

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

April 26, 2011

3:00 p.m.

1
5/24/11

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 3:04 p.m. CMC, CPD, CCK and CMD were present. CGH is excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMDm to approve the agenda, CGHs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

1 Minutes of March 22, 2011

ACTION TAKEN: CPDm to approve the minutes, CMDs, CGH abstained, mc.

2 Ratification of visa payment in the amount of \$8,296.88
Steve Burke answered questions from the board.

ACTION TAKEN: CMCm to ratify the credit card payment for the amount of \$8,296.88, CGHs, mc

3 Ratification of bill payment in the amount of \$55,281.20
Steve Burke answered questions from the board.

ACTION TAKEN: CMCm to approve the vouchers for the period ending March 22, 2011 totaling \$55,281.20, CMDs, mc

4 District Notice of Public Records Index and Copying Facilities Resolution
Steve Burke explained RCW 42.56.070 and the requirements involved.

ACTION TAKEN: CGHm to approve the District Notice of Public Records Index and Copying Facilities Resolution, CPDs, mc

5 Ameresco Quantum Energy Audit Fee Proposal

Steve Burke introduced Doug Kilpatrick from the Department of General Administration. He explained the energy conservation measures they are looking at and what priority of savings each will have. They will now establish a plan on how to accomplish the energy services proposal which will include a maximum project cost and estimated energy savings.

Doug also explained the financing options with the energy conservation measures as well as rebates that may be available. Steve Burke shared there were 14 agencies that submitted bids for this project and Quantum was chosen because they had the most recent and up to date energy work with pool facilities. CMC shared the finance committee has a recommendation to move ahead with this proposal.

ACTION TAKEN: CPDm to approve the Ameresco Quantum Energy Audit Fee proposal for a total of \$14,640, CGHs, mc

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- 6 Policy 450 - Workplace Harassment Prevention
ACTION TAKEN: This item was postponed to the May meeting.
- 7 Policy 451 – Workplace Violence Prevention
ACTION TAKEN: This item was postponed to the May meeting.
- 8 Policy 453 – American Disabilities Act
ACTION TAKEN: This item was postponed to the May meeting.

ITEMS FOR DISCUSSION

- 9 Executive Director Report
- Steve Burke explained that we are pretty heavy on the budget from the shut-down costs.
 - He has started contacting the local hotels to offer them a program to allow their patrons to use the pool and any classes that are offered for one dollar per room per month. This does not have any effect on the staff of the pool and could potentially bring in some extra revenue.
 - The pool has begun to offer a water balance class in conjunction with Olympic Medical Center. This class is to help with balance mostly in the elderly as sometimes the elderly people get off balance and momentum may cause them to fall and potentially get hurt.
 - The staff at the pool is very stable and has been working hard with training that is nearly complete for the year.
 - Nearly 200 children from the community attended the Eggstravaganza event at the pool. There were many donations from local businesses.
 - There is now a birthday party area at the pool that has a tiki theme. You can also reserve 4 tables and 12 chairs for \$20/hr.
- 10 Budget and Finance Report
Charlie shared there were quite a few expenses including building up inventory and purchases chemicals. There was a finance meeting last Thursday and it was decided that the bills will be paid twice a month to make sure they are paid on bills are paid on time. The budget report layout will be changing next month and you will be able to see what has happen and what is expected to happen in the future, the comparable report will still be included. Charlie will be taking over the bookkeeping of the district and will be asking approval for an increase of cost from \$800 to \$1050 per month.
- 11 Staff Report
Was included in the Executive Director Report.
- 12 Advisory Committee Report

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Greg Shield shared the advisory committee has met with some architects to discuss the items that will need to be done at the pool.

PUBLIC COMMENT

There was no public comment.

FUTURE AGENDA ITEMS

Policy 450, 451 and 453
Proposal from McClain, Crouse & Co, PS

NEXT MEETING DATE

The next meeting will be held on May 24, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CCK adjourned the meeting at 4:27 p.m.

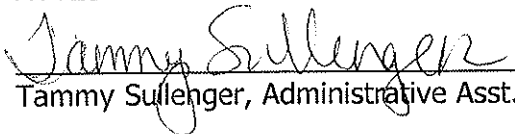
PASSED AND ADOPTED this 28thnd Day of April, 2011

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		