

AGENDA- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington,

March 24, 2026

3:00p.m.

The Shore Metro Park District Board of Commissioners is now meeting in person. The new location for Board meetings is the Shore Aquatic Center at 225 E. 5th. St. Port Angeles, WA. In order to comply with the State of Washington's Governor's rules relating to COVID-19, there is limited space for the public to attend in person. To allow for adequate public attendance and public comment, we are providing a zoom link you can log into and listen in and see the meeting. We will take public comment at the beginning and end of the meeting. Please raise the hand button if you would like to make a public comment. Any questions can be sent to our Clerk of the Board Lori Taber at lorit@sacpa.org

COMMISSIONERS

MIKE FRENCH, RANDY JOHNSON, LaTRISHA SUGGS, MARK HODGSON, GREG SHIELD

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Executive Session: RCW:42.30,110G Review of Public Employee Performance 3:00-3:15pm

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT:

CONSENT AGENDA

- Minutes for January 2026
- Minutes for February 2026
- Ratification for January 2026 - \$200,718.61
- Ratification for February 2026 - \$61,650.89

Action Items:

- Resolution 13.1 Adoption of a Deferred Compensation Policy
- Policy and Procedures Page 145 – 177
- HVAC Service Agreement

Agenda Items:

- Pool Resurfacing options

ITEMS FOR DISCUSSION

- 2A** Treasures Sub Committee Report
- 2B** Executive Director Report
- 2C** Financial Report
- 2D** Staff Report

PUBLIC COMMENT:

NEXT MEETING DATE

The next WSMPD meeting will be held on March 24th, 2026 at 3pm

ADJOURNMENT

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

January 27, 2026

3:00 p.m.

The Shore Metro Park District Board of Commissioners is now meeting in person. The new location for Board meetings is the Shore Aquatic Center at 225 E. 5th. St. Port Angeles, WA. In order to comply with the State of Washington's Governor's rules relating to COVID-19, there is limited space for the public to attend in person. To allow for adequate public attendance and public comment, we are providing a zoom link you can log into and listen in and see the meeting. We will take public comments at the beginning and end of the meeting. Please raise the hand button if you would like to make a public comment. Any questions can be sent to our Clerk of the Board, Lori Taber at lorit@sacpa.org

COMMISSIONERS

Navarra Carr, Latrisha Suggs, Randy Johnson, Mike French, Greg Shield, Mike Hodgson

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Mike French called the meeting to order. Present were Commissioner Randy Johnson, Commissioner Mike French, Commissioner Greg Shield, Commissioner Mark Hodgson Navarra Carr virtually, Interim Director Ryan Amiot, Accountant Elizabeth Hogan, Aquatics Manager Brie Hale, Youth Programs Coordinator Morgan Lasher.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Ryan Amiot called for a modification to the agenda to elect a new chair for the year. Commissioner Mike French proposed waiting to the end of the meeting to do that. All agreed. The board approved the agenda with a modification to elect a new chair.

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- Commissioner Mike French acknowledges a letter from a member of the public that was made available to all the board members

CONSENT AGENDA

-Minutes for December 2025

Ratification December 2025 - \$428,098.82

Consent agenda is approved by the board.

ACTION TAKEN: CGSm to approve, CMFs, mc

Action Item:

Agenda Items:

- Changes to Policy and Procedure Manual pages 146 – 172
- Treasures Job Description

Ryan presented the policy and procedure manual pages 146-172 for the review and updating by the board. Commissioner LaTrisha Sugg had issues with several areas that dealt with policies concerning youth and wording and financial oversight. She sent in a letter and asked the clerk to forward that letter with details to the members of the board. The board reviewed the policy concerning the treasures' role. The board chose to review all the policies and procedures due for review, those concerning the treasurers' role and responsibilities and LaTrisha's concerns about language under section 455 and bring them to the table next meeting.

The board discussed the responsibilities and roles of the Treasurer/Accountant with emphasizes on the need for separation of duties, appropriate oversight of all financial systems as recommended by the State Auditor's Office. Ryan was tasked with drafting a preliminary job description for the position of treasurer including

expected hours and responsibilities for board review. He was also asked to research and report back to the board on the availability and estimated costs of local CPA/treasurer candidates' individuals or firms. The board was tasked with reviewing and updating the policy and procedures concerning the roles and responsibilities of Treasurer/Accountant. The board discussed costs and what our threshold is for us to require getting bids for the possible Treasurer position. Ryan to bring that policy and amount to the next board meeting.

Items for Discussion:

2a Executive Directors Report: Ryan reports that we will be hosting the first boys district swim meet here on February 13 and 14th accommodating 16 teams and approximately 300 hundred athletes and staff. Ryan up-dated the board on the HVAC system repairs and install. Trotter Morton have parted ways with Borjin our local tech, causing some difficulty with communication with Trotter Morton and the finishing of the rest of the install that Borjin was working on. Ryan has reviewed our contract and the requirements of Trotter Morton's obligations to us. Ryan brings the attention to the installation of the UVA unit we have purchased we will be installing at a cost of approximately \$1,500.00.

2b Financial Report- Commissioner Mike French reviews our financial position, noting that we have healthy balances in assets including bond reserve fund and cash on hand that has been invested in the local government investment pool. The district achieved \$400,000 in net income for 2025 slightly missing the budgeted income by 2-2.5% due to lower County Timber revenue and the leveling off of activity fees. Mike points out that the separation of child care from the general pool budget is reflecting a profit of \$80,000 for the year without overhead figured in. Ryan also discussed a potential renegotiation of the monthly lease for their building with OMC's interim CEO who expressed concern about the low rent and suggested a market-value rent with a buyout option taking into consideration the planned \$500,000 in building improvements. Ryan is tasked with updating our position and need for childcare expansion.

2c Staff Report-

Youth Program Coordinator: Morgan shares what is happening with our youth programs. She tells of the plans for the afterschool program and special event Date Night being moved to different locations due to the District Meet. New Staff members include a new assistant coordinator Lexi, and two new staff in our Splash program as our enrollment in that program is up. She is encouraged and expresses she will be having a upcoming staff meeting to share any changes and expectations to her staff.

Aquatic Manager: Brie shares concerning lifeguard staffing which is down especially early and mid-day positions. We recently had lifeguard classes and that gave us 5 new qualified lifeguards. She is in the process of training 6 new headguards. She is training 4 new swim teachers to fill out our class needs. We will be adding a adaptive youth swim class and a new instructor who is qualified in special education on Saturdays. She will also divided our teen/adult class to facilitate better use. Since November our group lessons are up 17% and private 50%. Pool rentals have consisted of Olympic paddlers with future rentals booked, the Pacific Northwest lab for underwater scuba diving class, and full rental by the Peninsula College ASB for special event.

Member Services Manager: Lori shares that the Front desk staff and janitors all doing great and going nowhere. Party numbers are up over the last year due to adding the Friday night option. This year starting out slower and may see drop in numbers due to closure.

2D Scholarship Report: Lori shares that we saw changes over 2025 in our scholarship program. We added more families and adult memberships and saw less senior/disabled which has caused an increase in our financial outlay. We have also seen a change is in our Sparks and Splash program scholarships. We started running them from school year to school year to unify the process for those parents who are participating. We saw an increased dropout rate for those scholarships, causing a dip in those numbers. Those scholarships have been covered by the grant that is being administered by The Friends of The Pool. Overall bringing down our financial commitment. Total cost for passes was \$8,595.60 and total for Sparks/Splash was \$10,431.40.

Election of Chair/Vice Chair: Commissioner Mike French is elected Chair and Commissioner LaTrisha Suggs Vice Chair.

Public Comment: Margeret Jakubcin shared her appreciation of the boards commitment to improving the issues that need to be corrected. Margeret focused on two issues. One that we should include the ability to know and use the Washington State bars system and the second that it was noted that Ryan Amiot was named as Executive Director and wondering if that is his actual job, when it changed and if it changed. She was assured that he is still the Interim Executive Director and that it was a mistake by the clerk of the board.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4:23pm
PASSED AND ADOPTED January 27, 2025

William Shore Memorial Pool District Commissioners

President, Mike French

ATTEST;

Lori Taber, Clerk

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

February 24, 2026

3:00 p.m.

The Shore Metro Park District Board of Commissioners is now meeting in person. The new location for Board meetings is the Shore Aquatic Center at 225 E. 5th. St. Port Angeles, WA. In order to comply with the State of Washington's Governor's rules relating to COVID-19, there is limited space for the public to attend in person. To allow for adequate public attendance and public comment, we are providing a zoom link you can log into and listen in and see the meeting. We will take public comments at the beginning and end of the meeting. Please raise the hand button if you would like to make a public comment. Any questions can be sent to our Clerk of the Board, Lori Taber at lorit@sacpa.org

COMMISSIONERS

Mike French, LaTrisha Suggs, Randy Johnson, Greg Shield, Mike Hodgson

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Randy Johnson called the meeting to order. Present were Commissioner Randy Johnson, Commissioner LaTrisha Suggs, Commissioner Greg Shield, Commissioner Mark Hodgson, Interim Director Ryan Amiot, Accountant Elizabeth Hogan, Member Service Manager Lori Taber, Aquatics Manager Brie Hale, and Youth Programs Coordinator Morgan Lasher.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Agenda approved.

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT-

CONSENT AGENDA

-Minutes for January 2026

Ratification January 2026- \$200,718.61

Consent agenda is approved by the board. Please note that although consent agenda approved (due to non-publication of board meeting will need to be approved at next meeting).

ACTION TAKEN: CGSm to approve, CMFs, mc

Action Item: Resolution 13.1 Adoption of a Deferred Compensation Policy.

Ryan brings forth Resolution 13.1 to clarify and acknowledged the broad set of rules and make available to all employees the deferred compensation that was voted on in 2010 under Resolution 13. Ryan proposes that the full-time employees deferred comp would include a 50% match up to 3% of their wage and part-time employees would not be eligible to match without approval from the board. The vesting schedule for full-time employees found on page 154 would not be fully vested until employees had 4 years of continuous employment. The Estimated annual cost would be \$20,000 for employee matches. The board approved Resolution 13.1 to adopt a deferred compensation policy. (note, need to revote due to non-publishment of board meeting).

Ryan shares the new eligibility requirements for PEBB insurance for part-time employees. The plan would require part-time employees to take medical insurance even if they didn't want to. To give us more control over benefit costs for us and to the employee the plan is to keep the part-time staff at less than 80 hours a month for at least one month every 6 months so they would not be required to have insurance. Ryan is asking for board approval to add this to the policy and procedure manual section 404 PEBB. The board approved the adding of this language to the policy and procedure manual section 404 PEBB.

Agenda Items:

- Childcare budget details were presented to the board by Ryan. The detailed budget estimated the potential loss of \$470,000. Given the change of circumstances including the disappearance of the waiting list and staffing challenges, the board agreed that at this time it would not be feasible to move forward with the projected project. Commissioner LaTrisha expressed the option of seeing if we can change the scope of the grant to include other options. Ryan was tasked to investigate our options for future discussion.
- Treasures Job Description: Ryan starts the discussion with the fact that he found only one accounting firm that would be interested in working with us. They would charge \$150 - \$200 an hour and none of the staff have a current CPA license. The board reviewed the job description and options between a firm or individual and would like to pursue individual treasurer. Ryan will put out ad, and the board will do the selection process. Elizabeth volunteered to investigate the prevailing wage for the treasures position.
- **Auditor's guidelines with suggestions for Separation of Duties:** The board would like to wait for the treasurer's position to be filled prior to digging into the separation of duties. It was suggested by Commissioner LaTrisha Sugg that when putting together job cross overs to use position titles rather than staff names and staff names do change. Ryan points out that when they had Ryan and Elizabeth having signature authority has made our situation worse. Ryan would like to urgently address the issue of taking him off the signature authority at Kitsap bank. Ryan would like immediately to take him off as signature. The board did vote to take the fuel allowance and cafeteria plan from use.

Items for Discussion:

2a Executive Directors Report: Ryan reviews issues with the pool delamination and its extent with the board. So the board left meeting to see the area of damages. While the life expectancy was estimated at 25 years though through research Ryan found that with salt water pools that expectancy is closer to 10 years. The quote from Orca Pacific came in at \$250,000 and a 6 week timeline to reline the whole pool or continue with the projected repairs of the most critical areas and seek other options for future full pool repair. The board approved up to \$20,000 for plaster repair. This process of repair will increase cost of maintenance over the next few days.

2b Financial Report- Ryan goes over the financial report with not much change between last year and new year. He felt that our big sale is causing a dip in sales in the new year. New insurance rates are reflected in a higher expenditure rate. Overall trending slightly under budgeted amount.

2c Staff Report- Brie our Aquatics director reported on homeschool lessons, and a new program of Adaptive swim lessons for our special needs kids. She outlined each program. We hired Cali Morgan who will take up the slack when Hayden leaves us March 22nd. Cali will take Friday nights and our date night program, Julie will switch over and fill Haydens hours. Lori shares that the YMCA joint membership is working well and are currently at approximately 75 people. Ryan sends out big thank you to the YMCA for opening both their facilities while we were closed.

Public Comment: Ryan Ross from Swim Club expressed appreciation of the pool and all it does. Also wanted us to let know that the High School Boys team took 4th in State and Sally Cole won coach of the year.

Margaret Jakubcin wanted to let us know that the board meeting was not posted on line and she would appreciate it if we could be put up for her review.

Commissioner Randy Johnson wanted to up date on the status of our Executive Director who is currently on leave. He was able to get in touch with him and should have a resolution of the situation in about a month. He urges everyone to review the audit report and Mr. Burke's contract as they are opposite of each other. The legal issues are being resolved and hopefully we will be able to put this behind us.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4:40pm
PASSED AND ADOPTED February 24, 2025

William Shore Memorial Pool District Commissioners

President, Mike French

ATTEST;

Lori Taber, Clerk

**SHORE METRO PARK DISTRICT
EXPENSE RATIFICATION APPROVAL**

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Shore Metro Park District, and that we are authorized to authenticate and certify to said claim.

SUMMARY TRANSMITTAL FOR:

JAN 2026

From Operations Account:

Operations Total:	\$200,718.61
Capital Total:	<u>\$00.00</u>
Expense Grand Total:	\$200,781.61

Date: _____

Clerk of the Board

Director, Ryan Amiot

Board of Commissioners President
Mike French

**William Shore Memorial Pool District
Transactions for Ratification
January 2026**

Type	Date	Num	Name	Memo	Account	Debit
Check	01/16/2026	5242	wa cities ins	#200788 insuran...	4.60 Insurance	155,949.00
						155,949.00
Check	01/15/2026	5232	City of PA	11/5 through 12/...	4.70 Utilities	11,718.63
						11,718.63
Check	01/06/2026	1/26Reg	Regence Blue Shield	Jan 2026 Staff ...	Health Insurance	7,143.30
						7,143.30
Check	01/02/2026	merch	Merchant Settlement	Dec CC processi...	4.17 CC Merchant Fees	3,485.83
						3,485.83
Check	01/26/2026	DOR12...	Department of Revenue	December 2025 ...	4.95 State Sales/B & O Tax	3,160.38
						3,160.38
Credit Card Charge	01/21/2026	lori	Swim Outlet	inventory for res...	3.21 Inventory/Resale	2,585.82
						2,585.82
Check	01/16/2026	5235	Orca Pacific	#INV0616843 A...	3.71 Pool Chemicals	1,408.93
						1,408.93
Check	01/15/2026	5231	Millican Crane Service	4.5 Hrs Truck & ...	4.84 Equipment-Repair/Maint	1,243.75
						1,243.75
Credit Card Charge	01/03/2026	cody	Olympic Coffee News	advertisement	4.40 Marketing/Advertising	1,200.00
						1,200.00
Check	01/16/2026	5240	Bizy Boys LLC	#13963 Dec 202...	4.81 Landscape Maintenance	1,088.28
						1,088.28
Credit Card Charge	01/26/2026	ryan	On Time Sports	Winter Clallam B...	4.40 Marketing/Advertising	1,000.00
						1,000.00
Credit Card Charge	01/09/2026	ryan	Kiefer Aquatics	lane line parts	4.84 Equipment-Repair/Maint	816.65
						816.65
Check	01/16/2026	5236	Kitsap Networking Servi...	#30307 Monthly ...	4.13 IT Service	762.30
						762.30
Credit Card Charge	01/10/2026	ryan	Kiefer Aquatics	lane line parts	4.84 Equipment-Repair/Maint	608.42
						608.42
Credit Card Charge	01/02/2026	ryan	Price Ford	SPARK van oil &...	3.52.5 Transportation	476.10
						476.10
Credit Card Charge	01/13/2026	cody	Fergusons	pvc parts for repair	4.84 Equipment-Repair/Maint	460.83
						460.83
Credit Card Charge	01/19/2026	ryan	UI.com	updated firewall ...	3.12 Computer Supplies	435.72
						435.72
Credit Card Charge	01/16/2026	ryan	Amazon	ping pong club t...	3.43 Special Events	435.59
						435.59
Credit Card Charge	01/08/2026	ryan	Costco	SPARK snacks	3.51.3 Food Supplies	431.22
						431.22
Credit Card Charge	01/15/2026	ryan	Controls Central	CO2 alarm repla...	3.73 Maintenance Supplies	423.07
						423.07
Check	01/16/2026	5234	Wright's Backflow Servi...	#2061 repairs on...	4.84 Equipment-Repair/Maint	413.82
						413.82

**William Shore Memorial Pool District
Transactions for Ratification
January 2026**

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Charge	01/22/2026	cody	Home Depot	maintenance rep...	3.73 Maintenance Supplies	392.11
						392.11
Credit Card Charge	01/16/2026	ryan	IAM SGE Starguard Elite	LG certs	3.32 Lifeguard Supplies	360.00
						360.00
Check	01/09/2026	1/26unu...	Unum Life Ins	Jan 2026 staff lif...	Health Insurance	311.25
						311.25
Check	01/05/2026	1226settl	Merchant Settlement	Dec EXP proces...	4.17 CC Merchant Fees	306.95
						306.95
Check	01/15/2026	5233	Canon Financial Service...	#42365640 contr...	4.51 Office Copier	286.03
						286.03
Credit Card Charge	01/08/2026	lori	Amazon	party supplies	3.42 Party Good & Supplies	260.04
						260.04
Credit Card Charge	01/24/2026	ryan	AT&T	Work phones bill	4.21 Telephone/Cellphone	249.32
						249.32
Credit Card Charge	01/06/2026	cody	Shock Alert	pool testing equi...	3.73 Maintenance Supplies	249.00
						249.00
Check	01/23/2026	Jan wave	Wave	January auto pa...	4.23 Website/Internet	204.00
						204.00
Credit Card Charge	01/03/2026	lori	Costco	coffee	3.23 Coffee Supplies	194.95
						194.95
Check	01/20/2026	5244	Angeles Communication...	contract VoIP se...	4.21 Telephone/Cellphone	161.17
						161.17
Check	01/16/2026	5237	Hogan, Elizabeth M	W-2 forms for 20...	4.12 Payroll Fees/Bank Charge	161.14
						161.14
Check	01/16/2026	5241	City of PA Parks and Re...	Quote 5 hours in...	3.43 Special Events	150.00
						150.00
Check	01/23/2026	5246	City of PA Parks and Re...	SPARK Campfir...	3.43 Special Events	140.00
						140.00
Check	01/16/2026	5239	Sunrise Pest	#414151 Jan 8th...	4.83 Building Repair/Maint	139.56
						139.56
Credit Card Charge	01/24/2026	lori	Amazon	paper cups	3.42 Party Good & Supplies	135.70
						135.70
Credit Card Charge	01/24/2026	lori	Small PDF	small pdf program	3.13 Subscriptions	120.00
						120.00
Credit Card Charge	01/02/2026	ryan	Indeed	Asst Cord job po...	3.52.2 Program/Office Supplies	99.62
						99.62
Credit Card Charge	01/02/2026	cody	Amazon	honeywell sensors	3.73 Maintenance Supplies	96.04
						96.04
Credit Card Charge	01/07/2026	ryan	NCSI	background che...	4.16 Legal/Background Check	92.50
						92.50
Credit Card Charge	01/24/2026	lori	Domino's	pizza for date ni...	3.43 Special Events	83.69
						83.69

**William Shore Memorial Pool District
Transactions for Ratification
January 2026**

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Charge	01/13/2026	cody	SP Pool Web	lane line flag	3.73 Maintenance Supplies	83.39
						83.39
Credit Card Charge	01/05/2026	ryan	Chevron	Spark van fuel	3.52.5 Transportation	80.05
						80.05
Credit Card Charge	01/08/2026	lori	Amazon	janitorial	3.72 Janitorial Supplies	80.01
						80.01
Credit Card Charge	01/13/2026	lori	Amazon	ink	3.11 Office Supplies	71.85
						71.85
Credit Card Charge	01/26/2026	ryan	Vista Print	business cards	3.11 Office Supplies	71.85
						71.85
Credit Card Charge	01/03/2026	lori	Home Depot	storage container	4.92 Misc. Expense	70.76
						70.76
Credit Card Charge	01/27/2026	ryan	Amazon	ink for w-2/check...	3.11 Office Supplies	67.62
						67.62
Credit Card Charge	01/07/2026	lori	Safeway	Cake X 2	3.42 Party Good & Supplies	66.98
						66.98
Credit Card Charge	01/07/2026	cody	Amazon	pressure washer...	3.73 Maintenance Supplies	55.52
						55.52
Credit Card Charge	01/02/2026	cody	Safeway	rug shampoo	3.72 Janitorial Supplies	50.07
						50.07
Check	01/29/2026	5249	Ashley Polly	Party deposit ref...	347.35 Party Room Rentals	50.00
						50.00
Credit Card Charge	01/21/2026	lori	Amazon	swim diapers	3.21 Inventory/Resale	47.88
						47.88
Credit Card Charge	01/06/2026	lori	Amazon	cleaning supplies	3.72 Janitorial Supplies	46.50
						46.50
Credit Card Charge	01/06/2026	ryan	Kiefer Aquatics	lane line parts	4.84 Equipment-Repair/Maint	45.20
						45.20
Credit Card Charge	01/09/2026	cody	Kiefer Aquatics	lane line cable	4.84 Equipment-Repair/Maint	43.51
						43.51
Credit Card Charge	01/04/2026	cody	Swains General Store	sprayers	3.73 Maintenance Supplies	43.49
						43.49
Credit Card Charge	01/09/2026	ryan	Amazon	swim test bands	3.32 Lifeguard Supplies	43.04
						43.04
Credit Card Charge	01/16/2026	ryan	Amazon	Ping Pong Club ...	3.43 Special Events	41.37
						41.37
Credit Card Charge	01/09/2026	lori	Walmart	party supplies	3.42 Party Good & Supplies	41.00
						41.00
Check	01/02/2026	gateway	Gateway Billing	Dec Gateway bill...	4.17 CC Merchant Fees	30.00
						30.00
Credit Card Charge	01/06/2026	lori	Amazon	banker boxes	3.11 Office Supplies	29.17
						29.17

**William Shore Memorial Pool District
Transactions for Ratification
January 2026**

Type	Date	Num	Name	Memo	Account	Debit
Check	01/20/2026	5243	Mathison, Rayna M	easter decoratio...	3.51, 2 Program/Office Supplies	27.23
						27.23
Credit Card Charge	01/21/2026	lori	Domino's	pizza for date ni...	3.43 Special Events	26.06
						26.06
Check	01/20/2026	Wire	Wire Fees	Fees for transfer...	4.12 Payroll Fees/Bank Charge	14.00
						14.00
Credit Card Charge	01/02/2026	cody	Safeway	in-service rewards	3.32 Lifeguard Supplies	11.89
						11.89
Credit Card Charge	01/13/2026	cody	Walmart	acetone	3.72 Janitorial Supplies	10.47
						10.47
Credit Card Charge	01/16/2026	cody	Swains General Store	tubing	3.73 Maintenance Supplies	8.39
						8.39
Check	01/16/2026	5238	Pacific Office Equipment	#1171867 Dec 2...	4.51 Office Copier	7.68
						7.68
Check	01/01/2026			Service Charge	4.12 Payroll Fees/Bank Charge	5.95
						5.95
Check	01/27/2026	5247	Department of Licensing	additional due fo...	4.16 Legal/Background Check	4.00
						4.00
Check	01/02/2026	EPX	Merchant Settlement	Dec EPX fee	4.17 CC Merchant Fees	2.97
						2.97
Check	01/27/2026	5248	Lambros Rogers	Party deposit ref...	347.35 Party Room Rentals	0.00
						0.00
TOTAL						200,718.61

**SHORE METRO PARK DISTRICT
EXPENSE RATIFICATION APPROVAL**

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Shore Metro Park District, and that we are authorized to authenticate and certify to said claim.

SUMMARY TRANSMITTAL FOR:

February 2026

From Operations Account:

Operations Total:	\$61,650.89
Capital Total:	<u>\$00.00</u>
Expense Grand Total:	\$61,650.89

Date: _____

Clerk of the Board

Director, Ryan Amiot

Board of Commissioners President
Mike French

**William Shore Memorial Pool District
Transactions for Ratification
February 2026**

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Charge	02/27/2026	cody	Harbor Freight	cutoff wheels	3.73 Maintenance Supplies	9.79
						9.79
Credit Card Charge	02/19/2026	morgan	Safeway	Tortilla chips for ...	3.51.3 Food Supplies	8.11
						8.11
Check	02/01/2026			Service Charge	4.12 Payroll Fees/Bank Charge	5.95
						5.95
Credit Card Charge	02/27/2026	brie	Safeway	sponges - shutd...	3.73 Maintenance Supplies	4.35
						4.35
Check	02/03/2026	0203m...	Merchant Settlement	EXP merch settl	4.17 CC Merchant Fees	2.97
						2.97
TOTAL						61,650.89

**William Shore Memorial Pool District
Transactions for Ratification
February 2026**

Type	Date	Num	Name	Memo	Account	Debit
Check	02/05/2026	5254	City of PA	12/03/25 through...	4.70 Utilities	15,763.22
						15,763.22
Check	02/12/2026	5259	The Imagine Institute	2025-002 deliver...	4.86 Child Care Grant Expense	13,000.00
						13,000.00
Check	02/06/2026	reg2/26	Regence Blue Shield	Feb 26 Employe...	Health Insurance	5,555.90
						5,555.90
Check	02/25/2026	DOR1/26	Department of Revenue	Jan 2026 B&O a...	4.95 State Sales/B & O Tax	3,620.08
						3,620.08
Check	02/02/2026	0126m...	Merchant Settlement	Jan cc processin...	4.17 CC Merchant Fees	3,174.10
						3,174.10
Check	02/12/2026	5260	Trotter & Morton	#23536 work ord...	4.84 Equipment-Repair/Maint	3,000.20
						3,000.20
Credit Card Charge	02/10/2026	cody	Irrigation King	gatve valve lap p...	4.84 Equipment-Repair/Maint	1,638.67
						1,638.67
Check	02/05/2026	5255	Cascade Columbia Distr...	invoice #944820 ...	3.71 Pool Chemicals	1,613.27
						1,613.27
Check	02/05/2026	5257	Orca Pacific	#INV0617297 El...	3.73 Maintenance Supplies	1,065.78
						1,065.78
Credit Card Charge	02/26/2026	morgan	Costco	SPARK and SPL...	3.51.3 Food Supplies	999.53
						999.53
Check	02/05/2026	5256	Kitsap Networking Servi...	# 31234 tech ser...	4.13 IT Service	941.99
						941.99
Credit Card Charge	02/01/2026	ryan	Costco	Spark snacks	3.51.3 Food Supplies	873.48
						873.48
Credit Card Charge	02/18/2026	cody	grainger	ball valves/press...	4.84 Equipment-Repair/Maint	723.40
						723.40
Check	02/12/2026	5263	Pacific Office Equipment	#1173427 contra...	4.51 Office Copier	527.36
						527.36
Credit Card Charge	02/23/2026	cody	EZ Products	plaster repair kit	4.83 Building Repair/Maint	525.53
						525.53
Check	02/12/2026	5262	IAM SGE Starguard Elite	INV/2026/00410 ...	3.32 Lifeguard Supplies	500.00
						500.00
Credit Card Charge	02/26/2026	ryan	Home Depot	paint supplies for...	4.83 Building Repair/Maint	495.28
						495.28
Credit Card Charge	02/20/2026	ryan	Costco	staff lunch for sh...	3.43 Special Events	456.68
						456.68
Credit Card Charge	02/11/2026	cody	BT Exterior Performance	epoxy paint well...	4.83 Building Repair/Maint	427.00
						427.00
Credit Card Charge	02/05/2026	ryan	Wayfair	LG Chairs	3.32 Lifeguard Supplies	392.02
						392.02
Credit Card Charge	02/24/2026	cody	grainger	stainless steel b...	4.84 Equipment-Repair/Maint	382.94
						382.94

**William Shore Memorial Pool District
Transactions for Ratification
February 2026**

Type	Date	Num	Name	Memo	Account	Debit
Check	02/05/2026	5253	ANGELES MACHINE	Extract motor & r...	4.84 Equipment-Repair/Maint	326.70
						326.70
Check	02/02/2026	unum	Unum Life Ins Unum Life Ins	employee life ins... Rounding on Q4 ...	Health Insurance Department of Labor & Industry	311.25 0.18
						311.43
Check	02/05/2026	5252	Canon Financial Service...	contract copier - ...	4.51 Office Copier	286.03
						286.03
Check	02/19/2026	5266	Canon Financial Service...	Feb 2026 contra...	4.51 Office Copier	286.03
						286.03
Credit Card Charge	02/25/2026	lori	Home Depot	paint	4.83 Building Repair/Maint	271.71
						271.71
Check	02/19/2026	5265	City of PA Parks and Re...	Valentine's Date ...	3.43 Special Events	250.00
						250.00
Credit Card Charge	02/04/2026	cody	Maglocks.com	door closing arms	3.73 Maintenance Supplies	239.47
						239.47
Check	02/23/2026	wave2/26	Wave	contract internet ...	4.23 Website/Internet	204.00
						204.00
Credit Card Charge	02/01/2026	ryan	AT&T	Work phones (S...	4.21 Telephone/Cellphone	192.61
						192.61
Check	02/19/2026	5267	Angeles Communication...	VoIP monthly co...	4.21 Telephone/Cellphone	161.17
						161.17
Credit Card Charge	02/24/2026	ryan	Walmart	acid wash & shut...	4.83 Building Repair/Maint	150.89
						150.89
Check	02/12/2026	5261	Radio Pacific Inc	26010323 - Blue...	3.22 Promotional	150.00
						150.00
Credit Card Charge	02/20/2026	ryan	Walmart	staff lunch for sh...	3.43 Special Events	140.61
						140.61
Credit Card Charge	02/25/2026	ryan	Home Depot	Paint supplies fo...	4.83 Building Repair/Maint	140.31
						140.31
Check	02/13/2026	5246	City of PA Parks and Re...	Voided incorrect ...	3.51.4 Field Trips	140.00
						140.00
Credit Card Charge	02/13/2026	lori	Amazon	frames and mats	3.22 Promotional	139.41
						139.41
Credit Card Charge	02/13/2026	ryan	Harbor Freight	Elec hoist to repl...	3.74 Tools and Equipment	130.67
						130.67
Credit Card Charge	02/27/2026	ryan	Home Depot	paint supplies for...	4.83 Building Repair/Maint	124.94
						124.94
Credit Card Charge	02/25/2026	cody	grainger	stainless steel b...	4.84 Equipment-Repair/Maint	117.93
						117.93
Credit Card Charge	02/21/2026	cody	Hartnagel Building Supp...	tools & supplies ...	4.83 Building Repair/Maint	116.89
						116.89
Credit Card Charge	02/01/2026	lori	Olympic Stationers	W-2 paper kits	3.11 Office Supplies	108.90
						108.90

**William Shore Memorial Pool District
Transactions for Ratification
February 2026**

Type	Date	Num	Name	Memo	Account	Debit
Check	02/04/2026	0204m...	Merchant Settlement	EPX fee	4.17 CC Merchant Fees	107.95
						107.95
Credit Card Charge	02/18/2026	lori	Amazon	wyshi wash	3.72 Janitorial Supplies	91.45
						91.45
Credit Card Charge	02/24/2026	cody	Walmart	tools & supplies ...	3.73 Maintenance Supplies	87.35
						87.35
Check	02/05/2026	5251	Health Care Authority	PEBB one-time ...	Health Insurance	80.00
						80.00
Credit Card Charge	02/01/2026	lori	USPS	Stamps	4.22 Postage, Mailing Service	78.00
						78.00
Credit Card Charge	02/03/2026	morgan	Walmart	Food for SPARK	3.51.3 Food Supplies	77.89
						77.89
Credit Card Charge	02/26/2026	ryan	Costco Gas	SPARK van	3.51.5 Transportation	74.94
						74.94
Credit Card Charge	02/02/2026	morgan	Chevron	gas for van	3.51.5 Transportation	74.35
						74.35
Credit Card Charge	02/05/2026	ryan	NCSI	Background che...	4.16 Legal/Background Check	74.00
						74.00
Credit Card Charge	02/14/2026	morgan	Domino's	Pizza for date ni...	3.43 Special Events	68.69
						68.69
Credit Card Charge	02/01/2026	cody	Walmart	No receipt - mai...	3.73 Maintenance Supplies	68.02
						68.02
Credit Card Charge	02/21/2026	cody	Harbor Freight	sump pump	3.74 Tools and Equipment	65.33
						65.33
Credit Card Charge	02/21/2026	cody	Harbor Freight	tools & supplies ...	3.73 Maintenance Supplies	64.12
						64.12
Credit Card Charge	02/13/2026	ryan	Domino's	staff lunch for dis...	3.43 Special Events	62.42
						62.42
Credit Card Charge	02/09/2026	lori	Amazon	lifeguard supplies	3.32 Lifeguard Supplies	59.43
						59.43
Credit Card Charge	02/25/2026	lori	Hartnagel Building Supp...	paint	4.83 Building Repair/Maint	57.91
						57.91
Credit Card Charge	02/09/2026	cody	Amazon	taylor dpt reagent	3.71 Pool Chemicals	52.12
						52.12
Credit Card Charge	02/23/2026	cody	Walmart	tools & supplies ...	3.73 Maintenance Supplies	43.36
						43.36
Credit Card Charge	02/28/2026	cody	Harbor Freight	tools & supplies ...	3.73 Maintenance Supplies	42.43
						42.43
Credit Card Charge	02/22/2026	cody	Harbor Freight	tools & supplies ...	3.73 Maintenance Supplies	39.13
						39.13
Credit Card Charge	02/07/2026	cody	Amazon	testing solution	3.71 Pool Chemicals	38.82
						38.82

**William Shore Memorial Pool District
Transactions for Ratification
February 2026**

Type	Date	Num	Name	Memo	Account	Debit
Check	02/05/2026	5250	Lasher, Morgan L	SPARK food items	3.51.3 Food Supplies	35.52
						35.52
Credit Card Charge	02/21/2026	cody	Harbor Freight	tools & supplies ...	3.74 Tools and Equipment	33.66
						33.66
Credit Card Charge	02/19/2026	morgan	Walmart	SPARK food sup...	3.51.3 Food Supplies	33.27
						33.27
Credit Card Charge	02/01/2026	ryan	Poster My Wall	ad building subs...	3.13 Subscriptions	32.62
						32.62
Credit Card Charge	02/26/2026	cody	Harbor Freight	tools & supplies ...	3.73 Maintenance Supplies	30.42
						30.42
Check	02/03/2026	gateway	Gateway Billing	Feb 26 gateway ...	4.17 CC Merchant Fees	30.00
						30.00
Credit Card Charge	02/25/2026	cody	Amazon	tools & supplies ...	3.72 Janitorial Supplies	29.39
						29.39
Credit Card Charge	02/22/2026	cody	Harbor Freight	sander	3.73 Maintenance Supplies	27.21
						27.21
Credit Card Charge	02/26/2026	cody	Harbor Freight	tools & supplies ...	3.73 Maintenance Supplies	25.00
						25.00
Credit Card Charge	02/19/2026	lori	Amazon Amazon	tape & plastic for... coffee, tea	3.73 Maintenance Supplies 3.23 Coffee Supplies	22.00 98.54
						120.54
Credit Card Charge	02/03/2026	ryan	NCSI	background che...	4.16 Legal/Background Check	18.50
						18.50
Credit Card Charge	02/01/2026	ryan	Walmart	Spark GF snacks	3.51.3 Food Supplies	16.20
						16.20
Credit Card Charge	02/02/2026	Morgan	Spotify	Music for SPark/...	3.13 Subscriptions	14.15
						14.15
Credit Card Charge	02/02/2026	morgan	Disney Plus	Movies for date ...	3.13 Subscriptions	14.15
						14.15
Check	02/18/2026	wire	Wire Fees	Wire fee from L...	4.12 Payroll Fees/Bank Charge	14.00
						14.00
Credit Card Charge	02/09/2026	cody	Amazon	taylor pool test	3.71 Pool Chemicals	12.89
						12.89
Credit Card Charge	02/13/2026	lori	Amazon	frames & mats	3.22 Promotional	12.77
						12.77
Credit Card Charge	02/26/2026	cody	Autozone	epoxy putty	4.83 Building Repair/Maint	12.51
						12.51
Credit Card Charge	02/26/2026	cody	Harbor Freight	shackle	3.73 Maintenance Supplies	11.97
						11.97
Credit Card Charge	02/25/2026	cody	Walmart	acid wash water ...	3.73 Maintenance Supplies	10.79
						10.79
Credit Card Charge	02/22/2026	cody	Swains General Store	tools & supplies ...	3.73 Maintenance Supplies	10.32
						10.32

WILLIAM SHORE MEMORIAL POOL DISTRICT

RESOLUTION NO. 13.1

A RESOLUTION ADOPTING A DEFERRED COMPENSATION POLICY THAT IS TO WORK IN CONJUNCTION WITH RESOLUTION NO. 13 THAT AUTHORIZED PARTICIPATION IN THE WASHINGTON STATE DEFERRED COMPENSATION PROGRAM

WHEREAS, the William Shore Memorial Pool District (“District”) was formed pursuant to RCW 35.61 and is authorized to provide employee benefits consistent with state law; and

WHEREAS, RCW 41.50.770 permits municipalities and other political subdivisions of the State of Washington to participate in the Washington State Deferred Compensation Program (“DCP”) administered by the Department of Retirement Systems (“DRS”); and

WHEREAS, the District previously requested and received approval to participate in the Washington State Deferred Compensation Program pursuant to Resolution No. 13-12/28/2010; and

WHEREAS, the Board of Commissioners desires to formally adopt a comprehensive Deferred Compensation Policy governing employee eligibility, employee contributions, discretionary employer contributions, and vesting provisions in compliance with applicable federal and state law, including RCW 41.50.770 and WAC Chapter 415-501; and

WHEREAS, the Board has reviewed the proposed Deferred Compensation Policy and finds it to be reasonable, fiscally responsible, and in the best interests of the District and its employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the William Shore Memorial Pool District as follows:

1. Adoption of Policy

The William Shore Memorial Pool District Deferred Compensation Policy, attached hereto and incorporated by this reference, is hereby adopted and approved.

2. Participation in State Program

The District reaffirms its participation in the Washington State Deferred Compensation Program administered by the Department of Retirement Systems and agrees to comply with all applicable terms, conditions, rules, and amendments of the State program.

3. Employer Contributions

Any employer contributions, including matching contributions, authorized under the adopted policy are discretionary, subject to annual Board approval through the budget process or separate Board action, and shall be made only as permitted by applicable law and Washington State Deferred Compensation Program rules.

4. **Administration**

The District's administrative responsibilities shall be limited to payroll deductions, remittance of authorized contributions, and compliance with reporting requirements, with program administration and investment management conducted by DRS and the Washington State Investment Board.

5. **Supersession**

This Resolution and the adopted Deferred Compensation Policy supersede any prior policies or practices of the District relating to deferred compensation, to the extent they are inconsistent.

PASSED AND ADOPTED this twenty-fourth day of February 2026

Attest:

Lori Taber, Clerk

Mike French, President

William Shore Memorial Pool District

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Fax: 360.417.2493

COMMISSIONERS

MICHAEL CHAPMAN, MIKE DOHERTY, PATRICK DOWNIE, GARY HOLMQUIST, CHERIE KIDD

RESOLUTION N° 13, 2010

PARTICIPATION IN THE WASHINGTON STATE DEFERRED COMPENSATION PROGRAM

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

1. The William Shore Memorial Pool District (WSMPD) was formed in accordance with RCW 35.61 on June 2, 2009.
2. The Department of Retirement Systems, Deferred Compensation Program in accordance with RCW 41.50.770; administers the deferred compensation plan for the employees of the State of Washington as outlined in WAC Chapter 415-501. RCW 41.50.770 permits Counties, Municipalities, and other political subdivisions to participate in the State of Washington Employee's Deferred Compensation Plan.
4. The WSMPD has reviewed the State plan and agrees to accept all terms and conditions of the State plan as established and as hereafter amended. The WSMPD understands and agrees that all monies deferred by its employees are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

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

1. The William Shore Memorial Pool District requests approval by the Department of Retirement Systems, Deferred Compensation Program to participate in the aforementioned deferred compensation plan for the employees of the William Shore Memorial Pool District, subject to the requirements of RCW 41.50.770 and WAC Chapter 415-501.

PASSED AND ADOPTED this twenty-eighth day of December 2010

WSMPD PRESIDENT

ATTEST:


Tammy Sullenger, Admin Asst.


Michael C. Chapman, President

CC: Department of Retirement Systems, Deferred Compensation Program

70+ hrs / month
5+ MONTHS

Vesting Rules?

454 Drug-Free Workplace Act

1.0 Purpose

In pursuit of the goal to maintain a drug-free workplace and in accordance with the Drug-Free Workplace Act of 1988, the William Shore Memorial Pool District (District) has adopted the following rules and regulations

2.0 Rules and Regulations

2.1

The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace and during work time.

2.2

Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

2.3

As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days other violation, her/his supervisor of any criminal drug statute conviction, they receive. Included in this requirement are convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).

2.4

If an employee receives such a conviction, the District may take appropriate personnel action against the employee, up to and including termination, depending on the relationship to the employee's job.

2.5

The District provides referral to an Employee Assistance Plan for information about drug counseling and treatment.

2.6

The District reserves the right to search and inspect all areas of the workplace and the District premises for the maintenance of a safe and healthy workplace.

2.7

The District will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including termination of employment and referral for prosecution for violations of this policy. Each situation will be looked at on a case-by-case basis.

455 SEXUAL MISCONDUCT & ABUSE OF VULNERABLE POPULATIONS

1.0 Purpose

The Shore Metropolitan Park District (District) is committed to providing the safest environment possible for all District sponsored programs and activities for children. It is the District's goal to provide programs free from abuse, including sexual abuse or misconduct

2.0 Policy

The District will not tolerate abuse of children in any form and will take steps to ensure employees and volunteers are trained in recognizing the early warning signs of abuse of children and understand how to respond to suspected abuse or allegations of abuse.

This policy applies to Individuals participating in any District sponsored program or activity and any children employed by the District or children who volunteer in any District sponsored program.

It is also the intent of this policy to prohibit and report abuse of children by employees and volunteers working on behalf of the District and who may come into contact with children in the scope of their employment.

For the purpose of this policy, abuse or misconduct means sexual abuse, sexual exploitation, or injury of vulnerable populations by any person under circumstances which cause harm to the individuals health, welfare or safety

3.0 Reporting

Procedures 2.1

Mandatory Reporting:

Any employee who learns of or reasonably suspects the abuse, or threat of a child that occurred while the child was

participating in a District sponsored activity, day care or recreational program shall report this in writing to the supervising official for the activity, day care or recreational program and that supervising official shall report it within 48 hours directly to the appropriate law enforcement agency as required by RCW 26.44.030 and send a copy of the report to the District's Executive Director.

2.2 Other Reporting:

In any other circumstance, if an employee or volunteer suspects that an individual has been the victim of abuse, verbal and subsequent written notification will promptly be made to the Executive Director. The Director should then contact law enforcement or the Department of Social and Health Services' (DSHS) abuse hotline at 1-866-ENDHARM (363-4276) in order to be connected with the District's local DSHS office. The Director will make and keep a written contemporaneous record of all such reports made to law enforcement. If the report concerns an employee or volunteer of the District as being the suspected abuser, the Director shall immediately forward a copy of the report to the appropriate management official with authority to place the suspected employee or volunteer on leave.

If the suspected abuser is another child enrolled in a District day care or program the Director will immediately send a copy of the report to the supervising official of the program with instructions to suspend the suspected child's participation in the program until the completion of the law enforcement investigation. The District should cooperate with any investigation conducted by DSHS or law enforcement agency.

Due to the sensitive nature of the investigation, employees and/or volunteers who are aware of the investigation should treat the situation as confidential and refrain from discussing the details with anyone not involved. If an employee or volunteer witnesses a child being abused or is advised by a child that they have been abused, notification will immediately be made to the Director. This includes, but is not limited to, allegations or reasonable suspicions that an employee or volunteer of the District abused a child. The Director should then contact local law enforcement regarding the allegations so that an investigation can be started. The Director should ensure that DSHS is contacted either by the law enforcement agency or the District. In all cases written records of all notifications shall be made and preserved by the District employees making said notifications.

2.3 INVESTIGATION:

If any District employee is accused of abuse, the employee will immediately be placed in a position at work where he/she has no contact with vulnerable populations and/or will be

placed on paid leave until law enforcement and/or DSHS have completed their investigation; or until the employee is terminated from employment. If any District volunteer is accused of abuse of a child, the volunteer will immediately be asked to leave and not be allowed to participate as a volunteer in any District programs until the investigation into the allegations has been completed. A sustained allegation shall act to bar the accused Volunteer from any further participation in District sponsored programs for children.

If any child in the District's care is alleged to have abused another child, the District will advise the parents of the accused child that the accused child will not be allowed to participate in the District program until the investigation has been completed. A sustained allegation shall act to bar the accused child from any further participation in District sponsored programs for children.

In addition to the actions cited above, if the allegation of abuse of a child involves a child allegedly abused while in the District's care, the supervising official of the child care program will follow the mandatory reporting requirements to notify the appropriate law enforcement agency of the allegations within 48 hours as required by RCW 26.44.030 .

Even if no specific allegation of abuse has been made, any District employee or volunteer who has good reason to suspect that a child has been the victim of abuse or neglect by any District employee, volunteer, other child enrolled in a District Program, or any other person, shall promptly report their reasonable suspicion to their supervising official and the Executive Director.

456 Authorized Unpaid Leave

1.0 Policy

Under Washington law all employees of the Shore Metropolitan Park District (District) are entitled to up to two unpaid holidays per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday.

Note that a partial day off will count as a full day toward employees' yearly allotment of two days.



Note also that the law provides for unpaid leave, and there is no provision for substituting paid time off. If you wish to be compensated for the time off, please follow the policies for using accrued vacation leave or compensatory time or other paid time off.

If the employee seeks to take a day off or partial day off under this law, the employee must submit a written request to the Director, at least two weeks in advance. Untimely requests will only be considered if the employee can demonstrate that timely notice was not possible under the circumstances.

2.0 Submission of Request

The request should include the following information:

- Name
- The day(s) or partial day(s) requesting off
- A sufficient description of the reason for the leave so that the Aquatics Manager or Executive Director can determine if it is properly granted
- If the request is untimely, the reason it was not possible to submit the request in a timely manner. The employee will normally receive a response within 5 days of receipt of your request.

The request may be denied if:

- It was not submitted in a timely fashion, or
- The reason for the requested leave is not appropriate under the law, or
- Employees have already exhausted your allotment of days off under the law, or
- Employees are in a public safety position, such as police, fire, or dispatch, and granting the leave would result in the shift falling below necessary staffing levels, or
- Granting the request would cause an undue hardship

2.1 What the written notice must contain

The written notice should include the name of the employee, the date that the employee seeks to take unpaid leave, the amount of unpaid leave (whole shift or partial shift), and a sufficient description of the reason for the leave to assess whether such leave is appropriately taken under the law.

2.2 The process for granting or denying leave

The Executive Director and/or the Director will be responsible for granting or denying the leave request.

2.3 Basis for denying a leave request

The following are the grounds for denying a leave request:

- If the employee does not follow the policy for requesting leave, either because the request is untimely or the employee does not provide sufficient information to assess whether the request should be granted. If the denial is for insufficient information, the employer should not act until it has first requested additional information or clarification.
- If the employee has already exhausted his allotment of days off under the law.
- If the employee's leave request does not qualify for leave under the terms of the law.
- If granting the request would impose an "undue hardship." This is to be determined at the discretion of the Executive Director/Director

457 Deferred Compensation

1.0 Purpose

The purpose of this policy is to establish the William Shore Memorial Pool District's participation in the Washington State Deferred Compensation Program (DCP), as approved by December 28th, 2010, resolution No. 13, and to provide eligible employees the opportunity to voluntarily defer a portion of their compensation for retirement savings in accordance with applicable state laws and regulations.

2.0 Authority

This policy is adopted pursuant to:

- RCW 41.50.770
- WAC Chapter 415-501
- Resolution No. 13-2010 of the William Shore Memorial Pool District Board of Commissioners

3.0 Program Participation

The William Shore Memorial Pool District (WSMPD) elects to participate in the Washington State Deferred Compensation Program 457 B administered by the Washington State Department of Retirement Systems (DRS).

The District accepts and agrees to comply with all terms, conditions, rules, and amendments of the State of Washington Deferred Compensation Plan.

4.0 Eligibility

Participation in the Washington State Deferred Compensation Program shall be available to the following employees of the William Shore Memorial Pool District:

4.1 Employment Status

All regular full-time and regular part-time employees of the District are eligible to participate.

4.2 Seasonal and Temporary Employees

Seasonal, temporary, and intermittent employees may participate if they receive compensation through the District payroll system and meet eligibility requirements established by the Washington State Deferred Compensation Program.

4.3 Elected & appointed Officials

District elected or appointed officials who receive compensation from the District are eligible to participate in accordance with RCW 41.50.770 and program rules.

4.4 Independent Contractors

Independent contractors, volunteers, and individuals not classified as District employees are not eligible to participate.

4.5 Enrollment Timing

Eligible employees may enroll upon hire or at any time thereafter, subject to enrollment procedures and payroll deadlines established by the Washington State Department of Retirement Systems.

4.6 Compliance with State Program Rules

All eligibility determinations are subject to and governed by the rules, policies, and administrative requirements of the Washington State Deferred Compensation Program. In the event of a conflict, state program rules shall prevail.

5.0 Employee Contributions

Employees may elect to defer a portion of their compensation as allowed by federal and state law.

Contribution limits shall be those established by the Internal Revenue Code and administered by DRS. All deferrals are made on a pre-tax or Roth basis, as permitted by the plan.

6.0 Employer Contributions

Employer contributions to an employee's deferred compensation are permissible; but should follow guidelines and vesting schedule. It is notable that employer contribution is discretionary.

6.1 Discretionary Contributions

Employer contributions to the Washington State Deferred Compensation Program are discretionary and subject to annual authorization by the William Shore Memorial Pool District Board of Commissioners through the budget process or separate Board action. Employer contributions are not guaranteed and may be modified, suspended, or discontinued at any time, subject to applicable law and Washington State Deferred Compensation Program rules.

6.2 Eligibility for Employer Match

To be eligible for an employer matching contribution, an employee must:

- Be a regular full-time employee of the District; or a part time employee approved by the board in the form of resolution; and
- Have completed at least twelve (12) consecutive months of continuous service with the District.

Seasonal, temporary, and intermittent employees are not eligible for employer matching contributions unless specifically authorized by the Board and permitted by the Washington State Deferred Compensation Program.

6.3 Matching Contribution Amount

Subject to annual Board approval and program rules, the District may provide an employer matching contribution equal to:

Fifty percent (50%) of the employee's deferred compensation contributions, up to a maximum of three percent (3%) of the employee's base compensation per calendar year.

6.4 Conditions on Match

- Employer matching contributions shall be made only on amounts actually deferred by the employee.
- No employer match shall be provided for employee deferrals in excess of the stated cap.
- Employer matching contributions shall be remitted in accordance with payroll processing requirements and DRS remittance schedules.

6.5 Compliance with Law and Program Rules

All employer contributions shall be made only to the extent permitted by the Internal Revenue Code, RCW 41.50.770, WAC Chapter 415-501, and the Washington State Deferred Compensation Program. In the event of any conflict, state or federal law and program rules shall prevail.

6.6 Vesting Reference

Employer contributions are subject to the vesting schedule described in Section 7 of this policy. Employee contributions are always 100% vested.

6.7 Vesting

6.7.1 Vesting Requirement

Employer contributions to the Washington State Deferred Compensation Program shall be subject to a vesting schedule as permitted by program rules. Employee deferrals are always 100% vested.

6.7.2 Vesting Schedule

Employer contributions shall vest based on an employee’s continuous service with the District as follows:

Years of Continuous Service Vested Percentage

Less than 1 year	0%
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Years of Continuous Service Vested Percentage

1 year	25%
2 years	50%
3 years	75%
4 years or more	100%

6.7.3 Forfeiture of Non-Vested Contributions

If an employee separates from District employment prior to full vesting, the non-vested portion of employer contributions shall be forfeited in accordance with Washington State Deferred Compensation Program rules. Forfeited amounts shall remain within the plan and may be applied to offset future employer contributions or plan administrative expenses, as permitted by law and program requirements.

6.7.4 Administration

Vesting and forfeitures shall be tracked and administered by the Washington State Deferred Compensation Program in accordance with applicable laws, rules, and procedures.

7.0 Administration

The Deferred Compensation Program shall be administered by the Washington State Department of Retirement Systems. All deferred compensation funds are held in trust by the Washington State Investment Board for the exclusive benefit of participating employees and their eligible beneficiaries. The District's responsibilities are limited to payroll deductions, remittance of employee contributions, and compliance with applicable reporting requirements.

8.0 Employee Responsibility

Employees are solely responsible for:

- Enrollment in the program
- Selection of investment options
- Monitoring account performance
- Understanding tax implications and withdrawal rules

The District does not provide financial or investment advice.

9.0 Amendments and Termination

This policy shall automatically conform to any changes in applicable federal or state laws, regulations, or plan provisions.

The District reserves the right to discontinue participation in the Deferred Compensation Program subject to applicable legal requirements. Discontinuation shall not affect the rights of employees to funds already deferred.

505 District Treasurer

1.0 Purpose

In accordance with Washington State Metropolitan Park District RCW 35.61.180, The county treasurer of the county within which all, or the major portion, of the district lies shall be the ex officio treasurer of a metropolitan park district but shall receive no compensation other than his or her regular salary for receiving and disbursing the funds of a metropolitan park district. It is notable, this may be, at times, not administratively possible for the Clallam County Treasurer, and an interim must be appointed by the board.

A metropolitan park district may designate someone other than the county treasurer who has experience in financial or fiscal affairs to act as the district treasurer if the board has received the approval of the county treasurer to designate this person. If the board designates someone other than the county treasurer to act as the district treasurer, the board shall purchase a bond from a surety company operating in the state that is sufficient to protect the district from loss.

The District Board of Commissioners (BOC) must appoint a treasurer; this individual is to report only to the District's board. This policy covers the role and responsibilities of the District Treasurer.

The District Treasurer is key in proper financial management and thus, also affects the public's perception, trust, and assurance in the Districts financial management. Therefore, the District should seek desirable qualifications in a Treasurer, such as:

- Financial literacy,
- Public trust and confidence
- Attention to detail

- Timeliness in completing tasks
- Accurate and organized record keeping

While financial management is the primary focus of the Treasurer, the entire District Board of Commissioners (BOC) shares accountability. The Treasurers role is to make sure that the information is accurate, timely and provided to the BOC.

2.0 Policy

The Treasurer shall have the care and custody of all funds of the district under the supervision of the District Board of Commissioners (BOC). The Treasurer shall keep or cause to be kept accurate books of account of all District transactions, which books shall be the property of the District and together with all other of its property in their possession shall be subject at all times to the inspection and control of the BOC. The Treasurer shall deposit or cause to be deposited all funds of the District in such solvent bank or banks as the BOC may from time to time designate.

If an independent District Treasurer is appointed, the BOC shall execute a surety bond in an amount which it is estimated by the BOC shall purchase a bond from a surety company operating in the state that is sufficient to protect the district from loss (RCW 35.61.180). The amount of securities held as investment shall not be used to calculate possible loss exposure to the District.

3.0 Role of the Treasurer

A Treasurer has the primary role of overseeing the management and reporting of the District finances. The District Treasurer has many important duties specific to its role, including:

- Bank account maintenance – Selecting a bank, signing checks, and investing excess funds wisely
- Financial transaction oversight – Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- Budgets – Assist the Executive Director in developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- Financial Policies – Assist the Executive Director in overseeing the development and observation of the organization's financial policies
- Reports – Keeping the District's Board of Commissioners (BOC) informed of key financial events, trends, concerns, and assessment of fiscal health in addition to

completing required financial reporting forms in a timely fashion and making these forms available to the BOC.

- Finance Committee– Serving on the BOC Finance Committee

4.0 Responsibilities of the Treasurer

4.1 Receive and document all incoming and outgoing Funds

The Treasurer assumes the role of “banker” for the District, the District Treasurer shall:

- Receipt and deposit revenues.
- Register and pay warrants/checks.
- Pay bond principal and interest payments.
- Coordinate with Clallam County Treasurer for District investments
- Coordinate with Clallam County Treasurer for levy and tax proceeds
- Report condition of the district’s finances to the Board of Commissioners each month
- Balance Funds and Accounts
- Provide required information for the bi-annual District audits

4.2 Follow applicable State and Federal laws

The treasurer must adhere to the following for all monies received and expended:

- Washington RCW’s
- Washington State Auditor’s Office (SAO) principles and procedures
- Washington State SAO Budgeting, Accounting and Reporting System (BARS)
- District’s Financial Management Policy (510)

4.3 Investment of Funds:

At any given time there may be substantial monies in the custody of the District Treasurer that are not immediately needed to meet obligations. Rather than allow these monies to remain idle, the District Treasurer’s is responsible for all investment of District funds.

If the BOC has chosen to use the Treasurer of Clallam County for any and all investments, the Treasurer will follow the Clallam County rules and policies for investments, as outlined in the Financial Management Policy (510)

If the BOC chooses to have the District Treasurer be actively involved in the investment program of District funds, a separate District Policy will be approved by the District BOC prior to any start of the program. The investment policy shall address liquidity, diversification, safety of principle, yield, maturity, quality of the instrument, and capability of investment management.

4.4 Adhering to the Public Records Requirements

Under the provisions in the RCW for Public Records, The District Treasurer is to keep public records open for public inspection for proper purposes, at proper times and a proper manner during all business hours of the day. Public records include, but are not limited to, all documents, any book, paper, photograph, microfilm, computer tape, disk and record, sound recording, or other material regardless of physical form in the custody, control or possession by the District Treasurer.

The District Treasurer has a specific duty to keep and maintain complete records of receipt and expenditure of public funds as provided by law. Unless a longer period is required, a grantee shall retain all records for seven years after the completion of the activity for which it uses funds

4.5 Voided and Missing Warrants and Checks

The District Treasurer shall keep voided warrants/checks and shall be filed in the numerical order of their issuance by fund and by fiscal year in a separate file and shall be sufficiently mutilated to prevent their being cashed but not mutilated as not to be identifiable. The treasurer shall maintain this file.

The Treasurer may issue a second or duplicate check or warrant in lieu of any check or warrant that has been issued and subsequently lost or destroyed. No second or duplicate check or warrant shall be issued until the Treasurer has stopped payment on said item by the payor's bank or, in the alternative, until an affidavit setting forth the facts as to the loss or destruction of the original check or warrant has been received by the district from the payee, which affidavit may be received by electronic transmission.

510 Financial Management Policy

1.0 Purpose

The Shore Metropolitan Park District (District) is accountable to its citizens for its use of public money. The establishment and maintenance of wise financial and fiscal policies enables officials of the District to protect the public interest and ensure public trust. This Financial Management Policy gives direction on how the District meets its immediate and long-term service goals and operate in a financially prudent manner. Policies contained herein serve as general guidelines for both financial planning and internal financial management of the District.

This policy ensures that the District is positioned to respond to changes and the economy or new service requirements without an undue amount of financial stress. This policy also enables the District to maintain a good credit rating in the financial community and assure taxpayers that the District is well managed financially and maintained in sound fiscal condition. The District will adhere to the highest accounting and management policies as set by the Government Finance Officers' Association, the Governmental Accounting Standards Board, and other professional standards for financial reporting and budgeting.

Depending on the BOC choice for District Treasurer (see policy 505 District Treasurer), the District Accountant and the District Treasurer can be a dual role by one individual or firm, In the event the BOC has chosen the Clallam County Treasurer as the District Treasurer, the District Accountant will be responsible for the financial management of District funds as outlined in this policy and the District Treasurer policy (505) referenced above. For clarity, the terms District Accountant and District Treasurer can be interchanged if only one person is responsible for both roles.

2.0 Objectives

The objectives of the Financial Management Policy are:

- To guide the BOC, Executive Director and District Accountant for policy decisions having significant fiscal impact;
- To set forth operating principals to minimize the cost of government and limit financial risk;
- To employ balanced and fair revenue policies to provide sufficient funding for desired programs;

- To maintain appropriate financial capacity for bonded indebtedness for present and future needs;
- To promote sound financial management by providing accurate and timely information regarding the District's financial condition;
- To protect the District's credit rating and provide for adequate resources to meet the provisions of the District's debt obligations;
- To ensure the legal use of financial resources through an effective system of internal controls; and
- To promote cooperation and coordination with other governments, non-profits, and the private sector in the financing and delivery of services.

3.0 Financial Responsibilities

3.1 Financial Responsibilities of the District Board of Commissioners

Sound business practice and good government dictates that the BOC establishes policies regarding the fiscal activities of the District in accordance with applicable local, state, and federal laws and regulations.

The District Board of Commissioners (BOC) is responsible for approving:

1. The Annual Operating Budget;
2. Any amended Annual Budgets
3. The Capital Improvement Plan
4. The Strategic Plan, and;
5. Approval of the Financial Management Policy

The BOC financial responsibilities are presented to the BOC and adopted annually during the budget process and semi-annually if any budget amendments are required.

3.2 Financial Responsibilities of the Executive Director

The Executive Director, in collaboration with the District Accountant, is responsible for:

- Maintaining adherence to the approved Annual Budget
- Proposing any changes to the Annual Budget
- Developing programs within the constraints of the Annual Budget
- Develop and propose the Capital Improvement Plan
- Develop and propose the Strategic Plan

The Executive Director presents to the BOC the Annual Budget, Capital Improvement Plan and the Strategic Plan annually during the budget process. A Strategic Plan review is done annually during the beginning of the year.

3.3 Financial Responsibilities of the Treasurer and/or District Accountant

The Treasurer is responsible for but not limited to the following:

- Monthly financial condition report to the BOC
- Maintaining adequate cash for approved expenditures
- Provide any information requested by the Executive Director, BOC or State Auditor
- Assist in the budget process as necessary

4.0 Financial Planning Process

The District engages in the financial planning process, which encompasses important policy considerations and provides guidelines for all aspects of the District's financial management strategy, and is done during the annual budget process.

5.0 Fund Policies

In accordance with Washington State RCW's, the accounts of the District are organized on the basis of funds, each which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The District's resources are allocated to and accounted for in individual funds depending on their intended purpose

The Board is required to approve any newly established Funds. To be consistent with text contained in the annual budget, the following is a list of District Financial Funds that can be used by the District:

5.1 Fund Accounting

5.1.1 General Fund

The General Fund is the general operating fund of the District. This fund is used to account for all financial resources and expenditures of the District, which are not accounted for in other funds. The General Fund provides general purpose governmental services to the citizens. This fund is used to account for all general financial resources except those that must be accounted for in a special revenue fund.

5.1.2 Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

5.1.3 Reserve Fund

Use of funds must be authorized by a Resolution of the District Commission.

5.1.4 Debt Service Fund

The Debt Service Fund is used only to account for the accumulation of resources for, and the payment of, long-term debt, principal and interest. This fund contains several types of debt including but not limited to:

- Long term loans greater than one year
- Any type of Bonds issued by the District

5.1.5 Permanent Funds

Permanent Funds are legally restricted so only earnings, not principal, may be used to support the specific government program. The Board will adopt separate policies governing the management of restricted funds such as endowments.

5.1.6 Capital Improvement Funds

Capital improvement funds account for the purchase, construction, replacement, addition, or major repair of public facilities and major equipment. These projects differ from routine maintenance in that their cost is generally greater than \$25,000 and they have a useful life of generally ten years or more. Examples may include, but are not limited to buildings, bridges, parks, major trails, and significant pieces of equipment.

5.2 District Funds

5.2.1 General Fund (001)

The General Fund is for the District's revenue and operating expenses including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support primary services. Capital Improvement Debt payments are paid through the Capital Improvement Fund (301)

5.2.2 General Fund Restricted Balance (Reserve)

The General Fund's targeted restricted General Fund balance for reserves will be a minimum of three months of average operational expense that includes current debt payments to a maximum of six months of current operational expense that includes current debt payments, excluding capital expenditures or extraordinary expenses.

An extraordinary expense is an accounting term used to describe expenses that are infrequent, unusual, and material in size.

5.2.3 Use of General Fund Restricted Balance

The restricted General Fund balance is maintained to:

- Offset unanticipated downturns and necessary revisions in any general municipal purpose fund; and
- Provide a sufficient cash flow for daily financial needs at all times.

5.2.4 Capital Improvement Fund (301)

The Capital Improvement Fund is for the District's Capital Improvement expenses, funding the Capital Improvement Plan, Capital Improvement debt, and replacement of old equipment.

5.2.5 Capital Improvement Fund Restricted Balance (Reserve)

The General Fund's targeted restricted General Fund balance for reserves will be sufficient for the replacement of all major mechanical equipment and building components at the end of the effective service life. This is done by an annual payment to the restricted fund balance.

5.2.6 Use of General Fund Restricted Balance

The restricted General Fund balance is maintained to fund the replacement of equipment that has an effective service life. It can also be used also for extraordinary expenses. An extraordinary expense is an accounting term used to describe expenses that are infrequent, unusual, and material in size.

6.0 Annual Budget Policies

The Annual Budget will define the District's annual financial management plan as developed by the District BOC and the Finance Committee. In conjunction with the Capital Plan and the Strategic Plan it establishes the goals and objectives for the ensuing year.

6.1 Budget Priorities

The budget will give first consideration to ongoing mission led programs before the addition of any new programs are added. Budgets associated with any proposed new program should be submitted and reviewed prior to adoption and incorporation into the budget. Additional personnel should be recommended only after the need has been fully substantiated. The District BOC must approve personnel not authorized in the budget.

6.2 Maintenance and Replacement Schedule

A multi-year maintenance and replacement schedule will be maintained by the Executive Director and based upon the District's projections of its future replacement and maintenance needs and funds and be reserved in the Capital Improvement Fund (301) Restricted Fund Balance. The projections will be updated and the schedule revised on an annual basis. The budget will provide sufficient levels of maintenance and replacement funding to ensure that all capital facilities and equipment are properly maintained and that such future costs will be minimized.

6.3 Year-end Surplus Funds

Year-end surpluses in the General Fund may be used for nonrecurring capital expenditures or dedicated to the Capital Improvement Plan funding. The following criteria must be met to qualify any portion of the General Fund surplus for these purposes:

- There are surplus balances remaining after all reserves and fund allocations are made;
- An analysis has occurred assuring that the District has an adequate level of short and long-term resources to support the proposed use of surplus balances; and
- The funds expenditure is approved by the District BOC.

7.0 Budgetary Control Policies

7.1 Balanced Budget

The District will adopt a 12-month balanced calendar year budget. The balanced budget means budgeted expenditures will not exceed the available resources of the beginning fund balance plus new revenues. The adopted budget is for a 12-month fiscal period with annual financial reporting.

7.2 State of Washington Budgetary Statutes

The budget will be developed and administered in compliance with applicable State of Washington budgetary statutes.

7.3 Budget Monitoring and Reporting

The District will maintain a system for monitoring the District's budget performance. Accounting and reporting practices will be maintained to provide accurate and timely monitoring of the District's budget performance. Monthly budget reports will be issued by the District Accountant or his or her designee to report on the actual performance compared to budget estimates to the District BOC.

The system will include provisions for amending the budget during the year in order to address unanticipated needs or emergencies.

7.4 Amending the Budget

Appropriations requested after the original budget is adopted will be approved only after consideration of the current status of revenues. Such appropriations will be approved by the District BOC in accordance with public hearing statutes. The budget may be adjusted or amended during the year in order to address unanticipated needs, emergencies or changes in work plan.

Formal amendment of the budget through a BOC approved resolution amending the expenditure appropriation and the related funding source is required when the balanced budget requirement is not possible (i.e., revenue is not sufficient to cover the budgeted expenses). Adjustments or amendments will occur through a process coordinated by the Executive Director or his or her designee.

7.5 Fund Allocation

The budget is adopted at the fund level with allocations made for administrative control. Reallocation is approved for administrative control of existing appropriation that does not change the adopted budget balanced budget “bottom line”. It may become necessary to shift allocations between line items, programs, to meet unanticipated needs, emergencies or changes in work plan. As long as the bottom line is not changed, the adjustment can be done administratively with the authorization of the District Accountant and approval of the Executive Director. The District Accountant and the Executive Director have authorization for the transfer of funds between funds as part of the adopted budget.

8.0 Revenue Policies

The budget will reflect the projection of all anticipated revenue from all sources including tax revenue. One time or unanticipated revenue will not be included in the Annual Budget but can be accounted for in amended budgets once the revenue has been received. The annual budget revenue will establish the level of programs and services the District will provide to the community.

8.1 Revenue Sources

The District will try to maintain a stable revenue system to protect against short-term fluctuations in any one revenue source. The District depends on the property tax levy passed by the voters in May 2009. Although the District seeks to increase programming and admission revenue to supplement the tax levy revenue, the revenue generated by programming and admissions is not sufficient to maintain the facility or its programs.

8.2 Revenue Estimates

Because revenues, especially those of the General Fund, are sensitive to local and regional economic conditions, revenue estimates will be conservative and will be made by an objective, analytical process.

8.3 Cost Recovery from Programs and Users

As much as reasonably possible, District programs should be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit. Rate adjustments for services utilizing user fees and charges should be recalculated annually to consider inflation and other costs. The

District should be sensitive to the balance between the need for programs and services and the District's ability to raise fees, charges, and taxes to support those services.

8.4 Acceptance of Donations

The District will occasionally receive requests from individuals or organizations to accept cash donations. These donations should be made within Civic Rec; the district's point of sale operating system. They are to be charged as a donation to the corresponding donation item located within the catalog. They will then be coded and deposited with the daily transactions. They will then be deposited as a daily transaction and revenue codes will be reconciled with receipt of deposit.

9.0 Expense Policies

The budget will reflect the projection of all anticipated expenditures and reserve requirements necessary. The District will avoid budgetary and accounting practices that balance the current budget at the expense of future budgets. The District will maintain a level of expenditures, which will provide for the Mission, Vision and Values established by the District BOC.

10.0 Accounting and Reporting Policies

The District's accounting and financial reporting will follow the Washington State Auditor's Office prescription for the accounting reporting of local governments in the State of Washington

under RCW 43.09.200.

10.1 State Auditor's Reporting System

The State Auditor's Office provides a standard account classification system through its Budgeting Accounting and Reporting System (BARS). The District is classified as a Special Purpose Governmental District and will maintain its records on a basis consistent with the Category 2 BARS manual.

10.2 District Accountant

The District Accountant will maintain financial systems to monitor expenditures, revenue, and performance of all District programs on an on-going basis. The Board will receive

regular monthly reports that will present a summary of financial activity for the period and the cumulative data for the budget year.

10.3 Cash and Accrual Basis Accounting

For State Auditor Reporting revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense.

Inventory is expensed when purchased. For monthly reporting purposes the District Accountant can use cash basis or accrual basis for reporting to the BOC.

10.4 Fixed Asset Management

The Executive Director or his or her designee shall maintain fixed asset records for all capital assets owned by the District. The threshold for capitalization of non-infrastructure assets is \$5,000.

10.5 State Audits and Reviews

The State Auditors' Office will perform a financial and compliance audit on a scheduled basis and issue an audit report. Results of the audit will be provided to the BOC and the public. The District will conduct an internal financial review on an annual basis as part of the budgeting process.

11.0 Debt Management Policies

The District will maintain reserve funds sufficient to meet requirements for the guarantee of debt service in compliance with debt agreements. The basic objectives of the District's debt management policy are:

- To achieve the lowest possible cost for borrowing;
- If needed, to ensure access to the bond market to adequately provide the capital needed to finance public improvement and other long-term development objectives. Debt can be used as a mechanism to equalize costs of needed improvements to both present and future citizens and as a way to reduce the costs of substantial public improvements;

- To maintain strong and sound credit demonstrated by its commitment to meet all obligations in a timely fashion;
- To maintain a level and structure of outstanding indebtedness that does not lead to excessive debt service requirements, thereby avoiding unnecessary strains on the operating budget; and
- To maintain the confidence of lending markets and the taxpayers.

The District Commissioners approval is required prior to the issuance of debt. The District Accountant or his or her designee has the authority to act as debt manager in the duties of debt issuance and related repayment activities.

11.1 Bond Procedures

The District will use the services of legally certified and credible bond counsel in the preparation of all presentations. An independent outside financial advisor may be used to provide the District with objective advice and analysis on debt issuance. The District will generally issue its debt through a competitive process but may use a negotiated process. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided by RCW chapter 43.80 the District will use the fiscal agent appointed by the state. An underwriter will be used for all debt issued in a negotiated or private placement sale method. The underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to the investors. The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life, or a maximum of 20 years. (see Policy 518-Post Issuance Bond Compliance Procedures)

11.2 Short Term Debt

It is the District's policy to avoid the use of short-term indebtedness to the extent possible. Short-term borrowing (one year or less) will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received or to cover temporary cash flow shortages resulting from delay in receipting tax revenues or to finance capital construction.

Interfund loans may be used to meet short-term cash flow needs as an alternative to outside debt instruments. Interfund loans will be permitted only if an analysis of the lending fund indicates excess funds are available and that the use of these funds will not adversely affect current operations.

11.3 Long Term Debt

The District will not use long-term debt to support current operations. Prior to the issuance of debt, the District will prepare revenue projections to ensure there is adequate revenue to make principal and interest payments. The District will confine long-term borrowing to capital improvements that cannot be financed from current revenues.

Refunding bond issues designed to restructure current outstanding debt is an acceptable use of bond proceeds. A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant or restructure debt repayment due to cash flow needs, a debt refunding will attempt to achieve a present value savings of five percent of the principal amount of the refunding debt being issued. The District will maintain communications with bond rating agencies regarding its financial condition. The District will follow a policy of full disclosure on financial reports and bond prospectuses. The District will use bond proceeds pursuant to the bond resolutions, contracts, and Internal Revenue Codes applicable to government bonds. The District will maintain a system of recordkeeping and reporting to meet and satisfy calculations necessary for yield restriction requirements and arbitrage rebate requirements on the District's Tax-exempt bonds.

11.4 General Obligation Bonds, Limited General Obligation Bonds and Lease Purchase Policies

Projects proposed for financing through general obligation debt will be accompanied by an analysis of the future operating and maintenance costs associated with the project. The District shall pay all interest and repay all debt in accordance with the terms of the bond resolutions. Bonds will not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The financing of lease purchases should be done in accordance with (RCW 39.36.020 (2) and RCW 35.42.200).

12.0. Capital Improvement and Capital Budget Policies

It is the District's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction or acquisition of public facilities or major equipment. The District will maintain its physical assets at a level adequate to protect its capital investment and minimize future maintenance and replacement costs. The budget will provide for the orderly replacement of the capital assets from current resources where possible. Long

term borrowing for capital facilities is considered an appropriate method of financing large facilities that benefit more than one generation of users (see Policy 512-Capital Improvement Plan Policy)

13.0 Cash and Purchasing Policies

The Executive Director and the District Accountant will develop, maintain, and constantly seek to improve cash management systems, which ensure the accurate and timely accounting, investment and security of all cash assets. Written cash handling procedures are updated periodically and made available to all staff. Purchase of goods and services will be accomplished by a separate purchasing policy (see policy 520- Purchasing) adopted by the District Board. Payroll costs are authorized by budget adoption. Expenditures will be within current resource projections at the fund level.

14.0 Grant Management

14.1 Funding

The District recognizes that grant funding provides significant resources to enhance the District's ability to provide programs and do Capital Improvements. The District will seek grant funding for activities that are determined to further the Strategic Objectives of the District or that provide for programs, which are in the best interests of our citizens. The District will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria.

14.2 Grant Process for New Programs or Capital Improvements

Grant applications to fund new programs or capital improvements with state or federal funds will be reviewed by the Executive Director and the Finance Committee prior to application. Among other issues, consideration will be given to whether grant activities further the District's mission and strategic objectives and whether locally generated revenues will be required to support grant activities when grant funding is no longer available.

15.0 Investment Policy

Funds are managed by the Clallam County Treasurer (see Clallam County Investment Policies).

511 Revenue Policy

1.0 Purpose:

To set a fair and reasoned methodology in setting and developing the District revenue and pricing structure, and any future increases which may be needed.

2.0 Background:

2.1 Public Interest:

The public has an interest in the availability of a broad range of organized recreation opportunities that encourage good health, lifelong learning, respect for the environment, and a sense of community.

2.2 Balance of Benefits:

Benefits of participation in recreation, and specifically swimming, accrue to both the participant and to the public and, therefore, it is appropriate that recreation be funded by a balance of participant fees and public resources.

2.3 Targeted or Focused Groups:

The mission and goals for recreation activities and programs by the District apply to all citizens within the District boundaries and interests in particular activities are determined by individual participants. The public interest lies in encouraging participation and reducing barriers to access available recreation opportunities. Hence, cost of service analysis and fee structures need to be expressed in broad demographic groups for which there is particular public interest or for whom there exist significant barriers to participation. These groups are identified as follows:

- Youth: in order to invest in the future of our community.
- Adults: in order to increase the diversity of community participation in public recreation.
- Low income citizens: in order to ensure access and mitigate financial barriers to participation.
- Disabled citizens and seniors: in order to improve opportunities for inclusion and participation.

- **Veterans:** In order to increase awareness of, and improve access to, recreation programs.

3.0 TYPES OF REVENUES:

Revenues are divided into two groups, Earned Revenue and Non-Earned Revenue. The following is a breakdown of both revenue streams:

34.1 Earned Revenue:

- **Admission Fees:** Fees to enter a District building recreational purposes and special events
- **Rental Fees:** One-time payments made for the privilege of exclusive use of a portion or the entire District facility.
- **Contracted Rental Fees:** Recurring payments made by contracted agreement for the privilege of exclusive use of a portion or the entire District facility
- **Membership Fees:** Fees paid for the unlimited use of the facility and amenities for a set duration of time (i.e., annual membership)
- **Instructional and Exercise Fees:** Fees for the use of a facility, participation in an activity such as a group program or instructional class.
- **Sales Revenues:** Revenue obtained from the operation of stores, concessions, and from the sale of merchandise and other property.
- Non-Earned Revenue
- **Compulsory Revenues:** Revenue from mandatory payments such as tax revenues or special assessments.
- **Alternative Revenues:** Revenue sources other than compulsory revenues. These revenues may include gifts, sponsorships, donations, grants, fees and charges.

4.0 OTHER DEFINITIONS USED WITHIN THE POLICY

- **Service:** Any program, class, event, activity, sales or rental opportunity provided by the department.
- **Direct Costs:** Those costs that can be directly and exclusively attributed or assigned to a specific service.
- **Indirect Costs:** Those costs that can be attributed to more than one (1) program or service. Examples would include departmental administrative staff salaries, insurance, acquisition/construction depreciation or the costs of operating an activity bus that maybe used for several different programs.

- **Cost of Service or Full Costs:** These are both the direct costs and a pro-rated percentage of the indirect costs that can be attributed to a specific service.
- **Bundled or Discounted Fees:** The use of combining fees or extended length of commitment to encourage use and to reduce the costs of fee collection and provide a higher level of convenience to repetitious users. An example is Annual Pass or Membership pass with exercise add on.
- **District Sponsored:** Services that are organized, promoted, and conducted exclusively by County staff and are the responsibility of the District.
- **District Co-Sponsored:** Services that are organized, promoted, and conducted in part by District staff and in-part by an outside agency, organization, or individual(s) and are the negotiated responsibility of both parties as defined by a performance contract. Any fees assessed to the outside group for facility use of staff time shall be established to recover the District's direct costs at minimum. An example would be Senior Games.
- **District Facilitated:** Services that are organized, promoted, and conducted by an outside agency, organization, or individual(s) with limited assistance from District staff. These services are the responsibility of the outside group. District involvement often includes permission to use a District facility or promotional assistance. Normally, these levels of service are defined by the warranties/guarantees of a contract. Any fees assessed to the outside group for facility use or staff time shall be established to recover the County's direct and indirect costs. An example would be the use of the facility by the local swim club or the high school swim team.
- **Director:** The District Executive Director or designee.

5.0 POLICY

5.1 Pricing:

Prices shall be recommended by the District Executive Director to be approved by the District Board of Commissioners. In setting prices, the District fees and charges are evaluated in an identical manner, which includes the following process:

- Determine the direct and indirect costs of providing the service. The hourly rate for volunteer labor has been defined by the IRS or the Washington State Auditor's Office.
- Determine the focus of the activity (Section 2.3) and demographics of the targeted group.
- Identify the market rate or current fee being charged for a similar service.
- Consider inflationary factors for services (Western Washington Consumer Price Index)
- Availability and affordability within the constraints of Annual Budget
- The District priorities as expressed in the current Strategic Plan
- Local economic conditions
- Specific needs of the District community

5.2 Financial assistance:

In addition to pricing, which reflects the item referenced above, the District will seek to ensure affordability of activities through:

- Scholarships,
- Certain free youth activities
- Time-limited price promotions
- Cultivating volunteers and partnerships.

5.3 Rentals and Contract Use of Facilities:

Rentals are available for use by groups and private parties. Pricing should be set to recover 100% of direct costs for rentals during normally open hours. For events during normally closed hours, prices should be set to recover all incremental costs incurred by the District, including staff, maintenance, and utilities

5.4 Reducing, Increasing and Waiving of Fees and Charges:

On occasions, fees and charges may be increased, reduced or waived completely when such action is determined by the Director to be in the best interest of the District and the service applicant. Setting, Increasing, waiving or reducing fees and charges for activities and admissions can be made at the discretion of the District Director for:

- One-time events or activities
- Special promotions or events that last no more than 30 days.
- Instructional classes to ensure cost recovery

The District Board of Commissioners will approve any fee structure for admissions, events, and activities that last in excess of 30 days. The Director may bundle and/or create new pricing structures for admissions and activities in excess of 30 days without Commissioner approval if the overall price does not significantly change the end cost.

5.5 Review of Pricing:

The District Board of Commissioners will review and adjust the fee structures once per year as part of the annual budget process. Any increases will be documented in the annual budget. Contracted use agreements will be reviewed and prices will be set at the time of renewal or during the contract negotiation process.

6.0 Interagency Use:

Services provided to other governmental agencies should recover 100% of their full costs.



Facility Services

A Trotter & Morton Company

A LINC Service Contractor

Project Proposal

PROPOSAL FOR:
Ryan Amiot

225 East 5th Street, Port Angeles, Washington 98362,
United States

REGISTERED PROPOSAL NUMBER:

PP63447

SUBMITTED:

2026-03-17

Trotter & Morton Facility Services Inc.

8310 30th Avenue NE Lacey, Washington • nevans@tmlgroup.com • 360-493-8870

www.trotterandmorton.com



Trotter & Morton Facility Services, Inc.

PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Proposal Date	Proposal Number	Agreement No.
2026-03-17	PP63447	

BY AND BETWEEN:

Trotter & Morton Facility Services, Inc.
8310 30th Avenue NE
Lacey, Washington
98516

AND

Shore Aquatic Center
225 East 5th Street
Port Angeles, Washington
98362

hereafter CONTRACTOR

hereafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):
225 East 5th Street, Port Angeles, Washington 98362, United States

Trotter and Morton is pleased to provide the following solutions.

TMFS will provide all the necessary equipment, parts, materials and labor to replace burnt and pitted contactor, as well as the 3-phase fuse holder and associated fuses for the older Riverside Hydronics Boiler.

- Disconnect power to unit and lock out tag out
- Remove and dispose of failed contactor, fuse holder and associated fuses
- Provide and install new contactor, fuse holder and associated fuses
- Remove lock out tag out and reconnect power to unit
- Start and test system to insure proper operations. Notify customer if additional repairs are necessary after testing operation of unit.
- All work to be performed by commercial HVAC service technicians with all industry and EPA certifications



Trotter & Morton Facility Services, Inc.

PP63447

- Project will be invoiced 100% upon completion of project.
- Total Investment \$4,351 + Washington State Sales Tax
- Price valid for 30 days from proposal date
- Work to be performed using regular day time labor, overtime labor hours are excluded

The scope of work to be performed by TMFS is limited to the description contained herein. Should customer request additional work in conjunction with this project, that work will be quoted separately or performed on a time and material basis at the contractor's prevailing rates. Should work be required to bring existing mechanical, electrical or plumbing systems or building structures up to prevailing codes, that work will be performed and invoiced separately from this project. Contractor will not be liable for any delays, damages or claims made in the event of schedule issues or delays caused by events of force majeure, which events include, but are not limited to acts of God, terrorism, war, transit strikes, contagions, airborne viruses or strikes. Notwithstanding any other terms or conditions agreed upon between the Parties, the Parties acknowledge that the quoted price for the goods and/or services included in this bid, agreement, and/or purchase order is inclusive of all tariffs, duties, or import taxes applicable and payable at the time of the submission of this pricing. Should there be any changes in tariffs, duties, or import taxes by the Government of Canada or the Government of the United States resulting in an increase or decrease in the price of such goods and/or services after the date of this price submission, the actual price impact of such changes shall be documented with supporting evidence. An equitable price adjustment shall then be made, reflecting the actual amount by which such tariffs, duties, or import taxes have impacted the final price of the goods or services.

EXCLUSIONS: Anything not specifically detailed in this proposal would be extra to this agreement.

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of materials or labor will become an extra charge over the sum stated above. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. The Customer hereby acknowledges and agrees that the liability and responsibility of the Contractor on account of any damages suffered or sustained by the Customer as a result of the labour and/or materials supplied by Contractor shall be limited to the amount invoiced by the Contractor for its work, and the Customer shall not be entitled to any other additional damages, direct or indirect, consequential or otherwise and this limit shall be the sole and total limit of any and all claim arising by contract, negligence, or otherwise at law.

CONTRACTOR

Neal Evans

Signature (Sales Representative) Neal Evans

General Manager Signature

General Manager

Title

2026-03-17

Date

CUSTOMER

Signature (Authorized Representative)

Ryan Amiot

Name (Print/Type)

Executive Director

Title

Date



Trotter & Morton Facility Services, Inc.

Recommended Solutions Worksheet

(Contractor) will provide for the complete

Design/Engineering Installation Replacement Modification

Retrofit/Repair of the following environmental system(s)

Location: 225 East 5th Street, Port Angeles, Washington 98362, United States

Component(s): Replace 60a contactor, 3-P fuse holder and fuses for Riverside Hydronic boiler

Specifications: As specified in the proposal

Included in this proposal we have provided for the following:

- | | |
|--|--|
| <input type="checkbox"/> Complete engineering and updating of drawings | <input type="checkbox"/> Insulation |
| <input checked="" type="checkbox"/> Complete project management | <input type="checkbox"/> Concrete Pad |
| <input checked="" type="checkbox"/> Delivery of all equipment to your facility | <input type="checkbox"/> Roof Sealing |
| <input checked="" type="checkbox"/> Complete installation of the above system(s) | <input type="checkbox"/> Equipment Disposal |
| <input type="checkbox"/> Final Adjustment and Calibrations | <input type="checkbox"/> Systems training program |
| <input type="checkbox"/> Preventive maintenance agreement | <input type="checkbox"/> Consideration for your long-term facility investment plan |

We have not included:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Issues associated with shut downs & start up of water and piping systems | <input checked="" type="checkbox"/> Cutting, patching, painting |
| <input checked="" type="checkbox"/> Concrete Pad | <input checked="" type="checkbox"/> Electrical wiring |
| <input checked="" type="checkbox"/> Roof Sealing | <input checked="" type="checkbox"/> Setting of valve bodies or wells |
| <input checked="" type="checkbox"/> Asbestos Removal | <input checked="" type="checkbox"/> Air balancing |
| <input checked="" type="checkbox"/> Engineering or design | <input checked="" type="checkbox"/> Setting of dampers |
| <input checked="" type="checkbox"/> Pipe sizing | <input checked="" type="checkbox"/> Preventive maintenance agreement |
| <input checked="" type="checkbox"/> Any work not specifically stated in this proposal | <input checked="" type="checkbox"/> Design, Installation, material of existing piping or systems |

When completed this program will provide your organization with:

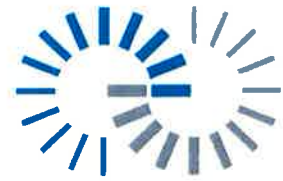
- | | |
|--|--|
| <input type="checkbox"/> Reduced operating expenses | <input type="checkbox"/> Reduced legal exposure |
| <input checked="" type="checkbox"/> Investment protection | <input checked="" type="checkbox"/> Peace of mind |
| <input type="checkbox"/> Improved comfort conditions | <input type="checkbox"/> Improved Indoor Air Quality |
| <input checked="" type="checkbox"/> Improved environmental control | |



Trotter & Morton Facility Services, Inc.

PROJECT PROPOSAL TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Proposal will be performed during the Contractor's normal working hours.
 2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.
 3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Proposal without notice and/or cancel this Proposal, and the entire Proposal amount shall become due and payable immediately upon demand.
 4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
 5. Any alteration to, or deviation from, this Proposal involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Proposal.
 6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Proposal, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
 7. Any legal action against the Contractor relating to this Proposal, or the breach thereof, shall be commenced within one (1) year from the date of the work.
 8. Contractor will not be liable for any delays, damages or claims made in the event of schedule issues or delays caused by events of force majeure, which events include, but are not limited to acts of God, terrorism, war, transit strikes, contagions, airborne viruses or strikes.
 9. To the fullest extent permitted by law, the Customer shall release, indemnify and hold harmless the Contractor, its affiliates, officers, directors, agents and employees from and against any and all claims, damages, losses and expenses (including but not limited to attorneys' fees on a full indemnity basis) arising out of or resulting from the performance of work hereunder, regardless of whether such claim, damage, loss or expense is caused in part by the negligence of Contractor, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, or relates to or arises out of the design, condition or installation of pre-existing pipes and/or surrounding materials or any shut down and start up of the water and piping system.
 10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
 11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this proposal, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
12. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



Facility Services

A Trotter & Morton Company

A LINC Service Contractor

Project Proposal

PROPOSAL FOR:

Ryan Amiot

225 East 5th Street, Port Angeles, Washington 98362,
United States

REGISTERED PROPOSAL NUMBER:

PP63449

SUBMITTED:

2026-03-17

Trotter & Morton Facility Services Inc.

8310 30th Avenue NE Lacey, Washington ● nevans@tmlgroup.com ● 360-493-8870

www.trotterandmorton.com



Trotter & Morton Facility Services, Inc.

PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Proposal Date	Proposal Number	Agreement No.
2026-03-17	PP63449	

BY AND BETWEEN:

Trotter & Morton Facility Services, Inc.
8310 30th Avenue NE
Lacey, Washington
98516

AND

Shore Aquatic Center
225 East 5th Street
Port Angeles, Washington
98362

hereafter CONTRACTOR

hereafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 225 East 5th Street, Port Angeles, Washington 98362, United States

Trotter and Morton is pleased to provide the following solution

TMFS will provide all necessary parts, materials and labor to replace failed 1- condenser fan motor with associated fan blade, 2- variable frequency drives and 3- main controllers for MultiStack WSHP #23 serving the Shore Aquatic Center.

- Disconnect power to unit and lock out tag out
- Remove and dispose of 1- condenser fan motor and blade
- Provide and install 1- new OEM 2HP wash down leeson condenser fan motor with new associated blade
- Remove and dispose of 2- existing variable frequency drives
- Provide and install 2- new variable frequency drives
- Remove 3- existing obsolete and none supported controllers
- Provide and install 3- new Carol Controllers (1- master control and 2- slave controllers)
- Remove lock out tag out and reconnect power to unit
- Start and test system to ensure proper operation. Notify customer if additional repairs are necessary after testing operation of unit.
- All work to be performed by commercial HVAC service technicians with all industry and EPA certifications



Trotter & Morton Facility Services, Inc.

PP63449

- Project will be invoiced 100% upon completion of project.
- Total Investment \$33,307 + Washington State Sales Tax
- Price valid for 30 days from proposal date
- Work to be performed using regular day time labor, overtime labor hours are excluded

The scope of work to be performed by TMFS is limited to the description contained herein. Should customer request additional work in conjunction with this project, that work will be quoted separately or performed on a time and material basis at the contractor's prevailing rates. Should work be required to bring existing mechanical, electrical or plumbing systems or building structures up to prevailing codes, that work will be performed and invoiced separately from this project. Contractor will not be liable for any delays, damages or claims made in the event of schedule issues or delays caused by events of force majeure, which events include, but are not limited to acts of God, terrorism, war, transit strikes, contagions, airborne viruses or strikes. Notwithstanding any other terms or conditions agreed upon between the Parties, the Parties acknowledge that the quoted price for the goods and/or services included in this bid, agreement, and/or purchase order is inclusive of all tariffs, duties, or import taxes applicable and payable at the time of the submission of this pricing. Should there be any changes in tariffs, duties, or import taxes by the Government of Canada or the Government of the United States resulting in an increase or decrease in the price of such goods and/or services after the date of this price submission, the actual price impact of such changes shall be documented with supporting evidence. An equitable price adjustment shall then be made, reflecting the actual amount by which such tariffs, duties, or import taxes have impacted the final price of the goods or services.

EXCLUSIONS: Anything not specifically detailed in this proposal would be extra to this agreement.

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of materials or labor will become an extra charge over the sum stated above. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. The Customer hereby acknowledges and agrees that the liability and responsibility of the Contractor on account of any damages suffered or sustained by the Customer as a result of the labour and/or materials supplied by Contractor shall be limited to the amount invoiced by the Contractor for its work, and the Customer shall not be entitled to any other additional damages, direct or indirect, consequential or otherwise and this limit shall be the sole and total limit of any and all claim arising by contract, negligence, or otherwise at law.

CONTRACTOR

Neal Evans

Signature (Sales Representative) Neal Evans

General Manager Signature

General Manager

Title

2026-03-17

Date

CUSTOMER

Signature (Authorized Representative)

Ryan Amiot

Name (Print/Type)

Executive Director

Title

Date



Trotter & Morton Facility Services, Inc.

Recommended Solutions Worksheet

(Contractor) will provide for the complete

Design/Engineering Installation Replacement Modification

Retrofit/Repair of the following environmental system(s)

Location: 225 East 5th Street, Port Angeles, Washington 98362, United States

Component(s): Replace condenser fan motor/blade, 2- VFD's, 3- Carol controllers and program

Specifications: As specified in the proposal

Included in this proposal we have provided for the following:

- | | |
|--|--|
| <input type="checkbox"/> Complete engineering and updating of drawings | <input type="checkbox"/> Insulation |
| <input checked="" type="checkbox"/> Complete project management | <input type="checkbox"/> Concrete Pad |
| <input checked="" type="checkbox"/> Delivery of all equipment to your facility | <input type="checkbox"/> Roof Sealing |
| <input checked="" type="checkbox"/> Complete installation of the above system(s) | <input type="checkbox"/> Equipment Disposal |
| <input type="checkbox"/> Final Adjustment and Calibrations | <input type="checkbox"/> Systems training program |
| <input type="checkbox"/> Preventive maintenance agreement | <input type="checkbox"/> Consideration for your long-term facility investment plan |

We have not included:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Issues associated with shut downs & start up of water and piping systems | <input checked="" type="checkbox"/> Cutting, patching, painting |
| <input checked="" type="checkbox"/> Concrete Pad | <input checked="" type="checkbox"/> Electrical wiring |
| <input checked="" type="checkbox"/> Roof Sealing | <input checked="" type="checkbox"/> Setting of valve bodies or wells |
| <input checked="" type="checkbox"/> Asbestos Removal | <input checked="" type="checkbox"/> Air balancing |
| <input checked="" type="checkbox"/> Engineering or design | <input checked="" type="checkbox"/> Setting of dampers |
| <input checked="" type="checkbox"/> Pipe sizing | <input checked="" type="checkbox"/> Preventive maintenance agreement |
| <input checked="" type="checkbox"/> Any work not specifically stated in this proposal | <input checked="" type="checkbox"/> Design, Installation, material of existing piping or systems |

When completed this program will provide your organization with:

- | | |
|--|--|
| <input type="checkbox"/> Reduced operating expenses | <input type="checkbox"/> Reduced legal exposure |
| <input checked="" type="checkbox"/> Investment protection | <input checked="" type="checkbox"/> Peace of mind |
| <input checked="" type="checkbox"/> Improved comfort conditions | <input type="checkbox"/> Improved Indoor Air Quality |
| <input checked="" type="checkbox"/> Improved environmental control | |



Trotter & Morton Facility Services, Inc.

PROJECT PROPOSAL TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Proposal will be performed during the Contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.
3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Proposal without notice and/or cancel this Proposal, and the entire Proposal amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Proposal involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Proposal.
6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Proposal, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Proposal, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor will not be liable for any delays, damages or claims made in the event of schedule issues or delays caused by events of force majeure, which events include, but are not limited to acts of God, terrorism, war, transit strikes, contagions, airborne viruses or strikes.
9. To the fullest extent permitted by law, the Customer shall release, indemnify and hold harmless the Contractor, its affiliates, officers, directors, agents and employees from and against any and all claims, damages, losses and expenses (including but not limited to attorneys' fees on a full indemnity basis) arising out of or resulting from the performance of work hereunder, regardless of whether such claim, damage, loss or expense is caused in part by the negligence of Contractor, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, or relates to or arises out of the design, condition or installation of pre-existing pipes and/or surrounding materials or any shut down and start up of the water and piping system.
10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this proposal, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
12. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



Date: March 02, 2026

Proposal for pool located at:

William Shore Pool District - 2026
225 E. 5th St.
Port Angeles, WA 98362




Dear Mr Amiot,

Thank you for contacting Mid-America Pool Renovation, Inc. We specialize in swimming pool re-surfacing and repairs, and have over 40 years experience renovating swimming pools. Our expertise lies in high-quality pool renovations including interior resurfacing, custom tile and coping work, deck toppings, structural additions and large scale projects. We are the exclusive manufacturer and area applicators of the INTER-GLASS® Reinforced Polymeric System.

We are fully bondable and maintain full insurance coverage. We enforce a drug-free workplace.

This Proposal includes:

- » Pricing Summary
- » Products and Service Guide
- » Commercial Projects Reference List

 poolrenovation.com
 5929 E. 154th Terrace
 Grandview, MO 64030
 816.994.3300 Kansas City
 773.278.7349 Chicago
 636.637.0108 St. Louis
 800.253.7349 Other Areas

- Pool Interiors
- New Tile
- New Coping
- Deck Resurfacing
- Water Features
- Structural Repair + Additions



Pricing Summary

This pricing summary has been developed from the size and conditions of your swimming pool. The prices below can be combined to develop your desired project scope, and are based on that scope including resurfacing of the pool interior with one of the listed options. If the final scope does not include interior resurfacing, then pricing may need to increase to cover the additional cost of protecting the existing pool interior.

These prices cover our standard materials - custom or specialty materials may increase the cost.

Traditional surfaces

Product	Price	Warranty
Plaster Resurfacing	\$232,700.00	7 year warranty
Exposed Aggregate Resurfacing	\$258,700.00	7 year warranty

Composite surface

Product	Price	Warranty
INTER-GLASS® Resurfacing	\$304,200.00	25 year warranty

Note: All Construction agreements will contain an additional line item for 4% Mobilization of the contract total.

\$316,368

Mid-America Pool Renovation, Inc. guarantees to use only the best recognized products, the most generally aesthetically appealing application techniques, and the most thorough clean-up procedures recognized by our industry in all of our services to produce a beautiful and safe desired result.

If you have filled out and returned one of our pool specification questionnaires, all above quotes are strictly conditional on the accuracy of the information that you have provided to us.

All construction agreements will contain an additional line item for Mobilization totaling 4% of the contract total.

The above prices are valid for a period of 60 days with payment expected upon completion of each contracted phase or as negotiated.

The quoted prices do not reflect Prevailing Wage Scales, costs of Performance Bonds or local or state sales taxes

The quoted prices are contingent on the use of Mid-America Pool Renovation, Inc.'s Construction Agreement. Any and all other additional costs that might be incurred regarding independent Agreements (Contracts, Service Agreements), including membership fees with organizations are not included in the above pricing and will be billed to the Owner as an additional expense.

On indoor environments some residual dust may result which is inherent in some of our procedures. Depending on the environment some specialized additional clean up may be desired. Such additional specialized clean up beyond that which Mid-America Pool Renovation, Inc. normally completes is left to the discretion and responsibility of the Project owner.

Thank you for giving us the opportunity to present this quote on your project and I look forward to hearing from you again soon.

Sincerely,

Joe Totta

TEXTURE-DEK Warranty

There is a 5-year warranty on the labor and materials used in the application of Mid-America Pool Renovation, Inc.'s deck re-surfacing options against any flaking, peeling, popping-off or excessive color change. This warranty only applies to the TEXTURE-DEK products and installation, and does not cover damage caused by any sub-surface failure after application, defects in the structure including structural or hairline cracks, damage from seasonal freeze/thaw movement, vandalism, abuse, neglect, acts of God, previous coatings which may lose adhesion to the basic concrete surface, or other circumstances beyond the control of Mid-America Pool Renovation, Inc. Consequential damages such as, but not limited to, down time, loss of revenue, etc., are not covered under warranty. Pre-existing conditions that may affect drainage off the deck, such as varying levels in the decking, or water puddling are not covered under this warranty unless such pre-existing conditions and remedies are expressly delineated and listed in a CONSTRUCTION AGREEMENT between the CONTRACTOR & OWNER.

TEXTURE-DEK

Whether indoors or around outdoor pools, Mid-America Pool Renovation Inc.'s deck re-surfacing options are attractive, long-lasting and safe.

On cement and concrete surfaces, we incorporate industrial preparation and application standards as set by the Society for Protective Coatings SSPC / NACE, and the Portland Cement Association.

Our TEXTURE-DEK process includes an acrylic / co-polymer compound base, Portland cement and silica composition material. TEXTURE-DEK is not a paint-on product. It produces a non-skid, non-slippery surface that is safe and durable for a swimming pool walkway.

TEXTURE-DEK is specially designed for swimming pool decks. The color coating applied on Indoor TEXTURE-DEK is a non-cementitious, non-skid, solvent-based stain. Unlike water-based latex paints, our solvent-based stain not only colors the texture but also penetrates and seals the concrete to twice the depth of latex surface coatings and prevents mildew and fungi penetrations. (As shown by studies done at the Institute for Building Materials Research at the University of Aachen, Germany). Supported by the Portland Cement Association, see PCA information brochure: Painting Concrete. This base-bonding system is recognized for the greatest adhesive qualities possible and surface preparation (FEDERAL SPEC. NO. TT-P-97D). The resulting surface is non-porous. It repels mold and fungi growth and is easy to maintain.

TEXTURE-DEK is several degrees cooler in the hot sun than regular concrete. It is an integrally colored surface that is cool to the touch. It is an excellent and comfortable surface for an outdoor pool in the summer heat.

TEXTURE-DEK is made under stringent preparation and installation standards and specifically designed for use in freeze / thaw environments.

Prior to the arrival of our crew, please remove all furniture, planters, or large debris. If grass, trees, shrubs or soil cover the area to be textured, cut or remove those items from touching the deck. Do not permit any grass cutting, landscaping or sprinklers close to the deck on application days.

Coping

We offer three options for pool coping replacement, supplying all labor and materials to remove the existing coping materials (and all associated debris from the job site), and place on the coping replacement option of your choice.

Despite best practices, during the rip-out of the old concrete coping, in rare instances, waterline tiles may crack or pop-off.

When new coping is installed around the perimeter of your swimming pool, an expansion joint using backer-rod and sealant is installed between the new pool coping and the concrete deck to allow each section to move independently of each other.

If you have received a proposal for pool resurfacing and coping, the coping price is contingent on contract of the pool interior.

On commercial pool coping jobs, permanent frost-proof ceramic depth and No Diving markers are added into new poured in-place cantilever coping and coping stones at a minimum of 25' intervals around the pool perimeter and are included in the quoted price. Markers cannot be added into coping bricks. Cutting depth and No Dive markers into the adjacent concrete is done at an extra cost.

Coping Options

» **Formed Concrete Bullnose Coping**

Formed concrete bullnose coping is formed in-situ with 1/2" steel reinforced 4000 PSI concrete. Steel pins are placed into the bond beam of the pool on 14" centers, with one bar running completely around the pool and attached to each anchor bar in the beam of the pool, thereby tying the new poured coping onto the pool.

The new formed and poured concrete coping can be given an application of our colored, aesthetic TEXTURE-DEK topping for an additional cost

» **Round-Nose Coping Bricks**

This popular coping treatment gives a unique ambiance and is available in several colors. Bricks are a fired product and will not all be exactly the same color. Some bricks are made to have an intentional blending effect with several similar shades. While attractive, bricks are much hotter to the touch than formed concrete coping or cast coping stones.

We only supply and install solid coping bricks. Bricks that are constructed with 3 or 4 hollow areas (depending on the manufacturer) running through the middle of each brick are susceptible to splintering from freeze / thaw damage.

» **Coping Stones**

Coping stones provide a pleasing border and cool sitting surface with a rounded knob for gripping inside the pool. These are typically 24 inches long and custom made for each pool. The above price is for off-white stones. Other colors are available for an additional charge.

Waterline Tile

In changing waterline perimeter tiling we offer the option of choosing from our selection of frostproof swimming pool tiles from the major tile distributors across the United States.

The quoted price is to remove the existing tiling, prepare a tile bed, supply and install the frostproof mosaic swimming pool tile of your choice (at 6" depth) around the pool. If you have received a proposal for resurfacing and waterline tile, the tile price is contingent on being contracted at the same time as the pool interior. This is due to the fact that installing tile after the new interior has been installed is more difficult and more expensive.

You may choose any of the standard ceramic swimming pool tile patterns for this price.

Please provide us with your first and second choices as sometimes patterns are not in stock.

* Please note that some tiling in the brochures is listed as "Accent", "Trim", or "Deco" tiling and are more expensive and not generally used as perimeter waterline tiling. Please inquire with the office on pricing and information on these or any other types of specialty listed or described tiles.

INTER-GLASS® Specifications

- » Clean, environmentally safe 40,000 psi Ultra High-Pressure Water Jetting to remove existing paint
- » Removal of all hollow lifted areas or blisters
- » Surface sanding as needed
- » Hi-pressure water blasting (5000psi) to completely clean the prepared surface
- » Installation of a penetrating, sub-surface sealing Protective Barrier System
- » Stress / structural crack repair as needed
- » Placing contrasting color diamond tiles to demark the edges of all the steps and benches, and to satisfy applicable local codes
- » All labor, materials and clean-up associated with installation of the INTER-GLASS® system
- » 25-year Limited manufacturer's warranty

INTER-GLASS® Warranty Information

Mid- America Pool Renovation, Inc. provides this warranty to the pool owner providing: a) the entire project has been paid in full, b) outdoor pools are winterized per the Association of Pool & Spa Professionals [BASIC POOL & SPA GUIDELINES](#), 4th Edition, instructions for vinyl-lined, or, plaster or painted pools with covers, c) pools are not left drained with the exception of up to 5 days for necessary repairs for those pools not experiencing hydro-static underground water pressure, and d) the pool structure and sub-surface remain sound and intact.

Mid-America Pool Renovation, Inc. produces and installs the INTER-GLASS® system and covers both the labor and materials for the warranty period.

A link to the sample copy of the warranty, which lists all conditions and limitations, is provided on your digital quote.

Composite Surface – INTER-GLASS®

Mid-America Pool Renovation, Inc.'s INTER-GLASS® Reinforced Polymeric System of surface preparation and base application is the premium of pool re-surfacing choices. Approximately 50% of our residential clients choose INTER-GLASS® over a cement-based interior. Approximately 75% of our commercial pool clients choose INTER-GLASS® and nearly 90% of our clients with indoor pools choose INTER-GLASS®.

The INTER-GLASS® system offers an excellent surface for concrete, acrylic-wall, and metal pools:

- » INTER-GLASS® is an inert surface and does not interact with pool chemicals like a cement or painted surface. This is especially important for indoor pools
- » The 'silky smooth' yet non-slippery surface is easy to clean and reduces pool chemical usage up to 50%
- » The adhesive and sealing qualities of Epoxy Resin produces a placement venue supporting a fully bonded surface, and resulting in making the pool shell stronger
- » The INTER-GLASS® surface will not be affected if the pool water chemistry periodically falls out of balance
- » INTER-GLASS® is unaffected by salt chlorine generators
- » The seamless, non-porous surface stops chemically treated pool water from reaching the reinforcing steel and causing carbonation, metal corrosion and concrete degradation
- » INTER-GLASS® cannot shrink-crack, spall or become rough like cement-based pool linings
- » INTER-GLASS® cannot puncture like PVC or other soft-membrane liners, and it cannot blister like pool paint
- » INTER-GLASS® eliminates the need for future sandblastings, acid washing, liner replacements and painting
- » INTER-GLASS® is safe for contact with food. INTER-GLASS® meets the national specifications of 21 CFR Parts 117.1580, 175.300 and 177.1640 that cover polymeric materials intended for repeated use in contact with food.
- » INTER-GLASS® is PVC-FREE

The INTER-GLASS® system is a combination of a hybrid preparation process incorporating sub-surface Protective Barrier System (PBS) technology and including biaxial E-Glass, roving woven, InterSteel (when needed), and a special sealing resin followed by our 6-step surface installation process. InterSteel is a structural repair method using various aramid fabrics including Carbon Fiber and Kevlar® by DuPont (when necessary) in combination with special Type IV sealing resins used extensively around the world to repair structural earthquake damage. This system yields tensile and flexural strengths in the range of 200,000 to 400,000 PSI.

Traditional Surfaces Warranty

Mid-America Pool Renovation, Inc. has a 7-year warranty from the date of installation on the new cement-based lining against any flaking, peeling, popping-off or excessive color change providing the pool is maintained chemically balanced and full of water (with proper winterization included as per National Spa & Pool Institute's [BASIC POOL & SPA GUIDELINES](#), 4th edition, instructions for Plaster Finish pools). This warranty only applies to the labor and materials on the newly placed surface material and does not cover any DAMAGE including, but not limited to or from: Defects in the structure including structural or hairline cracking; Vandalism, intentional or accidental abuse, or neglect; Improper acid washes; Stains or discoloration due to, but not limited to, the improper use of chemicals, improperly maintained water chemistry, or any introduction of metals or metal ions into the water; Improper winterization; Hydro-static water pressure; Any acts of God; From any intruder after the plaster crew has left the job site, or from any other action outside the course of normal everyday use and care of the surface lining, or from any other action over which Mid-America Pool Renovation, Inc. has no control. Consequential damages such as, but not limited to, loss of revenue, cost of water, etc., are not covered under warranty.

A link to the sample copy of the warranty, which lists all conditions and limitations, is provided on your digital quote.

Traditional Pool Surfaces – Cement Based Options

Traditional cement-based surfaces such as pool plaster/marcite, exposed aggregate (Diamond-Brite, Sunstone, etc), and pebble finishes are widely used in-ground concrete swimming pools and spas - these products contain a mixture of cement and aggregate material. Pool plaster uses limestone as its aggregate component, exposed aggregate finishes use silica quartz, and pebble finishes use small pebbles.

Besides being economical, cement-based surfaces are good choices for swimming pools that are kept full of water and always chemically balanced, where stress or structure cracking is not prevalent or expected, and when the pool is not heated.

Some advantages of cement-based linings are:

- » Following installation, the pool can be filled almost immediately without a required, dry curing period
- » They come in a variety of colors and finishes

Some disadvantages are:

- » They have a 30-day initial cure period where the surface must be brushed and the water properly balanced
- » They must be submerged to avoid shrinkage cracking and delamination
- » Their low tensile and flexural strengths make them susceptible to cracking
- » Their naturally high alkaline and porous make-up mandate that the pool water chemistry be kept perfectly balanced to avoid reactions to pool chemicals, calcium carbonate growth and metal staining. They increase the pH of the water, have greater chlorine demands, and will affect Total Alkalinity levels.

Re-Surfacing Specifications

- » Clean, environmentally safe 40,000 psi Ultra High-Pressure Water Jetting to remove existing paint and loose, hollow or deteriorated sub-surface materials to ensure the best possible mechanical bond
- » Cutting and removing the existing plaster down at least 2" away from the waterline tiling, inlets, lights and other fixtures to achieve a flush finish with the new surface
- » Placing contrasting color highlight tiles to demark the edges of all the steps and benches, and to satisfy applicable local codes
- » All labor, materials and any clean-up associated with the re-surfacing work, and a 5-year warranty (see below for details)

Unless otherwise noted, the prices quoted in this proposal reflect standard colors only. Blue, Dark, Pearl, or custom colors may be an additional charge.

Kovler Sea Lion Pool Lincoln Park Zoo - Chicago, IL

Structural Repair, Total INTER-GLASS® Renovation 2016
(originally constructed 1879)

Aulani Disney Resort, Ko'Olina, Hawaii

7-Pool Complex, Diamond Brite® 2019

University of Tennessee - Knoxville, TN

Competition Pool, Commercial White Diamond Brite® 2018

The Elms Resort & Spa - Excelsior Springs, MO

Total Renovation, INTER-GLASS®, Diamond Brite®, All Mosaic Tile (2012 Historic Preservation Award
Winner - Three Pools)

Outdoor Spa, INTER-GLASS® 2020

Outdoor Pool, Waterline Tile 2020

Gaylord Rockies Resort & Convention Center, Denver, CO

5-Pool Complex, Diamond Brite® 2018

Metropolitan Community College at Longview - Lee's Summit, MO

PVC Liner Removal & INTER-GLASS® 2012

City of Kansas City, Missouri

Grove Pool, 2001 & Gorman Park Pool, INTER-GLASS® 2018

Swope Park Pool, White Plaster 2018

Sheraton Hotel-Crown Center - Kansas City, MO

Epoxy Injection & INTER-GLASS® 2013

Oswego East High School - Oswego, IL

Total Removal & Fully Tiled 2016

Sylvester Powell Community Center - City of Mission, KS

Diamond Brite® Resurfacing 2018 & 2025

Wilson Park Pool - Fayetteville, AR

INTER-GLASS® Resurfacing 2012

(originally constructed 1921)

University of Missouri - Kansas City (UMKC)

Diamond Brite® Resurfacing 2013

The Lodge of Four Seasons - Branson, MO

White Plaster, 2022

Western State University - Gunnison, CO

Indoor Fully-Tiled Pool, INTER-GLASS® 2022

PVC Liner Removal

Tiled Logo Installation

University of Kansas Medical Center - Kansas City, KS

Indoor Pool, Diamond Brite® 2022

Village of Snowmass, CO - TOSV Rec Center

Leisure & Lap Pool, French Grey Diamond Brite® 2021

In-Wall Recessed Steps Installation

City of Lockwood, MO

Outdoor Pool, INTER-GLASS® 2021

City of Coos Bay, OR

Outdoor Pool, Diamond Brite® 2021

City of Breda, IA

Outdoor Pool, INTER-GLASS® 2021

Deck Resurfacing

New Perimeter Skimmer System

Crowne Plaza - Kansas City, MO

Outdoor Pool, Sunstone 2021

City of Greeley, CO

Rec Center Indoor Lap Pool & Dive Well, Diamond Brite® 2020

City of Ft. Collins, CO

Outdoor Pool, Diamond Brite® 2020

The Club at Indian Creek - Overland Park, KS

Outdoor Pool, Diamond Brite® 2020

City of Ellsworth, KS

Outdoor Pool w/ Zero Depth Entry and Kiddy Pool, Diamond Brite® 2020

University of Missouri, Columbia, MO

Tiger Grotto Pool, Diamond Brite® 2013

Competition Pool, Fully Tiled 2018

Commercial Projects

Legacy Park Community Center - Lee's Summit, MO

Indoor Leisure Pool, Diamond Brite® 2024

City of Warrensburg, MO

Indoor Lap and Leisure Pools, Blue Sunstone 2024

PVS Gutters Replacement

Great Wolf Lodge - Kansas City, MO

Indoor Activity Pool and Upper Hot Tub, Diamond Brite® 2024

New Gutter Grate Installation

Outdoor Pool, Diamond Brite® 2025

• Denver Athletic Club - Denver, CO

Indoor Lap Pool, INTER-GLASS® 2024

303-534-1211
• pool supervisor Keegan

• Town of Windsor, CO

Indoor Lap and Leisure Pools and Spa, Blue INTER-GLASS® 2024

New Skimmer Grates

970-674-3527

Olathe School District - Olathe, KS

Oregon Trail MS Indoor Pool, Sunstone 2023

• Colorado College - Colorado Springs, CO

Indoor Lap Pool, INTER-GLASS® 2023

719-389-6568

facilities
services

Telluride Rec Pool - Telluride, CO

Outdoor Kiddy Pool, INTER-GLASS® 2023

@ CO coll.edu

• Intercontinental Plaza - Kansas City, MO

Outdoor Pool & Kiddy Pool, INTER-GLASS® 2023

FD: 1-816-756-1500

emailed chat #: 1-833-409-2522

City of Grand Junction, CO

Outdoor Pool, Sunstone 2023

Olathe School District - Olathe, KS

California Trail MS Indoor Pool, Sunstone 2022

• City of Clinton, MO

Artesian Park Outdoor Lap & Kiddy Pools, INTER-GLASS® 2022

Gutters, INTER-GLASS® 2022

Aquatic center:

660-885-2193

3:30 PM (1:30 PM my time)

Mid-America Pool Renovation, Inc.

INTER-GLASS® Care and Maintenance Instructions

Start-up Chemicals

Your start-up chemicals are the same as before, but you will typically use less than before. If your pool is on an automatic chemical feeder system, you must re-calibrate the system. If automatic chemical feeder systems are not re-calibrated, swimmers may experience some discomfort as the old, higher levels build up. For example, high chlorine levels can cause eye and skin irritation.

When your pool is full of water, run the filtration system for several hours to clean up any foreign matter in the water. Backwash or clean the filter. Next add a stain treatment such as *HASA Super Stain Out* available at **Pur-O-Zone** (800-727-7876) or *Jack's Magic* according to the instructions on the bottle. Add chlorine. Check the pH level – to lower pH, we recommend you use dry acid, added per instruction from the manufacturer. Check your total alkalinity as well.

After your pool has been in operation for several days, take a sample of the pool water to a local pool service company with computerized water testing capability. Request the recommendations in writing and add appropriate additional chemicals as instructed. This chart contains the levels for the six key areas to monitor for swimmers' health and comfort:

	LIMITS	STANDARD
Conditioner	40 – 100 ppm	50 – 60 ppm
Chlorine - Winter	1.0 – 1.5	1.5 ppm
Chlorine - Summer	1.5 – 3.0	2.0 ppm
pH	7.4 – 7.8	7.6
Alkalinity	125 – 175 ppm	140 – 150 ppm
Calcium Hardness	200 - 400 ppm	300 ppm

If algae appear it is because the water is not properly balanced. Add algaecide. Once the algae are killed and the water is balanced, just brush the algae away with a nylon (not metal) brush.

Always dilute pool chemicals in a bucket of water before adding them to your pool to avoid the possibility that they may come in direct contact with the surface. Granular-type or tablet-type chlorine dropped into the pool could cause bleaching or yellowing effect, but will not structurally affect the surface. When adding chemicals, always remember to use the purest forms since that will be the most efficient method of treating water.

Keep your pool structurally sound with smart winterization.

Avoid stains in your pool and eliminate draining your pool in the spring during a high water table:

1. Drop your water below your inlets.
2. Blow your lines free of water and winterize with anti-freeze.
3. Plug your inlets.
4. Fill the water back up to 6 inches below the skimmers or gutters.
5. Use a pool cover and keep algaecide and chlorine levels up through the winter so that your water is clear and re-usable in the spring.
6. In the spring, remove your cover, remove your plugs, top off your water, and start up your pool.

Stains and Deposits

If while curing and empty, your **INTER-GLASS®** is marked by leaves, flowering buds, bird droppings, or rain, be aware that typically these marks disappear once the pool is filled, super-chlorinated, balanced, and runs for a few days. When pressure washing the surface, **do not exceed 2000 to 2500 psi**, then fill and super-chlorinate.

Stains and other deposits can usually be removed by pressure washing in combination with *Kablooey* from **Pur-O-Zone** (800-727-7876), a non-corrosive product. If you have old iron or copper fittings on your pool, or if there is iron or other staining minerals or metals in your local water supply, we recommend as a preventative that you add a stain treatment agent such as *HASA Super Stain Out* from **Pur-O-Zone**.

Heated water accelerates both the precipitation of metals out of the water and out of internal, circulation equipment elements. Because these metals have a tendency to deposit on the pool surface, we recommend using *HASA Super Stain Out* as part of your regular water maintenance schedule.

The **INTER-GLASS®** surface can be easily cleaned using a standard kitchen cleanser and scrubbing the spot with a green scrub pad like you would clean a Teflon skillet. You can do this when the pool is empty or full. Sanding or grinding the surface is abrasive and may scratch the surface finish. Acid washing **INTER-GLASS®** is usually unnecessary but can be used on small areas such as hair-pin or coin marks.

Always use rubber bump-stops on all pool ladders.

When in doubt, follow the manufacturer's instructions on all chemicals used. If you have any questions, call us at 800-253-7349.

Keep your pool full of water!

Pools are structurally engineered to be kept full of water. Sudden underground water pressure pushing up against an empty pool shell can cause stress cracks, structural damage, cracking, and push off interior surfaces. In worst cases, pools “pop” or float like a boat up a couple inches out of the ground!

If you must drain your pool, open your hydrostatic relief valve to let in underground water. Make sure you do not have a high water table around your pool.

NEVER put a plug in your hydrostatic relief valve in order to keep water from coming into your pool – your pool could float!

If there is a sudden rise in the underground water table, even an open hydrostatic release valve in the bottom of your pool may not let water into an empty pool fast enough to prevent damage. Damage caused by leaving your pool empty can void your **INTER-GLASS®** warranty. The *only* exception to this rule is if your pool is a commercial segmented-built pool with caulked expansion/control joints, and with an underground drainage bed – and if this design actually works as intended, that is, if it actually does eliminate hydrostatic pressure.

For best results, ensure that your pool service company follows these instructions.

WHEN IN DOUBT:

FOLLOW THE MANUFACTURER'S INSTRUCTIONS ON ALL CHEMICALS USED.

IF YOU HAVE ANY QUESTIONS, CALL US AT 816-994-3300 OR 800-253-7349.

INTER-GLASS®
MANUFACTURERS LIMITED WARRANTY

SAMPLE

SAMPLE

For a period of 25 years from the date of installation to __, who is the original purchaser of the INTER-GLASS®. INTER-GLASS® is warranted against shrinkage cracking, tearing, flaking and leaking as identified only through the installed INTER-GLASS® surface, subject to following the INTER-GLASS® *Care and Maintenance Instructions* as well as the conditions, limitations and exclusions below.

CONDITIONS

Except as stated in Limitations and Exclusions below, the obligation under this warranty will be to supply the INTER-GLASS® material and labor to perform any needed Warranty work for a term of Twenty Five years from the date of installation for no additional charge. *Commercial Hot Tubs are limited to a Five year Warranty term.*

LIMITATIONS AND EXCLUSIONS

This warranty applies as long as the vessel remains structurally sound and Seal Lines intact, full of water, with a functioning hydrostatic relief plug (s), and off-season closing (winterization) levels according to APSP guidelines (not required for Commercially segmented-built pools with properly maintained caulked expansion or control joints and a designed underground drainage bed specially built to eliminate hydrostatic pressure when the pool is empty, or pools built above grade). This warranty does not cover any damage that may occur because of: 1) Any repairs, alterations or modifications made by persons or entities other than Mid-America Pool Renovation, Inc., 2) Cutting, grinding, removal or disturbance of any portion of the INTER-GLASS® installation, 3) Any abuses whatsoever, including, but not limited to, accidental or deliberate acts, or abusive use of chemicals; 4) Loss of water through plumbing or recirculation system lines, equipment or fixtures not directly associated with or directly associated with the INTER-GLASS® installed surface; 5) Damage to the pool surface caused by, but not limited to, vandalism, floods, ground water seepage or pressure resulting from closing or plugging off the hydro-static relief valve, or shifting, expansion or settling of soil, 6) Dark or specialty colored INTER-GLASS® may have variations in color, shade and appearance that are not considered manufacturer or installation defects, 7) Draining the pool for longer than 5 days without notice to the Manufacturer; and 8) Any other acts of God or occurrences that the Manufacturer or Installer cannot control or reasonably be expected to be able to control.

WARRANTY TRANSFER PROCEDURES

This warranty is hereby issued to the person or persons named above, and is transferable only upon a written request. The Qualifications for a Warranty Transfer to a new owner to effect are: 1) An on-site inspection prior to sale completion, 2) A written report after inspection, 3) Handing over the INTER-GLASS® Care & Maintenance Instructions, a copy of the Limited Warranty, and any other pertinent reports on the pool to the new owner, and 4) Obtaining signature receipt of such materials from the new owner. The fee for a Warranty Transfer is \$500.00.

NOTIFICATION - KEEP THIS WARRANTY

In the event of any claim under this warranty, notification must be sent in writing within ten (10) days of the leak or crack occurring through the installed INTER-GLASS® surface. A copy of the original sales contract and a copy of this warranty may accompany the claim. If not notified as stated and/or the pool is drained or emptied prior to an inspection by the Manufacturer, this warranty may automatically become null and void with no further responsibility by the Manufacturer.

Notification shall be sent to:
Mid-America PoolRenovation, Inc.
5929 E. 154th Terrace
Grandview, MO 64030

Installation Date:
Warranty Number:

Issued To:
Address:



WMS Aquatics
 PO Box 398
 Ellensburg, WA 98926
 800-426-9460
 www.wmsaquatics.com

Proposal #: 31778
Date: 3/11/26
Expires: 4/11/26
Sales Rep: Josiah Baugher

PROPOSAL

Bill To:
 Shore Metropolitan Park District
 Shore Aquatic Center
 225 E 5th Street
 Port Angeles WA 98362

Ship To:
 Ryan Amiot / 360-775-2119
 Shore Aquatic Center
 225 E 5th Street
 Port Angeles WA 98362

#	Item	Description	Qty
1	Custom Pool	<p>INSTALLATION OF THE RENOSYS PVC MEMBRANE - PREVAILING WAGE</p> <p>SCOPE WMS will General Contract and oversee the completion of the RenoSys liner according to RenoSys specified contract. WMS will correct any required substrate issues before RenoSys arrives, and provide offloading of materials, as well as provide a safe storage place for all RenoSys materials if one is not readily available at the pool facility.</p> <p>**PLEASE NOTE: Pool must be drained, dry and free of standing water prior to arrival of WMS Aquatics</p> <p>RenoSys Materials</p> <ul style="list-style-type: none"> • Termination at top of pool wall below waterline tile using Renobar cap and cover. • All penetrations will be terminated with compression flanges. • Vinyl lane lines, wall targets and safety markings are included. • Membrane and all welds shall carry a 10 year limited warranty. • Other installation items shall carry a 1 year limited warranty. (e.g. caulk, fasteners at compression fittings etc...) <p>* Includes Shipping</p>	1
2	SubContracted Labor	<p>RenoSys Labor</p> <ul style="list-style-type: none"> • Broom clean pool surface and void it of all loose debris. • Coat interior of the pool with sanitizing agent. Apply RenoFelt adhesive as required. • Apply RenoFelt 11 (150 mil) to isolate membrane from the pool – as required. • Install the 60 mil RenoSys PVC membrane through hot air welding throughout. • Complete additional perimeter caulking, detail work, finish work to make a complete watertight installation. • Clean site suitable for pool filling and perform final inspection. <p>* Includes Travel, meals & lodging</p>	1
3	WMS Labor	Pre-start logistics: Moving Equipment/Materials, Site Work, Etc.	1
4	WMS Travel	Pre-start Construction Travel & Lodging	1

#	Item	Description	Qty
5	WMS Meals	Pre-start Travel Meals	1
6	WMS Labor	Substrate Repair: Labor	1
7	Materials	Substrate Repair: Materials	1
8	69-66907n	AquaGuard 5001 Coating. Primer/Sealer, 3.7 gal/unit	8
9	WMS Labor	Staging and Prepping of Deck Equipment	1
10	WMS Labor	Job Completion and Final Walkthrough	1
11	Materials	Storage Container	1
12	WMS Labor	Supervisor Labor	1
13	WMS Travel	Construction Travel & Lodging	1
14	WMS Meals	Travel Meals	1
15	Admin Fee	Prevailing Wage Administration Fee	1
16	Shipping & Handling	Shipping	1

EXCLUSIONS:

- *Depth Markers Supply & Install
- *Coping Supply & Install
- *Any necessary logistical procedures involved with delivery process. IE: road closings, flagmen, law enforcement to secure area, etc.
- *Waste Water and City Water Details
- *Fill pool, restart pool equipment, and balance water chemistry

IMPORTANT NOTICE: The prices which appear immediately above are based upon reasonably anticipated conditions encountered in connection with the repair or renovation of a typical pool similar to the pool that is the subject of this contract. Specifically not included in the prices are the existence of any nonapparent or unforeseen conditions or limitations at the job site. WMS Aquatics does not assume, and expressly denies responsibility for, costs associated with any nonapparent or unforeseen conditions that may be encountered.

In the event nonapparent or unforeseen conditions are encountered by WMS Aquatics, and in the further event that costs associated with such nonapparent or unforeseen conditions are in an amount greater than \$500.00, WMS Aquatics shall, upon such occurrences, immediately inform the customer. The customer shall have the following options:

- (a) Authorize WMS Aquatics to undertake the nonapparent or unforeseen conditions at the customer's expense. At which point, WMS Aquatics will issue a formal Change Order, to be signed by both parties
- (b) Arrange to have a third party perform the service at customer's expense. The work must be in accordance with plans and specifications approved by WMS Aquatics,
- (c) Cancel the contract: In the event of cancellation, customer agrees to pay WMS Aquatics for all work performed up to the time of cancellation.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawing and specifications submitted for above work and completed in a substantial workmanlike manner for the sum indicated below with payments to be as follows:

- **30% deposit upon signing Contract and before work is scheduled** If Customer decides to cancel the Contract within 10 days of signing, half of the first payment will be refunded. The remaining half is non-refundable. After 10 days, no portion of the initial payment is refundable.

- **Progress invoicing will commence for the duration of the project**- to be further detailed in the Contract - with the final balance (including sales tax) due upon completion of project, meaning that the Scope of Work is fully performed and the work has passed any/all required governmental inspections.

This estimate, along with attached terms and conditions, is satisfactory and is hereby accepted. As the owner or agent of the property located at the above address, you are authorizing WMS to perform the work as specified. Your signature below, with date of acceptance and required deposit amount, will constitute a contract between contractor and customer and secure/reserve installation dates.

The thirty percent (30%) deposit of total estimate (excluding sales tax) is required to confirm estimate.

Accepted by: _____	Subtotal:	\$275,124.17
Accepted date: _____	Tax:	\$24,486.05
	TOTAL:	\$299,610.22



Orca Pacific, Inc.
 Orca Pacific Inc
 280 44th St NW
 Auburn WA 98001
 United States

Quote

#QUO0403487

2/23/2026

Bill To

Shore Aquatic Center
 225 East 5th St
 Port Angeles WA 98362
 United States

TOTAL

\$325,447.65

Expires: 3/25/2026

Expires	Exp. Close	Project	Sales Rep	Partner	Shipping Method
3/25/2026	2/23/2026		Brent Smerud		Orca Delivery

Quantity	Item	Tax	Rate	Amount
1	<p>CONRPLSTR Customer is to drain the pool prior to arrival. Remove existing main drain cover to re-install after the pool has been plastered. Bush hammer the interior of the pool to assure better bonding for the new plaster. Complete chip off of all the bad plaster. Curf and chip to the water line tile. Curf and chip up to the land line tiles and wall target tiles. Acid wash, TSP, and pressure wash the pool. Apply two coats of white marble plaster. Re-install drain covers. Start the water. Do final clean up and remove all debris from the premises. Provide after plaster care instructions.</p> <p>(75' x 45' Six Lane Lap Pool with a 30' x 36. Dive Tank)</p>	Yes	\$230,000.00	\$230,000.00
1	<p>CONNEWTLEINSTL OPTION 1: New Lane Line and Wall Targets Furnish and install six new lane lines and twelve new wall targets. Lane lines and wall targets would be made with 1"x1" non skid blue, navy, or black tiles. Lanes lines are 12" wide. Wall targets are a 3'x3' + on both walls.</p>	Yes	\$68,850.00	\$68,850.00
1	<p>CONSTRUCTION NOTE: Prevailing Wage Labor is included in this bid.</p>	Yes	\$0.00	\$0.00

Subtotal \$298,850.00

Tax Total (8.9%) \$26,597.65

Total \$325,447.65



QUO0403487

William Shore Memorial Pool District
Statements of Activities
February 2026

	Feb 26	Feb 25
Income		
311.00 · Property Tax		
311.01 · Property Taxes	7,152.23	8,476.44
Total 311.00 · Property Tax	7,152.23	8,476.44
337.00 · County Shared Revenue/Grants		
337.02 · Leasehold Excise Tax	131.29	141.49
337.03 · County Timber Trust (335.02)	5,109.70	485.31
Total 337.00 · County Shared Revenue/Grants	5,240.99	626.80
341.00 · Merchandise Sales		
341.70 · Merchandise Sales	2,918.75	1,909.00
Total 341.00 · Merchandise Sales	2,918.75	1,909.00
347.30 · Activity Fees		
347.31 · Special Events/Gift Certif.	264.00	1,653.25
347.32 · Group Entrance Fees	3,019.00	1,760.50
347.33 · General Admissions	9,399.50	13,872.25
347.34 · Pass Sales	16,461.60	23,577.35
347.35 · Party Room Rentals	2,085.00	3,651.00
Total 347.30 · Activity Fees	31,229.10	44,514.35
347.60 · Program Fees		
347.61 · Summer Camp	4,040.00	0.00
347.62 · Swim Instruction	7,316.61	5,273.50
347.63 · After School Care	19,901.59	21,754.40
Total 347.60 · Program Fees	31,258.20	27,027.90
361.00 · Interest and Other Earnings		
361.10 · Interest/Dividend Income	2,987.66	3,941.19
361.00 · Interest and Other Earnings - Other	40.55	0.00
Total 361.00 · Interest and Other Earnings	3,028.21	3,941.19
Total Income	80,827.48	86,495.68
Gross Profit	80,827.48	86,495.68
Expense		
57620.1 · Salaries and Wages		
1.1 · Management		
Bookkeeping/Accountant	935.54	846.83
Clerk Services	1,506.17	220.08
Director	5,942.30	5,769.24
Executive Director	5,703.54	5,703.54
Treasurer	0.00	400.00
Total 1.1 · Management	14,087.55	12,939.69
1.2 · Aquatics		
Aquatics Manager	3,830.31	3,233.45
Lifeguards	20,623.92	15,868.05
On Site Supervisor/Head Guard	11,565.35	12,322.45
Swim Instructor	4,052.46	4,588.63
Water Fitness Instructor	1,615.78	1,673.47
Total 1.2 · Aquatics	41,687.82	37,686.05

William Shore Memorial Pool District
Statements of Activities
February 2026

	Feb 26	Feb 25
1.3 · Dry Land		
Dry Land Fitness Instructors	1,699.50	1,596.50
Janitors	5,255.88	6,207.54
Maintenance Tech	6,648.95	4,568.16
Member Srvc Manager	1,976.32	2,618.75
Party Crew	535.72	336.68
Welcome Desk	7,473.31	7,983.78
Total 1.3 · Dry Land	23,589.68	23,311.41
1.4 · Child Care Programs		
Activity Leaders	9,184.28	8,440.87
Child Care Programs Manager	6,984.86	4,581.37
Van Driver	752.04	668.48
Total 1.4 · Child Care Programs	16,921.18	13,690.72
1.5 · Misc. Wages		
Holiday Pay	1,589.52	1,454.16
Paid Time Off	2,194.72	1,937.75
Total 1.5 · Misc. Wages	3,784.24	3,391.91
Total 57620.1 · Salaries and Wages	100,070.47	91,019.78
57620.2 · Benefits		
Cafeteria Plan	0.00	555.15
Department of Labor & Industry	2,468.52	1,878.48
Federal Payroll Taxes	7,806.17	-3,401.89
Health Insurance	5,947.15	5,030.90
Paid Family Medical Leave	323.03	238.42
Unemployment Compensation	400.29	491.58
Total 57620.2 · Benefits	16,945.16	4,792.64
57620.3 · Supplies		
3.10 Office Supplies		
3.10 Office Supplies	108.90	446.60
3.11 Office Supplies	0.00	717.36
3.12 Computer Supplies	60.92	7.48
3.13 Subscriptions		
Total 3.10 Office Supplies	169.82	1,171.44
3.20 Front of House		
3.20 Front of House	0.00	32.64
3.21 Inventory/Resale	302.18	78.35
3.22 Promotional	98.54	0.00
3.23 Coffee Supplies		
Total 3.20 Front of House	400.72	110.99
3.30 Lifeguard Supplies		
3.30 Lifeguard Supplies	951.45	844.49
Total 3.30 Lifeguard Supplies	951.45	844.49
3.40 Program Supplies		
3.40 Program Supplies	0.00	1,345.00
3.41 Instructor Supplies	0.00	230.50
3.42 Party Good & Supplies	392.81	746.63
3.43 Special Events		
Total 3.40 Program Supplies	392.81	2,322.13

William Shore Memorial Pool District
Statements of Activities
February 2026

	Feb 26	Feb 25
3.50 Child Care Programs		
3.51 After School Child Care		
3.51.2 Program/Office Supplies	0.00	290.16
3.51.3 Food Supplies	2,044.00	1,188.89
3.51.4 Field Trips	140.00	0.00
3.51.5 Transportation	149.29	0.00
Total 3.51 After School Child Care	2,333.29	1,479.05
3.52 Summer Camp Program		
3.52.5 Transportation	0.00	130.50
Total 3.52 Summer Camp Program	0.00	130.50
Total 3.50 Child Care Programs	2,333.29	1,609.55
3.70 Maintenance Supplies		
3.71 Pool Chemicals	1,717.10	2,078.99
3.72 Janitorial Supplies	120.84	3,726.61
3.73 Maintenance Supplies	1,801.51	1,135.84
3.74 Tools and Equipment	229.66	40.27
3.75 Fuel Allowance	0.00	123.98
Total 3.70 Maintenance Supplies	3,869.11	7,105.69
Total 57620.3 - Supplies	8,117.20	13,164.29
57620.4 - Services		
4.10 Professional Services		
4.12 Payroll Fees/Bank Charge	19.95	534.55
4.13 IT Service	941.99	330.00
4.14 POS Services (CivicRec)	0.00	7,472.49
4.16 Legal/Background Check	92.50	5,365.00
4.17 CC Merchant Fees	3,315.02	2,383.33
Total 4.10 Professional Services	4,369.46	16,085.37
4.20 Communications		
4.21 Telephone/Cellphone	503.78	705.16
4.22 Postage, Mailing Service	78.00	0.00
4.23 Website/Internet	204.00	204.00
Total 4.20 Communications	785.78	909.16
4.30 Training/Travel		
4.31 Training/Conferences	0.00	575.00
Total 4.30 Training/Travel	0.00	575.00
4.50 Equipment Leases		
4.51 Office Copier	1,099.42	399.69
Total 4.50 Equipment Leases	1,099.42	399.69
4.70 Utilities	15,763.22	13,926.06
4.80 Repair/Maintenance		
4.81 Landscape Maintenance	0.00	1,089.00
4.83 Building Repair/Maint	2,194.83	503.87
4.84 Equipment-Repair/Maint	6,189.84	3,529.57
4.86 Child Care Grant Expense	13,000.00	0.00
Total 4.80 Repair/Maintenance	21,384.67	5,122.44

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William Shore Memorial Pool District
Statements of Activities
February 2026

	Feb 26	Feb 25
4.90 Miscellaneous Expense		
4.92 Misc. Expense	0.00	6.20
4.95 State Sales/B & O Tax	3,620.08	4,112.83
4.98 State Auditor	0.00	4,699.70
Total 4.90 Miscellaneous Expense	<u>3,620.08</u>	<u>8,818.73</u>
Total 57620.4 · Services	<u>47,022.63</u>	<u>45,836.45</u>
Total Expense	<u>172,155.46</u>	<u>154,813.16</u>
Net Income	<u><u>-91,327.98</u></u>	<u><u>-68,317.48</u></u>

William Shore Memorial Pool District
Statements of Activities
 January through February 2026

03/18/26

	401 Child Care Fund	001 General Fund	TOTAL
Income			
311.00 · Property Tax			
311.01 · Property Taxes	0.00	23,153.61	23,153.61
Total 311.00 · Property Tax	0.00	23,153.61	23,153.61
337.00 · County Shared Revenue/Grants			
337.01 · Timber Excise Tax	0.00	10,294.51	10,294.51
337.02 · Leasehold Excise Tax	0.00	175.30	175.30
337.03 · County Timber Trust (335.02)	0.00	5,184.92	5,184.92
Total 337.00 · County Shared Revenue/Grants	0.00	15,654.73	15,654.73
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	0.00	6,026.25	6,026.25
Total 341.00 · Merchandise Sales	0.00	6,026.25	6,026.25
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	0.00	1,662.00	1,662.00
347.32 · Group Entrance Fees	0.00	7,776.50	7,776.50
347.33 · General Admissions	0.00	22,931.25	22,931.25
347.34 · Pass Sales	0.00	45,673.85	45,673.85
347.35 · Party Room Rentals	0.00	5,586.00	5,586.00
Total 347.30 · Activity Fees	0.00	83,629.60	83,629.60
347.60 · Program Fees			
347.61 · Summer Camp	8,080.00	0.00	8,080.00
347.62 · Swim Instruction	0.00	12,733.36	12,733.36
347.63 · After School Care	38,027.79	0.00	38,027.79
Total 347.60 · Program Fees	46,107.79	12,733.36	58,841.15
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	0.00	6,800.52	6,800.52
361.00 · Interest and Other Earnings - Other	0.00	57.49	57.49
Total 361.00 · Interest and Other Earnings	0.00	6,858.01	6,858.01
Total Income	46,107.79	148,055.56	194,163.35
Gross Profit	46,107.79	148,055.56	194,163.35
Expense			
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	0.00	1,669.46	1,669.46
Clerk Services	0.00	1,918.82	1,918.82
Director	0.00	11,884.60	11,884.60
Executive Director	0.00	11,407.08	11,407.08
Total 1.1 · Management	0.00	26,879.96	26,879.96
1.2 · Aquatics			
Aquatics Manager	0.00	7,789.38	7,789.38
Lifeguards	83.56	37,403.36	37,486.92
On Site Supervisor/Head Guard	0.00	22,540.83	22,540.83
Swim Instructor	0.00	7,017.70	7,017.70
Water Fitness Instructor	0.00	3,003.02	3,003.02
Total 1.2 · Aquatics	83.56	77,754.29	77,837.85
1.3 · Dry Land			
Dry Land Fitness Instructors	0.00	3,244.50	3,244.50
Janitors	0.00	10,793.05	10,793.05
Maintenance Tech	0.00	13,662.11	13,662.11
Member Srvc Manager	0.00	4,074.95	4,074.95
Party Crew	0.00	1,166.78	1,166.78
Welcome Desk	0.00	15,168.22	15,168.22
Total 1.3 · Dry Land	0.00	48,109.61	48,109.61
1.4 · Child Care Programs			
Activity Leaders	13,699.12	3,542.10	17,241.22
Child Care Programs Manager	11,850.37	0.00	11,850.37
Van Driver	919.16	0.00	919.16
Total 1.4 · Child Care Programs	26,468.65	3,542.10	30,010.75

William Shore Memorial Pool District
Statements of Activities
 January through February 2026

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	401 Child Care Fund	001 General Fund	TOTAL
1.5 · Misc. Wages			
Holiday Pay	987.84	4,861.92	5,849.76
Paid Time Off	801.75	3,897.27	4,699.02
Total 1.5 · Misc. Wages	<u>1,789.59</u>	<u>8,759.19</u>	<u>10,548.78</u>
Total 57620.1 · Salaries and Wages	28,341.80	165,045.15	193,386.95
57620.2 · Benefits			
Department of Labor & Industry	775.64	3,954.90	4,730.54
Federal Payroll Taxes	2,330.81	12,820.36	15,151.17
Health Insurance	0.00	13,401.70	13,401.70
Paid Family Medical Leave	91.50	533.00	624.50
Unemployment Compensation	113.34	660.08	773.42
Total 57620.2 · Benefits	<u>3,311.29</u>	<u>31,370.04</u>	<u>34,681.33</u>
57620.3 · Supplies			
3.10 Office Supplies			
3.11 Office Supplies	0.00	349.39	349.39
3.12 Computer Supplies	0.00	435.72	435.72
3.13 Subscriptions	28.30	152.62	180.92
Total 3.10 Office Supplies	<u>28.30</u>	<u>937.73</u>	<u>966.03</u>
3.20 Front of House			
3.21 Inventory/Resale	0.00	2,633.70	2,633.70
3.22 Promotional	0.00	302.18	302.18
3.23 Coffee Supplies	0.00	293.49	293.49
Total 3.20 Front of House	<u>0.00</u>	<u>3,229.37</u>	<u>3,229.37</u>
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	0.00	1,366.38	1,366.38
Total 3.30 Lifeguard Supplies	<u>0.00</u>	<u>1,366.38</u>	<u>1,366.38</u>
3.40 Program Supplies			
3.42 Party Good & Supplies	0.00	503.72	503.72
3.43 Special Events	0.00	1,129.52	1,129.52
Total 3.40 Program Supplies	<u>0.00</u>	<u>1,633.24</u>	<u>1,633.24</u>
3.50 Child Care Programs			
3.51 After School Child Care			
3.51.2 Program/Office Supplies	27.23	0.00	27.23
3.51.3 Food Supplies	2,475.22	0.00	2,475.22
3.51.4 Field Trips	140.00	0.00	140.00
3.51.5 Transportation	149.29	0.00	149.29
Total 3.51 After School Child Care	<u>2,791.74</u>	<u>0.00</u>	<u>2,791.74</u>
3.52 Summer Camp Program			
3.52.2 Program/Office Supplies	99.62	0.00	99.62
3.52.5 Transportation	556.15	0.00	556.15
Total 3.52 Summer Camp Program	<u>655.77</u>	<u>0.00</u>	<u>655.77</u>
Total 3.50 Child Care Programs	<u>3,447.51</u>	<u>0.00</u>	<u>3,447.51</u>
3.70 Maintenance Supplies			
3.71 Pool Chemicals	0.00	3,126.03	3,126.03
3.72 Janitorial Supplies	0.00	307.89	307.89
3.73 Maintenance Supplies	0.00	3,152.52	3,152.52
3.74 Tools and Equipment	0.00	229.66	229.66
Total 3.70 Maintenance Supplies	<u>0.00</u>	<u>6,816.10</u>	<u>6,816.10</u>
Total 57620.3 · Supplies	3,475.81	13,982.82	17,458.63
57620.4 · Services			
4.10 Professional Services			
4.12 Payroll Fees/Bank Charge	0.00	201.04	201.04
4.13 IT Service	0.00	1,704.29	1,704.29
4.16 Legal/Background Check	4.00	185.00	189.00
4.17 CC Merchant Fees	0.00	7,140.77	7,140.77
Total 4.10 Professional Services	<u>4.00</u>	<u>9,231.10</u>	<u>9,235.10</u>

William Shore Memorial Pool District
Statements of Activities
 January through February 2026

	401 Child Care Fund	001 General Fund	TOTAL
4.20 Communications			
4.21 Telephone/Cellphone	0.00	1,064.27	1,064.27
4.22 Postage, Mailing Service	0.00	78.00	78.00
4.23 Website/Internet	0.00	408.00	408.00
Total 4.20 Communications	0.00	1,550.27	1,550.27
4.40 Marketing/Advertising	0.00	2,200.00	2,200.00
4.50 Equipment Leases			
4.51 Office Copier	0.00	1,393.13	1,393.13
Total 4.50 Equipment Leases	0.00	1,393.13	1,393.13
4.60 Insurance	0.00	155,949.00	155,949.00
4.70 Utilities	0.00	27,481.85	27,481.85
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	0.00	1,088.28	1,088.28
4.83 Building Repair/Maint	0.00	2,334.39	2,334.39
4.84 Equipment-Repair/Maint	0.00	9,822.02	9,822.02
4.86 Child Care Grant Expense	13,000.00	0.00	13,000.00
Total 4.80 Repair/Maintenance	13,000.00	13,244.69	26,244.69
4.90 Miscellaneous Expense			
4.92 Misc. Expense	0.00	70.76	70.76
4.95 State Sales/B & O Tax	0.00	6,780.46	6,780.46
Total 4.90 Miscellaneous Expense	0.00	6,851.22	6,851.22
Total 57620.4 - Services	13,004.00	217,901.26	230,905.26
Total Expense	48,132.90	428,299.27	476,432.17
Net Income	-2,025.11	-280,243.71	-282,268.82

03/18/26

William Shore Memorial Pool District Statement of Financial Position As of February 28, 2026

	Feb 28, 26	Feb 28, 25
ASSETS		
Current Assets		
Checking/Savings		
111 · Cash in Till	1,100.00	1,100.00
112 · Kitsap Bank		
112.1 · Cash in Operating Account	18,285.12	64,163.88
112.2 · Credit Card Processing Account	29,862.93	0.00
Total 112 · Kitsap Bank	48,148.05	64,163.88
115 · Kitsap Bond Reserve Fund		
Kitsap CD	480,000.00	480,000.00
Total 115 · Kitsap Bond Reserve Fund	480,000.00	480,000.00
116 · Local Gov't Investment Pool	999,019.10	1,114,400.22
Total Checking/Savings	1,528,267.15	1,659,664.10
Other Current Assets		
Payroll Asset	0.00	675.00
Undeposited Funds	29,000.20	25,855.65
Total Other Current Assets	29,000.20	26,530.65
Total Current Assets	1,557,267.35	1,686,194.75
Fixed Assets		
594.75 · Capital Expense		
75.61 · Equipment	161,339.25	155,728.25
75.62 · Building and Improvements	1,998,731.72	1,998,731.72
75.63 · Shore Aquatic Center Expansion		
Architecture and Engineering	1,350,193.00	1,350,193.00
Construction - Aquatic Center	17,935,288.42	17,935,288.42
County Property Exchange	356,929.59	356,929.59
Equipment and Furnishings	28,726.60	28,726.60
Land	88,403.13	88,403.13
Permitting	180,142.92	180,142.92
Pre-Construction Services	233,833.55	233,833.55
Project Management Services	130,788.53	130,788.53
Survey, Testing & Commissioning	89,974.29	89,974.29
Testing and Inspection	2,242.50	2,242.50
Total 75.63 · Shore Aquatic Center Expansion	20,396,522.53	20,396,522.53
Total 594.75 · Capital Expense	22,556,593.50	22,550,982.50
Total Fixed Assets	22,556,593.50	22,550,982.50
TOTAL ASSETS	24,113,860.85	24,237,177.25
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
21005 · Citi Cards	9,933.51	11,940.74
Total Credit Cards	9,933.51	11,940.74

William Shore Memorial Pool District
Statement of Financial Position
As of February 28, 2026

	Feb 28, 26	Feb 28, 25
Other Current Liabilities		
Current Payroll Liabilities		
Accrued Cafeteria Plan Liab	4,023.28	10,714.21
Deferred Compensation Liability	50.00	50.00
Employment Security	3,568.73	3,794.09
Federal Unemployment	1,064.26	1,052.61
Labor & Industries	9,347.60	8,151.21
Medicare Company	-1,416.06	-1,416.06
Payroll Liabilities	2,177.65	1,989.66
PFML	2,722.35	2,392.25
Social Security	-5,701.26	-5,701.26
Uncashed old paychecks	209.35	209.35
Total Current Payroll Liabilities	16,045.90	21,236.06
Total Other Current Liabilities	16,045.90	21,236.06
Total Current Liabilities	25,979.41	33,176.80
Long Term Liabilities		
591.75 · Debt		
2018A Bond (Public)	8,500,000.00	8,710,000.00
2020A Revenue Bond (Kitsap)	6,660,000.00	6,920,000.00
Total 591.75 · Debt	15,160,000.00	15,630,000.00
Total Long Term Liabilities	15,160,000.00	15,630,000.00
Total Liabilities	15,185,979.41	15,663,176.80
Equity		
32000 · Unrestricted Net Assets	9,210,150.26	8,808,587.51
Net Income	-282,268.82	-234,587.06
Total Equity	8,927,881.44	8,574,000.45
TOTAL LIABILITIES & EQUITY	24,113,860.85	24,237,177.25

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
 January through February 2026

	Jan - Feb 26	Budget	% of Budget
Income			
311.00 · Property Tax			
311.01 · Property Taxes	23,153.61	34,445.98	67.2%
Total 311.00 · Property Tax	23,153.61	34,445.98	67.2%
334.00 · State Grants			
334.01 · Child Care Grants	0.00	0.00	0.0%
334.02 · USDA Food Grant	0.00	0.00	0.0%
Total 334.00 · State Grants	0.00	0.00	0.0%
337.00 · County Shared Revenue/Grants			
337.01 · Timber Excise Tax	10,294.51	3,000.00	343.2%
337.02 · Leasehold Excise Tax	175.30	192.15	91.2%
337.03 · County Timber Trust (335.02)	5,184.92	15,132.64	34.3%
Total 337.00 · County Shared Revenue/Grants	15,654.73	18,324.79	85.4%
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	6,026.25	4,399.30	137.0%
Total 341.00 · Merchandise Sales	6,026.25	4,399.30	137.0%
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	1,662.00	4,329.75	38.4%
347.32 · Group Entrance Fees	7,776.50	7,483.71	103.9%
347.33 · General Admissions	22,931.25	29,711.08	77.2%
347.34 · Pass Sales	45,673.85	53,203.43	85.8%
347.35 · Party Room Rentals	5,586.00	3,617.02	154.4%
Total 347.30 · Activity Fees	83,629.60	98,344.99	85.0%
347.60 · Program Fees			
347.61 · Summer Camp	8,080.00	0.00	100.0%
347.62 · Swim Instruction	12,733.36	11,577.05	110.0%
347.63 · After School Care	38,027.79	49,573.07	76.7%
Total 347.60 · Program Fees	58,841.15	61,150.12	96.2%
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	6,800.52	9,864.67	68.9%
361.00 · Interest and Other Earnings - Other	57.49	0.00	100.0%
Total 361.00 · Interest and Other Earnings	6,858.01	9,864.67	69.5%
367.00 · Direct Public Support			
367.10 · Individ, Business Contributions	0.00	0.00	0.0%
Total 367.00 · Direct Public Support	0.00	0.00	0.0%
369.00 · Miscellaneous Revenue			
369.90 · Misc.Revenue	0.00	0.00	0.0%
369.00 · Miscellaneous Revenue - Other	0.00	0.00	0.0%
Total 369.00 · Miscellaneous Revenue	0.00	0.00	0.0%
Total Income	194,163.35	226,529.85	85.7%
Gross Profit	194,163.35	226,529.85	85.7%

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
 January through February 2026

Expense	Jan - Feb 26	Budget	% of Budget
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	1,669.46	1,827.98	91.3%
Clerk Services	1,918.82		
Director	11,884.60	11,569.24	102.7%
Executive Director	11,407.08	11,600.00	98.3%
Treasurer	0.00	600.00	0.0%
Total 1.1 · Management	26,879.96	25,597.22	105.0%
1.2 · Aquatics			
Aquatics Manager	7,789.38	6,815.38	114.3%
Lifeguards	37,486.92	36,153.88	103.7%
On Site Supervisor/Head Guard	22,540.83	25,384.62	88.8%
Swim Instructor	7,017.70	8,923.08	78.6%
Water Fitness Instructor	3,003.02	2,492.34	120.5%
Total 1.2 · Aquatics	77,837.85	79,769.30	97.6%
1.3 · Dry Land			
Dry Land Fitness Instructors	3,244.50	4,200.00	77.3%
Janitors	10,793.05	12,153.88	88.8%
Maintenance Tech	13,662.11	9,230.80	148.0%
Member Svcs Manager	4,074.95	5,250.00	77.6%
Party Crew	1,166.78	692.34	168.5%
Welcome Desk	15,168.22	17,769.20	85.4%
Total 1.3 · Dry Land	48,109.61	49,296.22	97.6%
1.4 · Child Care Programs			
Activity Leaders	17,241.22	22,000.00	78.4%
Child Care Programs Manager	11,850.37	11,384.62	104.1%
Food Service Workers	0.00	0.00	0.0%
Van Driver	919.16	1,036.36	88.7%
Total 1.4 · Child Care Programs	30,010.75	34,420.98	87.2%
1.5 · Misc. Wages			
Holiday Pay	5,849.76	4,179.86	140.0%
Overtime	0.00	1,000.00	0.0%
Paid Time Off	4,699.02	4,504.74	104.3%
Total 1.5 · Misc. Wages	10,548.78	9,684.60	108.9%
Total 57620.1 · Salaries and Wages	193,386.95	198,768.32	97.3%
57620.2 · Benefits			
Cafeteria Plan	0.00	6,600.00	0.0%
Department of Labor & Industry	4,730.54	4,666.68	101.4%
Federal Payroll Taxes	15,151.17	14,615.40	103.7%
Health Insurance	13,401.70	10,061.80	133.2%
Paid Family Medical Leave	624.50	461.54	135.3%
Unemployment Compensation	773.42	1,384.60	55.9%
Total 57620.2 · Benefits	34,681.33	37,790.02	91.8%
57620.3 · Supplies			
3.10 Office Supplies			
3.11 Office Supplies	349.39	833.34	41.9%
3.12 Computer Supplies	435.72	333.34	130.7%
3.13 Subscriptions	180.92	750.00	24.1%
3.14 Memberships and Dues	0.00	200.00	0.0%
3.15 Print and Copying	0.00	260.00	0.0%
3.16 Uniforms and Clothing	0.00	1,000.00	0.0%
Total 3.10 Office Supplies	966.03	3,376.68	28.6%

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
 January through February 2026

	Jan - Feb 26	Budget	% of Budget
3.20 Front of House			
3.21 Inventory/Resale	2,633.70	3,333.34	79.0%
3.22 Promotional	302.18	180.00	167.9%
3.23 Coffee Supplies	293.49	0.00	100.0%
3.24 Friends of Pool Contrib	0.00	0.00	0.0%
Total 3.20 Front of House	3,229.37	3,513.34	91.9%
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	1,366.38	1,083.32	126.1%
Total 3.30 Lifeguard Supplies	1,366.38	1,083.32	126.1%
3.40 Program Supplies			
3.41 Instructor Supplies	0.00	500.00	0.0%
3.42 Party Good & Supplies	503.72	1,250.00	40.3%
3.43 Special Events	1,129.52	1,250.00	90.4%
Total 3.40 Program Supplies	1,633.24	3,000.00	54.4%
3.50 Child Care Programs			
3.51 After School Child Care			
3.51.2 Program/Office Supplies	27.23	666.68	4.1%
3.51.3 Food Supplies	2,475.22	1,666.68	148.5%
3.51.4 Field Trips	140.00		
3.51.5 Transportation	149.29	266.68	56.0%
Total 3.51 After School Child Care	2,791.74	2,600.04	107.4%
3.52 Summer Camp Program			
3.52.1 Uniforms	0.00	0.00	0.0%
3.52.2 Program/Office Supplies	99.62	0.00	100.0%
3.52.3 Food Supplies	0.00	0.00	0.0%
3.52.4 Field Trips	0.00	0.00	0.0%
3.52.5 Transportation	556.15	0.00	100.0%
3.52.6 USDA Food Program	0.00	0.00	0.0%
Total 3.52 Summer Camp Program	655.77	0.00	100.0%
Total 3.50 Child Care Programs	3,447.51	2,600.04	132.6%
3.70 Maintenance Supplies			
3.71 Pool Chemicals	3,126.03	4,000.00	78.2%
3.72 Janitorial Supplies	307.89	2,800.00	11.0%
3.73 Maintenance Supplies	3,152.52	4,000.00	78.8%
3.74 Tools and Equipment	229.66	400.00	57.4%
3.75 Fuel Allowance	0.00	4,000.00	0.0%
3.70 Maintenance Supplies - Other	0.00	0.00	0.0%
Total 3.70 Maintenance Supplies	6,816.10	15,200.00	44.8%
Total 57620.3 · Supplies	17,458.63	28,773.38	60.7%
57620.4 · Services			
4.10 Professional Services			
4.11 Licenses and Permits	0.00	1,000.00	0.0%
4.12 Payroll Fees/Bank Charge	201.04	640.00	31.4%
4.13 IT Service	1,704.29	1,250.00	136.3%
4.14 POS Services (CivicRec)	0.00	7,600.00	0.0%
4.15 Accounting Services	0.00	1,000.00	0.0%
4.16 Legal/Background Check	189.00	500.00	37.8%
4.17 CC Merchant Fees	7,140.77	5,150.00	138.7%
Total 4.10 Professional Services	9,235.10	17,140.00	53.9%

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
 January through February 2026

	Jan - Feb 26	Budget	% of Budget
4.20 Communications			
4.21 Telephone/Cellphone	1,064.27	1,416.68	75.1%
4.22 Postage, Mailing Service	78.00	100.00	78.0%
4.23 Website/Internet	408.00	520.00	78.5%
Total 4.20 Communications	1,550.27	2,036.68	76.1%
4.30 Training/Travel			
4.31 Training/Conferences	0.00	1,333.34	0.0%
Total 4.30 Training/Travel	0.00	1,333.34	0.0%
4.40 Marketing/Advertising	2,200.00	1,600.00	137.5%
4.50 Equipment Leases			
4.51 Office Copier	1,393.13	816.70	170.6%
Total 4.50 Equipment Leases	1,393.13	816.70	170.6%
4.60 Insurance	155,949.00	145,000.00	107.6%
4.70 Utilities	27,481.85	25,000.00	109.9%
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	1,088.28	2,500.00	43.5%
4.83 Building Repair/Maint	2,334.39	9,000.00	25.9%
4.84 Equipment-Repair/Maint	9,822.02	8,333.32	117.9%
4.86 Child Care Grant Expense	13,000.00	0.00	100.0%
Total 4.80 Repair/Maintenance	26,244.69	19,833.32	132.3%
4.90 Miscellaneous Expense			
4.91 Recon Discrepancies	0.00	0.00	0.0%
4.92 Misc. Expense	70.76	500.00	14.2%
4.95 State Sales/B & O Tax	6,780.46	10,000.00	67.8%
4.97 County Tax	0.00	0.00	0.0%
4.98 State Auditor	0.00	0.00	0.0%
4.99 Elections Costs	0.00	0.00	0.0%
Total 4.90 Miscellaneous Expense	6,851.22	10,500.00	65.2%
Total 57620.4 · Services	230,905.26	223,260.04	103.4%
592.75 · Debt Interest			
2018A Bond (Public)	0.00	0.00	0.0%
2020A Revenue Bond (Kitsap)	0.00	0.00	0.0%
Total 592.75 · Debt Interest	0.00	0.00	0.0%
Total Expense	476,432.17	488,591.76	97.5%
Net Income	-282,268.82	-262,061.91	107.7%