



WILLIAM SHORE POOL



William Shore Pool District 2018 – 2023 Comprehensive Plan

Submitted by
William Shore Pool District
225 E. 5th St. Port Angeles, WA 98362

Date Submitted: February 28, 2018

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Section 1: Introduction

This document, completed and adopted under the William Shore Pool District Board of Commissioners' review and guidance serves to fulfill the park and recreation planning requirements with the Recreation and Conservation Funding Board guidelines administered by the state Recreation and Conservation Office (RCO), generally referred to herein as "RCO guidelines." The plan will continue to be updated on a regular basis. This document must be updated every six years to retain eligibility for a variety of grant and other funding opportunities.

MISSION, VISION AND CORE VALUES

DISTRICT MISSION STATEMENT

To provide high quality, safe, and accessible aquatic programs, services, and facilities that enhances the quality of life for all ages, cultures, and abilities, which encourages health, wellness, learning and fun.

DISTRICT VISION STATEMENT

To provide a well-functioning and well-maintained aquatic center that enhances quality of life by offering a diversity of recreational opportunities for people of all ages and needs.

DISTRICT CORE VALUES

- **People Focused:** *Provide the aquatic recreational needs of our community that strengthens the body, sharpens the mind, and renews the spirit of current and future generations.*
- **Sustainable Excellence:** *Deliver the highest quality sustainable product, service, facility and experience financially possible.*
- **Integrity:** *Operate with an objective, honest, and balanced perspective.*
- **Collaborative:** *Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policymakers.*
- **Diversity:** *Support the public we serve, and offer suitable programs, activities, and services that are accessible.*
- **Dedication:** *Commit to getting the job done the right way, no matter what it takes.*
- **Fun:** *Provide fun and enjoyable activities for all ages and abilities.*

DISTRICT PROFILE

HISTORY OF WILLIAM SHORE POOL DISTRICT

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

The voters established a "single purpose" Metropolitan Park District under RCW 35.61 in 2009 and serves all of the residents who live within the District's service area, which is currently the Port Angeles

School District boundary. It is considered a “single purpose” district since it only has one facility, the William Shore Aquatic Center.

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

Pool District operations are funded by revenue generated through program fees, tax dollars, grants, donations, and interest. These funds pay the staff members who care for the facility and its patrons, plan and supervise programs, and perform and manage day to day operations. They also pay for all the materials, supplies, utilities, and other resources required to keep the facility functional, attractive, and safe. The Pool District responsively uses available funds to plan, design, and construct new features and programs at the facility, renovate and upgrade the existing facility for the community to enjoy.

A board of five appointed Commissioners set policy and carry out the official business of the District. All Board Commissioners serve without pay.

BOARD OF COMMISSIONERS

Bill Peach
President

Anna Manildi
Commissioner

Randy Johnson
Commissioner

Mike Merideth
Commissioner

Cherie Kidd
Commissioner

Consistent with the William Shore Memorial Pool District Bylaws, the Board has established a Citizens Advisory Committee. The purpose of the committee is to provide comment and advice to the Board relating to the policies of the Board and to the operation and maintenance of the District’s facilities.

CITIZEN ADVISORY COMMITTEE

Greg Shield
Chairperson

Chris Murray Steve Zenovic Todd Clayton David LaSorsa

STAFF

Steven Burke
Executive Director

Jessica Compton
Aquatics Manager

Charlie McClain
District Treasurer

Craig Miller
District Attorney

James Shultz
Assistant Aquatics Manager

Rachelle Sires
District Clerk

DISTRICT BOUNDARIES

The William Shore Memorial Pool District boundaries mirror those of the Port Angeles School District and generally cover that portion of Clallam County from Seibert Creek on the east to the Elwha River on the west from the Strait of Juan de Fuca to the Olympic National Park.

DISTRICT FACTS

- The William Shore Pool District founded: June 2009
- Type of Government: Metropolitan Park District
- Governing Body: Board of Commissioners (5)
- Board of Commissioners Positions: Ex-officio, non-paid, appointed members
- Geographic Size of District: 347 Sq./Miles
- Population of District: 28,000
- Registered Voters in District: (2014) 19,207
- Age Profile: Median age: 50.1
- Racial Diversity Profile: (2015)
 - 73.7% White
 - 8.3% Hispanic
 - 4.4% Native American
 - 1.6% Asian
 - 0.9% Black
 - 10.8% two or more races.

SCHOOLS LOCATED WITHIN THE DISTRICT

There are 5 elementary schools, one middle school and one high school in the District with a total enrollment of 3,798 (2016). The District is also home to the Peninsula Community College with full-time equivalent enrollment of 1,600 and a total student population of 5,169 (2015-2016).

MAJOR EMPLOYERS LOCATED WITHIN DISTRICT

The District has several major employers:

- Olympic Medical Center: 1462 employees
- Peninsula College: 544 employees
- Port Angeles School District: 523 employees
- Clallam County: 466 employees
- Westport Shipyard: 416 employees
- United States Coast Guard: 400 servicemen and employees

ECONOMIC STATISTICS FOR DISTRICT AREA

- Median Household Income: \$47,253 (2015)
- Median Housing Price: \$258,300 (2017)

PURPOSE OF PARK AND RECREATION PLAN

The purpose of the William Shore Pool District Park and Recreation Plan is to establish a framework to guide the operation, development and improvement of public facilities under the ownership of the William Shore Pool District. This plan for its recreational facilities; it is consistent with the Washington State Recreation and Conservation Office (RCO) Comprehensive Plan Guidelines. Only recreation facilities owned and operated by the William Shore Pool District will be discussed in this plan.

This plan also provides the basis of eligibility for federal and state financial assistance. All elements necessary to qualify for recreation funding are included in this plan:

- Goals and Objectives
- The William Shore Aquatic Center Facility
- Public Involvement
- Demand and Needs Analysis
- Capital Improvement Plan
- Plan Adoption

The District is also included in the City of Port Angeles's Comprehensive Plan and Clallam Counties Comprehensive Plan. Specifically, our renovation and expansion plan is listed in both documents.

PLAN ORGANIZATION

The William Shore Pool District Comprehensive Plan is organized as follows:

Introduction – Provides an introduction of the plan including the purpose, background information, and organization of chapters.

Goals and Objectives – Presents a vision and strategy for the District's recreation facility. Maintenance and capital plans are addressed by the goals and objectives set forth in this plan.

Facility and Program Inventory – A list of amenities and condition of the William Shore Aquatic Facility.

Public Involvement – Describes the important public outreach process in developing this plan's Goals and Objectives.

Demand and Need Analysis – Reviews and identifies the State, regional and local trends and other pertinent information to provide guidance in developing priorities and channeling investment in the District facility.

Capital Improvement Plan –List of current needs and description of the expansion and renovation capital plan for future needs for improvements and/or maintenance costs, and likely fund sources over a 6 year period.

Plan Adoption– Describes how the District reviewed and approved the recreation facilities plan, and how it can be updated as the years proceed.

Section 2: Goals and Objectives

The District uses three core functional areas as the starting foundation when developing strategic initiatives and goals that adhere to our mission and core values. These areas are:

- **Customer Service and Programming**
- **Long Term Financial Stability**
- **Operational Excellence and Safety**

Our 2018 Comprehensive Plan focuses on four strategic goals that address our core functional areas and maintain our core values and mission:

1. **Exceed Customer Expectations**
2. **Create Long-Term Financial Stability**
3. **Provide Operational Excellence and Safety**
4. **Initiate the Renovation and Expansion of the Facility**

These goals are based upon work and input from the Board of Commissioners, our Citizens Advisory Committee, staff, customers and community. These strategic goals are core to the mission and vision of the District and do not change from year to year with the exception of Goal #4, the renovation and expansion of the facility.

While this Park and Recreation Plan represents a final product, it is a living document and the strategic planning process is ongoing. An evaluation of our strategic goals and objectives relative to established metrics for achievement takes place annually during the budget process.

- **Strategic Goal #1: Exceeding Customer Expectations**
 - *Objective #1: Increase the number of programs and events for all ages and socio-economic groups to increase the use of the District facility*
 - *Objective #2: Develop on-going training for customer service and financial transactions*
 - *Objective #3: Find opportunities to increase positive cooperative relationships and partnerships with stakeholders*
 - *Objective #4: Establish electronic and Social Media presence to distribute District information*
- **Strategic Goal #2: Long Term Financial Stability**
 - *Objective #1: Increase earned revenue to reduce reliance on tax revenue*
 - *Objective #2: Maintain adequate reserved balance fund levels*
 - *Objective #3: Create sinking fund to provide for long-term equipment replacement*
 - *Objective #4: Implement Best Practices in Finance and Accounting*
- **Strategic Goal #3: Operational Excellence and Safety**
 - *Objective #1: Provide the safest possible environment for the public and employees*
 - *Objective #2: Increase the use of Certified Instructors for programming*
 - *Objective #3: Increase compliance with Accessibility and ADA Standards with the facility*
 - *Objective #4: Increase staff retention*
 - *Objective #5: Increase certification and training opportunities for job development*
- **Strategic Goal #4: Expansion**

- Objective #1: Establish needs and priorities for expansion
- Objective #2: Develop an expansion design and cost estimate
- Objective #3 Do a financial analysis of possible expansion
- Objective #4 Develop phasing and timeline of expansion
- Objective #5 Complete expansion

Section 3: Facility and Program Inventory

HISTORY OF FACILITY

The Aquatic Center was built in 1961 and almost no capital improvement projects were done until the District took ownership of the facility in 2009. Immediately after taking ownership of the facility, the District did a comprehensive needs assessment of the facility to see what investments needed to be made. As a result of the assessment the following projects were done:

1. Remove and replace all the pool plumbing and piping (\$1.5 million)
2. Replace all overhead lighting in the natatorium (\$125,000)
3. Replace all mechanical and electrical equipment (\$3.1 million)

In 2016, due to an increase in demand and the aging of the facility a one-year feasibility study was done to look at renovation, expansion and the costs associated with it.

FEATURES OF FACILITY

The Aquatic Center has the following features:

- A single pool with a capacity of 200,000 gallons
 - A shallow play area
 - Six 25 yard lap lanes
 - A 12 foot deep dive tank with a one meter spring board with a 15 foot climbing wall
- Separate men's and women's locker rooms
- One family change room
- A dry sauna
- 22 standard parking spaces and 4 ADA parking spaces

CURRENT PROGRAMMING AT FACILITY

ATTENDANCE

Attendance at the Aquatic Center was approximately 25,000 visits annually in 2009. In 2017, annual visits to the facility surpassed 110,000. This rapid growth was a primary factor in doing the feasibility study to look at renovation and expansion of the facility. Total visits have increased by 35% since 2013.

PROGRAMMING

- **Memberships/Passes:** 2,970 people are currently annual members and or pass holders, with 79% being residents of the city and 21% non-residents. Members and pass holders use the facility on average 18 times annually.
- **General Admissions:** An average of 1,000 daily admission visits monthly.
- **Programs:** Participation in programs (requires pre-registration in most cases) includes over 4,200 adults and youth enrolled in these programs year round. William Shore Pool offers a broad spectrum of programs for various ages and interests:
 - Exercise classes have 2,524 adults participating in 23 weekly classes
 - Swim lessons have over 1,680 kids Participating in 27 weekly classes
 - 2,350 private swims lessons are taught annually.
 - 15-20 special events and programs occur annually.
- **Contracts and Rentals**

- Port Angeles Swim Club has over 110 members who swim 2 hours per day 5 days per week year round
- Port Angeles School District has over 75 athletes who swim 2 hours per day 6 days per week between August and March.
- Over 45 hours of birthday rentals and 80 hours of full facility rentals
- US Border Patrol has just contracted with us for their local officers to use the pool weekly.
- US Coast Guard has over 115 visits monthly to our facility by active duty personnel and dependents.

PROGRAMS OFFERED

AQUATIC PROGRAMMING AND SPECIAL PROGRAMS

Programs	Offerings Per Week
Cardio Energizer Class	3
Aqua Dance Class	2
Aqua Conditioning Class	3
Traveling Combos Class	2
Body Sculpt Class	3
Balance and Stability Class	2
Water Walking Class	3
Weekend Warrior Class	1
Cardio Challenge Class	2
Kickin' Booty Class	2
Parent Child Swim Class	6
Preschool Swim 1 Class	8
Preschool Swim 2 Class	4
Preschool Swim 3 Class	4
Learn to Swim 1 Class	8
Learn to Swim 2 Class	10
Learn to Swim 3 Class	8
Learn to Swim 4 Class	6
Learn to Swim 5 Class	4
Pre-comp Swim Class	2
Dive 1 Class	2
Dive 2 Class	2
Special Events	1
Placement Swim Tests	4
Swim Meets	2

Table 1: Table of Aquatic Programming and Special Events

Section 4: Public Involvement

The District has developed a comprehensive public involvement strategy and has used this process to identify the goals and objectives of the District in developing the future plans for the William Shore Aquatic Center.

The District has a Citizen Advisory Committee (CAC) that was established when the District was created in 2009. The CAC has seven members, each representing user groups of the Aquatic Center's programs.

In 2017 the District utilized additional public involvement when conducting a feasibility study for the renovation and expansion of the Aquatic Center. The additional outreach included:

1. Two open houses
2. Ten community group presentations
3. A District survey that returned over 1000 responses
4. A District mailer to all households (8,000+)

A ballot measure to fund pool renovation and expansion was taken to the voters in November 2017 and the results showed a 70% approval to go forward with the project.

TABLE OF PUBLIC OUTREACH EVENTS

Public Event	Attendance
Rotary Noon Club	25
Rotary Friday Club	30
Port Angeles Chamber of Commerce Luncheon	55
Economic Development Council Public Meeting	20
Port Angeles School District Public Meeting	30
Soroptimist International of PA - Noon Club	30
KONP Radio Feature	N/A
Peninsula Daily News Feature	N/A
Olympic Medical Center Public Meeting	25
Port Angeles Forward Meeting	15
Open Houses at Aquatic Center	50
Public Forums at Library	50
Kiwanis Club of Port Angeles	25
Soroptimist International - Jet Set	20
US Coast Guard	15
US Border Patrol	20

Table 2: Table of Public Outreach Events

Section 5: Demand and Needs Analysis

The purpose of this section is to prepare updated forecasts of demand for the William Shore Aquatic Center. Forecasting is a key element in the planning process. Forecasts of activity presented in this section are to be used as guidelines for the formulation of long range development plans for improvements to serve program activities and requirements. It is important, therefore, for managers and administrators to know how many people participate in a given recreation activity, and how this measure could change over time.

Participation in various recreation activities can be affected by changes in population, available facilities and infrastructure, lifestyles, economics, technology and the politics of land use. With an understanding of these characteristics and use of the best available data, this plan makes a best estimate of change in recreation patterns to assist with determining future recreational needs.

POPULATION TRENDS

Washington’s population is expected to grow by 2 million people by 2040 per the Washington State office of Financial Management. Leading to more congestion and competition for recreation resources. The increase in population is expected to be mostly from people moving into the state, which is often the result of the attractiveness of Washington as a place to live.

The national population is aging and with Clallam County being a favorite retirement location the county follows this trend. The percent of residents in Clallam County age 60 and older has steadily risen from

34.7% in 2013 to 37.5% in 2017. The state population of 60 and older was 18% in 2016. The median age of Clallam County is 49 years; the median age of Washington State is 37.

The aging population in Washington is having an impact on recreation in the state as many older Washington residents remain very active and involved in outdoor recreation throughout the state. According to *2018-2022 Recreation and Conservation Plan* for Washington State, by 2040, there will be more seniors than youth. This age group is becoming increasingly fit and they will seek different recreational experiences.

GROWTH OF RECREATION ON THE OLYMPIC PENINSULA

The *State of Washington 2017 Assessment of Outdoor Recreation Demand Report* identified 23 outdoor recreation categories. The top ten favored activities for the Olympic Peninsula and percentage of responses are:

1. Walking in a park or trail setting – 85%
2. Visiting a beach or tide pools – 75%
3. Visiting rivers or streams – 64%
4. Gather or collect things in a nature setting (e.g., rocks, shells, plants) -59%
5. Attending an outdoor concert or event – 57%
6. Scenic or wilderness area – 57%
7. Day-hiking – 54%
8. Wildlife or nature viewing – 54%
9. **Swimming - 49%**
10. Driving or motorcycling for pleasure – 48%

FACILITY DEMAND AND NEEDS ANALYSIS

The demands on the facility are driven by programming which will be covered separately below. The following are the physical/mechanical weaknesses of the Aquatic Center:

1. The facility has just one body of water, which means only one water temperature. Quality programming requires different temperatures for lap swimming (79 degrees) than for therapy classes (88 degrees). The same goes for swim lessons, swim teams and open swims; most programs need a specific water temperature for effective programming.
2. The District is not able to offer concurrent programming due to only having one pool. Facility use is limited due to space constraints. Multiple bodies of water allow simultaneous programming.
3. The locker rooms' sewer, plumbing and water lines are over 53 years old and are failing.
4. The facility was not designed for disability access; compliance with current ADA standards cannot be met without a major renovation.
5. The gutters of the existing pool are structurally failing due to the age.
6. Current locker room design does not adequately accommodate for the new gender rules.
7. With only one family change room, we have insufficient family and private change areas.
8. With the addition of an after school care program that started in the fall of 2017, the District does not have any dry land space for the program; activities are held at a City of Port Angeles facility for the program.
9. The facility does not have specifically designed kids play area where the parents do not have to go in and hold on to their small children.
10. The existing pool does not have a ramp for wheel chair accessibility or small children accessibility.

PROGRAMMING DEMAND AND NEEDS ANALYSIS

Demands on the Aquatic Center generally corresponds to programming or facility features. When the District took ownership of the facility we created additional programming and added features based upon customer feedback. Our annual visits went from 25,000 in 2009 to over 110,000 visits in 2017.

Currently, the District is not able to offer any additional programming or add new classes due to space restrictions. This limits the District's ability to increase revenue and provide programs that the community wants. It is estimated that facility use could double after the renovation and expansion is complete. This estimate is based on similar facilities in rural areas that have done a similar expansion projects.

The District currently has waiting lists for all swim lesson programs, which is the most important program since it teaches water safety. The after school care program could accept more kids if the District were able to provide more dry land space for the program. Water therapy classes are at capacity and the facility has no space to add more classes.

RESULTS FROM PUBLIC INPUT

After the outreach to the public, stakeholders, users and through online surveys (1,100), the District was able to determine the needs and demands the community has for the facility. The results from the outreach include:

- Designated kids splash and play area
- Zero entry on the kids pool area for ADA and small children
- Ability to run multiple programs simultaneously
- Dedicated lap swimming pool
- Dedicated warm water exercise and therapy pool
- Greater privacy in locker rooms
- Hydro-therapy spa
- Redesigned entrance with better visibility
- Increased parking
- Multipurpose room

Section 6: Capital Improvement Plan

RENOVATION AND EXPANSION PLAN

The priority design elements listed above became the starting point in the expansion design. These priorities were developed based on the input from users, stakeholders, tours of existing facilities, new gender laws, and the recommendations from the Board of Commissioners and the District's Citizens Advisory Committee.

The expanded facility will increase the footprint from 14,300 square feet to 23,300 square feet. It will also include three new bodies of water including:

- Kids splash/play area with zero depth entry
- Lazy River with vortex ring
- Three lane therapy pool
- Hydro-therapy spa that can fit up to 12 people
- New gutters on the existing lap pool

The expanded facility will also include:

- New entrance on the west side of the facility
- Six new full ADA/family change rooms
- New steam sauna and dry sauna
- New multipurpose room
- Greater storage and additional new mechanical room
- Better access control to facility
- 25 new parking spaces with six being handicap spaces

See Attachment D for drawings of the Renovation and Expansion Project.

RENOVATION AND EXPANSION PROJECT PROPOSED BUDGET

RENOVATION AND EXPANSION PROJECT BUDGET	
Total Project Costs	\$12,956,708
Hard Costs Total (MACC)	\$9,738,103
Site Work	\$2,031,289
Building	\$7,706,814
Soft Costs	Budget
Architectural /Engineering (10.37%)	\$1,009,841
Civil Design	\$8,250
Cost Estimating	\$11,835
Aquatics Engineering	\$130,680
Washington State Sales Tax (8.6%)	\$837,477
Construction Contingency (10%)	\$973,810
Owner's Project Manager	\$100,000
Electrical Utility Connection Fees	\$19,164
Testing/Inspections	\$77,068
Permits	\$72,000
Geotechnical/Site Survey	\$19,250
A&E Additional Services	\$18,280
A&E Estimated Expenses	\$14,049
A&E Credit for 1/2 SD Phase	-\$40,000
ARC Credit for CA	-\$40,000
Printing	\$6,900
Total Soft Costs	\$3,218,605

Table 3: Table of Renovation and Expansion Project Costs

FUNDING OPTIONS

In November of 2017 the District residents passed a ballot measure to allow us to bond up to \$11 million for our renovation and expansion project. In addition, we have identified several Washington State and Federal grant opportunities, including:

- *Direct Appropriation from the Washington State Capital Budget*
- *Land and Water Conservation Fund (LWCF) (RCO) for up to \$500,000*
- *Youth Recreational Facilities (YRF) WA Commerce for up to \$1,200,000*
- *Community Development Block Grants (CDBG) WA Commerce for up to \$750,000*

Section 7: Plan Adoption

The William Shore Pool District Citizens Advisory Committee approved the 2018 Comprehensive Plan on February 21, 2018. The District Board of Commissioners held a public hearing on February 27, 2018 for public comment. The draft plan was also made available on the District's website and at the William Shore Aquatic Center prior to the hearing, and notice of hearing was published by local newspaper and was posted on the District's website and Facebook page. The District Board of Commissioners formally

adopted the 2018 Comprehensive Plan via resolution on February 27, 2018 regular District Commission meeting.

The Comprehensive Plan will be updated on an annual basis in October to mirror the development and adoption of the annual District Budget.

Adoption Resolution (Attachment A) and Self Certification Form (Attachment B) are included.

Attachment A: Adoption Resolution

William Shore Memorial Pool District

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

COMMISSIONERS

RANDY JOHNSON, BILL PEACH, ANNA MANILDI, CHERIE KIDD, MICHAEL MERIDETH

RESOLUTION 2-2018

A RESOLUTION APPROVING THE 2018-2023 DISTRICT COMPREHENSIVE PLAN

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

WHEREAS, the District is required to have a Comprehensive Plan for purposes of applying for grant funding through the Washington State Recreation and Conservation Office.

WHEREAS, the proposed District Comprehensive Plan has undergone the appropriate review, and

WHEREAS, the proposed District Comprehensive Plan has been referred to the District Citizens Advisory Committee for review and recommendations, and

WHEREAS, the District Citizens Advisory Committee approved the District Comprehensive Plan on February 21, 2018 and recommended approval by the District Board of Commissioners, and

WHEREAS, upon proper notice being given a public hearing was held on February 27, 2018 with regard to the proposed District Comprehensive Plan, and

WHEREAS, there has been no public comment or objections noted to the proposed District Comprehensive Plan, and

WHEREAS, it appears that all appropriate steps leading up to the adoption of the proposed District Comprehensive Plan have been taken and that adoption of the proposed District Comprehensive Plan is in the best interest of the District,

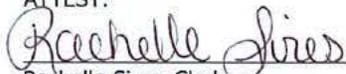
Now, therefore, be it RESOLVED:

1. That the William Shore Pool District Board of Commissioners does hereby adopt the attached proposed District Comprehensive Plan as its District comprehensive plan.
2. That the Clerk of the Board is authorized and directed to post the District Comprehensive Plan on the William Shore Pool District website.

PASSED AND ADOPTED this twenty-seventh day of February 2018

WSMPD BOARD OF COMMISSIONERS

ATTEST:


Rachelle Sires, Clerk


Bill Peach, President

Resolution 2-2018: Adopted 2-27-18.

Attachment B: Self Certification Form

Planning Process Self Certification Form (Form #222)		
Use this form to certify that the need for your projects have been determined through an appropriate planning process. Provide the completed form with the subject plans burned on a USB flash drive (also known as a jump or thumb drive) and adoption documentation to RCO.		
Name and adoption date of documents submitted in fulfillment of this requirement:		
▶ <i>William Shore Pool District 2018-2023 Comprehensive Plan. (Adopted by Board 2-27-2018)</i>		
▶		
▶		
Check or Initial Each to Certify Completion	Plan Element Certification	Document and Page Number Location of Information
SB	1. Goals, objectives: The attached plan supports our project with broad statements of intent (goals) <i>and</i> measures that describe when these intents will be attained (objectives). Goals may include a higher level of service.	Page 7
SB	2. Inventory: The plan includes a description of the service area’s facilities, lands, programs, and their condition. <i>(This may be done in a quantitative format, or in a qualitative/narrative format.)</i>	Page 8
SB	3. Public involvement: The planning process gave the public ample opportunity to be involved in plan development and adoption.	Page 9
SB	4a. Demand and need analysis: In the plans: <ul style="list-style-type: none"> An analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc., and explains why these actions are needed. The process used in developing the analysis assessed community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the service area (personal observation, informal talks, formal survey(s), workshops, etc.). 	Page 10-12
SB	4b. Level of Service assessment (optional): An assessment of the criterion appropriate to your community. Possibly establish a higher level of service as a plan goal (above).	Page 12
SB	5. Capital Improvement Program: The plans includes a capital improvement/facility program that lists land acquisition, development, and renovation projects by year of anticipated implementation; include funding source. The program includes any capital project submitted to RCFB for funding.	Page 12-13
SB	6. Adoption: The plans and process has received formal governing body approval <i>(that is, city/county department head, district ranger, regional manager/ supervisor, etc., as appropriate)</i> . Attach resolution, letter, or other adoption instrument.	Page 14-15

Attachment C: Renovation and Expansion Drawings

EXISTING FACILITY FLOOR PLAN



PROPOSED FACILITY FLOOR PLAN



Attachment D: Expansion Survey Results

(See next page)