

AGENDA- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington,

July 22, 2025

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 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

NAVARRA CARR, RANDY JOHNSON, LATRISHA SUGGS, MIKE FRENCH, GREG SHIELD

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT None

Action Item: IFC Water Heat Pump Replacement

CONSENT AGENDA

- Minutes for May 27, 2025
- Ratification of May 2025 \$51,931.60
- Ratification of June 2025 \$337,235.90

AGENDA ITEMS: Policy and Procedure Manual Changes Pages 1-50

ITEMS FOR DISCUSSION

- 2a Executive Director Report
- 2b Financial Report
- 2c Staff Report

PUBLIC COMMENT

NEXT MEETING DATE

The next WSMPD meeting will be held on August 26th 2025 at 3pm

ADJOURNMENT



Item for Consideration by the Board of Commissioners

Date: 7-22-25

From: Steven Burke, Executive Director

Subject: Replacement of Water Source Heat Pump

1. **Summary:** Our facility heating needs, including pool water, air, and domestic hot water are generated by a hot water loop (hydronic loop). Our 60-ton Water Source Heat Pump (WSHP) provides heat to that loop. The WSHP is 12 years old and needs between \$20k-30k in repairs to return the unit to 100% operational efficiency. The unit is currently running at 50% efficiency. A new WSHP would cost approximately \$300,000 including equipment and installation.
2. **RCW/Policy Requirements:** Purchases are required to follow the District's purchasing guidelines, which require Board approval for items over \$10,000. Debt commitment also requires Board approval.
3. **Background/Analysis:** There are three options in regaining 100% operational use of our WSHP.
 - a. **Option One: Fix Existing Unit:** Fixing the existing unit would cost approximately \$30,000. It would bring the existing unit to 100% operational efficiency and give us 2-3 more years out of the unit, before replacement would be needed.
 - b. **Option Two: Do nothing:** Do not fix the unit run on 50% efficiency. Utility costs would increase by \$84,000 per year if we only run at 50% capacity with our WSHP. If we lose the whole WSHP unit our electrical cost would rise by \$120,000.
 - c. **Option Three: Replace Unit:** This option would cost approximately \$300,000 including installation and sales tax. The WSHP is three times more efficient than sole reliance on the Electrical Boiler. Without a WSHP, our electrical bill would increase by 120%. The ROI on a new unit would be 3.5 years based upon our existing unit operating at 50% efficiency
 - d.
4. **Financial Impact:** The purchase and installation of a new unit will cost \$300k. We have reserves of \$1.2 million if the Board desires to pay in cash. Another option is to finance it through the Washington State LOCAL LOAN Program. The LOCAL Loan Program was used to buy the bulk of our existing equipment in 2013. Their current rates are around 3%. We are currently making more than 4.3% on our cash reserves.
5. **Environmental Impact:** None.



Shore Metro Park District

225 E 5th St. Port Angeles, WA 98362 – Tel. 360-775-2119

www.sacpa.org

6. **Recommended Action:** Motion to purchase a new WSHP either paid in cash or via the LOCAL financing program.

MINUTES- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington

May 27, 2025

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Navarra Carr called the meeting to order at 3 pm. Also present were Commissioner Randy Johnson, Commissioner, Greg Shield, Commissioner Mike French, Executive Director Steve Burke, Director Ryan Amiot, Aquatics Director Cody Chase.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- None

ACTION ITEM: Policy and Procedure Manual Changes page 1-50

CONSENT AGENDA

-Minutes for April 22,2025

Ratification of April 2025 \$41,575.88

ACTION TAKEN: CGSm to approve, CMFs, mc

AGENDA ITEMS-

- IFC for Water Source Heat Pump Replacement.

ITEMS FOR DISCUSSION:

1a. Action Item: Changes to policy and procedure manual for pages 1-50 were discussed and the decision was to wait review and vote at the next board meeting.

1b: The board discussed the need to clarify how many board members must be present for a quorum. They decided that 3 members qualified.

Agenda Item Discussion: Steve discussed the need to buy a new Water Source Heat Pump Replacement with the board. The WSHP helps reduce the use of the boiler, giving us decreased electric costs. The current one is from the old pool and is approximately 13 years old and needs significant upgrades which would cost about \$30,000 and that would only cover the cost of what is wrong now, not system parts that are due to be replaced later. The average length of time said pumps last is 10-15 years. The new pump is around \$100,000 to \$120,000, but Steve will verify the cost of new unit. Steve brings this forward at this time to see if the board wants to use Reserves to pay for or borrow from the State Treasurer local loan program which at this time has a lower interest rate than what we get for our reserves. Steve will go ahead and apply for a loan and get a more accurate cost analysis for the next board meeting.

2a Executive Directors Report: Steve stated that we passed our IRS audit. Steve discussed our ongoing process of expanding our daycare abilities. We should receive funds of \$750,000.00 from State through the Community funds so will not be subject to the restrictions that we faced in the last grant monies. We should start receiving funds in June of 2025. OMC is working on contract and should be finalized soon. Steve discussed the state audit, that he had asked the auditors to reach out to all board members. That due to the fact that we had a public bond sale we are required to have an audit of our finances. He would suggest that instead of having audit every two years (this audit is for the years 22 and 23) have it yearly since we are supposed to have done the fact we haven't done our report for 22 and it is 25 already. This caused a downgrade in our rating. Steve to have meeting with the state auditor on this coming Thursday and should know more than.

2b Financial Report- Steve gave report since Stan unavailable at this time. We are doing well, under budget for revenue but even more under budget for expenses. Steve discussed with Stan, Stan had no specifics he felt needed to be highlighted at this time.

2c Staff Report- Ryan informs the board that we got the school flyers out with details of all upcoming events. We are going to offer a 3month summer pass to families for \$160.00 which will go on sale the first of summer to help target our family demographics to raise awareness and usage. We will be doing our summer kick-off event on June 28th where we will feature a swim test placement and demo to bring focus on our upcoming swim lessons. Date nights have been going well last one there was 21 participants so will continue through the summer. Summer food program starts June 16th where we give out free lunches and snacks to kids 0-18 years of age. Staffing for lifeguard is going well, still looking for aerobics' instructors. Had a successful raffle for friends of the pool on Memorial Day raising \$398.00. We are going to do it again but stretch it out longer to allow more people to participate. Commissioner Randy Johnson asks about the status of our children's program. Ryan gave update. Numbers slightly down started with 60 attendance with the goal of at least 80 per day. Have opened it up to the public and are advertising to bring more awareness to our program and increase numbers. We have increased our splash programs hours to 4 hours a day.

NEXT MEETING DATE

The next WSMPD meeting will be held on June 24th, 2025 at 3:00 p.m.

ADJOURNMENT

Commissioner Navarra Carr ended the meeting at 4 pm
PASSED AND ADOPTED this May 27, 2025

William Shore Memorial Pool District Commissioners

Navarra Carr President

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:

MAY 2025

From Operations Account:

Operations Total:	\$51,931.60
<u>Capital/Bond Total:</u>	<u>\$00.00</u>
Expense Grand Total:	\$51,931.60

Date: _____

Clerk of the Board

Executive Director, Steven Burke

Board of Commissioners President
Navarra Carr

William Shore Memorial Pool District
Transactions for Ratification
May 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	05/10/2025	5078	City of PA	3/5 - 4/2 Util...	4.70 Utilities	11,983.95
						11,983.95
Check	05/10/2025	5076	The Imagine Insti...	March 25 w...	4.86 Child Care Grant Exp...	8,000.00
						8,000.00
Check	05/06/2025	Rege...	Regence Blue Sh...	May 2025 S...	Health Insurance	4,776.10
						4,776.10
Check	05/10/2025	5074	State Auditor's Of...	March work ...	4.98 State Auditor	3,889.95
						3,889.95
Check	05/02/2025		Merchant Settlem...		4.17 CC Merchant Fees	3,207.87
						3,207.87
Check	05/27/2025	DOR...	Department of Re...	April B&O a...	4.95 State Sales/B & O Tax	3,038.23
						3,038.23
Credit Card Ch...	05/01/2025		Rehabmart	Adult chang...	3.73 Maintenance Supplies	2,595.45
						2,595.45
Credit Card Ch...	05/02/2025		Uline	janitorial & ...	3.72 Janitorial Supplies	1,750.52
						1,750.52
Credit Card Ch...	05/27/2025		Uline	Janitorial	3.72 Janitorial Supplies	1,370.83
						1,370.83
Check	05/10/2025	5077	Bizy Boys LLC	April monthl...	4.81 Landscape Maintenan...	1,088.28
						1,088.28
Credit Card Ch...	05/08/2025		Swim Outlet	inventory	3.21 Inventory/Resale	1,032.53
						1,032.53
Check	05/10/2025	5079	hi tech	Invoice 102...	4.70 Utilities	849.42
						849.42
Credit Card Ch...	05/01/2025		Rehabmart	shippin/frt f...	3.73 Maintenance Supplies	762.30
						762.30
Check	05/23/2025	5086	Taber, Lori A.	Fluke multi...	3.73 Maintenance Supplies	600.00
						600.00
Credit Card Ch...	05/01/2025		IAM SGE Stargu...	star guard c...	3.32 Lifeguard Supplies	570.00
						570.00
Credit Card Ch...	05/01/2025		Costco	spark snacks	3.51.3 Food Supplies	476.25
						476.25
Check	05/01/2025	unum	Unum Life Ins	May staff lif...	Health Insurance	372.06
						372.06
Credit Card Ch...	05/07/2025		olympic medical	VIP duck ra...	4.40 Marketing/Advertising	350.00
						350.00

William Shore Memorial Pool District
Transactions for Ratification
May 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	05/05/2025		Enterprise	rental for tra...	4.31 Training/Conferences	306.56
						306.56
Credit Card Ch...	05/01/2025		Rec Supply Co	lane ratchets	4.84 Equipment-Repair/Maint	298.36
						298.36
Check	05/23/2025	ver5/25	Verizon	Spark cell p...	4.21 Telephone/Cellphone	293.97
						293.97
Check	05/10/2025	5082	Kitsap Networkin...	Billable and...	4.13 IT Service	265.00
						265.00
Check	05/10/2025	5073	Hogan, Elizabeth M	CPA Cert re...	4.15 Accounting Services	230.00
						230.00
Credit Card Ch...	05/06/2025		Daldorado	grate support	3.73 Maintenance Supplies	211.23
						211.23
Check	05/23/2025	wave	Wave	May autopa...	4.23 Website/Internet	204.00
						204.00
Check	05/10/2025	5075	Canon Financial ...	39810268 A...	4.51 Office Copier	188.77
						188.77
Check	05/19/2025	5085	Canon Financial ...	#40513940 ...	4.51 Office Copier	188.77
						188.77
Credit Card Ch...	05/01/2025		Kiefer Aquatics	lane line parts	4.84 Equipment-Repair/Maint	182.62
						182.62
Credit Card Ch...	05/08/2025		Amazon	wyshwashi	3.72 Janitorial Supplies	176.27
						176.27
Check	05/19/2025	5084	Angeles Commu...	#35338 Vol...	4.21 Telephone/Cellphone	161.17
						161.17
Credit Card Ch...	05/01/2025		Amazon	art supplies	3.51.2 Program/Office Sup...	148.25
						148.25
Check	05/10/2025	5081	Pacific Office Eq...	1159588 Ap...	4.51 Office Copier	140.87
						140.87
Credit Card Ch...	05/01/2025		Amazon	party supplies	3.42 Party Good & Supplies	109.66
						109.66
Check	05/02/2025		Merchant Settle...		4.17 CC Merchant Fees	107.95
						107.95
Credit Card Ch...	05/08/2025		Chamber	lunch & net...	4.31 Training/Conferences	100.00
						100.00
Credit Card Ch...	05/01/2025		Safeway Fuel	fuel allowan...	3.75 Fuel Allowance	96.21
						96.21

William Shore Memorial Pool District
Transactions for Ratification
May 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	05/12/2025		Amazon	party supplies	3.42 Party Good & Supplies	95.80
						95.80
Credit Card Ch...	05/07/2025		union 76	fuel allowan...	3.75 Fuel Allowance	94.47
						94.47
Credit Card Ch...	05/24/2025		Domino's	date night	3.43 Special Events	87.41
						87.41
Credit Card Ch...	05/01/2025		Amazon	advertising ...	4.40 Marketing/Advertising	78.35
						78.35
Check	05/10/2025	5080	Swains General ...	April 30 stat...	3.73 Maintenance Supplies	76.26
						76.26
Credit Card Ch...	05/19/2025		USPS	stamps	3.11 Office Supplies	73.00
						73.00
Credit Card Ch...	05/17/2025		Pandora	music for pool	3.13 Subscriptions	72.18
						72.18
Credit Card Ch...	05/14/2025		Amazon	chalk, suns...	3.51.2 Program/Office Sup...	71.78
						71.78
Credit Card Ch...	05/02/2025		Walmart	GF snacks ...	3.51.3 Food Supplies	66.68
						66.68
Credit Card Ch...	05/14/2025		Michaels	Frames for ...	3.74 Tools and Equipment	65.32
						65.32
Credit Card Ch...	05/23/2025		Amazon	computer m...	3.11 Office Supplies	64.15
						64.15
Credit Card Ch...	05/02/2025		Travel Hotels	taxi to hotel	4.31 Training/Conferences	61.88
						61.88
Credit Card Ch...	05/15/2025		Pandora	music for pool	3.13 Subscriptions	59.78
						59.78
Credit Card Ch...	05/07/2025		Safeway Fuel	fuel for spar...	3.52.5 Transportation	58.82
						58.82
Credit Card Ch...	05/06/2025		NCSI	background...	4.16 Legal/Background Ch...	55.50
						55.50
Credit Card Ch...	05/22/2025		Safeway Fuel	fuel for spar...	3.52.5 Transportation	54.51
						54.51
Credit Card Ch...	05/24/2025		Domino's	date night	3.43 Special Events	53.71
						53.71
Credit Card Ch...	05/04/2025		Chevron	Fuel allowa...	3.75 Fuel Allowance	52.85
						52.85

William Shore Memorial Pool District
Transactions for Ratification
May 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	05/17/2025		Amazon	office suppli...	3.11 Office Supplies	48.99
						48.99
Credit Card Ch...	05/27/2025		Amazon	pumice ston...	3.73 Maintenance Supplies	45.72
						45.72
Credit Card Ch...	05/01/2025		Amazon	white board ...	3.11 Office Supplies	42.46
						42.46
Credit Card Ch...	05/05/2025		Safeway Fuel	fuel allowan...	3.75 Fuel Allowance	39.71
						39.71
Credit Card Ch...	05/08/2025		Amazon	party supplies	3.42 Party Good & Supplies	35.92
						35.92
Credit Card Ch...	05/01/2025		Poster My Wall	flyer/ad bul...	3.13 Subscriptions	35.77
						35.77
Credit Card Ch...	05/12/2025		Safeway	cake for party	3.42 Party Good & Supplies	31.99
						31.99
Check	05/02/2025		Gateway Billing		4.17 CC Merchant Fees	30.00
						30.00
Credit Card Ch...	05/07/2025		Walmart	GF snacks	3.51.2 Program/Office Sup...	25.88
						25.88
Credit Card Ch...	05/16/2025		Odyssey Book St...	gift card	3.43 Special Events	25.00
						25.00
Credit Card Ch...	05/01/2025		Safeway	cake for party	3.42 Party Good & Supplies	24.99
						24.99
Credit Card Ch...	05/12/2025		Safeway	cake for party	3.42 Party Good & Supplies	24.99
						24.99
Credit Card Ch...	05/16/2025		Amazon	office suppli...	3.11 Office Supplies	20.67
						20.67
Credit Card Ch...	05/16/2025		Amazon	lint trap	3.73 Maintenance Supplies	20.58
						20.58
Credit Card Ch...	05/15/2025		Costco	storage tubs	3.11 Office Supplies	20.23
						20.23
Check	05/14/2025	Wire	Wire Fees	Wire fee 5/...	4.12 Payroll Fees/Bank Ch...	14.00
						14.00
Credit Card Ch...	05/16/2025		Spotify	spark music	3.13 Subscriptions	13.06
						13.06
Credit Card Ch...	05/12/2025		Amazon	party supplies	3.42 Party Good & Supplies	13.04
						13.04

William Shore Memorial Pool District
Transactions for Ratification
May 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	05/01/2025		Disney Plus	spark movies	3.13 Subscriptions	11.99
						11.99
Credit Card Ch...	05/02/2025		Amazon	party supplies	3.42 Party Good & Supplies	10.88
						10.88
Credit Card Ch...	05/06/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Check	05/01/2025			Service Ch...	4.12 Payroll Fees/Bank Ch...	5.95
						5.95
Credit Card Ch...	05/14/2025		Amazon	water key fo...	3.72 Janitorial Supplies	5.19
						5.19
Credit Card Ch...	05/09/2025		Department of Re...	business lic...	4.11 Licenses and Permits	5.00
						5.00
Check	05/01/2025		Merchant Settlem...		4.17 CC Merchant Fees	2.97
						2.97
Credit Card Ch...	05/26/2025		Enterprise	toll	4.31 Training/Conferences	2.50
						2.50
Check	05/13/2025		QuickBooks Payr...	Fee for 1 dir...	4.12 Payroll Fees/Bank Ch...	1.75
			QuickBooks Payr...	Sales Tax	4.12 Payroll Fees/Bank Ch...	0.16
						1.91
Credit Card Ch...	05/09/2025		Department of Re...	business lic...	4.11 Licenses and Permits	0.16
						0.16
Check	05/10/2025	5072	Greaves Company	Invoice 179...	4.84 Equipment-Repair/Maint	0.00
						0.00
TOTAL						51,931.60

**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:

JUNE 2025

From Operations Account:

Operations Total:	\$51,781.15
<u>Capital/Bond Total:</u>	<u>\$285,454.75</u>
Expense Grand Total:	\$337,235.90

Date: _____

Clerk of the Board

Executive Director, Steven Burke

Board of Commissioners President
Navarra Carr

William Shore Memorial Pool District
Transactions for Ratification
June 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	06/02/2025	USbo...	US Bank	Bond intere...	2018A Bond (Public)	176,193.75
						176,193.75
Check	06/02/2025	bond...	LTGO Bonds	bond intere...	2020A Revenue Bond (Kits...	109,261.00
						109,261.00
Check	06/06/2025	5089	City of PA	4/2-5/6 Utilit...	4.70 Utilities	13,139.38
						13,139.38
Check	06/06/2025	reg6/...	Regence Blue Sh...	June staff ...	Health Insurance	4,776.10
						4,776.10
Credit Card Ch...	06/25/2025		Intuit	Quickbooks...	4.15 Accounting Services	3,344.30
						3,344.30
Check	06/06/2025	5088	State Auditor's Of...	22-23 Audit ...	4.98 State Auditor	3,129.75
						3,129.75
Check	06/17/2025	sycs...	Sysco Corporation	655521380 ...	3.52.3 Food Supplies	2,995.89
						2,995.89
Check	06/25/2025	dor5/...	Department of Re...	May 2025 B...	4.95 State Sales/B & O Tax	2,985.29
						2,985.29
Check	06/02/2025		Merchant Settle...		4.17 CC Merchant Fees	2,826.45
						2,826.45
Credit Card Ch...	06/09/2025		4 Imprint	summer ca...	3.52.1 Uniforms	1,909.80
						1,909.80
Check	06/23/2025	5100	Cascade Columbi...	#926975 pa...	3.71 Pool Chemicals	1,595.86
						1,595.86
Check	06/06/2025	5091	Foster Garvey	#2919283 I...	4.16 Legal/Background Ch...	1,570.00
						1,570.00
Credit Card Ch...	06/22/2025		Amazon	party supplies	3.42 Party Good & Supplies	1,379.77
						1,379.77
Check	06/06/2025	5093	Bizy Boys LLC	inv. 12320 ...	4.81 Landscape Maintenan...	1,088.28
						1,088.28
Credit Card Ch...	06/26/2025		Swim Outlet	goggles etc	3.21 Inventory/Resale	1,070.14
						1,070.14
Credit Card Ch...	06/13/2025		Uline	janitorial/cor...	3.72 Janitorial Supplies	831.23
						831.23
Check	06/06/2025	5096	Kitsap Networkin...	#14939 Bill...	4.13 IT Service	615.00
						615.00
Check	06/06/2025	5095	Pacific Office Eq...	contract co...	4.51 Office Copier	590.46
						590.46

William Shore Memorial Pool District
Transactions for Ratification
June 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	06/13/2025		AED	aed pad rep...	3.32 Lifeguard Supplies	500.94
						500.94
Credit Card Ch...	06/02/2025		Rec Supply Co	lane line ends	4.83 Building Repair/Maint	447.55
						447.55
Credit Card Ch...	06/02/2025		Kiefer Aquatics	lane line parts	4.83 Building Repair/Maint	412.58
						412.58
Check	06/06/2025	5092	Friends of the Pool	memorial d...	369.90 Misc.Revenue	398.00
						398.00
Check	06/06/2025	5090	Chemical Product...	invoice #40...	4.84 Equipment-Repair/Maint	380.10
						380.10
Check	06/02/2025	unum	Unum Life Ins	Staff life ins...	Health Insurance	372.06
						372.06
Credit Card Ch...	06/01/2025		Costco	spark snacks	3.51.3 Food Supplies	340.89
						340.89
Credit Card Ch...	06/10/2025		Harbor Freight	Tools	3.74 Tools and Equipment	300.87
						300.87
Check	06/23/2025	623veri	Verizon	Monthly cell...	4.21 Telephone/Cellphone	293.97
						293.97
Credit Card Ch...	06/11/2025		Costco	gift cards sp...	3.51.3 Food Supplies	278.38
						278.38
Credit Card Ch...	06/14/2025		Amazon	4th of july ki...	3.43 Special Events	265.23
						265.23
Check	06/06/2025	5094	Swains General ...	5/31/25 stat...	3.73 Maintenance Supplies	248.14
						248.14
Credit Card Ch...	06/08/2025		EL Taco Loco	staff inservice	4.31 Training/Conferences	232.00
						232.00
Check	06/23/2025	wave...	Wave	Internet for ...	4.23 Website/Internet	204.00
						204.00
Credit Card Ch...	06/17/2025		Sprint Aquatics	aerobics no...	3.41 Instructor Supplies	197.95
						197.95
Check	06/23/2025	5101	Canon Financial ...	#41205892 ...	4.51 Office Copier	188.77
						188.77
Credit Card Ch...	06/01/2025		IAM SGE Stargu...	certifications	3.32 Lifeguard Supplies	180.00
						180.00
Check	06/12/2025	5097	Angeles Commu...	35403 VOI...	4.21 Telephone/Cellphone	161.17
						161.17

William Shore Memorial Pool District
Transactions for Ratification
June 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	06/18/2025		Amazon	first aid sup...	3.32 Lifeguard Supplies	142.80
						142.80
Credit Card Ch...	06/12/2025		Amazon	prime subsc...	3.13 Subscriptions	140.48
						140.48
Check	06/16/2025	5099	Sunrise Pest	#363916	4.83 Building Repair/Maint	139.56
						139.56
Credit Card Ch...	06/16/2025		Walmart	summer foo...	3.52.3 Food Supplies	124.43
						124.43
Credit Card Ch...	06/20/2025		Amazon	zurn toilet h...	3.73 Maintenance Supplies	119.40
						119.40
Check	06/04/2025	2722	Merchant Settle...		4.17 CC Merchant Fees	107.95
						107.95
Credit Card Ch...	06/14/2025		Domino's	date night	3.43 Special Events	98.67
						98.67
Credit Card Ch...	06/25/2025		Amazon	pvc for swi...	3.41 Instructor Supplies	95.31
						95.31
Credit Card Ch...	06/01/2025		Arco	fuel	3.75 Fuel Allowance	94.35
						94.35
Check	06/04/2025	depslip	Harlan Clarke	deposit slip ...	3.11 Office Supplies	90.09
						90.09
Credit Card Ch...	06/09/2025		Chevron		3.75 Fuel Allowance	83.80
						83.80
Credit Card Ch...	06/08/2025		Amazon	books/mag...	3.52.2 Program/Office Sup...	82.89
						82.89
Credit Card Ch...	06/15/2025		union 76	fuel	3.75 Fuel Allowance	82.28
						82.28
Credit Card Ch...	06/14/2025		Amazon	party supplies	3.42 Party Good & Supplies	78.38
						78.38
Credit Card Ch...	06/07/2025		Safeway		3.42 Party Good & Supplies	73.98
						73.98
Credit Card Ch...	06/18/2025		Safeway Fuel	spark van fuel	3.52.5 Transportation	72.01
						72.01
Credit Card Ch...	06/01/2025		union 76	Fuel	3.75 Fuel Allowance	62.26
						62.26
Credit Card Ch...	06/25/2025		IAM SGE Stargu...	SGE Certs	3.32 Lifeguard Supplies	60.00
						60.00

William Shore Memorial Pool District
Transactions for Ratification
June 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	06/19/2025		Amazon	4th of July	3.43 Special Events	59.54
						59.54
Credit Card Ch...	06/19/2025		Safeway	staff in-servi...	3.42 Party Good & Supplies	56.98
						56.98
Credit Card Ch...	06/17/2025		Amazon	creamer	3.23 Coffee Supplies	53.00
						53.00
Credit Card Ch...	06/04/2025		Fuel Market	fuel	3.75 Fuel Allowance	47.18
						47.18
Credit Card Ch...	06/25/2025		Amazon	pvc for swi...	3.41 Instructor Supplies	43.38
						43.38
Credit Card Ch...	06/01/2025		Home Depot	tools	3.74 Tools and Equipment	39.08
						39.08
Credit Card Ch...	06/01/2025		Safeway	cake	3.42 Party Good & Supplies	38.99
						38.99
Credit Card Ch...	06/18/2025		Amazon	rugs for kids	3.51 After School Child Care	37.00
						37.00
Credit Card Ch...	06/20/2025		Amazon	SFSP ther...	3.52.3 Food Supplies	34.14
						34.14
Check	06/04/2025	fee	Kitsap Bank	Bank fee	4.12 Payroll Fees/Bank Ch...	34.00
						34.00
Credit Card Ch...	06/07/2025		Safeway	staff inservice	4.31 Training/Conferences	31.93
						31.93
Check	06/03/2025	2721	Gateway Billing		4.17 CC Merchant Fees	30.00
						30.00
Credit Card Ch...	06/02/2025		Swains General ...	drop cloth f...	3.73 Maintenance Supplies	25.01
						25.01
Check	06/04/2025	wire2	Wire Fees	Manual wire...	4.12 Payroll Fees/Bank Ch...	25.00
						25.00
Credit Card Ch...	06/05/2025		Thurmans	masking tap...	3.73 Maintenance Supplies	19.58
						19.58
Credit Card Ch...	06/06/2025		Amazon	lane line ho...	3.73 Maintenance Supplies	18.45
						18.45
Credit Card Ch...	06/01/2025		Dollar Tree	graduation ...	3.43 Special Events	17.65
						17.65
Credit Card Ch...	06/22/2025		Amazon	party supplies	3.42 Party Good & Supplies	17.41
						17.41

William Shore Memorial Pool District
Transactions for Ratification
June 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	06/07/2025		Amazon	recycle bin	3.52.2 Program/Office Sup...	16.43
						16.43
Check	06/03/2025	wire	Wire Fees	Transfer fee	4.12 Payroll Fees/Bank Ch...	14.00
						14.00
Credit Card Ch...	06/17/2025		Amazon	tea	3.23 Coffee Supplies	13.49
						13.49
Credit Card Ch...	06/16/2025		Spotify	Spark music	3.13 Subscriptions	13.06
						13.06
Credit Card Ch...	06/01/2025		Disney Plus	spark movies	3.13 Subscriptions	11.99
						11.99
Check	06/01/2025			Service Ch...	4.12 Payroll Fees/Bank Ch...	10.95
						10.95
Credit Card Ch...	06/17/2025		WA Food Workers	food handle...	4.11 Licenses and Permits	10.00
						10.00
Credit Card Ch...	06/03/2025		WA Food Workers	food handle...	3.52.3 Food Supplies	10.00
						10.00
Credit Card Ch...	06/05/2025		Harbor Freight	plastic to co...	3.73 Maintenance Supplies	9.79
						9.79
Credit Card Ch...	06/13/2025		Amazon	stantion cov...	3.73 Maintenance Supplies	9.25
						9.25
Credit Card Ch...	06/22/2025		Amazon	party supplies	3.42 Party Good & Supplies	8.15
						8.15
Credit Card Ch...	06/23/2025		Safeway	first aid vas...	3.32 Lifeguard Supplies	6.52
						6.52
Credit Card Ch...	06/03/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Credit Card Ch...	06/10/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Credit Card Ch...	06/16/2025		Safeway	paper bags ...	3.52.3 Food Supplies	4.89
						4.89
Check	06/03/2025	2720	Merchant Settlm...		4.17 CC Merchant Fees	2.97
						2.97
Credit Card Ch...	06/02/2025		Kiefer Aquatics		4.84 Equipment-Repair/Maint	
						0.00
TOTAL						337,235.90

201 Mission, Vision and Core Values

Mission Statement

To provide high-quality, safe, inclusive, and affordable aquatic programs, services, and facilities that enhance the quality of life for all ages, cultures, and abilities, which encourage health, wellness, learning, and fun.

Vision Statement

To ensure a legacy of excellence in providing high quality aquatic recreational facilities, programs and services to serve the needs of our community.

Core Values

- **People Focused:** *Provide for the aquatic recreational needs of our community in strengthening the body, sharpening the mind, and renewing the spirit of current and future generations.*
- **Sustainable Excellence:** *Deliver the highest quality sustainable product, service, facility and experience within financial reason.*
- **Integrity:** *Operate with an objective, honest, and balanced perspective.*
- **Collaborative:** *Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policymakers*
- **Diversity:** *Support the public we serve, and offer suitable programs, activities, and services that are accessible.*
- **Dedication:** *Commit to getting the job done the right way, no matter what it takes.*
- **Fun:** *Provide fun and enjoyable activities for people of all ages and abilities.*

205 – Purpose, Definitions and General Provisions

Purpose

The Shore Metropolitan Park District (District) administrative policies and procedures are an official publication of the District. They are adopted by the District Board of Commissioners and contain the policies, procedures, and regulations of the District. These policies, procedures, and regulations are established to direct all employees in carrying out their duties and responsibilities and clearly express expectations of consistency, accountability, and predictability to our District citizens and patrons. Violations of any of the policies, procedures, or regulations contained in this manual may be grounds for disciplinary action.

Authority

1.1

The District is governed by numerous statutes of the State of Washington. However, the principal statutory authority is the Metropolitan Park District RCW 35.61, which is a codification of the general law relating to Metropolitan Park Districts in Washington. References to, and excerpts from the RCW 35.61 and other related laws are contained in this Policy Manual.

1.2

The District also has operating requirements from the Washington Administrative Code (WAC) 246-260 for operations of Water Recreation Facilities, which are referenced in the Policy Manual.

1.3

The State of Washington RCW 35.61.130 establishes the authority of the District Board of Commissioners to issue, modify, or approve all policies, procedures, or other directives to operate and manage the District.

Applicability

Unless otherwise stated in a specific policy, District Policies and Procedures apply to all departments, employees, District Officials, and volunteers.

Revisions

The Board of Commissioners may periodically review the policies contained in this Policy Manual and revise or amend them from time to time as it is deemed appropriate at a regular meeting of the Board by a simple majority.

Severability

If any policy or part thereof contained in this Policy Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies.

Additional Manuals and Guidelines

Due to the specialized topic and the need for detailed procedures, the District Executive Director or his/her designee may develop manuals and guidelines to implement the Policies and Procedures established by the Board of Commissioners and shall be considered incorporated and part of this Policy Manual.

Definitions

For the purpose of this Policy Manual, the following terms are defined as given herein:

1.1

"District" is the Shore Metropolitan Park District.

1.2

"Board" is the Board of Commissioners of the Shore Metropolitan Park District.

1.3

"Executive Director" is the Executive Director of the Shore Metropolitan Park District.

1.4

"RCW" is the Revised Code of Washington

1.5

"WAC" is the Washington Administrative Code

1.6

“Policy” is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board. A policy must be formulated and approved by the Board and shall be recorded in the Policy and Procedure Manual.

1.7

“Administrative Procedures” refers to any plan or course of action formulated and implemented by the District staff to facilitate the day-to-day District operations within the respective policy guidelines. Administrative Procedures, when appropriate, will be documented and placed in the District Policy Manual.

For the purpose of this Policy Manual, words in the masculine gender shall include the feminine gender and non-binary individuals, and words in the singular number shall include the plural number and vice versa. Words in the present tense shall include the future tense.

220 Board and Administration

Purpose

The purpose of this policy is to Inform the public and Shore Metropolitan Park District Officials and employees of the legal and administrative requirements relating to the operation of the District by the District Board of Commissioners (Board).

Scope

This policy was developed by the requirements of the following by-laws and Codes:

- By-laws of the Shore Metropolitan Park District as adopted on 8-25-2009.
- Revised Code of Washington (RCW) 35.61 – Metropolitan Park Districts

Policy

3.1 Organization of Board of Commissioners

3.1.1

Government: The government of the District is vested in the Board. The members of the Board constitute the corporate authority.

3.1.2

Number: The Board is comprised of five members. Two City of Port Angeles Council members and two Clallam County Commissioners. The Board selects--by nomination and motion--the fifth Commissioner who is required to be a registered voter living within the District boundaries.

3.1.3

Terms: There are no set terms for the four ex-officio Commissioners. The fifth Commissioner, who is appointed by the other four Commissioners, serves a four-year term and may serve up to two consecutive terms.

3.1.4

Vacancies: Any vacancies shall be filled by the appropriate legislative body.

3.1.5

Compensation: Commissioners shall receive no compensation for their services.

3.1.6

Selection of Board Officers: During the first regular meeting in January the Board will select a President and Clerk of the Board.

3.1.7

President: The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance with the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Vice Chair will preside at the Board Meeting.

3.1.8

Appointed Officers: The Board shall appoint an Attorney to represent the District in all legal matters.

3.1.9

Appointment of Citizen Advisory Committee: The Board will establish a Citizen's Advisory Committee that is comprised of seven members. Terms of the members will be staggered, and each will serve a 3 year term, with a maximum two consecutive terms.

3.2 Ad hoc Committees

The Board may establish ad hoc committees to conduct the affairs of the Board. The President shall nominate the members of the ad hoc committees and appointed by the Board. Ad hoc committees that have been established include:

Finance Committee: This committee shall be comprised of at least one Citizen Advisory Committee member, two Board members, the Executive Director, and the District Accountant. The President may nominate other committee members as desired.

Strategic Planning Committee: This Committee shall be comprised of at least two Board members, two Citizen Advisory members, the Executive Director, Aquatics Manager, and the District Accountant. The President may nominate other committee members as desired.

3.3 Primary Functions of Board of Commissioners

3.3.1

The board shall have the powers and duties as authorized in RCW 35.61- Metropolitan Park Districts.

3.3.2

The Board shall establish the District's goals and objectives and revise, if necessary, annually.

3.3.3

The Board shall adopt Policies and Rules as necessary for the operation of its facilities.

3.3.4

The Board will approve and certify the District Tax Levy for the upcoming year prior to the date set by the County Assessor.

3.3.5

The Board will approve the Annual Budget no later than December 31st.

3.4 Meetings of the Board of Commissioners

3.4.1

Time and Place: The Board will meet monthly on the fourth Tuesday of the month in the Olympic room at Shore Aquatic and Community Center at 3pm.

3.4.2

Quorum: Three Board Commissioners shall be considered a Quorum.

3.4.3

Telephonic/Virtual Attendance: The Commissioners may attend the Board of Commissioners meetings by telephone if necessary.

230 Signature Authority

1.0 Purpose

The Shore Metropolitan Park District Board of Commissioners (Board) has the sole responsibility of approving all financial transactions, entering contracts, interlocal agreements and other types of indebtedness or commitments for the District.

There are times when the Executive Director of the District may be given signature authority to facilitate District business. The purpose of this policy is to identify the specific documents the Board is responsible for signing and what the Executive Director or their designee may sign, and under what conditions.

2.0 Policy Procedures

2.1 Contracts resulting from a Resolution

When the Board approves a resolution, the Executive Director or the Board President may sign any contracts which facilitate the implementation of the resolution on behalf of the Board.

2.2 Advertising Contracts

The Board shall approve all advertising contracts at a regular or special board meeting open to the public.

2.3 Exclusive Vendor Contracts

The Board shall approve all exclusive vendor contracts at a regular or special board meeting open to the public.

2.4 Facility Use Contracts

The Board shall approve all facility use contracts at a regular or special board meeting open to the public. The Executive Director may extend the dates of facility use contracts when applicable without the approval of the Board. A letter signed by the Executive Director, noting the extension of times or days, shall be sent to the user group. A copy of the letter shall be placed in the contract file.

2.5 Grants

The Board shall approve all grant documents if there is an obligation by the District to contractually commit.

2.6 Interlocal Agreements

The Board shall approve all Interlocal Agreements with other non-profit entities at a regular or special board meeting open to the public.

2.7 Payroll and Digital Time Tracking

The Pool Supervisors shall be responsible for authorizing payroll through digital time tracking for his/her subordinates. In the absence of a Supervisor the Director shall have authority to Authorize payroll through digital time tracking.

3.0 Public Works Contracts

The Board shall approve all public works contracts at a regular or special board meeting open to the public. The Board shall approve all change orders which change the overall price of contract. Change orders which do not substantially change the overall purpose or price of the contract can be signed by the Executive Director or designee. The Commissioners shall approve all final acceptance documents.

4.0 Service Contracts

Service contracts shall initially be approved by the Board. Once a service contract has been approved by the Board, the Executive Director or designee has signature

authority to renew the contracts as needed providing the terms of the contracts are not changed.

5.0 Surplus Property

The Board has the responsibility of approving the disposal of surplus property at a regular or special board meeting open to the public. After Board approval, the Executive Director or their designee shall have signature authority for the disposal documents or negotiate the disposal of the surplus property.

6.0 Vouchers

Vouchers for payment shall be approved and signed by the Executive Director or designee and the District Accountant. When neither the Executive Director, designee, nor the District Accountant are available, a Board member shall sign as the replacement for the vouchers for payment.

7.0 Exceptions

Exceptions to any of the aforementioned authorities may be approved by the Board at a regular or special board meeting open to the public.

8.0 Other Documents

The Executive Director or designee shall sign all other routine day-to-day documents that require the level of the Executive Director or designee for approval.

240 Public Records Disclosure

1.0 Purpose

In accordance with RCW 42.56.070, which requires: (1) each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. (2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

The purpose of these rules is to establish the procedures the Shore Metropolitan Park District (District) will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the District and establish processes for both requestors and District staff that are designed to best assist members of the public in obtaining such access.

The purpose of the act is to provide the public with full access to information concerning the conduct of government, while remaining mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the District will be guided by the provisions of the act describing its purposes and interpretation.

1.0 Authority and Purpose

The District is a metropolitan park district formed pursuant to chapter 35.61 RCW. The District Offices are located at 225 E. 5th St. Port Angeles, WA 98362.

Any person wishing to request access to public records of the District, or seeking assistance in making such a request should contact the Clerk of the Board (Public Records Officer):

Clerk of the Board

Shore Metropolitan Park District

225 E. 5th St.

Port Angeles, WA 98362

Tel: 360-775-2119

Email: info@sacpa.org

Information is also available on the District web site at www.sacpa.org

The Clerk of the Board will oversee compliance with the act, but another District staff member may process the request. Therefore, these rules will refer to the public records officer or designee. The public records officer or designee, and the District, will provide their fullest assistance to requestors; create and maintain--for use by the public and District officials--an index to its public records; ensure that public records are protected

from damage or disorganization; and prevent the task of fulfilling public records requests from causing excessive interference with essential functions of the District.

2.0 Availability of Public Records

2.1 Hours for Inspection of Records

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the offices of the District.

2.2 Organization of Records

The District will maintain its records in a reasonably organized manner. The District will take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from District offices without the permission of the public records officer or designee. A majority of public records are available on the District website at sacpa.org. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

2.3 Making a Request for Public Records

Any person wishing to inspect or have copies made of public records of the District should make the request in writing on a District request form, or by letter, fax, or e-mail addressed to the public records officer and including the following information:

- Name of requestor
- Address of requestor
- Other contact information, including telephone number and email address
- Identification of the public records adequate for the public records officer or designee to locate the records, and
- The date and time the request was made.

If the requestor wishes to have copies of the records made, instead of simply inspecting them, the individual should so indicate and make arrangements to pay for copies of the records or a deposit. Photocopies will be provided at \$0.15 per page and can be raised as costs for photocopying increase.

A form is available for use by requestors at the office of the public records officer and on-line at www.sacpa.org.

3.0 Processing of Public Records Requests—General

3.1 Providing "Fullest Assistance"

The District is charged by statute with adopting rules which provide for how it will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the agency, provide fullest assistance to requestors, and provide the most timely possible action on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

3.2 Acknowledging Receipt of Request

Within five business days of receipt of the request, the public records officer will do one or more of the following:

1. Make the records available for inspection or copying.
2. If copies are requested and payment of a deposit, for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor.
3. Provide a reasonable estimate of when records will be available.
4. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available, or,
5. Deny the request.

See Attachment A for letter of response.

3.4 Protecting Rights of Others

In the event that the requested records contain information that may affect the rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given to make it possible for those other persons to take action as they deem necessary to protect their interests.

The notice to the affected persons will include a copy of the request.

3.5 Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the public records officer will

state the specific exemption and provide a brief explanation of why the record--or a portion of the record--is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

3.6 Inspection of Records

1. Consistent with other demands, the District shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.
2. The requestor must claim or review the assembled records within thirty days of the Districts' notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

3.7 Providing Copies of Records

After inspection is complete, the public records officer or designee shall make the requested copies.

3.8 Providing Records in Installments

When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

3.9 Completion of Inspection

When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

3.10 Closing Withdrawn or Abandoned Request

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records, or to pay either the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the District has closed the request.

3.11 Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

4.0 Costs of Providing Copies of Public Records

4.1 Costs for Paper Copies

There is no fee for inspecting public records. The District charges \$0.15 per page for a photocopy of a record selected by a requestor.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District will not charge sales tax when it makes copies of public records.

4.2 Costs for Electronic Records

The cost of electronic copies of records shall be \$1.00 per CD/DVD/USB for information requested on these media types.

4.3 Costs of Mailing

The District may also charge actual costs of mailing, including the cost of the shipping container.

4.4 Payment

Payment may be made by cash, check, or money order to Shore Metropolitan Park District.

5.0 Review of Denials of Public Records

5.1 Petition for Internal Administrative Review of Denial of Access

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the public records officer for a review of that decision. The petition shall include a copy of, or reasonably identify, the written statement by the public records officer or designee denying the request.

5.2 Consideration of Petition for Review

The public records officer shall promptly provide the petition and any other relevant information to the public records officer's supervisor or the Districts' official, designated by the District, to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the Districts' receipt of the petition, or within such other time as the District and the requestor mutually agree to.

5.3 Judicial Review

Any person may obtain court review of denials of public records request pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Attachment A
Letter of Response
Shore Metropolitan Park District

Date: _____

Address: _____

Name: _____

Dear, _____

The Shore Metropolitan Park District is in receipt of your request for public records received in this office on XX/XX/20XX, requesting (Document(s))_____. Below is the determination of our Public Records Coordinator regarding your request.

___ Requested documents are ready for review.

___ Need time to locate documents.

___ Estimated date documents will be ready:

___ Denied:

___ Reason for denial:

___ Unable to Locate requested document(s).

If you do not receive a complete response within two weeks, please contact my office at (360) 775-2119.

Sincerely yours, Clerk of the Board

260 ADA Accommodations

1.0 Purpose:

In accordance with ADA title II, the Shore Metropolitan Park District must ensure:

1. Reasonable access to services, programs, and activities.
2. Accommodation of a person with disabilities.
3. Provide for the identification and request resolution of accommodation within a service, program or activity of local government.

1.1 Policy:

The Shore Metropolitan Park District does not discriminate on the basis of disability. It is the policy of the District to assure disabled persons the opportunity to participate in--or benefit from employment in--services, activities, and facilities, where possible. The District, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act and the Washington Law Against Discrimination.

1.2 Definitions

Disabled Individual – an individual (1) with a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) with a record of such an impairment, or (3) who is regarded as having such an impairment.

Reasonable Accommodation – modifications or adjustments that enable an individual with a disability to enjoy equal benefits and privileges as are enjoyed by other individuals without disabilities, without placing an undue hardship on the operation of the District.

1.3 Procedures

1. The Executive Director or his/her designee shall be the Shore Metropolitan Park District ADA Coordinator.
2. Requests for accommodation may first be directed to the individual responsible for the program, activity or service to which access is requested.
3. If access is not accommodated, a formal complaint may be submitted in writing or verbally to the ADA Coordinator within fifteen days after the complainant becomes aware of the alleged violation, or as soon as reasonably possible if the fifteen-day period has passed. Reasonable accommodation to assist in completing the form is available upon request.
4. The complaint must contain the name, address, and telephone number of the individual filing the complaint, briefly describe the alleged violation, and the requested accommodation or resolution.
5. The ADA Coordinator will conduct an informal, but thorough, review, affording the complainant and the affected department(s) an opportunity to submit information relevant to the complaint and potential accommodations/resolution.
6. A written response and description of the accommodation/resolution, if any, will be issued by the ADA Coordinator and sent to the complainant no later than thirty calendar days after the complaint is received, unless the complexities of the complaint require additional time. The accommodation or resolution might not be the same as requested.
7. The complainant may request a reconsideration of the case determination by submitting a request for reconsideration within ten working days following the date the complainant receives the

Coordinator's response.

8. The Board of Commissioners will conduct their review of the complaint and issue their decision to the complainant within twenty working days of receiving the request for reconsideration unless the complexities of the complaint require additional time. The Board of Commissioners' decision is final.
9. The ADA Coordinator will maintain the files and records of the District relating to ADA complaints filed.
10. Use of this grievance is an administrative remedy, the result of which may be appealed to an appropriate court of law or administrative agency. The individual's right to a prompt and equitable solution of the complaint will not be impaired by his/her pursuit of other remedies such as filing an ADA complaint or grievance with the federal department or agency responsible.
11. The above process shall be construed to protect the substantive rights of interested parties, to meet appropriate due process standards, and to comply with the Americans with Disabilities Act, its implementing regulations, and the Washington State Law Against Discrimination.

Attachment A

REQUEST FOR ACCOMMODATION

Name of Individual Requesting Accommodation: _____

Address: _____

Phone: _____

Explain what functional disability you have that limits your ability to participate in a Shore Aquatic Center program or service: (e.g. "I am confined to a wheelchair"):

Describe the program, service or activity you cannot access due to your disability, and what you believe are the barriers to access or participation:

Proposed Accommodation/Resolution:

*****OFFICIAL USE ONLY*****

Date Received: _____ Received By: _____

Date Response Given:

___ Approved Accommodation ___ Adjusted Accommodation ___ Forwarded to Coordinator

___ Forwarded to Board

Date Coordinator Response Sent: _____ (if applicable)

Attachment B

ADA Complaint Form

Name of Individual Requesting Accommodation: _____

Address: _____

Phone: _____

Issue (*Identify the nature of disability and how it impairs a major life function*):

Proposed Accommodation/Resolution:

*****OFFICIAL USE ONLY*****

Date Received: _____ Received By: _____

Date Sent to ADA Coordinator: _____

Notes: _____

___ Approved Accommodation ___ Adjusted Accommodation ___ Forwarded to Coordinator

Date Sent to Board: _____ (*if applicable*)

___ Approved Accommodation ___ Adjusted Accommodation

Notes: _____

270 Information Technology Policy

1.0 Purpose

This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at the Shore Metropolitan Park District (District). The purpose of these policies is to safeguard and protect all technology resources from anything other than authorized and intended use. The main points to remember are:

1. The District provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclose the contents of any data files, information and communications created on, stored, transmitted, received, or exchanged via its network, communications systems, equipment, or devices.
2. There is no right to privacy in the use of District technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.
3. Users are expected to act lawfully, ethically, and professionally, and to exercise common sense. Actions that are embarrassing to explain to the public, the Board of Commissioners, Executive Director, or media should be avoided.
4. Users who are granted access to critical data are responsible for its protection.
5. Incidental use for personal needs is allowed, so long as that activity does not interfere with District business or conflict with any District policy or work rule.
6. Use of technology in violation of this policy is subject to disciplinary action up to and including termination.

2.0 Scope

The following policies define appropriate use of the District network, computers, mobile computing devices, smart phones, all related peripherals, software, electronic communications, and Internet access. They apply to the access of the District's network

and use of computing technology resources at any location, from any device, via wired or wireless connection. They apply to all users of District technology resources regardless of employment status. Access to all networks and related resources requires that each user be familiar with these policies and associated work rules. The District authorizes the use of computing and network resources by District staff, contractors, volunteers and others to carry out legitimate District business. All users of District computing and network resources will do so in an ethical, legal, and responsible manner. All use of technology resources must be consistent with the intent and requirements of all District policies and work rules. Technology resources may *not* be used to facilitate operation of a personal business such as sale of cosmetics, consulting, etc.

3.0 Ownership of Data

The District owns all data, files, information, and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment and devices (including email, voicemail, text messages, and internet usage logs, even if such communications reside with a third party provider) and reserves the right to inspect and monitor any and all such communications at any time, for any business purpose and with or without notice to the employee. The District may conduct random and requested audits of employee accounts (including accounts with commercial or other third party providers if used in the course of conducting District business) in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist Departments in evaluating performance issues and concerns, and to identify productivity or related issues that need additional educational focus within the District. Internet, email, voicemail, text message communications, and internet usage logs may be subject to public disclosure and the rules of discovery in the event of a lawsuit. The District's internet connection and usage is subject to monitoring at any time with or without notice to the employee. There is no right to privacy in the use of District technology resources.

4.0 Personal Use

Technology resources may be used for incidental personal needs as long as such use does not result in or subject the District to additional cost or liability, interfere with business, productivity or performance, pose additional risk to security, reliability or privacy, cause or tend to cause damage to the District's reputation or credibility, or conflict with the intent or requirements of any District policy or work rule. Incidental personal usage should generally conform to limits typically associated with personal phone calls. This document does not

attempt to address every possible situation that may arise. Professional judgment, etiquette, and common sense should be exercised while using District technology resources. Please note that any data stored on District systems including but not limited to email, word documents, and photos, may be subject to public disclosure requests.

5.0 Internet/Intranet Usage

5.1

This technology usage agreement outlines appropriate use of the internet/intranet. Usage should be focused on business-related tasks. Incidental personal use is allowed as discussed under this section, but there is no right to privacy in an employee's use of the internet/intranet. Employee internet usage is monitored. Web Usage Reports are provided to Directors to help them monitor their staff's use of the internet.

5.2

Use of the internet, as with use of all technology resources, should conform to all District policies and work rules. Filtering software will be used by the District to preclude access to inappropriate web sites. Attempts to alter or bypass filtering mechanisms are prohibited.

5.3

Except for District-business-related purposes, visiting or otherwise accessing the following types of sites is prohibited:

- "adult" or sexually oriented web sites
- sites associated with hate crimes or violence
- personal dating sites
- gambling sites
- sites that would create discomfort to a reasonable person in the workplace

5.4

The District recognizes that public internet communications technologies are effective tools to promote community and government interaction and that employees want to participate in public communication via blogging, discussion forums, wikis, mashups, social networking, message boards, email groups and other media that are now commonplace tools by which people share ideas and information. However, since activities on public internet communication sites are electronically associated with

District network addresses and accounts that can be easily traced back to the District, the following rules must be followed for participation on these interactive public internet communication sites:

1. When expressing the staff's personal view, make it clear that it does not necessarily represent the views of the District. Opinions or views other than those reflective of District policy must contain the following disclaimer: "The content of this electronic communication does not necessarily reflect the official views of the elected officials or citizens of the District."
2. Always protect the confidentiality, integrity, and availability of all critical information.
3. Employees must not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to or of any other employee, person, and/or entity.
4. To protect the staff's privacy and the privacy of others, phone numbers or email addresses must not be included in the content body.
5. Public internet communications activity should contribute to staff's body of work as an employee of the District and must not interfere with or diminish productivity.

6.0 Email Usage

6.1

Email content must be consistent with the same standards as expected in any other form of written (or verbal) communication occurring in a business setting where documents are subject to public disclosure.

6.2

Users must manage their email in accordance with records retention policies and procedures as defined and identified by the Records Retention Policy.

6.3

Users should be attentive to emails that have unusual or questionable subject lines to mitigate spam, phishing, and script-borne viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing or script-borne viruses in email attachments immediately contact IT Support.

6.4

The use of email to send or solicit the receipt of inappropriate content such as sexually oriented materials, hate mail, content that a reasonable person would view as obscene, harassing, or threatening and having no legitimate or lawful purpose, or content falling within the inappropriate categories for internet usage, is prohibited.

6.5

The incidental personal use of email from a District account to express opinions or views other than those reflective of District policy must contain the following disclaimer: "The contents of this electronic mail message do not necessarily reflect the official views of the elected officials or citizens of the District."

7.0 Security

7.1

The Executive Director or IT Support must authorize all access to central computer systems. Each user is responsible for establishing and maintaining a secure and unique password. The use of another user's account or attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer or logging out of their computer account when leaving their computer unattended. Staff who discover the unauthorized use of their accounts must immediately report it to IT Support.

7.2

The District will take the necessary steps to protect the confidentiality, integrity, and availability of all its critical information. Critical information is defined as information which if released could damage the District financially; put employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include employee health information, social security numbers, credit card holder information, banking information, police crime investigation information, etc.

7.3

Staff with access to critical information are responsible for its protection. Staff must take reasonable steps to ensure the safety of critical information including, avoiding putting

critical data on laptops; encrypting data any time it is electronically transported outside the District network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring inadvertent viewing of information does not take place; and destroying or rendering the information unreadable when done with it.

7.4

Staff should not transport critical District data on unencrypted devices such as thumb drives, CDs, or Smartphones. The District has standards for encrypted USB drives that should be used for this purpose. Information about these standards can be obtained from IT Support.

7.5

The District will restrict access to critical information only to staff who have a legitimate business need-to-know. Each system owner is responsible for keeping an inventory of critical information and ensuring that access to it is limited.

7.6

Staff will be assigned unique user IDs and passwords for network access. Access to systems and applications containing critical information will only be allowed via unique user IDs. Access will be monitored, and actions will be traceable to authorized users.

7.7

Staff are prohibited from sharing their passwords or allowing anyone else to use their network account for any reason.

8.0 Password Policy

This password policy applies to the following:

1. Transaction programs
2. Scheduling programs
3. Access to firewall hardware and software
4. Access to VOIP software and hardware
5. Access to any server-based shared drives or cloud-based storage systems.
6. All computers and portable computers

Passwords shall comply with the following:

- Must be at least six characters in length
- Use both upper- and lower-case letters
- Include one or more numerical digits
- Include special characters, e.g. @, #, \$ etc.
- No use of the user's personal information
- No use of passwords that match the format of calendar dates, license plate numbers, telephone numbers, or other common numerical formats
- No use of an Environ password of the following form: consonant, vowel, consonant, consonant, vowel, consonant, number, number (for example pinray45).

Passwords shall be changed if an intrusion has been detected. Employees shall:

- Never share an account or password
- Never tell a password to anyone, including people who claim to be from customer service or security
- Never communicate a password by telephone, email or instant messaging
- Be careful to log off before leaving a computer unattended
- Change passwords whenever there is suspicion that they may have been compromised
- Never use online password-generation tools
- Utilize double authentication feature whenever possible.

Violation of this Password Policy may include progressive sanctions beginning with warnings and ending with possible loss of computer privileges or job termination.

9.0 Scanning Portable Storage Devices and Email Attachments

All computers shall be configured to scan any portable storage devices prior to opening the storage device. MAC computers may install the latest version of “ClamXav” which will automatically scan any portable drives or email attachments prior to opening the device.

10.0 Firewall Server Filtering

The District IT Administrator shall ensure the District firewall does a perimeter filtering of all incoming information, emails, attachments, or files prior to access by anyone of the

external files or information. Updates of the Firewall filtering shall be done on a scheduled basis.

11.0 Training

Training of existing employees shall be done on an as-need basis on our IT policy and security, as deemed by the Director. New employees shall be trained upon hiring.

12.0 Employee or Contractor Separation

Upon separation of any District employee or contractor, all access to any and all computers and programs shall be removed by the Director to ensure no unauthorized access. Removal shall include:

- Transaction programs
- Scheduling programs
- Access to firewall hardware and software
- Access to VOIP software and hardware
- Access to any server based shared drives or cloud-based storage systems.
- All computers and portable computers

13.0 Cyber Security & Incident response

The purpose of this policy is to outline proper and adequate response and protection of district data. This includes but is not limited to staff and patron information. It is of upmost importance to the district to ensure HIPA protected data and other personal and protected information is safeguarded adequately.

13.1

All Shore Aquatic Center computers shall utilize factory antivirus and malware protections. Should the current functional IT team make recommendations regarding the use of alternate protections; these may be utilized at the discretion of the district. It remains the district's perspective that a balance of cost and security be found to ensure proper expenditure of district funds.

13.2

The district will ensure a backup is always plugged into the server. The district's current IT provider shall be responsible for ensuring this backup is updated regularly.

13.3

The district shall always have two backups. One off site, and one plugged directly into the server. One designated employee will be responsible for swapping these drives weekly to ensure a fresh backup is constantly maintained.

13.4

In the event of an incident, the district designee is to immediately contact the current IT provider, WCIA, and WCIA designated cyber security insurance provider. The district will work diligently alongside these coverages and team members to ensure a proper and adequate response from the district.

13.5

The district must work with its current IT provider to perform an annual security audit. This will ensure the district is covered to the best of its ability while balancing reasonability and protection standards. In addition, training for staff handling sensitive data will be provided upon hire. Policy reminders will be brought up at pertinent meetings such as front desk meetings, manager meetings, and other such training times.

13.6

If digital disturbance impacts all devices, to remain open whilst our cyber security insurance sorts out what to do; scan cards are to be written down manually on sheets of paper, and the business will remain open on a cash only basis. Lessons will be recorded on paper, and all classes will be done on a first-in-person, first-served basis. We will do our best to honor patrons currently registered for classes; though it is possible, we may need to refund (as applicable) and re-open class registration as in person only. The director, executive director, and management team will supply alternative actions as deemed necessary; thus, should be alerted as soon as possible in the event of a cyber-based incident.

William Shore Memorial Pool District
Statement of Financial Position
As of June 30, 2025

	Jun 30, 25	Jun 30, 24
ASSETS		
Current Assets		
Checking/Savings		
111 · Cash in Till	1,100.00	1,100.00
112 · Kitsap Bank		
112.1 · Cash in Operating Account	106,388.18	101,950.02
112.2 · Credit Card Processing Account	0.00	63,554.06
Total 112 · Kitsap Bank	106,388.18	165,504.08
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	1,622,291.71	1,610,187.37
Total Checking/Savings	2,209,779.89	2,256,791.45
Other Current Assets		
Undeposited Funds	2,808.75	33,960.97
Total Other Current Assets	2,808.75	33,960.97
Total Current Assets	2,212,588.64	2,290,752.42
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	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	24,769,182.14	24,841,734.92
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
21005 · Citi Cards	13,767.96	30,384.54
Total Credit Cards	13,767.96	30,384.54
Other Current Liabilities		
Current Payroll Liabilities	34,939.74	51,256.16
Total Other Current Liabilities	34,939.74	51,256.16
Total Current Liabilities	48,707.70	81,640.70
Long Term Liabilities		
591.75 · Debt		
2018A Bond (Public)	8,710,000.00	8,915,000.00
2020A Revenue Bond (Kitsap)	6,920,000.00	7,175,000.00
Total 591.75 · Debt	15,630,000.00	16,090,000.00
Total Long Term Liabilities	15,630,000.00	16,090,000.00
Total Liabilities	15,678,707.70	16,171,640.70

07/15/25

William Shore Memorial Pool District
Statement of Financial Position
As of June 30, 2025

	Jun 30, 25	Jun 30, 24
Equity		
32000 - Unrestricted Net Assets	8,808,587.51	8,393,536.55
Net Income	281,886.93	276,557.67
Total Equity	9,090,474.44	8,670,094.22
TOTAL LIABILITIES & EQUITY	24,769,182.14	24,841,734.92

William Shore Memorial Pool District Statements of Activities

07/15/25

	Jun 25	Jun 24
Income		
311.00 · Property Tax		
311.01 · Property Taxes	152,142.63	148,166.31
Total 311.00 · Property Tax	152,142.63	148,166.31
337.00 · County Shared Revenue/Grants		
337.02 · Leasehold Excise Tax	3,753.40	4,215.04
337.03 · County Timber Trust (335.02)	0.00	1,211.28
Total 337.00 · County Shared Revenue/Grants	3,753.40	5,426.32
341.00 · Merchandise Sales		
341.70 · Merchandise Sales	3,070.00	2,652.86
Total 341.00 · Merchandise Sales	3,070.00	2,652.86
347.30 · Activity Fees		
347.31 · Special Events/Gift Certif.	1,615.75	1,078.25
347.32 · Group Entrance Fees	1,759.00	1,539.39
347.33 · General Admissions	15,771.75	14,621.00
347.34 · Pass Sales	27,812.00	27,623.25
347.35 · Party Room Rentals	6,813.00	2,898.00
Total 347.30 · Activity Fees	53,771.50	47,759.89
347.60 · Program Fees		
347.61 · Summer Camp	25,350.92	16,585.65
347.62 · Swim Instruction	8,482.00	9,730.50
347.63 · After School Care	4,929.81	1,296.00
Total 347.60 · Program Fees	38,762.73	27,612.15
361.00 · Interest and Other Earnings		
361.10 · Interest/Dividend Income	10,579.25	13,020.52
361.00 · Interest and Other Earnings - Other	2.91	0.00
Total 361.00 · Interest and Other Earnings	10,582.16	13,020.52
369.00 · Miscellaneous Revenue		
369.90 · Misc.Revenue	-398.00	0.00
Total 369.00 · Miscellaneous Revenue	-398.00	0.00
Total Income	261,684.42	244,638.05
Gross Profit	261,684.42	244,638.05
Expense		
57620.1 · Salaries and Wages		
1.1 · Management		
Bookkeeping/Accountant	491.97	548.10
Clerk Services	75.65	186.97
Director	5,769.24	2,596.15
Executive Director	5,703.54	5,703.54
Treasurer	0.00	150.00
Total 1.1 · Management	12,040.40	9,184.76
1.2 · Aquatics		
Aquatics Manager	2,930.51	4,519.87
Lifeguards	19,813.84	16,185.57
On Site Supervisor/Head Guard	12,727.10	12,646.26
Swim Instructor	4,636.94	5,421.39
Water Fitness Instructor	1,700.81	1,570.72
Total 1.2 · Aquatics	41,809.20	40,343.81

William Shore Memorial Pool District Statements of Activities

07/15/25

	Jun 25	Jun 24
1.3 · Dry Land		
Dry Land Fitness Instructors	2,008.50	2,400.00
Janitors	6,407.96	6,229.76
Maintenance Tech	5,558.84	3,120.61
Member Svcs Manager	3,418.75	3,078.71
Party Crew	500.59	206.40
Welcome Desk	8,523.55	10,086.57
Total 1.3 · Dry Land	26,418.19	25,122.05
1.4 · Youth Programs		
Activity Leaders	9,897.60	9,157.00
Food Service Workers	695.32	188.44
Van Driver	501.36	709.80
Youth Programs Manager	6,163.25	5,617.56
Total 1.4 · Youth Programs	17,257.53	15,672.80
1.5 · Misc. Wages		
Holiday Pay	2,253.44	1,063.28
Overtime	0.00	40.05
Paid Time Off	4,250.67	4,436.06
Total 1.5 · Misc. Wages	6,504.11	5,539.39
Total 57620.1 · Salaries and Wages	104,029.43	95,862.81
57620.2 · Benefits		
Cafeteria Plan	555.15	555.15
Department of Labor & Industry	2,104.95	2,067.53
Federal Payroll Taxes	7,870.55	7,197.75
Health Insurance	5,148.16	2,408.90
Paid Family Medical Leave	275.32	201.45
Unemployment Compensation	564.10	891.57
Total 57620.2 · Benefits	16,518.23	13,322.35
57620.3 · Supplies		
3.10 Office Supplies		
3.11 Office Supplies	90.09	138.06
3.12 Computer Supplies	0.00	3,050.29
3.13 Subscriptions	165.53	13.57
3.14 Memberships and Dues	0.00	140.48
3.15 Print and Copying	0.00	357.31
3.16 Uniforms and Clothing	0.00	901.69
Total 3.10 Office Supplies	255.62	4,601.40
3.20 Front of House		
3.21 Inventory/Resale	1,070.14	2,702.74
3.22 Promotional	0.00	2,134.96
3.23 Coffee Supplies	66.49	0.00
Total 3.20 Front of House	1,136.63	4,837.70
3.30 Lifeguard Supplies		
3.32 Lifeguard Supplies	890.26	1,452.29
Total 3.30 Lifeguard Supplies	890.26	1,452.29
3.40 Program Supplies		
3.41 Instructor Supplies	336.64	0.00
3.42 Party Good & Supplies	1,653.66	146.20
3.43 Special Events	441.09	831.59
Total 3.40 Program Supplies	2,431.39	977.79

William Shore Memorial Pool District Statements of Activities

07/15/25

	Jun 25	Jun 24
3.50 Child Care Programs		
3.51 After School Child Care		
3.51.2 Program/Office Supplies	0.00	69.44
3.51.3 Food Supplies	619.27	32.79
3.51.5 Transportation	0.00	58.34
3.51 After School Child Care - Other	37.00	0.00
Total 3.51 After School Child Care	656.27	160.57
3.52 Summer Camp Program		
3.52.1 Uniforms	1,909.80	3,309.70
3.52.2 Program/Office Supplies	99.32	1,233.57
3.52.3 Food Supplies	3,169.35	551.79
3.52.5 Transportation	72.01	47.66
3.52.6 USDA Food Program	0.00	1,924.61
Total 3.52 Summer Camp Program	5,250.48	7,067.33
Total 3.50 Child Care Programs	5,906.75	7,227.90
3.70 Maintenance Supplies		
3.71 Pool Chemicals	1,595.86	1,653.71
3.72 Janitorial Supplies	831.23	935.40
3.73 Maintenance Supplies	449.62	4,996.50
3.74 Tools and Equipment	771.92	0.00
3.75 Fuel Allowance	369.87	538.77
Total 3.70 Maintenance Supplies	4,018.50	8,124.38
Total 57620.3 - Supplies	14,639.15	27,221.46
57620.4 - Services		
4.10 Professional Services		
4.11 Licenses and Permits	10.00	0.00
4.12 Payroll Fees/Bank Charge	83.95	193.95
4.13 IT Service	615.00	175.00
4.15 Accounting Services	3,344.30	0.00
4.16 Legal/Background Check	1,570.00	111.00
4.17 CC Merchant Fees	2,967.37	4,128.40
Total 4.10 Professional Services	8,590.62	4,608.35
4.20 Communications		
4.21 Telephone/Cellphone	655.14	801.02
4.23 Website/Internet	204.00	204.00
Total 4.20 Communications	859.14	1,005.02
4.30 Training/Travel		
4.31 Training/Conferences	263.93	1,129.97
4.30 Training/Travel - Other	0.00	103.16
Total 4.30 Training/Travel	263.93	1,233.13
4.50 Equipment Leases		
4.51 Office Copier	779.23	188.77
Total 4.50 Equipment Leases	779.23	188.77
4.70 Utilities	13,139.38	10,449.36
4.80 Repair/Maintenance		
4.81 Landscape Maintenance	1,088.28	1,089.00
4.83 Building Repair/Maint	999.69	212.36
4.84 Equipment-Repair/Maint	257.88	5,710.31
Total 4.80 Repair/Maintenance	2,345.85	7,011.67

William Shore Memorial Pool District Statements of Activities

	Jun 25	Jun 24
4.90 Miscellaneous Expense		
4.91 Recon Discrepancies	-0.05	0.00
4.92 Misc. Expense	12.40	144.16
4.95 State Sales/B & O Tax	2,985.29	3,514.78
4.98 State Auditor	3,129.75	0.00
Total 4.90 Miscellaneous Expense	6,127.39	3,658.94
Total 57620.4 · Services	32,105.54	28,155.24
592.75 · Debt Interest		
2018A Bond (Public)	176,193.75	181,318.75
2020A Revenue Bond (Kitsap)	109,261.00	112,321.00
Total 592.75 · Debt Interest	285,454.75	293,639.75
Total Expense	452,747.10	458,201.61
Net Income	-191,062.68	-213,563.56

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
January through June 2025

	Jan - Jun 25	Budget	% of Budget
Income			
311.00 · Property Tax			
311.01 · Property Taxes	1,126,618.62	1,154,934.00	97.5%
311.02 · Sale of Tax Title Property	0.00	0.00	0.0%
Total 311.00 · Property Tax	1,126,618.62	1,154,934.00	97.5%
332.00 · Federal Grants			
332.92 · Cares Act Funds	0.00	0.00	0.0%
Total 332.00 · Federal Grants	0.00	0.00	0.0%
334.00 · State Grants			
334.01 · Child Care Grants	20,500.00	55,500.00	36.9%
334.02 · USDA Food Grant	0.00	5,000.00	0.0%
Total 334.00 · State Grants	20,500.00	60,500.00	33.9%
337.00 · County Shared Revenue/Grants			
337.01 · Timber Excise Tax	1,589.62	5,499.96	28.9%
337.02 · Leasehold Excise Tax	7,923.62	5,499.96	144.1%
337.03 · County Timber Trust (335.02)	8,763.85	32,499.96	27.0%
Total 337.00 · County Shared Revenue/Grants	18,277.09	43,499.88	42.0%
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	15,677.60	16,749.96	93.6%
Total 341.00 · Merchandise Sales	15,677.60	16,749.96	93.6%
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	10,855.50	9,499.98	114.3%
347.32 · Group Entrance Fees	15,845.17	21,999.96	72.0%
347.33 · General Admissions	89,666.00	92,499.96	96.9%
347.34 · Pass Sales	168,211.75	197,499.96	85.2%
347.35 · Party Room Rentals	34,239.58	21,000.00	163.0%
347.36 · Facility Rental	0.00	0.00	0.0%
Total 347.30 · Activity Fees	318,818.00	342,499.86	93.1%
347.60 · Program Fees			
347.61 · Summer Camp	25,964.20	26,666.00	97.4%
347.62 · Swim Instruction	42,567.75	48,999.96	86.9%
347.63 · After School Care	116,081.88	107,499.96	108.0%
Total 347.60 · Program Fees	184,613.83	183,165.92	100.8%
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	38,637.45	39,999.96	96.6%
361.00 · Interest and Other Earnings - Other	2.91		
Total 361.00 · Interest and Other Earnings	38,640.36	39,999.96	96.6%
369.00 · Miscellaneous Revenue			
369.90 · Misc.Revenue	-398.00		
369.00 · Miscellaneous Revenue - Other	398.00		
Total 369.00 · Miscellaneous Revenue	0.00		
Total Income	1,723,145.50	1,841,349.58	93.6%
Gross Profit	1,723,145.50	1,841,349.58	93.6%

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
January through June 2025

	Jan - Jun 25	Budget	% of Budget
Expense			
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	4,629.34	4,749.96	97.5%
Clerk Services	1,574.95		
Director	37,500.06	35,299.98	106.2%
Executive Director	37,073.01	38,400.00	96.5%
Treasurer	550.00	1,050.00	52.4%
Total 1.1 · Management	81,327.36	79,499.94	102.3%
1.2 · Aquatics			
Aquatics Manager	21,644.95	27,349.98	79.1%
Lifeguards	116,317.07	109,800.00	105.9%
On Site Supervisor/Head Guard	79,244.23	77,400.00	102.4%
Swim Instructor	26,920.84	28,500.00	94.5%
Water Fitness Instructor	11,490.41	10,749.96	106.9%
Total 1.2 · Aquatics	255,617.50	253,799.94	100.7%
1.3 · Dry Land			
Dry Land Fitness Instructors	11,942.00	11,499.96	103.8%
Janitors	40,584.87	31,849.98	127.4%
Maintenance Tech	32,055.75	19,500.00	164.4%
Member Svcs Manager	18,525.00	21,799.98	85.0%
Party Crew	3,388.95	2,400.00	141.2%
Party Crew Supervisor	0.00	0.00	0.0%
Welcome Desk	52,874.91	63,499.98	83.3%
Total 1.3 · Dry Land	159,371.48	150,549.90	105.9%
1.4 · Youth Programs			
Activity Leaders	64,160.33	64,999.98	98.7%
Food Service Workers	695.32	4,500.00	15.5%
Van Driver	3,535.63	4,299.96	82.2%
Youth Programs Manager	33,168.08	40,899.96	81.1%
Total 1.4 · Youth Programs	101,559.36	114,699.90	88.5%
1.5 · Misc. Wages			
Holiday Pay	7,894.08	3,649.98	216.3%
Overtime	130.50	2,400.00	5.4%
Paid Time Off	20,834.55	15,949.98	130.6%
Total 1.5 · Misc. Wages	28,859.13	21,999.96	131.2%
Total 57620.1 · Salaries and Wages	626,734.83	620,549.64	101.0%
57620.2 · Benefits			
Cafeteria Plan	-3,314.89	4,249.98	-78.0%
Department of Labor & Industry	12,783.01	14,199.96	90.0%
Federal Payroll Taxes	37,550.18	47,299.98	79.4%
Health Insurance	32,257.12	27,300.00	118.2%
Paid Family Medical Leave	1,652.89	1,299.96	127.1%
Unemployment Compensation	3,386.74	5,949.96	56.9%
Total 57620.2 · Benefits	84,315.05	100,299.84	84.1%

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
 January through June 2025

	Jan - Jun 25	Budget	% of Budget
57620.3 - Supplies			
3.10 Office Supplies			
3.11 Office Supplies	1,122.11	4,149.96	27.0%
3.12 Computer Supplies	3,764.34	750.00	501.9%
3.13 Subscriptions	634.80	1,999.98	31.7%
3.14 Memberships and Dues	300.00	1,099.98	27.3%
3.15 Print and Copying	0.00	1,099.98	0.0%
3.16 Uniforms and Clothing	5,534.30	3,249.96	170.3%
Total 3.10 Office Supplies	11,355.55	12,349.86	91.9%
3.20 Front of House			
3.21 Inventory/Resale	4,645.26	11,499.96	40.4%
3.22 Promotional	172.58	1,249.98	13.8%
3.23 Coffee Supplies	66.49	199.98	33.2%
3.24 Friends of Pool Contrib	0.00	0.00	0.0%
Total 3.20 Front of House	4,884.33	12,949.92	37.7%
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	4,604.28	2,499.96	184.2%
Total 3.30 Lifeguard Supplies	4,604.28	2,499.96	184.2%
3.40 Program Supplies			
3.41 Instructor Supplies	2,750.65	1,399.98	196.5%
3.42 Party Good & Supplies	5,063.60	4,650.00	108.9%
3.43 Special Events	2,861.92	2,649.96	108.0%
Total 3.40 Program Supplies	10,676.17	8,699.94	122.7%
3.50 Child Care Programs			
3.51 After School Child Care			
3.51.1 Uniforms	0.00	0.00	0.0%
3.51.2 Program/Office Supplies	1,523.49	1,050.00	145.1%
3.51.3 Food Supplies	4,107.41	4,999.98	82.1%
3.51.4 Field Trips	0.00	49.98	0.0%
3.51.5 Transportation	0.00	499.98	0.0%
3.51.6 Rent Expense	0.00	0.00	0.0%
3.51 After School Child Care - Other	37.00		
Total 3.51 After School Child Care	5,667.90	6,599.94	85.9%
3.52 Summer Camp Program			
3.52.1 Uniforms	1,909.80	2,500.00	76.4%
3.52.2 Program/Office Supplies	412.16	1,000.00	41.2%
3.52.3 Food Supplies	3,244.79	0.00	100.0%
3.52.4 Field Trips	0.00	100.00	0.0%
3.52.5 Transportation	1,487.93	400.00	372.0%
3.52.6 USDA Food Program	0.00	4,666.66	0.0%
Total 3.52 Summer Camp Program	7,054.68	8,666.66	81.4%
Total 3.50 Child Care Programs	12,722.58	15,266.60	83.3%
3.70 Maintenance Supplies			
3.71 Pool Chemicals	5,104.87	15,000.00	34.0%
3.72 Janitorial Supplies	10,501.37	7,500.00	140.0%
3.73 Maintenance Supplies	7,122.88	4,999.98	142.5%
3.74 Tools and Equipment	1,016.42	1,099.98	92.4%
3.75 Fuel Allowance	1,477.67	2,550.00	57.9%
Total 3.70 Maintenance Supplies	25,223.21	31,149.96	81.0%
Total 57620.3 - Supplies	69,466.12	82,916.24	83.8%

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
January through June 2025

	Jan - Jun 25	Budget	% of Budget
57620.4 · Services			
4.10 Professional Services			
4.11 Licenses and Permits	7,217.16	649.98	1,110.4%
4.12 Payroll Fees/Bank Charge	706.16	0.00	100.0%
4.13 IT Service	3,410.00	3,000.00	113.7%
4.14 POS Services (CivicRec)	7,472.49	7,400.00	101.0%
4.15 Accounting Services	4,498.30	0.00	100.0%
4.16 Legal/Background Check	12,636.66	10,500.00	120.3%
4.17 CC Merchant Fees	17,692.49	30,000.00	59.0%
Total 4.10 Professional Services	53,633.26	51,549.98	104.0%
4.20 Communications			
4.21 Telephone/Cellphone	4,150.03	4,999.98	83.0%
4.22 Postage, Mailing Service	73.00	99.96	73.0%
4.23 Website/Internet	1,224.00	1,999.98	61.2%
Total 4.20 Communications	5,447.03	7,099.92	76.7%
4.30 Training/Travel			
4.31 Training/Conferences	2,553.91	4,999.98	51.1%
Total 4.30 Training/Travel	2,553.91	4,999.98	51.1%
4.40 Marketing/Advertising	3,556.44	1,500.00	237.1%
4.50 Equipment Leases			
4.51 Office Copier	2,901.88	1,249.98	232.2%
Total 4.50 Equipment Leases	2,901.88	1,249.98	232.2%
4.60 Insurance	136,554.00	165,000.00	82.8%
4.70 Utilities	78,739.09	72,499.98	108.6%
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	5,442.12	1,250.00	435.4%
4.83 Building Repair/Maint	2,858.34	4,999.98	57.2%
4.84 Equipment-Repair/Maint	28,032.01	36,000.00	77.9%
4.86 Child Care Grant Expense	8,000.00	55,500.00	14.4%
Total 4.80 Repair/Maintenance	44,332.47	97,749.98	45.4%
4.90 Miscellaneous Expense			
4.91 Recon Discrepancies	-0.05		
4.92 Misc. Expense	423.68		
4.95 State Sales/B & O Tax	19,417.09	26,499.96	73.3%
4.96 Taxes/Assessments	0.00	100.00	0.0%
4.97 County Tax	4,348.02	4,500.00	96.6%
4.98 State Auditor	23,381.00		
Total 4.90 Miscellaneous Expense	47,569.74	31,099.96	153.0%
Total 57620.4 · Services	375,287.82	432,749.78	86.7%
592.75 · Debt Interest			
2018A Bond (Public)	176,193.75	176,193.75	100.0%
2020A Revenue Bond (Kitsap)	109,261.00	109,261.00	100.0%
Total 592.75 · Debt Interest	285,454.75	285,454.75	100.0%
59476.6 · Capital Improvements			
Machinery and Equipment	0.00	24,999.96	0.0%
Total 59476.6 · Capital Improvements	0.00	24,999.96	0.0%
Total Expense	1,441,258.57	1,546,970.21	93.2%
Net Income	281,886.93	294,379.37	95.8%