

# **AGENDA**

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

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 23, 2010

3:00 p.m.

### **COMMISSIONERS**

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

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

### **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

### **POSSIBLE EXECUTIVE SESSION – 3:05 – 3:20**

RCW 42.30.110 (1) (i) expressly authorize a governing body to convene an executive session for personnel issues. The WSMPD Board of Commissioners may recess from this executive session and reconvene in open session in order to take action in connection with one or more administrative and/or substantive matters related to the above-referenced matter. Thereafter, the WSMPD Board of Commissioners may reconvene in executive session based upon the statutory authority set forth above in order to conclude its discussion with legal counsel.

### **PUBLIC COMMENT – Agenda Items Only**

### **ACTION ITEMS**

- 1 Employment Contract for Executive Director
- 2 Minutes of October 21, 2010
- 3 Minutes of October 26, 2010
- 4 Minutes of November 2, 2010
- 5 Minutes of November 9, 2010
- 6 Vouchers for the Period Ending November 23, 2010
- 7 Public Hearing and consideration of adoption of 2011 WSMPD Budget
- 8 Public Hearing and consideration of adoption of 2011 Levy Certification
- 9 Letter to Kitsap Bank to remove prior Interim Pool Manager and add Executive Director

### **ITEMS FOR DISCUSSION**

- 10 WSMPD Staff Update
- 11 Citizens Advisory Committee Update

### **PUBLIC COMMENT**

### **FUTURE AGENDA ITEMS**

### **NEXT MEETING DATE**

The next meeting will be held on December 28, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

### **ADJOURNMENT**

11/23/10

**EMPLOYMENT AGREEMENT**  
**Executive Director for WSMPD**

This employment Agreement between the William Shore Memorial Pool District, ("DISTRICT"), a Washington municipal corporation, and Steven Burke ("DIRECTOR") is entered into to establish a good working relationship, and to avoid misunderstandings between the parties.

Section 1. Duties and Responsibilities

The duties and responsibilities of the Director shall be in accordance with the goals, objectives, policies, and plans established by the William Shore Memorial Pool District Board of Commissioners ("BOARD"), past, present, and as shall be adopted from time to time. They shall include, but not be limited to, those duties as stated in the job description for Executive Director for the District, a copy of which is attached hereto as EXHIBIT A and incorporated herein by this reference.

Section 2. Hours of Work

The Director shall work an unscheduled workweek with a minimum of 20 (twenty) hours worked per week.

Section 3. Leave & Holiday

Director shall receive all scheduled pool holidays as paid as well as five (5) hours per month paid leave. Paid leave is considered as "use it or lose it" and does not accrue year over year.

Section 4. Termination

A. Termination Date.

This Agreement shall terminate on December 31, 2011 unless renewed by the District on or before that date.

B. Termination

The Board has the right to terminate the Director from employment. All salary and benefits shall end immediately. Should Director resign all salary and benefits end immediately.

Section 5. Salary and Benefits

The salary of the Director for 12/1/10 – 12/31/11 shall be \$2,500.00 (Two thousand five hundred dollars and no cents) per month. The Director shall also receive payment from the District toward benefits he may select, in the amount of \$275.00 (Two Hundred and Seventy Five dollars and no cents) per month. Director may, at his option, allocate more compensation toward benefits, subject only to applicable law.

The District will provide a monthly stipend in the amount of \$50 towards a smart phone in order for the Director to be available to staff and the Board.

Section 7. Official Travel and Business Expenses

District agrees to pay travel and the subsistence expenses of the Director for professional and official travel, meetings, and occasions approved by the District, in accordance with District Travel policies, and if none exists in accordance with guidelines approved by the State Auditor.

Section 8. Jury Duty

If the Director is required to perform any jury duty, he will be granted leave of absence with pay. Such pay shall be the same as if he had worked in accordance with his regular schedule for such day, less the amount received for jury duty on such day, except money received as a specified reimbursement for travel expenses shall be retained by him.

Section 9. Effective Date

This agreement shall become effective December 1, 2010.

DIRECTOR

WILLIAM SHORE MEMORIAL POOL DISTRICT

\_\_\_\_\_  
Steven Burke

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael C. Chapman, Chair

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
Craig L Miller, Attorney to the Authority

\_\_\_\_\_  
Date

# **William Shore Memorial Pool District Part Time Executive Director**

## **Attachment A: JOB DESCRIPTION**

### **A. Summary Statement of the Position:**

Under the direction of the William Shore Memorial Pool District Board of Commissioners (WSMPD Board) and within the framework of Washington State law, the District's bylaws and interlocal agreement between the City of Port Angeles and Clallam County, the Executive Director plans, organizes, coordinates and accomplishes the goals and objectives of the WSMPD.

### **B. Position Purpose:**

- Supervise the Pool Supervisors
- Promote and market the WSMPD and its facilities
- Compile and maintain up-to-date policy and procedure documents
- Ensure the production and timely distribution of communications between the Director and the WSMPD Board, Finance Committee, Citizen's Advisory Committee, contracted CPA, contracted Attorney, and contracted Clerk of the Board, Pool Supervisors, staff, media, patrons, volunteers and public.
- Maintain the financial integrity of the District in conjunction with the contracted CPA and Finance Committee
- Develop and implement, as financially feasible, a capital facilities plan
- Develop programs and improve operations in conjunction with Pool Supervisors

### **C. Nature of the Candidate:**

- Be a motivator, guide and coach for staff and volunteers
- Be committed to serving and supporting WSMPD Board, Finance Committee, Citizen's Advisory Committee, staff, patrons and volunteers
- Be an effective listener
- Exhibit integrity and honesty at all times
- Be self motivated
- Be cooperative, responsive, diplomatic, friendly and persuasive
- Be a team player

### **D. Skills:**

- Organizational skills
  - Set goals and objectives
  - Set and meet deadlines
  - Prioritize work tasks and accomplish them expeditiously
  - Perform multiple tasks and coordinate many activities
- Financial management and budget skills

- Create and administer projects and programs
- Analytical problem-solving skills
- Writing and editing
- Public speaking skills
- Computer skills
- Represent self and the District in a professional manner

**E. Key Resources:**

- WSMPD Board
- Finance Committee
- Citizen's Advisory Committee
- Contracted CPA
- Contracted Attorney
- Contracted Clerk of the Board
- Washington Cities Insurance Authority (WCIA)
- Annual operating budget
- Computer systems and software
- Pool Supervisors, staff, patrons and volunteers
- Maintenance personnel

**F. Performance Standards:**

- Recognize the mission of the District and the services it provides to the public
- Accomplish goals set by the WSMPD Board, Finance Committee and Citizen's Advisory Committee
- Encourage positive attitude and private business efficiency
- Ensure appropriate and meaningful recognition of staff accomplishments
- Promote increased use of the district facilities by local groups, patrons and public
- Comply with all applicable State laws, District Bylaws and Policies

**G. Organizational Relationships:**

- Reports directly to the WSMPD Board
- Supervises District Operations
- Attends all committee meetings
- Coordinates closely with:
  - President of the WSMPD Board, Finance Committee, Citizen's Advisory Committee
  - Contracted CPA
  - Contracted Attorney
  - Contracted Clerk of the Board
  - WCIA
  - Clallam County
  - City of Port Angeles
  - Port Angeles School District
  - Contracted users of the District's facilities

## **H. Responsibilities:**

### **•General Responsibilities:**

- Oversee the effective operation of the District
- Exhibit prudent financial management and sound fiscal responsibility
- Ensure appropriate insurance coverage for the District and its assets
  - E.g., Directors & Officers Liability (D&O) insurance; employee dishonesty (bonding) insurance; property and accident insurance; etc.
- Work with the contracted Clerk of the Board to ensure appropriate and adequate record retention
- Ensure that the District meets all of its obligations
- Maintain and safeguard the assets, records, and documents of the district

### **•Specific Responsibilities, including but not limited to:**

- **Administrative Management**
  - Ensure the District operates within the approved annual budget
  - Work with Pool Supervisors to recruit and hire staff as needed
  - Review with Pool Supervisors performance annually
  - Communicate the goals and objectives of the District and WSMPD Board
  - Contract with third-party vendors as needed, and within the scope of the district budget, to accomplish district objectives
  - Identify and apply for relevant grants available to the District for programs and operations
- **Fiscal Management**
  - Implement and strictly enforce internal control systems to ensure that financial policies are adhered to
  - Implement budget and financial policy decisions of the WSMPD Board
  - In conjunction with the contracted CPA provide a monthly summary of all financial activity for the WSMPD Board prior to the monthly meeting
  - Work with the contracted CPA to ensure District is compliant with the financial policies of the District and State law
  - Work with contracted CPA at the end of the fiscal year to prepare annual financial reports and /or full audits as deemed necessary by State law, WSMPD Board, contracted CPA, contracted Attorney, Finance Committee, WCIA, Clallam County Auditor, Clallam County Treasurer and Washington State Auditor
  - Prepare and present an annual budget to WSMPD Board for approval at least one month prior to the end of the fiscal year in conjunction with the Finance Committee and contracted CPA.
  - Notify WSMPD Board, Finance Committee, contracted CPA and contracted Attorney immediately if the District's budget obligations are not met.

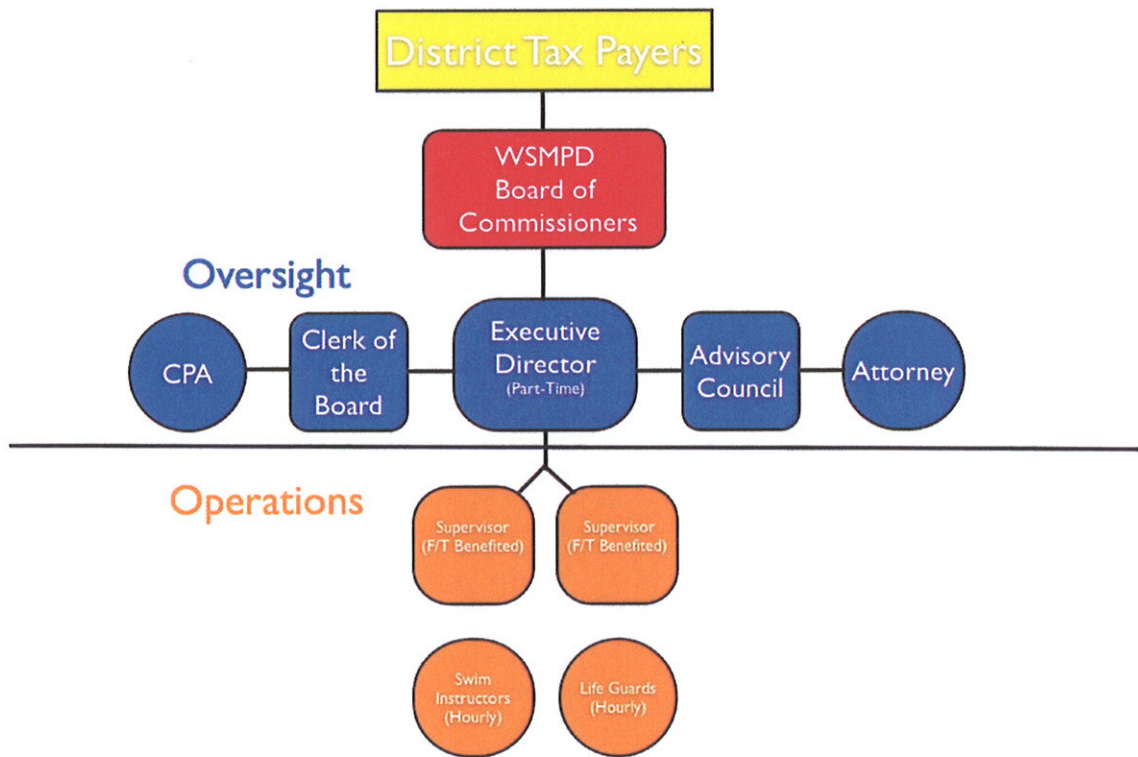
- **WSMPD Board, Finance Committee and Citizen's Advisory Committee**
  - Organize and schedule such meetings as required by District Bylaws or as directed by the WSMPD Board
  - Work with the contracted Clerk of the Board to provide an agenda and other supporting documents to the WSMPD Board, media, public and other attendees on Thursday prior to the monthly WSMPD Board meeting
  - Schedule, prepare agendas and attend all meetings of the:
    - WSMPD Board
    - Finance Committee
    - Citizen's Advisory Committee
  - Work with the contracted Clerk of the Board to record and make public minutes of the WSMPD Board meetings
  - Keep WSMPD Board fully informed of conditions and operations of the District
  - Work with the WSMPD Board, Citizen's Advisory Committee and Finance Committee in developing District policies
  - Compile and maintain an up-to-date record of all policies and distribute to WSMPD Board and staff
  - Execute, in an expeditious manner, decisions and directives of the WSMPD Board, except when specifically assigned to others.
  
- **Public Records Act, Public Relations, Media and Communication**
  - Comply with all requirements in Washington State Law of the Public Records Act and Open Public Meetings Act
  - Respond to inquiries in a timely fashion and serve as a general resource for media or public inquiry relating to District matters.
  - Develop a District Quarterly Newsletter for the media, patrons and public
  - Work with Pool Supervisors to manage the District web site [williamshorepool.org] and ensure that content is regularly refreshed with information for the media; patrons and public
  - Distribute relevant and legal communications to the WSMPD Board, Finance Committee, Citizen's Advisory Committee, Contracted Clerk of the Board, contracted Attorney, contracted CPA, WCIA, staff,
    - and as appropriate or required by law, media, patrons and public
  - Promote good relations between the WSMPD Board, Finance Committee, Citizen's Advisory Committee, staff, media, patrons and public
  - Write and distribute press releases as needed or directed by WSMPD Board
  - Serve as District representative to organizations or community groups (i.e. State Auditor, State and County Health Dept., WCIA, Chamber of Commerce etc.) as directed by the WSMPD Board or required by law
  - Participate and attend state and national meetings of appropriate aquatic organizations as a representative of the District and as approved by the WSMPD Board

**I. Performance Review:**

- Annual review by the President of the WSMPD Board and approved by the WSMPD Board
- Contract renewal and compensation increases as approved by the WSMPD Board



## WSMPD ORGANIZATIONAL STRUCTURE



2  
11/23/10

## MINUTES – SPECIAL MEETING

### WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

October 21, 2010 3:00 – 4:00 p.m.

#### COMMISSIONERS

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

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

CMC called the meeting to order at 3:06 p.m. CMC, CMD, CPD and CGH were present. CCK was excused.

#### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** CGHm to approve the agenda as presented, CPDs, mc

#### PUBLIC COMMENT – Agenda Items Only

There was no public comment

#### EXECUTIVE SESSION

Craig Miller requested a 5 minute executive session to discuss the settlement agreement and release by and between William Shore Memorial Pool District and Jayna Lafferty. Present were Commissioners Chapman, Doherty, Downie, Holmquist and legal counsel Craig Miller. The Board went into executive session at 3:11 p.m., executive session concluded at 3:17 and the board reconvened in open session at 3:18 p.m.

#### ACTION ITEMS

- 1 Proposed Settlement Agreement by and between William Shore Memorial Pool District and Jayna Lafferty

**ACTION TAKEN:** CGHm to accept this agreement and authorize the chairman to sign the settlement agreement on behalf of the WSMPD, CPDs, mc

#### PUBLIC COMMENT

There was no public comment

#### NEXT MEETING DATE

The next meeting will be held on October 26, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

#### ADJOURNMENT

CMC adjourned the meeting at 3:19 p.m.

PASSED AND ADOPTED this 23<sup>th</sup> Day of November, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

\_\_\_\_\_  
Michael C. Chapman, President

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Administrative Asst.

#### KEY TO ABBREVIATIONS:

CCK	Commissioner Cherie Kidd	m	moved
CDD	Commissioner Patrick Downie	mc	motion carried
CGH	Commissioner Gary Holmquist	s	seconded
CMC	Commissioner Mike Chapman		
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)		
WSMPD	William Shore Memorial Pool District		

3  
11/23/10

## MINUTES

### WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

October 26, 2010 3:00 – 4:00 p.m.

### COMMISSIONERS

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

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

CMC called the meeting to order at 3:04 p.m. CMC, CMD, CGH and CPD were present. CCK is excused.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

CMC addition - action item 3, resolution commending the Port Angeles High School Girls Swim and Dive Team for another undefeated season and winning the Olympic League Championship

**ACTION TAKEN:** CGHm to approve the agenda as modified, CPDs, mc

### PUBLIC COMMENT – Agenda Items Only

There was no public comment.

### ACTION ITEMS

- 1 Minutes of September 28, 2010

**ACTION TAKEN:** CMDm to approve as presented, CPDs, mc

- 2 Vouchers for the Period Ending October 26, 2010

Charlie McClain explained the invoices for the month. The bills from the City of Port Angeles have increased by nearly \$1000 per month since July on the cost of chemicals and supplies. He asked that staff be directed to investigate the costs by requesting a detailed statement of the charges and ask that a detailed statement be included in the monthly bill. Leah Gould will look into the costs and get the detailed information.

The Clallam County Treasurer bill is for the interest on the debt that is owed to the county and will be calculated and billed on a monthly basis.

**ACTION TAKEN:** CGHm to approve the vouchers for the period ending October 26, 2010 pending a review of the City of Port Angeles bills by staff of the William Shore Memorial Pool for a total of \$43,944.87, CMCs, mc

- 3 Resolution 11-2010 - Commending the Port Angeles High School Girls Swim and Dive Team  
CMC read the proclamation and commended the Port Angeles High School Girls Team for their accomplishments in an undefeated season and winning the Olympic League Championships.

**ACTION TAKEN:** CPDm to approve the resolution, CPDs, mc

### ITEMS FOR DISCUSSION

- 4 Introduction of Executive Director Finalists

There were nine applications received for the WSMPD Executive Director position with six applicants interviewed. From those interviewed three finalists were selected to continue in the process. CMC introduced the finalists: Steve Burke, Wendy Burwell and Anna Manildi. The commissioners were pleased to have such a strong candidate pool. The next steps will include:

**AGENDA for the Meeting of October 26, 2010**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 2**

- Applicants spending a few hours at the pool individually to meet staff and tour the facility
- A special meeting of the WSMPD to meet individually with each applicant
- A public reception will follow the meeting for applicants to meet patrons of the pool, members of the public and speak to staff and board members in an informal setting.

Once a decision has been made a background investigation will be done and contract negotiations will begin. The district hopes to announce a decision on the selection of the Executive Director at the November WSMPD meeting.

5 Financial Committee Update

Charlie McClain explained the financial statements through the month of September. Because of the amount of bills it was the worst cash flow the district has had since taking over the pool. He stated they are expecting tax levy money to come in October and will assist with the cash flow and the financial condition of the district should be favorable at that time.

-2011 Budget

The 2011 budget and levy certification must be approved prior December 1, 2010 for 2011. The preliminary information was included in the agenda packets and will be presented for approval at the November meeting. The finance committee will be meeting prior to the next meeting and will bring a recommendation forward for approval.

-2011 Levy Certification

The preliminary information was presented to the board for discussion and questions. The district is proposing a 0% increase in the levy. The documents will be presented at the November meeting for approval.

6 WSMPD Staff Update

Leah Gould presented a PowerPoint presentation on Pun' kin IN the pool that occurred on October 24, 2010 with over 100 patrons participating. All of the supplies for the event were donated with many local sponsors participating as well as a couple of swimming pool patrons. Staff dressed up in costume following the theme of Peter Pan. There were 105 pumpkins in the pool and over 40 pound of candy as well as prizes and games.

Supervisors are conducting in-service training for the aerobics instructors as well as training the head guards to be instructors. Staff has received preliminary training on teaching the classes and need to co-teach with a current instructor. They also need to present an outline of their workouts to the supervisors, get approval and learn the routine. This will provide additional coverage when needed. They are also offering 2-3 lifeguards trainings every month including reinforcing the lifeguarding and customer service standards.

Leah shared the pool vacuum hose broke which is the fifth extender pole that has broken in the past year (at a cost of approximately \$100 apiece). Leah asked Bob Petty to order an unbreakable fiberglass extender that are less expensive and are expected to last longer.

**AGENDA for the Meeting of October 26, 2010**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 3**

Erika Bryant shared there were 120 children that were in October swim lessons and this does not include any private lessons. No lessons have been cancelled due to swim meets (some were cancelled in 2009) and patrons are happy with this change.

Erika is conducting in-service training with the staff once a month and includes training, exercising, skill building and team building exercises. This allows them to learn from each other and help each other with consistency. She explained one of the team building exercises.

The supervisors have eliminated some of the split shifts in the schedule and this will help with the consistency of staff. The patrons who visit the pool daily or weekly will get to know the staff that is working as the shifts are consistent. Leah commended the lead guards that have been very flexible during the transition of the schedule and have attended all of the trainings that are being offered.

Leah Gould and Erika Bryant (WSMP Supervisors) have both been certified as pool operators after attending the two-day course. This allows them to have a better understanding of what type of chemicals to utilize in the pool and when. The training taught them the appropriate math figures, volumes and measurements to use to keep the chemicals in the pool at a level that is in line with Washington State standards. In the past they have relied on the maintenance staff of the City of Port Angeles to give them the product and amount to correct any problems and can now do it in-house.

Leah asked about additional courses they feel would benefit the current staff at the pool. CMC shared that this is something that will be addressed when the Executive Director is hired.

Leah introduced head guard Breanna Martin who has been employed at the pool for four years.

**7 Citizens Advisory Committee Update**

Steve Burke shared the preliminary review of the structural survey of the pool has been received and the citizen's advisory committee will be reviewing the report to present to the board. The engineering company has offered to present the results at an upcoming board meeting. CMC shared he would prefer to receive the written report in December and have discussion of the results with the engineers at the January meeting after an Executive Director has been hired.

The survey shows the overall prospective of the pool is good with some additional capital improvements. Heating, ventilation and air conditioning (HVAC), plumbing and the filter system are some of the issues that will require repairs and upgrades in the future. The report will give some options of the things that need improvement at the swimming pool.

He also shared that William Shore Memorial Pool District is now on Facebook and is looking for "friends". This automatically feeds from the William Shore Memorial Pool web-site and is another way to get the information about the pool out to the community.

**PUBLIC COMMENT**

There was no public comment.

**AGENDA for the Meeting of October 26, 2010**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 4**

**FUTURE AGENDA ITEMS**

2011 Budget  
Tax Levy  
Executive Director Position  
Engineers report for discussion

**NEXT MEETING DATE**

The next meeting will be held on November 23, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

**ADJOURNMENT**

CMC adjourned the meeting at 4:02 p.m.

PASSED AND ADOPTED this 23<sup>rd</sup> Day of November, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

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Michael C. Chapman, President

ATTEST:

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Tammy Sullenger, Administrative Asst.

**KEY TO ABBREVIATIONS:**

CCK	Commissioner Cherie Kidd	m	moved
CDD	Commissioner Patrick Downie	mc	motion carried
CGH	Commissioner Gary Holmquist	s	seconded
CMC	Commissioner Mike Chapman		
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)		
WSMPD	William Shore Memorial Pool District		

4  
11/23/10

## AGENDA – SPECIAL MEETING

### WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 2, 2010

2:00 – 5:00 p.m.

#### COMMISSIONERS

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

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

CMC called the meeting to order at 2:00 p.m. CMC, CGH, CPD, and CCK were present. CMD will be joining the meeting as his schedule allows throughout the afternoon.

#### AGENDA ITEMS

- 1 Interviews with Executive Director Finalists  
2:00 – 2:45 Anna Manildi  
2:45 – 3:30 Wendy Burwell  
3:30 – 4:15 Steve Burke

Each of the candidates was asked to be prepared to discuss their proposed work plan and goals for 2011 and provide any written material to the board documenting that plan, interviews concluded at 4:20 p.m. and the meeting continued to a public reception for staff of the pool, patrons and members of the public could meet and ask questions of the candidates. The WSMPD Board of Commissioners adjourned into executive session.

#### PUBLIC RECEPTION 4:20 – 5:00

#### EXECUTIVE SESSION – 4:20 – 4:47

The board convened in executive session at 4:20 p.m. for no more than thirty (30) minutes to discuss a personnel matter related to the finalists of the executive director position. The board reconvened at 4:47 and thanked everyone that has participated in the process of hiring an executive director for the William Shore Memorial Pool District. CMC announced that a consensus had been reached on a finalist and a background investigation on this candidate would commence. Steve Burke was identified as the candidate of interest by CMC to the *Peninsula Daily News*. No formal vote was taken.

#### ADJOURNMENT

CGHm to adjourn the meeting at 4:52 p.m., CCKs, mc

#### NEXT MEETING DATE

The next meeting will be held on November 23, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

PASSED AND ADOPTED this twenty-third day of November 23, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

\_\_\_\_\_  
Michael C. Chapman, President

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Administrative Asst.

#### KEY TO ABBREVIATIONS:

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CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)		
WSMPD	William Shore Memorial Pool District		

5  
11/23/10

## MINUTES – SPECIAL MEETING

### WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

November 9, 2010

4:00 p.m.

### COMMISSIONERS

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

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

CMC called the meeting to order at 4:00 p.m. CMC, CGH, CCK and CPD were present. CMD joined the meeting via telephone.

### AGENDA ITEMS

- 1 Ratification of decision to identify person of interest for Executive Director position  
Craig Miller shared there was an executive session held  
**ACTION TAKEN:** CGHm to ratify the decision to identify Steve Burke as a person of interest for the William Shore Memorial Pool District Executive Director position and direct the chairman with council from the attorney to conduct a background investigation and begin contract negotiations, CCKs, mc

### NEXT MEETING DATE

The next meeting will be held on November 23, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

### ADJOURNMENT

CMC adjourned the meeting at 4:04 p.m.

PASSED AND ADOPTED this 23<sup>rd</sup> Day of November, 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

\_\_\_\_\_  
Michael C. Chapman, President

ATTEST:

\_\_\_\_\_  
Tammy Sullenger, Administrative Asst.

### KEY TO ABBREVIATIONS:

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CMC	Commissioner Mike Chapman		
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)		
WSMPD	William Shore Memorial Pool District		



CLAIMS PAYMENT REQUEST

District Name: William Shore Memorial Pool District  
 Period Ending: 11/23/2010  
 Date Submitted: 11/23/2010

Fund Number  
 Pickup McClain & Crouse  
 Mail to us

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S (Goods or Service)	Quantity	Cost per Unit	Total Invoice	1099 Box	Bars Number	Line #	Description	Account Type	Check Group
16342	11/10/2010	0003197	Craig Miller	S		\$ 642.50			66870.000.57621.41.0071	1	Legal	E	PD
2252	10/31/2010	0023222	Charles McClain	S		\$ 800.00			66870.000.57621.41.0041	1	Accounting	E	PD
WSMPD0110	11/15/2010	0000334	Clallam County Commissioners	S		\$ 336.00			66870.000.57621.51.0066	1	Clerk	E	PD
103110	10/31/2010	0000366	Clallam County Treasurer	S		\$ 75,000.00			66870.000.24140.00.0000	1	Principal	E	PD
1010	10/31/2010	0025330	WSMPD PAYROLL FUND	S		\$ 18,478.35			66870.000.57620.10.0010	1	Regular Payroll	E	PD
1010	10/31/2010	0025330	WSMPD PAYROLL FUND	S		\$ 1,413.58			66870.000.57620.20.0020	1	Benefits	E	PD
1010	10/31/2010	0025330	WSMPD PAYROLL FUND	S		\$ (329.22)			66870.000.57620.20.0045	1	L & I	E	PD
3604179767	11/2/2010	0004211	Qwest	S		\$ 167.93			66870.000.57620.42.0010	1	Telephone	E	PD
2010312	10/30/2010	0025819	Albright Managed Networks LLC	S		\$ 135.51			66870.000.57620.48.0051	1	Computer Maintenance	E	PD
539146588001	10/29/2010	0001882	Office Depot	S		\$ 65.52			66870.000.57620.31.0010	1	Office Supplies	E	PD
40118	11/3/2010	0026208	Online River LLC	S		\$ 267.00			66870.000.57620.31.0010	1	Office Supplies	E	PD
3646	11/3/2010	0025333	JD Pence	S		\$ 449.05			66870.000.57620.34.0035	1	Merchandise	E	PD
81421827	10/21/2010	0001014	Moore Medical	S		\$ 41.92			66870.000.57621.30.0056	1	Supplies	E	PD
1276	7/20/2010	0000070	American Red Cross	S		\$ 56.00			66870.000.57621.30.0056	1	Supplies	E	PD
1298	10/18/2010	0000070	American Red Cross	S		\$ 56.00			66870.000.57620.31.0320	1	Supplies	E	PD
83128	11/3/2010	0026207	Leaderpromos	S		\$ 522.00			66870.000.57620.31.0320	1	Supplies	E	PD
9625	8/27/2010	0001460	W.M. Smith	S		\$ 271.30			66870.000.57620.31.0320	1	Supplies	E	PD
95527	11/3/2010	0025818	Watermill	S		\$ 1,284.30			66870.000.57621.31.0135	1	Harborlife Filters	E	PD
10401411	10/22/2010	0025591	Canon Financial Services	S		\$ 179.07			66870.000.57620.49.0031	1	Printing and Copying	E	PD
WIL002	10/31/2010	0001179	Pacific Office Equipment	S		\$ 131.81			66870.000.57620.49.0031	1	Printing and Copying	E	PD
233725472	10/28/2010	0000073	Amsan	S		\$ 81.48			66870.000.57620.31.0010	1	Office Supplies	E	PD
233299494	10/21/2010	0000073	Amsan	S		\$ 102.44			66870.000.57620.31.0010	1	Office Supplies	E	PD
233299486	10/21/2010	0000073	Amsan	S		\$ (69.74)			66870.000.57620.31.0010	1	Office Supplies	E	PD
233804269	10/29/2010	0000073	Amsan	S		\$ 648.82			66870.000.57620.31.0010	1	Office Supplies	E	PD

Page 1 Total: 100,731.62  
 Page 2 Total: 0.00  
 Page 3 Total: 0.00  
 Grand Total: 100,731.62

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

Signature	Accountant, William Shore Memorial Pool District	Title	Date
Michael C. Chapman	Commissioner	Recused from any bills related to Clallam County	
Patrick Downie	Commissioner	Recused from any bills related to the City of Port Angeles	
Howard V. Doherty, Jr.	Commissioner	Recused from any bills related to Clallam County	
Gary Holmquist	Commissioner		
Cherie Kidd	Commissioner	Recused from any bills related to the City of Port Angeles	

6  
 11/23/10

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11/17/10  
Cash Basis

William Shore Memorial Pool District  
Profit & Loss Budget Overview  
January through December 2011

7  
11/23/10

		Jan - Dec 11
Income		
41110 · Real and Property Taxes		450,000.00
45000 · Rental Income		
45030 · Facility Rental		29,350.00
45040 · Miscellaneous Rental		
45050 · Locker Rental		1,050.00
45060 · Equipment Rental		600.00
Total 45040 · Miscellaneous Rental		1,650.00
Total 45000 · Rental Income		31,000.00
46400 · Merchandise Sales		
46450 · Sale Items		6,000.00
Total 46400 · Merchandise Sales		6,000.00
47200 · Admissions		
47240 · General Admissions		128,750.00
47250 · Exercise Classes		0.00
47260 · Swim Instruction		58,100.00
47270 · Camps and Special Events		4,000.00
Total 47200 · Admissions		190,850.00
47981 · Cash Overages and Shortages		0.00
47990 · Other Miscellaneous Revenue		0.00
Total Income		677,850.00
Cost of Goods Sold		
50010 · Items for Resale		6,000.00
Total COGS		6,000.00
Gross Profit		671,850.00
Expense		
60900 · Operating Costs		
62100 · Personnel		
62110 · Regular Time		255,000.00
62150 · Overtime		0.00
62160 · Benefits		30,400.00
62170 · Cafeteria Plan - Salaried		10,800.00
62180 · Unemployment Compensation		0.00
62190 · Department of Labor & Industry		0.00
Total 62100 · Personnel		296,200.00
65000 · Office and Administrative		
65010 · Office Supplies		8,000.00
65030 · Printing and Copying		2,400.00
65040 · Operating Supplies		0.00
Total 65000 · Office and Administrative		10,400.00
67200 · Program Supplies and Equipment		
67250 · Exercise Classes		1,800.00
67260 · Swim Instruction		1,800.00
67270 · Camps and Specials Events		4,000.00
Total 67200 · Program Supplies and Equipment		7,600.00
68000 · Charges for Services		
68100 · Telephone		4,000.00
68300 · Travel and Meetings		
68310 · Conference, Convention, Meeting		0.00
68320 · Travel - Training		1,200.00
68330 · Travel - Other		1,000.00
Total 68300 · Travel and Meetings		2,200.00

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11/17/10  
Cash Basis

**William Shore Memorial Pool District**  
**Profit & Loss Budget Overview**  
January through December 2011

	Jan - Dec 11
68500 · Advertising	2,000.00
Total 68000 · Charges for Services	8,200.00
Total 60900 · Operating Costs	322,400.00
60901 · Maintenance and Facility Costs	
62099 · Contract Labor	28,800.00
62101 · Personnel	
62111 · Regular Time	0.00
62151 · Overtime	0.00
62161 · Benefits	0.00
62171 · Retirement	0.00
62181 · Unemployment Compensation	0.00
62191 · Department of Labor & Industry	0.00
Total 62101 · Personnel	0.00
62800 · Facilities and Equipment	
62830 · Repair and Maintenance	
62840 · Building-Repair and Maintenance	12,000.00
Total 62830 · Repair and Maintenance	12,000.00
66000 · Small Tools and Minor Equipment	10,000.00
Total 62800 · Facilities and Equipment	22,000.00
65001 · Supplies	
65041 · Maintenance Supplies	18,000.00
65050 · Pool Chemicals	9,000.00
65060 · Cleaning & Janitorial Supplies	3,200.00
Total 65001 · Supplies	30,200.00
Total 60901 · Maintenance and Facility Costs	81,000.00
62890 · Utilities	90,500.00
65120 · Insurance-Property & Liability	12,000.00
65150 · State Sales Tax	12,000.00
65160 · Professional Services	
65170 · Legal Services	10,200.00
65180 · Accounting Services	9,600.00
65190 · County Clerk Services	4,040.00
Total 65160 · Professional Services	23,840.00
65500 · Other Expenses	
65510 · Miscellaneous Expense	0.00
Total 65500 · Other Expenses	0.00
Total Expense	541,740.00
Net Income	130,110.00

**William Shore Memorial Pool District**  
**Income / Expense Comparison - 2009 and 2010 Projected**

	Actual	Proj.	Budget	\$ Over/Under	Budget
	Sept 2010 ytd	2010	2010	2010 Budget	2011
<b><u>Income</u></b>					
41110-40 Real and Property Taxes	289,280.15	450,000.00	450,000.00	-	450,000.00
45000 Rental Income	25,613.18	30,735.82	26,500.00	4,235.82	31,000.00
46400 Merchandise Sales	4,285.57	5,142.68	4,000.00	1,142.68	6,000.00
47200 Admissions	148,207.81	177,849.37	147,700.00	30,149.37	190,850.00
47981 Cash Overages	112.18	134.62	-	134.62	-
47990 Other Miscellaneous Revenue	2,507.33	3,008.80	-	3,008.80	-
<b>Total Income</b>	<b>470,006.22</b>	<b>666,871.28</b>	<b>628,200.00</b>	<b>38,671.28</b>	<b>677,850.00</b>
<b><u>Expenses</u></b>					
50010 Items for Resale	3,144.63	4,191.79	4,000.00	191.79	6,000.00
62100 Personnel	256,125.59	321,500.00	304,684.00	16,816.00	296,200.00
65000 Office and Administrative	26,557.92	35,410.55	17,200.00	18,210.55	10,400.00
67200 Program Supplies and Equipment					7,600.00
66000 Small tools and Equipment	184.85	246.47	-	246.47	-
68100 Telephone	2,670.92	4,006.38	2,240.00	1,766.38	4,000.00
68300 Travel and Meetings	1,396.11	1,861.48	2,200.00	(338.52)	2,200.00
68500 Advertising	1,081.52	1,442.03	2,000.00	(557.97)	2,000.00
62099 Contract Labor	21,836.07	29,036.07	26,800.00	2,236.07	28,800.00
62800 Facilities and Equipment	1,495.17	1,993.56	-	1,993.56	22,000.00
65001 Supplies	17,360.76	23,147.67	27,092.00	(3,944.33)	30,200.00
62890 Utilities	66,008.09	88,010.76	95,000.00	(6,989.24)	90,500.00

**William Shore Memorial Pool District**  
**Income / Expense Comparison - 2009 and 2010 Projected**

	Actual	Proj.	Budget	\$ Over/Under	Budget
	Sept 2010 ytd	2010	2010	2010 Budget	2011
65120 Insurance	8,318.00	11,090.66	13,000.00	(1,909.34)	12,000.00
65150 State Sales Tax	4,497.15	5,996.20	-	5,996.20	12,000.00
65160 Professional Services	20,227.50	26,969.99	17,060.00	9,909.99	23,840.00
65500 Other Expenses	4,741.42	6,321.89	-	6,321.89	-
<b>Total Expense</b>	<b>435,645.70</b>	<b>561,225.51</b>	<b>511,276.00</b>	<b>49,949.51</b>	<b>547,740.00</b>
Net Income	34,360.52	105,645.77	116,924.00	(11,278.23)	130,110.00

7  
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William Shore Memorial Pool District  
FINANCIAL STATEMENTS

As of October 31, 2010



# McClain, Crouse & Co, PS

227 W. Eighth Street Port Angeles, WA 98362 360•457-3303 FAX•360•457-7415

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Certified Public Accountants  
Charles S. McClain  
Karen L. Crouse

November 18, 2010

Board of Directors  
William Shore Memorial Pool District  
Port Angeles, Washington

Dear Board Members:

We have compiled the accompanying statement of financial position of William Shore Memorial Pool District (a nonprofit corporation) as of October 31, 2010 and the related statements of activities - actual and budgeted for the one and ten months then ended in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The budgeted statement of activities is presented for supplementary analysis purposes only.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. In addition, the budgeted statement of activities information for the same period has not been audited or reviewed by us, and, accordingly, we do not express an opinion or any other form of assurance on it.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position and changes in net assets. Accordingly these financial statements are not designed for those who are not informed about such matters.

McClain, Crouse and Co. P.S.

**William Shore Memorial Pool District**  
**Statement of Financial Position**  
As of October 31, 2010

	Oct 31, 10
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · County Fund Balance	155,998.26
10100 · Cash in Till	289.00
10200 · Credit Card Processing Account	4,588.25
10400 · Cash in Payroll Account	10,261.55
Total Checking/Savings	171,137.06
Accounts Receivable	
11300 · Credit Card Receivable	1,063.50
Total Accounts Receivable	1,063.50
Other Current Assets	
12000 · Deposit in Transit	254.50
Total Other Current Assets	254.50
Total Current Assets	172,455.06
<b>TOTAL ASSETS</b>	<b>172,455.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
22000 · Wages Payable	8,100.94
24000 · Payroll Liabilities	6,060.10
25000 · Due to Others	8,041.50
26000 · Due for Professional Services	3,912.00
27000 · Due to the City of Port Angeles	15,540.21
Total Other Current Liabilities	41,654.75
Total Current Liabilities	41,654.75
Long Term Liabilities	
27200 · Loan from Clallam County	220,858.20
Total Long Term Liabilities	220,858.20
Total Liabilities	262,512.95
Equity	
32000 · Unrestricted Net Assets	-244,701.57
Net Income	154,643.68
Total Equity	-90,057.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>172,455.06</b>



**William Shore Memorial Pool District**  
**Statement of Activities**  
for the one month and ten months ending October 31, 2010

	Oct 10	Jan - Oct 10
<b>Income</b>		
41110 · Real and Property Taxes	134,001.59	400,996.38
41120 · Leasehold Excise Tax	1,258.17	4,256.91
41130 · DNR Other than Timber	0.00	158.19
41140 · Sale of County Timber	276.64	19,405.07
45000 · Rental Income		
45030 · Facility Rental	600.00	24,902.23
45040 · Miscellaneous Rental		
45050 · Locker Rental	14.00	946.19
45060 · Equipment Rental	0.00	378.76
Total 45040 · Miscellaneous Rental	14.00	1,324.95
Total 45000 · Rental Income	614.00	26,227.18
46400 · Merchandise Sales		
46450 · Sale Items	198.00	4,483.57
Total 46400 · Merchandise Sales	198.00	4,483.57
47200 · Admissions		
47240 · General Admissions	11,095.75	114,731.91
47250 · Exercise Classes	5,225.00	7,180.00
47260 · Swim Instruction	5,067.50	47,684.15
Total 47200 · Admissions	21,388.25	169,596.06
47981 · Cash Overages and Shortages	0.00	112.18
47990 · Other Miscellaneous Revenue	481.93	2,989.26
Total Income	158,218.58	628,224.80
Cost of Goods Sold		
50010 · Items for Resale	1,520.48	4,665.11
Total COGS	1,520.48	4,665.11
Gross Profit	156,698.10	623,559.69
<b>Expense</b>		
60900 · Operating Costs		
62100 · Personnel		
62110 · Regular Time	19,175.55	236,390.65
62150 · Overtime	0.00	2,355.70
62160 · Benefits	4,966.92	29,737.59
62170 · Cafeteria Plan - Salaried	0.00	1,202.69
62180 · Unemployment Compensation	494.04	7,741.19
62190 · Department of Labor & Industry	159.60	3,493.88
Total 62100 · Personnel	24,796.11	280,921.70
65000 · Office and Administrative		
65010 · Office Supplies	1,112.59	10,326.02
65020 · Postage, Mailing Service	0.00	25.40
65030 · Printing and Copying	310.88	1,764.90
65040 · Operating Supplies	3.32	11,765.43
Total 65000 · Office and Administrative	1,426.79	23,881.75
67200 · Program Supplies and Equipment		
67270 · Camps and Specials Events	522.00	522.00
Total 67200 · Program Supplies and Equipment	522.00	522.00
68000 · Charges for Services		
68100 · Telephone	167.93	2,838.85
68300 · Travel and Meetings		
68310 · Conference, Convention, Meeting	0.00	66.46
68320 · Travel - Training	0.00	1,329.65
Total 68300 · Travel and Meetings	0.00	1,396.11
68500 · Advertising	0.00	1,081.52
68600 · Network Maintenance	135.51	135.51
Total 68000 · Charges for Services	303.44	5,451.99
Total 60900 · Operating Costs	27,048.34	310,777.44

**William Shore Memorial Pool District**  
**Statement of Activities**  
for the one month and ten months ending October 31, 2010

	Oct 10	Jan - Oct 10
60901 - Maintenance and Facility Costs		
62101 - Personnel		
62111 - Regular Time	0.00	16,713.66
62151 - Overtime	0.00	1,362.38
62161 - Benefits	0.00	3,382.66
62171 - Retirement	0.00	377.37
Total 62101 - Personnel	0.00	21,836.07
62800 - Facilities and Equipment		
62830 - Repair and Maintenance		
62840 - Building-Repair and Maintenance	0.00	1,495.17
Total 62830 - Repair and Maintenance	0.00	1,495.17
66000 - Small Tools and Minor Equipment	0.00	184.85
Total 62800 - Facilities and Equipment	0.00	1,680.02
65001 - Supplies		
65041 - Maintenance Supplies	1,284.30	11,517.54
65050 - Pool Chemicals	0.00	7,127.52
65060 - Cleaning & Janitorial Supplies	0.00	4,102.96
65070 - Lifeguard supplies & equipment	425.22	425.22
Total 65001 - Supplies	1,709.52	23,173.24
Total 60901 - Maintenance and Facility Costs	1,709.52	46,689.33
62890 - Utilities	5,385.15	71,393.24
65120 - Insurance-Property & Liability	0.00	8,318.00
65150 - State Sales Tax	349.52	4,846.67
65160 - Professional Services		
65170 - Legal Services	642.50	12,715.00
65180 - Accounting Services	800.00	5,595.00
65190 - County Clerk Services	336.00	3,696.00
Total 65160 - Professional Services	1,778.50	22,006.00
65500 - Other Expenses		
65510 - Miscellaneous Expense	225.53	1,821.56
65515 - Interest Expense	0.00	2,900.51
65550 - State Excise Tax	0.00	163.26
Total 65500 - Other Expenses	225.53	4,885.33
Total Expense	36,496.56	468,916.01
Net Income	120,201.54	154,643.68

**William Shore Memorial Pool District**  
**Statement of Activities - Actual and Budgeted**  
January through October 2010

	Jan - Oct 10	Budget
<b>Income</b>		
41110 · Real and Property Taxes	400,996.38	440,000.00
41120 · Leasehold Excise Tax	4,256.91	
41130 · DNR Other than Timber	158.19	
41140 · Sale of County Timber	19,405.07	
45000 · Rental Income		
45030 · Facility Rental	24,902.23	22,100.00
45040 · Miscellaneous Rental		
45050 · Locker Rental	946.19	
45060 · Equipment Rental	378.76	
<b>Total 45040 · Miscellaneous Rental</b>	<b>1,324.95</b>	
<b>Total 45000 · Rental Income</b>	<b>26,227.18</b>	<b>22,100.00</b>
46400 · Merchandise Sales		
46450 · Sale Items	4,483.57	3,333.00
<b>Total 46400 · Merchandise Sales</b>	<b>4,483.57</b>	<b>3,333.00</b>
47200 · Admissions		
47240 · General Admissions	114,731.91	90,833.33
47250 · Exercise Classes	7,180.00	2,333.00
47260 · Swim Instruction	47,684.15	29,916.67
<b>Total 47200 · Admissions</b>	<b>169,596.06</b>	<b>123,083.00</b>
47981 · Cash Overages and Shortages	112.18	
47990 · Other Miscellaneous Revenue	2,989.26	
<b>Total Income</b>	<b>628,224.80</b>	<b>588,516.00</b>
<b>Cost of Goods Sold</b>		
50010 · Items for Resale	4,665.11	3,333.00
<b>Total COGS</b>	<b>4,665.11</b>	<b>3,333.00</b>
<b>Gross Profit</b>	<b>623,559.69</b>	<b>585,183.00</b>
<b>Expense</b>		
60900 · Operating Costs		
62100 · Personnel		253,903.33
62110 · Regular Time	236,390.65	
62150 · Overtime	2,355.70	
62160 · Benefits	29,737.59	
62170 · Cafeteria Plan - Salaried	1,202.69	
62180 · Unemployment Compensation	7,741.19	
62190 · Department of Labor & Industry	3,493.88	
<b>Total 62100 · Personnel</b>	<b>280,921.70</b>	<b>253,903.33</b>
65000 · Office and Administrative		
65010 · Office Supplies	10,326.02	6,666.00
65020 · Postage, Mailing Service	25.40	
65030 · Printing and Copying	1,764.90	
65040 · Operating Supplies	11,765.43	5,000.00
<b>Total 65000 · Office and Administrative</b>	<b>23,881.75</b>	<b>11,666.00</b>
67200 · Program Supplies and Equipment		
67270 · Camps and Specials Events	522.00	
<b>Total 67200 · Program Supplies and Equipment</b>	<b>522.00</b>	
68000 · Charges for Services		
68100 · Telephone	2,838.85	1,867.00
68300 · Travel and Meetings		
68310 · Conference, Convention, Meeting	66.46	
68320 · Travel - Training	1,329.65	1,833.00
<b>Total 68300 · Travel and Meetings</b>	<b>1,396.11</b>	<b>1,833.00</b>

**William Shore Memorial Pool District**  
**Statement of Activities - Actual and Budgeted**  
January through October 2010

	Jan - Oct 10	Budget
68500 · Advertising	1,081.52	1,667.00
68600 · Network Maintenance	135.51	
<b>Total 68000 · Charges for Services</b>	<b>5,451.99</b>	<b>5,367.00</b>
<b>Total 60900 · Operating Costs</b>	<b>310,777.44</b>	<b>270,936.33</b>
<b>60901 · Maintenance and Facility Costs</b>		
62101 · Personnel		
62111 · Regular Time	16,713.66	22,333.00
62151 · Overtime	1,362.38	
62161 · Benefits	3,382.66	
62171 · Retirement	377.37	
<b>Total 62101 · Personnel</b>	<b>21,836.07</b>	<b>22,333.00</b>
62800 · Facilities and Equipment		
62830 · Repair and Maintenance		
62840 · Building-Repair and Maintenance	1,495.17	
<b>Total 62830 · Repair and Maintenance</b>	<b>1,495.17</b>	
66000 · Small Tools and Minor Equipment	184.85	
<b>Total 62800 · Facilities and Equipment</b>	<b>1,680.02</b>	
65001 · Supplies		
65041 · Maintenance Supplies	11,517.54	
65050 · Pool Chemicals	7,127.52	22,576.00
65060 · Cleaning & Janitorial Supplies	4,102.96	2,666.00
65070 · Lifeguard supplies & equipment	425.22	
<b>Total 65001 · Supplies</b>	<b>23,173.24</b>	<b>25,242.00</b>
<b>Total 60901 · Maintenance and Facility Costs</b>	<b>46,689.33</b>	<b>47,575.00</b>
62890 · Utilities	71,393.24	79,166.00
65120 · Insurance-Property & Liability	8,318.00	13,000.00
65150 · State Sales Tax	4,846.67	
65160 · Professional Services		
65170 · Legal Services	12,715.00	5,877.00
65180 · Accounting Services	5,595.00	5,000.00
65190 · County Clerk Services	3,696.00	3,360.00
<b>Total 65160 · Professional Services</b>	<b>22,006.00</b>	<b>14,237.00</b>
65500 · Other Expenses		
65510 · Miscellaneous Expense	1,821.56	
65515 · Interest Expense	2,900.51	
65550 · State Excise Tax	163.26	
<b>Total 65500 · Other Expenses</b>	<b>4,885.33</b>	
<b>Total Expense</b>	<b>468,916.01</b>	<b>424,914.33</b>
<b>Net Income</b>	<b>154,643.68</b>	<b>160,268.67</b>

# William Shore Memorial Pool District

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

## COMMISSIONERS

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

## LEVY CERTIFICATION 2011

In accordance with RCW 84.52.020, the Board of Commissioners for the William Shore Memorial Pool District do hereby certify to the Clallam County legislative authority that the William Shore Memorial Pool District Board of Commissioners requests that the following levy amounts be collected in 2011 as provided in the district's 2011 budget, which was adopted following a public hearing held on November 23, 2010.

Regular Levy: .Four Hundred and Sixty five thousand Dollars (\$465,000.00)

Passed this twenty-third day of November 2010.

## WSMPD BOARD OF COMMISSIONERS

\_\_\_\_\_  
Michael C. Chapman, President

\_\_\_\_\_  
Cherie Kidd, Clerk

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

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

Attest:

\_\_\_\_\_  
Patrick Downie+

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

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

# William Shore Memorial Pool District

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

## COMMISSIONERS

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

## LEVY CERTIFICATION 2010

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

Regular Levy: .Four Hundred and Seventy five thousand Dollars (\$475,000.00)

Passed this tenth day of November 2009.

WSMPD BOARD OF COMMISSIONERS

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

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Michael C. Chapman, Clerk

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Howard V. Doherty, Jr.

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Gary Holmquist

Attest:

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

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

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