

AGENDA- REGULAR MEETING

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Port Angeles, Washington,

September 23, 2025

3:00p.m.

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

COMMISSIONERS

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 August 26,2025
- Ratification of July \$61,199.96
- Ratification of August \$55,712.67

Action Items:

1a Changes to Policy and Procedure Manual pages 61-146

AGENDA ITEMS:

- 1a 2026 Budget Discussion
- 1b Wages and Cost of Living Adjustment
- 1c Pricing
- 1d Levy

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 October 28th, 2025 at 3pm

ADJOURNMENT

MINUTES- 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 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

Navarra Called for motion for Executive Session from 3:00pm to 3:15pm:

Discussion of legal issues concerning State Audit

Navarra Called for motion for extension of the Executive session till 3:45pm

Navarra Ends the Executive Session:

Potential litigation discussed no action to follow.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Navarra Carr called the meeting to order. Present were Commissioner Randy Johnson, Commissioner Mike French, Commissioner LaTrisha Suggs, Commissioner Greg Shield, Executive Director Steve Burke, Treasurer Stan Creasy, Director Ryan Amiot, Aquatics Manager Cody Chase

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMFm to approve agenda, CCMs, mc

PUBLIC COMMENT- None

CONSENT AGENDA

-Minutes for July 22,2025

Ratification of July \$61,199.96

ACTION ITEMS:

1a. IFC Water Heat Pump Replacement

1b. IFC OMC Building Contract

1c Changes to Policy and Procedure Manual pages 60-146

ACTION TAKEN: CGSm to approve, CMFs, mc

Consent Agenda: The minutes for July 22, 2025, were approved but the Ratification for July was tabled until further review of documentation 3.75 and further supportive documentation of the cafeteria plan.

ITEMS FOR DISCUSSION:

1a. Action Item: IFC water heat pump replacement was discussed, Steve brought to the board's attention the difference in the price he had quoted at the last meeting and the actual cost as presented today. It appears that because of the way the compressors are built in 2's we will need to replace all 4 units. The purchase was approved by the board.

1b. Action Item: IFC, OMC Building Contract was reviewed by Patrick Irwin. The contract will be for 10 years, at the rate of \$100.00 a month with the option of extending it on a yearly basis past the original 10 years. We will be responsible for paying liability insurance, and they will pay the property insurance. It is currently on the new CEO's desk. Board gave permission for Steve Burke to sign the contract as presented.

1c. Action Item: Policy and Procedure manual 60-146 was presented by Director Ryan Amiot. Most of these pages were operational policies and procedures so changes were mostly cleaning up language. One area of change was in the classification of family memberships where seniors were equal to children as acceptable members. Talked of change to facility rental and rental for swim lessons for Crescent School district. The board recommended that the job descriptions be moved to HR and had questions concerning our IT provider that were clarified. The board decided to take the presented policy and procedures home to review, and they would send any corrections, questions and suggestions to Ryan and vote on next session.

2a Executive Directors Report: Steve brought to the board's attention the line item of \$12,500.00 that was in the July ratification as the last payment to the Imagine Institution that was part of the child care grant for child care planning. Steve went over the break down of how the grant for \$122,000.00 was allocated. With approximately \$56,000 going to contractors and \$66,000 going to staff. We had 30 deliverables a year so total of 60 deliverables and payment not on cost but on completion of those deliverables.

Steve updates the board that we are looking into changing our employee health insurance to PEBB since now is considerably less cost than the private we have now. Ryan is trying to negotiate this change but has been having some issues with our current insurance and its representative. Hopefully having the situation rectified shortly.

Steve also informs the board of our efforts to separate out the child care costs with the pool cost. We have instituted a change within our accounting system that should allow us to do most if not all child care cost separately.

2b Financial Report- Stan shares that all is doing well not a lot to discuss since everything is going as should be, he has not gone into details as he normally would due to computer issues but has seen no major changes.

In response to board inquiry Ryan updated board concerning the decrease in numbers in Sparks and the general use of pool over the summer.

Navarra spoke on the issue of payments of restitution and the fact that all team members need to know that, that needs to be handled by the auditor.

2c Staff Report- Ryan shares about our upcoming raffle September 1-7th to raise funds for scholarships. Staff looking good overall. **Top of Form**

NEXT MEETING DATE

The next WSMPD meeting will be held on September 23rd, 2025 at 3:00 p.m.

ADJOURNMENT

Commissioner Mike French ended the meeting at 4:45pm

PASSED AND ADOPTED this August 26th, 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

**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:

August 2025

From Operations Account:

Operations Total:	\$55,712.67
<u>Capital/Bond Total:</u>	<u>\$0</u>
Expense Grand Total:	\$55,712.67

Date: _____

Clerk of the Board

Executive Director, Steven Burke

Board of Commissioners President
Navarra Carr

William Shore Memorial Pool District
Transactions for Ratification
August 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	08/07/2025	5124	City of PA	6/4-7/3 elec...	4.70 Utilities	10,523.91
						10,523.91
Check	08/26/2025	5140	The Imagine Insti...	January 20...	4.86 Child Care Grant Exp...	6,056.00
						6,056.00
Check	08/25/2025	DoR...	Department of Re...	July 2025 B...	4.95 State Sales/B & O Tax	6,028.23
						6,028.23
Check	08/06/2025	Aug.r...	Regence Blue Sh...	August staff...	Health Insurance	4,731.00
						4,731.00
Check	08/07/2025	5131	W.M. Smith & As...	#31552 Acc...	4.84 Equipment-Repair/Maint	4,123.65
						4,123.65
Check	08/04/2025		Merchant Settlem...		4.17 CC Merchant Fees	3,651.77
						3,651.77
Credit Card Ch...	08/25/2025		Swim Outlet	goggles, etc	3.21 Inventory/Resale	1,969.31
						1,969.31
Check	08/07/2025	8/7sy...	Sysco Corporation	#65562656...	3.52.3 Food Supplies	1,715.68
						1,715.68
Credit Card Ch...	08/01/2025		Swim Outlet	Goggles, etc	3.21 Inventory/Resale	1,524.54
						1,524.54
Check	08/07/2025	5130	Bizy Boys LLC	#12878 July...	4.81 Landscape Maintenan...	1,088.28
						1,088.28
Credit Card Ch...	08/01/2025		Costco	summer foo...	3.52.3 Food Supplies	955.68
						955.68
Check	08/07/2025	5129	Kitsap Networkin...	Monthly bac...	4.13 IT Service	890.00
						890.00
Credit Card Ch...	08/15/2025		Uline	Janitorial su...	3.72 Janitorial Supplies	699.69
						699.69
Check	08/26/2025	5139	Mountain Pumps ...	invoice: i12...	4.84 Equipment-Repair/Maint	691.26
						691.26
Check	08/07/2025	5126	Radio Pacific Inc	2026 Home...	3.43 Special Events	690.00
						690.00
Credit Card Ch...	08/04/2025		Kiefer Aquatics	lane line bu...	4.84 Equipment-Repair/Maint	677.92
						677.92
Check	08/19/2025	5134	State Auditor's Of...	L170173 Au...	4.98 State Auditor	556.40
						556.40
Check	08/07/2025	5123	Ron Breitbach	Refund Me...	347.34 · Pass Sales	530.50
						530.50

William Shore Memorial Pool District
Transactions for Ratification
August 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/15/2025		Fergusons	hot tub parts	3.73 Maintenance Supplies	504.42
						504.42
Credit Card Ch...	08/03/2025		Home Depot	Port-a-torch	4.84 Equipment-Repair/Maint	434.51
						434.51
Credit Card Ch...	08/20/2025		Costco	summser fo...	3.52.3 Food Supplies	432.34
						432.34
Credit Card Ch...	08/20/2025		Costco	spark snacks	3.51.3 Food Supplies	415.86
						415.86
Credit Card Ch...	08/12/2025		Costco	summer lun...	3.52.3 Food Supplies	377.36
						377.36
Check	08/07/2025	5128	US Bank	Bond admin...	4.92 Misc. Expense	350.00
						350.00
Check	08/01/2025	unum	Unum Life Ins	August staff...	Health Insurance	311.84
						311.84
Check	08/26/2025	5138	Clallam County E...	#2784 FSE ...	4.11 Licenses and Permits	294.00
			Clallam County E...	#3101 Annu...	4.11 Licenses and Permits	596.00
						890.00
Check	08/25/2025	verizon	Verizon	SPARK cell...	4.21 Telephone/Cellphone	293.91
						293.91
Credit Card Ch...	08/20/2025		Costco	costco me...	3.14 Memberships and Dues	274.64
						274.64
Credit Card Ch...	08/26/2025		Amazon	craft supplie...	3.52.2 Program/Office Sup...	254.70
						254.70
Credit Card Ch...	08/12/2025		water safety	lifeguard su...	3.32 Lifeguard Supplies	245.04
						245.04
Credit Card Ch...	08/11/2025		Halogen Supply	hot tub later...	3.73 Maintenance Supplies	241.49
						241.49
Credit Card Ch...	08/22/2025		IAM SGE Stargu...	SGE certific...	3.32 Lifeguard Supplies	210.00
						210.00
Check	08/07/2025	5125	Pacific Office Eq...	#1164199 A...	4.51 Office Copier	205.69
						205.69
Check	08/23/2025	8/25...	Wave	August inter...	4.23 Website/Internet	204.00
						204.00
Check	08/19/2025	5135	Michael P. Ander...	Robi one L...	3.74 Tools and Equipment	193.84
						193.84
Check	08/26/2025	5137	Canon Financial ...	#41616546 ...	4.51 Office Copier	188.77
						188.77

William Shore Memorial Pool District
Transactions for Ratification
August 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/10/2025		Amazon	server back...	3.11 Office Supplies	162.25
						162.25
Check	08/19/2025	5133	Angeles Commu...	#35469 Mo...	4.21 Telephone/Cellphone	161.17
						161.17
Credit Card Ch...	08/21/2025		Walmart	printer ink &...	3.52.2 Program/Office Sup...	123.74
						123.74
Credit Card Ch...	08/18/2025		union 76	fuel	3.75 Fuel Allowance	113.68
						113.68
Credit Card Ch...	08/23/2025		Domino's	date night	3.43 Special Events	113.65
						113.65
Credit Card Ch...	08/12/2025		Amazon	battery for p...	3.73 Maintenance Supplies	110.76
						110.76
Credit Card Ch...	08/09/2025		union 76	fuel	3.75 Fuel Allowance	108.36
						108.36
Check	08/04/2025		Merchant Settle...		4.17 CC Merchant Fees	107.95
						107.95
Credit Card Ch...	08/08/2025		Amazon	printer ink	3.52.2 Program/Office Sup...	104.40
						104.40
Credit Card Ch...	08/20/2025		Bella Rosa	gift cards	3.22 Promotional	100.00
						100.00
Credit Card Ch...	08/16/2025		Amazon	water fount...	3.73 Maintenance Supplies	92.08
						92.08
Credit Card Ch...	08/01/2025		PartsHaus	hydraulic tan...	4.84 Equipment-Repair/Maint	84.83
						84.83
Credit Card Ch...	08/19/2025		USPS	stamps	3.11 Office Supplies	78.00
						78.00
Credit Card Ch...	08/12/2025		Amazon	facepaint fo...	3.43 Special Events	64.26
						64.26
Credit Card Ch...	08/16/2025		Amazon	lifeguard hi...	3.32 Lifeguard Supplies	60.80
						60.80
Credit Card Ch...	08/06/2025		Chevron	fuel	3.75 Fuel Allowance	60.21
						60.21
Credit Card Ch...	08/13/2025		Chevron	fuel	3.75 Fuel Allowance	57.98
						57.98
Credit Card Ch...	08/14/2025		Amazon	pressure wa...	3.72 Janitorial Supplies	57.55
						57.55

William Shore Memorial Pool District
Transactions for Ratification
August 2025

Type	Date	Num	Name	Memo	Account	Debit
Credit Card Ch...	08/13/2025		Safeway Fuel	Spark van f...	3.52.5 Transportation	56.97
						56.97
Credit Card Ch...	08/17/2025		Chevron	fuel	3.75 Fuel Allowance	53.43
						53.43
Credit Card Ch...	08/16/2025		Amazon	hot tub valve	3.73 Maintenance Supplies	53.20
						53.20
Credit Card Ch...	08/06/2025		Maverik	fuel	3.75 Fuel Allowance	52.64
						52.64
Credit Card Ch...	08/01/2025		Costco Gas	fuel	3.75 Fuel Allowance	50.00
						50.00
Credit Card Ch...	08/26/2025		Walmart	SPARK	3.52.2 Program/Office Sup...	47.65
						47.65
Credit Card Ch...	08/01/2025		Walmart	Gluten free ...	3.52.3 Food Supplies	42.94
						42.94
Credit Card Ch...	08/02/2025		NCSI	background...	4.16 Legal/Background Ch...	37.00
						37.00
Credit Card Ch...	08/06/2025		NCSI	background...	4.16 Legal/Background Ch...	37.00
						37.00
Credit Card Ch...	08/11/2025		Amazon	battery warr...	3.73 Maintenance Supplies	34.74
						34.74
Credit Card Ch...	08/01/2025		Poster My Wall	subscription	3.13 Subscriptions	32.62
						32.62
Check	08/04/2025		Gateway Billing		4.17 CC Merchant Fees	30.00
						30.00
Credit Card Ch...	08/21/2025		Dollar Tree	raffle supplies	3.43 Special Events	29.87
						29.87
Credit Card Ch...	08/15/2025		Walmart	brown bags ...	3.52.3 Food Supplies	29.71
						29.71
Credit Card Ch...	08/21/2025		Tractor Supply	Hyd fluid 2...	3.73 Maintenance Supplies	27.21
						27.21
Credit Card Ch...	08/12/2025		Walmart	summer lun...	3.52.3 Food Supplies	27.09
						27.09
Credit Card Ch...	08/06/2025		Chevron	fuel	3.75 Fuel Allowance	26.25
						26.25
Credit Card Ch...	08/16/2025		Amazon	battery char...	3.73 Maintenance Supplies	24.97
						24.97

William Shore Memorial Pool District
Transactions for Ratification
August 2025

Type	Date	Num	Name	Memo	Account	Debit
Check	08/07/2025	5127	Swains General ...	7/31/25 Stat...	3.73 Maintenance Supplies	19.76
						19.76
Credit Card Ch...	08/20/2025		USPS	certified mai...	4.22 Postage, Mailing Servi...	18.24
						18.24
Credit Card Ch...	08/16/2025		Spotify	SPARK mu...	3.13 Subscriptions	13.06
						13.06
Credit Card Ch...	08/01/2025		Disney Plus	SPARK mo...	3.13 Subscriptions	11.99
						11.99
Credit Card Ch...	08/01/2025		USPS	ESD disput...	4.22 Postage, Mailing Servi...	10.05
						10.05
Credit Card Ch...	08/14/2025		Amazon	mouse pad	3.11 Office Supplies	8.69
						8.69
Credit Card Ch...	08/05/2025		Walmart	notebook	3.11 Office Supplies	8.06
						8.06
Credit Card Ch...	08/01/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Credit Card Ch...	08/05/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Credit Card Ch...	08/12/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Credit Card Ch...	08/19/2025		Joshua's	chamber m...	4.92 Misc. Expense	6.20
						6.20
Check	08/01/2025			Service Ch...	4.12 Payroll Fees/Bank Ch...	5.95
						5.95
Check	08/01/2025		Merchant Settlem...	CC fees	4.17 CC Merchant Fees	2.97
						2.97
Check	08/08/2025		QuickBooks Payr...	Fee for 1 dir...	4.12 Payroll Fees/Bank Ch...	1.75
			QuickBooks Payr...	Sales Tax	4.12 Payroll Fees/Bank Ch...	0.16
						1.91
TOTAL						55,712.67

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

	Aug 31, 25	Aug 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	4,735.58	76,759.07
112.2 · Credit Card Processing Account	85,080.28	88,301.06
Total 112 · Kitsap Bank	89,815.86	165,060.13
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	1,580,243.83	1,512,651.17
Total Checking/Savings	2,151,159.69	2,158,811.30
Other Current Assets		
Prepaid Expense	0.00	2,685.54
Undeposited Funds	10,453.75	30,330.80
Total Other Current Assets	10,453.75	33,016.34
Total Current Assets	2,161,613.44	2,191,827.64
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	24,718,206.94	24,742,810.14
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
21005 · Citi Cards	11,373.72	11,924.91
Total Credit Cards	11,373.72	11,924.91
Other Current Liabilities		
Current Payroll Liabilities	14,516.55	34,551.27
Total Other Current Liabilities	14,516.55	34,551.27
Total Current Liabilities	25,890.27	46,476.18
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	15,655,890.27	16,136,476.18

09/10/25

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

	Aug 31, 25	Aug 31, 24
Equity		
32000 - Unrestricted Net Assets	8,808,587.51	8,393,536.55
Net Income	253,729.16	212,797.41
Total Equity	9,062,316.67	8,606,333.96
TOTAL LIABILITIES & EQUITY	24,718,206.94	24,742,810.14

William Shore Memorial Pool District
Statements of Activities
August 2025

	Aug 25	Aug 24
Income		
311.00 · Property Tax		
311.01 · Property Taxes	9,575.62	10,269.35
Total 311.00 · Property Tax	9,575.62	10,269.35
337.00 · County Shared Revenue/Grants		
337.02 · Leasehold Excise Tax	78.44	101.84
337.03 · County Timber Trust (335.02)	2,245.75	9,152.73
Total 337.00 · County Shared Revenue/Grants	2,324.19	9,254.57
341.00 · Merchandise Sales		
341.70 · Merchandise Sales	3,181.00	2,896.48
Total 341.00 · Merchandise Sales	3,181.00	2,896.48
347.30 · Activity Fees		
347.31 · Special Events/Gift Certif.	878.50	409.50
347.32 · Group Entrance Fees	3,090.00	3,369.00
347.33 · General Admissions	19,111.00	16,453.77
347.34 · Pass Sales	25,893.75	29,090.00
347.35 · Party Room Rentals	3,516.00	2,998.50
Total 347.30 · Activity Fees	52,489.25	52,320.77
347.60 · Program Fees		
347.61 · Summer Camp	28,572.17	21,613.35
347.62 · Swim Instruction	7,702.25	8,209.50
347.63 · After School Care	15,128.30	21,315.10
Total 347.60 · Program Fees	51,402.72	51,137.95
361.00 · Interest and Other Earnings		
361.10 · Interest/Dividend Income	5,849.22	7,174.94
361.00 · Interest and Other Earnings - Other	13.77	0.00
Total 361.00 · Interest and Other Earnings	5,862.99	7,174.94
Total Income	124,835.77	133,054.06
Gross Profit	124,835.77	133,054.06
Expense		
57620.1 · Salaries and Wages		
1.1 · Management		
Bookkeeping/Accountant	621.01	516.78
Clerk Services	82.53	0.00
Director	5,769.24	5,192.30
Executive Director	5,703.54	5,703.54
Total 1.1 · Management	12,176.32	11,412.62
1.2 · Aquatics		
Aquatics Manager	2,967.61	3,685.55
Lifeguards	20,065.32	18,835.95
On Site Supervisor/Head Guard	12,863.07	13,921.59
Swim Instructor	3,413.73	6,141.57
Water Fitness Instructor	1,727.42	1,689.67
Total 1.2 · Aquatics	41,037.15	44,274.33

William Shore Memorial Pool District
Statements of Activities
August 2025

	Aug 25	Aug 24
1.3 · Dry Land		
Dry Land Fitness Instructors	1,982.75	2,875.00
Janitors	6,217.08	5,748.64
Maintenance Tech	4,888.14	3,371.23
Member Svcs Manager	3,481.25	1,800.75
Party Crew	354.40	232.20
Welcome Desk	8,287.30	10,562.84
Total 1.3 · Dry Land	25,210.92	24,590.66
1.4 · Child Care Programs		
Activity Leaders	13,723.63	13,737.95
Child Care Programs Manager	7,184.80	7,867.97
Food Service Workers	2,707.50	7,027.37
Total 1.4 · Child Care Programs	23,615.93	28,633.29
1.5 · Misc. Wages		
Overtime	0.00	990.77
Paid Time Off	1,053.95	3,512.80
Total 1.5 · Misc. Wages	1,053.95	4,503.57
Total 57620.1 · Salaries and Wages	103,094.27	113,414.47
57620.2 · Benefits		
Cafeteria Plan	555.15	555.15
Department of Labor & Industry	2,178.21	2,509.44
Federal Payroll Taxes	-6,590.76	8,548.86
Health Insurance	5,042.84	3,259.52
Paid Family Medical Leave	270.34	238.00
Unemployment Compensation	556.78	1,054.74
Total 57620.2 · Benefits	2,012.56	16,165.71
57620.3 · Supplies		
3.10 Office Supplies		
3.11 Office Supplies	257.00	145.90
3.13 Subscriptions	43.52	84.36
3.14 Memberships and Dues	274.64	0.00
3.15 Print and Copying	0.00	179.25
3.16 Uniforms and Clothing	0.00	31.23
Total 3.10 Office Supplies	575.16	440.74
3.20 Front of House		
3.21 Inventory/Resale	3,493.85	1,513.80
3.22 Promotional	100.00	118.81
3.23 Coffee Supplies	0.00	130.48
Total 3.20 Front of House	3,593.85	1,763.09
3.30 Lifeguard Supplies		
3.32 Lifeguard Supplies	515.84	168.60
Total 3.30 Lifeguard Supplies	515.84	168.60
3.40 Program Supplies		
3.41 Instructor Supplies	0.00	568.90
3.42 Party Good & Supplies	0.00	153.70
3.43 Special Events	897.78	111.74
Total 3.40 Program Supplies	897.78	834.34
3.50 Child Care Programs		
3.51 After School Child Care		
3.51.3 Food Supplies	415.86	0.00
Total 3.51 After School Child Care	415.86	0.00

William Shore Memorial Pool District
Statements of Activities
August 2025

	Aug 25	Aug 24
3.52 Summer Camp Program		
3.52.2 Program/Office Supplies	450.13	222.53
3.52.3 Food Supplies	3,580.80	1,683.36
3.52.4 Field Trips	0.00	109.92
3.52.5 Transportation	56.97	67.39
3.52.6 USDA Food Program	0.00	1,389.06
Total 3.52 Summer Camp Program	4,087.90	3,472.26
Total 3.50 Child Care Programs	4,503.76	3,472.26
3.70 Maintenance Supplies		
3.71 Pool Chemicals	0.00	538.81
3.72 Janitorial Supplies	757.24	2,421.37
3.73 Maintenance Supplies	1,108.63	1,422.04
3.74 Tools and Equipment	193.84	0.00
3.75 Fuel Allowance	522.55	505.07
Total 3.70 Maintenance Supplies	2,582.26	4,887.29
Total 57620.3 - Supplies	12,668.65	11,566.32
57620.4 - Services		
4.10 Professional Services		
4.11 Licenses and Permits	890.00	10.00
4.12 Payroll Fees/Bank Charge	7.86	11.90
4.13 IT Service	890.00	595.00
4.16 Legal/Background Check	74.00	148.00
4.17 CC Merchant Fees	3,792.69	5,215.76
Total 4.10 Professional Services	5,654.55	5,980.66
4.20 Communications		
4.21 Telephone/Cellphone	655.08	649.11
4.22 Postage, Mailing Service	28.29	0.00
4.23 Website/Internet	204.00	326.49
Total 4.20 Communications	887.37	975.60
4.30 Training/Travel		
4.31 Training/Conferences	0.00	50.00
Total 4.30 Training/Travel	0.00	50.00
4.50 Equipment Leases		
4.51 Office Copier	394.46	377.54
Total 4.50 Equipment Leases	394.46	377.54
4.70 Utilities	10,523.91	9,180.35
4.80 Repair/Maintenance		
4.81 Landscape Maintenance	1,088.28	1,089.00
4.83 Building Repair/Maint	0.00	327.14
4.84 Equipment-Repair/Maint	6,012.17	111.97
4.86 Child Care Grant Expense	6,056.00	30,280.00
Total 4.80 Repair/Maintenance	13,156.45	31,808.11

09/10/25

William Shore Memorial Pool District
Statements of Activities
August 2025

	<u>Aug 25</u>	<u>Aug 24</u>
4.90 Miscellaneous Expense		
4.92 Misc. Expense	374.80	44.88
4.95 State Sales/B & O Tax	6,028.23	0.00
4.98 State Auditor	556.40	0.00
Total 4.90 Miscellaneous Expense	6,959.43	44.88
Total 57620.4 · Services	37,576.17	48,417.14
Total Expense	155,351.65	189,563.64
Net Income	-30,515.88	-56,509.58

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

	Jan - Aug 25	Budget	% of Budget
Income			
311.00 · Property Tax			
311.01 · Property Taxes	1,163,001.33	1,180,449.00	98.5%
311.02 · Sale of Tax Title Property	0.00	0.00	0.0%
Total 311.00 · Property Tax	1,163,001.33	1,180,449.00	98.5%
332.00 · Federal Grants			
332.92 · Cares Act Funds	0.00	0.00	0.0%
Total 332.00 · Federal Grants	0.00	0.00	0.0%
334.00 · State Grants			
334.01 · Child Care Grants	53,000.00	55,500.00	95.5%
334.02 · USDA Food Grant	2,709.19	15,000.00	18.1%
Total 334.00 · State Grants	55,709.19	70,500.00	79.0%
337.00 · County Shared Revenue/Grants			
337.01 · Timber Excise Tax	6,289.79	7,333.28	85.8%
337.02 · Leasehold Excise Tax	8,396.29	7,333.28	114.5%
337.03 · County Timber Trust (335.02)	23,248.58	43,333.28	53.7%
Total 337.00 · County Shared Revenue/Grants	37,934.66	57,999.84	65.4%
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	21,173.60	22,333.28	94.8%
Total 341.00 · Merchandise Sales	21,173.60	22,333.28	94.8%
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	12,986.50	12,666.64	102.5%
347.32 · Group Entrance Fees	22,350.23	29,333.28	76.2%
347.33 · General Admissions	126,004.25	123,333.28	102.2%
347.34 · Pass Sales	222,100.29	263,333.28	84.3%
347.35 · Party Room Rentals	38,764.98	28,000.00	138.4%
347.36 · Facility Rental	0.00	0.00	0.0%
Total 347.30 · Activity Fees	422,206.25	456,666.48	92.5%
347.60 · Program Fees			
347.61 · Summer Camp	87,320.23	79,998.00	109.2%
347.62 · Swim Instruction	54,999.50	65,333.28	84.2%
347.63 · After School Care	133,567.18	143,333.28	93.2%
Total 347.60 · Program Fees	275,886.91	288,664.56	95.6%
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	50,538.43	53,333.28	94.8%
361.00 · Interest and Other Earnings - Other	13.77		
Total 361.00 · Interest and Other Earnings	50,552.20	53,333.28	94.8%
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	2,026,464.14	2,129,946.44	95.1%
Gross Profit	2,026,464.14	2,129,946.44	95.1%

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

	Jan - Aug 25	Budget	% of Budget
Expense			
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	5,984.27	6,333.28	94.5%
Clerk Services	1,795.03		
Director	49,038.54	47,066.64	104.2%
Executive Director	48,480.09	51,200.00	94.7%
Treasurer	800.00	1,400.00	57.1%
Total 1.1 · Management	106,097.93	105,999.92	100.1%
1.2 · Aquatics			
Aquatics Manager	28,062.40	36,466.64	77.0%
Lifeguards	156,808.93	146,400.00	107.1%
On Site Supervisor/Head Guard	103,725.19	103,200.00	100.5%
Swim Instructor	33,576.39	38,000.00	88.4%
Water Fitness Instructor	14,865.50	14,333.28	103.7%
Total 1.2 · Aquatics	337,038.41	338,399.92	99.6%
1.3 · Dry Land			
Dry Land Fitness Instructors	15,856.00	15,333.28	103.4%
Janitors	52,570.09	42,466.64	123.8%
Maintenance Tech	41,676.98	26,000.00	160.3%
Member Srvc Manager	24,243.75	29,066.64	83.4%
Party Crew	4,168.63	3,200.00	130.3%
Party Crew Supervisor	0.00	0.00	0.0%
Welcome Desk	69,892.26	84,666.64	82.5%
Total 1.3 · Dry Land	208,407.71	200,733.20	103.8%
1.4 · Child Care Programs			
Activity Leaders	90,477.00	86,666.64	104.4%
Child Care Programs Manager	46,622.88	54,533.28	85.5%
Food Service Workers	5,899.62	13,500.00	43.7%
Van Driver	3,535.63	5,733.28	61.7%
Total 1.4 · Child Care Programs	146,535.13	160,433.20	91.3%
1.5 · Misc. Wages			
Holiday Pay	9,020.80	4,866.64	185.4%
Overtime	239.81	3,200.00	7.5%
Paid Time Off	25,978.73	21,266.64	122.2%
Total 1.5 · Misc. Wages	35,239.34	29,333.28	120.1%
Total 57620.1 · Salaries and Wages	833,318.52	834,899.52	99.8%
57620.2 · Benefits			
Cafeteria Plan	-2,204.59	5,666.64	-38.9%
Department of Labor & Industry	17,070.11	18,933.28	90.2%
Federal Payroll Taxes	38,747.85	63,066.64	61.4%
Health Insurance	42,422.37	36,400.00	116.5%
Paid Family Medical Leave	2,195.22	1,733.28	126.7%
Unemployment Compensation	4,502.29	7,933.28	56.8%
Total 57620.2 · Benefits	102,733.25	133,733.12	76.8%

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

	Jan - Aug 25	Budget	% of Budget
57620.3 · Supplies			
3.10 Office Supplies			
3.11 Office Supplies	1,397.11	5,533.28	25.2%
3.12 Computer Supplies	3,797.00	1,000.00	379.7%
3.13 Subscriptions	786.14	2,666.64	29.5%
3.14 Memberships and Dues	574.64	1,466.64	39.2%
3.15 Print and Copying	0.00	1,466.64	0.0%
3.16 Uniforms and Clothing	5,534.30	4,333.28	127.7%
Total 3.10 Office Supplies	12,089.19	16,466.48	73.4%
3.20 Front of House			
3.21 Inventory/Resale	8,139.11	15,333.28	53.1%
3.22 Promotional	370.58	1,666.64	22.2%
3.23 Coffee Supplies	66.49	266.64	24.9%
3.24 Friends of Pool Contrib	0.00	0.00	0.0%
Total 3.20 Front of House	8,576.18	17,266.56	49.7%
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	5,955.14	3,333.28	178.7%
Total 3.30 Lifeguard Supplies	5,955.14	3,333.28	178.7%
3.40 Program Supplies			
3.41 Instructor Supplies	3,301.51	1,866.64	176.9%
3.42 Party Good & Supplies	5,198.19	6,200.00	83.8%
3.43 Special Events	3,996.48	3,533.28	113.1%
Total 3.40 Program Supplies	12,496.18	11,599.92	107.7%
3.50 Child Care Programs			
3.51 After School Child Care			
3.51.1 Uniforms	0.00	0.00	0.0%
3.51.2 Program/Office Supplies	1,646.54	1,400.00	117.6%
3.51.3 Food Supplies	6,514.88	6,666.64	97.7%
3.51.4 Field Trips	0.00	66.64	0.0%
3.51.5 Transportation	0.00	666.64	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	8,198.42	8,799.92	93.2%
3.52 Summer Camp Program			
3.52.1 Uniforms	1,909.80	2,500.00	76.4%
3.52.2 Program/Office Supplies	1,682.76	3,000.00	56.1%
3.52.3 Food Supplies	8,926.22	0.00	100.0%
3.52.4 Field Trips	0.00	100.00	0.0%
3.52.5 Transportation	1,544.90	400.00	386.2%
3.52.6 USDA Food Program	0.00	13,999.98	0.0%
Total 3.52 Summer Camp Program	14,063.68	19,999.98	70.3%
Total 3.50 Child Care Programs	22,262.10	28,799.90	77.3%
3.70 Maintenance Supplies			
3.71 Pool Chemicals	5,290.19	20,000.00	26.5%
3.72 Janitorial Supplies	13,878.39	10,000.00	138.8%
3.73 Maintenance Supplies	8,600.92	6,666.64	129.0%
3.74 Tools and Equipment	1,210.26	1,466.64	82.5%
3.75 Fuel Allowance	2,530.29	3,400.00	74.4%
Total 3.70 Maintenance Supplies	31,510.05	41,533.28	75.9%
Total 57620.3 · Supplies	92,888.84	118,999.42	78.1%

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

	Jan - Aug 25	Budget	% of Budget
57620.4 · Services			
4.10 Professional Services			
4.11 Licenses and Permits	8,107.16	866.64	935.5%
4.12 Payroll Fees/Bank Charge	733.97	0.00	100.0%
4.13 IT Service	4,565.00	4,000.00	114.1%
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	12,766.16	14,000.00	91.2%
4.17 CC Merchant Fees	25,308.60	40,000.00	63.3%
Total 4.10 Professional Services	63,451.68	66,266.64	95.8%
4.20 Communications			
4.21 Telephone/Cellphone	5,657.50	6,666.64	84.9%
4.22 Postage, Mailing Service	101.29	133.28	76.0%
4.23 Website/Internet	1,632.00	2,666.64	61.2%
Total 4.20 Communications	7,390.79	9,466.56	78.1%
4.30 Training/Travel			
4.31 Training/Conferences	3,335.35	6,666.64	50.0%
Total 4.30 Training/Travel	3,335.35	6,666.64	50.0%
4.40 Marketing/Advertising	3,556.44	2,000.00	177.8%
4.50 Equipment Leases			
4.51 Office Copier	3,747.04	1,666.64	224.8%
Total 4.50 Equipment Leases	3,747.04	1,666.64	224.8%
4.60 Insurance	136,554.00	165,000.00	82.8%
4.70 Utilities	100,329.41	96,666.64	103.8%
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	7,618.68	1,250.00	609.5%
4.83 Building Repair/Maint	7,174.32	6,666.64	107.6%
4.84 Equipment-Repair/Maint	37,378.73	48,000.00	77.9%
4.86 Child Care Grant Expense	26,556.00	55,500.00	47.8%
Total 4.80 Repair/Maintenance	78,727.73	111,416.64	70.7%
4.90 Miscellaneous Expense			
4.91 Recon Discrepancies	-0.05		
4.92 Misc. Expense	810.88		
4.95 State Sales/B & O Tax	30,412.18	35,333.28	86.1%
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	25,676.15		
Total 4.90 Miscellaneous Expense	61,247.18	39,933.28	153.4%
Total 57620.4 · Services	458,339.62	499,083.04	91.8%
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	33,333.28	0.0%
Total 59476.6 · Capital Improvements	0.00	33,333.28	0.0%
Total Expense	1,772,734.98	1,905,503.13	93.0%
Net Income	253,729.16	224,443.31	113.0%

William Shore Memorial Pool District
Statements of Activities by Fund
January through August 2025

	401 Child Care Fund	001 General Fund	TOTAL
Income			
311.00 · Property Tax			
311.01 · Property Taxes	0.00	1,163,001.33	1,163,001.33
Total 311.00 · Property Tax	0.00	1,163,001.33	1,163,001.33
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	8,396.29	8,396.29
337.03 · County Timber Trust (335.02)	0.00	23,248.58	23,248.58
Total 337.00 · County Shared Revenue/Grants	0.00	37,934.66	37,934.66
341.00 · Merchandise Sales			
341.70 · Merchandise Sales	0.00	21,173.60	21,173.60
Total 341.00 · Merchandise Sales	0.00	21,173.60	21,173.60
347.30 · Activity Fees			
347.31 · Special Events/Gift Certif.	0.00	12,986.50	12,986.50
347.32 · Group Entrance Fees	0.00	22,350.23	22,350.23
347.33 · General Admissions	0.00	126,004.25	126,004.25
347.34 · Pass Sales	0.00	222,100.29	222,100.29
347.35 · Party Room Rentals	0.00	38,764.98	38,764.98
Total 347.30 · Activity Fees	0.00	422,206.25	422,206.25
347.60 · Program Fees			
347.61 · Summer Camp	87,320.23	0.00	87,320.23
347.62 · Swim Instruction	0.00	54,999.50	54,999.50
347.63 · After School Care	133,552.18	15.00	133,567.18
Total 347.60 · Program Fees	220,872.41	55,014.50	275,886.91
361.00 · Interest and Other Earnings			
361.10 · Interest/Dividend Income	0.00	50,538.43	50,538.43
361.00 · Interest and Other Earnings - Other	0.00	13.77	13.77
Total 361.00 · Interest and Other Earnings	0.00	50,552.20	50,552.20
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	276,581.60	1,749,882.54	2,026,464.14
Gross Profit	276,581.60	1,749,882.54	2,026,464.14
Expense			
57620.1 · Salaries and Wages			
1.1 · Management			
Bookkeeping/Accountant	0.00	5,984.27	5,984.27
Clerk Services	0.00	1,795.03	1,795.03
Director	0.00	49,038.54	49,038.54
Executive Director	0.00	48,480.09	48,480.09
Treasurer	0.00	800.00	800.00
Total 1.1 · Management	0.00	106,097.93	106,097.93

William Shore Memorial Pool District
Statements of Activities by Fund
 January through August 2025

	401 Child Care Fund	001 General Fund	TOTAL
1.2 · Aquatics			
Aquatics Manager	0.00	28,062.40	28,062.40
Lifeguards	1,556.79	155,252.14	156,808.93
On Site Supervisor/Head Guard	0.00	103,725.19	103,725.19
Swim Instructor	2,290.53	31,285.86	33,576.39
Water Fitness Instructor	0.00	14,865.50	14,865.50
Total 1.2 · Aquatics	3,847.32	333,191.09	337,038.41
1.3 · Dry Land			
Dry Land Fitness Instructors	0.00	15,856.00	15,856.00
Janitors	0.00	52,570.09	52,570.09
Maintenance Tech	0.00	41,676.98	41,676.98
Member Svcs Manager	0.00	24,243.75	24,243.75
Party Crew	0.00	4,168.63	4,168.63
Welcome Desk	0.00	69,892.26	69,892.26
Total 1.3 · Dry Land	0.00	208,407.71	208,407.71
1.4 · Child Care Programs			
Activity Leaders	86,725.88	3,751.12	90,477.00
Child Care Programs Manager	45,057.33	1,565.55	46,622.88
Food Service Workers	5,899.62	0.00	5,899.62
Van Driver	3,535.63	0.00	3,535.63
Total 1.4 · Child Care Programs	141,218.46	5,316.67	146,535.13
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	23,834.83	25,978.73
Total 1.5 · Misc. Wages	3,528.78	31,710.56	35,239.34
Total 57620.1 · Salaries and Wages	148,594.56	684,723.96	833,318.52
57620.2 · Benefits			
Cafeteria Plan	0.00	-2,204.59	-2,204.59
Department of Labor & Industry	2,082.50	14,987.61	17,070.11
Federal Payroll Taxes	7,555.31	31,192.54	38,747.85
Health Insurance	0.00	42,422.37	42,422.37
Paid Family Medical Leave	248.80	1,946.42	2,195.22
Unemployment Compensation	512.76	3,989.53	4,502.29
Total 57620.2 · Benefits	10,399.37	92,333.88	102,733.25
57620.3 · Supplies			
3.10 Office Supplies			
3.11 Office Supplies	0.00	1,397.11	1,397.11
3.12 Computer Supplies	0.00	3,797.00	3,797.00
3.13 Subscriptions	175.35	610.79	786.14
3.14 Memberships and Dues	0.00	574.64	574.64
3.16 Uniforms and Clothing	0.00	5,534.30	5,534.30
Total 3.10 Office Supplies	175.35	11,913.84	12,089.19
3.20 Front of House			
3.21 Inventory/Resale	0.00	8,139.11	8,139.11
3.22 Promotional	98.00	272.58	370.58
3.23 Coffee Supplies	0.00	66.49	66.49
Total 3.20 Front of House	98.00	8,478.18	8,576.18
3.30 Lifeguard Supplies			
3.32 Lifeguard Supplies	0.00	5,955.14	5,955.14
Total 3.30 Lifeguard Supplies	0.00	5,955.14	5,955.14

William Shore Memorial Pool District
Statements of Activities by Fund
January through August 2025

	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	3,996.48	3,996.48
Total 3.40 Program Supplies	0.00	12,496.18	12,496.18
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	6,514.88	0.00	6,514.88
3.51 After School Child Care - Other	37.00	0.00	37.00
Total 3.51 After School Child Care	8,173.37	25.05	8,198.42
3.52 Summer Camp Program			
3.52.1 Uniforms	1,909.80	0.00	1,909.80
3.52.2 Program/Office Supplies	1,652.33	30.43	1,682.76
3.52.3 Food Supplies	8,926.22	0.00	8,926.22
3.52.5 Transportation	1,544.90	0.00	1,544.90
Total 3.52 Summer Camp Program	14,033.25	30.43	14,063.68
Total 3.50 Child Care Programs	22,206.62	55.48	22,262.10
3.70 Maintenance Supplies			
3.71 Pool Chemicals	0.00	5,290.19	5,290.19
3.72 Janitorial Supplies	0.00	13,878.39	13,878.39
3.73 Maintenance Supplies	0.00	8,600.92	8,600.92
3.74 Tools and Equipment	0.00	1,210.26	1,210.26
3.75 Fuel Allowance	0.00	2,530.29	2,530.29
Total 3.70 Maintenance Supplies	0.00	31,510.05	31,510.05
Total 57620.3 - Supplies	22,479.97	70,408.87	92,888.84
57620.4 - Services			
4.10 Professional Services			
4.11 Licenses and Permits	7,202.00	905.16	8,107.16
4.12 Payroll Fees/Bank Charge	0.00	733.97	733.97
4.13 IT Service	0.00	4,565.00	4,565.00
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	12,766.16	12,766.16
4.17 CC Merchant Fees	1,521.13	23,787.47	25,308.60
Total 4.10 Professional Services	8,723.13	54,728.55	63,451.68
4.20 Communications			
4.21 Telephone/Cellphone	718.91	4,938.59	5,657.50
4.22 Postage, Mailing Service	0.00	101.29	101.29
4.23 Website/Internet	0.00	1,632.00	1,632.00
Total 4.20 Communications	718.91	6,671.88	7,390.79
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	3,747.04	3,747.04
Total 4.50 Equipment Leases	0.00	3,747.04	3,747.04
4.60 Insurance	0.00	136,554.00	136,554.00
4.70 Utilities	0.00	100,329.41	100,329.41

09/10/25

William Shore Memorial Pool District
Statements of Activities by Fund
 January through August 2025

	401 Child Care Fund	001 General Fund	TOTAL
4.80 Repair/Maintenance			
4.81 Landscape Maintenance	0.00	7,618.68	7,618.68
4.83 Building Repair/Maint	0.00	7,174.32	7,174.32
4.84 Equipment-Repair/Maint	204.73	37,174.00	37,378.73
4.86 Child Care Grant Expense	26,556.00	0.00	26,556.00
Total 4.80 Repair/Maintenance	26,760.73	51,967.00	78,727.73
4.90 Miscellaneous Expense			
4.91 Recon Discrepancies	0.00	-0.05	-0.05
4.92 Misc. Expense	0.00	810.88	810.88
4.95 State Sales/B & O Tax	0.00	30,412.18	30,412.18
4.97 County Tax	0.00	4,348.02	4,348.02
4.98 State Auditor	0.00	25,676.15	25,676.15
Total 4.90 Miscellaneous Expense	0.00	61,247.18	61,247.18
Total 57620.4 · Services	36,202.77	422,136.85	458,339.62
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	217,676.67	1,555,058.31	1,772,734.98
Net Income	58,904.93	194,824.23	253,729.16

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	Open Half Day (5:30am-3:00pm) December 31 st .
New Year's Day	Closed January 1st
Independence Day	Closed July 4th
Thanksgiving	Closed 4th Thursday in November
Christmas Eve	Open Half Day (5:30am-3:00pm) December 24th
Christmas Day	Closed 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 required is to be dependent upon rental type and number of people anticipated at the rental. An On-Site supervisor, or manager, 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. Locks and contents will be removed if left past closing time.

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. No 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. Photos 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 programs 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 available to everyone; with preference to individuals 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 only during instructional or competitive swimming program times or 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 whether 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 its 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 after using diving board, Rockwall, or rope swing.

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 or have one hand on the wall. Acceptations may be made at instructor discretion.
- 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 Take

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.

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.