

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

March 22, 2011

3:00 p.m.

### 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 3:03 p.m. CMC, CPD, CCK and CMD were present. CGH is excused.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** CMCm to approve the agenda, CMDs, mc

#### PUBLIC COMMENT – Agenda Items Only

There was no public comment.

#### ACTION ITEMS

- 1 Minutes of February 22, 2011

**ACTION TAKEN:** CMDm to approve the minutes, CMCs, mc.

- 2 Ratification of payment on March 15, 2011

Charlie McClain explained the credit card bills have due dates prior to the meeting date they are going to be dealt with separately from this point forward. This bill was provided to the county and was paid on March 15, 2011.

**ACTION TAKEN:** CMCm to ratify the credit card payment for the amount of \$8,991.44, CPDs, mc

- 3 Vouchers for the Period Ending March 22, 2011

Charlie McClain explained the bills presented and answered questions from the board.

**ACTION TAKEN:** CMCm to approve the vouchers for the period ending March 22, 2011 totaling \$42,416.62, CMDs, mc

- 4 Comprehensive Financial Policy

Steve Burke explained the policies presented to the board (4-6). All policies presented today have been approved by the WSMPD attorney, Executive Director and the Finance Committee.

This policy talks about controls, revenue, budget, etc. This policy puts in writing the procedures that are already being followed by the accountant. This also has to be in place if the district would like to apply for any grants funds for projects at the pool. Steve answered questions from the board.

**ACTION TAKEN:** CMCm to approve the Comprehensive Financial policy, CPDs, mc

- 5 Criminal Background Checks

The next two policies have come forward from the work that Steve is doing with Washington Cities Insurance Authority (WCIA), the district's insurance authority. WCIA is assisting the district in getting compliant with state and federal regulations as it relates to Human Resources.

**ACTION TAKEN:** CPDm to approve the Criminal Background Checks Policy as amended with a

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change to 3.6 changing Fair Credit Reporting Act to Child and Adult Abuse Information Act, CMCs, mc

6 Consumer Report Background Checks

This gives the pool the authority to look at a financial background of the applicants.

**ACTION TAKEN:** CMCm to approve the Consumer Report Background Checks Policy, CPDs, mc

**ITEMS FOR DISCUSSION**

7 Executive Director Report

- WCIA audit was conducted last week for facility liability and the WSMP had no findings. WCIA has asked to use some policies from the WSMPD as examples with other entities. CCK congratulated the staff on no findings in the audit and encouraged them to keep up the good work.
- The one-week maintenance shut-down is complete and was done without any interruption to swim lessons. Steve listed the items that were completed during the shut-down and expressed that some of the tasks were accomplished using community service workers from Friendship Diversion. The workers were able to accomplish a lot and did so at no costs to the district.
- Steve has received the preliminary energy audit and will have Quantum Engineering present the findings to the board at the April meeting.
- New scheduling and transaction software is now up and going, this allows patrons to register and purchase passes and classes on-line.
- Steve has done presentations at local service club meetings to share information about the pool and the programs offered.
- Staff of the pool will be attending career day at the Port Angeles High School to present job ideas and careers in recreation.

8 Staff Report

- Erika Salgado explained the new scheduling software and shared the capabilities of the system.
- American Red Cross swim lessons have been going well and the transition to this program has been very smooth. There next session will begin on April 11 and will be the first time people can register on-line.
- The pool is offering a Homeschool physical education class three days a week (MWF) from 1 to 2:30. The first 45 minutes of the class is swimming lessons and the last 45 minutes is fun activities for the children. There are currently twenty two children enrolled in this class.
- There are fifteen students with special needs from the Port Angeles School District enrolled in lessons that concentrates on the physical and mental needs of the children.
- Leah gave a rundown of the number of patrons that used the pool in the last month (5,044 people in all activities and programs for the month).
- Leah shared there is a new head guard that has returned to work at the pool, Montana Collins.
- Dan Wonderly talked about the new software system that is on-line and all information is backed up through the internet. The information on the system can be accessed from

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any computer that has internet access at any time. The staff is learning the new system and is very happy with its capabilities.

#### **9 Advisory Committee Report**

The committee met to talk about the preliminary energy study and the information presented in the report. They will be meeting again to come up with ideas to present to the full board in an upcoming meeting. Tom shared that things are going well with the committee and they are continuing to move forward with plans for the capital improvements of the pool.

#### **10 Letter from Port Angeles Swim Club (PASC)**

CCK read the letter from the Port Angeles Swim Club to the WSMPD and shared she is grateful for the marvelous staff at the pool.

### **PUBLIC COMMENT**

Tom Bock, 63 Rhody Lane, Port Angeles. Speaking as the President of the Port Angeles Swim Club, he commended the staff of the pool and thanked them for their positive attitude and attention to detail.

He shared the club is participating in a joint training with the Coast Guard (CG) rescue swimmers. They two will work out together all week, completing the CG workout on Monday, the PASC workout on Tuesday and a fun night on Thursday. The PASC will have an opportunity to learn about what the rescue swimmers do and use some of the equipment from the CG.

Wacky workout week will occur next week and the kids will be paired up as teams to attempt to swim enough laps to go the distance from Port Angeles to Victoria, B.C. roundtrip. This is a fund raiser for the swim club and the swimmers are getting pledges for the amount of laps they complete.

Tom shared the PASC is doing well and currently has ninety (90) kids participating in the club.

Phyllis Darling, 5122 Mountain Terrace Way, Port Angeles. She commended the staff on their professional attitude and how receptive they are to all of the things that are asked of them. She shared she has used the pool for 11 years and feels that many of the water walkers are upset with the scheduling changes that have been made. She would like to know how the needs of a small number of lap swimmers outweigh the needs of high numbers of users of water walkers. She would like for the board to reconsider the schedule of the lap swimmers during the walking and aerobics classes.

Gary St. Luise, 1525 W. 6<sup>th</sup> Street, Port Angeles. He shared he is a water walker using the pool 3 hours a day, 3 days a week. The water walkers have been asked to give up some lanes for the lap swimmers and feel the water walkers' numbers are higher than the lap swimmers and urge the board to change the schedule so the lap swimmers have time before and after the walker walkers.

Lorraine Aruda, 721 Elizabeth Lane, Port Angeles. She has been participating in water walking for two years after receiving hip replacements. She was sent to the pool to by her surgeon for the exercise and therapy of water walking. She gave an example of having limited room to walk in the water and would like to board to consider having lap swimming scheduled before or after the water classes.

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Vicki Koester, 341 Karpen Road, Port Angeles. She expressed the staff of the pool are wonderful but feels the water classes are impacted from the lap swimming and would like the schedule adjusted to accommodate.

Leah Gould clarified that when there are less than three lap swimmers the lanes are condensed to give more room to the walkers. Staff is not impacted by having to move the lane lines and is happy to do this when needed. She explained the new ADA stairs that have been ordered and will alleviate the issue of having to lift the lane lines.

CCK asked the staff to consider the testimony that was given today look at alternatives.

**NEXT MEETING DATE**

The next meeting will be held on April 26, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

CCK adjourned the meeting at 4:17 p.m.

PASSED AND ADOPTED this 26<sup>nd</sup> Day of April, 2011

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

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Cherie Kidd, President

ATTEST:

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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		