

# **AGENDA**

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

Clallam County Courthouse, Room 160

Port Angeles, Washington

October 27, 2009 – 3:00 p.m.

### **COMMISSIONERS**

MICHAEL CHAPMAN, DAN DI GUILIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

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

**REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

**PUBLIC COMMENT – AGENDA ITEMS ONLY** Please limit comments to three minutes

### **ACTION ITEMS**

- 1 Approval of September 22, 2009 Minutes
- 2 Bills for September/October 2009
- 3 Resolution appointing members to the WSMPD advisory committee
- 4 Notice of hearing to be held at 1:00 on November 10 regarding the 2009 budget
- 5 Notice of hearing to be held at 1:00 on November 10 regarding the 2010 budget
- 6 Notice of hearing to be held at 1:00 on November 10 regarding the 2010 tax levy rate
- 7 Interlocal agreement with Clallam County to provide A/P services

### **REPORTS AND PRESENTATIONS**

- 8 Activity/Staff Report
- 9 Introduction of new advisory committee members

**PUBLIC COMMENT –** Please limit comments to three minutes

### **CONTRACTS AND AGREEMENTS**

- 10 Port Angeles Swim Club - Discussion

**ITEMS FOR DISCUSSION – No Items**

### **NEXT MEETING DATE**

There will be a special meeting held on Tuesday, November 10, 2009 at 3:00 in the Clallam County Board Room – Room 160.

The next regular meeting will be held on Tuesday, December 1, 2009 at 3:00 p.m. in the Clallam County Board Room - Room 160.

### **ADJOURNMENT**

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 22, 2009 – 3:00 p.m.

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10/27/09

### COMMISSIONERS

**MICHAEL CHAPMAN, DAN DI GUILIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD**

### CALL TO ORDER

Chair Di Guilio called the meeting to order at 3:01 p.m., Tuesday, September 22, 2009. Also present were Commissioner Chapman, Holmquist, and Kidd. Commissioner Doherty was excused.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** CMCm to adopt the agenda as presented, CCKs, mc.

### PUBLIC COMMENT

There was no public comment.

### ACTION ITEMS

#### Approval of August 25, 2009 Minutes

**ACTION TAKEN:** CMCm to adopt the August 25, 2009 minutes of the WSMPD meeting, CGHs, mc.

#### Bills for August/September 2009

Two bills were received after the deadline for agenda items. Charlie explained that the City of Port Angeles sent an additional bill to adjust the bills to the dates required to receive them for the WSMPD meeting deadline. Dan Di Guilio expressed that a policy had been established to have all agenda items received in the Clallam County Commissioners office by the Wednesday prior to the meeting date to be included in the agenda packets.

**ACTION TAKEN:** CMCm to adopt the Wednesday at close of business prior to the scheduled monthly meeting as the deadline to receive any agenda items, CCKs, mc.

**ACTION TAKEN:** CMCm to approve the payment of the bills for the total of \$46,709.76, CGHs, mc.

### ITEMS FOR DISCUSSION

#### Requests for Proposal – Pool Operations

CMC, CGH, and Charlie McClain met twice to discuss the Request for Proposal process for the WSMPD. The RFP contains the best guess of what they are looking for and any proposal received and accepted will be negotiated in a contract. The original date to turn in the proposals was October but the committee felt that the date should be extended to December 1, 2009 at 3:00 p.m. The December due date will allow the community to review the scope of work and allow enough time to get some solid proposals. Kent Myers, Port Angeles City Manager, said that the Port Angeles City Council will be considering a three-month extension on the current WSMPD contract at their October 6, 2009 meeting.

Craig Miller would like to see the language in the RFP include the WSMPD reserves the right to reject any Requests for Proposals (RFP) for any reason. Dan Di Guilio asked about supply usage and any safeguards from overuse. Leah Gould, William Shore Memorial Pool Supervisor, shared that all of the chemicals for the pool are under lock and key. Some of the chemicals are added automatically

**MINUTES for the Meeting of September 22, 2009**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 2**

through a filtration system that balances the ph and alkalinity of the swimming pool, this is monitored daily.

**ACTION TAKEN:** CMCm to call for Request for Proposals to be received no later than Tuesday, December 1 at 3:00 and read aloud publicly on that date. The Request for Proposals will include language to be supplied by Craig Miller that the board reserved the right to refuse any proposal for any reason, CGHs, mc.

**ACTION TAKEN:** CCKm to cancel the regular scheduled meeting on November 24, 2009 and hold a special meeting on December 1, 2009 at 3:00, the meeting agenda will include opening and reading aloud any Request for Proposals that are received, CGHs, mc

**Finance Committee Update**

Charlie distributed a state of revenue and expenses of the William Shore Pool. The report included the time frame from when the district was formed to the end of August 2009. He explained the information and said he will have the reports included at monthly board meetings. Charlie also shared that the report can be refined to suit the Commissioners. Because the operations contract will not be in place by the end of the year he is going to move forward with the 2010 budget. He will build the budget as if the city would be continuing the services they are currently providing. If a contract is awarded from the RFP process there will be a section that includes one number for contract fees so that the budget can be built. He is proposing presenting it at the October meeting.

Kent Myers, Port Angeles City Manager, explained that there have been some ongoing discussions about the possibility of the City of Port Angeles continuing maintenance on the pool. The staff is knowledgeable about the pools functions and the city may be able to offer some efficiency by continuing to offer the maintenance. Charlie McClain said that it would be helpful to have the maintenance portion of the costs broken out from the other costs associated with the pool. Kent Myers expressed that he needs some guidance on the definition of maintenance and what items/services should be included, they will meet to discuss both of their needs.

**Advisory Committee Update**

The advisory sub-committee of CGH and CCK received seven applications, six citizens that live within the boundaries of the Port Angeles School District and one that lives outside of the boundaries. Discussion followed about the possibility of changing the boundaries to include the residents of the Crescent School District. Craig Miller expressed that there was no legal requirement based on statute that states an applicant needs to live within the Port Angeles School District however the bylaws state that they must reside in those boundaries. If the Board wants to extend the boundaries they would need to amend the bylaws.

**ACTION TAKEN:** CGHm to amend the bylaws to expand the advisory committee to include the Crescent School District, after brief discussion the motion was withdrawn.

**ACTION TAKEN:** CMCm to appoint Brian Albright, Thomas Bock, Steve Burke, Larry Doyle, Scott Moore, and John Shield to the William Shore Memorial Advisory Committee, CCKs, mc. Tammy Sullenger will prepare welcome letters of appointment for the applicants and invite them to the next WSMPD meeting on October 27, 2009.

**MINUTES for the Meeting of September 22, 2009**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
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**REPORTS AND PRESENTATIONS**

**Activity/Staff Report**

Leah Gould, William Shore Memorial Pool Supervisor, presented an activity report for the period of August 10 – September 6. Dan Di Guilio expressed that while the raw numbers presented are good information he would like to see how the numbers compare to other months/years. Leah will bring the information back to Jayna Lafferty for follow-up.

**PUBLIC COMMENT**

Kent Myers, Port Angeles City Manager, reminded the board that the tax rate needs to be set in October. CMC shared that the finance committee is working on a budget that includes 15 cents per thousand. Dan Di Guilio asked if the 15 cents per thousand was going to be enough to cover all of the costs associated with the pool. Charlie McClain said based upon the preliminary data the 15 cents will carry the WSMPD and will include a minimal reserve of about 10%.

**NEXT MEETING DATE**

The next meeting will be held on Tuesday, October 27, 2009 at 3:00 p.m. in the Clallam County Board Room - Room 160.

**ADJOURNMENT**

CCKm to adjourn the meeting at 3:44 p.m., CMCs, mc

PASSED AND ADOPTED this twenty-seventh day of October 2009

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

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Dan Di Guilio, Chair

ATTEST:

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Tammy Sullenger, Administrative Asst.

**KEY TO ABBREVIATIONS:**

CCK	Commissioner Cherie Kidd	m	moved
CDD	Commissioner Dan Di Guilio	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		

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10/27/09

CLAIMS PAYMENT REQUEST

Fund Number

District Name: William Shore Memorial Pool District

Designate if you are picking up the warrants or if we are to mail. (If picking up, they will be in the Treasurer's Office.)

Mail to us: Pickup Tammy Sullenger will pick up

Period Ending: 10/27/2009  
Date Submitted: 10/27/2009

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
24348	10/15/2009	0001252	CITY OF PORT ANGELES	S			\$ 31,930.27		66870.000.57620.51.0010	1	SEPT 09 BILLING	E	PD
293	9/30/2009	0023222	MCCAIN GROUSE AND CO.	S			\$ 425.00		66870.000.57620.41.0020	1	ACCOUNTING/MGMT SYS	E	PD
WSMPD1009	10/20/2009	0000334	CALLAM COUNTY COMMISSIONERS	S			\$ 330.00		66870.000.57620.41.0020	1	CLERK FEES OCTOBER	E	PD
										1		E	PD
										1		E	PD
												E	
												E	
												E	

Page 1 Total: 32,685.27  
Page 2 Total: 0.00  
Page 3 Total: 0.00  
Grand Total: 32,685.27  
July

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the district. I am authorized to auth

Signature \_\_\_\_\_ Secretary, William Shore Memorial Pool District \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

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

Michael C. Chapman  
Recused from any bills related to Callam County  
Commissioner  
Date \_\_\_\_\_

Dan Di Giulio  
Recused from any bills related to the City of Port Angeles  
Commissioner  
Date \_\_\_\_\_

Howard V. Doherty, Jr.  
Recused from any bills related to Callam County  
Commissioner  
Date \_\_\_\_\_

Gary Holmquist  
Commissioner  
Date \_\_\_\_\_

Cherise Kidd  
Commissioner  
Date \_\_\_\_\_

Recused from any bills related to the City of Port Angeles

INVOICE



CITY OF PORT ANGELES  
PO BOX 1150  
321 EAST 5TH  
PORT ANGELES, WA 98362

(360) 417-4614

TO: WILLIAM SHORE MEM POOL DIST.  
C/O CHARLES MCCLAIN  
227 W. 8TH ST  
PORT ANGELES, WA 98362

INVOICE NO: 24348  
DATE: 10/15/09

CUSTOMER NO: 3757/3757

TYPE: PL - POOL

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	WSMPD WSMPD SEPT 09 BILLING	31,930.27	31,930.27

TOTAL DUE: \$31,930.27

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 10/15/09 DUE DATE: 11/16/09 NAME: WILLIAM SHORE MEM POOL DIST.  
CUSTOMER NO: 3757/3757 TYPE: PL - POOL

REMIT AND MAKE CHECK PAYABLE TO:  
CITY OF PORT ANGELES  
PO BOX 1150  
321 EAST 5TH  
PORT ANGELES WA 98362

INVOICE NO: 24348 AMOUNT: \$31,930.27  
TERMS: NET 30 DAYS

City of Port Angeles/William Shore Memorial Pool  
September 2009 Revenues/Expenses

	Aug Balance	Sept charges	Sept Balance	Difference	Adjusted Sept Charges	Sept Balance	Difference	Explanation
001-8020-347-3011	5.00	\$ -	5.00	\$ -	\$ -	5.00	\$ -	
001-8020-347-3012	69,624.84	\$ 13,628.48	83,253.32	\$ -	13,628.48	83,253.32	\$ -	
001-8020-347-3013	31,729.76	\$ 2,236.50	33,966.26	\$ -	2,236.50	33,966.26	\$ -	
001-8020-347-3014	14,044.14	\$ 600.00	14,644.14	\$ -	600.00	14,644.14	\$ -	
001-8020-347-3015	1,174.74	\$ 237.80	1,412.54	\$ -	237.80	1,412.54	\$ -	
001-8020-347-3016	410.76	\$ 9.00	419.76	\$ -	9.00	419.76	\$ -	
001-8020-347-9020	1,888.32	\$ 377.87	2,266.19	\$ -	377.87	2,266.19	\$ -	
001-8020-369-8100	(36.90)	\$ (117.80)	(154.70)	\$ -	(117.80)	(154.70)	\$ -	
		\$ 16,971.85			16,971.85			
			Total Revenues	\$				
001-8120-576-1001	12,108.79	1494.25	13,603.04	\$ -	1,494.25	13,603.04	\$ -	
001-8120-576-1011	252.36	0	252.36	\$ -	-	252.36	\$ -	
001-8120-576-2010	932.61	111.24	1,043.85	\$ -	111.24	1,043.85	\$ -	
001-8120-576-2030	912.80	79.29	992.09	\$ -	79.29	992.09	\$ -	
001-8120-576-2041	62.69	7.85	70.54	\$ -	7.85	70.54	\$ -	
001-8120-576-2042	20.36	2.53	22.89	\$ -	2.53	22.89	\$ -	
001-8120-576-2050	2,416.00	302.05	2,718.05	\$ -	302.05	2,718.05	\$ -	
001-8120-576-3105	7,836.74	1193.29	9,030.03	\$ -	1,193.29	9,030.03	\$ -	
001-8120-576-3120	14,009.00	819.56	14,828.56	\$ -	819.56	14,828.56	\$ -	
001-8120-576-4810	1,648.52	0	1,648.52	\$ -	-	1,648.52	\$ -	
001-8020-576-1001	77,137.67	7529.23	84,666.90	\$ -	7,529.23	84,666.90	\$ -	
001-8020-576-1002	108,666.09	14965.45	123,631.54	\$ -	14,965.45	123,631.54	\$ -	
001-8020-576-1011	3,854.58	1876.04	5,730.62	\$ -	1,876.04	5,730.62	\$ -	
001-8020-576-2010	14,392.27	1853.91	16,246.18	\$ -	1,853.91	16,246.18	\$ -	
001-8020-576-2030	5,180.17	218.53	5,398.70	\$ -	218.53	5,398.70	\$ -	
001-8020-576-2040	(3,410.40)	6482.67	3,072.27	\$ -	6,482.67	3,072.27	\$ -	
001-8020-576-2041	369.22	25.15	394.37	\$ -	25.15	394.37	\$ -	
001-8020-576-2042	126.06	8.5	134.56	\$ -	8.50	134.56	\$ -	
001-8020-576-2050	18,788.64	1391.68	20,180.32	\$ -	1,391.68	20,180.32	\$ -	
001-8020-576-2060	1,492.64	0	1,492.64	\$ -	-	1,492.64	\$ -	
001-8020-576-3101	4,535.02	1144.91	5,679.93	\$ -	1,144.91	5,679.93	\$ -	
001-8020-576-3106	1,242.71	931.96	2,174.67	\$ -	931.96	2,174.67	\$ -	
001-8020-576-3107	269.16	181.69	450.85	\$ -	181.69	450.85	\$ -	
001-8020-576-3111	407.35	0	407.35	\$ -	-	407.35	\$ -	
001-8020-576-3401	1,946.03	477.05	2,423.08	\$ -	477.05	2,423.08	\$ -	
001-8020-576-4210	527.08	64.5	591.58	\$ -	64.50	591.58	\$ -	
001-8020-576-4212	1,376.00	172	1,548.00	\$ -	172.00	1,548.00	\$ -	
001-8020-576-4310	445.16	72	517.16	\$ -	72.00	517.16	\$ -	
001-8020-576-4410	-	384.85	384.85	\$ -	384.85	384.85	\$ -	
001-8020-576-4710	63,542.63	7111.94	70,654.57	\$ -	7,111.94	70,654.57	\$ -	
		\$ 48,902.12	Total Expenses	\$	48,902.12			
		\$ 31,930.27	Sep 09 Billing	\$	31,930.27			

McCLAIN, CROUSE & CO., PS  
227 W. EIGHTH STREET  
PORT ANGELES, WA 98362

INVOICE

1-360-457-3303

1-360-457-7415

**William Shore Memorial Pool District**  
321 East Fifth Street  
Port Angeles, WA 98362

Page Number: 1  
Client ID: 6929  
Invoice Date: 9/30/09  
Invoice Number: 293

Date	Services	Fee
9/30/09	Monthly Accounting	200.00
9/30/09	Comp forecast/projection	225.00

New Charges: 425.00

Prior Balance:

**Total Due: 425.00**



# BOCC

223 E. 4th Street, Suite 4  
Port Angeles, WA 98362  
360.417.2233 fax 360.417.2493

Invoice No. WSMPD1009

## INVOICE

### Customer

Name William Shore Memorial Pool District c/o BOCC  
Address 223 E. 4th Street, Suite 4  
City Port Angeles State WA ZIP 98362  
Phone 360.417.2233

Date 10/20/2009  
Order No.  
Rep  
FOB

Qty	Description	Unit Price	TOTAL
10	Hours - October 2009	\$33.00	\$330.00
<p>PER PSA CONTRACT 100291.09.003</p> <p>Clallam County shall provide "Clerk of the Board" services to the District, as needed, which shall include, but not be limited to: staff support and acting as secretary to the William Shore Memorial Pool District Board of Commissioners,; taking responsibility for scheduling noticing, and coordinating all official public meetings of the board; taking, transcribing and assuring proper distribution of minutes of all official public meetings; offical document management; working with the Chair to build board packets for upcoming meetings; preparing and distributing all official correspondence for the District.</p>			

### Payment Details

- Cash
- Check
- Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_  
Expires \_\_\_\_\_

SubTotal	\$330.00
Shipping & Handling	\$0.00
Taxes	
<b>TOTAL</b>	<b>\$330.00</b>

Office Use Only

~Thank you!~

If you have any questions please call 417.2383

# Registered Warrants Information Form

1. What is the dollar amount necessary to cover your issued warrants? 32,685.27
2. What is the approximate repayment date? April 2010
3. What is your projected revenue stream, and the sources of the revenue, for the time period stated above?

Dollar Amount	Source of Revenue
_____	<u>Estimate Tax Revenue (2010)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Does your district use interfund loans, or other cash flow borrowing? Yes  No   
If yes, please provide specific information.

\_\_\_\_\_

5. Is your district a party to any significant litigation? Yes  No
6. Please provide a current balance sheet that includes assets and outstanding debt for your district.

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

District Name: William Shore Memorial Pool District

Contact: Tammy Sullenger Title: Secretary

Address: 223 E. 4<sup>th</sup> Street, Suite 4, Port Angeles, WA 98362

Telephone 360.417.2383

Signature \_\_\_\_\_ Date: \_\_\_\_\_

THE ISSUANCE OF REGISTERED WARRANTS

The William Shore Memorial Pool District (the district) and the Clallam County Treasurer hereby agree to the terms and conditions of the transaction as set forth in this agreement, to wit:

On October 27, 2009 the District shall issue warrants drawn on the Pool Fund, in registered form, payable to the Clallam County Treasurer in an amount and in accordance with the following terms and conditions:

Registered Warrant Principal \$ 32,685.27

Interest Rate – Washington State Local Government Investment Pool Rate plus 1.5%

Approval Date October 27, 2009

Redemption Date \_\_\_\_\_

Term (number of days) \_\_\_\_\_

Basis (days/year) \_\_\_\_\_ 365 days \_\_\_\_\_

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

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

Dated this twenty-seventh day of October 20 09.

\_\_\_\_\_  
Dan Di DiGuilio  
President

Title \_\_\_\_\_  
Clallam County Treasurer

William Shore Memorial Pool District by: \_\_\_\_\_  
Deputy Treasurer

3  
10/27/09

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

## COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GUILIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

RESOLUTION N<sup>o</sup> \_\_\_\_\_, 2009

### APPOINTING MEMBERS TO THE WILLIAM SHORE MEMORIAL POOL DISTRICT ADVISORY COMMITTEE

THE WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS finds as follows:

1. Vacancies exist on the William Shore Memorial Pool District Advisory Committee because of the formation of a new committee.
2. Notice of the vacancies was issued to the press in order that interested citizens might apply for appointment to the Committee.
3. The advisory sub-committee has forwarded their recommendations for appointments.

NOW, THEREFORE, BE IT RESOLVED by the William Shore Memorial Pool District Board of Commissioners, in consideration of the above findings of fact:

1. That **Thomas Bock** and **John Shield** are appointed for terms expiring December 31, 2010.
2. That **Brian Albright** and **Scott Moore** are appointed for terms expiring December 31, 2011.
3. That **Steve Burke** and **Larry Doyle** are appointed for terms expiring December 31, 2012.

PASSED AND ADOPTED this twenty-seventh day of October 2009

WSMPD BOARD OF COMMISSIONERS

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Admin Asst.

\_\_\_\_\_  
Dan Di Giulio, President

c: Appointees  
File D18.28

4  
10/27/09

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

## COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

## PUBLIC NOTICE

NOTICE IS HEREBY given that public testimony on the proposed final 2009 William Shore Memorial Pool District budget will be accepted in the Clallam County Commissioners' Meeting Room 160 at the Clallam County Courthouse on November 10, 2009 at 1:00. All interested citizens are invited to attend.

A summary and detail of the proposed budget are available in the Board of Commissioners' Office, 223 East 4<sup>th</sup> Street, Room 150.

Dated this twenty-seventh day of October November 2009

BOARD OF WILLIAM SHORE MEMORIAL POOL  
DISTRICT COMMISSIONERS

\_\_\_\_\_  
Dan Di Giulio, President

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Admin Asst

Publish: November 1 and 8, 2009

Bill: William Shore Memorial Pool District

**William Shore Memorial Pool District**  
**Profit & Loss Budget Overview**  
 June through December 2009

	Jan - Dec 09
<b>Income</b>	
45000 · Rental Income	
45030 · Facility Rental	8,750.00
45050 · Locker Rental	3,150.00
45060 · Equipment Rental	105.00
<b>Total 45000 · Rental Income</b>	12,005.00
46400 · Merchandise Sales	
46450 · Sale Items	1,750.00
<b>Total 46400 · Merchandise Sales</b>	1,750.00
47200 · Admissions	
47240 · Single Admissions	56,000.00
47260 · Swimming Instruction	28,000.00
<b>Total 47200 · Admissions</b>	84,000.00
<b>Total Income</b>	97,755.00
<b>Cost of Goods Sold</b>	
50010 · Items for Resale	1,750.00
<b>Total COGS</b>	1,750.00
<b>Gross Profit</b>	96,005.00
<b>Expense</b>	
60900 · Reimbursed Operating Costs	
62100 · Personnel	
62110 · Regular Time	146,120.00
62160 · Benefits	20,300.00
62170 · Retirement	1,750.00
62180 · Unemployment Compensation	3,150.00
62190 · Department of Labor & Industry	1,155.00
<b>Total 62100 · Personnel</b>	172,475.00
65000 · Supplies	
65010 · Office Supplies	1,050.00
65040 · Operating Supplies	8,750.00
65060 · Cleaning and Sanitation Supplie	350.00
<b>Total 65000 · Supplies</b>	10,150.00
68000 · Charges for Services	
68100 · Telephone	1,750.00
68300 · Travel and Meetings	
68320 · Travel - Training	175.00
<b>Total 68300 · Travel and Meetings</b>	175.00
<b>Total 68000 · Charges for Services</b>	1,925.00
<b>Total 60900 · Reimbursed Operating Costs</b>	184,550.00
60901 · Reimbursed Maintenance Costs	
62101 · Personnel	
62111 · Regular Time	10,150.00
62161 · Benefits	2,975.00
62171 · Retirement	525.00
<b>Total 62101 · Personnel</b>	13,650.00
62800 · Facilities and Equipment	
62830 · Repair and Maintenance	
62840 · Building-Repair and Maintenance	525.00
<b>Total 62830 · Repair and Maintenance</b>	525.00
<b>Total 62800 · Facilities and Equipment</b>	525.00

**William Shore Memorial Pool District**  
**Profit & Loss Budget Overview**  
 June through December 2009

	Jan - Dec 09
65001 · Supplies	
65041 · Maintenance Supplies	7,000.00
65050 · Chemicals	5,250.00
<b>Total 65001 · Supplies</b>	<b>12,250.00</b>
<b>Total 60901 · Reimbursed Maintenance Costs</b>	<b>26,425.00</b>
62890 · Utilities	55,650.00
65120 · Insurance-Property & Liability	8,050.00
65160 · Professional Services	
65170 · Legal Services	4,200.00
65180 · Accounting Services	2,450.00
65190 · County Clerk Services	2,310.00
<b>Total 65160 · Professional Services</b>	<b>8,960.00</b>
65500 · Other Expenses	
65540 · Elections Costs	49,370.00
<b>Total 65500 · Other Expenses</b>	<b>49,370.00</b>
<b>Total Expense</b>	<b>333,005.00</b>
<b>Net Income</b>	<b>-237,000.00</b>

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

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10/27/09

## COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

## PUBLIC NOTICE

NOTICE IS HEREBY given that public testimony on the proposed final 2010 William Shore Memorial Pool District budget will be accepted in the Clallam County Commissioners' Meeting Room 160 at the Clallam County Courthouse on November 10, 2009 at 1:00. All interested citizens are invited to attend.

A summary and detail of the proposed budget are available in the Board of Commissioners' Office, 223 East 4<sup>th</sup> Street, Room 150.

Dated this twenty-seventh day of October November 2009

BOARD OF WILLIAM SHORE MEMORIAL POOL  
DISTRICT COMMISSIONERS

\_\_\_\_\_  
Dan Di Giulio, President

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Admin Asst

Publish: November 1 and 8, 2009

Bill: William Shore Memorial Pool District

PROPOSED

William Shore Memorial Pool District  
Budget - 2010

		2010	2009 Jan thru Aug	2008
County Advances		(230,000)		
Real and Property Taxes		500,000		
Pool Operations				
Income				
Rental Income	18,000		15,630	22,223
Merchandise Sales	3,600		1,888	4,732
Admissions	<u>150,000</u>		<u>100,360</u>	<u>155,484</u>
		171,600	117,877	182,439
Less Items for Resale		<u>(3,600)</u>	<u>(1,946)</u>	<u>(4,272)</u>
Gross Profit		168,000	115,931	178,167
Expense				
Personnel	315,480		226,597	393,384
Supplies	18,600		6,047	15,431
Communication	3,000		1,903	2,235
Travel - Training	<u>2,400</u>		<u>445</u>	<u>2,382</u>
Operating Costs		<u>339,480</u>	<u>234,992</u>	<u>413,432</u>
Total Pool Operations		(171,480)	(119,061)	(235,265)
Pool Maintenance				
Expense				
Personnel	24,840		16,706	INCL
Repair and Maintenance	2,520		1,649	45
Supplies and Chemicals	<u>32,760</u>		<u>21,846</u>	<u>26,950</u>
Maintenance Costs		<u>60,120</u>	<u>40,200</u>	<u>26,995</u>
Total Pool Maintenance		(60,120)	(40,200)	(26,995)
Utilities		(95,400)	(63,543)	(99,007)
Insurance - Property & Liability		(13,000)	(6,920)	
Professional Services		<u>(13,560)</u>	<u>(4,015)</u>	<u>(45)</u>
Net Income for the period		<u>146,440</u>	<u>(233,739)</u>	<u>(361,312)</u>
Remaining County Advances		<u>(83,560)</u>		

PROPOSED

2:16 PM

09/23/09

Cash Basis

William Shore Memorial Pool District  
Profit & Loss Forecast Overview  
January through December 2010

	Jan - Dec 10
<b>Income</b>	
41110 · Real and Property Taxes	500,000.00
45000 · Rental Income	18,000.00
46400 · Merchandise Sales	3,600.00
47200 · Admissions	150,000.00
<b>Total Income</b>	<b>671,600.00</b>
<b>Cost of Goods Sold</b>	
50010 · Items for Resale	3,600.00
<b>Total COGS</b>	<b>3,600.00</b>
<b>Gross Profit</b>	<b>668,000.00</b>
<b>Expense</b>	
60900 · Reimbursed Operating Costs	
62100 · Personnel	
62110 · Regular Time	267,000.00
62160 · Benefits	38,040.00
62170 · Retirement	2,580.00
62180 · Unemployment Compensation	5,880.00
62190 · Department of Labor & Industry	1,980.00
<b>Total 62100 · Personnel</b>	<b>315,480.00</b>
65000 · Supplies	
65010 · Office Supplies	6,000.00
65030 · Printing and Copying	3,000.00
65040 · Operating Supplies	6,000.00
65060 · Cleaning and Sanitation Supplie	3,600.00
<b>Total 65000 · Supplies</b>	<b>18,600.00</b>
68000 · Charges for Services	
68100 · Telephone	3,000.00
68300 · Travel and Meetings	
68320 · Travel - Training	2,400.00
<b>Total 68300 · Travel and Meetings</b>	<b>2,400.00</b>
<b>Total 68000 · Charges for Services</b>	<b>5,400.00</b>
<b>Total 60900 · Reimbursed Operating Costs</b>	<b>339,480.00</b>
60901 · Reimbursed Maintenance Costs	
62101 · Personnel	
62111 · Regular Time	18,300.00
62161 · Benefits	5,160.00
62171 · Retirement	1,380.00
<b>Total 62101 · Personnel</b>	<b>24,840.00</b>
62800 · Facilities and Equipment	
62830 · Repair and Maintenance	
62840 · Building-Repair and Maintenance	2,520.00
<b>Total 62830 · Repair and Maintenance</b>	<b>2,520.00</b>
<b>Total 62800 · Facilities and Equipment</b>	<b>2,520.00</b>
65001 · Supplies	
65041 · Maintenance Supplies	21,000.00
65050 · Chemicals	11,760.00
<b>Total 65001 · Supplies</b>	<b>32,760.00</b>
<b>Total 60901 · Reimbursed Maintenance Costs</b>	<b>60,120.00</b>
62890 · Utilities	95,400.00
65120 · Insurance-Property & Liability	13,000.00

PROPOSED

2:16 PM  
09/23/09  
Cash Basis

William Shore Memorial Pool District  
Profit & Loss Forecast Overview  
January through December 2010

	Jan - Dec 10
65160 · Professional Services	
65170 · Legal Services	6,600.00
65180 · Accounting Services	3,000.00
65190 · County Clerk Services	3,960.00
Total 65160 · Professional Services	13,560.00
Total Expense	521,560.00
Net Income	146,440.00

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10/27/09

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

## COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

## PUBLIC NOTICE

NOTICE IS HEREBY given that public testimony on the proposed 2010 tax levy rate for the William Shore Memorial Pool District will be accepted in the Clallam County Commissioners' Meeting Room 160 at the Clallam County Courthouse on November 10, 2009 at 1:00. All interested citizens are invited to attend.

A summary and detail of the proposed budget are available in the Board of Commissioners' Office, 223 East 4<sup>th</sup> Street, Room 150.

Dated this twenty-seventh day of October November 2009

BOARD OF WILLIAM SHORE MEMORIAL POOL  
DISTRICT COMMISSIONERS

---

Dan Di Giulio, President

ATTEST:

---

Tammy Sullenger, Admin Asst

Publish: November 1 and 8, 2009

Bill: William Shore Memorial Pool District

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

## COMMISSIONERS

**MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD**

RESOLUTION N<sup>o</sup> \_\_\_\_\_, 2009

SETTING THE 2010 TAX LEVY RATE

THE WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS finds as follows:

1. The William Shore Memorial Pool District (WSMPD) has met and considered its budget for the calendar year 2010.
2. A public hearing was held to consider public testimony regarding the adoption of the 2010 WSMPD budget and the 2010 tax levy rate.

NOW, THEREFORE, BE IT RESOLVED by the William Shore Memorial Pool District Board of Commissioners, in consideration of the above findings of fact:

1. That the regular property tax levy is hereby authorized for the 2010 levy as approved by voters at the rate of .15 cents per \$1,000 of assessed property value.

PASSED AND ADOPTED this tenth day of November 2009

ATTEST:

WSMPD BOARD OF COMMISSIONERS

\_\_\_\_\_  
Tammy Sullenger, Admin Asst.

\_\_\_\_\_  
Dan Di Giulio, President

\_\_\_\_\_  
Michael C. Chapman, Clerk

\_\_\_\_\_  
Howard V. Doherty, Jr.

\_\_\_\_\_  
Gary Holmquist

\_\_\_\_\_  
Cherie Kidd

c: File D18.28  
Clallam County Auditor  
Clallam County Budget Director  
Clallam County Clerk of the Board

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

## COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

## Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the county assessor.

In accordance with RCW 84.52.020, the Board of Commissioners, for the William Shore Memorial Pool District, do hereby certify to the Clallam County legislative authority that the William Shore Memorial Pool District Board of Commissioners of said district requests that the following levy amounts be collected in 2010 as provided in the district's 2010 budget, which was adopted following a public hearing held on November 10, 2009.

Regular Levy: .15 cents per \$1,000 of assessed property value

Passed this tenth day of November 2009.

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Admin Asst.

WSMPD BOARD OF COMMISSIONERS

\_\_\_\_\_  
Dan Di Giulio, President

\_\_\_\_\_  
Michael C. Chapman, Clerk

\_\_\_\_\_  
Howard V. Doherty, Jr.

\_\_\_\_\_  
Gary Holmquist

\_\_\_\_\_  
Cherie Kidd

c: File D18.28  
Clallam County Auditor  
Clallam County Budget Director  
Clallam County Clerk of the Board



# City of Port Angeles

## Recreation Division

### William Shore Memorial Pool

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

Port Angeles, WA 98362

(360) 417-4595

8  
10/27/09

#### Activity Report – September 2009

- Budget
  - Revenue – 96% increase (including donations)
    - 51% increase (excluding donations )
  - Expenditures – 7% decrease
  
- Attendance – 5240 (1% decrease)
  - Lap swims – 667 (6% decrease)
  - Open swims – 1386 (34% increase)
  - Water Exercise Programs
    - Shallow Water Aerobics – 280 (9% increase)
    - Deep Water Aerobics – 170 (4% decrease)
    - Water Walking – 196 (80% increase)
  - Swimming Lessons – 137 registrations (2% decrease)
    - NEW Pre-Competition class – 16 swimmers
  - Teen Night – 47 swimmers, \$75 in product donations
  
- Interviewed, hired, and trained 7 new staff
  - 3 Supervisors
  - 2 Lifeguards
  - 2 Swim Instructors/Lifeguards
  
- Theft Issue
  - Approximately \$150 taken from register
  - Investigation by PAPD
  - Video Camera installed
  - 2 staff have been identified
  
- Public feedback
  - County residents are requesting monies used to purchase passes previous to the district's formation be reimbursed.
  - Several pool users have commented that they would prefer the District run the facility as opposed to contracting out services.
  
- Representatives from Berona Engineers, Inc. visited the pool and left a packet regarding their work with various aquatic facilities. They are interested in working to make improvements to decrease the cost of operations of the facility.

Sent 9-29-09 10

10/27/09

# William Shore Memorial Pool District

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
360.417.2233 Fax: 360.417.2493

## COMMISSIONERS

MICHAEL CHAPMAN, DAN DI GIULIO, MIKE DOHERTY, GARY HOLMQUIST, CHERIE KIDD

File: D18.28

September 29, 2009

Linda Fairchild  
President, Port Angeles Swim Club  
P.O. Box 1056  
Port Angeles, WA 98362

RE: William Shore Memorial Pool Contract

Dear Ms. Fairchild:

Enclosed are three original contracts for your signature for the Port Angeles Swim Club's use of the William Shore Memorial Pool

When I receive the signed originals back in our office, I will have the President of the William Shore Memorial Pool District sign and return one fully executed contract to you for your files.

If you have any questions or need other information, please contact me at 360.417.2383.

Sincerely,



Tammy Sullenger  
Administrative Asst

Enclosures

**WILLIAM SHORE MEMORIAL POOL DISTRICT  
AND  
PORT ANGELES SWIM CLUB**

**USE AGREEMENT**

**THIS AGREEMENT** is entered into this twenty-fifth day of August 2009 by and between the WILLIAM SHORE MEMORIAL POOL DISTRICT ("Pool") and the Port Angeles Swim Club, a non-profit corporation of the State of Washington, ("Swim Club").

**IN CONSIDERATION OF** the mutual promises and obligations contained herein, it is hereby agreed as follows:

1. **POOL/FACILITY USE** The Pool hereby agrees to allow usage of a designated portion of William Shore Pool by the Swim Club under the terms and conditions contained herein. The Swim Club hereby agrees to use the pool in accordance with the rules and regulations established by the Pool.
  
2. **TERM** This Agreement shall be effective as of July 1, 2009, and shall terminate on June 30, 2010, provided, that this agreement shall be subject to re-negotiation after six months, if either party gives 30 days written notice to the other party of a desire to re-negotiate. If such notice is given, the parties shall commence negotiations on revisions to this contract not later than 30 days after notice of intent to re-negotiate is given. If the parties are not able to agree upon revisions to this Agreement within 60 days of the commencement of negotiations, either party may then give to the other a notice that the Agreement is terminated, and the Agreement shall be so terminated.
  
2. **FEES**
  - a. Fees shall be paid by Swim Club as provided in Exhibit "A" (Swim Club Fee Schedule), attached hereto and incorporated herein by this reference.
  - b. By January 1st of each year fees shall be reviewed by the Pool and may be modified by the Pool as required to meet pool budget costs.
  
3. **SCHEDULE FOR USAGE OF POOL/FACILITY**
  - a. The Swim Club shall have full access to the pool, locker rooms, kickboards and other areas/spaces as provided in the schedule set forth in Exhibit "B" (Swim Club Training and Meet Schedule), attached hereto and incorporated herein by this reference.
  - b. The Schedule set forth in Exhibit "B" (Pool Usage Plan) shall be reviewed by both and may be modified by the Pool as required to meet pool use demands.
  - c. The Swim Club coach shall contact pool staff daily as to the availability of additional lane and other pool space usage.

5. **CANCELLATION OF POOL TIME**

- a. Provided written notice is given to the William Shore Memorial Pool District staff within 5 days of any proposed cancellation dates, the Swim Club shall not be required to pay fees for such canceled time. Failure to provide written notice for said pool time period will result in full payment of fees.
- b. The Swim Club shall not be charged for any fees if the Pool cancels pool time. The Pool further agrees to notify the Swim Club with a minimum 30 day written notification if the pool will be closed, except in the case of an emergency which will negate the written notice requirement.

6. **DAMAGE** After usage of the facility and/or equipment by the Swim Club, the facility and/or equipment used shall be returned to the same or better condition then existed prior to such usage. In the event that damage to the facility and/or equipment is caused by Swim Club's use of the facility and/or equipment, the Swim Club shall reimburse the Pool for the costs to repair the damage.

7. **COACHING CERTIFICATION** All coaches for the Swim Club shall possess current certification in First Aid/CPR and Coaches Water Safety Training from *American Red Cross*. Additionally, all coaches shall have current certification form PNS, Pacific Northwest Swimming. Copies of certification cards from each coach shall be supplied to William Shore Memorial Pool District Staff.

8. **INDEMNIFY** The Swim Club agrees to defend, indemnify and hold harmless the William Shore Memorial Pool District and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss related to the use of the Pool under this agreement, except for injuries or damages caused by the sole negligence of the Pool.

9. **INSURANCE REQUIREMENTS** Upon execution of this agreement and before using the Pool, the Swim Club shall supply a copy of its Certificate of Insurance, which shall document general liability insurance coverage of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate for all insured, including coverage for participant liability of not less than \$1,000,000 for each occurrence. The Pool shall be named as additional insured by endorsement. Such insurance must be maintained during the term of this agreement with copies of the renewal certificate submitted to the Pool at time of such renewal. Additionally, the Swim Club shall maintain and keep in force and effect its membership with United States Swimming, Inc., the national sanctioning body, thereby keeping the United States Swimming, Inc. insurance policy in force and effect as required in this paragraph.

10. **CONDITIONS OF USE** The Swim Club shall comply with all pool/facility rules as defined in Exhibit "C" attached hereto and incorporated herein by this reference. Except as provided in Paragraph 8, the Swim Club also agrees and acknowledges that the use of the pool and all of its facilities, pursuant to this Agreement, is at the Swim Club's own



**EXHIBIT "A"**

**SWIM CLUB  
FEE SCHEDULE**

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***Fee Schedule:***

Swim club shall be charged a rate of \$25.00 per hour for practice session, and \$40.00 per hour for swimming meets. Payment for services shall be made monthly based on actual hours of use.

**EXHIBIT "B"**  
**SWIM CLUB**  
**POOL USAGE PLAN**

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***Pool Usage Plan:***

September 1 – Through Mid-June

5:30 – 6:00	M-F	5 lanes, no tank
6:00 – 7:00	MWF	5 lanes plus tank
6:00 – 7:00	TTH	5 lanes, no tank

Mid June through July 31

3:30- 5:30	M-F	lanes 1 – 5
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2010 Meets

February 7-8

February Challenge

March 21

Spring Grand Pentathlon

# EXHIBIT "C"

## POOL FACILITY RULES

**Locker room use:** Swim Club members will enter locker rooms no earlier than fifteen (15) minutes before their designated swim time and they will exit the locker rooms within fifteen (15) minutes of the end of designated swim time. Swim Club members will use only the last two benches for their swim equipment and one shower tree for showers (womens/south-mens/north), during designated pool use time. Proper behavior is also required during use of facility.

**Supervision:** Swim Club shall provide locker room supervision for club swimmers during the times set forth for designated locker room use. A coach meeting all requirements set forth must be on deck within the fence boundary at all times during designated swim time.

**Showers:** Club members will take showers immediately preceding entering the pool.

### **Equipment:**

*Kick Boards:* Proper use of boards is required. There will be no throwing, submerging, standing on or hitting the boards on things such as the wall or the water.

*Tubes:* Tubes will only be used provided tube rental fee has been paid.

*Diving:* There will be no diving except in the diving tank and off the starting blocks provided proper progressive training recommended by Washington State Department of Health and supervision is provided.

### **Pool Rules:**

Swim Club members must obey all pool rules. Included in these are:

- No Running**
- No Pushing**
- No Spitting**
- No Sauna use**
- No Diving in shallow water**

**Display Case:** The display case will be maintained on a monthly schedule (dusted and glass doors cleaned, outdated material removed) by the Port Angeles Swim Club. The Swim Club may allow the display case to be used by William Shore Memorial Pool District; pool staff will be responsible for maintenance of the case at such times.