

## **Des Moines Pool Metropolitan Park District**

March 25, 2025 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: 859 1380 3995; Passcode: 707210. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at <u>scott.deschenes@desmoinespool.org</u>. Public comment for those who cannot physically attend will be due by email to <u>info@mtrainierpool.com</u> 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

#### 7:00 1. CALL TO ORDER ROLL CALL

- 7:01 2. PLEDGE OF ALLEGIANCE
- 7:02 3. ADOPTION/MODIFICATIONS OF AGENDA

#### 7:03 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

- a. Proclamation: April is Adult Learn-to-Swim Month
- b. Running for Local Office (May 5-9)

#### 7:04 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 <u>info@mtrainierpool.com</u> by Noon on Tuesday, March 25. 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

#### 7:08 6. CONSENT AGENDA

- a. EXPENDITURE/REVENUE FOR FEBRUARY
- b. STAFF/CONTRACTOR/COMMITTEE REPORTS
- District General Manager Report
- c. ADOPTION OF MINUTES
  - February 6, Special Meeting
  - February 14, Special Meeting
  - February 25, Regular Board Meeting
- d. CORRESPONDENCE

None

- e. BANK TRANSFERS (MRP REVENUE)
- f. VOUCHER APPROVAL
- \$16,497.73 was processed in February 2025 for warrant requests.
- g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$79,710.33 was processed in February 2025 for payroll and payments.

#### 22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location) 22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

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

- 7:10 a. Insurance Changeover
- 7:15 b. Land Acquisition Process Update
- 7:20 c. Highline School District Meeting
- 7:25 d. Current Grants Update
- 7:30 e. 2025 Grant Application(s)
- 7:35 f. Engineer of Record
- 7:40 g. Employee Handbook

#### 8. NEW BUSINESS

- 7:45 a. Policy 531 Electric Funds Transfer (first touch)
- 7:50 b. Bitwarden Password Software
- 7:55 c. 50<sup>th</sup> Anniversary Celebration
- 8:00 9. GOOD OF THE ORDER

#### 8:05 10. UPCOMING MEETINGS

- To Be Determined, SAO Exit Meeting, ???, Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- April 22, 2025 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

#### ADJOURNMENT

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location) 22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)

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## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: <u>4a</u> Assigned to: <u>District G.M.</u>

Meeting Date: March 25, 2025

#### Under: Proclamations

Attachment: Yes

Subject: April is Adult Learn-to-Swim Month Proclamation

#### Background/Summary:

April is Adult Learn-to-Swim Month. This month is promoted by USA Swimming. The Mount Rainier Pool is promoting the importance of this month as parents that can swim are more likely to have their children participate in swim lessons and water safety programs.

It is also:

- 1. A fun family activity
- 2. Increases safety
- 3. Activity that strengthens family bonds
- 4. Sets a positive example
- 5. Helps overcome fears around water and opens access to other water-based activities
- 6. It's never too late to learn

Currently, the Mount Rainier Pool hosts weekend and weekday lessons. There are about twenty spots in both classes. Our goal is to increase lesson opportunities for adults, especially with many people in our community having refugee, immigrant or social factors that did not offer these opportunities to many during their youth.

Our goal is to expand services to better meet the needs of these member of our community.

#### Fiscal Impact: N/A

**Proposed Motion:** I move that the Board of Commissioners of the Des Moines Pool Metropolitan Park District proclaim the month of April 2025 as "Adult Learn to Swim Month" to raise awareness about the importance of water safety, encourage adult swim education, and support efforts to reduce drowning risks among adults in our community.

Reviewed by District Legal C	Counsel: Yes	No X Date: <u>In Progress</u>
Three Touch Rule:		Committee Review
	03/25/2025	_ First Board Meeting (Informational)
_	03/25/2025	Second Board Meeting (Action)
Action Taken: Adopted	Rejected	Postponed
Follow-up Needed: Y	′esNo	x Report back date:
Notes: - Proclamation 2025-01 "Apr	il is Adult Learn to	Swim Month"

#### DES MOINES POOL METROPOLITAN PARK DISTRICT KING COUNTY, WASHINGTON

#### APRIL IS ADULT LEARN-TO-SWIM MONTH PROCLOMATION

**WHEREAS**, swimming is a lifelong skill that promotes health, fitness, and safety for individuals of all ages; and

WHEREAS, adults often face barriers to swimming, including lack of access, confidence, and instruction, leading to lower participation rates among older age groups; and

WHEREAS, adult swim programs provide opportunities for learning, fitness, recreation, and social engagement, fostering a stronger and healthier community; and

**WHEREAS**, the Des Moines Pool Metropolitan Park District is committed to promoting water safety, encouraging active lifestyles, and making swimming accessible to all members of the community; and

WHEREAS, April marks the beginning of the spring and summer aquatic season, making it an ideal time to raise awareness and encourage adult participation in swimming for fitness, safety, and fun;

**NOW, THEREFORE,** the Des Moines Pool Metropolitan Park District hereby proclaims **April as Adult Learn-to-Swim Month** and encourages all adults in our community to take advantage of swim lessons, water exercise programs, lap swimming, and recreational swimming opportunities to improve their health, confidence, and water safety skills.

**Adoption:** ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 25<sup>h</sup> of March 2025, the following Commissioners being present and voting.

President Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: <u>4b</u> Assigned to: <u>District G.M.</u>

Meeting Date: March 25, 2025

Under: Announcements

Attachment: Yes

Subject: Running for Local Office – Filing Week Begins May 5

**Background/Summary:** I have attached an MRSC article that highlights the upcoming candidate filing period, beginning May 5, for individuals interested in running for local government positions in Washington State. It outlines the process for candidate filing, key deadlines, eligibility requirements, and the importance of understanding the responsibilities and time commitments associated with holding office. Additionally, the article emphasizes transparency, campaign finance reporting requirements through the Public Disclosure Commission (PDC), and provides valuable resources for prospective candidates, including links to official filing portals, guidelines, and election timelines. MRSC encourages community members considering public service to actively engage, ensuring informed, capable leadership in local government.

The Mount Rainier Pool has three positions that are up for election: positions 3, 4 and 5.

See website's governance page and the attached article for more information.

Fiscal Impact: N/A			
Proposed Motion: No moti	ion. Informational onl	у.	
Reviewed by District Legal	Counsel: Yes	No <u>X</u> Date: <u>In Progress</u>	
Three Touch Rule:       Committee Review         03/25/2025       First Board Meeting (Informational)         03/25/2025       Second Board Meeting (Action)			
Action Taken: Adopted	Rejected	Postponed	
Follow-up Needed:	YesNo	<u>x</u> Report back date:	
Notes: - MRSC Insight Blog Article	: Running for Local C	Office? Filing Week Begins May 5 (attached)	

- Mount Rainier Pool Website: DMPMPD Governance Page (click here)



Home > Stay Informed > MRSC Insight Blog > March 2025 > Running for Local Office? Filing Week Begins May 5

## Running for Local Office? Filing Week Begins May 5

March 10, 2025 by Linda Gallagher Category: Elections



Running for local elected office involves many factors, including an understanding of the legal framework, election processes, and community engagement strategies.

Whether you're running for the first time, running for reelection, seeking to run for a different office, or supporting other candidates, this blog provides an overview of considerations related to election campaigns, including new laws. I also introduce MRSC's recently published webpage on this subject that provides more in-depth resources.

#### Filing Week is May 5–9 This Year

The candidate filing week is a critical period for those intending to run for office. The candidate filing week now begins on the *first Monday in May* 

(rather than "two Mondays before Memorial Day," as had been the deadline in previous years).

This year, filing week starts on Monday, May 5 and ends on Friday, May 9. Mark your calendars and tell your friends and colleagues. Also, if your agency lists candidate filing information on its website, be sure to check that the right dates are listed.

The filing process is governed by chapter 29A.24 RCW, which includes the requirements for submitting candidacy forms and any associated fees. RCW 29A.24.050 notes that declarations of candidacy:

shall be filed between 8:00 a.m. and 5:00 p.m. with the filing officer beginning the first Monday in May and ending the following Friday in the year in which the office is scheduled to be voted upon.

During this time, candidates are required to submit their declaration of candidacy form in person, electronically, or by mail to the appropriate elections office. Candidacy forms may be found on the your local county auditor's website and the Washington Secretary of State's webpage, Candidate Filing Forms.

These declarations demonstrate eligibility for office and provide contact information. Candidates may want to prepare their declarations several days or even weeks in advance to ensure a smooth filing process.

#### Candidate Statements for Voter Pamphlets

Candidates also have the opportunity to provide personal statements for local voter pamphlets. These are due shortly after the filing week closes, and candidates should consult their elections officials as part of the process, as there are often local rules to follow in submitting these statements.

Since 2023, RCW 29A.32.230 has provided that county auditors or, if applicable, the city clerk, adopt and publish rules for voter pamphlets that include "deadlines for submission of candidates' statements not sooner than 11 days following the deadline for filing declarations of candidacy under RCW 29A.24.050."

This year, the deadlines to submit candidate statements may not be sooner than Tuesday, May 20, 2025.

#### **Candidate Eligibility Requirements**

To run for local office in Washington State, candidates must meet specific eligibility criteria in the state constitution and statutes. Generally, a candidate must be a U.S. citizen, at least 18 years old, a registered voter, and resident of the jurisdiction in which they intend to run for local office.

Some jurisdictions have additional requirements (our new webpage covers these requirements in detail). For example, any candidate for city council in noncharter code cities must be a city resident for at least one year preceding the date of the election to hold office (see RCW 35A.12.030 for mayor-council code cities and RCW 35A.13.020 for council-manager code cities).

#### Deciding to Run for Office

Deciding to run for office is a significant decision that involves evaluating personal motivations, understanding the responsibilities of the position, and assessing the impact on one's personal and professional life.

Prospective candidates should consider attending public meetings, consulting with current or former officeholders, and reviewing media coverage of public agencies to gain insights into the role. Understanding the commitment required for the position is also crucial, as some roles demand more time and resources than others.

#### Engaging with the Community

Community engagement is a vital component of running for office. Candidates typically reach out on various platforms to connect with constituents, including through social media, public forums, and community events. Utilizing digital tools and platforms may enhance outreach efforts and facilitate meaningful interactions with voters. Engaging with underrepresented groups is particularly important to ensure diverse representation and to address community-specific concerns.

#### Campaign Finance and Legal Considerations

Candidates must also follow campaign finance laws, which may include reporting contributions and expenditures to the Public Disclosure Commission (PDC).

It is also essential to understand the restrictions on using public facilities for campaign activities, as outlined in RCW 42.17A.555. This statute prohibits current government officials and employees from using public resources to support or oppose candidates for office or ballot measures.

Once a person interested in running for office announces that they are running, this may trigger reporting obligations to the PDC even before a declaration of candidacy. We encourage interested people to visit the PDC's For Candidates webpages for candidate guidance and resources.

#### MRSC's New Webpage: Focused on Local Candidates Resources

In January of this year we published a new webpage, Running for Local Elected Office, which offers comprehensive resources about running for local elected offices, including for positions on a governing body (e.g., city council, county commission, fire district board) and for executive positions (e.g., mayor, county auditor, sheriff).

Running for Local Elected Office updates and covers in greater detail state laws and rules governing running for office and is part of our series of webpages on local elections.

Now that these pages are in place, MRSC will be retiring our older "Getting Into Office" publication, so please turn to our website when researching your questions on local government elections and candidate resources.

#### **Conclusion and Resources**

Running for local office may be a rewarding opportunity to serve one's community and influence local governance. By understanding the eligibility requirements, filing week, voter pamphlet statements, community outreach, and the PDC's legal and financial regulations, candidates can effectively campaign for a position in local government.

For more detailed guidance, here are links to additional resources:

- MRSC
  - Explore Topics Elections
  - MRSC Insight blogs related to elections
  - Use of Public Facilities in Election Campaigns
- Public Disclosure Commission
  - Upcoming Trainings
  - YouTube channel
- Washington Secretary of State: Candidates Resources

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one Ask MRSC service to get answers to legal, policy, or financial questions.



#### About Linda Gallagher

Linda Gallagher joined MRSC in 2017. She previously served as a Senior Deputy Prosecuting Attorney for King County and as an Assistant Attorney General.

Linda's municipal law experience includes risk management, torts, civil rights, transit, employment, workers compensation, eminent domain, vehicle licensing, law enforcement, corrections, and public health.

She graduated from the University of Washington School of Law.

#### VIEW ALL POSTS BY LINDA GALLAGHER

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### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: March 25, 2025

Attachment: Yes

Under: Consent Agenda

#### 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

• February Expenses and Revenue

Item 6b: Staff/Committee Reports

• District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- February 6, 2025, Special Meeting
- February 14, 2025, Special Meeting
- February 25, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$16,497.73** were approved for payment.

- \$13,144.80 was processed on February 10, 2025
- \$2,589.04 was processed on February 12, 2025
- \$763.89 was processed on February 24, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$79,710.33** were processed for payment.

- \$34,698.53 was approved for payroll on February 15, 2025
- \$32,245.49 was approved for payroll on February 28, 2025
- \$12,766.31 was approved for PSE on February 21, 2025.

A total of **\$96,208.06** was processed in February 2025 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: Detailed above.

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in February 2025 totaling **\$151,926.61**.

Reviewed by District Legal Co	<u>ounsel</u> : Yes No <u>x</u> Date:
<u>Two Touch Rule</u> :	<u>N/A</u> First Board Meeting (Informational) <u>N/A</u> Second Board Meeting (Action)
Action Taken: Adopted	Rejected Postponed
Follow-up Needed:	YesNoX Report back date:
Notes: - Attachments: Various	



## February 2025 REVENUES

Account Number	Reference	Feb 2025	YTD Balance	2025 Budget	Budget Balance
	General Fund Taxes				
001-000-000-311-11-00-00	Property Taxes	\$24,649.97	\$26,892.60	\$2,339,312.76	\$2,312,420.16
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$2,629.17	\$2,629.17	\$0.00	(\$2,629.17)
	Total General Fund	\$27,279.14	\$29,521.77	\$2,339,312.76	\$2,309,790.99
	Charges for Goods and Services				
01-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$25,000.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$25,000.00
	Miscellaneous Revenues				
01-000-000-361-11-00-00	Investment Interest	\$6,811.40	\$13,891.55	\$30,000.00	\$16,108.45
01-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue (Grants)	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.72
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,294.87	\$2,596.47	\$50,000.00	\$47,403.53
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,819.33	\$11,356.49	\$147,500.00	\$136,143.51
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$459.00	\$788.00	\$2,500.00	\$1,712.00
	Total Revenue	\$12,384.60	\$59,932.51	\$1,881,216.72	\$1,821,284.21
	Capital Projects/Reserve				
801-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.7
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.7
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.7
	Grand Total Revenue	\$39,663.74	\$89,454.28	\$4,245,529.48	\$4,156,075

#### February 2025 EXPENDITURES

#### Beginning Monthly Balance = \$1,762,288.87 Ending Monthly Balance = \$1,704,981.88

Category/ Acct #	Reference	Feb 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	\$733.00	¢1 707 06	\$20,000.00	\$18,262.64	8.69%
001-000-000-576-20-10-00	District Manager Salary	\$3,364.91	\$1,737.36 \$10,095.37	\$101,000.00	\$90,904.63	10.00%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,426.21	\$12,675.41	\$103,434.24	\$90,758.83	12.25%
001-000-000-576-21-25-01	Aquatic Coordinators	\$4,478.78	\$13,669.30	\$153,000.00	\$139,330.70	8.93%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$22,142.79	\$42,165.85	\$360,000.00	\$317,834.15	11.71%
001-000-000-576-21-30-05	Water Exercise Instructor	\$693.03	\$1,429.68	\$10,000.00	\$8,570.32	14.30%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,042.64	\$8,452.96	\$65,000.00	\$56,547.04	13.00%
001-000-000-576-21-32-02	Head Lifeguards	\$3,455.07	\$8,926.98	\$70,000.00	\$61,073.02	12.75%
	Total Salaries & Wages	\$45,336.43	\$99,152.91	\$882,434.24	\$783,281.33	11.24%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$16,296.68	\$33,895.88	\$235,000.00	\$201,104.12	14.42%
001-000-000-576-21-33-00	Sick Pay	\$1,536.91	\$1,536.91	\$3,500.00	\$1,963.09	43.91%
001-000-000-576-21-33-04	Overtime (OT)	\$147.24	\$147.24	\$2,500.00	\$2,352.76	5.89%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)		\$0.00	\$1,000.00	\$1,000.00	0.00%
	Total Taxes & Misc	\$17,980.83	\$35,580.03	\$242,000.00	\$206,419.97	14.70%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	1781.73	\$5,257.33	\$32,000.00	\$26,742.67	16.43%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$3,500.50	\$3,628.00	\$2,000.00	(\$1,628.00)	181.40%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$2,795.52	\$6,932.03	\$55,000.00	\$48,067.97	12.60%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$8,077.75	\$15,817.36	\$89,500.00	\$73,682.64	17.67%
Office Supplies						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$47.87	\$3,500.00	\$3,452.13	1.37%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-capitalized)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$69.72	\$124.68	\$2,500.00	\$2,375.32	4.99%
	Total Office Supplies	\$69.72	\$172.55	\$8,500.00	\$8,327.45	2.03%
Maintenance & Repair S	upplies Maintenance Supplies and Small Tools	<b>60.00</b>	604.07	\$1,000.00	\$918.93	0.440/
001-000-000-576-21-31-00 001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$0.00 \$539.90	\$81.07	\$8,500.00	\$7,015.58	8.11% 17.46%
001-000-000-370-21-33-02	Total Maintenance & Repair Supplies	\$539.90	\$1,484.42 \$1,565.49	\$9,500.00	\$7,934.51	16.48%
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$7.45	\$5,000.00	\$4,992.55	0.15%
001-000-000-576-21-35-15	Special Pool Events	\$129.84	\$129.84	\$1,800.00	\$1,670.16	7.21%
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$75.00	\$2,500.00	\$2,425.00	3.00%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$774.51	\$1,526.39	\$5,000.00	\$3,473.61	30.53%
	Total Pool Supplies	\$904.35	\$1,881.86	\$19,300.00	\$17,418.14	9.75%
Professional Svcs - Cleri	ical					
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$654.74	\$954.75	\$5,000.00	\$2,844.00	43.12%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$540.00	\$2,156.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,328.00	\$3,300.00	\$2,345.25	28.93%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT	\$0.00	\$1,826.00	\$28,000.00	\$26,174.00	6.52%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$0.00	\$110.52	\$2,500.00	\$2,389.48	4.42%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,300.00	\$5,300.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$81.20	\$142.00	\$1,000.00	\$858.00	14.20%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$1,507.26	\$4,681.16	\$9,000.00	\$4,318.84	52.01%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$352.64	\$705.28	\$3,000.00	\$2,294.72	23.51%
	Total Prof Services-Front Offc	\$3,135.84	\$11,903.71	\$71,600.00	\$59,696.29	16.63%
Professional Svcs - Mair	ntenance					
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$105.27	\$613.99	\$2,750.00	\$2,136.01	22.33%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$6,750.00	\$6,750.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$621.53	\$1,243.06	\$6,250.00	\$5,006.94	19.89%
001-000-000-576-21-42-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$2,668.00	\$2,668.00	0.00%
		40.00	40.00			0.0070

001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$77.37	\$154.25	\$1,250.00	\$1,095.75	12.34%
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)			\$30,000.00	\$21,202.73	
		\$0.00	\$8,797.27			29.32%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$579.77	\$1,708.91	\$11,000.00	\$9,291.09	15.54%
	Total Prof Services-Maintenance	\$1,383.94	\$12,517.48	\$68,668.00	\$56,150.52	16.21%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,077.88	\$4,077.88	\$88,500.00	\$84,422.12	4.61%
	Total Repairs & Maintenance	\$4,077.88	\$4,077.88	\$88,500.00	\$84,422.12	4.61%
		44,011.00	44,011.00	\$00,500.00	\$04,422.1Z	4.0170
0						
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance		\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$478.35	\$941.13	\$5,200.00	\$4,258.87	18.10%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$69.00	\$138.00	\$750.00	\$612.00	18.40%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$320.68	\$654.57	\$3,200.00	\$2,545.43	20.46%
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	\$114.31	\$216.42	\$250.00	\$33.58	86.57%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$222.53	\$3,000.00	\$2,777.47	7.42%
001-000-000-576-21-42-03	Work Email Accounts (Google Suite)	\$63.47	\$126.94	\$600.00	\$473.06	21.16%
	Total Communications	\$1,045.81	\$2,299.59	\$16,300.00	\$14,000.41	14.11%
Training & Travel						
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00		\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)			\$2,500.00	\$2,477.02	
		\$0.00	\$22.98			0.92%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$329.00	\$329.00	\$1,750.00	\$1,421.00	18.80%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.00%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
	Total Training & Travel	\$329.00	\$351.98	\$16,750.00	\$16,398.02	2.10%
A. A						
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	\$0.00	\$1,922.50	\$8,000.00	\$6,077.50	24.03%
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	\$28.97	\$2,000.00	\$1,971.03	1.45%
001-000-000-576-20-41-40	Ad Design	\$25.00	\$25.00	\$450.00	\$425.00	5.56%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-49-09						
	Total Advertising	\$25.00	\$1,976.47	\$19,650.00	\$17,673.53	10.06%
Rentals & Leases						
	District Office Bental (Zen)			£0.000.00	CO 202 E0	7.070
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$717.50	\$9,000.00	\$8,282.50	7.97%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$920.00	\$4,000.00	\$3,080.00	23.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$300.00	\$1,637.50	\$16,000.00	\$14,362.50	10.23%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$12,599.67	\$25,100.44	\$170,000.00	\$144,899.56	14.76%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$668.72	\$9,000.00	\$8,331.28	7.43%
	Garbage/Recycling (Recology)			\$7,250.00	\$6,171.86	
001-000-000-576-21-47-03		\$0.00	\$1,078.14			14.87%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$947.43	\$4,750.00	\$3,802.57	19.95%
	Total Utilities	\$12,599.67	\$27,794.73	\$191,000.00	\$163,205.27	14.55%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$34,278.36	\$58,000.00	\$23,721.64	59.10%
	Total Insurance	\$0.00	\$34,278.36	\$58,000.00	\$23,721.64	59.10%
Miscellaneous						
	Misc. Services/Discrepancies*	\$646.41	\$6 047 19	\$500.00	(\$5,547,19)	1209 44%
001-000-000-576-20-49-07	Misc. Services/Discrepancies* Printing & Copving (Outside Vendors)	\$646.41	\$6,047.19	\$500.00 \$1,250.00	(\$5,547.19) \$1 105 36	1209.44%
001-000-000-576-20-49-07 001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$144.64	\$1,250.00	\$1,105.36	11.57%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions	\$0.00 \$0.00	\$144.64 \$371.03	\$1,250.00 \$5,000.00	\$1,105.36 \$4,628.97	11.57% 7.42%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks	\$0.00 \$0.00 \$116.00	\$144.64 \$371.03 \$116.00	\$1,250.00 \$5,000.00 \$1,250.00	\$1,105.36 \$4,628.97 \$1,134.00	11.57% 7.42% 9.28%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan)	\$0.00 \$0.00 \$116.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00	11.57% 7.42% 9.28% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks	\$0.00 \$0.00 \$116.00	\$144.64 \$371.03 \$116.00	\$1,250.00 \$5,000.00 \$1,250.00	\$1,105.36 \$4,628.97 \$1,134.00	11.57% 7.42% 9.28%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous	\$0.00 \$0.00 \$116.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00	11.57% 7.42% 9.28% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous	\$0.00 \$0.00 \$116.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00	11.57% 7.42% 9.28% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous	\$0.00 \$0.00 \$116.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00	11.57% 7.42% 9.28% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous	\$0.00 \$0.00 \$116.00 \$0.00 \$762.41 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 \$11,500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14	11.57% 7.42% 9.28% 0.00% 58.08%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-41-11	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext)	\$0.00 \$0.00 \$116.00 \$762.41 \$0.00 \$0.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 \$11,500.00 \$5,000.00 \$5,000.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00	11.57% 7.42% 9.28% 0.00% 58.08%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR)	\$0.00 \$0.00 \$116.00 \$762.41 \$0.00 \$0.00 \$0.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$0.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 <b>\$11,500.00</b> \$5,000.00 \$500.00 \$11,000.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03 001-000-000-576-20-51-10	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR) Services Contract (City of Des Moines)	\$0.00 \$0.00 \$116.00 \$0.00 \$762.41 \$0.00 \$0.00 \$0.00 \$90.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$0.00 \$90.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 <b>\$11,500.00</b> \$5,000.00 \$500.00 \$11,000.00 \$4,000.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00 \$3,910.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00% 0.00% 2.25%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR) Services Contract (City of Des Moines) Permits & Fees (KCHD, CoDM	\$0.00 \$0.00 \$116.00 \$762.41 \$0.00 \$0.00 \$0.00 \$90.00 \$90.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$0.00 \$90.00 \$90.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 <b>\$11,500.00</b> \$5,000.00 \$500.00 \$11,000.00 \$4,000.00 \$2,000.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00 \$3,910.00 \$2,000.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00% 2.25% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03 001-000-000-576-20-51-10	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR) Services Contract (City of Des Moines)	\$0.00 \$0.00 \$116.00 \$0.00 \$762.41 \$0.00 \$0.00 \$0.00 \$90.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$0.00 \$90.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 <b>\$11,500.00</b> \$5,000.00 \$500.00 \$11,000.00 \$4,000.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00 \$3,910.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00% 0.00% 2.25%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03 001-000-000-576-20-51-10 001-000-000-576-21-49-20	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR) Services Contract (City of Des Moines) Permits & Fees (KCHD, CoDM	\$0.00 \$0.00 \$116.00 \$762.41 \$0.00 \$0.00 \$0.00 \$90.00 \$90.00 \$0.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$0.00 \$90.00 \$90.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 <b>\$11,500.00</b> \$5,000.00 \$500.00 \$11,000.00 \$4,000.00 \$2,000.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00 \$3,910.00 \$2,000.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00% 2.25% 0.00%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 <b>Intergovernmental Servic</b> 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03 001-000-000-576-20-51-10 001-000-000-576-21-49-20 <b>Capitals</b>	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR) Services Contract (City of Des Moines) Permits & Fees (KCHD, CoDM Total Intergov Services	\$0.00 \$0.00 \$116.00 \$0.00 \$762.41 \$0.00 \$0.00 \$90.00 \$90.00 \$90.00 \$90.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$90.00 \$90.00 \$90.00 \$90.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 \$11,500.00 \$5,000.00 \$500.00 \$11,000.00 \$4,000.00 \$2,000.00 \$22,500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00 \$3,910.00 \$2,000.00 \$22,410.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00% 0.00% 2.25% 0.00% 0.40%
001-000-000-576-20-49-07 001-000-000-576-20-49-08 001-000-000-576-20-49-60 001-000-000-576-20-51-50 001-000-000-576-21-40-20 Intergovernmental Servic 001-000-000-576-20-41-11 001-000-000-576-20-51-02 001-000-000-576-20-51-03 001-000-000-576-20-51-10 001-000-000-576-21-49-20 Capitals 001-000-000-594-76-41-02	Printing & Copying (Outside Vendors) Dues/Membershp/Subscriptions Background checks Scholarships (Faith Callahan) Total Miscellaneous es SAO Audit Inspections (Fire Ext) B&O Tax/Agency (DOR) Services Contract (City of Des Moines) Permits & Fees (KCHD, CoDM Total Intergov Services Capital - Advertising	\$0.00 \$0.00 \$116.00 \$0.00 \$762.41 \$0.00 \$0.00 \$0.00 \$90.00 \$90.00 \$90.00 \$90.00 \$90.00	\$144.64 \$371.03 \$116.00 \$0.00 \$6,678.86 \$0.00 \$0.00 \$90.00 \$90.00 \$90.00 \$90.00 \$90.00 \$90.00	\$1,250.00 \$5,000.00 \$1,250.00 \$3,500.00 \$11,500.00 \$5,000.00 \$500.00 \$11,000.00 \$4,000.00 \$2,000.00 \$22,500.00 \$500.00	\$1,105.36 \$4,628.97 \$1,134.00 \$3,500.00 \$4,821.14 \$5,000.00 \$500.00 \$11,000.00 \$3,910.00 \$2,000.00 \$22,410.00 \$500.00	11.57% 7.42% 9.28% 0.00% 58.08% 0.00% 0.00% 2.25% 0.00% 0.40%
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301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$1,124,110.50	\$1,124,110.50	0.00%
	Total Capitals	<b>\$0.00</b>	\$0.00	\$2,788,827.22	\$2,788,827.22	0.00%
	TOTAL ADMINISTRATION	\$12,620.32	\$73,536.09	\$353,600.00	\$280,063.91	20.80%
	TOTAL OPERATIONS	\$84,038.21	\$184,240.67	\$1,478,102.24	\$1,293,861.57	12.46%
	TOTAL CAPITAL	\$0.00	\$0.00	\$2,788,827.22	\$2,788,827.22	0.00%
GRAND TOTALS		<b>\$</b> 96,658.53	\$257,776.76	\$4,620,529.46	\$4,362,752.70	5.58%

Target 8.33%

FEBRUARY RECONCILIATION NOTES: Receipts deposited not reported by KC = \$148.28 KC fees for Feb 2025 = \$163.92

### **DES MOINES POOL METROPOLITAN PARK DISTRICT**

Date: Thursday, March 20, 2024 To: District Board Commissioners From: Scott Deschenes, District General Manager Subject: Weekly Reports - Week ending February 28-March 21, 2025

#### WEEK ENDING February 28:

#### **BOARD MEETING FOLLOWUP**

- <u>Signatures-</u> Angela sent signatures out on Wednesday. Let us know if you need to have them resent.
- <u>Minutes-</u> I will send minutes out for edits early next week.
- <u>Next meeting</u>- The next board meeting is scheduled to be Tuesday, March 25 at 7pm. This depends on when the SAO audit exit interview will be scheduled.

#### SCHEDULE UPDATE

On Thursday evening, we sent out a schedule update out that will take effect on Monday, March 3<sup>rd</sup>. This will include early morning hours. We also will list Sundays, which will begin on March 16. The later opening is due to hosting rentals including a swim meet and hydroplane capsule rescue drills. We will push the Sunday hours when we get closer to March 16.

#### MRHS SWIM TEAM AT STATE

Quentin informed me that the MRHS Swim Team placed ninth in 4A swimming. We had two staff members that participated including Chance Hoppenrath and Odin Schwab.

#### LIFEGUARD AD

I put together the following ad for the Rams Horn, which is MRHS's student newspaper. I am also converting it to go into PeachJar and to other places. As you can see, the next lifeguard class will be April 7-11 from 11am-4pm (HSD Spring Break). If you know anyone who is interested, have them contact Emmitt.

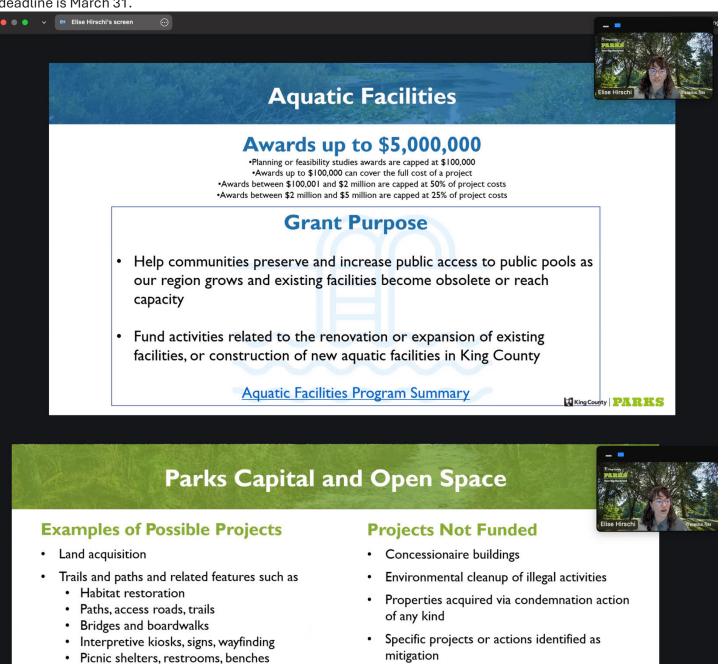


#### KING COUNTY PARKS MEETING

My meeting with King County Parks had to be rescheduled to next Monday, March 3. I will include information in our next weekly report.

#### KC PARKS 2025 GRANT WEBINAR

On Tuesday, February 25, I attended the 2025 King County Parks webinar. Below are a couple of slides. The deadline is March 31.



- Indoor or outdoor sports and recreation spaces
  - Sports courts
  - Sports fields and lighting
  - Rowing facilities
  - Climbing structures
  - Playgrounds and spray parks
  - Community gardens

Routine operation and maintenance costs

#### SAO AUDIT UPDATE

We met with the auditor on Thursday. We are going to create at least two new policies, and they will be in the office next Friday for inspection. We still have not set a date for the exit interview, but it looks like they want to wrap it up before school audit season starts.

#### SAO CYBERDEFENSE CHECK

The auditor is also forwarding us the cyber defense information that was requested. I will start completing the paperwork when I find some time.

#### SNOW DAY LESSONS COST

The cost of the lessons that were cancelled on February 5<sup>th</sup> were \$785.35. That is how much was credited back to families. We decided to choose a credit over a reschedule to keep the lessons on track before this summer.

#### **EMPLOYEE HANDBOOK**

I met with Linda on the Employee Handbook, and there are not a lot of changes between us and Tukwila's, but we are working to incorporate some updates including better cyber security, minor work regulations and training expectations for staff among other things.

#### **DECK REPAIR**

There is an exposed bolt that is by the diving boards in the deep end that was discovered during our last inspection. Quentin is working to fill the hole.

#### LOBBY TV

I am working to purchase a television in the next couple of weeks and working on getting the software installed and ready to be installed by the time of installation.

#### **SHOWER REPAIRS**

We are working out some details to get the shower repairs over the next two weeks.

#### RESEARCH

- April is Adult Learn to Swim Month (US Master Swimming) <a href="https://www.usms.org/alts-central/april-is-alts-month">https://www.usms.org/alts-central/april-is-alts-month</a>
- Some of San Diego's neighborhood rec centers could under revamped funding plan (San Diego Union) <a href="https://www.sandiegouniontribune.com/2025/02/20/some-san-diego-neighborhoods-rec-centers-could-soon-get-a-big-boost-under-revamped-funding-plan/">https://www.sandiegouniontribune.com/2025/02/20/some-san-diego-neighborhoods-rec-centers-could-soon-get-a-big-boost-under-revamped-funding-plan/</a>
- NRPAs response to executive orders (NRPA SmartBrief/Blog) https://www.nrpa.org/executiveorderresponse2025/?utm\_source=MagnetMail&utm\_me dium=email&utm\_campaign=2%2E18%2E25%20NRPA%20This%20Week
- Highline School District to interview ten finalists for districts 4 and 5 (BTown
  Blog) <u>https://www.newsbreak.com/b-town-burien-blog-560853/3829640720530-reminder-highline-</u>
  <u>school-board-will-interview-10-finalists-for-district-4-and-district-5-seats-this-wednesday-feb-26</u>
- New reporting requirements for 2024 annual financial reporting (MRSC Insight Blog) <u>https://mrsc.org/stay-informed/mrsc-insight/february-2025/2024-annual-financial-report</u>

#### WEEK ENDING March 7:

#### JANUAY 25 BOARD MEETING FOLLOW-UP

- (FOLLOW-UP) <u>King County Parks 2026-2031</u>: No levy dates have been set yet for the levy. They state either Summer or Fall. I will let you know when this is set.
- <u>Minutes for Edit</u>: In February we had three sets of meetings for editing. Please have all edits back by Tuesday, March 18 at noon.
- <u>Signatures from February 25 Meeting</u>: The updated information has been posted for inspection. There were only three of five signatures, but I will updated it once everyone has signed it.

#### SWIM LESSON REGISTRATION

We put swim lesson registration information out this week. Registration starts next week. The information was sent out by email blast, social media, PeachJar, and we sent emails out to all current students. Registration starts on Tuesday, March 11.

https://createsend.com/t/d-DBB835D86E2F64102540EF23F30FEDED

#### **PROMOTION OF SUNDAYS**

To better launch Sundays, I am going to create a special event for Sundays and offer it at \$1 for adults. My goal is to make people aware of the Sunday schedule, and hopefully they will keep coming back.

## Sunday Schedule

Lap Swim 9a-1p
Water Walking 9-11:30a
Family Swim 11:30a-1p

Promo to launch Sundays. All other Sundays are regular price for adults. Free for youth.

www.mtrainierpool..com 22722 19 Ave S, Des Moines 206.824.4722 info@mtrainierpool.com

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CIRCI

#### **APRIL POOL'S DAY EVENT**

I am going to start posting the April Pool's Day flyer next week for our free quarterly PeachJar post. I will post it to all area elementary schools and junior highs. The event is April 12 from 1-3pm. We will also send an email blast out once it is posted on PeachJar.

Youth

Free

## Saturday, April 12, 1-3pm

# April Pool's Day 2025

Swim lessons are a great way to prevent drowning, but there are other hidden dangers. This event will educate children how to know the water, know their limits and proper usage of a life jacket. This will help your children be safer in other aquatic environments. The last hour of the event will include a free open swim for participants and their families.

## Why H2O Safety?

- Learn Safe Water Habits
- Awareness of Dangerous Water Conditions
- Lifesaving Skills
- Properly Wearing a Life Jacket
- And More...

## **Enroll Now**

206.824.4722
 22722 19th Avenue S

# **HAR**

### Water Safety Stations



## Free Open Family Swim



Chance to Win 3-Month Family Pass

## **Event Timeline**



- 12:45pm Check-In
- 1pm Event Begins
- 1:15-2:15pm Water Stations Begin (See Below)
- 2:15pm Family Open Swim
- 2:30pm 3-Month Family Membership Raffle

## **Water Safety Stations**

More Information



Hypothermia Station



Reach & Throw, Don't Go



Lifejacket Station



Teaching Survival Strokes

MRP Apr Day Pour Collect a stamp at all for collect a pro	ch Card ar safety stations to
Safety Station:	Stamp:
. Cold Water and Typothermia	
. Reach and Throw, Don't Go	
. Don't Just Pack it, Vear Your Lifejacket	
. Survival Strokes and Exhaustion	

#### WATER SAFETY STATION CARDS

Paricipants will receive stamp cards. Stations will be open starting at 1:15pm. Get your card stamped at each station and grab a prize pack on your wait out of the pool at the end of the event. The water safety stations are designed to help children learn safety strategies.

#### PRE-REGISTER - FREE!

Guarantee yourself a spot. Use the QR code to the right or visit mtrainierpoo.com to register your children for the event. All spots are first-come, first-serve.





#### MORE INFORMATION

For more information visit mtrainierpool.com email info@mtrianierpool.com or call us at206.824.4722.

Mount Rainier Pool. - 22722 19 Ave S. - mtrainierpool.com. - 206.824.4722

**HISTORY OF EVENT** 

April Pools Day began in 1993 by the Seattle-King County DrowningPrevention Coalition. The Coalition decided to have an annual April PoolsDay event where families and community members could go to their local pool and get safely prepared for our seasonal water related activities. AprilPools Day was designed to include a free swim so that community members can get more familiar with their local aquatic facilities. April Pool's day is now a statewide event with each individual pool designing the program that best fits their needs. Programs often include water safety demonstrations and "hands on" practice such as, reach assists, use ofimprovised rescue equipment, andwearing a lifejacket in the pool.

Note-In the past we had people that signed up for the free event, but didn't show. I am putting the free event information on the second page in the hopes of getting more people that just want to attend the event.

#### SAO AUDIT UPDATE

• <u>Onsite Visit</u>: SAO will be here on Friday, March 7 at noon.

• Ending: The auditor estimates completing the audit by the end of the month.

#### PTSA EVENT OPENING

We have May 10 available, but none of the schools it was offered to were interested.

#### **GRANTS UPDATES**

- <u>ENGINEER OF RECORD</u>: I am going to schedule a meeting with the capital and contracts committee to move forward with the engineer of record. HSD has not responded to my email.
- <u>HSD OUTREACH:</u> HSD hasn't responded to my message last week, so I am going to contact the superintendent.
- NEXT GRANT ROUND: The deadline for both grants is March 31.
  - Aquatic Facilities: We are going to try to put an application together for the electrical at the pool. We hope to have the proposed estimate by March 24.
  - <u>Programming:</u> I spoke with staff, and we don't have a good program that adds to our mission with current staff, so we are going to pass on applying for this grant.

#### **HEALTH INSPECTION REPAIR**

Quentin is going to repair an area that a small area of concrete has receded in the deep end by the diving board. The repair should be around \$100.

#### **SHOWER REPAIR**

We are awaiting parts, but will be closing the locker rooms on a day for repairs. We will give patron the option to use the pool, but they will need to shower at home before and after.

#### WCIA CYBER INSURANCE

I have to complete an updated cybersurvey, even though we are leaving this year. They stated the coverage ends on May 31, so we will need to complete it for the last two months of coverage.

#### RESEARCH

- \$7M aquatic center to be built in much needed area of upstate New York (NRPA Smartbrief) <u>https://nj1015.com/ixp/81/p/7mil-aquatic-center-to-be-built-in-much-needed-area-of-upstate-new-york/</u>
- Best practices in aquatics (NRPA Magazine) <a href="https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/march-2025/index.php#/p/46">https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/march-2025/index.php#/p/46</a>
- Peter Kwon announces run for King County Council (Westside Seattle) <u>https://www.westsideseattle.com/robinson-papers/2025/03/03/peter-kwon-announces-run-king-county-council</u>
- Washington State Grants 14.3m in facility retrofits
   (MRSC/SmartCitiesDive) <u>https://www.smartcitiesdive.com/news/washington-state-grants-143-million-public-building-retrofits-Eatonville-tri-states/740647/</u>
- Crating spaces for support (NRPA Magazine) <u>https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/march-2025/index.php#/p/20</u>
- HSD Update on Board Openings (Waterland Blog) <a href="https://waterlandblog.com/highline-school-board-announces-finalists-for-district-4-reopens-district-5-applications/?fbclid=lwY2xjawl2vplleHRuA2FlbQlxMQABHRABPlKTUMVTWlgd0043DV3GiKCymS5KQpxiBsa-OAwlwYfa2GI92gs5vQ\_aem\_cE1WD83oH8sSxcjcKWkraQ</a>

#### WEEK ENDING March 14:

#### **IMPORTANT!** RUNNING FOR OFFICE DEADLINES

Just a reminder that the deadline for running for office in 2025 is May 5-9. Positions 3, 4 and 5 are all up for election this year.

#### NEXT BOARD MEETING

The next board meeting is **Tuesday, March 25**. I will have the packet out on Thursday, March 20 around 3:15pm. Just a reminder that Commissioner Dusenbury will be leading the meeting.

#### WEEKDAY MORNING PARKING ISSUE

We are limiting the water exercise class to 30 due to not having enough parking in the parking lot. During the school year, there is no overflow parking. The class is still tight at 30, so it is probably a good cutoff for the quality of the class too.

#### DEEP WATER EXERCISE

The deep water exercise class has requested a second hour of classes. The class has been as large as 15, and is starting to take up a third lane on some days. Staff has stated that we need to keep the class size limited to balance with lap swimming. They may reach out to the board for additional space.

#### SWIM LESSON REGISTRATION

- Current Student Registration: On Tuesday, March 11, we hosted current swim lesson registration and brought in about \$10k in revenue. With online registration, some classes filled within 2-5 minutes.
- Email Update: On Thursday, March 13, we sent an update out about openings in classes. Click link below for more information.
  - o https://createsend.com/t/d-3D1361DE5E6959452540EF23F30FEDED
  - New Student Registration: New Student Registration was Thursday. It was not as busy as Tuesday registration, but there still were a number of registrations. All Adult and Level classes are full with exception of Level 5. Parent and Child has some spots in the Saturday 2 class and Monday/Wednesday 1/2. Pre classes are mostly full with four spots total available in PreSchool 3. Overall 209 of 220 spots are filled with all classes to go with registration to continue next week. Emmitt increased class size from 200 to 220 from last year to this year. We do have a number of people on waitlists.

#### SWIM LESSON CREDITS

We had a child throw up a small amount during swim lessons on Saturday March 8 at 10am, which affected about 40 participants. The pool had to be closed to clean up and disinfect the water. The pool reopened at 10:30am after adequate cleaning/filtering time. All 10am participants were credited for one class. This is the second set of credits for lessons this winter with the first being the power outage that affected weekday classes earlier this winter.

#### SUNDAY FUNDAY PROMOTION

I setup a Facebook event and offered a promotion to help get Sundays going. I am hoping the momentum will help Sunday participation.

## http://createsend.com/t/d-1254A7BE8E22035F2540EF23F30FEDED



#### EARLY MORNING PROMOTION IDEA

The early mornings are still not very busy, so I am hoping to develop a promotion during May, which is Water Safety Month. It might be good to have an early bird special to push usage during these times.

#### APRIL POOL'S DAY EMAIL BLAST

We have put out the April Pool's Day event through email blast, social media and free posting to local schools through PeachJar. The event will be Saturday, April 12 from 1-3pm, and is free. https://createsend.com/t/d-DEF9B3600087C9E02540EF23F30FEDED

#### APRIL IS ADULT LEARN TO SWIM MONTH

I added a proclamation for April is Adult Learn to Swim month to the March 25 agenda. The program is run through US Masters Swimming. I think Masters Swimming would be a great program, if we could find the space. It would help better promote lifelong swimming and help expand our programming. https://www.usms.org/alts-central/april-is-alts-month

#### YOUTH FREE SWIM UPDATE

Through March 9, not counting \$1 swims. We increased from 49 (2024) to 89 (2025) youth users. This does not include attendees of the \$1 swim. There still are some people that are not sharing their personal information for the grant that are being charged daily fees.

#### WSDOT MEETING

On Wednesday, March 12, I met with WSDOT on the process for applying. They are also going to send me some other potential pieces of property in the area that may be available in the next couple of years.

#### **CAPITAL AND CONTRACTS COMMITTEE**

We met about the grants, engineer of record and school lease. The committee requested I bring it back to the board before moving forward. I will discuss the rest of the conversation at a public meeting.

#### KING COUNTY GRANT APPLICATION

We are working on an application for replacing the electric systems at Mount Rainier Pool including panels. We did a walkthrough on Wednesday, March 12. MacMiller is putting together an estimate. The grant deadline has been extended to April 3 (formerly March 31) to not conflict with Ramadan.

#### **BLOW DRYERS IN BOTH BATHROOMS**

During our tour, the issues with the blow dryers was discussed. The issue with dryers is not the electrical system, but the units themselves. We are going to work out a better tracking system and preventive maintenance schedule to lower issues with these units. On Friday, two units were already reported to be out of service.

#### **HSD MEETING**

I met with the Capital and Facilities Director over-the-phone on Thursday morning. I am trying to get a letter of support for the next grant, and work on the covenant information from the current grants. I will discuss this more at the next meeting.

President Young and I are going to meet with members of the HSD leadership team. I am awaiting an email to schedule the meeting.

#### WATER FLOW ISSUE

We are experiencing waterflow issues due larger amounts of users. Quentin is going to increase the amount of backwashes. Hopefully this will help alleviate the situation.

#### SAO AUDIT UPDATE

We are continuing to compile data for SAO. They expect the final days for the audit to be around the end of the month. We are still sending documents, and getting follow-up requests.

#### **EMPLOYEE HANDBOOK**

We have a draft of the employee handbook that we are going to send to the policy and procedures committee early next week.

#### **POLICY UPDATES**

We are presenting policy updates for an electronic funds transfer and amendments to cash receipting at the March 25 board meeting.

#### LOBBY TELEVISION

Quentin is working to buy a television for the lobby. He hopes to have it in place over the next couple of weeks.

#### MRHS RECORD BOARD

The record board for MRHS that Shane Stender is donating will be delivered next week. MRHS is putting any dedication on hold. We will let you know more when we have more information.

#### **COLIBRI AD FOR NP CITY SCENE**

Gene is going to update our Kids Swim Free ad that we ran in DM City Currents and Peach Jar for the Normandy Park City Scene.

#### CYBERSECURITY SURVEY FOR WCIA

We had to complete a cybersecurity survey for WCIA. If we had not, our current cybersecurity coverage would end in June.

#### PASSWORD SOFTWARE

With the audit and overall changeover of staff, I am recommending that we add BitWarden password protection to the full-time staff's computers and district clerk office computer. This will add \$6/month x 6 workstations, but I think it will help with continuity and security in the future.

#### **PEACHJAR NUMBERS**

Below are our PeachJar numbers. The April Pool's Day free posting will break on Friday, March 14 and go out to all area elementary and middle schools.

peachjar				40 credits A	dd 🌣 Setting	gs 🕒 Scott	
	Lifeguard Certification #2825847 Course Active Submitted Date: Feb 24, 2025 Distributions: 1 First Distribution Date: Mar 05, 2025 Post Expiration Date: Apr 01, 2025 Schools Distributed: 4	<b>2,741</b> Deliveries	1,548 Impressions	90 Views	20 Actions	View Report	
	Swimming Lessons for       #2818770         Kids       Active         Submitted Date: Feb 11, 2025       Distributions: 1         First Distribution Date: Feb 18, 2025       Post Expiration Date: Mar 18, 2025         Post Expiration Date: Mar 18, 2025       Schools Distributed: 9	<b>7,073</b> Deliveries	3,460 Impressions	326 Views	67 Actions	View Report	
	Mount Rainier Pool Late #2813780 Winter Schedule Expired Submitted Date: Feb 04, 2025 Distributions: 1 First Distribution Date: Feb 10, 2025	7,508 Deliveries	4,099 Impressions	222 Views	13 Actions	View Report	Chat
17 	Kids Swim Free       #2813769         Expired       Submitted Date: Feb 04, 2025         Distributions: 1       First Distribution Date: Feb 10, 2025         Post Expiration Date: Mar 09, 2025       Schools Distributed: 25	15,141 Deliveries	8,409 Impressions	633 Views	186 Actions	View Repo	ort

#### WRPA AQUATICS MEETING

Quentin mentioned the WRPA Aquatics Meeting had no standout items that were discussed. There was discussion of transgender policies. We passed the following policy in 2017. It has been eight years, so I am going to have legal/insurance review the policy.

#### **ROTARY/BLUES AND BREWS FESTIVAL**

As part of our community outreach, I have signed up for Des Moines/Normandy Park Rotary. Before Covid-19, the board allowed me to use my district computer to help promote the events. I have agreed to help promote the festival again. If there are no objections, I will use the computer in my own time to help send information out to calendar bulletins in the Seattle and Puget Sound region.

#### RESEARCH

- Water Safety (NRPA Magazine) <u>https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/march-2025/index.php#/p/10</u>
- Pushing for realistic in-service trainings (NRPA Magazine) <u>https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/march-2025/index.php#/p/16</u>
- Yorkville set to benefit from electric tax as data centers come online; property tax impact unknown (ICMA SmartBrief) <a href="https://www.wspynews.com/news/local/yorkville-set-to-benefit-from-electric-tax-as-data-centers-come-online-property-tax-impact/article\_0455c778-fdae-11ef-87a7-27a1b5153f0e.html">https://www.wspynews.com/news/local/yorkville-set-to-benefit-from-electric-tax-as-data-centers-come-online-property-tax-impact/article\_0455c778-fdae-11ef-87a7-27a1b5153f0e.html</a>

#### WEEK ENDING March 21:

#### **BOARD MEETING**

The packet will be over 200 pages, so I added bookmarks to help navigate the PDF. There are a couple of items that I am awaiting information back from WSDOT and the school district that might be updated at the meeting.

Just a reminder that President Young may not be attending and Commissioner Dusenbury will be leading the meeting. If you cannot attend, please contact me to ensure we have enough people for a quorum.

#### SWIM LESSONS START THIS SATURDAY

We have a good number of people on waiting lists. Emmitt was able to add an 8am class for Level 6 wait listers, but the problem we have for the rest of the times, is the pool space is filled with classes. The only other option would be to eliminate family swim times, which there are few affordable third places in the community. The openings from 2024 were around 200, and he increased it to around 225 in 2025 (12.5% increase).

#### SHOWER REPAIRS

There will be no showers the morning of Friday, March 28. An email and signage will be posted by this Friday to notify patrons. MacMiller will start with repairs to the women's showers and then the men's showers afterwards. We may stay open and allow people to shower at home, as we did during Covid-19. The showers are one of the largest issues we receive complaints about at the pool, so it will be nice to have them repaired.

#### SUNDAY ATTENDANCE

We offered a \$1 for adults fee for Sunday and had around 20 kids show up. Commissioner Stender shared the following feedback from lap swimming on Sunday morning...

Sharing some commentary from today.

While swimming today I overheard 2 guys talking about how much they were excited to have the Sunday hours. One also commented to me he's come in the early new hours as well and likes seeing the pool open more often.

#### **REQUEST FOR SUNDAY SWIM LESSONS**

Quentin received an email over the weekend requesting Sunday Swim Lessons. This is the first formal request we have received for this service.

Hi Mt. Rainier Pool team,

Would you consider offering Sunday classes?

Local parks and rec sports team all host their practices on Monday/Wednesdays (for example T-Ball, soccer) or Tuesday/Thursdays (basketball) games on Saturday mornings and its impossible to to squeeze in swimming successfully year round. Our evenings are impossible as we get off work at 5pm and by the time we get kids from after school childcare, its essential we get them into bed and into an early bedtime. We would love to have an activity on Sunday morning as that's always open.

Have you ever gotten this feedback from anyone else? What would need to happen to make Sunday classes an option? Im happy to help make happen if there are options.

Cheers, XXXXX

#### **REQUEST FOR EARLIER WATER EXERCISE TIME**

I received the following message on Monday, Match 16 and responded to it on the same day. I called Quentin to ensure we were both on the same page.

#### REQUEST:

Hello, I writing to ask if it is possible to change the hrs for the water aerobics evening class back to 6-7. The current time of 7-8 is too late , I'm sure others have complained about the time change.

Thank you for your time

#### ANSWER:

Dear XXXX,

Thank you for reaching out and sharing your feedback regarding the water aerobics class schedule. We understand that the time change may not work for everyone, and we truly appreciate your input.

Unfortunately, due to **limited water space and the need to prioritize earlier evening times for youth and family swimming**, we are unable to move the class back to 6:00-7:00 PM at this time. We strive to balance programming to meet the needs of all members, and this current schedule allows us to best serve a variety of community groups.

However, we value your feedback and will keep your request in mind as we review future scheduling adjustments. If an earlier option becomes available, we will be sure to communicate any updates.

Please let us know if there's anything else we can do to support your fitness goals, and thank you for being a part of our community. Best regards,

Scott Deschenes, District General Manager Des Moines Pool MPD/Mt Rainier Pool

#### WATER SAFETY INSTRUCTOR CLASS

Quentin and Emmitt led a water safety instructor course this week. There were six staff that participated in the course.

Having American Red Cross Water Safety Instructor (WSI) certified instructors at the Mount Rainier Pool will significantly enhance the quality, safety, and effectiveness of our swim lesson programs. The standardized teaching methods ensure consistency across classes, allowing swimmers of all ages and skill levels to progress more efficiently. Enhanced instructor training in safety, risk management, and tailored instruction techniques leads to fewer incidents and better student outcomes. Additionally, this certification boosts instructor confidence, resulting in engaging, professional lessons that meet community expectations and foster long-term participation at our pool.

#### LIFEGUARD CERTIFICATION COURSE

We will be offering another Lifeguard Certification course for Highline School District spring break (April 7-11). Unfortunately, Federal Way School District will be holding their spring break the week before. See link below for more information.

https://createsend.com/t/d-F84FE5E57581A72C2540EF23F30FEDED

#### LOBBY TELEVISION

Quentin is going to buy a television next week. I am working on getting the signage ready for implementation. We may need to buy a stick for \$80 to handle the software, but it is dependent on the type of smart television.

#### **RECORD BOARD**

The record board should be delivered next week. Quentin will be working to get a company to install it.

#### COLLEGE SWIM TEAM RENTAL

A college swim team could potentially be renting a couple of lanes from us early next week, as they prepare for a meet at KCAC.

## CHATGPT QUESTION OF THE WEEK " IS THERE ADEQUATE WATER SPACE IN KING COUNTY TO SERVE KING COUNTY?"

Assessing whether King County has sufficient swimming pools to serve its current population involves examining both the availability of aquatic facilities and the community's demand for such amenities.

#### **Current Aquatic Facilities in King County:**

• Weyerhaeuser King County Aquatic Center: Located in Federal Way, this world-class facility includes an Olympic-sized competition pool, a diving pool, and a warm water recreation pool. It hosts various national and international competitions and is open to the public for lap swims, family swimming, water exercise, and swimming lessons.

• Seattle Public Pools: The Seattle Parks and Recreation department operates several indoor pools, such as Ballard Pool and Colman Pool, offering amenities like water slides, diving boards, and warm water spas.

• YMCA Facilities: The Cottage Lake Outdoor Pool, operated by the Northshore YMCA, is one of the few outdoor pools in King County, featuring three lanes, a water slide, and 84-degree water temperatures.

#### Demand and Capacity Considerations:

• Aging Infrastructure: Many community pools in King County were built with funding from 1960s-era Forward Thrust Bonds and are now reaching the end of their useful lives, leading to closures and reduced availability.

• **Population Growth:** The population of cities like Bellevue has grown significantly since the construction of existing aquatic facilities. For example, the Bellevue Aquatic Center was built in 1970 when the population was approximately 61,200; today, Bellevue's population exceeds 148,000. This

growth has led to increased demand, resulting in extensive waitlists for swim lessons and overcrowded facilities.

• Feasibility Studies: A feasibility study conducted for the north King County region identified a need for additional aquatic facilities to meet current and future demand.

#### **Conclusion:**

While King County offers several aquatic facilities, the combination of aging infrastructure and significant population growth has led to increased demand that existing pools struggle to meet. This imbalance suggests that the current number of pools may not be sufficient to serve the county's population effectively. Addressing this issue may require renovating existing facilities and constructing new ones to accommodate the community's needs.

FOLLOW-UP QUESTION: What are the impacts by not providing these programs?

Not providing **swimming pools and aquatic programs** in a community—especially in a growing region like **King County**—can have significant **public health**, **safety**, **and social** consequences. Here are the key impacts:

1. Increased Risk of Drownings & Water Safety Issues

#### Drowning is a Leading Cause of Death for Children

• Without **swim lessons and water safety education**, children and adults are at a higher risk of drowning, particularly in areas near natural bodies of water like **Puget Sound, lakes, and rivers**.

• According to the **CDC**, formal swim lessons **reduce drowning risk by 88%** for young children.

#### 🖾 More Risk in a Region with Open Water

• King County has **rivers, lakes, and Puget Sound**, meaning people are still exposed to water even if pools aren't available. Without structured water safety programs, drowning risks increase.

#### 2. Negative Health Outcomes

#### Lack of Aquatic Exercise Options

## • Pools provide **low-impact**, **joint-friendly exercise**, especially for **older adults**, **people with disabilities**, and those recovering from injuries.

• Without access to water exercise, individuals may struggle to find **safe**, **accessible fitness options**, leading to **higher obesity rates**, **poor cardiovascular health**, **and reduced mobility**.

#### Fewer Opportunities for Adaptive & Therapeutic Aquatics

• People with **disabilities**, arthritis, or chronic conditions benefit greatly from warm water therapy and hydrotherapy.

• Without pools, many lose access to critical rehabilitation resources that improve quality of life.

#### 3. Reduced Childhood Development & Education

#### Loss of Swim & Water Safety Education in Schools

• Many school districts integrate swim programs into PE classes—without facilities, students lose this essential life skill.

• Lower-income students often rely on school-based programs to learn to swim since private lessons may be unaffordable.

#### Limited Early Childhood Development

• Water-based play helps develop motor skills, coordination, and confidence in young children.

• Without pools, fewer children **gain comfort and competence in water** during critical developmental years.

4. Decline in Community & Social Well-being

#### 윢 Fewer Gathering Spaces for Families & Teens

• Pools serve as **"third places"**—social hubs where families, teens, and seniors gather outside of home and work/school.

• Without public pools, families lose safe spaces for bonding, and teens lose positive recreational outlets, increasing youth isolation.

#### 🚸 Increased Summer Slide & Inequity

• During **summer months**, pools provide **structured**, **affordable activities** that keep kids **active and engaged**.

• Without pools, **lower-income families have fewer recreation options**, while wealthier families can afford private clubs, widening **recreational inequity**.

#### 5. Economic & Workforce Impacts

#### 💼 Job Loss & Limited Workforce Development

• Public pools provide lifeguarding and swim instructor jobs, especially for teens and young adults.

• Without pools, there are **fewer employment opportunities**, and **fewer trained lifeguards** means increased risks at beaches, lakes, and private pools.

#### 📉 Local Businesses & Tourism Impact

• Pools, aquatic centers, and swim competitions bring in **visitors, tourism revenue, and business for nearby restaurants, shops, and hotels**.

• A lack of aquatics programming could hurt local businesses that rely on these community events.

#### 6. Increased Burden on Emergency Services

#### 🚜 More Water Rescues & Medical Emergencies

• Without water safety education, emergency responders face more rescues at local lakes, beaches, and rivers.

• Lifeguards at public pools serve as **first responders**, preventing incidents before they escalate.

#### 🖺 Higher Healthcare Costs

• Drownings and water-related injuries **increase medical costs** for families and local healthcare systems.

• Lack of water exercise options may **lead to more chronic health conditions**, further straining medical resources.

#### **Conclusion: A Lack of Aquatic Facilities Hurts Everyone**

Communities that lack **public pools and swim programs** face **higher drowning risks, poorer public** health, fewer youth opportunities, and economic setbacks. Investing in aquatic facilities is not just about recreation—it's about safety, equity, and community well-being.

#### RESEARCH

- SWIM Act Reintroduced (Aquatics International) <u>https://www.aquaticsintl.com/facilities/swim-act-reintroduced\_o</u>
- Skagit County takes next step in creating new website (Go Skagit) <u>https://www.goskagit.com/news/local\_news/skagit-county-takes-next-step-in-creating-new-website/article\_f69fddac-fead-11ef-8f9f-ef6345129a03.html</u>
- Transportation workers' perspectives on ADA (APA) <u>https://planning.org/blog/9306968/transportation-workers-perspectives-on-ada/</u>



## **Des Moines Pool Metropolitan Park District**

February 6, 2025 7 p.m. Hybrid (DMPMPD District Office and Remote Online)

#### MINUTES SPECIAL MEETING

#### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:01 p.m. Also, present were Commissioners Dusenbury, Campbell; and District General Manager (GM) Deschenes; District Clerk Melum; and Legal Counsel, Brian Snure. Commissioner Stender logged in at 7:04 p.m. Commissioner Thorell was not present.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

**ADOPTION/MODIFICATIONS OF AGENDA** Commissioner Campbell moved to approve the agenda as modified. Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 3-0.

Commissioner Stender entered the meeting at 7:04 p.m.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The District General manager announced the phones are down due to weather-related issues until Friday, February 7. He also mentioned that he met with the Des Moines City Manager and the information would be included in the weekly report. He also mentioned that Highline School District's leadership team requested a pause on the partnership for the grants, so he is working directly with King County Parks, as the grants are time sensitive. Finally, he discussed the SAO audit team wanted to schedule their entrance exam with the board for next week, and presented times. President Young mentioned the State Auditor's Office likes to have a majority of the board to list findings. After discussion, a time was set for Friday, February 14 at 1pm.

#### PUBLIC COMMENT - None.

#### BUSINESS

#### 6. DISCUSSION OF REAL ESTATE

Brian Snure, Legal Counsel briefed the board on what can and cannot be discussed before going into executive session on real estate. The discussion was regarding property off of 216<sup>th</sup> that was offered to the City of Des Moines from the Washington State Department of Transportation (WSDOT). The board elected to stay in open session, after Legal Counsel's recommendation since the conversation would not affect the price of the property.

President Young mentioned the City of Des Moines elected not to purchase the land at their study session on January 30, 2025. He asked Legal Counsel Snure the next steps that the pool district should take, if it were interested in purchasing the property. Legal Counsel Snure recommended having the District General Manager

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To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

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#### Des Moines Pool Metropolitan Park District Meeting Minutes – 2/6/2025

reach out to the WSDOT to get more information including the purchasing process and if WSDOT would be willing to negotiate.

President Young also questioned if the pool district could act quickly enough to make an offer on the land, or be bond eligible to support the purchase. He also mentioned the FCS Group's Tax Levy Analysis that detailed the pool district would probably need a Levy Lid Lift to afford a purchase of the property listed at \$5.35 million. He felt there were steps that needed to be taken before examing a purchase of land. Commissioner Campbell mentioned that she appreciates the situation as it help the pool district ascertain the value of a potential future pool site. Commissioner Stender added that the pool district needs to develop an outlined process for bonding and purchasing land in the future for other oppoertunities. Commissioner Dusenbury added that the pool district does not have enough data to show if the property is suitable for a pool, and the site would need a conditions study which there may not be enough time to meet WSDOT's timeline. Legal Counsel Snure recommended reaching out to WSDOT to find out the timeline, the process, and more information on the property.

President Young mentioned the pool district will need a couple of years to build up its reserves and a potential levy lid lift to be bond eligible. He mentioned that this process can help the pool district develop funds needed for a future levy lid lift, which would need to go to the taxpayers. He confirmed it would be good to discuss with WSDOT to help gather information to present to the public that our estimated costs are based on research, thus supporting the request for a levy lid lift.

Commissioner Stender stated the board needs to develop a direction before acquiring new land or starting an advisory committee. He mentioned that this should be a priority before moving forward.

President Young directed the District General Manager to reach out to WSDOT about their timeline and process. He also mentioned about having a discussion at a future meeting about discussing the next steps. He also reiterated the importance of building up the reserves to help give the pool district options.

#### 7. Good of the Order

President Young mentioned the next two board meetings, which are February 14 at 1:00 p.m. and February 25 at 7:00 p.m.

#### ADJOURNMENT

With no further business the meeting was adjourned at 7:27pm.

#### **UPCOMING MEETING(S)**

- February 14, 2025, SAO Accountability Audit, Entrance Meeting, 1:00pm, Location: Hybrid (DMPMPD Offices and Online)
- February 25, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

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#### Des Moines Pool Metropolitan Park District Meeting Minutes – 2/6/2025

Commissioner Young	Commissioner Dusenbury		
Commissioner Campbell	Commissioner Stender		
 Commissioner Thorell			

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## **Des Moines Pool Metropolitan Park District**

February 14, 2025 7 p.m. Hybrid (DMPMPD District Office and Remote Online)

#### MINUTES SPECIAL MEETING "SAO ENTRANCE MEETING"

#### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 1:00 p.m. Also, present were Commissioners Dusenbury, Campbell and Stender; District General Manager (GM) Deschenes and District Clerk Melum; and Dylan Rowley, Rebecca Nyanjui and Paul Griswold of the Office of the Washington State Auditor (SAO). Commissioner Stender arrived at 1:11pm. Commissioner Thorell was no present.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

**ADOPTION/MODIFICATIONS OF AGENDA** – There were no changes to the agenda, since it was a special meeting. Commissioner Dusenbury moved to approve the agenda. Commissioner Cambell 2<sup>nd</sup>. Motion passed 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS - None.

PUBLIC COMMENT – None.

#### BUSINESS

#### 6. SAO ENTRANCE AUDITOR

The SAO Auditors, Paul Griswold, Rebecca Nyanjui and Dylan Rowley presented the entrance information for the pool district's accountability audit. An exit meeting will be presented at the end of the accountability audit.

#### 7. Good of the Order

Commissioner Campbell mentioned that she is intererested in the pool district performing a cybersecurity check up.

#### ADJOURNMENT

With no further business the meeting was adjourned at 1:27pm.

#### **UPCOMING MEETING(S)**

• February 28, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

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### Des Moines Pool Metropolitan Park District Meeting Minutes – 2/14/2025

Commissioner Young	Commissioner Dusenbury
Commissioner Campbell	Commissioner Stender
Commissioner Thorell	

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### **Des Moines Pool Metropolitan Park District**

February 25, 2025 7:00 p.m. Hybrid (DMPMPD District Office and Remote Online)

### MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:01 p.m. Also, present were Commissioners Campbell, Dusenbury, Stender and Thorell; Aquatics Coordinator, Sevores, Aquatics Manager, Knox, District General Manager Deschenes, District Clerk Melum and Resident Gene Achziger.

PLEDGE OF ALLEGIANCE - Commissioner Dusenbury led the flag salute.

**ADOPTION/MODIFICATIONS OF AGENDA** –The District General Manager recommended moving item 8c Scheduling Discussion before New Business to allow Aquatics Coordinator Sevores and Aquatics Manager Knox to leave the meeting early to concentrate on pool operations. Commissioner Thorell moved to approve the agenda as modified. Commissioner Stender 2<sup>nd</sup>. Motion passed 5-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The District General Manager notified the board of a power outage at the Mount Rainier Pool that was due to a windstorm that occurred on the early morning of Tuesday, February 25. Puget Sound Energy stated the power outage should be resolved by noon on Wednesday, February 26.

PUBLIC COMMENT - None.

### 6a. CONSENT AGENDA

Commisioner Dusenbury moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in January 2025 totaling \$151,926.61. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

### **BUSINESS MOVED TO START OF MEETING**

### 8c. Scheduling Discussion

Aquatics Coordinator Sevores and Aquatics Manager Knox presented information on factors that affect the schedule. They also notified the board that the pool would be open at 6am on Monday, Wednesday and Friday mornings effective March 3 and Sundays effective March 16. A copy of the report is available in the agenda packet.

### **OLD BUSINESS**

### 7a. Policy 101 Bylaws

The District General Manager notified the board that he received no edits from the board or legal for the bylaws, so the current Policy Bylaws passed in 2024 would stay in affect.

### 22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location) 22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

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.

### Des Moines Pool Metropolitan Park District Meeting Minutes -02/25/2025

### 7b. Q4 Financial Report

The District General Manager presented the fourth quarter financial report including revenue, expenses and a summary report. Overall revenue was 108%, and overall expenses was 81%. Overall the pool district ended the year at \$1.877 million, which is its second best year since the 2017-2018 pool closure. A copy of the report was included in the February 28 agenda packet.

### 7c. Grants Update

The District General Manager presented an update on where the pool district stood on its three current grants. The pool district is trying to work with the Highline School District and King County Parks to get a 30-year covenant on one of the grants lowered to 15 years. They are also trying to combine the two capital projects into one closure. The District General Manager mentioned that youth attendance during February doubled from 2024 thanks to the Get Active, Stay Active Grant.

The District General Manager mentioned that he attended a webinar on the 2025 King County Parks Grants. The grants include capital and program funding, and their deadline is March 31.

The District General Manager presented that King County will have a ballot issue coming out in summer/fall for 2026-2031.

Commissioner Dusenbury expressed concerns for the 30-year covenance, and suggested the covenance responsibility be added to the lease in negotations. The District General Manager mentioned that he could present the question to legal, and see if it could be written in to the lease.

### 7d. 575 Agreement

The District General Manager presented the 575 agreement with how much the pool district had spent on website management services over the last three years.

The District General Manager recommened starting discussion this fall for developing a new website, and the information in this request should be included in an RFQ.

### 7e. Insurance Changeover

The District General Manager requested to move this to the March 25 agenda. They notified the board that Enduris came and toured the pool, and called to state they would have a quote in before the March 25 meeting. The District General Manager stated they were not sure when they would have information to review before the March 25 meeting.

### 7f. Land Acquisition Process

The District General Manager mentioned that he met with WSDOT, and that the WSDOT representative needs to reach out to their legal. They suggest pushing the item to the next board meeting for a full presentation.

### 7g. Resolution 2025-04 Cancelled Warrants

The District General Manager presented a resolution cancelling two warrants totaling \$90.41. One has already been reissued, while the other is being sent to unclaimed property at the end of the year. Commissioner Campbell moved to approve Resolution 2025-04 Cancelled Warrants. Stender 2<sup>nd</sup>. Motion passed 5-0.

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### Des Moines Pool Metropolitan Park District Meeting Minutes -02/25/2025

### **NEW BUSINESS**

### 8a. Employee Handbook (first touch)

The District General Manager notified the board that the employee handbook needed to be updated. This will be a first touch to see if the board is interested in helping with the editing. A draft will be presented at the March 25 board meeting with hopefully the handbook being approved at the April 22 board meeting. The board directed the Policy and Procedure Committee to assist with the project.

### 8b. Employee Pay with Debit Card Option Research (first touch)

District Clerk, Angela Melum presented an option for employee pay for an autofilled, pre-paid debit card. This card would function like a bank's debit card, and would be an additional option to automatic deposit and physical checks. They mentioned the pool district was still awaiting information from the payroll company to be included at a future meeting.

### 8c. Scheduling Discussion (Moved Before Old Business)

### 8d. Lobby Television

Commissioner Stender requested to have this added to the agenda, as it would help improve communication at the pool. He also believes it would help reduced paper signage, and other pools have utilized this. The board requested the District General Manager move forward within the budget.

### **GOOD OF THE ORDER**

Resident Gene Achziger notified the board that Destination Des Moines will have a cornhole tournament, and that Emmitt Sevores would be representing the pool district. Mr. Achziger paid the entry fee for the team.

### ADJOURNMENT

With no further business the meeting was adjourned at 7:54 p.m.

### **UPCOMING MEETINGS**

- To Be Determined, SAO Exit Interview, N/A, Location: Hybrid (DMPMPD Offices and Online)
- March 25, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

**Commissioner Campbell** 

Commissioner Stender

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**Commissioner Thorell** 

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### **Special District Voucher Approval Document**

### Scheduled Payment Date: 02/10/2025 Total Amount: \$13,144.80

Control Total: 7 Payment Method: WARRANT

### District Name: Des Moines Pool Metropolitan Park District File Name: AP\_DMPOLPRK\_APSUPINV\_20250131144051.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)) :

- Docusingned by: Scott Deschurus	1/31/2025	Joe Duserburg	2/1/2025
Authorized District Signature	Date	Authorized District Signature	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 Seattle, WA 98104 Email: SpecialDist.AP@kingcounty.gov Fax: (206) 263-3767

KING COUNTY FINANCE USE	ONLY:
Batch Processed By:	
Date Processed:	

Docusign Envelope ID: 80A6C65A-21B6-4990-8A81-A85490285A52



### Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250131144051.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			65612	01/18/2025	\$2,795.52	FEB 2025 EMP BENEFIT TRUST
CRYSTAL SPRINGS			24714034 012925	01/29/2025	\$77.37	WATER DELIVERY
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202501V2	01/01/2025	\$1,781.73	JAN 2025 DCP PMT VOL 2
MACDONALD-MILLER FACILITY SOLUTIONS			SVC328040	01/17/2025	\$1,063.43	MEN'S SHOWER REPAIR
MACDONALD-MILLER FACILITY SOLUTIONS			SVC328585	01/23/2025	\$3,014.45	SHOWER TREE REPAIR
NORTHWEST LANDSCAPING SERVICES			CD50496327	02/01/2025	\$621.53	FEB 2025 LANDSCAPING SVCS
US BANK			01102025USB	01/10/2025	\$3,790.77	JAN 2025 US BANK BILLING CCS





### **Special District Voucher Approval Document**

### Scheduled Payment Date: 02/12/2025

Total Amount: \$2,589.04 Control Total: 7 Payment Method: WARRANT

### District Name: Des Moines Pool Metropolitan Park District File Name: AP\_DMPOLPRK\_APSUPINV\_20250205132547.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)) :

Scott Dischures	2/6/2025	Joe Dusculoury	2/6/2025
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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KING COUNTY FINANCE USE	ONLY:
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Date Processed:	

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### Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250205132547.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			25492	01/28/2025	\$579.77	JAN 2025 MONTHLY SVC
CENTRAL WELDING SUPPLY			0002292893	01/31/2025	\$105.27	JAN BILLING CYLINDAR RENTAL FAC/HAZ
CITY OF DES MOINES			568	02/04/2025	\$90.00	JAN 2025 POOL ADMIN SVC
DATAQUEST, LLC			24759	01/31/2025	\$116.00	BKD CHK RISPOLI & DENG
GRAINGER			9395432132	02/04/2025	\$503.26	JANITORIAL SUPPLIES
LINDA RAY			LR202502-01	02/03/2025	\$654.74	JAN 2025 CONSULTING FEES
SNURE LAW OFFICE			02012025SLO	02/01/2025	\$540.00	JAN 2025 ATTORNEY FEES





### **Special District Voucher Approval Document**

### Scheduled Payment Date: 02/24/2025

Total Amount: \$763.89 Control Total: 4 Payment Method: WARRANT

### District Name: Des Moines Pool Metropolitan Park District File Name: AP\_DMPOLPRK\_APSUPINV\_20250219095313.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)) :

Scott Deschurus	2/20/2025	Joe Dusculoury	2/25/2025
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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King County Accounts Payable Attn: Special Districts 401 5th Avenue, Room 323 Seattle, WA 98104 Email: SpecialDist.AP@kingcounty.gov Fax: (206) 263-3767

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Docusign Envelope ID: 102D69AE-E2F3-40B2-922E-6ECDA9BE43FB



### Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250219095313.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250215JC164	02/15/2025	\$49.68	PAYROLL PE 02.15.2025 J. COCHRAN
RACHEL O'SULLIVAN			20250215RO	02/15/2025	\$204.95	PAYROLL PE 02.15.2025 R. O'SULLIVAN
SHOU BLANK			20250215SB162	02/15/2025	\$99.37	PAYROLL PE 02.15.2025 S. BLANK
TITUS GILLIHAN			20250215TG	02/15/2025	\$409.89	PAYROLL PE 02.15.2025 T. GILLIHAN



### ELECTRONIC PAYMENT REQUEST FORM

### Payment Settlement Date 02/15/2025

PAYMENT INFORMATION

King Count	Department of Executive Services Finance & Business Operations Division KSC-ES-710 201 S Jackson ST Ste 710 Seattle, WA 98104 Email: <u>cash.management@kingcounty.gov</u>
ebt Pay Code (COLXX)	Automatic Withdrawal
B 1997 B 1	

C	ACH Credit Pay Code (BENXX, GENXX, I	ACH Debt P	ay Code (COLX)		Automati	Withdrawal			
Č	Book Transfer (Last 4 digits of the acco	ount) From	To	OWire Repetitive Wire Code				0	
Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	An	ount
1	Heartland Payroll 02.15.2025	170950010			24219				34,698.53
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10				<u> </u>			Total		\$ 34,698.53
PAYE							TOLAI		\$ 37,090.33
Comp	any	Address			City			State	Zip
BANK	INFORMATION FOR WIRE PAYM	ENTS				8			
Bank I	Name			Name on	Bank Account				
Bank I	Routing # Bank A					8			Zip
Refere	nce	-2				8			
CONT	ACT INFORMATION Typed or Printe	ed							
Conta	t Name Scott Deschenes, Distri	ict Manager		Organizat	ion Des Moi	nes Pool Met	ropolitan Par	rk District	
Email	scitt.deschenes@desmo	oinespool.org		Phone #	(206) 429-3	852 Ext	Fa	ax #	
AUTH	<b>ORIZATION</b> Certification for Payme	nt (By Authorized	d Signer) RCW	V 42.24.080	÷				
	undersigned, do hereby certify u d obligation, and that I am autho					payable, and	that the pay		
	ure Je Duccharg		1999-1993 (1997) - EEGO (1998)	Title Clerk of				Date	2/12/2025
	lame Joe Duesenberry		Ph	one # (206) 42	29-3852	Email mypeg	gysue@me.	12	

### ELECTRONIC PAYMENT REQUEST FORM

### Payment Settlement Date 02/28/2025

PAYMENT INFORMATION

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

O	ACH Credit Pay Code (BENXX, GENXX, P/	OACH Debt P	ay Code (COLX)	<u></u>	Automatic Withdrawal			
Õ	Book Transfer (Last 4 digits of the accou	int) From	To	Wire Repe	etitive Wire Code	e		
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 02/28/2025	170950010	ida dilana dar		24219	unde faila - la	50	32,245.49
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		, ,		<u> </u>			Tota	\$ 32,245.49
PAYE	E INFORMATION							
Compa	anyA	Address			City			State Zip
BANK	INFORMATION FOR WIRE PAYME	NTS		*		5		
Bank I	Name			Name on	Bank Account			
Bank I	Routing # Bank Ad	ccount #			City			State Zip
Refere		d				2		a 80 - 11 Iú
CONT	ACT INFORMATION Typed or Printed	d						
Conta	t Name Scott Deschenes, Distric	t Manager		Organizat	tion Des Moi	nes Pool Met	ropolitan Pa	rk District
Email	scitt.deschenes@desmo					852 Ext		
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.								
	ure busenbury			Title Clerk of	-			Date 2/25/2025
	lame Joe Duesenberry		Ph	one # (206) 42	29-3852	Email mypeg	gysue@me.	
						- X8		



Important Information

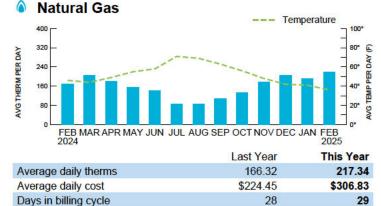
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### DES MOINES POOL METRO PARK DISTRICT Serving: 22722 19TH AVE S, Des Moines

### Your Usage Information



Average daily kilowatt hours	940.00	946.21
Average daily cost	\$128.85	\$133.39
Days in billing cycle	28	29
Average temperature	46°F	36°F



Issued: February 21, 202	5
Account Number:	220013795061
DUE DATE	March 13, 2025
TOTAL DUE	\$12,766.31

### Your Account Summary

50

Previous Charges: Amount of Your Last Bill (dated 1/23/2025) Payment received 2/3/2025 – Thank you!	\$ 12,599.67 -12,599.67
Total Previous Charges	\$ 0.00
Current Charges:	
	\$ 3,868.35
Natural Gas Charges	8,897.96
Total Current Charges	\$ 12,766.31
Total includes current and past due charges Total	\$ 12,766.31

Late Payments | A late payment fee of 1% per month will apply to past due charges, if any, and amounts unpaid more than 10 business days after the statement due date. Amounts will be considered delinquent if payment is not received on or before the due date.

#### We're here to help

If you're having difficulty paying your bill, please call us or visit pse.com/ assistance for more information on all of our assistance programs. pse.com/mypse.

### How to reach us

- For self-service options visit our website at pse.com.
- Email: customercare@pse.com

24 Hour Emergency and Outage line: 1-888-225-577						
	Puget Sound Energy: P.O. Box 91269,	Bellevue, WA 98009				
	Hours: 7:30 a.m. – 6:30 p.m. M – F	TRS: 1-866-831-5161				
		TTY: 1-800-962-9498				

PUGET SOUND ENERGY

I want to donate \$\_\_\_\_\_ to the Warm Home Fund

46°F

- To pay or find pay station locations go to pse.com or call 1-888-225-5773
- Mail this coupon and make check payable to Puget Sound Energy

024005

Average temperature



DES MOINES POOL METRO PARK DISTRICT 22722 19TH AVE S DES MOINES WA 98198



36°F

 Account Number:
 220013795061

 DUE DATE
 March 13, 2025

 TOTAL DUE
 \$12,766.31

Serving: 22722 19TH AVE S, Des Moines

Puget Sound Energy P.O. BOX 91269 Bellevue, WA 98009-9269 Docusign Envelope ID: 4127676D-77C6-49ED-B483-E9F23B7BA53C Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

### Electric Detail Information: 22722 19TH AVE S, Des Moines

Rate Schedule	Meter #	Start Date	End Date	Multiplier	Kilowatt	Electric	Reactive	Meter
Rale Schedule	Weter #	Read	Read	wumpher	Hours (kWh)	Demand (kW)	Power (kVAR)	Read Type
Commercial 25	P154422709	1/21	2/19	- 80	27,440	<u></u>		Actual Read
	P104422709	21270	21613	00				
Commercial 25	P154422709		2/19	- 80		40.44		Actual Read
	P154422709		<u>e-</u> n	00	10.000	49.44	_	

Your Electric Charge Details (29 days)	Rate	x Unit	=	Charge	Definitions
27,440 kWh used for service 1/22/2025 - 2/19/2025					Basic Charge — Covers the costs for meters, meter
Basic Charge (1/22/2025 - 1/28/2025)	\$53.95	per month	\$	13.02	reading, billing and other costs that do not vary with energy use or the number of days covered by the bill
Basic Charge (1/29/2025 - 2/19/2025)	\$70.14	per month		53.21	Multiplier — Converts the amount of electricity used
Electricity					measured by your meter into kWh.
Tier 1 (First 4828 kWh Used) (1/22/2025 - 1/28/2025)	0.109431	4,828 kWh		528.33	kWh — Your use of electricity is billed in units called kilowatt hours. It is a unit of energy that equals 1,000 watts of electricity consumed in one hour.
Tier 2 (Above 4828 kWh Used) (1/22/2025 - 1/28/2025)	0.083414	1,795.44 kWh		149.76	Energy Exchange Credit — Federal Columbia Rive Benefits supplied by Bonneville Power Administration
Tier 1 (First 2069 kWh Used) (1/29/2025 - 1/31/2025)	0.129000	2,069 kWh		266.90	from low-cost power generated by federal hydroelect dams.
Tier 2 (Above 2069 kWh Used) (1/29/2025 - 1/31/2025)	0.102983	769.56 kWh		79.25	Other Electric Charges and Credits — Includes the Merger, Federal Wind Power, and Renewable Energ Credits.
Tier 1 (First 13103 kWh Used) 2/1/2025 - 2/19/2025)	0.129000	13,103 kWh		1,690.29	
Tier 2 (Above 13103 kWh Used) 2/1/2025 - 2/19/2025)	0.102983	4,875 kWh		502.04	
Electric Cons. Program Charge	0.005365	27,440 kWh		147.22	
Power Cost Adjustment (1/22/2025 - 1/28/2025)	0.010489	6,623.44 kWh		69.47	
Power Cost Adjustment (1/29/2025 - 2/19/2025)	0.002965	20,816.56 kWh		61.72	
Electric Demand Charge (First 50 KW Used) 1/22/2025 - 1/28/2025)	2.620000	49.44 kW		31.27	
Electric Demand Charge (First 50 KW Used) (1/29/2025 - 1/31/2025)	1.250000	49.44 kW		6.39	
Electric Demand Charge (First 50 KW Used) (2/1/2025 - 2/19/2025)	1.250000	49.44 kW		40.49	
Other Electric Charges & Credits					
Merger Credit	0.000000	27,440 kWh		0.00	
Federal Wind Power Credit	0.000000	27,440 kWh		0.00	
Renewable Energy Credit	0.000000	27,440 kWh	3	0.00	
Subtotal of Electric Charges				3,639.36	
Taxes					
State Utility Tax (\$149.82 included in above charges)	3.873%				
Effect of Des Moines City Tax	6.292%	\$3,639.36		228.99	
Current Electric Charges			\$	3,868.35	

### Emergency or Power Outage Dial 1-888-225-5773

To report a natural gas or electric emergency or a power outage, 24 hours a day, call **1-888-225-5773** 

Para informar sobre emergencias eléctricas, de gas o apagones 24 horas al día, llame al 1-888-225-5773

若欲報告天然氣或電氣突發事件,或停電事故,每天 24 小時均可致 電 **1-888-225-5773** 

Чтобы сообщить об аварии, связанной с природным газом или электроэнергией, или о перерыве в подаче электроэнергии, звоните в любое время суток по номеру **1-888-225-5773** 

We can translate for other languages. Call 1-888-225-5773.

### Keeping our word.

You will receive a \$50 credit on your PSE bill if we do not keep a set appointment to install new or reconnect existing service or inspect natural gas equipment. Exceptions apply during major storms or significant events beyond our control.

### You deserve excellent service.

Every day we aim to give you clear, understandable answers to your questions about bills, credits, deposits, tariffs and your energy service. If you have a complaint or dispute with your bill or service, please call us at **1-888-225-5773**. If you are not satisfied with the response, ask to speak with a supervisor. If you are still not satisfied, you may contact the Consumer Affairs section of the

Utilities and Transportation Commission at 1-888-333-WUTC (9882) or complete an online complaint form at www.utc.wa.gov.



### Docusign Envelope ID: 4127676D-77C6-49ED-B483-E9F23B7BA53C

A rate change became effective during this billing period. The listed rate item(s) that changed shows the dates, prices and charges for each portion of the bill period when they were in effect. Copies of the rate schedules are available upon request.

Page 3 of 3

### Natural Gas Detail Information: 22722 19TH AVE S, Des Moines

Rate Schedule	Meter #	Start Date	End D	Date	Turni	ID.	Pressu	ire	FPV	CCF	Meter
Rale Schedule		Read	Read		Turni	μ	Tem	С	BTU Factor	Therms	Read Type
Commonial 24	004740	1/21	2/19	2/19		4	2		1	5,686.459	
Commercial 31	604748 —	18585	2363	39	505	+	60		1.108379	6,302.752	Actual Read
Your Natural Gas Charge De	etails (29 days	) Ra	te x Uni	t	=		Charge	Def	initions		
6.302.752 therms used for service	2 1/22/2025 - 2/19	/2025					-			ers the costs for r	
Basic Charge (1/22/2025 - 1/2		\$38.5	89 per	month	\$		9.39			her costs that do r nber of days cove	
Basic Charge (1/29/2025 - 2/1	19/2025)	\$50.	56 per	month			38.36			easures the volur	ne of natural gas
Natural Gas Delivery Charges	6								in hundreds of c	ubic feet. ts your CCF ener	av usade into
Delivery Charge (1/22/2025	5 - 1/28/2025)	0.7230	40 1,52	22.010 TI	herms	1	,100.47			for actual heat co	
Delivery Charge (1/29/2025	5 - 2/19/2025)	0.8356	50 4,78	30.742 TI	herms	3	,995.03		ritish Thermal Un		
Gas Cost		0.4880	80 6,30	02.752 TI	herms	3	,076.25			<sup>:</sup> natural gas is bill leat that equals 10	
Gas Cons. Program Charge	е	0.0365	60 6,30	02.752 TI	herms		230.43			harges and Cred	,
Other Natural Gas Charges &	Credits									on chage and the	
Merger Credit		0.0000	00 6,30	02.752 TI	herms		0.00			tion Credit — /	
State Carbon Reduction Cred (1/22/2025 - 1/31/2025)	it	-84.9900	00 1				-29.31	at au		ouse gas emissio Washington's Cl rogram	
State Carbon Reduction Cred (2/1/2025 - 2/19/2025)	it	-75.1200	00 1				-49.22			ogram.	
Subtotal of Natural Gas Charg	ges					8	3,371.40				
Taxes											
Effect of Des Moines City Tax		6.290	9% \$8,3	71.40			526.56				
State Utility Tax (\$342.75 inclue	ded in above chai	rges) 3.852	2%		_						
<b>Current Natural Gas Charge</b>	S				\$	8	,897.96				

A rate change became effective during this billing period. The listed rate item(s) that changed shows the dates, prices and charges for each portion of the bill period when they were in effect. Copies of the rate schedules are available upon request.

Your bill reflects changes in rates that went into effect on January 29, 2025.



### **Payment Receipt**

### 1 of 1 payment(s) have been scheduled.

Payment 1 of 1	
Confirmation #	4136911414
Payment Type	Utility
Account #	
Status	Scheduled
Payment Date	Mar 10, 2025
Payment Method	
Payment Amount	\$12,766.31 <i>J</i>
Warm Home Fund (optional)	\$0.00
Combined Payment Amount Charged	\$12,766.31
Signed by: Joe Dusendowry 5E8DDA9899F2474	2/25/2025

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: District G.M.

Meeting Date: March 25, 2025

Under: Old Business

Attachment: Yes

Subject: Insurance Changeover Update

### Background/Summary:

The Des Moines Pool Metropolitan Park District (pool district) is looking at changing over its insurance, effective August 1, 2025.

The pool district has received two of three quotes for a full year. We should have preliminary estimates from all three by March 25, 2025. Will also need to get pro-rated options.

All three companies have stated they will be able to provide the coverage that is outlined in the Highline School District lease for Mount Rainier Pool. I have attached full year estimates for all three. I will provide more detailed information at the April 22 board meeting, while we have all board commissioners present. This presentation will include a more detailed breakdown.

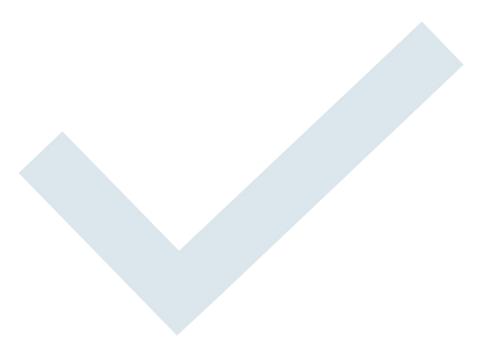
I will work with the Policy and Procedure Committee to develop a presentation on the options to be presented.

**Fiscal Impact:** Decision due to escalating costs with not much supporting documentation or reasoning for increases with current insurance provider.

Proposed Motion: No motion. Informational only	у.							
Reviewed by District Legal C	Counsel: Yes	No	<u>X</u> Date: <u>N/A</u>					
Three Touch Rule:       Committee Review         Continuous       First Board Meeting (Informational)         N/A       Second Board Meeting (Action)								
Action Taken: Adopted	Rejected	Postponed	i					
Follow-up Needed: Y	′esNo	<u>_X</u>	Report back date:					
Notes: - Insurance Changeover Upo - Submission of Each Insurat - AWC-RMSA - CIAW - Enduris (NEW)		5)						



Regular Board Meeting March 25, 2025



# Why are we here?

- WCIA rates will go up:
  - 2024 \$37,371
  - 2025 \$59,017 (58% increase from 2024)
  - 2026 \$89,000 (51% increase from 2025 and 138% increase from 2024)
- WHY?
  - Most other parks and recreation districts have larger risk management costs. (We have none in last ten years.)
  - Moving all park districts to new more expensive category in 2026.
  - Although DMPMPD has no loss history, there is no reward like AWC-RMSA offers for good risk mitigation.

# WCIA Pro-Rated Withdrawal

Thanks for the clarification of your inquiry.

The District can withdraw from membership prior to the end of this year or in 2025 should it wish to do so. As previously advised, the Executive Committee waived the one-year notice requirement effective October 11<sup>th</sup>, 2024. The intent of waiving the one-year notice was to allow our Group 5 members to opt out of membership for 2026 since rates will be calculated under a new rating system. Members will receive notification of their new rate in or around July 2025.

The member assessments for 2025 are currently being sent out and will be due by the end of January. Please know that once that assessment has been paid, there is no allowance for refund should the District chose to leave mid-year.

Please let me know if you need any further clarification.

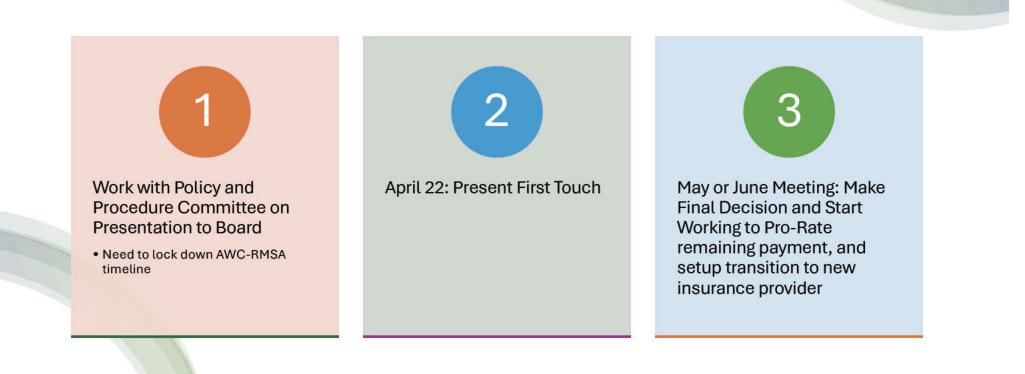
GRANTED ABILITY TO PRO-RATE YEAR. CHOSE TO LEAVE AS OF AUGUST 1<sup>st</sup>.



# **INSURANCE RATES BREAKDOWN**

COMPANY	ESTIMATE (2025)	NOTES
AWC-RMSA	\$45,511	CEO called after quote, and stated the board wanted to re-explore adding members. Should be ready for new quote in June.
CIAW	\$49,724	Been stable. No changes.
ENDURIS	\$58,606	Stated future rates would be stable and based on inflation. Different schedule 9/1-8/31.
WCIA (original estimate)	\$59,017	Rate change will be more affected for 2026 with new classification.

# From Here



# Discussion

Regular Board Meeting, March 25, 2025



# RMSA membership quote

# Des Moines Pool Metropolitan Park District



1076 Franklin St. SE, Olympia, WA 98501

# Who we are, and why we're different

### RMSA is AWC's property and liability coverage solution

RMSA is the full-service risk management choice, protecting the employees, assets and officials of Washington's cities and towns. We are large enough to safeguard your assets, yet small enough to know your name. We strive to solve problems before they happen and protect you when they do.

### Our sole focus is local government

The daily operations of running a city or town are complex. RMSA knows cities, and we understand the unique property and liability exposures that come with running municipal services. With our in-depth programs, tools, and staff expertise, we also know how to be your partner and help you mitigate those exposures. We build relationships with our members, and by doing so we help increase the effectiveness of municipal staff, reduce potential costs, and enhance the safety of our communities.

### **Risk management services**

Our experienced team of risk management professionals provides the highest level of customer service and resources to help our members protect themselves. Members know they can contact RMSA staff anytime to talk through challenging situations, ask questions, and get clear, knowledgeable answers.

### **Governed by members**

RMSA is operated by members, for members. Annually, every member has the opportunity to vote for members of both the board of directors and the operating committee. Any elected official from the membership is eligible to serve on the Board of Directors, and any member employee is eligible to serve on the Operating Committee.



# We are AWC

As a program of AWC, RMSA has direct access and input into AWC's legislative monitoring and advocacy activities, as well as unparalleled insight into the needs and challenges facing all Washington cities. Plus, because we work alongside the other AWC pooling services, we are interconnected and can fully support members' needs by directing to resources across our organization.



# Power of pooling

### Together we are powerful

There is power in pooling our risks. RMSA's pool of municipal entities is much stronger than one entity alone. When members pool their resources together, they gain access to greater coverage and more robust services—at a lower cost.

### Partnerships in pooling

RMSA is the only Washington state risk pool affiliated with AWC and the only one with access to the National League of Cities' Risk Information Sharing Consortium (NLC RISC) and the NLC Mutual Insurance Company (NLC MIC).

In an increasingly difficult commercial insurance market, RMSA has the unique ability to obtain excess liability and property coverage through membership in the NLC MIC "pool of pools," thereby saving our membership thousands of dollars in premiums.

These partnerships also provide RMSA with access to the expertise of public risk pool professionals from across the U.S. and Canada. This enables RMSA staff and governing body members to receive the latest training and gain valuable insights into public risk pool governance and administration.





### Comprehensive coverage

RMSA partners with the best insurers and reinsurers to provide comprehensive coverage tailored for municipal entities, at the best possible rates. Most coverages are provided with no deductible. Our coverage offerings include:

- General, automobile, and employment practices liability
- Property, including auto physical damage, flood, and earthquake
- Equipment breakdown
- Pollution
- Crime employee fidelity
- Cyber liability
- Aviation coverage including airports and drones

### We're in this together

Premiums are pooled for better purchasing leverage and members also pool their risks. In doing so, it becomes critical for each member to focus on their own risk management efforts. With our unique knowledge of members' operations, RMSA has unparalleled ability to help identify and mitigate risks for each member.



# **Risk management services**

RMSA doesn't just provide coverage when a loss occurs. Our risk management program, powered by years of experience, brings to light areas of concern that can be rectified to make our communities safer.

We meet with our members in person to identify issues that could become claims, protecting members before an incident happens. Members know they can trust our knowledgeable staff—and that we're always just a phone call or email away.

### **RMSA Member Standards**

One of our most potent loss control tools is our board of directors-approved Member Standards.

These standards—developed based on claims, incident data, and best practices—serves as the road map for successful mitigation of risk for our members. Combined with recommendations from our professional risk management staff and the resources included in RMSA's programs, the RMSA Member Standards help members reduce their losses, protect their own assets, and safeguard the assets of the pool.

### **Pre-litigation program**

RMSA's pre-litigation program helps members by providing free legal assistance to make informed decisions on issues with the potential to turn into claims. This program is highly successful and has contributed to overall claim cost reductions.

Members most frequently use the program to address issues relating to:

- Employment
- Land use
- Contracting
- Highly visible cases in the public eye

### **Contract review**

Don't be left unnecessarily exposed by confusing insurance, hold harmless, and indemnity language found in many contracts. RMSA has the expertise to help members stay protected. Utilize our membersonly online resources or contact our staff, who are available to review any contract, interlocal, or service agreement as needed.

### **On-site with members**

We bring our knowledge and experience to you. RMSA staff meet on-site with local officials and perform thorough inspections of buildings, parks, and equipment that the member is responsible for maintaining.

Members receive a report detailing their specific possible exposures. Oftentimes, the identified hazards can be mitigated through RMSA's Loss Prevention Grants. Together, we can identify issues and take proper steps to mitigate any liability concerns.

### **HR** and personnel resources

Our partnership with Zywave allows members unlimited access to a myriad of HR resources. These include self-service policies that can be edited to meet each member's needs, an expert help hotline, employee review and discipline guidance templates, and evaluations that provide guidance and targeted resources.

### **Targeting cyber security**

eRiskHub is our partner for cyber security resources. It provides members with free tools and resources to help understand their unique cyber exposures, including how to establish a response plan and minimize the effects of a breach on their entity. Members have access to this resource free of charge.

### **Online resources**

Members have access to RMSA-approved sample or model policies, procedures, and tip sheets anytime on our website.



### Training

Training is an essential component of our comprehensive loss prevention program, and an investment in our members. RMSA offers eLearnings, webinars, and on-site training. Our adaptive approach makes training convenient and accessible.

### **On-demand training**

RMSA•U is the one-stop-shop for free online training whenever it's needed. An extensive catalog of training topics is provided, and all courses are available year-round. There are beneficial classes for nearly every position, and courses that meet our Member Standards training requirements are clearly identified. On-site and live webinar trainings are free to RMSA members and open to non-members on a cost-per-attendee basis. Trainings are publicized in both *RMSA News* and AWC's *City Voice* enewsletters.

### Scholarships

RMSA's scholarship program helps members attend a wealth of non-RMSA sponsored trainings and conferences that focus on mitigating risk.

### **Grant programs**

We are proud to offer two grant programs for our members to help reduce risks.

### Loss Prevention Grant Program

Our Loss Prevention Grant Program provides reimbursement for projects that increase safety, reduce risk exposure, and provide savings for pool members.

Members are encouraged to be creative! Past grants have helped fund sidewalk improvements, playground safety, additional lighting for parks, sewer inspection equipment, cyber-services, policy updates, and more.

### Lexipol Grant Program

Our Lexipol Grant Program allows members to seek reimbursement for up to 50% of the annual cost, capped at \$5,000, for police and fire departments' annual subscriptions to Lexipol services. As the leader in providing state-specific policies and training for public safety organizations, Lexipol membership is encouraged for all members with fire departments, police departments, and jails.



# **Claims happen**

We all hope that claims will never occur, but when they do, we have a professional, knowledgeable claims team to help you through the incident. Our staff excel in communicating with claimants, attorneys, and city staff.

We help you navigate your coverage—clarifying what's covered, and what's not, and our expert team guides you through the claims process ensuring everything runs smoothly.

### 24-hour claims hotline

Claims can happen at any time. RMSA claims staff is available at all hours, ensuring that you have quality claims service when you need it.

### Access to additional coverages

Just about everything requires some type of insurance coverage, which is why RMSA assists members in obtaining all types of specialty coverages, including aviation, fine arts, and special events liability. We also assist members with understanding and obtaining surety coverages, including notary and public official bonds.



### **RMSA News**

RMSA's monthly electronic newsletter keeps members informed and includes information about grants, scholarships, training opportunities, tips to manage risks, claims, rate information, and more.

### **RMSA** website

Members can find what they are looking for on RMSA's website, including risk management guides, coverage information, self-serve certificate of coverage, RMSA U online trainings, asset inventory updates, tort claim forms, member standards, and more.



# **Outline of coverages**

	Member deductible	Pool retention	Coverage limits
General, automobile, and employment practices liability	None*	\$500,000	\$15,000,000
Property	None*	\$300,000	\$250,000,000
Auto physical damage	None*	\$300,000	\$13,000,000
Flood	\$200,000	None	\$25,000,000 property \$5,000,000 vehicles \$10,000,000 high zones
Earthquake	\$200,000 (+2%)	None	\$25,000,000 property \$5,000,000 vehicles
Equipment breakdown	\$5,000	\$300,000	\$50,000,000
Crime – Employee fidelity	None	\$300,000	\$1,000,000
Pollution	None	\$100,000	\$2,000,000
Cyber liability	None	\$250,000	\$3,000,000
Aviation general liability**	None	None	\$2,000,000
Drone liability/property**	5% of the loss for physical damage	None	\$1,000,000 liability \$25,000 physical damage aggregate

\* Optional member-specific deductibles may be selected.

\*\* Aviation and drone coverage purchased only by members that own these items.

# Member's failure to comply with required RMSA Member Standards will result in a deductible being applied to the claim.

Would you like more in depth information about our coverages? Email <u>rmsa@awcnet.org</u> and we'll email the declarations page to you.



# Quote

# Des Moines Pool Metropolitan Park District

2025 total contribution

# \$45,511

### Liability contribution

### \$25,645

Experience-modification factor

Worker hours

0.888

11,317

An Ex-Mod (experience modification) factor of 0.888 shows positive claims history providing a \$3,204 reduction in liability premium

### **Property contribution**

### Total insured value

### \$19,865

### \$6,265,472

- · Includes cyber, crime, earthquake, equipment breakdown, and pollution coverage
- Vehicles and equipment are covered at actual cash value
- Buildings and property in the open are covered at replacement cost value

# We look forward to hearing from you!

### Contact us with questions, or to proceed with becoming an RMSA member.

Andrea Luper RMSA Program Director andreal@awcnet.org Shaylee Dipo RMSA Membership Coordinator <u>mailto:shayleed@awcnet.org</u>

Visit our website at wacities.org/RMSA.



# Risk Management Service Agency SECURITY | STABILITY | SERVICE



# Member Standards

## AWC RMSA Member Standards

The AWC Risk Management Service Agency's Member Standards were adopted by the Board of Directors to provide consistent administrative practices for members, reducing property and liability losses.

The Standards selected were identified as those which have historically driven AWC RMSA's claims expenses and where compliance with these Standards would either eliminate or greatly reduce exposure for AWC RMSA and its membership. By following these Standards, the Board is confident that members will reduce costs for themselves and help the long-term financial stability of the AWC RMSA.

An AWC RMSA member's failure to comply with Required Member Standards will result in a deductible being applied to the loss.

Advisory Member Standards are principles and practices which, while not required, have been identified and recognized by both AWC RMSA and the pooling industry as sound best practices. AWC RMSA strongly believes that following these Advisory Member Standards will significantly decrease the likelihood of experiencing property and liability losses.

Compliance with these Member Standards can be accomplished in various ways. Loss control grants will be prioritized to assist members in meeting the standards. Also, AWC RMSA online, onsite, or on demand training is free to members to meet training standards. In all cases RMSA staff will work with members to assist in achieving compliance with all Standards.

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Required Standards training tracking1	2

### **Advisory Standards**

Leadership Advisory Standard 1—Open public

**meeting and public records training**: The entire council, board, or commission and appointed records officers shall receive training on open public meetings, public records requests, and records retention within 90 days of taking office, and should take refresher training every three years. This standard is advisory, however, please note that this training standard is required by Washington State Law (RCW 42.56.080 and 40.14.040) Additionally, members are encouraged to attend legal updates as provided by RMSA.

Leadership Advisory Standard 2—RMSA

orientation: The city/town administrator, the mayor, and the designated AWC RMSA contact should participate in an AWC RMSA program orientation within 90 days of joining the pool, or within 90 days of a new officials first day of service, which consists of an overview of claims reporting; grant, scholarship, and training opportunities; loss prevention inspections; and program administration. Leadership Advisory Standard 3—Elected officials

**training**: All newly elected or appointed mayors and councilmembers, board members, and commissioners should complete the AWC Elected Officials Essentials training within six months of taking office.

Leadership Advisory Standard 4—Disaster plan: The mayor, all department heads, and others identified with emergency management responsibilities should annually review the member's disaster plan. The plan should also be tested annually by an emergency operation exercise such as a tabletop, sand table, full scale test of a part of the plan, or by an actual local emergency declaration.

Leadership Advisory Standard 5—Electronic communications policy: The member should adopt a policy addressing the member-related business use of electronic communication, including cell phones, computers, email, texting, and social media by elected officials, employees, and volunteers to ensure compliance with state public records retention requirements.

# Contract and interlocal agreement review Member Standard

### **Advisory Standard**

### Contract and interlocal agreement review Advisory Standard 1—Approved contract language:

Contracts and interlocal agreements where the member is the procurer of services should contain a third-party indemnification clause and insurance coverage provisions and should either use AWC RMSA's pre-approved insurance and indemnification language or should be forwarded to the AWC RMSA for review of the indemnification and insurance language, in advance of adoption by the member's governing body.

# Crime Member Standards

### **Required Standards**

### Crime Required Standard 1—Fraud

**prevention training**: All member employees that handle or oversee the handling of public funds shall participate, on an annual basis, in RMSA-approved training regarding internal control systems to prevent or reduce fraud.

**\$1,000 deductible**: If a crime related to the handling or management of public funds occurs and the member staff responsible for that incident and/or any other person involved in the internal control process has not completed the required training within the last 12 months, a deductible will be applied to the loss.

\*Crime Required Standard 2—Separation of duties: The member shall adopt and enforce a policy outlining the separation of financial duties to ensure that one person does not have the sole responsibility of receiving payments, making purchases on behalf of the entity, reconciling cash receipts, and overseeing the process. If the member has only one employee available for these duties, outsourcing should be used.

**\$1,000 deductible**: If a crime related to the handling or management of public funds occurs and a separation of duties policy is not in place at the time that the loss is discovered, a deductible will be applied to the loss.

\*New for 2023

### **Advisory Standards**

### Crime Advisory Standard 1—Credit card usage:

The member's legislative body should adopt and enforce a credit card use policy to provide guidance to individuals trusted to access and use the entity's credit card(s). The credit card policy should include guidance for usage in the following areas: (a) who credit cards are distributed to, (b) the authorization and control of use of credit card funds, (c) the credit limits available, (d) payment of the bills, and (e) any other policy or procedure necessary to implement or administer the system under RCW 43.09.2855.

**Crime Advisory Standard 2—Financial audits**: The member should conduct scheduled and unscheduled management reviews of financial reports, such as exception reports targeted at specific risks. These reviews should include revenue and expense trends to identify any unusual fluctuations or purchases made outside of work hours and follow up should be completed on any discrepancies identified.

# Cyber security Member Standards

Note: Cyber security insurance coverage is dependent on specific mitigation measures taken by the member prior to the loss. Review RMSA cyber coverage agreement for specific requirements.

## **Required Standards**

**Cyber security Required Standard 1—Cyber awareness training**: All employees and elected officials who have access to their entity's electronic systems or information shall complete at least one cyber security awareness related training (recognizing phishing emails, computer security basics, etc.) annually.

**\$1,000 deductible**: If a cyber security related incident occurs and the member staff responsible for that incident has not completed a cyber security awareness training video/course within the last 12 months, a deductible will be applied to the loss.

**Cyber security Required Standard 2— Payment instructions verification**: The member should develop and adopt a policy related to the verification of external financial payments to include a procedure to verify the authenticity of each payment request. This could include implementing a call-back verification process or a secondary verification by a second employee.

**Coverage excluded**: This is a direct requirement of RMSA's cyber insurer to access coverage for social engineering fraud. Noncompliance, in the form of failure to have such a procedure in place, or failure to follow such procedure, will void otherwise available coverage and result in coverage being excluded.

## **Advisory Standards**

#### \*Cyber security Advisory Standard 1—Join MS-

**ISAC**: The Multi-State Information Sharing and Analysis Center (MS-ISAC) is free to local governments and offers a variety of services including Incident Response.

\*Cyber security Advisory Standard 2—Complete the NCSR assessment: The Nationwide Cybersecurity Review (NCSR) is a free assessment designed to gauge the strength of SLLT cybersecurity programs. It is sponsored by the Department of Homeland Security and MS-ISAC. The NCSR measures cyber preparedness, while also providing feedback and metrics to the governments who complete it.

\*Cyber security Advisory Standard 3—Cyber hygiene: The member should adopt NLC's Basic Cyber Hygiene practices including training, incident response plan, vulnerability management, wire authorization policies and network account management.

\*New for 2023

# Driving Member Standards

## **Required Standard**

#### Driving Required Standard 1—Defensive

driver training: All drivers (employees and volunteers, including public safety and law enforcement) who operate member owned vehicles shall complete an AWC RMSA-approved defensive/distracted driving course before driving a member vehicle and at least every three years thereafter. Additionally, all drivers of emergency vehicles shall complete an EVOC/ EVIP training before driving a member vehicle and at least every three years thereafter. If the EVOC/EVIP course includes a defensive/ distracted driving component, that will satisfy the requirement.

**\$1,000 deductible**: If an auto accident occurs and the operator of the member owned vehicle has not completed a defensive driving course or EVOC/EVIP course (as applicable) before having driven the vehicle or within the past three years, a deductible will be applied to the loss.

## **Advisory Standard**

#### Driving Advisory Standard 1—Driver's abstract:

Members should have on file a driver's abstract for all drivers who operate member-owned vehicles, including moveable equipment, and should obtain updated abstracts every three years.

\*Driving Advisory Standard 2—Backing: All vehicles that are not factory-equipped with a back-up camera system should be retrofitted. Regardless of presence of back-up camera, there should be a backing policy and/or training in place that includes requiring drivers to use safe backing practices including use of a spotter with large vehicles or pre-backing walk arounds and turning head versus relying on mirrors.

\*New for 2023

## **Required Standards**

**Employment practices Required Standard 1**— **Review prior to personnel action**: Prior to taking any personnel action that may result in termination of an employee, and/or notifying the employee of such final disposition, the member shall notify AWC RMSA and allow AWC RMSA to review the merits and risks of the termination and provide guidance at staff's discretion.

**\$5,000 deductible**: If a claim related to a termination is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible may apply at the discretion of the AWC RMSA claims staff.

**Employment practices Required Standard 2— Employment practices training**: All employees with direct reports, elected officials, and all department heads shall complete at least one AWC RMSA- approved training course per year on an employment practices-related topic. Non-AWC RMSA sponsored trainings will require advance approval from AWC RMSA to apply.

**\$1,000 deductible**: If a claim related to the conduct of an employee with direct reports, elected official, or department head is filed and that person has not completed an AWC RMSA- approved training course on an employment practices-related topic within the past year, a deductible will be applied to the loss.

## **Advisory Standard**

**Employment practices Advisory Standard 1**— **Personnel policy review**: Personnel policies and procedures should be reviewed at least every five years by an attorney who specializes in employment practices liability. When recommended, the personnel policies and procedures should be revised, and the changes communicated to all employees.

# Land use Member Standards

## **Required Standard**

#### Land use Required Standard 1—Review

**prior to moratorium**: Prior to adoption of a new moratorium, or renewal of an existing moratorium, a member shall contact AWC RMSA prior to council action for review of the proposed moratorium by an AWC RMSA approved attorney.

**\$1,000 deductible**: If a claim related to a land use moratorium is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible will be applied to the loss.

## **Advisory Standard**

#### Land use Advisory Standard 1—Land use training:

The council and planning commission should complete training within six months of assuming responsibility for land use issues. This training should include a review of the moratorium process. A refresher training should be taken every four years.

# Law enforcement Member Standard

## **Required Standard**

Law enforcement Required Standard 1—Use of force training: Commissioned officers and reserve officers shall annually complete training on the use of force policy adopted by the member.

**\$1,000 deductible**: If an excessive use of force claim is filed, and the officer involved has not completed use of force training within the past year, a deductible will be applied to the loss.

## **Advisory Standard**

\*Law enforcement Advisory Standard 1— CJTC training requirements: Law enforcement departments should follow the Criminal Justice Training Commission training standards for criminal justice professionals.

\*New for 2023

# Public works Member Standards

## **Required Standards**

#### Public works Required Standard 1—

**Sewer systems**: The member shall retain documentation confirming routine inspections and/or cleaning in the past 12 months of their sanitary/stormwater sewer systems.

**\$1,000 deductible**: If a claim is filed by a member not having inspected or cleaned some portion of their sanitary/stormwater sewer system within the past 12 months, a deductible will be applied to the loss.

Public works Required Standard 2—Service issue documentation: The member shall retain documentation confirming complaints and the member's responses to complaints regarding issues and/or repairs needed for sidewalks and streets.

**\$1,000 deductible**: If a claim is filed by a member not having documented a complaint or having properly responded to that complaint a deductible will be applied to the loss.

\*Public works Required Standard 3—Repeat claims: The member shall address identifiable hazards or practices that result in a thirdparty claim in order to avoid future similar losses. When feasible, either permanent or temporary mitigation measures will be instituted immediately upon notice of the claim. In situations where the cause of loss has been identified and has the potential to cause future potential damage, the member will apply a permanent remedy as soon as practicable.

**\$1,000 deductible**: Member will be provided with written warning and timeframe to correct issue. If a repeat claim occurs after the provided timeframe, a deductible may apply at the discretion of the AWC RMSA claims staff.

\*New for 2023

## **Advisory Standards**

#### Public works Advisory Standard 1—Sign

**inspections**: The member should retain documentation confirming annual inspections of regulatory and warning signs addressing retro-reflectivity, foliage overgrowth and needed repairs.

**Public works Advisory Standard 2—Parks inspections**: The member should retain documentation confirming annual inspections of parks and recreation facilities.

\*Public works Advisory Standard 3—Securing of property against theft: All vehicles and portable high value items such as power tools should be secured when not in use. Work vehicles should be equipped with locking boxes or bed covers to secure tools when in the field. Items should not be left in view at any time when unattended and should not be left in vehicles overnight. Keys should never be left in an unattended vehicle.

\*New for 2023

# Frequently asked questions

# Must we be fully compliant with the Member Standards?

Yes. AWC RMSA has had Member Standards in place since 2013 and all members are required to be in full compliance with the required Member Standards. Ideally, members are also in full compliance with the Advisory Member Standards, however lack of compliance with Advisory Standards does not carry a financial penalty. AWC RMSA staff can provide assistance in helping you comply with the Member Standards.

# What if we can't afford the resources needed to comply?

Most of the Member Standards requiring training can be completed for free using RMSA-U webinars, our on-site or regional trainings, or by taking advantage of AWC RMSA's scholarship program, the loss control grants are specifically targeted to help with Member Standard compliance and AWC and RMSA can assist with finding other grants.

#### Do other risk pools have member standards?

Yes, and in many cases, they are more rigorous and expensive to comply with than the AWC RMSA Member Standards.

# Does AWC RMSA have resources to help with meeting the Member Standards?

Yes. AWC RMSA has many free resources such as model polices, loss prevention guides, inspection forms, and training which can be used to help meet these standards. In addition, a personnel policies manual template is available using the free AWC RMSA HR Helpline.

# Do the deductibles apply immediately to all of the Standards?

The deductibles only apply to the Required Member Standards, not to the Advisory Member Standards.

# Who is responsible for maintaining the training records?

The member is responsible for maintaining training records.

# Is it required for us to contact AWC RMSA prior to terminating an employee?

Yes. If a claim or lawsuit is filed, a deductible will apply if you did not contact AWC RMSA and allow AWC RMSA to review the merits and risks of the termination and provide guidance at staff's discretion prior to taking an action which results in termination of an employee.

The AWC RMSA claims staff will determine if a deductible will be applied if staff's guidance is not followed. AWC RMSA can provide free attorney services for employment matters. Our free pre-litigation service is designed to reduce the potential liability of employment related matters.

# Must we have AWC RMSA review all land use ordinances, moratorium, and/or proposed land use actions?

Yes. If a member adopts a new moratorium or renews an existing moratorium without allowing the moratorium to be reviewed by an AWC RMSAapproved attorney prior to council action or adoption and a claim or lawsuit is filed, a deductible will apply. However, AWC RMSA's free pre-litigation service can help members identify if adopting or extending a land use moratorium is a prudent course of action.

# Are we required to send all contracts and interlocal agreements to AWC RMSA before we approve and sign?

No. AWC RMSA is happy to review the insurance and indemnification portions of contracts and agreements to protect our members' interest. AWC RMSA can provide standard insurance and indemnification language which you can incorporate into your contracts and agreements.

# Does the contract review standard include labor agreements?

No. AWC RMSA does not review your labor or collective bargaining agreements. These should be reviewed by an attorney with expertise in employment practices, labor, and/or collective bargaining.

# Required Standards and deductibles

When AWC RMSA members are in compliance with all of the required Member Standards, deductibles will not apply to claims which may arise. It is when a member is out of compliance that the following deductibles will be applied.

## **Crime Required Standards**

Crime Required Standard 1—Fraud prevention training	\$1,000 deductible
All member employees that handle or oversee the handling of public funds shall participate, on an annual basis, in RMSA-approved training regarding internal control systems to prevent or reduce fraud.	If a crime related to the handling or management of public funds occurs and the member staff responsible for that incident and/or any other person involved in the internal control process has not completed the required training within the last 12 months, a deductible will be applied to the loss.
Crime Required Standard 2—Separation of duties	\$1,000 deductible
The member shall adopt and enforce a policy outlining the separation of financial duties to ensure that one person does not have the sole responsibility of receiving payments, making purchases on behalf of the entity, reconciling cash receipts, and overseeing the process. If the member has only one employee available for these duties, outsourcing should be used.	If a crime related to the handling or management of public funds occurs and a separation of duties policy is not in place at the time that the loss is discovered, a deductible will be applied to the loss.

## **Cyber security Required Standards**

Cyber security Required Standard 1—Cyber awareness training	\$1,000 deductible		
All employees and elected officials who have access to their entity's electronic systems or information shall complete at least one cyber security awareness related training (recognizing phishing emails, computer security basics, etc.) annually.	If a cyber security related incident occurs and the member staff responsible for that incident has not completed a cyber security awareness training video/course within the last 12 months, a deductible will be applied to the loss.		
Cyber security Required Standard 2— Payment instructions verification			
The member should develop and adopt a policy related to the verification of external financial payments to include a procedure to verify the authenticity of each payment request. This could include implementing a call-back verification process or a secondary verification by a second employee.	<b>Coverage excluded</b> : This is a direct requirement of RMSA's cyber insurer to access coverage for social engineering fraud. Non-compliance, in the form of failure to have such a procedure in place, or failure to follow such procedure, will void otherwise available coverage and result in coverage being excluded.		

# Required Standards and deductibles

## **Driving Required Standard**

Driving Required Standard 1—Defensive driver training	\$1,000 deductible
All drivers (employees and volunteers, including public safety and law enforcement) who operate member owned vehicles shall complete an AWC RMSA-approved defensive/distracted driving course before driving a member vehicle and at least every three years thereafter. Additionally, all drivers of emergency vehicles shall complete an EVOC/EVIP training before driving a member vehicle and at least every three years thereafter. If the EVOC/EVIP course includes a defensive/ distracted driving component, that will satisfy the requirement.	If an auto accident occurs and the operator of the member owned vehicle has not completed a defensive driving course or EVOC/EVIP course (as applicable) before having driven the vehicle or within the past three years, a deductible will be applied to the loss.

# **Employment practices Required Standards**

Employment practices Required Standard 1— Review prior to personnel action	\$5,000 deductible
Prior to taking any personnel action that may result in termination of an employee, and/or notifying the employee of such final disposition, the member shall notify AWC RMSA and allow AWC RMSA to review the merits and risks of the termination and provide guidance at staff's discretion.	If a claim related to a termination is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible may apply at the discretion of the AWC RMSA claims staff.
Employment practices Required Standard 2— Employment practices training	\$1,000 deductible
All employees with direct reports, elected officials, and all department heads shall complete at least one AWC RMSA- approved training course per year on an employment practices-related topic. Non-AWC RMSA sponsored trainings will require advance approval from AWC RMSA to apply.	If a claim related to the conduct of an employee with direct reports, elected official, or department head is filed and that person has not completed an AWC RMSA- approved training course on an employment practices-related topic within the past year, a deductible will be applied to the loss.

## Land use Required Standard

Land use Required Standard 1—Review prior to moratorium	\$1,000 deductible
Prior to adoption of a new moratorium, or renewal of an existing moratorium, a member shall contact AWC RMSA prior to council action for review of the proposed moratorium by an AWC RMSA approved attorney.	If a claim related to a land use moratorium is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible will be applied to the loss.

# Law enforcement Required Standard

Law enforcement Required Standard 1—Use of force training	\$1,000 deductible
Commissioned officers and reserve officers shall annually complete training on the use of force policy adopted by the member.	If an excessive use of force claim is filed, and the officer involved has not completed use of force training within the past year, a deductible will be applied to the loss.

# **Public works Required Standards**

Public works Required Standard 1—Sewer systems	\$1,000 deductible
The member shall retain documentation confirming routine inspections and/or cleaning in the past 12 months of their sanitary/ stormwater sewer systems.	If a claim is filed by a member not having inspected or cleaned some portion of their sanitary/stormwater sewer system within the past 12 months, a deductible will be applied to the loss.
Public works Required Standard 2— Service issue documentation	\$1,000 deductible
The member shall retain documentation confirming complaints and the member's responses to complaints regarding issues and/or repairs needed for sidewalks and streets.	If a claim is filed by a member not having documented a complaint or having properly responded to that complaint a deductible will be applied to the loss.
Public works Required Standard 3—Repeat claims	\$1,000 deductible
The member shall address identifiable hazards or practices that result in a third-party claim in order to avoid future similar losses. When feasible, either permanent or temporary mitigation measures will be instituted immediately upon notice of the claim. In situations where the cause of loss has been identified and has the potential to cause future potential damage, the member will apply a permanent remedy as soon as practicable.	Member will be provided with written warning and timeframe to correct issue. If a repeat claim occurs after the provided timeframe, a deductible may apply at the discretion of the AWC RMSA claims staff.

# Required Standards training tracking

Crime – Due once per year Cyber security – Due once per year Employee driving – Due every three years EVOC/EVIP driving – Due every three years Employment training – Due once per year Law enforcement – Due once per year

Name	Position/Title	Course completed	Member Standard fulfilled	Date completed	Date next due

Position/Title	Course completed	Member Standard fulfilled	Date completed	Date next due
			Standard fulfilled	Standard fulfilled         completed

# Risk Management Service Agency Wacities.org/RMSA

## SECURITY | STABILITY | SERVICE



Association of Washington Cities 1076 Franklin Street SE, Olympia, WA 98501-1346 | 1.800.562.8981

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## CITIES INSURANCE ASSOCIATION OF WASHINGTON PREMIUM INDICATION

The terms, conditions, and exclusions shown here are brief overviews included in, but not limited to, the coverages provided by the Cities Insurance Association of Washington. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the Memorandum of Coverage in any way. Information represented in this Coverage Indication is subject to the exclusions, terms, limitations, and conditions of the Memorandum of Coverage. All specific coverage, exclusion, and limitation questions should be referred directly to the Memorandum of Coverage and all attached endorsements. In the event of differences, the Memorandum of Coverage will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. All surplus lines filings on any excess and surplus lines policies, if applicable, will be filed on behalf of CIAW by Apex Insurance Agency, Inc. or Peachtree Risk Broker, LLC. The Memorandum of Coverage is subject to audit. Defense costs are outside the limits, unless excess limits are purchased. Defense costs are inside the limits for members with excess liability limits scheduled on file with the company. For claims made coverages, a copy of the Extended Reporting Period MOC language is available upon request.

It is the responsibility of the broker or Covered Member to review this document to confirm its accuracy.

*Applicant:* Des Moines Pool Metropolitan Park District 22722 19 Avenue S Des Moines, WA, 98198

Broker:

**Coverage Period:** 1/1/2025 to 12/1/2025

The following is a Premium Indication based on coverages selected by the Board of Directors.

## Administered by Clear Risk Solutions

# **CITIES INSURANCE ASSOCIATION OF WASHINGTON**

## **Premium Indication**

Please note: The premium indicated below is a non-binding cost estimate only based on the information provided to date. Formal proposal is subject to receipt of a complete application, currently valued 5-year loss history, Statement of Values, Vehicle and Miscellaneous Equipment Schedules including values, and Underwriting approval. Please see list of all required underwriting information below.

\*\* Underwriting approval required prior to releasing a formal proposal\*\*

CIAW Coverage Term: 12/01/2024 – 12/01/2025 Annualized Premium: \$49,724

Note: If applicable, the fee charged by your insurance broker will be in addition to the cost shown above.

Proposed Effective Date: 1/1/2025

Please note the premium indicated is an annual premium. The program has a common Coverage effective date of December 1. The actual premium will be pro-rated from your coverage effective date to December 1. This cost estimate is presented as an indication only. Finalization of the premiums and coverages is pending the receipt of all requested underwriting information, including 5-year currently valued loss history, and the approval of the reinsurance companies.

As a member of the program you will be required to sign a Member Agreement.

# This Premium Indication is for marketing and discussion purposes only and should not be considered a formal proposal.

#### Indication Valid Until 1/29/2025, 12:01 am

**Outstanding items required for formal proposal** (additional subjectivities may be required prior to binding):

- 1. Please provide the following:
  - CIAW General Application Signed & Dated
  - Facility Use Agreement (3rd Party Renters)
  - Cowbell App

2. In regard to the 2023 pool assessment & feasibility study, has there been any improvement's to the following findings:

- Architectural Evaluation 16 findings
- Civil Evaluation 6 findings
- Building Exterior Observations 11 findings
- Any upgrades to the roof?



1610 S Technology Blvd

Suite 100

Spokane, WA 99224

T: 800-462-8418

F: 509-747-3875

www.enduris.us

Des Moines Pool Metropolitan Park District Scott Deschenes, District General Manager 22722 19<sup>th</sup> Avenue South Des Moines, WA 98198-7627

Dear Scott Deschenes,

March 14, 2025

Thank you for the opportunity to present a membership proposal of insurance and risk management services for Des Moines Pool Metropolitan Park District.

Enduris is a highly successful risk pool protecting the assets of special districts and local governments, including Park and Recreation Districts, across the state of Washington. Focusing on member needs by keeping costs low and service high, we are able to provide a sustainable and affordable risk management solution for our membership that now totals more than 490 government entities and growing.

We have prepared the attached proposal for your review. Please feel free to direct any questions my way.

I am confident that Des Moines Pool Metropolitan Park District will be pleased with the decision to become a member of Enduris.

Yours truly,

E Swager

Eric Swagerty Member Relations Representative

Enclosure

The following quote is provided to Des Moines Pool Metropolitan Park District. Membership in the Enduris Pool is contingent upon a completed application package and final underwriting approval.

If Des Moines Pool Metropolitan Park Dist chooses to join Enduris, a commitment to remain in the Pool for one policy year is required with a 60-day notice to withdraw. The Enduris policy year begins September 1 and ends August 31. Enduris can bind coverage upon receiving a completed and signed application. If you decide to join mid-term, the Enduris Annual Member Contribution will be prorated through August 31, 2025.

Type of Coverage	Limit	Quote
General Liability (Based on 24,396 hours)	\$20,000,000	\$33,191
Public Officials Errors and Omissions Liability	\$20,000,000	Included
Employment Practices Liability	\$20,000,000	Included
Automobile Liability	\$20,000,000	Included
Automobile Physical Damage	Schedule	\$0
Property – Blanket Coverage (Replacement Cost)	\$6,265,472	\$24,905
Equipment Breakdown, Boiler, and Machinery	\$6,265,472	Included
Crime – Blanket Coverage	\$50,000	\$510
Identity Theft	\$25,000	Included
Cyber Coverage	\$2,000,000	Included
Prior Acts Coverage	\$4,000,000	Included
MRSC	Unlimited Access	Included
Employment Law Legal Consultations		Included
Pre-Claim Defense Program		Included
ANNUAL MEMBER CONTRIBUTION		\$58,606

This proposal is not a coverage document. It is intended as a summary. Please consult the Enduris Memorandum of Coverage for actual policy language, conditions, and exclusions. This quote is valid for 30 days.

This quote is pending final underwriting approval from reinsurance. This quote is not bindable until final authorization is communicated.

Agenda Item #: 7b Assigned to: District G.M.

Meeting Date: March 25, 2025

Under: Old Business

Attachment: None

Subject: Land Acquisition Process Update

#### Background/Summary:

The Mount Rainier Pool will be 50 years old on September 15, 2025. The pool was built as part of the Forward Thrust Movement. Most pools that were built during that time have been replaced with new facilities, no longer operate, or are looking at major remodeling or replacement.

The Board of Commissioners is exploring all alternatives including how much land acquisition would be in the area, and what processed will need to be put in place for future discussions.

The District General Manager will give the board an update on his research into these processes.

(Update) The District General Manager met with representatives of WSDOT on the 216<sup>th</sup> property. Also discussed was providing the pool district with an updated list of available properties in the area, and a formal process for working with them to obtain land. At the time of distributing this agenda, the information had not yet been delivered, but if it is made before the meeting, it will be introduced to be added to the agenda. If not, it will be added to a future regular meeting agenda.

Fiscal Impact: None at this time.

<b>Proposed Motion:</b> No motion. Informational only.					
Reviewed by District Legal Counsel:	Yes	No	<u>X</u>	_ Date:	N/A
<u>Three Touch Rule</u> : <u>Contir</u> N/A	<u>1uous</u>	Committ _ First Board _ Second Bo	d Meetir	ng (Inforn	•
Action Taken: Adopted Rej	jected	Postponed	ł		
Follow-up Needed: Yes	_No	<u> </u>	Report	back dat	e:
Notes: - No attachments					

Agenda Item #: <u>7c</u> Assigned to: <u>District G.M.</u>

Meeting Date: March 25, 2025

Under: Old Business

Attachment: None

Subject: Highline School District Meeting Update

#### Background/Summary:

The Des Moines Pool Metropolitan Park District and Highline School District are attempting to coordinate a meeting to discuss the lease, grant applications and the future of the Mount Rainier Pool.

The District GM will give an update on the process.

Fiscal Impact: None at this time.

<b>Proposed Motion:</b> No motion. Informational or	ıly.	
Reviewed by District Legal	Counsel: Yes	NoX Date: <u>N/A</u>
Three Touch Rule:		Committee Review
	Continuous	First Board Meeting (Informational)
-	N/A	Second Board Meeting (Action)
Action Taken: Adopted	Rejected	Postponed
Follow-up Needed:	YesNo _	<u>x</u> Report back date:
Notes: - No attachments		

Agenda Item #: 7d Assigned to: District G.M.

Meeting Date: March 25, 2025

### Under: Old Business

Attachment: Yes

Subject: Current Grants Update

#### Background/Summary:

The purpose of this agenda item sheet (AIS) is to discuss current and future grant projects.

Currently, the Des Moines Pool Metropolitan Park District has two capital grant projects for 2025 KCYAS Aquatic Facilities Grant for \$213k and a \$1.451m Best Starts for Kids, and one grant for programming of \$10k through the Get Active, Stay active program for youth drop-in swimming between now and August 31. All grants are administered by King County Parks.

The grant tracker has been updated to information that had been received on or before March 16, 2025. This includes grant covenant changes, and updated numbers on the Get Active, Stay Active grant.

#### Fiscal Impact: N/A

<b>Proposed Motion:</b> No motion. Informational or	ıly.						
Reviewed by District Legal	Counsel:	Yes	No	<u>x</u>	Date: _	N/A	
Three Touch Rule:       Continuous         N/A       N/A			Committee Review First Board Meeting (Informational) Second Board Meeting (Action)				
Action Taken: Adopted	cted	Postponed	I				
Follow-up Needed:	Yes	No _	<u>x</u>	Repor	t back da	ate:	
Notes: - Status attachment of all grants (ppt) - Covenant Emails and Paperwork Updates - Get Active, Stay Active Grant Usage through March 16, 2025							



# **Grant Updates**

March 25, 2025

# \$213k Aquatic Facilities Grant (Boiler/Plumb)

#### **Pre-Award Phase Award Phase** Post-Award Phase Research Application Review • Proposal Development Implementation • Negotiation (In Application & Management **Progress**) **Submission** Monitoring & Acceptance Reporting Evaluation Closeout

UPDATE: (3/17/25) Highline and King County Parks are working on the covenant language. This will need to be resolved before moving forward.

I attached the email and attachments on this subject.

Subject:	RE: Mount Rainier Pool Grant
Date:	Monday, March 17, 2025 at 1:09:02 PM Pacific Daylight Time
From:	Hirschi, Elise
To:	Ellie Daneshnia
CC:	Alexandra Novotny, Scott Deschenes
Attachments:	: image001.png, image002.png, Notice of Grant template 2025.docx

Hi Ellie,

Nice chatting with you today. Attached is our Notice of Grant template. Please review and let me know if HSD would be amenable to signing an agreement like this in order to protect the facility for public use. Please also include language as to why a waiver of the restrictive covenant is necessary.

Copying Scott for full transparency.

Feel free to call or email me if any further questions arise. Elise



Your Big Backyard

Elise Hirschi (she/her/hers) Grant Manager, Parks & Recreation Division King County Department of Natural Resources and Parks E: <u>ehirschi@kingcounty.gov</u> P: 206-849-9107 Book a meeting with me!

From: Ellie Daneshnia <<u>ellie.daneshnia@highlineschools.org</u>> Sent: Friday, March 14, 2025 11:22 AM To: Hirschi, Elise <<u>ehirschi@kingcounty.gov</u>> Cc: Alexandra Novotny <<u>Alexandra.Novotny@highlineschools.org</u>> Subject: Mount Rainier Pool Grant Importance: High

[EXTERNAL Email Notice! ] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Hi Elise,

This is Ellie from Highline School District. I'm reaching out to see if you could provide me with the name of your legal counsel member. I'd like to have our Highline School District counsel connect with them regarding the covenant clause in the grant for Mount Rainier Pool.

Would you be able to share a contact we can work with to reach an agreement? Your support would be greatly appreciated.

Thank you,

Ellic Dancskaia

Highline Public School Executive Director of Capital Planning & Construction Ellie.daneshnia@highlineschools.org 17810 8<sup>th</sup> AVE S. BLDG A. Burien, WA 98148 Tel: (206) 631 7575 Cell: (206) 591-9580



Return Address:

King County Department of Natural Resources and Parks

Parks and Recreation Division

201 S Jackson Street, KSC-NR

5702 Seattle, WA 98104-3855

#### Please print or type information WASHINGTON STATE RECORDER'S Cover Sheet (RCW 65.04)

Document Title(s) (or transactions contained therein): (all areas applicable to your document <u>must</u> be filled in)					
1. <u>Notice of Grant</u> 2.					
34					
Reference Number(s) of Documents assigned or released:					
Additional reference #'s on page of document					
Grantor(s) Exactly as name(s) appear on document					
1. <u>«Organization_Name»</u> ,					
2					
Additional names on page of document.					
Grantee(s) Exactly as name(s) appear on document					
1. King County,					
2					
Additional names on page of document.					
Legal description (abbreviated: i.e. lot, block, plat or section, township, range)					
See Exhibit A for Legal Description					
Additional legal is on page of document.					
Assessor's Property Tax Parcel/Account Number					
The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.					
"I am signing below and paying an additional \$50 recording fee (as provided in RCW 36.18.010 and referred to as an emergency nonstandard document), because this document does not meet margin and formatting requirements. Furthermore, I hereby understand that the recording process may cover up or otherwise obscure some part of the text of the original document as a result of this request."					

Signature of Requesting Party

Note to submitter: Do not sign above nor pay additional \$50 fee if the document meets margin/formatting requirements

#### **NOTICE OF GRANT**

When Recorded Return to:

King County Department of Natural Resources and Parks Parks and Recreation Division 201 S Jackson Street, KSC-NR-5702 Seattle, WA 98104-3855

GRANTOR:	«Organization_Name»
GRANTEE:	King County, a political subdivision of the State of Washington
LEGAL DESCRIPTION:	Legal Description

ASSESSOR'S TAX PARCEL NO .: List the parcel number(s) associated with this project

#### NOTICE OF GRANT

This Notice of Grant is effective as of the \_\_\_\_ day of \_\_\_\_\_, 202\_, and is made and executed by «Organization\_Name» ("Grant Recipient"), and by and in favor of King County (the "County"), a political subdivision of the State of Washington (the "County"). In this Notice of Grant, Grant Recipient and the County may also be referred to collectively as the "Parties" and individually as "Party."

is/are the owner(s) (the "Property Owner") of the property(ies) in King County, State of Washington (the "Property"), legally described and attached hereto in **Exhibit A** 

Pursuant to the Grant Agreement, between the King County and the Grant Recipient, attached hereto as **Exhibit B**, the Grant Recipient constructed a Facility Improvement ("Facility") on the Property for the purpose of providing recreation for the public. A map of the Property and Facility is attached hereto as **Exhibit C**.

The Grant Recipient hereby agrees to be bound by the terms of the Grant Agreement including the obligation to ensure public access to the Facility.

IN WITNESS WHEREOF, «Organization\_Name» and King County have executed this Notice of Grant on the date set forth above.

**KING COUNTY** 

«Organization\_Name»

Signature

NAME (Please type or print), Title

NAME (Please type or print), Title

Date

Date

Signature

STATE OF WASHINGTON ) ) ss. COUNTY OF KING )

I certify that I know or have satisfactory evidence that \_\_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_\_ of the GRANT RECIPIENT organization, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

NOTARY PUBLIC Print Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

STATE OF WASHINGTON ) ) ss. COUNTY OF KING )

I certify that I know or have satisfactory evidence that \_\_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_\_

of KING COUNTY, a political subdivision of the State of Washington, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

NOTARY PUBLIC Print Name: \_\_\_\_\_\_ My Commission Expires: \_\_\_\_\_\_

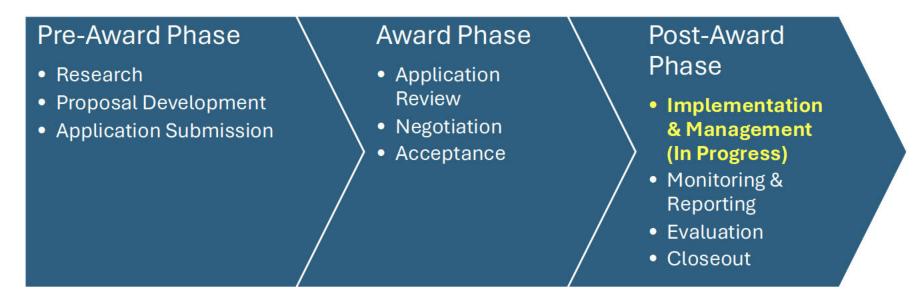
#### NOTICE OF GRANT EXHIBIT A – LEGAL DESCRIPTION

Legal Description

#### NOTICE OF GRANT EXHIBIT B – GRANT AGREEMENT

NOTICE OF GRANT EXHIBIT C – PROPERTY/FACILITY MAP

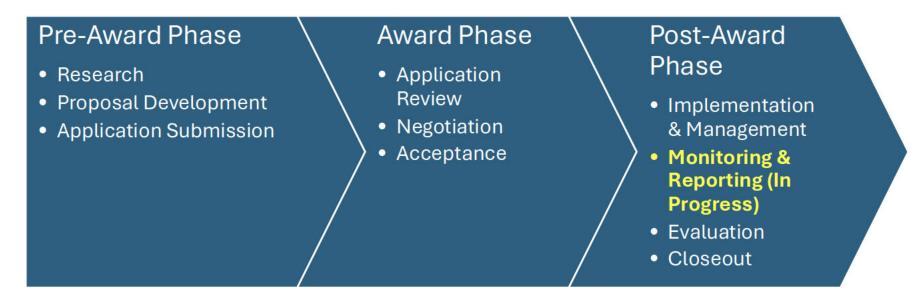
# \$1.438m Best Starts for Kids (AHU units)



UPDATE: Need to look at resubmitting timeline for grant to get both grants on the same timeline with \$213k KCYAS Aquatic Facilities Grant.

Awaiting if Highline will provide Engineer of Record for process. Meeting coming soon.

# \$10k Get Active Stay Active



UPDATE: Rolled out February 1, 2025. Took about a week to get going. Youth participation should be on pace to double.

I have attached an update through March 16, 2025.

# KIDS SWIM FREE GRANT UPDATE (2/1-3/16/2025)

2025	Kids Swim	Kids Swim Free Grant		Paid (Don't Give Name)		Under 3		% Increase
2025	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	TOTALS	90 mcrease
Feb (All days)*	117	72	13	12	0	2	216	214%
Mar 1-16	117	53	15	8	3	3	199	249%
						TOTAL USAGE	415	<b>229</b> %

2024	Kids Swim Free Grant		Paid (Don't	Give Name)	Unc	TOTALS	
2024	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	TOTALS
Feb (All days)*	N/A	N/A	80	19	2	0	101
Mar 1-16	N/A	N/A	60	17	1	2	80
						TOTAL USAGE	181

Does Youth Grant Affect Adult Usage of the Pool? More affordable to swim with kids?

ADULT (19-61)	20	24	2025		
ADOLI (19-01)	Resident	Resident Non-Resident		Non-Resident	
Feb (All days)*	57	24	76	54	
Mar 1-16	52	14	45	46	
Subtotals	109	38	131	110	
TOTALS		147		241	

**164% INCREASE** 

**TOTAL GRANREVENUE THRU MARCH 16** \$ 1,705.25

**REMAINING GRANT BALANCE** \$ (8,294.75)

\*There were three days that grant was not properly addressed by front desk staff in February.

Agenda Item #: <u>7e</u> Assigned to: <u>District G.M.</u>

Meeting Date: March 25, 2025

Under: Old Business

Attachment: Yes

Subject: 2025 Grant Application

#### Background/Summary:

The District General Manager is working with MacDonald Miller and the project manager to put together an application for King County Aquatic Facilities grant to repair the electrical systems for the pool. This is the third of three critical systems that were identified by the conditions assessment. Although there are other issues that we should address future grants upon: ADA, locker room plumbing, etc.; this is a critical area as many of the electric panels and wiring are from the 1970s. The system powers updated systems, computers, phone systems and other critical systems that are required to operate the pool.

The district is applying for an Aquatic Facilities Grant will cover 100% of up to \$100,000, and 50% of \$101,000 to \$2,000,000. The grant application will cover the electrical systems that were identified in the most-recent conditions assessment.

The deadline for the grant was March 31, 2025, but has been extended to April 3, 2025, to avoid Ramadan.

The District GM is awaiting an estimate from MacDonald Miller that will be used for the grant application.

Highline School District's Capital Planning and Construction Department will also be helping review and potentially provide a letter of support for the project.

#### Fiscal Impact: N/A

<b>Proposed Motion:</b> No motion. Informational c	only.			
Reviewed by District Lega	l Counsel: Yes	NoXDate: <u>N/A</u>		
Three Touch Rule:		Committee Review		
Continuous		First Board Meeting (Informational)		
	<u>N/A</u>	_ Second Board Meeting (Action)		
Action Taken: Adopte	ed Rejected	Postponed		
Follow-up Needed:	Yes No	x Report back date:		

### Notes:

- 2025 King County Parks Aquatic Facilities Grant
   2023 Mount Rainier Pool Conditions Assessment (link)

PARKS GRANTS < /EN/DEPT/DNRP/NATURE-RECREATION/PARKS-RECREATION/KING-COUNTY-PARKS/GRANTS> / 2025 PARKS GRANTS GUIDE

#### MORE APPLICANT RESOURCES

- <u>2025 Applicant Resources < https://kc1.sharepoint.com/:f:/t/DNRPa/EkbG9ePFf89OlygHymGb6lABRdYnuF2Wl81-Hx-FvhT0KQ?</u>
   <u>e=U7za4Y></u>
- <u>2025 Parks Grant Guide < https://kc1.sharepoint.com/:b:/t/DNRPa/EYzcttm\_LCVLkFbfBSuxdbQBTaiKZWbHjArBZWiCUPsvGA?</u>
   <u>e=u0Lr6B></u> (designed)
- 2025 Parks Grants FAQ < https://kc1.sharepoint.com/:b:/t/DNRPa/EUzzWM2F06pOs4qlbCXXg18BCp-ynyndm-lnsj2bR2VuXA?</li>
   <u>e=LMj75Z></u>
- <u>2025 Application Previews and Evaluation Criteria <</u> <u>https://kc1.sharepoint.com/:f:/t/DNRPa/EkHFBM66EgJGoH2TWEh6T3ABAz4ZJBrKh\_uS1CQBNEdylg?e=td7xOc></u>

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# <u>About King County Parks < ></u>

## The 2020-2025 Parks Levy

King County Parks is largely funded through a property tax levy, which the voters of King County approved in August 2019 by more than 70 percent. The <u>2020 – 2025 King County Parks, Recreation, Trails, and Open Space Levy < https://kingcounty.gov/services/parks-</u> <u>recreation/parks/about/levy.aspx></u> generates an estimated \$810 million over six years to pursue the following goals:

- 1. Take care of King County's existing system of parks and trails, ensuring the system remains clean, safe, and open.
- 2. Grow and connect regional open space and natural lands to protect habitat important for fish and wildlife and to provide recreation opportunities.
- 3. Improve regional trails and mobility to ensure that essential connections are completed and existing trails are maintained.
- 4. Make parks, green spaces, and recreation opportunities more accessible for all King County residents to enjoy.

# **Public Access**

Public access or public benefit is a contractual requirement of projects funded by King County Parks grants.

# Equity in King County

King County Parks seeks to invest in projects that make parks, green spaces, and recreation opportunities more accessible for King County residents. Parks also aims to use a pro-equity lens in grantmaking to prioritize funding for projects that not only improve health outcomes and reduce disparities in underserved communities, but which are led by those communities being addressed.

# 2025 Grants Overview < >

King County Parks will be accepting applications for all our grant programs in 2025 through two Request for Applications (RFA) cycles. The first will be for our four Levy Grant programs and the second will be for our Youth and Amateur Sports Grants. See below for more details on each grant program, timeline, and funding available:

- Levy Grants RFA Applications open Monday, February 24 and are due Thursday, April 3, 2025 at 9:00 a.m.
  - Aquatic Facilities: \$16.0 million available in funding for 2025; Awards up to \$5 million
  - Parks Capital and Open Space: \$6.6 million available in funding for 2025; Awards up to \$1 million
  - Open Space River Corridors: \$6.7 million available in funding for 2025; Awards up to \$1 million
  - Healthy Communities and Parks Fund: \$1.4 million available in funding for 2025; Awards up to \$250,000
- Youth and Amateur Sports Grants RFA Applications open Monday, April 7 and are due Monday, May 5, 2025 at 9:00 a.m.
  - ~\$3.5 million available funding in 2024; Awards up to \$250,000 for construction and \$100,000 for programs

### GO TO APPLICANT GRANT PORTAL < HTTPS://WWW.GRANTINTERFACE.COM/HOME/LOGON? URLKEY=KINGCOUNTYPARKS>

Note: Funds for Parks grant awards are delivered on a **reimbursement basis** and projects must be under agreement before project spending or invoicing begin. Grantees will **not** be reimbursed for costs incurred prior to a fully executed contract with King County.

# <u>Aquatic Facilities Program Summary < ></u>

# Aquatic Facilities: Grant Purpose

The Aquatic Facilities grant program helps communities preserve and increase public access to public pools as our region grows and existing facilities become obsolete or reach capacity. This grant program funds activities related to the renovation or expansion of existing facilities, or construction of new aquatic facilities in King County.

The Aquatics grant program has: \$36 million in total funding 2020-2025 and \$16.0 million in available funding in 2025; a maximum award amount of \$5 million.

#### Award Details:

- Planning or feasibility studies awards are capped at \$100,000
- Awards up to \$100,000 can cover the full cost of a project
- Awards between \$100,001 and \$2 million are capped at 50% of project costs
- Awards between \$2 million and \$5 million are capped at 25% of project costs

# **Eligible Organizations**

- City or Town
- School District
- Park District
- Other public entities that own public aquatic facilities

# **Eligible Project Types**

- Acquisition (see FAQ for more information)
- Feasibility Study
- Planning and Design
- Construction

# **Examples of Possible Projects**

Below are examples of projects that may be funded. This list is not all-inclusive. All grant applicants for this program must ensure that public access is provided.

- Development of a new aquatic facility
- Renovation or repair of an existing aquatic facility
- Expansion of an existing aquatic facility

## Projects Not Funded by This Program

Projects that do not align with the goals of this grant program may include, but are not limited to:

- Spray parks (funded under the Parks Capital and Open Space program)
- Public swim beaches
- Non-aquatic related infrastructure located within a multi-use community center
- Routine operation and maintenance costs

# **Aquatic Facilities Background**

Aquatics is one of four grant programs created by the 2020 – 2025 Parks levy, which allocates approximately \$110 million through the life of the levy to funding these grant programs.

<u>Click here to view previously awarded projects. < https://kc1.sharepoint.com/:x:/t/DNRPa/EblyXNEzP5tMjc\_NsSUXYrwBJOjS-pSZ6tjgvfJVWlA6-A?e=8sEw7O></u>

# Parks Capital and Open Space Program Summary < >

# Parks Capital and Open Space Grant Purpose

The Parks Capital and Open Space grant program supports a range of projects that expand and improve recreation opportunities for the region's growing population, including the development of active and passive recreation and trail facilities, and the acquisition of open space for future public parks.

The PCOS grant program has: \$25 million in total funding 2020-2025 and \$6.6 million in available funding in 2025; a maximum award amount of \$1 million.

# **Eligible Organizations**

- City or Town
- Park District

# **Eligible Project Types**

- Acquisition (see FAQ for more information)
- Feasibility Study
- Planning and Design
- Construction

# **Examples of Possible Projects**

Below are examples of projects that may be funded. This list is not all-inclusive. All grant applicants for this program must ensure that public access is provided.

- Land acquisition for a new park
- Trails and paths (hard or soft) and related feature such as habitat restoration, bridges, boardwalks, signage, restrooms, benches, lighting
- Indoor or outdoor sports recreation spaces like sports courts, sports fields, rowing facilities, climbing structures, playgrounds, spray parks, or community gardens

# Projects Not Funded by This Program

Projects that do not align with the goals of this grant program may include, but are not limited to:

- Concessionaire buildings
- Environmental cleanup of illegal activities (i.e., removal of derelict vessels, trash, methamphetamine labs, etc.)
- Properties acquired via condemnation action of any kind
- Specific projects or actions identified as mitigation
- Routine operation and maintenance costs

# Parks Capital and Open Space Background

PCOS is one of four grant programs created by the 2020 – 2025 Parks levy, which allocates approximately \$110 million through the life of the levy to funding these grant programs.

<u>Click here to view previously awarded projects. < https://kc1.sharepoint.com/:x:/t/DNRPa/EblyXNEzP5tMjc\_NsSUXYrwBJOjS-pSZ6tjgvfJVWlA6-A?e=8sEw7O></u>

# **Open Space - River Corridors Program Summary < >**

# **Open Space - River Corridors Grant Purpose**

The Open Space – River Corridors grant program supports projects that help restore the natural functions of rivers, create or restore public access, and/or increase public awareness of river corridors as valuable natural resources. This grant program incentivizes multi-benefit projects that integrate recreation and habitat restoration with larger floodplain management efforts.

The PCOS grant program has: \$22 million in total funding 2020-2025 and \$6.7 million in available funding in 2025; a maximum award amount of \$1 million.

All projects must be located within King County and be associated with one or more of the following rivers: *Cedar; Duwamish; Green; Raging; Sammamish; Snoqualmie; South Fork Skykomish; Tolt; White*.

# **Eligible Organizations**

- City or Town
- King County Agency
- Port, Flood, Conservation, or Diking and Drainage Districts
- Salmon recovery forums
- Nonprofit Organization
- Tribal Organization

# **Eligible Project Types**

- Acquisition (see FAQ for more information)
- Feasibility Study
- Planning and Design
- Construction
- Project-specific outreach and education

# **Examples of Possible Projects**

Below are examples of projects that may be funded. This list is not all-inclusive. All grant applicants for this program must ensure that public access is provided.

- Restoration of natural floodplain systems by removal or setback of flood protection features such as levees, revetments, etc.
- Development of passive recreation amenities along rivers, such as trails, viewpoints, interpretative signage, etc.
- Enhancement of ecological function through invasive species removal, native species revegetation, or the installation of critical habitat features
- Land acquisition for future natural areas or protect and restore habitat function
- Outreach and educational programs associated with capital projects to increase public awareness and local community engagement

# Projects Not Funded by This Program

Projects that do not align with the goals of this grant program may include, but are not limited to:

- Active recreation facilities such as play areas or ballfields
- Fish or wildlife production facilities
- Indoor facilities such as swimming pools, community centers, museums, interpretive and environmental centers
- Routine operation and maintenance costs
- Legally mandated clean-up or costs of required mitigation actions not associated with the approved project

# **Open Space - River Corridors Background**

OSRC is one of four grant programs created by the 2020 – 2025 Parks levy, which allocates approximately \$110 million through the life of the levy to funding these grant programs.

Click here to view previously awarded projects. < https://kc1.sharepoint.com/:x:/t/DNRPa/EblyXNEzP5tMjc\_NsSUXYrwBJOjSpSZ6tjgvfJVWlA6-A?e=8sEw7O>

# <u>Healthy Communities and Parks Fund Program Summary < ></u>

# Healthy Communities and Parks Fund Grant Purpose

The Healthy Communities and Parks Fund (HCPF), also called the Targeted Equity Grants program, supports projects that increase access to recreation and use of parks, open spaces, and recreational facilities in underserved areas and communities. This grant program intends to reduce health disparities in various underserved communities and invest in their capacities to meet the unique needs of their residents.

Tier 1 offers awards up to \$15,000. Award recommendations do not require approval by the King County Executive or Council.

Tier 2 offers awards between \$15,000 and \$250,000. Applications are reviewed by an Advisory Committee and must be approved by the King County Executive and Council.

The HCPF grant program has: \$10 million in total funding 2020-2025 and \$1.4 million in available funding in 2025; a maximum award amount of \$250,000. An additional application will be available in 2025.

All projects must occur within King County and serve King County residents.

# **Eligible Organizations**

- City or Town
- Nonprofit Organization
- Tribal Organization
- Fiscally-sponsored Organization

## **Eligible Project Types**

- Acquisition (see FAQ for more information)
- Feasibility Study •
- Planning and Design ۲
- Construction •
- Programs .
- Capacity Building

# **Examples of Possible Projects**

Below are examples of projects that may be funded. This list is not all-inclusive. All grant applicants for this program must ensure that public access is provided.

- Projects that provide or improve access to recreation, parks, or open spaces for people with disabilities or other underserved communities
- Capacity building to engage community in outreach and planning around new or improved access to recreation, parks, and open/green spaces, in and for underserved communities
- Recreation activities and programs, such as: Aquatics Programs; Exercise and Fitness Programs; Individual and Team Sports Programs; Camping and Outdoor Recreation Programs; Arts and Cultural Activities; Environmental Stewardship Programs; Park Activation and Events; Nutrition and Food Justice Programs

# Projects Not Funded by This Program

Projects that do not align with the goals of this grant program may include, but are not limited to:

- Lobbying and attempts to influence legislation
- Removal of unauthorized encampments
- Properties acquired via condemnation action of any kind
- Specific projects or actions identified as mitigation as part of a habitat conservation plan approved by the federal government for incidental take of endangered or threatened species or other projects identified for habitat mitigation purposes

## Healthy Communities and Parks Fund Background

HCPF is one of four grant programs created by the 2020 – 2025 Parks levy, which allocates approximately \$110 million through the life of the levy to funding these grant programs.

<u>Click here to view previously awarded projects. < https://kc1.sharepoint.com/:x:/t/DNRPa/EblyXNEzP5tMjc\_NsSUXYrwBJOjS-</u> pSZ6tjgvfJVWlA6-A?e=8sEw7O>

# Youth and Amateur Sports Grants Program Summary < >

## Youth and Amateur Sports Grants Purpose

Youth and Amateur Sports Grants (YASG) supports fit and healthy communities by investing in programs and capital facility projects that increase access to sports, play, and outdoor recreation.

The most competitive applications will focus on increasing access to youth furthest from play equity--youth of color, immigrant and refugee youth, youth qualifying for reduced price lunch, youth with disabilities, girls, and youth living in unincorporated areas of King County.

Award recommendations must be approved by King County Department of Natural Resource and Parks.

The YASG program has: ~\$3.5 million in available funding in 2025; a maximum award amount of \$100,000 for programs and \$250,000

for construction; an application in 2024 and 2026

Award Details: Up to \$2 million will be award to Construction project proposals and up to \$1.5 million will be awarded to Program project proposals.

# **Eligible Organizations**

- City or Town
- Nonprofit Organization
- Tribal Organization
- Fiscally-sponsored Organization
- Public School Districts

- Park Districts
- Public Agencies

# Eligible Project Types

- Construction
- Programs

# **Examples of Possible Projects**

Below are examples of eligible project costs that may be funded. This list is not all-inclusive. All grant applicants for this program must ensure that public access is provided.

- Construction
  - New sport/recreation facility
  - Renovation or repair of an existing recreational facility
  - Conversion of an existing grass soccer field to turf field
- Programs
  - Aquatic Classes
  - Exercise and Fitness Classes
  - Individual and Team Sports
  - Outdoor Recreation

# Projects Not Funded by This Program

Projects that do not align with the goals of this grant program may include, but are not limited to:

- Construction
  - Non-recreation related infrastructure within a multi-use community center
  - Design, permits, and contingency funds are not eligible expenses
- Programs
  - Before/After School Clubs that do not have a focus on youth physical activity, including: Arts education, chess, robotics competitions
  - Community Gardens

### Youth and Amateur Sports Grants Background

YASG was established in 1993 and is funded by a 1% sales tax on car rentals. To date, the fund has awarded over 500 grants totaling \$28 million.

<u>Click here to view previously awarded projects. < https://kc1.sharepoint.com/:x:/t/DNRPa/EblyXNEzP5tMjc\_NsSUXYrwBJOjS-pSZ6tjgvfJVWlA6-A?e=8sEw7O></u>



Below are the anticipated timelines for the 2025 grant programs:

# Levy Grants: Aquatics, PCOS, OSRC, and HCPF Tier 2

- February 24 to April 3: Applications open in the <u>Parks Grant Portal < https://www.grantinterface.com/Home/Logon?</u> <u>urlkey=kingcountyparks></u>
- Submission Deadline: Thursday, April 3 at 9:00 a.m. PST
- April to June: Review by Levy Advisory Committees
- July to October: Approval by DNRP, King County Executive, and King County Council
- October to December: Contracting

# **HCPF** Tier 1

- February 24 to April 3: Applications open in the <u>Parks Grant Portal < https://www.grantinterface.com/Home/Logon?</u> <u>urlkey=kingcountyparks></u>
- Submission Deadline: Thursday, April 3 at 9:00 a.m. PST
- April to June: Review by Parks and HCPF Tier 1 Evaluators
- June to July: Approval by DNRP
- July to September: Contracting

### YASG

- April 7 to May 5: Applications open in the Parks Grant Portal < https://www.grantinterface.com/Home/Logon?urlkey=kingcountyparks>
- Submission Deadline: Monday, May 5 at 9:00 a.m. PST
- May to June: Review by Parks and Evaluators
- June to July: Approval by DNRP
- July to September: Contracting

# <u>Applying for a Grant < ></u>

## **The Application Process**

### Applicants should:

1. Join the Parks Grants email list < https://public.govdelivery.com/accounts/WAKING/subscriber/new?topic\_id=WAKING\_1596> to stay up to date on Parks grants and other opportunities. This is a two-step process that requires confirmation after sign up.

2. Attend an information session to learn about each grant program and ask questions.

3. Connect with a Parks Grants Manager. Attend Office Hours or <u>email ParksGrants@kingcounty.gov <</u> <u>mailto:email%20ParksGrants@kingcounty.gov></u> and identify the grant program(s) of interest.

Applicants must:

- 4. Create an account or log in to the <u>Parks Grant Portal < https://www.grantinterface.com/Home/Logon?urlkey=kingcountyparks></u>, where applications are submitted. Tutorials are listed on the right side of the log-in screen.
- 5. Begin application after it opens on Monday, February 24, 2025 for Levy Grants and Monday, April 7, 2025 for YASG applicants.
- Submit complete application via Parks Grant Portal by Thursday, April 3, 2025 at 9:00 a.m. for Levy Grants and Monday, May 5, 2025 at 9:00 a.m. for YASG applicants. Incomplete, late, or emailed <> applications will not be accepted. <>

# **Application Previews**

Application previews are available to help applicants prepare for online submission in the Parks Grant Portal. Application questions and length vary by grant program.

<u>Click here to view and download application previews. <</u> <u>https://kc1.sharepoint.com/:f:/t/DNRPa/EkHFBM66EgJGoH2TWEh6T3ABAz4ZJBrKh\_uS1CQBNEdylg?e=ZlhYA6></u>

# **Grant Evaluation < >**

# **The Evaluation Process**

There are separate groups that evaluate grant applications and make award recommendations for each grant program. Reviewers from a variety of organizations and agencies bring expertise and a diversity of perspectives to the evaluation process. Learn more about the Advisory Committees here < https://kingcounty.gov/en/dept/dnrp/nature-recreation/parks-recreation/king-county-parks/grants/levy-grant-advisory-committees>.

- The Aquatic Facilities and Parks Capital & Open Space Advisory Committee includes representatives from: City/Park Districts, School Districts, and Nonprofit Organizations
- The Open Space River Corridors Advisory Committee includes representatives from: Cities, Tribal Organizations, Nonprofit and Community Organizations, Special Flood Districts, and Salmon Recovery Forms.
- The Healthy Communities and Parks Fund Tier 1 Review Panel includes representatives from King County Staff.
- The Healthy Communities and Parks Fund Tier 2 Advisory Committee includes representatives from: City/Park Districts; <u>Open Space</u> <u>Equity Cabinet < https://kingcounty.gov/en/legacy/services/environment/water-and-land/land-</u> <u>conservation/equity/openspace/equity-cabinet-report></u>; Nonprofit Organizations; and Community Organizations.
- Youth and Amateur Sports Grant Reviewers include representatives from: <u>King County Play Equity Coalition < https://kcplayequity.org/></u>Members and King County staff.

# **Evaluation Criteria**

Each application section is worth a portion of the total score.

- Project Overview (50% of score): Describe the proposed project's intent, alignment with grant program goals, and outcomes. Highlight the project goals and which aspects of the project this grant would support.
- Equity and Social Justice (40% of score): Demonstrate how the project addresses disparities through intentional planning, community involvement, and strategic partnerships.
- Budget and Resources (10% of score): Provide a budget that is complete, accurate, and aligns with stated project goals.

<u>Click here to learn more about the evaluation criteria for each grant program. <</u> <u>https://kc1.sharepoint.com/:f:/t/DNRPa/EkHFBM66EgJGoH2TWEh6T3ABAz4ZJBrKh\_uS1CQBNEdylg?e=ZlhYA6></u>

# <u>Applicant Resources < ></u>

### Information Sessions

King County Parks is hosting information sessions about these grants, procedures, and policies. Click below to view details and register:

- Tuesday, February 25 (11 a.m. to 12 p.m.): <u>Register on Zoom < https://kingcounty.zoom.us/webinar/register/WN\_IFZcT-</u> <u>4HSMCLkkTW\_5PJhg></u>
- Tuesday, March 11 (2 p.m. to 3 p.m.): <u>Register on Zoom < https://kingcounty.zoom.us/webinar/register/WN\_tlfLGetsQxWpQ-</u> <u>ONq470QA></u>
- YASG ONLY Tuesday, April 15 (11 a.m. to 12 p.m.): <u>Register on Zoom < https://kingcounty.zoom.us/webinar/register/WN\_aVx91y-5TiSTqJR84v2GIQ></u>

# **Grant Application Consulting**

Grant application consulting is available at no cost for eligible small and emerging organizations, defined as having fewer than 20 full-time equivalent (FTE) staff and an operating budget of less than \$4 million in the prior fiscal year.) Consultants can:

- Assist in determining appropriate fit between your proposal and the RFA
- Provide guidance on how best to answer questions
- Support application review, including editing and budget review

Requests for grant application consulting services will be accepted beginning January 3, 2024. The link will be posted on the Parks Grants website. Requests for grant application consulting services for Levy Grants will be accepted until Monday, March 17 or for YASG applicants until Monday, April 21.

# **Office Hours**

Parks staff will be available to answer applicant questions during office hours on:

- Levy Grants Wednesdays from February 26 to April 2 from 12 p.m. to 12:45 p.m.
  - Download the calendar invitation <
     <p>https://kc1.sharepoint.com/:u:/t/DNRPa/ESONil9youtDip6mHvOCp4oBKJP7VJYP8mswcLZZeFEYgA?e=RAitph> or join a meeting in progress < https://teams.microsoft.com/l/meetupjoin/19%3ameeting\_M2E3ZWY4YzAtMDY3Mi0OOGI4LWEyMGQtYzFjY2MyYmM5MjJk%40thread.v2/0?
     context=%7b%22Tid%22%3a%22bae5059a-76f0-49d7-9996-72dfe95d69c7%22%2c%22Oid%22%3a%2249fdeaf4-5e12-4ad1-97c8-255defe1d775%22%7d>.
- YASG Wednesdays from April 9 to April 30 from 12 p.m. to 12:45 p.m.
  - Download the calendar invitation < https://kc1.sharepoint.com/:u:/t/DNRPa/EV7HlZBzs6JOhDx4vaDOPEBmgkrzmAXDogGnASGg5h5WA?e=dul5d9> or join a meeting in progress < https://teams.microsoft.com/l/meetupjoin/19%3ameeting\_NTAzMTk1MGEtNjBiZSOOMjRmLWI5OWItZmQ3OTc5MzEzNmM0%40thread.v2/0?
     context=%7b%22Tid%22%3a%22bae5059a-76f0-49d7-9996-72dfe95d69c7%22%2c%22Oid%22%3a%2249fdeaf4-5e12-4ad1-97c8-255defe1d775%22%7d>.

## Grantee Toolkit

The <u>Grantee Toolkit < https://kc1.sharepoint.com/:w:/t/DNRPa/EbNjB7itXqpNvnjAh8\_D7SwBM4Ft4ebVqCo4Jd9IxOdnIQ?e=CSYcgl></u> helps grantees navigate their awards. Review this information before submitting an application to understand requirements related to:

- Contracting
- Insurance
- Invoicing
- Reporting and Monitoring
- Public Acknowledgements of Grants

## Contact Parks Grants < >

The Parks Grants staff is here for you! Contact us if you need help understanding:

- Which grant to apply for
- Eligible organizations and projects
- Partnership opportunities
- Application questions
- How applications are evaluated
- How to request technical assistance, translation, or accommodations

• Any details of our grant programs

### ParksGrants@kingcounty.gov < mailto:ParksGrants@kingcounty.gov>

(206) 848-0699

Add a short title here

Add descriptive language here to draw the attention of your site visitors. You can add an optional call-to-action link here, as well.

# **Related Topics**

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### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: <u>7f</u> Assigned to: <u>District GM/ Cap & Contracts</u> Meeting Date: <u>3/25/2025</u>

Under: New Business	Attachment: Yes	No <u>X</u>
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Subject: Engineer (Architect) of Record

#### **Background/Summary:**

The Board of the Des Moines Pool Metropolitan Park District passed Resolution 2024-10 MRSC Small Public Works at the December 10, 2024, regular board meeting.

MRSC Rosters legally functions as the Small Works Roster for its agency members, which include the pool district.

Per section 4 of the Resolution: Consulting Services Roster. The District shall use the MRSC Rosters Consultant Roster to meet the requirements of RCW 39.80.030 when soliciting Architectural, Engineering and Land Surveying services and may use the process for other Consulting Services at the discretion of the District General Manager (Director of Aquatic Operations) ...

The firm deemed most highly qualified by the agency to do the project will be selected for contract negotiations.

The District General Manager met with the Capital and Contracts Committee on Wednesday, March 12. At the meeting, it was decided to put the projects on hold, until it was determined if the pool district could work with the Highline School District to provide an engineer of record for the project.

Future direction will be determined by the meeting with the Highline School District.

**Fiscal Impact**: All funds for this project should be covered by the \$1.438 million Best Starts for Kids Grant, and an additional \$213 thousand for the KC Parks Aquatic Facilities Grant. All 2025 fees for this grant project for the engineer of record will be covered.

Proposed Motion: No motion. Informational only.					
Reviewed by District Leg	al Counsel:	Yes_	X	No	Date: <u>Various</u>
<u>Three Touch Rule</u> :	N/A 12/10/2	4	First		leeting (Informational)
	To Be l	Determ	ined	Se	cond Board Meeting (Action)

<u>Action Taken</u> :	Adopted	_ Rejected	_Postponed
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Print 1/28/2025

Follow-	up Needed:	Yes_	<u>X</u>	No	Report back date: <u>N/A</u>
Notes:	Attachments: - No attachme	ents.			

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g Assigned to: District G.M.

Meeting Date: March 25, 2025

### Under: Old Business

Attachment: Yes

**Subject:** Employee Handbook (Editable Draft Handout)

#### Background/Summary:

The Des Moines Pool Metropolitan Park District needs to update its Employee Handbook. In 2019, we last had our major update to our handbook.

Heartland helped us originally setup our employee handbook, and their sales had offered to help us with consulting our human resources including updating our employment handbook. During the pandemic, the pool district tried to update the handbook, and Heartland said they could create a new handbook from scratch, but it would not contain state specific and agency specific information for our district.

I spoke with legal, and they recommended using Tukwila Pool District's employee handbook, as our legal had reviewed it. This would save us on legal fees and include pool district legal information. The employee handbook was put together by one of their board members.

Attached is an updated version of the employee handbook. The District General Manager will also send out an editable document, the morning of Wednesday, March 26. Please send all edits in to the District General Manager by Wednesday, April 14 at noon.

UPDATE: I received comments from legal to add expanded Paid Family Medical Leave Act and Minor Work (FMLA) sections. Both are attached and will be added to the employee handbook draft for edits. This may affect when it is sent out for updates. An update will be announced at the meeting.

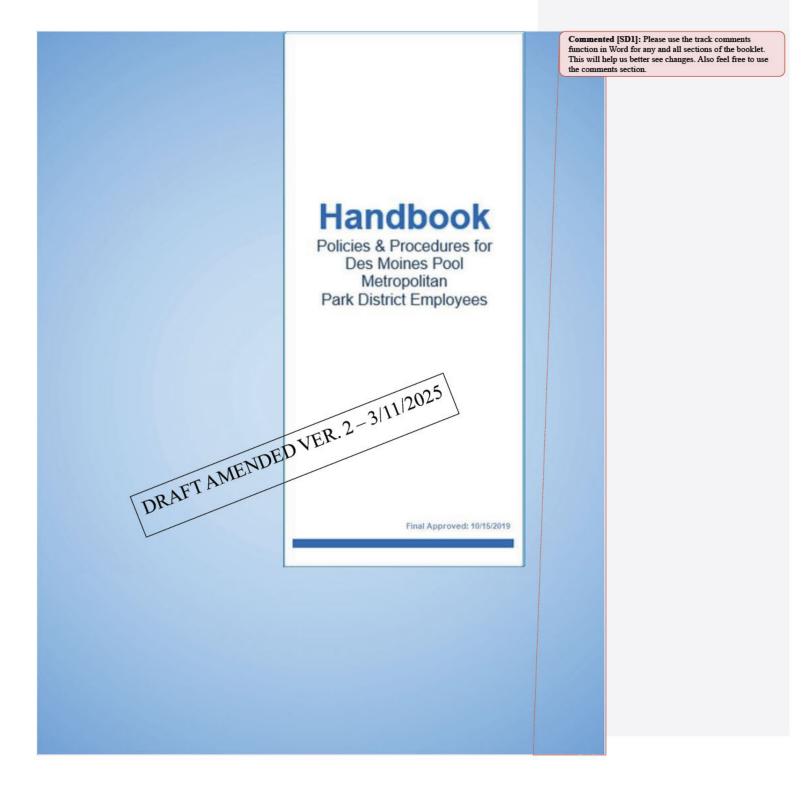
# Fiscal Impact: N/A **Proposed Motion:** No motion. Informational only. First touch.

Reviewed by District Legal	Counsel: Yes_	XNo Date: <u>3/20/25</u>
Three Touch Rule:		Committee Review
	02/25/2025	First Board Meeting (Informational)
	04/22/2025	Second Board Meeting (Action)
Action Taken: Adopted	Rejected	Postponed
Follow-up Needed:	Yes No	x Report back date:

Report back date: \_\_\_\_\_

### Notes:

- 2025 Employee Handbook -PRELIMINARY DRAFT (attached)
   Expanded Paid Family Medical Leave Act from Legal (attached)
   PDF on Minor Work Regulations (attached)



Des Moines Pool Metropolitan Park District. Employee Policies & Procedures

#### Employee Policies

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Employee Policies

#### 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. 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.
  - 1.1.2. 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.* The District's Mission is to enhance our community's quality of life through aquatics. The Vision is to create a water-safe community that honors our Puget Sound heritage.

The District's Core Values are:

- Transparency and Accountability in all we do.
- Community and Inclusiveness and in that we value all members of our community
- · Dignity and Respect in that we treat all people with dignity and respect
- Quality and Value by providing quality aquatics to the community at a reasonable cost.

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Employee Policies

- · Safety is at the core of all decisions we make.
- 1.4. Purpose/Scope of Human Resource Policy. This handbook compiles the Des Moines Pool Metropolitan Park District's current employment policies and practices. An operating procedure needs to be consistent with these policies and approved in advance by the Board of Commissioners or District General Manager. An electronic copy of this document is available on the District Policies page of the website at www.Des Moinespool.org.
  - 1.4.1. The policies in this document are not intended to create promises or guarantees of employment or specific treatment in specific instances on which employees may rely.
  - 1.4.2. The provisions in the document have been developed at the discretion of the District Board of Commissioners and, except for the policy of employment-at-will, may be amended or cancelled by them at any time as is deemed necessary and appropriate, without advance notice. The District also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission.
  - 1.4.3. These policies apply to all District employees.
  - 1.4.4. These provisions replace all previous policies and may not be changed or added to without the express approval of the District Board of Commissioners.
- 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.

#### Employee Policies

- 1.7.2. 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 s/he needs reasonable accommodation should notify the supervisor, District General Manager or designee.
  - (a). 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 his/her 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.
- 1.7.3. 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.
  - (a). Any employee who sincerely believes that his or her religious beliefs or practices conflict with his or her 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.
  - (b). 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.
  - (c). 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. 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.

- 1.8.1. 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.
- 1.8.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:
  - (a). Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).
  - (b). Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).
  - (c).Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).
  - (d). 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 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.
- 1.8.3. Conduct of this type is improper, and it may be illegal if:

(a). Submission to this conduct is either an explicit or implicit term or condition of employment

- (b). Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved
- (c). 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

- 1.8.4. 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 he/she is a victim of harassment, the employee should:
  - (a). Ask the offending employee to cease the conduct.
  - (b). If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, s/he should report the alleged act immediately to any supervisor.
  - (c). Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the alleged harassment to the District General Manager.
  - (d). If the District General Manager is engaging in such conduct, the employee should immediately report the alleged harassment to the District Board President.
- 1.8.5. 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.
- 1.8.6. 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.
- 1.8.7. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination of the supervisor.
- 1.9. 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.
  - 1.9.1. 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.
  - 1.9.2. 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 work place 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.

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

- 1.10. 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.
  - 1.10.1. District officers, supervisors, volunteers and employees shall communicate honestly, transparently and respectfully with individual patrons and the community at large.
  - 1.10.2. 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.
  - 1.10.3. 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 supervisor up to and including the District General Manager before taking the suggested action.
  - 1.10.4. 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.
- 1.11. 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.

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:

- 1.11.1. Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.
- 1.11.2. 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.
- 1.11.3. 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.
- 1.11.4. The management or District General Manager must make every reasonable effort to remedy the complaint and communicate that remedy to the customer.
- 1.11.5. 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.
- 1.11.6. 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 he or she 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. Working Hours & Shift Assignments. The Mt. Rainier Pool is open for business seven days a week.

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

- 2.2.1. The Mt. Rainier Pool's normal business hours are as posted at the facility and on <u>www.mtrainierpool.com</u>.
- 2.2.2. For payroll and overtime computation purposes, the regular work week begins on Monday mornings at one minute past Sunday midnight (12:01 a.m.).
- 2.2.3. District management reserves the right to change the regular workweek, the normal business hours, or the normal workday with prior notice to employees.
- 2.2.4. 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.
- 2.2.5. 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 Manager. 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)
- 2.2.6. 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.

Employee Policies

- 2.2.7. 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.
- 2.2.8. Employees are not permitted to volunteer their time or work with no compensation.
- 2.3. Overtime. Non-exempt employees are entitled to additional compensation or compensatory time off when they work over 40 hours per week.
  - 2.3.1. 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.
  - 2.3.2. 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.
  - 2.3.3. 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.
  - 2.3.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.
- 2.4. *Attendance*. Punctual and consistent attendance is an essential expectation of every employee's job and a condition of continued employment.
  - 2.4.1. 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.
  - 2.4.2. 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 that allows each employee to check their schedule online and report their availability to work. Employees are asked to report their availability at least two weeks in advance. 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.

- 2.4.3. 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 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.
- 2.4.4. 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 his or her job and their employment will be terminated. Excessive absenteeism may be grounds for disciplinary action, including possible termination.
- 2.4.5. 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.
- 2.5. 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.
  - 2.5.1. 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 his/her supervisor to indicate anticipated absence or late arrival to work and the reason for such absence or tardiness.

Employee Policies

- 2.6. *Breaks and Meal Periods*. Employees are required to take breaks and meal periods in keeping with Washington State Employment Standards:
  - 2.6.1. Employees working at 4+ hours in a single workday are required to take one paid 10-minute break no later than 3 hours into their shift.
  - 2.6.2. Employees working 8 hours in a single workday are permitted two paid 10-minute breaks, the last break should be taken approximately 1 hour prior to the end of their shift.
  - 2.6.3. 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 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. Meal breaks must be taken no less than two hours and no more than five hours from the beginning of the shift. Meal periods are scheduled in coordination with the shift supervisor and other staff on duty.
  - 2.6.4. 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.
  - 2.6.5. 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.
  - 2.6.6. 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 from receiving a break as requested and required, please inform the Aquatics Manager or District General Manager immediately.
- 2.7. 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.
  - 2.7.1. 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.)
  - 2.7.2. 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.

- 2.8. 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.
  - 2.8.1. Each employee is responsible for following the procedure for recording their time as required.
  - 2.8.2. 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:
    - (a) Regular time = Base pay
    - (b) 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
    - (c) Base Pay +\$4 bonus/hour for teaching swim lessons. This is only for lead instructors and not assistants.
  - 2.8.3. Supervisors are responsible for reviewing time records for accuracy.
  - 2.8.4. Falsification of time records is grounds for disciplinary action, up to and including possible termination.
- 2.9. 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.
- 2.10. 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.
- 2.11. 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.

- 2.11.1. An employee may periodically review his/her personnel file. An employee may place pertinent information in his/her personnel file with the approval of the supervisor, District General Manager or designee. An employee may also request removal of irrelevant or erroneous information in his/her personnel file. If the management denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
- 2.11.2. 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.
- 2.11.3. 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.

#### 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:
    - (a). complete a background check prior to offer of employment
    - (b). learn to perform the duties of the position to District standards
    - (c). be evaluated for their potential to excel in the position
- 3.2. 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.
- 3.3. Benefits and Conditional Employment. Benefit-eligible employees may not use vacation leave during their conditional employment period; however, they may use sick leave.

See Section 6 for the complete list of benefit-eligible employees and detailed policies regarding leave.

- 3.4. 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.
  - 3.4.1. 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.
  - 3.4.2. 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.
  - 3.4.3. Employees can expect the entire management staff to provide steady support, ongoing 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.
- 3.5. *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.
  - 3.5.1. 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.

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- 3.5.2. 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.
- 3.5.3. 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.
- 3.6. Change in Workforce. Nothing contained in these personnel policies, the pay plan or the District's past practices or customs shall prevent the District from reducing its workforce, laying off, promoting, demoting, reclassifying or removing employees, modifying the pay plan or otherwise managing and directing the operation of the District and its workforce as deemed necessary and proper.
  - 3.6.1. In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Prior to such action, the District may endeavor to place affected employees into another available position for which they are qualified, as determined by the District.
  - 3.6.2. Prior to a layoff, the District will try to provide affected employees with at least two weeks' notice of the pending layoff.
  - 3.6.3. During the 12-month period following a layoff, the District or the Mt. Rainier Pool may rehire a laid off employee if a suitable position becomes available for which the employee is qualified and the former employee has requested, in writing, to be considered for re-hire.
- 3.7. 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 return all District or co-worker's property, including uniforms and keys.
  - 3.7.1. Non-exempt employees are requested to submit notice of resignation at least two weeks (14 days) prior to the effective date of their resignation. The District may terminate such employees with or without cause without any advance notice. All wages and expense reimbursement owed to the employee shall be provided on the scheduled payday for the period (more information on Paydays can be found in Section 4.2).
  - 3.7.2. Either the District and/or an exempt employee that has completed the Temporary Employment Period may terminate employment at any time with 30 days advance

notice to the other for any reason with or without cause. The District, without altering the at-will relationship, shall have the right to immediately terminate an employee's services for cause including but not limited to those defined in the Rules of Conduct. If terminated for cause, all compensation and benefits described in this handbook shall cease as of the termination date.

- 3.8. 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:
  - 3.8.1. No employee may supervise, evaluate or directly influence employment decisions affecting a family member, romantic partner, or close associate.
  - 3.8.2. Family members and close associates cannot be assigned to roles where one has authority over the other regarding hiring, scheduling, promotion, or discipline.
  - 3.8.3. If a relationship develops between employees in a supervisory relationship, the District may reassign one or both individuals to ensure compliance with this policy.
  - 3.8.4. 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.
    - (a) If a conflict arises, the District will evaluate options, including reassignments or adjustments in reporting structures.
    - (b) Failure to disclose a relationship that creates a conflict of interest may result in disciplinary action, up to and including termination.
  - 3.8.5. 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.
- 3.9. 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.
  - 3.9.1. 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.

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- 3.9.2. 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.
- 3.9.3. The District shall provide a copy of the record report to the employee, volunteer, or independent contractor if the background check results are negative.

#### 4. Compensation.

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 <u>APPENDIX C</u>) 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.

- 4.1. *Employee Pay Rates*. Each position's pay rate is reviewed periodically to ensure that it remains competitive with other comparable positions.
  - 4.1.1. 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.
  - 4.1.2. 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.
  - 4.1.3. 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.
- 4.2. *Paydays*. Employees are paid twice a month either by direct deposit or by check distributed at the work location on the 15<sup>th</sup> and the last day of the month.
  - 4.2.1. If a regularly scheduled payday falls on a weekend or holiday, paychecks are usually distributed on the next regularly scheduled weekday.

- 4.2.2. One pay period covers the 26<sup>th</sup> through the 10<sup>th</sup> of the following moth (usually distributed on the 15<sup>th</sup>) and the other covers the 11<sup>th</sup> through the 25<sup>th</sup> (usually distributed on the last day of the month). This distribution schedule is subject to change and staff will be notified of any changes.
- 4.3. Time Recording. Recording of employee hours is currently accomplished through a manual process using scheduling software.
- 4.4. 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.
- 4.5. 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.
- 4.6. Expense Reimbursement. District employees and officials may be reimbursed for approved normal and reasonable travel and other expenses incurred for business-related purposes. Normal and reasonable travel costs are defined as expenses for transportation to and from a location other than the employee's primary workplace, lodging, meals and related items who are traveling for District purposes only. Any such travel must be authorized in advance by the District General Manager or designee.
  - 4.6.1. District expense reimbursement is based on actual expenses incurred in the service of the District, there are no per diems. Expenditures must be pre-approved and are reimbursed after submission of a District Reimbursement Form filed within 15 days of the purchase or travel date and accompanied by original receipts for each expense reported.
  - 4.6.2. No claim for reimbursement shall be paid unless it is accompanied by an original, bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification signed by the District General Manager or designee will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case. Falsification of a receipt or certification is grounds for disciplinary action up to and including termination.
  - 4.6.3. The District may approve reimbursement for the following business expenses:
    - (a). Materials, supplies or other items used for District business purposes.

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- (b). Mileage for personal vehicle shall be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS) to and from a location other than the employee's primary work-place.
- (c). Meals (including a sensible tip) may be reimbursed only when pre-approved and associated with official business. If expenses include the cost of meals for other persons, the reimbursement form must list names of individuals, the purpose, time and location. All employees claiming reimbursement for meals consumed while on District business must provide original receipts. Employee certification in lieu of original receipt will not be accepted for meals.
- (d). The District will reimburse the cost of standard airfare (coach) only. Reservations should be made at least 3 weeks in advance whenever possible to guarantee the ticket is purchased at the lowest available fare.
- (e). Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. Additional automobile insurance should be purchased when renting an automobile for foreign travel.
- (f). Alcoholic beverages are not a reimbursable travel expense.
- (g). Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt. However, such charges should be tracked and submitted as certification of the expenditure. Falsification of this certification is grounds for disciplinary action up to and including termination.
- (h). Lodging may be reimbursed when necessary for travel outside of the District. Employees are encouraged to seek out reasonably priced accommodation to minimize the cost to the District. Costs associated with upgrades in accommodation will not be reimbursed unless standard accommodation is not available. Itemized receipts for all lodging expenses must accompany the District Reimbursement Form.
- (i). The actual cost of preapproved conferences, seminars, training courses, and classes related to training and training materials may be reimbursed. More information on allowable training and professional development opportunities can be found in Section 5.2.
- 4.7. 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):

- 4.7.1. Regular wages for all hours worked up to the time of termination that have not already been paid
- 4.7.2. Any overtime or paid time off that has not already been paid.

## 5. Performance & Professional Development.

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.

- 5.1. 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.
  - 5.1.1. 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.
  - 5.1.2. 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.
  - 5.1.3. 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.
  - 5.1.4. 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:

- (a). 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
- (b). 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
- (c). This person is at risk for low performance. Please answer Yes or No.
- (d). This person is ready for promotion today. Please answer Yes or No.
- 5.1.5. 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).
- 5.2. 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.
  - 5.2.1. Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:
    - (a). An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.
    - (b). An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:
      - (i). 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.
      - (ii). 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.

- (iii). 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.
- 5.2.2. 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.
- 5.2.3. The District may agree to pay and/or reimburse employees for pre-authorized, jobrelated 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:
  - (a). The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a District planned promotion; and
  - (b). It is in the District's/Mt. Rainier Pool's best interest to pay for this training; and
  - (c). The pool's services may be improved as a result of the educational opportunity.
- 5.2.4. 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 "C" or equivalent in order to receive reimbursement.
- 5.2.5. 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.
- 5.3. 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.
  - 5.3.5. 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 used on all mail. All magazines and publications received as a part of that membership should be made available for all employees to use.

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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.

# 6. Benefits and Leave.

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.

- 6.1. Pool Staff Benefits Allowance.
  - 6.1.1. Pool Staff are currently defined as follows and all positions are hourly, part-time and non-exempt:
    - (a). Head Lifeguards
    - (b). Lifeguards
    - (c). Instructors
  - 6.1.2. 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.
  - 6.1.3. Pool Staff is not eligible for Holiday compensation.
  - 6.1.4. 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.
- 6.2. 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.
  - 6.2.1. 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.
  - 6.2.2. 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.

- 6.2.3. 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.
- 6.3. Salaried Employees Benefits Allowance.
  - 6.3.1. Salaried employees are currently defined as:
    - (a). District General Manager contracted, salaried exempt
    - (b). District Clerk non-exempt benefits-eligible, hourly
    - (c). Aquatics Manager contracted, salaried exempt
    - (d). Aquatic Coordinator salaried, non-exempt benefits-eligible
  - 6.3.2. 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.
  - 6.3.3. 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 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.
- 6.4. 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.
  - 6.4.1. 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.
  - 6.4.2. 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 <u>6.6 Sick Leave</u> for additional information on requesting time off due to illness or injury.)

- 6.4.3. 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.
- 6.4.4. 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.
- 6.4.5. The District is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.
- 6.4.6. For the purposes of accrual and usage, one day of accrued time off is defined as eight (8) hours.
- 6.4.7. Paid time off may be transferred to another employee for humanitarian reasons only with approval from the District General Manager.
- 6.4.8. For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.
- 6.4.9. 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.
- 6.5. 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.
  - 6.5.1. 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.
  - 6.5.2. 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.
  - 6.5.3. Part time employees, accrual rate is tied to the number of hours actually worked. Paid time off does not count as time worked.

- 6.5.4. For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the District and returns.
- 6.5.5. 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.
- 6.5.6. An employee can accrue only the annual maximum as detailed in the chart below.
- 6.5.7. Unused vacation leave is paid out to an employee upon separation.
- 6.5.8. 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

## 6.6. Salaried Employees Sick Leave.

- 6.6.1. The accrual rate for exempt employees is 8 hours of sick leave per month. Unused paid sick leave of 92 hours or less will be carried over to the following year.
- 6.6.2. The accrual rate for non-exempt, part-time, and hourly employees is 1 hour of sick leave for every 40 hours worked. Unused paid sick leave of 40 hours or less will be carried over to the following year.
- 6.6.3. Accrual amounts are pro-rated and reported to the employee every pay period to reflect the actual time worked.
- 6.6.4. Employees may use accrued paid sick leave regardless of their status as a conditional/temporary employee or regular employee.
- 6.6.5. Employees reporting an absence due to illness or injury must phone the shift supervisor in keeping with Section 2.4. Attendance. Employees are then responsible for sending their supervisor a follow-up email that includes the exact dates of absence that may be charged toward their accrued sick leave.
- 6.6.6. When an employee uses sick leave for three or more days in a row, a doctor's certification may be requested.

- 6.6.7. Sick leave may not be combined with vacation leave to extend that vacation leave.
- 6.6.8. Unused sick leave will not be paid out to an employee upon separation.
- 6.7. Holidays. The Mt. Rainier Pool is closed on the following State observed holidays:
  - The 4th Thursday in November (Thanksgiving Day)
  - December 25th (Christmas Day)
  - January 1<sup>st</sup> (New Years Day)
  - · Easter Sunday
  - Independence Day (July 4<sup>th</sup>)
  - 6.7.1. Additionally, the pool closes early at 1:00pm on December 24<sup>th</sup> and December 31<sup>st</sup>; however staff will be required to work a full day or take vacation, if benefit-eligible.
  - 6.7.2. 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.
    - (a) Exempt employees may observe the following state holidays where the pool is open for business:
      - President' Day
      - Martin Luther King Day
      - Memorial Day
      - Juneteenth
      - Labor Day
      - Family Day (day after Thanksgiving)
  - 6.7.3. 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.
  - 6.8. Washington State Family Care. In accordance with the Washington Family Care Act, employees may use any accrued time off, including sick leave, that they have available on their own to use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.
    - 6.8.1. An employee may use available time off to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).

- 6.8.2. An employee may use time off when a spouse, registered domestic-partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition," which are conditions:
  - (a) Requiring an overnight stay in hospital or another medical care facility;
  - (b) Resulting in a period of incapacity or treatment or recovery following inpatient care
  - (c) Involving continuing treatment under the care of a health care services provider that includes any period of inability to work or attend to regular activities, or
  - (d). Involving an emergency (i.e. demanding immediate action).
- 6.8.3. Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The District reserves the right to require verification or documentation confirming a family member's health condition when available leave is used to care for that family member.
- 6.9. Family and Medical Leave (Salaried and Pool employees). The District will comply with applicable state and federal laws on Family Medical Leaves (FMLA) whenever it has the required number of employees (50) in its employment for application of the laws and the factual circumstances warrants its application. See the attached <u>APPENDIX A</u> for the most current FMLA policy.
- 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 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, he or she 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.

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- 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 his/her 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 his/her position or an equivalent one unless the employee would otherwise have been terminated had he/she 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 her/his family members.
  - 6.12.2. The District may request verification that the employee or her/his 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 s/he 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 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.

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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 his/her 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 the time missed unless they are eligible for paid time off and request vacation leave. Pool employees will not be compensated by the District for time spent on jury duty. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons should inform his/her department as soon as possible so that arrangements may be made for coverage of the employee.
- 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.

# 7. Drug and Alcohol Policy

- 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 fromliability, 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.
- 7.1.3. This policy provides for pre-employment drug testing of prospective employees in all positions, and post-accident, reasonable suspicion, "return-to-duty" and "follow-up" drug and alcohol testing for all employees.
- 7.2. Responsibilities:
  - 7.2.1. The Board of Commissioners: The Board of Commissioners is responsible for:
    - (a). Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
    - (b). Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
    - (c). 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:
    - (a). Implementing and enforcing this policy and applicable procedures.
    - (b). Ensuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance.
  - 7.2.3. Employees: Employees shall comply with this policy as a condition of employment. Employees are responsible for:
    - (a). Not reporting to duty while under the influence of drugs or alcohol.

- (b). Not being under the influence of drugs or alcohol while On the Job.
- (c). Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- (d). Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
- (e). Cooperating and complying with applicable testing procedures established in this policy.
- (f). 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 chief then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

## 8. Employees' Responsibilities and Conduct.

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.

- 8.1. 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:
  - 8.1.1. Basic tact and courtesy towards the public and fellow employees;
  - 8.1.2. Adherence to District practices, procedures, safety rules and safe work practices;
  - 8.1.3. Compliance with directions from supervisors;
  - 8.1.4. Preserving and protecting the District's equipment, grounds, facilities and resources; and
  - 8.1.5. Providing orderly and cost-efficient services to its citizens.

- 8.1.6. In addition to the general standards of conduct described above, there are some specific expectations that the District has of all staff, including:
  - (a). 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.
  - (b). 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.
  - (c). Staff must refrain from distracting others who are guarding.
  - (d). 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.
- 8.1.7. 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.
  - (a). 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.
  - (b). 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.
  - (c). 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.
  - (d). 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.
- 8.2. 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.

- 8.2.1. 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.
  - (a). 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.
  - (b). The District will order and provide uniforms for those whose positions require them.
  - (c). Clothing items provided by the employee must conform to the following guidelines:
    - (i). Manager's shirts must have a collar and/or be considered "business casual".
    - (ii). T-shirts (other than Mt. Rainier Pool shirts) are prohibited.
    - (iii). Shorts and skirts are permitted; however, they must be at least fingertip length and be appropriate for a casual business environment.
    - (iv). Sandals and flip-flops are permitted.
    - (v). Sweatpants, shorts made out of sweat-pant material and/or work-out gear is not permitted.
  - (d). If the employee's supervisor concludes the employee's attire is inappropriate for any nondiscriminatory reason, the employee may be sent home without pay.
  - (e). If an employee has any questions regarding appropriate attire, the employee should contact his or her supervisor.
- 8.2.2. 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:
  - (a). Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).

- (b). Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.
- (c). Fingernails must be neat and clean in appearance. They may be unpolished or polished neatly with no chipping.
- (d). 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.
- 8.3. 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.
  - 8.3.1. 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.
  - 8.3.2. Tasks that should be attended to daily include:
    - (a). 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.
    - (b). 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.
    - (c). Staff room 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 immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.
    - (d). 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.
    - (e). 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.

(f). Lobby - Glass doors cleaned, and debris swept from the floor.

- 8.3.3. 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.
- 8.3.4. 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.
- 8.3.5. 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.
- 8.4. 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.
  - 8.4.1. Examples include, but are not limited to, outside employment which:
    - (a). 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.
    - (b). Is conducted during the employee's work hours with the District .
    - (c). Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment.
    - (d). 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.
    - (e). May reasonably be perceived by members of the public as a conflict of interest.
  - 8.4.2. An employee who chooses to have an additional job, contractual commitment or selfemployment 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 may be required to resign from such outside employment or be terminated from Mt. Rainier Pool Metropolitan Park District.

- 8.4.3. 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.
- 8.5. *Gifts or Gratuities*. Employees may not accept any gift or gratuity from any vendor, contractor or agent with whom the District transacts or refers business.
- 8.6. 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.
  - 8.6.1. Any District employee who meets with or may be observed by the public or otherwise represents the District to the public while performing his/her regular duties may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours.
  - 8.6.2. Employees shall not solicit for a contribution for a partisan political cause on District property or District time.
- 8.7. 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.
  - 8.7.1. 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.
  - 8.7.2. 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.
- 8.8. Tobacco-Free Workplace. For health and safety considerations and in accord with State law, the District prohibits the use of any tobacco product in or near the District building and property.
  - 8.8.1. Employees using tobacco products outside the building in accordance with this policy are requested to remove or cover their Mt. Rainier Pool uniform or anything

that identifies them as a District employee or choose a location out of view from the public.

- 8.9. 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.
  - 8.9.1. 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.
    - (a). 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.
    - (b). 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.
  - 8.9.2. 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.
    - (a). 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 is still possible to retrieve and read them. For these reasons, employees should not use District computers for any information considered personal or private.

- (b). 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.
- (c). 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:
  - (i). 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);
  - (ii). 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.
  - (iii). Reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships.
  - (iv). Jokes or non-work-related chain emails of any nature.
  - (v). Communications that violate the personal privacy of, or are disrespectful of, any individual.
  - (vi). Communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling
- (d). Standard security protocols should be followed at all times. This includes, but is not limited to:
  - (i). Users are expected to choose and safeguard strong passwords for workrelated accounts. Passwords are to be provided to District management whenever requested or changed.
  - (ii). No user may access computer systems with another user's password or account information unless authorized by District management.
  - (iii). 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.

- (iv). New software or updates to current software should not be downloaded onto any computer without the prior authorization of the management.
- (e). 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 and possible criminal prosecution that could include fines up to \$250,000 and imprisonment for up to five years or both.
- (f). 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.
- (g). District computers and internet may never be used to:
  - (i). 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.
  - (ii). 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
  - (iii). View or access websites that depict or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships
  - (iv). 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.
  - (v). 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.
- 8.9.3. 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.

- 8.9.4. 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.
- 8.10. 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.
- 8.11. 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.
- 8.12. 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.
- 8.13. 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.
- 8.14. 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 his/her supervisor. The District will endeavor to remedy problems as quickly as possible.
  - 8.14.1. 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.

- 8.14.2. Employees are expected to comply with the following specific safety rules, including but not limited to:
  - (a). Keep your individual work area clean and orderly at all times.
  - (b). Do not smoke or permit others to smoke on District owned or leased property.
  - (c). Do not allow unauthorized people to have access to restricted areas.
  - (d). Store all materials and equipment in their proper places and appropriately.
  - (e). Conduct themselves in a professional manner at all times while on work premises.
  - (f). Driving safety and courteously when operating a vehicle as part of work.
  - (g). Awareness of chemical hazards and proper uses.
  - (h). If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.
  - (i). Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor
- 8.14.3. 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.
  - (a). Affected employees will complete an "Incident Report" form to report all workrelated injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor.
  - (b). 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.
- 8.14.4. Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls.

- 8.15. Dispute Resolution. The District recognizes that sometimes situations arise in which an employee feels that he/she has 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.
  - 8.15.1. Step 1: An employee should first try to resolve any problem or complaint with his/her direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her.
  - 8.15.2. Step 2: If the employee is not satisfied with the response from his/her 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:
    - (a). A description of the problem;
    - (b). A specific practice, guideline, or procedure, which the employee believes, has been misapplied;
    - (c). The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
    - (d). The remedy sought by the employee to resolve the dispute.
  - 8.15.3. The Manager or District General Manager 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.
- 8.16. 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.
  - 8.16.1. 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.

- 8.16.2. 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.
- 8.16.3. 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.
- 8.17. 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.

#### 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.

#### Employee Policies

- 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 his or her 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.
    - (a). 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 his or her identity in writing.
    - (b). 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 he or she 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.
  - 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 he or she 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:
    - (a). specifies the alleged retaliatory action and
    - (b). 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.

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- 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.

The District endeavors to hire responsible, thoughtful people capable of growth and selfimprovement. 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 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.

- 10.1. 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.
- 10.2. 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.
- 10.3. 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.

10.4. 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, except as provided in Section 3.6.2, may be ended by either party with or without warning at any time.

10.4.1. Situations requiring termination may include, but are not limited to:

- (a). When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.
- (b). When the employee has grievously or maliciously violated the law or District policy or rules of employee conduct.
- (c). When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.
- (d). When the District determines that termination of the employee is in the best interest of the District.
- 10.4.2. When the nature of a violation warrants termination, suspension without pay or demotion or may affect the liberty interest of the individual the supervisor should prepare a written report to the District General Manager. The written report should include:
  - (a). The reason(s) for termination,
  - (b). Information on any previous performance counseling, warnings or corrective actions that may be relevant,
  - (c). A brief summary of the employee's work record and length of employment with the District; and
  - (d). Any other relevant information.
  - (e). The District will 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 he/she 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.

10.4.3. 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.

## 11. Rules of Conduct.

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.

- 11.1. 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.
  - 11.1.1. 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
  - 11.1.2. Material falsification of any application for employment or any report, record, time record or any other District records
  - 11.1.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District
  - 11.1.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property
  - 11.1.5. Violation of alcohol or drug policies
  - 11.1.6. Giving or taking a bribe of any nature as an inducement for obtaining or retaining a job or position
  - 11.1.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:

- (a). Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty
- (b). Use of abusive, insulting or obscene language to any supervisor or other employee
- 11.1.8. Threatening, intimidating, coercing or interfering with supervisors or other employees
- 11.1.9. Deliberate attempts to injure another employee or fighting on District property
- 11.1.10. Sleeping during work hours
- 11.1.11. Possession of firearms, explosives or any dangerous weapons is prohibited while performing District work
- 11.1.12. Recklessness resulting in a serious accident while on duty
- 11.1.13. Workplace harassment or other unlawful discrimination directed toward another employee or other individual in the workplace
- 11.1.14. Use of District property or time for personal financial gain
- 11.1.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions
- 11.1.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor
- 11.1.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor
- 11.1.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises
- 11.1.19.Failure to exercise care and attention to one's work as required by the circumstances
- 11.1.20. Unexcused or excessive absences, or tardiness
- 11.1.21. 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
- 11.1.22. Loafing or spending unnecessary time away from the job
- 11.1.23. Unauthorized possession or use of any District property, equipment or materials

11.1.24. Violation of any District Policy or Procedure.

- 11.2. 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, his/her 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.
- 11.3. *Social Media*. Personal Use When using Social Media for personal use all Employees shall adhere to the following:
  - 11.3.1. Employees may not use Social Media for personal purposes with District resources including District computers and District internet access.
  - 11.3.2. Employees must use personal email accounts for personal Social Media activities not District email accounts.
  - 11.3.3. 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.
  - 11.3.4. When Employees identify themselves as associated with the District while using Social Media for personal purposes, the Employee must comply with the Disclaimer restriction in Section 4.3.7 and the following requirements
    - (a) 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."
  - 11.3.5. 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.
  - 11.3.6. 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

Employee Policies

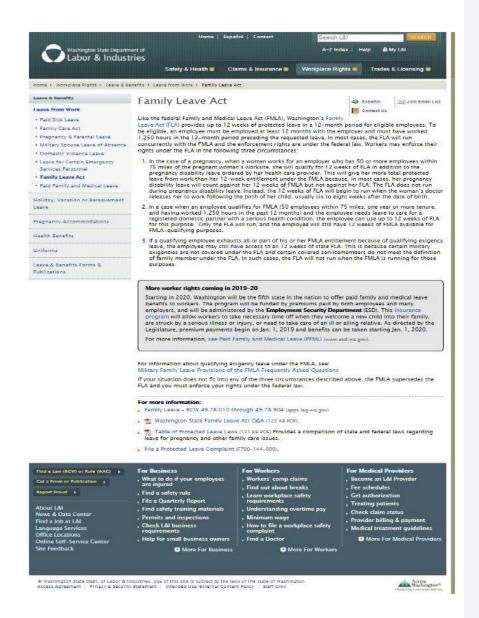
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- 11.3.7. Employees shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the District General Manager or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with Section 11.3.4 (a)
- 11.3.8. 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.
- 11.3.9. Commissioners shall not communicate with each other regarding District business via Social Media.

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#### Employee Policies

## APPENDIX A - FAMILY MEDICAL LEAVE ACT



#### 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
- 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 nondiving 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.

Des Moines Pool Metropolitan Park District. Employee Policies & Procedures

#### APPENDIX C- SALARY AND WAGE SCHEDULE

	Des Moines Pool Metropolitan Park District 2025 Proposed Wage/Salary Matrix							
		Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade	1*	14.16	14.73	15.32	15.93	16.57	17.23	Asst. (15 Year Old Position)
Min Wage	Rate	16.66	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
Grade	2	18.40	19.13	19.90	20.69	21.52	22.38	Lifeguard
Grade	3	19.68	20.47	21.29	22.14	23.03	23.95	10.40 m / / / / / / / / / / / / / / / / / /
Grade	4	21.06	21.90	22.78	23.69	24.64	25.62	Water Exercise/Daytime Guard
Grade	5	22.54	23.44	24.37	25.35	26.36	27.42	Head Lifeguard
Grade	6	24.11	25.08	26.08	27.12	28.21	29.34	Lead Head Lifeguard
Grade	7	25.80	26.83	27.91	29.02	30.18	31.39	
Grade	8	27.61	28.71	29.86	31.05	32.30	33.59	
Grade	9	29.54	30.72	31.95	33.23	34.56	35.94	Front Desk/Clerk Specialist
Grade	10	31.61	32.87	34.19	35.55	36.98	38.46	
Grade	11	33.82	35.17	36.58	38.04	39.57	41.15	Aquatics Coordinators
Grade	12	36.19	37.64	39.14	40.71	42.33	44.03	
Grade	13	38.72	40.27	41.88	43.56	45.30	47.11	
Grade	14	41.43	43.09	44.81	46.60	48.47	50.41	Aquatics Manager
Grade	15	44.33	46.11	47.95	49.87	51.86	53.94	

#### District GM. - Negotiation with District Board.

Salary Matrix Notes

 Grade 11 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.

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\* Swim Lesson Instruction \$4/hour.

Draft Amended Ver 1: 3/12/2025

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APPENDIX D - DISTRICT ORGANIZATIONAL CHART



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#### 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.

Signature

Printed Name

Date

Draft Amended Ver 1: 3/12/2025

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#### **Family Medical Leave Act Policy**

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

### 4. Definitions.

- **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).
- 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 the 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:
  - 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.
  - 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.

- 5.3. PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently, provided there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.
- 6. 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)

### 7. Eligibility for Leave.

- 7.1. PFMLA is available to Employees beginning seven consecutive calendar days following the day the Employee takes their first 8 hour day of leave, except the seven day waiting period is not required for PFMLA taken for the birth or placement of a child.
- 7.2. 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.
- 7.3. If planned medical treatment is required, the Employee must make a reasonable effort to schedule treatment so as not to unduly disrupt District operations.
- 7.4. Employees will continue to receive medical, dental, long term disability and life insurance benefits, during any paid (by virtue of an employee's use of sick leave or other leave) or unpaid portion of PFMLA leave; provided, employees shall be required to continue to pay their contribution for such benefits.
- 7.5. 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.
- 7.6. 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).
- 7.7. 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.
- 8. **Pregnancy Disability Leave.** The District provides pregnancy leave in compliance with WAC 162.30.020.
  - 8.1. 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.

- 8.2. 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.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.

### 9. Notice Requirements.

- **9.1.** Unless otherwise provided herein, notices of the need for PFMLA leave shall be in writing and shall be directed to the Fire Chief 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.
- **9.2.** 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.
- 9.3. 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.

### **10.** Confirmation of Leave.

- 10.1. The District will process PFMLA claims in accordance with state requirements, and employees shall be required to cooperate with the District's process.
- 10.2. 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 Fire Chief 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.

- 10.3. It will be the District's responsibility to advise the Employee whether medical certification will be required when the employee requests leave.
- 10.4. It will be the Employee's responsibility to provide the medical certification in a timely manner as requested by the District.
- 10.5. 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.
- 10.6. 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.
- 10.7. 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, he or she 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.

### 11. Reemployment/Job Protection.

- 11.1. 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.
- 11.2. 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.

# 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.



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 to 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.

## **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

PUBLICATION F700-022-000 [10-2018]

# AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District G.M.

Meeting Date: March 25, 2025

Under: New Business

Attachment: Yes

**Subject:** Electronic Funds Transfer Policy (first touch)

## Background/Summary:

The Des Moines Pool Metropolitan Park District is increasingly using electronic funds transfers, wire transfers and ACH to pay bills including payroll and electric and gas bills. It is expected the district will use these processes more, as some agencies are pivoting towards more electronic payments.

Attached is a proposed policy for review by the board.

An editable copy will be sent out on Wednesday, March 26. Please have all edits back by Tuesday, April 15.

Fiscal Impact: N/A

Proposed Motion:						
No motion. Informational or	ıly.					
Reviewed by District Legal	Counsel: Yes	X No Date: In Process				
Three Touch Rule:Committee Review						
	<u>Continuous</u> N/A	_ First Board Meeting (Informational) _ Second Board Meeting (Action)				
Action Taken: Adopted	Rejected	Postponed				
Follow-up Needed:	YesNo	<u>x</u> Report back date:				
Notes:						

# **531 – ELECTRONIC FUNDS TRANSFERS POLICY**

### 1.0 PURPOSE.

The primary goal of this policy is to ensure that Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the Des Moines Pool Metropolitan Park District (District) may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors' requirements.

### 2.0 POLICY

The District recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The District is committed to establishing controls and procedures for the utilization of EFTs. This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

### **3.0 DEFINITIONS**

- 3.1. Electronic Funds Transfer (EFT) -- The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.
- 3.2. Automated Clearing House (ACH) -- This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.
- 3.3. Banking Information -- Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.
- 3.4. Wire Transfer -- This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

### 4.0 GENERAL GUIDELINES

The District utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, credit card processing fees, banking fees, and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the District office. The District General Manager will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, that all required documentation is provided and appropriately approved by the District General Manager and the Clerk of the Board of Commissioners, and that the request and banking account information is accurate and valid, and that a hard copy of the transaction is accurately filed in the District office. All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the District on an emergency basis when the situation requires immediate funds to settle a transaction. If a more inexpensive mechanism can be used to effect payment of the obligation (i.e., Electronic Funds Transfer or paper check), the District shall reserve the right to effect payment with the more inexpensive mechanism. Exceptions to this must be pre-approved by the District General Manager. This policy will be reviewed on an annual basis for accuracy and process verification. The District General Manager and the Board of Commissioners are authorized to make minor administrative changes to this policy, provided such changes are consistent with state and federal requirements.

### 5.0 PROCEDURES

The District General Manager, the District Administrative Clerk, and the Clerk of the Board of Commissioners or Board designee are the only individuals authorized to initiate EFTs. The District General Manager shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper recording. This method of payment will be used only when authorized by the District General Manager and the Clerk of the Board of Commissioners or Board designee. To promote the safety of District funds in the EFT environment, the following procedures will be used by the District employee(s) involved in processing payments via EFTs:

- 5.1. The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method. All invoices for labor or materials will be reviewed and initialed by the employee or contractor responsible for overseeing the specific job/project.
- **5.2.** EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statutes and accepted business practices.
- 5.3. The District Administrative Clerk or the District General Manager will submit an Electronic Payment Request Form (EPRF) (See Attachment A) along with a verified invoice for approval and signature through Docusign to the Clerk of the Board of Commissioners or Board designee.
- **5.4.** Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based finance system and includes the following steps:
  - Validate: All new electronic payment instruction requests received, even if the request is internal.
  - Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contact. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information)
  - Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm the correct account name, number, and routing information).
  - Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- **5.5** All invoices will be approved by the District General Manager and the Clerk of the Board of Commissioners or Board designee and entered into the financial accounting software by the District Administrative Clerk

- **5.6** Bank balances and King County Cash Management reports will be monitored daily for unusual or unexpected transactions.
- 5.7 Reconciliation of banking activity through daily and monthly reporting by King County Cash Management will be accomplished in a timely manner with investigation and resolution of reconciling items.

The District will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the District when required for the conduct of the statutory audit. Such information will also be supplied if the District changes banks.

### 6.0 WIRE TRANSFERS

- 6.1. The District General Manager is the only individual authorized to initiate wire transfers. The District General Manager and the Clerk of the Board of Commissioners or Board designee shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper recording. This method of payment will be used only when authorized by the District General Manager.
- 6.2. The District will utilize security measures offered by US Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. Online banking systems should only be used by employees with proper system credentials and separate banking user IDs. Only the District General Manager and the District Administrative Clerk will have access to create or approve wire transfers and their authorized wire amounts. In addition, US Bank controls require two separate users to complete a wire. The District General Manager or the District Administrative Clerk will initiate the wire transfer process and the Clerk of the Board of Directors or other authorized signor will approve the wire transfer.
- **6.3.** All wire transfer requests, including back-up wire information, invoice or other supporting documents will be forwarded through DocuSign for authorization by the District General Manager and the Clerk of the Board of Commissioners or Board designee in order to initiate wires. The wire transfer request must include the name and address of the payee, and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency with the information provided, the wire initiator will contact the proper party to obtain additional or corrected information. If all information agrees with the documentation, the wire will be requested with the District's financial institution by the authorized District employee.
- 6.4. The pending wire information is reviewed online against the back-up documentation. If there is an error, the wire will be rejected online, and the wire initiator will make any necessary corrections to the data. If all information is correct, the wire will be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the District Administrative Clerk. A hard copy of the transaction will be filed in the District office.

### **7.0 ACH PAYMENTS TO VENDORS**

- 7.1. The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should the District pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.
- **7.2.** Prior to a vendor receiving ACH payments for submitted invoices, a completed King County ACH Form (See Attachment B) must be approved by the District General Manager. The District General Manager will review the ABA number, bank account number, and name as shown on the supporting documentation. If all information on the form and the supporting documentation is correct the data is then recorded in the Vendor Record in the financial accounting system. The supporting documentation is then filed and stored in a secure District office location. Any subsequent requests to change vendor banking information require a new King County ACH Form and will be confirmed directly via phone with the vendor by the District.
- **7.3.** The ACH form and all supporting documents will be approved and signed by the District General Manager and the Clerk of the Board of Commissioners. The ACH transmission form along with any supporting documents required will then be sent to the King County Accounts Payable Fiscal Specialist for processing.
- 7.4. The District General Manager or District Administrative Clerk who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of District funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by District employees. The District will monitor bank balances daily for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

### **8.0 PAYROLL DIRECT DEPOSIT**

For the processing of disbursements for payroll through Heartland Payroll Systems, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation in order to assure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to the District Administrative Clerk who will file it in a secure place within the employee's file at District offices.

Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a void check which does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form.

Suspicious or fraudulent situations should be routed to the District General Manager. After the form has been reviewed for accuracy, the form will be given to the District Administrative Clerk. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to the District General Manager, the District Administrative Clerk, and the Aquatic Manager.

#### 9.0 INTERNAL CONTROLS

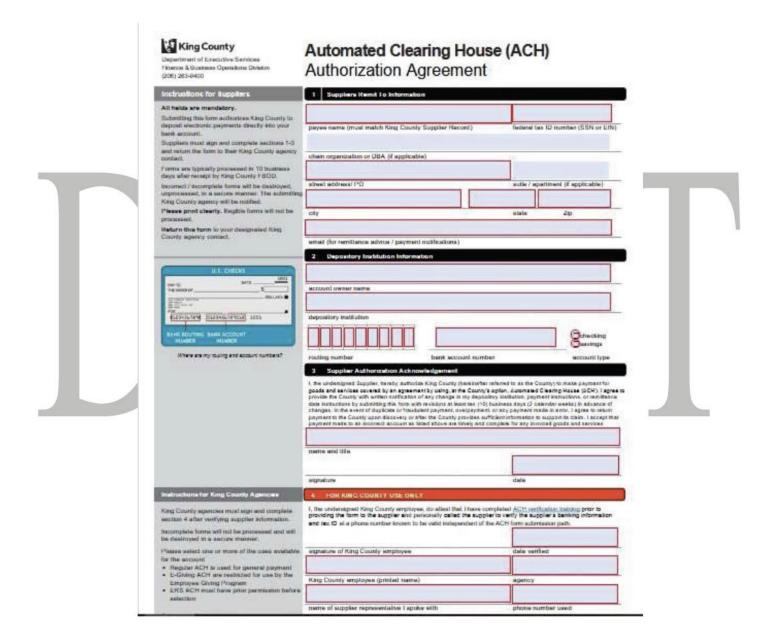
The following internal controls have been adopted to validate that all available safety precautions are utilized

- **9.1.** Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- 9.2. Each user initiating or approving wire transfers must have a separate banking user id.
- **9.3.** Only setting up wire transfers for debt service payments, and other transactions as required, and only with approval of the District General Manager and the Clerk of the Board of Commissioners.
- **9.4.** Utilization of computer standards, policies and procedures to protect the computers and computing processes used for EFTs from computer malware.
- **9.5.** Ensuring a secure process for creating, securing, sending and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.
- 9.6. If banking fraud is discovered in the EFT process, the fraud must be reported to the District General Manager and the Clerk of the Board of Commissioners immediately. In the absence of District General Manager, the Clerk of the Board of Directors or President of the Board must be notified. Steps will be taken with US Bank and King County Cash Management to mitigate the fraud and the appropriate entities will be notified as necessary.

# Attachment A Electronic Payment Request Form (EPRF)

	AYMENT REQUEST	, i olu i		Kin	g Coun	KSC-E 201 S	S-0710 Jackson S a, WA 981	ions Section t., Ste 710 04-3854
Payment Date					<b>y</b>	cash.m	anagemen	t@kingcounty.gov
PAYMENT INFORM		_		Louis Lis	5 5 L (	and a		A second s
	e (BENXX, GENXX, PAYXX) digits of the account) From	To		ACH Debit - Wire - Repe	A CONTRACTOR OF A CONTRACT	and the second		Automatic Withdrawa
DISTRIBUTION IN	-			wire - Nepe	COLIVE WITE C	2006		
	ion / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	Amount
1				2010-201	1.0000000000	100000000000000000000000000000000000000		
2					Ĭ.			
3					1			
4								
6				1		2-		
7				1	1			
8								
9				1			1	
10				N	1		1	La contra de la co
BANK INFORMATIC	N FOR WIRE PAYMEN	TS (for nor	-repetiti	ve wires onl	y)		Total	
Payee	Address				City		State	Zip
Bank Name	Routing Nur	mber	Acc	ount Number				
Reference		6.0						
CONTACT & AUTHO	RIZATION (Certificati	on of Paym	ent - RC	W 42.24.080	<b>)</b>			
Agency/Special Purpose D				_				
Contact Name	Title		Pho	ne Number		Email		
Signer Name	Title		Pho	ne Number		Email		
Signature						Date		
I, the undersigned, do hereby i authenticate and certify to said	certify under penalty of perjury, that	the payment is di	e and payable	, that the payment	is just, due, an	d unpaid oblig	ation, and that	I am authorized to

# Attachment B King County ACH Form



# AGENDA ITEMS SUMMARY SHEET

Agenda Item #: <u>8b</u> Assigned to: <u>District G.M.</u>

Meeting Date: March 25, 2025

### Under: New Business

Attachment: Yes

Subject: Bitwarden Password Software

#### Background/Summary:

The Des Moines Pool Metropolitan Park District has limited staff that have access to different software portals. Since the start of the pandemic, the pool district has increased turnover of staff and there have been increased cyber-attacks.

The proposed software would not only allow staff to better manage their passwords for external sites, but also be monitored by CMIT, which could come in handy when there is changeover.

We will be back up to five full-time staff by this summer and will need a sixth license for the shared District Clerk computer. Each license is \$6/month, with a total of \$72/license/year or \$432 (NTE \$500 budgeted) total to be added to the budget.

Note-Other password software has been hacked, but Bitwarden has not (according to CMIT).

Fiscal Impact: \$500 to line item, IT services.

#### **Proposed Motion:**

I move to approve the addition of Bitwarden to the Des Moines Pool Metropolitan Park District's workstations not to exceed \$500.

stponed
Report back date:

### RESOURCE CENTER

# Bitwarden overview – the most trusted open source password manager for business

Bitwarden offers the easiest and safest way for teams and individuals to store and share sensitive data from any device.

Get the full interactive view at https://bitwarden.com/resources/bitwarden-overview/



## Enterprise password management that scales with your business

#### **Trusted security**

Your private information is protected with end-to-end encryption before it ever leaves your device.

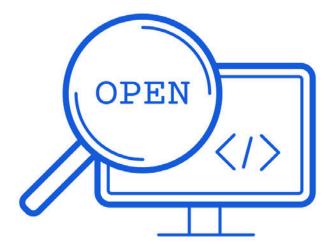
#### Open source transparency

Bitwarden source code, features, and infrastructure security are vetted and improved by our global community.

#### **Global access**

Access Bitwarden from anywhere, with any platform, in over 50 languages.





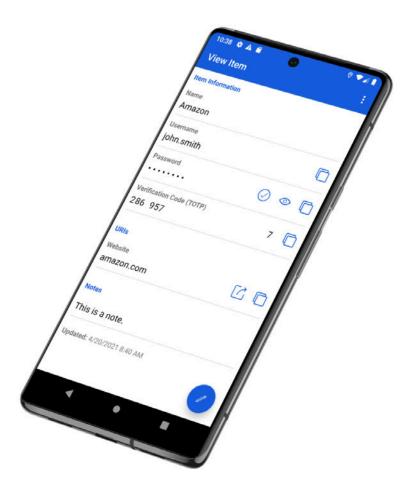


#### Empower your team and eliminate vulnerabilities

**Customize and control** password requirements and administrative policies that will empower employees to practice good password hygiene.

Monitor and manage security vulnerabilities using the Bitwarden Vault Health Reports with actionable insights to exposed, reused, weak, or potentially compromised passwords, as well as identify any items in your vault with inactive 2FA.

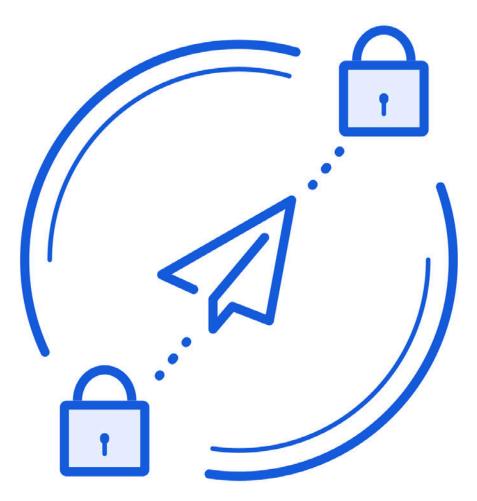
Secure cloud syncing features allow you and your team to access vault data from anywhere, on any device.



### **Bitwarden Send**

A trusted way to securely share information directly with anyone.

- Easily transmit text or files including passwords, billing credentials, or business documents fully encrypted.
- Share sensitive data within your Bitwarden Vault from any browser, mobile device, or desktop application.
- Set deletion times ensure your information does not stick around.



# **Bitwarden for Business Feature Highlights**

Feature	Description
Login with SSO	Leverage your existing Identity Provider to authenticate your Bitwarden Organization users via SAML 2.0 or OpenID Connect (OIDC).
Role Based Access Control	Assign role-based access for Organization users, including a custom role and granular permissions (e.g. Hide Passwords, Read-Only).
Directory Sync	Use SCIM support or the Directory Connector to streamline user and group provisioning and maintain synchronization with your directory service.
Web Application	Fully encrypted cloud web app at https://vault.bitwarden.com.

Feature	Description
Mobile Apps	Available for iOS and Android.
CLI	Fully featured and self-documented command-line tool.
2FA at Organization-level	Enable 2FA via Duo for your entire Organization.
<b>Biometric Authentication</b>	<ul> <li>Android (fingerprint unlock or face unlock) and iOS (Touch ID and Face ID)</li> <li>Windows Desktop Apps (Windows Hello using PIN, Facial Recognition, and more) and macOS Desktop Apps (Touch ID)</li> <li>Chromium, Firefox 87+, and Safari Browser Extensions</li> </ul>
Account Recovery Administration	Designated administrators can reset users' Master Password and recover accounts.
Enterprise Policies	Enforce security rules for all users, for example mandating use of Two-step Login.
Event Logs	Get time stamped records of events that occur within your Organization Vault for easy use in the Web Vault or ingestion by other systems.
Programmatically Accessible	Public and Private APIs for Organizations.
Command Line Interface	Fully featured and self-documented command-line tool.
Extensibility Support	Automate workflows by combining API and CLI.
Third-party Security Audits	Audited by third party security firms, with published reports available at https://bitwarden.com/compliance/

Feature	Description
Complimentary Families Plans for All Users	Employees can bring Bitwarden home for free to their families to practice good password security at home.

#### Compliance

#### GDPR

Bitwarden complies with GDPR and current applicable EU data protection rules. In addition, Bitwarden uses and complies with EU Standard Contractual Clauses (SCCs).

#### Data Privacy Framework (DPF)

Bitwarden complies with the Data Privacy Framework (DPF), previously called Privacy Shield, which defines the safe transfer of personal data

#### **HIPAA**

Bitwarden is officially HIPAA-compliant after receiving a HIPAA Security Rule Assessment Report from AuditOne in December 2020.

#### ССРА

Bitwarden is compliant with the California Consumer Privacy Act (CCPA).

#### TAA

Bitwarden is compliant with the Trade Agreements Act (TAA).



### **Recommended by industry experts**





See what the experts have to say about Bitwarden in our Media Spotlight!

# AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District G.M.

Meeting Date: March 25, 2025

## Under: New Business

Attachment: Yes

Subject: 50<sup>th</sup> Anniversary Celebration

#### Background/Summary:

The Mount Rainier Pool will be turning 50 years old on (Monday) September 15, 2025. The purpose of this AIS is to discuss planning for an event.

If an event is to be held, the District General Manager recommends holding an event on Saturday, September 20. This would allow ample time away from the start of school when less participation occurs.

Fiscal Impact: N/A

<b>Proposed Motion:</b> No motion. Informational on	ly.		
Reviewed by District Legal	Counsel: Yes	No <u>X</u> Date: <u>N</u>	/ <u>A</u>
Three Touch Rule:	<u>Continuous</u> N/A	Committee Review First Board Meeting (Informat Second Board Meeting (Actio	
Action Taken: Adopted	Rejected	Postponed	
Follow-up Needed:	YesNo _	<u>x</u> Report back date:	
Notes: - None			

# AGENDA ITEMS SUMMARY SHEET

Agenda Item #:	9 Assign	ed to: Clerk Board	of the	Meeting Date:	March 25, 2025				
Under: Meeting	End		Attachmo	ent:	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.								
<ul> <li>2. Next board meeting (unless special meeting scheduled):</li> <li>SAO Exit Interview, Special Meeting (to be determined)</li> <li>April 22, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)</li> </ul>									
3. End of Meeting:									
Fiscal Impact:									
Proposed Motion: No motion necessary.									
Reviewed by Leg	al Counsel:	Yes	No	Date:	N/A				
Two Touch Rule:N/ACommittee ReviewN/AFirst Board Meeting (Informational)N/ASecond Board Meeting (Action)									
Action Taken:	Adopted _	Re	ejected	Postpon	ed				
Follow-up Neede	d: Yes	No	Reportir	ng Back Date	:				
<b>Notes:</b> - No attachments.									