AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160
Port Angeles, Washington
January 24, 2017
3:00 p.m.

COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, CHERIE KIDD, ANNA MANILDI, BILL PEACH

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Agenda Items Only

ACTION ITEMS

- 1a Minutes of November 22, 2016
- 1b Ratification of the January 12, 2017 bill payment in the amount of $42,499.57
- 1c Ratification of the December 10, 2016 bill payment in the amount of $46,193.64
- 1d Ratification of the November 10, 2016 bill payment in the amount of $14,760.02
- 1e Certificate and Oath of Office for new Board member Randy Johnson
- 1f Nomination and Appointment of Board Chair
- 1g Nomination and Appointment of Board Vice Chair
- 1h Resolution 1-2017: Appointment of Citizen Advisory Committee Board Member

ITEMS FOR DISCUSSION

- 2a Executive Director Report
  1. Review of 2016
  2. Presentation of Expansion Report
- 2b Financial Report
- 2c Staff Report
- 2d Advisory Committee Report

PUBLIC COMMENT

NEXT MEETING DATE

The next WSMPD meeting will be held on February 28, 2016 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

1a

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160
Port Angeles, Washington
November 22, 2016
3:00 p.m.

COMMISSIONERS

MICHAEL CHAPMAN, BRAD COLLINS, CHERIE KIDD, ANNA MANILDI, BILL PEACH

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Commissioner Brad Collins called the meeting to order at 3:00 p.m. Also present were Commissioners Chapman, Manildi, and Peach. Commissioner Kidd was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CBCm to approve the agenda as presented, CBPs, mc

PUBLIC COMMENT – Agenda Items Only

None

ACTION ITEMS

1a Minutes of October 25, 2016
ACTION TAKEN: CMCm to approve, CAMs, mc

1b Resolution No 2016-04: A Resolution for Amending the 2016 Annual Budget
Steve Burke noted there was a public hearing for the budget amendment on October 25th. They did not receive public input at that time.
ACTION TAKEN: CMCm to approve, CBPs, mc

1c Resolution No 2016-05: A Resolution for Adopting the 2017 Annual Budget
Steve Burke also noted a public hearing was held on October 25th for public input, which they did not receive at that meeting.
ACTION TAKEN: CMCm to approve, CAMs, mc

1d Resolution No 2016-06: A Resolution for 2017 Levy Authorization
ACTION TAKEN: CAMm to approve, CMCs, mc

1e Resolution No 2016-07: A Resolution in Recognition and Appreciation of Distinguished Service by Commissioner Michael Chapman and the Ex-Officio Appointment to the District Finance Committee.

Commissioner Michael Chapman received a plaque for his outstanding and dedicated service throughout the last 7 years.

Public Comment:

- Mayor Patrick Downie - stated it was a pleasure serving with Commissioner Chapman and the success of this organization should be credited to him. He wishes Chapman great success in this new chapter of his life and is very thankful for his service in the community.

- Greg Shield: Pleased with how everything turned out. Thanked Chapman for his service.

ACTION TAKEN: CBPm to approve, CAMs, mc

1f Levy Certification (Signature by Chairman of Board only)

ITEMS FOR DISCUSSION

2a Executive Director Report

Steve Burke shared the following:

- They have the preliminary cost back on expansion, but wanting to meet with architects regarding the cost estimates before presenting it to the Board. Anna Manildi asked what the next steps are after the preliminary cost estimates. Steve Burke explained that once they receive the cost estimate based on the preliminary design, and whether it is feasible, they will move on to the design phase. Another cost estimate will be given specifically to that design and then a bid will go out on that design. At this point, it is just a rough estimate and Steve Burke wants to make sure the cost estimators know exactly what they are trying to accomplish for the new design.
- Good news is that there's a specific grant for aquatic centers that the Commerce has opened up – max of 1.5 million dollars. This grant became available because they don't qualify for the Recreation Conservation Office grants (youth facility grants) as WSMP is not an outdoor facility.

2b Financial Report

Charlie McClain explained the budget and finance report in detail and answered questions from the board.

2c Staff Report

Christi Wojnowski shared the following:

- New session of swim lessons has begun, registrations are good.
- Winter schedule released, through February.
- Prepping for winter break.
- Staff transitioning going on as a long-term head guard has resigned and another possibly leaving due to a career opportunity.

James Schultz shared the following:

- Successful Pumpkin Patch turnout – 75 participants and 100 pumpkins donated.
- This Saturday is the start of their dive in movie series from 7-9p.m.
- Huge amount of pool rentals lately.

2d Advisory Committee Report

Greg Shields shared that they had a meeting regarding the expansion. Discussed the possibility of a new member, but mentioned potential scheduling conflicts. He thanked Michael Chapman, again, for all the years and time he put in to building up the pool.

PUBLIC COMMENT

None

NEXT MEETING DATE
The next WSMPD meeting will be held on January 24, 2017 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT
Brad Collins adjourned the meeting at 3.53 p.m.

PASSED AND ADOPTED this twenty-fourth of January, 2016

William Shore Memorial Pool District Commissioners

_____
Brad Collins, President

ATTEST:

_____
Rachelle Sires, Clerk.

PAYABLE DISBURSEMENTS

District Name William Shore Memorial Pool District
Period Ending: 1/12/17
Date Submitted 1/12/17

Invoice #	Invoice Date	Vendor Name	Total Invoice	Ck#	Amt	Account #		Description
	12/31/16	McClain	$ 1,250.00	6414	1,250.00	410041		Accountant
	12/25/16	VISA1916	$ 694.44			340035		resale
	12/25/16	VISA1916	$ 155.22			310010		Office Supplies
	12/25/16	VISA1916	$ 78.15			310010		Office Supplies
	12/25/16	VISA1916	$ 61.48			310010		Office Supplies
	12/25/16	VISA1916	$ 67.65			310028		Computer supplies
	12/25/16	VISA1916	$ 258.76			310056		lifequard supp
	12/25/16	VISA1916	$ 24.00			310010		Office Supplies
	12/25/16	VISA1916	$ 81.27			310010		Office Supplies
	12/25/16	VISA1916	$ 319.33			490041		Subsciption
	12/25/16	VISA1916	$ 500.93			310030		Pool Chemicals
	12/25/16	VISA1916	$ 12.00			310010		Office Supplies
	12/25/16	VISA1916	$ 115.37			350010		small tools
	12/25/16	VISA1916	$ 90.00			310010		Office Supplies
	12/25/16	VISA1916	$ 20.74			310010		Office Supplies
	12/25/16	VISA1916	$ 255.87	6422	2,735.21	410020		Rec 1 fees
	12/25/16	VISA0421	$ 172.78			430010		Fuel
	12/25/16	VISA0421	$ 41.00			420023		E-mail
	12/25/16	VISA0421	$ 591.23			480040		Equip Maint
	12/25/16	VISA0421	$ 39.02			310135		Maintenance Supplies
	12/25/16	VISA0421	$ 98.73			420010		Telephone
	12/25/16	VISA0421	$ 23.61	6422	966.37	310010		Office Supplies
7012	12/16/16	Olympic Party & Custodial Supplies	$ 521.87			310135		Maintenance Supplies
7042	12/22/16	Olympic Party & Custodial Supplies	$ 64.67			310135		Maintenance Supplies
7076	12/31/16	Olympic Party & Custodial Supplies	$ 56.89	6415	643.43	310135		Maintenance Supplies
9058212441	12/9/16	Airgas	$ 43.86			310030		Pool Chemicals
9941916930	12/31/16	Airgas	$ 101.84	6402	145.70	310030		Pool Chemicals
97263-92074	12/15/16	City of Port Angeles	$ 9,570.26	6409	9,570.26	470090		Utilities
16816343	12/13/16	Canon Financial	$ 167.61	6408	167.61	450030		Office Equip Lease
66447/66524	12/31/16	Angeles Machine	$ 102.94	6404	102.94	480040		Equip Repair & Main
2016418	12/20/16	Albright Managed Networks	$ 100.00	6403	100.00	410013		Network Services
13916	12/19/16	Starfish Aquatics	$ 350.00	6418	350.00	490040		Dues
3391	1/1/17	PA Chamber	$ 135.00	6416	135.00	490040		Dues
40159	1/1/17	Wa Cities Ins	$ 19,575.00	6423	19,575.00	460030		Insurance
109436	12/31/16	Angeles Millwork	$ 22.50	6405	22.50	310135		Maintenance Supplies
7081	12/30/16	Lincoln St. Station	$ 38.08	6412	38.08	420020		Fed Ex
1520	12/1/16	wa park & rec	$ 443.00	6424	443.00	490040		Dues
91	12/1/16	Home Guys	$ 1,237.46	6410	1,237.46	100060		Janitorial
12212016	12/21/16	Master Locksmith	$ 153.66	6413	153.66	480010		Building Repair
0038013-in	12/22/16	Aquionics	$ 539.76	6406	539.76	310030		Pool Chemicals
4755	12/31/16	Thurman Supply	$ 369.94	6421	369.94	310135		Maintenance Supplies
1701-332220	12/31/16	Sunset Do It Best	$ 176.01	6419	176.01	310135		Bldg Maint
16-9464	12/22/16	Integrated Systems	$ 1,969.63			480040		Equip Repair & Main
16-9523	12/27/16	Integrated Systems	$ 665.03	6411	2,634.66	480040		Equip Repair & Main
17550	12/31/16	Swains	$ 82.60	6420	82.60	310135		Bldg Maint

wil002	12/31/16	Pacific Office Equipment	$	39.45	6417	39.45	480040		Equip Repair & Main
	12/31/16	Steve Burke	$	705.13	6407	705.13	22500		Cafeteria Plan
	12/31/16	Christi W	$	299.00			22500		Cafeteria Plan
	12/31/16	Christi W	$	16.80	6401	315.80	430010		Fuel
				42,499.57		42,499.57			

I do hereby certify
under penalty of

Signature Date

Signature Date

Board Ratification:

Michael C. Chapman	Commissioner	Recused from any bills related to Clallam County
Cherie Kidd	Commissioner	Recused from any bills related to the City of Port Angeles
Bill Peach	Commissioner	Recused from any bills related to Clallam County
Anna Minaldi	Commissioner	
Brad Collins	Commissioner	Recused from any bills related to the City of Port Angeles

PAYABLE DISBURSEMENTS

District Name William Shore Memorial Pool District
Period Ending: 12/10/16
Date Submitted 12/10/16

Invoice #	Invoice Date	Vendor Name	Total Invoice	Ck#	Amt	Account #		Description
6935	11/30/16	McClain	$ 1,250.00		1,250.00	410041		Accountant
18292	11/30/16	Miller	$ 315.00		315.00	410071		Legal
	11/23/16	VISA1916	$ 293.03		293.03	410020		Rec 1 Sept fees
	11/23/16	VISA1916	$ 12.99		12.99	310010		Office Supplies
	11/23/16	VISA1916	$ 5.41		5.41	310010		Office Supplies
	11/23/16	VISA1916	$ 30.88		30.88	310010		Office Supplies
	11/23/16	VISA1916	$ 97.11		97.11	310310		Swim Lesson Supplies
	11/23/16	VISA1916	$ 526.75		526.75	310310		Manikins
	11/23/16	VISA1916	$ 30.00		30.00	310320		Special Event Supplies
	11/23/16	VISA1916	$ 129.10		129.10	310010		Coffee Supplies
	11/23/16	VISA1916	$ 11.49		11.49	310010		Coffee Supplies
	11/23/16	VISA1916	$ 30.95		30.95	310010		Coffee Supplies
	11/23/16	VISA1916	$ 84.57		84.57	310010		Coffee Supplies
	11/23/16	VISA1916	$ 4.33		4.33	490041		Pandora Subsciption
	11/23/16	VISA1916	$ 40.70		40.70	310135		Plumbing Supplies
	11/23/16	VISA1916	$ 6.21		6.21	310135		Plumbing Supplies
	11/23/16	VISA1916	$ 24.42		24.42	310135		Plumbing Supplies
	11/23/16	VISA1916	$ 11.99		11.99	310010		Office Supplies
	11/23/16	VISA1916	$ 7.50		7.50	310320		Event Supplies
	11/23/16	VISA1916	$ 82.98		82.98	310010		Office Supplies
	11/23/16	VISA1916	$ 15.06		15.06	310010		Office Supplies
	11/23/16	VISA1916	$ 16.99		16.99	310320		Event Supplies
	11/23/16	VISA1916	$ 31.80		31.80	310135		Maintenance Supplies
	11/23/16	VISA1916	$ 34.40		34.40	310135		Plumbing Supplies
	11/23/16	VISA1916	$ 6.93		6.93	310135		Plumbing Supplies
	11/23/16	VISA1916	$ 47.00		47.00	420020		Postage
	11/23/16	VISA1916	$ 269.94		269.94	410020		Rec 1 Oct fees
	11/23/16	VISA1916	$ 38.76		38.76	830020		Interest
	11/23/16	VISA0421	$ 525.14		525.14	16000		Equip - exclocks
	11/23/16	VISA0421	$ 65.28		65.28	43001		Fuel
	11/23/16	VISA0421	$ 41.00		41.00	42023		E-mail
	11/23/16	VISA0421	$ 15.95		15.95	42023		Website
	11/23/16	VISA0421	$ 90.48		90.48	420010		Telephone
	11/23/16	VISA0421	$ 56.60		56.60	430010		Fuel
	11/23/16	VISA0421	$ 81.53		81.53	310010		Peninsula Trophy
12879	7/29/16	TMI	$ 15,160.82		15,160.82	15000		Equip - 3XL Cell
2495	11/2/16	Chemical Products Co	$ 216.80		216.80	480040		Equip Maint
6769	11/2/16	Olympic Party & Custodial Supplies	$ 341.53		341.53	310135		Maintenance Supplies
6823	11/14/16	Olympic Party & Custodial Supplies	$ 205.05		205.05	310135		Maintenance Supplies

9940460762	11/30/16	Airgas	$	101.84		101.84	310030	Pool Chemicals
9057441464	11/15/16	Airgas	$	227.40		227.40	310030	Pool Chemicals
	11/10/16	City of Port Angeles	$	6,549.44		6,549.44	470090	Utilities
16712466	11/12/16	Canon Financial	$	167.61		167.61	450030	Office Equip Lease
59497	11/21/16	Olympic Electric Co	$	3,950.53		3,950.53	480010	Bldg Maint
2016345	11/21/16	Albright Managed Networks	$	100.00		100.00	410013	Network Services
7	11/30/16	arc Architects	$	11,988.00		11,988.00	15000	Architectual
11929	10/31/16	Angeles Electric	$	106.23		106.23	480010	Bldg Maint
6930	12/2/16	Olympic Party & Custodial Supplies	$	52.89		52.89	310135	Maintenance Supplies
6904	11/30/16	Olympic Party & Custodial Supplies	$	290.51		290.51	310135	Maintenance Supplies
	11/30/16	Olympic Springs	$	186.58		186.58	310010	Purified Water
	10/31/16	Olympic Springs	$	171.58		171.58	310010	Purified Water
	11/30/16	Lincoln St. Station	$	23.97		23.97	420020	Fed Ex
	11/30/16	Thurman Supply	$	24.88		24.88	310135	Maintenance Supplies
272663	11/30/16	Sunset Do It Best	$	10.01		10.01	310135	Bldg Maint
	11/30/16	Swains	$	8.04		8.04	310135	Bldg Maint
984661	11/30/16	Pacific Office Equipment	$	81.84		81.84	480040	Equip Repair & Main
732629	11/2/16	Hartnagel Building Supply	$	7.57		7.57	310135	Bldg Maint
	11/30/16	Steve Burke	$	646.54		646.54	22500	Cafeteria Plan
	11/30/16	Christi W	$	242.00		242.00	22500	Cafeteria Plan
	10/23/16	James Schultz	$	101.16		101.16	430010	Travel
	11/30/16	James Schultz	$	898.55		898.55	22500	Cafeteria Plan
				46,193.64		46,193.64		

I do hereby certify
under penalty of

Signature

Date

Signature

Date

Board Ratification:

Michael C. Chapman Commissioner

Recused from any bills related to Clallam County

Cherie Kidd Commissioner

Recused from any bills related to the City of Port Angeles

PAYABLE DISBURSEMENTS

District Name: William Shore Memorial Pool District
Period Ending: 11/10/16
Date Submitted: 11/10/16

Invoice #	Invoice Date	Vendor Name	Total Invoice	Ck#	Amt	Account #		Description
6839	10/31/16	McClain	$ 1,250.00		1,250.00	410041		Accountant
	10/23/16	VISA1916	$ 48.00			49000		Misc (background check)
	10/23/16	VISA1916	$ 615.15			310056		Lifeguard supplies
	10/23/16	VISA1916	$ 158.92			310026		Uniforms
	10/23/16	VISA1916	$ 15.22			310320		Program Supplies
	10/23/16	VISA1916	$ 429.42			340035		Resale
	10/23/16	VISA1916	$ 68.92			430010		Travel
	10/23/16	VISA1916	$ 4.33			490041		Subscription
	10/23/16	VISA1916	$ 129.50			310050		Program Supplies
	10/23/16	VISA1916	$ 341.17		1,810.63	310010		Office Supplies
	10/23/16	VISA0421	$ 84.07			480040		Equip Maint
	10/23/16	VISA0421	$ 55.95			410013		Network Service
	10/23/16	VISA0421	$ 435.02			420010		Telephone
	10/23/16	VISA0421	$ 125.36		700.40	430010		Travel
6662	10/14/16	Olympic Party & Custodial Supplies	$ 213.97		213.97	310035		Janitorial Supplies
199588	9/30/16	Olympic Springs	$ 85.79		85.79	480040		Equip Maint
97263-92074	10/13/16	City of Port Angeles	$ 6,045.27		6,045.27	470090		Utilities
2016266	10/21/16	Albright	$ 100.00		100.00	410013		Network Service
9056446047	10/17/16	Airgas	$ 252.46			310030		Pool Chemicals
9939739356	9/30/16	Airgas	$ 101.84			310030		Pool Chemicals
9056030951	10/4/16	Airgas	$ 253.57		607.87	310030		Pool Chemicals
12169	10/21/16	Angeles Plumbing	$ 250.96		250.96	480010		Bldg Maint
16609399	10/13/16	Canon	$ 167.61		167.61	450030		Equip Rent
wil002	10/31/16	POE	$ 47.58		47.58	480040		Equip Maint
	10/20/16	Denise Williamson	$ 5.25		5.25	3473010		Refund
272663	10/31/16	Sunset Do It Best	$ 21.99		21.99	480010		Bldg Maint
17550	10/31/16	Swains	$ 52.30		52.30	480010		Bldg Maint
12980	10/5/16	TMI	$ 665.93		665.93	310030		Pool Chemicals
1298443	10/21/16	Wave	$ 35.00		35.00	420023		Internet
86	10/31/16	Home Guys	$ 1,154.46		1,154.46	100060		Janitorial
41762821	10/25/16	We Promote You	$ 465.04		465.04	310026		Uniforms+
	10/31/16	Steve Burke	$ 686.42		686.42	22500		Cafeteria Plan
	10/13/16	Christi W	$ 137.76		137.76	430010		Travel
	10/19/16	James Schultz	$ 255.79		255.79	22500		Cafeteria Plan
			14,760.02		14,760.02			

I do hereby certify
under penalty of

Signature Date

Signature Date

Board Ratification:

Michael C. Chapman	Commissioner	Recused from any bills related to Clallam County
Cherie Kidd	Commissioner	Recused from any bills related to the City of Port Angeles
Bill Peach	Commissioner	Recused from any bills related to Clallam County
Anna Minaldi	Commissioner	
Brad Collins	Commissioner	Recused from any bills related to the City of Port Angeles

1e

CERTIFICATE OF APPOINTMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF CLALLAM)

The undersigned officers of the WILLIAM SHORE MEMORIAL POOL DISTRICT, a Metropolitan Park District organized under Chapter 35.61 RCW, do hereby appoint Randy Johnson to the office of Commissioner.

Signed this twenty-fourth day of January of 2017

By:

_____ (Signature)	Bradley J. Collins (Printed Name,)
_____ (Signature)	Bill Peach (Printed Name)
_____ (Signature)	Cherie Kidd (Printed Name)
_____ (Signature)	Anna Manildi (Printed Name)

OATH OF OFFICE

STATE OF WASHINGTON)
) ss.
COUNTY OF CLALLAM)

I, Randy Johnson, do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of Commissioner for the WILLIAM SHORE MEMORIAL POOL DISTRICT; that I will support the Constitution and laws of the United States and of the State of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

_____ (Signature)	Randy Johnson (Printed Name)

Subscribed and sworn before me this twenty-sixth day of January of 2016

_____ (Signature)	Rachelle Sires, Clerk of the Board (Printed Name, Title of Swearing Officer)

1h

William Shore Memorial Pool District

225 E 5TH St.
Port Angeles, WA 98362
360-417-9767

COMMISSIONERS
BRAD COLLINS, BILL PEACH, CHERIE KIDD, ANNA MANILDI, RANDY JOHNSON

RESOLUTION 1-2017

APPOINTING A MEMBER TO THE
WILLIAM SHORE MEMORIAL POOL DISTRICT ADVISORY COMMITTEE

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

1. A vacancy exists on the William Shore Memorial Pool District Advisory Committee due to an unfilled position.

2. Notice of the said vacancy was issued to the press in order that interested citizens might apply for appointment to the Committee.

3. Applications were reviewed and the current advisory committee has brought forward a recommendation for appointment.

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

1. That **Steve Zenovic** is appointed for a term expiring December 31, 2020.

PASSED AND ADOPTED this _____day of _____, 2017

WSMPD BOARD OF COMMISSIONERS

ATTEST:

_____
Rachelle Sires, Board Clerk

_____
Anna Manildi, President

WILLIAM SHORE MEMORIAL POOL DISTRICT
APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION OR COMMITTEE

Are you seeking appointment to the:

____ **Board of Commissioners – Public Board Member position**

_✓_ **Citizens Advisory Committee**

Applicant Name and General Information

First	MI	Last
Stephen	M.	Zenovich

767 Black Diamond Road
Home Street Address

City	State	Zip
Port Angeles	WA	98363

Home phone	Work phone	Cell phone
360-457-4974	360-417-0501	360-477-8387

steveez@olympus.net
E-mail address

Certification and Location Information (circle one)

Are you a resident of the Port Angeles School District?	(Yes)	No
Are you a citizen of the United States?	(Yes)	No
Do you own/manage a business in the City?	Yes	(No)
Do you hold any professional licenses, registrations or certificates in any field?	(Yes)	No

If so, please list: Licensed Professional Engineer

Are you aware of any conflict of interest which might arise by your service on a William Shore Memorial Pool District Board or Committee? If so, please explain:

No

Work Experience - List most recent experience first, or attach a resume

Employer	Title	From (M/Y)	To (M/Y)
Zenovic & Associates, Inc.	Consulting Principal Engineer President	10/1998	12/2016
Brief job description			
Employer	Title	From (M/Y)	To (M/Y)
Brief job description			
Employer	Title	From (M/Y)	To (M/Y)
Brief job description			

Education - List most recent experience first

Institution/Location	Degree earned/Major area of study	Graduated?
U.C. Davis Davis, CA	BS Mechanical Engineering	(Yes) No
		Yes No
		Yes No

Charitable, Social and Civic Activities and Memberships - List major activities you have participated in during the last five years

Organization/Location	Group's purpose/objective	# of members
Nor'Weste Rotary	Community/Vocational/Int'l	50

Brief description of your participation: Past president, Special Projects chair

Organization/Location	Group's purpose/objective	# of members
Ford Marine Lt Center Facilities Comm.	New Lab	8

Brief description of your participation: Provide consulting support for upgrades to existing lab + master planning for new facility

Questions

Why are you interested in serving on this particular Board or Committee?

Active pool user; provide expertise on capital facilities projects; former competitive swimmer and water polo player

What in your background or experience do you think would help you in serving on this Board or Committee?

I am currently providing pro-bono conceptual design assistance on the Port Angeles Unit of the Boys & Girls Club and the Feiro Marine Life Center lab. I have been on capital facilities design teams for the Westport Administration, Design Fabrication Facility (100,000 ft²), the Peninsula College Science, Technology & Library Media Center projects and the new PUD admin. bldg. in Carlsborg.

What is your understanding of the responsibilities of this particular Board or Committee?

Provide review of current programs and facilities use and operation to optimize user enjoyment, provide increased use, plan for future expansion/ upgrades

Please feel free to add any additional comments you wish to make regarding your application.

Applicant Signature

12/15/14
Date

Submit completed forms to:

Rachelle Sires
~~Tammy Sullenger~~
Clallam County Commissioners' Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the Commissioners' Office at 360.417.2233 so appropriate arrangements can be made.

2b

William Shore Memorial Pool District
FINANCIAL STATEMENTS

As of December 31, 2016

McClain, Crouse & Co, PS

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

Certified Public Accountants
Charles S. McClain • charliem@olypen.com
Karen L. Crouse • karenc@olypen.com

Board of Directors
William Shore Memorial Pool District

Management is responsible for the accompanying financial statements of William Shore Memorial Pool District (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities for the years then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements. The budget comparison is presented for supplementary analysis purposes only.

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

We are not independent with respect to William Shore Memorial Pool District.

McClain, Crouse and Co. P.S.
January 13, 2017

William Shore Memorial Pool District
Statements of Financial Position
As of December 31, 2016 and 2015

	Dec 31, 16	Dec 31, 15
ASSETS		
Current Assets		
Checking/Savings		
10000 · County Fund Balance	16,271.41	4,890.23
10100 · Cash in Till	100.00	100.00
10150 · Kitsap Bank		
10200 · Credit Card Processing Account	19,590.41	10,216.24
10400 · Cash in Operating Account	48,540.01	17,932.21
10500 · Money Market Account	125,069.20	160,038.41
Total 10150 · Kitsap Bank	193,199.62	188,186.86
Total Checking/Savings	209,571.03	193,177.09
Accounts Receivable		
11300 · Accounts Receivable	6,644.96	6,554.46
Total Accounts Receivable	6,644.96	6,554.46
Other Current Assets		
12000 · Deposit In Transit	377.00	577.25
12500 · PASD Advance	301.59	301.59
12501 · Tukwila Advance	659.10	659.10
Total Other Current Assets	1,337.69	1,537.94
Total Current Assets	217,553.68	201,269.49
Fixed Assets		
15000 · Building and Improvements	2,036,693.72	1,979,371.19
16000 · Equipment	45,833.38	39,573.38
Total Fixed Assets	2,082,527.10	2,018,944.57
Other Assets		
18600 · Bond Expense	7,800.00	7,800.00
Total Other Assets	7,800.00	7,800.00
TOTAL ASSETS	**2,307,880.78**	**2,228,014.06**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	19,087.99	16,507.08
Total Accounts Payable	19,087.99	16,507.08
Credit Cards		
21000 · Visa	3,701.58	2,770.41
Total Credit Cards	3,701.58	2,770.41
Other Current Liabilities		
22000 · Wages Payable	13,031.27	11,761.78
22500 · Accrued Cafeteria Plan Liab	7,719.17	4,869.05
23000 · Deferred Compensation Liability	1,716.00	1,666.00
24000 · Payroll Liabilities	6,690.05	8,472.67
24500 · Accrued Sales Tax Liability	5,933.60	6,778.76
26500 · Uncashed old paychecks	1,935.89	1,935.89
Total Other Current Liabilities	37,025.98	35,484.15
Total Current Liabilities	59,815.55	54,761.64

See Accountant's Report

William Shore Memorial Pool District
Statements of Financial Position
As of December 31, 2016 and 2015

	Dec 31, 16	Dec 31, 15
Long Term Liabilities		
27300 · Washington LOCAL I	85,388.21	97,451.81
27310 · Washington LOCAL II	357,344.80	374,126.16
27400 · Kitsap Bank Loan	446,896.88	507,712.37
Total Long Term Liabilities	889,629.89	979,290.34
Total Liabilities	949,445.44	1,034,051.98
Equity		
32000 · Unrestricted Net Assets	1,193,962.08	1,083,954.01
Net Income	164,473.26	110,008.07
Total Equity	1,358,435.34	1,193,962.08
TOTAL LIABILITIES & EQUITY	2,307,880.78	2,228,014.06

See Accountant's Report

William Shore Memorial Pool District
Statements of Activities
for the years ended December 31, 2016 and 2015

	Jan - Dec 16	Jan - Dec 15
Income		
3111000 · Real and Property Taxes	496,475.41	479,945.92
3121000 · Private Harvest Tax	0.00	44.02
3172000 · Leasehold Excise Tax	4,785.35	5,777.47
3174000 · Timber Excise Tax	2,583.16	2,550.87
3370759 · Housing Authority PILT	48.54	0.00
3417000 · Merchandise Sales		
3417010 · Vending Revenue	458.13	356.82
3417100 · Sale Items - Taxable	7,287.69	8,029.31
Total 3417000 · Merchandise Sales	7,745.82	8,386.13
3470000 · Admissions		
3473010 · General Admissions		
3473011 · Pass Sales	85,503.96	70,635.45
3473010 · General Admissions - Other	64,444.77	51,230.14
Total 3473010 · General Admissions	149,948.73	121,865.59
3476035 · Swim Instruction	93,194.72	84,575.50
3476040 · Camps and Special Events	9,034.50	12,482.95
3476045 · Exercise Classes	70,197.00	64,353.20
Total 3470000 · Admissions	322,374.95	283,277.24
3620000 · Rental Income		
45030 · Facility Rental		
3624010 · One time use Rental	11,189.00	6,913.00
3625062 · Contracted Rental	31,635.49	28,571.61
Total 45030 · Facility Rental	42,824.49	35,484.61
45040 · Miscellaneous Rental		
3624020 · Equipment Rental	5,513.28	4,367.66
3624030 · Locker Rental	34.00	0.00
Total 45040 · Miscellaneous Rental	5,547.28	4,367.66
Total 3620000 · Rental Income	48,371.77	39,852.27
3625000 · DNR - Other than Timber	199.92	181.03
3670000 · Direct Public Support		
3671100 · Individ, Business Contributions	272.50	250.00
Total 3670000 · Direct Public Support	272.50	250.00
3699000 · Other Miscellaneous Revenue	282.26	433.00
3951030 · Sale of County Timber	36,297.75	9,163.50
Total Income	919,437.43	829,861.45
Expense		
57620 · Operating Costs		
100001 · Salaries and Wages		
100000 · Regular Time		
100010 · Clerk Services	1,200.00	820.00
100020 · Lifeguards	150,695.88	130,808.74
100030 · Instructors	49,820.30	48,800.85
100040 · Head Guards	63,830.50	50,660.74
100050 · Supervisors	95,112.52	98,145.71
100060 · Maintenance	15,893.52	13,751.64
100070 · Executive Director	47,250.00	47,062.50
100000 · Regular Time - Other	0.00	0.00
Total 100000 · Regular Time	423,802.72	390,050.18

See Accountant's Report

William Shore Memorial Pool District
Statements of Activities
for the years ended December 31, 2016 and 2015

	Jan - Dec 16	Jan - Dec 15
100090 · Sick/Vacation Pay	0.00	2,809.91
100001 · Salaries and Wages - Other	0.00	0.00
Total 100001 · Salaries and Wages	423,802.72	392,860.09
200000 · Personnel Benefits		
200020 · Benefits	29,787.10	28,812.50
200032 · Cafeteria Plan - Salaried	14,236.27	12,903.52
200040 · Unemployment Compensation	3,797.21	2,678.39
200045 · Department of Labor & Industry	11,495.22	13,849.55
Total 200000 · Personnel Benefits	59,315.80	58,243.96
300000 · Supplies		
310000 · Office Supplies		
310010 · Office Supplies	8,961.63	8,828.94
310028 · Computer Supplies	67.65	1,717.90
Total 310000 · Office Supplies	9,029.28	10,546.84
310050 · Program Supplies and Equipment		
310300 · Exercise Classes	15.15	759.04
310310 · Swim Instruction	1,496.69	98.94
310320 · Camps and Specials Events	333.79	665.24
Total 310050 · Program Supplies and Equipment	1,845.63	1,523.22
310100 · Maintenance Supplies and Repair		
310026 · Uniforms and Clothing	948.74	2,619.67
310030 · Pool Chemicals	11,255.27	15,357.44
310035 · Cleaning & Janitorial Supplies	5,881.16	5,930.53
310056 · Lifeguard supplies & equipment	2,426.75	3,645.72
310135 · Maintenance Supplies	2,705.61	3,311.21
Total 310100 · Maintenance Supplies and Repair	23,217.53	30,864.57
340035 · Items for Resale	4,927.43	5,507.85
350010 · Small Tools and Minor Equipment	1,039.64	87.27
Total 300000 · Supplies	40,059.51	48,529.75
4000000 · Charges for Services		
410020 · Professional Services		
410013 · Network/Computer Service	2,169.25	2,404.80
410041 · Accounting Services	15,000.00	15,119.85
410071 · Legal Services	1,480.00	3,005.00
410020 · Professional Services - Other	4,558.82	3,619.66
Total 410020 · Professional Services	23,208.07	24,149.31
420000 · Communications		
420010 · Telephone	3,176.02	2,876.93
420020 · Postage, Mailing Service	500.46	365.05
420023 · Website and Internet	1,027.95	1,586.26
Total 420000 · Communications	4,704.43	4,828.24
430000 · Travel		
430010 · Conference, Convention, Meeting	5,382.27	6,084.71
430020 · Travel - Training	454.92	1,378.33
430000 · Travel - Other	16.80	0.00
Total 430000 · Travel	5,853.99	7,463.04
440010 · Advertising	30.00	812.44
450000 · Operating Rentals and Leases		
450030 · Office Equipment Leases/Rents	2,038.88	2,165.01
Total 450000 · Operating Rentals and Leases	2,038.88	2,165.01

See Accountant's Report

William Shore Memorial Pool District
Statements of Activities
for the years ended December 31, 2016 and 2015

	Jan - Dec 16	Jan - Dec 15
460030 · Insurance-Property & Liability	15,519.00	13,155.00
470090 · Utilities	91,715.15	76,788.14
480000 · Repair and Maint-Contracted		
480010 · Building-Repair and Maintenance	18,941.57	20,154.82
480040 · Equipment-Repair & Maintenance	4,465.55	4,370.19
Total 480000 · Repair and Maint-Contracted	23,407.12	24,525.01
49000 · Miscellaneous Expense		
490031 · Print and Copying Service	0.00	133.01
490040 · Memberships and Dues	3,597.37	2,099.64
490041 · Subscriptions	609.84	186.84
490090 · Credit Card Charges	10,324.81	9,157.11
66900 · Reconciliation Discrepancies	0.20	9.20
49000 · Miscellaneous Expense - Other	23.61	0.00
Total 49000 · Miscellaneous Expense	14,555.83	11,585.80
500000 · Intergovernmental Services		
500100 · County Clerk Services	0.00	2,000.00
530040 · State Sales and B & O Tax	11,895.13	10,227.99
530070 · Clallam County Treas - Prop Tax	376.60	323.26
Total 500000 · Intergovernmental Services	12,271.73	12,551.25
Total 4000000 · Charges for Services	193,304.20	178,023.24
57620 · Operating Costs - Other	0.00	0.00
Total 57620 · Operating Costs	716,482.23	677,657.04
5850000 · Nonoperational Expenses		
830020 · Interest Expense	38,481.94	42,196.34
Total 5850000 · Nonoperational Expenses	38,481.94	42,196.34
Total Expense	754,964.17	719,853.38
Net Income	164,473.26	110,008.07

See Accountant's Report

William Shore Memorial Pool District
Statement of Revenue and Expense
for the month ending December 31, 2016

	Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Income					
3111000 · Real and Property Taxes	1,862.55	9,500.00	496,475.41	495,000.00	495,000.00
3172000 · Leasehold Excise Tax	1,009.61	458.33	4,785.35	5,500.00	5,500.00
3174000 · Timber Excise Tax	722.17	250.00	2,583.16	3,000.00	3,000.00
3370759 · Housing Authority PILT	0.00		48.54		
3417000 · Merchandise Sales					
3417010 · Vending Revenue	35.67	41.67	458.13	500.00	500.00
3417100 · Sale Items - Taxable	704.50	625.00	7,287.69	7,500.00	7,500.00
Total 3417000 · Merchandise Sales	740.17	666.67	7,745.82	8,000.00	8,000.00
3470000 · Admissions					
3473010 · General Admissions					
3473011 · Pass Sales	6,900.50	7,166.67	85,503.96	86,000.00	86,000.00
3473010 · General Admissions - Other	3,293.23	5,250.00	64,444.77	63,000.00	63,000.00
Total 3473010 · General Admissions	10,193.73	12,416.67	149,948.73	149,000.00	149,000.00
3476035 · Swim Instruction	6,940.75	7,333.33	93,194.72	88,000.00	88,000.00
3476040 · Camps and Special Events	1,546.00	766.67	9,034.50	9,200.00	9,200.00
3476045 · Exercise Classes	5,029.00	5,583.33	70,197.00	67,000.00	67,000.00
Total 3470000 · Admissions	23,709.48	26,100.00	322,374.95	313,200.00	313,200.00
3620000 · Rental Income					
45030 · Facility Rental					
3624010 · One time use Rental	848.50	833.33	11,189.00	10,000.00	10,000.00
3625062 · Contracted Rental	2,108.08	2,500.00	31,635.49	30,000.00	30,000.00
Total 45030 · Facility Rental	2,956.58	3,333.33	42,824.49	40,000.00	40,000.00
45040 · Miscellaneous Rental					
3624020 · Equipment Rental	280.52	333.33	5,513.28	4,000.00	4,000.00
3624030 · Locker Rental	34.00		34.00		
Total 45040 · Miscellaneous Rental	314.52	333.33	5,547.28	4,000.00	4,000.00
Total 3620000 · Rental Income	3,271.10	3,666.66	48,371.77	44,000.00	44,000.00
3625000 · DNR - Other than Timber	0.00	20.83	199.92	250.00	250.00
3670000 · Direct Public Support					
3671100 · Individ, Business Contributions	200.00		272.50		
Total 3670000 · Direct Public Support	200.00		272.50		
3699000 · Other Miscellaneous Revenue	59.00	41.67	282.26	500.00	500.00
3951030 · Sale of County Timber	12,676.56	1,833.33	36,297.75	22,000.00	22,000.00
Total Income	44,250.64	42,537.49	919,437.43	891,450.00	891,450.00

See Accountant's Report

William Shore Memorial Pool District
Statement of Revenue and Expense
for the month ending December 31, 2016

	Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
Expense					
57620 · Operating Costs					
100001 · Salaries and Wages					
100000 · Regular Time					
100010 · Clerk Services	100.00	125.00	1,200.00	1,500.00	1,500.00
100020 · Lifeguards	11,762.56	12,500.00	150,695.88	150,000.00	150,000.00
100030 · Instructors	3,866.47	4,291.67	49,820.30	51,500.00	51,500.00
100040 · Head Guards	5,580.00	5,333.33	63,830.50	64,000.00	64,000.00
100050 · Supervisors	7,962.50	7,833.33	95,112.52	94,000.00	94,000.00
100060 · Maintenance	796.95	1,333.33	15,893.52	16,000.00	16,000.00
100070 · Executive Director	3,937.50	3,937.50	47,250.00	47,250.00	47,250.00
100000 · Regular Time - Other	0.00		0.00		
Total 100000 · Regular Time	34,005.98	35,354.16	423,802.72	424,250.00	424,250.00
100090 · Sick/Vacation Pay	0.00	233.33	0.00	2,800.00	2,800.00
100001 · Salaries and Wages - Other	0.00		0.00		
Total 100001 · Salaries and Wages	34,005.98	35,587.49	423,802.72	427,050.00	427,050.00
200000 · Personnel Benefits					
200020 · Benefits	2,444.68		29,787.10		
200032 · Cafeteria Plan - Salaried	1,190.00		14,236.27		
200040 · Unemployment Compensation	208.47		3,797.21		
200045 · Department of Labor & Industry	886.15		11,495.22		
200000 · Personnel Benefits - Other	0.00	5,000.00	0.00	60,000.00	60,000.00
Total 200000 · Personnel Benefits	4,729.30	5,000.00	59,315.80	60,000.00	60,000.00
300000 · Supplies					
310000 · Office Supplies					
310010 · Office Supplies	584.05	875.00	8,961.63	10,500.00	10,500.00
310028 · Computer Supplies	67.65	141.67	67.65	1,700.00	1,700.00
Total 310000 · Office Supplies	651.70	1,016.67	9,029.28	12,200.00	12,200.00
310050 · Program Supplies and Equipment					
310300 · Exercise Classes	0.00	83.33	15.15	1,000.00	1,000.00
310310 · Swim Instruction	258.76	83.33	1,496.69	1,000.00	1,000.00
310320 · Camps and Specials Events	0.00	104.17	333.79	1,250.00	1,250.00
Total 310050 · Program Supplies and Equipment	258.76	270.83	1,845.63	3,250.00	3,250.00

See Accountant's Report

William Shore Memorial Pool District
Statement of Revenue and Expense
for the month ending December 31, 2016

	Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
310100 · Maintenance Supplies and Repair					
310026 · Uniforms and Clothing	0.00	166.67	948.74	2,000.00	2,000.00
310030 · Pool Chemicals	1,186.39	916.67	11,255.27	11,000.00	11,000.00
310035 · Cleaning & Janitorial Supplies	829.26	600.00	5,881.16	7,200.00	7,200.00
310056 · Lifeguard supplies & equipment	0.00	291.67	2,426.75	3,500.00	3,500.00
310135 · Maintenance Supplies	1,016.45	208.33	2,705.61	2,500.00	2,500.00
Total 310100 · Maintenance Supplies and Repair	3,032.10	2,183.34	23,217.53	26,200.00	26,200.00
340035 · Items for Resale	694.44	450.00	4,927.43	5,400.00	5,400.00
350010 · Small Tools and Minor Equipment	172.29	83.33	1,039.64	1,000.00	1,000.00
Total 300000 · Supplies	4,809.29	4,004.17	40,059.51	48,050.00	48,050.00
4000000 · Charges for Services					
410020 · Professional Services					
410013 · Network/Computer Service	100.00	416.67	2,169.25	5,000.00	5,000.00
410041 · Accounting Services	1,250.00	1,250.00	15,000.00	15,000.00	15,000.00
410071 · Legal Services	0.00	166.67	1,480.00	2,000.00	2,000.00
410020 · Professional Services - Other	0.00	250.00	4,558.82	3,000.00	3,000.00
Total 410020 · Professional Services	1,350.00	2,083.34	23,208.07	25,000.00	25,000.00
420000 · Communications					
420010 · Telephone	198.73	250.00	3,176.02	3,000.00	3,000.00
420020 · Postage, Mailing Service	62.05	41.67	500.46	500.00	500.00
420023 · Website and Internet	41.00	125.00	1,027.95	1,500.00	1,500.00
Total 420000 · Communications	301.78	416.67	4,704.43	5,000.00	5,000.00
430000 · Travel					
430010 · Conference, Convention, Meeting	172.78	566.67	5,382.27	6,800.00	6,800.00
430020 · Travel - Training	0.00	125.00	454.92	1,500.00	1,500.00
430000 · Travel - Other	16.80		16.80		
Total 430000 · Travel	189.58	691.67	5,853.99	8,300.00	8,300.00
440010 · Advertising	0.00	58.33	30.00	700.00	700.00
450000 · Operating Rentals and Leases					
450030 · Office Equipment Leases/Rents	167.61	166.67	2,038.88	2,000.00	2,000.00
Total 450000 · Operating Rentals and Leases	167.61	166.67	2,038.88	2,000.00	2,000.00
460030 · Insurance-Property & Liability	0.00	0.00	15,519.00	15,500.00	15,500.00
470090 · Utilities	9,570.26	7,500.00	91,715.15	90,000.00	90,000.00

See Accountant's Report

William Shore Memorial Pool District
Statement of Revenue and Expense
for the month ending December 31, 2016

	Dec 16	Budget	Jan - Dec 16	YTD Budget	Annual Budget
480000 · Repair and Maint-Contracted					
480010 · Building-Repair and Maintenance	931.80	1,666.67	18,941.57	20,000.00	20,000.00
480040 · Equipment-Repair & Maintenance	3,368.28	125.00	4,465.55	1,500.00	1,500.00
Total 480000 · Repair and Maint-Contracted	4,300.08	1,791.67	23,407.12	21,500.00	21,500.00
49000 · Miscellaneous Expense					
490031 · Print and Copying Service	0.00	41.67	0.00	500.00	500.00
490040 · Memberships and Dues	793.00	333.33	3,597.37	4,000.00	4,000.00
490041 · Subscriptions	575.20		609.84		
490090 · Credit Card Charges	759.36	916.67	10,324.81	11,000.00	11,000.00
66900 · Reconciliation Discrepancies	0.00		0.20		
49000 · Miscellaneous Expense - Other	23.61		23.61		
Total 49000 · Miscellaneous Expense	2,151.17	1,291.67	14,555.83	15,500.00	15,500.00
500000 · Intergovernmental Services					
510005 · State Auditor	0.00	0.00	0.00	0.00	0.00
530040 · State Sales and B & O Tax	0.00	1,000.00	11,895.13	12,000.00	12,000.00
530050 · External Taxes/Operating Assess	0.00	0.00	0.00	0.00	0.00
530070 · Clallam County Treas - Prop Tax	0.00	0.00	376.60	375.00	375.00
Total 500000 · Intergovernmental Services	0.00	1,000.00	12,271.73	12,375.00	12,375.00
Total 4000000 · Charges for Services	18,030.48	15,000.02	193,304.20	195,875.00	195,875.00
57620 · Operating Costs - Other	0.00		0.00		
Total 57620 · Operating Costs	61,575.05	59,591.68	716,482.23	730,975.00	730,975.00
5850000 · Nonoperational Expenses					
830020 · Interest Expense	-0.52	18,764.00	38,481.94	38,595.00	38,595.00
Total 5850000 · Nonoperational Expenses	-0.52	18,764.00	38,481.94	38,595.00	38,595.00
Total Expense	61,574.53	78,355.68	754,964.17	769,570.00	769,570.00
Net Income	-17,323.89	-35,818.19	164,473.26	121,880.00	121,880.00

See Accountant's Report