

AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

March 22, 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 February 22, 2011
- 2 Ratification of payment on March 15, 2011
- 3 Vouchers for the Period Ending March 22, 2011
- 4 Comprehensive Financial Policy
- 5 Criminal Background Checks
- 6 Consumer Report Background Checks

ITEMS FOR DISCUSSION

- 7 Executive Director Report
- 8 Budget and Finance Report
- 9 Staff Report
- 10 Advisory Committee Report
- 11 Letter from Port Angeles Swim Club (PASC)

PUBLIC COMMENT

FUTURE AGENDA ITEMS

NEXT MEETING DATE

The next meeting will be held on April 28, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

1
3/22/11

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

February 22, 2011

3:00 p.m.

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CCK called the meeting to order at 3:02 p.m. CMC, CPD, CMC and CMD were present. CGH is excused.

Craig Miller introduced Larry Friedman, his new law partner who will be stepping in for Craig when he is not able to attend the WSMPD meetings.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CMCm to approve the agenda, CGHs, mc

PUBLIC COMMENT – Agenda Items Only

There was no public comment.

ACTION ITEMS

- 1 Minutes of January 25, 2011
It was noted the 1/25/11 meeting ended at 4:15 not 3:15 as listed in the presented minutes.
ACTION TAKEN: CMDm to approve the minutes as amended, CMCs, mc. CGH abstained as he was not present for the meeting.
- 2 Vouchers for the Period Ending February 22, 2011
Steve Burke explained the bills presented and answered questions from the board.
ACTION TAKEN: CMCm to approve the vouchers for the period ending February 22, 2011 totaling 52,679.03, CGHs, mc
- 3 Reappointment of Advisory Members
ACTION TAKEN: CMDm to approve the reappointment of Thomas Bock and Greg Shield to the WSMPD Citizens Advisory Committee, CMCs, mc. CCK thanked both of the members for their time and effort they have put into the committee.
- 4 Advertising and Sponsorship Policy
Steve Burke explained the policies presented to the board (4-8). All policies presented today have been approved by the WSMPD attorney, Executive Director and the Finance Committee.

This policy is needed to allow the pool to determine the guidelines for sponsorships of events, items and scholarship fund.
ACTION TAKEN: CMCm to approve the Advertising and Sponsorship policy, CGHs, mc
- 5 Financial Aid and Scholarship Program
This policy will address financial aid and/or scholarships for swimming lessons and admissions. The finance committee will decide how much money should be allotted for this program (no

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WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
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more than \$10,000 per year) and will also establish limits on the funding. The policy will be amended to say "provided such limitations on assistance shall not apply to non-district funds".

ACTION TAKEN: CMCm to approve the Financial Aid and Scholarship Program as amended, CGHs, mc

6 Gender Equity Policy

The next three policies are suggested from the Washington Cities Insurance Authority (WCIA).

CMC stated 4.0.35 in the policy should read "this policy will be added as a provision of all lease or use agreements administered by the WSMPD".

ACTION TAKEN: CMCm to adopt the Gender Equity Policy as amended, CGHs, mc

7 Head Concussion Policy

This is a law that was derived out of a statute passed by the legislature in 2009. This is a law that requires the staff of the pool to notify people there is a possibility of head concussions in activities at the pool. This policy will apply to any contract of the WSMPD with any youth group that uses the facility (Port Angeles Swim Club and rentals of the facility).

ACTION TAKEN: CCMm to adopt the head injury and concussion policy, CMDs, mc

8 Sex Offender Policy

This identifies the WSMPD as a covered entity and allows the WSMPD to remove a sex offender immediately upon giving them a written notice they are not to be at the facility.

ACTION TAKEN: CMCm to adopt the Sex Offender policy, CGHs, mc

ITEMS FOR DISCUSSION

9 Executive Director Report

Steve Burke distributed the WSMPD annual report to the board. He explained the information contained in the report and highlighted the following accomplishments for 2010:

- 65% increase in swimming lessons
- 300% increase in exercise classes
- 21% increase in admissions

The growth of the pool has been very balanced across the board. It is estimated that 60% of the operating budget is covered by the tax levy and Steve has a goal to get this number at 50% in the next two years.

Steve Burke is now certified as an Aquatic Facility Operator (AFO) after attending aquatics management school in San Diego, CA. The pool also has three certified pool operators; one will need to be on staff when the new health code is put into place and will put the WSMP well ahead of the curve.

The maintenance shut-down will be starting next Sunday and be closed for one week. They will be installing a new computer system during the shutdown. This will allow patrons to register online and give staff the advantage to track and notify people when things will be expiring. A community bulletin board will be installed in the entry way and will eliminate flyers and

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brochures on the windows and walls. He explained some of the other maintenance tasks that will be performed.

Steve Burke was interested in the possibility of using the water slide that was installed at the Forks pool as they are changing the use of the facility. Cherie Kidd talked to the board members of the Forks facility and was told the slide is placed in concrete and will not be removed with the new usage of the forks pool.

There is a new ADA law (will be in effect in 2012) which requires the pool to have a second access point to the pool. A new step ladder with handrails has been ordered for the pool that will serve as a second access point for the ADA compliance.

The energy survey will be given to the advisory committee in the next week and they will be meeting to discuss the suggestions in the report.

Steve Burke will be doing some public service announcements on KONP radio 1450 to promote the pool and the programs they offer. He will also be speaking to local service organizations to share the same information.

10 Budget and Finance Report

Charlie McClain explained the financial information for the month of January, 2011 and shared the overall picture of the district is exceedingly good.

11 Staff Report

Erika Salgado shared the pool will be changing over to American Red Cross (ARC) water safety swimming lessons and are currently scheduling training for staff. Each child in swimming lessons will be evaluated by Erika to properly place them in the correct class for their skill level. Starting in March there will be 50 lessons taught in the month.

The pool will be hosting a Water Safety Instructor (WSI) course that is offered through the American Red Cross. There are also additional lifeguard trainings that are continuous at the pool. The equipment that was purchased last month (water horses, hand resistance, leg buoys) has been a big hit and they have received great feedback.

12 Advisory Committee Report

Greg Shield shared the committee has been meeting more regularly. At the last meeting they looked at the evaluation from Don Carey, they are working on researching some of the items for energy savings.

PUBLIC COMMENT

Vicky Koester, Port Angeles and Phyllis Luther, 3426 Crescent Beach Road, Port Angeles. They are representing the water walkers of the pool. They feel if the pool allows lap swimmers during the water walking classes the walkers will be limited on range of motion and have no way to exit the pool without interfering with the lap swimmers. Steve Burke expressed the morning program will be modified for multiple programming going on at the same time. He shared the new ladder step that has been ordered will be helpful for the walkers to gain access to and from the pool.

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WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
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NEXT MEETING DATE

The next meeting will be held on March 22, 2011 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CCK adjourned the meeting at 4:30 p.m.

PASSED AND ADOPTED this 22nd Day of March, 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		

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3/22/11

CLARK COUNTY REQUEST

District Name: William Stone Memorial Pool District
 Period Ending: 3/31/2011
 Date Submitted: 3/15/2011
 Order # if you are adding to the amount of fund due to last FY: 0
 Status: Open Status: Fund Number: 0000000000

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S	Quantity	Cost per Unit	Total Invoice	1099 Rec	Bar Number	Line #	Description	Account Type	Check
VS26000	3/17/2011	0005992	Wm Stone	4	1	11.24	11.24		66970.000.5200.43.0000	1	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	24.94	24.94		66970.000.5200.43.0000	2	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	47.10	47.10		66970.000.5200.43.0000	3	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	40.90	40.90		66970.000.5200.43.0000	4	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	17.29	17.29		66970.000.5200.43.0000	5	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	31.48	31.48		66970.000.5200.43.0000	6	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	4.68	4.68		66970.000.5200.43.0000	7	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	1.36	1.36		66970.000.5200.43.0000	8	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	1.92	1.92		66970.000.5200.43.0000	9	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	2.42	2.42		66970.000.5200.43.0000	10	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	21.87	21.87		66970.000.5200.43.0000	11	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	25.72	25.72		66970.000.5200.43.0000	12	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	41.46	41.46		66970.000.5200.43.0000	13	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	48.70	48.70		66970.000.5200.43.0000	14	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	178.02	178.02		66970.000.5200.43.0000	15	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	48.43	48.43		66970.000.5200.43.0000	16	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	20.00	20.00		66970.000.5200.43.0000	17	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	86.47	86.47		66970.000.5200.43.0000	18	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	68.29	68.29		66970.000.5200.43.0000	19	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	77.43	77.43		66970.000.5200.43.0000	20	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	43.42	43.42		66970.000.5200.43.0000	21	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	15.95	15.95		66970.000.5200.43.0000	22	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	544.80	544.80		66970.000.5200.43.0000	23	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	229.43	229.43		66970.000.5200.43.0000	24	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	2,495.40	2,495.40		66970.000.5200.43.0000	25	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	112.80	112.80		66970.000.5200.43.0000	26	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	18.50	18.50		66970.000.5200.43.0000	27	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	10.93	10.93		66970.000.5200.43.0000	28	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	116.42	116.42		66970.000.5200.43.0000	29	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	501.89	501.89		66970.000.5200.43.0000	30	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	44.72	44.72		66970.000.5200.43.0000	31	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	35.47	35.47		66970.000.5200.43.0000	32	Travel Expense	E	
VS26000	3/17/2011	0005992	Wm Stone	4	1	92.10	92.10		66970.000.5200.43.0000	33	Travel Expense	E	

Page 1 Total: 8,991.44
 Page 2 Total: 0.00
 Grand Total: 8,991.44

I do hereby certify under penalty of perjury that the attached item has been funded, approved or not approved as ordered, and that the claim is in full. The fund and/or obligation against the district. I am authorized to approve payment to the above listed claimant and will be subject to the 100% Board of Commissioners at the next regularly scheduled meeting. I hereby request Clark County to make payments for the listed claims.

Signature: _____
 Title: _____
 District Accountant: William Stone Memorial Pool District
 Date: _____

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

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

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

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

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

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

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3/22/11

CLAIMS PAYMENT REQUEST

District Name: William Shore Memorial Pool District
 Period Ending: 3/22/2011
 Date Submitted: 3/22/2011
 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.)
 Fund Number: pickup McClain & Crouse
 Mail to us

Invoice #	Invoice Date	Vendor No.	Vendor Name	G or S (Goods or Service)	Quantity	Cost per Unit	Total Invoice	1099 Box	Bars Number	Line #	Description	Account Type	Check Group
2777	2/28/2011	0023222	Charles McClain	S			800.00		66870.000.57620.41.0041	1	Accounting	E	PD
	2/28/2011	0000334	Callam County Commissioners	S			336.00		66870.000.57620.50.0100	1	Clerk	E	PD
51-193921	2/28/2011	0000366	Callam County Treasurer	S			163.26		66870.000.57620.53.0070	1	Property Tax	E	PD
	2/28/2011	0025330	WSMPD PAYROLL FUND	S			22,028.49		66870.000.57620.10.0000	1	Regular Payroll	E	PD
	2/28/2011	0025330	WSMPD PAYROLL FUND	S			1,685.20		66870.000.57620.20.0020	1	Benefits (Payroll Taxes)	E	PD
	2/28/2011	0025330	WSMPD PAYROLL FUND	S			(355.86)		66870.000.57620.20.0045	1	L & I	E	PD
	2/28/2011	0024998	Steve Burke	S			422.76		66870.000.57620.31.0010	1	Office Supp	E	PD
	2/28/2011	0001252	City of Port Angeles	S			2,400.00		66870.000.57620.51.0010	1	Maint Contract	E	PD
3604179767	3/2/2011	0004211	Qwest	S			179.68		66870.000.57620.42.0010	1	Telephone	E	PD
10699	2/4/2011	0000403	Copy Cat Graphics	S			78.05		66870.000.57620.48.0010	1	Building Maint	E	PD
551612221001	2/10/2011	0001882	Office Depot	S			121.28		66870.000.57620.31.0010	1	Office Supp	E	PD
81496481	2/9/2011	0001014	Moore Medical	S			54.50		66870.000.57620.31.0056	1	Supplies	E	PD
1397906	2/28/2011	0001014	Moore Medical	S			19.98		66870.000.57620.31.0056	1	Supplies	E	PD
4755	2/28/2011	0001576	THURMAN SUPPLY	S			25.77		66870.000.57620.31.0035	1	MAINT SUPP	E	PD
11-104	1/13/2011	0001686	Washington Recreation & Parks	S			422.00		66870.000.57620.49.0040	1	Dues	E	PD
17550	2/28/2011	0001540	Swalins	S			16.49		66870.000.57620.31.0135	1	MAINT SUPP	E	PD
22519	1/10/2011	0025333	JD Pence	S			603.91		66870.000.57620.34.0035	1	Resale Items	E	PD
23852	2/15/2011	0025333	JD Pence	S			584.09		66870.000.57620.34.0035	1	Resale Items	E	PD
24092	2/22/2011	0025333	JD Pence	S			335.00		66870.000.57620.31.0000	1	Exercise Supplies	E	PD
Account 1	3/1/2011	0000918	Lincoln Street Station	S			7.59		66870.000.57620.31.0012	1	Printing and Copying	E	PD
209300	2/28/2011	0000714	Hartnagel	S			500.91		66870.000.57620.31.0135	1	MAINT SUPP	E	PD
27663	2/28/2011	0001533	Sunset Hardware	S			154.85		66870.000.57620.31.0135	1	MAINT SUPP	E	PD
302886	2/8/2011	0001198	The Parts Works	S			139.67		66870.000.57620.31.0135	1	MAINT SUPP	E	PD
556243	2/10/2011	0026311	Recreonics	S			327.83		66870.000.57620.31.0135	1	MAINT SUPP	E	PD
97263-92074	2/11/2011	0001252	City of Port Angeles	S			8,729.31		66870.000.57620.47.0090	1	Utilities	E	PD
11-00000130	2/15/2011	0001252	City of Port Angeles	S			112.16		66870.000.57620.48.0010	1	Building Maint	E	PD
107935	2/19/2011	0025591	Canon Financial Services	S			138.79		66870.000.57620.45.0030	1	Lease	E	PD
60	2/14/2011	0000107	Aquatic Specialties	S			617.14		66870.000.57620.31.0135	1	MAINT SUPP	E	PD
151	3/3/2011	0000107	Aquatic Specialties	S			971.26		66870.000.57620.31.0030	1	POOL CHEMICALS	E	PD
689	2/28/2011	0001140	Olympic Printers	S			288.40		66870.000.57620.31.0010	1	Office Supp	E	PD
199588	2/28/2011	0001148	Olympic Springs	S			55.79		66870.000.57620.31.0010	1	Office Supp	E	PD
241027143	3/9/2011	0000073	Amisan	S			81.48		66870.000.57620.31.0035	1	Janitorial Supplies	E	PD

239423486	2/10/2011	0000073	Amsan	S		\$	65.69	66870.000	57620.31	00035	1	Janitorial Supplies	E	PD
239586787	2/14/2011	0000073	Amsan	S		\$	122.68	66870.000	57620.31	00035	1	Janitorial Supplies	E	PD
240078634	2/22/2011	0000073	Amsan	S		\$	12.88	66870.000	57620.31	00035	1	Janitorial Supplies	E	PD
240078626	2/22/2011	0000073	Amsan	S		\$	138.15	66870.000	57620.31	00035	1	Janitorial Supplies	E	PD
240769059	3/4/2011	0000073	Amsan	S		\$	31.44	66870.000	57620.31	00030	1	POOL CHEMICALS	E	PD

Page 1 Total: 42,416.62
Page 2 Total: 0.00
Grand Total: 42,416.62

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

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3/22/11

510 – Comprehensive Financial Policy

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Purpose

The William Shore Memorial Pool District (District) is accountable to its citizens for its use of public money. The establishment and maintenance of wise financial and fiscal policies enables officials of the District to protect the public interest and ensure public trust. This Financial Management Policy defines the current policies to be used by the District to meet its immediate and long term service goals and operate in a financially prudent manner. The individual policies contained herein serve as general guidelines for both financial planning and internal financial management of the District. This policy ensures that the District is positioned to respond to changes in the economy or new service requirements without an undue amount of financial stress. This policy is also established to maintain a good credit rating in the financial community and assure taxpayers that the District is well managed financially and maintained in sound fiscal condition. The District will adhere to the highest accounting and management policies as set by the Government Finance Officers' Association, the Governmental Accounting Standards Board, and other professional standards for financial reporting and budgeting.

Section 1. General Responsibilities

The District Board is responsible for approving the annual Operating Budget and the Capital Facilities Plan as well as establishing the policy direction for the District under Washington State Law. Sound business practice and good government dictates that the Board establishes policies regarding the fiscal activities of the District in accordance with applicable local, state, and federal laws and regulations. District staff, under the direction of the Executive Director, is responsible for proposing programs, recommending funding levels, and formulating budget proposals for implementing service programs in accordance with established goals and directives.

Section 2. Objectives

The objectives of the Comprehensive Financial Management Policy are:

- To guide the Board and management for policy decisions having significant fiscal impact;
- To set forth operating principals to minimize the cost of government and limit financial risk;
- To employ balanced and fair revenue policies to provide sufficient funding for desired programs;
- To maintain appropriate financial capacity for bonded indebtedness for present and future needs;
- To promote sound financial management by providing accurate and timely information regarding the District's financial condition;
- To protect the District's credit rating and provide for adequate resources to meet the provisions of the District's debt obligations;
- To ensure the legal use of financial resources through an effective system of internal controls; and
- To promote cooperation and coordination with other governments, non-profits, and the private sector in the financing and delivery of services.

Section 3. Financial Planning and Stability Policies

3.1 Financial Planning Process

The District engages in a financial planning process which encompasses important policy considerations and provides guidelines for all aspects of the District's financial management strategy.

3.2 General Fund Unreserved Balance

The General Fund's targeted unreserved fund balance will be a minimum of three months of average operational expense that includes current debt payments to a maximum of six months of current operational expense that includes current debt payments, excluding capital expenditures. Operating expenses are those costs including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support primary services. Current debt includes debt payments that are due in less than one year after the date of issuance. An extraordinary expense is an accounting term used to describe expenses that are infrequent, unusual, and material in size.

3.3 Use of General Fund Unreserved Balance

This reserve will be established and maintained to:

1. Offset unanticipated downturns and necessary revisions in any general municipal purpose fund; and
2. Provide a sufficient cash flow for daily financial needs at all times.

3.4 Debt Service

The District will maintain Reserve Funds to meet requirements for the guarantee of debt service in compliance with debt agreements.

3.4 Fees and charges collected for services.

Recreation (Program) Fees and Facility Rentals collected will be utilized to offset the cost of direct expenses related to the delivery of District-sponsored recreation programs and rentals.

3.5 Grant Management

3.5.1 Funding

The District recognizes that grant funding provides significant resources to enhance the District's ability to provide programs and do Capitol Improvements. The District will seek grant funding for activities that are determined to further the Strategic Objectives of the District or that provide for programs, which are in the best interests of our citizens. The District will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria.

3.5.2 New Programs or Capitol Improvements

Grant applications to fund new programs or capitol improvements with state or federal funds will be reviewed by the Executive Director and the Finance Committee prior to application. Among other issues, consideration will be given to whether grant activities further the District's mission and strategic objectives and whether locally generated revenues will be required to support grant activities when grant funding is no longer available.

Section 4. Operating Budget Policies

The operating budget will define the District's annual financial plans developed by the District Board and the Finance Committee in establishing goals and objectives for the ensuing year. The intent of the

budget is that one-time and routine expenditures will be financed with current resources.

4.1 Operating Budget Priorities

The budget will give first consideration to ongoing mission led programs before the addition of any new program. Budgets associated with any proposed new program should be submitted and reviewed at least four months prior to adoption and incorporation into the budget. Additional personnel should be recommended only after the need has been fully substantiated. The Board must approve personnel not authorized in the budget.

4.2 Operating Budget Revenue

The budget will reflect the projection of all revenues from all sources and all expenditures and present the level of governmental services and method of allocating costs in the provision of these services to the community.

4.3 Operating Budget Expenditures

Current operating expenditures will be paid from current revenues and cash carried over from the prior year after reserve requirements are met. The District will avoid budgetary and accounting practices which balance the current budget at the expense of future budgets. The District will maintain a level of expenditures which will provide for the public well being and quality of life for the residents of the community.

4.4 Maintenance and Replacement Schedule

A multi-year maintenance and replacement schedule will be developed based on the District's projections of its future replacement and maintenance needs. The projections will be updated and the schedule revised on an annual basis. The budget will provide sufficient levels of maintenance and replacement funding to ensure that all capital facilities and equipment are properly maintained and that such future costs will be minimized.

4.5 Year-end Surplus Funds

Year-end surpluses in the General Fund may be used for nonrecurring emergency capital expenditures or dedicated to the Capital Program. The following criteria must be met to qualify any portion of the General Fund surplus for these purposes:

- There are surplus balances remaining after all reserves and fund allocations are made;
- An analysis has occurred assuring that the District has an adequate level of short and long term resources to support the proposed use of surplus balances; and
- The funds are specifically appropriated by the Board.

Section 5. Budgetary Control Policies

5.1 Balanced Budget

The District will adopt a 12 month balanced calendar year budget. The balanced budget means budgeted expenditures will not exceed the available resources of the beginning fund balance plus new revenues. The adopted budget is for a 12 month fiscal period with annual financial reporting.

5.2 State of Washington Budgetary Statutes

The budget will be developed and administered in compliance with applicable State of Washington budgetary statutes.

5.3 Budget Monitoring and Reporting

The District will maintain a system for monitoring the District's budget performance. Accounting and reporting practices will be maintained to provide accurate and timely monitoring of the District's budget performance. Monthly budget reports will be issued by the Executive Director or his or her designee to report on the actual performance compared to budget estimates to the District Commission. The system will include provisions for amending the budget during the year in order to address unanticipated needs or emergencies.

5.4 Amending the Budget

Appropriations requested after the original budget is adopted will be approved only after consideration of the current status of revenues. Such appropriations will be approved by the Board in accordance with public hearing statutes. The budget may be adjusted or amended during the year in order to address unanticipated needs, emergencies or changes in work plan. Formal amendment of the budget through a Board approved resolution amending the expenditure appropriation and the related funding source is required when a fund's total budget changes. The change can either be when existing budget authority is moved between funds or when a new budget authority is needed such as in the case of receiving additional grant funding. Adjustments or amendments will occur through a process coordinated by the Executive Director or his or her designee.

5.5 Fund Allocation

The budget is adopted at the fund level with allocations made for administrative control. Reallocation of existing appropriation does not change the adopted budget "bottom-line." It may become necessary to shift allocations between line items, programs, to meet unanticipated needs, emergencies or changes in work plan. As long as the total fund budget is not changed, the adjustment can be done administratively with the authorization of the Finance Committee and approval of the Executive Director. The Executive Director has the authorization for the transfer of funds between funds only if approved by the Board and as part of the adopted budget. Transfer of

Section 6. Revenue Policies

6.1 Revenue Sources

The District will try to maintain a stable revenue system to protect against short-term fluctuations in any one revenue source. The District depends on the property tax levy passed by the voters in May, 2009. Although the District seeks to increase programming and admission revenue to supplement the tax levy revenue, the revenue generated by programming and admissions is not sufficient to maintain the facility or its programs.

6.2 Revenue Estimates

Because revenues, especially those of the General Fund, are sensitive to local and regional economic conditions, revenue estimates will be conservative and will be made by an objective, analytical process.

6.3 Cost Recovery from Programs and Users

As much as reasonably possible, District Programs should be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit. Rate adjustments for services utilizing user fees and charges should be recalculated

annually to consider inflation and other costs. The District should be sensitive to the balance between the need for programs and services and the District's ability to raise fees, charges, and taxes to support those services.

6.4 Acceptance of Donations

The District may occasionally receive requests from individuals or organizations to accept cash donations. The Executive Director will have the authority to accept restricted and unrestricted cash donations and place them into a designated use account.

Section 7. Investment Policy

Funds are managed by the Clallam County Treasurer (see Clallam County Investment Policies).

Section 8. Accounting and Reporting Policies

The District's accounting and financial reporting will follow the Washington State Auditor's Office prescription for the accounting reporting of local governments in the State of Washington under RCW 43.09.200.

8.1 State Auditor's Reporting System

The State Auditor's Office provides a standard account classification system through its Budgeting Accounting and Reporting System (BARS). The District is classified as a Special Purpose Governmental District and will maintain its records on a basis consistent with the Category 2 BARS manual.

8.2 District Accountant

The District Accountant will maintain financial systems to monitor expenditures, revenue, and performance of all District programs on an on-going basis. The Board will receive regular monthly reports that will present a summary of financial activity for the period and the cumulative data for the budget year.

8.3 Fund Accounting

The accounts of the District are organized on the basis of funds, each which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The District's resources are allocated to and accounted for in individual funds depending on their intended purpose.

8.4 Cash and Accrual Basis Accounting

For State Auditor Reporting revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased. For monthly reporting purposes the District Accountant can use cash basis or accrual basis for reporting to the board.

8.5 Fixed Asset Management

The Executive Director or his or her designee shall maintain fixed asset records for all capital assets owned by the District. The threshold for capitalization of non-infrastructure assets is \$7,500.

8.6 State Audits and Reviews

The State Auditors Office will perform a financial and compliance audit on a scheduled basis and issue an audit report. Results of the audit will be provided to the Board. The District will conduct an internal financial review on an annual basis as part of the budgeting process.

Section 9. Fund Policies

The Board is required to approve any newly established Funds. To be consistent with text contained in the annual budget, the following is a list of District Financial Funds which can be used by the District:

9.1 General Fund

The General Fund is the general operating fund of the District. This fund is used to account for all financial resources and expenditures of the District which are not accounted for in other funds. The General Fund provides general purpose governmental services to the citizens. This fund is used to account for all general financial resources except those that must be accounted for in a special revenue fund.

9.2 Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

9.2.1 Reserve Fund

Use of funds must be authorized by a Resolution of the District Commission.

9.2.2 Debt Service Fund

The Debt Service Fund is used only to account for the accumulation of resources for, and the payment of, long-term debt, principal and interest. This fund contains several types of debt including but not limited to:

- Long term loans greater than one year
- Any type of Bonds issued by the District

9.2.3 Permanent Funds

Permanent Funds are legally restricted so only earnings, not principal, may be used to support the specific government program. The Board will adopt separate policies governing the management of restricted funds such as endowments.

9.2.4 Capital Improvement Funds

Capital improvement funds account for the purchase, construction, replacement, addition, or major repair of public facilities and major equipment. These projects differ from routine maintenance in that their cost is generally greater than \$25,000 and they have a useful life of generally ten years or more. Examples may include, but are not limited to buildings, bridges, parks, major trails, and significant pieces of equipment.

Section 10. Debt Management Policies

The basic objectives of the District's debt management policy are:

- To achieve the lowest possible cost for borrowing;
- If needed, to ensure access to the bond market to adequately provide the capital needed to finance public improvement and other long term development objectives. Debt can be used as a mechanism to equalize costs of needed improvements to both present and future citizens and as a way to reduce the costs of substantial public improvements;
- To maintain strong and sound credit demonstrated by its commitment to meet all obligations in a timely fashion;
- To maintain a level and structure of outstanding indebtedness that does not lead to excessive debt service requirements, thereby avoiding unnecessary strains on the operating budget; and
- To maintain the confidence of lending markets and the taxpayers.

The District Commissioners approval is required prior to the issuance of debt. The District Accountant or his or her designee has the authority to act as debt manager in the duties of debt issuance and related repayment activities.

10.1 Bond Procedures

The District will use the services of legally certified and credible bond counsel in the preparation of all presentations. An independent outside financial advisor may be used to provide the District with objective advice and analysis on debt issuance. The District will generally issue its debt through a competitive process but may use a negotiated process. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided by RCW chapter 43.80 the District will use the fiscal agent appointed by the state. An underwriter will be used for all debt issued in a negotiated or private placement sale method. The underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to the investors. The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life, or a maximum of 20 years.

10.2 Short Term Debt

It is the District's policy to avoid the use of short term indebtedness to the extent possible. Short-term borrowing (one year or less) will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received or to cover temporary cash flow shortages resulting from delay in receipting tax revenues or to finance capital construction.

Interfund loans may be used to meet short-term cash flow needs as an alternative to outside debt instruments. Interfund loans will be permitted only if an analysis of the lending fund indicates excess funds are available and that the use of these funds will not adversely affect current operations.

10.3 Long Term Debt

The District will not use long-term debt to support current operations. Prior to the issuance of debt, the District will prepare revenue projections to ensure there is adequate revenue to make principal and interest payments. The District will confine long-term borrowing to capital improvements that cannot be financed from current revenues.

Refunding bond issues designed to restructure current outstanding debt is an acceptable use of bond proceeds. A debt refunding is a refinance of debt typically done to take advantage of lower

interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant or restructure debt repayment due to cashflow needs, a debt refunding will attempt to achieve a present value savings of five percent of the principal amount of the refunding debt being issued. The District will maintain communications with bond rating agencies regarding its financial condition. The District will follow a policy of full disclosure on financial reports and bond prospectuses. The District will use bond proceeds pursuant to the bond resolutions, contracts, and Internal Revenue Codes applicable to government bonds. The District will maintain a system of recordkeeping and reporting to meet and satisfy calculations necessary for yield restriction requirements and arbitrage rebate requirements on the District's Tax exempt bonds.

10.4 General Obligation Bonds, Limited General Obligation Bonds and Lease Purchase Policies

Projects proposed for financing through general obligation debt will be accompanied by an analysis of the future operating and maintenance costs associated with the project. The District shall pay all interest and repay all debt in accordance with the terms of the bond resolutions. Bonds will not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The financing of lease purchases should be done in accordance with (RCW 39.36.020 (2) and RCW 35.42.200).

Section 11. Capital Improvement and Capital Budget Policies

It is the District's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction or acquisition of public facilities or major equipment. The District will maintain its physical assets at a level adequate to protect its capital investment and minimize future maintenance and replacement costs. The budget will provide for the orderly replacement of the capital assets from current resources where possible. Long term borrowing for capital facilities is considered an appropriate method of financing large facilities that benefit more than one generation of users.

Section 12. Cash and Purchasing Policies

The Executive Director and the District Accountant will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment and security of all cash assets. Written cash handling procedures are updated periodically and made available to all staff. Purchase of goods and services will be accomplished by a separate purchasing policy (see policy 520-Purchasing) adopted by the District Board. Payroll costs are authorized by budget adoption. Expenditures will be within current resource projections at the fund level.

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430 – Criminal Background Checks

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1.0 Purpose

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

2.0 Definitions

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

Business or organization: a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.

Conviction record: "conviction record" information as defined in RCW [10.97.030](#) and [10.97.050](#) relating to a crime committed by either an adult or a juvenile. It does not include a conviction for an offense that has been the subject of an expungement, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or a conviction that has been the subject of a pardon, annulment, or other equivalent procedure based on

Approved Date:
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a finding of innocence. It does include convictions for offenses for which the defendant received a deferred or suspended sentence, unless the record has been expunged according to law.

Crime against children or other persons: a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW [26.44.020](#); first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

Crimes relating to drugs: a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

Crimes relating to financial exploitation: a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

Unsupervised: not in the presence of (a) another employee or volunteer from the same business or organization as the applicant or, (b) any relative or guardian of any of the children or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

Vulnerable adult: "vulnerable adult" as defined in chapter [74.34](#) RCW, except that for the purposes of requesting and receiving background checks pursuant to RCW [43.43.832](#), it shall also include adults of any age who lack the functional, mental, or physical ability to care for themselves.

Agency: any person, firm, partnership, association, corporation, or facility which receives, provides services to, houses or otherwise cares for vulnerable adults, juveniles, or children, or which provides child day care, early learning, or early childhood education services.

3.0 Procedures

Under the Child and Adult Abuse Information Act, requests for criminal history records information (CHRI) are limited to businesses or organizations licensed in the state of Washington; any agency of the state; or other governmental entities that educate, train, treat, supervise, house or provide recreation to developmentally disabled persons, vulnerable adults or children under the age of 16.

Approved Date:
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3.1 Notices on Applications

The District requires proper screening of all prospective applicants. If the District determines that a particular job or volunteer position requires a clear background check, the District will indicate this as a required qualification on the job description, volunteer assignment documentation, internal job postings, outside advertisements and/or written conditional job offers. In the case of existing employees who seek transfer or promotion to such a job, this same information should be made available to them when interest in changing positions is first discussed. The provision of advance notice will help defend a claim that the background check is being unfairly applied to employees on the basis of race, gender or other factors.

RCW 43.43.834 requires an entity to notify an applicant who may be offered a position as an employee or volunteer that a background check inquiry may be made before the organization actually makes the request for a conviction record to the WSP. A signed authorization to obtain background information should be a part of the employment or volunteer application (see Attachment A). The District must require the applicant to first disclose whether he or she:

- a) *has been convicted of a crime*
- b) *has had finding made against him or her in any civil adjudicative proceeding as defined in RCW 43.43.830; or*
- c) *has both a conviction under (a) of this subsection and findings made against him or her under (b) of this subsection.*

3.2 Obtaining Criminal Record

The District may obtain CHRI from the state patrol in two different ways.

- 1) Access the WSP website at <http://www.wsp.wa.gov/crime/crimhist.htm> and selecting the Washington Access to Criminal History (WATCH) link. This feature requires either a credit card or a pre-established account. A fee is charged for each name search regardless of the outcome of the results of the search.
- 2) Forms are available through the watch link. Return the completed background form to the WSP through the US Postal Service.

3.3 Screening the Criminal Record

The CHRI should be limited to the subject's conviction record. Upon receipt of the CHRI, the District will screen the conviction record for crimes which would eliminate the candidate from consideration for employment or volunteer positions as are outlined RCW 43.43.830. Once the results have been received to the District, a copy of the report must be provided to the applicant within 10 days. All information obtained from a background check should be retained in accordance with the local government retention schedule found on the Secretary of State's archive division on their website.

Under RCW 43.43.834, businesses or organizations shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited except as provided in RCW 28A.320.155. Violating this statute is subject to a civil action for damages.

3.4 Use Guidelines:

- **New Hires:** Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check must be completed and results verified **before** any employee begins work. At no time should an employee begin work until the hiring manager has verified results of the background check.
- **Rehires:** A background check is required for all rehires that have been separated for longer than 90 days.
- **Employment Contingencies:** Background checks are to be processed after a **contingent** offer of employment has been extended to the applicant. Note: *The offer of employment is contingent upon the successful results of the background check.*
- **Authorization by Applicant:** The candidate must authorize the background check. This is done by having the applicant complete the Background Check Release Form (Attachment A) form. This form is available to the applicant on the District website and can be sent via e-mail to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the Hiring Manager. All applicants must complete an Application for Employment and the Employment Background Authorization form as this is required to be submitted to the third party administrator conducting the background check.

3.5 Verification of Background Checks

The results of the background check will be sent directly to the hiring manager. The District will review the report. If any discrepancies or criminal history are noted, the District will consult with the Executive Director for final determination. The District reserves the right to consult with the legal council.

3.6 Adverse Action Notifications

The hiring manager will contact the candidate to inform him/her that the District is rescinding its contingent offer of employment and that he/she will receive written notification that the third party administrator will send a summary of the candidate's rights under the Fair Credit Reporting Act. The third party administrator will give the candidate the opportunity to review a copy of the report, which informs him/her of his/her rights to dispute inaccurate information.

3.7 Offer of Employment Process

When verbally making the offer of employment to the successful candidate, the hiring manager must inform the candidate that the offer is **contingent** upon the successful results of the background check. The hiring manager then conducts any and all applicable background checks on the final candidate.

Attachment A

Consent to Criminal Background Check

Approved Date:
Revisions:

I hereby consent to a criminal background check and authorize the release of any information to [company name here]. I hereby release the company, its divisions, affiliates, and anyone acting on their behalf from any and all claims or liabilities of any nature arising from or related to the preparation and disclosure of the information contained in the criminal background report.

I do not consent to a criminal background check.

Name (please print)

Signature Date

Approved Date:
Revisions:

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3/22/11

440 - Consumer Report Background Checks

1.0 Purpose

As part of its background investigation, William Shore Memorial Pool District (District) may obtain a consumer report from a consumer reporting agency because your credit information is considered job related, or is otherwise required by law. The specific job-related reason(s) the District is obtaining credit information is: access to cash, access to checks, access to credit, responsible for receiving and depositing checks, responsible for issuing checks, access to personal data records (including social security #s), unsupervised access to children and/or vulnerable adults

2.0 Procedures

A consumer report may include details or reveal information regarding credit-worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

2.1 Requirements

Authorization allowing the District to obtain a consumer report about the applicant is a condition for further consideration of your application for employment.

The following requirements apply to the District request for consumer reports.

- The District will use the report only for employment purposes.
- Upon written request, the District will provide you with a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."
- Before making any adverse employment decision based, in whole or in part, of the contents of your consumer report, the District will provide you with a copy of your consumer report, and a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."

2.2 Applicants Submission Rights

After receiving your consumer report, the applicant must contact the District within two weeks if they believe that the consumer report contains information that is inaccurate or incomplete. The applicant submission will then be provided to the consumer reporting agency, which will review, consider, and/or investigate the information on the applicant submission before a final decision is made by the District the application.

2.3 Adverse Action Decision

If the District makes an adverse employment decision based, in whole or in part, on the contents of the Applicants consumer report, the District will provide the applicant with a "Notice of Adverse Action" (see Attachment B) informing you that a final decision has been made, along with another copy of a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."

Attachment A

Authorization to Obtain Credit Report

As part of its background investigation, the William Shore Memorial Pool District (District) may obtain a consumer report from a consumer reporting agency because your credit information is considered job related, or is otherwise required by law. The specific job-related reason(s) the the District is obtaining credit information regarding you is

- Access to cash
- Access to checks
- Access to credit
- Responsible for receiving and depositing checks
- Responsible for issuing checks
- Access to personal data records (including social security #s)
- Unsupervised access to children and/or vulnerable adults

Your consumer report may include details or reveal information regarding your credit-worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

The following requirements apply to [Member Name's] request for your consumer report.

1. the District will use the report only for employment purposes.
2. Upon written request, the District will provide you with a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."
3. Before making any adverse employment decision based, in whole or in part, of the contents of your consumer report, the District will provide you with a copy of your consumer report, and a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."

After receiving your consumer report, you must contact the District within two weeks if you believe that the consumer report contains information that is inaccurate or incomplete. Your submission will then be provided to the consumer reporting agency, which will review, consider, and/or investigate the information on your submission before a final decision is made by the District on your application.

4. If the District makes an adverse employment decision based, in whole or in part, or the contents of your consumer report, the District will provide you with a "Notice of Adverse Action" informing you that a final decision has been made, along with another copy of a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."
5. Your authorization allowing the District to obtain a consumer report about you is a condition for further consideration of your application for employment.

Before the District can obtain a consumer report about you, you must give your consent in writing. Your signature below confirms that you have read the above section completely. Please also complete the section below, in which you give your consent.

I, _____(print name) have read and understand the above disclosure.

Date: _____

Signature: _____

AUTHORIZATION TO OBTAIN A CONSUMER REPORT

By signing below, I, _____, acknowledge that I have read the above document, entitled "FAIR CREDIT REPORTING ACT, Applicant Disclosure and Authorization." I hereby voluntarily authorize the District to obtain a consumer report about me from a consumer reporting agency, which may include information about my credit worthiness, credit standing, credit capacity, or mode of living. I also authorize the District to consider this report when making decisions regarding my employment at the District and that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

I agree that a photocopy or telephonic facsimile of this authorization shall be as valid as the original.

Date: _____

Signature: _____

Attachment B

Notice of Potential Adverse Action

Dear Applicant:

Approved Date: 1-10-2010

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Revisions:

A decision is currently pending concerning your application for employment at the William Shore Memorial Pool District (District). Enclosed for your information is a copy of the consumer report that you authorized in regard to your application for employment, along with a copy of a publication entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

There is information on your consumer report that may result in adverse action on your application.

If there is any information on the consumer report that is inaccurate or incomplete, you should contact the Pool Supervisors in writing within two weeks. Your submission will be provided to the consumer reporting agency for review and investigation before a final decision by the District is made on your application.

Notice of Adverse Action

Dear Applicant:

In reference to your application for employment, we regret to inform you that we are unable to further consider you for employment at this time. Our decision, in part, is the result of information obtained through the Consumer Reporting Agency identified below.

The Consumer Reporting Agency did not make the adverse decision, and is unable to explain why the decision was made.

You have the right to obtain within 60 days a free copy of your consumer report from the Consumer Reporting Agency, as identified below, and from any other consumer reporting agency which compiles and maintains files on consumers on a nationwide basis.

You have the right to contact the Consumer Reporting Agency listed below to dispute any information contained in the report that you believe may be inaccurate or incomplete. A copy of your rights under the "Fair Credit Reporting Act" is enclosed, in a publication entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

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3/2/11

William Shore Memorial Pool District
FINANCIAL STATEMENTS

As of February 28, 2011



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 February 28, 2011 and 2010 and the related Statements of Activities for the two 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.

William Shore Memorial Pool District
Statements of Financial Position
As of February 28, 2011

	Feb 28, 11	Feb 28, 10
ASSETS		
Current Assets		
Checking/Savings		
10000 · County Fund Balance	41,209.44	0.00
10100 · Cash in Till	22.04	0.00
10200 · Credit Card Processing Account	237.14	0.00
10400 · Cash in Payroll Account	25,434.54	0.00
Total Checking/Savings	66,903.16	0.00
Accounts Receivable		
11300 · Credit Card Receivable	250.94	0.00
Total Accounts Receivable	250.94	0.00
Total Current Assets	67,154.10	0.00
TOTAL ASSETS	67,154.10	0.00
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
21000 · Visa	8,991.44	0.00
Total Credit Cards	8,991.44	0.00
Other Current Liabilities		
22000 · Wages Payable	8,952.72	0.00
23000 · Deferred Compensation Liability	3,252.00	0.00
24000 · Payroll Liabilities	4,611.81	0.00
25000 · Due to Others	6,681.02	0.00
26000 · Due for Professional Services	1,136.00	5,122.00
27000 · Due to the City of Port Angeles	11,241.47	75,623.83
Total Other Current Liabilities	35,875.02	80,745.83
Total Current Liabilities	44,866.46	80,745.83
Long Term Liabilities		
27200 · Loan from Clallam County	142,957.69	226,316.03
Total Long Term Liabilities	142,957.69	226,316.03
Total Liabilities	187,824.15	307,061.86
Equity		
32000 · Unrestricted Net Assets	-62,302.29	-244,701.57
Net Income	-58,367.76	-62,360.29
Total Equity	-120,670.05	-307,061.86
TOTAL LIABILITIES & EQUITY	67,154.10	0.00

William Shore Memorial Pool District
Statements of Activities
for the two months ended February 28, 2011 and 2010

	Jan - Feb 11	Jan - Feb 10
Income		
3111000 · Real and Property Taxes	16,965.61	1,389.80
3121000 · Forest Excise Tax	1,536.42	0.00
3172000 · Leasehold Excise Tax	1,025.53	0.00
3417000 · Merchandise Sales		
3417100 · Sale Items - Taxable	795.50	975.53
Total 3417000 · Merchandise Sales	795.50	975.53
3470000 · Admissions		
3473010 · General Admissions	7,971.00	0.00
3473011 · Pass Sales	11,639.00	30,167.52
3476035 · Swim Instruction	10,860.20	7,194.11
3476045 · Exercise Classes	4,370.00	0.00
Total 3470000 · Admissions	34,840.20	37,361.63
3620000 · Rental Income		
45030 · Facility Rental		
3624010 · One time use Rental	703.50	0.00
3625000 · Contracted Rental	4,920.00	0.00
45030 · Facility Rental - Other	0.00	1,798.75
Total 45030 · Facility Rental	5,623.50	1,798.75
45040 · Miscellaneous Rental		
3624020 · Equipment Rental	33.00	24.00
3624030 · Locker Rental	199.50	127.50
Total 45040 · Miscellaneous Rental	232.50	151.50
Total 3620000 · Rental Income	5,856.00	1,950.25
3698100 · Cash Overages and Shortages	3.26	-23.25
3699000 · Other Miscellaneous Revenue	830.35	0.00
41130 · Department of Natural Resources	16.89	0.00
Total Income	61,869.76	41,653.96
Expense		
57620 · Operating Costs		
100001 · Salaries and Wages		
100000 · Regular Time		
100020 · Lifeguards	14,720.54	0.00
100030 · Instructors	4,443.15	0.00
100040 · Head Guards	4,946.40	0.00
100050 · Supervisors	19,092.00	0.00
100070 · Executive Director	2,500.00	0.00
100000 · Regular Time - Other	0.00	41,067.68
Total 100000 · Regular Time	45,702.09	41,067.68
100080 · Overtime	1,684.20	880.64
62111 · Regular Time - Maintenance	0.00	4,574.32
62151 · Overtime - Maintenance	0.00	837.90
Total 100001 · Salaries and Wages	47,386.29	47,360.54
200000 · Personnel Benefits		
200020 · Benefits	3,935.01	6,962.25
200030 · Retirement	300.00	0.00
200032 · Cafeteria Plan - Salaried	0.00	490.60
200040 · Unemployment Compensation	2,533.78	5,234.05
200045 · Department of Labor & Industry	1,806.49	220.44
62161 · Benefits - Maintenance	0.00	1,504.31
62171 · Retirement - Maintenance	0.00	128.31
Total 200000 · Personnel Benefits	8,575.28	14,539.96

William Shore Memorial Pool District
Statements of Activities
for the two months ended February 28, 2011 and 2010

	Jan - Feb 11	Jan - Feb 10
300000 · Supplies		
310000 · Office Supplies		
310010 · Office Supplies	1,689.78	40.00
310012 · Printing and Copying	7.59	47.04
Total 310000 · Office Supplies	1,697.37	87.04
310050 · Program Supplies and Equipment		
310300 · Exercise Classes	418.37	0.00
310310 · Swim Instruction	300.00	0.00
310320 · Camps and Specials Events	141.55	0.00
Total 310050 · Program Supplies and Equipment	859.92	0.00
310100 · Maintenance Supplies and Repair		
310026 · Uniforms and Clothing	1,016.89	0.00
310030 · Pool Chemicals	3,580.98	1,771.26
310035 · Cleaning & Janitorial Supplies	964.47	1,219.02
310056 · Lifeguard supplies & equipment	336.59	0.00
310135 · Maintenance Supplies	4,727.86	861.34
65040 · Operating Supplies	0.00	1,340.95
Total 310100 · Maintenance Supplies and Repair	10,626.79	5,192.57
340035 · Items for Resale	1,333.50	637.74
350010 · Small Tools and Minor Equipment	1,786.13	0.00
Total 300000 · Supplies	16,303.71	5,917.35
4000000 · Charges for Services		
410020 · Professional Services		
410041 · Accounting Services	1,600.00	895.00
410071 · Legal Services	857.50	3,555.00
410020 · Professional Services - Other	3,968.20	0.00
Total 410020 · Professional Services	6,425.70	4,450.00
420000 · Communications		
420010 · Telephone	352.27	425.42
420020 · Postage, Mailing Service	11.05	0.00
420023 · Website and Internet	59.85	0.00
Total 420000 · Communications	423.17	425.42
430000 · Travel		
430010 · Conference, Convention, Meeting	399.23	0.00
430020 · Travel - Training	1,217.12	88.00
Total 430000 · Travel	1,616.35	88.00
440010 · Advertising	515.00	0.00
450000 · Operating Rentals and Leases		
450030 · Office Equipment Leases/Rents	276.52	0.00
Total 450000 · Operating Rentals and Leases	276.52	0.00
460030 · Insurance-Property & Liability	8,249.00	8,318.00
470090 · Utilities	17,781.26	18,455.24
480000 · Repair and Maint-Contracted		
480010 · Building-Repair and Maintenance	4,698.82	0.00
480040 · Equipment-Repair & Maintenance	356.53	0.00
Total 480000 · Repair and Maint-Contracted	5,055.35	0.00
490000 · Miscellaneous Expense		
490040 · Memberships and Dues	770.00	0.00
490000 · Miscellaneous Expense - Other	405.14	372.60
Total 490000 · Miscellaneous Expense	1,175.14	372.60

William Shore Memorial Pool District
Statements of Activities
for the two months ended February 28, 2011 and 2010

	Jan - Feb 11	Jan - Feb 10
500000 · Intergovernmental Services		
500100 · County Clerk Services	672.00	672.00
510010 · PA City Maintenance Services	4,800.00	0.00
530040 · State Sales and B & O Tax	819.49	3,415.14
530070 · Clallam County Treas - Prop Tax	163.26	0.00
Total 500000 · Intergovernmental Services	6,454.75	4,087.14
Total 4000000 · Charges for Services	47,972.24	36,196.40
Total 57620 · Operating Costs	120,237.52	104,014.25
Total Expense	120,237.52	104,014.25
Net Income	-58,367.76	-62,360.29

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
January through February 2011

	Jan - Feb 11	Budget
Income		
3111000 · Real and Property Taxes	16,965.61	1,500.00
3121000 · Forest Excise Tax	1,536.42	
3172000 · Leasehold Excise Tax	1,025.53	
3417000 · Merchandise Sales		
3417100 · Sale Items - Taxable	795.50	1,000.00
Total 3417000 · Merchandise Sales	795.50	1,000.00
3470000 · Admissions		
3473010 · General Admissions	7,971.00	19,750.00
3473011 · Pass Sales	11,639.00	0.00
3476035 · Swim instruction	10,860.20	6,000.00
3476040 · Camps and Special Events	0.00	0.00
3476045 · Exercise Classes	4,370.00	0.00
Total 3470000 · Admissions	34,840.20	25,750.00
3620000 · Rental Income		
45030 · Facility Rental		
3624010 · One time use Rental	703.50	
3625000 · Contracted Rental	4,920.00	4,850.00
45030 · Facility Rental - Other	0.00	0.00
Total 45030 · Facility Rental	5,623.50	4,850.00
45040 · Miscellaneous Rental		
3624020 · Equipment Rental	33.00	100.00
3624030 · Locker Rental	199.50	100.00
Total 45040 · Miscellaneous Rental	232.50	200.00
Total 3620000 · Rental Income	5,856.00	5,050.00
3698100 · Cash Overages and Shortages	3.26	0.00
3699000 · Other Miscellaneous Revenue	830.35	0.00
41130 · Department of Natural Resources	16.89	
Total Income	61,869.76	33,300.00
Expense		
57620 · Operating Costs		
100001 · Salaries and Wages		
100000 · Regular Time		
100020 · Lifeguards	14,720.54	
100030 · Instructors	4,443.15	
100040 · Head Guards	4,946.40	
100050 · Supervisors	19,092.00	
100070 · Executive Director	2,500.00	
100000 · Regular Time - Other	0.00	40,000.00
Total 100000 · Regular Time	45,702.09	40,000.00
100080 · Overtime	1,684.20	0.00
62111 · Regular Time - Maintenance	0.00	0.00
62151 · Overtime - Maintenance	0.00	0.00
Total 100001 · Salaries and Wages	47,386.29	40,000.00
200000 · Personnel Benefits		
200020 · Benefits	3,935.01	4,800.00
200030 · Retirement	300.00	
200032 · Cafeteria Plan - Salaried	0.00	1,800.00
200040 · Unemployment Compensation	2,533.78	0.00
200045 · Department of Labor & Industry	1,806.49	0.00
62161 · Benefits - Maintenance	0.00	0.00
62171 · Retirement - Maintenance	0.00	0.00
62181 · Unemployment Comp - Maintenance	0.00	0.00
62191 · Department of L & I - Maintenan	0.00	0.00
Total 200000 · Personnel Benefits	8,575.28	6,600.00

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
 January through February 2011

	Jan - Feb 11	Budget
300000 · Supplies		
310000 · Office Supplies		
310010 · Office Supplies	1,689.78	1,334.00
310012 · Printing and Copying	7.59	0.00
Total 310000 · Office Supplies	1,697.37	1,334.00
310050 · Program Supplies and Equipment		
310300 · Exercise Classes	418.37	666.00
310310 · Swim Instruction	300.00	300.00
310320 · Camps and Specials Events	141.55	0.00
Total 310050 · Program Supplies and Equipment	859.92	966.00
310100 · Maintenance Supplies and Repair		
310026 · Uniforms and Clothing	1,016.89	
310030 · Pool Chemicals	3,580.98	1,500.00
310035 · Cleaning & Janitorial Supplies	964.47	534.00
310056 · Lifeguard supplies & equipment	336.59	
310135 · Maintenance Supplies	4,727.86	3,000.00
65040 · Operating Supplies	0.00	0.00
Total 310100 · Maintenance Supplies and Repair	10,626.79	5,034.00
340035 · Items for Resale	1,333.50	1,000.00
350010 · Small Tools and Minor Equipment	1,786.13	1,666.00
Total 300000 · Supplies	16,303.71	10,000.00
4000000 · Charges for Services		
410020 · Professional Services		
410041 · Accounting Services	1,600.00	1,600.00
410071 · Legal Services	857.50	1,700.00
410020 · Professional Services - Other	3,968.20	
Total 410020 · Professional Services	6,425.70	3,300.00
420000 · Communications		
420010 · Telephone	352.27	666.00
420020 · Postage, Mailing Service	11.05	
420023 · Website and Internet	59.85	
Total 420000 · Communications	423.17	666.00
430000 · Travel		
430010 · Conference, Convention, Meeting	399.23	500.00
430020 · Travel - Training	1,217.12	200.00
68330 · Travel - Other	0.00	0.00
Total 430000 · Travel	1,616.35	700.00
440010 · Advertising	515.00	334.00
450000 · Operating Rentals and Leases		
450030 · Office Equipment Leases/Rents	276.52	400.00
Total 450000 · Operating Rentals and Leases	276.52	400.00
460030 · Insurance-Property & Liability	8,249.00	0.00
470090 · Utilities	17,781.26	17,000.00
480000 · Repair and Maint-Contracted		
480010 · Building-Repair and Maintenance	4,698.82	1,000.00
480040 · Equipment-Repair & Maintenance	356.53	1,000.00
Total 480000 · Repair and Maint-Contracted	5,055.35	2,000.00
490000 · Miscellaneous Expense		
490040 · Memberships and Dues	770.00	
490000 · Miscellaneous Expense - Other	405.14	0.00
Total 490000 · Miscellaneous Expense	1,175.14	0.00

William Shore Memorial Pool District
Statements of Activities - Actual and Budgeted
January through February 2011

	Jan - Feb 11	Budget
500000 · Intergovernmental Services		
500100 · County Clerk Services	672.00	674.00
510010 · PA City Maintenance Services	4,800.00	4,800.00
530040 · State Sales and B & O Tax	819.49	2,000.00
530070 · Clallam County Treas - Prop Tax	163.26	
Total 500000 · Intergovernmental Services	6,454.75	7,474.00
Total 4000000 · Charges for Services	47,972.24	31,874.00
Total 57620 · Operating Costs	120,237.52	88,474.00
Total Expense	120,237.52	88,474.00
Net Income	<u>-58,367.76</u>	<u>-55,174.00</u>



March 20, 2011

Dear Members of the William Shore Pool District Board,

On February 5-6, 2011 the Port Angeles Swim Club held a very successful swim meet at the William Shore Pool. This was by far the most pleasant meet we have run in a number of years, and we would like to formally thank the staff at the pool for their work. The staff on duty (supervised very professionally by Head Guard Dan Wonderly on Saturday and by Erica Salgado on Sunday) were polite, aware of what was going on in the sector they were responsible for, and helpful beyond belief all weekend long. The staff was willing to help and assisted us in so many ways and did so with a good attitude.

On Saturday night of the meet, the pool set up a Movie Night for the participants of the swim meet. Not many outside swimmers showed up, but it was not because of want. The overnight clubs had already set up dinner plans with their team, and have assured us that they would love to participate in the movie night, if available, during our July 2011 meet. Our Club swimmers had a GREAT time of fun, relaxation and team building. So many parents stayed to watch the movie and their kids that we are brainstorming plans for the July meet and what we can do with the parents during that time.

Dan Wonderly spent a very long day with us Saturday. He was there through the meet, the officials meeting and then at the movie night and we never once saw a negative spirit in him. He was always smiling and willing to help, all the while watching over the swimmers and guards he was responsible for. Never complaining, although he must have been tired (because we were!) he greeted each request with helpfulness and kindness.

We would just like to say how professional the staff was at the pool that weekend and that we appreciate the changes that have been made and are being made at the pool. Not only were the changes noticed that weekend, but they are noticed each night while our club is working out. The work attitude comes from the top with the guards and instructors reflecting what they see in their bosses.

The staff you have supervising and running the pool now, model the professionalism that we see throughout each day at the pool.

Thank you for all your hard work!

Sincerely,
The Port Angeles Swim Club
Board of Directors