

AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

October 25, 2011

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

PUBLIC COMMENT – Agenda Items Only

ACTION ITEMS

- 1 Minutes of September 27, 2011
- 2 Ratification of the September 26, 2011 bill payment in the amount of \$25,453.96
- 3 Ratification of the October 11, 2011 bill payment in the amount of \$23,306.72
- 4 2011 Strategic Plan

ITEMS FOR DISCUSSION

- 5 Executive Director Report
 - Presentation of Life Saving Award from Port Angeles Fire Department Chief and City of Port Angeles Mayor
 - 2012 Budget Presentation
 - Energy Survey Completion Update
 - Presentation of Mural Artwork for Building
- 6 Budget and Finance Report
- 7 Staff Report
- 8 Advisory Committee Report

PUBLIC COMMENT

FUTURE AGENDA ITEMS

NEXT MEETING DATE

The next meeting will be held on October 25, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

i
10/25/11

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

September 27, 2011

3:00 p.m.

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CGH called the meeting to order at 3:03 p.m. CCK, CMC, CPD and CMD were present. CGH is excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

- 1 Minutes of August 23, 2011
ACTION TAKEN: CPDm to approve the August 23, 2011 minutes as presented, CMDs, mc. CCK abstained as she was not present for the meeting.
- 2 Ratification of the August 24, 2011 bill payment in the amount of \$24,488.47
ACTION TAKEN: CMCm to ratify the bill payment dated August 24, 2011 in the amount of \$24,488.47, CMDs, mc
- 3 Ratification of the September 8, 2011 bill payment in the amount of \$23,379.59
ACTION TAKEN: CMCm to ratify the bill payment dated September 8, 2011 in the amount of \$23,379.59, CMDs, mc
- 4 Resolution Amending the 2011 Budget
Steve Burke explained the original budget of the WSMPD was passed by a resolution and all new and revised budgets will need to be passed by resolutions as well.
ACTION TAKEN: CMCm to adopt the resolution amending the 2011 budget that was approved on July 26, 2011, CPDs, mc
- 5 Policy 360 - Pool Contamination Guidelines
Steve shared a couple of strains of bacteria that may be introduced to the pool and the time it takes to kill each of them.
ACTION TAKEN: CMCm to adopt policy 360 – Pool Contamination Guidelines, CPDs, mc

The next three policies need to be in place prior to the state audit that is

- 6 Policy 530 – Cash and Deposit Management

ACTION TAKEN: CPDm to adopt policy 530 – Cash and Deposit Management, CPDs, mc

7 Policy 540 – Refunds and Reimbursements

ACTION TAKEN: CMCm to adopt policy 540 – Refunds and reimbursements, CMDs, mc

8 Policy 550 – Budget Changes and Modifications

ACTION TAKEN: CPDm to adopt policy 550 – Budget Changes and Modifications, CMDs, mc

ITEMS FOR DISCUSSION

9 Executive Director Report

-Presentation and Review of Energy Survey and Capitol Improvements

Steve presented some of the findings of the survey. He will work with the finance and advisory committee to come up with recommendations to be discussed at the next meeting.

-Presentation of 2011-2016 Strategic Plan

Steve explained the plan in detail and will bring more information back to the next meeting.

10 Budget and Finance Report

Charlie explained the budget and financial report in detail.

11 Staff Report

Leah Gould shared the following:

- Introduction of new staff member Seth Layton who has been hired as a supervisor. He is cross-trained to cover for Erika and Leah
- The Aqua Zumba class is up and running and going very well
- A new teacher has been hired for the OMC Therapy Course. This class is the most attended of all classes offered.
- Jenna Bruce has obtained her coaching certificate
- The pool is again an authorized provider of the American Red Cross classes and receives a discounted rate for classes that staff takes.

Erika Salgado shared the following:

- There were 137 kids in swimming lessons in the last month.
- Jenna Bruce and Erika Salgado will be attending a Aquatics Training Retreat on October 17/18 to assist them in learning more about being pool supervisors
- A new head guard has been hired with eight new staff members in the last month.

PUBLIC COMMENT

There was no public comment.

MINUTES for the Meeting of September 27, 2011
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
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FUTURE AGENDA IT

Approval of Strategic Plan
Budget Report

NEXT MEETING DATE

The next meeting will be held on October 25, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

Adjourned at 4:05

PASSED AND ADOPTED this 25thnd Day of October, 2011

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

Cherie Kidd, 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		

2-10/25/11

CLAIMS PAYMENT REQUEST

District Name William Shore Memorial Pool District Fund Number
 Period Ending: 9/26/2011 Designate if you are picking up the warrants or if we are to mail. (If picking up, they will be in the Treasurer's Office.)
 Date Submitted: 9/26/2011 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
16673	9/12/2011	0003197	Craig Miller	S			\$ 542.50		66870.000.57620.41.0071	1	Attorney	E	PD
092011a	9/20/2011	0025330	WSMPD PAYROLL FUND	S			\$ 12,722.38		66870.000.57620.10.0000	1	Regular Payroll	E	PD
092011b	9/20/2011	0025330	WSMPD PAYROLL FUND	S			\$ 973.53		66870.000.57620.20.0020	1	Benefits (Payroll Taxes)	E	PD
092011c	9/20/2011	0025330	WSMPD PAYROLL FUND	S			\$ (204.08)		66870.000.57620.20.0045	1	L & I	E	PD
092011d	9/20/2011	0025330	WSMPD PAYROLL FUND	S			\$ 903.66		66870.000.57620.53.0040	1	B & O Tax	E	PD
092011e	9/20/2011	0025330	WSMPD PAYROLL FUND	S			\$ 434.76		66870.000.57620.20.0032	1	Cafeteria Plan	E	PD
092011f	9/25/2011	0025330	WSMPD PAYROLL FUND	S			\$ 81.49		66870.000.57620.31.0010	1	Office Supp	E	PD
572300681001	7/25/2011	0001882	Office Depot	S			\$ 22.99		66870.000.57620.31.0010	1	Office Supp	E	PD
572300663001	7/25/2011	0001882	Office Depot	S			\$ 132.19		66870.000.57620.35.0010	1	Small Tools	E	PD
577208488001	8/30/2011	0001882	Office Depot	S			\$ 21.33		66870.000.57620.31.0010	1	Office Supp	E	PD
577196220001	8/30/2011	0001882	Office Depot	S			\$ 35.74		66870.000.57620.31.0010	1	Office Supp	E	PD
577196049001	8/30/2011	0001882	Office Depot	S			\$ 99.57		66870.000.57620.31.0010	1	Office Supp	E	PD
577994974001	9/7/2011	0001882	Office Depot	S			\$ 11.06		66870.000.57620.31.0010	1	Office Supp	E	PD
6687653	9/13/2011	0001315	Quill	S			\$ 71.52		66870.000.57620.31.0056	1	Lifeguard Supplies	E	PD
6618195	9/8/2011	0001315	Quill	S			\$ 63.91		66870.000.57620.31.0010	1	Office Supp	E	PD
81656233	9/7/2011	0001014	Moore Medical	S			\$ 69.93		66870.000.57620.31.0056	1	Lifeguard Supplies	E	PD
97263-92074	9/15/2011	0001252	City of Port Angeles	S			\$ 6,310.36		66870.000.57620.47.0090	1	Utilities	E	PD
2010507	9/1/2011	0025819	Albright Managed Networks	S			\$ 100.00		66870.000.57620.41.0013	1	Computer Services	E	PD
11311478	9/21/2011	0025591	Canon	S			\$ 151.51		66870.000.57620.45.0030	1	Equipment Rental	E	PD
82611	8/26/2011	0028162	Loren Schmitt	S			\$ 48.00		66870.000.34730.10.0000	1	Refund	R	PD
92611	9/26/2011	0018240	Mollie Lingvall	S			\$ 27.08		66870.000.57620.31.0300	1	Exercise Supplies	E	PD
10987	8/22/2011	0000403	Copy Cat Graphics	S			\$ 1,068.82		66870.000.57620.49.0090	1	Misc Expense	E	PD
11011	9/7/2011	0000403	Copy Cat Graphics	S			\$ 498.64		66870.000.57620.49.0090	1	Misc Expense	E	PD

1243	9/12/2011	0000107	Aquatic Specialties	\$				\$	984.27	66870.000.57620.31.0030	1	Pool Chemicals	E	PD
251956397	9/8/2011	0000073	Amsan	\$				\$	72.32	66870.000.57620.31.0035	1	Cleaning Supplies	E	PD
252393145	9/15/2011	0000073	Amsan	\$				\$	153.41	66870.000.57620.31.0035	1	Cleaning Supplies	E	PD
55531	9/9/2011	0000090	Angeles Machine Works	\$				\$	57.07	66870.000.57620.48.0040	1	Equip Repair	E	PD

Page 1 Total: 25,453.96

Page 2 Total: 0.00

Grand Total: 25,453.96

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. I am authorized to approve payment to the above listed claims that will be ratified by the WSPMD Board of Commissioners at the next regularly scheduled board meeting. I hereby request Clallam County to issue warrants for the listed claims.

Signature _____ Executive Director , William Shore Memorial Pool District _____ Title _____ Date _____

Signature _____ District Accountant , William Shore Memorial Pool District _____ Title _____ Date _____

Board Ratification: As the duly appointed board member for the the district named above, we reviewed the claims listed above. We hereby ratify that the services or merchandise herein specified have been received and that the claims listed are approved.

Michael C. Chapman	Commissioner	Date	Recused from any bills related to Clallam County
Patrick Downie	Commissioner	Date	Recused from any bills related to the City of Port Angeles
Howard V. Doherty, Jr.	Commissioner	Date	Recused from any bills related to Clallam County
Gary Holmquist	Commissioner	Date	
Cherie Kidd	Commissioner	Date	Recused from any bills related to the City of Port Angeles

3 11/16/11

CLAIMS PAYMENT REQUEST

District Name William Shore Memorial Pool District Fund Number
 Period Ending: 10/11/2011 Designate if you are picking up the warrants or if we are to mail. (If picking up, they will be in the Treasurer's Office.)
 Date Submitted: 10/11/2011 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
4071	9/30/2011	0023222	Charles McClain	S			\$ 1,050.00		66870.000.57620.41.0041	1	Accounting	E	PD
101111	9/30/2011	0000334	Clallam County Commissioners	S			\$ 336.00		66870.000.57620.51.0066	1	Clerk	E	PD
100511a	9/30/2011	0025330	WSMPD PAYROLL FUND	S			\$ 14,108.22		66870.000.57620.10.0000	1	Regular Payroll	E	PD
100511b	9/30/2011	0025330	WSMPD PAYROLL FUND	S			\$ 1,079.27		66870.000.57620.20.0020	1	Benefits (Payroll Taxes)	E	PD
100511c	9/30/2011	0025330	WSMPD PAYROLL FUND	S			\$ (231.84)		66870.000.57620.20.0045	1	L & I	E	PD
93011	9/30/2011	0024998	Steve Burke	S			\$ 50.00		66870.000.57620.42.0010	1	Telephone	E	PD
visa9062a9	9/23/2011	0026984	VISA9062	S			\$ 20.00		66870.000.57620.31.0010	1	Office Supp	E	PD
visa9062b9	9/23/2011	0026984	VISA9062	S			\$ 370.00		66870.000.57620.43.0010	1	Conference	E	PD
visa9062c9	9/23/2011	0026984	VISA9062	S			\$ 195.92		66870.000.57620.41.0020	1	Prof Fees	E	PD
visa9062d9	9/23/2011	0026984	VISA9062	S			\$ 1,354.03		66870.000.57620.34.0035	1	Cost of Sales	E	PD
visa9062e9	9/23/2011	0026984	VISA9062	S			\$ 112.39		66870.000.57620.31.0056	1	Lifeguard supplies	E	PD
visa9062f9	9/23/2011	0026984	VISA9062	S			\$ 39.27		66870.000.57620.31.0026	1	Supplies	E	PD
visa9062g9	9/23/2011	0026984	VISA9062	S			\$ 158.49		66870.000.57620.31.0320	1	Special Events	E	PD
visa9062h9	9/23/2011	0026984	VISA9062	S			\$ 10.88		66870.000.57620.83.0020	1	Interest	E	PD
visa9070a9	9/23/2011	0026959	VISA9070	S			\$ 117.46		66870.000.57620.43.0020	1	Conference Travel	E	PD
visa9070b9	9/23/2011	0026959	VISA9070	S			\$ 232.53		66870.000.57620.31.0010	1	Office Supp	E	PD
visa9070c9	9/23/2011	0026959	VISA9070	S			\$ 1,663.73		66870.000.57620.31.0300	1	Exercise Classes	E	PD
visa9070d9	9/23/2011	0026959	VISA9070	S			\$ 124.93		66870.000.57620.20.0032	1	Cafeteria Plan	E	PD
visa9070e9	9/23/2011	0026959	VISA9070	S			\$ 47.59		66870.000.57620.35.0010	1	Small Tools	E	PD
visa9070f9	9/23/2011	0026959	VISA9070	S			\$ 1,396.25		66870.000.57620.34.0035	1	Cost of Sales	E	PD
visa9070g9	9/23/2011	0026959	VISA9070	S			\$ 29.98		66870.000.57620.83.0020	1	Interest	E	PD
580608434001	9/27/2011	0001882	Office Depot	S			\$ 11.99		66870.000.57620.31.0010	1	Office Supp	E	PD
580608412001	9/28/2011	0001882	Office Depot	S			\$ 72.08		66870.000.57620.31.0010	1	Office Supp	E	PD
83383	9/6/2011	0001149	Olympic Stationers	S			\$ 12.53		66870.000.57620.31.0010	1	Office Supp	E	PD
17550	9/30/2011	0001540	Swains	S			\$ 24.54		66870.000.57620.31.0035	1	Janitorial Supplies	E	PD
2010531	9/29/2011	0025819	Albright Managed Networks	S			\$ 100.00		66870.000.57620.41.0013	1	Computer Service	E	PD
13438	10/1/2011	0000268	Capacity Provisioning	S			\$ 50.00		66870.000.57620.42.0023	1	Internet	E	PD
19516309	9/26/2011	0001611	UPS	S			\$ 92.50		66870.000.57620.31.0030	1	Pool Chemicals	E	PD

91911	9/19/2011	0028334	Jenna Bruce	\$			\$	85.00	66870.000.57620.43.0010	1	Training	E	PD
92711	9/27/2011	0018240	Mollie Lingvall	\$			\$	7.71	66870.000.57620.31.0300	1	Exercise Classes	E	PD
252984794	9/26/2011	0000073	Amsan	\$			\$	453.61	66870.000.57620.31.0035	1	Janitorial Supplies	E	PD
865234	10/1/2011	0001179	POE	\$			\$	38.37	66870.000.57620.48.0115	1	Copier Maint	E	PD
199588	9/30/2011	0001148	Olympic Springs	\$			\$	93.29	66870.000.57620.31.0010	1	Office Supp	E	PD

Page 1 Total: 23,306.72

Page 2 Total: 0.00

Grand Total: 23,306.72

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Signature _____ Executive Director, William Shore Memorial Pool District _____ Title _____ Date _____

Signature _____ District Accountant, William Shore Memorial Pool District _____ Title _____ Date _____

Board Ratification: As the duly appointed board member for the the district named above, we reviewed the claims listed above. We hereby ratify that the services or merchandise herein specified have been received and that the claims listed are approved.

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Patrick Downie	Commissioner	Date	Recused from any bills related to the City of Port Angeles
Howard V. Doherty, Jr.	Commissioner	Date	Recused from any bills related to Clallam County
Gary Holmquist	Commissioner	Date	
Cherie Kidd	Commissioner	Date	Recused from any bills related to the City of Port Angeles

4
10/25/11

**WILLIAM
SHORE
POOL**



William Shore Memorial Pool District



**Strategic Plan
2011**

William Shore Memorial Pool District Strategic Plan 2011

Board of Commissioners

Cherie Kidd, President
Gary Holmquist, Vice President
Mike Doherty, Commissioner
Pat Downie, Commissioner
Mike Chapman, Commissioner

Citizens Advisory Committee

Greg Shields, Chairman
Tom Bock
Brain Albright
Linda Fairchild
Larry Doyle
Scott Moore
Vacant

District Staff

Steven D. Burke, *Executive Director*
Leah Gould, *Pool Supervisor*
Erika Salgado, *Pool Supervisor*
Jenna Bruce, *Assistant Supervisor*
Seth Leighton, *Assistant Supervisor*
Bob Petty, *Supt. of Maintenance and Facility*
Charlie McClain, *District Accountant*
Craig Miller, *District Attorney*
Tammy Sullenger, *District Clerk*

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Executive Summary

The William Shore Memorial Pool District Strategic Plan is composed of five strategic themes, which address our core functional area and maintain our strategic values. These themes are based upon work and input from the Citizens Advisory Committee, staff and customer surveys.

Strategic Theme #1: Exceeding Customer Expectations

- Objective #1: Provide diverse and innovative programs and events for all ages.
- Objective #2: Develop consistent and exceptional customer service.
- Objective #3: Develop and maintain positive cooperative relationships and partnerships.
- Objective #4: Implement public information, communication and research plan.
- Objective #5: Increase the use of certified instructors for programming.

Strategic Theme #2: Financial stability

- Objective #1: Reduce reliance upon tax revenues.
- Objective #2: Create and maintain adequate fund balance levels and provide for long-term stability.
- Objective #3: Reduce operating costs and increase efficiencies.
- Objective #4: Implement best practices in finance and accounting.

Strategic Theme #3: Safety and Operational Excellence

- Objective #1: Provide the safest possible environment for the public and District employees.
- Objective #2: Increase safety awareness.
- Objective #3: Establish a comprehensive administrative infrastructure.
- Objective #4: Establish best practices of park and recreation districts.
- Objective #5: Develop innovative communications.

Strategic Theme #4: Team Development

- Objective #1: Create a staff empowerment environment.
- Objective #2: Align staff responsibilities to strengths and Needs
- Objective #3: Provide growth and development opportunities.

Strategic Theme #5: Facility and Energy Conservation Stewardship

- Objective #1: Implement a District Comprehensive Maintenance Plan for the facility and equipment.
- Objective #2: Develop and maintain a high quality facility that is reliable and energy efficient and is functional for current and future programing.

Section 1: Introduction

MISSION STATEMENT ---

District Mission Statement

The mission of the William Shore Memorial Pool District is to provide a variety of high quality aquatic activities that are safe and enjoyable in a clean and wholesome environment. These activities will contribute to the health of the community and to its economic and social well being.

STRATEGIC VALUES STATEMENT ---

District Strategic Values Statement

- **Fiscal Sustainability:** *Development of strategies to ensure the long-term financial strength of the swimming pool facility and programs.*
- **Community Needs:** *Regularly evaluate aquatic recreational needs of the community and work to meet these needs, keeping in mind budgetary and other resource constraints.*
- **Diverse Programing and Safety:** *Provide a variety of safe aquatic recreational experiences. Meet the recreational needs of all ages, physical conditions and lifestyles by providing appropriate programs to serve the needs of the entire community*
- **Facility Improvement:** *Development of a strategic improvement plan, which focuses on energy savings, safety, and expanded usability.*

INTRODUCTION ---

Our strategic planning effort began in 2010 with involvement of the Citizen's Advisory Committee when the District took over the actual operations of the pool from the City of Port Angeles. From that point on information has been gathered from current District residents, business leaders, community leaders, staff, and our board of commissioners.

Strategic planning is intended to answer the questions: ***"Where are we now; where do we want to go; and how will we get there?"*** The William Shore Memorial Pool District Strategic Plan provides direction regarding major initiatives and projects anticipated during a rolling five-year planning period. The Plan is written to address community needs, facility needs, the goals established by the Board of Commissioners, Citizens Advisory Committee and District staff to reflect the core values expressed in the District's Mission and Values Statements. The Strategic Plan is reviewed and revised in discussions between the Board of Commissioners, Citizen's Advisory Committee and staff, and adopted annually. It influences the scheduling and funding of projects identified in the District's Capital Improvement Program (CIP) and guides the creation of the annual budget and goals set for the each of the following years.

PURPOSE OF THIS PLAN

The purpose of our Strategic Plan is to have logical, consistent, and purposeful approach to managing the William Shore Memorial Pool District operations, facility and programs. It will be used to guide public policy and development decisions while preserving and enhancing the quality of life that makes the William Shore Pool a special place to visit and use.

This Plan offers an inventory of our existing facility and programs, discussion of key issues, and recommendations involving all facets of park and recreation service delivery. This plan will also maintain the District's eligibility for state and federal funds that are administered by the Washington Interagency Committee for Outdoor Recreation.

The specific elements of the plan include:

- An assessment of the District's population and economic profile.
- An overview of our existing facility and programs.
- An assessment of the District's aquatic recreation and facility needs.
- Recommendations for intergovernmental cooperation and partnerships.
- Recommendations for Capitol Improvements to address facility and program needs
- Recommendations related to management, administration of providing District services.
- Recommendations for implementing this plan.

Section 2: History and Community Profile

HISTORY OF WILLIAM SHORE MEMORIAL POOL DISTRICT

The William Shore Pool was built in 1961 and opened in May of 1962. The facility was dedicated to the memory of William Shore who was a coach and swim teacher in Port Angeles. From 1962 to 2009 the City of Port Angeles owned and operated the pool facility. In 2008, the City of Port Angeles no longer wanted to operate the pool facility and planned on shutting the facility down. A group of pool users decided to try to keep the pool open by suggesting the pool facility be separated from the city and be operated and owned by a newly established Park "Pool" District. City and county officials approved the matter to be brought to the people for a vote.

The voters established the Park District in 2009. It is a separate governmental entity known as a "Metropolitan Park District" and serves all of the residents who live within the District's service area, which are currently the Port Angeles School District boundaries.

The William Shore Memorial Pool District is a governmental agency responsible for operating, maintaining and improving the William Shore Memorial Pool facility. The District also plans, develops, and implements a wide range of recreational programs and activities that reflect the interests of all age groups.

Pool District operations are funded by revenue generated through program fees, tax dollars, grants, donations, and interest. These funds pay the staff members who care for the facility, plan and supervise programs, and help users register for classes. The funds also pay for all the materials, supplies, utilities, and other resources required to keep the facility functional, attractive, and safe. Your Pool District responsibly uses available funds to plan, design, and construct new features and programs at the facility, renovate, and upgrade the existing facility for everyone to enjoy.

A board of five Commissioners set policy and carry out the official business of the District. Board Commissioners are composed of two City of Port Angeles Councilpersons and two Clallam County Commissioners and one at-large Commissioner, who is approved by the WSMPD governing board and can serve a five-year term. All Board Commissioners serve without pay.

EXISTING FACILITIES AND PROGRAMS

Existing Facility

The current facility, which houses the William Shore Pool and District administration is 50 years old. The facility was built in 1961 by the City of Port Angeles. It has one body of water, which incorporates:

- 6 sanctioned competitive swim lanes
- A hopper style dive tank with a 1 meter spring board.
- A shallow area for recreation for young children and non-swimmers

There is an outside deck area, which is fenced and has a play pool that was decommissioned over 15 years ago.

The building is comprised of:

- 6 rollup doors which access the outside deck area
-

- Both men and women's locker rooms
- One family change room
- Office for District operations
- Maintenance shop
- Mechanical room which houses the pool equipment and electrical service for the building
- Electrical transformer room and chemical containment room
- An outside concession stand

Existing Programs

The District currently offers programs in four areas:

1. Swim Lessons and Instructions
 - 1.1. Red Cross Learn to Swim Program with six levels
 - 1.2. Pre-Competition Swim Class
 - 1.3. Pre-Competition Diving Class
 - 1.4. Home School PE Program
2. Rentals
 - 2.1. Port Angeles Swim Club
 - 2.2. Port Angeles High School Swim Team
 - 2.3. Port Angeles School District Special Needs Swim
 - 2.4. United State Coast Guard Exercise and Training
 - 2.5. Olympic Medical Center Aquatic Therapy
 - 2.6. Birthday Area Rental Program
 - 2.7. Full Facility Rental Program
3. Aerobic and therapy classes
 - 3.1. Water Walking
 - 3.2. Water Balance
 - 3.3. Deep Water Aerobics
 - 3.4. Shallow Water Aerobics
 - 3.5. Combo Water Aerobics
 - 3.6. Aqua Zumba
 - 3.7. Synchronized Swimming
4. Special Events
 - 4.1. Eggstravaganza
 - 4.2. Back to School
 - 4.3. Summer Events
 - 4.4. Movie Nights
 - 4.5. Halloween event
 - 4.6. Swim Day Camps
 - 4.7. Teen Nights

DISTRICT COMMUNITY PROFILE

The William Shore Memorial Pool District is structured by the same boundaries as the Port Angeles School District.

General District Facts:

- William Shore Pool District Founded: June 2009
- Type of Government: Metropolitan Park District
- Governing Body: Appointed Board of Commissioners (5)
- Board of Commissioners Positions: Non paid appointments of:
 - Two City of Port Angeles Council members (Permanent Appointment)
 - Two Clallam County Commissioners (Permanent Appointment)
 - One at large Citizen (3 year terms)
- Geographic Size of District: 347 Sq./Miles
- Population of District: 28,000
- Registered Voters in District: 19,207
- Age Profile: Median age 47
- Income Profile: Median Income 42,932
- Racial Diversity Profile: 87% White, 5.1% Native American, 1.4% Asian, 5% Hispanic

Schools located within District

There are 5 elementary schools in the District with a total enrollment of 1,830; one middle school with an enrollment of 604; and one high school with an enrollment of 1,068. The District is also home to the Peninsula Community College with total enrollment of 8,737 (2011-2012).

Major Employers located with District

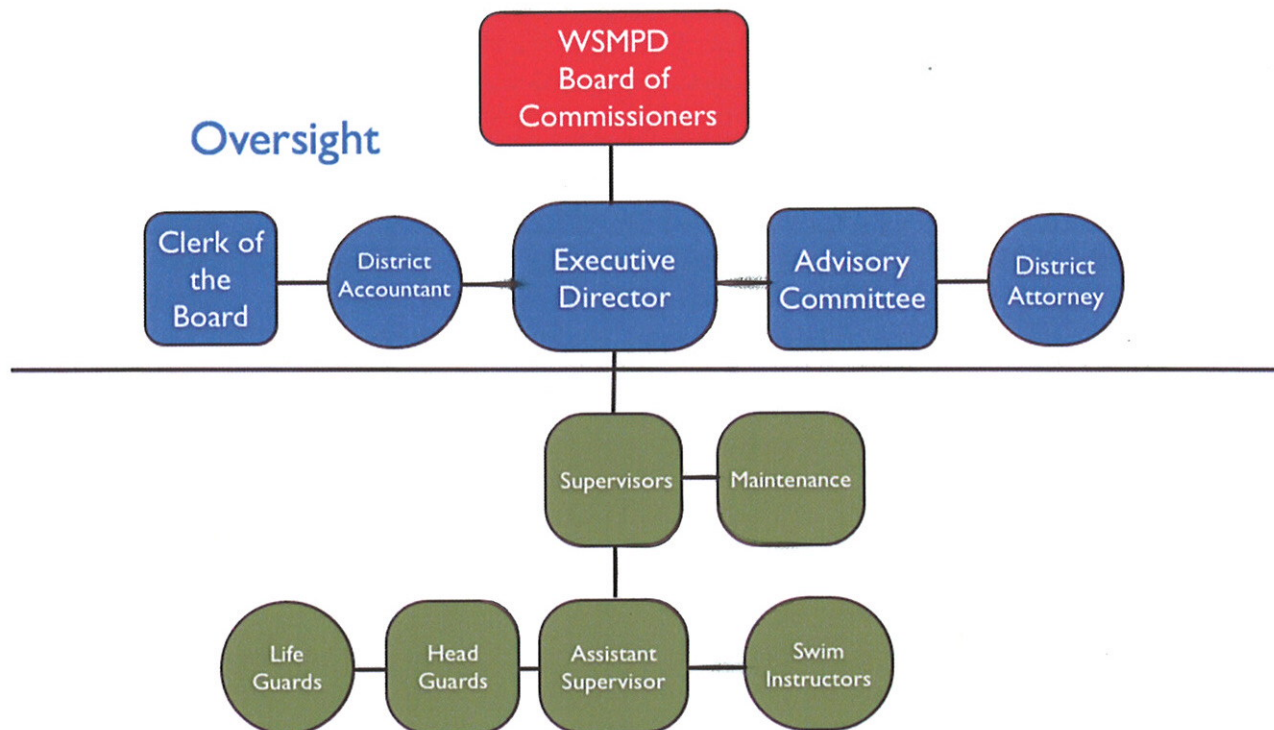
The District has several major employers:

- Olympic Medical Center: 1062 employee
- Peninsula College: 544 employees
- Port Angeles School District: 505 Employees
- Clallam County: 466
- Westport Shipyard: 416 employees
- United States Coast Guard: 400 servicemen and employees
- Nippon Paper Industries: 242 Employees

Economic and Financial Statics for District area

- Median Household Income for 2010: \$42,932
- Unemployment Rate for 2010: 10.4%

DISTRICT ORGANIZATIONAL CHART



Section 3: The Process of Developing a Strategic Plan

In order to achieve the mission and maintain the values of the District, the District needs to identify the core District functions. In addition, the District needs to identify specific goals in each core function area and develop methods to deliver on these goals in an excellent manner.

One of the most important organizational goals is the development of an ongoing strategic planning process that becomes institutionalized and is deployed throughout the entire organization. This plan builds on the past, while setting a course for the future. Additionally, the plan focuses on building ambitious yet realistic strategic initiatives in order to build best practices, agency accountability, and continued superior facilities, programs, and services.

Strategic planning is a systematic approach to defining longer-term business goals and identifying the means to achieve them. This plan represents the direction and focus of the William Shore Memorial Pool District. It also provides the District with the ability to channel resources in a direction that yields the greatest benefit to taxpaying residents and nonresident customers.

The planning process consisted of four basic steps:

- **Step One:** The first step involved a facility and energy consumption assessment of the facility and Pool. The facility assessment was done in stages using both professional engineers and consultants to identify, prioritize and provide cost estimates for future facility improvements. This information was used to guide the development of the capital improvement program.
- **Step Two:** Commence a District-wide public survey that was available online and at the facility. Questions ranged from the types of aquatic programs people are utilizing, age of users, and what new aquatic programming is wanted. Additionally, respondents were asked their support for the improvements, renovation and additions to our existing District facility.
- **Step Three:** To assess services currently offered by the District and to determine what modifications to the levels of service are warranted. This determination was based on public input, the District-wide survey, input from the Board of Commissioners and Citizen Advisory Committee, consultation with user groups and input from District staff.
- **Step Four:** To establish goals and a timeline for the implementation of this Plan. These include recommendations for improving and expanding services in the District in addition to a series of implementation strategies for funding and managing the actions of the District for the next five years.

SUMMARY OF SURVEYS, COMMUNITY AND USER GROUP FEEDBACK

Survey Results

The result from our 2011 community needs assessment survey covered three areas: customer service, facility improvements and programming.

Additionally, survey results were compared to a database of more than 50,000 survey responses from parks and recreation needs assessment surveys from communities across the nation including Washington. Hereafter referred to as the national benchmark

- 84.5% of the survey respondents are a resident of the District
 - 44% go to the pool 3-4 times per week and 16% come daily
 - 69% come to exercise and 34% come for recreation.
 - 47% come for open and family swims and 41% do lap swimming
-

- 36% would like to see lap swimming expanded
- 27% want Family and open swim expanded
- Current users receive program information by
 - Website 57%
 - Newsletter 27%
 - Flyers 30%
- Over 80% of users were either satisfied or very satisfied with the quality and variety of programs and only 4% were not satisfied. Program ratings of excellent were 40% versus 31% from the national benchmark database.
- Facility Improvement that were important or very important were
 - Upgrade Locker rooms: 81%
 - Add hydrotherapy spa/jacuzzi: 84%
 - Add kids splash and play area: 74%

Section 4: Strategic Themes and Initiatives

DEVELOPING STRATEGIC THEMES

The William Shore Memorial Pool District Strategic Plan uses our five Core Function areas and our four Strategic Values as a framework for developing our District Strategic Plan. This enables us to concentrate on what really matters, and focuses on the key drivers of success that fuel strategy and lead to the achievement of the District mission and preservation of District values.

The Core Functions of the District are:

1. *Customer Service*
2. *Financial*
3. *Programing and Safety*
4. *Facilities*
5. *Administration*

Strategic Values

1. *Fiscal Sustainability*
2. *Community Needs*
3. *Diverse Programing*
4. *Safety and Facility Improvement*

Using these Core functions and values, the District has developed five Strategic Themes that are broad-brushed organizational descriptions that provide direction for our Strategic Plan. They are:

1. **Exceeding Customer Expectations**
2. **Financial Stability**
3. **Safety and Operational Excellence**
4. **Team Development**
5. **Facility and Energy Conservation Stewardship**

Each Strategic Theme includes objectives and objective measurements to help determine the District's progress in completing the objectives of within each Strategic Theme. These measurements also can be used to monitor organizational performance in our Core Function areas.

Our Core functions and Strategic Themes are not only geared toward the employees of the organization, but the Board members as well, given the Boards role in organizational strategy.

STRATEGIC THEME #1: EXCEEDING CUSTOMER EXPECTATIONS

Objective #1: Provide diverse and innovative programs and events for all ages.

Initiatives:

1. Expand the use of scholarship and grant funding for programs to increase opportunities and inclusion for the economically disadvantaged
2. Develop and implement programs that are responsive to the needs of our community in consideration of new trends in aquatic recreation programming
3. Conduct an audit of existing programming to:
 - 3.1. Determine public interests and needs
 - 3.2. Financial viability
 - 3.3. Analyze program lifecycles to determine whether programs are growing, maturing, or declining
4. Identify specific programs that can be run during under utilized time periods.
5. Expand our rental options including our Party Area rental program or our full facility rental program which will increase use of these programs
6. Determine program and service gaps through an age segment analysis

7. Benchmark our programs against other aquatic centers programs and special events.

Objective #1 Measurements:

1. Development of new programs
2. Grant Money Received
3. Program Revenue
4. Increase in Rental use

Objective #2: Develop consistent and exceptional customer service.**Initiatives:**

1. Set customer service standards and protocols for all staff and programs.
2. Create an employee customer service training program.
3. Make quick, easy, and hassle free registration and rental opportunities available to customers.

Objective #2 Measurements:

1. Customer Feedback
2. Survey Results
3. Participation in online registration

Objective #3: Develop and maintain positive cooperative relationships and partnerships.**Initiatives:**

1. Develop and implement expanded program partnerships with Olympic Medical Center
2. Enhance Port Angeles School District partnerships and communications through collaboration of program planning and facility use
3. Develop partnerships tailored programming for special events
4. Expand collaboration with major user groups in facility planning and design in consideration of their programming needs
5. Implement a Customer Loyalty Program through various programs and techniques like discounts and member only events

Objective #3 Measurements:

1. Development of new partner programs
2. Increase in special events
3. Increase in membership purchases

Objective #4: Implement public information, communication and research plan.**Initiatives:**

1. Develop new communication avenues to broadcast events and programming
2. Continue using the "Splash" printed newsletter and expand it to e-newsletter
3. Produce a District Annual Report and Annual Budget Report
4. Ensure the District website is comprehensive, graphically enhanced, and includes timely information easily accessible by customers.
5. Develop and implement promotional/marketing plans for each revenue program
6. Create opportunities for the public to provide input in programming and facility improvements and customer satisfaction.

Objective #4 Measurements:

1. Customer survey results
 2. Website visits
 3. Quantity of Email signups
-

Objective #5: Increase the use of Certified Instructors for programming.**Initiatives:**

1. Identify existing certification programs for instructors relevant to each area of programming
2. Provide training for instructors to be certified in their specific areas.
3. Identify certification programs which we can train and certify District instructors

Objective #5 Measurements:

1. Increase in certified staff
2. Increase in-service training

STRATEGIC THEME #2: FINANCIAL STABILITY

Objective #1: Reduce reliance upon tax revenues.**Initiatives:**

1. Review fee structure for admissions and programming to reflect inflationary costs, program costs and market comparisons.
2. Determine appropriate levy amounts and increases in light of facility and program costs
3. Seek alternative funding such as grants, donations, sponsorships and advertising for facility improvements and programming
4. Identify opportunities for revenue generation through programs and special events

Objective #1 Measurements:

1. Improved fee structure
2. Increase revenue from programming and facility use
3. Receipt of Grants and alternative funding

Objective #2: Create and maintain adequate fund balance levels and provide for long-term capital funding and equipment replacement.**Initiatives:**

1. Conduct comprehensive facility audit to identify and develop a long-term capital replacement plan to meet future needs
2. Develop a capital Improvement Plan and budget
3. Develop a Equipment Replacement Plan and budget

Objective #2 Measurements:

1. Facility audit
2. Capital Improvement Plan
3. Equipment Replacement Plan

Objective #3: Reduce Operating Costs and increase efficiencies.**Initiatives:**

1. Implement cost reduction measures
 2. Reduce chemical expense through multi agency purchase agreement.
 3. Reduce energy expense from implementing the Energy Audit recommended measures.
 4. Expand online registration and sales to reduce cashier hours
 5. Establish Online newsletter to reduce paper and copying expense
 6. Review of all programs to determine cost and revenue potential
 7. Increase Staffing efficiency for office and lifeguard positions
 8. Establish cost controls for travel and training
-

Objective #3 Measurements:

1. Reduced operating costs
2. Increase use of online services

Objective #4: Implement Best Practices in Finance and Accounting.**Initiatives:**

1. Develop and prepare an Annual Budget based upon the criteria established by the Washington Finance Officers Association and the Government Finance Officers Association
2. Develop and prepare an Annual Report based upon the criteria established by the Washington Finance Officers Association and the Government Finance Officers Association

Objective #3 Measurements:

1. Budget Awards

STRATEGIC THEME #3: SAFETY AND OPERATIONAL EXCELLENCE

Objective #1: Provide the safest possible environment for the public and employees.**Initiatives:**

1. Conduct a District-wide safety audit of existing facilities, features, programs and special events, to determine compliance with safety standards
2. Update District-wide safety standards for facilities, programs and special events
3. Research, develop and implement updated Emergency Operations Plans for facility
4. Maintain Park District Risk Management Agency level A with WCIA
5. Develop and implement the NPRA Commission on National Accreditation Standards from the NPRA to become a National Accredited Parks and Recreation Agency.

Objective #1 Measurements:

1. Reduced staff accidents and injuries
2. Updated Emergency Operation Plan
3. Reduced Insurance risk level
4. Accreditation with NRPA

Objective #2: Increase safety awareness.**Initiatives:**

1. Implement required ongoing training and education of employees in current safety issues through in-service meetings and attendance at WCIA provided seminars
2. Improve communications with the public to encourage responsible reporting of safety concerns and undesirable activities

Objective #2 Measurements:

1. Reduced staff and customer injuries and accidents

Objective #3: Establish a Comprehensive Administrative infrastructure.**Initiatives:**

1. Complete all of our infrastructure for adhering to the appropriate RCW's and WAC's which the District is required to follow.
 2. Establish Policy and operational protocols for:
 - 2.1. Finance
 - 2.2. Public works
-

- 2.3. Human resource
- 2.4. Risk management
- 2.5. Marketing and Communication
- 2.6. Information Technology
- 3. Translate Internal Satisfaction Survey results into actionable plans for improvement

Objective #3 Measurements:

- 1. Completed Policies and Procedures
- 2. Results of Satisfaction Survey
- 3. Compliance with Best Practices of the NRPA and WFOA

Objective #4: Establish Best Practices of Park and Recreation Districts.**Initiatives:**

- 1. Obtain Distinguished Agency Status through the Washington Parks and Recreation Association
- 2. Start the accreditation process with the National Parks and Recreation Association to become a Certified Accredited Parks and Recreation Agency (CAPRA).

Objective #4 Measurements:

- 1. Receive Distinguish Budget Award
- 2. Obtain CAPRA Accreditation for District

Objective #5: Develop Innovative Communications.**Initiatives:**

- 1. Establish an electronic newsletter
- 2. Develop a Annual Budget Report which incorporates the WGOA best practices for budgeting
- 3. Develop and distribute an Annual Report on the District
- 4. Pursue new and innovative communication tools

Objective #5 Measurements:

- 1. Distributing monthly electronic newsletter
- 2. Approved Annual Budget and Annual Report
- 3. New communication tools

STRATEGIC THEME #4: TEAM DEVELOPMENT

Objective #1: Create a Staff Empowerment Environment.**Initiatives:**

- 1. During in-service training provide training on team based approaches to work, including types of teams, how teams should work, evaluation of teams, setting agendas, and making decisions
 - 2. Provide staff and Board members with financial training to ensure their understanding of budgets, finance procedures, monitoring revenues, as well as giving Supervisors and Program Managers the personal responsibility for developing and monitoring their own budgets
 - 3. Provide team building activities such as a ropes course and social activities to build teamwork within the District
 - 4. Offer an annual facilitated Board and staff retreat to ensure everyone is working toward a common mission and vision
-

5. Conduct employee satisfaction survey
6. Maintain a competitive compensation and benefit package

Objective #1 Measurements:

1. Increased in-service training days
2. Board and staff understanding of District goals and operations
3. Survey results

Objective #2: Align Staff Responsibilities to Strengths and Needs.**Initiatives:**

1. Create a process to develop clear parameters for decision making that outlines when an employee needs supervisory input
2. Develop a District customer service training program that includes the development of service standards
3. Provide cross training opportunities, particularly for jobs that have customer interface responsibilities (so more than one person is trained to handle elements of customer service) as well as the opportunity to provide employees to exposure to other job skill sets
4. Review and implement New Employee Orientation Process for Part-time and full-time employees
5. Enhance performance appraisal process to include core competencies

Objective #2 Measurements:

1. Staff satisfaction and performance
2. Customer service feedback
3. Increased Staff retention

Objective #3: Provide Growth and Development Opportunities.**Initiatives:**

1. Identify core competencies needed for various positions in the District and develop training programs around those competencies. Core competencies can include items such as leadership, budget and finance, computer skills, and technical requirements needed to perform a specific job
2. Identify program certifications which can be offered to employees who teach and instruct in those programs
3. Expand an employee recognition program that reinforces the mission and vision of the District
4. Develop a staff wellness program to encourage employee health and wellness
5. Provide ongoing technology training to insure the District staff are well versed with the most current technological advances
6. Establish an annual training calendar and annual budget, with employee input, that provides opportunities beyond just local and state training and is aligned with mission, vision and goals of the District
7. Increase participation in Certified Park and Recreation Professional certification
8. Provide professional development and training opportunities through the National and State Recreation and Park Association and other professional associations

Objective #3 Measurements:

1. Increase staff competence and cross training
 2. Increased staff with certifications
 3. Staff recognition opportunities
-

4. Increased in-service training days

STRATEGIC THEME #5: FACILITY AND ENERGY CONSERVATION STEWARDSHIP

Objective #1: Implement a District Comprehensive Maintenance Plan for the facility and equipment.

Initiatives:

1. Develop a comprehensive District maintenance standards for the District facility and equipment.
2. Establish a maintenance schedule
3. Train designated staff to perform required maintenance and small repairs.
4. Eliminate the need for a maintenance contract with the City of Port Angeles
5. Establish a equipment replacement plan for all critical equipment.
6. Create a budgeted fund for equipment replacement

Objective #1 Measurements:

1. Comprehensive Maintenance Plan
2. Equipment Replacement Plan
3. Reduction in contracted maintenance costs

Objective #2: Develop and maintain a high quality facility that is reliable and energy efficient and is functional for current and future programing.

Initiatives:

1. Complete the on-going comprehensive Energy Audit of our facility.
2. Evaluate the Energy Audit recommendations and a develop a strategy to conduct a multi-phase implementation of recommendations which are determined to be the highest priority to our facility.
3. Develop a Capitol Improvement Plan which incorporates the strategy of implementation the Energy Audit recommendations in a multi-phase approach
4. Develop and design a Master Plan for facility expansion and improvement plan which incorporates new ADA requirements.
5. Establish a Capitol Improvement Fund.

Objective #2 Measurements:

1. Energy Audit
 1. Capitol Improvement Plan
 2. Master Plan
-

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10/25/11

William Shore Memorial Pool District
FINANCIAL STATEMENTS

As of September 30, 2011



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

Karen L. Crouse

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

Board of Directors

William Shore Memorial Pool District

We have compiled the accompanying Statements of Financial Position of William Shore Memorial Pool District (a nonprofit corporation) as of September 30, 2011 and 2010 and the related Statements of Activities for the nine months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the accounting principles generally accepted in the United States of America. The budget comparison is presented for supplementary analysis purposes only.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures 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.

McClain, Crouse and Co. P.S.

October 12, 2011

William Shore Memorial Pool District
Statements of Financial Position
As of September 30, 2011 and 2010

	<u>Sep 30, 11</u>	<u>Sep 30, 10</u>
ASSETS		
Current Assets		
Checking/Savings		
10000 · County Fund Balance	75,372.89	26,530.02
10100 · Cash in Till	110.04	350.67
10200 · Credit Card Processing Account	1,813.96	8,992.96
10400 · Cash in Payroll Account	23,587.60	642.01
Total Checking/Savings	100,884.49	36,515.66
Accounts Receivable		
11300 · Credit Card Receivable	1,366.45	2,254.00
Total Accounts Receivable	1,366.45	2,254.00
Other Current Assets		
12001 · Undeposited Funds	628.25	0.00
12500 · Prepaid Expenses	1,567.46	0.00
Total Other Current Assets	2,195.71	0.00
Total Current Assets	104,446.65	38,769.66
Fixed Assets		
16000 · Equipment	6,522.80	0.00
Total Fixed Assets	6,522.80	0.00
TOTAL ASSETS	110,969.45	38,769.66
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
22000 · Wages Payable	11,220.81	7,556.45
23000 · Deferred Compensation Liability	2,060.50	0.00
24000 · Payroll Liabilities	6,530.53	15,338.67
25000 · Due to Others	6,965.07	6,523.55
26000 · Due for Professional Services	1,386.00	3,847.00
27000 · Due to the City of Port Angeles	0.00	20,089.39
Total Other Current Liabilities	28,162.91	53,355.06
Total Current Liabilities	28,162.91	53,355.06
Long Term Liabilities		
27200 · Loan from Clallam County	142,957.69	195,674.03
Total Long Term Liabilities	142,957.69	195,674.03
Total Liabilities	171,120.60	249,029.09
Equity		
32000 · Unrestricted Net Assets	-64,702.29	-244,701.57
Net Income	4,551.14	34,442.14
Total Equity	-60,151.15	-210,259.43
TOTAL LIABILITIES & EQUITY	110,969.45	38,769.66

William Shore Memorial Pool District
Statements of Activities
for the nine months ended September 30, 2011 and 2010

	Jan - Sep 11	Jan - Sep 10
Income		
3111000 - Real and Property Taxes	270,665.40	266,994.79
3121000 - Private Harvest Tax	6,253.85	19,128.43
3172000 - Leasehold Excise Tax	3,615.07	2,998.74
3417000 - Merchandise Sales		
3417100 - Sale Items - Taxable	3,291.60	4,285.57
Total 3417000 - Merchandise Sales	3,291.60	4,285.57
3470000 - Admissions		
3473010 - General Admissions	45,429.60	0.00
3473011 - Pass Sales	43,757.60	103,636.16
3476035 - Swlm Instruction	58,378.50	42,616.65
3476040 - Camps and Special Events	1,056.50	0.00
3476045 - Exercise Classes	20,738.00	1,955.00
Total 3470000 - Admissions	169,370.20	148,207.81
3620000 - Rental Income		
45030 - Facility Rental		
3624010 - One time use Rental	2,954.00	0.00
3625062 - Contracted Rental	24,002.50	500.00
45030 - Facility Rental - Other	0.00	23,802.23
Total 45030 - Facility Rental	26,956.50	24,302.23
45040 - Miscellaneous Rental		
3624020 - Equipment Rental	368.00	378.78
3624030 - Locker Rental	1,267.61	932.19
Total 45040 - Miscellaneous Rental	1,635.61	1,310.95
Total 3620000 - Rental Income	28,592.11	25,613.18
3625000 - DNR - Other than Timber	103.15	158.19
3698100 - Cash Overages and Shortages	-44.93	112.18
3699000 - Other Miscellaneous Revenue	4,168.75	2,507.33
3951030 - Sale of County Timber	6,190.23	0.00
Total Income	492,205.43	470,006.22
Expense		
57620 - Operating Costs		
100001 - Salaries and Wages		
100000 - Regular Time		
100020 - Lifeguards	72,523.30	0.00
100030 - Instructors	30,929.65	0.00
100040 - Head Guards	28,683.60	0.00
100050 - Supervisors	76,736.98	0.00
100070 - Executive Director	27,500.00	0.00
100000 - Regular Time - Other	0.00	217,215.10
Total 100000 - Regular Time	236,373.53	217,215.10
100080 - Overtime	3,307.20	2,355.70
100090 - Sick/Vacation Pay	1,160.20	0.00
62111 - Regular Time - Maintenance	0.00	9,513.66
62151 - Overtime - Maintenance	0.00	1,362.38
100001 - Salaries and Wages - Other	0.00	0.00
Total 100001 - Salaries and Wages	240,840.93	230,446.84
200000 - Personnel Benefits		
200020 - Benefits	28,711.52	24,770.67
200032 - Cafeteria Plan - Salarted	5,388.73	1,202.69
200040 - Unemployment Compensation	5,016.41	7,247.15
200045 - Department of Labor & Industry	2,253.59	3,334.28
62161 - Benefits - Maintenance	0.00	3,382.66
62171 - Retirement - Maintenance	0.00	377.37
Total 200000 - Personnel Benefits	41,370.25	40,314.82
300000 - Supplies		
310000 - Office Supplies		
310010 - Office Supplies	5,283.57	9,213.43
310012 - Printing and Copying	308.28	1,454.02
310028 - Computer Supplies	74.08	0.00
Total 310000 - Office Supplies	5,665.93	10,667.45

William Shore Memorial Pool District
Statements of Activities
for the nine months ended September 30, 2011 and 2010

	Jan - Sep 11	Jan - Sep 10
310050 • Program Supplies and Equipment		
310300 • Exercise Classes	2,271.76	0.00
310310 • Swim Instruction	584.21	0.00
310320 • Camps and Specials Events	934.18	0.00
Total 310050 • Program Supplies and Equipment	3,790.15	0.00
310100 • Maintenance Supplies and Repair		
310026 • Uniforms and Clothing	4,269.08	0.00
310030 • Pool Chemicals	12,821.69	7,127.52
310035 • Cleaning & Janitorial Supplies	6,018.54	4,102.96
310056 • Lifeguard supplies & equipment	2,905.35	0.00
310135 • Maintenance Supplies	8,130.08	10,233.24
65040 • Operating Supplies	0.00	11,762.11
Total 310100 • Maintenance Supplies and Repair	34,144.74	33,225.83
340035 • Items for Resale	5,603.41	3,144.63
350010 • Small Tools and Minor Equipment	2,123.36	184.85
Total 300000 • Supplies	51,327.59	47,222.76
4000000 • Charges for Services		
410020 • Professional Services		
410013 • Network/Computer Service	693.69	0.00
410041 • Accounting Services	8,700.00	4,795.00
410071 • Legal Services	3,657.50	12,072.50
410020 • Professional Services - Other	4,658.99	0.00
Total 410020 • Professional Services	17,710.08	16,867.50
420000 • Communications		
420010 • Telephone	1,557.01	2,670.92
420020 • Postage, Mailing Service	148.59	25.40
420023 • Website and Internet	418.10	0.00
Total 420000 • Communications	2,123.70	2,696.32
430000 • Travel		
430010 • Conference, Convention, Meeting	2,291.39	66.46
430020 • Travel • Training	1,934.80	1,329.65
Total 430000 • Travel	4,226.19	1,396.11
440010 • Advertising	1,084.42	1,081.52
450000 • Operating Rentals and Leases		
450030 • Office Equipment Leases/Rents	1,247.65	0.00
Total 450000 • Operating Rentals and Leases	1,247.65	0.00
460030 • Insurance-Property & Liability	8,249.00	8,318.00
470090 • Utilities	72,993.67	66,008.09
480000 • Repair and Maint-Contracted		
480010 • Building-Repair and Maintenance	9,061.29	1,495.17
480040 • Equipment-Repair & Maintenance	2,029.11	0.00
480115 • Office Equipment Maintenance	289.87	0.00
Total 480000 • Repair and Maint-Contracted	11,380.27	1,495.17
49000 • Miscellaneous Expense		
490040 • Memberships and Dues	1,335.00	0.00
490041 • Subscriptions	0.00	0.00
490090 • Credit Card Charges	609.03	0.00
49000 • Miscellaneous Expense - Other	1,804.67	1,596.03
Total 49000 • Miscellaneous Expense	3,748.70	1,596.03
500000 • Intergovernmental Services		
500100 • County Clerk Services	3,024.00	3,360.00
510010 • PA City Maintenance Services	21,960.00	7,200.00
530040 • State Sales and B & O Tax	4,523.89	4,497.15
530070 • Clallam County Treas - Prop Tax	163.26	0.00
Total 500000 • Intergovernmental Services	29,671.15	15,057.15
Total 4000000 • Charges for Services	152,434.73	114,515.89
Total 57620 • Operating Costs	485,973.50	432,500.31

William Shore Memorial Pool District
Statements of Activities
for the nine months ended September 30, 2011 and 2010

	Jan - Sep 11	Jan - Sep 10
5850000 · Nonoperational Expenses		
65550 · State Excise Tax	0.00	163.26
830020 · Interest Expense	1,680.79	2,900.51
Total 5850000 · Nonoperational Expenses	1,680.79	3,063.77
Total Expense	487,654.29	435,564.08
Net Income	4,551.14	34,442.14

William Shore Memorial Pool District Statement of Revenue and Expense

for the month and nine months ending September 30, 2011

	Sep 11	Budget	Jan - Sep 11	YTD Budget	Annual Budget
Income					
3111000 - Real and Property Taxes					
3121000 - Private Harvest Tax	10,746.33	37,500.00	270,665.40	337,500.00	450,000.00
3172000 - Leasehold Excise Tax	0.00	583.33	6,253.85	5,250.00	7,000.00
3417000 - Merchandise Sales	0.00	208.33	3,615.07	1,875.00	2,500.00
3417100 - Sale Items - Taxable	223.00	416.67	3,291.60	3,750.00	5,000.00
Total 3417000 - Merchandise Sales	223.00	416.67	3,291.60	3,750.00	5,000.00
3470000 - Admissions					
3473010 - General Admissions	4,295.85	4,458.33	45,429.60	40,124.97	53,500.00
3473011 - Pass Sales	4,088.00	5,470.83	43,757.60	49,237.47	65,650.00
3476035 - Swim Instruction	4,723.80	6,680.00	59,378.50	60,120.00	80,160.00
3476040 - Camps and Special Events	0.00	500.00	1,066.50	2,500.00	4,000.00
3476045 - Exercise Classes	2,979.00	2,285.00	20,738.00	20,565.00	27,420.00
Total 3470000 - Admissions	16,087.45	19,394.16	169,370.20	172,547.44	230,730.00
3620000 - Rental Income					
45030 - Facility Rental					
3624010 - One time use Rental	247.50	333.33	2,954.00	2,999.97	4,000.00
3625062 - Contracted Rental	1,583.70	2,583.33	24,002.50	23,249.97	31,000.00
45030 - Facility Rental - Other	0.00	0.00	0.00	0.00	0.00
Total 45030 - Facility Rental	1,831.20	2,916.66	26,956.50	26,249.94	35,000.00
45040 - Miscellaneous Rental					
3624020 - Equipment Rental	0.00	50.00	368.00	450.00	600.00
3624030 - Locker Rental	178.00	118.67	1,267.61	1,050.03	1,400.00
Total 45040 - Miscellaneous Rental	178.00	168.67	1,635.61	1,500.03	2,000.00
Total 3620000 - Rental Income	2,009.20	3,083.33	28,592.11	27,749.97	37,000.00
3625000 - DNR - Other than Timber	44.78	6.25	103.15	56.25	75.00
3698100 - Cash Overages and Shortages	-0.41	0.00	-44.93	0.00	0.00
3699000 - Other Miscellaneous Revenue	919.79	416.67	4,168.75	3,750.03	5,000.00
3951030 - Sale of County Timber	897.66	183.34	6,190.23	1,650.00	2,200.00
Total Income	30,927.85	61,792.08	492,205.43	554,128.69	739,505.00
Expense					
57620 - Operating Costs					
100001 - Salaries and Wages					
100000 - Regular Time					
100020 - Lifeguards	7,880.82	7,916.67	72,523.30	71,250.03	95,000.00
100030 - Instructors	2,922.80	3,579.17	30,929.65	32,212.53	42,950.00
100040 - Head Guards	3,633.60	2,402.50	28,683.60	21,622.50	28,830.00
100050 - Supervisors	8,463.18	9,838.33	76,736.98	88,544.97	118,060.00
100070 - Executive Director	3,750.00	2,552.08	27,500.00	22,966.72	30,625.00
100000 - Regular Time - Other	0.00	0.00	0.00	0.00	0.00
Total 100000 - Regular Time	26,650.40	26,288.75	236,373.53	236,598.75	315,465.00

William Shore Memorial Pool District
Statement of Revenue and Expense
for the month and nine months ending September 30, 2011

	Sep 11	Budget	Jan - Sep 11	YTD Budget	Annual Budget
100080 - Overtime	0.00	416.67	3,307.20	3,750.03	5,000.00
100090 - Sick/Vacation Pay	180.20	166.67	1,160.20	1,500.03	2,000.00
62111 - Regular Time - Maintenance	0.00	0.00	0.00	0.00	0.00
62151 - Overtime - Maintenance	0.00	0.00	0.00	0.00	0.00
100001 - Salaries and Wages - Other	0.00	0.00	0.00	0.00	0.00
Total 100001 - Salaries and Wages	26,830.60	26,872.09	240,840.93	241,848.81	322,465.00
200000 - Personnel Benefits					
200020 - Benefits					
200032 - Cafeteria Plan - Salaries	2,052.62	3,500.00	28,711.52	31,500.00	42,000.00
200040 - Unemployment Compensation	559.69	900.00	5,388.73	8,100.00	10,800.00
200045 - Department of Labor & Industry	661.03	0.00	5,016.41	0.00	0.00
62161 - Benefits - Maintenance	878.58	0.00	2,253.59	0.00	0.00
62171 - Retirement - Maintenance	0.00	0.00	0.00	0.00	0.00
62181 - Unemployment Comp - Maintenance	0.00	0.00	0.00	0.00	0.00
62191 - Department of L & I - Maintenance	0.00	0.00	0.00	0.00	0.00
Total 200000 - Personnel Benefits	4,151.92	4,400.00	41,370.25	39,600.00	52,800.00
300000 - Supplies					
310000 - Office Supplies					
310010 - Office Supplies	778.51	725.00	5,283.57	6,525.00	8,700.00
310012 - Printing and Copying	0.00	66.67	308.28	600.03	800.00
310028 - Computer Supplies	0.00	0.00	74.08	0.00	0.00
Total 310000 - Office Supplies	778.51	791.67	5,665.93	7,125.03	9,500.00
310050 - Program Supplies and Equipment					
310300 - Exercise Classes	1,698.52	166.67	2,274.76	1,500.03	2,000.00
310310 - Swim Instruction	0.00	150.00	584.21	1,350.00	1,800.00
310320 - Camps and Specials Events	158.49	225.00	934.18	1,125.00	1,800.00
Total 310050 - Program Supplies and Equipment	1,857.01	541.67	3,790.15	3,975.03	5,600.00
310100 - Maintenance Supplies and Repair					
310026 - Uniforms and Clothing	39.27	416.67	4,269.08	3,750.03	5,000.00
310030 - Pool Chemicals	1,076.77	900.00	12,821.69	8,100.00	10,800.00
310035 - Cleaning & Janitorial Supplies	703.88	625.00	6,018.54	5,625.00	7,500.00
310056 - Lifeguard supplies & equipment	253.84	333.33	2,905.35	2,999.97	4,000.00
310135 - Maintenance Supplies	0.00	1,500.00	8,130.08	13,500.00	18,000.00
65040 - Operating Supplies	0.00	0.00	0.00	0.00	0.00
Total 310100 - Maintenance Supplies and Repair	2,073.76	3,775.00	34,144.74	33,975.00	45,300.00
340035 - Items for Resale	2,750.28	500.00	5,603.41	4,500.00	6,000.00
350010 - Small Tools and Minor Equipment	197.40	834.00	2,123.36	7,500.00	10,000.00
Total 300000 - Supplies	7,656.96	6,442.34	51,327.59	57,075.06	76,400.00
400000 - Charges for Services					
410020 - Professional Services					
410013 - Network/Computer Service	200.00	100.00	693.59	900.00	1,200.00
410041 - Accounting Services	1,050.00	1,050.00	8,700.00	8,700.00	11,850.00
410071 - Legal Services	542.50	525.00	3,657.50	4,725.00	6,300.00
410020 - Professional Services - Other	195.92	100.00	4,858.99	4,700.00	5,000.00
Total 410020 - Professional Services	1,988.42	1,775.00	17,710.08	19,025.00	24,350.00

William Shore Memorial Pool District **Statement of Revenue and Expense**

for the month and nine months ending September 30, 2011

	Sep 11	Budget	Jan - Sep 11	YTD Budget	Annual Budget
420000 - Communications					
420010 - Telephone	50.00	228.17	1,557.01	2,062.53	2,750.00
420020 - Postage, Mailing Service	0.00	25.00	148.59	300.00	300.00
420023 - Website and Internet	50.00	45.00	418.10	405.00	540.00
Total 420000 - Communications	100.00	298.17	2,123.70	2,692.53	3,590.00
430000 - Travel					
430010 - Conference, Convention, Meeting	455.00	1,000.00	2,291.39	2,000.00	2,000.00
430020 - Travel - Training	117.46	175.00	1,934.80	1,575.00	2,100.00
68330 - Travel - Other	0.00	0.00	0.00	0.00	0.00
Total 430000 - Travel	572.46	1,175.00	4,226.19	3,575.00	4,100.00
440010 - Advertising	0.00	166.00	1,084.42	1,500.00	2,000.00
450000 - Operating Rentals and Leases					
450030 - Office Equipment Leases/Rents	151.51	200.00	1,247.65	1,800.00	2,400.00
Total 450000 - Operating Rentals and Leases	151.51	200.00	1,247.65	1,800.00	2,400.00
460030 - Insurance-Property & Liability	151.51	200.00	1,247.65	1,800.00	2,400.00
470090 - Utilities	0.00	0.00	8,249.00	8,300.00	8,300.00
480000 - Repair and Maint-Contracted	6,310.36	8,750.00	72,993.57	78,750.00	105,000.00
480010 - Building-Repair and Maintenance	0.00	866.67	9,061.29	6,000.03	8,000.00
480040 - Equipment-Repair & Maintenance	57.07	416.67	2,029.11	3,750.03	5,000.00
480115 - Office Equipment Maintenance	38.37	29.17	289.87	262.53	350.00
Total 480000 - Repair and Maint-Contracted	95.44	1,112.51	11,380.27	10,012.59	13,350.00
49000 - Miscellaneous Expense					
490031 - Print and Copying Service	0.00	16.67	0.00	150.03	200.00
490040 - Memberships and Dues	0.00	129.17	1,335.00	1,162.53	1,550.00
490041 - Subscriptions	0.00	8.33	0.00	74.97	100.00
490090 - Credit Card Charges	278.83	270.83	609.03	2,437.47	3,250.00
49000 - Miscellaneous Expense - Other	0.00	0.00	1,804.67	0.00	0.00
Total 49000 - Miscellaneous Expense	278.83	425.00	3,748.70	3,825.00	5,100.00
500000 - Intergovernmental Services					
500100 - County Clerk Services	336.00	336.00	3,024.00	3,030.00	4,040.00
510005 - State Auditor	0.00	150.00	0.00	1,350.00	1,800.00
510010 - PA City Maintenance Services	2,440.00	2,440.00	21,960.00	21,960.00	28,280.00
530040 - State Sales and B & O Tax	903.66	500.00	4,523.89	4,500.00	6,000.00
530050 - External Taxes/Operating Assess	0.00	16.67	0.00	150.03	200.00
530070 - Clallam County Treas - Prop Tax	0.00	0.00	163.26	0.00	0.00
Total 500000 - Intergovernmental Services	3,679.66	3,442.67	29,671.15	30,990.03	41,320.00
Total 4000000 - Charges for Services	13,176.68	17,345.35	152,434.73	160,470.15	208,510.00
Total 57620 - Operating Costs	51,816.16	55,059.78	485,973.50	498,994.02	661,175.00

William Shore Memorial Pool District
Statement of Revenue and Expense
for the month and nine months ending September 30, 2011

	Sep 11	Budget	Jan - Sep 11	YTD Budget	Annual Budget
5850000 - Nonoperational Expenses					
830020 - Interest Expense	40.86	275.00	1,680.79	2,475.00	3,300.00
Total 5850000 - Nonoperational Expenses	40.86	275.00	1,680.79	2,475.00	3,300.00
Total Expense	51,357.02	55,334.78	487,654.29	501,469.02	664,475.00
Net Income	-20,929.17	6,457.30	4,551.14	52,659.67	75,030.00