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11/23/10

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

October 26, 2010 3:00 – 4:00 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 3:04 p.m. CMC, CMD, CGH and CPD were present. CCK is excused.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

CMC addition - action item 3, resolution commending the Port Angeles High School Girls Swim and Dive Team for another undefeated season and winning the Olympic League Championship

**ACTION TAKEN:** CGHm to approve the agenda as modified, CPDs, mc

#### PUBLIC COMMENT – Agenda Items Only

There was no public comment.

#### ACTION ITEMS

1 Minutes of September 28, 2010

**ACTION TAKEN:** CMDm to approve as presented, CPDs, mc

2 Vouchers for the Period Ending October 26, 2010

Charlie McClain explained the invoices for the month. The bills from the City of Port Angeles have increased by nearly \$1000 per month since July on the cost of chemicals and supplies. He asked that staff be directed to investigate the costs by requesting a detailed statement of the charges and ask that a detailed statement be included in the monthly bill. Leah Gould will look into the costs and get the detailed information.

The Clallam County Treasurer bill is for the interest on the debt that is owed to the county and will be calculated and billed on a monthly basis.

**ACTION TAKEN:** CGHm to approve the vouchers for the period ending October 26, 2010 pending a review of the City of Port Angeles bills by staff of the William Shore Memorial Pool for a total of \$43,944.87, CMCs, mc

3 Resolution 11-2010 - Commending the Port Angeles High School Girls Swim and Dive Team  
CMC read the proclamation and commended the Port Angeles High School Girls Team for their accomplishments in an undefeated season and winning the Olympic League Championships.

**ACTION TAKEN:** CPDm to approve the resolution, CPDs, mc

#### ITEMS FOR DISCUSSION

4 Introduction of Executive Director Finalists

There were nine applications received for the WSMPD Executive Director position with six applicants interviewed. From those interviewed three finalists were selected to continue in the process. CMC introduced the finalists: Steve Burke, Wendy Burwell and Anna Manildi. The commissioners were pleased to have such a strong candidate pool. The next steps will include:

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- Applicants spending a few hours at the pool individually to meet staff and tour the facility
- A special meeting of the WSMPD to meet individually with each applicant
- A public reception will follow the meeting for applicants to meet patrons of the pool, members of the public and speak to staff and board members in an informal setting.

Once a decision has been made a background investigation will be done and contract negotiations will begin. The district hopes to announce a decision on the selection of the Executive Director at the November WSMPD meeting.

5 Financial Committee Update

Charlie McClain explained the financial statements through the month of September. Because of the amount of bills it was the worst cash flow the district has had since taking over the pool. He stated they are expecting tax levy money to come in October and will assist with the cash flow and the financial condition of the district should be favorable at that time.

-2011 Budget

The 2011 budget and levy certification must be approved prior December 1, 2010 for 2011. The preliminary information was included in the agenda packets and will be presented for approval at the November meeting. The finance committee will be meeting prior to the next meeting and will bring a recommendation forward for approval.

-2011 Levy Certification

The preliminary information was presented to the board for discussion and questions. The district is proposing a 0% increase in the levy. The documents will be presented at the November meeting for approval.

6 WSMPD Staff Update

Leah Gould presented a PowerPoint presentation on Pun' kin IN the pool that occurred on October 24, 2010 with over 100 patrons participating. All of the supplies for the event were donated with many local sponsors participating as well as a couple of swimming pool patrons. Staff dressed up in costume following the theme of Peter Pan. There were 105 pumpkins in the pool and over 40 pound of candy as well as prizes and games.

Supervisors are conducting in-service training for the aerobics instructors as well as training the head guards to be instructors. Staff has received preliminary training on teaching the classes and need to co-teach with a current instructor. They also need to present an outline of their workouts to the supervisors, get approval and learn the routine. This will provide additional coverage when needed. They are also offering 2-3 lifeguards trainings every month including reinforcing the lifeguarding and customer service standards.

Leah shared the pool vacuum hose broke which is the fifth extender pole that has broken in the past year (at a cost of approximately \$100 apiece). Leah asked Bob Petty to order an unbreakable fiberglass extender that are less expensive and are expected to last longer.

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Erika Bryant shared there were 120 children that were in October swim lessons and this does not include any private lessons. No lessons have been cancelled due to swim meets (some were cancelled in 2009) and patrons are happy with this change.

Erika is conducting in-service training with the staff once a month and includes training, exercising, skill building and team building exercises. This allows them to learn from each other and help each other with consistency. She explained one of the team building exercises.

The supervisors have eliminated some of the split shifts in the schedule and this will help with the consistency of staff. The patrons who visit the pool daily or weekly will get to know the staff that is working as the shifts are consistent. Leah commended the lead guards that have been very flexible during the transition of the schedule and have attended all of the trainings that are being offered.

Leah Gould and Erika Bryant (WSMP Supervisors) have both been certified as pool operators after attending the two-day course. This allows them to have a better understanding of what type of chemicals to utilize in the pool and when. The training taught them the appropriate math figures, volumes and measurements to use to keep the chemicals in the pool at a level that is in line with Washington State standards. In the past they have relied on the maintenance staff of the City of Port Angeles to give them the product and amount to correct any problems and can now do it in-house.

Leah asked about additional courses they feel would benefit the current staff at the pool. CMC shared that this is something that will be addressed when the Executive Director is hired.

Leah introduced head guard Breanna Martin who has been employed at the pool for four years.

7 Citizens Advisory Committee Update

Steve Burke shared the preliminary review of the structural survey of the pool has been received and the citizen's advisory committee will be reviewing the report to present to the board. The engineering company has offered to present the results at an upcoming board meeting. CMC shared he would prefer to receive the written report in December and have discussion of the results with the engineers at the January meeting after an Executive Director has been hired.

The survey shows the overall prospective of the pool is good with some additional capital improvements. Heating, ventilation and air conditioning (HVAC), plumbing and the filter system are some of the issues that will require repairs and upgrades in the future. The report will give some options of the things that need improvement at the swimming pool.

He also shared that William Shore Memorial Pool District is now on Facebook and is looking for "friends". This automatically feeds from the William Shore Memorial Pool web-site and is another way to get the information about the pool out to the community.

**PUBLIC COMMENT**

There was no public comment.

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**FUTURE AGENDA ITEMS**

2011 Budget  
Tax Levy  
Executive Director Position  
Engineers report for discussion

**NEXT MEETING DATE**

The next meeting will be held on November 23, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

CMC adjourned the meeting at 4:02 p.m.

PASSED AND ADOPTED this 23<sup>rd</sup> Day of November, 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		