

# **AGENDA**

## **WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS**

Clallam County Courthouse, Room 160

Port Angeles, Washington

**June 24, 2014**

**3:00 p.m.**

### **COMMISSIONERS**

**MICHAEL CHAPMAN, BRAD COLLINS, MIKE DOHERTY, CHERIE KIDD, ANNA MANILDI**

### **CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

### **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

### **PUBLIC COMMENT – Agenda Items Only**

### **ACTION ITEMS**

- 1a Minutes of May 27, 2014
- 1b Ratification of the May 30, 2014 bill payment in the amount of \$23,799.28
- 1c Ratification of the June 13, 2014 bill payment in the amount of \$35,257.64
- 1d Executive Director Employment Agreement
- 1e Policy 411 – Job Descriptions
- 1f Contract with Lakeside Industries

### **ITEMS FOR DISCUSSION**

- 2a Executive Director Report
- 2b Financial Report
- 2c Staff Report
- 2d Advisory Committee Report

### **PUBLIC COMMENT**

### **NEXT MEETING DATE**

The next regularly scheduled WSMPD meeting will be held on July 22, 2014 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

### **ADJOURNMENT**

91

**CLAIMS PAYMENT REQUEST**

District Name William Shore Memorial Pool District Fund Number \_\_\_\_\_  
 Period Ending: 5/30/2014 Designate if you are picking up the warrants or if we are to mail. (If \_\_\_\_\_  
 Date Submitted: 5/30/2014 picking up, they will be in the Treasurer's Office.) Mail to us \_\_\_\_\_

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S (Goods or Service)	Quantity	Cost per Unit	Total Invoice	1099 Box	Bars Number	Line #	Description	Account Type	Check Group
052014a	5/20/2014	0025330	WSMPD PAYROLL FUND	S			\$ 14,760.36	0	66870.000.57620.10.0010	1	Regular Payroll	E	PD
052014b	5/20/2014	0025330	WSMPD PAYROLL FUND	S			\$ 1,129.16	0	66870.000.57620.20.0020	1	Benefits (Payroll Taxes)	E	PD
052014c	5/20/2014	0025330	WSMPD PAYROLL FUND	S			\$ 4,125.00	0	66870.000.57620.20.0045	1	L & I	E	PD
052014d	5/20/2014	0025330	WSMPD PAYROLL FUND	S			\$ 1,702.77	0	66870.000.57620.53.0040	1	State Sales and B & O Tax	E	PD
052014e	5/20/2014	0025330	WSMPD PAYROLL FUND	S			\$ 50.00	0	66870.000.57620.42.0010	1	Telephone	E	PD
052014f	5/20/2014	0025330	WSMPD PAYROLL FUND	S			\$ 445.99	0	66870.000.57620.20.0040	1	SUI	E	PD
2001	5/31/2014	0023222	McClain	S			\$ 1,250.00	0	66870.000.57620.41.0041	1	Accountant	E	PD
53114	5/31/2014	0000334	Clallam County Commissioners	S			\$ 336.00	0	66870.000.57620.51.0066	1	Clerk	E	PD

Page 1 Total: 23,799.28  
 Page 2 Total: 0.00  
 Grand Total: 23,799.28

Board Ratification: As the duly appointed board member for the the district named above, we reviewed the claims listed above. We hereby ratify that the services or merchandise herein specified have been received and that the claims listed are approved.

Michael C. Chapman	Commissioner	Date	Recused from any bills related to Clallam County
Cherie Kidd	Commissioner	Date	Recused from any bills related to the City of Port Angeles
Howard V. Doherty, Jr.	Commissioner	Date	Recused from any bills related to Clallam County
Anna Manifil	Commissioner	Date	
Brad Collins	Commissioner	Date	Recused from any bills related to the City of Port Angeles

2

CLAIMS PAYMENT REQUEST

District Name William Shore Memorial Pool District Fund Number \_\_\_\_\_  
Period Ending: 6/13/2014 Designate if you are picking up the warrants or if we are to mail. (If \_\_\_\_\_  
Date Submitted: 6/13/2014 picking up, they will be in the Treasurer's Office.)  
Pickup McClain & Crouse Mail to us \_\_\_\_\_

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S (Goods or Service)	Quantity	Cost per Unit	Total Invoice	1099 Box	Bars Number	Line #	Description	Account Type	Check Group
60514a	6/5/2014	0025330	WSMPD PAYROLL FUND	S			15,245.85	0	66870.000 57620.10.0010	1	Regular Payroll	E	PD
60514b	6/5/2014	0025330	WSMPD PAYROLL FUND	S			1,166.32	0	66870.000 57620.20.0020	1	Benefits (Payroll Taxes)	E	PD
60514c	6/5/2014	0025330	WSMPD PAYROLL FUND	S			(207.75)	0	66870.000 57620.20.0045	1	L & T	E	PD
060514d	6/20/2014	0025330	WSMPD PAYROLL FUND	S			717.29	0	66870.000 57620.53.0040	1	State Sales and B & O Tax	E	PD
060514e	6/5/2014	0025330	WSMPD PAYROLL FUND	S			50.00	0	66870.000 57620.42.0010	1	Telephone	E	PD
17551	6/5/2014	0003197	Craig Miller	S			370.00	0	66870.000 57620.41.0071	1	Attorney	E	PD
visa1605a0614	5/25/2014	0026984	VISA9062	S			493.08	0	66870.000 57620.43.0010	1	Conference Travel	E	PD
visa1605b0614	5/25/2014	0026984	VISA9062	S			48.08	0	66870.000 57620.31.0010	1	Office Supplies	E	PD
visa1605c0614	5/25/2014	0026984	VISA9062	S			420.57	0	66870.000 57620.42.0023	1	Internet	E	PD
visa1605d0614	5/25/2014	0026984	VISA9062	S			2,911.07	0	66871.000 59476.62.0110	1	Capital Improvements	E	PD
visa1605e0614	5/25/2014	0026984	VISA9062	S			10.84	0	66870.000 57620.42.0020	1	Mail	E	PD
visa1605f0614	5/25/2014	0026984	VISA9062	S			185.00	0	66870.000 57620.49.0040	1	Subscription	E	PD
visa1597a0614	5/25/2014	0026959	VISA9070	S			4.93	0	66870.000 57620.44.0010	1	Advertising	E	PD
visa1597b0614	5/25/2014	0026959	VISA9070	S			91.16	0	66870.000 57620.43.0010	1	Conference Travel	E	PD
visa1597c0614	5/25/2014	0026959	VISA9070	S			535.40	0	66871.000 59476.62.0110	1	Capital Improvements	E	PD
visa1597d0614	5/25/2014	0026959	VISA9070	S			9.72	0	66870.000 57620.34.0035	1	Inventory	E	PD
visa1597e0614	5/25/2014	0026959	VISA9070	S			920.90	0	66870.000 57620.41.0020	1	Prof Services	E	PD
visa1597f0614	5/25/2014	0026959	VISA9070	S			380.65	0	66870.000 57620.31.0056	1	Lifeguard Supplies	E	PD
visa1597g0614	5/25/2014	0026959	VISA9070	S			11.38	0	66870.000 57620.42.0020	1	Mail	E	PD
visa1597h0614	5/25/2014	0026959	VISA9070	S			41.90	0	66870.000 57620.31.0030	1	Special Event Supplies	E	PD
visa1597i0614	5/25/2014	0026959	VISA9070	S			539.60	0	66870.000 57620.31.0010	1	Office Supplies	E	PD
visa1597j0614	5/25/2014	0026959	VISA9070	S			4.33	0	66870.000 57620.49.0040	1	Subscription	E	PD
visa1597k0614	5/25/2014	0026959	VISA9070	S			199.00	0	66870.000 57620.49.0040	1	Subscription	E	PD
visa1597l0614	5/25/2014	0026959	VISA9070	S			58.91	0	66870.000 57620.31.0056	1	Lifeguard Supplies	E	PD
199580514	5/21/2014	0001148	Olympic Party & Custodial Supplies	S			323.14	0	66870.000 57620.31.0035	1	Office Supplies	E	PD
1926	5/22/2014	0003590	Olympic Party & Custodial Supplies	S			85.79	0	66870.000 57620.31.0010	1	Janitorial Supplies	E	PD
4755053114	5/31/2014	0001576	Thurmans	S			212.82	0	66870.000 57620.31.0135	1	Maintenance Supplies	E	PD
17307	6/1/2014	0000268	Capacity Provisioning	S			35.00	0	66870.000 57620.42.0023	1	Internet	E	PD
17550053114	5/31/2014	0001540	Swains	S			112.88	0	66870.000 57620.31.0135	1	Maintenance Supplies	E	PD
275	5/3/2014	0000352	Clallam Information Tech	S			35.31	0	66870.000 57620.49.0031	1	Printing	E	PD
01-856181-00	5/31/2014	0001533	Sunset Hardware	S			11.56	0	66870.000 57620.31.0135	1	Maintenance Supplies	E	PD
60514	6/5/2014	0033280	Laura Nasiri	S			81.25	0	66870.000 57620.40.0020	1	Refund	R	
17784	5/15/2014	0000348	Clallam County DSHS	S			276.00	0	66870.000 57620.49.0040	1	Equip Maint	E	PD
925733	5/30/2014	0001179	POE	S			129.22	0	66870.000 57620.48.0040	1	Equip Maint	E	PD
2012140	5/22/2014	0025819	Albright	S			100.00	0	66870.000 57620.41.0013	1	Network Service	E	PD

5152014	6/3/2014	0025328	Leah Gould	S				\$	274.73	0	66870.000.57620.43.0010	1	Conference Travel	E	PD
31434	6/3/2014	0001203	Pen Print	S				\$	135.50	0	66870.000.57620.49.0031	1	Printing	E	PD
b839389m	5/31/2068	0022464	Dept of Licensing	S				\$	11.00	0	66870.000.57620.49.0040	1	Permit	E	PD
97263-920740314	4/14/2014	0001252	City of Port Angeles	S				\$	6,748.19	0	66870.000.57620.47.0090	1	Utilities	E	PD
mliller53114	5/31/2014	0032395	Miller Landscaping	S				\$	281.25	0	66870.000.57620.48.0010	1	Bldg Maint	E	PD
138183	5/22/2014	0025591	Canon	S				\$	165.29	0	66870.000.57620.45.0030	1	Equip Rent	E	PD
2093000514	5/31/2014	0000714	Hartnagel	S				\$	15.05	0	66870.000.57620.31.0135	1	Maintenance Supplies	E	PD
129439	5/30/2014	0000918	Lincoln St. Station	S				\$	5.40	0	66870.000.57620.42.0020	1	Postage	E	PD
43	6/5/2014	0032089	Home Guys	S				\$	54.20	0	66870.000.57620.48.0010	1	Bldg Maint	E	PD
6662014	6/6/2014	0032090	Christ W	S				\$	383.59	0	66870.000.57620.20.0032	1	Cafeteria Plan	E	PD
6122014	5/31/2014	0024998	Steve Burke	S				\$	897.99	0	66870.000.57620.20.0032	1	Cafeteria Plan	E	PD
41762395	5/28/2014	0031772	We Promote You	S				\$	674.25	0	66870.000.57620.31.0026	1	Uniforms	E	PD

Page 1 Total: 35,257.64

Page 2 Total: 0.00

Grand Total: 35,257.64

Board Ratification: As the duly appointed board member for the the district named above, we reviewed the claims listed above. We hereby ratify that the services or merchandise herein specified have been received and that the claims listed are approved.

Michael C. Chapman	Commissioner	Date	Recused from any bills related to Clallam County
Cherie Kidd	Commissioner	Date	Recused from any bills related to the City of Port Angeles
Howard V. Doherty, Jr.	Commissioner	Date	Recused from any bills related to Clallam County
Anna Manildi	Commissioner	Date	
Brad Collins	Commissioner	Date	Recused from any bills related to the City of Port Angeles



1d

**EMPLOYMENT AGREEMENT**  
**Executive Director for WSMPD**

This Employment Agreement between the WILLIAM SHORE MEMORIAL POOL DISTRICT, ("District"), a Washington municipal corporation, and STEVEN BURKE ("Director") is entered into to establish a good working relationship, and to avoid misunderstandings between the parties.

**Section 1. Duties and Responsibilities.**

The duties and responsibilities of the Director shall be in accordance with the goals, objectives, policies, and plans established by the William Shore Memorial Pool District Board of Commissioners ("Board"), past, present, and as shall be adopted from time to time. They shall include, but not be limited to, those duties as stated in the job description for Executive Director for the District, a copy of which is attached hereto as EXHIBIT A and incorporated herein by this reference.

**Section 2. Hours of Work.**

The Director shall work an unscheduled workweek with a minimum of 20 (twenty) hours worked per week.

**Section 3. Leave & Holiday.**

Director shall receive all scheduled pool holidays as paid as well as twelve (12) hours per month paid leave. Paid leave must be used in the year in which it is accrued.

**Section 4. Termination.**

A. **Termination of Contract.**

This Agreement shall remain in place until terminated by either party, or amended by mutual agreement of the parties.

B. **Termination Payment.**

Upon termination, the District agrees to pay the Director one month of compensation based upon his current salary at time of separation for each year of employment with the District up to a maximum of six (6) months of compensation. Calculation of the amount of compensation due to Director shall commence with his employment date of December 10, 2010. Termination on other than an anniversary date shall be pro-rated for any portion of the year served.

**Section 5. Salary and Benefits.**

A. **Salary.**

The salary of the Director shall be Two Thousand Five Hundred Dollars and no cents (\$2,500.00) per month.

B. Benefits.

1. The Director shall also receive payment from the District toward benefits he may select, in the amount of ten percent (10%) of salary per pay period and may cumulate such payments, up to a maximum of \$4,500.00. Director may, at his option, allocate more compensation toward benefits, subject only to applicable law.
2. The District will provide a monthly vehicle expense allowance in the amount of Two Hundred Fifty Dollars and no cents (\$250.00).
3. The District will contribute five percent (5%) of his salary to the Director's Washington Deferred Compensation Program.

Section 7. Performance Review.

Two members of the District's Board shall provide an annual performance review for the Director not less than thirty (30) days before the end of each calendar year.

Section 8. Official Travel and Business Expenses.

District agrees to pay travel and the subsistence expenses of the Director for professional and official travel, meetings, and occasions approved by the District, in accordance with District Travel policies.

Section 9. Jury Duty.

If the Director is required to perform any jury duty, he will be granted leave of absence with pay. Such pay shall be the same as if he had worked in accordance with his regular schedule for such day, less the amount received for jury duty on such day, except money received as a specified reimbursement for travel expenses shall be retained by him.

Section 10. Effective Date.

This agreement shall become effective on May 27, 2014.

EXECUTIVE DIRECTOR OF THE DISTRICT

WILLIAM SHORE MEMORIAL POOL

\_\_\_\_\_  
STEVEN BURKE

\_\_\_\_\_  
Date

By \_\_\_\_\_  
MICHAEL C. CHAPMAN, Chair      Date

Approved as to Form:

\_\_\_\_\_  
CRAIG L. MILLER  
Attorney to the Authority

\_\_\_\_\_  
Date

## 411 Job Descriptions

### Lifeguard

**Classification:** Non Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Aquatics Manager, Assistant Manager, and Head Guards, Lifeguards provide for the safety of the patrons of the William Shore Memorial Pool. This position monitors swimming activities, responds quickly and efficiently to emergency situations, and serves as part of a team to positively promote the pool and work in a professional manner at all times. Lifeguards work a part-time, flexible schedule and adhere to policies and procedures of the William Shore Memorial Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Lifeguard position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Continuously maintain a 10 second scan of the assigned zone to ensure safety of patrons. Re-position when needed for best view of the entire pool/zone.
2. Respond to emergency situations in a timely manner and provide proper care. Function as a team member in the event of an emergency, according to the Emergency Action Plan.
3. Administer First Aid, CPR, or AED when needed.
4. Enforce facility rules and eliminate hazards to prevent accidents.
5. Educate the public about rules and reasons for them.
6. Communicate with other staff the need for further assistance or equipment.
7. Submit all records and reports in a timely manner.
8. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
9. Attend monthly in-services and other trainings.
10. Maintain current certifications.
11. Perform cashier duties including sales, registrations, and patron inquiries.
12. Participate in cleaning tasks when not in the lifeguard stand.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Lifeguards work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Lifeguards must also possess the ability to continuously maintain physical fitness and perform emergency rescue and lifesaving procedures. Lifeguards need to be prepared to be wet for extended periods of time.

## 411 Job Descriptions

---

### **MINIMUM REQUIREMENTS:**

- Must be at least 16 years of age.
- Must be a certified StarGuard Lifeguard prior to start date.
- Must successfully complete a pre-hire skills assessment.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Must have general computer and cash handling knowledge.
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to gain a working knowledge of principles and practices regarding the risk management of a swimming pool.
- Ability to work independently with minimal direction after appropriate training and as a team member in applying safety practices of the pool.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.



## 411 Job Descriptions

### **Head Lifeguard**

**Classification:** Non-Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Manager and Assistant Manager, Head Guards oversee the operations of the William Shore Memorial Pool, alongside and in the absence of management staff. Responsibilities include supervising staff, managing programs, ensuring safety, and addressing maintenance. Head Guards work a part-time, flexible schedule and adhere to the policies and procedures of the William Shore Memorial Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Head Guard position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Assist management staff with supervision and management of the facility. Oversee specific areas of responsibility as assigned by the Aquatics Manager.
2. Opens the facility as assigned - setting up the till for the day, unlocking doors, removing vacuum and covers, ensuring pool chemicals are within legal limits, and confirming correct operational standards for the pool mechanical systems.
3. Closes the facility as assigned - ensuring all doors are locked, vacuum is placed in the pool, covers are on the pool, the till is closed out for the night, and the safe is locked.
4. Lead staff in the absence of the Manager and Assistant Manager to ensure policy is followed. Assign tasks and make corrections as required.
5. Monitor pool chemicals on a scheduled basis. Replenish chemicals as needed. Close the pool when necessary (per procedure) and facilitate proper clean up of contamination.
6. Provide excellent customer service. Handle complaints, questions, and concerns related to the pool within the scope of responsibility and report them to the Manager.
7. Provide leadership, especially in emergency situations. Ensure reports are completed and the Manager is notified.
8. Keep flyers updated and stocked.
9. Be in rotation when required and perform regular Lifeguard scanning duties -including identifying potential safety concerns and preventing accidents. Enforce facility rules and educate patrons.
10. Perform cashiering duties including sales, registrations, and inquiries.
11. Be prepared to fill in for any position in the absence of other staff (when able). Call in substitute staff when necessary.
12. Perform staff evaluations as requested by management.
13. Maintain required certifications.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Head Guards work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Lifeguards must also possess the ability to continuously maintain physical fitness and perform emergency rescue and lifesaving procedures. Head Guards need to be prepared to be wet for extended periods of time

### **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.

## 411 Job Descriptions

---

- Must be certified in the StarGuard Lifeguard Program or comparable Lifeguard Certification with the ability to "cross-over" prior to start date.
- 1 year of Lifeguard experience (preferred).
- Must successfully complete a pre-hire skills assessment.
- Must have a High School Diploma or equivalent.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of basic computer skills including electronic cash registers.
- Knowledge of risk management of a swimming pool.
- Knowledge of water aerobics and workout routines.
- Ability to instruct swim lessons of all ages and ability levels.
- Ability to work independently with minimal direction.
- Ability to lead staff in the absence of the management staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.



## 411 Job Descriptions

### **Swim Lesson Instructor I**

**Classification:** Non Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Aquatics Manager, Assistant Manager, and Head Guards, Swim Instructors provide quality swimming lessons for patrons of all ages and abilities at the William Shore Memorial Pool. Swim Instructors work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Swim Instructor position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Teach a variety of swimming lessons for all ages and abilities.
2. Maintain students' safety during class.
3. Effectively evaluate each student's progress.
4. Maintain class rosters and complete certificates in a timely manner.
5. Enforce and educate students about facility rules and reasons for them.
6. Communicate with the supervisor on duty the need to move students to appropriate levels.
7. Plan class and assemble equipment in advance of each class.
8. Submit all records and reports in a timely manner.
9. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
10. Attend inservice and other trainings as assigned.
11. Maintain current certifications.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Swim Instructors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Swim Instructors must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

### **MINIMUM REQUIREMENTS:**

- Must be at least 15 years of age.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Must be able to successfully complete WSMPD Swim Instructor training before first assigned class.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of District policy and procedure.
- Knowledge of swimming strokes and the ability to break them down for teaching – preferred.
- Ability to effectively manage a class of 2 to 10 students.
- Ability to prepare detailed lesson plans for a variety of aquatic activities for all ages and capabilities.
- Ability to assess skills for proper lesson placement.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.

## 411 Job Descriptions

---

- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.



## 411 Job Descriptions

---

### **Swim Lesson Instructor II**

**Classification:** Non Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Aquatics Manager, Assistant Manager, and Head Guards, Swim Instructors provide quality swimming lessons for patrons of all ages and abilities at the William Shore Memorial Pool. Swim Instructors work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Swim Instructor position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Teach a variety of swimming lessons for all ages and abilities.
2. Maintain students' safety during class.
3. Effectively evaluate each student's progress.
4. Maintain class rosters and complete certificates in a timely manner.
5. Enforce and educate students about facility rules and reasons for them.
6. Communicate with the supervisor on duty the need to move students to appropriate levels.
7. Plan class and assemble equipment in advance of each class.
8. Submit all records and reports in a timely manner.
9. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
10. Attend inservice and other trainings as assigned.
11. Maintain current certifications.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Swim Instructors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Swim Instructors must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

### **MINIMUM REQUIREMENTS:**

- Must be at least 16 years of age.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Water Safety Instructor (WSI) certification, or equivalent, plus 3 sessions of teaching a variety of levels. Or, completion of WSMPD Swim Instructor Training, 6 sessions of teaching a variety of levels, and a supplemental training/in-service. Both should be documented with Supervisor and Parent Evaluations.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of District policy and procedure.
- Knowledge of swimming strokes and the ability to break them down for teaching – preferred.
- Ability to effectively manage a class of 2 to 10 students.
- Ability to prepare detailed lesson plans for a variety of aquatic activities for all ages and capabilities.
- Ability to assess skills for proper lesson placement.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.

## 411 Job Descriptions

---

- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.



## 411 Job Descriptions

### **Aerobics Instructor**

**Classification:** Non Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Manager, Assistant Manager, and Head Guards, Water Aerobic Instructors provide quality exercise classes for patrons of all ages and abilities at the William Shore Memorial Pool. Water Aerobics Instructors work a part time, flexible schedule and adhere to policies and procedures of the Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of Water Aerobics Instructors. This list is not all-inclusive and additional duties may be assigned as needed.

1. Teach a variety of water exercise classes for a range of ages and abilities.
2. Effectively teach a well-structured class and give alternative moves when needed.
3. Enforce and educate students about facility rules and reasons for them.
4. Communicate with staff the need for further assistance or equipment.
5. Submit all records and reports in a timely manner.
6. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
7. Set up and put away equipment used for classes, including moving lane lines, and ADA acceptable stairs.
8. Attend inservice and other trainings.
9. Maintain current certifications.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Aerobics Instructors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Aerobics Instructors must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

### **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Certification from the AEA, Arthritis Foundation, or another recognized organization preferred.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of water exercise technique and principles.
- Ability to effectively manage a class of multiple students.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and give instructions, as well as work independently with minimal direction.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to serve the public in a polite and friendly manner.

## 411 Job Descriptions

### **Janitor**

**Classification:** Non Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Manager, Assistant Manager, and Head Guards, Janitors see to the cleanliness and at the William Shore Memorial Pool. Janitors work a part time, flexible schedule and adhere to policies and procedures of the Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of janitors. This list is not all-inclusive and additional duties may be assigned as needed.

1. Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
2. Gather and empty trash.
3. Service, clean, and supply restrooms.
4. Clean and polish furniture and fixtures.
5. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
6. Dust furniture, walls, machines, and equipment.
7. Mix water and cleaners in containers to prepare cleaning solutions, according to specifications.
8. Strip, seal, finish, and polish floors.
9. Clean and restore building interiors and exteriors using commercial cleaning equipment (following proper procedures to prevent damage).
10. Use power and hand tools to perform light maintenance tasks.
11. Clean equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
12. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
13. Move heavy furniture, equipment, and supplies.
14. Clear debris from grounds.
15. Notify managers concerning the need for major repairs or additions to building operating systems.
16. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events or take down from events.
17. Remove snow from sidewalks, driveways, and parking areas snow shovels, and spread snow melting chemicals.
18. Communicate to management staff when supplies and equipment are needed for cleaning and maintenance duties.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Janitors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Janitors must also possess the ability to continuously maintain physical activity.

### **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Previous experience in a janitorial position.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively both verbally and in writing.



## 411 Job Descriptions

---

- Ability to follow instructions and work independently with minimal direction.
- Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides.
- Ability to establish and maintain effective working relationships with co-workers.

## 411 Job Descriptions

### **Assistant Aquatics Manager**

**Classification:** Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**NATURE OF WORK:** Under the direction of the Manager and Executive Director, the Assistant Manager oversees the operations of the William Shore Memorial Pool, alongside the Manager. Responsibilities include immediate supervision of staff, programs, safety, and maintenance, as well as on-going planning and marketing. The Assistant Manager works a full-time flexible schedule and adheres to the policies and procedures of the William Shore Memorial Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Assistant Manager position. This list is not all-inclusive and additional duties may be assigned as needed:

1. Serve 20 hours weekly as the assigned Head Guard – fulfilling expectations in the Head Guard job description.
2. Manage the staff schedule on When to Work. Input swim instructor schedules as assigned by the Manager. Adjust the schedule as required due to illness and tardiness. Prepare an accurate payroll report on the 1<sup>st</sup> and 16<sup>th</sup> of every month and submit to the Manager.
3. Manage the Aerobics program. Make recommendations for hiring and terminating aerobics staff. Provide orientation, training, and evaluations for instructors. Add or remove classes, with agreement from the Manager, when participation requires it. Be prepared to sub for instructors when availability allows.
4. Supervise the janitorial staff and their assignments. Purchase janitorial supplies and equipment as needed. Keep the MSDS binder updated. Handle all maintenance items, or report to the Manager and/or Executive Director for further assistance.
5. Oversee the rentals program – including Birthday Parties and Full Facility Rentals. Handle all after-hours rental scheduling, advise staff on registering birthday party packages, and ensure all supervisory staff is knowledgeable in supervising parties. Develop marketing materials and adjust program as needed.
6. Develop and implement a variety of Special Events. Create marketing material, including newspaper and radio advertisements as appropriate, and solicit donations where needed. Prepare staff for their roles in the events, supervise, and provide follow-up report to the Manager.
7. Run Lifeguard In-Service every other month, alternating with the Manager. Ensure the facility Emergency Action Plan is updated and posted.
8. Address staff matters as they occur. Provide disciplinary measures, such as Written Reprimands, as required, and offer praise and motivation when needed.
9. Continually be prepared to respond and lead staff in the event of an emergency.
10. Attend Advisory Board and Commission Meetings as requested by the Manager and/or Executive Director.
11. Trained to handle additional duties, such as Daily Deposits and Monthly Invoices, to complete on an as needed basis. Trained to handle filter room and HVAC issues, including resetting alarms and backwashing.
12. Continually exhibits a commendable example of professionalism, positive customer service, consistent rule enforcement, and a high standard of care regarding patron safety.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

The Assistant Manager works a full-time flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Supervisory staff will be working with chemicals

## 411 Job Descriptions

---

on a regular basis, including DE and Chlorine. The Assistant Manager must also possess the ability to continuously maintain physical fitness and perform emergency rescues and lifesaving procedures.

### **MINIMUM REQUIREMENTS:**

- Must be at least 21 years of age.
- Must be certified in the StarGuard Lifeguard Program or comparable Lifeguard Certification with the ability to "cross-over" prior to start date.
- Must be certified StarGuard Lifeguard Instructor, or ability to obtain within 6 months of hire.
- 1 year of Lifeguard experience.
- Must be AEA certified, or ability to obtain within 6 months of hire.
- 1 year experience teaching a variety of Aqua Aerobics (preferred).
- AFO or CPO certification, or ability to obtain within 6 months of hire.
- Must have a High School Diploma or equivalent.
- Associates Degree (preferred)
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of basic computer skills including electronic cash registers.
- Knowledge of risk management of a swimming pool.
- Ability to instruct a variety of water aerobics classes.
- Ability to train swim instructors effectively.
- Ability to lead staff and effectively delegate, including the Assistant Manager and Head Guards.
- Ability to work independently with minimal direction.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.



## 411 Job Descriptions

### **Aquatics Manager**

**Classification:** Exempt

*This job description is **not** intended to reflect all duties performed within the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions*

**NATURE OF WORK:** Under the direction of the Executive Director, the Aquatics Manager oversees all facets of the operations of the William Shore Memorial Pool. Responsibilities include managing the facility schedule, staffing, daily financials, and general operations. The Aquatics Manager works a full-time flexible schedule and adheres to the policies and procedures of the William Shore Memorial Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Aquatics Manager position. This list is not all-inclusive and additional duties may be assigned as needed:

1. Manage all Human Resources responsibilities, including hiring, training, and evaluating staff. Delegate tasks, address staff concerns through follow-up and Written Reprimands, provide incentives and motivation. Adhere to all state and federal HR regulations and maintain official personnel files. Update Employee Handbook and Job Descriptions as required.
2. Confirm accuracy of Payroll and submit to the accountant on the 1<sup>st</sup> and 16<sup>th</sup> of each month. Pick-up paychecks on the 5<sup>th</sup> and 20<sup>th</sup> of each month and ensure they are properly distributed to staff.
3. Oversee the Independent Contractors. Ensure proper paperwork has been received and forwarded to the Accountant. Approve new additions per policy. Confirm accuracy of Independent Contractor invoices and submit to Accountant for payment.
4. Manage daily financials including reconciling nightly cash-out and depositing to the bank every Monday, Wednesday, and Friday. Correct any errors in the POS system. Add in any additional monies, including payment for contracted rentals and other monthly receivables.
5. Generate reports monthly on patrons' User Credits and Balance Due. Verify validity of the user credits and follow-up with patrons who owed the district money.
6. Become proficient in Rec1. Create, add, adjust, and delete all classes, special events, memberships, and POS items. Merge duplicate users. Manage permissions of staff. Contact Rec1 support when errors occur or to request additional features.
7. Manage the Swim Lesson program. Review program regularly for possible improvements. Train, in-service, and evaluate instructors. Assign instructors to teach appropriate class levels prior to session start.
8. Train Head Guards and the Assistant Manager. Host meetings, at least monthly, to discuss facility schedule, assignments, staffing issues, and other items.
9. Determine and consistently apply member/patron policies for membership terminations and group discounts.
10. Order equipment, uniforms, and supplies on a regular, as needed basis – including, but not limited to, safety equipment and first aid supplies, staff uniforms, resale inventory, and office supplies.
11. Manage overall facility schedule. Consider all programs, rentals, special events, staff trainings, swim team practice and meets to avoid conflict. Make determinations on cancelling or adding items onto the facility schedule. Create marketing materials to allow patrons to understand and be aware of schedule and schedule changes.
12. Maintain the district website and facebook page.
13. Run Lifeguard In-Service every month. Teach Lifeguard Courses at least twice a year, alternating classes with the Assistant Manager.
14. Address staff matters as they occur. Provide disciplinary measures, such as Written Reprimands, as required, and offer praise and motivation when needed.



## 411 Job Descriptions

---

15. Continually be prepared to respond and lead staff in the event of an emergency.
16. Attend monthly Advisory Board and Commission Meetings.
17. Trained to handle filter room and HVAC issues, including resetting alarms and backwashing.
18. Continually exhibits a commendable example of professionalism, positive customer service, consistent rule enforcement, and a high standard of care regarding patron safety.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

The Aquatics Manager works a full-time flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Supervisory staff will be working with chemicals on a regular basis, including DE and Chlorine. The Aquatics Manager must also possess the ability to continuously maintain physical fitness and perform emergency rescues and lifesaving procedures.

### **MINIMUM REQUIREMENTS:**

- Must be at least 21 years of age.
- Must be certified in the StarGuard Lifeguard Program or comparable Lifeguard Certification with the ability to "cross-over" prior to start date.
- Must be certified StarGuard Lifeguard Instructor, or ability to obtain within 6 months of hire.
- 1 year of Lifeguard experience.
- 1 year of supervisory experience.
- AFO or CPO certification, or ability to obtain within 6 months of hire.
- Must have a High School Diploma or equivalent.
- Associates Degree (preferred).
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of basic computer skills including electronic cash registers.
- Knowledge of risk management of a swimming pool.
- Knowledge of a variety of water aerobics classes.
- Ability to train swim instructors effectively.
- Ability to work independently with minimal direction.
- Ability to lead staff and effectively delegate, including the Assistant Manager and Head Guards.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.



# LAKESIDE INDUSTRIES, INC.

ACCT./ADMIN. OFFICE: P.O. BOX 7016 ISSAQUAH, WA 98027  
"AN EQUAL OPPORTUNITY EMPLOYER"

PROPOSAL/CONTRACT AGREEMENT  
(425) 313-2600

PORT ANGELES DIVISION BOX 728 - PORT ANGELES, WA 98362 (360) 452-7803 FAX (360) 457-7932

Date: May 28, 2014

## CONTRACTING PARTY

### JOB NO.

William Shore Memorial Pool District

225 E. 5<sup>th</sup> Street

Port Angeles, WA 98362

Phone # 360-417-9767 Attn: Steve Burke

LOCATION & TYPE  
OF WORK:

225 E. 5<sup>th</sup> St.

Parking Lot Improvements

Bid Item	Approximate Quantity	Unit of Measure	Description	Unit Price	Total Price
	9,332	Sq. Ft.	Prepare existing eastside parking area for asphalt overlay. Excavate for match joints, clean and apply tack binder and install 1.5 inches of new HMA asphalt pavement. Seal any new asphalt joints.	lump sum	\$ 18,887.00
TOTAL (Plus sales tax where applicable)					\$ 18,887.00
Total price to be based on actual quantity or measurement unless otherwise specified.					

Exclusions:	Does not include: Re-location or adjustment to any utility locations. .
Notes:	Lakeside Industries cannot guarantee complete surface drainage where designed or possible drain slopes are less than 1%.

Lakeside's proposed prices herein assume that Lakeside's work hereunder will be substantially complete

on or before: August 29, 2014

Unless Contracting Party has signed and returned this Agreement within thirty (30) calendar days of the date first stated above, Lakeside's proposal shall be null and void.

CONTRACTING PARTY'S SIGNATURE ON ONE COPY RETURNED TO LAKESIDE INDUSTRIES, INC. WILL RENDER THIS A LEGAL CONTRACT FOR THE PERFORMANCE OF THE ABOVE WORK. CONTRACTING PARTY'S SIGNATURE ALSO ACKNOWLEDGES RECEIPT OF LAKESIDE'S 'NOTICE TO CUSTOMER' STATEMENT ATTACHED HERETO.

APPROVED BY CONTRACTING PARTY:

LAKESIDE INDUSTRIES, INC.  
WA. CONTRACTOR'S REG. LAKESI\*274JD  
OR. CCB 108542

BY: \_\_\_\_\_

BY: Dave Church

TITLE: \_\_\_\_\_

TITLE: Dave Church, project manager

**SUBJECT TO THE ATTACHED GENERAL PROVISIONS**



## General Provisions

**1. DEFINITIONS.** As used herein, (i) "Contractor" shall mean Lakeside Industries, Inc. or any division thereof; (ii) "Contracting Party" shall mean the person or entity purchasing materials and/or services as set forth on the front page hereof and pursuant to these General Provisions; and (iii) "Agreement" shall mean the contract formed between Contractor and Contracting Party by Contracting Party's acceptance of those terms and conditions set forth on the front page hereof and these General Provisions and/or materials and/or services provided to Contracting Party by Contractor.

**2. ACCEPTANCE.** Unless Contracting Party has signed and returned this Agreement to Contractor within thirty (30) calendar days of the date first stated on the front page hereof, Contractor's proposal shall be null and void. Contractor hereby objects to any conflicting, additional and/or different terms contained in any proposal or other writing issued by Contracting Party for purposes of accepting the proposal set forth herein and the same shall not become a part of this Agreement unless agreed upon in writing by Contractor and Contracting Party.

**3. COST ESCALATION FOR ASPHALT.** Contractor's proposal herein is based upon local vendor posted prices for liquid asphalt as of the date of Contractor's proposal. In the event the actual prices exceed such posted prices, the Contract Price shall be equitably adjusted by change order to reflect such increase. Contractor reserves the right to terminate this Agreement if an equitable adjustment cannot be agreed upon by Contracting Party and Contractor. Payment for any such adjustment shall be made in accordance with the terms and conditions of this Agreement.

**4. CREDIT VERIFICATION.** This Agreement is subject to Contractor's verification of Contracting Party's credit and Contractor's determination that such credit is adequate or satisfactory to Contractor. Contractor reserves the right to withdraw its proposal should Contractor reasonably determine that such credit verification is unsatisfactory or inadequate.

**5. TERMS OF PAYMENT.** Unless otherwise provided for herein, payment shall be due to Contractor within ten (10) days of the date of any invoice issued by Contractor to Contracting Party. Interest shall accrue on all overdue invoices at the rate of 1-1/2% per month (18.00% per annum) or the highest rate allowed by law.

**6. SCHEDULE.** This Agreement is subject to Contractor's review and approval of Contracting Party's schedule. Contracting Party shall coordinate other contractors' and subcontractors' work to prevent any delay or interference with Contractor's work.

**7. CHANGES.** Contracting Party, without invalidating the Agreement, may order changes in the scope of the work provided for by this Agreement, with the cost of the work and the time to complete such work being adjusted accordingly. Such changes in the work shall be authorized only by written change order signed by Contracting Party and Contractor.

**8. PROPERTY LINES.** Contracting Party warrants that Contracting Party knows the actual location of all legal property lines and that Contracting Party, prior to commencement of work hereunder, shall place stakes clearly indicating such property lines.

**9. PERMITS.** Any permits that must be secured prior to commencement of the work hereunder shall be secured and paid for by Contracting Party.

**10. DELAYS.** If Contractor is delayed at any time in the commencement or progress of the work by any act or neglect of Contracting Party, or by any employee or agent of Contracting Party, or by any separate contractor employed by Contracting Party, or by changes ordered in the work by Contracting Party, or by labor disputes, fire, abnormal adverse weather conditions, force majeure, unusual delay in transportation, fuel, material, or labor shortages or unavailability, action or inaction of public authorities not arising out of the fault of Contractor, casualties or any other causes beyond Contractor's reasonable control, then the Contract Time shall be extended by change order for a period of time reasonably necessary to alleviate the effect of such events on Contractor. Delays beyond Contractor's reasonable control shall be compensable to Contractor and such equitable adjustment of the Contract Price shall be made by change order. Contractor reserves the right to terminate this Agreement if an equitable adjustment cannot be agreed upon by Contracting Party and Contractor. Payment for any such adjustment shall be made in accordance with the terms and conditions of this Agreement.

**11. HAZARDOUS SUBSTANCES.** Contracting Party agrees to indemnify, defend and hold harmless Contractor and its employees and subcontractors from liability related to the existence of hazardous substances at the project site, unless such liability results directly from hazardous substances brought on to the project site by Contractor or its subcontractors or arises out of the negligence or wrongful act of Contractor or its subcontractors. If Contractor encounters a substance on the project site which Contractor believes is a

hazardous substance, Contractor shall immediately notify Contracting Party and shall cease work in whole or in part and any delays (and costs arising therefrom) shall be Contracting Party's responsibility.

**12. TERMINATION FOR CAUSE.** Contractor has the right to terminate this Agreement if Contracting Party fails to comply with any of the other provisions herein; provided, further, Contractor may terminate this Agreement in the event of the happening of any of the following: (a) insolvency of Contracting Party or Contractor; (b) any act of bankruptcy by Contracting Party under any provision of the Federal Bankruptcy Act or filing by Contracting Party of a voluntary petition under any law providing for relief from the claims of creditors; (c) the filing of an involuntary petition to have Contracting Party adjudicated as bankrupt under the Federal Bankruptcy Act or for reorganization of Contracting Party under that Act or under any law providing for relief from the claims of creditors which is not vacated within thirty (30) days from the date of such filing; (d) the appointment of a receiver or trustee for Contracting Party or Contractor which is not vacated within thirty (30) days from the date of such appointment; (e) the execution by Contracting Party or Contractor of an assignment for the benefit of creditors; or (f) any other event occurring which under the applicable law would entitle Contractor to cancel and terminate this Agreement. Such termination shall not prejudice any claims that either party may have against the other.

**13. INDEMNITY.** To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Contracting Party from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work hereunder, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, but only to the extent caused by negligent acts or omissions of Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Contracting Party shall indemnify and hold harmless Contractor from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, to the extent caused by negligent acts or omissions of Contracting Party, or anyone directly or indirectly employed by it or anyone for whose acts it may be liable.

**14. WARRANTIES.** Contractor warrants and guarantees all work and/or materials provided under this Agreement shall be of good quality and workmanship, free from faults and defects and in conformance with this Agreement. Contractor further agrees to make good, at its own expense, any defect in materials or workmanship which may appear within one (1) year of Contractor's substantial completion of its work hereunder. Except as otherwise provided herein, Contractor makes no warranties or representations of any kind, express or implied (including no warranty of merchantability or fitness for a particular purpose) and none shall be implied by law. Contracting Party agrees that oral agreements, statements and representations made by Contractor, its employees or its agents shall not constitute a warranty of any kind.

**15. TIME LIMITATION ON CLAIMS.** Any action arising out of Contracting Party's purchase of materials or Contractor's provision of services to Contracting Party, including any action arising under this Agreement, must be commenced within one (1) year after substantial completion of Contractor's work hereunder, and no such action may be maintained which is not commenced within such one-year period.

**16. LIMITATION OF LIABILITY.** Contractor's sole liability and Contracting Party's sole and exclusive remedy for any and all damages, special, direct, incidental or consequential, sustained by Contracting Party or others arising of Contractor's performance of this Agreement shall be limited to correcting defective work. In no event shall Contractor be liable to Contracting Party or any third party for more than the amount of Contractor's proposal, or for any delay damages.

Under no circumstances shall Contractor be liable for (i) damage to or breakage of underground pipes and/or conduits and cables not visible from the surface of the ground nor for any damage to approaches (including sidewalks) from the street to the property line; (ii) damage to the completed pavement surface due to the action of petroleum product spillage; (iii) subgrade failure or utility ditch failure; or (iv) growth of horsetail weed, morning glory, deep-rooted ferns or perennials subsequent to the application of soil sterilization (weed killer) that have not reached maturity prior to such application. Any soil sterilization provided for in this Agreement shall be applied at the rate specified by the manufacturer thereof.

**17. DISPUTE RESOLUTION/ATTORNEYS' FEES.** Contracting Party and Contractor agree that all claims, collections, disputes, or other controversies arising under this Agreement or related hereto, shall be settled by and subject to litigation, or at the sole choice of the contractor, binding arbitration with a



single arbitrator pursuant to the Construction Industry Arbitration Rules of the American Arbitration Association ("AAA"). Any such arbitration shall be commenced by the Contractor delivering a written demand for arbitration to the AAA, and a copy of such demand shall be delivered to the Contracting Party. Contracting Party and Contractor agree that the location of any such arbitration proceeding shall be at the Seattle, Washington AAA office. Any arbitration award by the arbitrator shall be final and binding on the parties and subject to confirmation and reduction to judgment pursuant to RCW 7.04 in the King County Superior Court. In any such litigation or arbitration, the prevailing party shall be entitled to its reasonable attorneys' fees and costs.

**18. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**19. SEVERABILITY.** In the event that any paragraph, part, term, or condition of this Agreement is construed or held to be void, invalid or unenforceable by an arbitrator or court of competent jurisdiction, the remaining paragraphs, parts, terms and conditions of this Agreement shall not be affected and shall remain in full force and effect.

**20. VOLUNTARY CONTRACT.** Each of the parties to this Agreement has carefully read and fully understands the terms and conditions hereof, has had

full opportunity to consult with legal counsel regarding its meaning and effect, and is entering into this Agreement freely and voluntarily, through a representative who is fully authorized and empowered to sign on its behalf.

**21. ENTIRE AGREEMENT.** Contracting Party and Contractor intend that the proposal and those terms and conditions on the front page hereof and these General Provisions shall constitute the final, complete and exclusive Agreement between the parties. This Agreement supersedes all other prior or contemporaneous agreements, representations, understandings and promises, oral and/or written, by or between the parties with respect to the subject matter hereof. Contracting Party further acknowledges and agrees that in entering into this Agreement, Contracting Party has not and is not relying upon any contemporaneous agreements, representations, understandings and promises, oral and/or written, made by Contractor. No course of dealings between the parties shall be relevant or admissible to explain, supplement or vary the terms of this Agreement. No amendment or modification of this Agreement shall be effective or binding upon the parties unless made in writing and executed by Contracting Party and Contractor.

## **State of Washington**

### **NOTICE TO CUSTOMER(RCW 18.27.114)**

Lakeside Industries, Inc. is registered with the State of Washington, Registration No. LAKESI\*274JD, and has posted with the state a bond or deposit of \$12,000 for the purpose of satisfying claims against Lakeside Industries for breach of contract including negligent or improper work in the conduct of Lakeside Industries' business. The expiration date of Lakeside Industries' registration is July 31st.

### **THIS BOND OR DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT.**

This bond or deposit is not for your exclusive use because it covers all work performed by Lakeside Industries. The bond or deposit is intended to pay valid claims up to \$12,000 that you and other customers, suppliers, subcontractors, or taxing authorities may have.

### **FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT.**

You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help insure that your project will be completed as required by your contract.

### **YOUR PROPERTY MAY BE LIENED.**

If a supplier of materials used in your construction project or an employee or subcontractor of Lakeside Industries, Inc. or its subcontractors is not paid, your property may be liened to force payment and you could pay twice for the same work.

### **FOR ADDITIONAL PROTECTION, YOU MAY REQUEST LAKESIDE INDUSTRIES, INC. TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR PROJECT.**

Lakeside Industries, Inc. is required to provide you with further information about lien release documents if you request it. General information is also available from the state Department of Labor and Industries.

William Shore Memorial Pool District  
FINANCIAL STATEMENTS

As of May 31, 2014



Certified Public Accountants

Charles S. McClain

Karen L. Crouse

## INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

Board of Directors

William Shore Memorial Pool District

We have compiled the accompanying Statements of Financial Position of William Shore Memorial Pool District (a nonprofit corporation) as of May 31, 2014 and 2013 and the related Statements of Activities for the five months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the accounting principles generally accepted in the United States of America. The budget comparison is presented for supplementary analysis purposes only.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Organization's financial position and changes in equity. Accordingly these financial statements are not designed for those who are not informed about such matters.

McClain, Crouse and Co. P.S.

June 19, 2014

**Statements of Financial Position**  
As of May 31, 2014 and 2013

	May 31, 14	May 31, 13
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10000 · County Fund Balance	336,404.10	332,205.47
10050 · Capital Improvement Account	2,291.82	667,191.57
10100 · Cash in Till	100.00	100.00
10200 · Credit Card Processing Account	1,933.06	1,063.69
10400 · Cash in Payroll Account	21,390.38	3,185.14
<b>Total Checking/Savings</b>	362,119.36	1,003,745.87
<b>Accounts Receivable</b>		
11300 · Accounts Receivable	8,741.93	689.45
<b>Total Accounts Receivable</b>	8,741.93	689.45
<b>Other Current Assets</b>		
12001 · Undeposited Funds	374.00	0.00
12500 · PASD Advance	301.59	317.60
<b>Total Other Current Assets</b>	675.59	317.60
<b>Total Current Assets</b>	371,536.88	1,004,752.92
<b>Fixed Assets</b>		
15000 · Building and Improvements	1,903,112.59	1,286,911.86
16000 · Equipment	35,226.27	5,484.69
<b>Total Fixed Assets</b>	1,938,338.86	1,292,396.55
<b>Other Assets</b>		
18600 · Bond Expense	7,800.00	7,800.00
<b>Total Other Assets</b>	7,800.00	7,800.00
<b>TOTAL ASSETS</b>	<b>2,317,675.74</b>	<b>2,304,949.47</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
21000 · Visa	6,866.52	5,138.25
<b>Total Credit Cards</b>	6,866.52	5,138.25
<b>Other Current Liabilities</b>		
2110 · Direct Deposit Liabilities	39.73	0.00
22000 · Wages Payable	12,431.78	10,270.82
22500 · Accrued Cafeteria Plan Liab	7,501.86	3,296.84
23000 · Deferred Compensation Liability	858.00	708.00
24000 · Payroll Liabilities	6,787.41	6,885.18
24500 · Accrued Sales Tax Liability	5,935.66	6,356.47
25000 · Due to Others	4,301.22	4,100.32
25500 · Accrued Construction Costs	0.00	387,996.13
26000 · Due for Professional Services	160.00	9,641.00
27000 · Due to the City of Port Angeles	6,748.19	7,242.00
<b>Total Other Current Liabilities</b>	44,763.85	436,496.76
<b>Total Current Liabilities</b>	51,630.37	441,635.01
<b>Long Term Liabilities</b>		
27200 · Loan from Clallam County	259,910.41	407,808.78
27300 · Washington LOCAL I	120,233.17	131,093.25
27310 · Washington LOCAL II	425,760.06	425,760.06
27400 · Kitsap Bank Loan	623,616.51	650,000.00
<b>Total Long Term Liabilities</b>	1,429,520.15	1,614,662.09
<b>Total Liabilities</b>	1,481,150.52	2,056,297.10

STATEMENT OF FINANCIAL POSITION  
**Statements of Financial Position**  
As of May 31, 2014 and 2013

	<u>May 31, 14</u>	<u>May 31, 13</u>
Equity :		
32000 - Unrestricted Net Assets	701,248.42	145,666.38
Net Income	135,276.80	102,985.99
Total Equity	<u>836,525.22</u>	<u>248,652.37</u>
TOTAL LIABILITIES & EQUITY	<u>2,317,675.74</u>	<u>2,304,949.47</u>



**Statements of Activities**  
for the five months ended May 31, 2014 and 2013

	Jan - May 14	Jan - May 13
<b>Income</b>		
3111000 · Real and Property Taxes	262,730.86	257,779.93
3172000 · Leasehold Excise Tax	1,571.99	1,642.72
3417000 · Merchandise Sales	3,232.92	4,549.10
3470000 · Admissions		
3473010 · General Admissions	50,104.56	37,241.00
3476035 · Swim Instruction	44,785.25	32,884.80
3476040 · Camps and Special Events	2,465.75	7,259.50
3476045 · Exercise Classes	30,511.88	26,600.75
Total 3470000 · Admissions	127,867.44	103,986.05
3620000 · Rental Income		
45030 · Facility Rental	17,642.07	8,999.56
45040 · Miscellaneous Rental	1,791.56	1,017.00
Total 3620000 · Rental Income	19,433.63	10,016.56
3625000 · DNR - Other than Timber	45.78	192.36
3670000 · Direct Public Support	500.00	0.00
3698100 · Cash Overages and Shortages	-66.00	-59.00
3699000 · Other Miscellaneous Revenue	291.04	400.08
3951030 · Sale of County Timber	0.00	3,945.25
<b>Total Income</b>	<b>415,607.66</b>	<b>382,453.05</b>
<b>Expense</b>		
57620 · Operating Costs		
1000001 · Salaries and Wages		
100000 · Regular Time		
100020 · Lifeguards	46,955.15	42,357.62
100030 · Instructors	18,517.82	20,667.75
100040 · Head Guards	24,965.44	24,066.00
100050 · Supervisors	33,750.00	33,433.30
100060 · Maintenance	5,517.00	5,658.00
100070 · Executive Director	18,750.00	18,750.00
Total 100000 · Regular Time	148,455.41	144,932.67
100080 · Overtime	0.00	0.00
100090 · Sick/Vacation Pay	0.00	773.02
100001 · Salaries and Wages - Other	0.00	0.00
Total 100001 · Salaries and Wages	148,455.41	145,705.69
200000 · Personnel Benefits		
200020 · Benefits	11,242.92	11,370.90
200032 · Cafeteria Plan - Salaried	5,250.00	5,218.35
200040 · Unemployment Compensation	1,478.69	2,381.53
200045 · Department of Labor & Industry	5,117.12	5,039.72
Total 200000 · Personnel Benefits	23,088.73	24,010.50
300000 · Supplies		
310000 · Office Supplies	2,985.50	5,656.20
310050 · Program Supplies and Equipment	1,124.49	802.32
310100 · Maintenance Supplies and Repair	10,467.20	14,273.72
340035 · Items for Resale	1,396.66	2,460.08
350010 · Small Tools and Minor Equipment	326.14	1,262.93
Total 300000 · Supplies	16,299.99	24,455.25
4000000 · Charges for Services		
410020 · Professional Services	12,500.78	10,847.11
420000 · Communications	1,705.38	836.69
430000 · Travel	3,732.22	2,555.09
440010 · Advertising	404.15	1,366.35
450000 · Operating Rentals and Leases	798.89	785.03

# **Statements of Activities** for the five months ended May 31, 2014 and 2013

	Jan - May 14	Jan - May 13
460030 · Insurance-Property & Liability	11,314.00	11,106.00
470090 · Utilities	37,185.05	39,452.07
480000 · Repair and Maint-Contracted	7,422.59	2,644.84
490000 · Miscellaneous Expense	5,049.83	3,904.39
500000 · Intergovernmental Services		
500100 · County Clerk Services	1,680.00	1,680.00
510005 · State Auditor	4,794.36	0.00
510010 · PA City Maintenance Services	0.00	6,100.00
530040 · State Sales and B & O Tax	3,462.35	3,658.71
530070 · Clallam County Treas - Prop Tax	323.26	243.26
Total 500000 · Intergovernmental Services	10,259.97	11,681.97
Total 4000000 · Charges for Services	90,372.86	85,179.54
57620 · Operating Costs - Other	0.00	0.00
Total 57620 · Operating Costs	278,216.99	279,350.98
5850000 · Nonoperational Expenses		
830020 · Interest Expense	2,113.87	116.08
Total 5850000 · Nonoperational Expenses	2,113.87	116.08
Total Expense	280,330.86	279,467.06
Net Income	135,276.80	102,985.99

# William Shore Memorial Pool District

## Statement of Revenue and Expense

for the month ending May 31, 2014

	May 14	Budget	Jan - May 14	YTD Budget	Annual Budget
<b>Income</b>					
3111000 - Real and Property Taxes	28,943.22	20,000.00	262,730.86	220,000.00	475.00
3121000 - Private Harvest Tax	0.00	167.00	0.00	833.00	2.00
3172000 - Leasehold Excise Tax	0.00	417.00	1,571.99	2,083.00	5.00
3174000 - Timber Excise Tax	0.00	125.00	0.00	625.00	1.50
3417000 - Merchandise Sales	452.00	750.00	3,232.92	3,750.00	9.00
3470000 - Admissions					
3473010 - General Admissions	9,893.50	8,541.00	50,104.56	42,709.00	102,500.00
3476035 - Swim Instruction	12,978.50	6,250.00	44,785.25	31,250.00	75,000.00
3476040 - Camps and Special Events	262.00	833.00	2,465.75	4,167.00	10,000.00
3476045 - Exercise Classes	5,111.50	5,417.00	30,511.88	27,083.00	65,000.00
<b>Total 3470000 - Admissions</b>	<b>28,245.50</b>	<b>21,041.00</b>	<b>127,867.44</b>	<b>105,209.00</b>	<b>252,500.00</b>
3620000 - Rental Income					
45030 - Facility Rental	2,384.40	3,250.00	17,642.07	16,250.00	39,000.00
45040 - Miscellaneous Rental	377.75	208.00	1,791.56	1,042.00	2,500.00
<b>Total 3620000 - Rental Income</b>	<b>2,762.15</b>	<b>3,458.00</b>	<b>19,433.63</b>	<b>17,292.00</b>	<b>41,500.00</b>
3625000 - DNR - Other than Timber	0.00	29.00	45.78	146.00	350.00
3670000 - Direct Public Support	500.00		500.00		
3698100 - Cash Overages and Shortages	0.00		-86.00		
3699000 - Other Miscellaneous Revenue	200.00	208.00	291.04	1,042.00	2,500.00
3951030 - Sale of County Timber	0.00	1,500.00	0.00	7,500.00	18,000.00
44800 - Indirect Public Support	0.00	0.00	0.00	200,000.00	200,000.00
<b>Total Income</b>	<b>61,102.87</b>	<b>47,695.00</b>	<b>415,607.66</b>	<b>558,480.00</b>	<b>1,007,350.00</b>
<b>Expense</b>					
57620 - Operating Costs					
100001 - Salaries and Wages					
100000 - Regular Time					
100020 - Lifeguards	9,532.53	8,167.00	46,955.15	40,833.00	98,000.00
100030 - Instructors	5,071.36	3,750.00	18,517.82	18,750.00	45,000.00
100040 - Head Guards	5,314.82	4,583.00	24,965.44	22,917.00	55,000.00
100050 - Supervisors	6,750.00	6,667.00	33,750.00	33,333.00	80,000.00
100060 - Maintenance	1,200.00	1,083.00	5,517.00	5,417.00	13,000.00
100070 - Executive Director	3,750.00	3,750.00	18,750.00	18,750.00	45,000.00
<b>Total 100000 - Regular Time</b>	<b>31,618.71</b>	<b>28,000.00</b>	<b>148,455.41</b>	<b>140,000.00</b>	<b>336,000.00</b>
100080 - Overtime	0.00		0.00		
100090 - Sick/Vacation Pay	0.00	375.00	0.00	1,875.00	4,500.00
<b>Total 100001 - Salaries and Wages</b>	<b>31,618.71</b>	<b>28,375.00</b>	<b>148,455.41</b>	<b>141,875.00</b>	<b>340,500.00</b>
200000 - Personnel Benefits					
200020 - Benefits					
200032 - Cafeteria Plan - Salaried	2,295.48	2,000.00	11,242.92	10,000.00	24,000.00
200040 - Unemployment Compensation	1,050.00	1,083.00	5,250.00	5,417.00	13,000.00
200045 - Department of Labor & Industry	280.24	550.00	1,478.69	2,750.00	6,600.00
<b>Total 200000 - Personnel Benefits</b>	<b>1,057.77</b>	<b>1,096.00</b>	<b>5,117.12</b>	<b>5,479.00</b>	<b>13,150.00</b>
<b>Total 200000 - Personnel Benefits</b>	<b>4,683.49</b>	<b>4,729.00</b>	<b>23,086.73</b>	<b>23,646.00</b>	<b>56,750.00</b>
300000 - Supplies					
310000 - Office Supplies	673.47	625.00	2,985.50	3,125.00	7,500.00
310050 - Program Supplies and Equipment	41.90	392.00	1,124.49	1,959.00	4,700.00
310100 - Maintenance Supplies and Repair	1,789.26	2,833.00	10,467.20	14,167.00	34,000.00

**William Shore Memorial Pool District**  
**Statement of Revenue and Expense**  
for the month ending May 31, 2014

	May 14	Budget	Jan - May 14	YTD Budget	Annual Budget
340035 - Items for Resale	9.72	583.00	1,396.66	2,917.00	7,000.00
350010 - Small Tools and Minor Equipment	23.57	208.00	326.14	1,042.00	2,500.00
<b>Total 300000 - Supplies</b>	<b>2,537.92</b>	<b>4,641.00</b>	<b>16,299.99</b>	<b>23,210.00</b>	<b>55,700.00</b>
4000000 - Charges for Services					
410020 - Professional Services	2,430.90	1,467.00	12,500.78	7,333.00	17,600.00
420000 - Communications	583.19	192.00	1,705.36	958.00	2,300.00
430000 - Travel	908.97	458.00	3,732.22	2,292.00	5,500.00
440010 - Advertising	4.93	167.00	404.15	833.00	2,000.00
450000 - Operating Rentals and Leases	165.29	154.00	798.89	771.00	1,850.00
460030 - Insurance-Property & Liability	0.00	0.00	11,314.00	11,500.00	11,500.00
470090 - Utilities	6,748.19	5,417.00	37,185.05	27,083.00	65,000.00
480000 - Repair and Maint-Contracted	464.67	725.00	7,422.59	3,625.00	8,700.00
49000 - Miscellaneous Expense	1,549.86	855.00	5,049.83	4,271.00	10,250.00
500000 - Intergovernmental Services					
500100 - County Clerk Services	336.00	342.00	1,680.00	1,708.00	4,100.00
510005 - State Auditor	0.00	0.00	4,794.36	0.00	3,400.00
530040 - State Sales and B & O Tax	0.00	792.00	3,482.35	3,958.00	9,500.00
530070 - Clallam County Treas - Prop Tax	0.00	0.00	323.26	200.00	200.00
<b>Total 500000 - Intergovernmental Services</b>	<b>336.00</b>	<b>1,134.00</b>	<b>10,259.97</b>	<b>5,866.00</b>	<b>17,200.00</b>
<b>Total 4000000 - Charges for Services</b>	<b>13,192.00</b>	<b>10,569.00</b>	<b>90,372.86</b>	<b>64,532.00</b>	<b>141,900.00</b>
57620 - Operating Costs - Other	0.00		0.00		
<b>Total 57620 - Operating Costs</b>	<b>52,032.12</b>	<b>48,314.00</b>	<b>278,216.99</b>	<b>253,263.00</b>	<b>594,850</b>
5850000 - Nonoperational Expenses					
830020 - Interest Expense	2,101.63	0.00	2,113.87	4,045.00	49,000.00
<b>Total 5850000 - Nonoperational Expenses</b>	<b>2,101.63</b>	<b>0.00</b>	<b>2,113.87</b>	<b>4,045.00</b>	<b>49,000</b>
<b>Total Expense</b>	<b>54,133.75</b>	<b>48,314.00</b>	<b>280,330.86</b>	<b>257,308.00</b>	<b>643,850</b>
<b>Net Income</b>	<b>6,969.12</b>	<b>-619.00</b>	<b>135,276.80</b>	<b>301,172.00</b>	<b>363,500</b>