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# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 26, 2013

3:00 p.m.

### COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST

#### CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Pat Downie called the meeting to order at 3:00 p.m. Also present were Commissioners Chapman, Collins, and Doherty. Commissioner Holmquist is excused.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ADD – Policy 312 – Commercial Use of District Facilities.

**ACTION TAKEN: CMCm to approve the agenda as amended, CMDs, mc**

#### PUBLIC COMMENT – Agenda Items Only

No Public Comment

#### ACTION ITEMS

- 1a Minutes of October 22, 2013  
**ACTION TAKEN: CMCm to approve, CBCs, mc**
- 1b Ratification of the October 29, 2013 bill payment in the amount of \$32,860.41  
**ACTION TAKEN: CMDm to ratify, CMCs, mc**
- 1c Ratification of the November 13, 2013 bill payment in the amount of \$21,750.76  
**ACTION TAKEN: CMCm to ratify, CBCs, mc**
- 1d Agreement with McClain and Crouse for accounting services  
CBC asked when the last audit was done. Steve Burke shared the WA State Auditor has completed an audit through 2010. There will be another audit done by the WA State Auditor in the first part of 2014.  
**ACTION TAKEN: CMCm to approve the agreement with McClain and Crouse, CBCs, mc**
- 1e WSMPD advisory recommendation for board commissioner appointment  
Michael Jakubcin, chair of the WSMPD advisory committee addressed the board. The board was provided a packet that explained the process that was used to base their recommendations.  
**ACTION TAKEN: CBC also nominated Gary Holmquist based on the work that he has done and if willing to continue for an additional four years he would like for him to fulfill a second term, CMCs for discussion purposes. CBC voted yes, CMD and CMC voted no. CMDm to appoint **Anna Manildi** as a WSMPD Commissioner beginning January 1, 2014 for the term ending December 31, 2017, CMCs, mc.**  
  
CMDm to authorize the director to prepare a thank you for his service. Steve Burke has spoken with Gary Holmquist and asked him if he is willing to serve on the ad-hoc finance committee. Gary Holmquist agreed to be a part of the finance committee and a memo will be prepared for the chairs signature to this effect.
- 1f WSMPD advisory recommendation for advisory committee appointment

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CMD recused himself from the room. Michael Jakubcin, chair of the WSMPD advisory committee addressed the board with the process that was used to base their recommendations.

**ACTION TAKEN:** CMCm to accept the advisory committee's recommendation of the appointment of **Greg Shield, Mary Doherty, and Todd Clayton** as members of the WSMPD advisory committee, appointing resolutions and terms will be done at the January WSMPD meeting, CBCs, mc. CMD recused himself.

Steve Burke recognized Tom Bock, current advisory board member who addressed the board as the last meeting in this role. Tom thanked all involved and gave a brief history of his involvement from the beginning of the district and thanked all for their dedication. CPD thanked Tom and shared how impressed he was in the role that Tom played. CBC concurred. CMD shared some history about the pool and emphasized the importance of the pool and children learning to swim with the geographic makeup of this area. He thanked Tom for his involvement from the start and carrying through his commitment to date.

- 1g Policy 201 – Mission, Vision, and Core Values  
Steve shared this was recommended by the steering committee.  
**ACTION TAKEN:** CMCm to amend policy 201 – Mission, Vision, and Core Values, CMDs, mc
- 1h Policy 205 – Purpose, Definitions, and General Provisions  
**ACTION TAKEN:** CMCm to approve policy 205 – Purpose, Definitions, and General Provisions, CBCs, mc. CMD asked is telephonic participation should be included in this policy for voting purposes
- 1i Policy 220 – Board and Administration  
**ACTION TAKEN:** This policy has been tabled for a later date.
- 1j Policy 312 – Commercial Use of District Facilities  
**ACTION TAKEN:** CMCm to approve policy 312 – Commercial Use of District Facilities, CMDs, mc

**ITEMS FOR DISCUSSION**

- 2a Executive Director Report  
Steve Burke shared the pool is still undergoing the energy evaluation which will concludes in February, 2014. It is expected that the district will receive the full amount of \$220,000 back from the energy rebate.  
  
Consultants have been brought back to the pool to do some adjustments to the new equipment. With the weather getting colder there are adjustments that have been needed.  
  
The steering committee met recently and is working on a questionnaire and comment document that will be directed to district residents. This would include questions of where the residents feel the next steps are for the pool. Steve shared that information will be brought for the board's approval Jan/Feb. The district includes an estimated 29,000 voting residents and the goal would be to get 1000 responses.
- 2b Financial Report  
Charlie McClain explained the budget and finance report in detail and answered questions from the board.
- 2c Staff Report

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Christi Wojonowski shared the following:

- Over 150 people attended the pumpkin in the pool event. They hope to continue similar events in the future.
- Changes have been made to the aerobics schedule and feedback was received from the patrons. They will continue to smooth out the issues that are faced.
- In December there are a lot of activities at the pool.
- There will be open swims planned during the holiday school closure as well as the City of Port Angeles Parks and Recreation and local daycares.
- There will be a home school swim party in December and also testing a swim event for children with special needs.
- The Lower Elwha tribe is going to purchase \$10,000 worth of passes for approved members of the Lower Elwha Tribe. This amount is in addition to a monthly usage that they are currently paying for.

2d Advisory Committee Report

Greg Shield commented that it is nice that so many people are using the pool. However, some of the regular pool users are getting frustrated for having to wait. He feels it is important to restructure some of the happenings to accommodate the most users of the pool.

**PUBLIC COMMENT**

No Public Comment

**NEXT MEETING DATE**

The December meeting falls on Christmas Eve and has been cancelled. The next regularly scheduled WSMPD meeting will be held on January 28, 2014 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

**ACTION TAKEN: CPD adjourned the meeting at 4:18 pm**

PASSED AND ADOPTED this twenty-eighth day of January 2014

William Shore Memorial Pool District Commissioners



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President

ATTEST:



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Tammy Sullenger, Administrative Asst.

**KEY TO ABBREVIATIONS:**

CBC	Commissioner Brad Collins	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		