

AGENDA- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington,

August 26, 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:

CONSENT AGENDA

- Minutes for May 27, 2025
- Ratification of May 2025 \$61,199.96

Action Items:

- 1a IFC Water Heat Pump Replacement
- 1b IFC OMC Building Contract
- 1c Changes to Policy and Procedure Manual pages 61-146

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 September 23rd, 2025 at 3pm

ADJOURNMENT

MINUTES- 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 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 Mike French called the meeting to order at 3 pm. Also present were Commissioner Randy Johnson, Commissioner, Greg Shield, Commissioner Latrisha Suggs, Executive Director Steve Burke, Treasurer Stan Creasy, 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: 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

ACTION TAKEN: CGSm to approve, CMFs, mc

AGENDA ITEMS-

Policy and Procedure manual changes Pages 1-60

ITEMS FOR DISCUSSION:

1a. Action Item: Steve provided updated information concerning price of new heat pump which would be approximately \$300,000.00 with a needed lead time of 32weeks to receive. Discussed the cost of repairing the existing heat pump which would cost between \$20,000 to \$30,000 but would not have guarantee of working long-term. Discussed the increase cost if the pump fails, in heating cost this winter. The board decided to pursue the immediate need to fix and continue to have Steve look into the options for long-term plan of getting new heat pump. Motion to approve will wait till actual cost invoice is presented to the board.

Agenda Item Discussion: Ryan opened the discussion concerning the Policy and Procedure manual changes to pages 1-60. He made the changes to language and punctuation discussed at last meeting. Look into the public records requirements and we still fall into the required guidelines. Ryan discussed with IT the requirements and storage of electronic records and the need to have person back up the system and that person would change out hard drive once a week and store off site. Discussed cost of cloud verses server based as is currently used. Discussed briefly on security issues and firewall and antivirus protection that is in current use. Board approved changes to Procedure and Policy Manual pages 1-60.

2a Executive Directors Report: Steve reports that we have the \$750,000 childcare grant with the contract with Commerce coming sometime in July and estimate work starting on the building in September of this year. The lease contract for the building with OMC is almost complete, issues concerning insurance have finally been worked out and they will pay insurance on the building and we will pay liability insurance. The lease is for

10years and \$100.00 a month. Board wanted to know if it could be extended longer than the 10years, Steve to ask. Should have the OMC contract to by next meeting.

2b Financial Report- Stan shares that all is doing well not a lot to discuss since everything is going as should be in our financial portfolio. Currently have a reserve of 2.1 million. Stan brings up the need for increased accounting time in order to make sure that the childcare revenue and cost are separated fully from the pool revenue. Discussion of financial considerations for the two buildings and program were discussed along with cost of child care. Ryan brought up the raise of 3% that was voted on in January that would be applied this September for the Sparks program. He recommends that we do not raise the cost since the program current profitability is doing well. Board voted to keep rates for childcare program at current costs.

2c Staff Report- Ryan reviews our summer kick off night that wasn't successful due to accident on 101. All has been going well with staff and our summer food program has been successful and has covered our costs. Summer passes for family didn't do as well as expected and we only sold 6 memberships.**Top of Form**

NEXT MEETING DATE

The next WSMPD meeting will be held on August 26th, 2025 at 3:00 p.m.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4 pm

PASSED AND ADOPTED this July 22nd, 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:

JULY 2025

From Operations Account:

Operations Total:	\$61,199.96
Capital/Bond Total:	\$0
Expense Grand Total:	\$61,199.96

Date: _____

Clerk of the Board

Executive Director, Steven Burke

Board of Commissioners President
Navarra Carr

William Shore Memorial Pool District
Transactions for Ratification
July 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	07/22/2025	5117	The Imagine Insti...	2025-003 d...	4.86 Child Care Grant Exp...	12,500.00
						12,500.00
Check	07/07/2025	5103	City of PA	5/6-6/4 Wat...	4.70 Utilities	11,066.41
						11,066.41
Check	07/25/2025	0625...	Department of Re...	June 2025 ...	4.95 State Sales/B & O Tax	4,966.86
						4,966.86
Check	07/07/2025	Regen	Regence Blue Sh...	July employ...	Health Insurance	4,821.20
						4,821.20
Check	07/31/2025	5122	Glass Services	#55010 Rep...	4.83 Building Repair/Maint	4,100.09
						4,100.09
Check	07/07/2025	5105	W.M. Smith & As...	#31492 LE...	4.84 Equipment-Repair/Maint	2,304.35
						2,304.35
Check	07/07/2025	sysc...	Sysco Corporation	7/7 sysco fo...	3.52.3 Food Supplies	2,100.63
						2,100.63
Check	07/07/2025	5104	State Auditor's Of...	L169172 M...	4.98 State Auditor	1,599.65
						1,599.65
Check	07/02/2025		Merchant Settle...	43% of Cre...	4.17 CC Merchant Fees	1,521.13
			Merchant Settle...	57% of Cre...	4.17 CC Merchant Fees	2,016.37
						3,537.50
Credit Card Ch...	07/25/2025		Uline	janitorial	3.72 Janitorial Supplies	1,368.05
						1,368.05
Credit Card Ch...	07/02/2025		Uline	janitorial	3.72 Janitorial Supplies	1,251.73
						1,251.73
Check	07/07/2025	5108	Bizy Boys LLC	#12612 Mo...	4.81 Landscape Maintenan...	1,088.28
						1,088.28
Credit Card Ch...	07/08/2025		Expedia	Hotel for S...	4.31 Training/Conferences	614.13
						614.13
Credit Card Ch...	07/15/2025		Costco	food service	3.51.3 Food Supplies	597.87
						597.87
Check	07/22/2025	5115	Trotter & Morton	#22399 Par...	4.84 Equipment-Repair/Maint	577.18
						577.18
Check	07/23/2025	veri	Verizon	cell phone ...	4.21 Telephone/Cellphone	491.22
						491.22
Credit Card Ch...	07/01/2025		Costco	food service	3.51.3 Food Supplies	477.79
						477.79
Credit Card Ch...	07/10/2025		IAM SGE Stargu...	Star Guard ...	3.32 Lifeguard Supplies	450.00
						450.00

William Shore Memorial Pool District
Transactions for Ratification
July 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	07/21/2025		Costco	food service	3.51.3 Food Supplies	429.16
						429.16
Credit Card Ch...	07/07/2025		Costco	food service	3.51.3 Food Supplies	341.61
						341.61
Check	07/01/2025	unum	Unum Life Ins	July employ...	Health Insurance	301.21
						301.21
Check	07/07/2025	5106	Kitsap Networkin...	#15282 bac...	4.13 IT Service	265.00
						265.00
Check	07/07/2025	5110	Pacific Office Eq...	6/30/25 con...	4.51 Office Copier	261.93
						261.93
Check	07/02/2025		Merchant Settle...		4.17 CC Merchant Fees	252.95
						252.95
Credit Card Ch...	07/26/2025		Walmart	new announc...	4.84 Equipment-Repair/Maint	248.29
						248.29
Credit Card Ch...	07/12/2025		Walmart	new announc...	4.84 Equipment-Repair/Maint	204.73
						204.73
Check	07/23/2025	wave	Wave	Internet aut...	4.23 Website/Internet	204.00
						204.00
Credit Card Ch...	07/15/2025		Amazon	swim instru...	3.41 Instructor Supplies	195.36
						195.36
Check	07/31/2025	5120	Canon Financial ...	#41393095 ...	4.51 Office Copier	188.77
						188.77
Credit Card Ch...	07/17/2025		IAM SGE Stargu...	Star Guard ...	3.32 Lifeguard Supplies	180.00
						180.00
Check	07/22/2025	5114	Angeles Commu...	#35435 Vol...	4.21 Telephone/Cellphone	161.17
						161.17
Credit Card Ch...	07/01/2025		Amazon	printer ink	3.52.2 Program/Office Sup...	152.34
						152.34
Credit Card Ch...	07/11/2025		union 76	fuel	3.75 Fuel Allowance	150.95
						150.95
Check	07/07/2025	5112	Sunrise Pest	#374834 pe...	4.83 Building Repair/Maint	139.56
						139.56
Check	07/22/2025	5116	State Auditor's Of...	L169693 Ju...	4.98 State Auditor	139.10
						139.10
Credit Card Ch...	07/25/2025		Safeway Fuel	fuel	3.75 Fuel Allowance	133.76
						133.76

William Shore Memorial Pool District
Transactions for Ratification
July 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	07/01/2025		Costco	kids milk	3.51.3 Food Supplies	119.92
						119.92
Credit Card Ch...	07/08/2025		union 76	Fuel	3.75 Fuel Allowance	118.76
						118.76
Credit Card Ch...	07/11/2025		Amazon	craft supplies	3.52.2 Program/Office Sup...	109.89
						109.89
Credit Card Ch...	07/02/2025		Amazon	craft syooku...	3.52.2 Program/Office Sup...	109.84
						109.84
Credit Card Ch...	07/02/2025		Microsoft	Windows pr...	3.13 Subscriptions	107.82
						107.82
Credit Card Ch...	07/12/2025		Domino's	date night p...	3.43 Special Events	102.96
						102.96
Credit Card Ch...	07/15/2025		Amazon	party supplies	3.42 Party Good & Supplies	98.60
						98.60
Credit Card Ch...	07/24/2025		Amazon	karaoke ma...	3.51.2 Program/Office Sup...	98.00
						98.00
Credit Card Ch...	07/01/2025		Amazon	Sign for spe...	3.22 Promotional	98.00
						98.00
Credit Card Ch...	07/27/2025		Amazon	swim test w...	3.32 Lifeguard Supplies	97.74
						97.74
Credit Card Ch...	07/10/2025		grainger	Sink valves ...	3.73 Maintenance Supplies	97.49
						97.49
Credit Card Ch...	07/09/2025		Washington Stat...	Ferry Bainb...	4.31 Training/Conferences	91.30
						91.30
Credit Card Ch...	07/11/2025		Walmart	new printer	3.52.2 Program/Office Sup...	91.22
						91.22
Credit Card Ch...	07/15/2025		Amazon	radios, pou...	3.41 Instructor Supplies	91.07
						91.07
Credit Card Ch...	07/01/2025		Amazon	legs for han...	3.73 Maintenance Supplies	89.22
						89.22
Credit Card Ch...	07/18/2025		Taylor Tech Ind.	pool chemic...	3.71 Pool Chemicals	82.81
						82.81
Credit Card Ch...	07/17/2025		Amazon	swim instru...	3.41 Instructor Supplies	81.40
						81.40
Credit Card Ch...	07/01/2025		Walmart	sunscreen/...	3.52.2 Program/Office Sup...	76.63
						76.63

William Shore Memorial Pool District
Transactions for Ratification
July 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	07/07/2025	5111	CED	#5948-1072...	4.83 Building Repair/Maint	76.33
						76.33
Credit Card Ch...	07/04/2025		Amazon	lg trainer	4.31 Training/Conferences	76.01
						76.01
Credit Card Ch...	07/06/2025		Amazon	pool chemic...	3.71 Pool Chemicals	73.73
						73.73
Credit Card Ch...	07/20/2025		Amazon	printer ink	3.52.2 Program/Office Sup...	70.39
						70.39
Credit Card Ch...	07/24/2025		Amazon	first aid sup...	3.52.2 Program/Office Sup...	61.55
						61.55
Credit Card Ch...	07/12/2025		Amazon	CPR manak...	3.32 Lifeguard Supplies	59.73
						59.73
Credit Card Ch...	07/01/2025		Home Depot	swim table ...	3.41 Instructor Supplies	56.57
						56.57
Check	07/07/2025	5107	Thurmans	7/1/25 state...	3.73 Maintenance Supplies	55.83
						55.83
Credit Card Ch...	07/02/2025		NCSI	background...	4.16 Legal/Background Ch...	55.50
						55.50
Credit Card Ch...	07/11/2025		Arco	fuel	3.75 Fuel Allowance	54.62
						54.62
Credit Card Ch...	07/01/2025		Aloha Smoothies	summer kic...	3.43 Special Events	54.62
						54.62
Credit Card Ch...	07/15/2025		Amazon	swim instru...	3.41 Instructor Supplies	48.84
						48.84
Credit Card Ch...	07/01/2025		Safeway	Summer kic...	3.43 Special Events	48.32
						48.32
Check	07/31/2025	5119	Fowler, Kincade M	DD failed o...	4.92 Misc. Expense	47.85
						47.85
Credit Card Ch...	07/17/2025		Walmart	paper plate...	3.52.2 Program/Office Sup...	47.84
						47.84
Credit Card Ch...	07/21/2025		Safeway Fuel	fuel	3.75 Fuel Allowance	45.86
						45.86
Credit Card Ch...	07/25/2025		Tractor Supply	maintenance	3.73 Maintenance Supplies	44.88
						44.88
Credit Card Ch...	07/21/2025		Swains General ...	wywashy pa...	3.73 Maintenance Supplies	38.05
						38.05

William Shore Memorial Pool District
Transactions for Ratification
July 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	07/17/2025		Safeway	cake for party	3.42 Party Good & Supplies	35.99
						35.99
Credit Card Ch...	07/24/2025		Custom Computer	computer	3.12 Computer Supplies	32.66
						32.66
Credit Card Ch...	07/17/2025		Amazon	swim instru...	3.41 Instructor Supplies	32.56
						32.56
Credit Card Ch...	07/18/2025		Amazon	swim instru...	3.41 Instructor Supplies	32.56
						32.56
Credit Card Ch...	07/01/2025		Amazon	craft supplies	3.52.2 Program/Office Sup...	30.43
						30.43
Check	07/02/2025		Gateway Billing		4.17 CC Merchant Fees	30.00
						30.00
Credit Card Ch...	07/07/2025		Amazon	pool chemic...	3.71 Pool Chemicals	28.78
						28.78
Credit Card Ch...	07/11/2025		union 76	Fuel	3.75 Fuel Allowance	26.12
						26.12
Check	07/31/2025	5121	Carol Neuhauser	craft & food ...	3.51.3 Food Supplies	25.26
						25.26
Check	07/07/2025	5109	Swains General ...	6/30/25 stat...	3.73 Maintenance Supplies	24.50
						24.50
Credit Card Ch...	07/21/2025		Walmart	art project s...	3.52.2 Program/Office Sup...	23.66
						23.66
Credit Card Ch...	07/01/2025		Amazon	AED batteries	3.32 Lifeguard Supplies	23.07
						23.07
Credit Card Ch...	07/03/2025		Amazon	microphone	3.52.2 Program/Office Sup...	21.65
						21.65
Credit Card Ch...	07/02/2025		Port Angeles Ch...	4th of July b...	3.43 Special Events	20.00
						20.00
Credit Card Ch...	07/24/2025		Amazon	office suppli...	3.11 Office Supplies	18.00
						18.00
Credit Card Ch...	07/01/2025		Safeway	asprin	3.32 Lifeguard Supplies	17.96
						17.96
Credit Card Ch...	07/25/2025		Race Street Auto...	supplies	3.73 Maintenance Supplies	17.95
						17.95
Credit Card Ch...	07/11/2025		Apple	reported fra...	3.52.2 Program/Office Sup...	14.15
						14.15

William Shore Memorial Pool District
Transactions for Ratification
July 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	07/23/2025	wire	Wire Fees	Incoming fe...	4.12 Payroll Fees/Bank Ch...	14.00
						14.00
Credit Card Ch...	07/16/2025		Spotify	spark music	3.51.2 Program/Office Sup...	13.06
						13.06
Credit Card Ch...	07/15/2025		Harbor Freight	swim table ...	3.41 Instructor Supplies	12.50
						12.50
Credit Card Ch...	07/01/2025		Disney Plus	spark movies	3.51.2 Program/Office Sup...	11.99
						11.99
Credit Card Ch...	07/01/2025		Amazon	ducks for 4t...	3.43 Special Events	10.88
						10.88
Credit Card Ch...	07/23/2025		Amazon	Asurion pla...	3.52.2 Program/Office Sup...	10.88
						10.88
Credit Card Ch...	07/14/2025		Thurmans	pipe thread ...	3.32 Lifeguard Supplies	6.52
						6.52
Credit Card Ch...	07/08/2025		Joshua's		4.92 Misc. Expense	6.20
						6.20
Credit Card Ch...	07/22/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Check	07/31/2025			Service Ch...	4.12 Payroll Fees/Bank Ch...	5.95
						5.95
Check	07/01/2025		Merchant Settlem...		4.17 CC Merchant Fees	2.97
						2.97
Credit Card Ch...	07/11/2025		Swains General ...	pvc fitting	3.73 Maintenance Supplies	1.49
						1.49
TOTAL						61,199.96

William Shore Memorial Pool District
Statement of Financial Position
As of July 31, 2025

	Jul 31, 25	Jul 31, 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	140,453.20	173,236.73
Total 112 · Kitsap Bank	140,453.20	173,236.73
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	1,562,481.03	1,560,952.31
Total Checking/Savings	2,184,034.23	2,215,289.04
Other Current Assets		
Undeposited Funds	4,244.50	26,880.17
Total Other Current Assets	4,244.50	26,880.17
Total Current Assets	2,188,278.73	2,242,169.21
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	24,744,872.23	24,793,151.71
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
21005 · Citi Cards	9,850.21	11,635.93
Total Credit Cards	9,850.21	11,635.93
Other Current Liabilities		
Current Payroll Liabilities	12,189.47	28,672.24
Total Other Current Liabilities	12,189.47	28,672.24
Total Current Liabilities	22,039.68	40,308.17
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	15,652,039.68	16,130,308.17
Equity		
32000 · Unrestricted Net Assets	8,808,587.51	8,393,536.55
Net Income	284,245.04	269,306.99
Total Equity	9,092,832.55	8,662,843.54
TOTAL LIABILITIES & EQUITY	24,744,872.23	24,793,151.71

William Shore Memorial Pool District
Statements of Activities
July 2025

	Jul 25	Jul 24
Income		
311.00 · Property Tax		
311.01 · Property Taxes	26,807.09	13,840.57
Total 311.00 · Property Tax	26,807.09	13,840.57
334.00 · State Grants		
334.01 · Child Care Grants	32,500.00	30,440.00
334.02 · USDA Food Grant	2,709.19	0.00
Total 334.00 · State Grants	35,209.19	30,440.00
337.00 · County Shared Revenue/Grants		
337.01 · Timber Excise Tax	4,700.17	1,689.68
337.02 · Leasehold Excise Tax	394.23	56.89
337.03 · County Timber Trust (335.02)	12,238.98	2,806.71
Total 337.00 · County Shared Revenue/Grants	17,333.38	4,553.28
341.00 · Merchandise Sales		
341.70 · Merchandise Sales	2,315.00	3,139.67
Total 341.00 · Merchandise Sales	2,315.00	3,139.67
347.30 · Activity Fees		
347.31 · Special Events/Gift Certif.	1,252.50	1,121.00
347.32 · Group Entrance Fees	3,415.06	4,071.50
347.33 · General Admissions	17,227.25	20,668.33
347.34 · Pass Sales	27,994.79	32,278.90
347.35 · Party Room Rentals	1,009.40	1,508.00
Total 347.30 · Activity Fees	50,899.00	59,647.73
347.60 · Program Fees		
347.61 · Summer Camp	32,783.86	37,080.60
347.62 · Swim Instruction	4,729.50	5,395.00
347.63 · After School Care	2,357.00	96.25
Total 347.60 · Program Fees	39,870.36	42,571.85
361.00 · Interest and Other Earnings		
361.10 · Interest/Dividend Income	6,048.85	7,371.09
Total 361.00 · Interest and Other Earnings	6,048.85	7,371.09
Total Income	178,482.87	161,564.19
Gross Profit	178,482.87	161,564.19
Expense		
57620.1 · Salaries and Wages		
1.1 · Management		
Bookkeeping/Accountant	733.92	908.28
Clerk Services	137.55	93.49
Director	5,769.24	5,192.30
Executive Director	5,703.54	5,703.54
Treasurer	250.00	250.00
Total 1.1 · Management	12,594.25	12,147.61
1.2 · Aquatics		
Aquatics Manager	3,449.84	0.00
Lifeguards	20,426.54	18,698.42
On Site Supervisor/Head Guard	11,617.89	11,948.01
Swim Instructor	3,241.82	4,330.58
Water Fitness Instructor	1,647.67	1,360.39
Total 1.2 · Aquatics	40,383.76	36,337.40

William Shore Memorial Pool District
Statements of Activities
July 2025

	Jul 25	Jul 24
1.3 · Dry Land		
Dry Land Fitness Instructors	1,931.25	2,375.00
Janitors	5,768.14	5,872.64
Maintenance Tech	4,733.09	3,815.25
Member Svcs Manager	2,237.50	2,791.17
Party Crew	425.28	344.00
Welcome Desk	8,730.05	11,467.68
Total 1.3 · Dry Land	23,825.31	26,665.74
1.4 · Child Care Programs		
Activity Leaders	12,593.04	12,398.83
Child Care Programs Manager	6,270.00	7,564.02
Food Service Workers	2,496.80	6,023.92
Total 1.4 · Child Care Programs	21,359.84	25,986.77
1.5 · Misc. Wages		
Holiday Pay	1,126.72	900.64
Overtime	109.31	545.87
Paid Time Off	4,090.23	1,796.70
Total 1.5 · Misc. Wages	5,326.26	3,243.21
Total 57620.1 · Salaries and Wages	103,489.42	104,380.73
57620.2 · Benefits		
Cafeteria Plan	555.15	555.15
Department of Labor & Industry	2,108.89	2,352.42
Federal Payroll Taxes	7,788.43	7,899.12
Health Insurance	5,122.41	2,648.72
Paid Family Medical Leave	271.99	219.26
Unemployment Compensation	558.77	970.66
Total 57620.2 · Benefits	16,405.64	14,645.33
57620.3 · Supplies		
3.10 Office Supplies		
3.11 Office Supplies	18.00	0.00
3.12 Computer Supplies	32.66	0.00
3.13 Subscriptions	107.82	25.03
3.14 Memberships and Dues	0.00	340.00
3.15 Print and Copying	0.00	260.11
Total 3.10 Office Supplies	158.48	625.14
3.20 Front of House		
3.21 Inventory/Resale	0.00	918.82
3.22 Promotional	98.00	0.00
Total 3.20 Front of House	98.00	918.82
3.30 Lifeguard Supplies		
3.32 Lifeguard Supplies	835.02	906.88
Total 3.30 Lifeguard Supplies	835.02	906.88
3.40 Program Supplies		
3.41 Instructor Supplies	550.86	0.00
3.42 Party Good & Supplies	134.59	850.88
3.43 Special Events	236.78	359.10
Total 3.40 Program Supplies	922.23	1,209.98

William Shore Memorial Pool District
Statements of Activities
July 2025

	Jul 25	Jul 24
3.50 Child Care Programs		
3.51 After School Child Care		
3.51.2 Program/Office Supplies	123.05	0.00
3.51.3 Food Supplies	1,991.61	12.68
Total 3.51 After School Child Care	2,114.66	12.68
3.52 Summer Camp Program		
3.52.2 Program/Office Supplies	820.47	1,212.12
3.52.3 Food Supplies	2,100.63	1,068.93
3.52.5 Transportation	0.00	74.06
3.52.6 USDA Food Program	0.00	6,804.16
Total 3.52 Summer Camp Program	2,921.10	9,159.27
Total 3.50 Child Care Programs	5,035.76	9,171.95
3.70 Maintenance Supplies		
3.71 Pool Chemicals	185.32	73.60
3.72 Janitorial Supplies	2,619.78	4,256.73
3.73 Maintenance Supplies	369.41	109.60
3.75 Fuel Allowance	530.07	420.31
Total 3.70 Maintenance Supplies	3,704.58	4,860.24
Total 57620.3 · Supplies	10,754.07	17,693.01
57620.4 · Services		
4.10 Professional Services		
4.12 Payroll Fees/Bank Charge	19.95	5.95
4.13 IT Service	265.00	105.00
4.16 Legal/Background Check	55.50	166.50
4.17 CC Merchant Fees	3,823.42	5,215.39
Total 4.10 Professional Services	4,163.87	5,492.84
4.20 Communications		
4.21 Telephone/Cellphone	852.39	724.96
4.23 Website/Internet	204.00	343.90
Total 4.20 Communications	1,056.39	1,068.86
4.30 Training/Travel		
4.31 Training/Conferences	781.44	100.00
Total 4.30 Training/Travel	781.44	100.00
4.50 Equipment Leases		
4.51 Office Copier	450.70	0.00
Total 4.50 Equipment Leases	450.70	0.00
4.70 Utilities	11,066.41	16,885.17
4.80 Repair/Maintenance		
4.81 Landscape Maintenance	1,088.28	1,191.09
4.83 Building Repair/Maint	4,315.98	569.72
4.84 Equipment-Repair/Maint	3,334.55	729.65
4.85 Office Equipment Maint	0.00	570.00
4.86 Child Care Grant Expense	12,500.00	0.00
Total 4.80 Repair/Maintenance	21,238.81	3,060.46

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William Shore Memorial Pool District
Statements of Activities
July 2025

	Jul 25	Jul 24
4.90 Miscellaneous Expense		
4.92 Misc. Expense	12.40	83.92
4.95 State Sales/B & O Tax	4,966.86	5,404.55
4.98 State Auditor	1,738.75	0.00
Total 4.90 Miscellaneous Expense	6,718.01	5,488.47
Total 57620.4 - Services	45,475.63	32,095.80
Total Expense	176,124.76	168,814.87
Net Income	2,358.11	-7,250.68

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

	Jan - Jul 25	Budget	% of Budget
Income			
311.00 · Property Tax			
311.01 · Property Taxes	1,153,425.71	1,169,581.00	98.6%
311.02 · Sale of Tax Title Property	0.00	0.00	0.0%
Total 311.00 · Property Tax	1,153,425.71	1,169,581.00	98.6%
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	53,000.00	55,500.00	95.5%
334.02 · USDA Food Grant	2,709.19	10,000.00	27.1%
Total 334.00 · State Grants	55,709.19	65,500.00	85.1%
337.00 · County Shared Revenue/Grants			
337.01 · Timber Excise Tax	6,289.79	6,416.62	98.0%
337.02 · Leasehold Excise Tax	8,317.85	6,416.62	129.6%
337.03 · County Timber Trust (335.02)	21,002.83	37,916.62	55.4%
Total 337.00 · County Shared Revenue/Grants	35,610.47	50,749.86	70.2%
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	17,992.60	19,541.62	92.1%
Total 341.00 · Merchandise Sales	17,992.60	19,541.62	92.1%
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	12,108.00	11,083.31	109.2%
347.32 · Group Entrance Fees	19,260.23	25,666.62	75.0%
347.33 · General Admissions	106,893.25	107,916.62	99.1%
347.34 · Pass Sales	196,206.54	230,416.62	85.2%
347.35 · Party Room Rentals	35,248.98	24,500.00	143.9%
347.36 · Facility Rental	0.00	0.00	0.0%
Total 347.30 · Activity Fees	369,717.00	399,583.17	92.5%
347.60 · Program Fees			
347.61 · Summer Camp	58,748.06	53,332.00	110.2%
347.62 · Swim Instruction	47,297.25	57,166.62	82.7%
347.63 · After School Care	118,438.88	125,416.62	94.4%
Total 347.60 · Program Fees	224,484.19	235,915.24	95.2%
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	44,689.21	46,666.62	95.8%
Total 361.00 · Interest and Other Earnings	44,689.21	46,666.62	95.8%
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	1,901,628.37	1,987,537.51	95.7%
Gross Profit	1,901,628.37	1,987,537.51	95.7%

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

	Jan - Jul 25	Budget	% of Budget
Expense			
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	5,363.26	5,541.62	96.8%
Clerk Services	1,712.50		
Director	43,269.30	41,183.31	105.1%
Executive Director	42,776.55	44,800.00	95.5%
Treasurer	800.00	1,225.00	65.3%
Total 1.1 · Management	93,921.61	92,749.93	101.3%
1.2 · Aquatics			
Aquatics Manager	25,094.79	31,908.31	78.6%
Lifeguards	136,743.61	128,100.00	106.7%
On Site Supervisor/Head Guard	90,862.12	90,300.00	100.6%
Swim Instructor	30,162.66	33,250.00	90.7%
Water Fitness Instructor	13,138.08	12,541.62	104.8%
Total 1.2 · Aquatics	296,001.26	296,099.93	100.0%
1.3 · Dry Land			
Dry Land Fitness Instructors	13,873.25	13,416.62	103.4%
Janitors	46,353.01	37,158.31	124.7%
Maintenance Tech	36,788.84	22,750.00	161.7%
Member Svcs Manager	20,762.50	25,433.31	81.6%
Party Crew	3,814.23	2,800.00	136.2%
Party Crew Supervisor	0.00	0.00	0.0%
Welcome Desk	61,604.96	74,083.31	83.2%
Total 1.3 · Dry Land	183,196.79	175,641.55	104.3%
1.4 · Child Care Programs			
Activity Leaders	76,753.37	75,833.31	101.2%
Child Care Programs Manager	39,438.08	47,716.62	82.7%
Food Service Workers	3,192.12	9,000.00	35.5%
Van Driver	3,535.63	5,016.62	70.5%
Total 1.4 · Child Care Programs	122,919.20	137,566.55	89.4%
1.5 · Misc. Wages			
Holiday Pay	9,020.80	4,258.31	211.8%
Overtime	239.81	2,800.00	8.6%
Paid Time Off	24,924.78	18,608.31	133.9%
Total 1.5 · Misc. Wages	34,185.39	25,666.62	133.2%
Total 57620.1 · Salaries and Wages	730,224.25	727,724.58	100.3%
57620.2 · Benefits			
Cafeteria Plan	-2,759.74	4,958.31	-55.7%
Department of Labor & Industry	14,891.90	16,566.62	89.9%
Federal Payroll Taxes	45,338.61	55,183.31	82.2%
Health Insurance	37,379.53	31,850.00	117.4%
Paid Family Medical Leave	1,924.88	1,516.62	126.9%
Unemployment Compensation	3,945.51	6,941.62	56.8%
Total 57620.2 · Benefits	100,720.69	117,016.48	86.1%

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

	Jan - Jul 25	Budget	% of Budget
57620.3 · Supplies			
3.10 Office Supplies			
3.11 Office Supplies	1,140.11	4,841.62	23.5%
3.12 Computer Supplies	3,797.00	875.00	433.9%
3.13 Subscriptions	742.62	2,333.31	31.8%
3.14 Memberships and Dues	300.00	1,283.31	23.4%
3.15 Print and Copying	0.00	1,283.31	0.0%
3.16 Uniforms and Clothing	5,534.30	3,791.62	146.0%
Total 3.10 Office Supplies	11,514.03	14,408.17	79.9%
3.20 Front of House			
3.21 Inventory/Resale	4,645.26	13,416.62	34.6%
3.22 Promotional	270.58	1,458.31	18.6%
3.23 Coffee Supplies	66.49	233.31	28.5%
3.24 Friends of Pool Contrib	0.00	0.00	0.0%
Total 3.20 Front of House	4,982.33	15,108.24	33.0%
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	5,439.30	2,916.62	186.5%
Total 3.30 Lifeguard Supplies	5,439.30	2,916.62	186.5%
3.40 Program Supplies			
3.41 Instructor Supplies	3,301.51	1,633.31	202.1%
3.42 Party Good & Supplies	5,198.19	5,425.00	95.8%
3.43 Special Events	3,098.70	3,091.62	100.2%
Total 3.40 Program Supplies	11,598.40	10,149.93	114.3%
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	1,646.54	1,225.00	134.4%
3.51.3 Food Supplies	6,099.02	5,833.31	104.6%
3.51.4 Field Trips	0.00	58.31	0.0%
3.51.5 Transportation	0.00	583.31	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	7,782.56	7,699.93	101.1%
3.52 Summer Camp Program			
3.52.1 Uniforms	1,909.80	2,500.00	76.4%
3.52.2 Program/Office Supplies	1,232.63	2,000.00	61.6%
3.52.3 Food Supplies	5,345.42	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	9,333.32	0.0%
Total 3.52 Summer Camp Program	9,975.78	14,333.32	69.6%
Total 3.50 Child Care Programs	17,758.34	22,033.25	80.6%
3.70 Maintenance Supplies			
3.71 Pool Chemicals	5,290.19	17,500.00	30.2%
3.72 Janitorial Supplies	13,121.15	8,750.00	150.0%
3.73 Maintenance Supplies	7,492.29	5,833.31	128.4%
3.74 Tools and Equipment	1,016.42	1,283.31	79.2%
3.75 Fuel Allowance	2,007.74	2,975.00	67.5%
Total 3.70 Maintenance Supplies	28,927.79	36,341.62	79.6%
Total 57620.3 · Supplies	80,220.19	100,957.83	79.5%

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

	Jan - Jul 25	Budget	% of Budget
57620.4 · Services			
4.10 Professional Services			
4.11 Licenses and Permits	7,217.16	758.31	951.7%
4.12 Payroll Fees/Bank Charge	726.11	0.00	100.0%
4.13 IT Service	3,675.00	3,500.00	105.0%
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	12,692.16	12,250.00	103.6%
4.17 CC Merchant Fees	21,515.91	35,000.00	61.5%
Total 4.10 Professional Services	57,797.13	58,908.31	98.1%
4.20 Communications			
4.21 Telephone/Cellphone	5,002.42	5,833.31	85.8%
4.22 Postage, Mailing Service	73.00	116.62	62.6%
4.23 Website/Internet	1,428.00	2,333.31	61.2%
Total 4.20 Communications	6,503.42	8,283.24	78.5%
4.30 Training/Travel			
4.31 Training/Conferences	3,335.35	5,833.31	57.2%
Total 4.30 Training/Travel	3,335.35	5,833.31	57.2%
4.40 Marketing/Advertising	3,556.44	1,750.00	203.2%
4.50 Equipment Leases			
4.51 Office Copier	3,352.58	1,458.31	229.9%
Total 4.50 Equipment Leases	3,352.58	1,458.31	229.9%
4.60 Insurance	136,554.00	165,000.00	82.8%
4.70 Utilities	89,805.50	84,583.31	106.2%
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	6,530.40	1,250.00	522.4%
4.83 Building Repair/Maint	7,174.32	5,833.31	123.0%
4.84 Equipment-Repair/Maint	31,366.56	42,000.00	74.7%
4.86 Child Care Grant Expense	20,500.00	55,500.00	36.9%
Total 4.80 Repair/Maintenance	65,571.28	104,583.31	62.7%
4.90 Miscellaneous Expense			
4.91 Recon Discrepancies	-0.05		
4.92 Misc. Expense	436.08		
4.95 State Sales/B & O Tax	24,383.95	30,916.62	78.9%
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	25,119.75		
Total 4.90 Miscellaneous Expense	54,287.75	35,516.62	152.9%
Total 57620.4 · Services	420,763.45	465,916.41	90.3%
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	29,166.62	0.0%
Total 59476.6 · Capital Improvements	0.00	29,166.62	0.0%
Total Expense	1,617,383.33	1,726,236.67	93.7%
Net Income	284,245.04	261,300.84	108.8%

William Shore Memorial Pool District
Statements of Activities
January through July 2025

	401 Child Care Fund	001 General Fund	TOTAL
Income			
311.00 · Property Tax			
311.01 · Property Taxes	0.00	1,153,425.71	1,153,425.71
Total 311.00 · Property Tax	0.00	1,153,425.71	1,153,425.71
334.00 · State Grants			
334.01 · Child Care Grants	53,000.00	0.00	53,000.00
334.02 · USDA Food Grant	2,709.19	0.00	2,709.19
Total 334.00 · State Grants	55,709.19	0.00	55,709.19
337.00 · County Shared Revenue/Grants			
337.01 · Timber Excise Tax	0.00	6,289.79	6,289.79
337.02 · Leasehold Excise Tax	0.00	8,317.85	8,317.85
337.03 · County Timber Trust (335.02)	0.00	21,002.83	21,002.83
Total 337.00 · County Shared Revenue/Grants	0.00	35,610.47	35,610.47
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	0.00	17,992.60	17,992.60
Total 341.00 · Merchandise Sales	0.00	17,992.60	17,992.60
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	0.00	12,108.00	12,108.00
347.32 · Group Entrance Fees	0.00	19,260.23	19,260.23
347.33 · General Admissions	0.00	106,893.25	106,893.25
347.34 · Pass Sales	0.00	196,206.54	196,206.54
347.35 · Party Room Rentals	0.00	35,248.98	35,248.98
Total 347.30 · Activity Fees	0.00	369,717.00	369,717.00
347.60 · Program Fees			
347.61 · Summer Camp	58,748.06	0.00	58,748.06
347.62 · Swim Instruction	0.00	47,297.25	47,297.25
347.63 · After School Care	118,423.88	15.00	118,438.88
Total 347.60 · Program Fees	177,171.94	47,312.25	224,484.19
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	0.00	44,689.21	44,689.21
Total 361.00 · Interest and Other Earnings	0.00	44,689.21	44,689.21
369.00 · Miscellaneous Revenue			
369.90 · Misc.Revenue	0.00	-398.00	-398.00
369.00 · Miscellaneous Revenue - Other	0.00	398.00	398.00
Total 369.00 · Miscellaneous Revenue	0.00	0.00	0.00
Total Income	232,881.13	1,668,747.24	1,901,628.37
Gross Profit	232,881.13	1,668,747.24	1,901,628.37
Expense			
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	0.00	5,363.26	5,363.26
Clerk Services	0.00	1,712.50	1,712.50
Director	0.00	43,269.30	43,269.30
Executive Director	0.00	42,776.55	42,776.55
Treasurer	0.00	800.00	800.00
Total 1.1 · Management	0.00	93,921.61	93,921.61

William Shore Memorial Pool District
Statements of Activities
January through July 2025

	401 Child Care Fund	001 General Fund	TOTAL
1.2 · Aquatics			
Aquatics Manager	0.00	25,094.79	25,094.79
Lifeguards	1,258.48	135,485.13	136,743.61
On Site Supervisor/Head Guard	0.00	90,862.12	90,862.12
Swim Instructor	2,290.53	27,872.13	30,162.66
Water Fitness Instructor	0.00	13,138.08	13,138.08
Total 1.2 · Aquatics	3,549.01	292,452.25	296,001.26
1.3 · Dry Land			
Dry Land Fitness Instructors	0.00	13,873.25	13,873.25
Janitors	0.00	46,353.01	46,353.01
Maintenance Tech	0.00	36,788.84	36,788.84
Member Svcs Manager	0.00	20,762.50	20,762.50
Party Crew	0.00	3,814.23	3,814.23
Welcome Desk	0.00	61,604.96	61,604.96
Total 1.3 · Dry Land	0.00	183,196.79	183,196.79
1.4 · Child Care Programs			
Activity Leaders	76,484.29	269.08	76,753.37
Child Care Programs Manager	39,438.08	0.00	39,438.08
Food Service Workers	3,192.12	0.00	3,192.12
Van Driver	3,535.63	0.00	3,535.63
Total 1.4 · Child Care Programs	122,650.12	269.08	122,919.20
1.5 · Misc. Wages			
Holiday Pay	1,384.88	7,635.92	9,020.80
Overtime	0.00	239.81	239.81
Paid Time Off	2,143.90	22,780.88	24,924.78
Total 1.5 · Misc. Wages	3,528.78	30,656.61	34,185.39
Total 57620.1 · Salaries and Wages	129,727.91	600,496.34	730,224.25
57620.2 · Benefits			
Cafeteria Plan	0.00	-2,759.74	-2,759.74
Department of Labor & Industry	1,656.16	13,235.74	14,891.90
Federal Payroll Taxes	6,085.50	39,253.11	45,338.61
Health Insurance	0.00	37,379.53	37,379.53
Paid Family Medical Leave	199.38	1,725.50	1,924.88
Unemployment Compensation	410.86	3,534.65	3,945.51
Total 57620.2 · Benefits	8,351.90	92,368.79	100,720.69
57620.3 · Supplies			
3.10 Office Supplies			
3.11 Office Supplies	0.00	1,140.11	1,140.11
3.12 Computer Supplies	0.00	3,797.00	3,797.00
3.13 Subscriptions	150.30	592.32	742.62
3.14 Memberships and Dues	0.00	300.00	300.00
3.16 Uniforms and Clothing	0.00	5,534.30	5,534.30
Total 3.10 Office Supplies	150.30	11,363.73	11,514.03
3.20 Front of House			
3.21 Inventory/Resale	0.00	4,645.26	4,645.26
3.22 Promotional	98.00	172.58	270.58
3.23 Coffee Supplies	0.00	66.49	66.49
Total 3.20 Front of House	98.00	4,884.33	4,982.33
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	0.00	5,439.30	5,439.30
Total 3.30 Lifeguard Supplies	0.00	5,439.30	5,439.30

William Shore Memorial Pool District
Statements of Activities
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	401 Child Care Fund	001 General Fund	TOTAL
3.40 Program Supplies			
3.41 Instructor Supplies	0.00	3,301.51	3,301.51
3.42 Party Good & Supplies	0.00	5,198.19	5,198.19
3.43 Special Events	0.00	3,098.70	3,098.70
Total 3.40 Program Supplies	0.00	11,598.40	11,598.40
3.50 Child Care Programs			
3.51 After School Child Care			
3.51.2 Program/Office Supplies	1,621.49	25.05	1,646.54
3.51.3 Food Supplies	6,099.02	0.00	6,099.02
3.51 After School Child Care - Other	37.00	0.00	37.00
Total 3.51 After School Child Care	7,757.51	25.05	7,782.56
3.52 Summer Camp Program			
3.52.1 Uniforms	1,909.80	0.00	1,909.80
3.52.2 Program/Office Supplies	1,202.20	30.43	1,232.63
3.52.3 Food Supplies	5,345.42	0.00	5,345.42
3.52.5 Transportation	1,487.93	0.00	1,487.93
Total 3.52 Summer Camp Program	9,945.35	30.43	9,975.78
Total 3.50 Child Care Programs	17,702.86	55.48	17,758.34
3.70 Maintenance Supplies			
3.71 Pool Chemicals	0.00	5,290.19	5,290.19
3.72 Janitorial Supplies	0.00	13,121.15	13,121.15
3.73 Maintenance Supplies	0.00	7,492.29	7,492.29
3.74 Tools and Equipment	0.00	1,016.42	1,016.42
3.75 Fuel Allowance	0.00	2,007.74	2,007.74
Total 3.70 Maintenance Supplies	0.00	28,927.79	28,927.79
Total 57620.3 - Supplies	17,951.16	62,269.03	80,220.19
57620.4 - Services			
4.10 Professional Services			
4.11 Licenses and Permits	7,202.00	15.16	7,217.16
4.12 Payroll Fees/Bank Charge	0.00	726.11	726.11
4.13 IT Service	0.00	3,675.00	3,675.00
4.14 POS Services (CivicRec)	0.00	7,472.49	7,472.49
4.15 Accounting Services	0.00	4,498.30	4,498.30
4.16 Legal/Background Check	0.00	12,692.16	12,692.16
4.17 CC Merchant Fees	1,521.13	19,994.78	21,515.91
Total 4.10 Professional Services	8,723.13	49,074.00	57,797.13
4.20 Communications			
4.21 Telephone/Cellphone	375.00	4,627.42	5,002.42
4.22 Postage, Mailing Service	0.00	73.00	73.00
4.23 Website/Internet	0.00	1,428.00	1,428.00
Total 4.20 Communications	375.00	6,128.42	6,503.42
4.30 Training/Travel			
4.31 Training/Conferences	0.00	3,335.35	3,335.35
Total 4.30 Training/Travel	0.00	3,335.35	3,335.35
4.40 Marketing/Advertising	0.00	3,556.44	3,556.44
4.50 Equipment Leases			
4.51 Office Copier	0.00	3,352.58	3,352.58
Total 4.50 Equipment Leases	0.00	3,352.58	3,352.58
4.60 Insurance	0.00	136,554.00	136,554.00
4.70 Utilities	0.00	89,805.50	89,805.50

08/12/25

William Shore Memorial Pool District
Statements of Activities
January through July 2025

	401 Child Care Fund	001 General Fund	TOTAL
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	0.00	6,530.40	6,530.40
4.83 Building Repair/Maint	0.00	7,174.32	7,174.32
4.84 Equipment-Repair/Maint	204.73	31,161.83	31,366.56
4.86 Child Care Grant Expense	20,500.00	0.00	20,500.00
Total 4.80 Repair/Maintenance	20,704.73	44,866.55	65,571.28
4.90 Miscellaneous Expense			
4.91 Recon Discrepancies	0.00	-0.05	-0.05
4.92 Misc. Expense	0.00	436.08	436.08
4.95 State Sales/B & O Tax	0.00	24,383.95	24,383.95
4.97 County Tax	0.00	4,348.02	4,348.02
4.98 State Auditor	0.00	25,119.75	25,119.75
Total 4.90 Miscellaneous Expense	0.00	54,287.75	54,287.75
Total 57620.4 · Services	29,802.86	390,960.59	420,763.45
592.75 · Debt Interest			
2018A Bond (Public)	0.00	176,193.75	176,193.75
2020A Revenue Bond (Kitsap)	0.00	109,261.00	109,261.00
Total 592.75 · Debt Interest	0.00	285,454.75	285,454.75
Total Expense	185,833.83	1,431,549.50	1,617,383.33
Net Income	47,047.30	237,197.74	284,245.04



Item for Consideration by the Board of Commissioners

Date: 8-26-2025

From: Steven Burke, Executive Director

Subject: Repair of WSHP-1

1. **Summary:** The Shore Aquatic Center 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 has two compressor's that are not functioning and need to be replaced. There is also a condenser fan that needs to be replaced as well.

2. **RCW/Policy Requirements:** Purchases are required to follow the District's purchasing guidelines, which require Board approval for items or services over \$10,000.

3. **Background/Analysis:**

The WSHP is 12 years old and either needs to be repaired or replaced. Replacement of the unit is estimated to cost over \$300,000.

Repairs to the unit would cost \$59,957 and would entail:

- Replacement of all four compressor's
- Replacement of contactors for the compressors
- Replace one of the condenser fans and motor
- Remove and dispose of old parts

Because the repair would be replacing all four compressors, we should be able to extend the life by 3-5 years.

4. **Financial Impact:** The 2025 budget has allocated \$50,000 for capital improvements. We have only used \$5,611.00. If the repairs are approved, we will be over budget by approximately \$15,000. We do not anticipate having any additional needs for the capital budget fund.

5. **Environmental Impact:** None.

6. **Recommended Action:** Motion to approve the Project Agreement with Trotter Morton for an amount of \$59,957 and to authorize the Executive Director to sign the agreement.



Trotter & Morton Facility Services, Inc.

PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Proposal Date	Proposal Number	Agreement No.
2025-08-07	PP61886	

BY AND BETWEEN:

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

hereafter CONTRACTOR

AND

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

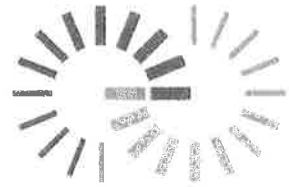
hereafter CUSTOMER

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

Trotter and Morton is pleased to provide the following solution

TMFS will provide all necessary parts, materials, crane and labor to replace failed 2- tandem compressors and misc. associated parts for AirStack WSHP #23 serving the Shore Aquatic Center.

- Disconnect power to unit and lock out tag out
- Recover all necessary refrigerant from system per EPA guidelines
- Help Assist with crane to remove heavy compressors from roof and install new
- Remove and dispose of 2- existing tandem compressors, 4- contactors, 4- aux contactors and 2- refrigerant filter driers
- Remove and dispose of 2- NTC temperature sensors, 2- LP transducers, 2- ratiometric mating cables
- Remove and dispose of existing condenser fan motor and blade
- Provide and install OEM 2- new tandem compressors, 4- contactors, 4- aux contactors and 2- refrigerant filter driers
- Provide and install OEM 2- NTC temperature sensors, 2- LP transducers, 2- ratiometric mating cables
- Provide and install 1- new OEM 2HP wash down leeson condenser fan motor and blade
- Flush system to protect against internal contamination
- Test system for leaks with nitrogen
- Evacuate system to proper micron level
- Re-install refrigerant charge back into system and top off charge as necessary
- Remove lock out tag out and reconnect power to unit
- Test system to ensure proper operation
- All work to be performed by commercial HVAC service technicians with all industry and EPA certifications



Facility Services

A Trotter & Morton Company

A LINC Service Contract

Project Proposal

PROPOSAL FOR:
**Steven
Burke**

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

REGISTERED PROPOSAL NUMBER

PP61886

SUBMITTED

2025-08-07

Trotter & Morton Facility Services Inc.

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



Trotter & Morton Facility Services, Inc.

PP61886

- Project will be invoiced 100% upon completion of project.
- Total Investment \$59,957 + Washington State Sales Tax
- Price valid for 30 days from proposal date
- Work to be performed using regular day time labor, overtime labor hours are excluded

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

EXCLUSIONS: Crane (TMFS to provide logistics and scheduling for crane and have invoice sent directly to customer); Anything not specifically detailed in this proposal would be extra to this agreement.

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

CONTRACTOR

Neal Evans

Signature (Sales Representative)

Neal Evans

General Manager Signature

General Manager

Title

2025-08-07

Date

CUSTOMER

Signature (Authorized Representative)

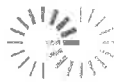
Steven Burke

Name (Print/Type)

Facilities Manager

Title

Date



Trotter & Morton Facility Services, Inc.

Recommended Solutions Worksheet

(Contractor) will provide for the complete

- ☐ Design/Engineering ☒ Installation ☒ Replacement ☐ Modification
- ☒ Retrofit/Repair of the following environmental system(s)

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

Component(s): Replace 2- tandem compressors, dryers, cond fan motor/blade with misc parts for WSHP #23

Specifications: As specified in the proposal

Included in this proposal we have provided for the following:

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

We have not included:

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

When completed this program will provide your organization with:

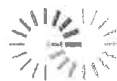
- | | |
|---|---|
| ☐ Reduced operating expenses | ☐ Reduced legal exposure |
| ☒ Investment protection | ☒ Peace of mind |
| ☐ Improved comfort conditions | ☒ Improved Indoor Air Quality |



Trotter & Morton Facility Services, Inc.

Continued

☒ Improved environmental control



Trotter & Morton Facility Services, Inc.

PROJECT PROPOSAL TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Proposal will be performed during the Contractor's normal working hours.

2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.

3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Proposal without notice and/or cancel this Proposal, and the entire Proposal amount shall become due and payable immediately upon demand.

4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

5. Any alteration to, or deviation from, this Proposal involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Proposal.

6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Proposal, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.

7. Any legal action against the Contractor relating to this Proposal, or the breach thereof, shall be commenced within one (1) year from the date of the work.

8. Contractor will not be liable for any delays, damages or claims made in the event of schedule issues or delays caused by events of force majeure, which events include, but are not limited to acts of God, terrorism, war, transit strikes, contagions, airborne viruses or strikes.

9. To the fullest extent permitted by law, the Customer shall release, indemnify and hold harmless the Contractor, its affiliates, officers, directors, agents and employees from and against any and all claims, damages, losses and expenses (including but not limited to attorneys' fees on a full indemnity basis) arising out of or resulting from the performance of work hereunder, regardless of whether such claim, damage, loss or expense is caused in part by the negligence of Contractor, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, or relates to or arises out of the design, condition or installation of pre-existing pipes and/or surrounding materials or any shut down and start up of the water and piping system.

10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.

11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this proposal, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).

12. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



Item for Consideration by the Board of Commissioners

Date: 8-26-25

From: Steven Burke, Executive Director

Subject: OMC Lease Agreement for 216 E.4th St. for Child Care Expansion

- 1. Summary:** OMC has agreed to lease the building next door to the Shore Aquatic Center to allow the District to expand our child care operations. The lease is for an initial term of 10 years to coincide with our Capital Grant requirements.
- 2. RCW/Policy Requirements:** District policy and the RCW requires Board approval of all contracts that are for a term greater than one year.
- 3. Background/Analysis:** The leasing of the building will allow the District to expand our afterschool child care program to expand by 40-50 slots. It will also allow us to provide a new program for all day preschoolers. The following are the major terms of the lease:
 - a. Term: 10 years
 - b. Gross Rent: \$100 per month
 - c. Common Area: All parking and grass area is included in lease
 - d. Utilities: Paid by District
 - e. Taxes: Paid by District
 - f. Property Insurance: Paid by OMC
 - g. Assignment: Not allowed
- 4. Financial Impact:** The Lease obligates us to maintain the building and property for the term of the lease, also known as a Triple Net Lease. The cost is nominal at \$100 per month. The District is responsible to upgrading the building to allow child care operations. Improvements to the building is estimated to be \$500k-\$750k, which will be covered by the Capital Grant awarded to the District.
- 5. Environmental Impact:** None.
- 6. Recommended Action:** Motion to approve the Executive Director to sign the lease.

BUILDING LEASE AGREEMENT

THIS HOSPITAL SPACE LEASE AGREEMENT (the "Lease") is entered into and effective as of this _____ day of _____, 2024 (the "Effective Date"), by and between CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 2 d/b/a Olympic Medical Center, a Washington municipal corporation ("Landlord"), and WILLIAM SHORE METROPOLITAN PARK DISTRICT d/b/a Shore Aquatic District, a Washington municipal corporation ("Tenant"). Landlord and Tenant agree as follows:

1. LEASE SUMMARY.

- a. **Premises; Building.** The Premises consist of approximately 8,000 gross square feet ("SF") of space comprising the entire building (the "Building") located at 216 E. 4th Street, Port Angeles, Clallam County, Washington, situated on property legally described on Exhibit "A" attached hereto (the "Land"). The Premises are depicted on the diagrams attached hereto as Exhibit "B". Following Tenant's completion of its Tenant Improvements as described in Exhibit "C", the SF of the Premises may be remeasured by Landlord according to BOMA standards, and appropriate adjustments (if necessary) shall be made to Gross Rent, Tenant's Pro Rata Share, and any other terms of this Lease dependent on the SF of the Premises.
- b. **Common Areas and Parking.** Tenant shall have the right to use all access, ingress, egress, parking and other common areas, all located in the Building or on the Land at no additional charge. In addition, Tenant shall be responsible to maintain, repair and replace the parking surface at Tenant's sole cost. Landlord has the right to implement reasonable parking rules for all users of the parking areas on the Land.
- c. **Tenant's Pro Rata Share.** For purposes of this Lease, Tenant's Pro Rata Share is agreed to be 100% of the Building.
- d. **Delivery Date.** Landlord shall deliver exclusive possession of the Premises to Tenant on the Effective Date (the "Delivery Date").
- e. **Commencement Date.** The Term of this Lease shall commence on the Delivery Date (the "Commencement Date").
- f. **Rent Commencement Date.** Tenant's obligation to pay Rent hereunder shall commence (the "Rent Commencement Date") on the Delivery Date.
- g. **Initial Term.** Tene (10) years.
- h. **Termination Date.** The Initial Term of this Lease shall terminate on the last day of the calendar month in which the tenth (10th) anniversary of the Commencement Date occurs (the "Termination Date").
- i. **Extension Options.** The Parties may, upon mutual written agreement, exercise the option to renew the Lease for additional one (1) year periods, each a "Renewal Term".
- j. **Gross Rent.** The initial Annual Gross Rent shall be equal to \$100.00 per month. Monthly Gross Rent shall be payable to Landlord at 939 Caroline Street, Port Angeles, WA 98362.

k. Permitted Uses. Tenant may use the Premises for a childcare center, and for administrative uses related to its operation of a community swimming pool adjacent to the Premises. Tenant may not use the Premises for any other purpose ("Prohibited Uses").

l. Notice Address for Landlord.

Clallam County Public Hospital District No. 2,
d/b/a Olympic Medical Center
939 Caroline Street
Port Angeles, WA 98362
Attn: Darryl Wolfe, CEO

m. Notice Address for Tenant.

William Shore Metropolitan Park District,
d/b/a Shore Aquatic Center
225 E. 5th St.
Port Angeles, WA 98362

n. Brokers. None.

2. PREMISES; TENANT IMPROVEMENTS. Landlord leases to Tenant, and Tenant leases from Landlord the Premises upon the terms specified in this Lease. Tenant has inspected the Premises prior to signing the Lease and accepts the Premises "as is," and in its current condition. As part of the consideration and the true and full value forming the basis of this Lease, the Tenant Improvements to be constructed at the Premises shall be performed by Tenant at Tenant's sole cost and in accordance with Exhibit "C" attached hereto. Tenant shall dedicate and allocate no less than \$750,000 toward the Tenant Improvements within twelve (12) months of the Effective Date of this Lease.

3. TERM; TERMINATION. The Initial Term of this Lease shall commence on the date specified in Section 1. The Initial Term of this Lease shall expire on the date specified in Section 1, unless Tenant provides Landlord with written notice at least ninety (90) days prior to the end of the Initial Term, of Tenant's wish to exercise the Option to Renew the Lease for a one (1) year Renewal Term.

Tenant shall have the right to enter the Premises following mutual execution hereof for the purpose of planning, inspecting, and designing its proposed Tenant Improvements and trade fixtures, furniture, and equipment. If the actual delivery of the Premises has not occurred by the date that is thirty (30) days after the projected Delivery Date as set forth in Section 1 above, Tenant may thereafter terminate this Lease at any time prior to actual delivery. The Initial Term and any Extended Terms comprise the "Term" of this Lease. After the Initial Term hereof, either party may terminate this Lease upon one hundred eighty days written notice. If, as a result of changes in applicable federal or state laws, regulations, interpretations, or enforcement policies, this Agreement could jeopardize: (i) the licensure of either party; or (ii) the public hospital district status, the tax exempt status of Landlord, or the status of any financing obligation of Landlord that is exempt from taxation or interest income, as applicable, or Landlord's ability to seek or obtain tax exempt financing; the parties will immediately initiate negotiations to resolve the matter through amendments to this Agreement. If the parties are unable to resolve the matter

within thirty (30) days, either party may, at its option, terminate this Lease immediately, by providing written notice thereof to the other party.

4. **RENT.** Tenant shall pay Landlord without notice, demand, deduction, or offset, in lawful money of the United States, the Gross Rent stated in Section 1 above in advance on or before the first (1st) day of each month during the Term, commencing on the Rent Commencement Date.
5. **UTILITIES AND FEES.** In addition to the Gross Rent described in Section 4 above, Tenant agrees to pay all charges for light, heat, water, sewer, garbage, drainage, communications, phone, internet and all other utilities and services used by or contracted for by Lessee during the Term of this Lease. To the extent that such charges are not billed directly to Tenant, Tenant agrees to promptly pay the foregoing to the Landlord as additional rent. Any utilities and fees that are not billed directly to the Tenant shall be allocated to and paid by the Tenant. All license fees and other governmental charges levied on the operation of Tenant's business on the Leased Premises will be paid directly and entirely by Tenant.
6. **EXTENDED TERMS.** Subject to the parties' right to terminate this lease, Tenant shall have the right to extend this Lease for two (2) successive Extended Terms as set forth in Section 1 above by providing Landlord written notice thereof ("Tenant's Exercise Notice") not less than nine (9) months prior to the end of the then-effective Term hereof. The Gross Rent during the Extended Terms shall be the Gross Rent stated in Section 1.
7. **USES.** Tenant may use the Premises for the Permitted Uses described in Section 1 above. The Premises shall not be used for any Prohibited Uses, and no act shall be done on or around the Premises that is unlawful, nor may Tenant commit or allow to be committed any waste upon the Premises, or any public or private nuisance. Tenant shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules or regulations and with the requirements of any board of fire insurance underwriters or other similar bodies relating to, or affecting the condition, use or occupancy of the Premises. Tenant shall have access and use of the Premises and the parking and other common areas of the Building and Land twenty-four hours a day, seven days a week, every calendar day of the year.
8. **TAXES.** Tenant shall pay all applicable real estate and property taxes associated with the Premises, Building and Land. If any leasehold excise tax is owed, then Landlord shall be responsible for paying any Washington State leasehold excise tax (RCW Ch. 82.29A) due in connection with this Lease, however Landlord shall collect such amount from Tenant in order to make such payment. Tenant shall pay taxes levied or assessed directly against Tenant, its business, and its trade fixtures, furnishings, and other personal property, including any applicable income and business and occupation taxes, which shall be paid directly by Tenant.
9. **BUILDING UTILITIES AND SERVICES.** Tenant shall, in accordance with all applicable legal requirements: (i) provide janitorial services, and all services related to removal from the Premises and Building of trash, recycling, medical, special, and infectious wastes; (ii) provide hot and cold potable water for drinking, lavatory and toilet purposes, and associated sewer service; (iii) keep all common areas in a neat and tidy operating condition, including adequate lighting for Building signs, parking areas, service areas, roadways, sidewalks, lobbies, elevators/escalators and all other common areas, and promptly remove all snow, ice, dirt and debris therefrom; (iv) provide exterior window washing as needed; (v) provide Building security services in a manner reasonably selected by Landlord; and (vi) replace burned out light bulbs in the Premises and common areas and provide restroom supplies as needed. Landlord shall not be liable for any loss,

injury or damage to person or property caused by or resulting from any variation, interruption, or failure of electric power, water, and natural gas due to any cause whatsoever, and rent shall not abate as a result thereof, except to the extent due to the intentional misconduct or gross negligence of Landlord or its agents or contractors.

10. **ALTERATIONS.** Tenant may make alterations, additions or improvements to the Premises ("Alterations") from time to time only upon prior notice to Landlord, provided that Landlord's reasonable prior consent shall be required for any Alterations affecting the exterior appearance of the Building, major Building systems, or structural components of the Building. Except to the extent otherwise determined by Landlord, all Alterations and all Tenant Improvements shall remain on and be surrendered with the Premises upon expiration or earlier termination of this Lease.
11. **REPAIRS AND MAINTENANCE; SURRENDER.** Tenant shall perform during the Term of this Lease and any Extended Term hereof all necessary maintenance and repairs with respect to the structure and the exterior surfaces and components of the Building including, but not limited to, the roof and roof membranes, exterior walls, floors, foundations, supports, any skylights and roof vents, drains, and downspouts; repairs, maintenance and replacement of the mechanical and utility systems situated on or serving the Premises or Building, including heating, ventilating, air conditioning, lighting, electrical, plumbing, gas, water supply, sanitary sewers and septic systems, storm sewers and storm water drainage systems, sprinkler systems, and communications lines; the substructure, all periodic repaving and any patching and pothole maintenance of the parking, drive and other hard-surfaced areas comprising a portion of the Land, together with curbs and walkways; and all interior portions of the Building as well as all common areas and exterior portions of the Land. Tenant shall repair and maintain the interior walls, ceilings, floors, and interior window surfaces of the Premises and all of its fixtures and equipment at its sole cost and expense during the Term to keep same clean and in reasonably good order, condition, and repair at all times. Upon expiration of the Term, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises, together with all keys, to Landlord with the Premises in as good condition as when received by Tenant from Landlord or as thereafter improved, reasonable wear and tear excepted.
12. **ACCESS AND RIGHT OF ENTRY.** Tenant shall permit Landlord and its agents, employees and contractors to enter the Premises at all reasonable times upon at least 24 hours' prior written notice (except in an emergency, when no notice shall be required) to make any required repairs as well as to perform inspections, provided that Landlord shall not unreasonably interfere with Tenant's use and enjoyment of the Premises.
13. **SIGNAGE.** Tenant will maintain signage for the Building (interior way finding and street signs). Any signs so placed on the Premises shall be so placed with the understanding and agreement that Tenant shall remove same upon the termination of this Lease, at Tenant's sole cost. Tenant shall also repair any damage to the Premises caused thereby and, if not removed by Tenant, then Landlord may have same removed at Tenant's expense.
14. **DESTRUCTION; CONDEMNATION.**
 - a. **Damage and Repair.** If the Building or Premises are partially damaged but not rendered untenable, by fire or other insured casualty, then Landlord shall diligently restore the Building or Premises, as applicable, this Lease shall not terminate, and Tenant shall release to Landlord for such repairs and restoration any property insurance proceeds it receives relating to the Tenant Improvements (but not as relates to Tenant's personal property). If the Premises are entirely

destroyed, or partially damaged and rendered untenantable, by fire or other casualty, Tenant may, at its option: (a) terminate this Lease by written notice given to Landlord within ninety (90) days after the event of damage, or (b) require Landlord to restore the Premises to its previous condition per the first sentence above; provided, however, if such casualty event occurs during the last twelve (12) months of the then-effective Lease term, either party may elect to terminate the Lease. If Landlord restores or is required to restore the Premises under this Section, Landlord shall proceed with reasonable diligence to complete the work, and Gross Rent shall be abated in the same proportion as the untenantable portion of the Premises bears to the whole Premises. If Landlord is unable to restore the Premises within nine (9) months of the date of the casualty event, then Tenant may elect to terminate the Lease upon twenty (20) days' written notice to Landlord unless Landlord, within such twenty (20) day period actually completes such restoration work.

b. **Condemnation.** If the Premises are made untenantable by eminent domain, or conveyed under a threat of condemnation, this Lease shall automatically terminate as of the earlier of the date title vests in the condemning authority or the condemning authority first has possession of the Premises and all Rents and other payments shall be paid to that date. In case of taking of a part of the Premises that does not render the Premises untenantable, then this Lease shall continue in full force and effect and the base monthly rent shall be equitably reduced based on the proportion by which the floor area of the Premises is reduced, such reduction in Rent to be effective as of the earlier of the date the condemning authority first has possession of such portion or title vests in the condemning authority. Landlord shall be entitled to the entire award from the condemning authority attributable to the value of the Premises and Tenant shall make no claim for the value of its leasehold. Tenant shall be permitted to make a separate claim against the condemning authority for moving expenses, provided that in no event shall Tenant's claim reduce Landlord's award.

15. INSURANCE; INDEMNITY.

16. a. **Insurance.** During the Lease Term, Landlord shall maintain at its sole cost a policy of property insurance on the Building in an amount not less than the full replacement cost thereof. Landlord shall provide a certificate of the foregoing policy to Tenant on or prior to the Delivery Date. During the Lease Term, Tenant shall pay for and maintain with insurance companies reasonably acceptable to Landlord as primary insured, non-contributory, policies of commercial general liability insurance including contractual, with limits of at least \$2 million per occurrence/\$5 million general aggregate, Sexual Misconduct insurance, Tenant improvements and betterments coverage covering all improvements that Tenant makes to the building, with umbrella liability coverage of not less than \$15 million, and listing Landlord as an additional insured. Tenant shall provide a certificate of the foregoing liability policy to Landlord on or prior to the Delivery Date, reflecting Landlord as an additional insured thereon. Landlord and Tenant hereby release each other and any other tenant, their agents or employees, from responsibility for, and waive their entire claim of recovery for any loss or damage arising from any cause covered by property insurance or business interruption insurance required to be carried or otherwise carried by each of them. Each party shall provide notice to the property insurance carrier or carriers of this mutual waiver of subrogation, and shall, to the extent it does not adversely effect insurance coverage, cause its respective property insurance carriers to waive all rights of subrogation against the other.

b. **Landlord General Indemnity.** Landlord shall indemnify, defend, and hold harmless Tenant from and against and for any and all liabilities, obligations, penalties, or fines

(collectively, "Claims") which may be imposed upon or asserted against Tenant by reason of Landlord's gross negligence or intentional misconduct. The foregoing Landlord indemnification shall not apply to any Claims to the extent caused by (A) Tenant's breach of this Lease, or (B) the negligence of Tenant or its agents, contractors, or employees.

c. **Landlord, Grant Covenant Indemnity.** Landlord acknowledges that Tenant enters into this Lease because Tenant is a recipient of a Washington State Department of Commerce Early Learning Facilities Program grant (the "Grant") which will be utilized by Tenant to make the improvements set forth in **Exhibit D**. Landlord acknowledges that it has reviewed and is aware of the covenants and conditions placed on the Tenant by the Grant. Landlord shall be liable to Tenant for, and shall indemnify, defend and hold Tenant harmless against any, claim or injury due to a breach of any of the covenants and conditions of the Grant caused by the Landlord. If this Lease terminates, for any reason, within the term in which the Tenant is required to operate a childcare facility, under the Grant covenants, then Landlord shall either (i) work with the Department of Commerce to continue the childcare services in a manner required by the Department in order to prevent any part of the Grant funds to be repaid to the Department, or (b) indemnify the Tenant for any fund repayments demanded by the Department due to the termination of childcare services.

17. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign, sublet, mortgage, encumber or otherwise transfer any interest in this Lease (collectively referred to as a "Transfer") or any part of the Premises, without first obtaining Landlord's written consent which may be granted, denied, or conditioned in Landlord's sole and exclusive discretion. Tenants sublease of all or portions of the Premises to any of the following shall be deemed to be an assignment hereunder: (i) a subsidiary, affiliate, parent or other entity which controls, is controlled by, or is under common control with, Tenant; (ii) a successor corporation related to Tenant by merger, consolidation, non-bankruptcy reorganization, or government action; (iii) a purchaser of all or portions of Tenant's assets; and (iv) a joint venture in which Tenant is a general partner. No Transfer shall relieve Tenant of any liability under this Lease notwithstanding Landlord's consent to such Transfer. Consent to any Transfer shall not operate as a waiver of the necessity for Landlord's consent to any subsequent Transfer.
18. **LIENS.** Tenant is not authorized to subject the Premises, the Building, or the Land to any liens or claims of lien. Tenant shall keep the Premises free from any liens created by or through Tenant. Tenant shall indemnify, defend and hold Landlord harmless from liability for any such liens including, without limitation, liens arising from any Alterations. If a lien is filed against the Premises by any person claiming by, through or under Tenant, Tenant shall, within ten (10) days after Landlord's demand, at Tenant's expense, either remove the lien or furnish to Landlord a bond in form and amount and issued by a surety reasonably satisfactory to Landlord, indemnifying Landlord and the Premises against all liabilities, costs and expenses, including attorneys' fees, which Landlord could reasonably incur as a result of such lien(s).
19. **DEFAULT.** The following occurrences shall each be deemed an "Event of Default" by Tenant. Any notice periods granted herein shall be deemed to run concurrently with and not in addition to any default notice periods required by law.
- a. **Failure To Pay.** Tenant fails to pay any sum, including Rent, when and as due under this Lease.
- b. **Insolvency.** Tenant becomes insolvent, voluntarily or involuntarily bankrupt, or a receiver, assignee or other liquidating officer is appointed for Tenant's business, provided that in

the event of any involuntary bankruptcy or other insolvency proceeding, the existence of such proceeding shall constitute an Event of Default only if such proceeding is not dismissed or vacated within sixty (60) days after its institution or commencement.

c. Other Non-Monetary Defaults. Tenant breaches any agreement, term or covenant of this Lease other than one requiring the payment of money and not otherwise enumerated in this Section or elsewhere in this Lease, and the breach continues for a period of thirty (30) days after notice by Landlord to Tenant of the breach, provided that if the nature of the default requires more than thirty (30) days to cure, Tenant shall not be in default hereunder so long as it commences such cure within such thirty (30)-day period and diligently prosecutes such cure to completion.

d. Landlord Defaults; Tenant's Remedies. Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event less than thirty (30) days after written notice by Tenant to Landlord. Furthermore, Tenant shall have the right to terminate this Lease by written notice to Landlord if Landlord shall at any time (i) cease operating the Building as a licensed hospital for more than thirty (30) days, or (ii) become excluded, debarred, or otherwise rendered ineligible to participate in Medicare or Medicaid programs. Tenant agrees that no trustee, officer, employee, agent, manager, or individual partner of Landlord, or its constituent entities, shall be personally liable for any obligation of Landlord hereunder. Tenant further agrees that Landlord's liability under this Lease is specifically limited solely to the interest of Landlord or its constituent entities in the Building and Land (including the rents, profits and proceeds thereof) for the enforcement of any claims against Landlord arising hereunder.

- 20. GOVERNING LAW.** The validity, interpretation and performance of this Lease shall be governed by and construed exclusively in accordance with the laws of the State of Washington. Venue for any action brought to enforce or interpret any part or all of this Agreement shall be the Superior Court in Clallam County, Washington.
- 21. MORTGAGE SUBORDINATION AND ATTORNMENMENT.** This Lease shall automatically be subordinate to any mortgage or deed of trust created by Landlord which is now existing or hereafter placed upon the Premises including any advances, interest, modifications, renewals, replacements or extensions, subject to Tenant's receipt of an executed commercially reasonable nondisturbance agreement. Landlord shall deliver to Tenant such a non-disturbance/attornment agreement from the mortgagee and beneficiary of each mortgage and deed of trust, respectively, including without limitation all mortgages and deeds of trust now encumbering the Premises.
- 22. ESTOPPEL CERTIFICATES.** Each party shall at any time upon ten (10) days' prior written notice from the other party execute, acknowledge and deliver to the requesting party a statement in writing (i) stating the commencement date and certifying that this Lease is unmodified and in full force (or, stating the nature of any modification and certifying that this Lease, as modified is in full force); (ii) stating the date to which the Gross Rent and other charges are paid in advance, if any; (iii) indicating other matters with respect to the Lease that may be reasonably requested; and (iv) acknowledging that there are not, to the executing party's knowledge, any uncured defaults on the part of the requesting party (or specifying any defaults claimed). This statement may be conclusively relied upon by any prospective purchaser or encumbrancer of the Premises or assignee or subtenant of Tenant.

- 23. COSTS AND ATTORNEYS' FEES** If either Tenant or Landlord engages the services of an attorney to collect monies due or to bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any demand by Landlord for the recovery of Rent or other payments, or possession of the Premises, each party shall pay its own counsel. The validity of this Lease, the interpretation of the rights and duties of the parties hereunder and the construction of the terms hereof shall be governed in accordance with the internal laws of the State of Washington.
- 24. QUIET ENJOYMENT.** So long as Tenant pays the Rent and performs all of its obligations in this Lease, Tenant's possession of the Premises will not be disturbed.
- 25. HOLDING OVER.** This Lease shall terminate without further notice on the Termination Date unless duly extended by Tenant. Any holding over by Tenant without the express written consent of Landlord shall not constitute the renewal or extension of this Lease or give Tenant any rights in or to the Premises, but shall create a month to month tenancy. In the event of such a holding over by Tenant without the express written consent of Landlord, the monthly Gross Rent to be paid by Tenant shall be equal to the greater of one hundred fifty percent (150%) of the monthly Gross Rent and additional rent applicable to the last month of the then-preceding term, or \$2,000 per month; however, no payment of such amount by Tenant shall be deemed to extend or renew the Term of this Lease.
- 26. NOTICES.** Any notices and other communications to be delivered by either party to the other pursuant to this Lease shall be in writing and shall be deemed delivered as follows, except as otherwise specifically provided in this Lease: (a) when hand delivered; (b) one (1) business day after mailing by FedEx or other overnight courier service; or (c) three (3) business days after deposit in the United States mail by registered or certified mail, postage prepaid, return receipt requested, addressed to the party to be charged with notice at the addresses provided in Section 1 above or such other address as either party from time to time may designate by notice delivered to the other in the manner provided herein. Except as otherwise specifically provided herein, in the computation of any period of time which shall be required or permitted hereunder or under any law for any notice or other communication or for the performance of any term, condition, covenant or obligation, the day from which such period runs shall be excluded and the last day of such period shall be included unless it is a Saturday, Sunday or legal holiday, in which case the period shall be deemed to run until the end of the next day which is not a Saturday, Sunday or legal holiday.
- 27. GENERAL.**
- a. Heirs and Assigns.** This Lease shall apply to and be binding upon Landlord and Tenant and their respective heirs, executors, administrators, successors and assigns.
- b. Entire Agreement.** This Lease contains all of the covenants and agreements between Landlord and Tenant relating to the Premises. No prior or contemporaneous agreements or understanding pertaining to the Lease shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by Landlord and Tenant.
- c. Severability.** Wherever possible, each provision of this Lease shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Lease shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the

extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Lease.

d. Force Majeure. Time periods for either party's performance under any provisions of this Lease (excluding payment of Rent) shall be extended for periods of time during which the party's performance is prevented due to circumstances beyond such party's control, including without limitation, fires, floods, earthquakes, embargoes, governmental regulations, acts of God, public enemy, war or other strife.

e. Governing Law. This Lease shall be governed by and construed in accordance with the laws of the State of Washington.

f. No Brokers. No brokers were involved in the negotiation or execution of this Lease for either party.

g. No Waiver. The failure of Landlord or Tenant to insist upon strict performance of any of the terms, conditions, covenants and obligations contained in this Lease shall not be deemed a waiver of any rights or remedies for any subsequent breach or default in the terms, conditions, covenants and obligations herein contained.

h. Recording. Tenant shall not record this Lease without Landlord's prior written consent. Tenant may, however, record a "short form" memorandum of this Lease, which shall be promptly executed and returned by Landlord upon Tenant's request.

i. Counterparts. This Lease may be executed in two (2) or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

LANDLORD:

CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT
NO. 2, dba Olympic Medical Center

By: _____
Name: _____
Its: _____
Date: _____

TENANT:

WILLIAM SHORE METROPOLITAN PARK
DISTRICT, d/b/a Shore Aquatic District

By: _____
Name: _____

Its: _____
Date: _____

STATE OF WASHINGTON

ss.

COUNTY OF CLALLAM

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this instrument, on oath stated that said person was authorized to execute the instrument and acknowledged it as the _____ of CLALLAM COUNTY PUBLIC HOSPITAL DISTRICT NO. 2, dba Olympic Medical Center, to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, 2024.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary public in and for the state of Washington,
residing at _____

My appointment expires _____

STATE OF WASHINGTON

ss.

COUNTY OF CLALLAM

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that said person signed this instrument, on oath stated that said person was authorized to execute the instrument and acknowledged it as the _____ of WILLIAM SHORE METROPOLITAN PARK DISTRICT, d/b/a Shore Aquatic District, to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, 2024.

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary public in and for the state of Washington,
residing at _____

My appointment expires _____

EXHIBIT A

LEGAL DESCRIPTION OF THE LAND

LOTS 3, 4, 5 AND 6, BLOCK 169 OF THE TOWNSITE OF PORT ANGELES;
EXCEPT THE WEST 2.93 FEET OF SAID LOT 6;
TOGETHER WITH THAT PORTION OF VACATED ALLEY ADJOINING, WHICH, UPON
VACATION,
ATTACHED TO SAID PROPERTY BY OPERATION OF LAW.
SITUATE IN CLALLAM COUNTY, STATE OF WASHINGTON.

SUBJECT TO:

1. EASEMENT AND THE TERMS AND CONDITIONS THEREOF: RECORDED UNDER CLALLAM COUNTY RECORDING NO.:603204
2. MATTERS SET FORTH BY SURVEY: RECORDED UNDER CLALLAM COUNTY RECORDING NO.: 713139 (V 31 OF SVYS. P 48)
3. EASEMENT RIGHTS AND MAINTENANCE AGREEMENTS, IF ANY, FOR UTILITIES WHICH MAY HAVE BEEN GRANTED IN VACATED STREETS AND ALLEYS PRIOR TO THEIR VACATION

EXHIBIT B
DIAGRAM OF THE PREMISES

[Attach Premises diagram]

EXHIBIT C

WORK LETTER AGREEMENT

1. Landlord's Work. Tenant shall accept delivery of the Premises in its current "as-is" condition. Landlord shall provide to Tenant and its design team with any available as-built drawings of the Premises and Building. It is preferred that the Tenant and Landlord's architects and designers be able to communicate electronically or via computer disk.

3. Tenant's Plans. Tenant shall provide to Landlord its plans for Tenant's intended leasehold improvements (the "Tenant Improvements") in form suitable for permit application (collectively, the "Tenant's Plans"). Tenant's Plans, and all material changes thereto, shall be subject to Landlord's written approval, which shall not be unreasonably delayed or withheld. Tenant may select any materials and interior finishes so long as they comply with applicable local codes requirements and are of a quality level comparable to or better than Building standards. If Landlord denies its approval, it shall specify the reasons for doing so in detail. Landlord's review and consideration of the Tenant's Plans, and any changes thereto, shall be limited to matters affecting the exterior appearance or structure of the Building and mechanical, plumbing, fire/life safety, electrical and other Building systems therein.

4. Tenant's Contractors. All contractors and subcontractors participating in construction of the Tenant Improvements shall be reputable and shall meet all applicable licensing and insurance requirements of the State of Washington, and be reasonably satisfactory to Landlord. Tenant's choice of subcontractors shall not materially affect any guaranties or warranties relating to the Building or Building systems. Prior to the commencement of any of the foregoing work, Tenant shall provide Landlord with the general contractor's state contractor's registration number, and final Tenant's Plans.

5. Construction of the Tenant Improvements. Tenant shall complete the Tenant Improvements at Tenant's sole risk, cost and expense. Tenant shall not be obligated to pay any construction management or supervision fee to Landlord. Construction shall be performed in a good and workmanlike manner and in compliance with all applicable rules, laws, codes and regulations.

6. Construction Insurance. During construction, Tenant shall cause its general contractor to procure and maintain in effect the following insurance coverages with an insurance company or companies authorized to do business in the state of Washington:

(a) Workmen's Compensation as required by the State of Washington, with Employer's Contingent Liability (Stop Gap) coverage with a limit of not less than \$1,000,000.00; and

(b) Commercial General Liability insurance with limits of at least \$2,000,000 per occurrence/\$5,000,000 general aggregate, listing Landlord and Tenant as additional insureds; and

(c) Builder's risk insurance for the value of the Tenant Improvements while under construction.

During construction of Tenant's Improvements both parties shall give prompt notice to the other of all losses, damages, or injuries to any person or to property of Tenant, Landlord or third parties. Landlord or Tenant shall promptly report to the other all such claims of which that party has notice, whether related to matters insured or uninsured. No settlement or payment for any claim for loss, injury or damage or other matter as to which one party may have an obligation for any payment or reimbursement, shall be made by the other without the written approval of the affected party.

7. Tenant's IT Services and Equipment. Tenant may install wired and wireless communications equipment at the Building serving Tenant's operations at the Premises. Landlord shall, at no additional cost to or restrictions on Tenant and its telecommunications services providers ("Carriers"), allow Tenant and its Carriers to access the Building for purposes of installing, testing, monitoring and maintaining telephone and network connectivity to the Premises. Such activities may include, but are not limited to (a) allowing each of Tenant's Carriers to install a fiber distribution panel within the Building for purposes of providing connectivity to the Premises; (b) granting Tenant's Carriers access to and use of any existing easement areas and telecommunications ducts, risers, closets, and conduits serving the Building and the Premises; (c) allowing Tenant and its Carriers to install, monitor, and maintain equipment within the Building for purposes of providing, receiving and monitoring telephone and network connectivity to the Premises; and (d) allowing Tenant and its Carriers bring additional fiber optic lines to the Premises (including without limitation establishing one or more additional pathways to the Building). Landlord acknowledges that such activities may include, without limitation, installing underground or overhead conduit, cabling, fiber, and other telecommunications lines on or in the Building. Landlord shall cooperate with Tenant's permitting process for work performed in the right of way, including execution of any reasonable indemnity agreements required by the any governmental authority that must be executed by the owner of the Building. Landlord agrees to execute any commercially reasonable easement, right of entry agreement, or similar agreement requested or required by any of Tenant's Carriers in connection with the provision of telecommunications services to the Premises by such Carrier. Upon the termination of this Lease and at Landlord's discretion, Tenant shall remove all of its installations described herein at Tenant's sole cost and expense and, if not so removed by Tenant, then Landlord may have the same removed at Tenant's sole cost and expense. Tenant shall also repair any damage to the Premises caused by Tenant's removal of its installations described herein.

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.

14.0 Data Retention Policy

14.1

For the purposes of future reference, it is imperative that files related to board meetings be stored in an archive on the district website, as well as in the proper folder on the district share drive. These files are to be stored indefinitely in both locations.

14.2

While few other pertinent documents are stored primarily in digital format currently, it is the district's view that digital documents are to remain stored in the current digital storage location for as long as possible. Because digital files take no physical space, they are to remain saved in the share drive, or pertinent location for 10 years, or until no longer accessible.

14.3

If the district switches from share point to another method of mass digital storage, it is imperative that all files are transferred to the new storage method. The current IT provider can help ensure such switches are properly completed as necessary.

310 Operating Hours and Holiday Closures

1.0 Operating Hours

Monday through Thursday: 5:30 A.M. – 8:00 P.M. (extend to 9pm during summer months)

Friday: 5:30 A.M. – 9:00 P.M.

Saturday: 7:00 A.M. - 4:00 P.M. (rental available 4pm - 8pm)

Sunday: 10:00 A.M. - 4:00 P.M. (rental available 4pm - 8pm)

There may be special events or facility rentals scheduled during times when the center is normally closed.

2.0 Holiday Closures

The District facility will be closed for the following days:

New Year's Eve Half Day (5:30am-3:00pm) December 31st.

New Year's Day January 1st

Independence Day July 4th

Thanksgiving 4th Thursday in November

Christmas Eve Half Day (5:30am-3:00pm) December 24th

Christmas Day December 25th

Full-time employees have the closures listed above included in their benefits. If a closure falls on a weekend, the closest normal workday shall be declared a holiday for full-time employees. Hourly Employees who work Holidays will be paid straight time.

3.0 Other Closures

3.1

The Executive Director or the Director have the authority to temporarily close the facility if he/she determines it to be in the best interest of the District for health or safety concerns.

3.2

There will be an annual closure for maintenance each year. The duration and extent will be determined by the Shore Metropolitan Park District Board (Board), executive Director, or Director; and will depend on the amount of maintenance required. Pass holders should be aware of the annual maintenance closure and understand that specific Shore Metropolitan Park District (SMPD) amenities, or the facility will not be available for use at that time.

3.3

Inclement Weather: The Executive Director and the Director have the authority to close or change operating hours for the facility due to inclement weather. Please check our website

at: sacpa.org, check your email for closure updates, and follow us on Facebook for the most up-to-date information.

3.4

Closure due to local or national emergency: It is a policy of SMPD to maintain hours of operation, which make the best use of people and resources in serving the needs of the public. Closure of SAC shall be at the discretion of the Executive Director and/or Director after consideration of all the facts presented. The welfare of the public and SMPD employees is of utmost concern.

3.5

If an annual, or monthly-billed annual pass includes the SMPD annual maintenance closure for three weeks or more, the time will be added back on to the pass once the facility re-opens.

312 Commercial Use of District Facilities

1.0 Purpose

It is the policy of the Shore Metropolitan Park District to require a contract or use permit as evidence of entities seeking permission for commercial use of District facilities to show clearly that the applicant has made satisfactory arrangements to meet the various concerns of the District. These concerns include the following:

1. Protection of the facilities
2. Minimized disruption of public use and enjoyment.
3. Avoidance of public safety and health problems.
4. Limiting the District's potential liability exposure.
5. Reimbursement to the Park District for use or damage to District property.

2.0 Definition of Commercial Use

For purposes of this policy "commercial use" is use of District Property to generate income or profit.

3.0 Policy

- No person shall (a) conduct or engage in any private instruction, lesson, class, or similar activity or undertaking or (b) engage in any retail or commercial use at or in any District Facility at any time except as previously approved by the Executive Director or Director. Only District employees may provide instruction, unless otherwise contractually arranged.
- Commercial/Individual applications will be limited to licensed and regulated services that serve the community but whose services cannot be provided by the district.

4.0 Applications for Commercial Use:

People seeking to use District Property for commercial purposes shall apply for a permit for such use on standard forms provided by the district. Applications must be completed in full, and all other documentary evidence required therein must be provided, for consideration to be given to the application. Additional information and assurances may be required, and conditions or restrictions may be placed on the permittee's use, by the district, as appropriate to the application.

4.1

Fees: It is the policy of the district to charge fees for commercial use of District Property. Such fees are not to be considered in any way as a release from responsibility on the part of the permittee for repair and full redress of all damages, injuries or other undesirable effects experienced as a result of the permittee's use of District Property. The fees charged for commercial use of District Property shall be determined by the Board of Commissioners, these fees shall be reviewed periodically by the Board and are subject to change from time to time. The entire fee must be paid prior to commencement of use.

4.2

Waived or Reduced Fees. The District may, in its sole discretion, waive or reduce the required fee with respect to commercial use under the following circumstances:

- Where the use, or product derived or made from such use, is for educational or instructional purposes in District or local school programs; The use furthers (directly or indirectly) or the proceeds from the sale or distribution of the product derived or made from such use are used in support of public park, recreation or conservation programs or purposes, or other public purposes.

- The use or product of such use is made by a not-for-profit organization which is affiliated with the District, or the majority of whose members are residents of the Park District.
- The user donates or contributes something of at least equal value to the district.

The waiver or reduction of fee is otherwise determined by the Board to be in the best interests of the District.

4.3

Additional Charges. In addition to the foregoing fees, the District will charge for items as applicable, such as electricity, labor for clean-up, required security or supervision, and rental charges for any District equipment required by the permittee, at rates established by the District. Further, depending on the nature/ duration of the proposed use, the District may require a security deposit.

4.4

Certificate of Insurance. Applications must be accompanied by a Certificate of Insurance indicating, which the applicant will have in effect during the entire period for which the permit is sought, public liability insurance of not less than \$1 million, and property damage insurance of not less than \$1 million. The insurance must be provided by a carrier acceptable to the District. The District (and, if the property is leased by the District, also the lessor) must be named as an additional insured under the policy or policies of insurance.

315 Facility Rentals

All or portions of the SMPD facility are available for rent on an hourly basis. All rental requests should be communicated directly with and approved by the Director. Rentals will depend on availability of staff and mutually agreed upon. No reservations will be confirmed until the rental fee is paid in full. Requests for reservation cancellation refunds will be granted if made two or more working days before scheduled reservation. If the above conditions can be met, the rate shall be as follows:

1.0 Partial Pool Rental

The pool rental includes the use of the facility pool and locker rooms. The rate is based upon availability of the area, amount of space utilized, and level of change in staffing.

1.1

All children under the age of 8 must always have a responsible adult (ages 18 or older) within arm's reach. Youth who cannot swim 15 yards must be always accompanied by an adult in the pool area.

1.2

Port Angeles High School and Port Angeles Swim Club may rent the pool for practice and meets. Times and lanes needed will be determined by the Aquatics manager and/or Director. Fees for swimming teams will be set annually.

1.3

All other swim team rental requests (meets or practice) will need to be presented to the Aquatics manager and/or Director.

1.4 Crescent School Swim Lessons

This allowance of space rental allows them to pay their own instructor and removes the district from all responsibility of organizing their lessons.

2.0 Full Facility Rental

A full facility rental includes the use of the pool, locker rooms and sauna. A waiver and release form must be signed by the individual, group, or company representative renting the premises.

2.1 Rates

Full Facility rental rate is to be dependent upon labor costs. By rule of thumb, facility rental costs should exceed cost of labor (for groups such as Olympic Peninsula Paddlers, Peninsula College, Pewee Football and other groups).

2.2 Staffing

The number of staff is to be dependent upon type and number of people anticipated at the rental. An On-Site supervisor, or greater, is required to be present for such rentals.

2.3 Arrangement

It is required that all full facility rentals be prearranged at a minimum of 3 weeks in advance with the director to allow time to properly staff and schedule. The district reserves the right to refuse rental.

3.0 Locker Rentals

Lockers are available free of charge for daily use only. The lockers are not to be used past closing time. Locks will not be provided.

320 Admissions and Refunds

Admission to SMPD is by membership Annual or monthly billed annual, punch pass, general admission, class registration, or complimentary “be our guest” pass. Passes are sold to individuals, families, and businesses.

Memberships and pass-holders will be provided with a scan card. Members and pass-holders are required to present this scan card number to the cashier for inspection to gain admission to the facility. The cashier should examine the scan card and the computer to determine if the holder is the appropriate person and that the membership is in good standing. If a scan card has been lost, there is a \$1.00 fee to receive a new one. Special consideration may be given should the card be unusable but not lost.

1.0 ADMISSIONS

1.1 General Single Use Admission

Admission by payment is available on a per visit basis. Patrons who desire to come back the same day must prove that they paid general admission by supplying their receipt. If it is uncertain whether general admission was paid, the patron must re-pay to enter the facility. The fee varies according to the patron’s age. Admission fees are set by the Board and are subject to change.

1.2 Memberships

Membership packages include:

- *Family Membership*: includes two adults 18 years of age and older residing in the same household and 8 children under the age of 18. Due to the same fee structure, youth may be subbed out for Senior or disabled individuals within the same household. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Single parent membership is available for a discount of 25% off the family membership price; or the addition of two eligible youth/senior/disabled individuals. Exchange students may be added to a family pass, additional charges may apply
- *Senior Memberships*: include anyone 60 or older.
- *Veteran/Disabled Memberships*: includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Acceptable proof is Social Security documentation, Handicapped vehicle registration, VA documentation, or doctor's documentation. Any Military ID will satisfy the requirements to receive veteran pricing.
- *Adult Membership*: includes anyone 18 years of age or older.
- *Youth Memberships*: include anyone under the age of 18 years of age.

1.3 Limited Visit Passes

Use passes are for a specific number of visits and are available in each of the above age groupings. The passes can be used for both admission and/or exercise classes. Punch cards are not refundable and do not expire after purchase. No time will be added for maintenance closure. A youth may use an adult punch card, but an adult may not use the youth punch card.

1.4 OMC Limited Pass

This pass is a partnership with OMC to ensure local community members receive physical therapy. A doctor's sheet supplied to OMC must be completed and turned in to receive this membership. This membership lasts 30 days per issued note. The individual may renew this membership after 30 days if and only if, a new form is completed by the PT and turned in upon renewal. These notes are passed along to the director via the necessary process.

1.5 Annual Pass Paid Monthly

Annual Memberships can be paid two ways. Lump sum payment at time of registration or the patron can sign up for monthly payments.

1.6 Contracted Use

Contractual passes are available for government, companies, and schools. A monthly minimum and maximum charge will be determined at the time of sign-up. Names of approved swimmers should be supplied to the management. SMPD will bill the company/school/military on a monthly basis. Passes will be issued to specific individuals. The contractual passes are not eligible for refunds and passes are non-transferable. Please check current schedule for pass prices and discounts. Rates are subject to change with the approval of Board majority ruling. No additional discounts may apply. No extensions shall be added for time closed for maintenance, less than 3 weeks. Contractual passes are issued at a discounted rate depending on amount and frequency of use.

1.7 Active-Duty Military Discounts

Active-duty military personnel and their dependents shall receive a discount on a membership pass at time of purchase equal to senior/disabled/veteran rate. Military personnel who are deployed may request an extension of their pass. Reinstatement of the pass will be made when the individual has returned and submitted a written request. For all members on a family pass, the expiration date must remain the same. No additional discounts apply. No extensions should be added for time closed for maintenance, less than 3 weeks.

1.8 Complimentary Annual & Limited Visit Memberships

Passes may be exchanged for services rendered to SMPD, subject to government regulations upon the approval of the Executive Director and/or Board of Commissioners.

2.0 REFUNDS

2.1 Refund Policy

THERE ARE NO REFUNDS EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES. There are no extensions for annual maintenance closure except if closure is longer than 3 weeks.

2.2 Membership Refunds

Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. In cases where a refund is warranted, a prorated amount due will be refunded from the date the membership card is surrendered. Membership cards must be returned before receiving a refund. Memberships are not transferable. Memberships may not be extended or transferred for any reason. Nor refunds shall be issued for daily admission.

2.3 Special Circumstances

Upon written request, the Director will consider amendment or alteration of the terms of unexpired memberships or passes, based upon proof of medical conditions or proof of unusual circumstances. Decisions concerning such requests will be made by the Director, with a right of appeal to the Board of Commissioners.

2.4 Free Swim Tokens

Free Swim Tokens may be given out in lieu of refunds. Free Swim Tokens will sometimes be issued when guests come to our facility to tour the facility because they are thinking of buying a membership. Free Swim Tokens will not expire and may be handed out by individuals authorized by the Director, Executive Director, and/or the Board of Commissioners.

2.5 Check Return Policy

Personal checks will be accepted for Admissions and retail purchases for the amount of purchase only. There will be a \$25.00 service charge for all returned checks. No two-party checks will be accepted. No payroll checks will be cashed.

325 Swim Lessons, Aerobics & Yoga

1.0 Registration Policy

To ensure an organized and simple process for class registration the following policy has been approved by the SMPD Board. Questions about this policy can be addressed to the Aquatics Manager or Director.

- Registration will be on a first come, first serve basis

- No registration will be accepted prior to the scheduled registration period.
- Registration must be completed at Shore Aquatic Center, over the phone, or online for applicable activities (e.g. Aerobics & Yoga classes).
- Patrons may register themselves and a maximum of one (1) other person in those classes with limited registration.
- Registration before a class begins is very important to assure participation in the activity of choice. If sufficient registration has not been received by noon the last weekday before a class is scheduled to begin, the class is either canceled or participants are asked to sign up for another class at a different time of day. In the event a class is canceled due to lack of participants, and other arrangements cannot be made, a credit refund will be given.

2.0 Refund Policy

Full refunds will be granted up to noon of the work weekday prior to the start of class. Refunds will be pro-rated from the date the participant comes into the facility to request a refund and only for medical reasons necessitating withdrawal from the class or on the basis that one is moving from the community. Refunds will be made by check, which may take up to thirty days, or credit voucher. Credit vouchers are valid for one year and must be used during that time or forfeited.

3.0 Aerobics & Yoga Classes

- Prospective ongoing class participants may begin to register on the Monday prior to the week of class as space allows.
- Patrons may pay a drop-in fee for fitness classes.
- Entrance to class will not be granted if payment is not current.

4.0 Class Observation and Viewing

Parents and students may use the bleachers and chairs to view classes and instruction.

Photos may not be taken during lessons, as it is a disruption to the class and privacy issues and is against SMPD policy. Photo's may be taken at meets and private functions.

Students/Class Attenders shall not enter sauna while waiting for lessons. Children who arrive 5 minutes before the class must wait outside of the pool.

Students/Class Attenders must exit the pool area immediately following lessons. Guardians of young children may pick up their children on the pool deck immediately after the swimming lessons.

330 Gender Equality in Programming

1.0 Purpose

To establish policy and procedure to provide equal access to public community athletic programs and sports facilities by prohibiting discrimination based on gender.

2.0 Policy

The Shore Metropolitan Park District does not discriminate against any person on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities.

3.0 Definitions

Community Athletic Programs – Any athletic program that is organized for the purpose of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the District.

Sports Facilities – Any property owned, operated or administered by the district for the purpose of training for and/or engaging in athletic activity and competition.

4.0 Procedures

4.1

Community Athletic Programs administered by the district will be operated in a manner that promotes equal opportunities regardless of gender.

4.2

The district will allocate and schedule Sports Facilities in a manner that provides equal access to all Community Athletic Programs.

4.3

This policy will be added as a provision of all leases or use agreements administered by the district.

4.4

The District will not issue a lease or permit for use of any Sports Facility to a third party that discriminates against any person on the basis of gender in the operation, conduct or administration of a Community Athletic Program.

4.5

The policy will be posted on the District website, along with the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy.

4.6

This policy and the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy will be included in all District publications that contain information about athletic programs or facilities operated or administered by the District.

4.7

If discrimination is determined, the district should take the appropriate corrective action.

5.0 Reporting

Any citizen who feels they have been the victim of discriminatory treatment in violation of this policy should report this concern to the District Director or one of the District Supervisors for appropriate investigation. (see Attachment A)

ATTACHMENT A

Employees Responsible for Carrying out Compliance

Steven D. Burke Executive Director

Shore Metropolitan Park District

225 E. 5th St. Port Angeles, WA 98362

(360) 775-2119

Email: steve@scpa.org

Ryan Amiot Director

Shore Metropolitan Park District

225 E. 5th St. Port Angeles, WA 98362

(360) 775-2119

Email: ryan@scpa.org

335 Head Injury and Concussions

1.0 Purpose Statement

A 2009 act requiring the adoption of policies for the management of concussion and head injury in youth sports; amending the Revised Code of Washington 4.24.660 and adding a new section to RCW chapter 28A.600 states, in part, the following:

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.

Private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with this law.

2.0 Policy

Although the law generally directs these instructions to school districts and the Washington Interscholastic Activities Association (WIAA), it also specifies that private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with the law. Shore Metropolitan Park District (District) requires all youth sports activities using District property or facilities to comply with this law.

All program will have the approved concussion form available as part of the sign up and registration process. No youth users can start a program or lesson until the parents or legal guardians have signed the Concussion Compliance Release Form (see Attachment A).

All facility use contracts (long term or short term) will incorporate the **Facility Use Compliance for Youth Sports-Head Injury Form** as part of the contract for use (see Attachment B)

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain**

damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear.

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The “Zackery Lystedt Law” in Washington requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years: “A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time.” “[He or she]...may not return to play until the athlete is evaluated by a licensed health-care provider trained in the evaluation and management of concussion and has received written clearance to return to play from that health care provider. Additional information regarding concussion management is available from the Centers for Disease Control and Prevention (CDC) at: <http://www.cdc.gov/ConcussionInYouthSports/>.

ATTACHMENT A

Concussion Compliance Release Form

A 2009 act requiring the adoption of policies for the management of concussion and head injury in youth sports; amending the Revised Code of Washington 4.24.660 and adding a new section to RCW chapter 28A.600 states, in part, the following:

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury.

On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.

Private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with this law.

Although the law generally directs these instructions to school districts and the Washington Interscholastic Activities Association (WIAA), it also specifies that private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with the law. [Member name] requires all youth sports activities using [Member] property or facilities to comply with this law.

Please read the information below and affix your signature to indicate that you have read this document. This form must be returned to the Shore Metropolitan Park District and is good only for the current sports season.

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a

“ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Lystedt Law Compliance

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents/guardians, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays

- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Lystedt Law Compliance

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often underreport symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents/guardians, and athletes is the key for youth athletes' safety.

If you think your child has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The "Zackery Lystedt Law" in Washington requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years: "A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time." "[He or she]...may not return to play until the athlete is evaluated by a licensed health-care provider trained in the evaluation and

management of concussion and has received written clearance to return to play from that health care provider.” You should also inform your child’s coach if you think that your child may have a concussion. It is better to miss one game than miss the whole season. And when in doubt, the athlete sits out. Additional information regarding concussion management is available from the Centers for Disease Control and Prevention (CDC) at: <http://www.cdc.gov/ConcussionInYouthSports/>. By signing below, I indicate that I have reviewed the information regarding concussions outlined in this document.

Athlete Name Printed and Date

Athlete Signature

Parent/Guardian Name Printed & Date

Parent/Guardian Signature

Attachment B

Facility Use Compliance for Youth Sports-Head Injury Form

(Attach to any building/facility use request form and use Contracts)

_____ requests the use of the Shore Metropolitan Park District Facility located at 225 E. 5th St. Port Angeles, WA 98362, for the following dates:

<u>Date</u>	<u>Activity</u>

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by RCW 4.24.660.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$1,000,000 due to bodily injury or death of one person and at least \$2,000,000 due to bodily injury or death of two or more persons.

Signed: _____

Representative of Private Non-Profit Youth Sports Group: _____

Date: _____

Note: Access to (Member) facilities may not be granted until all requirements of this application are complete and approved by the (Member).

340 Financial Aid/Scholarship Policy

1.0 Purpose

The Shore Metropolitan Park District understands that families and individuals due to circumstances beyond their control can experience severe financial problems. For this reason, the Financial Aid/Scholarship Program was created enabling residents to have access to the pool and programs at a reduced fee.

Shore Metropolitan Park District's Financial Aid/Scholarship program exists for the purpose of helping members through periods of financial hardship. Assistance is provided for residents living within the boundaries of the Shore Metropolitan Park taxing District. The amount of financial aid awarded is done through discounts Based on the district approved pricing scale. Eligibility is not automatic as there is limited financial aid available. Families that apply will have to comply with the requirements set forth below. Failure to do so can lead to the termination or lack of eligibility for aid. Any resident interested in this program may stop by Shore Aquatic Center and pick up an application or download from the Shore Aquatic Center website (sacpa.org). If you have any questions, please call 360-775-2119.

The Shore Metropolitan Park District's goal in the Scholarship Policy is to administer a Financial Aid/Scholarship program in which access to the Shore Aquatic Center and programs are available to the entire community regardless of race, skin tone, religion, sex, national origin, age, or disability.

2.0 Eligibility

To be eligible to receive financial assistance, the applicant must meet the following criteria:

- Applicant Must be a resident of the Shore Metropolitan Park District.
- Applicant Must apply for assistance in writing using the financial aid form provided by the District.
- Applicant Must provide written documentation requested by the District.
- Residents must submit a copy of their most recent federal income tax return (Form 1040) and any additional income verification information requested.

3.0 Scope of Financial Aid

The financial aid program is intended to benefit residents in temporary financial need. Financial aid may not be available for all programs or for some direct cost as determined by the District Board. These would include contractual programs, special events and ticket type events. The district offers Financial Aid/Scholarships for Swim Lessons, Passes, and Child Care.

4.0 Other

- All information on the application must be true and accurate. **Financial aid provided is legally recoverable if awarded on the basis of false information.** Any applicant who receives financial aid based upon false information shall pay the entire amount back to the District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs.
- All information received will remain confidential.
- All financial aid shall be awarded solely based upon the individual need of the applicant regardless of race, skin tone, gender, religion or sexual orientation.

5.0 Application Procedures

1. Complete the financial aid application form which is available at the District office or the District website. Return the completed form along with all required documentation to:

Shore Metropolitan Park District
Financial Aid Application 255 E. 5th St.
Port Angeles, WA 98362

2. Upon receipt, the designated district official will review the application and make a decision of approval/disapproval and if approved, the percentage amount of financial aid to be provided. Aid provided will be based on many factors including, but not limited to, family size, family income, other types/amounts of aid received from agencies and other extenuating circumstances. Another consideration shall be the number of applicants for financial aid.
3. Applications for financial aid will be notified within 2 weeks of receipt of completed application, including all necessary documents, as to the grant status.
4. Upon approval, applicants may register for programs through regular District registration procedures.

Financial aid is valid for one calendar year and a new application must be submitted each year.

345 Advertising and Sponsorship

1.0 Purpose

As a public organization, Shore Metropolitan Park District gratefully accepts tax-deductible sponsorships or advertising to support its mission relevant activities. The district will not solicit or accept sponsorships from people or entities whose practices, policies, or operations are deemed unacceptable and contrary to the values implicit in its mission.

2.0 Policy

Shore Metropolitan Park District actively solicits and encourages individuals, the business community, service clubs, and other organizations to become sponsors of District events, programs, and services. The district will enter into sponsorship agreements with sponsors as it is deemed appropriate. Sponsorship agreements may vary by sponsor. This policy is designed to be mindful of the district's status as a public agency receiving tax revenue. The district reserves the right to refuse or decline any offer of sponsorship at its absolute discretion or to negotiate with the sponsor concerning any aspect of proposed sponsorship.

A sponsorship is defined as a mutually beneficial exchange arranged in advance whereby the district obtains support for a specified activity. The sponsor receives acknowledgement in return for cash and/or products and services-in-kind to the district.

Shore Metropolitan Park District will accept advertising proposals which are consistent with its mission. The district will enter advertising contracts as it deems appropriate. Advertising agreements may vary by advertiser. The district reserves the right to refuse or decline any advertising proposal at its discretion or to negotiate with the advertiser concerning any aspect of proposed advertising.

3.0 Guidelines

The district welcomes sponsorship, and advertising offers in support of its organizational efforts, subject to the following guidelines:

- The district will not accept sponsorship that reflects in a negative manner on the organization, does not align with its mission statement, or is not in the best interest of the health and safety of the organization as determined by the District Board.
- The district does not accept corporate sponsorships for certain categories of products and services, including, but not limited to, alcohol products, illegal drugs and drug paraphernalia, weapons, tobacco products or establishments, sexual escort services, gambling opportunities or casinos, weight-loss products or plans, and check cashing services.
- The district does not endorse, directly or by implication, any products, services, or ideas promoted except those sponsored directly by the organization.
- Individual staff should not receive any substantial benefit from association with sponsors. Any commissions, substantial gifts, or other financial benefits should be brought to the attention of a supervisor.
- The district must retain control over any sponsored program and sponsors will not have any input into operational matters relating to a project they have sponsored
- This policy is not applicable to philanthropic contributions, grants, or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists.

These guidelines are intended to provide general guidance. They are not inclusive or exhaustive and are subject to change at the discretion of the district at any time.

350 Facility Use Rules

1.0 Purpose

This policy is to ensure consistent development and application of facility use rules which need to be enforced and obeyed while in the facility of the Shore Metropolitan Park District (District). Lifeguards may use their discretion for rules not listed here but pose safety concerns.

2.0 Rules

2.1 General Facility Rules

- Children 6 and older must use the locker room of their gender. Family changing rooms may be used by parents with older children of a different gender.
- Lifeguards must be on duty before swimmers are allowed in the water.

- The Shore Aquatic Center reserves the right to prohibit or eject any person who may endanger the safety of others or self or cause offense to others.
- Smoking is not allowed in the facility or within 25 feet of any doors, windows, or vents.
- Food and drinks are not allowed in the locker rooms, family-changing room or inside the deck fence.
- Glass containers are not allowed in the facility.
- The Shore Aquatic Center is not responsible for lost or stolen items.
- Lost and found items will be given to charity after 2 weeks.
- No changing on deck.
- People with infections or open wounds are not allowed in the pools.
- Every person must take a shower before entering the pool.
- Appropriate swimwear must be worn.
- Plastic pants with a cloth diaper or swim diapers must be worn by patrons needing protection in the pools. Disposable diapers are not allowed.
- Street shoes must be clean to be allowed on the pool deck.
- Only service animals are allowed in the facility and must remain in the lobby and/or spectator areas.
- Persons under the influence of alcohol or drugs are not allowed in the facility.
- The Family Changing rooms are reserved for people with disabilities and families with older children of different genders.
- Private Day Camps must provide one adult per 5 children under 8 years of age.

2.2 Pool Rules

- Children 7 years and under must always be accompanied by an adult that's in the water & within arm's reach regardless of swimming ability.
- Distracting, splashing or disobeying the lifeguards is not allowed.
- Only forward, feet first jumps allowed off the sides of the pools where diving is not allowed.
- No hanging or sitting on lane lines or buoy lines.
- The competitive starting blocks are used during instructional or competitive swimming program times in the presence of a coach or other trained instructor.
- Non-swimmers must stay in shallow water of less than chest depth or with an adult who is in water of less than chest depth regardless of if they are wearing or using a floatation device.
- Patron floats and toys are allowed during swims and must be cleaned and approved by the supervisor before entering the pool.

- Patrons under the age of 13 must pass the swim test and receive a wrist band to utilize the dive tank and it's amenities.

2.3 Dive Tank Rules

- The dive tank is off limits for swimming when other amenities in the dive tank are in operation.
- Diving is only allowed in the dive tank when other amenities in the dive tank are closed.
- When diving from the board, leave only forward from the end of the board. Unless supervised by a designated diving instructor.
- Patrons must leave the board & rock wall in a standing position.
- Only one person on the diving board & rock wall at a time.
- Each patron on the diving board or rock wall must wait until the previous patron has reached the pool ladder and is climbing out of the pool before use.
- Patrons must dive or jump straight off the end of the diving board.
- Patrons must swim in a safe and quick manner to the closest pool ladder and climb out of the pool immediately.

2.4 Sauna Rules

- The maximum capacity is 10 patrons at any one time.
- Patrons 15 years of age and over may use the sauna.
- Every person must take a shower before and after entering the sauna.
- Pregnant women, elderly persons and patrons suffering from heart disease, diabetes or high blood pressure should use caution and consult their physician before using the sauna.
- Patrons should limit their stay in the sauna to 15 minutes at any one session.
- Exercising is not allowed in the sauna.

2.5 Swimming Lesson Rules

- Students may not enter the water until their instructor begins class.
- Students must always stay with arms reach of their instructor when in the pool.
- Lifejackets may be used on diving board during swimming lessons.
- Students must get out of the pool when the lessons end. Instructors need to make sure all their students are out before they leave the class area.
- If the pool cancels for any reason, the Aquatics manager will determine a viable option for reimbursement. Solutions include but are not limited to a credit placed on the student's account & optional makeup lessons.

- All pool rules apply.

2.6 Lap Swimming Rules

- All patrons in lap lanes must swim laps. Maximum occupancy is 8 patrons per lane unless otherwise designated, i.e. water walking, swimming lessons, therapy groups. Individuals who do not swim laps will be asked to leave the lap lanes
- When the lap lanes become crowded, patrons will be asked to swim in a circular direction. During this time, patrons will need to swim in a lane that matches their swimming speed.
- Equipment such as pull buoys, masks, fins, snorkels and paddles may be used.
- Open to all ages. Children must be able to swim at the same pace as the slowest swimmer.
- Lap Swimming Etiquette for circle swimming
- Swim to the right of your lane at all times
- When passing another swimmer, pass to the person's left, down the middle of the lane at full speed. Once you have finished passing, swim to the right of the lane again.
- When being passed, slow down until the overtaking swimmer has completely passed you.
- If someone is at your heels, when you reach the wall pause to let that person pass.
- When swimming into the wall, keep to the right (not the middle or the left) so that if a person is passing you at the end of a lane, they will have space to turn.
- When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible to allow space for the incoming swimmers.
- If a problem should arise, be sure to let the lifeguard know.
- If you are swimming faster than others are in your lane, move to a faster lane. If you are swimming slower than others in your lane, move to a slower lane.
- If you want to stretch out or do other exercises in the water, use the appropriate part of the pool.

2.7 Open Swim Rules

- Maximum occupancy is 234.
- All floatation devices including mats must remain in the activity and wellness pools. Inner tubes must remain in the lazy river.
- Patrons must be able to comfortably swim the width of the shallow end with their face in the water if they wish to go off the diving board or swim in the dive tank.

- No standing on mats or inner tubes, both must be kept at least 3' from the pool edge.
- Soft, inflatable balls and toys may be used at the lifeguards' discretion
- No running.
- Talking to, splashing or distracting the lifeguards is not permitted.
- No chicken fights or shoulder rides.
- No profane or abusive language, fighting, or other offensive behavior. Patrons engaging in these activities will be asked to leave the building.
- Dunking, pushing, spitting or other forms of horseplay are not allowed in the facility.
- Only forward, feet first jumps from the deck are allowed in shallow water. Forward feet first jumps and dives are allowed in the 12' area. Front flips, back flips, and/or back dives are not permitted from the side of the pool.
- Anyone wearing a lifejacket is assumed to be a non-swimmer and must be within arm's reach of an adult at all times.

2.8 Equipment Rules

- Kickboards may not be sat or stood on.
- Lifejackets are available at any swim.
- Children wearing lifejackets must have an adult within arm's reach or stay in water where they can touch while wearing the lifejacket. Adults wearing lifejackets must stay in chest deep water where they can touch while wearing the lifejacket.
- Inflatable equipment will be restricted to the shallow end.
- Standing on, jumping on, or diving on/into the inner tubes or other inflatable equipment will not be allowed.
- If people bring their own toys, they may use them. Toys left unattended may be removed. Squirt guns may be used as long as they are used responsibly.
- Stacking of inner tubes and/or mats is not allowed.
- Inner tubes must be kept at least 3 feet from the edge of the pool.

2.9 Rope Swing Rules

- One person on Platform at a time
- Swing straight out and let go
- Only use with Lifeguard supervision

355 Sex Offenders

1.0 Purpose

In order to protect the patrons using public facilities and especially the minor aged patrons, the Washington State Legislature in 2009 gave authority to public facilities which have minors present to remove any people who are registered sex offender at any level.

2.0 Policy

As a Covered Entity as defined by RCW 9A.44.193, the William Shore Memorial Pool District (District) can legally remove any person(s) who are defined as Covered Offender in RCW 9A.44.190 by issuing a written notice (see attachment A) to the Covered Offender. If the Covered Offender does not leave the premises police can be called to remove the Covered Offender and he/she can be arrested and charged with a felony. The written notice must include the following:

1. *You must leave the legal premises of the Shore Metropolitan Park District facilities and property and may not return without the written permission from the Executive Director of the Shore Metropolitan Park District; and*
2. *If you refuse to leave the legal premises of the Shore Metropolitan Park District, or thereafter return and enter within the legal premises of the Shore Metropolitan Park District without written permission, you may be charged and prosecuted for a felony offense as provided in RCW 9A.44.196.*
3. *You may file a petition with the district court alleging that you do not meet the definition of "covered offender" in RCW 9A.44.190*

3.0 Definitions

3.1

"Covered offender" means a person required to register under RCW 9A.44.130 who is eighteen years of age or older, who is not under the jurisdiction of the juvenile rehabilitation authority or currently serving a special sex offender disposition alternative, whose risk level classification has been assessed at a risk level II or a risk level III pursuant to RCW 72.09.345, and who, at any time, has been convicted of one or more of the following offenses:

- a) Rape of a child in the first, second, and third degree; child molestation in the first, second, and third degree; indecent liberties against a child under age fifteen; sexual misconduct with a minor in the first and second degree; incest in the first and second degree; luring with sexual motivation; possession of depictions of minors engaged in sexually explicit conduct; dealing in depictions of minors engaged in sexually explicit conduct; bringing into the state depictions of minors engaged in sexually explicit conduct; sexual exploitation of a minor; communicating with a minor for immoral purposes; *patronizing a juvenile prostitute;
- b) Any felony in effect at any time prior to March 20, 2006, that is comparable to an offense listed in (a) of this subsection, including, but not limited to, statutory rape in the first and second degrees [degree] and carnal knowledge;
- c) Any felony offense for which:
- d) There was a finding that the offense was committed with sexual motivation; and
- e) The victim of the offense was less than sixteen years of age at the time of the offense;
- f) An attempt, conspiracy, or solicitation to commit any of the offenses listed in (a) through (c) of this subsection;
- g) Any conviction from any other jurisdiction which is comparable to any of the offenses listed in (a) through (d) of this subsection.

3.2

"Covered entity" means any public facility or private facility whose primary purpose, at any time, is to provide for the education, care, or recreation of a child or children, including but not limited to community and recreational centers, playgrounds, schools, swimming pools, and state or municipal parks.

Attachment A

COVERED OFFENDER NOTICE TO VACATE PREMISE

In accordance with RCW 9A.44.193, the Shore Metropolitan Park District, as a "Covered Entity" hereby gives written notice that as a "Covered Offender", as defined in RCW 9A.44.190, that:

1. You must leave the legal premises of the Shore Metropolitan Park District facilities and property and may not return without the written permission from the Executive Director of the Shore Metropolitan Park District; and

2. If you refuse to leave the legal premises of the Shore Metropolitan Park District, or thereafter return and enter within the legal premises of the Shore Metropolitan Park District without written permission, you may be charged and prosecuted for a felony offense as provided in RCW 9A.44.196.
3. You may file a petition with the district court alleging that you do not meet the definition of "covered offender" in RCW 9A.44.190

Definitions:

"Covered offender" means a person required to register under RCW 9A.44.130 who is eighteen years of age or older, who is not under the jurisdiction of the juvenile rehabilitation authority or currently serving a special sex offender disposition alternative, whose risk level classification has been assessed at a risk level II or a risk level III pursuant to RCW 72.09.345, and who, at any time, has been convicted of one or more of the following offenses:

- a) Rape of a child in the first, second, and third degree; child molestation in the first, second, and third degree; indecent liberties against a child under age fifteen; sexual misconduct with a minor in the first and second degree; incest in the first and second degree; luring with sexual motivation; possession of depictions of minors engaged in sexually explicit conduct; dealing in depictions of minors engaged in sexually explicit conduct; bringing into the state depictions of minors engaged in sexually explicit conduct; sexual exploitation of a minor; communicating with a minor for immoral purposes; *patronizing a juvenile prostitute;
- b) Any felony in effect at any time prior to March 20, 2006, that is comparable to an offense listed in (a) of this subsection, including, but not limited to, statutory rape in the first and second degrees [degree] and carnal knowledge;
- c) Any felony offense for which:
- d) There was a finding that the offense was committed with sexual motivation; and
- e) The victim of the offense was less than sixteen years of age at the time of the offense;
- f) An attempt, conspiracy, or solicitation to commit any of the offenses listed in (a) through (c) of this subsection;
- g) Any conviction from any other jurisdiction which is comparable to any of the offenses listed in (a) through (d) of this subsection.

"Covered entity" means any public facility or private facility whose primary purpose, at any time, is to provide for the education, care, or recreation of a child or children, including but

not limited to community and recreational centers, playgrounds, schools, swimming pools, and state or municipal parks.

360 Pool Contamination Guidelines

1.0 Introduction

This policy is to outline the required procedures for responding to fecal accidents in chlorinated Water Recreation Facilities, as defined by WAC 246-260. According to the Centers for Disease Control (CDC), a diarrheal fecal accident presents a higher risk than a formed stool accident. With most diarrheal illnesses, the number of infectious germs found in each bowel movement decreases as the diarrhea stops and the person's bowel movements return to normal. Therefore, formed stool is probably less of a risk than a diarrheal accident and the decontamination steps are slightly different.

2.0 Pool Contamination Guidelines

2.1 Decontamination Steps

- For both formed stool and diarrhea accidents, direct everyone to leave the pool. If you have multiple pools that use the same filter, all pools will have to be closed. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.
- Remove as much of the fecal material as possible using a net or scoop and dispose of it in a sanitary manner. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection).
- Spot disinfect the area of land contamination with a small quantity of available disinfectant. A solution of
- 5.25 percent calcium or sodium hypochlorite diluted 1:10 with water may be used for disinfection.

2.2 What do I do about formed stool in the pool?

Formed stools can act as a container for germs. If the fecal matter is solid, removing the feces from the pool without breaking it apart will decrease the likelihood of pool contamination.

- Raise the free available chlorine to a minimum of 4 ppm and ensure the pH is between 7.2 - 7.5. This chlorine concentration was selected because it will kill Giardia in less than 30 minutes, which is the worst scenario according to the CDC
- Backwash the filter thoroughly after reaching the CT value. Where appropriate, replace the filter media.
- Check the level of chlorine again to ensure the concentration is at least 4.0 ppm, and pH 7.2 - 7.5, for an additional 30 minutes.
- Swimmers may be allowed back into the pool after the required CT value has been achieved and the chlorine level has been returned to the normal operating range allowed by WAC 246-260- 999.

Check to make sure chlorine is not more than the test kit can read; use dilution tests. Before reopening the pool, record the accident on the WSMPD Contamination Incident Report and Incident Log.

2.2.1

A certified AFO, CPO, or equivalent shall be informed of any contamination. This certified individual shall assist in ensuring all current contamination protocol is followed.

2.3 What do I do about diarrhea in the pool?

Diarrheal accidents are much more likely to contain germs than formed stool accidents.

1. Raise the free available chlorine concentration to 20 ppm (footnote 2) (mg/L) and maintain the pH between 7.2 and 7.5. This chlorine and pH level should be sufficient to inactivate Cryptosporidium and should be maintained for at least 12.75 hours(footnote 1).
2. Ensure that the filtration system is operating while the pool reaches and maintains the proper chlorine level during disinfection. If necessary, consult an aquatics professional to determine and identify the feasibility, practical methods, and safety considerations before attempting the hyperchlorination of any pool.
3. Backwash the filter thoroughly after reaching the CT value. Where appropriate, replace the filter media.
4. Swimmers may be allowed back into the pool after the required CT value has been achieved and the chlorine level has been returned to the normal operating range allowed by WAC 246-260- 999.
5. Check to make sure chlorine is not more than the test kit can read; use dilution tests (see footnote

Before reopening the pool, record the accident on the SMPD Contamination Incident Report and Incident Log.

NOTE:

- For incidents resulting in vomitus, blood, or other bodily fluids on the pool deck or in the locker rooms, refer to Washington State Department of Labor and Industries for proper bloodborne pathogens precautions and procedures.
- Improper handling of chlorine-based disinfectants could cause injury. Follow proper occupational safety and health requirements when following these recommendations.

If an incident occurs resulting in minor cuts and scrapes to the bather, verify that at the time of the incident the pool's disinfection levels meet the requirements outlined in the water recreation facility guidelines.

Footnote 1 :

CT refers to concentration (C) of free available chlorine in ppm multiplied by time (T) in minutes. If pool operators want to use a different chlorine concentration or inactivation time, they need to ensure that CT values always remain the same (See CDC Web address for examples and additional recommendations: http://www.cdc.gov/healthyswimming/fecal_response.htm)

Footnote 2 :

Many conventional test kits cannot measure high free available chlorine levels. Use chlorine test strips that can measure free available chlorine in a range that includes 20 ppm (such as those used in the food industry) or make dilutions for use in a standard DPD test kit using chlorine-free water.

2.3.1

A certified AFO, CPO, or equivalent shall be informed of any contamination. This certified individual shall assist in ensuring all current contamination protocol is followed.

Attachment A:

SMPD Pool Contamination Procedures

Feces and Vomitus

Pool and spa operators should be aware that fecal matter (stool) or vomitus in the pool poses a potential health risk for all pool users. If contamination should occur, the following

is a general guide developed for pool operators by the Washington State Department of Health.

Step 1 - Evacuation.

Instruct bathers to exit the pool. Close the pool until all steps in this guideline are completed.

Step 2 - Evaluation.

Determine (if possible) who contaminated the pool.

- a) Go to Step 3 if all of these conditions are met: The stool or vomitus is intact, easily picked up, and illness is not suspected.
- b) Go to Step 4 if one or more of these conditions is met: The stool is loose, the stool or vomitus is not easily picked up, or illness is suspected.

Step 3 – Removal and Disinfection Procedures for Conditions Listed in Step 2a.

- a) Remove as much of the feces or vomitus as possible. Use of leaf catchers or leaf rakes is helpful.
- b) Vacuum the remaining visible material.
- c) Small material that is floating on the surface and cannot be removed by use of leaf catchers or leaf rakes should be pushed toward the overflow or skimmers until all visible material is removed.
- d) Spot disinfect the area of contamination with a small quantity of available disinfectant.
- e) Add one ounce of calcium hypochlorite (or 4 to 5 ounces of Calcium or Sodium hypochlorite) which has been mixed in a small bucket of water to the affected area.
- f) Brush the walls and bottom of the pool in the contaminated area.
- g) Wait approximately 30 minutes to ensure chlorine levels and pH levels meet the requirements outlined in the Water Recreation Facility Regulations, especially in the area where chemicals have been added.
- h) Backwash the filter. (Pool operators with vacuum DE [diatomaceous earth] filters may use the Vacuum DE Filter Option on the reverse page.)
- i) Reopen the pool.

Step 4 – Removal and Disinfection Procedures for Conditions Listed in Step 2b.

- a) Follow all the measures outlined in Steps 3 a, b, and c above.
- b) Swimming pools; raise the chlorine to a minimum maintained free chlorine residual of 4 PPM and let the water recirculate for a minimum of 24 hours. (Refer to the High

Chlorine Dosage guidelines if the pool cannot be closed for 24 hours.) Spas and wading pools; it is recommended that spas (and small wading pools) be drained, the sides and bottom brushed with 100 PPM chlorine, refilled and balanced.

- c) Backwash the filter.
- d) Reopen the pool.

Step 5 – Recordkeeping.

When incidents of contamination occur document what you did to correct the situation. Maintain this record with your daily operating records.

Contamination Report

An example of contamination report is attached for recordkeeping (see attachment c) More current examples may be available upon request.

Blood

If an incident occurs resulting in minor cuts and scrapes to a bather, verify that at the time of the incident the pool's disinfection levels meet the requirements outlined in the water recreation facility regulations.

If there is a serious injury resulting in significant blood loss in the pool, follow the procedures outlined in Steps 1, 3 d, e, and g, and 5.

Note: For incidents resulting in feces, vomitus, blood or other bodily fluids on the pool deck or in the locker rooms, refer to Washington State Department of Labor and Industries for proper bloodborne pathogens precautions and procedures.

Attachment: B

High Chlorine Dosage Guidelines

Use only after contamination of pool by feces or vomits.

CAUTION:

- You are using this worksheet because your pool has been contaminated by feces or vomitus AND the responsible person is ill or suspected to be ill, OR the stool or vomitus is loose or spread into a large area.

- Use this sheet only if the pool cannot be closed for 24 hours (see Step 4b on the other side of this guide).
- Be aware that you will be trying to reach a high chlorine residual. After determining the needed chlorine level, you should contact your swimming pool equipment supplier to ensure this level will not have a harmful effect on the pool or equipment.
- Do not use this procedure unless you are familiar with calculating and reaching high chlorine residuals.
- Do not use this procedure unless you understand how to use your chlorine test kit to accurately read high chlorine residuals.
- Do not use this procedure unless you can quickly lower high free chlorine residuals to less than 6 PPM.

Time and Concentration Calculation:

Use this chart to determine the amount of time you wish to keep the pool closed and the minimum concentration of chlorine necessary for that time to ensure bacteria from the incident are killed. Times different from the chart can be calculated by using the formula: $7,200, T = C$ or $7,200, \text{Time in minutes} = \text{the Concentration of chlorine in PPM}$.

Time	4 hrs	6 hrs	8 hrs	10 hrs	12 hrs	14 hrs	16 hrs	18 hrs	20 hrs
Hours	30ppm	20ppm	15ppm	12ppm	10ppm	9ppm	8ppm	7ppm	6ppm

Amount of Chlorine Needed:

The amount of chlorine needed to achieve the PPM you have determined will depend on:

1. the volume of water in your pool and,
2. the concentration of the chlorine you are using. Read the product information with the chlorine you are using or contact your pool equipment supplier. You might consider using chlorine made for shocking which would dissipate quickly. The pool cannot be opened until the free chlorine level is below 6 PPM.

Attachment C:

Contamination Incident Report

Incident Control Log # _____

Date of Occurrence: _____

Material in the pool was: _____

Refer to the SMPD Pool Contamination Procedures and the High Chlorine Dosage Guidelines for specific response and calculations needed for incident.

The person responsible:

() had illness symptoms; () had no illness symptoms, () could not be found. Contaminated material in the water was: () Solid () Liquid

It was determined to close the pool for _____ hours and the free chlorine level to be maintained was

_____ ppm.

The amount of chlorine added was _____ (lbs, ozs., qts, gals.) of _____ (type of chlorine added). The pool was closed at _____ ()AM; ()PM on ____/____/____.

The pool was reopened at _____ ()AM; ()PM on ____/____/____.

The chlorine level at the time of opening was _____ ppm (pools with a free chlorine level above 6ppm cannot be opened)

Signed: _____

Name: _____ Date: _____

Supervisor: _____ Signed: _____

Date: _____

365 Medical Assistance for Patrons

1.0 Purpose

Patron of the Shore Metropolitan Park District (District) recreation programs may suffer from allergic reactions or have medical conditions which require the administering of injections or medications. It is possible that District staff may be requested to administer medications or injections, particularly to minors.

2.0 Policy

District staff should refrain from administering shots or medications of any kind. The District position is that medications and injections should **only** be administered by healthcare professionals who are trained and licensed in the State of Washington.

2.1 Printed Policy Statement

Medical Assistance:

- Our staff is not permitted to administer prescription or non-prescription medication to children. This includes Tylenol, cough medicine, allergy medicine, suntan lotion, etc. If your child takes medication regularly or for a temporary condition, any medication must be in the original container and be clearly labeled with the child's name and description of medication, physician and dosage. The medication form is required and must be completed. Staff cannot hold medications.

2.2

Children must be in possession of their own medication and/or suntan lotion and must be able to administer it themselves.

Giving "assisted injections or medications" should only be done in a life-threatening situation, by personnel certified to perform first aid and CPR. For all medical emergencies, staff should call 911 and provide emergency first aid under the direction of the 911 emergency medical dispatcher.

370 Service Animals

1.0 Background

The Washington Law Against Discrimination (WLAD) broadly defines “service animal” as an animal that is trained for the purpose of assisting or accommodating a person’s sensory, mental or physical disability (WAC 162-26-040).

If an animal meets this broad definition, it is considered a service animal. It does not have to be licensed or certified by a state or local government or a training program. This policy differentiates “service animals” from “pets,” describes types of service animals, provides guidelines for staff and tenants for the acceptance of service animals, and sets behavioral guidelines for service animals.

2.0 Definition of Service Animal

Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. A companion animal with good temperament and disposition, and who has reliable, predictable behavior, may assist a person with a disability as a therapy tool. The animal may be incorporated as an integral part of a treatment process. Service animals are usually dogs but may be any animal designated by the person and his or her treatment provider.

Service animals are not considered to be pets. A person with a disability uses a service animal as an auxiliary aid similar to the use of a cane, crutches or wheelchair.

2.1 Examples include:

- Guide Animal: An animal, trained to serve as a travel tool by a person who is legally blind.
- A hearing animal, trained to alert a person with significant hearing loss or who is deaf when a sound occurs, such as a knock on the door.
- Service Animal: An animal, trained to assist a person who has a mobility or health disability. Duties may include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, emotional support, etc. Service animals sometimes are called assistance animals.
- Seizure Response Animal: An animal, trained to assist a person with a seizure disorder. The animal’s service depends on the person’s needs. The animal may go

for help or may stand guard over the person during a seizure. Some animals have learned to predict a seizure and warn the person.

- A Companion Animal or Emotional Support Animal: An animal that assists persons with psychological disabilities. Emotional support animals can help alleviate symptoms such as depression, anxiety, stress and difficulties regarding social interactions, allowing tenants to live independently and fully use and enjoy their living environment.

3.0 Guidelines for Staff regarding Service Animals

- You may not ask questions about the person's disability. You may ask if he/she needs any accommodations with their disability.
- You may not ask to be shown certification or a special ID card as proof of the animal's training.
- You may not ask a guest with a service animal to use a specific entrance, exit or area of the business, although public identification is not required, most dogs wear some form of visible identification to represent them as Assistance Dogs. You may see equipment such as a tag, vest, coat, harness, or backpack. Dogs can be mixed or purebred and of any size.
- The service animal must be permitted to accompany the individual with a disability to all areas of the facility where customers are normally allowed to go except where animals are specifically prohibited due to safety and health concerns.
- An individual with a service animal may not be segregated from other customers. You may not charge a fee for the service animal.

4.0 Staff Training and Service Animals Rules and Guidelines

The District Executive Director or his/her designee will ensure that staff is properly trained in the facility's service animal policies, including the following rules:

- Allow a service animal to accompany the person/handler at all times and everywhere on District property except where animals are specifically prohibited.
- Do not pet or touch a service animal. Petting a service animal when the animal is working distracts the animal from the task at hand.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

- Do not deliberately startle a service animal. Do not separate or attempt to separate a person/handler from her or his service animal. Avoid making noises at the animal (barking, whistling, etc.)
- Avoid initiating conversation about the service animal, the person's disabilities or other service animals one has known. If you are curious you may ask if the person/handler would like to discuss it but be aware that many persons with disabilities do not care to share personal details.
- Remember, not all disabilities are visible. The nature of the person's disability is a private matter, and you are not entitled to inquire for details.
- If other people complain about the fact that they are not allowed to have a pet and want to know why you have made an exception, simply state that the District complies with the Federal ADA and Washington Law Against Discrimination.
- Service animals do not need to wear any special identifying gear such as tags, harnesses or capes.
- A person may train his or her own service animal and is not required to provide any information about training or the specific tasks the animal performs.
- The animal must be supervised, and the service animal handler must retain full control of the animal at all times.
- Never allow the service animal to defecate on District property. If it happens it is the responsibility of the owner to clean it up.

5.0 Removal of a Service Animal

When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behavior), a District Supervisor or Head Guard may ask a person to remove the animal from the area. If the improper behavior happens repeatedly, the Supervisor may tell the person not

to bring the animal into any area of District property until significant steps have been taken to mitigate the behavior. Mitigation can include refresher training for both the animal and the user.

6.0 Areas off Limits to Service Animals:

The District has designated certain areas off limits to service animals due to health and safety of patrons and the service animal, such as:

- Service animals are not allowed in the water of the swimming pools.

- Service animals are not allowed inside the sauna area
- Any other areas where a significant health or safety hazard may exist.

These areas of restriction do not infringe upon the right of a person with disabilities to fully enjoy the amenities of the community and accommodations can be made to ensure.

375 Comprehensive Facility Maintenance

1.0 Purpose

Aquatic facilities require systematic and comprehensive annual maintenance to be attractive to patrons and functional for their service lives. More importantly, aquatic facility maintenance is intrinsically linked to patron health and safety and is integral to an effective risk management strategy for the Center. Facility maintenance will impact customer satisfaction and will directly impact revenue generation. Aquatic facilities are labor intensive due to high use and extended hours of operation. While maintenance is costly over the life of the pools, a well-executed maintenance program will provide substantial savings, improved customer satisfaction, and sustained revenues.

2.0 Maintenance and Inspection of Physical Facility

2.1

The entire facility including but not limited to walkways, floors, stairs, restrooms and parking lots should be maintained and inspected on a regular basis.

- Provide special attention to these areas during periods of ice or snow or anytime walkways are wet or slippery.
- Remove items such as electrical cords, boxes and other obstructions in the walkways or other paths of travel.
- Promptly repair or otherwise remedy any sudden and unexpected change in floor height, unevenness in floors, tears in carpeting, spills, and other potential tripping or slipping hazards. If repairs cannot be made immediately, place warnings or markings at the location until repairs can be made

2.2

Maintain and inspect tables, chairs, night-drops and equipment used by the public for broken or worn parts and other deficiencies on a regular basis.

2.3

Check automatic doors regularly for proper operation. Doors should not open too quickly or with such force as to have the potential to cause injury. When closing, doors should move smoothly and allow users to clear the doorway.

2.4

If the public uses the facility at night, exterior lighting should be adequate for safe pedestrian use at appropriate entrances, stairs and walkways.

2.5

Exit routes should be unobstructed and clearly marked with adequate emergency lighting.

3.0 Preventive Maintenance

The Shore Metropolitan Park District (District) will provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all systems and equipment in District facilities. The District will implement a comprehensive preventative maintenance program designed to:

- Increase useful life of buildings and equipment;
- Ensure safety of personnel and patients using facilities; Preventive maintenance is conducted to keep equipment working and/or extend the life of the equipment.
- Prevent costly emergency repairs;
- Prevent inconvenience and expense due to unscheduled down time of facilities.

The Preventative Maintenance Plan (PMP) is designed to support a safe, controlled environment of care by establishing programs to help ensure the operational reliability of systems, equipment and assessing and managing the risks associated with the systems and equipment malfunctions and failures. The PMP should include a service/maintenance schedule and inspection schedule component.

Preventive maintenance Plan (PMP) should outline the utilization of planned services, inspections, adjustments and replacements designed to ensure maximum utilization of equipment at minimum cost. Specifically, the PMP should include cleaning, adjustments, lubrication, minor repairs and parts replacement that are performed on scheduled frequencies according to written preventive maintenance standards. The PMP is developed around a complete physical inventory of those mechanical, electrical, life safety, and electronic systems as they are physically located in and around District facilities. This inventory will include all major equipment; major equipment will be identified using control numbers assigned and entered in permanent inventory record. Each identified piece of major equipment will have the following information as part of the inventory record:

- Location of Item
- Quantity of Item
- Purchase Date
- Purchase Cost
- Vendor and Contact
- Life Expectancy
- Preventive Maintenance Schedule

Attachment A includes the service and maintenance areas which should be included in the PMP.

Assigned maintenance personnel will utilize the PMP to inspect and service the various mechanical, electrical, life safety, and electronic systems within and around the facility.

Maintain records that reflect the date of inspection and/or repair, the person conducting the inspection/repair, the findings or conditions noted, action taken if applicable, and further action necessary, if applicable.

Retain records according to the "Washington State Local Governmental General Records Retention Schedule & Records Management Manual" but not less than four years.

4.0 Corrective Maintenance

Corrective maintenance consists of the action(s) taken to restore a failed system to operational status. This usually involves replacing or repairing the component(s) that is responsible for the failure of the overall system. Corrective maintenance is performed at unpredictable intervals because a component's failure time is not known prior.

The objective of corrective maintenance is to restore the system to satisfactory operation within the shortest possible time. Corrective maintenance should be typically carried out in three steps:

1. Diagnosis of the problem:
2. The maintenance personnel must take time to locate the failed parts or otherwise satisfactorily assess the cause of the system failure. Notice of failure could be identified by pool supervisors or the maintenance personnel.
3. Repair and/or replacement of faulty component(s):
4. Once the cause of system failure has been determined, action must be taken to address the cause, usually by replacing or repairing the components that caused the system to fail.
5. Verification of the repair action:
6. Once the components in question have been repaired or replaced, the maintenance technician must verify that the system is again successfully operating.

4.1 Warnings:

Post signs and/or restrict access to the item or area until the deficiency is corrected. If a trip hazard is created by an uneven floor elevation or sidewalk displacement, highlight the area with conspicuous markings such as bright paint or reflective tape until the area is repaired.

5.0 Facility Janitorial Services

Janitorial services are all items that require cleaning on a scheduled basis so the District facilities are clean and presentable. These janitorial service items are not part of the PMP but are scheduled as part of the daily, weekly and monthly cleaning routine of on duty District employees as supervised by the on-duty Pool Supervisor. A Janitorial Job description will be maintained by the District and updated as needed by the Member services Manager.

380 Citizen Action Requests

1.0 Purpose

The District has the responsibility for maintaining an aquatic recreational facility. The general public and District employees often provide the first report of a deficiency or

concern related to the facility. Generally, when this communication occurs, regardless of its source, the District is considered to have received “notice”. When there is no documentation, record or tracking system to show when the District received notice and what actions were taken, a potential liability could occur, and could pose as risk to the safety of users.

2.0 Policy

The District needs to respond to reported concerns/deficiencies within a reasonable time and in an appropriate manner. The Executive Director is responsible for setting up a tracking system capable of being used to ensure an adequate response and documents the history of actions taken.

2.1 Documentation Form

The District utilizes a standardized form so that the information obtained is consistent (see Attachment A)

2.2 Tracking

The Employee who receives the action request shall fill out the form as completely as possible. The form will then be given to the Executive Director for logging and tracking. See (Attachment B).

2.3 Retention

The District will maintain the Action Requests per the Washington State Local Government Retention Schedule, the retention schedule for type of information listed above is at least three (3) Years.

Attachment A

Citizen Action Request Form

FORWARD TO:

	Supervisor: Lessons		Supervisor: Lifeguards		Executive Director
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COPIES TO: (1) Clerk of the Board (2) Citizen Communications File

Date of Occurrence: _____ Time of Occurrence: _____

_____ (if applicable) Date/Time Report Received: _____

_____ Received By: _____ Name of

Person

Reporting: _____

Address of Person

Reporting _____ Phone

Number of Person Reporting: (Work) _____ (Home) _____

SPECIFIC LOCATION OF OCCURRENCE: _____

Name(s) of Person(s) involved	Address	Phone Number

Describe the Condition/Problem in Detail (Attach supplemental documentation if appropriate)

--

Action Taken (To be Completed by Responding Official)**What corrective measures were taken or assistance given? If none, explain.**

COMPLETED BY:**DATE:**

Attachment B

Citizen Action Request Log

Date	Name	Request	Action Taken

385 Hazardous Chemicals Communication

1.0 Purpose

The Shore Metropolitan Park District (District) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the District, the following hazardous chemical communication program has been established.

2.0 Container Labeling

The Director is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

2.1

Keep hazardous materials in their original labeled containers when possible. Manufacturers' labels will include:

- The identity of the hazardous materials in the product.
- Information and warnings about the hazards posed by the materials.

2.2

If hazardous materials are transferred to other containers:

- Make sure the container is appropriate for the material (flammable materials may only be stored in approved containers).
- Label the container with the name of the material and information about the health, fire, and reactivity hazards. "NFPA" labels are used. These are available in the pool office and all staff will be trained in this procedure.

Notify your supervisor if you find a container that has no label or if the label is not legible. No containers should be released for use until the above procedures are followed.

3.0 Material Safety Data Sheets (MSDS)

The Director, Aquatics Manager, or designee are responsible for establishing and monitoring the District's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

3.1

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows: Anyone buying or introducing a new chemical is responsible for:

- Obtaining a MSDS.
- Reviewing the hazards posed by the chemical and recommending safe handling procedures.
- Advising the appropriate employees of the hazards.
- The District will regularly include these updates at the in-service trainings.

- Older MSDS will be reviewed annually by the Aquatics Manager to see if they are a chemical still being used and if there have been any significant changes in the MSDS. This updating process will take the form of a review of products still in use and communication with the current supplier asking that they send updated MSDS's as they come available.

3.2

The Active MSDS Master List for all current hazardous chemicals in use will be kept in the Pool Mechanical Room. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the Director.

3.3

Previous or discontinued hazardous chemical MSDS's as well as active one's will be stored at the Pool Office and will be maintained for a period of 30 years.

4.0 Employee Information and Training

The Director is responsible for the employee-training program. The procedures for how employees will be informed and trained are as follows:

- a) The requirements in the WISHA hazard communication standard.
- b) Hazardous chemicals present in the workplace.
- c) Physical and health risks of the hazardous chemicals.
- d) Symptoms of overexposure.
- e) How to determine the presence or release of hazardous chemicals.
- f) How to reduce exposure to hazardous chemicals through controls, work practices, or personal protective equipment.
- g) Steps taken to reduce or control exposure to hazardous chemicals.
- h) Procedures to follow for overexposure to hazardous chemicals.
- i) How to read labels and MSDS.
- j) Location of the MSDS collection and hazard communication program.
- k) Labeling procedures.

Training is required when new chemical hazards are introduced. This training must include (c) through (h) above. Training will be done by reviewing this policy and reviewing our MSDS sheets. Staff will have access to labels by contacting the Director. Staff will be able to access the MSDS's any time needed by entering the Pool Mechanical Room. In the case

where a non-routine job is being performed using hazardous chemicals, a planning meeting will be held prior to this work between the Director and those doing the work. During an emergency, staff will contact 911 and then the Director to initiate spill procedures.

The Director will make sure that before starting work, each new employee of the District will have a health and safety orientation as part of the Employee Orientation that includes information and training on the following:

1. An overview of the requirements contained in the Hazardous Chemicals Communication Program. Hazardous chemicals present at his or her workplaces.
2. Physical and health risks of the hazardous chemicals.
3. How to determine the presence or release of hazardous chemicals in his or her work area.
4. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
5. Procedures to follow if employees are overexposed to hazardous chemicals.
6. How to read labels and review MSDSs to obtain hazard information.
7. Location of the MSDS file and written hazard communication program.

5.0 Hazardous non-routine tasks

The District does not perform hazardous non-routine tasks. We do not enter vessels to apply coatings and do not have a respiratory program. All work of this nature is contracted out. All other tasks are routine.

6.0 Multi-employer workplaces

It is the responsibility of Director to provide employers of any other employees at the work site with the following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of Director or designee, to identify and obtain MSDS sheets for the chemicals the contractor is bringing into the workplace.

411 Job Descriptions

Aquatics Manager

NATURE OF WORK: This position is with the William Shore Memorial Pool District/Shore Aquatic and Community Center. Under the direction of the Director, and executive director, this position is responsible for providing a safe aquatics facility and developmentally appropriate aquatics programming. They will provide onsite/in person supervision, including planning and leading innovative activities. This position will be responsible for the supervision of aquatics staffing (i.e. lifeguards, swim instructors), training, scheduling, and aquatics programs. As needed, the position may assist with the development, coordination, and implementation of general recreation programs for the community.

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

- Schedules, and coordinates the swim lesson program including preschool, youth, teen/adult, & private lessons.
- Ensures that facility spaces are being properly maintained for operations.
- Recruits, interviews, and recommends part-time staff, seasonal staff, and volunteers for programs.
- Trains, supervises, and evaluates aquatics employees and volunteers.
- Follows Star guard operations for lifeguard program.
- Plans monthly in-services for lifeguards and monthly skill checks.
- Supervises record-keeping of in-services, skill checks and certifications of all staff.
- Provides ongoing mentoring and coaching to staff through spending time in water, on deck to introduce and support new ideas, strategies, etc.
- Establishes and maintains a relationship of mutual trust and good communication with program participants, their families, community, and schools.
- Answers questions phone calls and emails within a timely manner.
- Assists with developing, executing, implementing, and adhering to annual budget, by assisting with the completion of Program assessment worksheets.
- Schedules for Aquatics department in conjunction with the director.
- Prepares specifications for new equipment and materials and recommends items for purchase.
- Attending training and conferences to enhance personal development and gain knowledge of new aquatic initiatives.

- Ensures that all employees and volunteers are practicing excellent customer service, and that all policies and procedures are properly implemented.
- Plans swim and aerobics instructor training.
- Ability to work independently making sound decisions best for organization.
- Performs other duties as assigned.
- Assists with routine aquatics related maintenance as available (e.g. Back washes, chemical adjustments, etc...)

SUPERVISION:

- Reports to Director, and executive director
- Supervises 40+ staff including lifeguards and aquatics instructors.

WORKING CONDITIONS & PHYSICAL DEMANDS:

- The ability to work in a physical setting by walking and moving around. Occasionally use of force to exert up to 50 pounds.
- The ability to work in an office setting at a desk and answering phones.
- Must be able to swim and be willing to teach during lessons when needed.
- Ability to spend long amounts of time in water teaching.
- The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Subject to inside environmental conditions, protected from weather conditions, but not necessarily from indoor temperature changes.
- Ability to work nights and early mornings, weekends, holidays, and odd hours depending on need.

MINIMUM REQUIREMENTS:

- Work a varied schedule depending on programming and staffing needs, this includes early mornings, late nights, and weekends.
- Must possess an associate degree; prefer a bachelor's degree in education, Recreation, Outdoor Recreation or Sociology, or a substantially similar area from an accredited college or university. Comparable experience in the Aquatics industry may be considered to fulfill the education requirement.
- Must possess 2 years of current lifeguard certification; prefer Star guard.
- Must possess 1 or more years of progressively responsible experience supervising.
- Must possess 2 years of experience as a lifeguard with good references.
- Must possess 1 year of experience in teaching swimming lessons.
- Must be able to obtain or hold a valid Washington state driving license and a safe driving record.

- Ability to prepare work assignments, research issues, summaries, letters and memorandum, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to give verbal direction to subordinates, communicate effectively with co-workers and supervisors, and to speak extemporaneously on a variety of subjects.
- Ability to use a variety of computer software applications related to the work, including general word processing and excel spreadsheets.

Member Services Manager

NATURE OF WORK: Under the direction of the Director and Executive Director, Member Services Manager oversees front of house operations, memberships, billing and membership fees, and clerk services for the Board of Commissioners. Member Services Manager work a full-time flexible schedule of 40 hours and adhere to the policies and procedures of the Shore Aquatic Center.

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

- All job duties for Welcome Desk staff
- Oversee Welcome Desk staff including hiring, schedules, trainings, and evaluations.
- Work a flexible schedule 8 hours per day, 5 days a week.
- Serve as face of Shore Aquatic Center at select events advertising facility, memberships, programs etc.
- Monitor membership charges, ensuring all billing is correct and up to date.
- Process scholarship applications and inform patrons of approval or denial; apply to user accounts or update member balances.
- Adjust credits, balances, transactions, and other user account actions.
- Oversee budget and spending for Welcome Desk including resale, promotional items, and office supplies.
- Create promotions and marketing materials for membership sales and other events, classes, and programs to the community.
- Plan and lead customer service in-services
- Manage website and social media accounts for department.
- Informing of risks or potential hazards in FOH to Director and Maintenance Tech.
- Supervise volunteers in a friendly and companionable manner.
- Oversee daily deposits and cash handling procedures.
- Serve as Clerk of Board of Commissioners for William Shore Memorial Park District: schedule and notify Board members, assist in preparing agenda packet items, keep

minutes of Board meetings, file and save all Resolutions, meeting minutes, and other pertinent documents on website

WORKING CONDITIONS & PHYSICAL DEMANDS:

- Work requires a normal range of vision and hearing.
- Ability to lift in excess of 50 lbs, bend, and stoop.
- Sit for long periods of time.

MINIMUM REQUIREMENTS:

- Must be at least 21 years of age.
- Associate degree from accredited university
- Understanding of POS system
- Proficient use of Microsoft Word, Excel, Power Point, Publisher
- Understanding of Presenter Media
- Must be certified in CPR/F.A.
- Lifeguard Certification is preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work independently with minimal direction.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.
- Pass a computer skills test for employment.
- Pass a customer service test for employment.
- Be trainable on recreation software used by Shore Aquatic Center

TO RETAIN STATUS

- Attend all assigned trainings.
- Maintain required certifications.
- Complete all essential functions of Member Services Manager.

COMPENSATION PACKAGE

- \$19.00-25.00 hr. (\$23.50 per hr. or current wage for Clerk of Board).
- Family Membership to Shore Aquatic Center
- Free participation in After school program, Swim Lessons, and Special Events for all immediate family members.
- Employer paid Health and Dental

Youth Programs Manager

NATURE OF WORK: This position is with the William Shore Memorial Pool District/Shore Aquatic and Community Center. Under the direction of the Director, and executive director, this position is responsible for providing a safe Youth Programs facility and developmentally appropriate Preschool and after school programming. They will provide onsite/in person supervision, including planning and leading innovative activities. This position will be responsible for the supervision of Youth Programs staffing (i.e. Youth Program coordinator & assistant coordinators, Preschool teachers, and Activity Leaders), training, scheduling, and developing youth programs. As needed, the position may assist with the development, coordination, and implementation of general recreation programs for the community.

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

- Schedules, and oversees youth programming including preschool, After School care, and extracurriculars such as Date nights, SPARK Swim lessons, and other programming.
- Ensures that facility spaces are being properly maintained for operations.
- Recruits, interviews, and recommends part-time & full-time staff, seasonal staff, and volunteers for programs.
- Trains, supervises, and evaluates youth programs employees and volunteers.
- Follows State Operating procedures for Childcare facilities.
- Identifies, Suggests, & Implements adjustments to operating procedures as needed.
- Plans monthly in-services for Preschool Teachers, and Activity Leaders.
- Supervises record-keeping of behavioral documentation, diaper changing schedules, check in, and check out rosters, and other required documentation.
- Provides ongoing mentoring and coaching to staff through spending time in the classroom to introduce, support, and develop new ideas, & strategies in teaching and behavioral understanding.
- Establishes and maintains a relationship of mutual trust and good communication with program participants, their families, community, and schools.
- Answers questions phone calls and emails within a timely manner.
- Assists with developing, executing, implementing, and adhering to annual budget, by assisting with the completion of Program assessment worksheets.
- Schedules for Youth Programs department in conjunction with other managers, and the director.

- Prepares specifications for new equipment and materials and recommends items for purchase.
- Attending training and conferences to enhance personal development and gain knowledge of new aquatic initiatives.
- Ensures that all employees and volunteers are practicing excellent customer service, and that all policies and procedures are properly implemented.
- Ability to work independently making sound decisions best for organization.
- Oversees and performs registration and billing processes in conjunction with Youth Programs Coordinators.
- Performs other duties as assigned.

SUPERVISION:

- Reports to Director, and executive director
- Supervises 40+ staff including Spark & SPLASH Coordinators, Assistant Coordinators, Preschool Teachers, and Activity Leaders.

WORKING CONDITIONS & PHYSICAL DEMANDS:

- The ability to work in a physical setting by walking and moving around. Occasionally use of force to exert up to 50 pounds.
- The ability to work in an office setting at a desk and answering phones.
- Must be able to swim and be willing to teach during lessons when needed.
- Ability to spend long amounts of time in water teaching.
- The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Subject to inside environmental conditions, protected from weather conditions, but not necessarily from indoor temperature changes.
- Ability to work nights and early mornings, weekends, holidays, and odd hours depending on need.

MINIMUM REQUIREMENTS:

- Work a varied schedule depending on programming and staffing needs, this includes early mornings, late nights, and weekends.
- Must possess an associate degree in early Childhood Development, or related area of study.
- Bachelor's degree in early childhood studies, Early childhood development, or comparable degree preferred.
- Must possess 2 years of previous preschool Teacher experience.

- Must possess 1 or more years of progressively responsible experience supervising.
- Must be able to obtain or hold a valid Washington state driving license and a safe driving record.
- Ability to prepare work assignments, research issues, summaries, letters and memorandum, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to give verbal direction to subordinates, communicate effectively with co-workers and supervisors, and to speak extemporaneously on a variety of subjects.
- Ability to use a variety of computer software applications related to the work, including, but not limited to Microsoft Office Suites.
- Previous Experience using Bright Wheels preferred.

On Site Supervisor

General Expectations

The On-Site supervisor is expected to be the acting supervisor at any time the rest of the management team is not present. The expectation is that they will help the day-to-day operation of Shore Aquatic and Community Center run smoothly. They must be able and willing to work in a variety of roles depending on need. They are expected to set the example; and ensure departmental staff are on task and performing job duties adequately. On-Site Supervisors are expected to assist patrons with any needs they may have and help ensure everyone receives quality customer service.

Responsibilities

The On-Site Supervisor position responsibilities include but are not limited to:

- Supervise facility serving as point of contact for welcome desk, lifeguards during operational hours on Holidays, Weekends, Mornings, and Evenings.
- Ensure that day-to-day operations and programming run smoothly.
- providing excellent customer service to all customers
- Enforce all district policies and follow all established procedures.
- Run established programming such as movie nights, date nights, teen nights, cardboard boat races, and other programming as instructed by management.
- Fill in at any department as needed while on shift.
- Post to social media as needed.
- Update the website as needed.
- Update Opti-Signs

- Perform employee recognition (AKT and Employee Spotlight)
- Assist with other tasks as needed.

Qualifications

- 18 Years of age or older.
- High School Diploma or equivalent
- Previous customer service experience
- Preferred to pass the Lifeguard course within 3 months of hire.

One Site Supervisor Birthday Parties

General Expectations

The On-Site supervisor is expected to be the acting supervisor at any time the rest of the management team is not present. The expectation is that they will help the day-to-day operation of Shore Aquatic and Community Center run smoothly. They must be able and willing to work in a variety of roles depending on need. They are expected to set the example; and ensure departmental staff are on task and performing job duties adequately. On-Site Supervisors are expected to assist patrons with any needs they may have and help ensure everyone receives quality customer service.

Responsibilities

The On-Site Supervisor: Birthday Parties position responsibilities include but are not limited to:

- Supervise facility serving as point of contact for welcome desk, lifeguards during operational hours primarily on Weekends; but also Holidays, weekdays during lessons & close, and other times as needed.
- Prepare party room, make goodie bags, and perform other party related tasks as needed.
- Work closely with the member services manager to ensure all Birthdays and other party rentals run smoothly.
- Assists with Front Desk in-services as needed.
- Assists Aquatics manager with trainings as needed.
- Assists Member Services Manager, and Director with developing and implementing changes to Parties and dry land events as needed.
- Ensure that day-to-day operations and programming run smoothly.
- providing excellent customer service to all customers
- Enforce all district policies and follow all established procedures.

- Run established programming such as movie nights, date nights, teen nights, cardboard boat races, and other programming as instructed by management.
- Fill in at any department as needed while on shift.
- Post to social media as directed.
- Assist with other tasks as needed.

Qualifications

- 18 Years of age or older.
- High School Diploma or equivalent
- Previous customer service experience
- Must obtain LG Certification within 6 months.

Physical Requirements

- The ability to sit, stand, and or walk for extended periods of time.
- Lift or move up to 50lbs.
- With stand inside environmental conditions present within the facility (may be hot and humid depending on duty requirements)

Job Specific Requirements

- Work Mornings, Evenings, weekends, and Holidays.
- Supervise staff in a variety of roles and demographics with equity, fairness, and understanding.
- Possess the ability to use Microsoft Office Suites (word, Excell, Power Point, etc.)
- Utilize Point of Sale Systems
- Communicate clearly with patrons in person and over the phone.
- SGE Instructor certification preferred.

Physical Requirements

- The ability to sit, stand, and or walk for extended periods of time.
- Lift or move up to 50lbs.
- With stand inside environmental conditions present within the facility (may be hot and humid depending on duty requirements)

Job Specific Requirements

- Work Mornings, Evenings, weekends, and Holidays
- Supervise staff in a variety of roles and demographics with equity, fairness, and understanding.

- Possess the ability to use Microsoft Office Suites (word, Excell, Power Point, etc.)
- Utilize Point of Sale Systems
- Communicate clearly with patrons in person and over the phone.

On Site Supervisor Maintenance & Training

General Expectations

The On-Site supervisor is expected to be the acting supervisor at any time the rest of the management team is not present. The expectation is that they will help the day-to-day operation of Shore Aquatic and Community Center run smoothly. They must be able and willing to work in a variety of roles depending on need. They are expected to set the example; and ensure departmental staff are on task and performing job duties adequately. On-Site Supervisors are expected to assist patrons with any needs they may have and help ensure everyone receives quality customer service.

Responsibilities

The On-Site Supervisor: Maintenance & Training position responsibilities include but are not limited to:

- Assists Aquatics manager, and Director with Certifications, and training Lifeguards.
- Runs, adapts, and suggests Inservice and skill check topics
- Work with Aquatics Manager to ensure all skill checks are being completed.
- Ensure all lifeguard training is done effectively and safely.
- Gains basic understanding of pool maintenance (back washes, chemical controller calibration, etc..).
- Helps adjust chems and do basic pool maintenance as needed.
- Implements and follows a pressure washing & pool vacuuming schedule.
- Supervise facility serving as point of contact for welcome desk, lifeguards during operational hours on Holidays, Weekdays during lessons & @ Close, and other times as needed.
- Assists with Lifeguard in-services, and certification classes as needed.
- Ensure that day-to-day operations and programming run smoothly.
- providing excellent customer service to all customers
- Enforce all district policies and follow all established procedures.
- Fill in at any department as needed while on shift.
- Post to social media as needed.
- Assist with other tasks as needed.

Qualifications

- 18 Years of age or older.
- High School Diploma or equivalent
- Previous customer service experience
- Must have current LG Certification, and Instructor Certification

Physical Requirements

- The ability to sit, stand, and or walk for extended periods of time.
- Lift or move up to 50lbs.
- With stand inside environmental conditions present within the facility (may be hot and humid depending on duty requirements)

Job Specific Requirements

- Work Mornings, Evenings, weekends, and Holidays.
- Supervise staff in a variety of roles and demographics with equity, fairness, and understanding.
- Possess the ability to use Microsoft Office Suites (word, Excell, Power Point, etc.)
- Utilize Point of Sale Systems
- Communicate clearly with patrons in person and over the phone.
- Some Week Day opens or closes, Inservice trainings, and other times outside of operational hours to perform maintenance based tasks as needed.

On Site Supervisor Special Events

General Expectations

The On-Site supervisor is expected to be the acting supervisor at any time the rest of the management team is not present. The expectation is that they will help the day-to-day operation of Shore Aquatic and Community Center run smoothly. They must be able and willing to work in a variety of roles depending on need. They are expected to set the example; and ensure departmental staff are on task and performing job duties adequately. On-Site Supervisors are expected to assist patrons with any needs they may have and help ensure everyone receives quality customer service.

Responsibilities

The On-Site Supervisor: Special Events position responsibilities include but are not limited to:

- Suggest, help develop, run, and establish new and existing special events.
- Assists with running large events (e.g. Pumpkin patch in the pool, egg hunt, etc...)
- Runs events such as Date nights, cardboard boat races, moonlight swims, and other events as needed.
- Supervise facility serving as point of contact for welcome desk, lifeguards during operational hours on Holidays, Weekdays during lessons, and other times as needed.
- Assists with Lifeguard in-services, and certification classes as needed.
- Ensure that day-to-day operations and programming run smoothly.
- providing excellent customer service to all customers
- Enforce all district policies and follow all established procedures.
- Fill in at any department as needed while on shift.
- Post to social media as needed.
- Assist with other tasks as needed.

Qualifications

- 18 Years of age or older.
- High School Diploma or equivalent
- Previous customer service experience
- Preferred have current LG Certification, preferred Instructor Certification

Physical Requirements

- The ability to sit, stand, and or walk for extended periods of time.
- Lift or move up to 50lbs.
- With stand inside environmental conditions present within the facility (may be hot and humid depending on duty requirements)

Job Specific Requirements

- Work Mornings, Evenings, weekends, and Holidays.
- Supervise staff in a variety of roles and demographics with equity, fairness, and understanding.
- Possess the ability to use Microsoft Office Suites (word, Excell, Power Point, etc.)
- Utilize Point of Sale Systems
- Communicate clearly with patrons in person and over the phone.
- Suggested Schedule: Friday evenings, during special events, and other times as needed.

On Site Supervisor Swim Lessons

General Expectations

The On-Site supervisor is expected to be the acting supervisor at any time the rest of the management team is not present. The expectation is that they will help the day-to-day operation of Shore Aquatic and Community Center run smoothly. They must be able and willing to work in a variety of roles depending on need. They are expected to set the example; and ensure departmental staff are on task and performing job duties adequately. On-Site Supervisors are expected to assist patrons with any needs they may have and help ensure everyone receives quality customer service.

Responsibilities

The On-Site Supervisor: Training and Maintenance position responsibilities include but are not limited to:

- Supervise facility serving as point of contact for welcome desk, lifeguards during operational hours on Holidays, Weekdays during lessons, and other times as needed.
- Assists with Lifeguard in-services, and certification classes as needed.
- Assists Aquatics manager with Swim lesson daily operations and trainings.
- Assists Aquatics manager, and Director with developing and implementing changes to lessons as needed.
- Ensure that day-to-day operations and programming run smoothly.
- providing excellent customer service to all customers
- Enforce all district policies and follow all established procedures.
- Run established programming such as movie nights, date nights, teen nights, cardboard boat races, and other programming as instructed by management.
- Fill in at any department as needed while on shift.
- Post to social media as needed.
- Update Opti-Signs
- Perform employee recognition (AKT and Employee Spotlight)
- Assist with other tasks as needed.

Qualifications

- 18 Years of age or older.
- High School Diploma or equivalent

- Previous customer service experience
- Must have current LG Certification
- Experience teaching lessons to a variety of ages and skill levels
- LG Instructor Certification preferred.

Physical Requirements

- The ability to sit, stand, and or walk for extended periods of time.
- Lift or move up to 50lbs.
- With stand inside environmental conditions present within the facility (may be hot and humid depending on duty requirements)

Job Specific Requirements

- Work Mornings, Evenings, weekends, and Holidays.
- Supervise staff in a variety of roles and demographics with equity, fairness, and understanding.
- Possess the ability to use Microsoft Office Suites (word, Excell, Power Point, etc.)
- Utilize Point of Sale Systems
- Communicate clearly with patrons in person and over the phone.
- Suggested Schedule: Mon-Thu 3-6:30pm, Swim Instructor in services, other lesson times, and additional times as needed.

Youth Programs Assistant Coordinator

NATURE OF WORK:

The Assistant Coordinator is responsible for monitoring leader child interactions. Must interact with the children daily. Responsible for ensuring leaders are following guidelines (no excessive phone use, playing with kids appropriately, etc...). In general, the assistant coordinator may have to have brief behavioral conversations with parents. It is essential for larger and/or ongoing behavioral issues; the youth programs coordinator is made aware. Ensure proper disciplinary action including write-ups are utilized as needed.

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

- Set a positive example of what activity leaders are to do, say & act 100% of the time while working.

- Ensure students are signed in & out per policy. Diaper changing charts are followed per policy and other policies and procedures are followed.
- Arrive on time as scheduled.
- Prepare Appropriately for the activities of the day. Participate in activities.
- Communicate Effectively daily with participants parents/guardians, program leaders, and Coordinators/managers.
- Complete any other duties as assigned by youth programs coordinator, executive Director, Director, Aquatics Manager, or member services manager.
- Works varied schedule, Mon-Fri, 8:00 am-11am. & 1:30-5:45p During school year. As well as other times during breaks (summer break, spring break, etc...).
- Answer Spark phone calls/texts of parents when needed in professional manner.

SUPERVISION:

- Reports to Youth Programs Coordinator
- Supervises and provides support to activity leaders when coordinator is not on site.

WORKING CONDITIONS & PHYSICAL DEMANDS:

- The ability to work in a physical setting by walking and moving around. Occasionally use the force to exert up to 50 pounds.
- The ability to swim and willingness to swim with up to 15 kids age 30 months to 5 years old.
- The ability to work with general cleaning supplies, (Lysol wipes, cleaning sprays, Bleach, etc..)

MINIMUM REQUIREMENTS:

- Must be 18 years of age.
- Must maintain CPR/First aid Certification with AED & be competent in those skills.
- Ability to work Independently with minimal direction.
- Ability to plan, organize, and manage a high-quality program.
- Ability to lead staff in absence of youth programs coordinator.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.

Head Guard

Expectations

You are expected to follow the lifeguard protocol as covered in your Star Guard Lifeguard Course.

- Scanning should be the priority while on duty.
- Knowledge of skills in the Star Guard Course must be up kept.
- Guards must have updated knowledge of facility rules and always enforce them.
- Headguards are expected to Be ready to rotate at the time their shift starts.
- Every Headguard must participate/help lead in-services every month. If you miss your in-service and cannot attend the alternate, you will be pulled off your shifts until a make-up in-service can be completed.

All staff that lifeguard will be evaluated frequently, including observational evaluations and skills evaluations.

- The supervisor can perform an evaluation at any time.
- If at any point you are no longer maintaining the lifeguard standards, you will be removed from lifeguard shifts.

Facility Specific Protocol

Rotations

- Rotations should occur every 15 minutes. You should exit the lifeguard office at least two minutes before you need to be on deck.
- Scan into position – Be cautious with blind spots, scan the whole zone before taking over a zone.
- Scan out of position – Facility, locker room, universal hallway, sauna.

EAP Whistles

- 1 short whistle blast: Get patrons attention (enforcing rules)
- short whistle blasts: Need assistance from office (supervisor or another lifeguard, non-emergency)
- 1 long whistle blast: Providing care, activate EAP (Call 911 and bring equipment)
- Make sure to contact STAR Guard via the directions posted on the bulletin board.

Uniforms

- Whistle & hip pack (with first aid packet and gloves).
- Lifeguard t-shirt or tank top.
- Black or dark grey or dark blue swim shorts (boys).
- Black or dark grey or dark blue shorts, capris, or leggings, no patterns, or designs, must wear swimsuit under uniform (girls).
- No excessively baggy clothing.
- Rescue tube
- Shoes are recommended if they do not inhibit rescue performance. Shoes must also be clean; it would be preferable if they were worn only at the pool, not as streetwear.

Head Guard Duties

- Laundry & Cleaning
- Assisting with questions patrons have.
- Putting away toys & equipment, helping to move lane lines & stairs.
- Ensure there are always at least two lifeguards on deck. Special exceptions may be made if approved by the Aquatics manager or facility supervisor on duty.
- Head guards are expected to always be part of the rotation.
- Head guards must ensure lifeguards are performing down guard tasks as needed.
- Head guards report to facility Supervisors and the Aquatics Manager.
- If any issue arises on the pool deck, The Head Guard must alert the facility supervisor and or Aquatics Manager.
- Head Guards will perform chem checks, and other daily logs that can be found in the lifeguard office as needed.
- Head Guards will be directly in charge of Lifeguards.
- Head Guards must help ensure that rotations are always compliant with STAR Guard expectations (zones should be EASILY scannable within 10 seconds and should allow Guards a 30 second response time).
- Perform Lifeguard Skill Checks/Observations when possible.
- Additional Duties may be assigned as needed by facility supervisor or Aquatics manager.

Job Requirements

- Star Guard Instructor Certification Preferred.
- Previous Lifeguard Experience Required.
- Previous Supervisor experience preferred.
- Must be self-motivated and be able to give directions.

Janitorial Staff

(part time janitorial does not receive medical, dental, disability, or life insurance).

NATURE OF WORK: Under the direction of the Director and Managers, the Janitor works a full-time: 8 hours, 5 days week of custodial maintenance of the Shore Aquatic and Community Center.

Hours may vary, but are typically 4 pm to 12:30 am, or 6 pm to 2:30 am.

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

- Perform all forms of cleaning and custodial duties on a regular basis.
- Perform basic grounds clean-up including snow and ice removal, and litter pick-up.
- Perform skilled techniques for washing windows, as well as the use of a variety of floor scrubbers, vacuums, and other equipment deemed necessary.
- Will aid in the daily cleanup of the swimming pool areas including the deck, bleachers, and dry sauna.
- Respond to the requests of Management and Staff with a high degree of professionalism and customer service.
- Will be responsible for the sanitation of all restrooms, locker rooms, public areas as well as administrative areas, offices, and meeting spaces.
- Report directly to manager weekly with inventory of supplies and maintenance issues.
- Assisting if needed in an emergency by meeting EMS/FD at Front Door, securing area for access in and out of facility.
- Work with volunteers, staff and patrons in a friendly and companionable manner.
- Be flexible in hours depending on scheduling for holidays and special events.
- Give direction to part-time janitorial staff on specific areas that need cleaning or maintenance.

WORKING CONDITIONS & PHYSICAL DEMANDS:

- Ability to lift 50 lbs.
- Ability to spend long hours on feet, bending and leaning at different angles.
- Work in humid environment.
- Work indoors and outdoors with appropriate clothing and equipment.

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age.
- Previous janitorial experience with good references.
- Pass a National Criminal Background screening

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.
- Ability to work with co-workers of different age groups and demographics.

TO RETAIN STATUS

- Attend all assigned trainings.
- Maintain required certifications.
- Keep facility clean and meet community and staff expectations.

BENEFITS

- Medical, Dental, Vision, Life, and Long-Term Disability Insurance after probationary period.
- Accrued Paid Time Off.
- Paid Holidays.
- Free Membership to Shore Aquatic and Community Center.

Activity Leader

NATURE OF WORK: Under the direction of the Assistant coordinator and Youth Programs coordinator, and Director, SPARK leader(s) will provide quality after school programming for youth in grades K-6. Spark Squad Leaders work a part-time, flexible schedule and adhere to policies and procedures of the Shore Park District.

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

- Lead and/or assist in teaching a variety of lessons and activities for all range of ages and abilities.
- Maintain students' safety during afterschool care.
- Be a proactive participant as a leader when not leading activities or lessons.

- Enforce and educate students about facility rules and reasons for them.
- Communicate with the Youth Programs coordinator and assistant coordinator about issues with participants and other staff.
- Be able to assemble equipment in advance of each activity
- Accurately answer questions related to SPARK Squad programming, answering parent questions and give out information about upcoming events. Redirect serious complaints and concerns to the coordinator on duty.
- Attend Inservice and other trainings as assigned.
- Maintain current certifications in CPR/F.A.
- Document behavior, and communicate about behavior issues, that arise.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Activity Leaders work a part-time flexible schedule where hours may vary, depending on need of the program. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop.

MINIMUM REQUIREMENTS:

- Must be at least 15 years of age.
- Must pass National Adult/Child Abuse records check prior to hire.
- Available 1:30pm-6 p.m. M-F during school year, or 3:30-6pm if enrolled in High school.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to effectively manage and supervise a room of 15 kids
- Ability to prepare activities for all ages and capabilities.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good attitude with students of all ages.
- Ability to establish and maintain effective working relationships with coworkers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.
- Serve as a role model to youth and fellow co-workers
- Must be able and willing to get in water.

Lifeguard

General Expectations

You are expected to follow the lifeguard protocol as covered in your STAR Guard Lifeguard Course.

- Scanning is the priority while on duty.
- Must Be knowledgeable in STAR Guard Lifeguard skills.
- Lifeguards must possess knowledge of facility rules and enforce them.
- Lifeguards are expected to come to shift on time and be ready to rotate at the time their shift starts.
- Every lifeguard must participate in in-service every month. If you miss your in-service and cannot attend the alternate, you will be pulled off your shifts until you are able to do a make-up training.
- Lifeguards will be evaluated frequently; this includes observational and skills evaluations.
- The supervisor can perform an evaluation at any time.
- If at any point you are no longer maintaining the lifeguard standards, you will be removed from lifeguard shifts.

Facility Specific Protocol

Rotations

- Rotations should occur every 15 minutes. You should exit the lifeguard office at least two minutes before you need to be on deck.
- Scan into position – Be cautious with blind spots, scan the whole zone before taking over a zone.
- Scan out of position – Facility, locker room, universal hallway, sauna.

EAP Whistle Signals

- 1 short whistle blast: Get patrons attention (enforcing rules)
- short whistle blasts: Need assistance from office (supervisor or another lifeguard, non-emergency)
- 1 long whistle blast: Providing care, activate EAP (Call 911 and bring equipment)

Uniforms

- Whistle & hip pack (with first aid packet and gloves).
- Lifeguard T-shirt or tank top.
- Black or dark grey or dark blue swim shorts (boys).

- Black or dark grey or dark blue shorts, capris, or leggings, no patterns or designs, must wear swimsuit under uniform (girls).
- No baggy clothing.
- Rescue tube
- Shoes are recommended if they do not inhibit rescue performance. Shoes must also be clean; it would be preferable if they were worn only at the pool, not as streetwear.

Additional Duties

- Laundry & Cleaning
- Assisting with questions patrons have.
- Putting away toys & equipment, helping to move lane lines & stairs.
- Reports to Head Guards, Facility Supervisors, and Aquatics manager.
- Other duties may be assigned by Head Guards, Facility Supervisors, or Aquatics manager.

Job Requirements

- Current STAR Guard Lifeguard certification required.
- Must be at least 16 years of age.

Welcome Desk

ESSENTIAL DUTIES AND RESPONSIBILITIES

- FRONT DESK SERVICES
- Provide excellence in customer service.
- Answer phones in a professional and timely manner.
- Assist walk-in customers with swim lessons, pass sales and other aquatics information and payments.
- Use Civic Rec and Point of Sale and perform daily close out procedures.
- Assist members with equipment needs.
- Make sure workspace is clean and well organized.
- Make sure that SAC information is stocked and easily accessible to the public.
- Communicate any issues or concerns from the public to appropriate staff.
- Be on time for every shift.
- Wear appropriate attire including SAC work shirt.
- Cover your personal shifts with the approval of your supervisor.
- All Shift change requests must be submitted to your supervisor via e-mail or W2W.

AQUATICS RESSPONSIBILITIES

- Perform opening and/or closing procedures depending on work schedule.
- Assist with any emergency situation either in aquatics area, locker or family changing rooms, or lobby
- Assist with training scenarios.
- Be proactive in monitoring and appropriately responding to situations involving safety, security and guests who may be acting in an unusual manner.

SKILLS REQUIRED

- Ability to motivate and inspire staff and volunteers.
- Proficient use of computers and computer software/applications.
- Efficient use of Point of Sale, Civic Rec, till, and money management.
- Ability to problem solve and perform a variety of tasks (multi-task).
- Good time management, ability to use time efficiently and effectively.
- Ability to follow directions and communicate effectively.
- Ability to perform work in a safe and efficient manner and be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.

SPECIAL REQUIREMENTS

- Must maintain StarGuard First Aid/CPR/AED certification and be familiar with the standards and protocols or be StarGuard Lifeguard Certified.

Swim Instructor

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

NATURE OF WORK:

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

ESSENTIAL FUNCTIONS:

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS:

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

MINIMUM REQUIREMENTS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Knowledge of swimming strokes and the ability to break them down for teaching – preferred.
- Ability to effectively manage a class of 2 to 10 students.

- Ability to prepare detailed lesson plans for a variety of aquatic activities for all ages and capabilities.
- Ability to assess skills for proper lesson placement.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.

Aerobics Instructor

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

NATURE OF WORK:

Under the direction of the Manager, Assistant Manager, and Head Guards, Water Aerobics Instructors provide quality exercise classes for patrons of all ages and abilities at the Shore Aquatic Center. Water Aerobics Instructors work a part time, flexible schedule and adhere to policies and procedures of the Pool District.

ESSENTIAL FUNCTIONS:

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

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

WORKING CONDITIONS & PHYSICAL DEMANDS:

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

MINIMUM REQUIREMENTS:

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

KNOWLEDGE, SKILLS & ABILITIES:

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

Yoga Instructor

420 Whistleblower Protection

1.0 Policy

The District (1) encourages reporting by its employees of improper governmental action taken by District officers or employees and (2) protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

2.0 Definition of Improper Governmental Action

Any action by a District officer or employee:

- That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- That (1) is in violation of any federal state, or local law or rule, (2) is an abuse of authority, (3) is of substantial and specific danger to the public health or safety or (4) is a gross waste of public funds.

Improper governmental action does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, alleged violations of labor agreements or reprimands.

3.0 Procedures for Reporting

District employees who become aware of improper governmental actions should first raise the issue with their supervisor or manager. If requested by the supervisor or manager, the employee shall submit a written report to the supervisor or manager, or to some person designated by the supervisor or manager, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor or manager, the employee may raise the issue directly with the Executive Director.

3.1

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.

3.2

The Manager or Executive Director, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper governmental

action. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting improper governmental action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential. District employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to reoccur.

District employees who fail to make a good faith attempt to follow the District's procedures in reporting improper governmental action do not receive the protections provided by the District in these procedures.

4.0 Protections Against Retaliatory Actions

District officials and employees are prohibited from taking retaliatory action against a District employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

4.1

Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.

4.2

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their Supervisor or the Executive Director. The Executive Director and/or Supervisor will endeavor to take appropriate action to investigate and address complaints of retaliation.

4.3

If the employee's Supervisor or the Executive Director do not satisfactorily resolve a District employee's complaint that he or she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice within 30 days after the occurrence of the alleged retaliatory action to the District Board of Commissioners that:

- specifies the alleged retaliatory action and
- specifies the relief requested.

District employees are required to provide a copy of their written notice to the Executive Director. The District will endeavor to respond within 30 days to the charge of retaliatory action.

4.4

After receiving either the response of the District or 30 days after the delivery of the charge to the District, the District employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing shall deliver the request for hearing to the Executive Director within the earlier of either 15 days of delivery of the District's response to the charge of retaliatory action, or 45 days of delivery of the charge of retaliation to the District for response.

Upon receipt of request for hearing, the District may apply, within five working days, to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings PO Box 42489
Olympia, WA 98504-2489
(360) 753-2531
(800) 583-8271 (Toll-free)
(360) 586-6563 (Fax)

The District will consider any recommendations provided by the administrative law judge.

5.0 Responsibilities

The Executive Director is responsible for implementing the District's policies and procedures for:

- reporting improper governmental action and
- protecting employees against retaliatory actions.

This includes ensuring that this policy and these procedures are:

- posted where employees will have reasonable access to them,
- made available to any employee upon request, and
- provided to all newly hired employees.

Supervisors, Managers, and the Director & Executive Director are responsible for ensuring the procedures are implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, including possible termination.

425 Unlawful Retaliation

1.0 Purpose

To establish and maintain a policy for a workplace free from unlawful retaliation at the Shore Metropolitan Park District.

2.0 Personnel Affected

All personnel, including employees, volunteers, and contractors.

3.0 Policy

The District does not tolerate unlawful retaliation against employees, volunteers, or contractors who engage in protected activities. Retaliation occurs when an employee, volunteer, or contractor suffers employment-related adverse consequences as a result of his/her protected activity.

3.1

Protected activities include, but are not limited to, the following activities:

- Reporting unlawful discrimination, harassment, or retaliation,
- Cooperating in an internal investigation regarding discrimination, harassment, or retaliation,

- Testifying in a legal proceeding regarding discrimination, harassment, or retaliation,
- Requesting reasonable accommodation for a disability or sincerely held religious belief or practice,
- Reporting workplace safety issues,
- Reporting financial irregularities or the mismanagement of public funds,
- Reporting criminal misconduct,
- Filing a worker's compensation claim, or
- Serving on a jury.

Employees, volunteers, and contractors do not receive protection for actions taken in bad faith. Bad faith occurs when the employee, volunteer, or contractor provides false information with knowledge that the information provided is false.

3.2

Adverse employment-related consequences include, but are not limited to, the following:

- Termination of employment,
- Demotion in position, responsibilities, or pay,
- Suspension,
- Other disciplinary action,
- Reassignment to a less desirable position with less desirable duties,
- Shunning or isolating, or
- Harassment.

4.0 Retaliation Complaint Procedure

Any employee, volunteer, or contractor who feels that he/she has been the victim of unlawful retaliation in violation of this policy should report this concern to their supervisor. If the applicant/employee believes the supervisor is involved in the violation, or otherwise does not feel comfortable reporting to this person, the applicant/employee should report this concern to the Executive Director or Director.

- The District will conduct a look into the merits of any allegation reported to it. This may include an investigation by a qualified investigator who is either an employee or a professional employed outside of the District
- If the allegation is found to have merit, the District will take prompt action to correct the unlawful conduct and remedy any violations that have occurred. Such

corrective action may include disciplinary action against those employees found to have violated policy.

- Employees, volunteers, and contractors may seek redress at any time through the Washington State Human Rights Commission, the Equal Employment Opportunity Commission, or through a court of law. Employees, volunteers, and contractors should attempt first to exhaust their remedies as outlined in this policy.
- All supervisory employees are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, taking immediate and appropriate corrective action if they witness inappropriate behavior, and notifying the Aquatics Manager if they receive a retaliation complaint. A supervisor's failure to carry out these responsibilities may result in discipline.

430 Criminal Background Checks

1.0 Purpose

Because the Shore Metropolitan Park District provides services to children under the age of 16, developmentally disabled persons and vulnerable adults the District needs adequate information to properly screen prospective employees and/or volunteers who have unsupervised access to these groups.

2.0 Definitions

Applicant: (1) any prospective employee who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the business or organization. (2) any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer children under the age of 12 years of age, (ii) three or fewer children between the age of 12 and 16 years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults.

Business or organization: a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or

