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Des Moines Pool Metropolitan Park District

April 28, 2026
7:00 p.m.
Regular "Hybrid" Meeting

Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 818 0284 9672; Passcode: 171184. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

1. **CALL TO ORDER ROLL CALL**
2. **PLEDGE OF ALLEGIANCE (FLAG)** 3
3. **ADOPTION/MODIFICATIONS OF AGENDA**
4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
   Proclamation 2026-03 "May is Community Swimming Month" 4
5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, April 28. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting

6. **CONSENT AGENDA** 8
   - *a. EXPENDITURE/REVENUE FOR MARCH*
   - *b. STAFF/CONTRACTOR/COMMITTEE REPORTS*
     District General Manager Report
   - *c. ADOPTION OF MINUTES*
     March 24, Regular Meeting/Public Hearing
   - *d. CORRESPONDENCE*
     None
   - *e. BANK TRANSFERS (MRP REVENUE)*
   - *f. VOUCHER APPROVAL*
     $40,234.00 was *processed in March 2026 for warrant requests.*
   - *g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)*
     $86,340.25was processed in March 2026 for payroll and payments.

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are being held hybrid including remotely. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager, 206.429.3852.

7. OLD BUSINESS

a. Staff Changeover Update 41

b. Q1 2026 Aquatics Manager Update. 42

c. Seattle Parks Foundation Update 48

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f. Performance Metrics Update 142

g. Grants Update 143

h. Resolution of Public Gifting 2026-08, Des Moines City Currents 145

i. Resolution of Public Gifting 2026-09, Bayside Ball Staffing 152

8. NEW BUSINESS

a. 2025 Financial Report (1st touch) 157

b. Website RFQ Process (1st touch) 181

c. Letter or Endorsement, King County Elections, Citizens Oversight Committee 193

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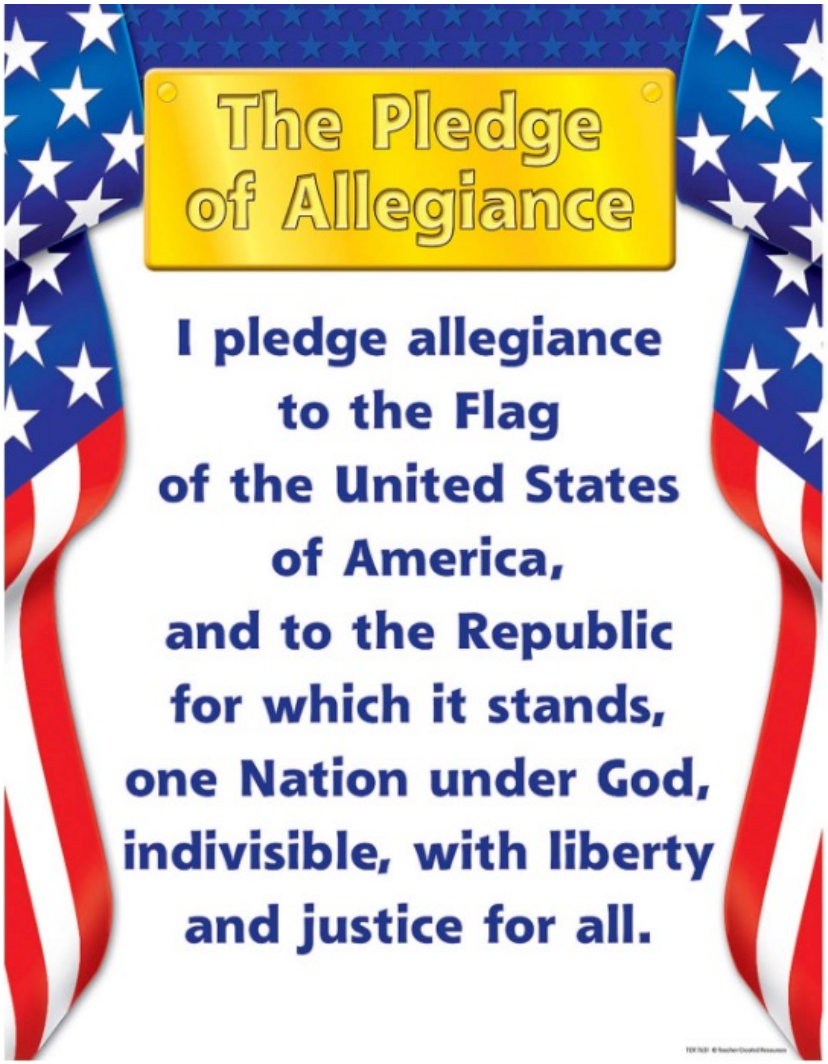
10. UPCOMING MEETINGS/EVENTS

- April 28, 2026 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

For other future meetings, click here to visit our website's governance page.

ADJOURNMENT

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The Pledge of Allegiance
I pledge allegiance
to the Flag
of the United States
of America,
and to the Republic
for which it stands,
one Nation under God,
indivisible, with liberty
and justice for all.



sDes Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 4a **Assigned to:** District G.M. **Meeting Date:** April 28, 2026

Under: Announcements, Proclamations and Presentations **Attachment:** Yes

Subject: Proclamation 2026-03, May is Community Swimming Month

Background/Summary:
Public swimming pools play a vital role as community gathering spaces that promote health, wellness, and social connection. As the region enters the spring and summer season, demand for accessible and inclusive aquatic opportunities increases, particularly for families, youth, and older adults seeking recreation, exercise, and relief during warmer months.

Designating May as **Community Swimming Month** provides an opportunity to recognize the importance of public pools as essential community assets. It highlights the role of community swimming in fostering belonging, strengthening neighborhoods, and ensuring equitable access to recreation for all residents. Programs such as open swim, family swim, and water exercise create inclusive environments where individuals of all ages and abilities can participate and connect.

This proclamation also supports ongoing efforts to increase community engagement, encourage participation in local aquatics programs, and reinforce the value of maintaining safe, welcoming, and affordable public pool facilities. By formally recognizing Community Swimming Month, the District affirms its commitment to expanding access to aquatic opportunities and enhancing quality of life across the community.

Fiscal Impact: There is no direct fiscal impact associated with adopting this proclamation. Any promotional activities will be incorporated into existing staff time and current outreach and marketing efforts.

Proposed Motion
I move to approve and adopt the proclamation recognizing May 2026 as **Community Swimming Month** and affirming the District's commitment to accessible and inclusive aquatic opportunities.

Reviewed by District Legal Counsel**:** **Yes** **No** **X** **Date:** **N/A**

Three Touch Rule:
Committee Review
April 28, 2026 **First Board Meeting (Informational)**
N/A **Second Board Meeting (Action)**

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes** **No** **x** **Report back date:**

Notes:
- Attachments:
    - Proclamation 2026-03, “May is Community Swimming Month”

DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON

MAY IS COMMUNITY SWIMMING MONTH
PROCLOMATION 2026-03

WHEREAS, public swimming pools are vital community spaces that bring people of all ages, backgrounds, and abilities together for recreation, connection, and shared experiences; and

WHEREAS, community swimming promotes physical health, mental well-being, and social interaction, helping to build stronger, more connected neighborhoods; and

WHEREAS, access to inclusive and affordable swimming opportunities ensures that all residents—especially youth, families, and older adults—can enjoy the benefits of aquatic recreation; and

WHEREAS, public pools provide a welcoming environment where individuals can gather, learn, exercise, and create lifelong memories; and

WHEREAS, community swimming programs—including open swim, family swim, and water exercise—play an essential role in fostering equity, reducing barriers to participation, and improving quality of life; and

WHEREAS, local pools and aquatics staff contribute to the vitality of our community by creating safe, inclusive, and engaging environments for all;

NOW, THEREFORE, BE IT PROCLAIMED that the Des Moines Pool Metropolitan Park District hereby designates May [Year] as "Community Swimming Month", and encourages all residents to:

- Visit and enjoy their local public pool
- Participate in community swim programs and events
- Spend time together as families, friends, and neighbors in shared aquatic spaces
- Support efforts to keep public pools accessible, inclusive, and welcoming to all

BE IT FURTHER PROCLAIMED that we celebrate the role of public swimming pools as essential community assets that strengthen connection, promote wellness, and enhance the livability of our region.

Adoption: ADOPTED by the **Board of Commissioners** of the **Des Moines Pool Metropolitan Park District** at an open meeting of such Board on the **28th of April 2026**, the following Commissioners being present and voting.

President Young	Clerk of the Board Campbell
Commissioner Dusenbury	Commissioner Fortine
Commissioner Stender	District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: Consent Agenda **Attachment:** Yes

Subject: Consent Agenda

Background/Summary:
To improve process and better utilize time, the following items have been moved to the Consent Agenda:

Item 6a: Financial Summary
- March Expenses and Revenue

Item 6b: Staff/Committee Reports
- District General Manager Bi-Monthly Reports (March 21-April 25, 2026)

Item 6c: Adoption of Minutes (from previous month)
- March 24, 2026, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **$40,234.00** were approved for payment.
- $1,179.54 was processed on March 2, 2026
- $30,479.61 was processed on March 11, 2026
- $5,672.82 was processed on March 18, 2026
- $2.902.03 was processed on March 30, 2026

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **$86,340.25** were processed for payment.
- $2,060.66 was approved for Dept of Retirement Systems (DRS) payment on March 5, 2026
- $36,812.46 was approved for payroll on March 15, 2026
- $14,525.69 was approved for PSE payment on March 16, 2026
- $1,744.85 was approved for Dept of Retirement Systems (DRS) on March 31, 2026
- $31,196.59 was approved for payroll on March 31, 2026

A total of **$126,574.25** was processed in **March 2026** under the oversight of the **Clerk of the Board**.

Per RCW 42.24.180(3), "The legislative body shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting or, for cities and towns, at a regularly scheduled public meeting within one month of issuance".

Fiscal Impact: N/A

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in **March 2026** totaling $**126,574.25.**

Reviewed by District Legal Counsel: **Yes**_____ **No** ___**x**___ **Date:** _____

Two Touch Rule: ____**N/A**____ **First Board Meeting (Informational)**
____**N/A**____ **Second Board Meeting (Action)**

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes**_____ **No**___**X**___ **Report back date:** _____

Notes:
- Attachments: Various

March 2026 REVENUES

Account Number	Reference	Mar-26	YTD Balance	2026 Budget	Budget Balance	% of Budget
	General Fund Taxes					
001-000-000-311-11-00-00	Property Taxes	$81,495.32	$106,333.35	$2,382,412.27	$2,276,078.92	4.46%
001-000-000-311-11-00-01	Timber Harvest Tax	$0.03	$0.03	$0.00	$0.00	0.00%
001-000-000-317-20-00-00	Leasehold Excise Tax	$0.00	$2,269.90	$0.00	($2,269.90)	#DIV/0!
	Total General Fund	**$81,495.35**	**$108,603.28**	**$2,382,412.27**	**$2,100,000.00**	**4.56%**
	Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	$0.00	$0.00	$25,000.00	$0.00	0%
	Total Charges for Goods and Services	**$0.00**	**$0.00**	**$25,000.00**	**$0.00**	**0%**
	Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	$9,577.93	$30,628.58	$58,000.00	$27,371.42	52.81%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	$0.00	$0.00	$0.00	$0.00	#DIV/0!
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	$0.00	$0.00	$0.00	$0.00	#DIV/0!
001-000-000-369-81-00-02	Misc Revenue	$4,997.50	$16,316.76	$1,802,216.72	$1,785,899.96	0.01%
001-000-000-369-81-00-03	MRP Cash Deposits	$1,910.25	$7,763.21	$50,000.00	$42,236.79	15.53%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	$27,939.25	$48,352.57	$167,000.00	$118,647.43	28.95%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	$210.00	$1,000.00	$8,000.00	$7,000.00	12.50%
	Total Revenue	**$44,634.93**	**$104,061.12**	**$2,085,216.72**	**$0.00**	**4.99%**
	Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	**$0.00**	$0.00	$982,675.00	$0.00	0.00%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	**$0.00**	$0.00	$0.00	$0.00	0.00%
	Total Capital Projects/Reserve	**$0.00**	**$0.00**	**$982,675.00**	**$0.00**	0.00%
	Grand Total Revenue	**$126,130.28**	**$212,664.40**	**$4,492,628.99**	**$4279,964.59**	4.73%

March 2026 EXPENDITURES

Beginning Monthly Balance = $2,646,121.09
Ending Monthly Balance = $2,598,007.08

Category/ Acct #	Reference	Mar 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	$1,024.53	$1,927.12	$25,000.00	$23,072.88	7.71%
001-000-000-576-20-10-01	District Manager Salary	$8,474.05	$25,168.41	$115,000.00	$89,831.59	21.89%
001-000-000-576-21-10-01	Aquatics Mgr Salary	$5,263.30	$20,964.12	$106,537.27	$85,573.15	19.68%
001-000-000-576-21-25-01	Aquatic Coordinators	$5,221.24	$15,553.36	$157,590.00	$142,036.64	9.87%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	$28,007.28	$84,850.40	$371,000.00	$286,149.60	22.87%
001-000-000-576-21-30-05	Water Exercise Instructor	$791.06	$2,392.09	$10,300.00	$7,907.91	23.22%
001-000-000-576-21-30-06	Front Desk Administrator	$4,165.88	$13,184.15	$66,950.00	$53,765.85	19.69%
001-000-000-576-21-32-02	Head Lifeguards	$2,420.67	$6,409.89	$64,000.00	$57,590.11	10.02%
	Total Salaries & Wages	**$55,368.01**	**$170,449.54**	**$916,377.27**	**$745,927.73**	**18.60%**
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	$15,980.66	$45,571.88	$242,050.00	$196,478.12	18.83%
001-000-000-576-21-33-00	Sick Pay	$1,667.86	$2,596.80	$4,800.00	$2,203.20	54.10%
001-000-000-576-21-33-04	Overtime (OT)	$0.00	$269.34	$500.00	$230.66	53.87%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
	Total Taxes & Misc	**$17,648.52**	**$48,438.02**	**$248,350.00**	**$199,911.98**	**19.50%**
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	$3,805.51	$12,303.10	$45,000.00	$32,696.90	27.34%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	$127.50	$382.50	$2,000.00	$1,617.50	19.13%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	$2,102.58	$11,647.67	$72,000.00	$60,352.33	16.18%
	Total Personal Benefits	**$6,035.59**	**$24,333.27**	**$119,000.00**	**$94,666.73**	**20.45%**
Office Supplies						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	$127.50	$164.96	$2,500.00	$2,335.04	6.60%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	$0.00	$143.26	$4,000.00	$3,856.74	3.58%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	$122.37	$429.48	$2,000.00	$1,570.52	21.47%
	Total Office Supplies	**$249.87**	**$737.70**	**$8,500.00**	**$7,762.30**	**8.68%**
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	$43.08	$161.52	$1,000.00	$838.48	16.15%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	$746.76	$3,802.52	$9,500.00	$5,697.48	40.03%
	Total Maintenance & Repair Supplies	**$789.84**	**$3,964.04**	**$10,500.00**	**$6,535.96**	**37.75%**
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	$421.13	$917.05	$5,000.00	$4,082.95	18.34%
001-000-000-576-21-35-15	Special Pool Events	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
001-000-000-576-21-40-00	Employee Recognition	$0.00	$325.00	$2,500.00	$2,175.00	13.00%
001-000-000-576-21-42-06	Uniforms &Clothing	$0.00	$0.00	$6,000.00	$6,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	$38.62	$38.62	$2,000.00	$1,961.38	1.93%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	$869.52	$1,726.94	$5,250.00	$3,523.06	32.89%
	Total Pool Supplies	**$1,329.27**	**$3,007.61**	**$22,750.00**	**$19,742.39**	**13.22%**

Category/ Acct #	Reference	Mar 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
Professional Svcs - Clerical						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	$187.50	$996.76	$10,000.00	$4,258.00	57.42%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	$1,584.00	$5,742.00	$12,000.00	$10,456.10	12.87%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	$0.00	$1,543.90	$4,000.00	$3,003.24	24.92%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT	$2,164.57	$6,493.71	$28,000.00	$21,506.29	23.19%
001-000-000-576-20-49-10	Printing/Copying (Canon)	$175.75	$537.15	$2,600.00	$2,062.85	20.66%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	$0.00	$0.00	$5,750.00	$5,750.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	$0.00	$45.00	$2,500.00	$2,455.00	1.80%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	$841.04	$10,778.27	$14,500.00	$3,721.73	74.33%
001-000-000-576-21-42-09	Timekeeping /Scheduling Software	$394.13	$1,452.69	$3,000.00	$1,547.31	48.42%
	Total Prof Services-Front Offc	**$5,346.99**	**$27,589.48**	**$89,350.00**	**$61,760.52**	**30.88%**
Professional Svcs - Maintenance						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	$0.00	$5,323.85	$5,000.00	($323.85)	106.48%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	$104.65	$693.50	$3,250.00	$2,556.50	21.34%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	$0.00	$0.00	$10,500.00	$10,500.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	$0.00	$0.00	$4,500.00	$4,500.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	$622.66	$1,867.98	$6,500.00	$4,632.02	28.74%
001-000-000-576-21-48-04	Towing (Pete's Towing)	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	$206.20	$438.17	$1,250.00	$811.83	35.05%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	$0.00	$5,394.70	$31,000.00	$25,605.30	17.40%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	$639.78	$1,558.00	$7,200.00	$5,642.00	21.64%
	Total Prof Services-Maintenance	**$1,573.29**	**$15,276.20**	**$72,200.00**	**$56,923.80**	**14.88%**
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	$40,340.00	$58,325.93	$150,000.00	$91,674.07	38.88%
	Total Repairs & Maintenance	**$40,340.00**	**$58,325.93**	**$150,000.00**	**$91,674.07**	**38.88%**
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	$339.48	$2,090.90	$15,000.00	$12,909.10	13.94%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	$564.05	$2,205.92	$5,500.00	$3,294.08	40.11%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	$114.00	$411.00	$960.00	$549.00	42.81%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	$214.18	$1,022.89	$4,100.00	$3,077.11	24.95%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	$0.00	$0.00	$300.00	$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	$74.10	$308.10	$500.00	$191.90	61.62%
001-000-000-576-21-42-14	Elevate Phone System	$222.45	$689.83	$3,000.00	$2,310.17	22.99%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	$55.97	$223.70	$750.00	$526.30	29.83%
001-000-000-576-21-41-21	Artificial Intelligence	($2.47)	$41.65	$1,500.00	$1,458.35	2.78%
001-000-000-576-20-42-00	Warrant Courier Service	$41.00	$145.10	$750.00	$604.90	19.35%
	Total Communications	**$1,622.76**	**$7,139.09**	**$32,360.00**	**$23,157.66**	**22.06%**
Training & Travel						
001-000-000-576-20-43-08	Community Advisory Committee	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	$0.00	$225.00	$1,500.00	$1,275.00	15.00%
001-000-000-576-21-43-03	Certifications (non WSI)	$0.00	$684.00	$2,500.00	$1,816.00	27.36%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	$32.92	$99.80	$2,000.00	$1,900.20	4.99%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	$0.00	$1,000.00	$4,000.00	$3,000.00	25.00%
001-000-000-576-21-43-07	Management Staff Training	$0.00	$1,233.75	$2,500.00	$1,266.25	49.35%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	$0.00	$7.00	$2,000.00	$1,993.00	0.35%
	Total Training & Travel	**$32.92**	**$3,249.55**	**$17,000.00**	**$13,750.45**	**19.12%**
Advertising						
001-000-000-576-20-41-00	Public Outreach Events	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	$791.67	$3,621.67	$15,000.00	$11,378.33	24.14%
001-000-000-576-20-41-13	Sponsorship Supported	$0.00	$0.00	$200.00	$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	$0.00	$169.70	$2,000.00	$1,830.30	8.49%
001-000-000-576-20-41-40	Ad Design	$0.00	$0.00	$450.00	$450.00	0.00%
	Total Advertising	**$791.67**	**$3,791.37**	**$20,150.00**	**$16,358.63**	**18.82%**

Category/ Acct #	Reference	Mar 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	$717.50	$2,870.00	$6,500.00	$3,630.00	44.15%
001-000-000-576-20-45-01	Storage Rental (AAAA)	$300.00	$1,200.00	$4,500.00	$3,300.00	26.67%
001-000-000-576-20-45-02	Miscellaneous Rentals	$0.00	$0.00	$15,000.00	$15,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
	Total Rentals & Leases	**$1,017.50**	**$4,070.00**	**$27,000.00**	**$22,930.00**	**15.07%**
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	$14,525.69	$51,501.41	$170,000.00	$118,498.59	30.29%
001-000-000-576-21-47-02	Water (Highline)	$864.45	$2,556.15	$9,000.00	$6,443.85	28.40%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	$1,182.36	$1,752.41	$7,500.00	$5,747.59	23.37%
001-000-000-576-21-47-04	Sewer (Midway)	$1,093.99	$1,867.81	$5,500.00	$3,632.19	33.96%
	Total Utilities	**$17,666.49**	**$57,677.78**	**$192,000.00**	**$134,322.22**	**30.04%**
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	$0.00	$48,469.00	$49,000.00	$531.00	98.92%
	Total Insurance	**$0.00**	**$48,469.00**	**$49,000.00**	**$531.00**	**98.92%**
Miscellaneous						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	$0.00	$32.50	$2,000.00	$1,967.50	1.63%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	$193.91	$800.01	$1,250.00	$449.99	64.00%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	$467.96	$1,592.12	$5,000.00	$3,407.88	31.84%
001-000-000-576-20-51-50	Background checks	$192.10	$895.87	$1,000.00	$104.13	89.59%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	$1,700.10	$1,700.10	$10,000.00	$8,299.90	17.00%
	Total Miscellaneous	**$2,554.07**	**$5,020.60**	**$19,250.00**	**$14,229.40**	**26.08%**
Intergovernmental Services						
001-000-000-576-20-41-11	SAO Audit	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
001-000-000-576-20-51-00	Elections	$21,585.91	$21,585.91	$55,000.00	$33,414.09	39.25%
001-000-000-576-20-51-02	Inspections (Fire Ext)	$0.00	$271.41	$500.00	$228.59	54.28%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	$0.00	$2,109.66	$11,000.00	$8,890.34	19.18%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	$3,910.61	$5,530.61	$3,750.00	($1,780.61)	147.48%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM	$669.37	$1,506.15	$5,000.00	$3,493.85	30.12%
	Total Intergov Services	**$26,165.89**	**$31,003.74**	**$80,250.00**	**$49,246.26**	**38.63%**
Capitals						
001-000-000-594-76-41-02	Capital - Advertising	$0.00	$0.00	$500.00	$500.00	0.00%
001-000-000-594-76-41-03	Capital - Engineers	$1,650.75	$1,650.75	$50,000.00	$48,349.25	3.30%
001-000-000-594-76-41-01	Capital - Architects/Permits	$0.00	$0.00	$5,000.00	$1,500.00	0.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	$0.00	$0.00	$213,116.72	$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	$0.00	$0.00	$1,438,100.00	$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	$0.00	$0.00	$0.00	$0.00	#DIV/0!
001-000-000-594-76-42-09	Electrical Repairs	$0.00	$0.00	$142,500.00	$142,500.00	0.00%
001-000-000-594-76-42-11	Facility Staff Projects	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
	Total Capitals	**$1,650.75**	**$1,650.750**	**$1,853,216.72**	**$1,851,565.97**	**0.00%**
301-000-000-397-00-00-00	Transfer From General Fund to Capital	$0.00	$0.00	$993,463.73	$993,463.73	0.00%
	TOTAL ADMINISTRATION	**$47,062.28**	**$150,282.04**	**$461,810.00**	**$311,527.96**	**32.54%**
	TOTAL OPERATIONS	**$131,429.40**	**$362,074.13**	**$1,609,977.27**	**$1,247,903.14**	**22.49%**
	TOTAL CAPITAL	**$1,650.75**	**$1,650.75**	**$2,628,109.90**	**$1,848,065.97**	**0.06%**
GRAND TOTALS		**$180,142.43**	**$514,006.92**	**$4,699,897.17**	**$4,185,890.25**	**10.93%**
					Target	**25%**

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, April 24, 2026
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: Bi-Monthly Reports to Board Between March 21 and April 24, 2026

SENT MONDAY, MARCH 30:

OUT THURSDAY AND FRIDAY

I have a family medical emergency and will be out of the office on Thursday and Friday. I will have my phone and laptop.

BOARD MEETING FOLLOW-UP

- Edits: Edits for the employee handbook and financial report letter were sent out on Wednesday. Please have all edits back by Tuesday, April 14.
- Signatures: The February 24 meeting minutes were sent out for signatures. Please sign this as soon as possible.
- Performance Metrics: We will reach out to Commissioner Campbell later next week to set up the meeting for the metrics. We are excited to learn about the process and Tableau.
- Minutes: Angela should have the minutes completed this week and out for edits.
- Next Meeting: Our next scheduled regular meeting is April 28.

RETREAT/SPECIAL MEETING

I am reaching out to Seattle Parks Foundation about scheduling a special meeting with the board and them to discuss moving forward. I think I am going to delay reaching out and scheduling the retreat. I also have put together a list of local retreat providers from low to high with services available at each site. I will send out more information after I am able to have a conversation with Seattle Parks Foundation.

ENGINEER OF RECORD

We are meeting with the Engineer of Record to get an estimate together for the April 28 meeting and timeline for the two projects. We are meeting this Wednesday, April 1.

CITY CURRENTS

We sent Gene the information for the City Currents magazine last week. Our 2 1/2 pages will be Late Spring Swim Lessons, the Schedule and $2 Swim with Your Kids Rate. The deadline is Friday, April 3.

AQUATICS COORDINATOR INTERVIEW

We got return calls from five of the six applicants and have interviews setup for Tuesday and Wednesday.

From those interviews, we are looking at having a final (in-person) interview in two weeks. We are doing this to help control travel costs that can be very expensive.

MAINTENANCE/PROJECTS

- Health Inspector Visit: The health inspector came out last week. All our paperwork and processes were up-to-standard. The only issue is the leak we are working on in the filter room.
- McKinstry Visit: The school district sent a team of contractors out on the morning of Wednesday, March 25 to look at all the grant projects. They were at the pool for a little over an hour.
- Planters: We are going to have the landscape contractor to update the planters. Once we get this updated, they will maintain it from now on to that standard. I also included a copy of the report we receive from the contractor.
- Broken Glass: We had some broken glass in the women's showers on Sunday that we took care of on Monday morning. We had the showers reopened by 8am.

WEBSITE RFP

I wrote an updated website RFP. I am working to introduce it at the April 28 meeting, but it might get delayed depending on the legal requirements that might need additional writing. I sent out the original in 2016, so we got almost ten years out of the site. Most sites last 3-5 years. With the need to migrate to Divi 5.5 costing around $5k, an overhaul is my recommendation. The overhaul will need to be completed in the fall.

Help: If you see parts of websites that you really like, please feel free to share them. This includes schedules, rate pages, governance information, mobile phone integration, and ADA/translation buttons. Everything will need to be streamlined for a smaller district, but I think we can make some good upgrades.

LIFEGUARD CLASS

The next lifeguard class is HSD Spring Break, April 6-9. We have about eight participants, but sometimes with free programming, people will pull out at the last minute. We will put an email notification out later this week.

PEACHJAR

I am going to wait until Gene is done with the updated City Currents information to include in the materials.

PUBLIC OUTREACH

- Holy Trinity: Emmitt will be outreaching with himself and some guards to present
- Local Pools Meeting: I am meeting with other local pools on Friday, April 3 at 10am. Even though I am off, I can meet remotely.

ONE STAR REVIEW

This Saturday, we received a one star review. I will work on a response and post it later today.

"There's no changing room, and you have to be naked even if you have your kids. It's a shame."

RESEARCH

- Investing in marketing to tell your park and recreation story (NRPA Magazine) https://parksandrecmag.mydigitalpublication.com/april-2026/page-6
- From physical parks to digital communities (NRPA Magazine) https://parksandrecmag.mydigitalpublication.com/april-2026/page-16
- Moving the needle towards change (NRPA Magazine) https://parksandrecmag.mydigitalpublication.com/april-2026/page-20
- Input from the ground up (Aquatics International) https://www.aquaticsintl.com/facilities/input-from-the-ground-up
- NRPA invests in sports access (Aquatics International) https://www.aquaticsintl.com/news/nrpa-invests-in-sports-access
- To better serve residents, strengthen relationships with nonprofits (Governing) https://www.governing.com/management-and-administration/to-better-serve-residents-strengthen-nonprofit-partnerships

SENT FRIDAY, APRIL 10:

BOOKKEEEPING CONSULTANT NOTICE
Our bookkeeping consultant, Linda, has given notice that she plans to retire. She will still assist Angela with questions but will officially retire from consolidating the books from King County Treasury and our records. Linda has worked on and off for us for over a decade. We will miss her professionalism and dedication. Her last day will be after helping with reports for the annual financial report.

BOARD MEETING FOLLOWUP
- Des Moines Chamber: We have joined the chamber.
- Seattle Parks Foundation: The Seattle Parks Foundation notified us they are going to meet about our request. I will let you know more in the future.
- Employee Handbook: Shane S. Sent me edits to the employee handbook. I am working to implement them and will send them to legal for review.
- Performance Metrics Meeting: Holly is meeting with Emmitt and me next Friday, April 17 at 1pm.
- Deadline for Edits: The deadline for edits for the employee handbook and financial letter is Tuesday, April 14.
- March 24 Minutes: We should have the minutes out for review early next week.

AQUATICS COORDINATOR INTERVIEWS
We interviewed five of the six applicants and have come to two finalists. One of the applicants lives outside of the area, so we are working on having the final interview next week. We will be interviewing one on Tuesday and one on Thursday. One applicant lives outside of the area, and we needed adequate time to make travel arrangements. Emmitt is also leading a lifeguarding class this week, so next week will be the best time.

ENGINEER OF RECORD
We met with the engineer of record, and he is putting together estimates for services for the surge pit project and the portables. We will present this at the April 28 board meeting.

SWIM LESSON UPDATES

We posted updated information for late Spring. Emmitt has expanded the lesson opportunities to now offer lessons 6 days/week. This includes new Tuesday and Thursday (2x/week) and Friday (1x/week). This is in addition to the current Monday and Wednesday, and Saturday options.
https://createsend.com/t/d-A4BF627D6D4BD29D2540EF23F30FEDED

POOL CLOSURE
We were forced to close the pool on Friday, April 10 due to a chlorinator feeder issue. Our usage has gone up dramatically over the last week with swim lessons starting, no school swim days and other higher usage programs. This threw our chlorinator off, and we had an issue overnight that caused our system to be below acceptable levels. We closed the pool on Friday morning to adjust for the issue. We were only closed until 9am, when the chemicals came back up. When originally messaging, we were unaware how long it would take to get back within limits, so we erred to communicate that we may be closed the entire morning, but luckily, were able to open within the hour.

LIFEGUARD CERTIFICATION COURSE
We had eight registered for the Spring Break Lifeguard Course on April 6-9. One had to withdraw due to a sporting conflict. We ended up with seven, of which we should know how many passed the class when the final written tests are taken on Monday. We had four from the community lifeguard preparedness course/pre-training.

Our next training will be our Lifeguard Recertification course on April 19.

The lifeguard prep course has t five people pre-registered.

OTHER SPRING BREAK PROGRAMMING
We also had No School Swim Days, Monday-Friday, and extended Evening Lap Swimming with the swim teams on break. We did get one concern about the reduced lanes for lifeguard training, but they were okay with it once we explained the benefits of having more trained lifeguards.

HOLY TRINITY PTSA EVENT
Holy Trinity will be having their PTSA swim on Saturday, April 18.

APRIL POOL'S DAY
I emailed a PTSA in for the event to the Waterland Blog. We also posted to PeachJar, Facebook, and will contact PTSA's about the event.
https://share.peachjar.com/flyers/3030686/districts/3000

PARKING
We requested the school district speak with their baseball and softball teams. We chose to wait until the week before swim lessons to make sure the pool was busy. A couple of days later, we had an incident when a patron was antagonistic towards staff trying to enforce parking. Emmitt reached out to the school, and they are working to ensure the teams and their families are following the rules. The first days of swim lessons were incident free.

PUBLIC OUTREACH
- Evergreen - I met with Evergreen on Friday, April 3 to discuss our grants.
- Bunny Eggstravaganza - We had to skip the city's Bunny Eggstravaganza due to being short on staff. This was due to the holiday weekend. We plan on participating next year.
- SplashForward - I am reaching out to SplashForward to schedule a meeting in the next couple of weeks.

CITY CURRENTS
Gene put the following information together for the next City Currents magazine including the DMLF half-page ad.



SWIM LESSONS

Give your child the confidence to succeed

Swimming is more than a workout; it is a journey of self-discovery.

As children learn to swim, they do more than keep their heads above water. They conquer obstacles, face their fears, and celebrate victories. These moments spark a confidence that ripples into their academic lives.

A Griffith University study examined how swimming competence among elementary school children is associated with their participation in swimming activities. Experiences in the pool help them achieve bigger things in the classroom.

Swimming is a lesson in persistence. Each lap is a small step forward, and progress comes slowly. The determination children develop in the water becomes their secret strength, helping them tackle schoolwork and persevere through challenges.

Children who learn to swim before kindergarten often bring that same unwavering resolve to the classroom.

Instead of shying away from mistakes, they push forward, determined to succeed. Over time, this mindset fuels better performance and a genuine love of learning.

Late Spring Swim Lessons

- Four-weeks (2x/wk) Sessions running: Starts 5/27 or 5/28
- Mon/Wed or Tue/Thu Options
- Eight-weeks (1x/wk) Sessions running: Starts 6/5 or 6/6
- Friday or Saturday
- See website for registration times and costs

Summer Swim Lessons

- Registration for weekday morning and evening classes coming week of June 30. Use QR code for more information.

22722 19th Ave S, Des Moines • 206.824.4722 • www.MtRainierPool.com

mrp mount rainier pool

Registration opens soon for late spring swim lessons

Current students - May 19 @ 4:30pm
New residents - May 21 @ 5pm
All other new - May 21 @ 6:30pm

Swim Lesson Rates
Resident* $82 per session
Non-Resident $98 per session

Scholarships
90% scholarships available*
*Des Moines & NP residents

MOUNT RAINIER POOL SPRING SCHEDULE

March 8 - May 31

Shallow End (83-85 degrees)					
Programs	**Mon/Wed**	**Tues/Thur**	**Friday**	**Saturday**	**Sunday**
Water Walking	6-9am	6-9am	6-9am	11:30am-1pm	8-11:30am
	10am-1pm	10am-1pm	10am-Noon		
Family Swim	Noon-1pm	Noon-1pm	Noon-1pm	11:30am-1pm**	11:30am-1pm**
	7-9pm*	6-7pm**	5-9pm**	NA	NA
Water Exercise (Shallow Water)	9-10am	9-10am	9-10am	NA	NA
		9-10am7-8pm			
Deep End (83-85 degrees)					
Programs	**Mon/Wed**	**Tues/Thur**	**Friday**	**Saturday**	**Sunday**
Water Exercise (Deep Water)	NA	NA	10:15-11am	NA	NA
Lap Swim	6-10am	6-10am	6-10am	10:30am-12:45pm (Pool closed 12:45-1pm)	8am-12:45pm (Pool closed 12:45-1pm)
	7:30-9pm	7-8pm	7:30-9pm		
Entire Pool (83-85 degrees)					
Programs	**Mon/Wed**	**Tues/Thur**	**Friday**	**Saturday**	**Sunday**
Open Swim	NA	NA	NA	1-2:30pm	1-2:30pm

*Reduced Family Swim hours 4-6:45pm **Free Practice Swim times for swim lesson participants and 1 parent





We're training lifeguards — for *FREE*

Des Moines Pool Metropolitan Park District is offering a **FREE**, six-week **Community Lifeguard Preparedness Training Program** to help young adults build the swimming skills, fitness, confidence, and water safety knowledge necessary for lifeguard certification and aquatic careers.

This training is grant-funded by King County Parks and is open to individuals ages 14 to 24 who are interested in improving their swimming ability and learning more about lifeguarding and water safety. Participants do not need to be District employees to take part.

Classes for the May 19 - June 25 session meet twice per week on Tuesdays and Thursdays from 3-4 pm. Participants who meet program benchmarks may be recommended to advance into free lifeguard, swim instructor, or instructor certification courses offered at Mount Rainier Pool.



Join us as Legacy's Bayside Diamond Ball will raise funds to support Mount Rainier Pool swim programs

mrp mount rainier pool

FARMERS MARKET
We applied to attend the farmer's market in June, September and the Holiday Tree Lighting. We will start putting together items for the booth.

INVOICING
We are getting caught up on invoicing. Emmitt received payment from SMAC on some swim team practices. We also sent billing out to HSD and for the annual Normandy Park subsidy.

For the school district dates, we had only one day of shutdown, which was related to complications from the power surge with the vandalism at the Pacific Middle School project.

SCHOLARSHIPS
Scholarships are starting to take off. As of writing this, we have about 50 scholarships allocated. This is way up from last year at this time. Financially, we have given about six times as many scholarships as 2025.

CHLORINATOR INSPECTION
The health department will be out on Wednesday morning to inspect the chlorinator.

VFD PUMP CONTROLS
We have been having some flow issues on the VFD pumps over the last year. Sunbelt Controls is going to come in on Sunday after closing to check and hopefully reset the pump controls. This should help have more consistent flow that affects the pool water.

INCIDENT
A patron reported their phone was stolen at the pool. The phone was not secured in a locker, in the locker room. Staff has completed an incident report. This is the first reported stealing of an item in a while. We have not heard anything since from the patron, and we have not had any contact from the police.

UPCOMING OPPORTUNITIES FROM AWC
Below are some upcoming trainings from the Association of Washington Cities (AWC).

Apply now for the Washington Collaborative Elected Leaders Institute
City elected officials: Apply to join the third cohort of the Washington Collaborative Elected Leaders Institute (WA-CELI). This immersive summer training program equips small teams of city elected officials with the collaborative leadership skills to tackle real-world challenges facing our cities and towns. Teams learn and practice a broad range of strategies to engage with differing viewpoints and build consensus to govern more effectively. WA-CELI is offered by the AWC Center for Quality Communities and AWC, in partnership with the Ruckelshaus Center and the UW Evans School. Learn more and apply by April 22!

Build valuable connections at AWC's Annual Conference
June 23-26 | Spokane
Learning from peers and building lasting partnerships is one of the best reasons to attend AWC's Annual Conference. That's why we offer so many networking opportunities—everything from hosted breakfasts, luncheons, and evening receptions to roundtables, mobile tours, and social events. You'll find countless opportunities to connect with your colleagues from across the state in meaningful ways. Be sure to let your network know you're coming to the Annual Conference! Use our ready-made social media kit—complete with graphics, hashtags, and sample language—to spread the word and encourage your colleagues to join us in Spokane. Register today

Let me know if you are interested in either of these opportunities.

RESEARCH

- Moving the needle towards change (NRPA Magazine) https://parksandrecmag.mydigitalpublication.com/april-2026/page-20
- Input from the ground up (Aquatics International) https://www.aquaticsintl.com/facilities/input-from-the-ground-up
- Best practices for aquatics management (Recreation Management) https://recmanagement.com/articles/155639/safer-swimming
- Video series walks elected officials through financial reports (SAO Newsletter/GASB) https://www.gasb.org/train?mc_cid=6b1e9ae2d3&mc_eid=97558068d9
- Seattle public health: simple precautions can prevent water-related deaths (Seattle Medium) https://seattlemedium.com/swimming-safety-tips-puget-sound/

SENT THURSDAY, APRIL 23:

NEXT BOARD MEETING

The next board meeting will be on **Tuesday, April 28**. I will send out the packet on Friday morning.

INTERVIEWS

We have completed interviews and sent out job offers to two aquatics coordinator applicants. We will present the information at the April 28 board meeting.

PEACHJAR

We placed a flyer for the next session of swim lessons. We sent out Gene's information from the City Currents and added information on our expanded Open Swims on Saturdays to utilize the fourth page. The information was targeted towards mostly grade school and junior high schools. https://share.peachjar.com/flyers/3039964/districts/3000

LIFEGUARD COURSE

We had seven out of eight students complete the lifeguard course. The other participant is taking the lifeguard prep course and intends to take the next session of the course. Currently, we have over 60 lifeguards this summer and should be able to offer more lessons the rest of the summer. All participants were covered by the King County Parks Grant.

LIFEGUARD PREP COURSE

We currently have six students registered in the lifeguard prep course. We think this number will be larger after spring spots end and we start our next session. This will lead up to our next lifeguard course in June.

APRIL POOL'S DAY

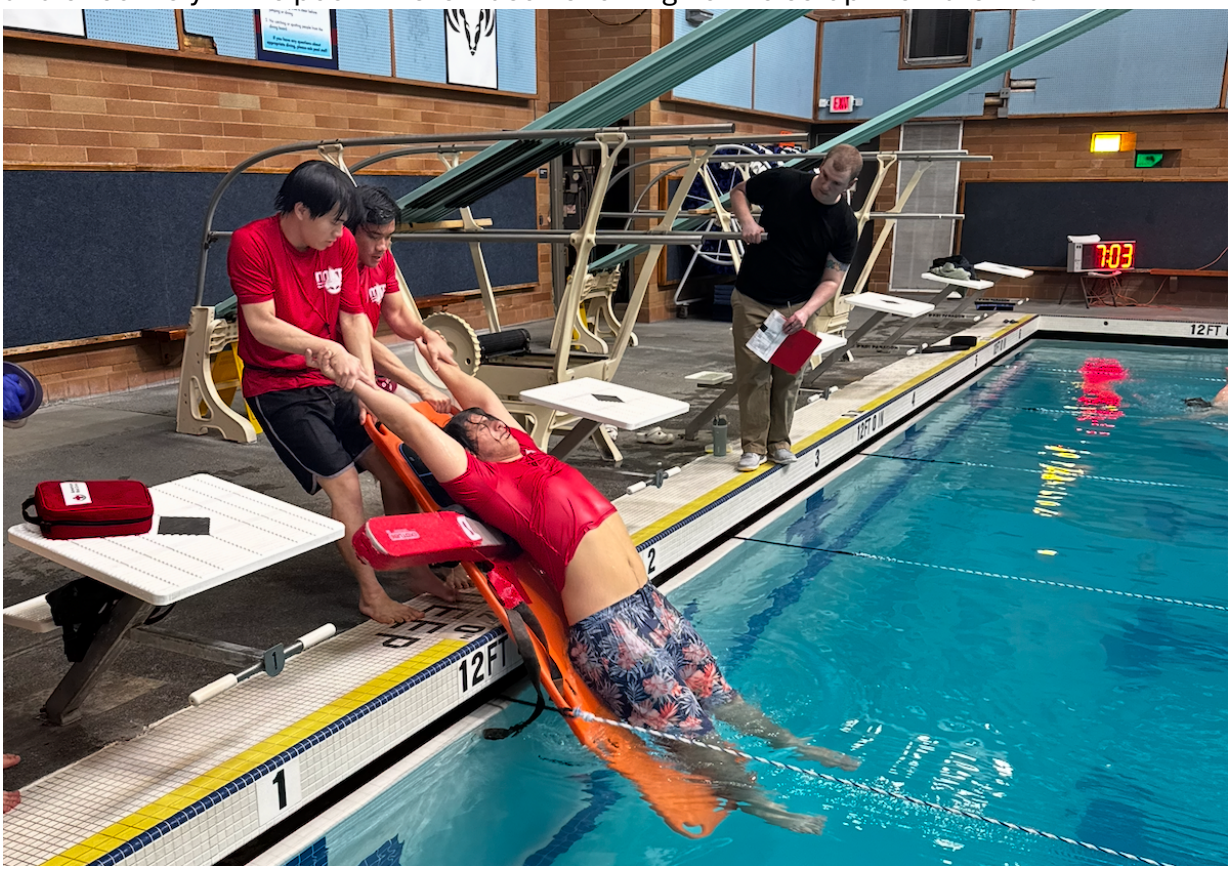
Just a reminder that April Pool's Day is this Saturday, April 25 from 1-3pm. Emmitt has a good number of staff for the event, and registration has been slow. It has been published on the website, social media, PeachJar and we sent out a PSA.
https://www.facebook.com/share/1CQPYNzQsd/

MAINTENANCE

- Lighting: We are going to potentially close an evening, most likely a Thursday to complete replacement of the egg lights. We are down five lights, and the lights help increase clarity of the water. We are working to get this done soon.
- Stands Step Concrete Repair: We have a stair that is spalling on the corner of the step. We will complete this project in August during our closure unless it gets worse.
- VFD Pump Issues: Grundfos will be out Friday to check the VFD during Emmitt running backflow. We have seen issues of the VFD after running backflow. We will keep you posted on developments.
- Sunday Morning Closure: We had an issue with the chemical feeder that has been resolved. We were forced to open at 10:30am.
- Acid Feeder Solenoid: The acid feeder solenoid had to be replaced during our monthly preventative maintenance. We had them repair it onsite.
- Chlorine Feeder Solenoid: ASSSI also discovered two other solenoids during inspection and we had both repaired. It cost an additional $350 each. ASSSI reported
- Flowers: Monarch Landscaping replanted a couple of the flowerpots for us. This cost about $350. They will help maintain this as part of their services.



IN-SERVICE
On Friday, April 17, the pool had its monthly in-service. Staff get at least four hours of training per month including in-services and skills checks. One of the training elements was how to set up equipment safely and effectively in the pool. This is Mason showing how to setup the water walk.



WRPA CONFERENCE
Emmitt attended the WRPA Conference on Wednesday, April 20. He reported making some good contacts including maintenance and software.

PUBLIC OUTREACH

- Duck Mascot Costume: We are exploring getting a couple of rubber duck costumes for the parade this year.
- Duck Giveaways: We are setting up for the parade, children's festival, farmers markets and other events this summer, and we are working on purchasing some duck giveaways.

RENTALS

- PTSA Event: We hosted Holy Trinity on Saturday, April 18.
- Hydroplane Capsule Training: We hosted a capsule training on Sunday, April 12.
- Alaska Airlines Training: We will be hosting another flight attendant training on Friday, May 1.

AWC TRAININGS
Association of Washington Cities offers a Certificate of Municipal Leadership. Click link below for more information.
https://wacities.org/events-education/cml-program

RESEARCH

- Students, community members take up Evergreen Pool issue with Olympia City Council (Jolt News) https://www.thejoltnews.com/stories/students-community-members-ask-olympia-city-council-to-help-save-evergreen-pool,28371
- Pool facility exploration update (Shoreline News) https://www.shorelineareanews.com/2026/04/pool-facility-exploration-project-update.html?fbclid=IwY2xjawRMvQtleHRuA2FlbQIxMABicmlkETFWaElwSlVTa3NPTWp5dHlHc3J0YwZhcHBfaWQQMjIyMDM5MTc4ODIwMDg5MgABHk-Fk0-VRHVwsHrc3oOxFaGsM5H7rJL_AnXFi7QSNLAcn_WeU9pnVMjwWPRA_aem_kSPIuC8xtrqQTGxZHSgZcA
- A smarter approach to swim instructor onboarding and training (Aquatics International) https://www.aquaticsintl.com/facilities/a-smarter-approach-to-swim-instructor-onboarding-and-training
- Community at play: 12 hours at the WARF (NRPA Magazine) https://parksandrecmag.mydigitalpublication.com/april-2026/page-34
- Des Moines weighs equity, budget cuts…April 9 meeting (Waterland Blog) https://waterlandblog.com/des-moines-city-council-weighs-equity-budget-cuts-surveillance-concerns-more-at-april-9-meeting/

Des Moines Pool Métropolitain Park District

March 24, 2026
7:00 p.m.
Hybrid (DMPMPD District Office and Remote Online)

MINUTES
REGULAR MEETING

CALL TO ORDER/ROLL CALL
Clerk of the Board Campbell called the meeting to order at 7:00 p.m. Also, present were Commissioners, Dusenbury, Stender, Fortine, District General Manager Deschenes, Clerk Melum, and resident Achziger. President Young attended the meeting via audio only.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA District GM Deschenes added the February 2026 Revenue & Expenses to the meeting agenda. District GM Deschenes added agenda item 08d ***Des Moines Legacy Foundation Request***. Clerk of the Board Campbell called for all in favor to adopt all modifications to the agenda. Motion passed unanimously.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – District GM Deschenes announced the District received approximately $12,500 in insurance reimbursement through AWC-RMSA related to prior vandalism losses and equipment replacement.

District GM Deschenes presented Proclamation 2026-02, recognizing April as Water Safety & Readiness Month, promoting water safety awareness and related programming. Commissioner Stender moved to approve Proclamation 2026-02. Commissioner Dusenbury seconded. Motion passed 4–0.

PUBLIC COMMENT – There were no public comments at this time.

6a. CONSENT AGENDA
The total expenditures, including payroll and vendor payments via warrant and electronic transfer were included in the February 2026 consent agenda for board approval. Commissioner Dusenbury moved to approve the consent agenda including vouchers and electronic transfer requests processed in February 2026 totaling **$129,831.96**. Commissioner Stender 2nd. The motion passed 4-0.

Old Business

7a. Aquatic Coordinator Recruitment Update
District GM Deschenes discussed a recruitment plan for hiring one, maybe two new Aquatic Coordinators which includes a first and second round of interviews conducted by District GM Deschenes and Interim Aquatic Manager Sevores. The recruitment plan also includes a few backup plans in the event of hiring delays.

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held hybrid including remote access to give the community more access options. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager at 206.429.3852 or info@mtrainierpool.com.

7b Seattle Parks Foundation Meeting/Strategic Planning
District GM Deschenes reported that he, Commissioner Dusenbury, and Commissioner Stender met with the Seattle Parks Foundation to discuss levy planning and moving forward. He summarized key points from the meeting, and Commissioners Dusenbury and Stender provided additional input and recommendations. The Board discussed holding a planning retreat within the next 30 days to further these efforts and directed District GM Deschenes to contact the Seattle Parks Foundation regarding potential mentorship or planning support.

7c. Policy 520, Procurement Policy (second touch)
District GM Deschenes shared all the updates to policy 520, Procurement based on feedback from the Washington State Auditor's Office, the District's legal representative, and the District's Board of Commissioners. Commissioner Dusenbury moved to approve Policy 520, Procurement, Commissioner Stender 2nd. Motion passed 4-0.

7d Employee Handbook (First Touch)
District GM Deschenes reported that this agenda item was a first touch, not a second touch. District GM Deschenes discussed the updates to the employee handbook, including revisions to align with current policies and improved consistency. He noted that a review process, including the use of AI tools, was utilized to support the identification of inconsistencies and enhance overall clarity.

7e Engineer of Record (EOR) Work
District GM Deschenes reported on updates to the ongoing hold on grant-funded projects, noting delays impacting work for the District's new EOR. He recommended assigning smaller-scale capital and maintenance projects to the EOR and noted that a list of upcoming projects with cost estimates will be presented at the April 28 board meeting, with action anticipated at the May 26 board meeting. Commissioner Stender moved to approve the District GM to utilize the EOR to develop design concepts and cost estimates for the surge pit repairs and portable installation, and to return to the board for further approval prior to construction. Commissioner Stender 2nd the motion. Motion passed 4-0.

NEW BUSINESS

8a April Pool's Day
District GM Deschenes shared that April Pool's Day will be April 25, 2026, highlighting the event's history and significance, advertisement, activities, and information on limited spots due to pool space and safety regulations. District GM Deschenes shared how patrons can register for this event.

8b Performance Metrics (First Touch)
District GM Deschenes shared a plan to create and implement a performance metric system for aquatic operations to help with communication among staff, financial gains utilizing dashboards, etc. District GM Deschenes shared a similar system and explained that he will be testing an Excel version of this type of system for the quarter 2 report. Commissioner Campbell offered her support on this project.

8c 2025 Annual Financial Report Letter
District GM Deschenes shared the details of the annual financial report letter showcasing a slightly different layout this year and summarized key items reflecting the 2026 budgeting. A copy of the summary is available in the March 24 agenda packet.

8d Des Moines Legacy Foundation Request (Item Added During Adoption/Modification)
District GM Deschenes shared a request from the Legacy Foundation for support of their annual Bayside Ball event on June 6, 2026, including a request for six District lifeguards to volunteer at the event as servers. District GM Deschenes and Interim Aquatic Manager Sevores noted that paid participation would likely be more effective than asking staff to volunteer. The Board expressed support for compensating staff, with final costs to be determined based on availability. District GM Deschenes stated that a resolution with a finalized staff list and cost estimate will be presented at the April 28 meeting.

District GM Deschenes turned the meeting over to Resident Achziger to present a request from the Legacy Foundation for half-page ad space in the summer issue of the Des Moines City Currents magazine to promote the Bayside Ball. Resident Achziger outlined the request and provided context regarding the Foundation's support of District programs. The Board asked clarifying questions regarding space requirements and action needed. District GM Deschenes noted that action was required at this meeting due to publication deadlines, with a Resolution to follow at a later date. Commissioner Stender moved to approve public gifting of half-page ad space to the Legacy Foundation for this purpose. Commissioner Fortine seconded. Motion passed 4–0.

11. Good of the Order
Commissioner Campbell reviewed key items discussed during the meeting and asked if there were any additional items for Good of the Order. Resident Achziger brought up several upcoming events happening around the city of Des Moines for the spring and summer months.

Adjournment
With no further business to discuss. The meeting adjourned at 7:59pm.

UPCOMING MEETINGS

- To Be Determined, Special Meeting**, N/A, Location: Hybrid (DMPMPD Offices and Online)
- April 28, 2026, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young	Commissioner Dusenbury
Commissioner Campbell	Commissioner Stender
Commissioner Fortine	District Clerk Melum

Docusign Envelope ID: E23731B8-B101-44A3-ADBF-EED5282C17B5

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/02/2026
Total Amount: $1,179.54
Control Total: 6
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20260225154124.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims *(Auditing Officer(s) or Board Member(s))* :

Authorized District Signature	Date	Authorized District Signature	Date
DocuSigned by: Scott Deschenes 2E03815D7130480...	2/25/2026	Signed by: Holly Campbell DB1A624CEB2A4D0...	3/2/2026

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

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Date Processed: _____

Docusign Envelope ID: E23731B8-B101-44A3-ADBF-EED5282C17B5

King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260225154124.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CASILLAS IVAN A			20260228IC196	02/28/2026	$85.04	PAYROLL PE I. CASILLAS
CORTES NADIA			20260228NC143	02/28/2026	$102.05	PAYROLL PE N. CORTES
DUSENBURY JOSEPH			20260228JD8	02/28/2026	$292.71	COMM. SUB JAN 2026 DUSENBURY
SHIRK KENNEDI			20260228KS181	02/28/2026	$255.13	PAYROLL PE K. SHIRK
SPENCER OWEN			20260228OS184	02/28/2026	$298.24	PAYROLL PE O. SPENCER
STENDER SHANE			20260228SS77	02/28/2026	$146.37	COMM. SUB JAN 2026 STENDER

Initial

Docusign Envelope ID: B7556E53-F239-4485-AC06-065E71F665ED

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/11/2026
Total Amount: $30,479.61
Control Total: 15
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20260303105119.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims *(Auditing Officer(s) or Board Member(s))* :

DocuSigned by: Scott Deschenes 2E03815D71304B0... — Authorized District Signature	3/3/2026 — Date	Signed by: Holly Campbell DB1A624CEB2A4D0... — Authorized District Signature	3/5/2026 — Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
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King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260303105119.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY INTERNATIONAL ASSI			298861	02/24/2026	$639.78	FEB 2026 PM SERVICE
CENTRAL WELDING SUPPLY CO INC.			0002631037	02/28/2026	$104.65	CYLINDER RENTAL FEB BILLING
CINTAS CORP			4260337172	02/20/2026	$106.40	FEB 20TH CINTAS DELIVERY
CITY OF DES MOINES			893	02/27/2026	$3,190.61	2026-SPRING ISSUE CITY CURRENTS
DATAQUEST			26962	02/28/2026	$192.10	NEW HIRE BKGD CHKS
HIGHLINE WATER DISTRICT HWD			20260220HWD	02/20/2026	$864.45	FEB 2026 WATER UTILITY
LINDA RAY			LR20260301	03/01/2026	$187.50	FEB 2026 BOOKKEEPING
MACDONALD MILLER FACILITY SOLUTIONS LLC			SVC377191	02/25/2026	$18,070.27	SC 251110-0170 2025-458 LT/RB BFLOW
MACDONALD MILLER FACILITY SOLUTIONS LLC			SVC377676	02/28/2026	$1,041.47	SC 260210-0169 WOMEN'S TOILET RPR
MIDWAY SEWER DISTRICT			20260225MSD	02/25/2026	$1,093.99	DEC 2025 - FEB 2026 SEWER UTILITY
NW LANDSCAPE			CD50646436	03/01/2026	$622.66	MAR 2026 LANDSCAPE SERVICE
PRIMO BRANDS BLUE TRITON BRANDS INC.			06B8750207239	02/28/2026	$206.20	FEB 2026 WATER DELIVERY
RECOLOGY KING COUNTY			8551004052061	01/30/2026	$588.33	JAN 2026 TRASH UTILITY
SNURE LAW OFFICE PSC			03022026SLO	03/02/2026	$1,584.00	FEB 2026 PROF. SERVICES
STANSELL GLASS INC			18344	02/17/2026	$1,987.20	LOBBY WINDOW REPAIR

Initial HC

Docusign Envelope ID: D21FE684-BFDB-4CE0-9802-4A68BFC950E4

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/18/2026
Total Amount: $5,672.82
Control Total: 8
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20260311154544.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims *(Auditing Officer(s) or Board Member(s))* :

Authorized District Signature	Date	Authorized District Signature	Date
DocuSigned by: Scott Deschenes 2E03815D7130480...	3/11/2026	Signed by: Holly Campbell DB1A624CEB2A4D0...	3/11/2026

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
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Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
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King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260311154544.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WA CITIES			167378	01/01/2026	$382.25	2026 R.I. AWC ASSOC. MEMBER/ANNUAL FEE
CAPRARA GEMMA			RI20251015GC180	10/15/2025	$16.56	R.I 10.15 PAYROLL PE G. CARPRARA
CASILLAS IVAN A			20260315IC196	03/15/2026	$119.06	PAYROLL PE I. CASILLAS
CORTES NADIA			20260315NC143	03/15/2026	$314.65	PAYROLL PE N. CORTES
RIOS ANDREW			20260315AR100	03/15/2026	$362.96	PAYROLL PE A. RIOS
SPENCER OWEN			20260315SO184	03/15/2026	$265.74	PAYROLL PE O. SPENCER
TEFERI LEOUL M			20260315LT199	03/15/2026	$51.63	PAYROLL PE L. TEFERI
US BANK CORPORATE PAYMENT SYSTEMS			20260310USB	03/10/2026	$4,159.97	MAR 2026 US BANK CC PAYMENT

Initial HC

Docusign Envelope ID: B88A028A-37B6-4677-AD9F-4A35168AE38D

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/30/2026
Total Amount: $2,902.03
Control Total: 1
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20260325173303.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims *(Auditing Officer(s) or Board Member(s))* :

Authorized District Signature	Date	Authorized District Signature	Date
DocuSigned by: Scott Deschenes 2E03815D71304B0...	3/25/2026	Signed by: Holly Campbell DB1A624CEB2A4D0...	3/26/2026

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

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Date Processed: _____

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King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260325173303.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JOHN Q. KNOX			20260331JQK26	03/31/2026	$2,902.03	PAYROLL PE J.Q. KNOX PTO/FINAL PAYROLL

Initial
HC

Docusign Envelope ID: D5C1F6E0-4C6E-4704-8194-31C4C5E9B070

ELECTRONIC PAYMENT REQUEST FORM

King County
Department of Executive Services
Finance & Business Operations Division
KSC-ES-710
201 S Jackson ST Ste 710
Seattle, WA 98104
Email: cash.management@kingcounty.gov

Payment Settlement Date 03/05/2026

PAYMENT INFORMATION

○ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ○ ACH Debit Pay Code (COLXX) _____ ● Automatic Withdrawal

○ Book Transfer (Last 4 digits of the account) From _____ To _____ ○ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 2 (3.5.2026)							
3	EPP-0260301-0000010	170950010			24219			$ 2,060.66
4	Inv DRS202602V2							
5								
6								
7								
8								
9								
10								
							Total	$ 2,060.66

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, and that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature Signed by: Holly Campbell DB1A824CEB2A4D0... Title Clerk of the Board Date 3/11/2026

Print Name Holly Campbell Phone # (509) 903-5075 Email holly.desmoines.wa@gmail.com

Docusign Envelope ID: 464475E3-AF04-4F8E-92D7-B3245B3C7B79

ELECTRONIC PAYMENT REQUEST FORM

King County
Department of Executive Services
Finance & Business Operations Division
KSC-ES-710
201 S Jackson ST Ste 710
Seattle, WA 98104
Email: cash.management@kingcounty.gov

Payment Settlement Date 03/15/2026

PAYMENT INFORMATION

○ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ○ ACH Debit Pay Code (COLXX) _____ ● Automatic Withdrawal

○ Book Transfer (Last 4 digits of the account) From _____ To _____ ○ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 3/15/2026							
2								
3	Direct Deposits	170950010			24219			$ 27,526.71
4								
5	Tax Liabilities	170950010			24219		SD	$ 8,870.51
6								
7	Payroll Billing	170950010			24219			$ 415.24
8								
9								
10								
							Total	$ 36,812.46

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scott.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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Signature Signed by: Holly Campbell DB1A624CEB2A4D0... Title Clerk of the Board Date 3/11/2026

Print Name Holly Campbell Phone # (509) 903-5075 Email holly.desmoines.wa@gmail.com

Docusign Envelope ID: E3406151-5599-4CCE-B97E-34738D9A9BFD

ELECTRONIC PAYMENT REQUEST FORM

King County
Department of Executive Services
Finance & Business Operations Division
KSC-ES-710
201 S Jackson ST Ste 710
Seattle, WA 98104
Email: cash.management@kingcounty.gov

Payment Settlement Date 03/16/2026

PAYMENT INFORMATION

○ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ○ ACH Debt Pay Code (COLXX) _____ ● Automatic Withdrawal

○ Book Transfer (Last 4 digits of the account) From _____ To _____ ○ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	PSE Billing 20260225PSE	170950010			24219		SD	14,525.69
2	Pmt Confirmation# 4837215060							
3								
4								
5								
6								
7								
8								
9								
10								
							Total	$ 14,525.69

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, and that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature Signed by: Holly Campbell DB1A624CEB2A4D0... Title Clerk of the Board Date 3/11/2026

Print Name Holly Campbell Phone # (509) 903-5075 Email Holly.desmoines.wa@gmail.com

Docusign Envelope ID: 6712D991-5F8F-4F62-A6A3-707AC3FEC19B

ELECTRONIC PAYMENT REQUEST FORM

King County
Department of Executive Services
Finance & Business Operations Division
KSC-ES-710
201 S Jackson ST Ste 710
Seattle, WA 98104
Email: cash.management@kingcounty.gov

Payment Settlement Date 03/31/2026

PAYMENT INFORMATION

○ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ○ ACH Debt Pay Code (COLXX) _____ ● Automatic Withdrawal

○ Book Transfer (Last 4 digits of the account) From _____ To _____ ○ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 1 (3.31.2026)							
3	EPP-20260325-0000161	170950010			24219			$ 1,744.85
4	Inv DRS202603V1							
5								
6								
7								
8								
9								
10								
							Total	$ 1,744.85

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, and that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature Signed by: Holly Campbell Title Clerk of the Board Date 3/26/2026

Print Name Holly Campbell Phone # (509) 903-5075 Email holly.desmoines.wa@gmail.com

Docusign Envelope ID: D97D739B-CE05-4BF2-B2BB-573BC288FD5A

ELECTRONIC PAYMENT REQUEST FORM

King County
Department of Executive Services
Finance & Business Operations Division
KSC-ES-710
201 S Jackson ST Ste 710
Seattle, WA 98104
Email: cash.management@kingcounty.gov

Payment Settlement Date 03/31/2026

PAYMENT INFORMATION

○ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ○ ACH Debit Pay Code (COLXX) _____ ● Automatic Withdrawal

○ Book Transfer (Last 4 digits of the account) From _____ To _____ ○ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 3/31/2026							
2								
3	Direct Deposits	170950010			24219			$ 23,660.64
4								
5	Tax Liabilities	170950010			24219		SD	$ 7,110.15
6								
7	Payroll Billing	170950010			24219			$ 425.80
8								
9								
10								
							Total	$ 31,196.59

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scott.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, and that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

Signature Signed by: Holly Campbell DB1A624CEB2A4D0... Title Clerk of the Board Date 3/25/2026

Print Name Holly Campbell Phone # (509) 903-5075 Email holly.desmoines.wa@gmail.com

Des Moines Pool Metropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** No

Subject: Staff Change Updates

Background/Summary:
The Mount Rainier Pool has two full-time positions that are vacant. Over the last month, the district had interviews. From those interviews, the District has made offers to two applicants. The District General Manager will update the board at the meeting.

Fiscal Impact: All positions are budgeted.

Motion: None. Informational Only.

Reviewed by District Legal Counsel**:** **Yes_____No___X____ Date: __N/A_____**

Two Touch Rule:
N/A **Committee Review**
N/A **First Board Meeting (Informational)**
N/A **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes_____No _____ Report back date: _____

Notes:
- None

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** Aquatics Manager **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: Aquatics Manager Report – Quarter 1 (January-March 2026)

Background/Summary:
The Aquatics Manager will be making the First Quarter (Q1) Report. This report will contain a physical report from January 1-March 31, Q&A with the board, and other supporting documents.

New reports include attendance. Feedback from this meeting will be used to improve the reports.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

Reviewed by District Legal Counsel**:** **Yes N/A No Date:**

Two Touch Rule:
N/A **Committee Review**
N/A **First Board Meeting (Informational)**
N/A **Second Board Meeting (Action)**

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes** **No** **Report back date:**

Notes:
- Aquatics Manager Q1 (January 1-March 31) Physical Report

Quarter 1 Aquatics Manager Report

January 1 to March 31, 2026

I. Usage:

Total Usage:

Total Usage			
	2024	2025	2026
January	4,284	4,735	4,851
February	2,682	3,548	4,700
March	2,715	4,548	4,073
Q1 Totals	**9,681**	**12,831**	**13,624**

Usage by Month:

January	**2024**	**2025**	**2026**
Deck/Spectators	1,511	1,521	1,374
Water X	571	544	432
SMAC	948	894	978
HS Swim Team	237	321	225
Swim Meets	6	117	254
Water Walking	199	197	219
Family/Open Swim	124	465	386
Lap Swim	445	490	632
Swim Lessons*	216	263	351

February	**2024**	**2025**	**2026**
Deck/Spectators	688	1,047	1,333
Water X	525	292	394
SMAC	400	679	905
HS Swim Team	151	91	71
Swim Meets	0	0	0
Water Walking	99	175	206
Family/Open Swim	212	501	617
Lap Swim	347	391	605
Swim Lessons*	260	372	569

March	**2024**	**2025**	**2026**
Deck/Spectators	539	1,220	1,011
Water X	718	751	407
SMAC	400	772	780
HS Swim Team	0	0	208 (WS/KC WOPO)
Swim Meets	0	0	0
Water Walking	165	236	310
Family/Open Swim	177	836	799
Lap Swim	484	536	725
Swim Lessons*	232	197	143

II. Swim Lessons:

Winter (January-March)	2024	2025	2026
Registered	216	263	231
Offered	230	270	233
Spots Open	19	10	8
Waitlist	44	56	152
Percentage Capacity	93.91%	97.41%	99.14%

III. Admissions & Memberships:

Daily Admission Sales	2024	2025	2026
Adult (Resident)	228	294	223
Adult (Non-Resident)	90	198	84
Youth (Resident)	220	131	440
Youth (Non-Resident)	56	0	41
Youth Free Swim 2025 (Resident)		360	
Youth Free Swim 2025 (Non-Resident)		180	
Senior (Resident)	11	81	34
Senior (Non-Resident)	7	64	22
Under-3 (Resident)	14	15	92
Under-3 (Non-Resident)	7	10	4
Adaptive/Disabled (Resident)	0	2	6
Adaptive/Disabled (Non-Resident)	0	19	4
Water Exercise (Resident)	41		
Water Exercise (Non-Resident)	18		
Swim w/ Kids (Resident)			260
Swim w/ Kids (Non-Resident)			37
$1 First SAT Open Swim (Resident)	78	24	21
$1 First SAT Open Swim (Non-Resident)		41	35
Lessons Practice Time (Resident)	0	3	49
Lessons Practice Time (Non-Resident)	0	0	2

No School Swim (Resident)	0	0	7
No School Swim (Non-Resident)	0	0	2
Special Swim (Resident)	0	0	0
Special Swim (Non-Resident)	0	0	0
Total Usage (No INS. Memberships)	770	1422	1363

Membership Sales/Signups	**2024**	**2025**	**2026**
ASH Network (S&F)	26	28	19
Healthy Contributions (UTD)	25	39	42
Tivity (SS)	23	12	17
10-Visit Pass	113	127	120
3-Month Pass	8	9	8
Annual	8	15	31
Total Usage	203	230	237

Membership Usage by Type	**2024**	**2025**	**2026**
ASH Network	364	431	299
Healthy Contributions	320	535	545
Tivity	389	769	849
10-Visit Pass	982	1032	1080
3-Month Pass	201	214	384
Annual	357	651	906
Total Usage	2613	3632	4063

Membership Usage by Age	**2024**	**2025**	**2026**
Adult	624	771	1110
Youth	27	34	46
Senior	693	750	971
Adaptive/Disabled	11	169	16
Family	60	95	225
WX Pass	125	78	2
Total Usage (No INS. Memberships)	1540	1897	2370

IV. Sales Numbers:

GL Code	2024	2025	2026
Product Sales	$1,034.52	$766.71	$373.72
Passes	$7,372.04	$11,585.61	$17,038.95
General Admission	$2,528.60	$4,941.46	$7,288.38
Swim Instruction	$18,666.35	$20,271.57	$21,272.28
Aquatic Fitness	$847.92	$210.00	$26.75
Special Events	$177.26	$74.00	$96.00
Single Event (Pool Rentals)	$2,687.31	$2,069.95	$5,187.52
Rental Equiptment	$11.25	$8.50	N/A
Donations	N/A	N/A	$4,730.81
Sales Tax	N/A	N/A	$2,233.72
Credit on Account	N/A	N/A	N/A
Payment Account	$33,293.55	$38,402.79	$56,494.53
Totals	$66,618.80	$80,355.59	$116,768.66

V. Other:

a. Events/Outreach

- PTSA Swims
    - Parkside (2/7), Midway (2/21), Parkside (3/7)
- No SMAC Mini Meets in this Quarter

- 5 public/party rentals
- 4 Kennedy Catholic Water Polo rentals
- 6 West Seattle HS Water Polo Rentals
- Capsule training (3/15)
- YETI Rental (3/18)

b. Safety Data

- Rescues:
- Injuries/Care
  - Water-based: 0
  - Non-water: 1

c. Maintenance Projects during Q1: Front Window Glass Repair, Sink Repair in Women's Locker-room

d. Closure Info.: Amount of time pool closed due to mechanical and weather factors for Q1 2026 (Jan 1-March 31).

i. 2026: 5 hours maintenance + 5.5 hours inclement weather = 10.5 hours closed
ii. 2025: 26 hours maintenance + 10 hours inclement weather = 36 hours closed
iii. 2024: 73 hours maintenance + 0 hours inclement weather = 73 hours closed

e. Public Hours*:

iv. 2026: 72.25 public hours
v. 2025: 55 public hours
vi. 2024: 48.5 public hours

**Does not include rentals including birthday parties, trainings, certifications and water polo rentals outside of regular schedule.*

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: _7c_ **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** No

Subject: Seattle Parks Foundation/Retreat Update

Background/Summary: On March 4, 2026, Commissioner Dusenbury, Commissioner Stender and I met with the Seattle Parks Foundation. We discussed levy planning and moving forward.

Their suggestion was that we look at having a vision/facility to utilize during the levy lid lift process. From this conversation, I have put together the following outline for a strategic plan that would include applying for a grant to help cover the costs. The plan would include the pool advisory committee, public meetings, a community survey and facility design from this process. This would be used as the larger purpose that the Seattle Parks Foundation recommends.

The goal is to have the process completed, the community well-educated, and a direction that is supported by the community.

UPDATE: The board suggested contacting the Seattle Parks Foundation to help lead us through planning for a levy. We have reached out to Seattle Parks Foundation. They responded that they need to discuss our request with their board. At the time of sending out this packet, we have not heard back.

The retreat has been delayed until Seattle Parks Foundation responds, as we have requested, they lead us through this process.

Fiscal Impact: The District will need to pass a Levy Lid Lift by 2030 or suffer levy degradation that could bring the annual total below $.20/1,000. This not only creates issues with operating a safe swimming pool, it also makes it impossible to make repairs to a facility over 50 years old.

Proposed Motion: No motion. Information only.

Reviewed by District Legal Counsel**:** **Yes** **No** **x** **Date: N/A**

Three Touch Rule:
N/A Committee Review
01/27/2026 First Board Meeting (Informational)
To Be Determined Second Board Meeting (Action)

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes** **x** **No** **Report back date: Monthly**

Notes: Attachments:
- No attachments

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District G.M. **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: Engineer of Record Estimate

Background/Summary:
The Des Moines Pool Metropolitan Park District has experienced ongoing delays in advancing grant-funded capital projects due to uncertainty regarding the Highline School District's role, project ownership, and implementation timelines. Similar situations have occurred in the past, where changes in direction from the School District resulted in delayed progress and inefficiencies in project delivery.

At this time, the School District has indicated a desire for increased ownership of grant-funded work but has not yet provided clear timelines or a defined scope of responsibilities. As a result, several planned improvements remain in a holding pattern.

The District currently has access to an Engineer of Record (EOR) who is familiar with the facility and capable of advancing smaller-scale capital and maintenance projects. However, if the District does not utilize the EOR in the near term, there is a risk of losing availability, which could require onboarding a new engineer in the future and further delaying project timelines.

To maintain progress and address known facility needs, the District General Manager is proposing the use of the current EOR on priority projects that can be completed independently of the School District's pending decisions. These projects include repairs to the surge pit and preliminary design work for a portable structure to support future programming and operational needs.

The Engineer of Record has sent in a scope of work, project estimate, and estimate for their work. The estimated cost of the oversight is $10,500 + 10.4% Des Moines sales tax. The motion is not to exceed $12,000. See the attached paperwork for more details.

Fiscal Impact: N/A

Proposed Motion: I move to authorize the District General Manager to utilize the Engineer of Record to oversee surge pit repairs and portable placement oversight of up to $12,000.

Reviewed by District Legal Counsel**:** **Yes_____No_____ Date: N/A**

Three Touch Rule:
_____ **Committee Review**
03/24/2026 **First Board Meeting (Informational)**
N/A **Second Board Meeting (Action)**

Action Taken: Adopted Rejected Postponed

Follow-up Needed: **Yes X** **No** **Report back date:** _____

Notes:
- Engineer of Record (EOR) Work: Scope of Work + Estimate **(**Attached)

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22 April 2026

Des Moines Pool Metropolitan Park District / Mount Rainier Pool
c/o Scott Deschenes, District General Manager
22722 19th Avenue So.
Des Moines, WA 98198

Dear Scott:

Re: Mount Rainier Pool Surge Tank Repairs and Portable Office

Thank you for inviting Schemata Workshop to provide you with this fee proposal to coordinate and design for the Surge Tank leak repairs and for adding a new portable office on the site. Detailed descriptions of our assumptions are below. We have included several key sub-consultants for this work, including MLA Engineering, with knowledge and experience for the structural and concrete repairs at the surge pit, GDM for the pool mechanical systems, and Cross Engineering for help with getting power for the new portable office. We have also included Rick Charbonneau for Cost Estimating.

Scope of Work – General

Here are some abbreviated descriptions of the work process moving forward.

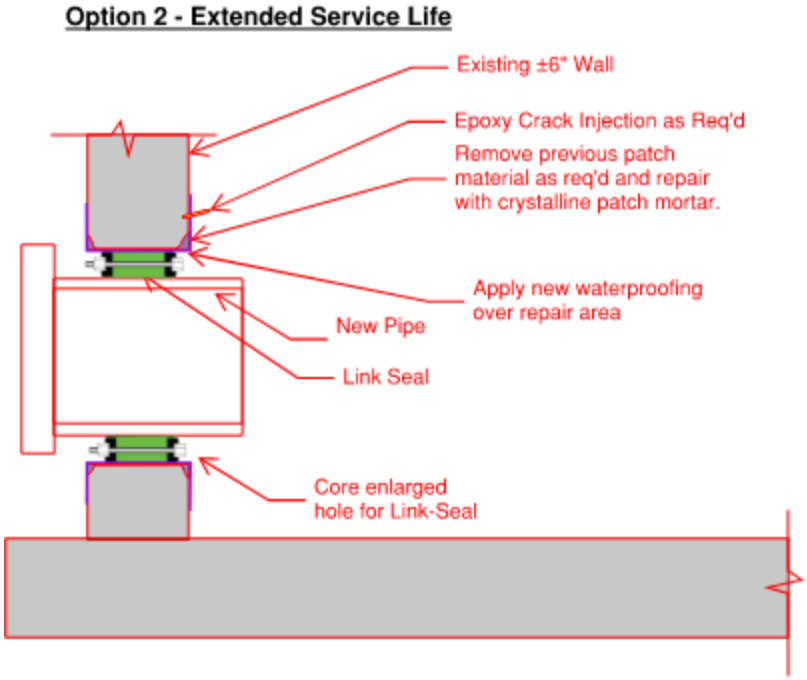
- Kick-Off Meeting: Most of the team has been to the site at least once and is already familiar with the conditions related to our scope of work. I propose one virtual kick-off meeting for this effort.
- Site Visit: We will coordinate one (1) site visit for those that need to field verify the current condition status, take field measurements, and/or generally field verify the work.
- As-Built Documentation: We have some of the past record documents that you've provided to us. We will use this and field documentation to create our own background drawings/model for use on these scopes of work.
- Design Development: Since the scope is limited and program clear, we propose to limit the number of design phases, and go directly to a Design Development submittal. At the end of this phase, we will provide a cost estimate.
- Specifications: Specification requirements will be limited on these scopes of work. We assume that information can be provided on the drawings to satisfy the requirements.
  We will help you coordinate the Bid Form and solicitation documents, based on the Des Moines Pool Metropolitan Park District (or School District?) standard format.
- Building Permit: We are assuming that a building permit will not be required for the repair of the surge pit, since it has no bearing on any building code related scope and is a maintenance item.
  We understand that you have already reached out to the Des Moines City Planning Department regarding the placement of a portable office building on the site. Based on your notes, (once received) we will follow up with the coordination and permit requirements, including any documentation, applications, and engineering. Understanding if this scope will include a design review, or other permitting requirements will help finalize this scope item.
- Department of Health Permit: We do not anticipate any DOH review requirements for this work.
  Note: If the configuration at the surge pit changes, by changing the heat exchanger for example, the DOH will want to review the engineering to document and confirm for any changes in the flow rates, etc.

- School District Approval: At this time, we do not anticipate any scope of work related to the School District approval process. The logistics of the School District process, as required, is assumed to be directly handled by you, as the District General Manager for the Des Moines Pool Metropolitan Park District / Mount Rainier Pool.

- Construction Documents: Final construction documents will be completed for the purpose of soliciting bids from general contractors to perform the work. We understand that this work is likely to be awarded through a shortlist of pre-approved contractors invited to bid.

Surge Tank Repairs

The purpose of this scope of work is to repair the leak which is active at the piping for the heat exchanger. MLA Engineering performed an evaluation of the Surge Tank Emergency repairs were performed last year (2025) in hopes of addressing the leak, but they have not held up. Therefore, we are proposing to complete the "Option 2 – Extended Service Life" repairs as outlined in MLA's report. This includes removing the existing pipe, coring out a larger hole for the penetration, performing repairs at the penetration, and reinstalling the existing heat exchanger with new piping (verifying that the pipe joint location is not a source) using a Link-Seal at the penetration. Additional repair work may include epoxy crack injections. We will specify that the contractor inspect the entire tank for a review of all cracks that could be repaired, while the tank is empty and the crew is on site.



Option 2 - Extended Service Life
- Remove pipe
- Scan for rebar
- Core enlarged opening through wall to accommodate link seal
- Repair cracks, spalls, corrosion around opening and treat with coating system
- Install pipe with link-seal

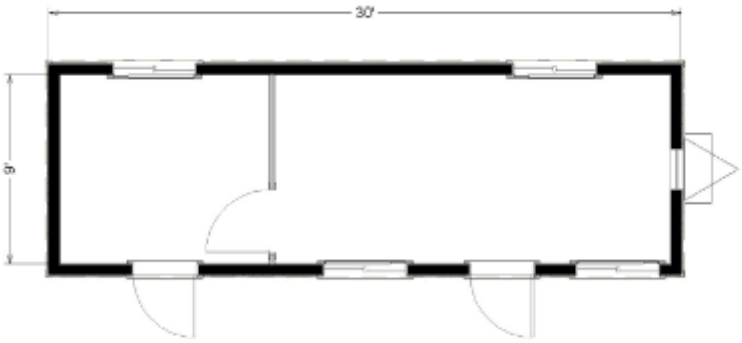
MLA will assist with the coordination of the concrete repairs, and GDM will help coordinate the pipe replacement.

Alternative Approach: For the purposes of your consideration, we wanted to be sure you were aware of an alternate approach to the Surge Tank Heat Exchanger. This alternative approach would be to change from the in-tank type that you currently have, to an updated plate heat exchanger that is outside of the tank. This is how most updated and new pools operate. By removing the heat exchanger from the tank, we could fill in the tank penetration all together, avoiding the leak risk. While this could be a longer-term solution, it would likely be a more expensive one. Rough Order of Magnitude cost is $50K – 75K more. This would also need to be reviewed by the DOH, since it changes the system, and the pressure of the plate system on the pump, could impact performance.

Portable Office

We will work with you to coordinate and permit the placement of a portable structure on the site to be used as additional staff office and meeting space. We are assuming that you will purchase the portable or otherwise make arrangements to lease it directly. For past projects, we have worked with Pacific Mobile Structures https://pacificmobile.com/ when similar needs were identified. We are open to coordinating the efforts with any provider you choose. For the purposes of this proposal, we have based it on the following assumptions.

As directed, the portable office should have a room for private meetings and a shared workspace/meeting room for board and commission meetings. Based on this requirement, we will assume that the 10' x 30' Mobile Office Trailer will meet the requirement, based on the following floor plan.



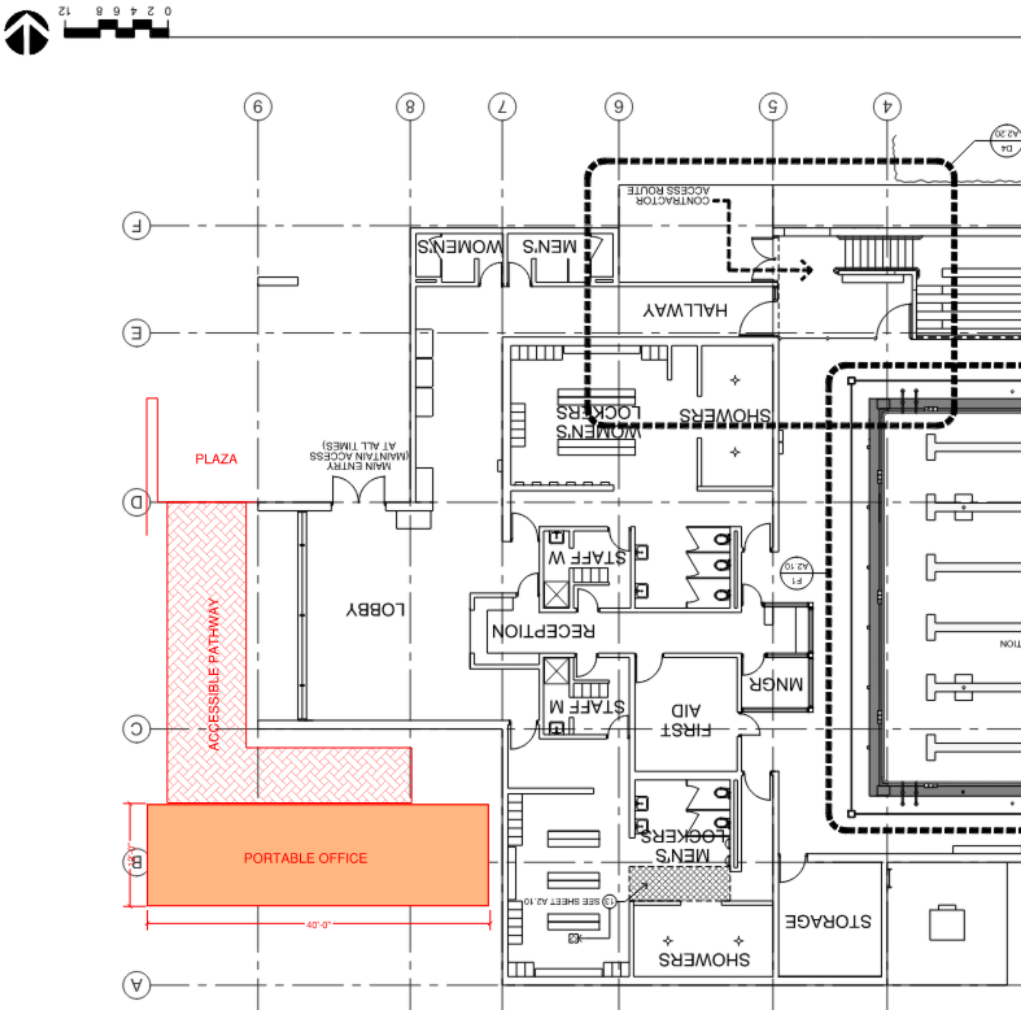


Our current assumption is that the portable office will be located near the lobby, for ease of access by staff on an established pathway. The southwest corner provides a recess in the building to place this, without impeding parking, existing pedestrian circulation, or much visual impact. It appears that this location is clear of trees as well, making it potentially ideal. The grades at this location will need to be field verified. Any surveying or geotechnical requirements will be the responsibility of the Owner.



We will work with the portable structures company on the site placement, access, including ADA requirements, and power. No plumbing is to be included. It is assumed that a small pathway will be added to the west side of the building, leading to the steps and a ramp for access to the portable doors. Some minor regrading may be required.

Cross Engineering will assist with the electrical engineering design.



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Design Fees

The following is the summary of fees for the scopes of work. For billing purposes, we propose the following fee breakdown by phase:

Project Management	$1,770
Surge Tank Repair	$27,471
Portable Office	$15,180
Reimbursable Expenses (Allowance)	$50
Total Fee	**$44,471**

Thank you again for inviting our team to work with you at the Mount Rainier Pool.

Respectively Submitted,

Geoff E. Anderson, aia, leed ap, assoc. dbia
Principal, Schemata Workshop

SCOPE OF SERVICES AND COMPENSATION

Des Moines Pool Metropolitan Park District

Mount Rainier Pool

Architectural and Engineering Fee

TASK #	PHASE ONE PROJECT TASKS	Schemata Workshop Architect	MLA Structural Engineering	GDM Mechanical / Plumbing Engineering	Cross Electrical Engineering	Rick C. Cost Estimator	TOTALS
Project Overview: Repair to Surge Tank and help permit and set for Mobile Office							
TASK 0 - PROJECT MANAGEMENT / PROJECT RESEARCH							
0.01	**General Project Management/Administration:** Project set up/sco	$1,770	$0	$0	$0	$0	$1,770
	TOTAL TASK 0 PER TEAM MEMBER	**$1,770**	**$0**	**$0**	**$0**	**$0**	**$1,770**
TASK 1 - SURGE TANK REPAIR							
1.01	**Kick-Off Meeting & Site Visit** We will meet to take field measurements, document all accessible areas.	$724	$0	$0	$0	$0	$724
1.02	**Document Research:** Schemata will review existing documents provided, including the past MLA report, and record drawings	$724	$0	$0	$0	$0	$724
1.03	**Drawings:** Room/Tank Plan, elevations and sections as needed. We will not build a model of the building and rely on record drawings a the building plan for location identification	$6,232	$4,000	$1,500	$0	$0	$11,732
1.04	**Cost Estimate:** We will provide an estimate of probable cost with the final documents	$446	$0	$0	$0	$800	$1,246
1.05	**Permits:** No permit is assumed needed for this repair work. If deemed necessary, this will be additional services.	$0	$3,000	$0	$0	$0	$3,000
1.06	**Bid Support and Construction Admin:** We discussed that this will be a limited bid to GC's invited from the pre-approved selection of contractors. We will support construction by responding to RFI's, reviewing submittals, and Pay App's, as well as close-out activities. We are assuming a max. of 6 weeks for this work	$5,265	$3,500	$0	$0	$0	$8,765
	TOTAL TASK 1 PER TEAM MEMBER	**$13,391**	**$10,500**	**$1,500**	**$0**	**$800**	**$26,191**
SUBTOTALS		**$13,391**	**$10,500**	**$1,500**	**$0**	**$800**	**$26,191**
Schemata MARKUP ON CONSULTANT SERVICES (10%)		**N/A**	**$1,050**	**$150**	**$0**	**$80**	**$1,280**
TOTAL PER TEAM MEMBER		**$13,391**	**$11,550**	**$1,650**	**$0**	**$880**	**$27,471**
TASK 2 - PORTABLE OFFICE							
2.01	**Kick-Off Meeting & Site Visit** We will meet to take field measurements, document all accessible areas. We will need to confirm the location and size of portable to use.	$724	$0	$0	$0	$0	$724
2.02	**Document Research:** Schemata will reach out to portable vendors for site and other requirements.	$585	$0	$0	$0	$0	$585
2.03	**Drawings:** Schemata will work with the portable office vendors to layout the placement, accessible routes (ramps/stairs) and foundation requirements. A limited site plan will be created, but no survey created. Elevations will be approximate. We will coordinate with structural for the ground and anchoring requirements. We will also coordinate with electrical engineering to bring poser to the portable. It's assumed this will be provided directly from the street power and not from the building.	$5,676	$0	$0	$3,000	$0	$8,676
2.04	**Cost Estimate:** We will provide an estimate of probable cost with the final documents	$446	$0	$0	$0	$480	$926
2.05	**Permits:** Schemata will support you with helping to provide the necessary drawings and forms to complete the city required permits. Based on communication to date, the Owner will submit the documents and pay the fees. The portable building itself is assumed to be permitted and approved through L&I - no work required from our team.	$585	$0	$0	$0	$0	$585
2.06	**Bid Support and Construction Admin:** Other than preparing the pad for the portable, very little Bid and CA support is assumed to be necessary. We will support this limited effort and close-out requirements.	$2,786	$0	$0	$500	$0	$3,286
	TOTAL TASK 2 PER TEAM MEMBER	**$10,802**	**$0**	**$0**	**$3,500**	**$480**	**$14,782**
SUBTOTALS		**$10,802**	**$0**	**$0**	**$3,500**	**$480**	**$14,782**
Schemata MARKUP ON CONSULTANT SERVICES (10%)		**N/A**	**$0**	**$0**	**$350**	**$48**	**$398**
TOTAL PER TEAM MEMBER		**$10,802**	**$0**	**$0**	**$3,850**	**$528**	**$15,180**
TOTALS		**$25,963**	**$11,550**	**$1,650**	**$3,850**	**$1,408**	**$44,421**
REIMBURSABLE EXPENSE BUDGET		**$50**	**$0**	**$0**	**$0**	**$0**	**$50**
	Reimbursable expenses include copies, prints, postage, faxes, travel, and other direct project costs. Reimbursable expenses are billed at cost plus ten percent, and are invoiced monthly along with design fees.						
TOTAL A&E PROJECT FEES AND REIMBURSABLE EXPENSES							**$44,471**

April 22, 2026

Sent via Email

Geoff Anderson · AIA, LEED AP, Assoc. DBIA
Schemata Workshop | Principal
1720 12th Avenue
Seattle, WA 98122
D: 206.743.9437 M: 206.819.9011

Subject: Proposal for Structural Engineering Services
Des Moines Pool Metropolitan Park District / Mount Rainier Pool

Dear Mr. Anderson:

MLA Engineering LLC (MLA) is pleased to submit this proposal to Schemata Workshop, Inc. for structural engineering services for surge tank repairs for the Des Moines Pool Metropolitan Park District / Mount Rainier Pool. Our understanding of requested project services is to provide support for design of the surge tank leak repairs and other concrete repairs needed for the Mt. Rainier Pool. During prior site visits, visible cracks and signs of concrete deterioration as well as two actively leaking pipes were noted as immediate concerns. The project objectives are to provide a structural assessment of the surge tank in its current condition, provide concrete and pipe penetration repair details, and provide treatment options for extension of service life. Detailed description of the project scope of work and assumptions are included below.

I. SCOPE OF WORK

Phase A – Design Development

- Task A.1: Make on-site observations, document conditions with photos, and review drawings of original design, where available. On-site work is assumed to be limited to one visit.
- Task A.2: Prepare DD level documents to include repair and retrofit details for existing pipe penetrations and details for critical concrete repairs for the surge tank.
- Task A.3: Prepare details for additional repairs, treatments, coating, etc. for service life extension.

Phase B – Permitting and Construction Documents

- Task B.1: Provide construction documents to include repair and retrofit details for existing pipe penetrations and details for critical concrete repairs, for the surge tank. Develop specifications, limited to scope of work.
- Task B.2: Provide details for additional repairs, treatments, coating, etc. for service life extension.

Phase C – Services during Bid & Construction

- Task C.1: Respond to bidder questions.
- Task C.2: Review contractor submittals, shop drawings, and photos of construction. Respond to RFI's. Review special inspection field reports.
- Task C.3: Make on-site observations. Includes three site observations, inclusive of a pre-construction meeting at the site and a final punch-list visit near the conclusion of construction.

II. PROFESSIONAL FEES

BASIC DESIGN PHASE SERVICES	PROFESSIONAL SERVICES FEES
Phase A: Design Development	**$4,000.00**
Phase B: Permit & Construction Documents	**$3,000.00**
Phase C: Bid Support, Constr. Admin.	**$3,500.00**
TOTAL Phase A + B + C Fixed Sum	**$10,500.00**

III. ADDITIONAL SERVICES

Additional services, if requested, will be billed at the hourly rates Reflected on Exhibit B. These services include, but are not limited to:

- Testing of materials
- Additional trips to the site.
- An increase in the project scope, construction budget and/or schedule extensions that add(s) to the scope or complexity of the structural system and the hours required to provide the structural design. Structural evaluation, repairs, and modifications are limited to the surge tank structure.
- Means and methods of construction, such as erection plans, lifting of prefabricated elements, sequence of construction and accessibility to the site.

IV. EXCLUSIONS

- Identification and removal of hazardous materials.
- Testing of materials in the existing structure.
- Construction cost estimating.
- Development of shop drawings.
- Design of vendor-supplier pre-manufactured items, such as railings or pipe supports.
- Geotechnical engineering testing and report.

V. ASSUMPTIONS

- Drawings of existing surge tanks and supporting elements are available and accurate to use for performing the assessment and developing repair details.
- MLA's scope of work is limited to structural design. Other professionals may be required to provide services that may include civil, architectural, mechanical, water filtration, electrical, and permitting of the documents.
- Vendor supplied items, if needed, such as railing and ladders, hatch, equipment supports, pipe supports, etc. shall be bidder-designed, which shall be separately engineered by a Professional Engineer who is retained by the Contractor and included in the Contractor's bid price. Vendor supplied items may be specified or represented in the construction documents, but will not be finalized as part of the Phase B design phase. Where services during bid and construction are added to MLA's scope and fee, MLA will provide final review of the Contractor's submittals to confirm proper integration of the vendor-designed items into the project's structural design.
- The project will be completed before the end-of-year 2026.

VI. HOURLY RATES (for use in negotiating additional services beyond the fixed sum basic services contract amount)

Provided in Exhibit B: Rate Sheet

Thank you for the opportunity to offer our services, as we look forward to providing structural design for this exciting project. Please feel free to call me at 206-264-2727 with any questions.

Sincerely,
MLA Engineering, LLC



Myles Parrish, P.E.
Principal

EXHIBIT B

[RATE SHEET]

Reimbursable Expenses are in addition to the hourly rates. These costs may include, but are not limited to:

- in-house plots ($4/full, $1/half & $.50/11 x 17)
- in-house photocopies ($.15-$.75 varies w/ size/color)
- outside prints, courier & other services (cost x 1.1)
- digital photographs ($1.00 per print)
- mileage ($.55/mile) or Uber or Zipcar at cost x 1.1
- postage at cost x 1.1

Standard Hourly Rates

Michael Leonard, S.E., Director of Engineering	$265/Hr
Principal VII	$245/Hr
Sr. Associate Engineer VI	$225/Hr
Sr. Engineer V	$185/Hr
Engineer IV	$165/Hr
Engineer III	$135/Hr
Engineer - EIT	$110/Hr
Sr. CAD/Revit Manager/Drafter	$145/Hr
Sr. Administrative Assistant	$125/Hr

Rates are subject to change on Jan 1st of each year.

CROSS ENGINEERS, INC.

April 20, 2026

Schemata Workshop
Attn: Geoff Anderson
1720 12th Avenue
Seattle, WA 98122

Attn: Geoff Anderson

Re: Mt. Rainier Pool Portable – Electrical Fee Proposal

Mr. Geoff Anderson,

We welcome the opportunity to offer our engineering services for your consideration on the Mt. Rainier Pool Portable addition. We have included the following workscope:

Design Scope:

- Assist Owner to fill out an electrical service application and submit to utility.
- Prepare an electrical site plan with portable location, proposed utility connection location and feeder pathways.
- Prepare one-line diagram and panel schedule based on premanufactured approved drawings.
- It is anticipated the premanufactured portable will be designed, submitted to L&I for approval and built by others.
- Construction support (i.e. submittal review, RFI responses, and 1 electrical punch list)

Exclusions:

- BIM 3D Modeling of electrical
- Arc flash labeling, and coordination study of existing electrical system
- Writing commissioning procedures or participation during commissioning of systems
- Data and communications systems upgrades
- Response to Value Engineering comments.
- Pursuit of utility incentives
- LEED Documentation
- LEED Charrette participation
- Life cycle cost analysis
- Response to Constructability Review comments.
- Additional Construction support (i.e. weekly or bi-weekly construction meetings)

CROSS ENGINEERS, INC.

Fees

For the above workscope we propose hourly fee of $3,500.00 through Construction plus additional service fees as requested and authorized in writing.

We look forward to your favorable review and our office has permanent staff available for assignment to this project with your notice to proceed.

Sincerely,



Brice Anderson
Electrical Designer
Cross Engineers, Inc.

Notice to Proceed

By providing the signature below ***Schemata Workshop*** acknowledges this fee proposal and directs Cross Engineers to proceed with consulting as outlined herein.

Signature Data

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District G.M. **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: Employee Handbook (second touch)

Background/Summary:
The Des Moines Pool Metropolitan Park District updates its **Employee Handbook annually**. The original handbook was started in 2018; we last had our major update in June 2026.

The employee handbook was sent out for edits. Attached is a listing of changes made after the March 24 board meeting that were recommended by Commissioner Stender.

I have also updated the employee handbook to include job descriptions for each of the positions with 2026 rates.

Fiscal Impact: N/A

Proposed Motion:
I move to approve the updated changes to the Employee Handbook.

Reviewed by District Legal Counsel**:** **Yes X No Date: Various**

Three Touch Rule: **Committee Review**
03/24/2026 **First Board Meeting (Informational)**
04/28/2026 **Second Board Meeting (Action)**

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes No x** **Report back date:**

Notes:
- 2026 List of Stender recommended changes (attached)
- 2026 Employee Handbook (attached)
- Link to Current Employee Handbook

Summary of Shane Stender Notes

Key updates include:

- Washington Paid Sick Leave (RCW 49.46 / WAC 296-128): Clarified accrual, usage, carryover, employee eligibility (including part-time/seasonal staff), notice requirements, and recent allowable uses.
- Washington Paid Family & Medical Leave (RCW 50A): Updated to reflect 2026 changes (4-hour minimum increments) and clarified coordination with other leave and continuation of benefits.
- Personnel Records (RCW 49.12.250): Added employee rights to inspect and receive copies of personnel files and request written reasons for discharge.
- Workforce Reduction / WARN: Added general compliance language regarding applicable federal/state notice requirements. – Not added, over 100 employees.
- Aquatics-Specific Compliance: Added policies on lifeguard certifications, water treatment operator requirements, and training/credential maintenance.
- Youth Safety & Reporting: Strengthened language around abuse prevention, reporting obligations, and SafeSport training.
- Minor Employees: Added protections and compliance references for teen workers.
- Workplace Policies: Added or expanded sections on AI/technology use, lactation accommodation (PUMP Act), pregnancy accommodation, gender identity, anti-retaliation, and data privacy.
- Safety & Operations: Included references to heat illness prevention, emergency action expectations, and return-to-work practices.

Des Moines Pool Metropolitan Park District/Mount Rainier Pool Employee Handbook - Revised Draft 2026

Employee Handbook

Passed at the April 28, 2026 Board Meeting

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1. General Employment Policies.

1.1. **Introduction.** The Des Moines Pool Metropolitan Park District ("District") exists under laws of the State of Washington governing Metropolitan Park Districts (RCW 35.61) for the sole purpose of operating the Mt. Rainier Pool (MRP) on behalf of the residents and taxpayers of Des Moines, Washington.

1.1.1.1. The District is governed by an elected Board of Commissioners who are accountable to the residents and taxpayers of Des Moines. The Board is responsible for adopting goals strategic plans and policies to support those plans and guide the current and future operations of the District and the MRP. The Board's policy-making activities include the adoption of goals & objectives, operational policies and long-term plans. They also make decisions about which programs and services will be provided, adopt the annual budget and approve capital improvements to the facility.

1.1.1.2. The District General Manager is the chief executive and administrator in charge of carrying out the District policies and is accountable to the District Board of Commissioners. The District General Manager is responsible for the operations of the entire District and manages all MRP employees, volunteers, and contractors in the performance of their duties.

1.2. **History of the Des Moines Pool Metropolitan Park District.** The Des Moines Pool Metropolitan Park District was created by a vote of the citizens of Des Moines in November 2009 to operate, maintain and sustain Mount Rainier Pool. The measure was approved by 64 percent of the voters and five initial commissioners were elected. The first official meeting of the Des Moines Pool Metropolitan Park District was December 3, 2009. The Highline School District remains involved in the operation of Mount Rainier Pool.

1.3. **Mission Statement, Vision Statement and Organizational Values.**

1.3.1. Mission, Vision, and Values. The District's official mission, vision, and values are established by the Board of Commissioners in Policy 201 and are incorporated into this handbook by reference. Employees are expected to support and advance those board-adopted statements in the performance of their work. In the event of any inconsistency between this handbook and Policy 201, Policy 201 controls.

1.3.1.1. Mission Statement. The mission of the Des Moines Pool Metropolitan Park District is to provide aquatic programs and services to the community that are committed to excellence and delivered in a safe and supportive environment.

1.3.1.2. Vision Statement. The District's vision is established by the Board of Commissioners and reflects the long-term direction and priorities of the organization. Employees are expected to support and advance this vision through their work and service to the community.

1.3.1.3. Organizational Values. The District's organizational values are adopted by the Board of Commissioners and serve as guiding principles for employee conduct, decision-making, and service delivery. Employees are expected to

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conduct themselves in a manner consistent with these values at all times while representing the District.

1.4. **Relationship to District Policies.** This Employee Handbook is intended to provide general guidance regarding employment practices, expectations, and procedures of the District. It is not a comprehensive statement of all District policies.

1.4.1. The District maintains additional policies adopted by the Board of Commissioners that govern specific operational, administrative, and programmatic areas.

1.4.2. Employees are required to comply with all applicable District policies, including those not specifically outlined in this handbook.

1.4.3. Certain topics addressed in this handbook may also be governed by separate Board-adopted policies, including but not limited to:

1.4.3.1. Technology Usage (Policy 270)

1.4.3.2. Text Messaging and Electronic Communications (Policy 275)

1.4.3.3. Social Media (Policy 250)

1.4.3.4. Travel and Expense Reimbursement (Policy 550)

1.4.3.5. Fraud Prevention (Policy 532)

1.4.3.6. Cash Handling (Policy 535)

1.4.3.7. Crisis Communication Plan (Policy 392)

1.4.3.8. Telecommuting (Policy 272)

1.4.4. Additional District policies, including but not limited to Gender Equity (Policy 330) and Service Animals (Policy 370), may apply to specific programs, services, or operational areas.

1.4.5. In the event of any inconsistency between this handbook and a Board-adopted policy, the Board policy shall control.

1.4.6. Employees may request access to District policies from their supervisor or the District General Manager and are responsible for complying with all applicable requirements.

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1.5. **At Will Employment.** All employment with the District is voluntarily and at will. "At will" means that employees are free to resign at any time, with or without cause. Likewise, "at will" means that the District may demote or terminate employment, change job duties, or alter benefits of any employee, with or without cause, and with or without notice and without reference to or compliance with any disciplinary policies adopted by the District.

1.6. **Equal Employment Opportunity.** The District is an equal opportunity employer.

1.7. **Non-Discrimination Policy.** Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. The District will not engage in or tolerate any discrimination prohibited by local, state, or federal law. Specifically, the District prohibits discrimination against an employee on the basis of their sex/gender (including gender identity), race, color, religion/creed, national origin, pregnancy, age, marital status, sexual orientation, sensory, physical or mental disability, military or Veterans status, or any other status protected by federal, state, or local law.

1.7.1. Reporting Discrimination. Any alleged act or complaint of discriminatory treatment by any District employee should be reported to the District General Manager (or to the District Board of Commissioners if the District General Manager is the alleged perpetrator of the discriminatory action) for appropriate investigation and action.

1.8. **Reasonable Accommodations.**

1.8.1. Reasonable Accommodations – Disabilities**.** The District recognizes that employees with sensory, physical or mental disabilities may need reasonable accommodation to enable them to perform their essential job duties. Any employee who believes they needs reasonable accommodation should notify their supervisor, District General Manager or designee.

1.8.1.1.1. Although the need for accommodations is determined on a case-by-case basis, generally the District and the employee will engage in an interactive process with the employee and the employee's healthcare provider(s) to confirm the existence of the condition, its impact on the employee's ability to perform the essential functions of their position and possible reasonable accommodations. Any reasonable accommodation shall not create an undue hardship on the District's business and shall be approved by the District General Manager or designee.

1.8.2. Reasonable Accommodations – Religion. The District respects the religious beliefs and practices of all employees and will make, upon request, accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the District's business.

1.8.2.1. Any employee who sincerely believes that their religious beliefs or practices conflict with their duties, work schedule, or with the District's policy or practice regarding dress and appearance, or with other aspects of employment and who seeks a religious accommodation must request accommodation from the District General Manager. The request should explain the religious conflict that exists and the employee's suggested accommodation.

1.8.2.2. The District will evaluate the request considering whether a work conflict exists, whether accommodation is available, which is reasonable, and which would not create an undue hardship on the District's business or for its other employees. Any reasonable accommodation shall be approved by the District General Manager or designee.

1.8.2.3. As a publicly funded government entity, the District may not make any accommodation that would allow an employee to discriminate against anyone or actively promote a particular belief system to others (including but not limited to proselytizing and/or unsolicited distribution of religious materials) while on duty or on the District premises.

1.8.3. Reasonable Accommodations – Pregnancy, Childbirth, and Related Health Conditions. The District will provide reasonable accommodation required by

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applicable law, including the Pregnant Workers Fairness Act and RCW 43.10.005 when applicable. Reasonable accommodations may include, as appropriate, more frequent, longer, or flexible restroom breaks; modification of no-food-or-drink rules; seating; temporary transfer to a less strenuous or less hazardous position when available; limits on lifting or manual labor; schedule flexibility for prenatal care; and other accommodations identified through the interactive process.

1.8.3.1. *Lactation Accommodation.* The District will provide reasonable break time and a private location, other than a bathroom, that is shielded from view and free from intrusion for an employee to express breast milk. The District will provide lactation accommodations for the period required by applicable law, including at least the minimum period required under federal law, and longer where required by Washington law or District practice.

1.8.3.1.1. Employees requesting pregnancy-related or lactation-related accommodations should notify their supervisor, the District General Manager, or designee as soon as practicable. The District will not retaliate against an employee for requesting, using, or declining an accommodation.

1.9. **Workplace Harassment.**

1.9.1. Workplace Harassment. Harassment encompasses unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, natural origin, age, disability, marital status, veteran or military status, citizenship status, or other protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.

1.9.1.1. Verbal, physical, visual harassment of co-workers, co- employees and members of the public is absolutely forbidden. Employees are expected to not act in a way that might be considered harassment by someone else.

1.9.1.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:

1.9.1.2.1. Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).

1.9.1.2.2. Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).

1.9.1.2.3. Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).

1.9.1.3. Sexual harassment can include non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or "girl" that others find offensive; talking about or calling attention to another

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employee's body or sexual characteristics; displaying nude or sexual pictures, cartoons or calendars in or on District property; continuing unwelcome behavior after a coworker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

1.9.1.4. Conduct of this type is improper, and it may be illegal if:

1.9.1.4.1. Submission to this conduct is either an explicit or implicit term or condition of employment

1.9.1.4.2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved

1.9.1.4.3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

1.9.1.5. All employees are responsible to ensure a workplace free from any type of harassment. If an employee is aware of any instances of workplace harassment or believes they is a victim of harassment, the employee should:

1.9.1.5.1. Ask the offending employee to cease the conduct.

1.9.1.5.2. If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, they should report the alleged act immediately to any supervisor.

1.9.1.5.3. Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the alleged harassment to the District General Manager.

1.9.1.5.4. If the District General Manager is engaging in such conduct, the employee should immediately report the alleged harassment to the District Board President.

1.9.1.6. All complaints will be promptly and thoroughly investigated by the management or appropriate body. Any employee who is found to have harassed another employee will be subject to disciplinary action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.

1.9.1.7. No retaliation of any type will result from good faith reporting instances of harassment or cooperating in an investigation. Please see Section 9 Whistleblower Policy for more information.

1.9.2. Gender Identity and Workplace Respect. The District will apply its non-discrimination, dress, and facility access policies in a manner that is respectful and equitable for employees of all gender identities. Employees are expected to use names and pronouns consistent with an employee's stated identity, except where a legal name is required for payroll, benefits, licensing, or other legal records. Employees may use restrooms and changing facilities consistent with their gender identity unless an alternative arrangement is requested by the employee or required by law.

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1.9.3. Anti-Retaliation. The District prohibits retaliation against any applicant, employee, volunteer, or former employee for reporting discrimination, harassment, safety concerns, suspected abuse or neglect, wage-and-hour concerns, whistleblower concerns, protected leave use, workers' compensation claims, requests for accommodation, or any other activity protected by law. This protection applies whether the concern is reported internally or to a government agency and includes participation in any investigation or proceeding in good faith.

1.9.3.1. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination of the supervisor.

1.9.3.2. All employees are required to complete harassment prevention training in accordance with Section 5.2.6 of this handbook.

1.10. **Workplace Violence.** Workplace violence is any verbal or physical action that is communicated or perceived as a likely threat, harassment, abuse, intimidation, or personal contact, that produces fear, causes bodily harm, or damage to property. Even joking about violent acts is prohibited.

1.10.1. The District does not tolerate threats or acts of violence towards District employees, family, friends, co-workers, elected officials, members of the public or District property. All threats or acts of violence are treated seriously and each will be dealt with promptly and appropriately using administrative, managerial, legal and/or disciplinary actions to minimize risk to employees and property.

1.10.2. All employees are responsible for refraining from threatening or participating in violent actions and for reporting to any supervisor (up to and including the District General Manager or District Board President) any threatening or dangerous situations that occur within the workplace or affect their work requirement. Employees who feel an immediate threat and cannot reach a manager should call 911 and leave the area as soon as possible.

1.10.3. Employees may not bring weapons of any type into the workplace.

1.11. **Organizational Ethics.** The District is committed to conducting business with integrity and maintaining the highest ethical standards. This requires all District officers, supervisors, employees and volunteers to be ethical in their conduct, follow all laws and regulations and have the highest standards of personal integrity in their decision-making and at all times when representing or appearing to represent the District.

1.11.1. District officers, supervisors, volunteers and employees shall communicate honestly, transparently and respectfully with individual patrons and the community at large.

1.11.2. As an organization, the District will comply with all applicable laws and regulations. It is expected that all officers, supervisors and employees conduct business in accordance with the letter, spirit, and intent of all relevant laws and not to do anything or ask someone else to do anything that is illegal, dishonest, or unethical.

1.11.3. If someone asks you to take an action that seems unethical or improper in your judgement, you are encouraged to ask for advice and consultation with any

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supervisor up to and including the District General Manager before taking the suggested action.

1.11.4. It is the responsibility of every District employee to comply with our policy of organizational ethics. Employees who ignore or do not comply with this standard of ethics may be subject to disciplinary action, up to and including possible termination of employment.

1.12. **Procurement Ethics and Conflicts of Interest.**

1.12.1. District employees must conduct all purchasing, contracting, and business-related activities with integrity and in the best interest of the District.

1.12.1.1. Employees may not solicit or accept gifts, gratuities, favors, or anything of monetary value from any vendor, contractor, or organization that does business or seeks to do business with the District if such acceptance could influence or appear to influence decision-making.

1.12.1.2. Employees involved in purchasing, contracting, or vendor selection must avoid any actual or perceived conflict of interest.

1.12.1.3. Employees must disclose any potential conflict of interest to the District General Manager or designee as soon as it becomes known.

1.12.1.4. Violations of this policy may result in disciplinary action, up to and including termination, and may also result in legal consequences under applicable law.

1.13. **Customer Relations.** Good customer service translates into long-term stability for the organization. Every employee represents the District to our patrons and the community. This not only applies while on the Mt. Rainier Pool premises but also while off the premises. Community residents, patrons, and the public at large judge the entire District by how they are treated by every employee of the Mt. Rainier Pool and by the quality of our work. One of the highest priorities at District is to help any patron or potential patron in every way possible.

1.13.1. Nothing is more important that being courteous, friendly, prompt, respectful, and helpful to our customers and community. Any infraction of this policy and standard of customer relations could result in disciplinary action up to and or including termination of employment. Good customer service requires the following action on the part of the District staff:

1.13.1.1. Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.

1.13.1.2. Customer complaints are listened to respectfully and reasonable action is taken immediately to remedy the situation while the customer is still present. If the customer must leave before the complaint is remedied, the staff should try to collect the customer's contact information.

1.13.1.3. If the cause of the complaint cannot be remedied immediately, the staff member receiving the complaint must communicate the complaint to the management and/or District General Manager as quickly as possible, including the customer's contact information.

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1.13.1.4. The management or District General Manager must make every reasonable effort to remedy the complaint and communicate that remedy to the customer.

1.13.1.5. The District recognizes that some complaints cannot be remedied because the remedy is either not cost-effective or would cause comparatively greater harm or hardship for other patrons, staff, or the community. In those situations, the District will offer a sincere apology and a complete explanation to the patron.

1.13.1.6. If a customer becomes physically or verbally abusive or otherwise presents a danger to the employee, other patrons or themselves, the staff member must still remain calm and respectful. However, staff are not required to put themselves into dangerous situations and must request assistance from management and/or the Des Moines Police Department as appropriate.

2. **Employment Conditions.**

2.1. **Employment Status Definitions.** When employees are hired, they will be informed of their employment status. All employees are defined as At-Will, regardless of their employment status. The District uses the following standard definitions for their employees:

2.1.1. Regular Full-Time Employee - An employee who regularly works a minimum of 37.5 hours a week on a continuing basis.

2.1.2. Regular Part-Time Employee - An employee who works fewer than 37.5 hours a week on a continuing basis.

2.1.3. Non-exempt Employee - An employee who is subject to the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in the workweek.

2.1.4. Exempt Employee - An employee whose rate of pay and duties meet the criteria for exclusion under the applicable federal and state wage and hour laws, including but not limited to, executive and administrative employees. An exempt employee is not eligible to receive overtime pay.

2.1.5. Temporary/Seasonal Employee - An employee hired with the expectation that they is needed for a limited period of time, generally not more than six (6) months. New hires are considered temporary employees until the successful completion of their conditional employment period and conversation to regular employee status.

2.2. **Employment of Minors.** The District will comply with all Washington teen employment requirements, including applicable work permit, scheduling, meal and rest break, and prohibited-duty requirements. Minor employees may not be assigned duties prohibited by law or duties the District determines are unsafe based on the employee's age, training, and certifications. Duties involving hazardous chemicals, chemical-feed systems, or other restricted tasks may only be assigned in compliance with applicable law and District safety procedures. (See Appendix D for more detailed information.)

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2.3. **Working Hours & Shift Assignments.** The Mt. Rainier Pool is open for business seven days a week.

2.3.1. Facility closures and reduced hours are posted on the Mt. Rainier Pool's website, www.mtrainierpool.com. Different work schedules may be established by the District to meet job assignments and to provide necessary services.

2.3.2. The Mt. Rainier Pool's normal business hours are as posted at the facility and on www.mtrainierpool.com.

2.3.3. For payroll and overtime computation purposes, the regular work week begins on Monday mornings at one minute past Sunday midnight (12:01 a.m.).

2.3.4. District management reserves the right to change the regular workweek, the normal business hours, or the normal workday with prior notice to employees.

2.3.5. The Aquatics Manager establishes the normal working hours and schedule for all nonexempt and temporary/seasonal employees. Employees are expected to keep the Aquatics Manager informed of their availability and to show up on time and ready to work for every scheduled shift.

2.3.6. If an employee is not available to work an assigned shift, the employee is expected to find a qualified substitute which must be approved by the Aquatics Coordinator, Aquatics Manager, or designee. WhenIWork software and a downloadable staff listing are available to help staff find replacements. If no acceptable substitute is found, the employee must work the shift or risk disciplinary action up to and including termination. (See 2.4.1 and 2.4.3 regarding illness)

2.3.7. Pool management staff are expected to be on duty during the pool's regular business hours and should be scheduled to cover as many of those hours as possible. When a manager is not available, the District General Manager may fulfill the role of manager-on-duty or may temporarily delegate this responsibility to a qualified employee.

2.3.8. Employees who are not scheduled to work and have not been called into work by a supervisor are not authorized to work. Employees are prohibited from clocking-in when they are not authorized to work.

2.3.9. Employees are not permitted to volunteer their time or work with no compensation.

2.4. **Staff Scheduling.** The District uses WhenIWork scheduling software to manage staff availability, shift assignments, and communication. This tool allows employees to view schedules, update availability, request shift trades, and receive updates in real time.

2.4.1. Submitting Availability and Scheduling Procedures.

2.4.1.1. Staff are notified of upcoming schedule periods during the most recent in-service training or staff meeting. Employees are expected to submit their availability using WhenIWork by the posted deadline. Schedules are developed based on this availability but are subject to staffing needs and safety requirements.

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2.4.1.1.1. All shifts are assigned on a first-come, first-serve basis through WhenIWork. However, management reserves the right to modify assignments based on what is in the best interest of the District's operations and patron safety. This may include reassigning or denying shifts if it ensures better overall coverage or compliance with certification requirements.

2.4.1.1.2. Once the schedule is finalized.

2.4.1.1.2.1. Managers will post the schedule in WhenIWork, typically at least one week in advance.

2.4.1.1.2.2. Any unassigned or open shifts will be clearly marked in WhenIWork and may also be announced via direct contact or internal communication.

2.4.1.1.2.3. Managers may reach out to staff directly to fill open shifts if necessary.

2.4.1.1.3. Staff are responsible for reviewing their schedules promptly after posting and communicating with their supervisor if there are any concerns or conflicts.

2.4.1.1.4. Employees are expected to

2.4.1.1.4.1. Keep their availability up to date in WhenIWork at least two weeks in advance.

2.4.1.1.4.2. Check their schedules regularly to confirm assigned shifts.

2.4.1.1.4.3. Request shift trades or covers through WhenIWork in a timely and professional manner.

2.4.1.1.4.4. Confirm shift trades are approved by a supervisor before assuming they are accepted.

2.4.1.1.4.5. Schedules are typically posted at least one week in advance, and while the District strives for consistency, shifts may change based on operational needs. Management reserves the right to adjust or reassign shifts as needed to ensure coverage and service quality.

2.4.1.1.4.6. All shift assignments and changes made through WhenIWork are considered official. Failure to appear for a scheduled shift without proper notice or approval will be treated as an attendance violation and may result in disciplinary action.

2.4.1.2. Employees are responsible for:

2.4.1.2.1. Showing up on time and ready to work for all scheduled shifts.

2.4.1.2.2. Reporting any discrepancies in the schedule to their supervisor immediately.

2.4.1.3. When a change to a posted schedule is necessary, the employee will be notified directly via WhenIWork or through personal communication from a supervisor.

2.5. **Overtime.** Non-exempt employees are entitled to additional compensation or compensatory time off when they work over 40 hours per week.

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2.5.1. All overtime for pool staff must be authorized in advance by the Aquatic Manager, District General Manager, or designee, unless due to an emergency, in which case approval must be obtained as soon as reasonably possible.

2.5.2. Overtime pay is calculated at one and one-half (1.5) times the regular rate of pay for all hours actually worked over forty (40) hours in one week. Time that is paid, but not actually worked, like sick leave, vacation or holidays, does not count as "hours worked" when computing overtime. Nonexempt employees are prohibited from engaging in "off-the-clock" work.

2.5.3. A nonexempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the Aquatic Manager, District General Manager, or designee. Compensatory time is accrued at the rate of one and one-half (1.5) hours for each hour of overtime work. Compensatory time must be used within thirty (30) days of the time it was earned and authorized. Any accrued compensatory time not used within 30 days or prior to an employee's termination from service will be paid out using the employee's regular rate on the next paycheck.

2.5.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.

2.6. **Attendance.** Punctual and consistent attendance is an essential expectation of every employee's job and a condition of continued employment.

2.6.1. Employees are required, as a condition of employment, to work their scheduled shift and arrive prepared and on time. Each employee is expected to be at their place of work during their scheduled workdays and at their scheduled hours of work. Employees may not alter their scheduled hours of work or take "comp time" without prior manager approval unless due to an unforeseen emergency or illness, in which case approval must be obtained as soon as reasonably possible.

2.6.2. While the District makes an effort to maintain stability and consistency in scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The District provides a scheduling system (WhenIWork.com) that allows each employee to check their schedule online, report their availability to work, request others to cover their shifts, and trade shifts online. Employees are asked to report their availability at least two weeks in advance. All shifts are filled in a first-come, first-serve basis, but management reserves the right to approve requests that best serve the pool's effectiveness. Shifts are scheduled at least one week in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee reports that they are available and is scheduled and then fails to appear for work, they will be subject to disciplinary action, up to and including termination.

2.6.3. Employees who are suddenly unable to work due to illness or injury or unable to report to work on time must call the Mt. Rainier Pool main number and notify the

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shift supervisor as soon as possible, but no later than 30 minutes before the scheduled starting time. They must state the reason for being late or being unable to report for work. If the absence or tardiness is due to an emergency that makes them unable to call, the employee must have someone else call the Mt. Rainier Pool phone line within the same time period as applied to the employee.

2.6.4. Recurring absenteeism or tardiness, including failure to comply with any feature of this policy may result in disciplinary action up to and including termination of employment. If an employee fails to report for work or call-in for three (3) days in a row (and is not on a preapproved leave of absence), the employee will be deemed to have abandoned their job and their employment will be terminated. Excessive absenteeism may be grounds for disciplinary action, including possible termination.

2.6.5. Illness Notification and Shift Coverage. Employees who become aware that they are ill and unable to work are required to notify the shift supervisor as soon as possible, regardless of the timing relative to their scheduled shift. Early notification allows for better planning and minimizes disruptions to operations. In addition to notifying the supervisor, employees are expected to make reasonable efforts to find a qualified replacement for their shift. This proactive approach helps maintain service continuity and supports team collaboration. If a replacement is found, the employee must inform the supervisor of the arrangement to ensure proper scheduling and communication.

2.6.6. Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave). Management will make a decision as to opening without compromising the safety of employees and patrons which will be posted on social media and internally via email to the employees.

2.6.7. Employees should not report to work when experiencing symptoms of a contagious illness that may pose a risk to others and must follow notification procedures outlined in this policy.

2.7. **Telecommuting / Remote Work** The District may allow telecommuting or remote work arrangements for certain positions when it is determined to be in the best interest of the District and consistent with operational needs.

2.7.1. Telecommuting is not a guaranteed benefit of employment and must be approved in advance. Telecommuting arrangements may be modified or discontinued at the sole discretion of the District.

2.7.2. Approval Requirements: All telecommuting arrangements must be preapproved in accordance with the following structure:

2.7.2.1. *Aquatics Manager and District Clerk:* Must receive approval from the District General Manager or, in the absence of the District General Manager, the District Board or designated representative.

2.7.2.2. *Aquatics Coordinator:* Must receive approval from the Aquatics Manager or, if the Aquatics Manager is not available, the District General Manager.

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2.7.2.3. *All Other Employees:* Must receive approval from the Aquatics Manager or Aquatics Coordinator.

2.7.3. Documentation Requirement: All telecommuting approvals must be documented in writing.

2.7.3.1. Documentation may be completed through an approved telework request form or by email confirmation from the appropriate approving authority.

2.7.3.2. Employees are responsible for ensuring that approval is obtained and documented prior to engaging in telecommuting.

2.7.4. Telecommuting Expectations: Employees approved for telecommuting must comply with all District policies, including but not limited to:

2.7.4.1. Timekeeping and work hours requirements

2.7.4.2. Confidentiality and data security standards

2.7.4.3. Use of District equipment and technology

2.7.4.4. Professional conduct and communication expectations

2.7.5. Work Availability and Performance:

2.7.5.1. Employees must remain available during scheduled work hours and be responsive to supervisors and coworkers.

2.7.5.2. Employees are expected to maintain productivity and performance standards equivalent to on-site work.

2.7.5.3. The District may require employees to report to the worksite as needed to meet operational requirements.

2.7.6. Relationship to Board Policy**:**

2.7.6.1. Telecommuting arrangements are governed by the District's Telecommuting Policy as adopted by the Board of Commissioners.

2.7.6.2. Employees approved for telecommuting are responsible for reviewing and complying with all requirements outlined in the applicable Board policy.

2.8. **Emergency Situations:**

2.8.1. Crisis Communication and Public Information**:** In the event of a facility emergency, closure, or other significant incident, the District will manage communications in accordance with its Crisis Communication Plan as adopted by the Board of Commissioners (Policy 392).

2.8.1.1. Official information regarding emergencies, closures, or operational changes will be communicated through authorized District channels.

2.8.1.2. Only employees designated by the District General Manager or Board of Commissioners are authorized to provide information to the public, media, or external organizations regarding emergency situations.

2.8.1.3. Employees shall not make public statements, respond to media inquiries, or post information related to a District emergency unless specifically authorized to do so.

2.8.1.4. Employees are expected to direct all external inquiries to the District General Manager or designated representative.

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2.8.1.5. Internal communication to employees regarding emergencies and closures will be provided through appropriate supervisory channels and District communication systems.

2.8.1.6. Employees must comply with all directions provided during an emergency, including communication protocols and reporting expectations

2.8.2. Emergency or Maintenance Closure. The Mt. Rainier Pool will be open and in operation during established facility hours as posted on www.mtrainierpool.com. However, there may be times when the management finds it necessary to close the facility due to an emergency or to perform necessary maintenance or repair work.

2.8.2.1. Unless otherwise notified, scheduled employees are still expected to report to work in a timely manner, even during an emergency closure or will be notified by a supervisor. Should emergency conditions prevent employees from reporting to work, it is the employee's responsibility to contact their supervisor to indicate anticipated absence or late arrival to work and the reason for such absence or tardiness.

2.9. **Breaks and Meal Periods.** Employees are required to take breaks and meal periods in keeping with Washington State Department of Labor & Industries (see APPENDIX E):

2.9.1. Employees aged 14 and 15 may not work more than 4 hours without a 30-minute meal break. In addition, these employees must be provided with a paid 10-minute break for every 2 hours worked.

2.9.2. Employees aged 16 and 17 may not work for more than 5 hours without a 30-minute meal break. Meal break periods must start no less than 2 hours and no more than 5 hours from the beginning of their shift. In addition, these employees must be provided with a paid 10-minute break every 3 hours for every 4 hours worked.

2.9.3. Except as stated above, employees working 5+ hours in a single workday must take a 30-meal break. If they are not available to work during that period, they must record as off the clock for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay on the clock during the meal break.

2.9.4. Except as stated above, any employee who works 10+ hours in a day is required to take a second 30-minute unpaid meal period around the middle of the second 5-hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked-in during the meal break.

2.9.5. To the extent practical, supervisors should schedule breaks or meal periods as near as possible to the midpoint of the shift, as long as the rest period does not interfere with District business or service to the public.

2.9.6. Employees are responsible for coordinating their breaks with the shift supervisor and the others on duty. In keeping with state employment standards, employees are not permitted to skip breaks and meal periods. If a supervisor prohibits you

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from receiving a break as requested and required, please inform the Aquatics Manager or District General Manager immediately.

2.10. **Call Back.** An employee may be called back into work after their shift has ended in emergencies or as needed by the District to provide necessary services to the public.

2.10.1. A refusal to respond to a call back may be grounds for disciplinary action, including termination. Employees who are called back to duty are paid their appropriate rate of pay for hours worked (and overtime rate, if applicable.)

2.10.2. Non-exempt employees who leave work and are called back to work after completing their regular day's shift are paid in most circumstances for a minimum of 1- hour worked. Exempt employees are not eligible for additional pay.

2.11. **Time Reporting.** Maintaining accurate time records is essential in computing employee pay and benefits, ensuring compliance with laws and regulations, and providing accurate cost information for the company.

2.11.1. Each employee is responsible for following the procedure for recording their time as required.

2.11.2. Employees working lifeguarding shifts or swim instructor shifts must use the appropriate pay rate to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination. Rate options are as follows:

2.11.2.1. Regular time = Base pay

2.11.2.2. Base Pay + $2 bonus/hour for working hard to fill shifts including before 8:00am on weekdays after 5:00pm on Fridays and Saturdays, and all-day Sunday

2.11.2.3. Base Pay +$4 bonus/hour for teaching swim lessons. This is only for lead instructors and not assistants.

2.11.3. Supervisors are responsible for reviewing time records for accuracy.

2.11.4. Falsification of time records is grounds for disciplinary action, up to and including possible termination.

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2.12. **References.** Usually, the District does not give references, other than to confirm the dates of employment, last salary and eligibility for re-hire, without the employee's prior written consent. Any requests for references should be referred to the Aquatics Manager or the District General Manager.

2.13. **Personal Information**. Employees are to notify the Aquatics Manager in writing of any personal changes, including but not limited to changes in name, address, telephone numbers, email addresses, number of dependents, emergency contact, marital status or other personal information so the District may keep personnel and tax records up-to-date and so that the District can communicate with employees as needed.

2.14. **Employee Personnel Records.** A personnel file for each employee is maintained by the District, and access is generally limited to the employee, the Aquatics Manager and the District General Manager unless broader disclosure is required by law. Records, such as “return to work” statements, shall be maintained in a confidential file which is separate from other personnel records. Usually, an employee's personnel file contains

the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, awards and recognition, personnel actions affecting the employee, including discipline, and other pertinent information.

2.14.1. An employee may periodically review their personnel file. Subject to applicable law, including chapter 42.56 RCW for public records requests and RCW 49.12.250, the District will provide access to personnel records and copies in the manner and within the time required by law. Employees may place pertinent information in their personnel file with the approval of the supervisor, District General Manager, or designee. An employee may also request removal of irrelevant or erroneous information from their personnel file. If management denies the employee's request, the employee may submit a written rebuttal statement for inclusion in the file.

2.14.2. Confidential personnel records shall not be released to any unauthorized individual except with the written consent of the employee or in response to valid court orders, subpoenas or governmental requests directing the provision of information from personnel records. Some personnel records may also be subject to disclosure in response to a request under the Public Records Act.

2.14.3. When a current employee needs the District to verify employment (such as for a loan approval), the employee should advise the Manager(s), District General Manager or designee of the need at the earliest opportunity so they can verify the authorization to release employment information.

2.14.4. Upon written request from a former employee or their designee, the District will provide a signed written statement stating the effective date of discharge, whether the District had a reason for the discharge, and, if so, the reason or reasons, within the time required by applicable law.

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3. Employment Practices.

3.1. **New Employee Orientation and Conditional Employment Period.** All District staff will go through a new employee orientation process and conditional employment period. Typically, this orientation includes information about the District's organization and services, safety rules, operational and personnel policies, rules and procedures, completion of payroll forms and introduction to other District personnel.

3.1.1. All newly hired District staff are considered temporary employees pending the successful completion of a three-month conditional employment period to ensure their suitability to the position. During this time, the new employee will:

3.1.1.1. complete a background check prior to offer of employment

3.1.1.2. learn to perform the duties of the position to District standards

3.1.1.3. be evaluated for their potential to excel in the position

3.1.2. Conditional Employment. Employees must successfully meet the standards of District employment to be converted to regular employment status. The conditional employment period may be extended at the sole discretion of the District.

Employment may be terminated without advance notice in the sole discretion of the District.

3.1.2.1. *Conditional Employment Period*. All newly hired employees of the District are subject to a Conditional Employment Period, which serves as an introductory and evaluative timeframe to determine suitability for the position.

3.1.2.2. Non-exempt employees will serve a three-month (90-day) conditional employment period. During this time, the District will assess performance, attendance, reliability, and overall fit for the position. The District may extend this period at its discretion.

3.1.2.3. Exempt employees will serve a six-month (180-day) conditional employment period. This extended period reflects the additional complexity and responsibility associated with exempt roles. The District will monitor progress toward established expectations and assess alignment with organizational goals. The conditional period may be extended at the discretion of the District.

3.1.2.4. During the Conditional Period

3.1.2.4.1. Employees may be terminated at any time, with or without cause or advance notice, at the sole discretion of the District.

3.1.2.4.2. Employees may resign at any time without the notice expectations that apply to regular employees. Benefit-eligible employees may use accrued sick leave but not vacation or paid time off (see Section 6 for more details).

3.1.2.4.3. Successful completion of the conditional employment period does not alter the at-will nature of employment.

3.1.2.4.4. At the end of the conditional period, the employee's status will be reviewed. If performance is satisfactory and there are no concerns, the employee may be transitioned to regular employment status.

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3.2. **Staff Supervision.** The District holds itself to a high standard of performance and therefore makes every effort to provide high quality support and supervision to its employees. Clear communication, respect for all and appropriate staff development are key to these efforts and every employee with a supervisory role is expected to personify those high expectations. The District's chain of command runs from the District General Manager to the Aquatics Manager to the Aquatic Coordinator(s), to Head Lifeguards (if any), to Lifeguards, Front Desk Attendants and Instructors.

3.2.1. All supervisors or candidates for supervisory roles should have supervisory skills training and/or demonstrate the knowledge and ability to utilize best practices in personnel supervision prior to being hired for or promoted to a supervisory role.

3.2.2. Apart from the District General Manager and District Clerk, all pool employees shall consider the Aquatics Manager to be their direct supervisor. When the Aquatics Manager is not available, the Aquatics Coordinator on duty is the shift supervisor. Employees are expected to respond to them as they would the Aquatics Manager.

3.2.3. Employees can expect the entire management staff to provide steady support, on-going communication, professional development and general guidance and leadership.

Supervisors are accountable for the performance of each employee they work with and are encouraged to give each employee their best effort, providing help whenever necessary.

3.3. **Promotions, Demotions and Transfers.** All employees are eligible for promotion, transfer to another equivalent position, and voluntary or involuntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position unless the management determines that waiving those requirements is in the best interest of the Mt. Rainier Pool Metropolitan Park District.

3.3.1. The District encourages current employees to work toward increasing their capabilities through education, skill building and achievement of job-related certifications. Employees are also encouraged to apply for vacant positions for which they are qualified. Promotions are based on past performance, the supervisor's recommendation, qualifications or requirements, evaluations, job descriptions and related requirements and are given solely at the discretion of the District to administrative employees and by the Mt. Rainier Pool to pool employees. The amount of any pay increase and/or specific responsibilities are decided by the District.

3.3.2. A promoted employee may be demoted or terminated from a new position at the sole discretion of the District General Manager or the Aquatic Manager if it is determined that the employee is not satisfactorily performing in the new position.

3.3.3. The District and/or Mt. Rainier Pool in its sole discretion, may fill a vacant position by transferring a qualified employee to the position. An employee may request a transfer to a vacant position by notifying the District General Manager or Aquatics Manager in writing.

3.4. **Resignation & Termination.** Employment with the District is at-will in accordance with the provisions of this Employee Handbook. Employees are encouraged to submit written notice of resignation to their supervisor prior to the effective date of their resignation. The management may schedule an exit interview, if appropriate. When an employee resigns, the employee will promptly return all District or co-worker's property, including uniforms and keys.

3.4.1. Employee Resignation

3.4.1.1. Non-Exempt Employees: Non-exempt employees are encouraged to provide at least two weeks (14 days) written notice prior to resignation. The District may choose to waive the notice period and release the employee earlier, with or without cause.

3.4.1.2. Exempt Employees: Exempt employees are encouraged to provide 30 days written notice prior to resignation. This allows for appropriate transition planning. However, exempt employees may choose to resign with less notice, consistent with the at-will nature of their employment.

3.4.2. Termination by the District. All employment is at-will, meaning the District may terminate employment at any time, with or without cause or advance notice. However, the District strives to provide notice whenever feasible and appropriate, based on employee classification and circumstances.

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3.4.2.1. Termination without cause

3.4.2.1.1. Non-Exempt Employees: The District may provide two weeks' notice, when feasible.

3.4.2.1.2. Exempt Employees: The District may provide up to 30 days' notice, when feasible

3.4.2.1.3. These notice periods are not guaranteed and may be shortened or waived at the District's discretion

3.4.2.1.4. Termination With Cause: For serious misconduct or performance violations, any employee—exempt or non-exempt—may be immediately terminated without prior notice.

3.4.2.2. Conditional Employment Period:

Employee Type	Resignation Notice Expected	Termination (No Cause)	Termination (With Cause)
Non-Exempt (Regular)	two weeks	two weeks (if feasible)	immediate
Exempt (Regular)	30 days	30 days	immediate
Conditional (All)	no formal notice needed	at any time	immediate

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3.5. **Employment of Relatives.** In some cases, the District may approve employment situations involving family members or personal relationships if no direct reporting or influence exists. Exceptions will be reviewed by the Aquatics Manager and the Board of Commissioners on a case-by-case basis. To prevent conflicts of interest and ensure workplace fairness the following guidelines shall be observed:

3.5.1. No employee may supervise, evaluate or directly influence employment decisions affecting a family member, romantic partner, or close associate.

3.5.2. Family members and close associates cannot be assigned to roles where one has authority over the other regarding hiring, scheduling, promotion, or discipline.

3.5.3. If a relationship develops between employees in a supervisory relationship, the District may reassign one or both individuals to ensure compliance with this policy.

3.5.4. Employees must disclose any covered relationships that may create conflict of interest. Disclosures should be made to the District General Manager or the Aquatics Manager as soon as possible.

3.5.4.1. If a conflict arises, the District will evaluate options, including reassignments or adjustments in reporting structures.

3.5.4.2. Failure to disclose a relationship that creates a conflict of interest may result in disciplinary action, up to and including termination.

3.5.5. Violations of this policy may result in corrective action, reassignment, or disciplinary measures. The District reserves the right to take appropriate action to maintain a professional, ethical, and equitable work environment.

3.6. **Employee Background Checks.** The District requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

3.6.1. Currently, all District staff positions must meet the threshold of the background check policy. Therefore, all District employees shall submit to a background check as a condition of their employment. New positions will also be required to comply with the policy if the position meets the threshold of the policy.

3.6.2. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a conditional basis pending completion of the investigation. The District shall provide a copy of the record report to the employee, volunteer, or independent contractor if the background check results are negative.

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4. Compensation.

4.1. **Overview.** The District wishes to practice transparency and fairness in regard to employee pay rates, offering equal pay for equal work and comparable job experience. Therefore, each position or job title within the District is assigned a defined salary range or pay-rate that is applied to all employees holding that position or job title with comparable experience. Pay rates for each position will be outlined in the District's salary and wage schedule (see APPENDIX C) which is adopted each year as part of the annual budget process. The District Board of Commissioners may revise the salary and wage schedule from time to time.

4.2. **Employee Pay Rates.** Each position's pay rate is reviewed periodically to ensure that it remains competitive with other comparable positions.

4.2.1. Pay rates are based on the expectations of the position, reflect levels of authority and responsibility, years of service or experience, certifications, and other skills as needed to perform the expectations of the position with a great deal of competency. Within available resources, The District's compensation plan is generally competitive with other comparable employers in similar job markets.

4.2.2. From time to time, the District may provide pay adjustments, raising the wages of all positions by a specified amount or for all employees within a single defined position.

4.2.3. The current pay schedule allows for an annual pay increase depending on an employee completing a satisfactory year of service. These increases are generally implemented on an employee's anniversary date in a position. Years of service increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, a pay increase may be deferred for a stipulated period of time or until the employee's job performance is satisfactory.

4.3. **Paydays.** Employees are paid twice a month either by direct deposit or by check distributed at the work location on the 15th and the last day of the month.

4.3.1. If a regularly scheduled payday falls on a weekend or holiday, paychecks are usually distributed on the next regularly scheduled weekday.

4.3.2. One pay period covers the 26th through the 10th of the following month (usually distributed on the 15th) and the other covers the 11th through the 25th (usually distributed on the last day of the month). This distribution schedule is subject to change and staff will be notified of any changes.

4.4. **Time Recording.** Recording of employee hours is currently accomplished through a manual process using scheduling software.

4.5. **Deductions.** The District withholds from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, such as those legally required for taxes (i.e. Federal income, Medicare, Social Security, WA Labor & Industries and Unemployment Insurance) and court-ordered garnishments.

4.6. **Paycheck Errors.** The District does its best to provide employees with proper pay for all hours worked. Should there be an error in your pay or an improper deduction, please bring it to the attention of your supervisor immediately. The District will work to correct errors expeditiously. In the event of an overpayment, the employee will be notified as soon as possible, and the employee will be required to reimburse the District either through an agreed upon future payroll deduction or a direct payment.

4.7. **Travel and Expense Reimbursement.** District employees and officials may be reimbursed for approved, reasonable, and necessary expenses incurred in the course of conducting District business.

4.7.1. Pre-Approval Requirement**.**

4.7.1.1. All travel and business-related expenses must be approved in advance by the District General Manager or designee.

4.7.1.2. Expenses incurred without prior approval may be denied reimbursement.

4.7.2. Reimbursement Standards.

4.7.2.1. Reimbursement is based on actual, reasonable, and necessary expenses incurred in the service of the District.

4.7.2.2. Employees are expected to exercise prudent judgment and minimize costs when incurring expenses on behalf of the District.

4.7.3. Submission Requirements and Timeline.

4.7.3.1. All requests for reimbursement must be submitted using the District's approved reimbursement form.

4.7.3.2. Reimbursement requests must be submitted within ten (10) days of the expense or completion of travel, consistent with District Policy 550.

4.7.3.3. Requests submitted after this timeframe may be denied unless approved by the District General Manager or designee.

4.7.4. Receipt Requirements

4.7.4.1. Original, itemized receipts are required for all reimbursable expenses unless otherwise provided in this section.

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4.7.4.2. Receipts are not required for individual expenses under twenty-five dollars ($25.00), provided the employee certifies the expense on the reimbursement form.

4.7.4.3. For expenses where a receipt is required but unavailable, a written certification must be submitted and approved by the District General Manager or designee.

4.7.4.4. Falsification of receipts or certifications is grounds for disciplinary action, up to and including termination.

4.7.5. Eligible Expenses**.** The District may approve reimbursement for the following business-related expenses:

4.7.5.1. Materials, supplies, or other items used for District purposes.

4.7.5.2. Mileage for use of a personal vehicle at the current rate established by the Internal Revenue Service (IRS) for business travel.

4.7.5.3. Meals associated with approved District business, including reasonable gratuity, when pre-approved.

4.7.5.4. Conference, training, or registration fees related to approved professional development.

4.7.5.5. Lodging expenses when necessary for travel outside the District.

4.7.5.6. Transportation costs, including standard (coach) airfare and reasonable ground transportation.

4.7.5.7. Reasonable incidental expenses associated with approved travel

4.7.6. Non-Reimbursable Expenses.

4.7.6.1. Alcoholic beverages are not a reimbursable expense under any circumstance.

4.7.6.2. Personal expenses not directly related to District business are not eligible for reimbursement.

4.7.6.3. Upgrades or premium services (e.g., first-class airfare, luxury accommodations) are not reimbursable unless pre-approved.

4.7.7. Compliance with Board Policy.

4.7.7.1. This section is intended to be consistent with District Policy 550 (Travel and Expense Reimbursement).

4.7.7.2. In the event of any inconsistency between this handbook and Board Policy 550, the Board policy shall control.

4.8. **Compensation Upon Termination.** When an employee's employment with the District is terminated, the employee will receive the following compensation on the regularly scheduled payday for the period (more information on Paydays can be found in Section 4.2):

4.8.1. Regular wages for all hours worked up to the time of termination that have not already been paid.

4.8.2. Any overtime or paid time off that has not already been paid. Salaried employees receive accrued leave per Section 6.6.8.

5. Performance & Professional Development.

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5.1. **Overview.** Employees are the District 's most valuable resource in accomplishing the mission and goals of the organization. Therefore, it is incumbent upon the District to nurture staff talent and provide support for growth and opportunity. Toward that end, the District and Aquatic managers are expected to provide guidance for employees that helps each one to enhance or refine existing skills and develop new ones. In addition to this day-to-day feedback, managers and each employee will regularly assess performance on a periodic and regular basis. The District will provide opportunities for formalized educational development.

5.2. **Performance Feedback & Evaluation.** To achieve the District's goal of supporting and retaining the best employee for every job, supervisors will provide every employee with ongoing feedback and constant communication relating to performance as well as a process that requires regular reflection on an employee's overall contributions. This method is designed to ensure that each employee receives the best possible supervisory support and is in the position that best fits their skills.

5.2.1. Supervisors are expected to immediately inform an employee of any challenge that may be impacting their performance and to clearly communicate the necessary improvement expected. The outcome of that communication should be noted and may influence an evaluation.

5.2.2. Employees are expected to inform any supervisor as soon as possible of any challenges they face in the performance of their duties and work cooperatively with them to find solutions.

5.2.3. Supervisors are available and encouraged to provide feedback to staff and/or discuss performance at any time. It is recommended that the supervisor send written notes covering the general topics of any performance-related discussion and agreed upon outcomes (if any) to the employee and the Aquatics Manager or District General Manager immediately afterward.

5.2.4. Supervisors also complete performance evaluations for each employee they supervise every six months (two times per year), or once a year for summer employees. This evaluation is part of an employee's personnel record and will influence whether the employee will be promoted, transferred, demoted, laid off, or terminated. These evaluations are not meant to be a method of communicating a performance issue. Supervisors are asked to answer these four questions about each staff member they supervise:

5.2.4.1. Given what I know of this person's performance, and if it were my money, I would award this person the highest possible compensation increase and bonus. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree.

5.2.4.2. Given what I know of this person's performance, I would always want him or her on my team. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree.

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5.2.4.3. This person is at risk for low performance. Please answer Yes or No.

5.2.4.4. This person is ready for promotion today. Please answer Yes or No.

5.2.4.5. The answers to these questions are incorporated into the employee's file for reference in future decision-making (i.e. promotion, transfer, demotion or termination).

5.3. **Professional Development Opportunities.** The District seeks, within the limits of available resources, to offer and support professional development to increase an employee's skills, knowledge and abilities. Opportunities may include on-the-job training, in-service sessions, and development activities sponsored by outside agencies or organizations.

5.3.1. Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:

5.3.1.1. An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.

5.3.1.2. An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:

5.3.1.2.1. Receive Water Safety Instruction training either 1-on-1 or in a class setting that includes education on differing strokes, effective instruction methods, group behavior management, and District standards for swim lessons.

5.3.1.2.2. Shadow at least two different swimming instructors for at least 2 lessons each for a total of 4 shadow lessons covering various levels. This step may be waived at the management's discretion for those who have at least one year of experience in swim instruction at another pool.

5.3.1.2.3. Perform at least 2 lessons under the direct (in water) supervision of two different current instructors, for a total of at least 4 supervised lessons covering various levels.

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5.3.2. The District will provide regular in-service training opportunities and drills for employees to assist with their on-going development and to help them meet and maintain the high standards of performance expected by the District and the patrons. Employees are required to attend these in-service training sessions.

5.3.3. The District may agree to pay and/or reimburse employees for pre-authorized, job-related educational opportunities. Outside training approval is granted at the discretion of the District General Manager. Approval must be granted prior to program registration, otherwise the District is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:

5.3.3.1. The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a District planned promotion; and

5.3.3.2. It is in the District's/Mt. Rainier Pool's best interest to pay for this training; and

5.3.3.3. The pool's services may be improved as a result of the educational opportunity.

5.3.4. The employee should submit a request in writing to their supervisor who forwards it, with comments, to the District General Manager for approval of employees taking courses that are graded must earn at least a passing grade in order to receive reimbursement.

5.3.4.1. If an employee is terminated—either voluntarily or involuntarily—prior to completing the course, they may not be eligible for reimbursement. Additionally, if an employee is reimbursed and separates from the District within six months of course completion, the District reserves the right to require repayment of the reimbursed amount, subject to applicable laws.

5.3.4.2. The District may, as resources permit, cover the cost of required books or other preapproved expenses necessary for receiving the full benefit of the educational opportunity.

5.4. **Harassment Prevention and SafeSport Training.**

5.4.1. The District is committed to providing a safe, respectful, and inclusive workplace that is free from harassment, discrimination, and misconduct. As part of this commitment, all employees are required to complete training related to harassment prevention and, where applicable, youth protection.

5.4.2. General Harassment Prevention Training: All employees shall complete harassment prevention training as a condition of employment.

5.4.2.1. *New Employees:* All newly hired employees must complete harassment prevention training within thirty (30) days of hire.

5.4.2.2. *Ongoing Training Requirement:* All employees are required to complete refresher harassment prevention training at least once every two (2) years.

5.4.2.3. *Training Content:* Training will include, but is not limited to:

5.4.2.3.1. Recognition and prevention of workplace harassment and discrimination

5.4.2.3.2. Examples of prohibited conduct:

5.4.2.3.2.1. Bystander intervention strategies

5.4.2.3.2.2. Reporting procedures and responsibilities

5.4.2.3.2.3. Protections against retaliation

5.5. **Supervisory Training Requirements.**

5.5.1. Employees in supervisory or management roles are required to complete additional training specific to their responsibilities.

5.5.2. Supervisors must complete harassment prevention training that includes:

5.5.2.1. Legal responsibilities under federal, state, and local law

5.5.2.2. Proper handling of complaints and investigations

5.5.2.3. Duty to report and respond to inappropriate conduct

5.5.2.4. Creating and maintaining a respectful workplace environment

5.5.3. Supervisory employees must complete refresher training at least once every two (2) years.

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5.5.4. SafeSport and Youth Protection Training. Due to the District's service to youth and the employment of minor staff, employees who work with or around minors are required to complete abuse prevention training consistent with SafeSport or an equivalent program approved by the District.

5.5.4.1. *Applicability:* This requirement applies to employees whose duties involve regular interaction with minors, including but not limited to:

5.5.4.1.1. Aquatics Managers and Coordinators
5.5.4.1.2. Lifeguards
5.5.4.1.3. Swim instructors
5.5.4.1.4. Head lifeguards and supervisors
5.5.4.1.5. Any employee assigned to youth programs or activities

5.5.4.2. *Training Timing and Frequency:* Initial SafeSport (or equivalent) training must be completed prior to assignment to duties involving minors

5.5.4.2.1. Refresher training must be completed annually, or as otherwise required by the approved training program

5.5.4.3. *Training Content.* SafeSport or equivalent training includes, but is not limited to:

5.5.4.4. Relationship to District Policies.

5.5.4.4.1. Abuse prevention and awareness
5.5.4.4.2. Maintaining appropriate professional boundaries
5.5.4.4.3. Recognizing signs of abuse or misconduct
5.5.4.4.4. Mandatory reporting responsibilities

5.5.4.5. Documentation and Compliance.

5.5.4.5.1. Completion of all required training shall be documented and maintained in the employee's personnel file.

5.5.4.5.2. Employees are responsible for completing required training within designated timeframes.

5.5.4.5.3. Failure to complete required training may result in removal from scheduled shifts, reassignment of duties, or disciplinary action, up to and including termination of employment.

5.5.4.6. This training requirement supports and reinforces the District's policies on workplace harassment, non-discrimination, and employee conduct, including Section 1.8 (Workplace Harassment).

5.6. **Professional/Technical Societies and Certifications.** District employees are encouraged to participate in technical and professional societies and/or achieve certifications indicating a high level of competence in their field(s). These activities are considered a benefit to the District and to the employee through additional knowledge or personal associations gained.

5.6.1. The District, through the budgeting process, will select what fees and dues it might pay for its employees' membership in technical and professional societies. For any organization for which the District pays the dues, the District address should be

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used on all mail. All magazines and publications received as a part of that membership should be made available for all employees to use.

5.6.2. Professional and Technical Registration/Certification. The District encourages professional and technical registration or certification. The District may pay fees for professional and technical certificates and licenses for its employees as determined by the District in its sole discretion. These requests should be sent to the District General Manager.

5.7. **Aquatics Certifications.** Employees assigned to aquatics safety or instructional duties must maintain all certifications required for their position, which may include lifeguarding, shallow-water lifeguarding where authorized, water safety instruction, CPR/AED, first aid, oxygen administration, bloodborne pathogens training, SafeSport or youth protection training, and any other certifications designated by the District. Employees may not work in a role requiring a certification if the certification has expired, been suspended, or is otherwise not in good standing.

5.7.1. The District will maintain current copies of required certifications in accordance with operational and regulatory requirements. Employees are responsible for promptly providing updated certificates or proof of renewal. An employee whose required certification lapses may be removed from the affected shifts or duties, placed on administrative leave, reassigned when feasible, or disciplined up to and including termination depending on the circumstances and operational needs.

5.7.2. Recertification Costs. Unless otherwise stated in a written District program, budget approval, or training agreement, the District may decide in its discretion whether to pay, reimburse, or share the cost of required or preferred certifications and renewals. The District may condition payment or reimbursement on satisfactory completion, continued employment for a stated period, or compliance with a repayment agreement to the extent permitted by law.

5.7.3. Water Treatment Operator Coverage. The District will designate a qualified water treatment operator (Aquatic Facility Operator and Certified Pool Operators) as required for pool operations and will maintain coverage necessary for safe and compliant operation of the facility. Employees assigned water treatment duties must complete required training and follow all operating, monitoring, recordkeeping, and escalation procedures. Backup coverage assignments may be designated by management to maintain continuity of operations.

6. **Benefits and Leave.**

6.1. **Overview.** Employees of Mt. Rainier Pool are provided with the following benefits and leave in appreciation of their service to the community and the District. These benefits are voluntarily provided by the District as an employee incentive and may be amended or discontinued at any time.

6.2. **Pool Staff Benefits Allowance.**

6.2.1. Pool Staff are currently defined as follows and all positions are hourly, part-time and non-exempt:

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6.2.1.1. Head Lifeguards
6.2.1.2. Lifeguards
6.2.1.3. Instructors.

6.2.2. Pool Staff is not eligible for paid time off or vacation. Any requests for time off for injury or illness must be taken as sick leave.

6.2.3. Pool Staff is not eligible for Holiday compensation.

6.2.4. Pool staff will accrue sick leave per the Washington State Department of Labor & Industries policy at a rate of one (1) hour per every 40 hours worked. Sick leave is carried over at the end of each year at a rate of 40 hours or less. You may begin using earned paid sick leave 90 days after your first day of work. See also Section 6.6.

6.3. **Pool Staff Use of the Facility.** Pool employees are eligible to have a Mt. Rainier Pool employee swim pass, which entitles them to the same privileges as a family pass holder for the duration of their employment with the District.

6.3.1. If employment ends or the employee has not worked at least one (1) shift in a calendar month, the pass is void and must be surrendered.

6.3.2. Any inappropriate or unprofessional conduct while off-duty at Mt. Rainier Pool is grounds for suspension of the employee pass privilege. Extreme situations may result in further disciplinary action up to and including termination.

6.3.3. These privileges are extended to one additional adult and children who share a household with the employee. As above, these passes may be suspended if the employee no longer meets the criteria or due to misconduct.

6.4. **Salaried Employees Benefits Allowance.**

6.4.1. Salaried employees are currently defined as:

6.4.1.1. District General Manager – contracted, salaried exempt
6.4.1.2. District Clerk – non-exempt benefits-eligible, hourly
6.4.1.3. Aquatics Manager – contracted, salaried exempt
6.4.1.4. Aquatic Coordinator – salaried, non-exempt benefits-eligible

6.4.2. The District will designate a benefit allowance for each salaried employee which is intended for them to use at their discretion to purchase Health Insurance, Dental Insurance, Vision Insurance, Disability Insurance, Child or Elder Care, or to put into a retirement fund as they choose.

6.4.2.1. Effective April 1, 2025, the District provides a comprehensive benefits package through the Association of Washington Cities (AWC). This package includes health, dental, vision, and disability insurance, as well as options for child and elder care assistance. In addition, employees have access to the Deferred Compensation Program (DCP) offered through the Washington State Department of Retirement Systems (DRS).

6.4.2.2. Any future changes to benefits will be clearly communicated to both staff and the Board.

6.4.3. The District reserves the right to add to, amend and discontinue the benefit allowance as needed. The benefit allowance is reviewed periodically by the Board

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of Commissioners and may be adjusted and all or a portion of it may be eliminated at any time. The benefit allowance is currently calculated at 16% of the employee's salary or pay-rate. This rate is subject to adjustment at any time. The benefit allowance is distributed in lieu of traditional employee benefits. Although the benefit allowance is not defined as wages or salary for the employee, it is taxed as income. Each employee provided with a Benefit Allowance is expected, but not required, to maintain medical coverage.

6.5. **Salaried Employees Paid Time Off.** Salaried employees as defined in Section 6.2 are also provided with paid time off for holidays, illness or injury and vacation.

6.5.1. Requests for time off must be made at least two weeks in advance. Requests made without this advance notice will likely be denied due to the inherent negative impact to the District.

6.5.2. Requests for time off must be sent to the supervisor via email and include the exact date(s) of absence. Supervisors must provide an email response as soon as possible verifying whether or not the request has been approved. Requests that have a negative impact on the District or other employees will not be approved. (See Section 6.6 Sick Leave for additional information on requesting time off due to illness or injury.)

6.5.2.1. When paid time off is used the supervisor is responsible for forwarding the email verifying the approved leave to the person responsible for reporting payroll by or before the end of the pay period.

6.5.2.2. If an employee requests time off and the time off is not approved, the employee is expected to work as usual. Failure to appear for a scheduled shift is grounds for disciplinary action, up to and including termination.

6.5.2.3. The District is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.

6.5.2.4. For the purposes of accrual and usage, one day of accrued time off is defined as eight (8) hours.

6.5.2.5. Paid time off may be transferred to another employee for humanitarian reasons only with approval from the District General Manager.

6.5.2.6. For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.

6.5.3. Limited unpaid time off may be approved for extraordinary circumstances at a supervisor's discretion and it is expected that employees will not abuse this privilege. Excessive requests for unpaid time off that aren't supported by a written medical directive or don't fall into a valid leave category may be grounds for disciplinary action, including possible termination.

6.6. **Salaried Employees Vacation Leave.** Salaried exempt and non-exempt employees as defined in Section 6.3 accrue paid vacation leave at a rate that is dependent on their employment status and years of service in the eligible position. See Section 6.4 for more information on requesting and using paid time off.

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6.6.1. Both the accrual rate and annual maximum that an employee may accrue each year automatically adjust with each anniversary in the eligible position. Years of service in a noneligible position do not count toward years of service for vacation accrual.

6.6.2. Unused vacation leave may be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee's anniversary date when accrual may begin again up to the annual maximum.

6.6.3. Part-time employees, accrual rate is tied to the number of hours actually worked. Paid time off does not count as time worked.

6.6.4. For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the District and returns.

6.6.5. Use of vacation days is limited to 5 days after the first six months of employment by request of the employee and upon approval by the supervisor.

6.6.6. An employee can accrue only the annual maximum as detailed in the chart below.

6.6.7. Unused vacation leave is paid out to an employee upon separation.

6.6.8. Vacation Leave Accrual Rates*:*

Years of Service	Non-Exempt Accrual Rate Full Time Employee	Exempt Accrual Rate for Full Time Employee
0-3	40 hours annually	96 hours annually
4-6	80 hours annually	120 hours annually
7-10	120 hours annually	240 hours annually

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6.7. **Sick Leave.**

6.7.1. Salaried Employee Accrual. The accrual rate for exempt salaried employees is 8 hours of sick leave per month unless a greater accrual applies under contract or Board action. Unused paid sick leave of 92 hours or less will be carried over to the following year unless a greater carryover is required by law or a written District benefit plan.

6.7.1.1. Washington Paid Sick Leave for Hourly and Other Non-Exempt Employees. Paid sick leave under chapter 49.46 RCW and chapter 296-128 WAC applies to all covered employees, including part-time, temporary, seasonal, and conditional employees unless a lawful exemption applies. Covered employees

accrue at least one hour of paid sick leave for every 40 hours worked, may begin using accrued paid sick leave on the 90th calendar day after the start of employment, and may carry over up to 40 hours of unused paid sick leave each benefit year.

6.7.1.2. The District will provide employees with regular written notice of accrued, used, and available paid sick leave balances at least monthly or with each pay statement if that statement contains the required information.

6.7.1.3. Employees may use accrued paid sick leave regardless of status as a conditional, temporary, seasonal, part-time, or regular employee, provided the employee has satisfied any lawful waiting period before use.

6.7.2. Eligibility and Usage. Accrued paid sick leave may be used for the employee's own illness, injury, health condition, diagnosis, care, treatment, or preventive medical care; to care for a qualifying family member; when the employee's workplace or a child's school or place of care is closed by order of a public official for a health-related reason; for reasons relating to domestic violence, sexual assault, or stalking as permitted by law; and, as permitted by Washington law, to prepare for or participate in certain judicial or administrative immigration proceedings involving the employee or a family member.

6.7.2.1. The employee's own illness or health condition

6.7.2.2. Preventive medical care or treatment

6.7.2.3. Care for a qualifying family member with an illness or medical need

6.7.2.4. Closure of the employee's workplace or a child's school/place of care due to public health emergencies

6.7.3. Call-In Procedure. Employees reporting an absence due to illness must follow the notification procedures outlined in Section 2.4 – Attendance, including calling the shift supervisor as soon as possible and no later than 30 minutes before the scheduled shift. A follow-up email is required to document the exact dates for which the sick leave will be applied.

6.7.4. Medical Verification: If a part-time employee is absent for three (3) or more consecutive days, the District may request a doctor's note or other documentation verifying the need for continued leave.

6.7.4.1. Sick leave may not be combined with vacation leave to extend that vacation leave.

6.7.4.2. Unused sick leave will not be paid out to an employee upon separation.

6.7.4.3. Paid sick leave does not count as hours worked for the purposes of overtime or additional accrual calculations

6.7.5. Shift Coverage Responsibility. Employees are encouraged to follow Section 2.4.6 regarding illness notification and to make reasonable efforts to find qualified coverage for missed shifts, subject to supervisor approval

6.8. **Holidays.** The Mt. Rainier Pool is closed on the following State observed holidays:

6.8.1. The 4th Thursday in November (Thanksgiving Day)

6.8.2. December 25th (Christmas Day)

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6.8.3. January 1st (New Years Day)
6.8.4. Easter Sunday
6.8.5. Independence Day (July 4th)
6.8.6. Additionally, the pool closes early at 1:00pm on December 24th and December 31st; however, staff will be required to work a full day or take vacation, if benefit eligible.
6.8.7. Exempt (salaried) employees are not expected to work on days when the pool is closed for holidays but will be compensated in the usual manner. If required to work due to low staffing, management will work to provide compensatory time off.
6.8.7.1. Exempt employees may observe the following state holidays where the pool is open for business:
6.8.7.1.1. President' Day
6.8.7.1.2. Martin Luther King Day
6.8.7.1.3. Memorial Day
6.8.7.1.4. Juneteenth
6.8.7.1.5. Labor Day
6.8.7.1.6. Family Day (day after Thanksgiving)
6.8.8. Benefits-eligible non-exempt employees will not be scheduled to work when the pool is closed for holidays and will have the option of taking vacation leave (see Section 6.6) as compensation on "legal holidays", with approval, when the pool is open for business. If, due to an emergency, they are required to report to work, non-exempt employees will be compensated at double their usual hourly rate for the time worked.

6.9. **Family and Medical Leave (FMLA) and Washington Paid Family and Medical Leave (PFML)**

6.9.1. Purpose. The purpose of this Policy is to summarize Employee rights under the Washington Paid Family Medical Leave Act (PFMLA), the Federal Family Medical Leave Act (FMLA) and the Pregnancy Disability Leave rules set forth in WAC 162.30.020 (PDL). The Washington Family Leave Act (PFMLA) provides for paid leave through the Washington State Employment Security Department for specified family and medical reasons. PFMLA leave runs concurrently with, the leave under the Federal Family Medical Leave Act (FMLA), and also provides for additional leave for a disability due to pregnancy and for leave to care for registered domestic partners. With the adoption of paid leave under the WFMLA, the rules and regulations of the PFMLA will govern most employee family and medical leave requests. In situations where the FMLA provides greater benefits or options, the employee is entitled to the most protective benefit.
6.9.2. Unpaid Leave. The paid PFMLA leave benefits set forth below require a seven-day waiting period. The District will grant employees eligible for PFMLA leave under this policy with seven days of unpaid leave during this waiting period.

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Employees shall have the option of using available sick or vacation leave for all or a portion of the seven-day unpaid leave period.

6.9.3. Paid Benefits. The paid Financial benefits under the PFMLA are managed by the Washington State Employment Security Department and governed by Employment Security rules and regulations. This Policy is focused primarily on Employee's right to take leave from work with the District.

6.9.4. Definitions.

6.9.4.1. Employee shall include all part-time paid and full-time paid employees of the District and elected or appointed commissioners that have worked 820 hours in the first four of the last five or the last four quarters of employment (for any Washington employer).

6.9.5. PFMLA Leave Availability. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to a pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

6.9.5.1. *Medical Leave:* Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

6.9.5.2. *Family Leave:* Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA.

6.9.5.2.1. PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently as permitted by law. Effective January 1, 2026, the minimum claim duration for PFML benefits is four consecutive hours in a week.

6.9.5.2.2. *Military Family Caregiver Leave:* The FMLA entitles eligible employees to a total of 26 weeks of unpaid military family caregiver leave during a 12-month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the employee. (See 29 CFR 825)

6.9.6. Eligibility for Leave.

6.9.6.1. PFML benefits are generally subject to a seven-calendar-day waiting period, except where the law does not require a waiting period, such as for leave

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taken for the birth or placement of a child and certain qualifying military exigencies. The waiting period is administered under state PFML rules.

6.9.6.2. PFMLA leave taken to care for a newborn or newly adopted son or daughter, as set must be completed within 12 months of the son's or daughter's birth or placement for adoption, except as provided under the PFMLA in cases in which the pregnant mother is disabled due to childbirth.

6.9.6.3. If planned medical treatment is required, the Employee must make a reasonable effort to schedule treatment so as not to unduly disrupt District operations.

6.9.6.4. Employees will continue to receive medical, dental, long-term disability, life insurance, and other health benefits to the extent required by applicable law and District benefit plans during protected leave, provided the employee continues to pay any required employee contribution. Effective January 1, 2026, when an employee qualifies for PFML job protection, the District will maintain existing health benefits during the protected leave as required by law.

6.9.6.5. During PFMLA leave, employees will not earn sick or vacation leave benefits or seniority. Employees on an intermittent or reduced leave schedule will earn sick or vacation leave benefits on a prorated basis, proportional to the percentage of time that they work. Coordination of Benefits. Employees may elect to use accrued paid sick leave, vacation, compensatory time, or other District-provided paid leave concurrently with PFML only to the extent allowed by law and District policy. District-paid leave used while an employee receives PFML benefits will be treated as a supplemental benefit only where the District has designated it as such and where the combined payment does not exceed the employee's regular wages.

6.9.6.6. Sick, vacation, comp and holiday leave are designated as a supplemental benefit by the District as defined by the Washington State Employment Security Department (ESD).

6.9.6.7. Employees may use such available leave to remain on paid status even if the employee also seek PFML benefits in the same week. The employee cannot utilize benefits in a way that exceeds 100% of their regular salary or wages.

6.9.7. Pregnancy Disability Leave. The District provides pregnancy leave in compliance with WAC 162.30.020.

6.9.7.1. Eligible employees are entitled to use any period of time medically necessary for pregnancy related conditions including, but not limited to, related medical conditions, miscarriage, pregnancy termination, and complications of pregnancy.

6.9.7.2. PDL is limited solely to the disability phase of the pregnancy and childbirth and provides no entitlement to time to care for a newborn child. PDL will run concurrently with PFMLA leave.

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6.9.7.3. A physician's statement may be required to verify the time allotted to pregnancy disability during leave, in accordance with District policies regarding sick or disability leave.

6.9.7.4. PDL is unpaid leave, but Employees may use any type of accrued leave while on PDL which shall be used as a supplemental benefit if also on PFML. In the event accrued leave is exhausted while an employee is on PDL, such leave will be unpaid leave.

6.9.7.5. Employees requiring PDL will not earn sick or vacation leave benefits or seniority during such PDL but shall continue to receive to receive medical, dental, long-term disability and life insurance benefits, provided, employees shall be required to continue to pay their contribution for such benefits.

6.9.8. Notice Requirements.

6.9.8.1. Unless otherwise provided herein, notices of the need for PFMLA leave shall be in writing and shall be directed to the District General Manager or Designee. The notice must set forth the reason for the leave, the anticipated duration of the leave, and the anticipated start of the leave. When initial verbal notice is permitted, it shall be followed by written notice as soon as practicable, which generally shall be within the next business day.

6.9.8.2. An Employee must provide the District with at least 30 days advance notice before PFMLA leave is to begin if the need for leave is foreseeable. The need for leave is foreseeable if it is based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the Employee, or the Employee's spouse, son, daughter or parent. If 30 days' notice is not practicable, notice must be given as soon as practicable, which generally will mean the day it becomes practicable or the next business day. If the Employee fails to give timely advance notice as provided herein, PFMLA protected leave may be delayed or denied.

6.9.8.3. When the time for the need for PFMLA leave is not foreseeable, such as in an emergency, the Employee must provide notice of the need for PFMLA leave as soon as practicable. Initial notice may be verbal, and in the case of an Employee's serious health condition or when the employee is otherwise unavailable, may be made by a representative of the employee.

6.9.8.4. The District will post in an employee accessible area notice of PFMLA in the form prescribed by the Employment Security Department

6.9.8.5. The District will provide notice of PFMLA benefit availability to employees five business days after the employee's seventh consecutive day of absence due to family or medical leave; or Five business days after the employer has received notice that the employee's absence is due to family or medical leave, whichever is later.

6.9.9. Confirmation of Leave.

6.9.9.1. PFMLA claims in accordance with state requirements, and employees shall be required to cooperate with the District's process.

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6.9.9.2. The District may require that requests for PFMLA leave be supported by certification issued by a health care provider. Such certification shall be provided to the District General Manager or designee within 15 days of the date it is requested, unless it is not practicable to do so under the circumstances. Failure to provide certification may result in a delay or denial of PFMLA protected leave.

6.9.9.3. It will be the District's responsibility to advise the Employee whether medical certification will be required when the employee requests leave.

6.9.9.4. It will be the Employee's responsibility to provide the medical certification in a timely manner as requested by the District.

6.9.9.5. Under certain circumstances, the District may request a clarification of a medical certification, or at its expense, obtain an opinion from a second health care provider (of the department's choosing) or third health care provider (chosen jointly by the employee and the District) regarding a medical condition.

6.9.9.6. While on PFMLA leave, the District may require periodic reports regarding an Employee's status and date for return to work. The District may also require subsequent re-certification of the need for continued leave.

6.9.9.7. In certain situations, the Employee may need to take leave intermittently or on a reduced leave schedule. If the request is to take family leave on an intermittent or reduced leave schedule basis, the District may require that the Employee provide a medical certification by a qualified health care provider which states that such intermittent leave or reduced leave is medically necessary. If the Employee requests and is granted such leave, they may be required to transfer temporarily to an available alternate position with equivalent pay and benefits that more effectively accommodates intermittent periods of leave or a reduced work schedule.

6.9.10. Reemployment/Job Protection.

6.9.10.1. Employees that have worked for the District for more than 180 days are eligible for the job protection benefits outlined in this Section.

6.9.10.2. Upon completion of leave, the employee will be entitled to return to the same position as when the leave began or to a substantially similar position with equivalent job skills, status, pay and benefits.

6.9.10.3. Reinstatement is not required if one or more of the following conditions exists: the position was eliminated by a bona fide restructuring or reduction in force; the position was for a specified period, and the period has concluded; the employee takes another job while on leave; or the employee fails to return from the leave at the conclusion of the eligible leave period.

6.10. **Administrative Leave (Salaried and Pool Employees).** On a case-by-case basis, the District may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the District General Manager, or designee to

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be in the best interests of the District, such as pending an investigation or other administrative proceedings.

6.11. **Military Leave of Absence (Salaried and Pool employees).** Any employee who is a member of the Washington National Guard or a Federal military unit is entitled to leave from their duties up to twenty-one (21) days each between October 1 and September 30 for official military duty, training, or drills or state active status. During the period of military leave, the employee shall continue to receive their normal rate of pay for days when they would have been scheduled to work for the District. (Calculated for hourly staff as a minimum of up to 21 average shifts for the employee during the season in question and not including shift-related premiums.)

6.11.1. If an employee takes temporary or regular military leave, they is entitled to return to the employee's former job as provided under federal and state laws. A copy of the official orders must be submitted to the employee's supervisor at least one (1) week prior to the commencement of the duty period.

6.11.2. The Washington State Military Family Leave Act provides that during a period of military conflict, an employee who regularly works more than twenty (20) hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of unpaid leave per deployment. An employee wishing to take this leave must notify their supervisor within five (5) business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to their position or an equivalent one unless the employee would otherwise have been terminated had they not taken the leave.

6.12. **Domestic Violence Leave (Salaried and Pool employees).** Leave is available to employees who are victims of domestic violence, sexual assault, or stalking, or have a family member (spouse, children, parents, parents-in-law, grandparents, or "a person with whom the employee has a dating relationship.") who is a victim of such abuse.

6.12.1. An eligible employee may take "reasonable" leave, including leave on an intermittent or reduced- schedule basis, to engage in specified remedial activities relating to the abuse, including participating in legal proceedings; seeking medical treatment or mental health counseling; obtaining social services; or taking other actions to increase the safety of the employee and their family members.

6.12.2. The District may request verification that the employee or their family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that they or a family member is a victim and needs the leave to seek assistance. The District will maintain the employee's provided information as confidential and will not require

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the employee to disclose information beyond the verification material listed above.

6.12.3. The employee may elect to use paid time off (if eligible) or may take unpaid leave.

6.12.4. Upon return from domestic violence leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment; unless unusual circumstances have arisen (i.e. the employee's position was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the District as soon as possible. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.

6.13. **Bereavement Leave (Salaried and Pool employees).** Up to three (3) days leave may be granted for the death of an employee's immediate family or household member. "Immediate family" includes the employee's spouse or registered partner, child, parent, sibling, parent-in-law, son or daughter-in-law. Additional leave may be approved beyond the allotted three (3) days but may not exceed a total of nine (9) days. Exempt employees are permitted 3 days of leave with pay. Additional days (up to six) will be charged, as determined by the District General Manager, or designee, to the employee's accrued, but unused paid time off (if eligible), or if paid time off is not available, will be unpaid.

6.14. **Jury Duty.**

6.14.1. If an exempt employee is called for jury duty or is subpoenaed as a witness, the employee receives their regular rate of pay while serving on jury duty.

6.14.2. Non-exempt employees will be allowed leave to fulfill jury duty or a subpoena but will not be paid for time missed unless they are eligible for paid time off and elect to use vacation or other available paid leave in accordance with District policy. Pool employees will not receive additional District pay for time spent on jury duty unless otherwise approved in writing.

6.15. **Workers Compensation.** Regular employees who are injured on the job are unable to work, and file for Worker's Compensation may use accumulated paid time off (if eligible) while the claim is being processed. Pool employees may use accrued sick leave. Upon receiving payment from the Worker's Compensation carrier, the employee may sign the check over to the District, and any paid time off used by the employee will be reinstated to the employee's account on a prorated basis. Eligible employees may use paid time off to supplement their time loss payments up to the equivalent of their usual hours or salary. Pool employees may use accrued sick leave.

6.16. **Return-to-Work / Modified Duty.** When feasible and consistent with medical restrictions, operational needs, and applicable law, the District may offer temporary transitional or modified duty to an employee recovering from an on-the-job injury or other condition. Participation in modified duty does not alter the at-will nature of employment, does not guarantee a permanent job modification, and ends when the

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District determines the assignment is no longer available, medically appropriate, or operationally feasible.

7. Drug and Alcohol-Free Workplace.

7.1. **Purpose:** It is the policy and intent of the District to maintain a safe and healthy working environment for all employees, to ensure efficient and safe community service, to protect employees and the District from liability to safeguard District property and assets, and to comply with all applicable laws and regulations governing drug and alcohol abuse.

7.1.1. The District is committed to operating a drug and alcohol-free workplace and has an obligation to ensure public safety and trust in its services and programs. Accordingly, the manufacture, distribution, dispensation, possession or use of controlled substances, the unauthorized use of prescription drugs, drugs not medically authorized, or the use of any other substance, including marijuana and alcohol, which would impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited. Employees who possess or use drugs or alcohol in violation of this policy are subject to disciplinary measures up to and including termination.

7.1.2. It is imperative that employees who abuse drugs or alcohol be aware of the seriousness of such misconduct and the potential penalties. In addition to law enforcement measures that would be invoked for criminal violations, such employees are subjecting themselves to major discipline because of the serious safety, health, and service risks that they create. By avoiding drug and alcohol abuse, such risks and penalties may be averted. All employees are strongly urged to follow the guidelines in this policy and utilize rehabilitation services if drug or alcohol abuse is a personal problem.

7.2. **Responsibilities:**

7.2.1. Board of Commissioners: The Board of Commissioners is responsible for:

7.2.1.1. Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.

7.2.1.2. Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.

7.2.1.3. Assuring adequate drug and alcohol training for management to allow for the appropriate implementation of this policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by an employee.

7.2.2. Management: The District General Manager or designee is responsible for:

7.2.2.1. Implementing and enforcing this policy and applicable procedures.

7.2.2.2. Ensuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance.

7.2.2.3. Employees: Employees shall comply with this policy as a condition of employment. Employees are responsible for:

7.2.2.4. Not reporting to duty while under the influence of drugs or alcohol.

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7.2.2.5. Not being under the influence of drugs or alcohol while On the Job.
7.2.2.6. Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
7.2.2.7. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
7.2.2.8. Cooperating and complying with applicable testing procedures established in this policy.
7.2.2.9. Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may reasonably adversely affect that employee's ability to perform work in a safe or productive manner is required to report such use of medication to the employee's supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. Employee's using prescription drugs may be required to provide Proper Medical Authorization prior to working while taking prescription medications. The supervisor in conjunction with the District General Manager (or designee) then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

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8. Employees' Responsibilities and Conduct.

8.1. **Purpose.** District employees are expected at all times to represent District to the public in a professional manner, which is pleasant, respectful, ethical, compassionate and helpful.

8.2. **Standards of Professional Conduct.** Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established the following standards of conduct:

8.2.1. Basic tact and courtesy towards the public and fellow employees.
8.2.2. Adherence to District practices, procedures, safety rules and safe work practices.
8.2.3. Compliance with directions from supervisors.
8.2.4. Preserving and protecting the District's equipment, grounds, facilities and resources; and
8.2.5. Providing orderly and cost-efficient services to its citizens.
8.2.6. In addition to the general standards of conduct described above, there are some specific expectations that the District has of all staff, including:
8.2.7. When a Lifeguard is on a not on guard duty, they are <u>not</u> on a break. They are expected to be working. Shift supervisors are available to provide suggestions for tasks if needed.
8.2.8. Staff must refrain from eating or using cell phones for personal business while on duty. Staff are welcome to do these things in the staff rooms while on a break.
8.2.9. Staff must refrain from distracting others who are guarding.

8.2.10. Staff must refrain from standing or sitting behind the front desk unless they are engaging in a work-related task that requires them to be there.

8.3. **Swim Instructor Responsibilities and Conduct:**

8.3.1. Staff who take on swimming instruction shifts have an even greater set of expectations that, if followed closely, will make them valuable members of the team and well-loved by their students.

8.3.2. Class times are very short. Do not use class time to prepare or set up. Have reports cards ready and set out lane lines before class starts. If there are no report cards available, please ask the shift supervisor for help.

8.3.3. Always introduce yourself to parents at the first lesson: "Hi, my name is…and I'll be your child's instructor. Thank you for joining my class". Say hello again to parents before each class and take a moment to talk to them at the end of each class as well, providing a suggestion for skills they might want to work on between classes if possible. To save time, do this with the group all together rather than one-to-one.

8.3.4. Recognize that parents are watching closely. If a parent sees an instructor is being sloppy or like they don't care, they will talk about it.

8.3.5. Taking swim instruction shifts means making a commitment to the students. The District expects every swimming instructor to take that commitment seriously and show up for every class in a series unless they are too ill to do so.

8.4. **Personal Appearance, Grooming & Uniform Policies.** Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor. The District General Manager or designee may issue rules regarding what is considered necessary, required or appropriate attire for each department or for particular positions.

8.4.1. Uniforms are required for all Lifeguards/Swim Instructors and Front Desk Attendants. Managers are required to dress either in uniform or business casual attire with a name tag.

8.4.1.1. The District uniform consists of a name tag and a Mt. Rainier Pool t-shirt when Lifeguarding or working as a Front Desk Attendant. Staff who are providing swimming instruction must change from their Mt. Rainier Pool t-shirt into a Mt. Rainier Pool swim shirt (also known as a rash guard) when providing swim instruction. Lifeguards/Swim Instructors and Front Desk Attendants must be in uniform at all times when on duty.

8.4.1.2. The District will order and provide uniforms for those whose positions require them.

8.4.1.3. Clothing items provided by the employee must conform to the following guidelines:

8.4.1.3.1. Manager's shirts must have a collar and/or be considered "business casual".

8.4.1.3.2. T-shirts (other than Mt. Rainier Pool shirts) are prohibited.

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8.4.1.3.3. Shorts and skirts are permitted; however, they must be at least fingertip length and be appropriate for a casual business environment.

8.4.1.3.4. Sandals and flip-flops are permitted.

8.4.1.3.5. Sweatpants, shorts made out of sweat-pant material and/or work-out gear is not permitted.

8.4.1.4. If the employee's supervisor concludes the employee's attire is inappropriate for any nondiscriminatory reason, the employee may be sent home without pay.

8.4.1.5. If an employee has any questions regarding appropriate attire, the employee should contact their supervisor.

8.4.2. Good grooming and personal hygiene is necessary for all District employees. The expectation is that all staff will maintain a generally clean appearance and personal hygiene that is respectful to others and abides by the general policies of the swimming pool. Grooming and hygiene standards are as follows:

8.4.2.1. Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).

8.4.2.2. Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.

8.4.2.3. Fingernails must be neat and clean in appearance. They may be unpolished or polished neatly with no chipping.

8.4.2.4. Dangling jewelry (i.e. earrings, bracelets or necklaces) and visible body piercings are not encouraged, particularly for those who work with young children as they may pose a safety risk for the employee.

8.5. **Housekeeping.** The physical appearance of Mt. Rainier Pool facilities and work areas are an important aspect of our public image. Housekeeping is everyone's responsibility. Employees who see equipment piled up in workspaces, garbage or misplaced items are expected to dispose of it or return it to the proper area. Work areas should be as neat and tidy as possible at all times.

8.5.1. Staff, no matter what time their shift, are expected to thoroughly clean at least one or more area in the facility during their shift. These tasks should be done during a "down" or before ending a shift. Shift supervisors are available to assist staff in finding areas to clean and the appropriate tools to complete the task.

8.5.2. Tasks that should be attended to daily include:

8.5.2.1. Bathrooms - Toilets cleaned, hair wiped from sinks and drains, debris swept away, mirrors and other surfaces cleaned, trash cans emptied and wiped down; paper products and soap dispensers reloaded.

8.5.2.2. Changing areas – Personal items removed from benches and turned in to front desk/lost and-found, debris removed from floors, curtains in good condition or replaced immediately, trash cans emptied and wiped down.

8.5.2.3. Staff rooms – Debris cleared from floor, food and personal items cleared and put away, laundry in washer/dryer or folded and put away – never dumped on the floor and left for others to pick up, equipment and supply boxes put away

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immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.

8.5.2.4. Natatorium/Pool Deck – Towels & bathing suits or other personal items removed, debris cleared from floor, equipment put away, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

8.5.2.5. Front desk area – Towels & bathing suits and other personal items removed, debris cleared from floor, equipment put in proper places, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

8.5.2.6. Lobby – Glass doors cleaned, and debris swept from the floor.

8.5.3. Closing staff are expected to walk through every part of the facility to ensure that all areas have been thoroughly cleaned at least once during the shift. Debris should be cleaned, trash cans should be emptied, lost-and-found articles should be cleaned and available to patrons for inspection. Closing staff who find areas or tasks that have not been attended to during the day should report this to the shift supervisor.

8.5.4. Opening staff are expected to walk through every part of the facility to ensure that all areas are neat and clean. Opening staff who find tasks left undone from the previous day should report this to the shift supervisor.

8.5.5. These cleaning tasks are the responsibility of every employee. Failure to fulfill this portion of the job duties will be grounds for disciplinary action, up to and including termination.

8.6. ***Outside Employment and Conflicts of Interest.*** Employees may not engage in any outside employment or financial interest which may conflict, in the District 's opinion, with the best interests of the District or interfere with the employee's ability to perform their assigned District job.

8.6.1. Examples include, but are not limited to, outside employment which:

8.6.1.1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.

8.6.1.2. Is conducted during the employee's work hours with the District.

8.6.1.3. Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment.

8.6.1.4. Is employment with a firm which has contracts with or does business with District if their position with the pool is one of influence or decision-making in an area that overlaps with the other firm.

8.6.1.5. May reasonably be perceived by members of the public as a conflict of interest.

8.6.2. An employee who chooses to have an additional job, contractual commitment or self-employment that does not cause a conflict of interest may do so provided they obtain prior approval from the management. Any employee engaged in outside employment which is found to be in conflict with the requirements of this policy

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may be required to resign from such outside employment or be terminated from Mt. Rainier Pool Metropolitan Park District.

8.6.3. Any outside employment that could potentially interfere with emergency call-out situations must be reported to the employee's supervisor. If, after accepting outside employment, situations arise which could interfere with the employee's job, the employee needs to immediately report those situations to their supervisor.

8.7. **Gifts and Gratuities.** Employees may not accept any gift or gratuity from any vendor, contractor or agent with whom the District transacts or refers business.

8.7.1. Gifts and Vendor Relationships**.**

8.7.1.1. Employees are prohibited from accepting gifts, gratuities, or anything of value from vendors, contractors, or parties seeking to do business with the District when such acceptance could influence or appear to influence official actions.

8.7.1.2. This restriction applies particularly to employees involved in purchasing, contracting, or vendor selection.

8.8. **Political Activities.** District employees may participate in political or partisan activities of their choosing provided that District resources and property are not used, and the activity does not adversely affect the responsibilities of the employees in their positions. District employees may not campaign on District time or property or while in their District uniform or while representing the District in any way. Employees may not authorize others to use District facilities or funds for political activities.

8.8.1. Any District employee who meets with or may be observed by the public or otherwise represents the District to the public while performing their regular duties may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours.

8.8.2. Employees shall not solicit for a contribution for a partisan political cause on District property or District time.

8.9. **Non-Solicitation Policy.** The District believes its employees and the public should have the opportunity to work and receive District services without interference from people who are pursuing a purpose not related to the District's normal business.

8.9.1. The District does not allow non-employees to come onto District property or buildings to solicit employees or other members of the public or to distribute literature or other materials for any purpose at any time, unless authorized by the District General Manager, or designee.

8.9.2. Employees are prohibited from soliciting or distributing any form of non-work-related literature or other materials during work time or in work areas. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in their assigned work.

8.10. **Tobacco- and Smoke-Free Workplace.** For health and safety considerations and in accordance with state law, the District prohibits the use of any tobacco products, vaping devices, or electronic smoking devices in or near District buildings and property. Tobacco-Free Workplace. For health and safety considerations and in accordance with

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State law, the District prohibits the use of any tobacco product in or near the District building and property.

8.10.1. Employees who use tobacco products, vaping devices, or electronic smoking devices outside the building in accordance with this policy are requested to remove or cover their Mt. Rainier Pool uniform or any item that identifies them as a District employee or choose a location out of public view.

8.11. **Use of District Phones, Computers and Other Equipment.** The District regards phones, desks, computers, file cabinets, furniture, and other equipment and workspaces as the District's property, and reserves the right to inspect them if, in its sole discretion, it determines that there is a security, health, or other business reason to do so. This includes oral or written communications made using District equipment or supplies such as communications stored or made on District computers, cell phones, telephone systems, E-mail or voice mail. District equipment should be used by employees for official District business only. An employee's misuse of District services, telephones, equipment or supplies can result in disciplinary action, including termination.

8.11.1. Phones – Staff are permitted to use District phones for District business. Use of District phones for local personal phone calls should be kept to a minimum; long-distance personal use is prohibited.

8.11.1.1. Management staff are permitted to use their personal cell phones while on duty for District business if they choose to do so. The District is not responsible for lost or stolen personal property, so employees should be careful to secure such equipment in the workplace. Staff should be aware that any written communication (email or text messages) relating to the business of the District sent from a personal phone may be considered a public record and may subject the device to search by the District or a third party, if necessary, to comply with legal requirements.

8.11.1.2. Other employees are permitted to use personal cell phones only while on an authorized break and in a staff room. On duty use of personal cell phones may be cause for disciplinary action.

8.11.2. Computers - By using the District's technology resources, employees acknowledge and agree there is no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit in or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the technology resources as permitted under this policy. Employees should understand that all email messages, other electronic communications, and documents created on District computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation. The District reserves the right to monitor and inspect any data that employees create, store, or transmit on or over District systems.

8.11.2.1. Correspondence, e-mail or other documents or information created or accessed by an employee on District computers is not private or confidential. Even after correspondence or documents have been deleted, it

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is still possible to retrieve and read them. For these reasons, employees should not use District computers for any information considered personal or private.

8.11.2.2. When using the District's computer system, employees are using District property. As a result, any documents, comments and use of the District's computer system must be appropriate to the District's business activities.

8.11.2.3. Because e-mail is a business communications tool, all e-mail messages should be businesslike and professional in tone and content. Obscene, offensive, illegal, or unprofessional communication through e-mail is forbidden. This includes, but is not limited to:

8.11.2.3.1. Obscene, profane, abusive, or threatening language or graphic representations, such as “flaming” (exhibiting anger though vitriolic content and/or implied yelling by using all capital letters);

8.11.2.3.2. Statements, jokes or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.

8.11.2.3.3. Reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships.

8.11.2.3.4. Jokes or non-work-related chain emails of any nature.

8.11.2.3.5. Communications that violate the personal privacy of, or are disrespectful of, any individual.

8.11.2.3.6. Communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling

8.11.2.4. Standard security protocols should be followed at all times. This includes, but is not limited to:

8.11.2.4.1. Users are expected to choose and safeguard strong passwords for work-related accounts. Passwords are to be provided to District management whenever requested or changed.

8.11.2.4.2. No user may access computer systems with another user’s password or account information unless authorized by District management.

8.11.2.4.3. Each user is responsible for ensuring that use of outside computers, portable digital equipment (i.e. thumb drives, phones, cameras or iPods) or outside networks such as those accessed through the internet, does not compromise the security of District or its customers.

8.11.2.4.4. New software or updates to current software should not be downloaded onto any computer without the prior authorization of the management.

8.11.2.5. Software piracy is not permitted at any time as it is a violation of federal law to make, authorize the making of or use a copy or adaptation of any third-party software, except as specifically granted in the licensing agreement. Violation of copyright laws will result in disciplinary action up to and including termination, reimbursement of lost revenue or resources

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and possible criminal prosecution that could include fines up to $250,000 and imprisonment for up to five years or both.

8.11.2.6. Internet is provided on District computers to assist with the performance of the work and is intended solely as a source of communication, information and research. District employees are permitted the use of the internet for work-related activities and are expected to use good judgment and common sense whether on duty or off. Persons found in violation of these policies are subject to disciplinary action, including possible termination and civil and criminal liability.

8.11.2.7. District computers and internet may never be used to:

8.11.2.7.1. View or access or write obscene, profane, abusive, or threatening websites, messages or graphic representations including "trolling" (extremely negative remarks in a public forum) or flaming.

8.11.2.7.2. View or access websites or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria

8.11.2.7.3. View or access websites that depict or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships

8.11.2.7.4. View or access websites in furtherance of any gambling activity, including, but not limited to, fantasy sports sites, "football pools" and any forms of legal or illegal gambling.

8.11.2.7.5. Download games or other entertainment software, including MP3-type music players or files, Real Audio streamers, internet radio, screen savers or to play games over the internet.

8.11.2.8. Other Equipment - District employees will be required to periodically use equipment provided for them by District. Use of this equipment is contingent upon its proper use and care.

8.11.3. Employees who misuse District equipment, particularly those who disregard safety standards or willfully cause damage or through egregious carelessness, will be subject to disciplinary action up to and including termination.

8.11.4. Artificial Intelligence and Automated Tools. Employees may use District-approved artificial intelligence or automated tools only for legitimate District business and only in a manner consistent with District confidentiality, records retention, public records, cybersecurity, and data-governance requirements. Employees may not enter patron personally identifiable information, payment card data, protected health information, personnel file content, privileged legal material, or other confidential District information into a public or unapproved AI system. Employees remain responsible for reviewing and validating any AI-assisted work product for accuracy, bias, tone, legal compliance, and appropriateness before use or distribution. Management may issue additional

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approvals, restrictions, or implementation guidance governing approved tools and uses.

8.11.5. Patron and Employee Data Privacy. Employees must protect patron, participant, volunteer, and employee information obtained through District systems and operations. Confidential information may be accessed, used, shared, retained, and disposed of only for authorized business purposes and in accordance with District policy, contracts, and applicable law. Employees may not download, copy, transmit, or post confidential information except as required for authorized District business.

8.12. **Personal Property.** Employees are requested to keep personal property at the workplace to a minimum (i.e. pictures, awards, knick- knacks, etc.); however, by bringing such items to work the employee assumes all risk of loss due to theft, breakage, or any other type of damage to such property. Personal items that may be offensive to others, including items that may violate the District's harassment or discrimination policies, may not be brought into the workplace. Personal use of electronic devices (cell phones, tablets, mp3 players, etc.) for phone calls, texting, or other electronic communication shall be restricted for use in the break room or private offices except in case of emergency or when used for District business.

8.13. **Responsibility for Facility Security.** District keys and security codes are considered confidential District property and shall not be shared with any unauthorized users. The Manager(s), District General Manager or designee shall control distribution of keys and security codes. Any loss of District keys or breach of security codes must be reported immediately to the Manager(s), District General Manager, or designee.

8.14. **Employee Parking.** Employees should park on the pool facility property and not on high school grounds or in other areas where no parking is posted. The District assumes no responsibility for vehicles or their contents in these parking areas.

8.15. **Contact with News Media.** The District General Manager, or designee and District Board President or designee are responsible for all official contacts with the news media including answering of questions from the media before or after any event or emergency. The District General Manager, or designee may designate specific employees to give out procedural, factual or historical information on particular subjects on a case-by-case basis.

8.16. **Safety.** The District endeavors to make reasonable efforts to provide a safe working environment which protects employees and the public from injury. Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee is expected to promptly report all unsafe or potentially hazardous conditions to their supervisor. The District will endeavor to remedy problems as quickly as possible.

8.16.1. Employees should exercise caution in the performance of duties. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety.

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8.16.2. Employees are expected to comply with the following specific safety rules, including but not limited to:

8.16.2.1. Keep your individual work area clean and orderly at all times.

8.16.2.2. Do not smoke or permit others to smoke on District owned or leased property.

8.16.2.3. Do not allow unauthorized people to have access to restricted areas.

8.16.2.4. Store all materials and equipment in their proper places and appropriately.

8.16.2.5. Conduct themselves in a professional manner at all times while on work premises.

8.16.2.6. Driving safety and courteously when operating a vehicle as part of work.

8.16.2.7. Awareness of chemical hazards and proper uses.

8.16.2.8. If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.

8.16.2.9. Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor

8.16.3. Accident and Incident Reports - In case of an accident involving personal injury or property damage, regardless of how serious, the employee must immediately notify their supervisor. As soon as practical, but in no case later than twenty-four (24) hours following an injury or accident, or suspected injury or accident, an employee must complete an accident form describing the circumstances surrounding the incident.

8.16.4. Affected employees will complete an "Incident Report" form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor.

8.16.5. Supervisors who receive a report of an injury or "near miss" event are obligated to take steps toward addressing the issue. Whenever possible, efforts should be made to eliminate the hazardous condition either immediately or within a reasonable time frame. If the hazardous condition is inherent in the nature of the work, the supervisor has an obligation to train all employees who come into contact with the situation on proper safety practices and methods which could reasonably limit future injuries.

8.16.6. Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls.

8.17. **Child Safety Reporting.** The District is committed to protecting children and teens participating in District programs. Employees who observe or reasonably suspect child abuse, neglect, exploitation, grooming, boundary violations, or other misconduct involving a minor must immediately report the concern to management and must make any external report required by law. Any employee who is a mandatory reporter under RCW 26.44 or another law must comply with that legal duty. Any employee, whether or not a mandatory reporter, may report suspected abuse or neglect to law enforcement or the Department of Children, Youth, and Families. Reports must be made as soon as

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practicable and no later than the time required by law when a legal duty to report applies. Retaliation for making a good-faith report is prohibited. ***See Appendix E.***

8.18. **Heat Illness Prevention.** Employees working outdoors or on hot pool decks must follow District heat illness prevention procedures, including hydration, rest, shade or cool-down access, monitoring for signs of heat-related illness, and prompt reporting of symptoms or concerns. Supervisors may modify work practices, break schedules, staffing, or duties in response to temperature, workload, and risk conditions.

8.19. **Compliance with Workplace Safety Laws.** The District complies with all applicable workplace safety laws and regulations, including the Washington Industrial Safety and Health Act (WISHA) as administered by the Washington State Department of Labor & Industries (L&I).

8.19.1. The District will make reasonable efforts to provide a safe and healthful workplace for all employees and patrons.

8.19.2. Employees are expected to comply with all safety rules, procedures, and training requirements established by the District and applicable regulatory agencies.

8.19.3. Employees are required to immediately report any unsafe condition, hazard, injury, illness, or incident to their supervisor.

8.19.4. Failure to follow safety policies or to report safety concerns may result in disciplinary action, up to and including termination.

8.20. **Workplace Notices and Postings.** The District complies with all federal and Washington State labor law posting requirements.

8.20.1. Required workplace notices, including those issued by the Washington State Department of Labor & Industries (L&I), Equal Employment Opportunity Commission (EEOC), Employment Security Department and other applicable agencies, will be displayed in a location accessible to employees at the worksite and/or made available electronically.

8.20.2. Employees are encouraged to review these postings and may request copies from management at any time.

8.21. **Safety Training Requirements.** Employees are required to participate in all safety-related training as a condition of employment.

8.21.1. Required training may include, but is not limited to:

8.21.1.1. Emergency procedures and response protocols

8.21.1.2. Incident and accident reporting procedures

8.21.1.3. Job-specific safety practices and hazard awareness

8.21.2. Employees are responsible for completing required training within designated timeframes.

8.21.3. Failure to complete required safety training may result in removal from assigned duties or disciplinary action, up to and including termination.

8.22. **Communicable Illness and Public Health Practices.** The District is committed to maintaining a safe and healthy environment for employees and patrons by reducing the risk of communicable illness in the workplace.

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8.22.1. The District will follow applicable guidance from public health authorities, including the Centers for Disease Control and Prevention (CDC), Washington State Department of Health, and other relevant agencies, as appropriate to workplace conditions.

8.22.2. Employees who are ill, experiencing symptoms of a contagious illness, or have been advised by a medical provider or public health authority to remain home, are expected to notify their supervisor as soon as possible and should not report to work if doing so may pose a risk to others.

8.22.3. The District may implement temporary health and safety measures in response to workplace conditions or public health guidance, which may include, but are not limited to:

8.22.3.1. Modified work practices or schedules

8.22.3.2. Temporary exclusion from the workplace

8.22.3.3. Enhanced cleaning or sanitation procedures

8.22.3.4. Use of personal protective equipment (PPE), when appropriate

8.22.4. Employees are expected to comply with all workplace health and safety measures implemented by the District.

8.22.5. The District may adjust operations, staffing, or service levels as necessary to maintain a safe environment during periods of increased illness or public health concern.

8.22.6. Nothing in this policy alters employee rights or obligations under applicable leave laws, including sick leave, Washington Paid Family and Medical Leave, or other protected leave provisions.

8.23. **Emergency Action Plans and Emergency Procedures.** Employees must know and follow the District's emergency action plans, emergency response procedures, and incident command expectations applicable to their assignment. This includes required drills, emergency equipment checks, reporting requirements, and post-incident documentation. Failure to follow emergency procedures may result in discipline.

8.24. **Volunteer Management.** Volunteers must be supervised and used in a manner consistent with District policy, training, and assignment limits. The District may require applications, background checks, orientation, confidentiality commitments, and conduct standards for volunteers based on the nature of the assignment. Employees responsible for volunteers must ensure volunteers do not perform duties outside their authorization or certification.

8.25. **Dispute Resolution.** The District recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with District rules and procedures. For this reason, the District provides its employees with procedures for resolving disputes.

8.25.1. Step 1: An employee should first try to resolve any problem or complaint with their direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her.

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8.25.2. Step 2: If the employee is not satisfied with the response from their Supervisor, the employee may submit the problem, in writing, to the District General Manager, or designee within ten working days after receiving their direct supervisor's response. The written complaint must contain, at a minimum:

8.25.2.1. A description of the problem.

8.25.2.2. A specific practice, guideline, or procedure, which the employee believes, has been misapplied.

8.25.2.3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances.

8.25.2.4. The remedy sought by the employee to resolve the dispute.

8.25.3. The District General Manager or deisgnee may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten working days of any such meeting. Such determination is generally the final decision regarding the employee's specific complaint. In the instance where the District General Manager is the subject of the complaint, the District Board President or designee will perform the actions normally done by the District General Manager.

8.26. **Duty to Report Safety Concerns and Misconduct**. All employees share responsibility for maintaining a safe and respectful environment.

8.26.1. Employees are required to immediately report:

8.26.1.1. Unsafe conditions or hazards

8.26.1.2. Workplace injuries or incidents

8.26.1.3. Violations of District policy

8.26.1.4. Suspected misconduct, including harassment or inappropriate behavior

8.26.2. Employees working with or around minors must report any suspected abuse, neglect, or misconduct in accordance with District policy and applicable law.

8.26.3. Reports may be made to a supervisor, the District General Manager, or other designated authority as appropriate.

8.26.4. No employee will be subject to retaliation for making a good faith report or participating in an investigation.

8.26.5. Failure to report known safety concerns or misconduct may result in disciplinary action, up to and including termination.

8.27. **Suggestions and Complaints.** All employees are encouraged to make suggestions which will improve the safety or efficiency of District operations or employee job satisfaction. Suggestions may be written or verbally given to the employee's supervisor at any time. The supervisor will then discuss the idea with the appropriate person or group and the District General Manager or designee.

8.27.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the District General Manager at any time.

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8.27.2. It is neither appropriate nor productive for employees to complain or bring issues to other employees who are not in a position to directly assist with or address the situation.

8.27.3. Likewise, it is not appropriate for employees to bring operational requests or complaints to members of the Board of Commissioners as they have delegated authority in all operational issues to the District General Manager. This prohibition does not include concerns about policy or ethics violations by the District General Manager as outlined in the Whistleblower Policy.

8.28. **Litigation.** From time-to-time the District may be involved in legal actions. The only persons authorized to receive tort claims, legal summons and lawsuit filings for the District is the District's Legal Counsel. Upon receipt of a tort claim, summons or lawsuit, Legal Counsel is responsible for promptly notifying the District General Manager, the Board President, and the District's insurance carrier. No other persons or employees are authorized or allowed to accept service on behalf of the District. Any unauthorized person should advise the process server of the appropriate method of serving the District.

8.29. **Compliance with Technology Policy.**

8.29.1. Employee use of District technology, including computers, phones, networks, and electronic systems, must comply with District Policy 270 (Technology Usage).

8.29.2. Employees are expected to use District technology primarily for business purposes and in accordance with all applicable policies, procedures, and security requirements.

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9. Whistleblower Policy. The District encourages reporting by its employees of improper governmental action taken by District officers or employees and protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

9.1. **Purpose.** The District Whistleblower Policy is designed to protect District employees who report improper or unethical conduct in good faith. Conversely, anyone found to have knowingly and purposefully submitted misleading reports will have violated the good faith protections of this policy.

9.2. **Definition of Improper District Action.** Any action by a District employee:

9.2.1. That is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment; and

9.2.2. That (1) is in violation of any federal state, or local law or rule, (2) is an abuse of authority, (3) is of substantial and specific danger to the public health or safety or (4) is a gross waste of public funds.

9.2.3. Improper District action does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, or reprimands.

9.3. **Procedures for Reporting.** District employees who become aware of improper actions should first raise the issue with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper action has occurred.

9.3.1. Where the employee reasonably believes, the improper action involves their supervisor, the employee may raise the issue directly with the District General Manager, or designee.

9.3.2. If the employee reasonably believes the improper action involves the District General Manager, or designee, the employee may raise the issue directly with the President of the Board of Commissioners.

9.3.3. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee will report the improper action directly to the President of the Board of Commissioners with responsibility for investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.

9.3.4. The supervisor and the District General Manager, or designee, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper action.

9.3.4.1. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of their identity in writing.

9.3.4.2. After an investigation has been completed, the employee reporting the improper action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

9.3.5. District employees may report information about improper action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper action occurred, or that insufficient action has been taken by the District to address the improper action or that for other reasons the improper action is likely to reoccur.

9.3.6. District employees who fail to make a good faith attempt to follow the District's procedures in reporting improper action do not receive the protections provided by the District in these procedures.

9.4. **Protections Against Retaliatory Actions.** District officials and employees are prohibited from taking retaliatory action against a District employee because they has in good faith reported an improper action in accordance with these policies and procedures.

9.4.1. Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.

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9.4.2. Employees who believe that they have been retaliated against for reporting an improper action should advise the District General Manager, or designee. The District General Manager, or designee will endeavor to take appropriate action to investigate and address complaints of retaliation.

9.4.3. If the District General Manager, or designee does not satisfactorily resolve a District employee's complaint that they has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice within 30 days after the occurrence of the alleged retaliatory action to the District Board of Commissioners that:

9.4.3.1. specifies the alleged retaliatory action and

9.4.3.2. specifies the relief requested

9.4.4. District employees are required to provide a copy of their written notice to the District General Manager, or designee. The District will endeavor to respond within 30 days to the charge of retaliatory action.

9.4.5. After receiving either, the response of the District or 30 days after the delivery of the charge to the District, the District employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing shall deliver the request for hearing to the District General Manager, or designee within the earlier of either 15 days of delivery of the District's response to the charge of retaliatory action, or 45 days of delivery of the charge of retaliation to the District for response.

9.4.6. Upon receipt of request for hearing, the District may apply, within five working days, to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

9.4.7. The District will consider any recommendations provided by the administrative law judge that the retaliator be suspended with or without pay or dismissed.

9.5. **Responsibilities**. The District General Manager, or designee is responsible for implementing the District's policies and procedures for reporting improper action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are posted where employees will have reasonable access to them, are made available to any employee upon request, and are provided to all newly hired employees. Supervisors are responsible for ensuring the procedures are implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, including termination.

10. Performance Counseling, Discipline & Termination.

10.1. **Overview.** The District endeavors to hire responsible, thoughtful people capable of growth and self-improvement. We expect that if a performance issue is brought to an employee's attention, they will want to solve it immediately. Therefore, our approach is to use communication, confidence and trust as tools to achieve mutually desirable goals. Those who consistently make no reasonable or meaningful effort to improve

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their performance or who grievously and with malicious intent violate District policy should not expect continued employment with the District. Performance issues are evaluated on a case-by-case basis and the District is not required or obligated to take any preliminary steps before imposing a disciplinary sanction, including termination.

10.2. **Authorization.** The District General Manager and supervisors have full discretion and authority to discuss performance issues and impose disciplinary action up to and including termination, if necessary, in accordance with District policies and the circumstances of the particular case.

10.3. **At Will Employment.** Unless otherwise specified by resolution or a written employment contract, all employees are employed on an at-will basis and the District is under no express or implied obligation to take any preliminary steps before releasing an employee from their position.

10.4. **Performance Counseling.** Performance counseling is intended to increase an employee's efficiency and value to the District by improving the employee's conduct, attitude, habits, or work methods. A counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe guidelines, rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the District by changing the employee's conduct, approach, habits, or work methods. Following the counseling session, the supervisor should document the discussion in writing. In the event that counseling is ineffective, management is likely to decide that an employee is not suited to employment at the District.

10.5. **Termination.** Unfortunately, there are certain instances when a supervisor must relieve an individual of their duties and status as an employee with the Mt. Rainier Pool. All employment with the District is at-will and therefore may be ended by either party with or without warning at any time.

10.5.1. Situations requiring termination may include, but are not limited to:

10.5.1.1. When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.

10.5.1.2. When the employee has grievously or maliciously violated the law or District policy or rules of employee conduct.

10.5.1.3. When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.

10.5.1.4. When the District determines that termination of the employee is in the best interest of the District.

10.5.1.5. The following procedures are not guaranteed, and all employees may be terminated without notice on an at will basis unless the General Manager in the General Manager’s sole discretion, determines the following procedures will benefit the District. When the nature of a violation warrants termination, suspension without pay or demotion or may affect the liberty

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interest of the individual the supervisor should prepare a written report to the District General Manager. The written report should include:

10.5.1.5.1. The reason(s) for termination,

10.5.1.5.2. Information on any previous performance counseling, warnings or corrective actions that may be relevant,

10.5.1.5.3. A brief summary of the employee's work record and length of employment with the District; and

10.5.1.5.4. Any other relevant information.

10.5.1.6. The District may conduct a pre-disciplinary hearing (Loudermill hearing). The hearing serves as a check against mistaken decisions and as an opportunity for employees to furnish additional facts before a disciplinary decision is finalized. Any member may elect to waive such hearing, or to waive the member's presence at the hearing if appearing through legal counsel. Hearings will be presided over by the District General Manager or a designated representative. The hearings are intended to be reasonably brief and informal, with no examination or cross-examination of any witnesses. The employee may show cause why they should not be disciplined or suggest what level of discipline the employee believes is appropriate. The employee may bring one person to the hearing as a representative.

10.5.1.7. The District General Manager will review the report, the employee's response at the hearing if any and shall assist the supervisor in the disciplinary process to ensure that all policies and applicable laws are followed. The written report shall be included in the employee's file.

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11. Rules of Conduct.

11.1. **Overview.** The District places as few restraints on employee personal conduct as possible. The District relies on each employee's good judgment and sense of responsibility as the principal source of guidance for conducting day-to-day duties and responsibilities. However, for the protection of the District's business interests and other employees, certain rules of conduct have been established. The rules are formalized here for each employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to disciplinary action.

11.2. **Prohibited Behaviors and Activities.** The following is a partial list of behaviors and activities that are not appropriate for District employees. Staff members who engage in these behaviors and activities will be released from their positions with the District.

11.2.1. Theft, misappropriation or removal of District property or the property of employees, clients or members of the public; including food, drinks or merchandise intended for resale.

11.2.2. Material falsification of any application for employment or any report, record, time record or any other District records.

11.2.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District
11.2.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property.
11.2.5. Violation of alcohol or drug policies.
11.2.6. Giving or taking a bribe of any nature as an inducement for obtaining or retaining a job or position
11.2.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:
11.2.7.1. Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty
11.2.7.2. Use of abusive, insulting or obscene language to any supervisor or other employee.
11.2.8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
11.2.9. Deliberate attempts to injure another employee or fighting on District property.
11.2.10. Sleeping during work hours
11.2.11. Possession of firearms, explosives or any dangerous weapons is prohibited while performing District work.
11.2.12. Recklessness resulting in a serious accident while on duty.
11.2.13. Workplace harassment or other unlawful discrimination directed toward another employee or other individual in the workplace.
11.2.14. Use of District property or time for personal financial gain.
11.2.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions.
11.2.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor.
11.2.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor.
11.2.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises.
11.2.19. Failure to exercise care and attention to one's work as required by the circumstances.
11.2.20. Unexcused or excessive absences, or tardiness.
11.2.21. Leaving work before the end of the shift or not being ready to begin work at the start of the shift or working overtime without permission from the District General Manager.
11.2.22. Loafing or spending unnecessary time away from the job.
11.2.23. Unauthorized possession or use of any District property, equipment or materials.
11.2.24. Violation of any District Policy or Procedure.

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11.3. **Financial Responsibility and Cash Handling.** Employees are responsible for safeguarding District funds, property, and financial resources and must comply with all applicable District policies related to financial management and internal controls.

11.3.1. Prohibition on Misuse of Funds.

11.3.1.1. Employees shall not misuse, misappropriate, or intentionally mishandle District funds, cash, or financial resources.

11.3.1.2. Theft, fraud, embezzlement, or unauthorized use of District funds or property is strictly prohibited and may result in disciplinary action, up to and including termination, and may also result in criminal prosecution.

11.3.2. Cash Handling Requirements.

11.3.2.1. Employees who handle cash, payments, or financial transactions must follow all District-established cash handling procedures.

11.3.2.2. Cash handling procedures are established in District Policy 535 and related administrative procedures.

11.3.2.3. Employees are required to follow all controls related to receipting, deposits, reconciliation, and separation of duties, as applicable to their position.

11.3.2.4. Failure to follow required cash handling procedures may result in disciplinary action, up to and including termination.

11.4. **Fraud Prevention and Reporting**.

11.4.1. Employees must act in a manner that supports the prevention, detection, and reporting of fraud or financial misconduct.

11.4.2. Any suspected fraud, theft, or financial irregularity must be reported immediately to a supervisor, the District General Manager, or other designated authority.

11.4.3. Reports of suspected fraud will be handled in accordance with District Policy 532 (Fraud Prevention).

11.4.4. No employee will be subject to retaliation for making a good faith report of suspected fraud or financial misconduct.

11.5. **Accountability and Compliance.**

11.5.1. Employees are responsible for understanding and complying with all applicable District financial policies, including but not limited to Policy 532 (Fraud Prevention) and Policy 535 (Cash Handling).

11.5.2. Violations of financial policies or internal control procedures may result in disciplinary action, up to and including termination.

11.6. **Off Duty Conduct.** Employees are considered representatives of the District at all times and will behave with respect. It is desirable, whether off-duty or on-duty, that an employee's conduct reflect favorably on the employee, their fellow employees and the District. Off-duty misconduct may result in discipline when it renders an employee less capable of performing their duties and responsibilities, or when it reflects unfavorably upon an employee's continuing qualifications for employment, or puts the District, either directly, indirectly, or proximately, in a negative public light.

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12. ***Social Media.*** All personnel must comply with the District's Social Media Policy 250. Personal Use When using Social Media for personal use all Employees shall adhere to the following:

12.1. Employees may not use Social Media for personal purposes with District resources including District computers and District internet access.

12.2. Employees must use personal email accounts for personal Social Media activities not District email accounts.

12.3. Employees should not use personal Social Media to disseminate District information, District Images or conduct District business. Employees must understand the using personal Social Media to conduct District business may convert personal Social Media into public Social Media subject to the Public Records Act and other laws governing the conduct of municipal government.

12.4. When Employees identify themselves as associated with the District while using Social Media for personal purposes, the Employee must comply with the following requirements

12.4.1. If your comments relate in any way to the activities of the District you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: "The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer."

12.4.2. Employees are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair or impede the performances of their duties or negatively impact the District's legitimate interest in the efficient performance of the workplace.

12.4.3. Employees shall not post, transmit, or otherwise disseminate any information or District Images or videos to which they have access as a result of their District affiliation without advance written permission from the District General Manager

12.4.4. Employees shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the District General Manager or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with Section 11.3.

12.4.5. Employees may not directly or indirectly identify or disclose an association with the District through Social Media if the Social Media activities are inconsistent with or would negatively impact the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.

12.4.6. Commissioners shall not communicate with each other regarding District business via Social Media.

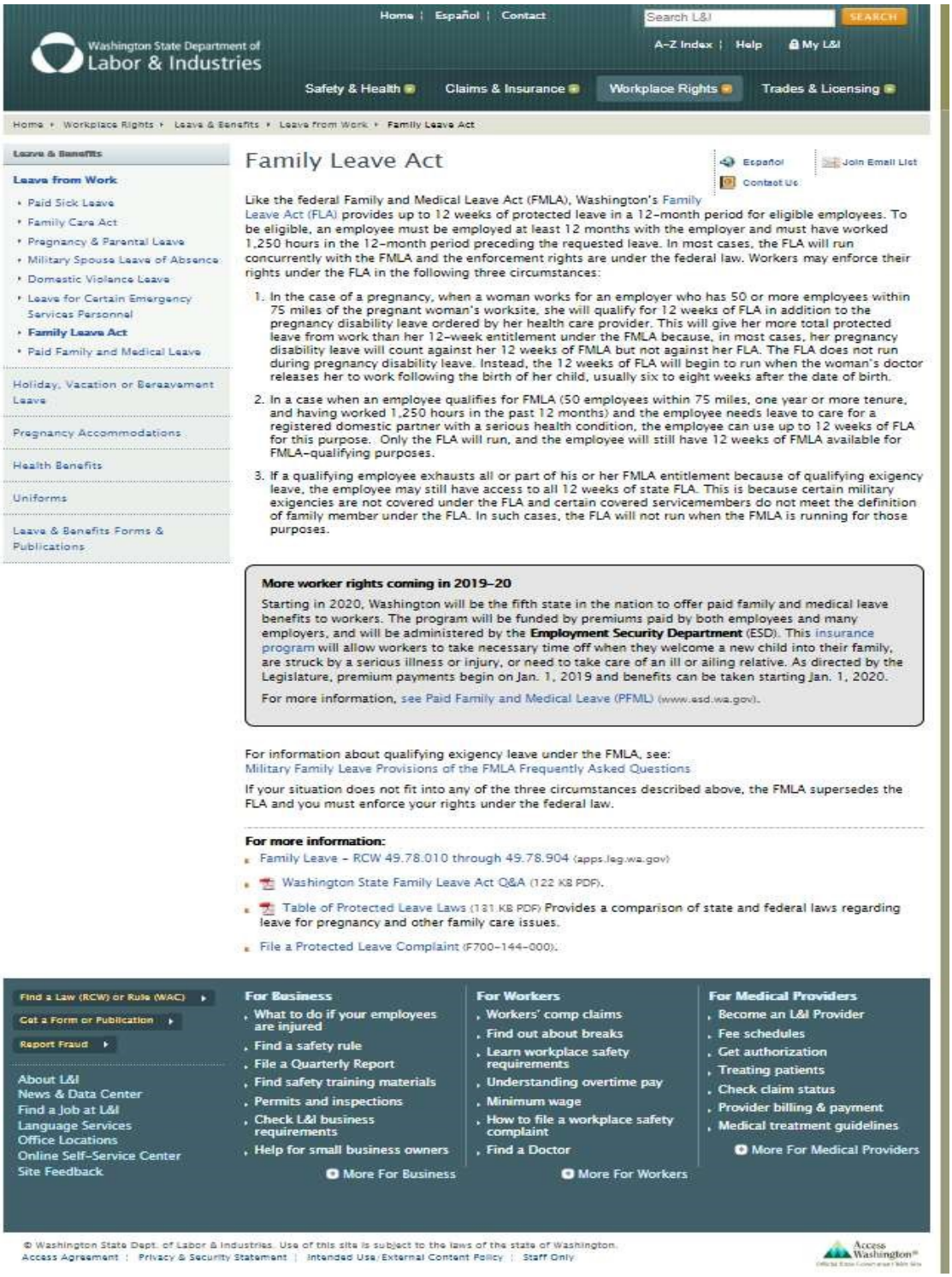
12.4.7. Employees may not post or share confidential District information, patron or employee personally identifiable information, payment information, incident details, nonpublic photographs, or images of patrons or program participants

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taken in the course of District work except as expressly authorized. Employees may not imply that their personal views are official District positions unless they are specifically authorized to speak for the District. Nothing in this section is intended to restrict rights protected by applicable law, including employees' rights to engage in protected concerted activity.

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APPENDIX A – FAMILY MEDICAL LEAVE ACT



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Leave & Benefits

Leave from Work
- Paid Sick Leave
- Family Care Act
- Pregnancy & Parental Leave
- Military Spouse Leave of Absence
- Domestic Violence Leave
- Leave for Certain Emergency Services Personnel
- Family Leave Act
- Paid Family and Medical Leave

Holiday, Vacation or Bereavement Leave

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Family Leave Act

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Like the federal Family and Medical Leave Act (FMLA), Washington's Family Leave Act (FLA) provides up to 12 weeks of protected leave in a 12-month period for eligible employees. To be eligible, an employee must be employed at least 12 months with the employer and must have worked 1,250 hours in the 12-month period preceding the requested leave. In most cases, the FLA will run concurrently with the FMLA and the enforcement rights are under the federal law. Workers may enforce their rights under the FLA in the following three circumstances:

1. In the case of a pregnancy, when a woman works for an employer who has 50 or more employees within 75 miles of the pregnant woman's worksite, she will qualify for 12 weeks of FLA in addition to the pregnancy disability leave ordered by her health care provider. This will give her more total protected leave from work than her 12-week entitlement under the FMLA because, in most cases, her pregnancy disability leave will count against her 12 weeks of FMLA but not against her FLA. The FLA does not run during pregnancy disability leave. Instead, the 12 weeks of FLA will begin to run when the woman's doctor releases her to work following the birth of her child, usually six to eight weeks after the date of birth.
2. In a case when an employee qualifies for FMLA (50 employees within 75 miles, one year or more tenure, and having worked 1,250 hours in the past 12 months) and the employee needs leave to care for a registered domestic partner with a serious health condition, the employee can use up to 12 weeks of FLA for this purpose. Only the FLA will run, and the employee will still have 12 weeks of FMLA available for FMLA-qualifying purposes.
3. If a qualifying employee exhausts all or part of his or her FMLA entitlement because of qualifying exigency leave, the employee may still have access to all 12 weeks of state FLA. This is because certain military exigencies are not covered under the FLA and certain covered servicemembers do not meet the definition of family member under the FLA. In such cases, the FLA will not run when the FMLA is running for those purposes.

More worker rights coming in 2019–20

Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits to workers. The program will be funded by premiums paid by both employees and many employers, and will be administered by the **Employment Security Department** (ESD). This insurance program will allow workers to take necessary time off when they welcome a new child into their family, are struck by a serious illness or injury, or need to take care of an ill or ailing relative. As directed by the Legislature, premium payments begin on Jan. 1, 2019 and benefits can be taken starting Jan. 1, 2020.

For more information, see Paid Family and Medical Leave (PFML) (www.esd.wa.gov).

For information about qualifying exigency leave under the FMLA, see:
Military Family Leave Provisions of the FMLA Frequently Asked Questions

If your situation does not fit into any of the three circumstances described above, the FMLA supersedes the FLA and you must enforce your rights under the federal law.

For more information:
- Family Leave - RCW 49.78.010 through 49.78.904 (apps.leg.wa.gov)
- Washington State Family Leave Act Q&A (122 KB PDF).
- Table of Protected Leave Laws (131 KB PDF) Provides a comparison of state and federal laws regarding leave for pregnancy and other family care issues.
- File a Protected Leave Complaint (F700-144-000).

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Get a Form or Publication ›
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- Check L&I business requirements
- Help for small business owners

More For Business

For Workers
- Workers' comp claims
- Find out about breaks
- Learn workplace safety requirements
- Understanding overtime pay
- Minimum wage
- How to file a workplace safety complaint
- Find a Doctor

More For Workers

For Medical Providers
- Become an L&I Provider
- Fee schedules
- Get authorization
- Treating patients
- Check claim status
- Provider billing & payment
- Medical treatment guidelines

More For Medical Providers

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APPENDIX B– MT. RAINIER POOL RULES & REGULATIONS

RULES AND REGULATIONS

Des Moines Pool Metropolitan Park District

MOUNT RAINIER POOL

The Mount Rainier Pool is a 213,000-gallon pool governed by the Des Moines Pool Metropolitan Park District, and operated by Aquatics Management Group (AMG). It is a public facility and does not require membership or have any joining fees. There are many admission options including single use, punch cards or three-month and annual pass choices.

Check in Procedure

- Pool users new to the facility must show ID and sign in at the front desk on the provided sign in sheet.
- Returning users must check in by marking their zip code of residence on the tally sheet provided. This includes all who enter the building regardless of entry into the water. This information will provide the Des Moines Park and Metropolitan Pools District demographic information about out pool users which may be useful for future pool funding.

PLEASE SECURE ALL YOUR BELONGINGS. YOU MAY BRING A PADLOCK TO USE ON A LOCKER.

Pool Rules

Make your visit a fun and safe experience.

Please observe all rules. These are for your safety. Individuals who interfere with the staff's ability to perform their duties may be asked to leave.

1. Pool staff is authorized to enforce rules and supervise the public's use of the pool facility. Please obey them.
2. Adult supervision: Children younger than six (6) years of age or less than 48 inches in height must be directly supervised by an adult in the water and must be within arm's length distance at all times.
3. Non-swimmers cannot go beyond shoulder-depth water. Pool staff may ask anyone in the pool to perform a swim test before using the diving board or deep-water area.
4. No diving in shallow water. Diving is only allowed from the deck in designated areas unless under direct supervision. (Diving area is marked by yellow line and red line at the pool's edge marks non-diving area.)
5. If you have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks, do not use the pool. Bathers with seizure, heart or circulatory problems are advised to swim with a buddy.
6. Do not use the pool when under the influence of alcohol or drugs.
7. Food and drink in designated areas only. No gum or glass containers.
8. Spectators are welcome in the designated areas.
9. All swimmers must shower before entering the pool.
10. Running, horseplay or pushing is not allowed.
11. Masks, fins, snorkels, floating devices, and any other swim aids must be approved by pool staff.
12. Bathers wearing diapers must have tight-fitting protective covers. Diapers must be changed in the locker rooms or restrooms.
13. Report all accidents and incidents immediately to the pool staff.
14. Additional rules may be required where necessary for the safety and enjoyment of users.
15. Persons failing to obey facility rules or facility staff are subject to removal from the premises.

In case of Emergency: Call 911

Diving Board Rules

1. One person on diving board at a time.
2. One bounce only. Jump or drive straight off the board and quickly swim out of the area.
3. No swinging on the ladder or diving board hand railing.
4. Wait until diving area is clear before jumping or diving.
5. No catching or spotting people from the diving board.

If you have any questions about appropriate diving, please ask pool staff.

Rules are subject to change. ***To be alerted when rules change, please sign up for our email notification system on the main page of our website at mtrainierpool.com.***

APPENDIX C– SALARY AND WAGE SCHEDULE

Des Moines Pool Metropolitan Park District
2026 Proposed Wage/Salary Matrix

		Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade	1*	14.56	15.14	15.75	16.38	17.03	17.72	Asst. (15 Year Old Position)
Min Wage	Rate	17.13	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
Grade	2	18.92	19.67	20.46	21.28	22.13	23.01	Lifeguard
Grade	3	20.24	21.05	21.89	22.77	23.68	24.62	
Grade	4	21.66	22.52	23.42	24.36	25.33	26.35	Water Exercise/Daytime Guard
Grade	5	23.17	24.10	25.06	26.07	27.11	28.19	Head Lifeguard
Grade	6	24.79	25.79	26.82	27.89	29.01	30.17	Lead Head Lifeguard
Grade	7	26.53	27.59	28.69	29.84	31.04	32.28	
Grade	8	28.39	29.52	30.70	31.93	33.21	34.54	
Grade	9	30.37	31.59	32.85	34.17	35.53	36.95	Front Desk/Clerk Specialist
Grade	10	32.50	33.80	35.15	36.56	38.02	39.54	
Grade	11	34.77	36.17	37.61	39.12	40.68	42.31	Aquatics Coordinators
Grade	12	37.21	38.70	40.25	41.85	43.53	45.27	
Grade	13	39.81	41.41	43.06	44.78	46.58	48.44	
Grade	14	42.60	44.30	46.08	47.92	49.84	51.83	Aquatics Manager
Grade	15	45.58	47.41	49.30	51.27	53.33	55.46	

District GM. - Negotiation with District Board.

Salary Matrix Notes

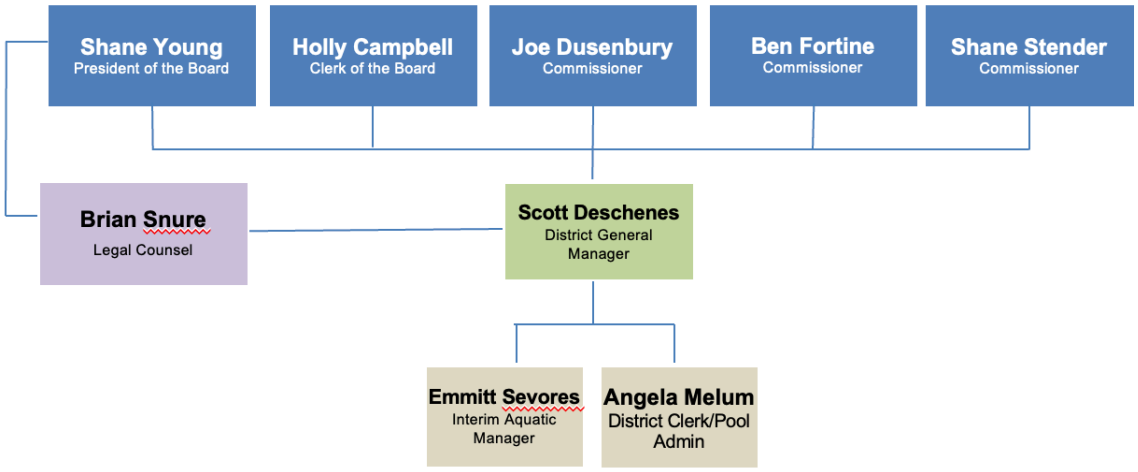
* Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
* Each salary grades 2 thur 15 are separated by 7%
* Each salary steps A thur F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F"at the competion of five years of tenure
* Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

Bonus/Incentives

* WSI Certified Instructors get $.50/hour for lifeguarding.
* Early Morning Guards (Before 8:00am), Fridays and Saturdays after 5pm, and Sundays, get $2.00/hour.
* Swim Lesson Instruction $4/hour.

APPENDIX D – DISTRICT ORGANIZATIONAL CHART

Des Moines Pool Metropolitan Park District
Organizational Chart - 2026



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APPENDIX E – WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES
EMPLOYMENT STANDARDS FOR TEEN WORKERS

Teens at Work: Facts for Employers, Parents and Teens

This brochure covers all industries other than agriculture.



This brochure answers many questions employers, teen workers and parents have about non-agricultural work rules, permits and conditions for working minors, including teens working in their family's non-agricultural business.

What does an employer have to do to hire minors?

Post a current Minor Work Permit endorsement

Employers need a Minor Work Permit endorsement on their business license for each work site where they employ minors. They can apply to get one with the business license application through the Department of Revenue's Business Licensing Services (**www.dor.wa.gov/manage-business/state-endorsements/minor-work-permit**) or any L&I office. The business license with current Minor Work Permit endorsement must be posted and renewed every year.

Keep specific information on file for each minor worker

An employer must have the information below about each minor worker on file at the minor's work site and maintain these records for three years from the last date of the minor's employment:

Proof of age

The date of birth must be supported by proof:

- Driver's license.
- Birth certificate.
- Passport.
- Baptismal record.
- Notarized statement of a parent or guardian.

Job description

The job description must include a complete description of duties.

A *Parent/School Authorization* form

If the student is working during the school year, a *Parent/School Authorization* form must be completed by the employer and kept on file at the minor's work site. The employer must complete this form before obtaining signatures from the employee, parent/guardian and school representative. The employer needs to renew this form every school year by Sept. 30, or when the minor's schedule changes. If the minor has their General Education Diploma (GED) or high school diploma or is home schooled, parents may certify this on the form.

Parents and schools may adjust the minor's work schedule if academic performance or attendance is suffering due to working too many hours.

A *Parent Authorization for Summer Work* form is required for minors who are hired during summer break only.

What is the minimum age to work?

Youth must be 14 years old to work at non-agricultural jobs. A child younger than 14 can work if the employer completes the *Court Form Granting Permission* and *Employer Petition to the Court* forms (available from L&I) and has them signed by a superior court judge in the county where the minor lives.

Washington State Department of Labor & Industries
Employment Standards / Workplace Rights

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

What is the minimum wage for minor workers?

The minimum wage for 16– and 17-year-old workers is the same as for adults. Minors under 16 may be paid 85% of the state minimum wage. Find out more at: **www.Lni.wa.gov/Wages**.

What about meal and rest breaks?

Fourteen– and 15-year-old workers may not work more than four hours without a 30-minute uninterrupted meal period. The meal period must be separate from, and in addition to, rest breaks. These minors must be provided a paid rest break of at least 10 minutes for every two hours worked. When working a four-hour period, they cannot be required to work more than two hours without either a 10-minute rest break or a 30-minute meal period.

Sixteen– and 17-year-old workers are entitled to an uninterrupted meal period of at least 30 minutes for every five hours of work. These meal periods must start no less than two hours but no more than five hours from the beginning of their work shift. These minors are entitled to at least a 10-minute paid rest break for each four hours worked. They must receive a rest break at least every three hours.

What about paid sick leave?

Paid sick leave must be provided for most employees, including workers under the age of 18. Eligible employees must earn one hour of paid sick leave for every 40 hours they work. They may begin using it after 90 days of employment. Find out more at: **www.Lni.wa.gov/SickLeave**.

When can 16– and 17-year-olds work extra hours?

If there is "good cause" why a 16– or 17-year-old needs to work more hours per week than shown on the back page, the employer can apply for a variance.

Special variance — up to 28 hours per week

Many older teens have a reduced school schedule or have shown that they are able to work additional hours on top of their school schedule and extracurricular activities. The parents and the public or private school can grant permission to work up to eight extra hours during the school week. They must complete the special variance section of the *Parent/School Authorization* form. This does not apply t homeschooled students.

Regular variance — more than 28 hours per week

If the extra hours provided by the special variance are not enough, or if the minor does not qualify for the special variance, the employer can request a regular variance.

Theatrical variance

Youth may be employed as actors, performers or models in film, video, audio or theatrical productions in Washington State under certain conditions. These conditions apply if the minor is working in Washington — regardless of where they live. In most cases, employers must complete and submit a *Theatrical Minor Work Variance Application* to L&I.

No work for minors during school hours

Minors are prohibited from working during the hours that their neighborhood school is in session. For example, if the neighborhood school website shows that school is in session from 8 a.m. to 3 p.m., the minor **may not** work between those hours. This also applies to homeschooled minors and those not enrolled in school. If an employer wants a minor to work during school hours, the employer must apply for a variance.

Are there exemptions for hours of work?

A 16– or 17-year-old may work non-school hours during the school year if he/she is:

- Married.
- A parent.
- Registered in accredited college course(s), including Running Start.
- Emancipated by court order.

Minors who have a high school diploma or GED may also work non-school hours during the school year.

Prohibited work for teens

Some jobs are potentially hazardous for young workers. Washington State and federal laws spell out which jobs are prohibited.

All minors under 18 are prohibited from doing the following work in any industry (refer to WAC 296-125-030 for more detail):

Restaurants, delis and grocery stores

- Operating meat slicers or powered bakery equipment such as a Hobart mixer.
- Regular driving of motor vehicles to make deliveries, such as pizza delivery. (No driving on public roads for those 16 or under.)
- Working at heights greater than 10 feet off the ground or floor level.
- Loading, operating or unloading of paper balers and compactors.
- Work in freezers (occasional entry not prohibited), meat coolers and in preparing meats for sale. Wrapping, sealing, labeling, weighing, pricing and stocking is permitted if work is performed away from meat-cutting and preparation areas.
- Slaughtering, meatpacking or food processing.
- Working alone past 8 p.m. without supervision by someone 18 years or older who is on the premises at all times, in service occupations.

Construction and related activities

- Roofing — All work on or around a roof.
- Working at heights greater than 10 feet off the ground or floor level.
- Driving, or working near, a forklift.
- Wrecking and demolition.
- Hoists and cranes.
- Flagging and work on roadways.
- Trenching or excavating.
- Boilers or in engine rooms.
- Power-driven woodworking or metal-forming machines.
- Earth-moving machines or working in proximity to earth-moving machines.
- Explosives and mining.

Other prohibited duties

- 17-year-olds may drive only under very limited circumstances.
- Firefighting.
- Logging and sawmill work.
- Selling candy, flowers or other items to motorists on a public roadway.
- Manufacturing of brick, tile and similar products.
- Jobs where exposures require the use of respiratory protection or hearing protection.
- Nurses' aide or nurses' assistant, unless the minor is in or has completed a state-certified training program.
- Jobs with possible exposure to bodily fluids, or radioactive and hazardous substances.

Additional prohibited duties for minors under age 16 (WAC 296-125-033)

- House-to-house sales.
- Cooking and baking.
- Any power-driven machinery.
- Construction.
- Manufacturing.
- Commercial packing and processing operations.
- Public messenger.
- Amusement park rides.
- Loading or unloading trucks.
- Transportation, warehouse, storage and work around conveyors.
- Any work above ground, including ladders.
- Maintenance and repair in gas stations.

What hours are teens under 18 allowed to work in non-agricultural jobs?

	Hours per day	Hours per week	Days per week	Begin	Quit
14–15 year-olds					
School weeks	3 hours (8 hours Sat.–Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day; this is a federal rule)
16–17 year-olds					
School weeks	4 hours (8 hours Fri.–Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
School weeks with a special variance from school	6 hours (8 hours Fri.–Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Please note:

- An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.
- Overtime rules apply for all hours worked over 40 in one week.
- These rules also apply to home-schooled teens and teens not enrolled in school.

What are the penalties for violating non-agricultural child labor laws?

Permit revocation

L&I can revoke an employer's Minor Work Permit if proper working conditions are not being met or if there are conditions that are detrimental to the health, safety or welfare of minor workers.

Penalties

L&I can assess civil penalties on employers in violation of child labor laws. The size of the civil penalty depends on the severity of the violation. Violations that result in the death or permanent disability of a child may result in a Class C felony charge. An employer who knowingly or recklessly violates child labor laws may be charged with a gross misdemeanor. Under federal law, child labor violations by employers may be subject to a civil penalty up to $11,000 for each minor worker.

PUBLICATION F700-022-000 [10-2018]

Employer checklist

Here's a checklist of what an employer needs when hiring a minor:

- ☐ A Minor Work Permit endorsement
- ☐ A signed *Parent/School Authorization* form or *Parent Authorization for Summer Work*
- ☐ Proof of minor's age
- ☐ Personal data and employment description

For more information

www.Lni.wa.gov/TeenWorkers
TeenSafety@Lni.wa.gov
1-866-219-7321

Federal laws
(U.S. Department of Labor, Wage and Hour Division):
www.youthrules.dol.gov
www.osha.gov/youngworkers/
206-398-8039

APPENDIX F – WASHINGTON STATE DEPARTMENT OF CHILDREN, YOUTH & FAMILIES
MANDATORY REPORTING & CHILD ABUSE PREVENTION

Mandatory Reporting & Child Abuse Prevention

Families come in all shapes and sizes and may not fit traditional expectations. Just because a family doesn't align with your perception doesn't mean they require reporting. Often, they may simply need support rather than intervention.

Things to Consider:

- Do I know enough about the circumstances to understand the family's risk and protective factors?
- What is my understanding of the parent's unique cultural background?
- How are my own experiences impacting my understanding and assessment of the parent?
- Is the parent's prior history influencing my decision despite evidence of change?

What Does Not Justify a Report, but May Require Support?

- **Family financial struggles:** Share information about and encourage access to financial assistance programs.
- **Parental stress:** Recommend parenting classes or counseling resources.
- **Minor injuries from accidents:** Suggest medical follow-up if necessary.
- **Behavioral issues:** Refer to school counselors or child psychologists for guidance.

Who Are Mandatory Reporters?

Mandatory reporters are professionals and volunteers who work with children, youth and families.

Some key groups include:

- **School Personnel**
- **Healthcare Professionals** (dentists, nurses, medical examiners, pharmacists, and medical practitioners, etc.)
- **Social Workers** (staff and volunteers from Department of Children, Youth, and Families (DCYF)/Department of Social and Health Services (DSHS), Ombudsman's, and HOPE centers)
- **Law Enforcement** (juvenile probation and Department of Corrections (DOC) Staff)
- **Child Care Providers**

While this list covers those legally required to report, it does not exclude those who wish to report and fulfill other caregiving roles. Learn more about who is required to report child abuse and neglect by scanning the QR code at the bottom of the page.

If you are deaf, hard of hearing, or speech-impaired and wish to report suspected child abuse or neglect, you can use a Relay Service (such as 711 or 1-800-833-6384) to connect with the Statewide intake line at 866-363-4276.

What Must Be Reported?

- Physical abuse
- Sexual abuse
- Sexual exploitation
- Severe forms of trafficking in persons
- Negligent treatment or maltreatment
- Abandonment

Full definitions can be found in RCW 26.44.

How to Report

1. **Recognize:** Identify signs of abuse or neglect.
2. **Record:** Note relevant details (date, time, observations).
3. **Report:** Contact the appropriate authorities immediately.

Contact Information

Call **866-363-4276** or find your local intake number by scanning the QR code below to find office information.

Legal Obligations

Failure to report can result in legal consequences.

Consequences of Making a False Report (a report you know is untrue)

- Legal action can be taken against individuals who knowingly make false reports.
- False reporting can divert resources from real cases and harm innocent people.
- A person who intentionally makes a false report of abuse or neglect is guilty of a misdemeanor punishable by RCW 9A.20.021. **(https://app.leg.wa.gov/RCW/default.aspx?cite=9A.20.021)**

Reporting child abuse can have profound and lasting effects on the families involved, influencing their relationships, dynamics, and emotional well-being. If possible, prioritizing support over reporting can help minimize the lasting impacts on families while still addressing the needs of the child.

RESOURCES FOR SUPPORT: All families experience stressors, and everyone needs support at some point. By helping families discover their inner resilience, you can positively influence their trajectory and foster lasting change.

Parent Trust for Washington Children: Provides support and resources for families.
Call 1-800-932-4673 or visit **Parenttrust.org**

Help Me Grow Washington: Help Me Grow is a free service that connects parents and caregivers to resources in their community including understanding child's development, food assistance, free or low-cost health insurance as well as pregnancy and parenting resources.
Learn more at **https://helpmegrowwa.org**

For More Information:
Use the QR Code, or go to **www.dcyf.wa.gov/safety/report-abuse**

Protective Factors

Research identifies five protective factors that effectively prevent child abuse and neglect. Families that are equipped with these are better positioned to lower stress and reduce associated risks. Learn more at **https://dcyf.wa.gov/services/child-development-supports/sfwa**

Parental Resilience:	*Knowledge of Parenting and of Child/Youth Development:*	*Social Connections:*	*Concrete Supports:*	*Social and Emotional Development:*
I can overcome hard times.	*I know where to go to find out about parenting skills and my child's developmental growth.*	*I have people who know and support me.*	*I know where to turn for help.*	*I know how to help my children talk about their feelings.*

Washington State Department of CHILDREN, YOUTH & FAMILIES

DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, citizenship or immigration status, age, sexual orientation or gender identity, veteran or military status, status as a breastfeeding mother, and the presence of any physical, sensory, or mental disability or use of a dog guide or service animal. If you would like free copies of this publication in an alternative format or language, please contact DCYF Constituent Relations at 1-800-723-4831 or email ***communications@dcyf.wa.gov****.*

DCYF PUBLICATION CWP_0040 (01-2026)

Des Moines Pool Metropolitan Park District

Employee Handbook Acknowledgement

I acknowledge receipt of the Des Moines Pool Metropolitan Park District employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the District.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee, and my employment can be terminated at any time, with or without cause and with or without prior notice either by the District or myself and without reference to or compliance with any disciplinary policies adopted by the District.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the District. I also understand that neither the handbook nor any policy of the District is a guarantee or promise of employment or continuing employment. I am aware that District policy requires employees to be hired at-will, and this policy cannot be changed by any oral modifications. My at-will employment status with the District has been fully explained and I have been given an opportunity to ask questions regarding District policies and my at-will employment status.

DRAFT

_____

Signature

_____

Printed Name

_____

Date

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: Performance Metrics Update

Background/Summary: Commissioner Campbell met with District GM and Aquatics Manager Servores. This will be an update on the project.

Fiscal Impact: Minimal. Just the time to track and create graphs.

Proposed Motion: No motion. First touch.

Reviewed by District Legal Counsel**:** **Yes_____No ___x____ Date: ___N/A**

Three Touch Rule: **_____N/A_____Committee Review**
_____03/24/2026_____ First Board Meeting (Informational)
_____To Be Determined_ Second Board Meeting (Action)

Action Taken: **Adopted_____ Rejected_____ Postponed_____**

Follow-up Needed: **Yes__x____ No_____ Report back date: Monthly**

Notes: Attachments:
- No attachments.

Des Moines Pool Metropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** No

Subject: Grant Updates

Background/Summary:
The Des Moines Pool Metropolitan Park District received three capital projects grants for 2025-2026. The District General Manager was instructed by the Highline School District to have them take over all of the capital projects and to request delays through 2027. To ensure the continued operations, the District General Manager is working with the Highline School District (landlord of the Mount Rainier Pool).

CAPITAL PROJECTS

KCYAS Sports Facilities Grant ($213 K): We are aiming for a closure in March 2027 after Highline School swim seasons and the winter swim lessons.

KCYAS Sports Facilities Grant: ($113 K): This grant covers the electric panels and wiring to modernize and better support the system.

The school district has notified the King County Parks and us that they will be taking over management of both grants.

Best Starts for Kids Grant ($1.438 M): This is for repairs to the two HVAC/AHU systems for the pool. We have a potential meeting the first or second week of May.

PROGRAMMING

Step Into Swim: The Mount Rainier Pool has requested a $15,000 grant for swim lessons through the Pool and Hot Tub Alliance. The lessons would cover around 220 individuals to take free swim lessons.

King County: KCYAS My Backyard: We are requesting another KCYAS “Kids Swim Free” grant for the rest of 2026. We are requesting $10,000 to cover around 1,740 drop-in youth swims. We are also going to reach out to the Legacy Foundation on helping cover additional swims for the remainder of the year.

KC Parks, Community Lifeguard Program: We had eight participate in the first session, and four passed our Spring Break Lifeguard class. The second session has six and will be eligible to take the June class. We have one other session. The grant also covered the Lifeguard Certification, Lifeguard Recertification and Water Safety Instructor Certification courses that helped four receive free certifications. The grant also covered seven participants taking the course.

OTHER
Also, please be aware of these other projects.

- RCO Grant: With the landlord/lease issues and no property selected to purchase for new land, I did not apply for this grant. We need enough cash flow for the current grant projects, portable and non-grant covered repairs. I will keep this on the radar for future application processes.
- Free Scholarship Software: Although this is not grant-funded, the scholarship applications have yielded over 50 applications and allocated 60% of the scholarships since October 2025. This is up about ten times what it was this time of year in 2025-2025.

Fiscal Impact: Most grants are 75-100% covered by grants, but the district needs to make sure that it has adequate cash flow. Grant projects are covered after the project is completed, which is usually covered by reimbursements. This requires the district to pay for its repairs, which requires adequate cash flow to ensure there is money available.

Motion: None. Informational Only.

Reviewed by District Legal Counsel**:** **Yes_____No___X____ Date: __N/A_____**

Two Touch Rule: ____N/A_____**Committee Review**
____Continuous_____ **First Board Meeting (Informational)**
____Continuous_____ **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes_____No _____ Report back date: _____

Notes:
- None

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7h **Assigned to:** District GM Deschenes **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: Resolution 2026-08 Public Gifting of Staff Hours for City Currents to DMLF

Background/Summary:
The Des Moines Pool Metropolitan Park District ("District") contracts with the City of Des Moines to include District communications in the City Currents publication, a community-wide newsletter distributed to residents. As part of this agreement, the District receives three (3) pages of communication space to promote programs, services, and community benefit initiatives.

The proposed action would authorize the allocation of one-half (½) page of this space to the Des Moines Legacy Foundation (DMLF), a nonprofit partner that raises funds to support swim lesson scholarships, lifeguard certification training, and grant-supported programs that directly benefit Mount Rainier Pool and the surrounding community.

Providing space in City Currents will increase community awareness of DMLF's mission and fundraising efforts, helping expand access to aquatic programs for individuals and families who may not otherwise be able to participate. Increased visibility is expected to support higher levels of donations and engagement, which directly translates into greater scholarship availability, improved water safety outcomes, and stronger pathways into aquatic employment.

In addition to financial support, the District benefits from the partnership through in-kind contributions. A member of the DMLF team provides professional advertisement and flyer design services at no cost to the District, supporting marketing efforts, improving communication quality, and reducing administrative and design expenses.

This request is structured as a public gift of outreach and programmatic benefit, consistent with prior District actions. The District receives measurable public benefit through expanded access to services, enhanced community engagement, and leveraged external resources that support District programming.

The District has authority under Chapter 35.61 RCW to provide and promote recreational programming and community benefit activities. Staff has determined that this action serves a valid public purpose and does not constitute a prohibited gift of public funds, as it directly advances the District's mission of water safety, equitable access, and community wellness.

Fiscal Impact: N/A

Proposed Motion: I move to adopt Resolution No. 2026-08 authorizing the allocation of one-half page of the District's City Currents communication space to the Des Moines Legacy Foundation as a public gift of outreach and programmatic benefit.

Reviewed by District Legal Counsel**:** **Yes_____No______ Date: __N/A_____**

Two Touch Rule: ____N/A_____**Committee Review**
____N/A_____ **First Board Meeting (Informational)**
____N/A____ **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes_____No _____ Report back date: _____

Notes:
Attachments:
- Resolution 2026-08 Public Gift of Staffing to Des Moines Legacy Foundation for City Currents
- City Currents Content (including half-page for Des Moines Legacy Foundation)

c

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2026-08

A RESOLUTION AUTHORIZING THE PUBLIC GIFT OF COMMUNICATION SPACE IN CITY CURRENTS TO THE DES MOINES LEGACY FOUNDATION TO SUPPORT AQUATIC SCHOLARSHIPS, LIFEGUARD TRAINING, AND COMMUNITY PARTNERSHIPS

WHEREAS, the Des Moines Pool Metropolitan Park District ("District") is a municipal corporation organized under chapter 35.61 RCW, with authority to operate and promote recreational facilities and programs for the benefit of the public; and

WHEREAS, the District contracts with the City of Des Moines to include District communications in the City Currents publication, a community-wide communication tool distributed to residents; and

WHEREAS, the District has secured three (3) pages of communication space within City Currents for purposes of promoting District programs, services, and community benefit activities; and

WHEREAS, the Des Moines Legacy Foundation ("Foundation") is a nonprofit organization that raises funds to support community access to recreation, including scholarships for swim lessons, lifeguard certification training, and partnership support for grants that benefit the District and the broader community; and

WHEREAS, the Foundation's work directly advances the District's mission by reducing financial barriers to participation, expanding access to water safety education, and supporting the development of a qualified aquatic workforce; and

WHEREAS, the District finds that allocating one-half (½) page of its contracted City Currents communication space to the Foundation will increase community awareness, philanthropic support, and participation in programs that directly benefit Mount Rainier Pool users and District services; and

WHEREAS, increased awareness and fundraising through the Foundation supports District sustainability by:

1. Expanding access to swim lessons and water safety programs through scholarships;
2. Supporting lifeguard and swim instructor certification pathways;
3. Leveraging external funding through grants and donations to enhance District programming; and

WHEREAS, the Board determines that providing this communication space constitutes a public gift of programming and outreach benefit, consistent with the District's statutory authority under RCW 35.61.010 et seq. and is not a prohibited gift of public funds because it serves a clear public purpose and directly benefits the community and District programs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT:

Section 1. Authorization.
The Board authorizes the allocation of one-half (½) page of the District's contracted City Currents communication space to the Des Moines Legacy Foundation for purposes of promoting its mission, fundraising efforts, and community programs.

Section 2. Purpose.
The authorized communication space shall be used to:

- Promote scholarships that increase access to swim lessons and aquatic programs;
- Support recruitment and funding for lifeguard and swim instructor certification;
- Highlight partnerships and grant opportunities that benefit the District and community;
- Increase community awareness of opportunities to support equitable access to aquatic recreation.

Section 3. Conditions.
(a) Content shall be coordinated with and approved by the District's General Manager or designee to ensure alignment with District messaging and public purpose.
(b) The District retains final editorial control over all published materials.
(c) Use of space shall be limited to nonprofit, mission-aligned content that supports District-related community benefit.

Section 4. No Gift of Public Funds.
The Board finds that this authorization constitutes a valid public gift of outreach and programmatic benefit and does not violate constitutional or statutory prohibitions on gifts of public funds, as it directly advances the District's mission, increases access to services, and provides measurable public benefit consistent with RCW 35.61.

Section 5. Implementation.
The District General Manager or designee is authorized to implement this Resolution and coordinate with the City of Des Moines and the Foundation to ensure timely and appropriate publication.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 28th day of April 2026 the following Commissioners being present and voting:

President Young	Clerk of the Board Campbell
Commissioner Dusenbury	Commissioner Fortine
Commissioner Stender	District Clerk



SWIM LESSONS

Give your child the confidence to succeed

Swimming is more than a workout; it is a journey of self-discovery.

As children learn to swim, they do more than keep their heads above water. They conquer obstacles, face their fears, and celebrate victories. These moments spark a confidence that ripples into their academic lives.

A Griffith University study examined how swimming competence among elementary school children is associated with their participation in swimming activities. Experiences in the pool help them achieve bigger things in the classroom.

Swimming is a lesson in persistence. Each lap is a small step forward, and progress comes slowly. The determination children develop in the water becomes their secret strength, helping them tackle schoolwork and persevere through challenges.

Children who learn to swim before kindergarten often bring that same unwavering resolve to the classroom.

Instead of shying away from mistakes, they push forward, determined to succeed. Over time, this mindset fuels better performance and a genuine love of learning.

Late Spring Swim Lessons

- Four-weeks (2x/wk) Sessions running: Starts 5/27 or 5/28
- Mon/Wed or Tue/Thu Options
- Eight-weeks (1x/wk) Sessions running: Starts 6/5 or 6/6
- Friday or Saturday
- See website for registration times and costs

Summer Swim Lessons

- Registration for weekday morning and evening classes coming week of June 30. Use QR code for more information.

22722 19th Ave S, Des Moines • 206.824.4722 • www.MtRainierPool.com

mrp mount rainier pool

Registration opens soon for late spring swim lessons

Current students - May 19 @ 4:30pm
New residents - May 21 @ 5pm
All other new - May 21 @ 6:30pm

Swim Lesson Rates
Resident* $82 per session
Non-Resident $98 per session

Scholarships
90% scholarships available*
*Des Moines & NP residents

MOUNT RAINIER POOL SPRING SCHEDULE

March 8 - May 31

Shallow End (83-85 degrees)					
Programs	**Mon/Wed**	**Tues/Thur**	**Friday**	**Saturday**	**Sunday**
Water Walking	6-9am	6-9am	6-9am	11:30am-1pm	8-11:30am
	10am-1pm	10am-1pm	10am-Noon		
Family Swim	Noon-1pm	Noon-1pm	Noon-1pm	11:30am-1pm**	11:30am-1pm**
	7-9pm*	6-7pm**	5-9pm**	NA	NA
Water Exercise (Shallow Water)	9-10am	9-10am	9-10am	NA	NA
		9-10am7-8pm			
Deep End (83-85 degrees)					
Programs	**Mon/Wed**	**Tues/Thur**	**Friday**	**Saturday**	**Sunday**
Water Exercise (Deep Water)	NA	NA	10:15-11am	NA	NA
Lap Swim	6-10am	6-10am	6-10am	10:30am-12:45pm (Pool closed 12:45-1pm)	8am-12:45pm (Pool closed 12:45-1pm)
	7:30-9pm	7-8pm	7:30-9pm		
Entire Pool (83-85 degrees)					
Programs	**Mon/Wed**	**Tues/Thur**	**Friday**	**Saturday**	**Sunday**
Open Swim	NA	NA	NA	1-2:30pm	1-2:30pm

*Reduced Family Swim hours 4-6:45pm **Free Practice Swim times for swim lesson participants and 1 parent





We're training lifeguards — for *FREE*

Des Moines Pool Metropolitan Park District is offering a **FREE**, six-week **Community Lifeguard Preparedness Training Program** to help young adults build the swimming skills, fitness, confidence, and water safety knowledge necessary for lifeguard certification and aquatic careers.

This training is grant-funded by King County Parks and is open to individuals ages 14 to 24 who are interested in improving their swimming ability and learning more about lifeguarding and water safety. Participants do not need to be District employees to take part.

Classes for the May 19 - June 25 session meet twice per week on Tuesdays and Thursdays from 3-4 pm. Participants who meet program benchmarks may be recommended to advance into free lifeguard, swim instructor, or instructor certification courses offered at Mount Rainier Pool.



Join us as Legacy's Bayside Diamond Ball will raise funds to support Mount Rainier Pool swim programs

mrp mount rainier pool

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7i **Assigned to:** District GM Deschenes **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: Resolution 2026-09 Public Gifting of Staff Hours for Bayside Ball to DMLF

Background/Summary:
The Des Moines Pool Metropolitan Park District is considering authorization to provide limited District staff support for the Des Moines Legacy Foundation Bayside Ball, scheduled for Friday, June 6, 2026, from 5:30 p.m. to 10:30 p.m.

The Des Moines Legacy Foundation is a nonprofit partner that raises funds to support community access to aquatic programs, including swim lesson scholarships, lifeguard certification training, and grant-supported initiatives that directly benefit Mount Rainier Pool and District programming. Revenue generated through the Bayside Ball represents a significant funding source for these efforts and contributes to reducing financial barriers for community members who would not otherwise have access to swim lessons and water safety education.

The proposed action would authorize a limited number of District lifeguard staff to serve in event support roles (e.g., servers) during the Bayside Ball. This support is intended to enhance the quality and success of the event, which in turn may increase charitable donations that directly fund District-aligned programs and services.

This request is structured as a public gift of service and programming benefit, consistent with prior District actions and policies. The District receives a direct and measurable public benefit through:
- Increased scholarship funding for swim lessons and aquatic access;
- Expanded participation in water safety and drowning prevention programs;
- Support for lifeguard certification and aquatic workforce development;
- Strengthened partnership with a key nonprofit organization that directly benefits District services and the broader community.

Operationally, participation will be voluntary, limited in scope, and coordinated to ensure no disruption to pool operations or required staffing levels. Staff will be compensated in accordance with District policies, and appropriate safeguards (including supervision and coordination with the Foundation) will be implemented.

The District has authority under Chapter 35.61 RCW to provide recreational services and to support programs that advance public health, safety, and community welfare. Staff has evaluated this request and determined that it meets the standard of a valid public purpose and does not constitute a prohibited gift of public funds, as the primary intent and outcome is to benefit the public through expanded access to aquatic services and programs.

This action aligns with the District's strategic priorities of water safety, youth engagement, equitable access, and workforce development, while leveraging community partnerships to enhance the impact of District programs.

Fiscal Impact: N/A

Proposed Motion: I move to adopt Resolution No. 2026-09 authorizing District lifeguard staff to provide event support at the Des Moines Legacy Foundation Bayside Ball on June 6, 2026, as a public gift of service and programming benefit, subject to the conditions outlined in the resolution.

Reviewed by District Legal Counsel**:** **Yes_____No_____ Date: __N/A_____**

Two Touch Rule: ____N/A_____**Committee Review**
____N/A_____ **First Board Meeting (Informational)**
____N/A____ **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes_____No _____ Report back date: _____

Notes:
Attachments:
- Resolution 2026-09 Public Gift of Staffing to Des Moines Legacy Foundation for Bayside Ball
- Bayside Ball Flyer (see 7g City Currents pages)

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2026-09

A RESOLUTION AUTHORIZING DISTRICT STAFF SUPPORT FOR THE DES MOINES LEGACY FOUNDATION BAYSIDE BALL AS A PUBLIC GIFT OF PROGRAMMING AND FUNDRAISING BENEFIT

WHEREAS, the Des Moines Pool Metropolitan Park District ("District") is a municipal corporation organized under chapter 35.61 RCW, with authority to operate and promote recreational facilities and programs for the benefit of the public; and;

WHEREAS, the Des Moines Legacy Foundation ("Foundation") is a nonprofit organization that raises funds to support community access to aquatic programs, including swim lesson scholarships, lifeguard certification training, and partnerships that enhance District programming and services; and;

WHEREAS, the foundation's annual Bayside Ball fundraising event, to be held on Friday, June 6, 2026, is a primary source of funding for scholarships and aquatic workforce development opportunities that directly benefit the Mount Rainier Pool and the Des Moines community; and;

WHEREAS, the District recognizes that increasing the success of the Bayside Ball directly supports expanded access to swim lessons, water safety education, and lifeguard training, thereby advancing the District's mission of public safety, recreation, and equitable access; and;

WHEREAS, the District has the ability to provide limited staff support for community events that directly benefit District programs and services, when such support serves a clear public purpose and is properly authorized; and;

WHEREAS, the Board finds that authorizing District lifeguard staff to serve as event support personnel (servers) at the Bayside Ball for a limited duration will enhance the success of the event, increase community engagement, and may contribute to increased charitable donations supporting District-related programs; and;

WHEREAS, the Board further finds that such participation provides a direct public benefit by:

- Supporting scholarship funding that increases access to swim lessons and water safety programs;
- Promoting lifeguard certification and aquatic workforce pathways;
- Strengthening partnerships between the District and the Foundation; and;

WHEREAS, the Board determines that this authorization constitutes a public gift of service and programming benefit, consistent with the District's authority under RCW 35.61.010 et seq., and is not a prohibited gift of public funds because it serves a fundamental public purpose and directly supports District programs and community access.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT:

Section 1. Authorization.
The Board authorizes the assignment of District lifeguard staff to provide event support services (including serving functions) at the Des Moines Legacy Foundation Bayside Ball on Friday, June

6, 2026, from 5:30 p.m. to 10:30 p.m. This may include an optional staff training of one hour on serving.

Section 2. Purpose.
The authorized staff support is intended to:

- Support fundraising efforts that provide scholarships for swim lessons and aquatic programs;
- Advance water safety and equitable access to District services;
- Promote aquatic workforce development through lifeguard certification and employment pathways;
- Strengthen community partnerships that benefit the District and its residents.

Section 3. Conditions.

(a) Participation by lifeguard staff shall be voluntary and coordinated by the District's General Manager or designee.
(b) Staff shall be compensated in accordance with District policies and applicable labor laws.
(c) The number of staff assigned shall be limited to ensure no disruption to regular District operations or required pool staffing levels.
(d) The Foundation shall provide appropriate event coordination, and the District may require proof of insurance or indemnification as determined necessary.
(e) Staff roles shall be limited to appropriate event support functions and shall not conflict with District policies or professional standards.

Section 4. No Gift of Public Funds.
The Board finds that this authorization constitutes a valid public gift of service and programmatic benefit and does not violate constitutional or statutory prohibitions on gifts of public funds, as it directly advances the District's mission, supports community access to aquatic services, and provides measurable public benefit consistent with RCW 35.61.

Section 5. Implementation.
The General Manager or designee is authorized to implement this Resolution and coordinate with the Des Moines Legacy Foundation to ensure appropriate staffing, oversight, and compliance with District policies.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 28th day of April 2026 the following Commissioners being present and voting:

President Young	Clerk of the Board Campbell
Commissioner Dusenbury	Commissioner Fortine
Commissioner Stender	District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: Old Business **Attachment:** Yes

Subject: 2025 Annual Financial Report (first touch)

Background/Summary:

The District is required to report its annual financial report 150 days after the end of the year. The report is a two-part process with the first part being a report filed online with the State Auditor's Office and the second part being a physical report for members of the public to review. In 2026, this report is due at the end of the day on May 30.

Attached is a DRAFT of the 2025 Annual Financial Report as a first touch. The report will be sent out to the board later this week for edits. All edits are due by Tuesday, May 12.

The letter included in the report was presented at the March 24 meeting with a deadline of April 17, 2026.

The report is a working draft. Starting after this meeting, staff will be working to enter the information into the State Auditor Office's reporting portal. This may make small alterations to the report.

New information includes a graph for the ending balance of the Capital Reserve Fund.

Fiscal Impact: This is a report that has minimal financial impact on the district.

Proposed Motion: No motion necessary. First-touch.

Reviewed by Legal Counsel: **Yes** _____ **No** _____ **Date:** **N/A**

Two Touch Rule:

N/A	**Committee Review**
April 28, 2026	**First Board Meeting (Informational)**
May 26, 2026	**Second Board Meeting (Action)**

Action Taken: **Adopted** _____ **Rejected** _____ **Postponed** _____

Follow-up Needed: **Yes** _____ **No** **X** **Reporting Back Date:** _____

Notes: Attachments:
- 2025 Annual Financial (Physical) Report – WORKING DRAFT

DES MOINES POOL METROPOLITAN PARK DISTRICT

2025 BUDGET

Prepared by:

Scott Deschenes

District General Manager

<WORKING DRAFT>

DRAFT

Board of Commissioners

Shane Young, President

Holly Campbell, Clerk of the Board

Joe Dusenbury

Ben Fortine

Shane Stender

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DRAFT

Option C:
$.3556/1,000

DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2024-06

CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2025

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2024 is $6,578,494,834 and;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2024, to be collected in 2025 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of $2,318,910.76 which includes new construction, any increase in state-assessed property and refunds in the amount of $20,402.

2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT

.3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2023 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:

A. $ 1,215,202.24 to the Current Expense Fund of the District
B. $ 1,124,110.52 to the Capital Reserve Fund of the District

4. That certified copies of this resolution, together with exhibits, shall be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104

Accounting Division
Department of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 12th day of November 2024.

Signed by: Shane Young 11/13/2024
Commissioner Young

Signed by: Joe Dusenbury 11/15/2024
Commissioner Dusenbury

Signed by: Holly Campbell 11/14/2024
Commissioner Campbell

Commissioner Stender

DocuSigned by: Patrice Thorell 11/13/2024
Commissioner Thorell

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Budget Message

BUDGET MESSAGE – 2025 ANNUAL FINANCIAL REPORT

It is my pleasure to present the Des Moines Pool Metropolitan Park District's budget for the 2025 fiscal year.
This budget reflects the district's continued commitment to delivering accessible, inclusive, and high-quality aquatic services for residents of all ages. It also serves three essential functions:

- It helps shape public policy
- It provides fiscal control and oversight
- It outlines a forward-looking financial plan that supports long-term sustainability for our community pool

DISTRICT FINANCIAL OVERVIEW

In 2025, the district maintained a balanced operating budget while continuing to prioritize affordable community access to aquatic programs. Property tax revenues remained the district's primary funding source, supplemented by program fees, facility rentals, and grant funding. Careful financial management allowed the district to maintain stable operations while continuing to address critical maintenance needs and invest in the long-term sustainability of Mount Rainier Pool.

FISCAL STEWARDSHIP

The district remains committed to prudent financial management and responsible use of public resources. Maintaining adequate operating reserves, pursuing grant funding opportunities, and carefully prioritizing capital investments are essential strategies that help protect the long-term sustainability of Mount Rainier Pool and ensure continued service to the community.

LOOKING BACK: 2025 IN REVIEW

2025 marked a year of steady progress as the Mount Rainier Pool continued rebuilding programming, strengthening operations, and serving a growing population in a post-pandemic environment. Ensuring a safe environment for swimmers, staff, and visitors remains the district's highest operational priority as we continue expanding programs and services.

Key Challenges We Are Addressing

1. Financial Sustainability and Levy Degradation

When the Des Moines Pool Metropolitan Park District was formed in 2010, the district had the legal authority to levy up to $0.75 per $1,000 of assessed property value. However, Washington State law limits annual property tax increases to 1% without voter approval. Combined with more than a decade of inflation, this restriction has steadily reduced the district's effective taxing capacity.

Although the district initially promised taxpayers that the levy would remain at or below $0.20 per $1,000, updated financial modeling shows that this rate will no longer be sustainable.

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In 2024, the Board commissioned a Property Tax Levy Analysis and Sustainability Report from FCS Group. The report projects that by 2030 the district's levy rate will fall below $0.20 per $1,000 and continue declining unless corrective action is taken.

This degradation affects both day-to-day operations and the district's ability to issue non-voted bonds, which are commonly used to fund major facility repairs and improvements. Without sufficient taxing authority, the district cannot meet borrowing thresholds needed for capital investments.

To address this challenge, the Board plans to strategically utilize remaining bonding capacity to complete critical repairs and maintain operations. At the same time, the district will begin preparing for a potential voter-approved levy lid lift to restore long-term financial sustainability and preserve community access to safe, high-quality aquatic services.

2. Programming Demand vs. Facility Limitations

Demand for aquatic programming—particularly swim lessons—remains extremely high. However, the Mount Rainier Pool's existing schedule and facility size limit our ability to expand programming.

In addition, agreements with the Highline School District, including exclusive daytime access during portions of the school year, reduce the number of hours available for community programming.

The district continues working collaboratively with the school district to explore solutions that benefit both students and the broader community while maximizing use of the facility.

3. Aging Infrastructure

While the facility continues to operate reliably, many building systems are now approaching the end of their useful life.

Recent upgrades to plumbing infrastructure have significantly reduced emergency closures and improved operational reliability. However, other critical systems are beginning to fail. The locker room and shower plumbing are deteriorating, and portions of the facility's electrical system require replacement to maintain safe operations.

In addition, the pool's original surge pit, which plays a critical role in regulating water levels and heating efficiency, is showing structural degradation. Failure of this system would severely impact the facility's ability to remain operational and comply with health and safety codes.

Addressing these infrastructure challenges remains one of the district's highest priorities.

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Celebrating 2025 Successes

Despite these challenges, the district achieved several important milestones during the year.

1. 50th Anniversary: A Community Resource Today and for the Future

In 2025, Mount Rainier Pool celebrated its 50th anniversary.

For five decades, the pool has been a cornerstone of the Des Moines community—supporting water safety, recreation, and lifelong fitness. From the first residents who entered the water in 1975 to today's families, swimmers, and athletes, the pool continues to create lasting connections throughout the community.

Strong community support and continued investment ensure that this important resource remains available for future generations.

2. Strengthening a Community Asset

In 2025, Mount Rainier Pool secured more than $1.76 million in grant funding for critical building improvements.

These investments will support upgrades to the air handling system, hot water tanks, pool piping, and electrical infrastructure.

Although construction is currently scheduled for 2026, securing this funding represents a major step forward. For a facility originally opened in 1975, these improvements will significantly strengthen reliability and extend the pool's ability to serve the community.

3. A Trusted Space for Kids and Families

Mount Rainier Pool continues to serve as a welcoming community space where youth and families can gather, stay active, and learn essential water safety skills.

More than 2,500 youth participated in free swimming opportunities thanks to $13,000 in grants from King County Parks and the Des Moines Legacy Foundation supporting daily youth swims.

Affordable programming remains a priority. Initiatives such as the $2 "Swim With Your Kid" rate, $1 First Saturday Swims, free water safety events, and PTSA-sponsored swims for local elementary schools help ensure that families across the community can participate.

The district also continues to maintain some of the lowest admission rates in the region, supporting equitable access to aquatic recreation.

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4. Expanded Access and Service

Despite the challenges of an aging facility, Mount Rainier Pool maintained an extensive schedule in 2025.

The pool remained open nearly every day of the year, offering early morning lap swims, evening hours until 9:00 p.m., and weekend programming.

Programs included swim lessons for all ages, water exercise classes, open swim sessions, and private rentals.

The facility also served as a regional center for lifeguard and swim instructor training, hosting programs for emergency responders, airline personnel, swim teams, school groups, and community organizations.

Recruiting and training lifeguards and instructors remains a top priority. Supporting and growing our lifeguard and swim instructor team ensures the pool remains safe while allowing us to expand programs as staffing levels increase.

5. A Pool Open to Everyone

Making the pool accessible to everyone remains at the heart of our mission. The district believes that every resident should have the opportunity to learn water safety skills and enjoy the benefits of aquatic recreation.

In 2025, the district improved language access by launching a fully translatable website, along with multilingual online registration and scholarship applications. These improvements make it easier for all families to participate in programs and access financial assistance.

To further reduce barriers, many required staff certifications are funded through grant support, allowing community members to obtain professional training and employment opportunities regardless of financial circumstances.

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LOOKING AHEAD: 2026 AND BEYOND

2026 Outlook

2026 represents another pivotal year for the district. Growing demand, limited facility space, aging infrastructure, and evolving financial realities require careful planning and responsible stewardship.

1. Preserving What We Have

The district is working to schedule major repairs in a coordinated way that minimizes disruptions to community programming.

However, capital projects funded through recent grants are being delayed due to the capital risk associated with investing in a facility that is now eleven years beyond its expected lifecycle.*

Updated timelines will be shared on the district website so community members can plan ahead.

The pool is also preparing to launch a regional workforce development program designed to help address the nationwide shortage of lifeguards. The program will offer free lifeguard certification and swim-skill development, helping expand water safety across the region.

* Most swimming pools have a typical lifecycle of 25–40 years. Mount Rainier Pool opened in 1975.

2. Limits on Services

Mount Rainier Pool was built when the population of Des Moines was approximately 3,700 residents—about one-eighth of today's population.

Historic planning documents indicate the facility was expected to be replaced within 25–40 years. That replacement was intended to expand water space, modernize equipment, and improve energy efficiency to meet the community's growing needs.

Although the pool continues to operate from 6:00 a.m. to 9 p.m. on weekdays, along with weekend programming, the facility's size and aging infrastructure limit the district's ability to fully meet community demand.

3. Continued Growth and Expansion of Services

Despite these constraints, the district continues expanding programming whenever possible.

This includes additional early morning swims, extended evening hours, and expanded weekend programming.

Mount Rainier Pool is also strengthening its role as a regional aquatic training center, offering lifeguard training, swim instructor certification, and professional aquatic education.

In 2026, the district received additional grant funding to train staff and support nontraditional workforce participants, helping create new career pathways in aquatics while improving regional water safety.

The district is also exploring expanded facility rentals, including water polo programs, additional birthday parties, and increased free PTSA community swim events.

4. Planning for the Next 50 Years

Mount Rainier Pool has served the community for 50 years, but Des Moines has grown significantly since the facility was built.

Demand for modern aquatic facilities continues to increase as families seek swim lessons, seniors look for low-impact fitness programs, and athletes need training space.

While the current pool remains safe, clean, and well maintained, it is no longer large enough to fully support the growing demand for aquatic programs.

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Over the coming year, the district will begin exploring long-term planning options for aquatics in Des Moines. Community members will have opportunities to help shape the future of aquatic services in the city.

The future of health, safety, and recreation in Des Moines depends on these conversations.

Next Five Years (2027-2032)

The pool district faces several major challenges related to tax law limitations and the aging facility.

1. Levy Degradation

In 2009, the Mount Rainier Pool levy authority allowed up to $0.75 per $1,000 of assessed value, although the ballot measure promised taxpayers a levy of $0.20 per $1,000.

Due to Washington's 1% property tax growth limit, the district's effective taxing capacity is projected to fall below $0.20 per $1,000 by 2030.

Without sufficient taxing authority, the district may lose the ability to fund capital repairs, borrow funds for improvements, or qualify for certain grants.

To address this challenge, the district will evaluate a potential levy lid lift in the coming years. The goal would not be to significantly raise taxes, but to restore the district's original financial capacity and ensure continued operation of the Mount Rainier Pool.

2. Capital Risk / Highline School District Agreement

The Des Moines Pool Metropolitan Park District and Highline School District have been operating without an updated facility agreement since 2022.

This delay is largely due to the capital risk associated with long-term operation of the current facility.

Many grant programs require 10- to 30-year operating covenants, which neither party is currently able to guarantee given the age of the facility. As a result, some capital improvement grants have been delayed.

The district remains committed to working with Highline School District to develop a mutually beneficial path forward**.**

3. Strategic Planning and Pool Advisory Committee

Over the next several years, the district will begin a strategic planning process focused on the future of aquatics in Des Moines.

This process will include the creation of a Pool Advisory Committee to help guide planning and ensure transparency and community involvement.

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Public participation will be essential as the district works with residents, partners, and stakeholders to develop a long-term vision for aquatic services over the next 50 years.

Community members are encouraged to follow district updates and participate in future planning discussions.

CONCLUSION

This budget reflects the district's continued commitment to providing essential aquatic services while planning responsibly for the future.

The district is grateful for the continued support of Des Moines residents, community partners, grant providers, and local organizations whose investment helps sustain this vital community resource.

With continued community engagement and responsible financial stewardship, Mount Rainier Pool will remain a valued resource for health, safety, recreation, and community connection—serving residents today and for generations to come.

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Respectfully,

Scott Deschenes

Scott Deschenes

District General Manager
Des Moines Pool Metropolitan Park District

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

To create a healthy community by embracing swimming as an essential life skill.

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Mission Statement

The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.

- We provide aquatic programs and services for our constituents, affiliates and the interested public.
- We value all members of the swimming community, and the staff and volunteers who serve them.
- We are committed to excellence and the proliferation of swimming.
  We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance.

Core Objectives

The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically, we seek to:

- Rigorously strive to eliminate implicit bias in swimming
- Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.
- Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.
- Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.

Cultural Values Operational Principles

The organizational and business culture of the Des Moines Pool Metropolitan Park District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:

- Embrace the responsibilities of leadership and strive for excellence in everything we do.
- Conduct business with integrity, transparency, and a spirit of stewardship – act in the best interests of swimming and our constituents.
- Be service-oriented with our constituents, customers and each other.
- Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.
- Identify clear priorities and allocate our time and resources accordingly.
- Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect.
- Exhibit an entrepreneurial spirit, enthusiasm for expanding access, and a positive "I can do" attitude.
- Encourage environments in which our patrons are safe.
- Eliminate implicit bias and promote the importance of diversity and inclusion.
- Strive to learn and improve, always be open to questions, and maintain a willingness to change.

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District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

&

Mount Rainier Pool (Operations)

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22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: info@mtrainierpool.com

Website: www.mtrainierpool.com

Email Notifications:
https://confirmsubscription.com/h/d/769737A92AD8F874

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B
Des Moines, WA 98198
(206) 429-3852

BOARD OF COMMISIONERS

Shane Young
President

Holly Campbell
Clerk of the Board

Joe Dusenbury
Commissioner

Ben Fortine
Commissioner

Shane Stender
Commissioner

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DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District General Manager

Angela Melum
Front Desk/Bookkeeping Specialist

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.
Des Moines, WA 98198
(206) 824-4722

Emmitt Sevores
Interim Aquatics Manager

Vacant
Aquatics Coordinator

Vacant
Aquatics Coordinator

District Funds

The accounting rules applicable to the pool district requires the use of "fund accounting," wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the pool district for a special purpose is spent for the purpose intended. The pool district budget has two major funds:

General Fund – This fund is used to account for the pool district's ongoing activities. It includes operations (aquatic programming), administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool Metropolitan Park District budget.

Capital Projects/Reserves Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

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Fund	2022*	2023	2024	2025	2026 Budget Projections
GENERAL FUND					
Beginning Cash	$949,064	$1,352,022	$1,393,873.01	$1,202,274.10	$975,000
Revenues	$1,371,362	$1,416,328	$1,675,544.06	$2,622,004.54	$4,495,717.72&
Expenditures	$1,201,494	$1,443,209	$1,454,175.79	$2,715,354.28	$4,870,717.72&
Ending Cash	$1,352,022	$1,393,873	$1,202,247.10	$1,102,766.33	$675,000
CAPITAL FUND					
Beginning Cash	$420,000	$525,000	$600,000	$675,000	$1,799,110.52
Revenues	$0	$0	$0	$0	$0
Transfer from General Fund	$105,000*	$75,000*	$75,000*	$1,124,110.52	$993,463.70
Expenditures	$0	$0	$0	$0	$0
Ending Cash	$525,000	$600,000	$675,000	$1,124,110.52	$2,792,574.25

CAPITAL RESERVES

**The pool district historically allocated $75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021-2024.*

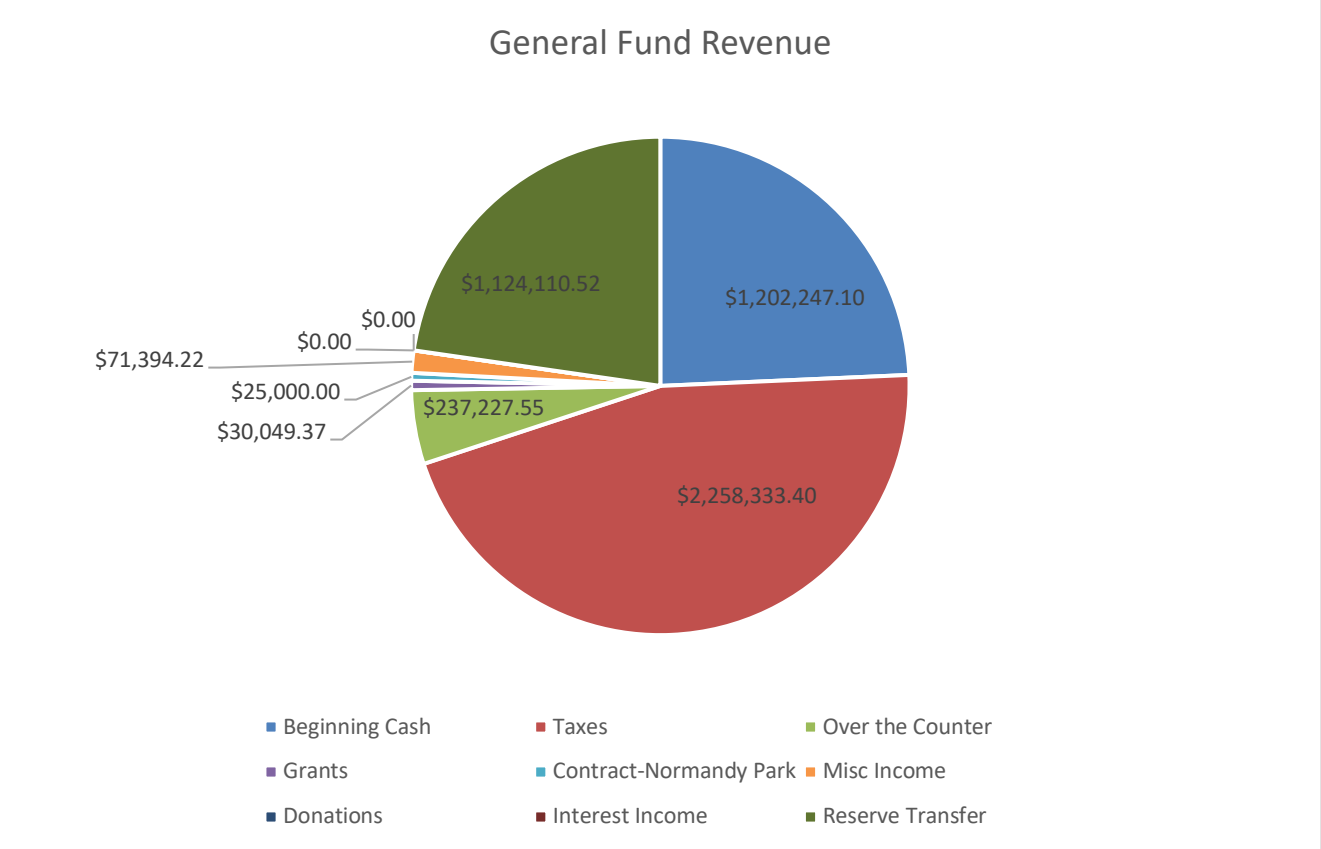
***In 2025 & 2026, the district taxed the maximum amount available and is placing all unused revenues to cover potential overages with grant funded projects, and towards future emergency repairs. This is due to levy degradation and is addressed in the budget message on pages 5-8 of this report.*

2026 REVENUES AND EXPENSES

****Revenues & Expenses in 2026, include up to $1,802,216.72 in grants to support capital improvements. Both have been delayed through 2025 and 2026. The School District requested we delay the projects until 2027. This will reduce Revenue and Expenses for 2026 by around $1,802,216.72.*

General Fund Revenue

The general fund revenues for the Des Moines Pool Metropolitan Park District primarily come from property taxes, intergovernmental grants, charges for services, interlocal agreements, and interest income from investments. The district has also secured $1,802 million in grants for capital projects the kids swim free programs in 2026.



Beginning Cash: This represents the amount carried forward from the previous fiscal year.
Property Taxes: This is the pool district's primary source of revenue.
Intergovernmental Revenues (Grants): The 2025 budget does include some capital grants that have been delayed into 2026, and now further delayed into 2027. This will throw both years totals off.
Charges for Services: This reflects a contractual agreement between the Des Moines Pool Metropolitan Park District and the City of Normandy Park to support the Mount Rainier Pool.
Interest and Miscellaneous Income: Interest and miscellaneous income includes interest earnings from the King County Treasurer's office. Interest rates are higher than initially estimated, which has increased revenues.
Transfer from Reserves: This is a transfer from capital reserves for the pool district's capital projects in 2025.
Over the Counter (Revenues): This is for all services offered at the Mount Rainier Pool including swim lessons, daily admissions, rentals, special events, product sales, insurance memberships, and all fees collected for services using the pool and its facilities.

General Fund Revenue (Continued)

	2022*	2023	2024	2025	2026 Budget Projections
Beginning Cash	$1,333,822	$1,352,022	$1,339,873.01	$1,202,247.10	$975,000.00
Taxes	*$1,081,730*	$1,223,991	$1,241,952.89	$2,258,333.40	$2,385,501.00
Over the Counter	*$251,651**	$120,027***	$206,635.17	$237,227.55	$225,000
Grants/Intergov't	$0	$0****	$100,000.00	$30,049.37	$1,802,216.72****
Contract-NPMPD	$25,000	$0**	$50,000.00**	$25,000.00	$25,000.00
Interest Income	$12,967	$47,310	$79,894.52	$71,394.22	$58,000.00
Miscellaneous Income	$109,643	$10,000	$2,705.88	$0.00	$0.00
Donations	$0.00	$0.00	$4,000.00	$0.00	$0.00
Reserve Transfer	$105,000	$75,000	$75,000.00	$1,124,110.52	$993,463.73

**The pool district allocated $75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance 2021 through 2024.*

***The Normandy Park fee was billed late in 2020 due to COVID-19, which pushed the payment into 2021. This delay caused two payments in 2021. The same happened in 2024 with an issue with a communication issue with King County.*

****For 2023, $147,594.61 in late grant fees including $47,594.61 including revenues to cover over-the-counter fees for swim lessons and lifeguard/swim instructor trainings will be received in 2024.*

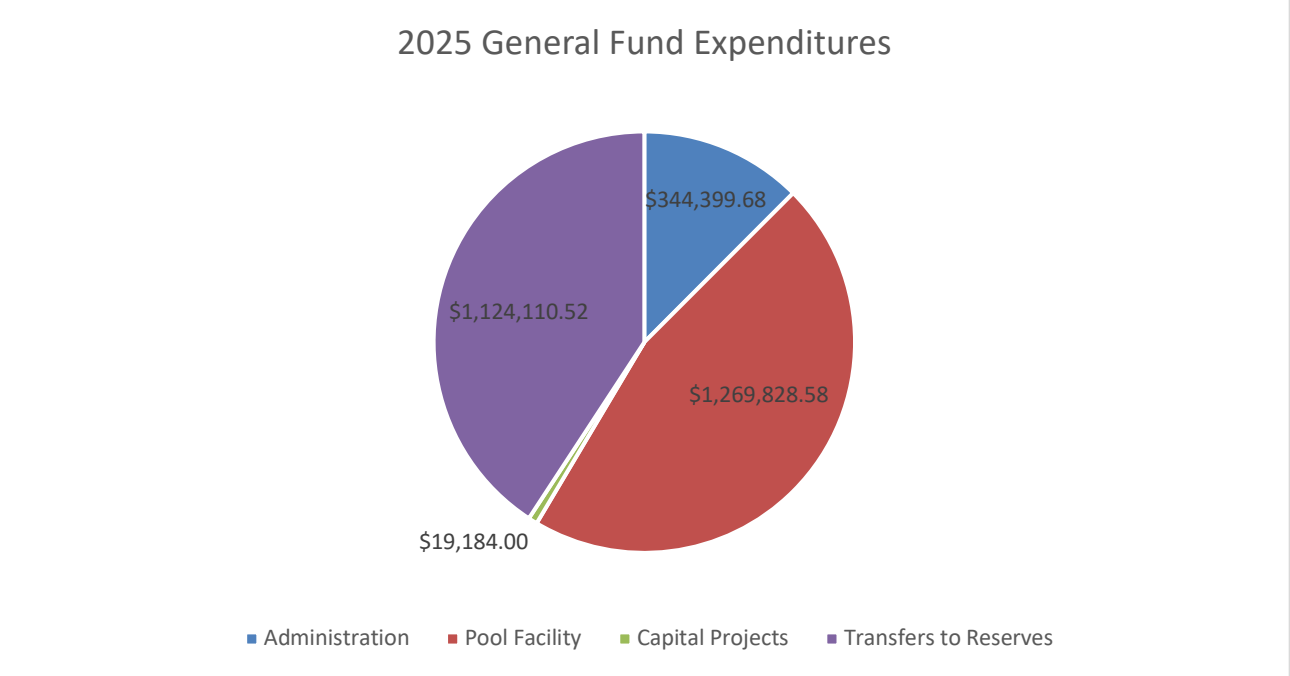
*****In 2026, Revenues include up to $1,802,216.72 for grants. All capital grants have been pushed to 2027 due to contractual issues with the grants. At this time, this leaves a $38,000 lifeguard training grant.*

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General Fund Expenditures

The Des Moines Pool Metropolitan Park District uses its general fund expenditures to support regular operations, aquatic programs, facility maintenance, and all other central operations and services. In Spring of the fiscal year 2022, the pool district started reintroducing services that were still affected operations in 2023 and 2024. As we enter 2025, the pool is back up to almost full operations, but may be affected by seasonal staffing, as many employees are school students that move on to university and careers outside of the area. This is due to the lingering effects of COVID-19 on staff applicants' swim aptitude and reduced training opportunities between 2020 and 2022 due to social distancing requirements.



Expenditures by Category	2022	2023	2024	2025	2026 Budget Projection
Administration	$363,551	$279,608	$303,957.56	$344,399.68	$358,590.24
Pool Facility	$846,118	$1,015,139	$1,247,110.44	$1,269,828.58	$1,379,335.01
Capital Projects*	$11,826	$148,462*	$0.00	$19,184.00	$1,802,216.72
Transfers to Reserves	$105,000**	$75,000**	$75,000**	$1,124,110.52***	$993,463.73***
Total General Fund	$1,201,494	$1,443,209	$1,551,061.00	$2,757,522.78	$4,533,605.70****

**The Mount Rainier Pool paid for Aquatic Feasibility Study. $100,000 of these expenses is covered by a King County Aquatic Facilities Grant that was received in January 2024.*

*** The pool district allocated $75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.*

****In 2025 & 2026, the District has raised taxes to cover major capital grant projects that require money upfront, increased maintenance costs and planning towards replacement of the aquatic facility that is over 50 years old.*

*****General Fund numbers are high due to capital grant funding combined with caital reserve funds to cover.*

Capital Projects and Expenditures for 2026

The Des Moines Pool Metropolitan Park District and the Highline School District have not renewed their interlocal agreement since 2022. This lack of a current agreement has created significant challenges in long-term planning, including the ability to schedule capital improvements, plan for the future of aquatics in the community, and, most critically, implement grant-funded capital projects.

In 2024 and 2025, the District secured grant funding totaling $1,763,786 to address three critical infrastructure systems: the HVAC system, boiler water tanks, and electrical systems. While these improvements will not eliminate the risk of future closures, they are expected to address key system vulnerabilities and extend the operational life of the facility. Delaying these repairs increases the likelihood of an extended closure, as many components are outdated and require long lead times for replacement. In addition, failure to proceed could result in the loss of grant funding and require the use of approximately $1,763,786 in local taxpayer funds to complete these projects.

As the owner of the Mount Rainier Pool, the Highline School District has expressed concern about the long-term capital risk associated with these investments—specifically, the potential requirement to repay grant funds if the 51-year-old facility is unable to remain operational for an additional 30 years. The District continues to work collaboratively with the School District to develop a mutually acceptable path forward.

As of the date of this report, the School District has requested that these grant-funded projects be deferred until 2027. This delay significantly increases the risk of extended facility closure due to system failures.

In addition to the primary capital projects, grant funding also includes replacement of filter media, pool plumbing, and strainer basket systems—all of which are beyond their expected service life and showing signs of deterioration.

Separately, two major non-contracted maintenance projects require immediate attention: surge pit repairs and the addition of on-site office space. The surge pit piping has developed a significant leak and must be repaired prior to August 2026 to maintain safe operations. The District is also working to install portable office units at Mount Rainier Pool, as the current facility has only two offices shared among four full-time staff. Expanding office space would also allow the District General Manager to be located on-site, improving supervision and operational oversight.

Compounding these operational and capital challenges is the continued degradation of the District's levy rate. The declining levy limits access to non-voted (non-councilmanic) debt financing, reducing the District's ability to fund both planned capital improvements and emergency repairs. Without voter approval of a levy lid lift, the District may eventually lack both the financial resources and borrowing capacity necessary to sustain safe operations and complete essential capital work. Current projections indicate that by 2030, the District may no longer have sufficient funding to address critical capital needs, posing a significant risk to the continued operation of the pool.
repairs.

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Project Name	Project #	Project Budget	Funding Source
Filter Media Replacement/Strainer Basket/	2026-A	$213,017.00	KCYAS Grant*
Air Handling Unit Repairs	2026-B	$1,438,199.72	Best Starts for Kids Grant*
Electric System Repairs	2026-C	$112,569.09	KCYAS Grant**
Surge Pit Repairs	2026-D	$27,471.00	Non-Contracted Maintenance
Portable On-Site	2026-E	$15,180.00	Non-Contracted Maintenance***
Total Projects - 2026		**$1,806,436.81**	

** The pool district has received $1,651,216.72 in grant and has also applied for other capital grants for 2025. If the pool district receives these grants, it can complete these projects in the future.*
***The pool district received an additional $112,569.09 in grants in 2026 to cover repairs to the electrical system All grants are being pushed to 2027.*
****The board of commissioners has elected to pursue moving administration offices from offsite to a portable onsite.*

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Capital Reserve Fund

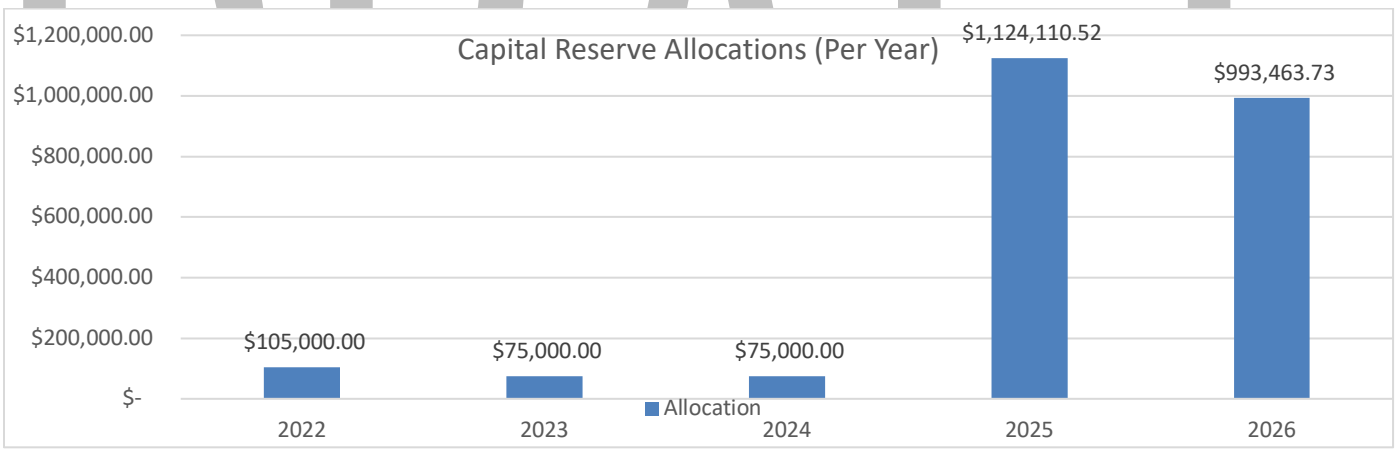
The Pool District committed to strengthening its Capital Reserve Fund to meet the long-term capital needs of its aquatic facility. To support this goal, the District made annual transfersfrom the General Fund into a dedicated reserve account.

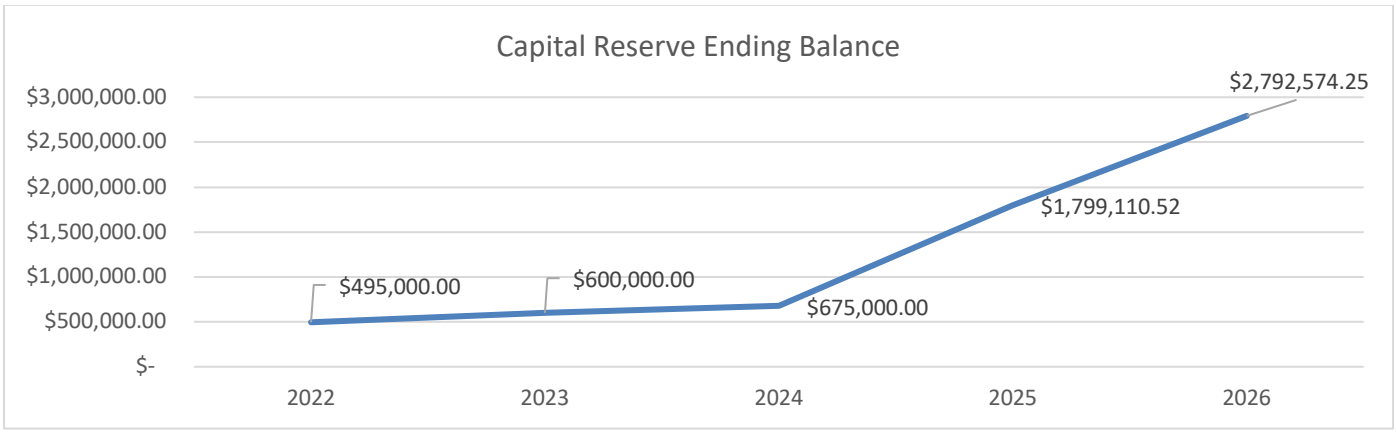
In 2023 and 2024, increasing facility repair needs required the District to utilize all available non-contracted maintenance funds. By May 1, 2024, the entire budget for these expenses had been exhausted. As the Mount Rainier Pool continues to age, these demands have intensified, further straining available resources and contributing to depletion of these funds heading into 2025.

In response, the District has taken steps in 2025 to strengthen its financial position by directing all remaining levy capacity above $0.20 per $1,000 of assessed value into the Capital Reserve Fund. This strategy is intended to address rising maintenance costs associated with the aging facility, support large-scale grant-funded projects, and position the District to acquire land and plan for the replacement of the 51-year-old pool—well beyond its originally anticipated lifespan of 25–40 years.

However, due to ongoing levy rate compression (levy degradation), the total amount of revenue available for capital reserves is projected to decline over time. Based on current estimates, by approximately 2030 the District will no longer generate sufficient capital reserve funding to adequately address necessary repairs and maintenance of the facility.

DRAFT





Glossary of Terms

APPROPRIATIONS - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than $5,000 and an initial useful life extending beyond five years.

CAPITAL PROJECTS/RESERVES FUND - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

CAPITAL OUTLAYS - Expenditures which result in the acquisition of/or addition to capital assets.

INTERFUND TRANSFERS - Flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment.

MAINTENANCE – Routine, regularly scheduled events which extend the life of a capital item.

NON-CAPITALIZED ASSETS – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than $5,000 and a useful life of less than 5 years.

PROJECT MANAGEMENT SYSTEM – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 was identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.)

DRAFT

PUBLIC WORK – To ensure DMPMPD meets the state's requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance, the pool district must adhere to elements of the state of Washington's definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

REPAIR – Corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

SMALL AND ATTRACTIVE ASSETS – See definition of "Non-Capitalized Assets."

TAX ANTICIPATION NOTES (TANS) – aka Interfund Loan -- Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: New Business **Attachment:** Yes

Subject: Website RFQ Process

Background/Summary: The district was notified by its website consultant that the website needs to be updated from Divi 5.4 to Divi 5.5. The estimated cost will be over $5,000.

The website was implemented in 2016 and has only had minor updates over the last decade. Trends have changed including 65-75% using mobile, more intuitive controls, AI, translation services, and new ADA requirements would be beneficial to better serving the community.

The district also has had to make change orders over the past couple of years. A service agreement would help better manage the site and provide better control both of product and budget.

This is to discuss the upcoming project, brainstorm on content, and get direction from the board on the project including costs and timelines.

Fiscal Impact: Around $20k for implementation. Up to $10k year for maintenance and hosting depending on memory needed.

Proposed Motion: No motion at this time. First touch.

Reviewed by District Legal Counsel**:** **Yes_____No ___x____ Date: ___N/A**

Three Touch Rule:

N/A Committee Review
05/26/2026 First Board Meeting (Informational)
06/23/2026 Second Board Meeting (Action)

Action Taken: **Adopted_____ Rejected_____ Postponed_____**

Follow-up Needed: **Yes__x____** **No_____** **Report back date: Monthly**

Notes: Attachments:
- Website 3.0 Presentation (attached)
- The Right Budget for a Municipal Website (link)
-Bellevue Wisconsin Seeking US Based Municipal Website Design (link)
- How much does a website redesign cost in 2025? (link)
-



Website 3.0

APRIL 28, 2026

Factors

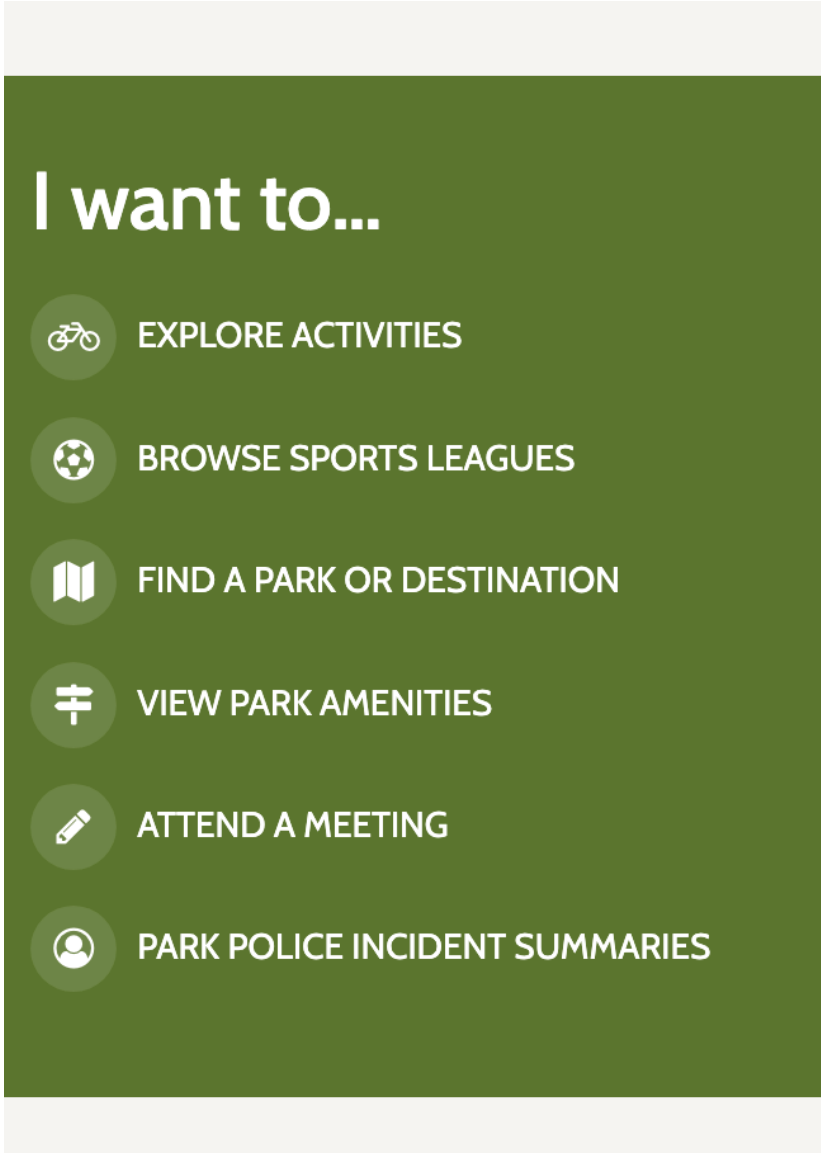
- Needs overhaul from Divi 5.4 to 5.5. Estimated cost $5K+.
- Website developed in 2016. Usually 5-7 years for major overhaul.
- ~75% of swim lesson registrations now online.
- CivicRec now updating mobile platform.
- Online scholarships up over 5 times with no online portal with mobile.
- Website offers translation and 24/7 access to information.
- 2026 large municipal agencies required to have ADA access.

Better Mobile Format

- Primary method for most users.
- 65-75% use mobile access.
- Online registration portal now more mobile friendly.
- Ability to use phone for scholarships, check-ins (wallet), and even job interest cards.

•Example: Chicago Park District





Intuitive

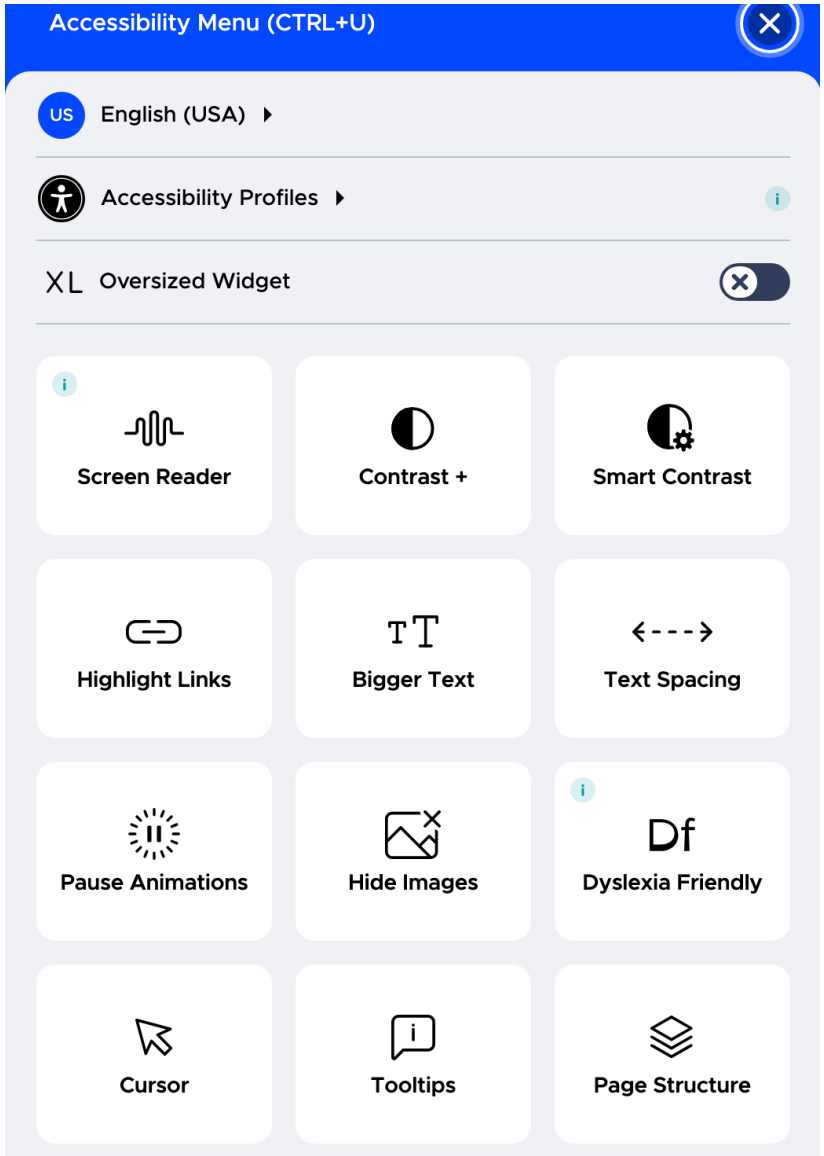
- Questions for users. “How Do I”, or “I want to?”
  - Register for swim lessons, apply for a scholarship…
- Reduce clicks to find information. Ideal 2-3.
- Easier to find information.
- May use A.I., if affordable. (est. double price)

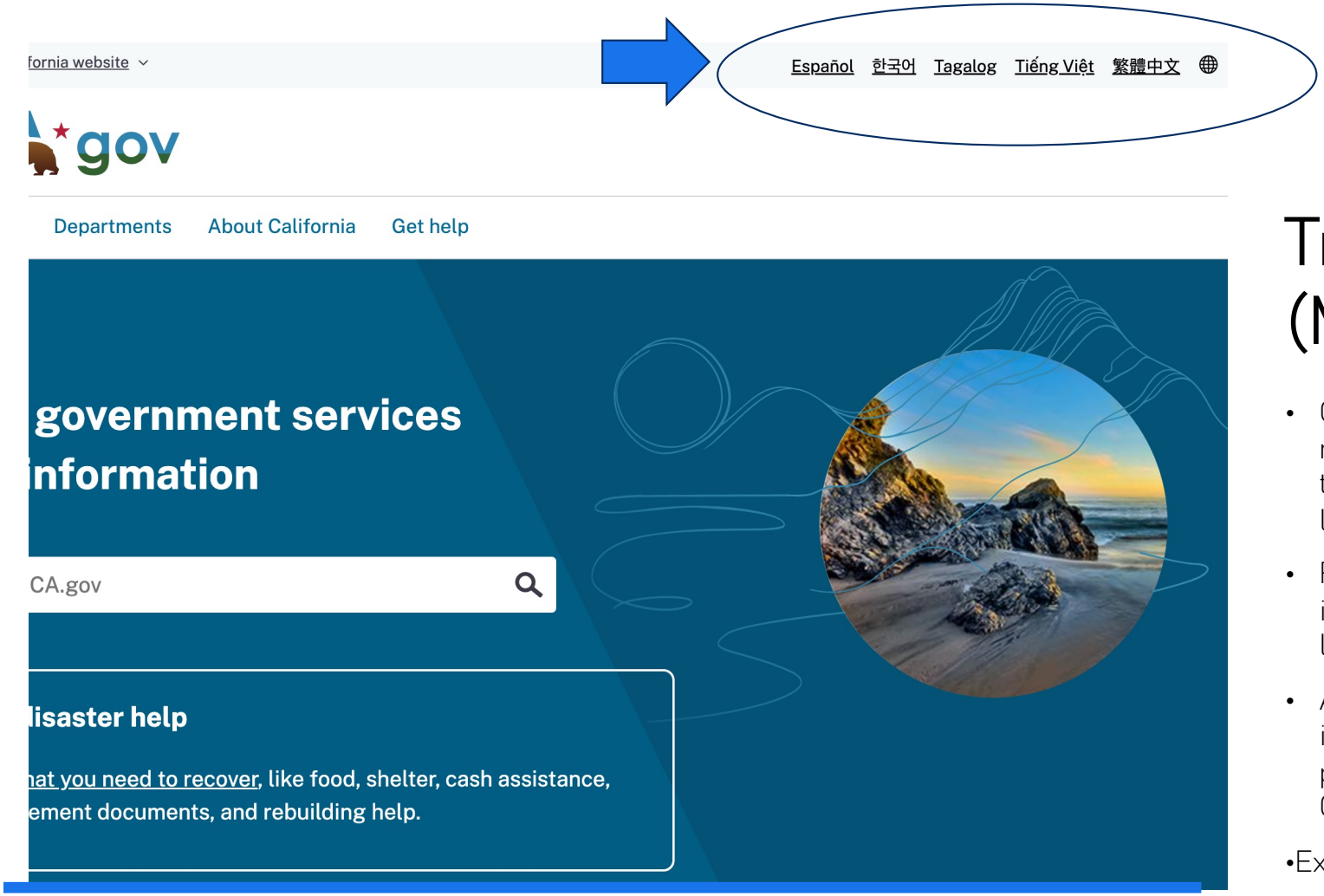
•Example: Minneapolis Parks and Recreation

ADA Interface

- In 2026, Washington State requires larger agency websites to be ADA accessible.
- ADA Interface would help reduce barriers.

•Example: City of Los Angeles Parks and Recreation





Translation (Machine)

- Currently, website and registration portal translates to over 100 languages.
- Front desk reports better, if buttons in different languages.
- Add translation information/disclaimer page and bar at top using Google Translate.

•Example: Cal.gov

OTHER

- **Banner Ad:** More professional appearance and ability to schedule.
- **Schedule Page:** Interactive and ability to interact with phone calendar.
  - New CivicRec Updates may allow for more interactive functionality.
- **Less PDFs:** Remove PDF schedule, swim lesson handbook, etc.
- **Rates, Insurance Memberships & Scholarships:** Flow better with better links to register.
- **Governance Page:** Better organization of materials. Meeting videos=increased memory.
- **Programs:** Need to be more center.
- **Streamlined:** Run more internally with more streamlined options.

FUTURE FORWARD

- Projects and levies page
- Pool Advisory Committee info
- In the news section
- Performance Measure Dashboards
- Other?

Example: Sammamish Community & Aquatic Center

Community and Aquatic Center

Share this page:
Facebook LinkedIn Twitter Email



Project Update

The Sammamish Community and Aquatic Center opened its doors to the public in April of this year. A grand opening ceremony was held on April 30, 2016. See how we got here by clicking below for construction videos. Photographs are also posted under the "construction progress photos" tab.

A time-lapse video of construction from August 2014 to September 2015.
A time-lapse video of the leisure pool construction from March 2015 to July 2015.
A video of the construction activities through the month of October, 2014.

Project Timeline and Overview

TIMELINE: (ALL TENTATIVE)

- APRIL 28: INTRODUCTION
- MAY 26: RFQ FIRST TOUCH
- JUNE 23: RFQ SECOND TOUCH
- JULY 1-AUGUST 1: OUT
- AUGUST: INTERVIEWS/SELECTION
- SEPTEMBER: BUILD
- OCTOBER OR NOVEMBER: LAUNCH

OVERVIEW

- OVERALL: ESTIMATE $20K
- STORAGE: $500+/MONTH ($6K ANNUALLY)
  - MORE FOR MEETING VIDEO STORAGE
- OVERSIGHT CONSULTANT: $5K-10K ANNUALLY



QUESTIONS

APRIL 28, 2026
REGULAR BOARD
MEETING

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** April 28, 2026

Under: New Business **Attachment:** Yes

Subject: Letter of Endorsement – King County Citizens Elections Oversight Committee

Background/Summary: Commissioner Dusenbury needed a letter of endorsement to apply for an open position on the King County Elections Oversight Committee. This was between meetings, and the deadline was before the next board meeting.

The District General Manager wrote the attached letter of recommendation.

This is for information only.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational Only.

Reviewed by District Legal Counsel**:** **Yes X No Date: 04/06/2026**

Three Touch Rule:
N/A Committee Review
N/A First Board Meeting (Informational)
N/A Second Board Meeting (Action)

Action Taken: **Adopted Rejected Postponed**

Follow-up Needed: **Yes x No** **Report back date: Monthly**

Notes: Attachments:
- Letter of Endorsement for Commissioner Dusenbury for the King County Elections Oversight Committee (attached)
- King County Elections Citizens Elections Oversight Committee About Page (link)

Des Moines Pool Metropolitan Park District

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District
22722 19 Ave S
Des Moines, WA 98198

Monday, April 6, 2026

King County Council
516 Third Avenue
Seattle, WA 98104

Dear King County Council,

On behalf of the Des Moines Pool Metropolitan Park District, I am pleased to endorse Joe Dusenbury for appointment to the King County Citizens' Elections Oversight Committee (CEOC).

As a qualifying junior taxing district, we recognize the importance of the CEOC's role in promoting transparency, accountability, and public confidence in King County's elections. We also acknowledge that individuals appointed to the CEOC serve independently and do not represent the sponsoring agency.

I have known Joe Dusenbury for over a decade, during which time he has served the District with distinction as both a Commissioner and as Clerk of the Board for nearly eight years. In these roles, he has demonstrated integrity, sound judgment, and a strong commitment to public service. His experience in governance and oversight, along with his attention to detail and fairness, make him well-suited for this important work.

Joe is a resident of King County and brings valuable perspective and dedication to civic engagement. I am confident he would be a thoughtful and effective contributor to the Citizens' Elections Oversight Committee.

Please accept this letter as our formal endorsement of his nomination. Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Scott Deschenes

Scott Deschenes, District GM

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9 **Assigned to:** President Young **Meeting Date:** April 28, 2026

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.

2. Next board meeting (unless special meeting scheduled):
   - *May 26, 2026, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*
   - *(If needed) Special Meeting or Retreat: Determined by Board.*

3. Important Future Dates:
   - *Bayside Ball: June 6, 2026*

4. End of Meeting:

Fiscal Impact:

Proposed Motion: No motion necessary.

Reviewed by Legal Counsel: **Yes** **No** **Date:** N/A

Two Touch Rule:

N/A	**Committee Review**
N/A	**First Board Meeting (Informational)**
N/A	**Second Board Meeting (Action)**

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes** **No** **Reporting Back Date:**

Notes:
- No attachment.