

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

May 24, 2011

3:00 p.m.

6/28/11

COMMISSIONERS

MICHAEL CHAPMAN, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST, CHERIE KIDD

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CCK called the meeting to order at 3:02 p.m. CMC, CPD, CCK CMD and CGH were present.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CCKm to approve the agenda with the next meeting date changed to June 28, 2011, CGHs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

- 1 Minutes of April 26, 2011
ACTION TAKEN: CPDm to approve the minutes, CMCs, mc.
- 2 Ratification of bill payment in the amount of \$41, 202.73
Steve Burke answered questions from the board.
ACTION TAKEN: CMCm to ratify the bill payment in the amount of \$41,202.73, CGHs,
- 3 Bookkeeping Proposal from McClain, Crouse & Co
Steve Burke explained the proposal brought forward from McClain, Crouse & Co. This proposal will increase his fees from \$800 per month to \$1050 per month and incorporate bookkeeping into the services provided by McClain, Crouse & Co. This proposal has been approved by the financial committee.
ACTION TAKEN: CMCm to approve the engagement letter (bookkeeping proposal) from McClain, Crouse & Co, CPDs, mc
- 4 Policy 450 - Workplace Harassment Prevention
Steve Burke explained all of the policies presented and answered questions from the board.
ACTION TAKEN: CMCm to approve policy 450 – Workplace Harassment Prevention, CGHs, mc
- 5 Policy 451 – Workplace Violence Prevention
ACTION TAKEN: CMCm to approve policy 451 – Workplace Violence Prevention, CGHs, mc
- 6 Policy 452 – Federal Family Medical Leave Act
ACTION TAKEN: CMCm to approve policy 452 – Federal Family Medical Leave Act, CPDs, mc
- 7 Policy 453 – American Disabilities Act
- 8 **ACTION TAKEN:** CPDm to approve policy 453 – American Disabilities Act, CMCs, mc
- 9 Policy 454 – Drug Free Workplace Act
ACTION TAKEN: CGHm to approve policy 454 – Drug Free Workplace Act, CMCs, mc

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ITEMS FOR DISCUSSION

10 Executive Director Report

- Steve Burke shared the pool had a near drowning incident (passive rescue) on May 1, 2011. The lifeguard Cassidy rescued the child from the water and performed CPR to resuscitate the child. The child is doing well and has returned to school. An after action review was conducted and will be talked about in the staff report.
- As part of the energy upgrade the energy usage for the facility over the last two years has been pulled and they are going to be putting energy meters on certain items at the facility to monitor the usage.
- A new automatic vacuum system has been installed that will save money as there are no labor costs associated with the system.
- Steve Burke is in negotiations with Peninsula College to start an aquatics specialty certificate class. This will allow those with the certificate to take the certification with them and will help them be competitive in getting a position at any aquatics center.
- A new ADA ladder has been put into the pool and allows a secondary ADA access point into the pool. This puts the pool ahead of the curve with new laws that will be taking effect in the coming years.
- Steve Burks thanked Cherie Kidd for 20 new radio spots highlighting the programs that are offered at the pool.
- CMD asked if it would be appropriate for the board to write a letter to the lifeguard that saved the minor child in the near drowning accident. Steve Burke will prepare a letter for signature.
- CMD asked about the hotel partnership program status. Steve shared they are in the beginning stages of contacting the local hotels and will bring an update back to the committee in June.

11 Budget and Finance Report

Charlie explained the budget and financial report in detail. He congratulated the board on being in the black for the first time since the creation of the district. Charlie will present a revised budget in June to have a projection of where the district will be at the end of the year.

12 Staff Report

Leah Gould shared the following:

- A head guard that was previously employed at the pool is coming back for the summer season beginning in June.
- The pool is currently advertising the following positions: one head guard, lifeguards, aerobic and swimming instructors.
- The pool is now offering a water balance class that began last week.
- They have hired a new aerobics instructor, Morgan Gustafson.
- The synchronized swimming class is gaining popularity.

Erika Salgado shared the following:

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- Vacuuming is now being done every night instead of every few nights. What used to take 45 minutes to set-up, vacuum and break-down will now take approximately 10 minutes.
- There will be a new email newsletter on a monthly basis. This will allow updates to the patrons and those who visit the web-site.
- Supervisor log book – for supervisors and head guard staff. This is a book that they can write down anything that happened during their shift. It can be good, bad or information they want to make sure everyone is aware of.
- Erika talked about the near drowning incident. They met with all staff members that were on duty individually and as a group. They were commended by some of the patrons that were present during the accident.
- CMD asked about logging incidents at the pool. Leah shared the newly implemented supervisor log book is more of a resource book for staff members. An incident report is used by all staff members if there is any danger to staff or patrons of the pool including administering a band-aid.
- Dan Wonderly shared that Steve Burke is working with Richard Bonine to set-up a “dog day” at the outside pool located on the south-side of the pool. If the event is approved all of the proceeds from the first event will be donated to the Shane Park fundraiser.
- The facility will be closed June 4 & 5 to conduct cleaning training for all staff as well as an all-staff meeting. Also during that time there will be an aerobic in-service for those who want to be certified in teaching aerobics.
- Staff members from the pool will be participating in the 2011 Olympic Discovery Trail marathon with each person running/walking a 4-5 mile leg of the marathon.

13 Advisory Committee Report

There was no report from the advisory committee.

PUBLIC COMMENT

Lorraine Arruda, Elizabeth Place, Port Angeles, has been involved with water aerobics and walking for the past two years. She feels there is not enough space for the walkers and aerobic class because of the lap swimmers. She noted that during the water walking class most of the lap swimmers are senior citizens who are paying the senior fees and she does not feel that is fair. She feels the range of motion guidelines of the water walking class is being impacted. She feels that because the class is confined to 2 lanes that the fees should be adjusted accordingly.

Steve Burke addressed the questions posed by Ms. Arruda and the board offered some alternative ideas.

Diane Wernett, 3714 S. Mt Angeles Road, Port Angeles, expressed that she felt the new ADA ladder has really helped for another access point to the tool. She also shared in the water aerobics if there is

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more than 12 people an additional lane is opened up to accommodate the number of people in the class.

NEXT MEETING DATE

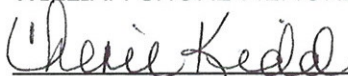
The next meeting will be held on June 28, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CCK adjourned the meeting at 4:10 p.m.

PASSED AND ADOPTED this 28thnd Day of June, 2011

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Cherie Kidd, 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		