

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

June 22, 2010 3:00 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 3:03 p.m. All Commissioners were present.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Addition – Creation of Resolution to Process Credit Card and Debit Card receipts (Financial Committee Update)

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 May 25, 2010
ACTION TAKEN: CCKm to approve, CPDs, mc
- 2 Vouchers for the Period Ending June 22, 2010
ACTION TAKEN: CPDm to approve the vouchers for a period ending June 22, 2010 for a total of \$34, 205.14, CGHs, mc
- 3 Leasing Copier/Scanner/Fax Machine
There is a need for a color copier and fax machine and it is most beneficial to get an all-in-one machine for the pool. The cost of a new machine will include the trade-in of the current copier. Charlie McClain recommends the Canon IR 3235 at a total cost of \$127.13 per month which would include the cost of maintenance and toner. CGH asked if the cost of this item was included in the 2010 budget and Charlie answered positively.
ACTION TAKEN: CCKm to authorize the lease of a Canon IR3235 for five years from Pacific Office Equipment at a total cost of \$127.13 per month, CMDs, mc
- 4 Port Angeles Swim Club (PASC) Contract
CMC asked to refer this item back to the finance committee and the attorney for further review.
ACTION TAKEN: CMDm to approve the current contract with the PASC until August 31, 2010, CGHs, mc
- 5 Proposed Discount Matrix
The matrix was used by the City of Port Angeles as a mechanism to give a discount to low income families (average savings of 30%). Jayna Lafferty explained the application process that is currently in place. There is an average of 5-10 scholarships per month to participate in this program. The finance committee has not reviewed the matrix and he would like to postpone this item to give them time to review and discuss.

Charlie shared the free or reduced lunch program at the school would fall under the same guidelines. The child could show the ticket issued to them at the school for the same discount

AGENDA for the Meeting of June 22, 2010
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
Page 3

completing an energy survey to quantify the energy needs as well as the structural integrity and longevity of the pool. This process will assist the board is knowing how many years the pool is expected to last and the energy upgrades that are needed to bring it up to standards. The original pool was built in 1961 and opened in 1962 at a cost of \$3,500. CGH shared this is the exact sequence this should be done.

ACTION TAKEN: CPDm to approve, CGHs, mc

PUBLIC COMMENT

Richard Johnston, 621 Sisson Road, Port Angeles, said he felt in the past the pool employees were micro-managed and hopes the current board does not plan this type of management style. He believes the pool manager should be able to manage within the guidelines and boundaries the board has set for them.

FUTURE AGENDA ITEMS

PASC Contract
Amended
Discount

ADJOURNMENT


CGHm to adjourn the meeting at 3:55 p.m., CCKs, mc

NEXT MEETING DATE

The next meeting will be held on July 27, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

PASSED AND ADOPTED this twenty-seventh day of July 19, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Michael C. Chapman, 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		

	May-10	This Month 2010	This Month 2009	Percent Change	2010 To Date	2009 To Date	Percent Change
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Attendance							
Lap Swim		1,468	1,274	15%	7,095	6,074	17%
Shallow Water Aerobics		347	142	144%	1,507	1,025	47%
Deep Water Aerobics		87	79	10%	1,196	649	84%
Water Walking		244	68	259%	909	1,201	-24%
Swimming Lessons		1,161	814	43%	3,881	3,381	15%
PASD Lessons		165	119	39%	532	538	-1%
Open Swim		906	923	-2%	6,887	5,028	37%
Preschool Swim		70	9	678%	734	91	707%
High School Swim Team			0	#DIV/0!	811	358	127%
PASC		490	462	6%	2,499	2,366	6%
Rentals			105	-100%	1,268	757	68%
Training Courses			15	-100%	46	66	-30%
POOL ATTENDANCE TOTAL		4,938	4,010	23%	27,365	21,534	27%

POOL OPERATIONS							
Days Open			31.00	-100%		149.00	-100%
Hours Open			421.25	-100%		2,086.00	-100%

REVENUE							
Admissions			\$4,240.25	-100%	\$44,496.00	\$19,404.07	129%
Passes			\$2,620.50	-100%		\$22,294.17	-100%
Swim Lessons			\$3,607.50	-100%	\$20,943.00	\$21,367.20	-2%
Pool Rental			\$1,852.50	-100%	\$11,831.00	\$5,118.00	131%
Showers			\$42.00	-100%	\$502.00	\$206.00	144%
Lockers			\$69.50	-100%		\$332.25	-100%
Rentals: Towels, etc.			\$129.00	-100%	\$391.00	\$410.00	-5%
Aerobic Admissions			\$357.50	-100%	\$1,585.00	\$1,773.00	-11%
Swim Equipment			\$259.33	-100%	\$1,092.00	\$1,138.64	-4%
Sales tax			\$22.92	-100%		\$102.22	-100%
POOL REVENUE TOTAL		\$0.00	\$13,201.00	-100%	\$80,840.00	\$72,145.55	12%

Registration							
Swimming Lessons			124	-100%		532	-100%
Training Courses			0	#DIV/0!		15	-100%
REGISTRATION TOTAL		0	124	-100%	0	547	-100%

Transition Costs as of 6/18/10

Item Need	Item Purchased	Purchased From	Cost
Computer System	1 desktop w/monitor 1 desktop w/o monitor 1 laptop MS Office 2007 Pro	Albright Managed Networks	\$3991.29
Registration Software	Recreation Software Unlimited Networking Add-on Electronic Cash Drawer Receipt Printer Bar Code Scanner First Year Support 17" touch screen Shipping/Handling	Get Physical! Software LLC	\$3408.00
Sign Replacement	Logo Covers	Bailey Signs	\$108.40
Phone Set Up	2 phone lines DSL Line DSL Motum Specialized Phone number	Qwest	\$601.21
Key Tags	Key Tags with WSMPD logo and information	Get Physical! Software LLC	\$289.00
All-in-one printer			
		Total	\$8397.90
		Remaining	\$3102.10

Annual Maintenance Closure June 1-June 18 (19 days)

Cost

- Supplies: \$509.87
- City Labor: \$4440.00
- District Labor: \$8375.25 part time staff, \$3800 full time salaried staff
- Total Cost: \$ 17,125.12

Completed Items

- Checked and verified emergency lighting is in working order
- Checked sauna benches for decay and sanded down cuts in wood
- Checked sauna heater
- Cleaned and degreased pool filters
- Repaired pool filters
- Cleaned and snaked all pool deck drains
- Removed hair from shower drains
- Cleaned surge tank
- Fixed leaking pool equipment
- Regular pool vacuum maintenance
- Repaired back hallway tiles
- Repaired sinks, faucets, toilets, and showers as needed
- Replaced broken window
- Safety checked hand rails
- Safety checked starting blocks
- Safety checked diving board stand
- Scrubbed pool gutters
- Drained a portion of the pool and shocked the remaining water to balance chlorine
- Trained staff on removing and putting on pool cover
- Orientation training for all staff on WSMPD policies and procedures
- Completion of employment paperwork
- Began cashier training with staff

Items Remaining

- Replace aging filters
- Re-key building
- Complete cashier training with all lifeguards/cashiers
- Finish inputting all patron information into the new system
- Update cashier handbook to include new system
- Complete updating of forms and print

Maintenance Hours Worked

- City Employees
 - Bob Petty – 52 hours maintenance
 - Marty Lemon – 22 hours maintenance
- District Staff
 - Leah Gould – 71.25 hours maintenance, 28 hours office preparation
 - Breanna Martin – 34.75 hours maintenance
 - Daniel Wonderly – 25.5 hours maintenance, 26 hours office preparation
 - Chris Goff – 11 hours office preparation
 - Jayna Lafferty – 152.50 hours office preparation

Celebrate Summer

Saturday, June 19, 2010

Noon to 4pm

Activities

- Treasure Hunt
- Water Balloon Baseball
- Lifeguard Demonstrations
- Swimming Lesson Skills Assessment

Attendance – 62

Total Expenses \$303

- \$288 staff
 - o All 3 full time staff
 - o 5 guards (4 hours @ \$9) \$180
 - o 3 guards completed their new hire training (4 hours @ \$9) \$108
- \$15 candy for prizes

Revenue \$774

- 18 (resale)
- 756 (21 lesson registrations)

Net Revenue - \$471

Recommendations

- Include certain rules on flyers
 - o Under 8 rule
 - o Maximum capacity
- Rehearse lifeguard demonstrations
- More advertising
 - o Accurate times
 - o FREE event
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Program Coordinator Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5-12 -Leah	5-12 -Leah	5-12 -Leah	5-12 -Leah	5-12 -Leah	
9:30-6 -Erika	12-3 -Head Guard (Jayna in the building when possible)	12-3 -Head Guard (Jayna in the building when possible)	12-3 -Head Guard (Jayna in the building when possible)	12-3 -Head Guard (Jayna in the building when possible)	12-3 -Head Guard (Jayna in the building when possible)	7-5 -Dan
6-10 Rentals -Head Guard as needed	3-10 -Erika	3-10 -Erika	3-10 -Erika	3-10 -Erika	3-10 -Head Guard	5-10 Rentals -Head Guard as needed

ON-CALL:

Contact Number:

Reasoning:

- Leah's schedule
 - 4 times as many programs happen on Mondays as on Saturdays
 - Attendance is twice as high on Mondays as on Saturdays
 - Leah is able to cover/teach needed classes on Mondays (currently the only available instructor to teach Mondays @ 6:45am)
 - Leah is only scheduled for 35 hours a week enabling her to cover training and special events on weekends when needed
 - Leah has been consistently opening the facility at 5:30am during the week for years
- Erika's schedule
 - The majority of the swimming lessons are offered from 3 to 7p Monday through Thursday.
 - Erika will be able to oversee nightly maintenance and maintain the cleaning supply inventory.
 - Erika will be able to oversee the more extensive weekly cleaning done on Sunday nights and ensure it is done correctly.
- Full time staff will do a rotating on-call shift during every third week to respond to problems and emergencies.

On-Call Policy

When the facility is under the supervision of a Head Guard, one full time person will be on-call. This person will be required to be reachable by phone and be able to be at the pool within 20 minutes.

Any time spent on the phone or coming into the pool will be documented on the timecard. There will be a rotating on-call schedule. Each full time person will be on call every 3rd week. This schedule, along with a contact number, will be posted on the weekly staff schedule. If the scheduled on call staff is unable to work their on-call shift, they will need to follow procedures for finding a sub.

Full Time Staff Duties and Responsibilities

Jayna	Leah	Erika
<p>Budget</p> <ul style="list-style-type: none"> • Development • Implementation • Monitoring <p>Reports</p> <ul style="list-style-type: none"> • Attendance (tally sheets) • Revenue <p>Personnel</p> <ul style="list-style-type: none"> • Scheduling • Timecards • paychecks • Maintain files • Review of Applications • Interviews • Cashier orientation and training <p>Programming</p> <ul style="list-style-type: none"> • Quarterly Schedule • Special Events • Training Courses • Swimming Lessons <p>Cashiering</p> <ul style="list-style-type: none"> • Updates to system • Cashier handbook <p>Deposits/Cash outs</p> <p>Account Management</p> <ul style="list-style-type: none"> • Billing/Invoices • Credits • Pass renewals/updates <p>New Hire Packets</p> <ul style="list-style-type: none"> • W4 • 1-9 • Background Check • Handbook Agreement • Schedule Request • Employment Application <p>Scholarships</p> <p>Official Notice Postings</p>	<p>Lifeguarding Program</p> <ul style="list-style-type: none"> • Review of applications • Interviews • Orientation • Monthly Training • Evaluation <p>Water Exercise Program</p> <ul style="list-style-type: none"> • Review of applications • Interviews • Orientation • Quarterly Training • Evaluation <p>Special Events</p> <ul style="list-style-type: none"> • Creating • Planning • Implementing • Evaluation <p>Donations</p> <p>Staff Certifications</p> <p>Staff Supervision</p> <p>Forms (to keep stocked)</p> <ul style="list-style-type: none"> • Lifeguard Evaluations • Water Exercise Evaluations • Applications <p>Rescue Equipment</p> <ul style="list-style-type: none"> • Inventory • Ordering <p>Lost and Found</p> <p>Review of Reports</p> <ul style="list-style-type: none"> • Incident/Accident Reports • Contamination <p>Answering Machine Announcement</p>	<p>Swimming Lesson Program</p> <ul style="list-style-type: none"> • Review of applications • Interviews • Orientation • Quarterly Training • Evaluation <ul style="list-style-type: none"> • Instructor Assignments • Private lessons • Group lessons • Springboard Diving • Computer entry of classes • Rosters/Laminated Sheets <p>Facility Rentals/Courtesy Agreements</p> <ul style="list-style-type: none"> • Contract Review • Staffing <p>Maintenance/Nightly Cleaning</p> <ul style="list-style-type: none"> • Supervision • Inventory • Review of Checklist <p>Staff Supervision</p> <p>Forms (to keep stocked)</p> <ul style="list-style-type: none"> • Report Cards • Instructor Evaluations • Parent Evaluations • Release Forms • Applications <p>Resale</p> <ul style="list-style-type: none"> • Inventory • Reordering <p>Office Supply Inventory</p>

June Training Schedule

Computer System Training

- Computer system up and ready to use on Monday, June 7th
- Jayna used Monday, Wednesday, and Thursday to train herself
- Dan and Leah were began training on Friday, June 11

Sunday, June 13	Monday, June 14	Tuesday, June 15	Wednesday, June 16	Thursday, June 17	Friday, June 18	Saturday, June 19
<u>12-2 (Jayna)</u> -Scott -Tyler	<u>10-12 (Leah)</u> -Sarah - -	<u>10-12 (Leah)</u> - - -	<u>3-5 (Jayna)</u> - - -	<u>10-12 (Dan)</u> -Sandy - -	<u>10-12 (Leah)</u> -Bonnie -Sandy -	<u>9-11 (Leah)</u> -Connor -Joel -
<u>2-4 (Jayna)</u> -Joel -Connor	<u>1-3 (Jayna)</u> - -	<u>3-5 (Chris)</u> -Scott -	<u>3-5 (Dan)</u> - - -	<u>1-2 (Jayna)</u> -Mollie - -	<u>1-3 (Dan)</u> -Mollie - -	<u>9-11 (Dan)</u> -Kelly -Amanda -
	<u>3-5 (Dan)</u> - -	<u>5-7 (Chris)</u> -Tyler -Sam -Montana -Bonnie	<u>5-7 (Dan)</u> -Drew -Skylar -Tesela -Amanda	<u>3-5 (Chris)</u> - - -	<u>1-3 (Leah)</u> -Cassidy -Drew -	
			<u>3-5 (Dan)</u> -Skylar - -	<u>5-7 (Chris)</u> - - -	<u>3-5 (Jayna)</u> - - -	
				<u>5-7 (Jayna)</u> - -	<u>5-7 (Jayna)</u> - -	