

The district approved the development of a seven-month contract for the interim Aquatics Director at the May 25, 2010 meeting. A CMC shared there was approval to create a seven month contract. Craig Miller, CMC, and Jayna Lafferty have worked on a contract that has been signed by Jayna. If Jayna Lafferty is let go from the position without cause prior to the seven month contract she will be paid the salaried amount for the full seven month.

**ACTION TAKEN:** CGHm to authorize the board chair to sign the employment contract with Jayna Lafferty, CCKs, mc

**Policy Manual**

Jayna Lafferty shared that some of the information was taken from the current policy manual that is currently in effect. Craig Miller shared this does not currently have any provision to enforce the rules that are put in place with the manual. Craig Miller said that we need to work with the City of Port Angeles Police Department to ensure they will be able to enforce the laws of trespassing as it relates to the policies of the WSMP. Jayna Lafferty shared this has never occurred within her employment at the WSMP. Craig shared that all of the rules are posted in numerous places at the WSMP and have access to the full policy on the web-site and through the employee of the WSMP.

**ACTION TAKEN:** CGHm to approve the policy manual, CPDs, mc

**Employee Handbook**

CMC asked for a removal on page 16 in regards to retirement as the district is going with an ala carte as this is inconsistent with the current contract. Craig Miller shared that currently the only sick leave that is a benefit is general leave that is accrued by Jayna Lafferty. Both sick leave and vacation say "as set by the board" but currently there is no policy to address either in place. Craig Miller shared that we should sign contracts with the salaried employees and will discuss the benefit while the district is working towards hiring the full-time director. CGH asked about section 6.3 and suggested establishing a secure location within the facility. Jayna Lafferty answered she is currently looking at the costs for such a location. CMC thanked Jayna Lafferty, Steve Burke, and the Citizen's Advisory Committee for working so hard bring this together.

**ACTION TAKEN:** CPDm to approve the employee handbook with the removal of section 4.4 and a change in section 6.3 as discussed, CCKs, mc

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**ITEMS FOR DISCUSSION**

**Proposed June 2010 Shutdown Maintenance List (Informational)**

Jayna Lafferty shared the proposed maintenance schedule list with the board. The supervisors will accomplish some of the maintenance items to save the district money. Jayna will be using the shut-down time to train the staff on the new policies, procedures, cash handling, and safety training on the usage of the new pool covers. The goal is to have the WSMP re-open on June 19 with an event called "Celebrate Summer". CMC apologized to the City of Port Angeles for authorizing costs involved in the maintenance list that were not in the budget.

Kent Myers asked about public notification of the closure. Jayna shared signage has been posted at the pool and the press will be notified through a public notice from the City of Port Angeles.

The clerk will complete a list on WSMPD letterhead to be sent to the City of Port Angeles.

**ACTION TAKEN:** CCKm to approve this recommended maintenance list with a \$5,000 limit on expenditures, CPDs, mc.

**Activity/Staff Update**

CCK asked about the telephone number that is currently assigned to the pool. Jayna has been in contact with the City of Port Angeles who would like to keep the pool on the currently used telephone system (with a monthly charge). Jayna feels it may be better to go with an alternate provider who was able to offer the telephone number of 360-417-9767 (WSMP). There will be a public service announcement as well as a forward on the current telephone number to let patrons know of the change. Steve Burke shared the advisory committee is working on brochure that will include all of the new information. He also shared the pool will now be offering Wi-Fi for people to access the internet while at the pool.

Jayna Lafferty shared that approximately 80% of the current staff is planning on returning under the districts' new ownership. Jayna discussed attendance and revenue sharing that it is up from 2009. She discussed the numbers and answered questions from the board. She will be posting the full-time positions at the pool and conducting interviews to get staff on board as soon as possible.

Craig Miller shared that Glenn Cutler has approached the Port Angeles City Council to transfer all of the non-real property upon the district taking over the pool on June 1, 2010.

**ACTION TAKEN:** CGHm to authorize the chairman to sign a letter to the City of Port Angeles to transfer all the non-real property at the pool per the list provided to Jayna Lafferty from the City of Port Angeles for the sum of one dollar (\$1), CMCs, mc. CCK, CPD abstained from the motion.

**Advisory Committee Update**

Steve Burke shared there are some items that have to be postponed that would normally be done. The reason for this postponement is because of budget constraints and will be reconsidered in 2011. The committee has been gathering information about upgrading the building and the pool to current standards. This includes energy, maintenance, and some long-term goals that will be brought to the district at a later date. CPD commended Steve Burke and the citizens' advisory committee as well as Jayna Lafferty for their professional diligence and capacity to complete the work that is needed to complete this process.

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**PUBLIC COMMENT**

There was no public comment

**NEXT MEETING DATE**

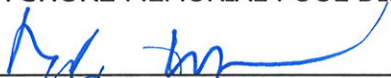
The next meeting will be held on June 22, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

CCKm to adjourn the meeting at 4:02 p.m., CGHs, mc

PASSED AND ADOPTED this twenty-second day of June 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

  
\_\_\_\_\_  
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		