

AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

City of Port Angeles Council Chambers

Port Angeles, Washington

July 28, 2009 – 2:30 p.m.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

APPROVAL OF MINUTES – June 24, 2009 meeting

GENERAL PUBLIC COMMENT – Please limit comments to three minutes. Members of the public wishing to comment at the public meeting are asked to provide their name and address. The Chair may limit the comment period to 3 minutes for each speaker subject to Board concurrence.

CONSENT AGENDA – Any Commissioner may remove items for discussion - NONE

REPORTS AND PRESENTATIONS

- a. Staff Report by Jayna Lafferty, Pool Manager
- b. Financial Report
- c. 2009 Budget (Trina Nevaril)

CONTRACTS AND AGREEMENTS

- a. Port Angeles Swim Club
- b. Port Angeles School District
- c. Line of Credit

BIDS AND AWARDS - None

ACTION ITEMS

- a. Appointment of President and Clerk
- b. Develop Contact List
- c. By-Laws (Craig Miller)
- d. Indemnification Resolution for Board and Staff (Craig Miller)
- f. Approval of Bills

ITEMS FOR DISCUSSION

- a. Critical Path and Time Frame for Board Actions (Kent Myers)
- b. Fee Structure for Pool Users (Jayna Story)
- c. Pool Activity Report (Jayna Story)
- d. Distribution of Board Packets

NEXT MEETING DATE - To be determined (Discussion and action)

ADJOURNMENT

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

Activity Report – William Shore Memorial Pool

- Lap Swims - 7366 visits
- Open & Preschool Swims - 6273 visits
- Facility Rentals - 107 Hours
- Instructional Programs
 - 6 sessions of Group Lessons
 - Parent/Child – 64 registrations
 - Preschool – 267 registrations
 - Youth Level – 221 registrations
 - Private lessons – 102 classes scheduled
 - Diving lessons – 11 registrations
 - Teen/Adult Lessons – 5 registrations
 - Triathlon Swim Clinic – 5 registrations
 - American Red Cross Lifeguard Training Courses – 12 participants certified
- Water Exercise Classes
 - Shallow Water Aerobics – 1038 participants
 - Deep Water Aerobics – 589 participants
 - Water Walking – 1352 participants
- Special Events
 - Teen Night – 59 participants
 - St. Patrick's Day Treasure Hunt – 36 participants
 - Egg Hunt – 129 participants
 - Picnic @ the Pool – 100 participants
- Total Attendance (January 2nd – July 3rd, 2009) - 25,092
- Maintenance Closure
 - Completed
 - Installation of pool drain covers
 - Clean trough
 - Scrub pool basin
 - Patch pool basin
 - Paint pool basin
 - Remove loose sealer from expansion joints
 - Acid etch-pool basin
 - Replace grout in lane markers, trough, etc.
 - Repair leaking pipe
 - Replace bulbs - underwater lights
 - Replace bulbs - overhead lights
 - Repair lane lines sockets
 - Overhaul dive board stand
 - Touch-up doors, trim as needed
 - Clean lockers, touch-up paint
 - Replace men/women's stalls and partitions
 - Check and repair showers, faucets and toilets
 - Clean shower drains
 - Clean chlorinator
 - Check handrails
 - Scrub gutter tiles
 - Replace faucets in locker room
 - Scrub sauna
 - In Process
 - Grease Supertensioners
 - Paint manifold, rails, and steps in filter pit
 - Clean D.E. filters

- Touch-up paint outside of building
- Check roof drains
- Repair 4" water line
- Add safety chains to overhead doors in concession area
- Clean and repair hairdryers
- Clean all stainless steel
- Paint wire containers
- Paint walls
- Replace window glass
- Replace emergency light fixtures
- Take inventory and order needed supplies
- Upcoming Programs and Events
 - Celebrate Summer – Saturday, August 1st from 1-4pm
 - August 2-September 7 schedule (attachment)
 - Swimming Lessons begin the first week of August
 - Diving lessons – August 9-30
 - Lifeguard Training Course – August 10-14
 - Swim Clinic – Sunday, August 16
 - Pun' kin Patch in the Pool – Saturday, October 24

Fee Scale – William Shore Memorial Pool

- Current City Structure
 - Attachment
 - Eliminate Non-Resident Fees
- Pass discounts
 - Current
 - 3 month passes – 28-33%
 - 6 month passes – 39-45%
 - Annual passes – 60-65%
 - Suggested
 - 3 month passes – 25%
 - 6 month passes – 35%
 - Annual passes – 50%
- Family Admission
 - Up to 6 members living in the same household
 - \$13.00
- Private Lessons
 - Current
 - \$22/half hour
 - Low attendance
 - Suggested
 - Private lessons \$14 per half hour
 - Semi-Private lessons \$18 per half hour

Contracts – William Shore Memorial Pool

- Port Angeles School District
 - Current Contract
 - Pool Usage
 - Lanes 1-6 and the dive well for practices
 - 3-5pm Monday through Friday
 - 9-11am Saturdays
 - Entire facility for swim meets
 - Lanes 5 & 6 for swimming lessons

- 12:45-1:30 Monday through Friday
 - Contract Terms
 - Year-to-year contract until terminated (120 days notice)
 - Fees can be modified by Jan 1st each year
 - Billing is done at the end of the academic year
 - Facility use fee \$7 per class/event
 - Swim Team - Lifeguard's hourly wage plus 10%
 - Swimming Lessons - \$25/hr for a WSI certified Instructor
- Suggested Changes
 - Pool Usage
 - Swimming lessons to be determined by the instructor based on student need and pool availability
 - 12:45-1:30 Monday through Friday
 - Contract Terms
 - 2 billing dates
 - End of the calendar year (December 31)
 - End of the academic year (June 30)
 - Swim Team
 - \$35.00/hr for practices
 - \$40.00/hr for swim meets (penalty for finishing outside allotted time)
 - Swimming Lessons
 - \$4.50/half hour for lessons per student
- Port Angeles Swim Club
 - Current Contract
 - From September 1 through the day after the end of the academic instruction year
 - 5:30-6pm 4 lanes
 - Monday through Friday
 - From the day after the end of the academic instruction year until July 31
 - 6-7pm 5 lanes
 - from 3:30-7pm 6 lanes
 - Monday through Friday
 - Practices - \$25/hr
 - Swim Meets - \$40/hr
 - Suggested
 - From September 1 through the day after the end of the academic instruction year
 - 5:00-6:45pm lanes 1-5
 - Monday through Friday
 - From the day after the end of the academic instruction year until July 31
 - 3:00-6:45pm lanes 1-5
 - Monday through Friday.
 - Swim Meets - \$40.00/hr
 - Option #1- \$5.00/hr per lap lane (up to 5 lanes are available)
 - Option #2 - \$26.00 per month for each active swim club member
 - Other Proposed Changes
 - Rollover clause
 - Sept 1 to July 31 contract
 - No in-kind services

Sullenger, Tammy

From: Jones, Jim
Sent: Wednesday, July 22, 2009 4:39 PM
To: 'Dan DiGuilio'; Chapman, Mike
Cc: Sullenger, Tammy; Scott, Judy
Subject: WSMPD Line of Credit

Gentlemen,

Clallam County has not been able to timely create adequate loan documentation needed to satisfy the terms and conditions of our bid in response to your RFP for an operating line of credit. Legal counsel is not comfortable using sample documents prepared for other MPD's as, once again, the unique governing structure of the WSMPD, along with the lack of voter approval for a bond and payment for bond counsel support has made the process of creating original documents problematic at the very least. We do have a solution, however: Clallam County Policy # 522 - Issuing Registered Warrants (attached), does allow the Treasurer an approved process to cover payment of any Jr. Taxing District's bills, without the need for additional contractual language. The interest cost to the WSMPD (State Pool Rate plus 1.5%) is lower than our bid was (5-year T Bill plus .5%) and the process can work very easily for the few monthly bills we expect you will send for payment, at least for the next several months while the City is contracting with you to run the pool. It will clearly buy us all time to satisfy your needs, and to also determine how best to proceed in the future. Judy Scott (our Treasurer) and I would be happy to come to your next board meeting to answer any questions you might have about this process.

Jim Jones, Jr.
Clallam County Administrator



522 Registered
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Table of Contents

**ISSUING REGISTERED WARRANTS
Policy 522**

.1 PURPOSE 1

.4 GENERAL PROVISIONS 1

4.1 REGISTERED WARRANTS – WHEN ISSUED..... 1

4.2 NOTIFICATION 1

4.3 INTEREST AND MATURITY..... 2

4.4 ISSUING REGISTERED WARRANTS – PURCHASE BY COUNTY 2

 (1) *Purchase of Registered Warrants by the County*..... 2

 (2) *Limitations on Purchase*..... 2

 (3) *Letter of Understanding and Promissory Note to be Required*..... 2

4.5 ISSUING REGISTERED WARRANTS – NOT PURCHASED BY COUNTY 3

4.6 EXPIRATION OF REGISTERED WARRANTS 3

APPENDIX A – SAMPLE OF REGISTERED WARRANT PROCEDURE 4

APPENDIX B – SAMPLE REGISTERED WARRANTS INFORMATION FORM 5

APPENDIX C – SAMPLE TREASURER PROCESS FOR REGISTERED WARRANTS..... 6

APPENDIX D – SAMPLE LETTER OF UNDERSTANDING..... 8

APPENDIX E – SAMPLE PROMISSORY NOTE..... 9

ISSUING REGISTERED WARRANTS

.1 PURPOSE

The purpose of this policy is to:

- Establish guidelines for the issue and processing of warrants for junior taxing districts that have negative fund balances.
- Establish criteria for the purchase of registered warrants by the Clallam County Treasurer.

.4 GENERAL PROVISIONS

4.1 Registered Warrants – When Issued

Registered warrants will be issued by the County in accordance with RCW 39.56 whenever warrants are issued on a fund managed by the County Treasurer that either has a current negative balance in excess of \$50,000, or has a second consecutive month end negative balance, whichever occurs first.

4.2 Notification

It is the responsibility of the County Treasurer to monitor County operational funds to ensure sufficient funds exist to redeem warrants issued. The County Treasurer shall notify the County Administrator and Auditor's Chief Accountant when the balance in a County operational fund becomes negative.

It is the responsibility of junior taxing districts to monitor balances in their funds and to anticipate cash flows causing their fund balances to become negative. Junior taxing districts shall notify the County Treasurer when they anticipate negative balances in funds managed by the County Treasurer.

Whenever the County Treasurer determines that the fund balance of a junior taxing district is negative and meets, or is anticipated to meet, the criteria requiring the issuance of registered warrants, the County Treasurer shall notify the district both telephonically and in writing. If, after discussion with the district, it is determined that registered warrants are required, the County Treasurer will require, at a minimum, the following information, in writing, from the district prior to the issuance of registered warrants:

- a. Completion of an Information Form provided by the Treasurer.
- a. The reason for the shortfall of funds.
- b. A detailed plan to return the fund to a positive balance and the date the district expects to return to a positive balance. The plan should include future revenues,

expenditures, and fund balances month by month until the expected date the fund will return to a positive balance.

4.3 Interest and Maturity

After analysis of the district's financial plan and determination on whether the County will purchase the registered warrants, the County Treasurer shall determine the interest rate and maturity date. The interest rate shall be established at the current state pool rate plus 1.5 percent.

4.4 Issuing Registered Warrants – Purchase by County

Registered warrants will be issued by the County Treasurer upon completion of the requirements above. Registered warrants may be purchased by the County in accordance with this policy.

(1) Purchase of Registered Warrants by the County

At the discretion of the County Treasurer, registered warrants may be purchased from the Treasurer's Cash Fund. Prior to determining whether to purchase warrants, the County Treasurer shall analyze the district's financial data including but not limited to:

- a. Tax Revenue and Liquidity Analysis – Cash flows will be analyzed to determine income streams and spending needs.
- b. The district's financial plan to return to a positive balance.
- c. Long-term Assets – Does the district have assets that can be held as collateral?

(2) Limitations on Purchase

The Treasurer may purchase up to the lesser of \$500,000 or 90 percent of the district's expected monthly revenue for the following month. Any purchase by the County Treasurer must be able to be paid by the district on or before the 1st working day of the following month. The County Treasurer may not purchase registered warrants without the approval of the County Finance Committee if the amounts exceed the above limitations and/or the district's negative fund balance is in excess of 90 percent of the revenues expected during the next calendar month.

(3) Letter of Understanding and Promissory Note to be Required

Prior to the purchase of warrants under this policy, the district shall approve and sign a Promissory Note and a Letter of Understanding, samples of which are

provided in Appendix D and E. Upon completion, the Treasurer is authorized to transfer the agreed amount of funds to the district's account.

4.5 Issuing Registered Warrants – Not Purchased by County

Prior to the issuance of registered warrants not purchased by the County the district shall be required to approve and sign a Letter of Understanding, a sample of which is provided in Appendix D or this policy. Prior to release of registered warrants, the district is required to deliver those warrants not purchased by the County to the County Treasurer. The County Treasurer shall stamp the warrants indicating that they are registered and interest bearing and return the warrants to the district for release.

The County Treasurer and district shall comply with applicable statutes, including but not limited to RCW 43.09.2853 regarding redemption of registered warrants, publication, and calls.

4.6 Expiration of Registered Warrants

The County Treasurer and district shall comply with the requirements of RCW 39.56.040 and other applicable statutes regarding the expiration of registered warrants.

APPENDIX A – SAMPLE OF REGISTERED WARRANT PROCEDURE

<u>ACTION BY:</u>	<u>ACTION</u>
District	1. Determines that cash and investment balances are not sufficient to cover warrants issued.
	2. Completes Registered Warrants Information Form and delivers to the Treasurer.
Treasurer	3. Reviews form and decides whether to purchase the warrants.
	3a. If decision is to purchase warrants, sends promissory note to District for completion and signature.
	3b. If decision is to not purchase warrants, contacts District to deliver warrants to the Treasurer to be stamped with the Interest-bearing stamp.
District	4a. If warrants are purchased, return completed Letter of Understanding or Promissory Note to Treasurer.
	4b. If warrants are not purchased, delivers warrants to Treasurer to be stamped as interest bearing.
Treasurer	5a. If warrants are purchased, Transfers cash to district's account.
	5b. If warrants are not purchased, returns stamped warrants to District for release.

APPENDIX B – SAMPLE REGISTERED WARRANTS INFORMATION FORM
Registered Warrants Information Form

1. What is the dollar amount necessary to cover your issued warrants?
2. What is the approximate repayment date? _____
3. What is your projected revenue stream, and the sources of the revenue, for the time period stated above?

Dollar Amount	Source of Revenue
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Does your district use interfund loans, or other cash flow borrowing? Yes____ No____
If yes, please provide specific information.
5. Is your district a party to any significant litigation? Yes____ No____
6. Please provide a current balance sheet that includes assets and outstanding debt for your district.

The Clallam County Treasurer will provide you with the necessary promissory note if Clallam County decides to purchase your registered warrants.

District Name: _____

Contact: _____ Title: _____

Address: _____

Telephone _____

Signature _____ Date: _____

APPENDIX C – SAMPLE TREASURER PROCESS FOR REGISTERED WARRANTS

1. District determines the amount of cash shortage on the date of warrant issuance.

	Cash	Warrants	Net Position
Beginning balance 1/1	\$15,000		\$ 15,000
Warrants issued for accounts payable		(\$ 35,000)	(\$ 20,000)

2. Issue regular warrants for all bills payable as though funds were available for all outstanding obligations (i.e. \$35,000)

3. Then, the district issues the next sequentially numbered warrant as a registered warrant payable to the County Treasurer for the expenditures in excess of funds available (i.e. \$20,000). This registered warrant bears interest at the rate negotiated between the Treasurer and the district from the date of issue until the date of redemption. (We split the historic difference (3%) between the bank's registered warrant rate and the state pool rate - and charge the district the state pool rate + 1.5%). The registered warrant is purchased by the County Treasurer as an investment with monies available from residual cash - with the payment for that purchase deposited to the fund of the district:

	Cash	Warrants	Net Position
Beginning balance 1/1	\$15,000	\$ 15,000	
Warrants issued for accounts payable		(\$ 35,000)	(\$ 20,000)
Regist 1 Issue registered warrant		(\$ 20,000)	(\$ 40,000)
County buys warrant - deposits funds	\$20,000		(\$ 20,000)

4. For each warrant issue a letter of understanding/promissory note is signed by the District and the County Treasurer that discloses the interest rate and anticipated term of the registered warrant. In addition, it sets forth the following terms for the issuance (and purchase by the county) of district registered warrants.
 - a) Funds with outstanding registered warrants cannot be invested!!!
 - b) No new un-registered warrants can be issued from a fund while registered warrants for that fund are outstanding.
 - c) Registered warrants must be redeemed in the numerical order in which they were issued.

5. At the next warrant issue date, the whole process starts again.

	Cash	Warrants	Net Position
Beginning balance 1/1	\$15,000	\$ 15,000	
Warrants issued for accounts payable		(\$ 35,000)	(\$ 20,000)
Regist 1 Issue registered warrant		(\$ 20,000)	(\$ 40,000)
County buys warrant - deposits funds	\$20,000		(\$ 20,000)
January receipts	\$15,000		(\$ 5,000)
Beginning balance 2/1	\$15,000		(\$ 5,000)
Warrants issued for accounts payable		(\$ 30,000)	(\$ 35,000)
Regist 2 Issue registered warrant		(\$ 35,200)	(\$ 70,200)
County buys warrant - deposits funds	\$35,200		(\$ 35,000)
Redeem original registered warrant	(\$20,000)	\$ 20,000	(\$ 35,000)
County collects interest – January warrants	(\$ 200)		(\$ 35,200)

6. The boxed entries represent the steps of accounting logic for the original registered warrant and for subsequent issues. As you can see the process amounts to a series of registered warrants - issued one at a time, each rolling over whenever a new batch of warrants are issued. Once the fund balance is positive, the need for registered warrants ends.

APPENDIX D – SAMPLE LETTER OF UNDERSTANDING FOR
THE ISSUANCE OF REGISTERED WARRANTS

The _____ School District # _____ (the district) and the Clallam County Treasurer hereby agree to the terms and conditions of the transaction as set forth in this agreement, to wit:

On _____ 20__ the District shall issue warrants drawn on the _____ Fund, in registered form, payable to the Clallam County Treasurer in an amount and in accordance with the following terms and conditions:

Registered Warrant Principal	\$ _____
Interest Rate	_____ percent
Issue Date	_____
Redemption Date	_____
Term (number of days)	_____
Basis (days/year)	_____ 365 days _____

The District acknowledges and agrees to conform to the requirements under Washington State law (RCW 36.29.060) that all warrants be called for payment in the order of issuance. Accordingly, no warrant issued by the district subsequent to the herein described registered warrant shall be called or presented for payment until such time as the call has been made for payment of the herein described registered warrant.

The undersigned hereby acknowledge they have read the contents of this agreement and understand the conditions therein imposed and that each will abide by the terms as set forth in this agreement.

Dated this _____ day of _____ 20 _____

Name

Title

_____ School Dist # _____

Clallam County Treasurer

by _____
Deputy Treasurer

APPENDIX E – SAMPLE PROMISSORY NOTE FOR CLALLAM COUNTY

IN THE AMOUNT OF \$ _____

The undersigned, does hereby certify that s/he is an authorized representative of Clallam County pursuant to the terms of this Note between Clallam County Tax Refund Fund (the "Borrower") and the Clallam County Treasurer's Cash Fund (the "Lender") on behalf of the Clallam County Treasurer.

Borrower promises to pay to the Lender, at P.O. Box 2129, Port Angeles, WA 98362 or at the site address of 223 East 4th Street, Suite 3, Port Angeles, WA 98362 two installments as shown below, one-half of the principal borrowed per installment, plus simple interest at the rate of _____ per annum of the unpaid balance.

First installment shall be payable on April 30, 200__ and will be equal to _____ (principal) plus _____ (interest) for a total of \$_____.

Second installment shall be payable on October 31, 200__ and will be equal to _____ (principal) plus _____ (interest) for a total of \$_____.

The Borrower reserves the right to prepay this Note, without penalty, by making payment in full of the unpaid principal and accrued interest to the date of payment.

This Note shall be construed in accordance with the laws of the State of Washington.

Signed this _____ day of _____ 20__ at Port Angeles, Washington

Borrower:
Clallam County Refund Fund
P.O. Box 2129, Port Angeles, WA 98362

By: _____
Judith A. Scott, Clallam County Treasurer

WILLIAM SHORE MEMORIAL POOL DISTRICT BYLAWS

ARTICLE 1

NAMES

The name of this Metropolitan Park District is William Shore Memorial Pool District ("District" or "WSMPD"). The name of the governing board is the William Shore Memorial Pool District Board of Commissioners ("Board"). All actions of the District may be performed using the name "WSMPD".

ARTICLE 2 ROLE AND PURPOSE

The Role and Purpose of the District is to discharge its responsibilities for providing pool facilities as a public service to the residents of the geographic areas included within WSMPD's boundaries, which are the boundaries of the Port Angeles School District .

ARTICLE 3 ORGANIZATION

The District is organized under and in conformity with the constitution and laws of the State of Washington, specifically Chapter 35.62 RCW (Metropolitan Park Districts) as now enacted or as it may hereafter be amended.

ARTICLE 4 GOVERNING BODY

4.1 **COMPOSITION.** The Board shall consist of FIVE (5) members who shall be appointed in accordance with the following process:

The City Council of Port Angeles annually shall appoint two members of the WSMPD board. These two members shall be members of the Port Angeles City Council.

4.2 The Clallam County Board of Commissioners shall annually appoint two members to the WSMPD board. These two appointees shall be members of the Clallam County Board of Commissioners.

4.3 The four board members selected in accordance with paragraphs (a) and (b) shall select by nomination and motion, the fifth Board member. That person shall be an elector and resident of the Port Angeles School district area. The person may be, but is not required to be, a member of the City Council of Port Angeles or the Clallam County Board of Commissioners. NO person may be appointed to the position of the fifth member of the board for more than five consecutive years. Each member shall be elected for a term of FOUR (4) years subject to the provisions of RCW 36.69.090 as now enacted or as it may hereafter be amended. Individual Board members shall hereafter be referred to as Commissioners.

4.3 **VACANCIES.** Any vacancy on the Board shall be filled pursuant to the provisions of RCW 36.69.100 and RCW Chapter 42.12 as now enacted or as it may hereafter be amended. Vacancies shall be filled only after solicitation of applications and interviews of the candidates by the Board.

4.4 **COMPENSATION.** Commissioners shall receive no compensation but may be reimbursed for actual expenses as approved by a majority vote of the other four (4) members of the board of commissioners.

ARTICLE 5 ELECTED OFFICERS

5.1 **OFFICERS.** During the first regular meeting in January, the Board shall elect from its members a Preseindt and a clerk and other officers as it may determine it requires who shall hold office until their successors have been duly elected.

5.2 **President.** The President shall be the presiding officer at meetings of the Board, and will assure that an agenda is provided for each meeting and that the meeting will be conducted in accordance with the agenda. The President shall act as a spokesperson for the Board, and can sign all resolutions, contracts and other instruments on behalf of the Board and as authorized by the Board. The President may vote on any issue that comes before the Board, and must vote to break a tie.

5.3 **Clerk.** The Clerk shall assume the responsibilities and duties of the President in the absence or disability of the President.

ARTICLE 6 APPOINTED OFFICERS

6.1 **Swimming Pool DIRECTOR.** The Board shall appoint a Swimming Director at a regular meeting. The Director will be the manager of the District. The Director will be responsible to the Board for the efficient operation of the District and the established policies and rules adopted by the Board. The Director's salary will be fixed by the Board

and the Director's termination will be as provided by law and the District's employment contract with the Director. The Board will evaluate the Director's performance annually. The Director will attend the Board's regular and special meetings and may take part in the discussions of any matters relating to District operations.

6.2 **ATTORNEY.** The Board shall appoint, at a regular meeting, an attorney who shall advise the Board and its appointed officers on legal matters and represent the District in all such matters.

ARTICLE 7 POWERS AND DUTIES OF THE BOARD

7.1 **POWERS AND DUTIES.** The Board shall have all the powers and duties as authorized by RCW 35.61.

7.2 **DISTRICT GOALS AND OBJECTIVES.** The Board shall establish Goals and Objectives which will establish a long-range plan in relation to the District's facility needs. In addition to facilities, the plan/goals and objectives should consider programs and the financing necessary to achieve these goals. The Goals and Objectives shall be reviewed annually and modified by the Board to reflect needed changes perceived in the District.

7.3 **DISTRICT POLICIES AND RULES.** The Board shall adopt policies and rules as necessary for the deficit operation of its facilities. These polices may include the following;

- a. Rules of conduct for patrons of the Districts facilities.
- b. The relationship of the Director to the Board and the responsibilities of the Director to the Board and District operation.
- c. Policies concerning the administration of the District's personnel and general personnel policy.
- d. Hours of operation, maintenance and closures.
- e. The financial policy of the District as authorized by RCW 36.69.160 and to establish an annual budget and rates for the use of the District facilities.

ARTICLE 8 COMMITTEES

8.1 **GENERAL PROVISIONS.** Generally, the Board acts as a committee of the whole. The Chair may recommend the cretaionof ad hoc committees to facilitate the conduct of the Board's affairs. Members of ad hoc committees will be nominated by the Chair and appointed by the Board.

8.2 Citizens advisory committee. The purpose of this committee is to provide comment and advice to the board relating to the policies of the board and to the operation and maintenance of the district's facilities. This committee shall consist of up to seven (7) persons, each of whom shall be a resident of the Port Angeles School district area. Membership terms on the committee shall be two years in length, and no person may be appointed to more than two (2) consecutive terms on the committee. The committee shall meet at least quarterly. The Board shall consider, but is not bound by, comment and advice given to the Board by the committee.

ARTICLE 9 MEETINGS OF THE BOARD OF COMMISSIONERS

9.1 **GENERAL PROVISIONS.** The WSMPD is a Washington Municipal corporation, and RCW Chapter 42.30, THE OPEN PUBLIC MEETINGS ACT, RCW Chapter 42.23, the code of ethics for municipal officers, and RCW chapter 42.56, the public record act, as each are now enacted or it may hereafter be amended.

9.2 **REGULAR MEETINGS.** Regular business meetings of the Board will be held on the fourth Tuesday of each month at 3:00 PM in Room 160 of the Clallam county courthouse, Port Angeles's Washington.

9.4.1 **CONFLICT OF INTEREST.** Any Commissioner who has an interest in a contract or other transaction with the District or who has any other type of situation vis-à-vis with the District which would be construed by a judge or jury applying the "reasonable person" standard as a conflict including, but not limited, to family relationships, shall make a full, frank and prompt disclosure to the Board prior to taking part in the discussion and vote in the matter at issue. Such disclosure shall include any relevant information and material facts known to the Commissioner concerning the potential conflict of interest which might reasonably be construed to affect the person's participation in the matter at issue.

9.4.2 **DISQUALIFICATION.** The remaining members of the Board shall determine by majority vote whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the conflict is deemed to exist, the Commissioner shall not vote on, use personal influence in, nor participate in discussions or deliberations with respect to the matter at hand. Such Commissioner shall not be counted in determining whether or not a quorum exists. The minutes shall reflect that the Commissioner made the disclosure, abstained from voting and whether or not a quorum was present at the time of the action.

9.6 **SPECIAL MEETINGS.** Special meetings may be called according to the provisions of RCW 42.30.080 as now enacted or as it may hereafter be amended.

9.7 **EXECUTIVE SESSIONS.** The Board may hold Executive Sessions for all purposes authorized by RCW 42.30.110 as now enacted or as it may hereafter be amended.

9.8 **QUORUM.** A majority of the members of the Board will constitute a quorum. An absolute majority (4) of the Board shall be required for approval of the following actions:

- a. Adoption or amendment of the bylaws.
- b. Levy of any tax
- c. Selection and removal of the Director

9.9 **PARLIAMENTARY PROCEDURE.** Deliberations of the Board shall be governed by Parliamentary Rules and Procedures contained in the most recent edition of Roberts Rules of Order, Revised where those rules are not inconsistent with these Bylaws.

**ARTICLE 10
AMENDMENTS**

These Bylaws may be amended by resolution of the Board at a regular meeting.

Adopted by f the Board of Directors on _____, 2009.

President and Commissioner

Clerk and Commissioner

Commissioner

Commissioner

Commissioner



DATE: July 20, 2009

TO: BOARD OF DIRECTORS, WILLIAM SHORE METROPOLITAN POOL DISTRICT

FROM: KENT MYERS, CITY MANAGER

SUBJECT: KEY ACTION ITEMS (JULY-DECEMBER, 2009)

RECENTLY, THE POOL DISTRICT BOARD APPROVED A CONTRACT WITH THE CITY OF PORT ANGELES FOR THE CITY TO CONTINUE TO MANAGE AND OPERATE THE POOL UNTIL THE END OF THE YEAR. SEVERAL KEY ACTIONS NEED TO BE TAKEN BY THE BOARD IN THE NEXT 6 MONTHS IN ORDER TO TRANSITION TO AN OPERATIONAL STRUCTURE SEPARATE FROM THE CITY. THIS INCLUDES THE FOLLOWING:

1. JULY- ADOPT POOL DISTRICT BOARD BY-LAWS
2. AUGUST-REOPEN POOL FOLLOWING SUMMER MAINTENANCE
3. AUGUST-INTERVIEW AND APPOINT CITIZENS POOL ADVISORY BOARD
4. SEPTEMBER-DEVELOP STAFF ORGANIZATION STRUCTURE
5. SEPTEMBER-DEVELOP JOB DESCRIPTION AND START RECRUITMENT FOR POOL MANAGER/DISTRICT DIRECTOR
6. SEPTEMBER-START DEVELOPMENT OF 2010 POOL BUDGET
7. OCTOBER-APPROVE 2010 BUDGET
8. OCTOBER-SET 2010 TAX RATE
9. OCTOBER-INTERVIEW AND SELECT POOL MANAGER/DISTRICT DIRECTOR
10. NOVEMBER-ADOPT FEES, OPERATING POLICIES AND SCHEDULE FOR 2010
11. DECEMBER-COMPLETE POOL STAFFING

William Shore Memorial Pool

- Activity Report
- Fee Structure
- Contracts



Lap Swims
7366 visits



Open & Preschool Swims
6273 visits

Facility Rentals
107 Hours

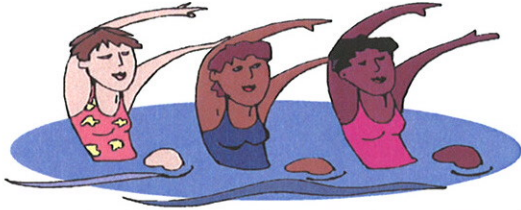
Instructional Programs

- 6 sessions of Group Lessons
 - Parent/Child – 64 registrations
 - Preschool – 267 registrations
 - Youth Level – 221 registrations
- Private lessons – 102 classes scheduled
- Diving lessons – 11 registrations
- Teen/Adult Lessons – 5 registrations
- Triathlon Swim Clinic – 5 registrations
- American Red Cross Lifeguard Training Courses – 12 participants certified



Water Exercise Classes

- Shallow Water Aerobics – 1038 participants
- Deep Water Aerobics – 589 participants
- Water Walking – 1352 participants



Special Events



Teen Night
59 participants



EGG HUNT
1200 eggs
129 participants



St Patrick's Day Treasure Hunt
36 participants



Picnic @ the Pool
100 participants

Sponsors



TOTAL ATTENDANCE


January 2nd – July 3rd, 2009

25,092

Maintenance Closure

Completed

- Installation of pool drain covers
- Clean trough
- Scrub pool basin
- Patch pool basin
- Paint pool basin
- Remove loose sealer from expansion joints
- Acid etch-pool basin
- Replace grout in lane markers, trough, etc.
- Repair leaking pipe
- Replace bulbs - underwater lights
- Replace bulbs - overhead lights
- Repair lane lines sockets
- Overhaul dive board stand
- Touch-up doors, trim as needed
- Clean lockers, touch-up paint
- Replace men/women's stalls and partitions
- Check and repair showers, faucets and toilets
- Clean shower drains
- Clean chlorinator
- Check handrails
- Scrub gutter tiles
- Replace faucets in locker room
- Scrub sauna



In Process

- Grease Supertensioners
- Paint manifold, rails, and steps in filter pit
- Clean D.E. filters
- Touch-up paint outside of building
- Check roof drains
- Repair 4" water line
- Add safety chains to overhead doors in concession area
- Clean and repair hairdryers
- Clean all stainless steel
- Paint wire containers
- Paint walls
- Replace window glass
- Replace emergency light fixtures
- Take inventory and order needed supplies



Celebrate Summer

Saturday, August 1st

1-4pm

Free Open Swim

Games and Prizes

Lifeguard Demonstrations

Lesson Placement Testing
(by Certified Instructors)

Fees



- Resident/Non Resident Rates
- Pass Discounts
- Family Rates
- Private Swimming Lessons



Current City Fee Structure

		Resident	Non-reside
Single Admission			
Youth (under 17), Disabled, Senior Citizen (60+)		\$3.00	\$4.50
Adult (18-59)		\$4.50	\$8.75
Water Exercise		\$5.00	\$7.50
Swimming Lessons (per half hour)		\$4.50	\$7.50
Facility Rental (per hour)		\$75.00	
Pool Passes			
Youth/Senior/Disabled	12 Visits	\$30.00	\$45.00
	3 Month	\$78.00	\$117.00
	6 Month	\$130.00	\$195.00
Adult	Annual	\$180.00	\$270.00
	12 Visits	\$45.00	\$67.50
	3 Month	\$128.00	\$192.00
Family	6 Month	\$214.00	\$321.00
	Annual	\$285.00	\$427.50
	6 Month	\$300.00	\$450.00
Exercise Class Script	Annual	\$450.00	\$675.00
	12 Visits	\$50.00	\$75.00

Discounts for Passes

Current Discounts

- 3 month passes – 28-33%
- 6 month passes – 39-45%
- Annual passes – 60-65%

Suggested Discounts

- 3 month passes – 25%
- 6 month passes – 35%
- Annual passes – 50%



Family Admission Rate

\$13.00

(Up to 6 family members living in the same household)

Proposed Fee Scale

Single Admission		
Youth (under 17), Disabled, Senior Citizen (60+)		\$3.00
Adult (18-59)		\$4.50
Family		\$13.00
Water Exercise		\$5.00
Swimming Lessons (per half hour)		
		\$4.50
Pool Passes		
Youth/Senior/Disabled	12 Visits	\$30.00
	3 Month	\$88.00
	6 Month	\$152.00
	Annual	\$234.00
Adult	12 Visits	\$45.00
	3 Month	\$132.00
	6 Month	\$228.00
	Annual	\$351.00
Family	12 Visits	\$130.00
	3 Month	\$390.00
	6 Month	\$659.00
	Annual	\$1014.00
Water Exercise	12 Visits	\$50.00
Facility Rental		\$80.00/hr



Private Lesson Costs

- Currently \$22 per half hour
- Low attendance

- Private lessons \$14 per half hour
- Semi-Private lessons \$18 per half hour






 **Port Angeles School District** 
Current Contract

Pool Usage

- Lanes 1-6 and the dive well for practices
 - 3-5pm Monday through Friday
 - 9-11am Saturdays
- Entire facility for swim meets
- Lanes 5 & 6 for swimming lessons
 - 12:45-1:30 Monday through Friday

Contract Terms

- Year-to-year contract until terminated (120 days notice)
- Fees can be modified by Jan 1st each year
- Billing is done at the end of the academic year

 **Suggested Changes**

Pool Usage

- Swimming lessons to be determined by the instructor based on student need and pool availability
 - 12:45-1:30 Monday through Friday

Contract Terms

- 2 billing dates
 - End of the calendar year (December 31)
 - End of the academic year (June 30)



Current Fees

- Facility use fee \$7 per class/event

Swim Team

- Lifeguard's hourly wage plus 10%

Swimming Lessons

- \$25/hr for a WSI certified Instructor



Suggested Fees



Swim Team

- \$35.00/hr for practices
- \$40.00/hr for swim meets (penalty for finishing outside allotted time)

Swimming Lessons

\$4.50/half hour for lessons per student



Current Pool Usage

- From September 1 through the day after the end of the academic instruction year
 - 5:30-6pm 4 lanes
 - Monday through Friday
- From the day after the end of the academic instruction year until July 31
 - 6-7pm 5 lanes
 - from 3:30-7pm 6 lanes
 - Monday through Friday



Suggested Pool Usage

- From September 1 through the day after the end of the academic instruction year
 - 5:00-6:45pm lanes 1-5
 - Monday through Friday
- From the day after the end of the academic instruction year until July 31
 - 3:00-6:45pm lanes 1-5
 - Monday through Friday



Current Fees

- Practices - \$25/hr
- Swim Meets - \$40/hr



Suggested Fees

- Swim Meets - \$40.00/hr
- Option #1- \$5.00/hr per lap lane (up to 5 lanes are available)
- Option #2 - \$26.00 per month for each active swim club member



Other Proposed Changes

- Rollover clause
- Sept 1 to July 31 contract
- No in-kind services



Questions



Current City Fee Structure

	Resident	Non-resident
<u>Single Admission</u>		
Youth (under 17), Disabled, Senior Citizen (60+)	\$3.00	\$4.50
Adult (18-59)	\$4.50	\$6.75
Water Exercise	\$5.00	\$7.50
<u>Swimming Lessons (per half hour)</u>	\$4.50	\$6.75
<u>Facility Rental (per hour)</u>	\$75.00	\$112.50
<u>Pool Passes</u>		
<u>Youth/Senior/Disabled</u>		
12 Visits	\$30.00	\$45.00
3 Month	\$78.00	\$117.00
6 Month	\$130.00	\$195.00
Annual	\$180.00	\$270.00
<u>Adult</u>		
12 Visits	\$45.00	\$67.50
3 Month	\$128.00	\$192.00
6 Month	\$214.00	\$321.00
Annual	\$285.00	\$427.50
<u>Family</u>		
6 Month	\$300.00	\$450.00
Annual	\$450.00	\$675.00
<u>Exercise Class Script</u>		
12 Visits	\$50.00	\$75.00

Proposed Fee Scale

Single Admission

Youth (under 17), Disabled, Senior Citizen (60+)

Adult (18-59)

Family

Water Exercise

\$3.00
\$4.50
\$13.00
\$5.00

Swimming Lessons (per half hour)

\$4.50

Pool Passes

Youth/Senior/Disabled

12 Visits

\$30.00

3 Month

\$88.00

6 Month

\$152.00

Annual

\$234.00

Adult

12 Visits

\$45.00

3 Month

\$132.00

6 Month

\$228.00

Annual

\$351.00

Family

12 Visits

\$130.00

3 Month

\$380.00

6 Month

\$659.00

Annual

\$1014.00

Water Exercise

12 Visits

\$50.00

Facility Rental

\$80.00/hr

William Shore Memorial Pool Schedule

225 E. 5th Street

Port Angeles, WA 98362

Phone: (360) 417-4595

August 21st - September 7

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:30am-8:30am	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim		
6:55am-7:45am	Water Aerobics	Coast Guard	Water Aerobics	Coast Guard	Water Aerobics		
8:30am-9:30am	Water Aerobics	Coast Guard Lap Swim*	Water Aerobics	Coast Guard Lap Swim*	Water Aerobics		
9:00am-10:00am	Deep Water Aerobics	Lap Swim	Deep Water Aerobics	Lap Swim	Deep Water Aerobics	PAHS Swim Team 9-11am (beginning 8/22)	
9:30am-10:30am	Water Walking	Lap Swim Preschool Swim	Water Walking	Lap Swim Preschool Swim	Water Walking		
10:30am-1:00pm	Lap Swim Preschool Swim Lessons	Lap Swim Preschool Swim Lessons	Lap Swim Preschool Swim Lessons	Lap Swim Preschool Swim Lessons	Lap Swim Preschool Swim	Lessons @ 11 Lap Swim* @ 11	Lap Swim @ 10 Preschool Swim Lessons 12-1
1:00pm-3:00pm	Lap Swim* Open Swim	Lap Swim* Open Swim	Lap Swim* Open Swim	Lap Swim* Open Swim	Lap Swim* Open Swim	Open Swim Lap Swim*	Open Swim Lap Swim*
3:00pm-5:00pm	PAHS Swim Team (beginning 8/17)	PAHS Swim Team (beginning 8/18)	PAHS Swim Team (beginning 8/19)	PAHS Swim Team (beginning 8/20)	PAHS Swim Team (beginning 8/21)	Rental 3-5	Rental 3-5
4:15pm-6:45pm	Lessons	Lessons	Lessons	Lessons			
5:00pm-6:45pm	Lap Swim*	Lap Swim*	Lap Swim*	Lap Swim*	Lap Swim*	Open Swim 5-7	Rental 5-7
6:45pm-8:00pm	Open Swim Lap Swim*	Open Swim Lap Swim*	Open Swim Lap Swim*	Open Swim Lap Swim*	Open Swim @ 6 Lap Swim*	Rental 7-9	
8:00pm-9:00pm	Lap Swim Deep Water Aerobics	Lap Swim* Lessons	Lap Swim Deep Water Aerobics	Lap Swim* Lessons			

No Instructional Programs

Monday, September 7th (In observance of Labor Day)

* 1-2 lanes available

Schedule subject to change

Admissions and Passes

Single Admission

Youth (under 17)	\$3.00
Disabled	\$3.00
Senior Citizen (60+)	\$3.00
Adult (18+)	\$4.50
Family (up to 6 people living in the same household)	\$13.00
Water Exercise	\$5.00

Pool Passes

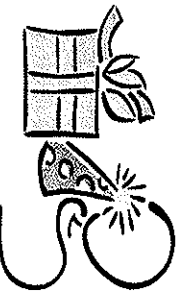
Youth/Senior/Disabled	12 visits	\$30.00
	3 month	\$88.00
	6 month	\$152.00
	Annual	\$234.00
Adult	12 visits	\$45.00
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	6 month	\$228.00
	Annual	\$351.00
Family	12 visits	\$130.00
	3 month	\$380.00
	6 month	\$659.00
	Annual	\$1014.00
Exercise Class Script	12 visits	\$50.00

Gift Certificates available at the front desk.

Rent the pool for your own private party!

Saturdays 3-5pm, 7-9pm
Sundays 3pm--7pm.

\$80.00/hr.



Lap Swim: An opportunity for people of all ages and abilities to improve and/or maintain swimming skills and fitness. 3 lanes will be roped off for circle swimming and are designated as fast, medium, and slow. Another 3 lanes of the lap pool are also available.

Shallow Water Aerobics: A class taught in the shallow water designed to tone muscles, raise the heart rate, and maintain personal fitness.

Deep Water Aerobics: Taught in the 12ft dive tank with floatation equipment to support buoyancy and encourage proper form. Designed to tone muscles, raise the heart rate, and maintain personal fitness. Swimming skills recommended.

Water Walking: An Arthritis Foundation class designed for anyone recuperating from surgery, injury or persons who have severe joint problems or compromised motor skills.

Preschool Swim: A swim designed for swimmers of all ages in the shallow section of the pool. Children 7 years and younger must be accompanied in the water by an adult.

Open Swim: A swim open to all ages and abilities. The diving board is open. 2-3 lap lanes are available for circle swimming. Children 7 years and younger must be accompanied in the water by an adult. Maximum capacity is 234.

PASD Lessons: Classes offered to special needs students in the Port Angeles School District. Contact the School District for more information.

PAHS Swim Team: Port Angeles High School Swim Team for both girls, who practice in the fall, and boys, who practice in the winter. Contact the High School for more information.

Rental: Times in the schedule set aside for private facility rentals.

PASC: Port Angeles Swim Club. A year around age group swim team for children. Practice days and times vary depending on age and ability.

Coast Guard: Coast Guard Rescue Swimmers training.

William Shore Memorial Pool 417-4595

Swimming Lessons

Monday, July 27

Tuesday/Thursday

Saturday

Monday, July 27

Monday, July 27

Monday/Wednesday

Session # 2 August 3-26 \$36.00

10:45am-11:15am PS 1, PS 2
11:20am-11:50am PS 3, PS 4

4:25pm-4:55pm
5:00pm-5:30pm
5:45pm-6:15pm
6:10pm-6:40pm

PS 1, PS 2, PS 3
PS 2, YL 2, YL 3, YL 5
PS 1, YL 1, YL 4, YL 6
PC, PS 4, YL 1, YL 3

Tuesday/Thursday

Session # 2 August 4-27 \$36.00

10:45am-11:15am PS 3, PS 4
5:00pm-5:30pm PS 2, PS 3, YL 3, YL 5

4:25pm-4:55pm
5:45pm-6:15pm
6:20pm-6:50pm

PS 1, PS 3, YL 1
PS 1, PS 2, YL 2, YL 3
PC, PS 4, YL 1, YL 4

Saturday

Session # 2 August 8-29 \$18.00

11:05-11:35am PS 1, PS 4, YL 2
11:40am-12:10pm PS 3, YL 1, YL 3
12:15-12:45pm PS 2, YL 4, YL 5



Port Angeles Swim Club

For more information:

Email: info@paswimclub.org

Website: www.paswimclub.org

Parent/Child Lessons

30 minute classes designed to introduce **Open Registration begins** age to the water ~~and~~ ~~by~~ ~~Wednesday~~ tools for water safety. 2-10 students per class.

Preschool Lessons (PS)

30 minute classes based on the American Red Cross Learn to Swim program for children ages 4 to 6. 2-6 students per class.

Youth Level Lessons (YL)

30 minute classes based on the American Red Cross Learn to Swim program for children ages 7 to 12. 2-6 students per class.

Teen/Adult Swimming Lessons

Lessons for people 12 and over with varying levels of ability. 2-6 students per class. Tuesday/Thursday 8:15-9:00pm. \$54.00

Private Swimming Lessons

One-on-one instruction. Contact the pool for available dates and times. \$14/half hour 11:20am-11:50am PS 1, PS 2

Semi-Private Swimming Lessons

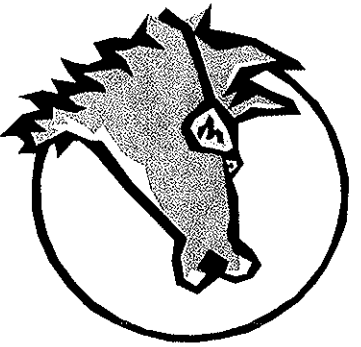
For 2-3 students. Contact the pool for available dates and times. \$18/half hour

Classes are 30 minutes long with a five minute break in between. Please use this time to speak with your instructor.

2 students must be registered to run a class. In cases where only one student is registered parents can opt to transfer to another class, get a credit on their account, request a refund, or register a ghost child (pay for the second student).

Children learn better in the appropriate level. Swim tests are available for proper lesson placement.

William Shore Memorial Pool
417-4595



TEEN NIGHT

(Ages 12-15)

Saturday, August 15th

6-8pm

Pizza, pop, games, and music!

\$5 at the door

Springboard
Diving
Lessons



Sundays
August 9-30
12-1pm

\$36.00

Pre-registration required

William
Shore
Memorial
Pool

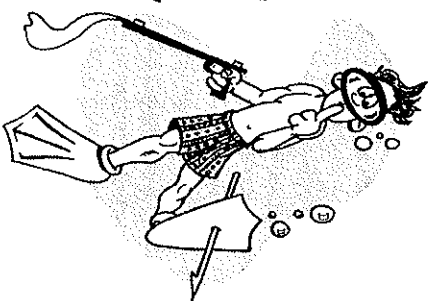
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Feeling a little clumsy in the water?

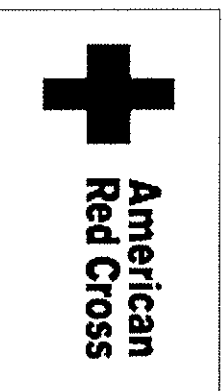
Take a **Swim Clinic** at the

William Shore Memorial Pool and learn the technical parts to each stroke, drills to help work on those little imperfections, and have your stroke video taped for personal analysis by a certified instructor.

Sunday, August 16th 3-5pm
\$20 Pre-registration required



William Shore Memorial Pool
proudly offers
American Red Cross
Training Courses



Lifeguard Training Course

Become a certified lifeguard.
Students must be at least 15 years old
and complete a swimming pretest.

August 10-14
8am-3pm
\$100

Pre-registration required



For up-to-date information, add your name to the WSMP email list!
Available at the front desk or by emailing your email address to lgould@cityofpa.us