

AGENDA

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

May 4, 2010 3:00 p.m.

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Agenda Items Only

ACTION ITEMS

- 1 Minutes of March 23, 2010
- 2 Approval of Vouchers for the Period Ending March 23, 2010
- 3 Approval of Maintenance Contract (City of Port Angeles)
- 4 Approval of Contract Notice of Termination Letter (City of Port Angeles)
- 5 Approval of Recruitment Timeline for Executive Director
- 6 Approval of WSMP Logo

ITEMS FOR DISCUSSION

- 7 Finance Update
- 8 Activity/Staff Update
- 9 Advisory Committee Update

REPORTS AND PRESENTATIONS

PUBLIC COMMENT

NEXT MEETING DATE

The next meeting will be held on May 25, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

1
5/4/10

MINUTES

WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Room 160

Port Angeles, Washington

March 23, 2010 3:00 p.m.

COMMISSIONERS

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

CMC called the meeting to order at 3:00 p.m. All Commissioners were present.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: CPDm to approve the agenda as presented, CMDs, mc

PUBLIC COMMENT – Agenda Items Only

CMC invited the public to hold any comments regarding the presentation of the Citizens Advisory Committee in case additional questions were raised. There was no public comment on any other agenda item.

ACTION ITEMS

Minutes of February 23, 2010

ACTION TAKEN: CGHm to approve the minutes of February 23, 2010, CCKs, mc

Approval of Vouchers for the Period Ending March 23, 2010

Charlie McClain gave a summary of the invoices presented.

ACTION TAKEN: CCKm to approve vouchers for period ending March 23, 2010 in the amount of \$51,080.62, CPDs, mc

Approval of Amendment 2 (City of Port Angeles) for Operation of WSMP

Kent Myers, City Manager of Port Angeles explained the extension of the agreement to terminate on May 31, 2010. The City of Port Angeles has not been charging the district for all of their indirect costs and he urged the district to move forward with the transition of the district running the pool.

CMD expressed his hope that the City of Port Angeles will be flexible in the termination of running the pool and hopes if a major problem occurs the previous entity will step forward to assist. CCK thanked Kent Myers and the City of Port Angeles staff who have been so supportive, putting in extra time and effort during this transition.

ACTION TAKEN: CCKm to approve the contract amendment 2 (City of Port Angeles), CGHs, CCK and CGH withdrew their motions. CMCm to approve the contract amendment 2 (City of Port Angeles), CGHs, mc. CCK and CPD abstained.

Presentation of Recommended Strategic Plan - Citizens' Advisory Committee

This presentation is from the citizens' advisory committee with input and general concurrence from the finance committee. Tom Bock, WSMPD Citizens Advisory Committee showed a PowerPoint presentation and walked everyone through all of the aspects of the proposed plan. Tom thanked everyone involved in putting the plan together.

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Budget

Tom Bock explained each budget line item; the finance committee suggested some changes to the preliminary data and those changes have been incorporated. Charlie McClain distributed a proposed 2010 budget. Tom Bock expressed that although some of the numbers presented in the PowerPoint are different than what was distributed; the bottom line remains the same.

ACTION TAKEN: CCKm to approve the amended budget, CPDs, mc

Aquatics Director Position

CMD asked about the Aquatics Director position responsibilities and the timeline of having them in the position in August 2010. Charlie explained based on the presented information the director would be in charge of operations and would be the focal point of all planning and operations. Some were concerned this may be too much for the director to take on and suggested breaking the position into two, Executive Director and Operations Manager. Tom Bock agreed and shared the advisory committee felt a multi-tier management plan would be best however they would like to allow the Executive Director that is hired to decide what personnel structure works best for the pool based on their experience. Tom Bock explained the expenses involved in advertising for the position and shared all places where the information would be posted. CMD asked that the Association of American Cities be added as well.

Unclaimed taxes

CCK asked about the figure presented as unclaimed taxes (\$25,000) and was surprised with the high dollar amount. Charlie McClain explained the five percent reserve is the amount that is projected that will not be collected in 2010 of the \$475,000 that is assessed in property taxes. In future years this number would be lower by previous years property taxes paid in future years and thus would offset the number.

Transition Strategy and Timetables

Tom Bock explained the transition strategy and time tables. From May 1 – August 31 is the time needed to transition to a full-time Aquatic Director. Tom Bock was asked if the timelines could be moved up if the plan was approved today and he shared they advisory committee felt all of the timelines could move up if this was the case.

Interim Director/Current Employees

The Citizens Advisory Committee would like to appoint Jayna Lafferty, current Aquatics Manager as the interim Aquatic Director. Jayna would become an employee of the WSMPD and her duties would include the posted job requirements and other duties as assigned. The committee would like to see Jayna on a three-month contract to end on September 1 when the newly hired Aquatic Director would begin. Craig Miller will begin working immediately on drafting a contract for Jayna to begin working on behalf of the WSMPD in addition to her responsibilities as an employee of the City of Port Angeles.

It is also their recommendation that all of the current staff become employees of the WSMPD (if they so desire) after going through the proper application/background check. Salaries will be based upon a new salary schedule that will be created. The six-month period from June 1 – December 1 would be considered a probationary period for all pool employees. A new pay scale will need to be developed with updated job descriptions as well as policies and procedures operating manual.

MINUTES for the Meeting of March 23, 2010
WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS
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Leah Gould asked about the two-month application process for a director and felt this was a long duration of time to appoint a new director. Tom Bock explained that originally it was a 1 month time period however after discussion they felt a longer time period would allow for a more competitive applicant pool.

Administrative Costs

Charlie McClain explained the finance and advisory committee determined the most inexpensive way to handle the accounting and payroll needs of the district was to do it from one location. Charlie has offered to handle those needs at McClain and Crouse Accounting for an additional \$600 per month (Addition of current \$200 per month for a total of \$800 per month for all accounting/payroll/taxes).

Letter of Intent

The advisory committee asked about writing a letter to the City of Port Angeles to indicate the districts' intent to take possession of assets relating to the pool facility (including office furniture and equipment). CMC asked City of Port Angeles Manager, Kent Myers if he could get the information about the legality of transferring assets to the district. Kent Myers shared that he will meet with Bill Bloor about the legalities and get back to the district prior to the next meeting held in April. Jim Jones, County Administrator, shared that it will take a declaration of surplus to transfer the furniture and furnishings of the WSMP to the WSMPD.

Structural Survey

The advisory committee requests the Board of Commissioners authorize the expenditure for a structural survey of the pool. There is currently no structural survey regarding the condition of the pool and feels there is a need to have current knowledge of the structure. This survey would also help to prioritize future expenditures. Steve Burke said the pool was built in 1962 and currently has no vapor barriers on the inside and no insulation on the outside. Because the pool does not have a dehumidification system the structural survey will assist to determine if any damage has occurred with the concrete walls. The advisory committee is checking with the some local vendors to see what the costs would be to have this done and will bring the information back at the next meeting.

CMD asked if energy updates could be done as part of the survey, (solar and insulation) that may be able to cut the costs. Steve Burke explained that they are looking at addition surveys to address other issues. They are also looking at a program that has been used at North and Central Kitsap that is an audit that is done by a company out of Olympia. Both schools have been very pleased with how the survey has helped to reduce their budgets.

Letter to Current Employees

A letter needs to be drafted to all current WSMP employees stating that it is the board's intent to continue their employment on a temporary basis and would include language about the probationary period. CCK expressed her appreciation and support to the current pool staff as the district moves through this transition and commends the good work of the citizens' advisory committee.

New Forms

It is necessary to have new forms created with the William Shore Memorial Pool District name and possible logo. Some of the items include employment applications, letterhead, envelopes, and uniforms.

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ACTION TAKEN: CPDm to approve the transition strategy as outline in 2.2.1 and authorize the finance and advisory committee to approve the dates and the final job description of the Executive Director, CCKs, mc

Operating Name / Logo

The advisory committee would like to have the operating name of the pool be shortened to William Shore Pool and take district off for the purpose of marketing, uniforms, signage, etc. Craig Miller shared that public entities are entitled to adopt doing business as (dba) name. Tom Bock offered a couple of logos that were created by him. CMC asked Jayna to take the information back to the pool and develop a contest that would include the public on coming up with a logo for the swimming pool. The winner of the contest will receive free swimming pass for one month.

Website

Steve Burke paid \$5 to purchase the site of www.williamshorepool.org. The site would be dual purpose for pool information as well as information about the district including meeting agendas, minutes, contact information, etc.

Friends of the Pool

Due to the interest of pool users willing to volunteer their time, the advisory committee would like to create "Friends of the Pool." This would be a group of people who will assist with fundraising and volunteer efforts. All funds raised from the volunteer's time will be restricted to visible improvements and public benefit. Charlie McClain said it normally takes about \$2,000 to create a 501c3 organization and get it up and running. The WSMPD will not be able to have any affiliations with the Friends of the Pool or the revenue that is brought in and the advisory committee will need to have fund-raisers to earn the money to get it up and running.

Craig Miller shared the Municipal Pool District is a 501c1 organization which means that any contribution made is tax deductible. You do not have to have a 501c3 to exist to accept tax deductible contributions. The primary purpose for creating a separate 501c3 separate from the entity was the 501c3 is not subject to the spending limitations that apply to a public entity.

Summary

Along with providing pool services, all WSMPD Commissioners and the Citizens Advisory Committee members believe the WSMPD operates as fiscally conservative as possible. The goal of the WSMPD is to maintain the faith of the taxpayers and this is achieved by a "Lean & Mean" approach to budgetary items.

CPD commended Tom Bock, Steve Burke and the advisory committee members for an excellent presentation. The committee did have input for everyone on the team and they hope they are able to move forward and make this happen.

CGH would like to see the scope of what needs to be done during the closure, costs involved and the time period that will be involved.

PUBLIC COMMENT

There was no public comment.

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ITEMS FOR DISCUSSION

Activity/Staff Update

Jayna Lafferty, Aquatics Manager explained the activity/staff report for February, 2010 in detail and answered questions. She shared the deep water aerobics class has really filled up as have swimming lessons. She shared the staff are really happy to hear that the WSMPD is going to running the pool.

NEXT MEETING DATE

The next meeting will be held on April 27, 2010 at 3:00 p.m. in the Clallam County Commissioners Board Room, Room 160.

ADJOURNMENT

CMC adjourned the meeting at 4:29 p.m.

PASSED AND ADOPTED this fourth day of May 2010

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS

Michael C. Chapman, President

ATTEST:

Tammy Sullenger, Administrative Asst.

KEY TO ABBREVIATIONS:

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

2
5/4/11

CLAIMS PAYMENT REQUEST

District Name: William Shore Memorial Pool District
 Period Ending: 5/4/2010
 Date Submitted: 5/4/2010
 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.)
 Pickup: Tammy Sullenger
 Fund Number: _____

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
26017	4/13/2010	0001252	CITY OF PORT ANGELES	S		\$ 17,768.10			66870.000.57620.51.0010	1	MARCH 2010 POOL CHARGES	E	PD
25851	4/2/2010	0001252	CITY OF PORT ANGELES	S		\$ 75.00			66870.000.57620.51.0010	1	STREET BANNER RENTAL	E	PD
25631	3/18/2010	0001252	CITY OF PORT ANGELES	S		\$ 3,415.15			66870.000.57620.51.0010	1	WSMPO 4TH QTR TAXES	E	PD
WSMPO0410	4/30/2010	0000334	CALLAM COUNTY COMMISSIONERS	S		\$ 336.00			66870.000.57620.41.0020	1	APRIL CLERK SVS	E	PD
16077	4/1/2010	0003197	CRAIG MILLER P.S.	S		\$ 770.00			66870.000.57620.51.0010	1	LEGAL SVS	E	PD
16095	4/29/2010	0003197	CRAIG MILLER P.S.	S		\$ 2,335.00			66870.000.57620.51.0010	1	LEGAL SVS	E	PD
1330	3/31/2010	0023222	MCCLAINE CROUSE AND CO	S		\$ 200.00			66870.000.57620.41.0020	1	MISC MGMT SVS	E	PD

Page 1 Total: 24,899.25
 Page 2 Total: 0.00
 Page 3 Total: 0.00
 Grand Total: 24,899.25

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 auth

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

Board Authorization: As the duly appointed board member for the 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 above are he

Michael C. Chapman
 Recused from any bills related to Callam County
 Commissioner
 Date _____

Patrick Downie
 Recused from any bills related to the City of Port Angeles
 Commissioner
 Date _____

Howard V. Doherty, Jr.
 Recused from any bills related to Callam County
 Commissioner
 Date _____

Gary Holmquist
 Commissioner
 Date _____

Cherree Kidd
 Recused from any bills related to the City of Port Angeles
 Commissioner
 Date _____

Registered Warrants Information Form

1. What is the dollar amount necessary to cover your issued warrants? \$24,899.25
2. What is the approximate repayment date? April 2010
3. What is your projected revenue stream, and the sources of the revenue, for the time period stated above?

Dollar Amount

Source of Revenue

Estimate Tax Revenue (2010)

4. Does your district use interfund loans, or other cash flow borrowing? Yes No
If yes, please provide specific information.

5. Is your district a party to any significant litigation? Yes No

6. Please provide a current balance sheet that includes assets and outstanding debt for your district.

The Clallam County Treasurer will provide you with the necessary promissory note if Clallam County decides to purchase your registered warrants.

District Name: William Shore Memorial Pool District

Contact: Tammy Sullenger

Title: Secretary

Address: 223 E. 4th Street, Suite 4, Port Angeles, WA 98362

Telephone 360.417.2383

Signature _____

Date: _____

THE ISSUANCE OF REGISTERED WARRANTS

The William Shore Memorial Pool District (the district) and the Clallam County Treasurer hereby agree to the terms and conditions of the transaction as set forth in this agreement, to wit:

On May 4, 2010 the District shall issue warrants drawn on the Pool Fund, in registered form, payable to the Clallam County Treasurer in an amount and in accordance with the following terms and conditions:

Registered Warrant Principal	\$ <u>24,899.25</u>
Interest Rate – <u>Washington State Local Government Investment Pool Rate plus 1.5%</u>	
Approval Date <u>March 23, 2010</u>	
Redemption Date	_____
Term (number of days)	_____
Basis (days/year)	<u>365 days</u>

The District acknowledges and agrees to conform to the requirements under Washington State law (RCW 36.29.060) that all warrants be called for payment in the order of issuance. Accordingly, no warrant issued by the district subsequent to the herein described registered warrant shall be called or presented for payment until such time as the call has been made for payment of the herein described registered warrant.

The undersigned hereby acknowledge they have read the contents of this agreement and understand the conditions therein imposed and that each will abide by the terms as set forth in this agreement.

Dated this fourth day of May 20 10.

Michael C. Chapman
President

Title _____
Clallam County Treasurer

William Shore Memorial Pool District by: _____
Deputy Treasurer

INVOICE



CITY OF PORT ANGELES
 PO BOX 1150
 321 EAST 5TH
 PORT ANGELES, WA 98362

(360) 417-4614

TO: WILLIAM SHORE MEM POOL DIST.
 C/O CHARLES MCCLAIN
 227 W. 8TH ST
 PORT ANGELES, WA 98362

INVOICE NO: 26017
 DATE: 4/13/10

CUSTOMER NO: 3757/3757

TYPE: PL - POOL

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	March 2010 Pool Charges	17,768.10	17,768.10

TOTAL DUE: \$17,768.10

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 4/13/10 DUE DATE: 5/03/10
 CUSTOMER NO: 3757/3757

NAME: WILLIAM SHORE MEM POOL DIST.
 TYPE: PL - POOL

REMIT AND MAKE CHECK PAYABLE TO:
 CITY OF PORT ANGELES
 PO BOX 1150
 321 EAST 5TH
 PORT ANGELES WA 98362

INVOICE NO: 26017
 TERMS: NET 20 DAYS

AMOUNT: \$17,768.10

City of Port Angeles/William Shore Memorial Pool
 March 2010 Revenues/Expenses

	Feb Balance	Mar Charges	Mar Balance	Difference	Adjusted Mar Charges	Mar Balance	Difference
121-8021-347-3011			\$	- \$	- \$	- \$	- \$
121-8021-347-3012	24,597.77	14,349.16	38,946.93	\$	14,349.16	38,946.93	\$
121-8021-347-3013	12,418.88	6,532.38	18,951.24	\$	6,532.38	18,951.24	\$
121-8021-347-3014	2,028.00	2,697.00	4,725.00	\$	2,697.00	4,725.00	\$
121-8021-347-3015	175.75	121.25	297.00	\$	121.25	297.00	\$
121-8021-347-3016	84.00	195.00	279.00	\$	195.00	279.00	\$
121-8021-347-8020	975.53	655.11	1,630.64	\$	655.11	1,630.64	\$
121-8021-362-8000	-	28.38	28.38	\$	28.38	28.38	\$
121-8021-369-8100	(11.25)	(1.25)	(12.50)	\$	(1.25)	(12.50)	\$
121-8121-3898-90-00	(12.00)	(12.00)	(24.00)	\$	(12.00)	(24.00)	\$
	40,256.86	24,585.03	64,821.89	Total Revenues	\$ 24,585.03		
121-8121-3698-90-00			\$	- \$	- \$	- \$	- \$
121-8121-578-1001			\$	- \$	- \$	- \$	- \$
121-8121-578-1011			\$	- \$	- \$	- \$	- \$
121-8121-578-2010			\$	- \$	- \$	- \$	- \$
121-8121-578-2030			\$	- \$	- \$	- \$	- \$
121-8121-578-2041			\$	- \$	- \$	- \$	- \$
121-8121-578-2042			\$	- \$	- \$	- \$	- \$
121-8121-578-2050			\$	- \$	- \$	- \$	- \$
121-8121-578-3101			\$	- \$	- \$	- \$	- \$
121-8121-578-3105	1,771.26	103.91	1,875.17	\$	103.91	1,875.17	\$
121-8121-578-3120	1,056.56	214.85	1,271.41	\$	214.85	1,271.41	\$
121-8121-578-4810			\$	- \$	- \$	- \$	- \$
121-8021-578-1001	16,365.15	7,403.16	23,768.31	\$	7,403.16	23,768.31	\$
121-8021-578-1002	28,201.01	17,801.42	46,002.43	\$	17,801.42	46,002.43	\$
121-8021-578-1011	887.29	580.08	1,467.37	\$	580.08	1,467.37	\$
121-8021-578-2010	3,480.30	1,947.40	5,427.70	\$	1,947.40	5,427.70	\$
121-8021-578-2030	490.60	237.04	727.64	\$	237.04	727.64	\$
121-8021-578-2040			\$	- \$	- \$	- \$	- \$
121-8021-578-2041	51.73	26.10	77.83	\$	26.10	77.83	\$
121-8021-578-2042	17.00	8.50	25.50	\$	8.50	25.50	\$
121-8021-578-2044			\$	- \$	- \$	- \$	- \$
121-8021-578-2050	3,042.38	1,521.19	4,563.57	\$	1,521.19	4,563.57	\$
121-8021-578-2051			\$	- \$	- \$	- \$	- \$
121-8021-578-2080			\$	- \$	- \$	- \$	- \$
121-8021-578-2090			\$	- \$	- \$	- \$	- \$
121-8021-578-3101	1,020.28	689.55	1,709.83	\$	689.55	1,709.83	\$
121-8021-578-3105			\$	- \$	- \$	- \$	- \$
121-8021-578-3106	960.49	680.87	1,641.36	\$	680.87	1,641.36	\$
121-8021-578-3107			\$	- \$	- \$	- \$	- \$
121-8021-578-3111			\$	- \$	- \$	- \$	- \$
121-8021-578-3120			\$	- \$	- \$	- \$	- \$
121-8021-578-3160			\$	- \$	- \$	- \$	- \$
121-8021-578-3401	637.74	330.66	968.40	\$	330.66	968.40	\$
121-8021-578-3501			\$	- \$	- \$	- \$	- \$
121-8021-578-4150	40.00	40.00	80.00	\$	40.00	80.00	\$
121-8021-578-4160			\$	- \$	- \$	- \$	- \$
121-8021-578-4210	81.42	127.95	209.37	\$	127.95	209.37	\$
121-8021-578-4212	344.00	172.00	516.00	\$	172.00	516.00	\$
121-8021-578-4310	88.00	425.00	513.00	\$	425.00	513.00	\$
121-8021-578-4410			\$	- \$	- \$	- \$	- \$
121-8021-578-4530			\$	- \$	- \$	- \$	- \$
121-8021-578-4531			\$	- \$	- \$	- \$	- \$
121-8021-578-4532			\$	- \$	- \$	- \$	- \$
121-8021-578-4710	18,455.24	8,311.57	26,766.81	\$	8,311.57	26,766.81	\$
121-8021-578-4810			\$	- \$	- \$	- \$	- \$
121-8021-578-4901			\$	- \$	- \$	- \$	- \$
	76,990.45	40,621.25	117,611.70	Total Expenses	\$ 40,621.25		
	36,733.79	16,056.22	52,790.01	Mar 10 Billing	\$ 16,056.22		
March 2010 billing	16,056.22						
Work Orders not posted to fund 121	1,690.35						
March 2010 copies	3.93						
March 2010 postage	17.60						
	17,768.10						

William Shore Memorial Pool
 Maintenance Charges
 Bob Petty/Marty Lemon
 03/01/10-03/31/10

Work Order Task	14056-002 Building Repair	111356-002 Building Maintenance PO0801	111356-003 Water Treatment PO0901	111356-004 Electric Lighting PO0801	111356-006 Plumbing PO0801	111356-007 Administrative Charges PO0901	Work Order Generated
1-8112-555-10-01	6.88		60.16	13.37	26.74		
1-8112-555-10-11		21.95	21.95				
1-8112-555-20-10	0.53	1.78	6.67	1.09	2.16		
1-8112-555-20-30	0.38	1.25	4.71	0.77	1.53		
1-8112-555-20-41		0.23	0.71				
1-8112-555-20-42		0.07	0.22				
1-8112-555-20-50		6.90	27.97				
**Bob Petty Comp	7.69	34.18	122.39	15.23	30.43	-	209.82
1-8131-518-10-01	20.05		180.41	40.09	80.18		
1-8131-518-10-11		65.85	65.85				
1-8131-518-20-10	1.63	5.32	19.90	3.23	6.48		
1-8131-218-20-30	1.15	3.76	14.08	2.29	4.60		
1-8131-518-20-41		0.68	2.13				
1-8131-518-20-42		0.22	0.68				
1-8131-518-20-50		26.71	83.69				
**Bob Petty Comp	22.83	102.54	366.74	45.61	91.26	-	628.98
102-7230-542-10-01				26.73	53.46		
102-7230-542-20-10				2.14	4.27		
102-7230-242-20-30				1.53	3.07		
102-7230-542-20-41					0.86		
102-7230-542-20-42					0.21		
102-7230-542-20-50					38.03		
	-	-	-	30.40	89.70	-	130.10
1-2023-514-10-01						162.70	
1-2023-514-20-10						12.16	
1-2023-514-20-30						8.82	
1-2023-514-20-41						1.14	
1-2023-514-20-42						0.39	
1-2023-514-20-50						50.85	
1-2023-514-20-90						1.59	
	-	-	-	-	-	245.45	245.45
1-9998-514-99-88							476.00
	-	-	-	-	-	-	476.00
	-	-	-	-	-	-	476.00
	\$ 30.42	\$ 136.72	\$ 489.13	\$ 91.24	\$ 221.39	\$ 245.45	\$ 1,690.35

JE to Transfer C	1-2023-366-90-00	245.45
	1-8112-366-90-00	209.82
	1-8131-366-90-00	628.98
	1-0000-111-10-00	1,084.25
	102-7230-366-90-00	130.10
	102-7230-366-90-00	476.00
	102-0000-111-10-00	608.10
	121-0000-111-10-00	1,690.35
	121-8121-576-99-10	1,690.35

Copies for Pool as of March 31, 2010

# of Copies run on machine 1	302
# of Copies run on machine 2	209
Total # of copies run	511
cost per copy	0.0077
Total owed by pool for March copies	3.93

Mail Services For Wm. Shore Memorial Pool District

Postage Used for Month of March 2010

<u>Date</u>	<u># of pieces of mail</u>	<u>Amt. per piece</u>	<u>Total</u>
3/7/10	11	0.44	4.84
3/18/10	3	0.44	1.32
3/29/10	24	0.44	10.56
3/31/10	2	0.44	0.88
3/31/10	1	1.22	1.22
Total for March			17.60

INVOICE



CITY OF PORT ANGELES
PO BOX 1150
321 EAST 5TH
PORT ANGELES, WA 98362

(360) 417-4614

TO: WILLIAM SHORE MEM POOL DIST.
C/O CHARLES MCCLAIN
227 W. 8TH ST
PORT ANGELES, WA 98362

INVOICE NO: 25851
DATE: 4/02/10

CUSTOMER NO: 3757/216116

TYPE: PK - PARKS

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	PK-BANNER SPACE RENTAL BANNER SPACE RENTAL FOR MARCH 22-28TH, 2010	75.00	75.00

TOTAL DUE: \$75.00

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 4/02/10 DUE DATE: 5/03/10
CUSTOMER NO: 3757/216116

NAME: WILLIAM SHORE MEM POOL DIST.
TYPE: PK - PARKS

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF PORT ANGELES
PO BOX 1150
321 EAST 5TH
PORT ANGELES WA 98362

INVOICE NO: 25851
TERMS: NET 30 DAYS

AMOUNT: \$75.00

Request for Billing



To: Cheryl Possinger, Accounting Tech.

From: Cindy Kochanek

Date: 4/1/2010

- General Miscellaneous
- Landfill Accounts
- Leasehold Excise Tax
- Light Department
- Medic I Transport
- Fire Department
- Police Department
- Parks Department
- Parking/Bus. Improvement Area
- PenCom Dispatch Services
- Public Works Department

PK003

Please send an invoice in the amount of \$ 75.00 to:

Name: William Shore Memorial Pool

Address: _____

This invoice is for: Banner space rental for March 22-28th 2010
Egg Hunt.

Actual Labor Costs:	\$ _____
Actual Material Costs	\$ _____
Actual Vehicle Costs	\$ _____
Misc. Costs	\$ <u>75.00</u>
Billing Fee	\$ _____
Sales Tax	\$ _____
Total	\$ _____

Authorizing Signature: Cindy Kochanek

Accounting Codes: 001-8010.347.9015

INVOICE



CITY OF PORT ANGELES
PO BOX 1150
321 EAST 5TH
PORT ANGELES, WA 98362

(360) 417-4614

TO: WILLIAM SHORE MEM POOL DIST.
C/O CHARLES MCCLAIN
227 W. 8TH ST
PORT ANGELES, WA 98362

INVOICE NO: 25631
DATE: 3/18/10

CUSTOMER NO: 3757/3757

TYPE: PL - POOL

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	WSMPD 4th Quarter Taxes	3,415.14	3,415.14

TOTAL DUE: \$3,415.14

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 3/18/10 DUE DATE: 4/19/10 NAME: WILLIAM SHORE MEM POOL DIST.
CUSTOMER NO: 3757/3757 TYPE: PL - POOL

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF PORT ANGELES
PO BOX 1150
321 EAST 5TH
PORT ANGELES WA 98362

INVOICE NO: 25631 AMOUNT: \$3,415.14
TERMS: NET 30 DAYS

EXCISE TAX RETURN
CITY OF PORT ANGELES - POOL
054-005-242-0

EXCISE TAX REPORT WORKSHEET- 4th Qtr 2009

	ACCOUNT #	4th Qtr 09	TOTAL	TAXABLE	TAX AMT
Public Swimming	001-8020-347-3012	31,013.53	31,013.53	31,013.53	\$2,174.30
Pool Rental	001-8020-347-3014	3,187.50	3,187.50	3,187.50	223.47
Showers/Lockers	001-8020-347-3015	291.25	291.25	291.25	20.42
Rentals	001-8020-347-3016	342.00	342.00	342.00	23.98
Concessions	001-8020-362-8000	9.00	9.00	0.01829	0.63
Swim Lessons	001-8020-347-3013	13,869.00	13,869.00	0.01829	972.33
Aerobic Lessons	001-8020-347-3011	0.00	0.00	0.00471	0.00
		<u>48,712.28</u>	<u>48,712.28</u>		<u>\$3,415.13</u>

Summary.



PORT ANGELES

WASHINGTON, U. S. A.

MEMO

FINANCE

Yvonne Ziomkowski
Finance Director
[4601]

Carol Hagar
Administrative
Assistant/
Deputy City Clerk
[4600]

Rick Hostetler
Customer Services
Manager
[4623]

Linda Kheriaty
Finance Systems
Specialist
[4612]

Therese Agesson
Senior Accountant
[4615]

Rebecca Horton
Senior Accountant
[4602]

Trina Nevaril
Senior Accountant
[4624]

Sherry Wright
Senior Accountant
[4606]

To: Charlie McClain

From: Tess Agesson *TA*

Date: March 25, 2010

RE: Request for billing backup

Charlie,

Per your request you will find the detail concerning the latest 4th quarter billing for taxes. If you have any additional questions or concerns please contact me at 360-417-4615.

Best Regards,

Therese (Tess) Agesson



BOCC

223 E. 4th Street, Suite 4
Port Angeles, WA 98362
360.417.2233 fax 360.417.2493

Invoice No. WSMPD0410

INVOICE

Customer

Name William Shore Memorial Pool District c/o BOCC
Address 223 E. 4th Street, Suite 4
City Port Angeles State WA ZIP 98362
Phone 360.417.2233

Date 4/30/2010
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
10	Hours - April 2010 PER PSA CONTRACT 100291.09.003 Clallam County shall provide "Clerk of the Board" services to the District, as needed, which shall include, but not be limited to: staff support and acting as secretary to the William Shore Memorial Pool District Board of Commissioners.; taking responsibility for scheduling noticing, and coordinating all official public meetings of the board; taking, transcribing and assuring proper distribution of minutes of all official public meetings; official document management; working with the Chair to build board packets for upcoming meetings; preparing and distributing all official correspondence for the District.	\$33.60	\$336.00

Payment Details

- Cash
- Check
- Credit Card

Name _____
CC # _____
Expires _____

SubTotal	\$336.00
Shipping & Handling	\$0.00
Taxes	
TOTAL	\$336.00

Office Use Only

~Thank you!~

If you have any questions please call 417.2383

Craig Miller, PS
Attorney at Law
711 East Front Street, Suite A
Port Angeles, WA 98362
360-457-3349

Invoice submitted to:
William Shore Memorial Pool
c/o McClain & Crouse, P.S.
227 West Eight Street
Port Angeles WA 98362

April 01, 2010

In Reference To: William Shore Memorial Pool
Recreation District

*Invoice #*16077

Professional Services

	<u>Amount</u>
2/25/2010 Review claim; telephone call to Tammy.	
3/23/2010 Review advisory committee report; telephone conference with Charlie; attend Board meeting.	
3/24/2010 Review employment policies.	
3/25/2010 Conference with city; review emails; telephone conference with Chapman.	
3/26/2010 Review manuals.	
3/31/2010 Review Cutler email; review contract with City.	
For professional services rendered	<u>\$770.00</u>
Previous balance	\$3,555.00
3/26/2010 Payment - thank you. Check No. 9683359	(\$3,555.00)
Total payments and adjustments	<u>(\$3,555.00)</u>
Balance due	<u>\$770.00</u>

Craig Miller, PS
Attorney at Law
711 East Front Street, Suite A
Port Angeles, WA 98362
360-457-3349

Invoice submitted to:
William Shore Memorial Pool District
Clallam County Courthouse,
Commissioner's Office
Attention: Tammy Sullenger
223 East Fourth Street, Suit 4
Port Angeles WA 98362-3015

April 29, 2010
In Reference To: General Administration
Invoice #16095

Professional Services

Amount

4/1/2010 E-mail to Cutler re: changes to maintenance contract.	
4/4/2010 Review of handbook and draft of letter re: comments.	
4/9/2010 Telephone conference with JScott.	
4/12/2010 Conference with Jones.	
4/19/2010 Telephone conference with Judith Scott.	
4/25/2010 Review of employee handbook.	
4/27/2010 Telephone conference with prosecutor; draft and finalize letter to Osdiek; email to Cutler re: maintenance contract.	
4/28/2010 Telephone conference with Tammy re: policy manual. Review of policies.	
Telephone conference with Cutler re: maintenance contract; review VLB memo on employee handbook, etc.	
4/29/2010 Finalize memorandum on handbook; attend committee meeting.	
For professional services rendered	\$2,302.50
Additional Charges :	
4/30/2010 Surcharge for Postage, Copying, & Faxes	32.50
Total costs	\$32.50
Total amount of this bill	\$2,335.00

William Shore Memorial Pool District

Page 2

	<u>Amount</u>
Previous balance	\$770.00
Balance due	\$3,105.00

McCLAIN, CROUSE & CO., PS
227 W. EIGHTH STREET
PORT ANGELES, WA 98362

INVOICE

1-360-457-3303

1-360-457-7415

William Shore Memorial Pool District
321 East Fifth Street
Port Angeles, WA 98362

Page Number: 1
Client ID: 6929
Invoice Date: 3/31/10
Invoice Number: 1330

Date	Services	Fee
------	----------	-----

3/31/10	Misc Management Services	200.00
---------	--------------------------	--------

New Charges: 200.00

Prior Balance:

Total Due: 200.00

5/4/10

SENT BY FACSIMILE (360) 417-2493

7 Pages Total

Memo To: WSMPD Board

From: Craig L. Miller

Re: Maintenance Contract with City of Port Angeles

Date: April 29, 2010

Attached to this memo is a draft of a proposed Maintenance Agreement with the City of Port Angeles for the William Shore Pool, proposed to go into effect on June 1, 2010. Please review this Agreement, which has been reviewed by Charlie McClain and me, and is recommended by us. While not yet completely final, the City Attorney still having to review it, only minor tweaks might be needed. I would request that the Board approve this Agreement in principle, delegating to the chairman and me the ability to finalize this Agreement. If any major changes are needed, we will return this Agreement to the Board at its meeting of May 26, 2010.

DRAFT

Agreement Between the City of Port Angeles and the William Shore Memorial Pool District

This Agreement is made and entered between the City of Port Angeles ("City"), a municipal corporation of the State of Washington, and the William Shore Memorial Pool District ("WSMPD"), a Metropolitan Park District organized pursuant to Chapter 35.61 RCW, both located in Clallam County:

Whereas the WSMPD is operated and maintained for the use and benefit of all residents within the WSMPD,

Whereas the WSMPD is in need of maintenance services for its swimming pool in order to be able to operate it in a safe and efficient manner;

Whereas the City is uniquely capable of maintaining the Pool, having done so since it was constructed in 1951;

Whereas the parties desire to enter into an agreement relative to the maintenance of the Pool;

NOW, THEREFORE, in consideration of promises and agreements contained herein, it is agreed as follows:

1. Provision of Pool Maintenance Services by the City. Commencing on June 1, 2010, and thereafter during the term of this Agreement, the City shall provide pool maintenance services for the WSMPD. Included in the services, the City agrees and promises:

A. Fixed Price Work. The following work items will be performed and billed as a lump sum amount for 40 hours of work in a month. For work performed in 2010, the hourly amount during regular work hours for fixed price labor is \$56.00 per hour, which includes employee benefits and G&A charges, equivalent to \$26,880 annually. The work includes:

(1) provide a daily inspection for safety and operability of the pool facility including the pool, sauna, diving board, pumps, air compressor, boiler, re-circulator pump for restroom, sump pump, HVAC system pump, chlorinator pump, chemical feed systems, main pump, leakage, water temperature, and pH. Make adjustments, calibrations, and minor repairs (not requiring additional procurement of replacement parts) to keep the equipment and facility in good working order.

(2) notify the Pool Manager upon discovery of any condition discovered in the Pool that affects its safety or operability.

(3) perform the following scheduled maintenance activities:

- | | |
|--|----------------------------|
| (a) Exhaust Fans to heat pump – inspect indoor blower unit | Annually |
| (b) In-line mounted centrifugal pump – cleaning | Quarterly |
| (c) Main pool circulating pump – clean fan unit | Quarterly |
| (d) Main pool circulating pump – grease / lubrication | Annually |
| (e) Shower water circulating pumps – clean and lubricate | Quarterly |
| (f) Pneumatic control system refrigerated air dryer – clean grill system and interior of air dryer; check air filter cartridge for replacement | Quarterly |
| (g) Temperature controls air compressor – inspect belt, check oil level, and drain compressor | Quarterly |
| (h) Temperature controls air compressor – change oil and outdoor inlet air filter | Annually |
| (i) Boiler to HVAC system – clear/clean/test pop off valve | Quarterly |
| (j) Boiler to HVAC system – replace burned out elements, breakers, and contactors as needed | Annually – during shutdown |
| (k) Air handlers to HVAC system – inspect belts and replace as needed; grease blower bearings | Annually |
| (l) Filters to HVAC system – replace filter and clean inlet screen | Quarterly |
| (m) Circulation pump to HVAC system – clean fan end; check plastic oil cup and fill as needed with lubricant | Quarterly |
| (n) Hot water tank to showers – flush drain valve; clean and test pop off valve | Quarterly |
| (o) Hot water tank to showers – test elements and check contactors and fuses, replacing as necessary | Annually |
| (p) Diving stand – oil hinges, grease fulcrum, and clean board | Monthly |
| (q) Chlorinator system – clean interior and remove build-up | Bi-monthly |
| (r) Acid Pump – replace rubber tube assembly | Annually |

- | | |
|--|-----------|
| (s) DE feeder (Harborlite) – grease drive gears and chains; blow-out drive motor | Annually |
| (t) Pool vacuum cleaner – clean cartage filters and disinfect | Quarterly |
| (u) Emergency light test | Quarterly |

(4) by April first of each calendar year, provide a list of recommended repair actions and estimated cost for the annual pool maintenance shutdown to WSMPD, which typically includes at least the following standard items:

- (a) Clean, acid wash, and dry pool.
- (b) Scrap loose paint and patch large chipped areas.
- (c) Grout the trough and tile around the entire pool and locker rooms.
- (d) Remove or replace selected piping to pool inlets with PVC pipe.
- (e) Paint Pool.
- (f) Overhaul dive stand.
- (g) Check sauna benches, heaters, and other maintenance issues.
- (h) Clean Surge Tank.
- (i) Remove or replace pool filters.
- (j) Flush hot water tank and check boiler elements.
- (k) Clean pool filters.
- (l) Clean and snake all of the pool drains.
- (m) Put in new lane hooks.
- (n) Pressure wash and repaint interior walls.

(5) provide other minor repair services requested by the Pool Manager within the remainder of the forty (40) hours allocated in the fixed monthly labor for the Agreement.

B. Reimbursable Work. The following items are typical of work that must be specifically authorized by WSMPD prior to commencement of the activity and shall be itemized on a monthly invoice as reimbursable work. For work performed in 2010, the inhouse City direct labor will be charged at the hourly labor rate stated in paragraph 1.A above. An estimate of the cost for each service will be provided upon request. All reimbursable work must be approved in writing prior to commencement, with the exception of emergency work which may be authorized verbally, followed by a written authorization as soon as practical thereafter. Reimbursable work includes:

(1) **Repair Services.** Provide reimbursable repair services beyond the activities described in 1.A(1) through 1.A(4) as authorized by WSMPD. These activities will include major repair, troubleshooting and correcting equipment failure, alterations of the facility, work contained in the annual shutdown, and labor beyond the forty (40) hours in the fixed price portion of this Agreement. Reimbursable repair work shall be charged at the established rate in paragraph 1.A. Overtime rates will apply for work outside regular working hours. Work may also include any contracted repair work done by the City on behalf of WSMPD. Contracted work will be charged the total cost of the contract plus a 15% G&A markup. Additionally, any quality control labor from City staff for monitoring

contractors will be charged as the direct hourly wage including overtime plus benefits plus a 30% G&A markup.

(2) **Engineering Services.** Provide reimbursable engineering, design, or studies services. This work also includes any contracted consultant work done by the City on behalf of WSMPD. Reimbursable engineering work shall be charged as the direct hourly wage including overtime plus benefits plus a 30% G&A markup. Work may also include any contracted consultant services done by the City on behalf of WSMPD. Contracted consultant work will be charged the total cost of the contract plus a 15% G&A markup. Additionally, any quality control labor from City staff for monitoring contractors will be charged as the direct hourly wage including overtime plus benefits plus a 30% G&A markup.

(3) **Material Procurement.** The cost of any materials, equipment, or supplies procured by the City on behalf of WSMPD will be charged at the direct cost of the item plus any applicable freight and taxes, and 15% markup for handling and administrative cost. In addition, WSMPD may directly procure materials for pool maintenance work and provide them to the City maintenance worker for installation.

(4) **Emergency After Hours Response.** Provide reimbursable emergency after hours response to secure and contain emergency situations, and to remedy the problems. An emergency number (s) will be provided to the Pool Manager. Standard overtime rates in effect at the City will be used, including benefits and 30% G&A markup.

C. **Monthly Invoice.** Provide a monthly invoice for both the Fixed Price and the Reimbursable Work to the WSMPD no later than the fifth working day following the completion of a month.

2. **Payment for Services by WSMPD.** The WSMPD agrees to and promises to pay the City for the aforementioned services set forth in section 1 of this Agreement. Payment will be made within thirty (30) days of a properly submitted invoice.

3. **Price Adjustment.** The chargeable labor rates for 2010 are prescribed in the paragraphs above. In 2011 and thereafter, the chargeable labor rates will be adjusted annually based on the new direct labor rates and benefits in effect in the City, plus 30% G&A markup. Notice of the increase in rates shall be given to the WSMPD not less than one hundred and twenty (120) days prior to January 1 of the next succeeding calendar year.

4. **Termination.** This Agreement shall continue in force until terminated by either of the parties in accordance with this paragraph. This Agreement may be terminated, without cause and for convenience, by either party by serving written notice of termination upon the other party hereto ninety (90) days prior to the anticipated date of termination.

5. **Dispute Resolution.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation before resorting to arbitration. The mediator or arbitrator shall be an attorney practicing law in Clallam County, and may be selected by agreement of the parties or by appointment by the presiding judge of

Clallam County Superior Court. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be settled through arbitration which shall be conducted under Superior Court MAR procedures. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

6. Compliance. Failure to comply with any of the provisions stated herein, after receipt of a thirty (30) day notice to cure, and the failure to so cure within that period shall constitute a material breach of this Agreement and cause for termination. Forgiveness of nonperformance of any provision of this Agreement does not constitute a waiver of the relevant provision nor of any other provision of this Agreement.

7. Modification. No change, alteration, modification or addition to this Agreement will be effective unless it is in writing and properly signed by the parties hereto.

8. Insurance Requirements. For the duration of this Agreement, each party shall maintain liability insurance coverage through membership in the Washington Cities Insurance Authority or equivalent source.

9. Joint Indemnification and Hold Harmless. Each party to this Agreement shall defend, indemnify and hold the other party, its appointed or elected officials, employees, officers, agents, assigns, volunteers or representatives, harmless from claims, actions, injuries, damages, losses or suits including attorney fees, arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this Agreement to the extent caused by the fault or negligence of the indemnitor, its appointed or elected officials, employees, officers, agents, assigns, volunteers or representatives.

10. Notices. Any notices or other contacts required under the terms of this Agreement must be directed to the following, or to such other address or person as directed by any party by notice to the other:

To the City of Port Angeles:

Director of Public Works and Utilities
321 East Fifth St, P.O. Box 1150
City of Port Angeles, WA 98362-0217

To the WSMPD:

Chairman
WSMPD Board
223 East Fourth Street
Port Angeles, WA 98362-0217

11. Filing. This Agreement shall be filed with the City Clerk of the City of Port Angeles.

12. Governing Law. The existence, validity, construction, and enforcement of this Agreement shall be governed in all respects by the laws of the State of Washington.

13. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

14. Entire Agreement. No other understanding, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

City of Port Angeles

William Shore Memorial Pool District

By: _____
(name), Mayor

By: _____
(name), (position)

Attest:

By: _____
Janessa Hurd, City Clerk, MMC

By: _____
(name), (position)

Approved as to form:

Approved as to form:

By: _____
William E. Bloor, City Attorney

By: _____
(name), (position)

Dated this _____ day of _____, 2010.

6
5/4/10

Sullenger, Tammy

From: Tabock@aol.com
Sent: Sunday, May 02, 2010 10:51 PM
To: Sullenger, Tammy
Subject: Logos
Attachments: logofinal4.doc

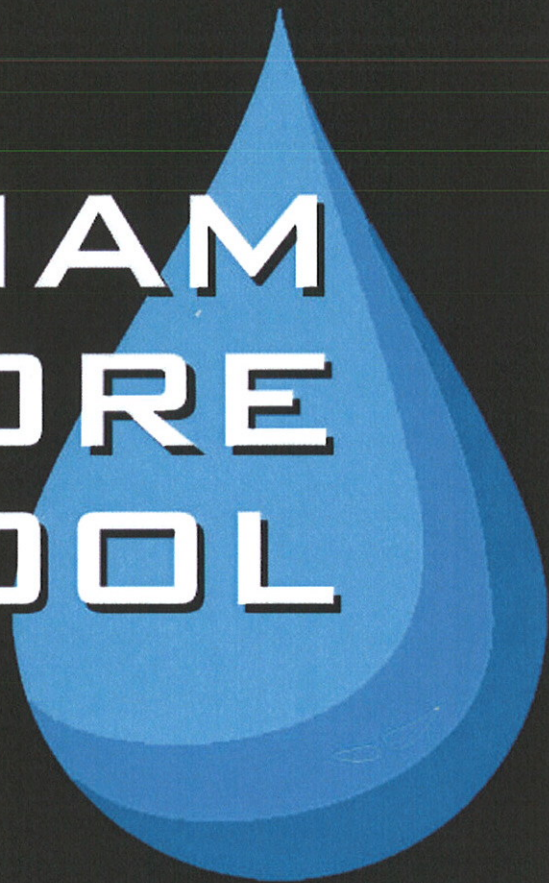
Tammy,

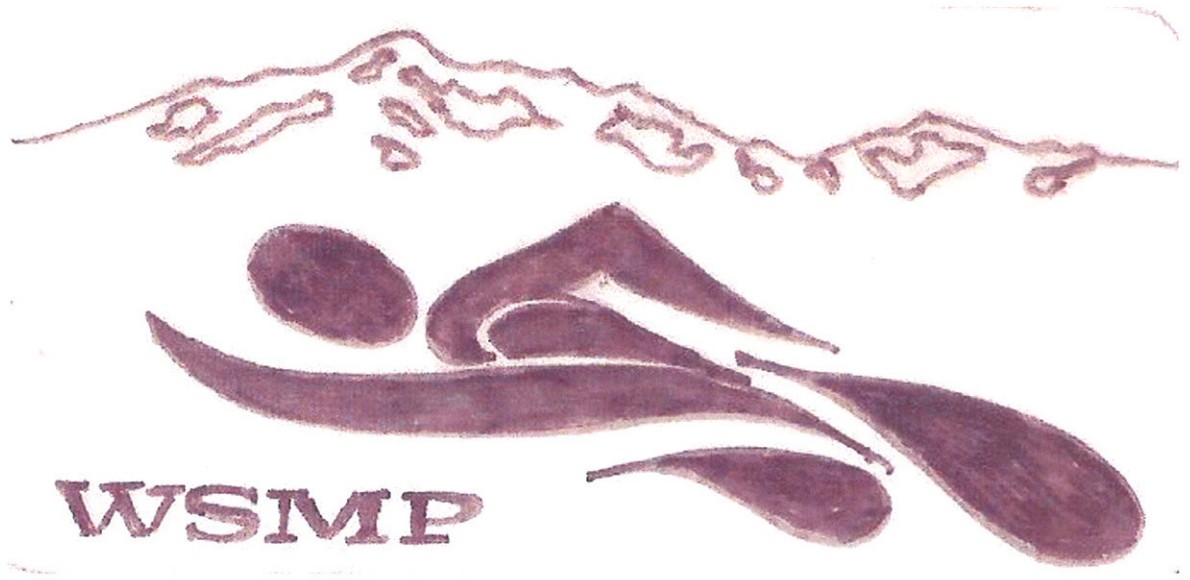
I apologize for the late notice.

After the Advisory Committee meeting, these logos were the top four of the contributions.
If there is a way for you to get them into the packets of the Commissioners before the Tuesday meeting?

Thanks,
Tom

**WILLIAM
SHORE
POOL**







William Shore
Memorial Pool

WILLIAM STOLFE
WSMP
MEMORIAL POOL

7
5/4/10

**William Shore Memorial Pool District
Balance Sheet
As of March 31, 2010**

	<u>Mar 31, 10</u>
ASSETS	0.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
26000 · Due for Professional Services	1,306.00
27000 · Due to the City of Port Angeles	21,308.24
Total Other Current Liabilities	<u>22,614.24</u>
Total Current Liabilities	22,614.24
Long Term Liabilities	
27200 · Loan from Clallam County	265,282.38
Total Long Term Liabilities	<u>265,282.38</u>
Total Liabilities	287,896.62
Equity	
32000 · Unrestricted Net Assets	-244,701.57
Net Income	-43,195.05
Total Equity	<u>-287,896.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>0.00</u></u>

William Shore Memorial Pool District
Statement of Revenue and Expenses
for the one month and year to date ending March 31, 2010

	Mar 10	Jan - Mar 10
Income		
41110 · Real and Property Taxes	38,581.61	39,971.41
45000 · Rental Income		
45030 · Facility Rental	2,697.00	4,495.75
45050 · Locker Rental	121.25	248.75
45060 · Equipment Rental	195.00	219.00
Total 45000 · Rental Income	3,013.25	4,963.50
46400 · Merchandise Sales		
46450 · Sale Items	655.11	1,630.64
Total 46400 · Merchandise Sales	655.11	1,630.64
47200 · Admissions		
47240 · Admissions	14,349.16	44,516.88
47260 · Swimming Instruction	6,532.38	13,726.49
Total 47200 · Admissions	20,881.54	58,243.17
47981 · Cash Overages and Shortages	15.13	-8.12
Total Income	63,146.64	104,800.60
Cost of Goods Sold		
50010 · Items for Resale	330.66	968.40
Total COGS	330.66	968.40
Gross Profit	62,815.98	103,832.20
Expense		
60900 · Reimbursed Operating Costs		
62100 · Personnel		
62110 · Regular Time	25,204.58	86,272.26
62150 · Overtime	580.08	1,460.72
62160 · Benefits	3,503.19	10,465.44
62170 · Retirement	237.04	727.64
62180 · Unemployment Compensation	0.00	5,234.05
62190 · Department of Labor & Industry	0.00	220.44
Total 62100 · Personnel	29,524.89	84,380.55
65000 · Supplies		
65010 · Office Supplies	40.00	80.00
65030 · Printing and Copying	125.54	172.58
65040 · Operating Supplies	689.55	2,030.50
65080 · Cleaning and Sanitation Supplies	680.87	1,899.89
Total 65000 · Supplies	1,535.96	4,182.97
68000 · Charges for Services		
68100 · Telephone	289.95	725.37
68300 · Travel and Meetings		
68320 · Travel - Training	425.00	513.00
Total 68300 · Travel and Meetings	425.00	513.00
68500 · Advertising	75.00	75.00
Total 68000 · Charges for Services	799.95	1,313.37
Total 60900 · Reimbursed Operating Costs	31,860.80	89,876.89
60901 · Reimbursed Maintenance Costs		
62101 · Personnel		
62111 · Regular Time	0.00	4,574.32
62161 · Overtime	0.00	837.90
62181 · Benefits	0.00	1,504.31
62171 · Retirement	0.00	128.31
Total 62101 · Personnel	0.00	7,044.84

William Shore Memorial Pool District
Statement of Revenue and Expenses
for the one month and year to date ending March 31, 2010

	Mar 10	Jan - Mar 10
65001 · Supplies		
65041 · Maintenance Supplies	214.85	1,076.19
65050 · Chemicals	103.91	1,875.17
Total 65001 · Supplies	318.76	2,951.36
60901 · Reimbursed Maintenance Costs - Other	1,690.35	1,690.35
Total 60901 · Reimbursed Maintenance Costs	2,009.11	11,686.55
62890 · Utilities	8,311.57	26,766.81
65120 · Insurance-Property & Liability	0.00	8,318.00
65150 · State Sales Tax	0.00	3,415.14
65160 · Professional Services		
65170 · Legal Services	770.00	4,325.00
65180 · Accounting Services	200.00	1,095.00
65190 · County Clerk Services	336.00	1,008.00
Total 65160 · Professional Services	1,306.00	6,428.00
65500 · Other Expenses		
65510 · Miscellaneous Expense	0.00	372.60
65550 · Leasehold Excise Tax	163.26	163.26
Total 65500 · Other Expenses	163.26	535.86
Total Expense	43,650.74	147,027.25
Net Income	19,165.24	-43,195.05

8
5/4/10

	Mar-10	This Month 2010	This Month 2009	Percent Change	2010 To Date	2009 To Date	Percent Change
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Attendance							
Lap Swim		1,532	1,129	36%	4,154	5,743	-28%
Shallow Water Aerobics		328	177	85%	876	759	15%
Deep Water Aerobics		295	166	78%	788	148	432%
Water Walking		219	89	146%	489	336	46%
Swimming Lessons		982	587	67%	1,992	1,276	56%
PASD Lessons		144	104	38%	274	434	-37%
Open Swim		1,520	1,512	1%	4,297	1,636	163%
Preschool Swim		189	16	1081%	530	202	162%
High School Swim Team		0	0	#DIV/0!	811	338	140%
PASC		693	458	51%	1,511	1,208	25%
Rentals		143	84	70%	485	490	-1%
Training Courses		5	31	-84%	34	12	183%
POOL ATTENDANCE TOTAL		6,050	4,353	39%	16,241	12,582	29%

POOL OPERATIONS							
Days Open		31.00	31.00	0%	89.00	89.00	0%
Hours Open		403.00	438.50	-8%	1,183.50	1,243.25	-5%

REVENUE							
Admissions		\$5,585.66	\$3,938.07	42%	\$14,526.28	\$10,759.27	35%
Passes		\$6,782.00	\$6,591.25	3%	\$22,741.00	\$16,674.25	36%
Swim Lessons		\$5,919.38	\$5,805.25	2%	\$18,841.38	\$14,334.90	31%
Pool Rental		\$1,264.50	\$828.00	53%	\$2,542.50	\$3,283.50	-23%
Showers		\$18.00	\$54.00	-67%	\$63.00	\$201.00	-69%
Lockers		\$31.25	\$66.25	-53%	\$234.00	\$552.00	-58%
Rentals: Towels, etc.		\$195.00	\$16.50	1082%	\$279.00	\$642.75	-57%
Aerobic Admissions		\$460.00	\$383.00	20%	\$1,004.00	\$328.25	206%
Swim Equipment		\$635.57	\$259.25	145%	\$1,647.02	\$1,352.03	22%
Sales tax		\$55.32	\$20.93	164%	\$138.30	\$113.97	21%
POOL REVENUE TOTAL		\$20,946.68	\$17,962.50	17%	\$62,016.48	\$48,241.92	29%

Registration							
Swimming Lessons		176	114	54%	332	114	191%
Training Courses		5	0	#DIV/0!	10	0	#DIV/0!
REGISTRATION TOTAL		181	114	59%	342	114	200%

William Shore Memorial Pool District

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

COMMISSIONERS

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

PUBLIC NOTICE

NOTICE IS HEREBY given that the William Shore Memorial Pool District will hold it's regularly scheduled monthly meeting on Tuesday, May 4, 2010 at 3:00 p.m. The date was changed from the original date of April 26, 2010. The meeting will be held in the public meeting room, room 160 at the Clallam County Courthouse. All interested citizens are invited to attend.

Dated this thirtieth day of April 2010

ATTEST:


Tammy Sullenger, Admin Asst