

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS MEETING MINUTES

City of Port Angeles Council Chambers
321 E. 5th Street, Port Angeles, Washington
June 24, 2009 at 2:30 p.m.

CALL TO ORDER / ROLL CALL

Meeting was called to order by Chair Di Guilio at 2:30 p.m. Commissioners attending: Chair Dan Di Guilio and Vice-Chair Mike Chapman. Commissioner Cherie Kidd present by conference call with Commissioner Mike Doherty joining the meeting by conference call at 2:41 p.m.

City and County Staff present: City Attorney Bloor, County Administrator Jones, Public Works & Utilities Director Glenn Cutler, Finance Director Yvonne Ziomkowski, Pool Manager Jayna Lafferty and Executive Communications Coordinator Teresa Pierce. City Manager Kent Myers by conference call.

PLEDGE OF ALLEGIANCE – led by Commissioner Chapman.

INTERVIEWS & APPOINTMENTS

Public Board Member Position - Candidates for the public board position are Tom Bock, Gary Holmquist and Greg Shields. Tom Bock was not available to attend the interview. Chair Di Guilio invited both candidates to come forward and Shields and Holmquist were interviewed together.

Candidates provided their background and involvement with the pool and reasons they were interested in the position. Chapman informed the candidates that they might be required to file a public disclosure statement with the State. Both noted that they were aware of this and were willing to file if necessary.

Commissioner Kidd asked what the term of office would be. Chair Di Guilio responded that the term would be to the end of the year. The candidates responded that they were aware of the length of term of office.

Vice Chair Chapman thanked both candidates for applying. Chapman moved to appoint Gary Holmquist as the Public Board Member for the William Shore Memorial Pool District. Commissioner Kidd seconded. Motion passed unanimously.

ADMINISTRATION OF OATH OF OFFICE - Oath of office administered to all 5 board members by Attorney Craig L. Miller.

Legal Counsel Services – Craig L. Miller submitted a proposal for professional legal services at the rate of \$175 per hour for assigned and necessary legal duties, with the contract terminable at will. Attorney Miller has provided services to SARC and is familiar with municipal law. Vice-Chair Chapman moved to accept contract as proposed. Commissioner Kidd recused from the vote citing that she had retained Miller for personal legal services. Commissioner Holmquist seconded. Motion passed

unanimously. Attorney Miller stated that he has reviewed the documents in the packet and is prepared to give the board legal counsel today.

Financial Services – Proposal for financial services was received from Charlie McClain of McClain, Crouse & Co., P.S. McClain spoke to the board outlining his services and fees, and experience with junior taxing districts. Vice-Chair Chapman moved to accept contract as proposed. Commissioner Kidd seconded. Motion passed unanimously. McClain stated that he has reviewed the packet and is prepared to offer financial consultation today.

Clerk Services – County Administrator Jim Jones presented the proposal for Clerk Services from the County. The contract includes a defined scope of work as outlined in the proposal. Services would be provided out of the Commissioners' office between two of their staff persons who are certified municipal clerks. The rate would be at \$33.00 per hour for clerk services, plus reimbursement for other expenses such as travel and training. Commissioner Kidd requested to strike the words "and computers" from the contract. Attorney Miller requested to add "document management" to the contract to ensure proper record management and further noted that a public records officer will need to be appointed at a later date.

Motion made by Commissioner Holmquist to accept the proposal for clerk services from Clallam County. Commissioner Kidd seconded. Motion passed unanimously with Doherty and Chapman abstaining.

REQUEST FOR MODIFICATIONS / APPROVAL OF AGENDA - Vice Chair Chapman moved to accept the agenda as presented. Chair Di Guilio seconded and motion passed unanimously.

APPROVAL OF MINUTES FOR JUNE 3, 2009 - Vice Chair Chapman moved to accept the minutes as presented. Commissioner Kidd seconded. Motion passed with Commissioners Doherty and Holmquist abstaining.

GENERAL PUBLIC COMMENT - None.

CONSENT AGENDA – None.

REPORTS & PRESENTATION – Staff Report by Jayna Lafferty, Pool Manager

Pool Manager Jayna Lafferty presented a staff report outlining when the pool will close for maintenance. New pool drain covers will be installed. Lafferty described the major projects that will be done while the pool is closed, plus other items of regular maintenance, along with staff and lifeguard training. Pool will reopen on August 1.

Vice-Chair Chapman asked about the contract with the Swim Club. This contract expires in August. Director Cutler reported that contract terminations had already been sent to the School District and Swim Club and recommended that new contracts be between the WSMPD and those groups. Attorney Miller will review the contracts. Attorney Miller recommended that the pool rules and procedures be provided to the Board for their review. Lafferty will email the information for distribution to the board. Commissioner Doherty suggested the Board taking a tour of the pool facility as individuals or as a group.

Commissioner Kidd asked Lafferty for ideas to increase attendance at the pool. Lafferty responded that revisions to the lesson schedule were in process, contact had been made with the College, and additional special events would be scheduled. Lafferty noted that when the pool fees are the same across the board, for both County and City residents, this may encourage more people in to use the pool.

CONTRACTS & AGREEMENTS

Consideration of contract for services with City of Port Angeles to operate and maintain the Pool for up to six months and transfer of property to WSMPD.

Attorney Bloor explained that this is a basic contract to allow the City to continue to operate the pool in much the same way as it has while the District is still becoming organized. This contract will allow the pool to remain open and operational with the District promising to pay for these services until the end of the year. The contract can be terminated with convenience so if the District wants to take over full operation before the end of the year – the contract can be terminated at any time.

Attorney Miller said that property insurance needs to be in place before the District should accept the property. Attorney Bloor added that the City would not want the District to accept property without proper insurance being in place. McClain asked for the Board's preference on whether the 5% repair and expenditure amount would be of the monthly or annually budget. Discussion continued on expenses being typical or considered as major repairs and how those expenses would be covered.

Finance Director Ziolkowski stated that the budget would also have to be approved by the City Council. The budget includes estimates in a very conservative basis and also includes donations. City Manager Myers clarified that monthly expenses for the pool vary greatly, especially in July when the pool is closed. Attorney Miller stated that he was comfortable with the Board signing the contract. Vice-Chair Chapman moved to accept contract. Commissioner Kidd seconded. Motion passed unanimously.

Approval of the Quit Claim deed was tabled for the moment, pending discussion on property insurance.

ADMINISTRATION

Liability & Property Insurance – City Human Resources Manager Bob Coons outlined the property and liability insurance from WCIA. WCIA can provide coverage retroactively to June 3, 2009. Insurance is the same that the City has had for the last 20 years.

Lisa Roberts, Risk Services Manager for WCIA offered additional information. Coverage would be through the end of December at a cost of \$5000 for general liability, errors and omissions. Payment would not be due until the end of August for a total of \$8322.00 for both liability and property insurance. Roberts outlined the expectations and requirements of the contract with the WCIA including that one board member of the WSMPD be designated as a delegate and will be then be required to attend certain meetings and two trainings provided by WCIA.

Vice Chair Chapman moved to join the WCIA authority in the amount of \$8322.00. Commissioner Kidd seconded. Motion passed unanimously with the Chair authorized to execute the contract. Chair Di Giulio immediately signed the agreement with coverage retroactive to June 3, 2009.

Quit Claim Deed. Vice Chair Chapman moved to sign the Quit Claim Deed with the transfer being effective as of the date of recording. Commissioner Holmquist seconded. Motion passed unanimously.

Threshold of Repairs. Vice Chair Chapman moved to authorize the Board Chair as the point of contact for the City in the event of the need of an emergency repair and to allow for the Chair to approve repairs of up to \$5,000. Commissioner Kidd seconded. Addendum to the motion included that should the Chair not be available the Vice Chair would serve in that capacity. Motion passed unanimously.

BIDS AND AWARDS – NONE

BUDGET - Budget development and potential loan sources

Budget

Finance Director Ziomkowski reported that the election costs should not be included in the budget, and also wished to add \$10,000 to the budget for possible contingencies. Total budget would then be adjusted to \$582,160 and the District portion is estimated at \$280,039 for a new total of \$582,160 for expenditures. Revenues are estimated at this time based on historical revenues. \$281,000 would be needed to be provided by the District to cover expenses for the rest of the year. This amount is only for City operational costs. Total costs would be \$340,000 for the next six months for all operational, insurance and administrative costs.

Loan Proposals

Three proposals have been received. Director Ziomkowski outlined each proposal. McClain has reviewed all proposals and recommended the Board seek the lowest costs possible and with the flexibility provided by the County, he recommended Board approval of the County's proposal.

Commissioner Kidd moved to accept the Clallam County's proposal for a line of credit. Commissioner Holmquist seconded. Motion passed unanimously with Chapman and Doherty recusing themselves.

Election costs - billing for this, and other expenses, will be included in the next month's meeting.

NEXT MEETING DATE

Determination was made to hold meetings on the 4th Tuesday of the month at 3:00 p.m. Next meeting July 28th at 3:00 p.m. in the Clallam County Commissioner's Board meeting room.

Touring the Facility - Kent Myers suggested touring the Sequim Pool. Vice Chair Chapman suggested tours being made available not as a Board, but as individual schedules allow. Lafferty will make herself available for individual tours of the facility.

Transition Time Line - City Manager Myers would like to present a draft schedule to the Board to provide for the complete transition over the next six months, with a time-line for such things as by-laws, budget, staffing, etc. Myers will provide a draft schedule at the next meeting.

Citizen Advisory Committee - Interviews will be conducted at the beginning of the next meeting.

By-Laws - Attorney Miller suggested that a draft of the by-laws be started immediately by a subcommittee with presentation of the first draft at the next meeting. Vice Chair Chapman and Chair DiGuilio volunteered to begin that process.

ADJOURNMENT

Vice-Chair Chapman moved to adjourn the meeting with Commissioner Kidd offering the second. Motion passed unanimously. Meeting adjourned at 4:19 p.m.

Dan Di Guilio, Chair

Teresa Pierce, City of Port Angeles
Executive Communications Coordinator