



Des Moines Pool Metropolitan Park District

May 27, 2025
7:00 p.m.
Regular "Hybrid" Meeting

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**
-Single Sex Swim Lessons Request (June 24)

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 info@mtrainierpool.com by Noon on Tuesday, May 27. 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 APRIL

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

April 22, Regular Board Meeting

d. CORRESPONDENCE

Email for Single Sex Swim Lesson Request

SAO Data Share Request

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$65,313.17 was processed in April 2025 for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$91,358.78 was processed in April 2025 for payroll and payments.

7. **OLD BUSINESS**

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th 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.

- 7:10 a. Q1 Financial Report
- 7:15 b. Annual Financial Report
- 7:20 c. SAO Exit Interview Schedule
- 7:25 d. Insurance Changeover Homework (first touch)
- 7:30 e. Employee Handbook (second touch)
- 7:35 f. Policy 353 Facility Access (second touch)
- 7:40 g. 50th Anniversary Planning

8. NEW BUSINESS

- 7:45 a. Drug Free Workplace (first touch)
- 7:50 b. Emergency Repairs, Surge Pit
- 7:55 c. Stakeholder Homework

8:25 9. EXECUTIVE SESSION: REVIEW OF A PUBLIC EMPLOYEE

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

10. GOOD OF THE ORDER

8:55 11. UPCOMING MEETINGS

- To Be Determined, SAO Exit Meeting, **See 7c above**, Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- June 24, 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, [click here](#) to visit our website's governance page.

ADJOURNMENT

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The Pledge of Allegiance

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



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: 05/27/2025

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

- April Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- April 22, 2025, Regular Board Meeting

Item 6d: Correspondence

Letter requesting single sex swim lessons with timeline

- Email requesting single sex swims
- SAO data share request

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$65,3133.17** were approved for payment.

- \$10,595.73 was processed on April 1, 2025
- \$2,145.79 was processed on April 7, 2025
- \$8,303.46 was processed on April 16, 2025
- \$19,563.47 was processed on April 23, 2025
- \$360.18 was processed on April 23, 2025
- \$22,519.93 was processed on April 30, 2025
- \$1,824.61 was processed on April 30, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$91,358.78** were processed for payment.

- \$11,564.49 was approved for PSE on April 7, 2025
- \$1,665.91 was approved for US Bank on April 9, 2025
- \$39,325.39 was approved for payroll on April 15, 2025
- \$38,802.99 was approved for payroll on April 30, 2025

A total of **\$156,671.95** was processed in April 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 April 2025 totaling **\$156,671.95**.

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

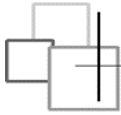
Two Touch Rule: N/A First Board Meeting (Informational)
N/A Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

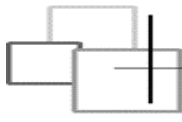
Notes:

- Attachments: Various



April 2025 REVENUES

Account Number	Reference	Apr 2025	YTD Balance	2025 Budget	Budget Balance
General Fund Taxes					
001-000-000-311-11-00-00	Property Taxes	\$923,902.83	\$1,033,595.86	\$2,339,312.76	\$1,305,716.90
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	\$0.00	\$3,143.26	\$0.00	-\$3,143.26
	Total General Fund	\$923,902.83	\$1,036,739.12	\$2,339,312.76	\$1,302,573.64
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$6,432.93	\$26,481.76	\$30,000.00	\$3,518.24
001-000-000-367-00-00-01	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	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.72
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,027.75	\$5,035.22	\$50,000.00	\$44,964.78
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$5,910.58	\$40,351.55	\$147,500.00	\$107,148.45
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$788.00	\$2,500.00	\$1,712.00
	Total Revenue	\$13,371.26	\$103,956.53	\$1,878,716.72	\$1,774,760.19
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$145,096.08	\$1,124,110.52	\$979,014.44
	Grand Total Revenue	\$937,274.09	\$1,285,791.73	\$5,367,140.00	\$4,056,348.27



April 2025 EXPENDITURES

Beginning Monthly Balance = \$1,701,630.70

Ending Monthly Balance = \$2,481,382.14

Category/ Acct #	Reference	Apr 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	\$1,020.67	\$5,385.73	\$20,000.00	\$14,614.27	26.93%
001-000-000-576-20-10-01	District Manager Salary	\$6,737.58	\$23,569.78	\$101,000.00	\$77,430.22	23.34%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,391.71	\$25,460.44	\$103,434.24	\$77,973.80	24.62%
001-000-000-576-21-25-01	Aquatic Coordinators	\$4,719.37	\$23,109.66	\$153,000.00	\$129,890.34	15.10%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$33,317.75	\$100,711.31	\$360,000.00	\$259,288.69	27.98%
001-000-000-576-21-30-05	Water Exercise Instructor	\$893.91	\$3,072.13	\$10,000.00	\$6,927.87	30.72%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,115.75	\$16,713.26	\$65,000.00	\$48,286.74	25.71%
001-000-000-576-21-32-02	Head Lifeguards	\$3,041.46	\$13,880.41	\$70,000.00	\$56,119.59	19.83%
	Total Salaries & Wages	\$60,238.20	\$211,902.72	\$882,434.24	\$670,531.52	24.01%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$18,761.68	\$68,415.55	\$235,000.00	\$166,584.45	29.11%
001-000-000-576-21-33-00	Sick Pay	\$392.63	\$2,708.72	\$3,500.00	\$791.28	77.39%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	Total Taxes & Misc	\$19,154.31	\$71,271.51	\$242,000.00	\$170,728.49	29.45%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$1,753.26	\$12,366.90	\$32,000.00	\$19,633.10	38.65%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$3,883.00	\$2,000.00	(\$1,883.00)	194.15%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$2,795.52	\$12,523.07	\$55,000.00	\$42,476.93	22.77%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$4,676.28	\$28,772.97	\$89,500.00	\$60,727.03	32.15%
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	\$119.02	\$2,500.00	\$2,380.98	4.76%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$40.54	\$367.11	\$2,500.00	\$2,132.89	14.68%
	Total Office Supplies	\$40.54	\$534.00	\$8,500.00	\$7,966.00	6.28%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$358.78	\$455.27	\$1,000.00	\$544.73	45.53%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$895.72	\$3,420.00	\$8,500.00	\$5,080.00	40.24%
	Total Maintenance & Repair Supplies	\$1,254.50	\$3,875.27	\$9,500.00	\$5,624.73	40.79%
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$1,991.26	\$1,998.71	\$5,000.00	\$3,001.29	39.97%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$129.84	\$1,800.00	\$1,670.16	7.21%
001-000-000-576-21-40-00	Employee Recognition	\$250.00	\$388.95	\$2,500.00	\$2,111.05	15.56%
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	\$364.10	\$2,015.35	\$5,000.00	\$2,984.65	40.31%
	Total Pool Supplies	\$2,241.26	\$4,676.03	\$19,300.00	\$14,623.97	24.23%
Professional Svcs - Clerical						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$684.39	\$2,201.66	\$5,000.00	\$774.00	84.52%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,170.00	\$4,226.00	\$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	\$1,098.34	66.72%
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)	\$3,742.00	\$7,394.00	\$28,000.00	\$20,606.00	26.41%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$117.18	\$481.09	\$2,500.00	\$2,018.91	19.24%
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)	\$94.30	\$373.90	\$1,000.00	\$626.10	37.39%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$793.16	\$3,038.24	\$9,000.00	\$5,961.76	33.76%
001-000-000-576-21-42-09	Scheduling Software/Timekeeping	\$352.64	\$1,763.20	\$3,000.00	\$1,236.80	58.77%
	Total Prof Services-Front Offc	\$6,269.28	\$20,806.09	\$71,600.00	\$50,793.91	29.06%
Professional Svcs - Maintenance						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$4,115.97	\$4,115.97	\$4,000.00	(\$115.97)	102.90%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$105.27	\$1,119.63	\$2,750.00	\$1,630.37	40.71%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$3,839.92	\$3,839.92	\$6,750.00	\$2,910.08	56.89%
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	\$1,864.59	\$6,250.00	\$4,385.41	29.83%
001-000-000-576-21-42-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$2,668.00	\$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$68.87	\$259.74	\$1,250.00	\$990.26	20.78%
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)	\$5,177.75	\$13,975.02	\$30,000.00	\$16,024.98	46.58%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,164.12	\$5,016.44	\$11,000.00	\$5,983.56	45.60%

Category/ Acct #	Reference	Apr 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
	Total Prof Services-Maintenance	\$15,093.43	\$30,191.31	\$68,668.00	\$38,476.69	16.21%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$13,470.30	\$26,171.50	\$88,500.00	\$62,328.50	29.57%
	Total Repairs & Maintenance	\$13,470.30	\$26,171.50	\$88,500.00	\$62,328.50	29.57%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$1,435.00	\$1,604.84	\$3,000.00	\$1,395.16	53.49%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$513.84	\$2,582.60	\$5,200.00	\$2,617.40	49.67%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$69.00	\$345.00	\$750.00	\$405.00	46.00%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$320.69	\$1,616.62	\$3,200.00	\$1,583.38	50.52%
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	\$99.10	\$364.27	\$250.00	(\$114.27)	145.71%
001-000-000-576-21-42-14	Elevate Phone System	\$445.08	\$890.15	\$3,000.00	\$2,109.85	29.67%
001-000-000-576-21-42-03	Work Email Accounts (Google Suite)	\$49.27	\$290.02	\$600.00	\$309.98	48.34%
	Total Communications	\$2,931.98	\$7,693.50	\$16,300.00	\$8,606.50	47.20%
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)	\$22.98	\$68.94	\$2,500.00	\$2,431.06	2.76%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$264.00	\$1,110.00	\$1,750.00	\$640.00	63.43%
001-000-000-576-21-43-07	Management Staff Training	\$280.00	\$280.00	\$1,750.00	\$1,470.00	16.00%
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	\$566.98	\$1,458.94	\$16,750.00	\$15,291.06	8.71%
Advertising						
001-000-000-576-20-41-00	Public Outreach Events	0	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$787.00	\$4,567.50	\$8,000.00	\$3,432.50	57.09%
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	\$86.05	\$115.02	\$2,000.00	\$1,884.98	5.75%
001-000-000-576-20-41-40	Ad Design	\$25.00	\$50.00	\$450.00	\$400.00	11.11%
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%
	Total Advertising	\$898.05	\$4,732.52	\$19,650.00	\$14,917.48	24.08%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$2,870.00	\$9,000.00	\$6,130.00	31.89%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$1,820.00	\$4,000.00	\$2,180.00	45.50%
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	\$1,017.50	\$4,690.00	\$16,000.00	\$11,310.00	29.31%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$11,564.49	\$49,431.24	\$170,000.00	\$120,568.76	29.08%
001-000-000-576-21-47-02	Water (Highline)	\$1,510.78	\$2,934.36	\$9,000.00	\$6,065.64	32.60%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,139.50	\$2,787.39	\$7,250.00	\$4,462.61	38.45%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$1,984.15	\$4,750.00	\$2,765.85	41.77%
	Total Utilities	\$14,214.77	\$57,137.14	\$191,000.00	\$133,862.86	29.91%
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						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$6,850.56	\$4,680.60	\$500.00	(\$4,180.60)	936.12%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$66.10	\$1,661.13	\$5,000.00	\$3,338.87	33.22%
001-000-000-576-20-51-50	Background checks	\$0.00	\$116.00	\$1,250.00	\$1,134.00	9.28%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$357.00	\$3,500.00	\$3,143.00	10.20%
	Total Miscellaneous	\$6,916.66	\$7,033.20	\$11,500.00	\$4,466.80	61.16%
Intergovernmental Services						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$159.00	\$159.00	\$500.00	\$341.00	31.80%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$2,222.13	\$11,000.00	\$8,777.87	20.20%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$360.00	\$450.00	\$4,000.00	\$3,550.00	11.25%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$1,040.06	\$1,534.26	\$2,000.00	\$465.74	76.71%
	Total Intergov Services	\$519.00	\$4,365.39	\$22,500.00	\$18,134.61	19.40%
Capitals						
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	\$0.00	\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
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	\$0.00	\$0.00	\$2,788,827.22	\$2,788,827.22	0.00%

Category/ Acct #	Reference	Apr 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
	TOTAL ADMINISTRATION	\$27,042.32	\$120,360.32	\$353,600.00	\$233,239.68	34.04%
	TOTAL OPERATIONS	\$124,549.27	\$399,230.13	\$1,478,102.24	\$1,078,872.11	27.01%
	TOTAL CAPITAL	\$0.00	\$0.00	\$2,788,827.22	\$2,788,827.22	0.00%
GRAND TOTALS		\$151,591.59	\$519,590.45	\$4,620,529.46	\$4,100,939.01	11.25%
					Target	33.00%

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, May 22, 2025

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Week ending April 25-May 23, 2025

WEEK ENDING April 25:

NEW FORMAT OF EMAILS

The change to bi-weekly emails, means emails will come out the first and third weeks of each month. I changed this since we have meetings the fourth month of each month. Upcoming emails will be May 2, May 16 and May 30.

RUNNING FOR LOCAL OFFICE

Just a reminder that filing week is the week after next, May 5-9. Below is information from MRSC. If you have any questions, feel free to contact me. I also have a past email from KC Elections.

<https://mrsc.org/explore-topics/elections/seeking-office/running-for-office>

BOARD MEETING FOLLOW-UP

- Signatures: Angela emailed the signatures out on Wednesday. I will try to post any updates to the website on Monday.
- Minutes: I will send minutes out early next week.
- Website Updates: We are having some memory issues with the website saving changes. I was able to update it, but reached out to ensure it does not lead to an issue when we need to communicate schedule or swim lesson changes.
- **Insurance Update: AWC-RMSA is going to have us complete another application, and put it before their board in June. I am also going to send an update out to the other insurance carriers on Friday afternoon.**
- Edits: I sent the 2024 financial letter, employee handbook, and facility access policy. Please have all edits back by Tuesday, May 6th at noon.

SAO AUDIT

We met with the auditor on Thursday. They are working on finalizing our audit, and having us provide information from managerial audits. I would expect an exit interview in May and some a good number of policies coming through the next couple of months.

COMMITTEES

I have contacted the capital and contracts, and public outreach committees. I will reach out to the policy and procedure committee next week to schedule a meeting for the week of May 5th to review all edits and go over the latest insurance information.

MAINTENANCE

- Showers: The final shower button mechanism was repaired yesterday. All showers have been repaired in both restrooms.
- Electrical Issues: We have some wires in the back rooms that are for lighting that have been exposed by the caustic air of the pool. It might be good to see if HSD's conditions assessment with check this too, but we are also having MacMiller look at it for safety.
- Surge Pit Cracks: The surge pit has a leak that have occurred around the base of the element around the heating elements. We are reaching out to Aquatic Specialties for a short-term and long-term solution.
- MRHS Record Board: Quentin is working with our project manager to see if we can get some help putting the board up.

- Outdoor Lighting: We have some lights that need to be replaced outside the back that we are also working on.
- Lobby Television: Quentin is working to get a tv installed for the lobby, but has gotten delayed by the projects above. We hope to have one installed and ready to go by next month.

CURRENT GRANTS

I emailed the school district to get an update about the liens for both projects. Once I get approval, I will work with Capital and Contracts Committee to make a recommendation to the entire board. I hope to have this done by the May 27 meeting.

GRANT APPLICATIONS

- KCYAS PROGRAM GRANT: I accidentally applied for the Best Starts for Kids for the Lifeguarding classes/certifications, which we were not eligible, but I was able to transfer the certifications to a new grant cycle (KCYAS). They reached out and are willing to help if I have any questions. I am reaching out to the Des Moines Legacy Foundation who originally gave us our grant, and Olympic View to show the positive impacts of having free certifications available in the community.
- KCYAS CAPITAL FACILITIES GRANT: If I can get a preliminary estimate next, I will try to apply for a grant for the surge pit. This will be dependent on the estimate, and time we can get from a temporary fix.

KIDS SWIM FREE GRANT UPDATE

We are estimating at this point running out of grant funding on August 28, 2025, but with usage escalating, I believe this will occur earlier. Below is a table through April 22, 2025.

As of 4/22/25	Grant Used	Total	Percentage
Money	\$ 3,880.75	\$ 10,000.00	39%
Uses	817	2,105	39%
Days	81	212	38%
Estimated Total by 8/31/25		\$ 10,157.02	
Estimated Day Money Runs Out		28-Aug-25	

MAY IS NATIONAL WATER SAFETY MONTH

I put together an email for May is National Water Safety Month. I will send it out early next week, so you can forward them on your social media accounts.

AMERICAN CANCER SOCIETY: 5-MILE SWIM PROGRAM

I forgot to mention at the board meeting that we are advertising the American Cancer Society's, 5-mile Swim program (352 laps). If people raise twenty five dollars, they will receive a medal from the American Cancer Society. (Note-the poster below has a link for more information.)



Swim 5 Miles

May 1 – 31 Challenge



More info at
American Cancer Society

Mount Rainier Pool

22722 19 Avenue S
www.mtrainierpool.com
206.824.4722



MAY – SAVE THE DATES

Below are the events occurring in May at the pool. (Thank you Canva and Shane Stender.)



MOUNT RAINIER POOL

MAY SAVE THE DATE

FOR MORE DETAILED INFORMATION VISIT OUR WEBSITE AT WWW.MTRAINIERPOOL.COM.

1 Thursday	SENIOR DAY \$1 (1ST THURS) ALL-DAY (includes Water Exercise)	
3 Saturday	\$1 FIRST SATURDAY SWIM 1:00-2:00pm (FREE FOR YOUTH)	
13&15 Monday & Wednesday	SWIM LESSON REGISTRATION VISIT WEBSITE FOR MORE INFO.	
17 Saturday	WIBIT FAMILY SWIM 1:00-2:00pm (FREE FOR YOUTH)	
26 Monday	MEMORIAL DAY Open Regular Hours	


MTRAINIERPOOL.COM
 INFO@MTRAINIERPOOL.COM


PTSA SWIMS

We are reaching out to Parkside to confirm their May 17 PTSA event. We originally had them scheduled back in late 2024, but have not heard from them. We have reached back out for confirmation.

LANE RENTAL IDEA

We are playing around with allowing lane rental reservations with some of our lesser used times, especially Tuesday and Thursday early mornings. The process would utilize our current CivicRec system and allow pass holders to reserve lanes. We are working on testing it for a month later this Summer (probably July), and creating the process and policies surrounding it.

LAP SWIM

[Lap Swim](#)

Lap swim is offered seven days a week. The number of available lanes will vary based on other activities sharing the pool. Other activities may include, but are not limited to, water aerobics, water volleyball, swim team practices, private lessons, water walking, independent exercise, and staff trainings.

We allow a maximum of six swimmers per lane. 1-2 swimmers may split a lane. If three or more swimmers are in a lane, please circle swim and follow lane etiquette rules.

In addition to single session admission rates, we offer punch cards and memberships. Please visit our website, nwprd.org for pricing details or give us a call at 360.675.7665 ext. 0.

Military?

MWR pays admission for Lap Swim and Open Swim for Active Duty, Reservists, and Active Duty Family Members with Valid Military ID (as required). When creating your account, it is extremely important to list the active duty member/sponsor as the primary account holder. Once your account is created, you will need to visit our front desk with your military ID to complete the verification process before you can make online reservations. **Failure to verify your account at the front desk prior to making reservations will result in non-refundable charges.** If you need assistance with reservations prior to account verification, please call the front desk at 360.675.7665 ext. 0.

Reservation Cancellation & Now Show Policy

Reservations and prepayment are encouraged for all pool activities and result in quicker pool access to lap swim, open swim, water aerobics, water volleyball, wading pool, hot tub and sauna.

Reservations canceled at least two hours in advance of the scheduled swim reservation time will receive a credit to their CivicRec account to be used for future reservations.

Reservations canceled less than two hours in advance of the scheduled swim time will forfeit the entry fee and/or have a punch deducted from the patron's punch card.

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	
Monday-Friday 10:00AM	John Vanderzicht Memorial ...	6/up	Weekdays	01/06-06/30	10am-11am	Flexible Pricing
<p>Activity Lap Swim</p> <p>Session Monday-Friday 10:00AM</p> <p>Location John Vanderzicht Memorial Pool</p> <p>Room/Facility Main Pool</p> <p>Address 85 SE Jerome Oak Harbor, WA 98277</p> <p>Phone 360-675-7665</p> <p>Date Range 01/06-06/30</p> <p>Schedule Details 10a-11a every weekday from Jan 6 to Jun 30 at John Vanderzicht Memorial Pool</p> <p>Main Pool</p> <p>Age/Gender 6/up</p> <p>Fee \$0.00</p> <p>Registration Jan 3-Jun 30</p> <p>Max Participants 18</p>						
Monday-Friday 11:00AM	John Vanderzicht Memorial ...	6/up	Weekdays	01/06-06/30	11am-12pm	Flexible Pricing
Monday-Friday 12:00PM	John Vanderzicht Memorial ...	6/up	Weekdays	01/06-06/30	12pm-1pm	Flexible Pricing
Monday-Friday 6:00AM	John Vanderzicht Memorial ...	6/up	Weekdays	01/06-06/30	6am-7am	Flexible Pricing

An account is required to register for this program or activity.

[Log In with Email](#)

Below is another format from

- El Segundo: <https://secure.rec1.com/CA/el-segundo-ca/catalog>
- Fidalgo Pool (Anacortes): <https://secure.rec1.com/WA/fidalgo-wa-pool-fitness-center/catalog>
- Snowmass Village: <https://secure.rec1.com/CO/snowmass-village-co/catalog>

Hopefully, this will help us better increase usage during our slower times.

FEATURED RESEARCH

I follow Valley Pools Together, which is a non-affiliated group that is trying to get a pool built in the Snoqualmie/North Bend area. They have been promoting new aquatic facilities and made an announcement about Si View's pool planning. See the link below on Si View's pool planning announcement.

https://www.siviewpark.org/newpool.phtml?fbclid=IwY2xjawJ1-_1leHRuA2FlbQlXMQBicmlkETfWVW51Z0JkRXVhZTNCczlzAR6cSZxzQg-6P98rWjhLra9m2EG5xEQLrGxbYDT3YsyHBnT15xpUaWRDqBtTsw_aem_AGn_mQsV415BuxW5ZM7u-w

Below are some of the groups in Washington State that I am aware of.

Aquatics Advocacy Groups in Washington State

Organization Name	Website	Email Address	Phone Number
Jefferson County Aquatic Coalition	jeffcoaquaticcoalition.org	info@jeffcoaquaticcoalition.org	(833) 657-7665
Snoqualmie Valley Aquatic Coalition	valleypooltogether.org	[Not publicly listed]	[Not publicly listed]
South Whidbey Parks and Aquatics Foundation	swpaf.org	info@swpaf.org	(360) 221-5484

RESEARCH

- Olympic pool cover at Juniper swim needs replacing, public invited to give feedback (Central Oregon Daily News) https://www.centraloregondaily.com/news/local/bend-juniper-swim-olympic-pool-cover/article_291a92a8-9d6b-11ef-8fd5-433f34689ba2.html
- City of Weyburn launches resident survey as part of aquatic feasibility study (Discover Weyburn/Google Alerts) <https://discoverweyburn.com/articles/city-launches-resident-survey-as-part-of-aquatic-feasibility-study>
- Data dashboard: track progress towards priorities (NRPA Magazine) <https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/april-2025/index.php#/p/38>
- Moving with speed and purpose (Aquatics International) https://www.aquaticsintl.com/lifeguards/moving-with-speed-and-purpose_o

WEEK ENDING May 2:

Please see this week's bi-monthly report. The next report will come out on or around May 15.

FILING FOR OFFICE REMINDER

Just a friendly reminder that filing week is next week (May 5-9) for November elections. Below is a link to King County Elections website.

<https://kingcounty.gov/en/dept/elections/for-candidates>

MEETING MINUTES

I will send the minutes for the April 22 board meeting out tomorrow. Please have all edits back by **Tuesday, May 15** at noon.

OTHER DOCUMENTS EDITS DEADLINE

Just a reminder the deadline for the other documents sent out is **Tuesday, May 6**. I have already received comments from Shane Stender on the employee handbook.

- 2024 Financial Letter
- Employee Handbook
- Policy 353 Facility Access (to replace [Transgender Policy](#))

SAO AUDIT UPDATE

We met with the representative from the SAO Audit, and he stated they were wrapping up items. They expect to have an exit interview ready in late May or early June. They also notified us that future audits will be performed every two years. Finally, expect a lot of first touch policies for our June 24 meeting.

LOST WALLET INCIDENT

On Tuesday, a customer reported a stolen wallet and contacted the police department. The police came to investigate. On Thursday, the customer reported they actually had left their wallet in the car.

SWIM LESSONS

Swim lesson registration is going to be May 13 for current students and May 15 for new students. Emmitt is working to add Tuesday and Thursday lessons, and we should have more information next week. <https://mtrainierpool.com/swimlessons/>

SPECIAL SWIMS COMING UP

- \$1 FIRST SATURDAY SWIM (Saturday, May 3, 1-2pm): [https://www.facebook.com/events/685849280584675?acontext=%7B%22event_action_history%22%3A\[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D\]%2C%22ref_notif_type%22%3Anull%7D](https://www.facebook.com/events/685849280584675?acontext=%7B%22event_action_history%22%3A[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D]%2C%22ref_notif_type%22%3Anull%7D)
- WIBIT 3rd SATURDAY SWIM (Saturday, May 17, 1-2pm): [https://www.facebook.com/events/1144315777709349?acontext=%7B%22event_action_history%](https://www.facebook.com/events/1144315777709349?acontext=%7B%22event_action_history%22%3A[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D]%2C%22ref_notif_type%22%3Anull%7D)

[22%3A\[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D\]%2C%22ref_notif_type%22%3Anull%7D](#)

- Parkside PTSA SWIM (Saturday, May 17, 2-5pm): No link.

CURRENT GRANT UPDATE

I reached out to HSD Capital Grants about the lien issue on the grant. I still have not heard back from them or King County.

LIFEGUARDING GRANT APPLICATION

We are finalizing a grant application to cover certifications and training for lifeguards for around \$37,800. The Des Moines Legacy Foundation and Olympic View Swim Clubs are submitting letters of support for the grant. The deadline for the grant is this Monday, May 5 at 9:00am.

MAY IS NATIONAL WATER SAFETY MONTH

I sent an email blast, posted on social media, shared with social media groups and sent the following email to board members to share the information on their social media profiles.

Dear Board,

At the April 22 board meeting, Shane Stender recommended I share social media postings. This morning I sent out an email notification and posted information for May is National Water Safety Month. Below is the email blast and social media post links.

- Email Blast Link: <https://createsend.com/t/d-355784510288B4AA2540EF23F30FEDED>
- Facebook Link: <https://www.facebook.com/share/p/16TQ7TLppA/>
- Instagram
Link: https://www.instagram.com/p/DJFLosWh3VC/?utm_source=ig_web_copy_link&igsh=MzRlODBiNWFlZA==
- X Link: <https://x.com/MtRainierPool/status/1917647727527350623>

Thank you for helping promote the pool's events,

SOCIAL MEDIA ASSISTANCE

I did reach out to Commissioner Stender for help with our social media. Even though we have twice the Facebook following of other public pools, the likes and forwards has slowed down a lot in 2025. Our goal is to work with him to better utilize these tools.

ELECTRICAL ISSUES

We worked with the City of Des Moines Project Manager to have MacDonald Miller come out and check our wiring throughout the facility. Even though we put a grant in earlier this year, we are experiencing issues with the wiring through areas of the facility. We want to make sure that we have a full grasp of the issue before moving forward.

INCIDENT AT POOL ON THURSDAY

I sent the following email out on Thursday about an incident at the pool.

Dear Board,

I wanted to provide you with a brief update regarding an incident that occurred at the Mount Rainier Pool today.

Earlier this afternoon, a teenage guest experienced a suspected drug overdose after swimming with friends. While in the spectator stands, the youth became ill and began vomiting uncontrollably. Our staff responded promptly, contacted EMS, and remained with the individual until paramedics arrived and transported them to the hospital. Unfortunately, no parent or

guardian could be reached at the time. An incident report is being completed to document the event.

Following the incident, a representative from Mount Rainier High School visited the pool and raised questions regarding student use of the facility and whether we have formal policies in place. As a note, this is the first time in the past decade that the school district has approached us regarding student access, despite our previous outreach efforts on issues such as smoking, drug use, and student behavior on or near the grounds.

For context, we have welcomed local youth who visit during lunchtime for recreational swimming, and until today, we have never had a major issue. In fact, we often receive positive feedback from our regular patrons about the presence of young people engaging in healthy, active recreation. To ensure safety, all youth using our facility are required to complete swim tests before being permitted in deep water. The group involved in today's incident was limited to the shallow end, consistent with our protocols. I did not mention this to the school representative about our lifeguard coverage, swim test requirements, and overall commitment to safety, but will mention these items when we meet about the situation.

Finally, I informed the school district representative that since we operate on district-owned land, we would welcome the opportunity to work with them to establish any formal policies regarding student access. The representative plans to discuss this with their leadership team, and we are open to future conversations.

We wanted to keep you informed, recognizing that Des Moines is a close-knit community and word of these incidents can circulate quickly. Please don't hesitate to contact me if you have any questions or would like to discuss this further.

Thank you for your continued support.

Best regards,

MEMORIAL DAY HOURS

We will be open regular hours on Memorial Day.

RESEARCH

- Puget Sound Swim Lesson Guide (Seattle Child) <https://www.seattleschild.com/dive-in-a-complete-guide-to-swim-lessons-in-the-seattle-area/>
- MRSC Capital Facilities Planning Page - <https://mrsc.org/explore-topics/planning/plan-elements/capital-facilities-planning>
- Funding downtown revitalization projects with tax increment financing (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/april-2025/tif-downtown-revitalization>

WEEK ENDING May 9:

No report. Next report week of May 16.

WEEK ENDING May 16:

OUT OF TOWN

The reason for the early email is that I will be out of the town/state from Wednesday, May 14 through Monday, May 19. I will be reachable at 206.429.3852. I am attending three graduations, and I will be flying on May 14 (morning/afternoon) and 19 (evening).

UPCOMING MEETINGS (SAVE THE DATE)

- May 20, SAO Exit Interview (2pm): SAO is moving the exit interview to early June. We still need to provide some payroll data on a follow-up.

- May 20, Special Meeting (7pm): I have the special meeting agenda ready and will send it out on Wednesday, May 14.
- May 27, Regular Board Meeting (7pm): Just a reminder the regular meeting will be the next week.

WHO'S FILED UPDATE

Filing week concluded last week. Below is a summary of who is running for office. Commissioner Thorell withdrew to focus on other endeavors. She did send the message below (see part of message about district).

I really enjoy the District work, trust, and respect all that you, your staff, and the Commissioners do to make Des Moines an inclusive and better place for kids, families, and elders. You have a great team!

Below is a summary of the races for the three spots.

- Position 3 (2031): Shane Young (only candidate)
- Position 4 (2031): Holly Campbell (only candidate)
- Position 5 (2029): Ben Fortine and John Piontkowski*

**The candidate will serve the remaining four years (of six years) on the term Gene Achziger was elected to.*

I reached out to both candidates* to invite to future meetings, share the governance page, and answer any questions they may have about the district. I will let you know when I receive a response.

SCHEDULE UPDATE

Quentin extended the current schedule through May 31. We originally we going to update in early May, but staff wants to see if they can extend evening hours in June. We will give an update at the board meeting.

<https://mtrainierpool.com/schedule-2/>

WIBIT SWIM

Our Spring Wibit Swim will be Saturday, May 17 from 1-2pm. Below is the Facebook event link, if you wish to invite any friends or neighbors.

[https://www.facebook.com/events/1144315777709349?context=%7B%22event_action_history%22%3A\[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D\]%2C%22ref_notif_type%22%3Anull%7D](https://www.facebook.com/events/1144315777709349?context=%7B%22event_action_history%22%3A[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D]%2C%22ref_notif_type%22%3Anull%7D)

PARKSIDE PTSA SWIM

Parkside PTSA will be our final event of the 2024-2025 school year on May 17 from 2-5pm.

CAPSULE TRAINING

The pool hosted hydroplane capsule training Sunday, May 12.

SWIM LESSON REGISTRATION

We put the following information out on Monday, May 5th by email blast, social media and on the website.

<https://createsend.com/t/d-29AF818239476DD12540EF23F30FEDED>

Exact Class Times: On Thursday, May 8, we sent the following message out about the spots that were open in each class. <https://createsend.com/t/d-67F620001FEAF9F02540EF23F30FEDED>

Class tags: Emmitt and Angela worked on Monday, May 12 to get all of the tags placed on their accounts.

First Day Registration: We had over \$10,000 in current student registration on the first day. Although we do have a few people on waitlists, we do have a lot of open spaces left. Staff will do what they can to best get as many people

as possible into lessons. There were 388 spots open, and we should fill most of them, if not all of them. This is up from last year at this time.

Updated Numbers Email: We will send an update on open spots tomorrow before new student registration.

We will give an update of how registration went at our next board meeting.

PEACH JAR

I submitted the Late Spring Swim Lessons on PeachJar that start March 13 & 15. They are translated in English (pp 1), Spanish (2), Somali (3) and Vietnamese (4). The ad will start showing up on Monday, May 12.

Page 1 English - Página 2 Español - Page 3 Somali - Trang 4 Tiếng Việt



Over 200 Languages

Website & Registration

Click QR Code for more info.

Parent & Child

PreSchool
Ages 4-6

Levels
Ages 7+

Expanded Options

Expanded options means more open spots to take swim lessons

- Monday & Wednesday
- Tuesday & Thursday (NEW)
- Saturday

Registration

- Current Students - Tue, May 13 @ 4:30 pm
- New Residents* - Thu, May 15 @ 5pm
- All Other New - Thu, May 15 @ 6:30 p.m.

More Information

- American Red Cross format
- Scholarship options available
- 5:1 student/instructor ratio

SWIMMING

Lessons For Kids
Ages 6 Months to Adult

Contact Us

206.824.4722

www.mtrainierpool.com

Mount Rainier Pool
22722 19th Avenue So.
Des Moines, WA 98198

* Resident registration open to Des Moines & Homebody Park residents.

TRANSLATIONS

After putting together research and letters to community churches. I added Korean and Russian to the list of languages we offer Google translated downloadable PDFs. This is in addition to the Arabic, Punjabi, Somali, Spanish and Vietnamese that were previously offered. This is for downloadable PDFs on the schedule and swim lesson pages. All other content should be translatable on the website, including the registration portal.

GRANT – COMMUNITY LIFEGUARDING PROGRAM

I submitted the application for the Community Lifeguard Program on Monday, May 5th. DMLF included a support letter for the grant request of \$37,800. We should know what the results are in a couple of months.

KIDS SWIM FREE GRANT

We are about halfway (just under \$5k) through our \$10,000 grant for free swimming.

GRANT LIEN ISSUE

I reached out to King County Parks and the Highline School District. They stated they are reaching out to legal again to see if we can move forward.

We are discussing setting up a meeting next week (week of May 19).

POLICY AND PROCEDURE COMMITTEE MEETING

The committee met on Friday, May 10. The committee discussed:

- Edits: employee handbook, public access, and financial letter
- Insurance changeover process
- SAO Exit Interview Scheduling
- Upcoming policies: checks to unclaimed property and SAO mandated ones
- Retreat Outline and Presentation

No action was taken at this meeting.

PUBLIC OUTREACH COMMITTEE

I sent the public outreach committee a DRAFT outline of the 50th Anniversary event for later this year to start planning and locking down items. The anniversary is September 15, 2025. We will have a loose outline for discussion at the May 27 board meeting.

WCIA REVIEW

We have our annual review with WCIA to go over waivers and rental agreements. It is scheduled for Thursday, May 22 from 9:30-10:30am. This will be our last formal business with WCIA before transitioning to new insurance in August. They usually contact me a couple of weeks before the meeting, but have not reached out.

SAO AUDIT

We have wrapped up sending materials and will have the exit audit next week. We will be updating a few policies with a first touch in June and a second touch in July. We will also be tagging assets over the summer.

ANNUAL FINANCIAL REPORT

Linda and I will be meeting on the report this week, and I hope to have everything done before our board meeting on May 27. There were no changes made to the financial letter presented at the April 22 board meeting.

50TH ANNIVERSARY

We will discuss the 50th Anniversary event this Fall at the May 27 board meeting. If you have any ideas, please contact me, or bring them to the meeting.

OUTREACH

- Rotary: I started attending Rotary meetings again. Patrice gave a really good speech on DMLF programs and youth programs in community.
- Yacht Club: I attended the opening day festivities at the Des Moines Yacht Club on Saturday, May 10 from 1:45-around 4pm.
- What's Up Des Moines: I attended the What's Up Des Moines at the Quarterdeck on Tuesday, May 13. There was a good turnout, and we were able to have a 60-second pitch about the pool. I made some contacts for senior services, swim lessons and lap swimming.
- Midway Park Event: There will be an event at Midway Park that we will be attending the week after school is over. Emmitt and a couple of guards are planning on attending.
- Des Moines Legacy Foundation: Patrice spoke to me about coming to one of the upcoming Des Moines Legacy Foundation meetings. I will be out of town in May, but I plan on attending the June meeting.
- Destination Des Moines Membership: We are being a part of the Waterland event for another year, so we signed up for a non-profit membership. It was \$35.
- Rubber Ducks Update: Emmitt did a count of ducks and we have about 850 left from the past couple of years. We are going to hand these out, and not purchase any.

- Valley View Resource Fair: We will be present at the Valley View Resource Fair on Friday, June 6 from 11am-1pm.
- Church Outreach: Once the audit and annual financial reports are over, my goal is to start scheduling meetings with each of the churches.

MAINTENANCE

- Electric Estimate- MacMiller came out a couple of weeks ago to look at some of the electrical that has issue around the facility. They are supposed to send us an estimate.
- Chlorine Probe Replacement- Our chemicals were a little off on Thursday, May 8, and Aquatic Specialties came out and replaced the probes. Staff caught the issue early, and while still easily in safe zones.
- AHU/HVAC Maintenance-Sunbelt was out on Wednesday, May 6 performing their quarterly routine maintenance on the AHU/HVAC units.
- Emergency Repairs to Surge Pit: The Finance Committee approved an emergency repair for the surge pit. We are reaching out to MLA architects and Aquatic Specialty to get estimates for both services. (Note-the inner tank was repaired in 2017, and seems to be in good shape.)



TELEVISION INSTALLATION

Quentin ordered the television for the main lobby. It will be installed on May 27. We are working on getting Opti Signs ready to hit the ground running when it is installed. If you have any content that you would like to see, please let us know.

RECORD BOARD

We really want to get the record board up, but we are trying to get our electrical issues figured out before moving forward.

AQUATIC NORDIC WALKING

Originally when we started operations, we added water walking as a way to offer free exercise during non-peak family swim times in the shallow end. It has been popular, and I am researching ways to expand it. Below is a web page about Aqua Nordic Walking. I am looking into it, to see if it is something we could expand to better fill our water walking open times.

FEATURED RESEARCH

Below is an election round-up of districts that affect the pool.

- Highline School District Board Elections (Btown Blog) <https://b-townblog.com/here-are-the-candidates-who-have-filed-to-run-for-the-2025-highline-school-board-election/>
- Des Moines City Council Elections (Waterland Blog) <https://waterlandblog.com/election-season-opens-up-as-12-burien-city-council-candidates-file-to-run-for-4-positions/>
- Others-Who has filed? (King County Elections) <https://info.kingcounty.gov/kcelections/Vote/contests/who-has-filed.aspx>

RESEARCH

- Snoqualmie Valley Advisory Group explores future of indoor pool project (Living Snoqualmie) https://livingsnoqualmie.com/snoqualmie-valley-advisory-group-explores-future-indoor-public-pool-project/?fbclid=IwY2xjawKFypZleHRuA2FlbQlXMQBicmlkETFqRjZmYUZjaVNYSWM4dkt4AR483uy1k9-En9ipMBjrZr-JxpGZwv16k381Xea9AbH7BhBTWBH4wndWoEk7Zw_aem_xvJqJ53aGk7KT_Wka6UDaQ
- Field house public access ends on Monday, May 5 as City launches new Community Enrichment Services department (Waterland Blog) <https://waterlandblog.com/field-house-public-access-ends-monday-may-5-as-city-launches-new-community-enrichment-services-department/>
- Grand re-opening for Kent Commons on May 4th (Kent Reporter) <https://www.kentreporter.com/news/grand-reopening-of-kent-commons-community-center-on-may-4/>
- A primer on local government funds (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/may-2025/local-government-funds>

WEEK ENDING May 23:

No report. Next report week of May 30.



Des Moines Pool Metropolitan Park District

April 22, 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 7:02 p.m. Also, present were Commissioners Dusenbury, Stender and Thorell; Aquatics Manager Knox, District General Manager Deschenes, and Resident Gene Achziger. Commissioner Campbell logged in at 7:24 p.m.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no changes to the presented agenda. Commissioner Thorell moved to approve the agenda. Commissioner Dusenbury 2nd. Motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

4a. Proclamation, “May is Water Safety Month”

The District GM presented a proclamation for May is Water Safety Month. Commissioner Stender that the Board of Commissioners of the Des Moines Pool Metropolitan Park District hereby proclaims May 2025 as Water Safety Month in the City of Des Moines and surrounding areas, in recognition of the importance of drowning prevention, equitable swim access, and public education on water safety for all ages and abilities.. Commissioner Thorell 2nd. Motion passed 4-0.

Commissioner Stender requested the District GM share the image socially with the board to share in their social channels.

PUBLIC COMMENT – None.

6a. CONSENT AGENDA

Commissioner Thorell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March 2025 totaling \$101,091.01. Commissioner Dusenbury 2nd. The motion passed 4-0.

OLD BUSINESS

7a. Aquatics Manager Q1 Report

The Aquatics Manager Knox presented the first quarter (Q1), January 1-March 31 for Mount Rainier Pool. A copy of the report is included with the April 22 agenda packet.

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th 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 –04/22/2025**

7b. Insurance Changeover

The District GM notified the board that the insurance coverage documents would be delayed a month to get an update from one of the applicants. This will start the process at the May 22 meeting with more detailed information available.

7c. Land Acquisition Process

The District GM met with representatives from the Washington State Department of Transportation (WSDOT) about their processes and properties available in the area. A copy of the information is available including an email covering their surplus property dispersal process and available properties in the Des Moines/West Hill area.

7d. Policy 531, Electronic Fund Transfers

The District GM introduced Policy 531, Electronic Funds. The policy was introduced at the March 25 meeting. It is for electronic funds transfers (EFTs) for payments and deposits, as many agencies the District works with are switching to electronic payments over receiving checks (warrants). Commissioner Thorell moved that the Board of Commissioners of the Des Moines Pool Metropolitan Park District approve Policy 531 – Electronic Funds Transfer, as presented, to authorize and regulate the use of electronic funds transfer (EFT) for disbursing and receiving District funds in accordance with applicable state laws and internal financial controls. Commissioner Dusenbury 2nd. Motion passed 4-0.

7e. Employee Handbook

The District GM mentioned the employee handbook would be delayed to the May 27 board meeting. This is due to still having some items that need to be resolved, and having a meeting with the Policy and Procedure Committee to ensure all edits are inline with editors feedback. The goal is to have the handbooks ready to hand out to current and returning staff in early June before summer programming commences.

NEW BUSINESS

8a. Annual Financial Report Letter (first touch)

The District GM mentioned the annual financial report is due on May 30, 2025. He introduced the report's budget message, which is a summary of the previous year's challenges and successes, and upcoming items to be aware of for the current year. The District GM notified the board that he would send the budget message out for edits to the board the next day.

8b. Policy 353, Facility Access (first touch)

The District GM introduced Policy 353, Facility Access as a first touch as a replacement for Policy 353, Transgender. The idea for the changes came from a discussion at the Washington Recreation and Parks Association, Aquatic Professional Group. The District GM notified the board that he would also send this policy out for edits to the board the next day.

8c. Format of Future Meetings

The District GM discussed the format of meetings, and requested if the board would like to add routine agenda items to the consent agenda. After discussion, it was decided to stay with the current format for consent agendas. The weekly reports were also discussed and it was determined to reduce the weekly reports to bi-monthly.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –04/22/2025**

8d. Retreat Polling

The Board President moved this item until after the Highline School District Lease Update Executive Session.

EXECUTIVE SESSIONS

9. Highline School District Lease Update

President Young announced the board would go into executive session pursuant to RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease when public knowledge regarding such consideration would cause a likelihood of increased price. The executive session will be for 15 minutes until 7:56 p.m. The meeting re-convened at 7:56 p.m. After the executive session, it was determined to have a Special Meeting on Tuesday, May 20 at 7pm. Information for this meeting will be posted on the Mount Rainier Pool's Governance page (mtrainierpool.com/about/governance/).

10. Performance of a Public Employee

President Young announced the board would go into executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. The executive session will be for 5 minutes until 8:05 p.m. The meeting re-convened at 8:05 p.m. After the executive session, no formal action was taken by the board.

GOOD OF THE ORDER

Resident Gene Achziger mentioned that with potential tariffs, it would be good to order giveaway items as soon as possible for the Waterland children's day and parade.

ADJOURNMENT

With no further business the meeting was adjourned at 8:06 p.m.

UPCOMING MEETINGS

- To Be Determined, SAO Exit Interview, N/A, Location: Hybrid (DMPMPD Offices and Online)
- May 20, 2025, Special Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- May 27, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –04/22/2025**

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk Melum

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

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Subject: State Auditor's Office Data Request
Date: Monday, May 19, 2025 at 12:27:02 PM Pacific Daylight Time
From: DataAnalytics@sao.wa.gov
To: Scott Deschenes

Dear Scott Deschenes,

As part of our commitment to making our audits more effective and efficient, the Washington State Auditor's Office has developed a system that allows our staff quick and easy electronic access to some of Des Moines Pool Metropolitan Park District's data. To facilitate this process, we ask that you upload a copy of the requested files listed below to our secure file transfer site.

Your government may not be scheduled for an audit this year. However, the data we request will help us plan future audits more effectively. To make data-sharing as efficient and secure as possible, we have worked with various third-party accounting software companies to develop a system for electronic file access. This email will tell you:

1. The data we need from you
2. The steps to assemble and export your files
3. How to send us your data using secure file transfer
4. How the data will be used
5. Information about sharing data with our office

Before we get started, please contact us if you:

- Anticipate changes to financial records after the requested due date, which is **June 19, 2025**
- Have recently changed software systems

1. The data we need from you

Please submit fiscal year **2024** and **2025** year-to-date data for the following:

- Account Transaction Activity - Rendered for Excel.csv
- Utility Account Register.xlsx (If applicable)
- Deleted Receipt Report.xlsx
- Account List.xlsx
- Operator Activity Report.xlsx
- Paycheck Activity Report.xlsx

2. Assembling and exporting your files

According to our records, your local government's accounting software is provided by Vision. To create the files please follow the instructions below:

All reports are in the SAO Annual Reports Folder, which can be found by following the steps below:

1. Open the reports in Financials Mode
2. Click on Reports
3. Click on Washington Folder
4. Click on SAO Annual Reports Folder
5. If running UB Classic, follow the instructions below to download the Utility Account Register and Account List Reports

Run Utility Account Register: (UB Classic users need to pull Classic Account Register report)

1. Open Reports in Utility Billing
2. Leave the Account list Parameter to all
3. Leave the Status to all
4. Select the Fiscal year
5. Select all under the Period Parameter
6. Hit View Report
7. Click the export button
8. Select Export method (xlsx)
9. Enter the filename: **2969_2024_Des Moines Pool Metropolitan Park District_UtilityAccountRegister.xlsx**
10. Repeat the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

Account List Report: (UB Classic users need to pull Classic Account List report)

1. Open Reports in Utility Billing
2. Select Account List report
3. Hit view report
4. Select ALL for active/inactive accounts
5. Click the export button
6. Select Export method (xlsx)
7. Enter the filename: **2969_2024_Des Moines Pool Metropolitan Park District_AccountList.xlsx**
8. Repeat the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

3. Sending data using SAOShare

Shortly after receiving this request, you will get an email from SAOShare@sao.wa.gov with a link to your government's SAOShare file-transfer location, using our Office's secured SharePoint site. Note that you may receive invitations to two SAOShare locations, one from the Data Analytics Team as described here, and one from your audit team for audit-related files.

The Des Moines Pool Metropolitan Park District Data Analytics Team SAOShare site is located at: <https://stateofwa.sharepoint.com/sites/sao-ita-DA-2969-DesMoinesPoolMetropolitanParkDistrict>.

Please email DataAnalytics@sao.wa.gov after the requested files have been uploaded so that our team knows to download the files promptly.

If you are prompted for a login password when accessing the SAOShare site, please enter

your standard workplace or Microsoft Office 365 login information. The SAOShare site does not create or store any passwords. If you do not currently have access to the SAOShare site and you did not receive a new email invitation, please contact the SAO Data Analytics team at DataAnalytics@sao.wa.gov.

4. How we use your data

We will use your financial data to plan and perform your audit.

5. A note about data security

We adhere to all agreements and rules established by the current Interagency Data Sharing Agreement between Des Moines Pool Metropolitan Park District and the Office of the Washington State Auditor. We also follow all current security standards issued by Washington Technology Solutions (WaTech) and have specific internal policies in place to safeguard any personal and confidential information used during our audit work.

Please feel free to contact me if you have any other questions about this data request or if you need more time to send your files.

Sincerely,

Nate Hebner
Data Analytics Team
Washington State Auditor's Office
DataAnalytics@sao.wa.gov

CONSENT AGENDA: CORRESPONDENCE

EMAIL REQUEST:

Below is an email I received on Wednesday, May 21.

Good afternoon!

I teach at Pacific and I have several girls that want to learn how to swim but come from strict muslim families that will not let them swim around males.

Is there any to create a woman's only lesson time so that they can be accommodated? The lack of swimming knowledge, but the desire to keep up is a little frightening for me as someone who grew up on a lake and watch drownings happen on a regular basis.

I polled the girls and they said their parents would be willing to allow them to join and the idea was EXTREMELY popular.

I know finances are tight, especially now, but I wanted to put this community need on your radar.

Thank for so much for your support!

Sincerely,


NAME REDACTED

PROPOSED TIMELINE:

We need time to properly research this including how it would affect current schedule, current and future staff ability, and other factors. Below is a proposed timeline.


- June 24 – Introduction (first touch)
- Any future meetings depend on feedback from interested parties, legal and results of research. We will keep updating the board throughout the process.

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 04/07/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ☐ ACH Debt Pay Code (COLXX) _____ ☒ Automatic Withdrawal
☐ Book Transfer (Last 4 digits of the account) From _____ To _____ ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	PSE 4.7.2025	170950010			24219			11,564.49
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 11,564.49

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS


Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed


Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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


Signature  Title Clerk of the Board Date 4/5/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 04/10/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ☐ ACH Debt Pay Code (COLXX) _____ ☒ Automatic Withdrawal
☐ Book Transfer (Last 4 digits of the account) From _____ To _____ ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	US Bank Feb Pmt 04-10-2025	170950010			24219			1,665.96
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,665.96

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS


Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed


Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

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Signature  Title Clerk of the Board Date 4/9/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 04/15/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ☐ ACH Debt Pay Code (COLXX) _____ ☒ Automatic Withdrawal
☐ Book Transfer (Last 4 digits of the account) From _____ To _____ ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 04-15-2025	170950010			24219		^{DS} SD	39,325.39
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 39,325.39

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

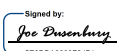
Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed


Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 4/10/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 04/30/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ☐ ACH Debt Pay Code (COLXX) _____ ☒ Automatic Withdrawal
☐ Book Transfer (Last 4 digits of the account) From _____ To _____ ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 04/30/2025	170950010			24219		^{DR} SD	38,802.99
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 38,802.99

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS


Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 4/28/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/02/2025

Total Amount: \$10,595.73

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250327133133.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail 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)) :

<small>DocuSigned by:</small> <u>Scott Deschunes</u> <small>2E03815D71304B0...</small>	<u>3/27/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small> <u>Joe Dusenbury</u> <small>5EBDDA9899F2474...</small>	<u>3/28/2025</u>
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

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250327133133.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ADVANCED SIGNS INC.			31019	03/26/2025	\$1,650.95	50% DEPOSIT CUST RECORD BOARD
AQUATIC SPECIALTY SERVICES			25773	03/26/2025	\$1,164.12	MAR 2025 MONTHLY SERVICE
GRAINGER			9451996640	03/26/2025	\$149.48	PAPER TOWELS
HIGHLINE WATER DISTRICT			03262025HWD	03/26/2025	\$1,510.78	MAR & APR 2025 WTR UTILITY
STATE AUDITOR'S OFFICE			L166052	01/09/2025	\$6,120.40	DEC 2024 ACCOUNTABILITY AUDIT

Initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/07/2025

Total Amount: \$2,145.71

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250402141818.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

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

DocuSigned by: <u>Scott Deschunes</u> <small>2E03B15D71304B0...</small>	<u>4/2/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Dusenbury</u> <small>5E8DDA9899F2474...</small>	<u>4/9/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250402141818.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0002344317	03/31/2025	\$105.27	APR 2025 CYLINDER RENT
COPIERS NORTHWEST			INV2984684	03/31/2025	\$117.18	MAR 2025 COPIER USAGE
CRYSTAL SPRINGS			24714034 032625	03/26/2025	\$68.87	APR 2025 WTR DELIVERY
LINDA RAY			LR202503-01	03/31/2025	\$684.39	MAR 2025 CONSULTING/BOOKKEEPING SVCS
SNURE LAW OFFICE			04012025SLO	04/01/2025	\$1,170.00	MAR 2025 ATTORNEY FEES

Initial
JP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/16/2025

Total Amount: \$8,303.46

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250411145427.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

<small>DocuSigned by:</small> <u>Scott Deschene</u> <small>2E03815D71304B0...</small>	<u>4/11/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>Signed by:</small> <u>Joe Dusenbury</u> <small>5E8DDA899F2474...</small>	<u>4/12/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250411145427.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1201	04/08/2025	\$1,435.00	TRANSLATABLE BANNER & GT TRANSLATE PLUGIN
CITY OF DES MOINES			680	04/04/2025	\$360.00	MAR 2025 POOL ADMIN SERVICES
CMIT SOLUTIONS EASTSIDE			13926	02/01/2025	\$1,871.00	FEB 2025 WK STATION SUPPORT (LATE PMT)
CMIT SOLUTIONS EASTSIDE			14009	02/22/2025	\$222.54	FEB 2025 ELEVATE SYSTEM (LATE PMT)
CMIT SOLUTIONS EASTSIDE			14033	03/01/2025	\$1,871.00	MAR 2025 WK STATION SUPPORT (LATE PMT)
CMIT SOLUTIONS EASTSIDE			14119	03/25/2025	\$222.54	MAR 2025 ELEVATE SYSTEM
COLIBRI NORTHWEST, LLC			308NP	04/09/2025	\$512.00	SPRING AD IN NORMANDY PARK CITY SCENE
DEPARTMENT OF RETIREMENT SYSTEMS			1666003	03/27/2025	\$25.00	2025 DRS OASI TAX PMT
GRAINGER			9466725802	04/08/2025	\$511.49	TOILET PAPER & DISP GLOVES
GRAINGER			9467011665	04/08/2025	\$133.39	BLEACH
RECOLOGY			0005073590	03/31/2025	\$1,139.50	MAR & APR 2025 TRASH UTILITY

Initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/23/2025

Total Amount: \$19,563.47

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250418120923.csv

Fund #: 170950010

CONTACT INFORMATION

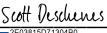
Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org

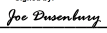
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Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

<small>DocuSigned by:</small>  <small>2E0381507130480...</small>	<u>4/18/2025</u>
Authorized District Signature	Date
 _____ Authorized District Signature	 _____ Date
 _____ Authorized District Signature	 _____ Date

<small>Signed by:</small>  <small>5E8DDA8899F2474...</small>	<u>4/19/2025</u>
Authorized District Signature	Date
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 _____ Authorized District Signature	 _____ Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250418120923.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			67813	03/18/2025	\$2,795.52	APR 2025 EMP BENEFIT BILLING
DEPARTMENT OF LABOR & INDUSTRIES			385282	02/19/2025	\$159.00	JAN 2025 BOILER PRESSURE VESSEL INSPECTION
DEPARTMENT OF RETIREMENT SYSTEMS			202504V2	04/01/2025	\$1,728.26	APR 2025 DCP PMT VOL 2
MACDONALD-MILLER FACILITY SOLUTIONS			SVC338311	04/14/2025	\$589.57	SHOWER ISSUES SVC CALL # 250402-0082
SOUND CLEANING RESOURCES INC.			34448	04/15/2025	\$4,115.97	ROOF, GUTTER CLEAN & DWNSPT FLUSH
US BANK			04102025USB	04/10/2025	\$9,457.65	APR 2025 CC BILLING
ZEN 22015, LLC			20250501ZEN	05/01/2025	\$717.50	MAY 2025 DISTRICT OFFICE RENT PMT

Initial
JP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/23/2025

Total Amount: \$360.18

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250417112421.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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DocuSigned by: <u>Scott Deschaves</u> <small>2E03815D71304B0...</small>	<u>4/18/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

Signed by: <u>Joe Dusenberg</u> <small>5EE0DA8899F2474...</small>	<u>4/19/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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Fax: (206) 263-3767

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250417112421.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250415JC164	04/15/2025	\$70.40	PAYROLL PR 4.15.2025 J. COCHRAN
NADIA CORTES			20250415NC143	04/15/2025	\$62.12	PAYROLL PR 4.15.2025 N. CORTES
SHOU BLANK			20250415SB162	04/15/2025	\$227.66	PAYROLL PR 4.15.2025 S. BLANK

Initial
JP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/30/2025

Total Amount: \$22,519.93

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250424171122.csv

Fund #: 170950010

CONTACT INFORMATION

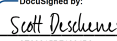
Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org


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<small>DocuSigned by:</small>  <small>2E03815D71304B0...</small>	<u>4/24/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small>  <small>5E8DCA8899F2474...</small>	<u>4/24/2025</u>
Authorized District Signature	Date
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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250424171122.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MACDONALD-MILLER FACILITY SOLUTIONS			PM151441	04/01/2025	\$5,177.75	QRTLY HVAC MAINT BILLING
MACDONALD-MILLER FACILITY SOLUTIONS			SVC338281	04/14/2025	\$335.01	CALL# 250402-0109 BOILER ISSUES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC338304	04/14/2025	\$589.57	CALL# 250328-0122 URINAL CLOGGED
MACDONALD-MILLER FACILITY SOLUTIONS			SVC339123	04/21/2025	\$1,511.39	CALL# 250303-0143 MIXING VALVES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC337082	03/31/2025	\$10,444.76	CALL# 241003-0003 LT/GANG SHWR TB WORK
NORTHWEST LANDSCAPING SERVICES			CD50517414	04/01/2025	\$621.53	APR 2025 LANDSCAPE BILLING
SUNBELT CONTROLS			142546	04/01/2025	\$3,839.92	APR 2025 MAINT BILLING

Initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/30/2025

Total Amount: \$1,824.61

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250424144938.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

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<small>DocuSigned by:</small> <u>Scott Deschene</u> <small>2E03B15D713C410...</small>	<u>4/24/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small> <u>Joe Dusenbury</u> <small>5EBCDA889F2474...</small>	<u>4/24/2025</u>
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Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250424144938.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ISAAC HAMMER			20250430IH165	04/30/2025	\$142.53	PAYROLL PE 4.30.2025 I. HOPPENRATH
JACK P COCHRAN			20250430JC164	04/30/2025	\$397.51	PAYROLL PE 4.30.2025 J. COCHRAN
JOE DUSENBURY			20250430JD8	04/30/2025	\$293.19	COMM. SUB 4.30.2025 J. DUSENBURY
NADIA CORTES			20250430NC143	04/30/2025	\$467.91	PAYROLL PE 4.30.2025 N. CORTES
PATRICE THORELL			20250430PT167	04/30/2025	\$287.67	COMM. SUB 4.30.2025 P. THORELL
SHANE STENDER			20250430SS77	04/30/2025	\$146.60	COMM. SUB 4.30.2025 S. STENDER
SHOU BLANK			20250430SB162	04/30/2025	\$89.20	PAYROLL PE 4.30.2025 S. BLANK

Initial
JP

AGENDA ITEMS SUMMARY SHEET

Under: Old Business **Attachment:** Yes

- Q1 2025 Financial Report
- Q1 2025 (January 1- March 31) Revenue and Expense Reports

First Quarter (Q1) 2025 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
May 27, 2025

January 1 – March 31, 2025, Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the first quarter results for fiscal year 2025.

The General Fund records all of the activities of the district and the district has a separate Capital Reserve Fund. All of the financial transactions of the district are recorded within General Fund and the balance will fluctuate from month to month, while the reserve account receives its funds on an annual basis in keeping with the districts goal to build up the fund balance for future capital projects.

The balances in each of these funds on March 31, 2025, are:

- General Fund – \$1,026,630.70
 - Capital Reserve - \$ 675,000.00
- Total Available Funds \$1,701,630.70

The cash flow chart and associated data has been developed to focus on the activity of the “General Fund”, but the combined cash balance reflects the total of both the general fund and the reserve fund.

The combined end of the year balance has increased each year over the last five years.

- 2025 - \$1,701,630.70
- 2024 - \$1,747,573.58
- 2023 - \$1,939,873.01
- 2022 - \$1,858,821.68
- 2021 - \$1,596,586.36
- 2020 - \$1,389,876.13

The first quarter analysis is an affirmation of expenditures being on target to be lower than projections and a verification of ending fund balances for the previous fiscal period. **As of 5/21/2025, the combined balance is \$2,566,818.12.**

REVENUES

Revenues of the district fall within five categories as reflected in the following chart:

	Budget	YTD	%*
Beginning Balance	\$975,000.00	\$1,202,247.10	123%
Taxes	\$2,339,312.76	\$132,836.29	5.68%
Charges for Service	\$25,000.00	\$0.00	0%
Interest	\$30,000.00	\$20,048.83	66.8%
Grant (Capital)	\$1,651,216.72	\$31,300.00	2%
Over the Counter**	\$200,000.00	\$39,236.44*	19.62%
Transfer from Reserves***	\$1,124,150.52	\$0.00	0%

**25% target through March 31, 2025.*

**\$31,300 of grant repayments were received in the first quarter of 2025 for 2024 grants.*

***Behind on billings for swim team, grant, and other revenues. See section below.*

****Transfers to reserves are made at the final board meeting of each year.*

The primary revenue source for the District is the collection of property taxes. The majority of property tax is collected in April/May and then again in October/November. The first quarter results reflect this cash flow cycle with the exception of the beginning fund balance.

The district is behind on collecting revenues for over the counter. The following are revenues the district should collect in 2025 that would normally be included in this report.

Partner Outstanding	Outstanding
Swim Team Charges*(Thru April)	\$28,000.00
HSD Timing Pad/Scoreboard Usage**	\$1,200.00
KCYAS Kids Swim Free Grant***	\$2,565.00
Totals Outstanding	\$31,765.00

**Swim team charges for late 2024 and first quarter of 2025.*

***Swim team direct usage costs of swim timing system and scoreboard.*

****KCYAS My Backyard Grant for 2/1-3/31. Should utilize full amount of \$10,000 by August 31. Grant is estimated to run out of money in late July or early August, but may escalate during summer.*

EXPENDITURES

The Expenditure report for Quarter 1 reflects the activities of the district, which have been segregated into three categories: administration, operations, and capital. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	%
Administration	\$353,600.00	\$93,318.00	26.39%
Operations	\$1,478,102.24	\$280,093.16	18.95%
Capital	\$2,788,827.22	\$125,814.24	4.50%
Totals	\$4,620,529.46	\$373,411.16	8.08% (25% Target)

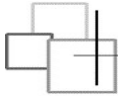
Each of these categories has an individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 25% for the first quarter.

The total expenditures for the district as of March 31, 2025, are at 8.08% of budget, but for administration and operations it is 20.4%. This is under the anticipated level of 25%.

The next quarterly report will be presented to the board at its August 26, 2025, meeting for the second quarter (Q2) of 2025 (April 1 through June 30).

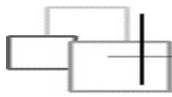
MORE INFORMATION

As always, please do not hesitate to ask any questions or let me know if you need additional information.



2025 1st Quarter REVENUES

Account Number	Reference	Jan 2025	Feb 2025	Mar 2025	1st Quarter Totals	YTD Balance	2025 Budget	Budget Balance
General Fund Taxes								
001-000-000-311-11-00-00	Property Taxes	\$2,242.63	\$24,649.97	\$82,800.43	\$109,693.03	\$109,693.03	\$2,339,312.76	\$2,229,619.73
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,629.17	\$514.09	\$3,143.26	\$3,143.26	\$0.00	(\$3,143.26)
	Total General Fund	\$2,242.63	\$27,279.14	\$83,314.52	\$112,836.29	\$112,836.29	\$2,339,312.76	\$2,226,476.47
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$7,080.15	\$6,811.40	\$6,157.28	\$20,048.83	\$20,048.83	\$30,000.00	\$9,951.17
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$31,300.00	\$0.00	\$0.00	\$31,300.00	\$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	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.72
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,301.60	\$1,294.87	\$1,411.00	\$4,007.47	\$4,007.47	\$50,000.00	\$45,992.53
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$7,537.16	\$3,819.33	\$23,084.48	\$34,440.97	\$34,440.97	\$147,500.00	\$113,059.03
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$329.00	\$459.00	\$0.00	\$788.00	\$788.00	\$2,500.00	\$1,712.00
	Total Revenue	\$47,547.91	\$12,384.60	\$30,652.76	\$90,585.27	\$90,585.27	\$1,881,216.72	\$1,790,631.45
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$125,814.24	\$1,124,110.52	\$1,124,110.52
	Grand Total Revenue	\$49,790.54	\$39,663.74	\$113,967.28	\$203,421.56	\$329,235.80	\$1,149,110.52	\$3,916,293.68



2025 1st Quarter EXPENDITURES

Beginning Quarterly Balance = \$1,877,247.10

Ending Quarterly Balance = \$1,701,630.70

Category/ Acct #	Reference	Jan 2025	Feb 2025	Mar 2025	1st Qtr Totals	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages									
001-000-000-576-20-10-00	Commissioners Subsidies	\$1,004.36	\$733.00	\$2,627.70	\$4,365.06	\$4,365.06	\$20,000.00	\$15,634.94	21.83%
001-000-000-576-20-10-01	District Manager Salary	\$6,730.46	\$3,364.91	\$6,736.83	\$16,832.20	\$16,832.20	\$101,000.00	\$84,167.80	16.67%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,249.20	\$6,426.21	\$6,393.32	\$19,068.73	\$19,068.73	\$103,434.24	\$84,365.51	18.44%
001-000-000-576-21-25-01	Aquatic Coordinators	\$9,190.52	\$4,478.78	\$4,720.99	\$18,390.29	\$18,390.29	\$153,000.00	\$134,609.71	12.02%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$20,023.06	\$22,142.79	\$25,227.71	\$67,393.56	\$67,393.56	\$360,000.00	\$292,606.44	18.72%
001-000-000-576-21-30-05	Water Exercise Instructor	\$736.65	\$693.03	\$748.54	\$2,178.22	\$2,178.22	\$10,000.00	\$7,821.78	21.78%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,410.32	\$4,042.64	\$4,144.55	\$12,597.51	\$12,597.51	\$65,000.00	\$52,402.49	19.38%
001-000-000-576-21-32-02	Head Lifeguards	\$5,471.91	\$3,455.07	\$1,911.97	\$10,838.95	\$10,838.95	\$70,000.00	\$59,161.05	15.48%
	Total Salaries & Wages	\$53,816.48	\$45,336.43	\$52,511.61	\$151,664.52	\$151,664.52	\$882,434.24	\$730,769.72	17.19%
Taxes & Misc									
001-000-000-576-21-21-19	Payroll Taxes	\$17,599.20	\$16,296.68	\$15,757.99	\$49,653.87	\$49,653.87	\$235,000.00	\$185,346.13	21.13%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$1,536.91	\$779.18	\$2,316.09	\$2,316.09	\$3,500.00	\$1,183.91	66.17%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	Total Taxes & Misc	\$17,599.20	\$17,980.83	\$16,537.17	\$52,117.20	\$52,117.20	\$242,000.00	\$189,882.80	21.54%
Personal Benefits									
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$3,475.60	\$1781.73	\$5,356.31	\$10,613.64	\$10,613.64	\$32,000.00	\$21,386.36	33.17%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$3,500.50	\$127.50	\$3,755.50	\$3,755.50	\$2,000.00	(\$1,755.50)	187.78%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$4,136.51	\$2,795.52	\$2,795.52	\$9,727.55	\$9,727.55	\$55,000.00	\$45,272.45	17.69%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$7,739.61	\$8,077.75	\$8,279.33	\$24,096.69	\$24,096.69	\$89,500.00	\$65,403.31	26.92%
Office Supplies									
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$47.87	\$0.00	\$0.00	\$47.87	\$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	\$119.02	\$119.02	\$119.02	\$2,500.00	\$2,380.98	4.76%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$54.96	\$69.72	\$201.89	\$326.57	\$326.57	\$2,500.00	\$2,173.43	13.06%
	Total Office Supplies	\$102.83	\$69.72	\$320.91	\$493.46	\$493.46	\$8,500.00	\$8,006.54	5.81%
Maintenance & Repair Supplies									
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$81.07	\$0.00	\$15.42	\$96.49	\$96.49	\$1,000.00	\$903.51	9.65%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$944.52	\$539.90	\$1,039.86	\$2,524.28	\$2,524.28	\$8,500.00	\$5,975.72	29.70%
	Total Maintenance & Repair Supplies	\$1,025.59	\$539.90	\$1,055.28	\$2,620.77	\$2,620.77	\$9,500.00	\$6,879.23	27.59%
Pool Supplies									
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$7.45	\$0.00	\$0.00	\$7.45	\$7.45	\$5,000.00	\$4,992.55	0.15%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$129.84	\$0.00	\$129.84	\$129.84	\$1,800.00	\$1,670.16	7.21%
001-000-000-576-21-40-00	Employee Recognition	\$75.00	\$0.00	\$63.95	\$138.95	\$138.95	\$2,500.00	\$2,361.05	5.56%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$143.18	\$0.00	\$0.00	\$143.18	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$751.88	\$774.51	\$124.86	\$1,651.25	\$1,651.25	\$5,000.00	\$3,348.75	33.03%
	Total Pool Supplies	\$977.51	\$1,093.16	\$63.95	\$2,134.62	\$2,070.67	\$19,300.00	\$17,229.33	10.73%
Professional Svcs - Clerical									
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$300.01	\$654.74	\$562.52	\$1,517.27	\$1,517.27	\$5,000.00	\$1,944.00	61.12%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,616.00	\$540.00	\$900.00	\$3,056.00	\$3,056.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$1,328.00	\$0.00	\$0.00	\$1,328.00	\$1,328.00	\$3,300.00	\$1,782.73	45.98%
001-000-000-576-20-41-14	IT Server Hosting (CMT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$1,826.00	\$0.00	\$1,826.00	\$3,652.00	\$3,652.00	\$28,000.00	\$24,348.00	13.04%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$110.52	\$0.00	\$253.39	\$363.91	\$363.91	\$2,500.00	\$2,136.09	14.56%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	\$5,300.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$60.80	\$81.20	\$137.60	\$279.60	\$279.60	\$1,000.00	\$720.40	27.96%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$3,173.90	\$1,507.26	\$3,470.42	\$8,151.58	\$8,151.58	\$9,000.00	\$848.42	90.57%
001-000-000-576-21-42-09	Scheduling Software	\$352.64	\$352.64	\$705.28	\$1,410.56	\$1,410.56	\$3,000.00	\$1,589.44	47.02%
	Total Prof Services-Front Offc	\$8,767.87	\$10,991.05	\$7,292.69	\$27,051.61	\$19,758.92	\$71,600.00	\$51,841.08	27.60%
Professional Svcs - Maintenance									
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (MRP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$508.72	\$105.27	\$400.37	\$1,014.36	\$1,014.36	\$2,750.00	\$1,735.64	36.89%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$621.53	\$0.00	\$1,243.06	\$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	\$0.00	\$0.00	\$0.00	\$2,668.00	\$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$76.88	\$77.37	\$36.62	\$190.87	\$190.87	\$1,250.00	\$1,059.13	15.27%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$8,797.27	\$0.00	\$0.00	\$8,797.27	\$8,797.27	\$30,000.00	\$21,202.73	29.32%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,129.14	\$579.77	\$2,143.41	\$3,852.32	\$3,852.32	\$11,000.00	\$7,147.68	35.02%
	Total Prof Services-Maintenance	\$11,133.54	\$1,383.94	\$2,580.40	\$15,097.88	\$15,097.88	\$68,668.00	\$53,570.12	16.21%
Repairs & Maintenance									
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$4,077.88	\$8,623.32	\$12,701.20	\$12,701.20	\$88,500.00	\$75,798.80	14.35%
	Total Repairs & Maintenance	\$0.00	\$4,077.88	\$8,623.32	\$12,701.20	\$12,701.20	\$88,500.00	\$75,798.80	14.35%
Communications									
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00		\$169.84	\$169.84	\$169.84	\$3,000.00	\$2,830.16	5.66%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$462.78	\$478.35	\$1,127.63	\$2,068.76	\$2,068.76	\$5,200.00	\$3,131.24	39.78%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$69.00	\$69.00	\$138.00	\$276.00	\$276.00	\$750.00	\$474.00	36.80%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$333.89	\$320.68	\$641.36	\$1,295.93	\$1,295.93	\$3,200.00	\$1,904.07	40.50%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg.Zoom)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	\$102.11	\$114.31	\$48.75	\$265.17	\$265.17	\$250.00	(\$15.17)	106.07%
001-000-000-576-21-42-14	Elevate Phone System	\$222.53	\$0.00	\$222.54	\$445.07	\$445.07	\$3,000.00	\$2,554.93	14.84%
001-000-000-576-21-42-03	Work Email Accounts (Google Suite)	\$63.47	\$63.47	\$113.81	\$240.75	\$240.75	\$600.00	\$359.25	40.13%
	Total Communications	\$1,253.78	\$1,045.81	\$2,461.93	\$4,761.52	\$4,761.52	\$16,300.00	\$11,538.48	29.21%

Category/ Acct #	Reference	Jan 2025	Feb 2025	Mar 2025	1st Qtr Totals	YTD Expense	2025 Budget	Budget Balance	% of Budget
Training & Travel									
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$22.98	\$0.00	\$22.98	\$45.96	\$45.96	\$2,500.00	\$2,454.04	1.84%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$329.00	\$517.00	\$846.00	\$846.00	\$1,750.00	\$904.00	48.34%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
	Total Training & Travel	\$22.98	\$329.00	\$539.98	\$891.96	\$891.96	\$16,750.00	\$15,858.04	5.33%
Advertising									
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$1,922.50	\$0.00	\$1,858.00	\$3,780.50	\$3,780.50	\$8,000.00	\$4,219.50	47.26%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	\$28.97	\$0.00	\$0.00	\$28.97	\$28.97	\$2,000.00	\$1,971.03	1.45%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$25.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Advertising	\$1,951.47	\$1,883.00	\$1,858.00	\$5,692.47	\$3,834.47	\$19,650.00	\$15,815.53	19.51%
Rentals & Leases									
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$0.00	\$1,435.00	\$2,152.50	\$2,152.50	\$9,000.00	\$6,847.50	23.92%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$620.00	\$300.00	\$600.00	\$1,520.00	\$1,520.00	\$4,000.00	\$2,480.00	38.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$1,337.50	\$300.00	\$2,035.00	\$3,672.50	\$3,672.50	\$16,000.00	\$12,327.50	22.95%
Utilities									
001-000-000-576-21-47-00	Electricity (PSE)	\$12,500.77	\$12,599.67	\$12,766.31	\$37,866.75	\$37,866.75	\$170,000.00	\$132,133.25	22.27%
001-000-000-576-21-47-02	Water (Highline)	\$668.72	\$0.00	\$754.86	\$1,423.58	\$1,423.58	\$9,000.00	\$7,576.42	15.82%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,078.14	\$0.00	\$569.75	\$1,647.89	\$1,647.89	\$7,250.00	\$5,602.11	22.73%
001-000-000-576-21-47-04	Sewer (Midway)	\$947.43	\$0.00	1036.72	\$1,984.15	\$1,984.15	\$4,750.00	\$2,765.85	41.77%
	Total Utilities	\$15,195.06	\$12,599.67	\$15,127.84	\$42,922.37	\$42,922.37	\$191,000.00	\$148,077.63	22.47%
Insurance									
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$34,278.36	\$0.00	\$0.00	\$34,278.36	\$34,278.36	\$58,000.00	\$23,721.64	59.10%
	Total Insurance	\$34,278.36	\$0.00	\$0.00	\$34,278.36	\$34,278.36	\$58,000.00	\$23,721.64	59.10%
Miscellaneous									
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$5,400.78	\$646.41	(\$8,217.15)	(\$2,169.96)	(\$2,169.96)	\$500.00	\$2,669.96	-433.99%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$144.64	\$0.00	\$73.83	\$218.47	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$371.03	\$0.00	\$1,224.00	\$1,595.03	\$1,595.03	\$5,000.00	\$3,404.97	31.90%
001-000-000-576-20-51-50	Background checks	\$0.00	\$116.00	\$0.00	\$116.00	\$116.00	\$1,250.00	\$1,134.00	9.28%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$0.00	\$357.00	\$357.00	\$357.00	\$3,500.00	\$3,143.00	10.20%
	Total Miscellaneous	\$5,916.45	\$762.41	(\$6,562.32)	\$116.54	\$116.54	\$11,500.00	\$11,383.46	1.01%
Intergovernmental Services									
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$2,222.13	\$2,222.13	\$2,222.13	\$11,000.00	\$8,777.87	20.20%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$90.00	\$0.00	\$90.00	\$90.00	\$4,000.00	\$3,910.00	2.25%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	Total Intergov Services	\$0.00	\$2,312.13	\$2,222.13	\$4,534.26	\$2,312.13	\$22,500.00	\$20,187.87	10.28%
Capitals									
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,124,110.50	\$1,124,110.50	0.00%
	Total Capitals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,788,827.22	\$2,788,827.22	0.00%
	TOTAL ADMINISTRATION	\$60,915.77	\$18,104.13	\$19,781.91	\$98,801.81	\$93,318.00	\$353,600.00	\$260,282.00	26.39%
	TOTAL OPERATIONS	\$100,202.46	\$86,618.61	\$95,852.49	\$282,673.56	\$280,093.16	\$1,478,102.24	\$1,198,009.08	18.95%
	TOTAL CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,788,827.22	\$2,788,827.22	0.00%
GRAND TOTALS		\$161,118.23	\$104,722.74	\$115,634.40	\$381,475.37	\$373,411.16	\$4,620,529.46	\$4,247,118.30	8.08%

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** May 27, 2025

Under: Old Business **Attachment:** Yes

Subject: 2024 Annual Financial Report

Background/Summary:

The District is required to report its annual financial report 150 days after the end of the year. The report is a two-part process with the first part being a report filed online with the State Auditor's Office and the second part being a physical report for members of the public to review. In 2025, this report is due at the end of the day on May 30.

Attached is the second part which will be posted to the website. If there are any changes, I will reintroduce the item at the June 24 meeting.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. First-touch.

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

Two Touch Rule:	N/A	Committee Review
	April 22, 2025	First Board Meeting (Informational)
	May 27, 2025	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No X _____ **Reporting Back Date:** _____

Notes: Attachments:

- 2024 Annual Financial Report - DRAFT



DES MOINES POOL METROPOLITAN PARK DISTRICT

2024 BUDGET

Prepared by:

Scott Deschenes

District General Manager

Board of Commissioners

Shane Young, President

Joe Dusenbury, Clerk of the Board

Holly Campbell

Shane Stender

Patrice Thorell

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BUDGET

DES MOINES POOL METROPOLITAN PARK DISTRICT KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2023-07

CERTIFYING PROPERTY TAX LEVY AND ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2023 is \$6,214,036,064 and;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2023, to be collected in 2024 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,243,410 which includes new construction, any increase in state-assessed property and refunds in the amount of \$4,681.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2023 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:

- A. \$ \$1,168,410 to the Current Expense Fund of the District
- B. \$ \$75,000 to the Capital Reserve Fund of the District

4. That certified copies of this resolution, together with exhibits, shall be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104

Accounting Division
Department of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104

BUDGET

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 14th day of November 2023.

DocuSigned by:
Shane Young 11/17/2023
8116619AAC1C481...
Commissioner

DocuSigned by:
Joe Dusenbury 11/16/2023
5E8DDA9899F2474...
Commissioner

DocuSigned by:
Gene Reiziger 11/16/2023
84C09539CE3B443...
Commissioner

DocuSigned by:
Holly Campbell 11/18/2023
9E996B2BF87C43B...
Commissioner

DocuSigned by:
Shane Stender 11/20/2023
69BA2573B14E48C...
Commissioner

District Clerk

BUDGET

Budget Message

It is my pleasure to present the Des Moines Pool Metropolitan Park District's budget for the 2024 fiscal year.

This budget continues to reflect the district's commitment to delivering accessible, inclusive, and high-quality aquatic services for residents of all ages. It also serves three essential functions:

- It helps shape public policy,
- It provides fiscal control and oversight,
- And it outlines a forward-looking financial plan that ensures long-term sustainability for our community pool.
-

Looking Back: 2024 in Review

2024 marked a year of **continued recovery and progress**, as the Mount Rainier Pool worked to rebuild programming, strengthen operations, and serve a growing population in a post-pandemic environment.

Key Challenges We Are Addressing:

1. Financial Sustainability and Levy Degradation

In 2010, when the Des Moines Pool Metropolitan Park District was formed, the district had the legal authority to levy up to \$0.75 per \$1,000 of assessed property value. However, due to Washington State laws that limit property tax increases to 1% annually without voter approval, and the cumulative impact of inflation over the past decade, the district's taxing capacity has steadily eroded.

Although the district initially promised taxpayers that the levy would remain at or below \$0.20 per \$1,000, updated financial modeling indicates this rate will no longer be sustainable. In 2024, the Board proactively commissioned a Property Tax Levy Analysis and Sustainability Report by FCS Group. The report projects that by 2030, the district's levy rate will fall below the promised \$0.20 per \$1,000 and continue to degrade further unless corrective action is taken.

This erosion not only affects day-to-day operations but also limits the district's ability to issue non-voted bonds, which are typically used for facility repairs and upgrades. Without sufficient taxing authority, the district cannot meet borrowing thresholds to fund major improvements.

To address this challenge, the Board plans to strategically utilize its remaining bonding capacity to complete critical repairs and maintain operations. At the same time, it will begin preparing for a future voter-approved levy lid lift to restore financial sustainability and preserve long-term access to safe, high-quality aquatic services for the community.

2. Programming Demand vs. Facility Limitations

The Mount Rainier Pool is in high demand—especially for swim lessons. However, existing scheduling agreements, such as the Highline School District's exclusive use during peak hours, continue to limit

BUDGET

program expansion. We are working collaboratively to explore solutions that benefit both students, pool users and the broader community that we serve.

3. Aging Infrastructure

We've made meaningful progress in recent years—most notably, upgraded plumbing systems have significantly reduced emergency closures and improved overall reliability. However, other critical systems are now showing signs of failure. The locker room and shower plumbing are deteriorating, and the facility's electrical systems are failing, presenting operational and safety concerns that will require significant investment.

In addition, the pool's original surge pit, which plays a vital role in heating and balancing the water level, is structurally degrading. Its failure would severely impact the facility's ability to remain operational and meet health and safety codes.

Celebrating 2024 Successes

Despite these challenges, the district achieved several major milestones:

1. Capital Grant Funding

We secured over \$1.65 million in King County grants for critical system upgrades:

- \$1.438 million to replace a 30+ year-old HVAC system
- \$213 thousand for a new water tank, filtration system, and plumbing upgrades
- Also applied for a grant to cover repairs/upgrades for the pool's main electrical systems (results are not known at the time of this report)

We're coordinating with Highline School District to minimize disruption during future construction.

2. Swim Lesson Expansion

For the third consecutive year, our swim lesson program grew in both size and quality. Staff were certified as American Red Cross Water Safety Instructors, allowing for in-house training and consistent, high-quality instruction. Our goal is to continue to upgrade these opportunities.

3. Operational Reliability

The second half of 2024 was our most stable year in terms of facility uptime, with only four days of emergency closure thanks to proactive maintenance, trained staff, and infrastructure improvements. This has been a challenge operating a 50 year old facility.

4. Strategic Financial Planning

The District is committed to responsible financial stewardship and long-term planning. We continue to strategically build capital reserves to support essential facility repairs and lay the groundwork for an eventual transition to a modern, community-centered aquatic facility.

In 2025, the Board approved the full levy rate of \$0.3556 per \$1,000 of assessed value—a thoughtful decision made to protect the pool's operations and ensure uninterrupted service. While we are always

BUDGET

mindful of the impact on taxpayers, we believe it is our responsibility to proactively prepare for potential emergencies that could otherwise result in costly disruptions or extended facility closures. These reserves are a key part of our plan to keep the Mount Rainier Pool safe, reliable, and accessible for all.

Looking Ahead: 2025 Outlook

2025 marks a pivotal year for the district. With growing demand, aging infrastructure, and shifting financial resources, we are committed to balancing progress with responsible stewardship.

1. Facility Age and Community Growth

Mount Rainier Pool will celebrate its 50th anniversary on September 15, 2025. The facility's longevity is a testament to the community's support. However, like most public pools built in the 1970s, it has now exceeded its functional, economic, and physical lifespan.

Industry best practices from USA Swimming, the National Recreation and Park Association (NRPA), and multiple feasibility studies suggest that indoor public swimming pools generally have an effective lifespan of 40 to 50 years, with major renovations or replacement required around that time. While proper maintenance can extend the life of some components, core systems like HVAC, plumbing, and the pool structure often become cost-prohibitive to repair beyond that point.

Meanwhile, the population of Des Moines and surrounding communities has grown significantly, and current demand—especially for swim lessons—has outpaced the capacity of our existing facility. The district will begin community outreach in late 2025, including the formation of a citizen advisory group, expansion of community partnerships, and informational meetings to explore next steps.

2. Facility Lease Resolution

Our lease with the Highline School District expired in 2022, and negotiations remain ongoing. Resolving this is essential for securing grants and making informed long-term investments. We're hopeful that 2025 will bring closure and clarity.

3. Navigating Declining Grant Opportunities

Funding from King County and other major sources is shifting toward broader municipal distribution. Like most other remaining Forward Thrust Pool, we anticipate more competition in grant applications for fewer dollars and will need to prioritize projects strategically.

4. Inflation and Revenue Gaps

Since 2020, regional inflation has risen by over 24%, while levy increases have been limited to just 5% due to state law. This gap affects every facet of our operations—from labor to utilities. Planning for a levy lid lift will be essential to preserve service levels and affordability for access to the pool for all members of our community.

BUDGET

5. Expanded Programming and Impact

Despite constraints, 2025 is a year of growth. Mount Rainier Pool is now open seven days a week, including early weekday mornings. Thanks to recent grant support, we're offering free youth swim programs through August 31. Participation in swim lessons, lap swim, and water fitness continues to grow. The district is maximizing every inch of water space to serve as many residents as possible.

Conclusion

This budget represents our continued commitment to providing essential aquatic services while planning responsibly for the future. With your support and engagement, the Mount Rainier Pool will remain a valued community resource—not just for today, but for generations to come.

Respectfully,

Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

DRAFT

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

To create a healthy community by embracing swimming as an essential life skill.

Mission Statement

The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.

- We provide aquatic programs and services for our constituents, affiliates and the interested public.
 - We value all members of the swimming community, and the staff and volunteers who serve them.
 - We are committed to excellence and the proliferation of swimming.
- We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance.

Core Objectives

The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically, we seek to:

- Rigorously strive to eliminate implicit bias in swimming
- Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.
- Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.
- Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.

Cultural Values Operational Principles

The organizational and business culture of the Des Moines Pool Metropolitan Park District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:

- Embrace the responsibilities of leadership and strive for excellence in everything we do.
- Conduct business with integrity, transparency, and a spirit of stewardship – act in the best interests of swimming and our constituents.
- Be service-oriented with our constituents, customers and each other.
- Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.
- Identify clear priorities and allocate our time and resources accordingly.
- Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect.
- Exhibit an entrepreneurial spirit, enthusiasm for expanding access, and a positive “I can do” attitude.
- Encourage environments in which our patrons are safe.
- Eliminate implicit bias and promote the importance of diversity and inclusion.
- Strive to learn and improve, always be open to questions, and maintain a willingness to change.

District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool (Operations)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

Website: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B
Des Moines, WA 98198
(206) 429-3852

BOARD OF COMMISSIONERS

Shane Young
President

Joe Dusenbury
Clerk of the Board

Holly Campbell
Commissioner

Shane Stender
Commissioner

Patrice Thorell
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District General Manager

Angela Melum
Front Desk/Bookkeeping Specialist

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.
Des Moines, WA 98198
(206) 824-4722

Quentin Knox
Aquatics Manager

Emmitt Sevores
Aquatics Coordinator

BUDGET

District Funds

The accounting rules applicable to the pool district requires the use of “fund accounting,” wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the pool district for a special purpose is spent for the purpose intended. The pool district budget has two major funds:

General Fund – This fund is used to account for the pool district’s ongoing activities. It includes operations (aquatic programming), administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool Metropolitan Park District budget.

Capital Projects/Reserves Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

Fund	2021*	2022*	2023	2024	2025 Budget Projections
GENERAL FUND					
Beginning Cash	\$1,336,489	\$949,064	\$1,352,022	\$1,393,873.01	\$975,000
Revenues	\$1,415,614	\$1,371,362	\$1,416,328	\$1,675,544.06	\$3,496,418.96****
Expenditures	\$1,025,414	\$1,201,494	\$1,443,209	\$1,454,175.79	\$1,831,702.24****
Ending Cash	\$949,064	\$1,352,022	\$1,393,873	\$1,202,247.10	\$600,000
CAPITAL FUND					
Beginning Cash	\$297,500	\$420,000	\$525,000	\$600,000	\$675,000
Revenues	\$0	\$0	\$0	\$0	\$1,124,110.52***
Transfer from General Fund	\$175,000**	\$105,000**	\$75,000**	\$75,000**	\$0.00
Expenditures	\$0	\$0	\$0	\$0	\$0
Ending Cash	\$420,000	\$525,000	\$600,000	\$675,000	\$1,799,110.52

*COVID-19 affected revenues, expenses and cost-recovery actuals in 2020-2022.

**The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021-2024.

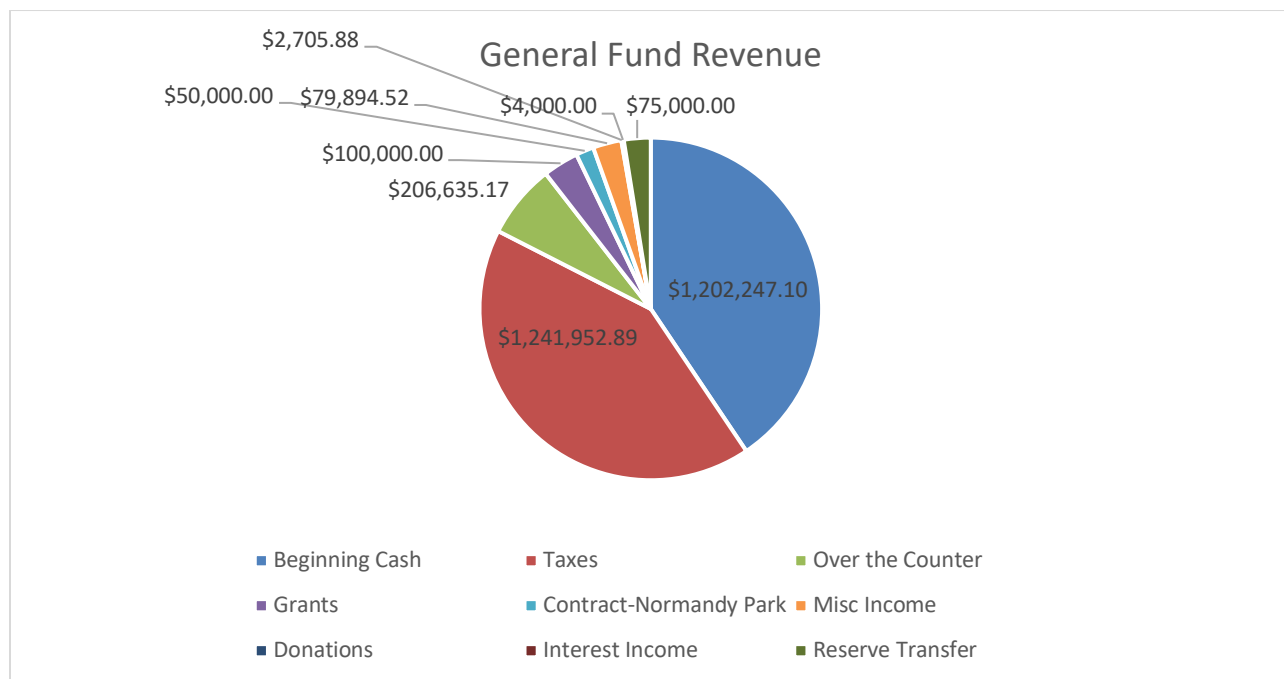
***In 2025, the district taxed the maximum amount available and is placing all unused revenues to cover potential overages with grant funded projects, and towards future emergency repairs. This is due to levy degradation and is addressed in the budget message on pages 5-8 of this report.

****Revenues include up to \$1,661,216.72 in grants to support capital improvements and kids swim free grant through King County Parks.

BUDGET

General Fund Revenue

The general fund revenues for the Des Moines Pool Metropolitan Park District primarily come from property taxes, intergovernmental grants, charges for services, interlocal agreements, and interest income from investments. The district has also secured \$1,661,216.72 in grants for capital projects and the kids swim free programs in 2025.



Beginning Cash: This represents the amount carried forward from the previous fiscal year.

Property Taxes: This is the pool district's primary source of revenue.

Intergovernmental Revenues (Grants): The 2024 budget does not include some grants, such as \$25,000 KCYAS/DMLF Grant, and \$6,300 DMLF Lifeguard Training Grant. Both grants were reimbursed in early 2025 and will show up in the 2025 revenues.

Charges for Services: This reflects a contractual agreement between the Des Moines Pool Metropolitan Park District and the City of Normandy Park to support the Mount Rainier Pool.

Interest and Miscellaneous Income: Interest and miscellaneous income includes interest earnings from the King County Treasurer's office. Interest rates are higher than initially estimated, which has increased revenues.

Transfer from Reserves: This is a transfer from capital reserves for the pool district's capital projects in 2024.

Over the Counter (Revenues): In 2024, the pool district offered about \$25,000 in grant-funded programs. It also had deferred revenues for swim team practices that were not realized in 2024 due to lease negotiations.

BUDGET

General Fund Revenue (Continued)

	2021*	2022*	2023	2024	2025 Budget Projections
Beginning Cash	\$1,336,489	\$1,333,822	\$1,352,022	\$1,202,247.10	\$975,000
Taxes	\$1,415,614	\$1,081,730	\$1,223,991	\$1,241,952.89	\$1,254,135
Over the Counter	\$87,754*	\$251,651*	\$120,027***	\$206,635.17	\$200,000
Grants/Intergov't	\$5,000	\$0	\$0****	\$100,000.00	\$1,661,216.72****
Contract-NPMPD	\$50,000**	\$25,000	\$0**	\$50,000.00**	\$25,000
Interest Income	\$9,508	\$12,967	\$47,310	\$79,894.52	\$30,000
Miscellaneous Income	\$57,306	\$109,643	\$10,000	\$2,705.88	\$0.00
Donations	\$1,072	\$0.00	\$0.00	\$4,000.00	\$0.00
Reserve Transfer	\$175,000*	\$105,000	\$75,000	\$75,000.00	\$1,124,110.52

*The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.

**The Normandy Park fee was billed late in 2020 due to COVID-19, which pushed the payment into 2021. This delay caused two payments in 2021. The same happened in 2024 with an issue with a communication issue with King County.

***For 2023, \$147,594.61 in late grant fees including \$47,594.61 including revenues to cover over-the-counter fees for swim lessons and lifeguard/swim instructor trainings will be received in 2024.

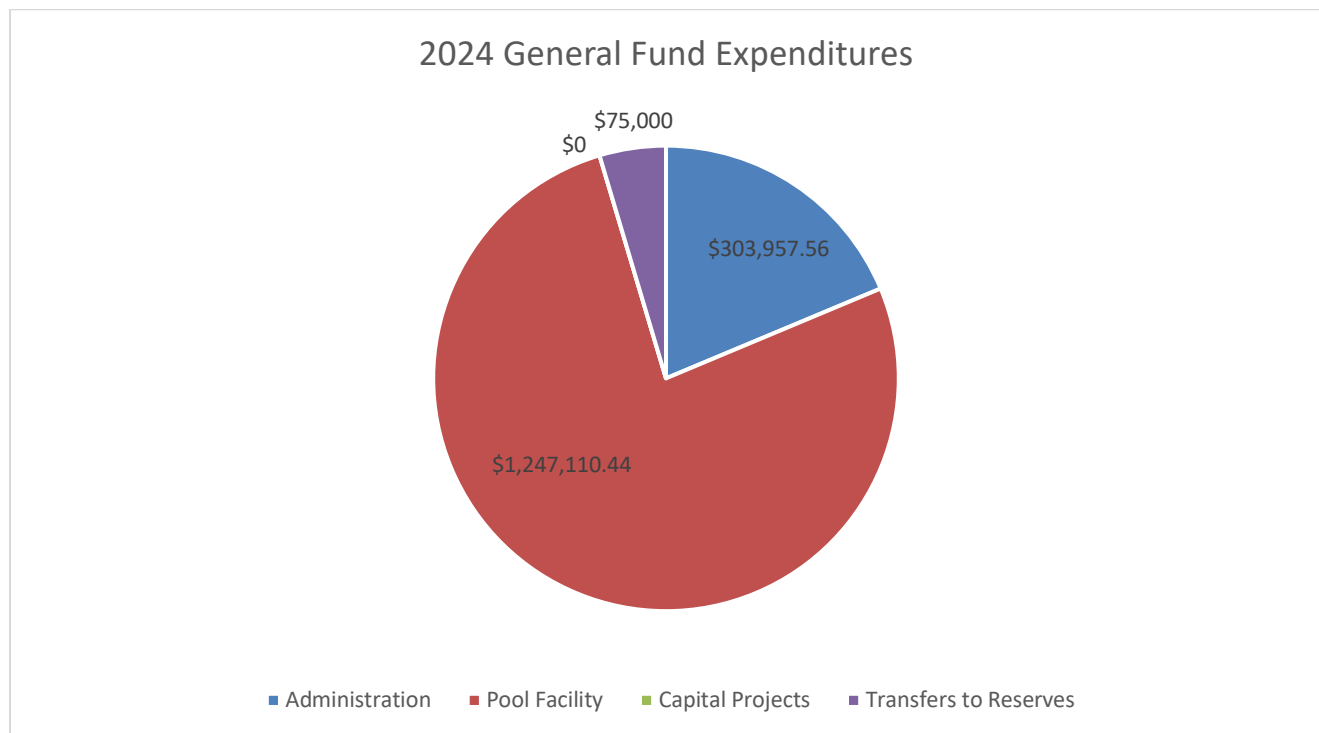
****Revenues include up to \$1,661,216.72 in grants to support capital improvements and kids swim free grant through King County Parks.



BUDGET

General Fund Expenditures

The Des Moines Pool Metropolitan Park District uses its general fund expenditures to support regular operations, aquatic programs, facility maintenance, and all other central operations and services. In Spring of the fiscal year 2022, the pool district started reintroducing services that were still affected operations in 2023 and 2024. As we enter 2025, the pool is back up to almost full operations, but may be affected by seasonal staffing, as many employees are school students that move on to university and careers outside of the area. This is due to the lingering effects of COVID-19 on staff applicants' swim aptitude and reduced training opportunities between 2020 and 2022 due to social distancing requirements.



Expenditures by Category	2021	2022	2023	2024	2025 Budget Projection
Administration	\$284,782	\$363,551	\$279,608	\$303,957.56	\$353,600
Pool Facility	\$730,526*	\$846,118*	\$1,015,139	\$1,247,110.44	\$1,478,102.24
Capital Projects*	\$102,000	\$11,826	\$148,462**	\$0.00	\$1,651,216.72
Transfers to Reserves	\$175,000***	\$105,000***	\$75,000***	\$75,000***	\$1,124,110.52
Total General Fund	\$923,414	\$1,201,494	\$1,443,209	\$1,551,061.00	\$3,482,918.96

*Due to COVID-19, the Mount Rainier Pool was closed from March 19 to August 2 and on reduced services for the remainder of 2020, 2021, and the first quarter of 2022.

**The Mount Rainier Pool paid for Aquatic Feasibility Study. \$100,000 of these expenses is covered by a King County Aquatic Facilities Grant that was received in January 2024.

*** The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.

BUDGET

Capital Projects and Expenditures for 2025

The Des Moines Pool Metropolitan Park District placed all capital projects on hold due to the Mount Rainier Pool’s aging infrastructure and the unresolved lease agreement with the Highline School District. To better inform long-term planning, the district completed an aquatic feasibility study in 2022–2023, which helped prioritize repairs and maintenance needs.

Recognizing the risk of system failures, the district allocated \$75,000 to an emergency maintenance fund and another \$75,000 for non-contracted emergency repairs between 2022 and 2024. These allocations became increasingly necessary as the facility’s equipment and systems aged. In 2024, actual spending exceeded the emergency repair budget due to critical plumbing and HVAC issues that required immediate attention to prevent extended closures and maintain service continuity. In 2025, the trend continues with new concerns, including widespread electrical wiring problems and structural deterioration of the pool’s surge pit—both systems being essential to pool operations.

Despite ongoing efforts, the district has been unable to secure a renewed lease with the Highline School District, which expired in 2022. Both agencies acknowledge that the facility has surpassed its useful life and no longer adequately serves the community. The district is now navigating the difficult balance between operating an increasingly unreliable pool and seeking land and resources to construct a new aquatic facility. Notably, Mount Rainier Pool will mark its 50th anniversary this year.

Compounding these challenges is the district’s continued levy degradation. The declining levy rate limits access to non-councilmanic debt financing, undermining the district’s ability to fund capital and emergency improvements. Without voter approval of a levy lid lift, the district may eventually lack both the resources and borrowing capacity needed to maintain safe operations or complete essential repairs.

Project Name	Project #	Project Budget	Funding Source
Filter Media Replacement/Strainer Basket/	2025-A	\$213,017.00	KCYAS Grant***
Air Handling Unit Repairs	2025-B	\$1,438,199.72	Best Starts for Kids Grant***
Total Projects - 2025		\$1,651,216.72	

** The pool district has received \$1,651,216.72 in grant and has also applied for other capital grants for 2025-2026. If the pool district receives these grants, it can complete these projects in the future.*

BUDGET

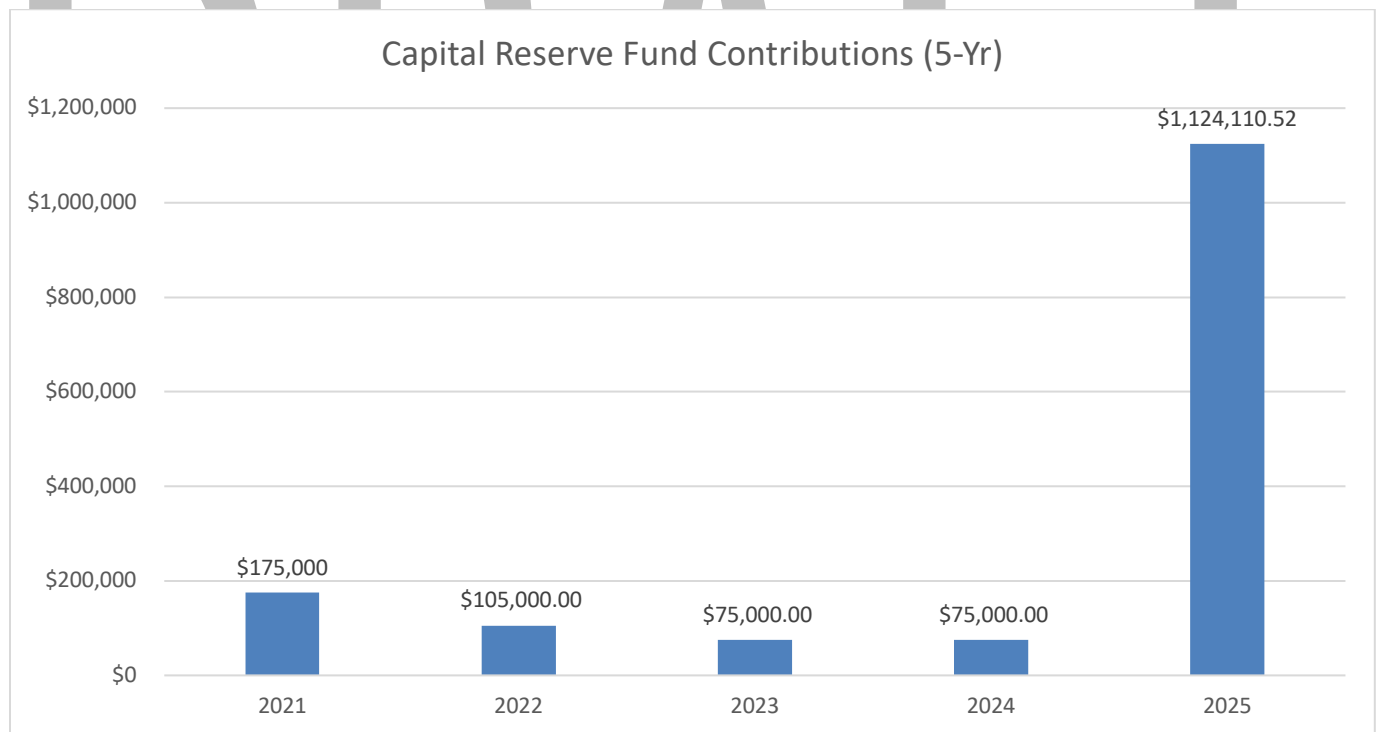
Capital Reserve Fund

The pool district had committed to increasing its Capital Reserve Fund to cater to its aquatic facility's future capital needs. To achieve this, they made annual contributions from the general fund to a separate reserve fund, set at \$70,000 per year.

However, in 2018, all the capital fund monies were used to cover repairs, leaving the fund with a zero balance. This depletion of the Capital Reserve Fund was done to pay for critical repairs made in 2017, which included repaying an interfund loan for the project.

Between 2019-2022, they dedicated \$75,000, plus unused, non-contracted (emergency) maintenance fees, to the capital reserve fund. By the end of 2023, the pool district had built up the Capital Reserve Fund to \$600,000. With the facility and many of its systems past their useful life, it was critical to have funds available for potential breakdowns.

In 2023 and 2024, the pool district utilized all non-contracted maintenance services for repairs. As of May 1, 2024, the pool district had used up all its non-contracted maintenance budgeted expenses.



Glossary of Terms

APPROPRIATIONS - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond five years.

CAPITAL PROJECTS/RESERVES FUND - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

CAPITAL OUTLAYS - Expenditures which result in the acquisition of/or addition to capital assets.

INTERFUND TRANSFERS - Flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment.

MAINTENANCE – Routine, regularly scheduled events which extend the life of a capital item.

NON-CAPITALIZED ASSETS – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

PROJECT MANAGEMENT SYSTEM – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 was identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.)

BUDGET

PUBLIC WORK – To ensure DMPMPD meets the state’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance, the pool district must adhere to elements of the state of Washington’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

REPAIR – Corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

SMALL AND ATTRACTIVE ASSETS – See definition of “Non-Capitalized Assets.”

TAX ANTICIPATION NOTES (TANS) – aka Interfund Loan -- Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 05/27/2025

Under: Old Business **Attachment:** None

Subject: SAO Audit Exit Interview (2019-2023) Scheduling

Background/Summary:

The State Auditor's Office (SAO) is currently performing its five-year accountability audit. The audit is for the year's 2019-2023. As part of the audit, there is an exit interview that is open to all board members.

If three or more board members wish to attend this meeting, we will need to schedule a special meeting. We also will need to work with the auditor's availability. The meeting may need to be during the day.

Below are available times for the audit:

- Monday, 6/2 - 10am-11am, 2pm-3pm
- Tuesday, 6/3 - 11am-1pm
- Wednesday, 6/4 - 12pm-1pm
- Thursday, 6/5 - 9am-10am, 11am-12pm, 1pm-2pm
- Friday, 6/6 - 10am-1pm
- Monday, 6/9 - 9am-11am, 2pm-3pm
- Tuesday, 6/10 - 10am-11am
- Wednesday, 6/11 - 12pm-2pm
- Thursday, 6/12 - 11am-12pm
- Friday, 6/13 - 9am-12pm, 1pm-3pm
- Monday, 6/16 - 9am-11am, 2pm-3pm
- Friday, 6/20 - 9am-12pm, 1pm-3pm

Once an ideal time is selected, the District GM will contact the auditor to schedule the meeting.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. District GM will schedule and post the meeting.

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No **Reporting Back Date:**

Notes: No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District

Meeting Date: May 27, 2025

G.M. Under: Old Business

Attachment: No

Subject: Insurance Changeover Update

Background/Summary:

The Des Moines Pool Metropolitan Park District (pool district) is leaving WCIA insurance effective August 1, 2025. Board of commissioners will be reviewing three insurance providers: AWC-RMSA, CIAW and Enduris.

This packet contains information provided by AWC-RMSA, CIAW and Enduris for the board's review. AWC-RMSA has requested the district reapply due to changes in their evaluation process. This re-evaluation is due by May 31, 2025. Once information is received by the District GM, they will share it with the board.

The goal is to have discussion at the June 24 board meeting with a possible follow-up special meeting, if necessary.

To support the board's decision, the District GM has provided tables of comparisons with the Mount Rainier Pool lease requirements and other factors. All documents are attached to this AIS.

UPDATE: AWC-RMSA contacted the District GM last week, and he is working to reapply with AWC-RMSA, which will be reviewed by their board in June. The application is a little more intricate including a new cybersurvey. I am meeting with CMIT on Thursday, May 29 to finalize the report.

DIRECTIONS: Please review the attached documentation for AWC-RMSA, CIAW and Enduris. Please complete the scorecard for CIAW and Enduris. Once the District GM receives updated documentation from AWC-RMSA, he will send it out to the group.

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

Proposed Motion:

No motion at this time. Informational only.

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

Three Touch Rule:

_____	Committee Review
<u>Continuous</u>	First Board Meeting (Informational)
<u>To Be Determined</u>	Second Board Meeting (Action)

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

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

Notes:

- Attachments:

- Outline of Project/Process
- Estimate Table
- Mt Rainier Pool Lease Table
- Evaluation Scorecard
- Submitted Documentation
 - AWC-RMSA
 - CIAW
 - Enduris

Insurance Changeover Information/Process

- Outline (Subject to Change):
 - May 27 Board Meeting: Hand out scorecards and supporting paperwork.
 - AWC-RMSA: Review application in June. District GM will send out, once received.
 - June 24 Board Meeting: If all three in and board has consensus. Make decision. Will need to approve resolution.
 - Try to provide feedback on each from other agencies.
 - Will try to provide three references for each.
 - Note-It was decided to not have interviews with each insurance carrier at April 22 meeting.
 - Late June/Early June: Special Meeting, if necessary.
 - August 1: Switch to new insurance provider.
- Scorecards and Supporting Materials:
 - Mt Rainier Pool Lease Table
- Evaluation Scorecard
- Insurance Carriers - Submitted Documentation
 - AWC-RMSA (subject to change)
 - CIAW
 - Enduris

Insurance Pool Provider Evaluation Scorecard

This professional evaluation tool is designed for comparing insurance pool providers in a structured, detailed manner. Use it to objectively score providers based on key evaluation criteria.

Evaluation Area	Provider	Details	Score (1-5)	Justification	Additional Notes
Lease Requirements/Overall Rating (Weight %=20)	CIAW	General Liability: \$10M Occurrence/\$20M Agg.			
	AWC-RMSA	General Liability: \$15M (no deductible)			
	Enduris	General Liability: \$20M (included)			
Coverage Scope & Flexibility (Weight %=20)	CIAW	Multiple sublimits (\$100M Property, \$5M Cyber)			
	AWC-RMSA	\$250M Property, \$3M Cyber			
	Enduris	\$6.26M Property, \$2M Cyber			

Member Services & Support <i>(Weight %=15)</i>	CIAW	Risk management training, legal consultations, webinars, claims advocacy, and proactive loss control.			
	AWC-RMSA	Comprehensive legal support, personalized risk management services, HR assistance, extensive training programs.			
	Enduris	Dedicated risk consulting, member-focused claims management, on-site training, and extensive educational resources.			
Cost & Value <i>(Weight %=25)</i>	CIAW	\$49,724 annual premium. Includes broad coverage with competitive sublimits, good value considering high liability limits and comprehensive risk management support.			
	AWC-RMSA	\$45,511 annual premium. Exceptional value due to high property coverage limits, no deductibles on liability, extensive member training and legal support.			

	Enduris	\$58,606 annual premium. Higher cost but includes extensive liability limits (\$20M), strong claims support, and specialized resources tailored for special districts.			
Governance & Compatibility (Weight %=10)	CIAW	Member-directed governance			
	AWC-RMSA	Member-directed governance			
	Enduris	Member-directed governance			
References & Reputation (Weight %=10)	CIAW	Positive local government references			
	AWC-RMSA	Highly recommended by municipalities			
	Enduris	Established reputation with special districts			

Scoring Scale

Score	Description
1	Poor or insufficient
2	Below expectations
3	Meets basic standards
4	Above average
5	Excellent or exceeds expectations

Weighted Scoring

Evaluation Area	CIAW	AWC-RMSA	Enduris
Lease/Overall (20%)			
Coverage Scope (20%)			
Member Services (15%)			
Cost & Value (25%)			
Governance (10%)			
Reference/Reputation (10%)			
TOTAL POINTS			

Score x weighted percentage. Example 5 *.2 =1.0

TOP CHOICE:_____. POINTS:_____

Comments:_____

RUNNER-UP CHOICE:_____. POINTS:_____

Comments:_____

BOARD NAME:_____ DATE:_____

Coverage Area	Lease Requirement	CIAW	AWC-RMSA	Enduris
Overall Quote	N/A	\$49,724	\$45,511 (NEW)	\$58,606
General Liability	\$5,000,000 single/\$10,000,000 aggregate	\$10,000,000 Occurrence / \$20M Agg.	\$15,000,000 (no member deductible)	\$20,000,000
Employment Practices Liability	\$1million occurence/\$2 million accident	\$10,000,000	Included in liability	Included
Public Officials Errors & Omissions	Not in lease	\$10,000,000	Included in liability	\$20,000,000
Automobile Liability		\$10,000,000	\$15,000,000 (no member deductible)	\$20,000,000
Automobile Physical Damage		Included (deductible schedule applies)	\$13,000,000 (ACV basis)	Included (Schedule \$0)
Property Coverage	Full replacement	\$100,000,000 limit (multiple sublimits)	\$250,000,000 (RCV basis)	\$6,265,472 (RCV Blanket)*
Equipment Breakdown		\$100,000,000 (with sublimits)	\$50,000,000	\$6,265,472 (Included)
Crime Coverage		\$1,000,000 with sublimits	\$1,000,000	\$50,000
Cyber Liability		\$5,000,000 (w/ \$10M group agg.)	\$3,000,000	\$2,000,000
Identity Theft		Not listed	Not listed	\$25,000
Prior Acts Coverage		Not listed	Not listed	\$4,000,000
Annual Contribution (Premium)		\$49,724	\$45,511	\$58,606
Cycle		January-December	January-December	September-August

*Enduris quote is based on facility replacement estimate provided by WCIA. Other two agencies did not request information.

2012 LEASE	AWC-RMSA	CIAW	Enduris	Notes:
GENERAL LEASE REQUIREMENTS (SECTION 7)				
Commercial General Liability Insurance: Management company shall, at its sole expense, maintain Commercial General Liability insurance for bodily injuries (including sickness or death) and property damage in the minimum amount of \$5,000,000 combined single limit per occurrence , and in the minimum amount of \$7,000,000 in the aggregate .				
Sexual Abuse/Molestation Insurance: Management company shall, at its sole expense, maintain Sexual Abuse/Molestation insurance in the minimum amount of \$1,000,000 combined single limit per occurrence , and in the minimum amount of \$3,000,000 in the aggregate .				
Employers Liability (Washington Stop-Gap): No less than \$1,000,000 per occurrence JV. Automobile Liability: Bodily Injury and Property Damage liability in a minimum amount of \$2,000,000 per accident for owned, non-owned and hired automobiles.				
Commercial General Liability, Employers Liability (Washington Stop-Gap) and Automobile Liability insurance shall name the Tenant and Landlord as Additional Insured. Insurance shall be Primary to and Non-Contributing with any insurance maintained by Tenant and Landlord. Insurance shall provide Waiver of Subrogation.				
INSURANCE REQUIREMENTS (SECTION 7)				
Property Insurance: Tenant shall, at its sole expense, obtain and keep in force, throughout the term of this Lease, a policy or policies of insurance protecting against physical loss to the Leased Premises and including earthquake coverage. The amount of such insurance will not be less than the full replacement value of the improvements on the Leased Premises including the cost to cover foundations, comply with current building codes, demolition costs and to cover the increased cost of construction due to the operation of building laws. Any deductible applicable to such insurance shall be the responsibility of Tenant.				
Commercial General Liability Insurance: Tenant shall, at its sole expense, maintain commercial general liability insurance for bodily injuries (including sickness or death) and property damage in the minimum amount of \$5,000,000 combined single limit per occurrence , and in the minimum amount of \$10,000,000 in the aggregate ,				

<p>Employers Liability (Washington Stop-Gap) in the amount of no less than \$1,000,000 per occurrence and auto bodily injury and property damage liability in a minimum amount of \$2,000,000 per accident for owned, non-owned and hired automobiles. Such insurance shall be primary to and non-contributing with any insurance maintained by Landlord.</p>				
<p>Simultaneously with the delivery of this Lease, Tenant shall furnish Landlord evidence of insurance coverage. All insurance shall be placed in insurance companies licensed to do business in the state of Washington and that reflect a Best Insurance Rating of A VIII or better. Coverage through Washington Cities Insurance Authority, a municipal risk pool, is acceptable to Landlord.</p>				<p>Legal states that all they have to be is within a risk pool in Washington State.</p>



AWC-RMSA

SUBMITTED PACKET INCLUDING ESTIMATE (SUBJECT TO CHANGE)

May 27 Regular Board Meeting



RMSA membership quote

Des Moines Pool Metropolitan Park District



wacities.org/rmsa

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 members-only 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 *CityVoice* e-newsletters.

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.

Additional resources

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 rmsa@awcnet.org 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

0.888

Worker hours

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

\$19,865

Total insured value

\$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
<mailto:shayleed@awcnet.org>

Visit our website at wacities.org/RMSA.



Risk Management Service Agency

RMSEA

S E C U R I T Y | S T A B I L I T Y | S E R V I C E



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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Leadership Member Standards

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. 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.

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

Employment practices Member Standards

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 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.

\$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 policies, 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 RMSA-approved 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.	Coverage excluded: 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

EVOC/EVIP driving – Due every three years

Cyber security – Due once per year

Employment training – Due once per year

Employee driving – Due every three years

Law enforcement – Due once per year

[illegible]

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

Risk Management Service Agency

wacities.org/RMSA

S E C U R I T Y | S T A B I L I T Y | S E R V I C E



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

Risk Management Service Agency

RMSEA

S E C U R I T Y | S T A B I L I T Y | S E R V I C E



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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Leadership Member Standards

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.

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*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.

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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.

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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.

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Required Standards

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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.

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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.

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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.

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claims: 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.

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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 policies, 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 RMSA-approved 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.	Coverage excluded: 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

EVOC/EVIP driving – Due every three years

Cyber security – Due once per year

Employment training – Due once per year

Employee driving – Due every three years

Law enforcement – Due once per year

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

Risk Management Service Agency

wacities.org/RMSA

S E C U R I T Y | S T A B I L I T Y | S E R V I C E



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



CIAW

SUBMITTED PACKET INCLUDING ESTIMATE

May 27 Regular Board Meeting



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?

PREMIUM INDICATION

PROPERTY COVERAGE PART

Item 1. CIAW Program Retention:

Real and Personal Property	Each Occurrence \$750,000
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Item 2. Limit of Coverage:

Real and Personal Property (excluding Earthquake and Flood)	Each Occurrence and Group Aggregate \$100,000,000
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Item 3. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

- | | | |
|------|----------------|---|
| 1a. | EXCLUDED | Sublimit for Earthquake per Occurrence and in the annual aggregate. |
| 1b. | \$15,000,000 | Annual Group Aggregate for Earthquake. |
| 2a. | EXCLUDED | Sublimit for Flood per Occurrence and in the Annual Aggregate except that covered Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood sublimits: |
| | \$ 1,000,000 | per Occurrence and Annual Aggregate, and |
| | \$15,000,000 | Annual Group Aggregate. |
| 2b. | \$15,000,000 | Annual Group Aggregate for Flood. |
| 3. | \$1,000,000 | Sublimit for combined Transit and off Premises Extension per Occurrence. |
| 4. | \$2,500,000 | Sublimit for combined Business Interruption and Extra Expense per Occurrence. |
| 5. | \$1,000,000 | Sublimit for Accounts Receivable per Occurrence. |
| 6. | \$2,500,000 | Sublimit for Rental Income per Occurrence. |
| 7. | \$1,000,000 | Sublimit for Valuable Papers per Occurrence. |
| 8. | \$1,000,000 | Sublimit for Additionally Acquired Property per Occurrence. |
| 9. | \$250,000 | Sublimit for Newly Built or Constructed Property per Occurrence. |
| 10. | \$2,500,000 | Sublimit for Electronic Data Processing per Occurrence. |
| 11. | \$25,000 | Sublimit for Re-keying Expense per Occurrence and annual aggregate. |
| 12. | \$1,000,000 | Sublimit for Fine Arts per Occurrence. |
| 13. | | Lesser of 25% of the amount paid for direct physical loss or \$1,000,000 sublimit for Debris Removal Expense Extension per Occurrence. |
| 14. | | Ordinance or Law Coverage A: The building value of the undamaged portion of the building as reported in the Property Schedule on file with the Company per Occurrence. |
| 15. | | Ordinance or Law Coverage B: Demolition Cost is 25% of the building value as reported in the Property Schedule on file with the Company per Occurrence. |
| 16. | | Ordinance or Law Coverage C: Increased cost of construction is 25% of the building value as reported in the Property Schedule on file with the Company, subject to a combined single limit of \$10,000,000 for coverages B and C combined, per Occurrence |
| 17. | \$50,000 | Sublimit aggregate Temporary Safeguard of Property Extension per Occurrence. |
| 18a. | \$100,000 | Sublimit for Mold or Other Fungi as a result of covered losses. |
| 18b. | \$300,000 | Annual Group Aggregate for Mold or Other Fungi as a result of covered losses. |
| 19. | \$100,000 | Sublimit for walkways, roadways, courts, and other similar paved or artificial surfaces per Occurrence. |
| 20. | Margin Clause: | 115% of the total combined stated values for Real and Personal Property shown for that location on file with the Company per Occurrence. |

Item 4. **Deductible:**

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Real and Personal Property (except Earthquake and Flood):	See Schedule, Each Occurrence
Miscellaneous Equipment:	\$1,000 Each Occurrence
Auto Physical Damage (including Earthquake and Flood):	See Schedule, Each Occurrence
Rental Vehicles Physical Damage	Each Occurrence:

- \$250 Fire Districts/Special Districts
- \$1,000 Cities

Earthquake: EXCLUDED

Flood: EXCLUDED

Item 5. **Participating Carriers:**

Limits excess of \$10,000,000 are per Occurrence for the group combined.

Pennsylvania Manufacturers' Association Insurance Company (Old Republic)	(A+ XV) Admitted	\$10,000,000 Per Occurrence, subject to sublimits listed on Declarations Page
Swiss Re Corporate Solutions Elite Insurance Corporation	(A+ XV) Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Certain Underwriters at Lloyd's, (London Syndicate HCC et al)	(A XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Certain Underwriters at Lloyd's, (et al)	(A XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Navigators Specialty Insurance Company	(A+ XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Evanston Insurance Company	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Certain Underwriters at Lloyd's, (London Syndicate QBE et al, Ascot)	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
RSUI Indemnity Company	(A++ XIV) Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Arch Specialty Insurance Company	(A+ XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Kinsale Insurance Company	(A XIII) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$50,000,000 Per Occurrence excess of \$50,000,000

PREMIUM INDICATION

LIABILITY COVERAGE PART

Item 1. CIAW Program Retention:

General Liability	Each Occurrence	\$750,000
Wrongful Act Liability	Per Claim	\$750,000
Automobile Liability	Each Accident	\$750,000

Item 2. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

a.	General Liability Coverage Part	Each Occurrence	\$1,000
b.	Wrongful Act Liability Coverage Part	Each Wrongful Act	\$1,000
c.	Miscellaneous Professional Liability	Each Wrongful Act	\$1,000
d.	Automobile Liability Coverage Part	Each Accident	See schedule
e.	Uninsured/Underinsured Motorist Coverage		
	Property Damage	Each Accident	\$100 / \$300
	Bodily Injury	Each Accident	\$0
f.	Employee Benefits Liability Coverage Part	Each Employee Benefits Incident	\$1,000
g.	Stop Gap Employer's Liability	Each Accident	\$1,000
h.	Sexual Abuse Liability	Each Sexual Abuse	\$1,000
i.	Law Enforcement Liability	Each Occurrence	EXCLUDED

Item 3. Limit of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed for Liability Coverages. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.

a.	General Liability Limit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
		Group Aggregate	\$50,000,000
	<u>Sublimits:</u>		
	Products and Completed Liability Sublimit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
	Leased/Rented Premises Liability Sublimit	Each Occurrence	\$1,000,000
	Garage Liability Sublimit	Each Occurrence	\$10,000,000
	Sewer Back-up Sublimit	Each Occurrence	\$2,000,000
	Failure to Supply Sublimit	Each Occurrence	\$2,000,000
	Unmanned Aircraft Liability Sublimit*	Each Occurrence	\$10,000,000
		and Annual Aggregate	\$10,000,000
	*Unmanned Aircraft – under 30 lbs. total weight and FAA Compliant		
	Stop Gap Employer's Liability Sublimit	Each Accident	\$10,000,000
		Annual Aggregate	\$20,000,000
	Employee Benefit Liability Sublimit	Each Employee Benefits Incident	\$10,000,000
		Annual Aggregate	\$20,000,000
	Sexual Abuse Liability Sublimit	Each Sexual Abuse	\$10,000,000
		Annual Aggregate	\$10,000,000
		Group Aggregate	\$30,000,000

	Law Enforcement Liability Sublimit	Each Occurrence Annual Aggregate	EXCLUDED EXCLUDED
	Traumatic Event Response Coverage:		
	Crisis Expense Sublimit	Each Traumatic Event	\$100,000
	Crisis Property Improvements Sublimit	Each Traumatic Event Group Aggregate	Included \$300,000
b.	Wrongful Act Liability Limit	Each Wrongful Act Annual Aggregate Group Aggregate	\$10,000,000 \$10,000,000 \$50,000,000
	<u>Sublimits:</u>		
	Miscellaneous Professional Liability Sublimit	Each Wrongful Act	\$10,000,000
c.	Automobile Liability Limit	Each Accident	\$10,000,000
	<u>Sublimits:</u>		
	Limited Garagekeepers Sublimit	Each Accident	\$1,000,000
	Uninsured/Underinsured Motorist Sublimit	Each Accident	\$1,000,000
d.	Defense Costs (all liabilities)	Each Occurrence/ Each Wrongful Act	\$2,000,000
Item 4.	Retroactive Date:		
	Wrongful Act Liability – Primary	\$10,000,000	01/01/2025
	Miscellaneous Professional Liability – Primary	\$10,000,000	01/01/2025
	Employee Benefit Liability – Primary	\$10,000,000	01/01/2025

Item 5. **Participating Carriers:**

Automobile Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

Wrongful Act Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

General Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

PREMIUM INDICATION CRIME COVERAGE PART

Item 1. CIAW Program Retention:

Crime Coverage Part	Each Occurrence	\$25,000
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Item 2. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Employee Theft	Each Occurrence	\$1,000
Forgery or Alteration	Each Occurrence	\$1,000
Money and Securities Inside / Outside	Each Occurrence	\$1,000
Computer Fraud	Each Occurrence	\$1,000
Funds Transfer Fraud	Each Occurrence	EXCLUDED
Money Orders Counterfeit Paper Currency	Each Occurrence	EXCLUDED

Item 3. Limit of Coverage:

Crime Coverage Part	Each Occurrence and Annual Aggregate	\$1,000,000
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The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Coverage Agreements	Sublimits of Coverage
Employee Theft - Per Loss Coverage	\$1,000,000
Employee Theft - Per Employee Coverage	EXCLUDED
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities	\$250,000
Inside the Premises - Robbery or Safe Burglary of Other Property	\$250,000
Outside the Premises - Money and Securities	\$250,000
Computer Fraud	\$250,000
Funds Transfer Fraud	EXCLUDED
Money Orders Counterfeit Paper Currency	EXCLUDED
Faithful Performance	Included in Employee Theft sublimit

Item 4. Participating Carriers:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

PREMIUM INDICATION

EQUIPMENT BREAKDOWN COVERAGE PART

Item 1. CIAW Program Retention:

Equipment Breakdown Coverage Part	"One Accident"	\$0	Combined, All Coverages
All Motors and Pumps		\$25,000	

Item 2. Deductible:

The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.

Equipment Breakdown Coverage Part:

Equipment Breakdown:	"One Accident"	\$2,500	Combined, All Coverages
All Motors and Pumps (All Member Deductible):		\$10,000	

Item 3. Limit of Coverage:

Equipment Breakdown Coverage Part	One Accident and Group Aggregate	\$100,000,000
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Item 4. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Property Damage:	Included
Business Income and Extra Expense:	\$10,000,000
Spoilage and Consequential Damage	\$500,000
Data Restoration:	\$100,000
Computer Equipment:	Included
Off Premises Property Damage:	\$100,000
Contingent Business Income:	Excluded
Demolition:	\$1,000,000
Ordinance or Law:	\$1,000,000
Expediting Expenses:	\$2,500,000
CFC Refrigerants	Included
Resultant Loss from a Cyber Event:	Included
Future Loss Avoidance:	\$10,000 or 10% of our Eligible Payment, whichever is less
Mobile Robots:	\$50,000
Public Relations:	\$25,000
Mold:	\$25,000
Green:	\$25,000

Drying Out Coverage:	Included
Hazardous Substances:	\$2,500,000
Extended Period of Restoration and Business Income:	60 days
Newly Acquired Locations:	\$5,000,000; 90 days
Service Interruption: Business Income, Extra Expense, Data Restoration, or Spoilage and Consequential Damage:	24 hour Waiting Period Applies
Fire, Extended Coverage Perils, and Land:	Excluded
Item 5. Participating Carriers:	
Hartford Steam Boiler Inspection and Insurance Company of Connecticut	(A++ XI) Admitted

PREMIUM INDICATION CYBER LIABILITY

Item 1.	CIAW Program Retention: Cyber Insurance	\$50,000 Per Claim / Occurrence
Item 2.	Deductible: The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.	
	All Coverages	\$10,000 per Claim
	Except:	
	Loss of Business Income	\$10,000 and 10 Hours waiting period
	Reputational Harm Expense	12 Hours waiting period
Item 3.	Limit of Coverage: Member Annual Policy Aggregate Group Combined Policy Aggregate	\$5,000,000 \$10,000,000
Item 4.	Sublimits of Coverage: Sublimits of Coverage shown below do not increase the overall Limits listed above. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.	
a.	Liability Costs	Per Claim and Aggregate \$5,000,000
b.	PCI Costs	Per Claim and Aggregate \$5,000,000
c.	Regulatory Costs	Per Claim and Aggregate \$5,000,000
d.	Media Liability Endorsement	Per Claim and Aggregate \$5,000,000
e.	Business Interruption Loss (Including Extra Expense & Voluntary Shutdown)	Each Occurrence and Aggregate \$5,000,000
f.	System Failure (Including Extra Expense & Voluntary Shutdown)	Each Occurrence and Aggregate \$5,000,000
g.	Contingent Business Interruption Loss (Including Extra Expense)	Each Occurrence and Aggregate \$5,000,000
h.	Contingent System Failure (Including Extra Expense)	Each Occurrence and Aggregate \$5,000,000
i.	Data Restoration	Each Occurrence and Aggregate \$5,000,000
j.	Extortion Costs (with MFA)	Each Occurrence and Aggregate \$5,000,000
	Extortion Costs (no MFA)	Each Occurrence and Aggregate \$500,000
k.	Breach Fund	Each Occurrence and Aggregate \$5,000,000
l.	Cyber Crime Loss (Includes Social Engineering Financial Fraud)	Each Occurrence and Group Aggregate \$250,000
m.	Bricking Costs	Each Occurrence \$1,000,000 Group Aggregate \$5,000,000
n.	Reputational Harm Expense	Each Occurrence and Group Aggregate \$5,000,000

o. Business Impersonation Costs	Per Claim and Aggregate	\$5,000,000
p. Criminal Rewards Costs	Per Claim and Group Aggregate	\$100,000
q. Utility Fraud Attack Endorsement	Per Claim and Group Aggregate	\$100,000
r. Cryptojacking	Per Claim and Group Aggregate	\$100,000

Item 5. **Retro Active Date:** (Coverages a., b., c., and d. above) Full Prior Acts

Item 6. **Participating Carriers:**

Obsidian Specialty Insurance Company	(A- VII) Non-Admitted	Primary \$5,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$5,000,000 excess of \$5,000,000

CITIES INSURANCE ASSOCIATION OF WASHINGTON

Program Overview

The Cities Insurance Association of Washington (CIAW) is a property and liability risk and insurance pooling program for cities, fire districts and special districts in Washington State. The CIAW was initially established as a program for cities with populations under 10,000. Cities with populations over 10,000, as well as fire districts and special districts, may now join the CIAW. The CIAW was formed in 1988 under authority of RCW 48.62.

Some of the significant features of the program include:

- The program funds for those losses that are controllable and predictable. Reinsurance coverage is purchased to protect the members for catastrophic claims.
- The key to any self-insurance program is a quality risk management and loss control program. By reducing the number of claims, fewer dollars are paid out of the program's claims reserves and the cost of reinsurance coverage is reduced. The program offers a wide range of risk management and loss control services.
- The insurance coverage offered by the program is extremely broad. While the cost of the program is not the most important reason to join, the cost is competitive with the traditional marketplace while providing broad coverage, high limits, and increased services.
- The program purchases aggregate stop loss insurance coverage that caps the program's exposure for payment of claims during the coverage period. The aggregate stop loss coverage is funded by program contributions paid by members, reducing the potential of retroactive assessments in future years.

CITIES INSURANCE ASSOCIATION OF WASHINGTON

Program Structure

Each member signs an agreement to join the CIAW. Each member annually contributes to a program fund. The fund is used for the following:

- Insurance coverage.
- Program administrative costs.
- Risk management and loss control services.
- Claims administration services.
- Underwriting services.
- Automobile physical damage claims.
- Property loss deductible supplements.
- Liability claims payments within the program's self-insured retention.
- Establishment of cash reserves.

The program is governed by a Board of Directors elected by the membership. The Board works with the program administrator in overseeing the program and makes decisions regarding the future direction of the program. **As a member of the program, through your Board of Directors, you have input on how your insurance program operates.**

All of the services of the program, including the payment of claims, are included in the program contribution amount. The program assumes the first \$750,000 of all liability claims. All claims incurred by the members during the year are submitted to the program administrator for handling. When the claim is settled, the member is billed for its individual deductible.

The program purchases aggregate stop loss coverage, which protects the program's assets against a catastrophic claims year. For example, if the program self-insured retention (SIR) is \$750,000, and the stop loss is \$2,000,000, the first \$750,000 of each covered liability claim is paid by the program, subject to the individual member's deductible. If during the coverage period year all claims paid by the program within the SIR reach \$2,000,000, the program's responsibility for claim payments ends. The re-insurance company then pays all the covered liability claims on a first dollar basis for the remainder of the coverage period, up to the coverage limits. Each member is still responsible for its individual deductible.

As with any insurance program, the CIAW program contains aggregate limits, coverage limitations, and exclusions. The member does have an exposure for claims that fall outside the scope of coverage provided.

The ultimate goal of the program is to reduce the losses and to build the cash reserves, which will belong to the program members. These reserves will be used to reduce contributions or increase the self-insured retention in future years, which will further reduce cost to the members.

CITIES INSURANCE ASSOCIATION OF WASHINGTON

Program Services

The program's administrator is Clear Risk Solutions, located in Ephrata, Washington. Clear Risk Solutions helped develop and has served as the program administrator for the United Schools Insurance Program since 1985, the Cities Insurance Association of Washington since 1988, the Schools Insurance Association of Washington since 1995, the Washington Rural Counties Insurance Program since 1998, and the Non Profit Insurance Program since 2004. The services provided include program administration, risk management and loss control, underwriting, insurance placement, and claims management.

Clear Risk Solutions manages all claims on behalf of the program regardless of size. Since the first \$750,000 of all claims is paid by the program, you will have a large degree of input regarding payment of those claims. With Clear Risk Solutions managing all claims, the member entity is removed from the political pressures of sensitive claims. Because of the number of members in the program, it is important that a very aggressive posture be taken regarding claims settlement. It is the philosophy of the program to quickly settle those claims where the member is liable, but to vigorously fight the nuisance claims, even if the cost to defend is greater than the amount of the claim. In the long run, this philosophy will reduce claims payments, as fewer frivolous lawsuits will be filed against members.

The risk management program is unique in that trained educators conduct it as an educational tool. The risk management program contains three components:

- **In-Service Workshops** – Various comprehensive workshops will be made available to the members. These workshops are conducted on site and are available for any number of employees that the members deem appropriate. A listing of the workshops (and services) is available at www.ciaw.us. Additional workshops are in development and others will be developed as new issues arise.
- **On Site Inspections and Hazard Inspections**
- **Pre-Litigation Program** – This program is designed to provide technical assistance from the **onset** of the issue and assist administrators, human resources, directors, and elected officials as they work through difficult issues. We have expanded the program to include: having access to attorneys with extensive experience in defending entities within our programs; professional analysis of personnel manuals, policies and procedures, evaluation process and forms; providing assistance in conducting investigations involving allegations of employee misconduct and other employment law and policy violations; assistance with any personnel issue by offering recommendations to the employer through the evaluation, discipline, or termination process; and assistance with a wide range of issues. We also will provide sample letters, policies, contracts, etc., based on issues we have dealt with. The services of the Pre-Litigation managers are included in the annual contribution and, if the member uses the program, attorney fees up to \$10,000 are split with the member.

CITIES INSURANCE ASSOCIATION OF WASHINGTON

Program Benefits

Each member enjoys many benefits of being a program member. Some of the benefits include:

- Broad coverage.
- High limits.
- Better claims handling with more input in the claims process.
- Risk management services tailored to the needs of the members.
- Ownership of program assets that will grow over time.
- Reduced cost.
- Self-determination of insurance coverage, limits, rates, and claims handling by program members.

The philosophy of the program is not to replace the insurance companies, but to be more efficient. The concept is to assume the risk for the predictable, controllable claims and to purchase insurance coverage to protect against catastrophic losses. By implementing aggressive claims handling and risk management practices, the program can reduce the total claims payments, resulting in savings for program members. In addition, by combining the purchasing power of many entities, the program can provide comprehensive coverage at lower cost for the members.



Enduris

SUBMITTED PACKET INCLUDING ESTIMATE

May 27 Regular Board Meeting



1610 S Technology Blvd

Suite 100

Spokane, WA 99224

T: 800-462-8418

F: 509-747-3875

www.enduris.us

March 14, 2025

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

Dear Scott Deschenes,

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,

A handwritten signature in black ink, appearing to read "Eric Swagerty". The signature is fluid and cursive, written over a light grey rectangular background.

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.



Policy Year 2025

Property Schedule

Des Moines Pool Metropolitan Park Dist Member Number: 9298

Description	Location	Structure	Contents	Mobile Equipment	Deductible
Mount Rainier Pool	22722 19 Avenue S, Des Moines, WA 98198	\$6,063,500	\$187,400	\$0	\$5,000
Office	22015 Marine View Dr S, Des Moines, WA 98198	\$0	\$5,972	\$0	\$5,000
HANDICAP PARKING SIGN, FRONT ENTRY SIGN AND BARRIER POSTS	22722 19TH AVE S, Des Moines, WA 98198	\$8,600	\$0	\$0	\$5,000
Total:		\$6,072,100	\$193,372	\$0	

Quote

Quote #: 9298

3/13/2025

INTERGOVERNMENTAL CONTRACT

ENDURIS

This Agreement is made and entered into by the undersigned Entities who, upon execution of this Agreement, will become Members of Enduris.

WHEREAS, the laws of the state of Washington, specifically Chapter 48.62 RCW, permit various local entities to form together into a pool pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW) for joint self-insuring and/or for the joint purchase of insurance;

NOW, THEREFORE, the undersigned executes this Agreement in consideration for other Entities executing this Agreement for the purpose of joining and establishing a risk pool known as Enduris. The undersigned agrees to abide by the terms and conditions of this Agreement and all actions taken pursuant to this Agreement. In consideration of the mutual covenants of all signatories to this Agreement it is agreed as follows:

ARTICLE 1. NAME OF ENTITY. The name of the entity created herewith shall be Enduris.

The signatories hereto, together with future signatories, establish a risk pool as authorized by Chapter 48.62 RCW as a separate legal and administrative entity for the purpose of effectuating this Agreement; which pool shall have a perpetual duration and shall continue until terminated pursuant to the terms and conditions of this Agreement.

ARTICLE 2. PURPOSE. The purposes of the Pool are to serve as a risk sharing pool of entities defined in Chapter 48.62 RCW operated and controlled by its members, and to provide stability through financial risk sharing and risk management services responsive to members' needs.

The purpose of this Agreement is to enter into a Intergovernmental Contract to form a local government risk pool, to provide for joint or cooperative action by Members relative to their financial and administrative resources for the purpose of providing risk management services and risk sharing resources to the Members and to the Members' employees, and to defend and protect, in accordance with this Agreement, any Member of the Pool against liability and damage pursuant to the Memorandum of Coverage issued to each Member.

This Agreement shall constitute a contract among those Entities, which shall now or at any time enter into this Agreement and become Members of the Pool.

In no event shall a Member be responsible, jointly or severally, for the liabilities of any other Member.

ARTICLE 3. DEFINITIONS. In the interpretation of this Agreement the following definitions shall apply unless the context requires another interpretation:

- | | |
|-----------------------|--|
| 1. Act | "Act" shall mean such Acts of the state of Washington, pursuant to which this Pool is organized, as the same may be amended from time to time. |
| 2. Executive Director | "Executive Director" shall mean the individual or entity designated by the Board to supervise the administration of the Pool and to perform such additional duties as shall be delegated by the Board. |
| 3. Agreement | "Agreement" shall mean this Intergovernmental Contract for |

Enduris and all counterparts subsequently executed.

- | | |
|---------------------------|---|
| 4. Board | "Board" shall mean the Board of Directors of Enduris. |
| 5. Contribution | "Contribution" shall mean that amount necessary to provide coverage to a Member for a one (1) year period including those amounts necessary to operate and manage the Pool as determined by the Board or when it becomes necessary to call for an assessment to meet the financial obligations of the Pool. |
| 6. Member | "Member" shall mean an Entity participating in Enduris by executing this Agreement. |
| 7. Memorandum of Coverage | "Memorandum of Coverage" shall mean the coverage document stating coverage parameters including limits, copays, and deductibles. |
| 8. Pool | "Pool" shall mean Enduris, an unincorporated association of all its Members. |

ARTICLE 4. MEMBERSHIP. The membership of the Pool shall consist of Entities who have entered into this Agreement or its counterpart by the governing body duly authorized by law to execute this Agreement, and who have agreed to make their Contributions pursuant to the further provisions hereof. Members agree to the admission of future Members and acknowledge that they shall have no right to object to the addition of such Members provided they are admitted in accordance with the terms hereof. This Agreement shall be automatically renewed unless provisions for withdrawal or termination are applied.

Each Member shall appoint an individual and an alternate to represent the Member with the Pool. That individual shall act as liaison between the Member and the Pool for purposes of relating risk reduction and loss control information, and any other information or instructions concerning the obligations of the Member imposed by this Agreement and the rules and regulations established hereunder. The individual or alternate shall cast, on behalf of the Member, any vote to which the Member is required or permitted to cast.

The obligations of Members of the Pool shall be as follows:

1. To promptly report to the Pool any incident which could result in a claim being made by or against the Member within the Memorandum of Coverage.
2. To cooperate with and institute to the degree possible all loss prevention procedures established by the Board or the Executive Director pursuant to this Agreement.
3. To provide to the Pool such information as needed for rating purposes, including but not limited to a budget legally adopted by the Member, worker hours, emergency runs, value of property and vehicles, and any other information needed by the Pool.
4. To provide representatives of the Pool access to all records, including financial records and/or properties of the Member provided the Pool or the Executive Director determines the information or access is necessary.

5. To cooperate with the Pool's attorneys, claims adjusters, the Executive Director and any employee, officer or subcontractor relating to the purpose and powers of the Pool.
6. To allow attorneys and others employed or contracted by the Pool to represent the Member in investigation, settlement and all levels of litigation arising out of any claims made against the Member within the Memorandum of Coverage furnished by the Pool.
7. To pay all Contributions, deductibles and/or co-payments, and assessments when due according to the invoice due date or required pursuant to this Agreement.

ARTICLE 5. BOARD OF DIRECTORS.

1. Administration and Management of the Pool. The administration and management of the Pool shall be governed by a Board of seven (7) directors; however, the Pool's Executive Director shall be a nonvoting member of the Board.
2. Directors' Qualifications. Directors shall be either:
 - a. Elected or appointed officials of a Pool Member;
 - b. Employees of a Pool Member; or
 - c. Volunteer of a Pool Member.
3. Eligibility and Vacancies. Should the number of directors become less than seven (7) due to disqualification, death, incompetence, resignation or other cause, the remaining directors shall appoint a person or persons to fill such vacancy or vacancies for the unexpired term(s) thereof so that a Board of seven (7) persons shall be maintained. Any director may resign by sending a notice of resignation to the Chair of the Board.
4. Election and Term of Directors. Directors shall be elected in accordance with the terms of the Bylaws. Directors so elected shall serve for a three (3) year term or until such new directors are elected. Members may nominate candidates for the terms to be filled according to rules to be promulgated by the Board. Each Member shall have one (1) vote which shall be cast either in person or by postal mail or electronic mail. There shall be no prohibition on election to successive terms, and election shall be by a majority of those Members voting.
5. Meetings of the Board of Directors. Meetings of the Board shall be held at least four times per year at such time as it shall prescribe. Any item of Pool business may be considered at such meetings. Special meetings may be called in the manner set forth in the Bylaws of Enduris as promulgated by the Board.
6. Executive Committee. The Executive Committee shall consist of the Chair, Vice-Chair, and the Secretary/Treasurer. The Executive Committee shall inform and direct the Executive Director on Board policy and shall exercise powers for and on behalf of the Board as it deems necessary for the prudent operation and management of the Pool until matters requiring Board action are considered at the next Board meeting.
7. Directors' Reimbursement. The directors shall be entitled to reimbursement of actual expenses incurred in the pursuit of Pool business.
8. Officers. By majority vote, the Board, shall select from the directors a chair, vice-chair, secretary/treasurer as prescribed in the Bylaws.

ARTICLE 6. POWERS AND DUTIES OF THE BOARD. The Board shall be permitted and authorized to perform and carry out, or delegate to others to perform and carry out, on behalf of the Pool, each and every act necessary, convenient or desirable to, and for carrying out the purpose of the Pool, including, but not limited to:

1. Govern the Pool, receive Members' Contributions to the Pool, and settle and pay claims and loss adjustment expenses on behalf of its Members.
2. Make and enter into contracts to conduct and operate the business of the Pool, including, but not limited to, the execution of a management services agreement.
3. Employ agents.
4. Incur debts, liabilities and obligations, but no debt, liability or obligation so incurred shall be the debt, liability or obligation of any Member to this Agreement.
5. Sue or be sued in its own name and prosecute and defend claims.
6. Acquire, hold or dispose of personal and real property.
7. Advise Members on loss control guidelines and procedures, and provide them with risk management services, loss control and risk reduction information.
8. Purchase excess, reinsurance, or other coverage and/or enter into such excess risk sharing pools as may be available and deemed desirable for the protection of the Members and/or the Pool itself.
9. Invest Pool funds in securities and investments in a prudent and lawful manner.
10. Promulgate policies and regulations for the general operation of the Pool.
11. Take such action as is necessary to terminate the participation of any Member that fails to comply with the reasonable requirements of the Board.
12. Provide surety and/or fidelity bonds, as may be available, for directors, officers and all persons charged with the custody or investment of Pool monies.
13. Appoint an Executive Director who will provide for the management and operation of any joint self-insurance pool established by the organization.
14. Provide coverage for claims pursuant to the Memorandum of Coverage.
15. Establish deductibles, co-pays and/or limits to any coverage that is provided.
16. Provide an annual report of the operations of the organization to the participating entities, the state risk manager and the state auditor's office.
17. Contract or otherwise provide for risk management and loss control services.
18. Contract or otherwise provide legal counsel for the defense of claims and/or other legal services.

19. Consult with the state risk manager.
20. Possess any other powers and perform all other functions reasonably necessary to carry out the purposes of this Agreement.

ARTICLE 7. EXECUTIVE DIRECTOR. The Board may hire an Executive Director and delegate the day-to-day management of the Pool to said Executive Director.

The Board shall receive, at least quarterly, a report from the Executive Director. The nature and details of the report shall be established by the Board and shall be in addition to or supplemented to any reports that the Executive Director shall be required to file with any regulatory authority having jurisdiction over the Pool.

ARTICLE 8. LIABILITY OF THE BOARD OF DIRECTORS, OFFICERS, EXECUTIVE DIRECTOR, SUBCONTRACTORS OR EMPLOYEES. The directors and officers of the Pool and the Executive Director, employees and subcontractors of the Pool shall:

1. Use reasonable and ordinary care in the exercise of their duties hereunder.
2. Be afforded all the privileges and immunities that attach generally to governmental officers.
3. Not be liable for, and be held harmless and defended by the Pool, for any act of negligence, any mistake of judgment or any other action, made, taken or omitted in good faith unless the same is the result of a willful act done in bad faith.
4. Not be liable for any loss incurred through investment of funds or failure to invest such funds, unless the same is the result of a willful act done in bad faith.

The Pool may purchase, subject to availability and cost, insurance providing coverage for directors, officers and the Executive Director.

The undersigned agrees that the funds of the Pool shall be used to hold harmless and defend any Pool director, officer, Executive Director or employees for any act or omission taken or omitted in good faith by the Board, the Executive Director, or Pool's employees relating to or arising out of the conduct of Pool business. This obligation shall be considered an expense of the Pool.

No covenant or agreement contained herein shall be deemed to be the covenant or agreement of any member of the Board or the Executive Director nor any of its employees and none of such persons shall be subject to any personal liability or accountability by reason of the acceptance of a position or the undertaking of the performance of any of the responsibilities or obligations or duties contemplated in the carrying out of this Agreement, whether by virtue of any construction, statute or rule of law.

ARTICLE 9. ESTABLISHMENT OF MEMBER CONTRIBUTIONS AND ASSESSMENTS. The Board shall set the Contribution of each Member based on that Member's type and scope of coverage, the loss experience of that Member, independent actuarial evaluation and reasonable expenses for operation of the Pool including the establishment and maintenance of reserves. In the event that the annual independent financial audit determines there to be an adverse loss in any given year, and the Board determines that insufficient funds are available from the Net Position of the Pool, a Member may be assessed their pro rata share, based on their Contribution, of such loss if they were a Member of the Pool in such year of loss.

ARTICLE 10. MEMBER'S WITHDRAWAL, CANCELLATION OR TERMINATION.

1. Members agree to continue membership for a period of not less than one (1) full policy year. At the conclusion of a policy year, a Member who has given sixty days (60) prior written notice to the Pool may withdraw at policy year-end. When any member gives notice to withdraw or intent to withdraw, the Member is not eligible to participate in the next policy coverage period and must wait a minimum of one year before making application to re-join the Enduris program unless authorized by the Executive Director. Upon notification of withdrawing from the Pool, the withdrawing Member equity is forfeited to the remaining Members of the Pool.
2. The Pool may, by an affirmative vote of a two-thirds (2/3) majority of the Board and by providing a Member sixty (60) days prior written notice, cancel that Member's participation in the Pool for failure to implement the loss reduction/risk control policies of the Pool and/or failure to continue to meet the underwriting criteria of the Pool or the excess carrier. Upon Member cancellation from the Pool, the Member's equity is forfeited to the remaining Members of the Pool.
3. In the event a Member withdraws under subparagraph 1 above or is canceled under subparagraph 2 above, it shall thereafter be the responsibility of the Pool to defend, settle and pay claims within the scope and limits set forth in the canceled Member's Memorandum of Coverage through the effective date of withdrawal or cancellation.
4. Any Member failing to make Contributions, deductibles and/or co-payments, and assessments when due as required by this Agreement shall be terminated from the Pool effective on the date the Contribution was due and upon that effective date of termination all coverages and benefits hereunder shall cease. If the Member shall subsequently submit its Contribution, the Executive Director, may at his/her discretion, reinstate such membership. Member receivables more than 30 days past due may be subject to interest.
5. Any Member terminated or withdrawing from the Pool shall be liable pro rata for any assessments levied against Members for any year in which that Member belonged to the Pool as if they were still a Member.
6. If a Member ceases to exist legally, then their obligation to the initial one (1) year commitment ceases. However, the obligation for assessments under subparagraph 4 of this Article shall remain.
7. Organizations that leave Enduris forfeit any and all accumulated assets to the remaining Members of the Pool.

ARTICLE 11. MEMORANDUM OF COVERAGE.

1. The Pool will make available a Memorandum of Coverage to each Member upon joining the Pool and will make or secure payment on behalf of each Member under established criteria and procedures for the payment of claims as provided in the Member's Memorandum of Coverage.
2. The Pool may obtain excess, reinsurance, or other coverage.
3. In the event that a claim or a series of claims exceed the amount of protection provided by the Member's Memorandum of Coverage, or in the event that a claim or a series of claims should exhaust the self-insured retention and the excess limit, then payment of valid claims shall be the sole and separate obligation of the individual Member or Members against whom the claim was made and perfected by litigation or settlement or otherwise.

4. The Board may make changes in the Memorandum of Coverage, the amount of protection or retention by the Pool upon consideration of the needs and requirements of Members, loss experience, the kind and amounts of reinsurance or other excess coverage available and any such changes shall require a two-thirds (2/3) majority of the Board. Where the Board takes such action notification of material changes will be made to the Members.

ARTICLE 12. TERMINATION. The Pool shall terminate at such time as two-thirds (2/3) of the Members vote for such termination. A vote for termination must occur at least ninety (90) days prior to the end of the Pool's fiscal year in which the termination is to take effect. Termination shall take effect on the last day of the applicable fiscal year. After a vote to terminate, the Board shall commence with the orderly liquidation of the Pool's business and shall complete the same as promptly as possible. During such period of liquidation the Pool shall continue to pay claims and losses incurred within the Memorandum of Coverage until all funds of the Pool are exhausted.

After payment of all claims and losses, any remaining funds held by the Pool shall be paid to all Members of the Pool at the time of the vote of termination, pro rata based on Contribution.

No Member shall be responsible for any claim, claims, judgment or judgments against any other Member or Members. However, if upon termination of the Pool the remaining assets of the Pool are insufficient to satisfy indebtedness of the Pool (excluding claims or judgments against the Members), such deficiency shall be made up by assessments against Members of the Pool by a fair and reasonable method established by the Board.

ARTICLE 13. MISCELLANEOUS PROVISIONS.

1. The provisions of this Agreement shall be interpreted pursuant to the laws of the state of Washington.
2. This Agreement may be executed in duplicate originals or counterparts now or at any time in the future.
3. No waiver of any breach of this Agreement or any provision herein contained shall be deemed a waiver of any preceding or succeeding breach thereof or of any of the other provisions herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligations or acts.
4. The provisions of this Agreement shall be deemed severable and if any provision or part thereof is held illegal, void or invalid under applicable law, such provision or part may be changed to the extent reasonably necessary to make the provision or part, as so changed, legal, valid or binding. If any provision of this Agreement is held illegal, void, or invalid in its entirety, the remaining provisions of this Agreement shall not in any way be affected or impaired but shall remain binding in accordance with their terms and this Agreement shall be so interpreted.
5. This Agreement and the Memorandum of Coverage contain the complete Agreement between the parties and no representations or oral statements made or heretofore given shall constitute a part of this Agreement.
6. This Agreement may be altered or amended only by amendments duly adopted in accordance with the terms and conditions of this Agreement; provided, however, that the Memorandum of Coverage may be amended from time to time to reflect the exposures of each Member and such changes shall be exempted from the preceding terms of this subparagraph.

7. This Agreement may be amended by the Board with the approval of two-thirds (2/3) of the directors; all Members agree to properly execute and adopt amendments so approved.
8. The Pool shall maintain a fiscal year ending August 31.

ARTICLE 14. AGENT AND OFFICE. The agent of the Pool for service of notice shall be Enduris, attention Executive Director. The office of Enduris shall be 1610 S. Technology Boulevard, Suite 100, Spokane, Washington 99224.

ARTICLE 15. NOTICE. All notices required to be given under this Agreement shall be in writing and sent certified mail return receipt requested with postage prepaid or electronic mail with verification of receipt. Notices by a Member to the Pool shall be sent to the address in Article 14 to the attention of the Executive Director. Notices to any Member shall be sent to the representative of the Member at the Member's last known address.

If any party to this Agreement desires to change its address, notice of change of address shall be sent to the other party in accordance with the terms and provisions of this Article.

IN WITNESS WHEREOF, this Agreement was executed on the ____ day of _____, 20____, by the undersigned duly authorized officer of Enduris indicated below.

Name of Entity _____

Authorized Signature _____

Title: _____

Accepted for Enduris

Authorized Signature Sheryl Brandt

Executive Director on behalf of all other current and future signatories

RESOLUTION NO. _____

A RESOLUTION of the **Des Moines Pool Metropolitan Park District** authorizing membership with Enduris for the purpose of providing liability and property insurance for the District; approving a Master Agreement and authorizing execution thereof; and accepting a Memorandum of Insurance coverages under such contract.

WHEREAS, the **Des Moines Pool Metropolitan Park District**, King County, Washington, the "District" is authorized, pursuant to Chapters 48.62 and 39.34 RCW, to join with other governmental entities of the State through an interlocal cooperation agreement for the purpose of providing property and liability insurance coverage for the District; and

WHEREAS, the **Des Moines Pool Metropolitan Park District** hereby finds and determines that the best, most cost-effective means for securing such insurance is to become a member of Enduris.

NOW, THEREFORE, BE IT RESOLVED by the **Des Moines Pool Metropolitan Park District**, King County, Washington, as follows:

Section 1. Master Agreement. The form of Master Agreement attached hereto as Appendix A is hereby approved: and the President and Secretary of the Board are hereby authorized and directed to execute the Master Agreement on behalf of the District.

Section 2. Severability. If any provision of this Resolution or the agreements authorized herein on behalf of the District is declared by any court of competent jurisdiction to be contrary to law, such provision shall be null and void and deemed separable from the remaining provisions to assure continuous insurance coverage for the District.

ADOPTED by the Board of the **Des Moines Pool Metropolitan Park District**, King County, Washington, at a regular meeting thereof held on the _____ day of _____, 2025.

Des Moines Pool Metropolitan Park District
King County, Washington

By: Commissioner

By: Commissioner

By: Commissioner

By: Commissioner

By: Commissioner

Attest:

[Secretary]



BYLAWS

(Updated May 5, 2022)



Bylaws of Enduris

ARTICLE I

Offices

The principal office of Enduris in the State of Washington shall be located in the State of Washington. Enduris may have such other offices as the Board of Directors may designate.

ARTICLE II

Members

Section 1. Member Qualifications. The members of Enduris shall consist of entities which have, pursuant to the authority granted under Chapter 48.62 RCW, pooled their public liability insurance risks by entering into the Intergovernmental Contract for Enduris pursuant to Chapter 39.34 RCW (the "Contract").

Section 2. Associate Members. The Board may create a program for associate members pursuant to guidelines issued by the State Risk Manager and Chapter 48.62 RCW.

Section 3. Annual Member Meeting. A meeting of the members shall be held at least once in each fiscal year at such time and place as the Board of Directors may determine, during which meeting members shall transact such business as may properly be brought before the meeting.

Section 4. Special Meetings. Special meetings of the members for any purpose or purposes, unless otherwise prohibited by statute, may be called at any time by the Chair upon the written request of a majority of the Board of Directors or by not less than one-tenth of all members entitled to vote. Such request shall state the purpose or purposes of the proposed meeting. Upon receipt of any such request it shall be the duty of the Chair to call a special meeting of the members to be held at such time, no more than sixty (60) calendar days thereafter, as the Chair may fix or determine.

Section 5. Notice. Written notice of every meeting of the members, specifying the place, date and hour and the general nature of the business of the meeting, shall be provided in electronic or paper form or mailed, postage prepaid, at least ten (10) days prior to the meeting unless a greater period of notice is required by statute, to each member entitled to vote thereafter. In addition, notice shall be published on Enduris' web site.

Section 6. Membership List. The Secretary/Treasurer shall cause to be made and kept current a complete list of the members entitled to vote at the meeting, arranged in alphabetical order, which shall be kept on file at the principal office of Enduris, and shall be subject to inspection by any member at any time during usual business hours.

Section 7. Quorum. One-third of the members entitled to vote, present in person or represented by written proxy, shall constitute a quorum at all meetings of the members for the transaction of business. The members present in person or by written proxy at a duly convened meeting can continue to do business until adjournment, notwithstanding withdrawal of enough members to leave less than a quorum.

Section 8. Manner of Acting. When a quorum is present or represented at any meeting, the vote of a majority of those present in person or represented by proxy shall decide any question brought before such meeting, unless the question is one upon which, by express provision of a statute or the Contract, a different vote is required.

Section 9. Conduct of Meetings. All meetings of the members shall be conducted according to parliamentary procedure.

ARTICLE III Directors

Section 1. Powers. The business of Enduris shall be governed by its Board of Directors which may exercise all such powers and do all such lawful acts and things as are not by statute or by these Bylaws directed or required to be exercised and done by the members including, but not limited to those items described in the Intergovernmental Contract for Enduris.

Section 2. Number and Term. The number of Directors that constitutes the board shall be seven (7) voting Directors. The board shall be elected by the members for three-year terms beginning September first. The terms of the Directors shall be staggered in such a manner that no more than four (4) voting Directors are elected in any annual election. The Executive Director is a non-voting eighth member of the Board.

Section 3. Qualifications. Every Director shall be an employee, volunteer, or an elected or appointed official of a Pool member.

Section 4. Election of Directors. Elections will be held annually. Prior to June 1, written ballots stating the names of candidates selected by the Board Development Committee shall be sent to all members of Enduris in good standing. The ballots must be returned within forty five (45) days and shall so state. Members may vote for Directors nominated by the Board Development Committee or may write in candidates for any or all vacant positions. Upon receipt, the ballots shall be secured and remain unopened until the next regular meeting of the Board, at which time they shall be opened, counted and certified by the governing body and recorded in the meeting minutes. Election shall be by a majority of those voting.

Section 5. Vacancies. Vacancies and newly created Directorships resulting from an increase in Directors shall be filled by a majority of the remaining Directors, though less than a quorum, and each person so elected shall be a Director until his/her successor is elected.

Section 6. Regular Meetings. Regular meetings of the Board of Directors shall be held at least four (4) times per year at such time and at such place as shall be determined by a majority of the board at a duly convened meeting or by unanimous written consent. Notice of the time and place of all Board meetings shall be provided to every member in electronic or paper form and will be posted on the Enduris web site not less than 10 working days in advance of any meeting. Meeting minutes, after approval, shall be provided to every member by electronic mail and shall be posted on the Enduris web site.

Section 7. Special Meetings. Special meetings of the Board of Directors may be called by the Chair and must be called by the Chair upon the written request of two (2) Directors. The Chair must set the special meeting requested by two (2) Directors within ten (10) working days from the date on which two written requests are received, unless this requirement is waived in writing by all directors requesting such special meeting. Notice to all Directors of any special meeting shall be given in accordance of Section 8 of this Article.

Section 8. Notice. Notice of any special meeting, stating the place, date and time of the meeting shall be given at least five (5) working days previously thereto by written notice delivered to each Director either personally or by mail, telefax or electronic mail to his/her residence or usual place of business unless this requirement is waived in writing by all Directors. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail properly addressed, with postage thereon prepaid. Notice of such special meeting shall be provided to each member by electronic mail twenty four hours in advance.

Section 9. Quorum. A majority of the Board of Directors, excluding unfilled positions, present at a meeting shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; however, a quorum can be no less than 3 Directors. If a quorum of 3 vote on a motion, it must be unanimous to pass. If less than a quorum is present at a meeting, a majority of the Directors present at the meeting may adjourn the meeting to a specified date not longer than thirty (30) days from the last adjournment without further notice.

Section 10. Manner of Acting. The act of the majority of the Directors present at a meeting of the Directors at which a quorum is present shall be the act of the Board of Directors unless a different vote is required by law or elsewhere in these Bylaws or the Intergovernmental Contract of Enduris.

Section 11. Conduct of Meetings. All meetings of the Board shall be conducted according to parliamentary procedure.

Section 12. Telephonic Meetings. Any individual member of the Board of Directors, or of any committee designated by the Board of Directors, may participate in a meeting of the Board of Directors or committee by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, provided that participation in a meeting in this manner by one or more directors shall comply with Chapter 42.30 RCW, the Open Public Meetings Act.

Section 13. Removal. The entire Board of Directors or any individual Director may be removed from office without assigning any cause by the majority vote of the membership. In case the Board or any one or more Directors be so removed, new Directors may be appointed at the same meeting. A Director may be removed by the majority vote of the Board of Directors for cause, which includes but not limited to failure to attend three consecutive Board meetings without being excused.

Section 14. Executive Committee. The Executive Committee of the Board of Directors shall be the Chair, Vice-Chair, and Secretary/Treasurer. The Executive Committee may exercise such powers and take such action for and on behalf of the Board, as it deems necessary due to extraordinary circumstances or for the prudent operation and management of Enduris until matters requiring Board action are considered at the next Board meeting. The Executive Committee shall report to the Board all decisions made and actions taken at the next Board meeting.

Section 15. Other Committees. The Board Chair may designate two or more Directors to constitute a committee of the Board of Directors.

Section 16. Directors' Compensation. The Directors shall be entitled to reimbursement of actual expenses incurred in the pursuits of Enduris business.

ARTICLE IV Officers

Section 1. Offices, Term and Manner of Appointment. The officers of Enduris shall be a Chair, a Vice-Chair, and a Secretary/Treasurer. The Board of Directors may also create such new offices, as it deems necessary and advisable. By majority vote at its last regular meeting of every other fiscal year, the Board of Directors shall select from among themselves a Chair, Vice-Chair, Secretary/Treasurer to serve for a term of two years beginning the next fiscal year. The Board of Directors may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board. The officers of Enduris shall hold office until their successors are chosen and qualify. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of all of the Board of Directors, excluding the Director being removed from office.

Section 2. Chair. The Chair shall assure that the Board fulfills its responsibilities for the governance of Enduris. The Chair shall preside at all meetings of the members and the Board of Directors and shall see that all orders and policies of the Board of Directors are carried into effect. Upon approval of the Board, the Chair shall sign and execute bonds, mortgages and other contracts except where required by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Pool.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of Chair in his/her absence and shall have the power and authority of the Chair in such event. The Vice-Chair shall perform such other duties as from time to time may be assigned by the Chair or the Board of Directors.

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall serve as a member of the Executive Committee and shall serve as Chair in the absence or inability of the Chair and Vice Chair.

ARTICLE V Conflict of Interest

In conducting the business of the Pool, the Officers and Directors of Enduris shall comply with the Code of Ethics for Municipal Officers, Chapter 42.23 RCW and Local Government Insurance Transactions, Chapter 48.62 RCW.

ARTICLE VI Open Public Meetings

The business of Enduris shall be conducted in compliance with Chapter 42.30 RCW; the Open Public Meetings Act.

ARTICLE VII Amendments

These Bylaws may be altered, amended or repealed by a majority vote of the Directors. Notice of intent to change the bylaws, including a copy of the proposed change(s) shall be provided to each member by regular or electronic mail at least thirty days in advance of the meeting during which a vote on the proposed change(s) will occur.



2023 ANNUAL REPORT

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MISSION

To provide financial protection, broad coverage, and risk management services responsive to members’ needs

PURPOSE

To provide reliability in a risky world

VALUES

We enjoy opportunities to address members’ needs

We have a genuine appreciation for the services public entities provide to our communities

We deliver professional quality results

We take ownership in knowing the success of Enduris depends on our respect for one another



Message from Chair & Executive Director

In 2023 Enduris positioned itself to be a stronger more resilient pool in the face of challenges that continually plague the insurance and pooling industries. The reinsurance market remains as hard as ever, and the increasing cost of goods is stretching member budgets thin while simultaneously driving claims expenses higher. Amid this difficult environment Enduris has been resolute in its efforts to keep member rates as low as possible while strengthening the financial position of the pool.

The board's work with the actuary on the Capital Adequacy Assessment was formalized into policy, setting a 'capital target range' for the pool. Identifying this range is a cooperative effort between the actuary and the board. The actuary quantifies various financial risk drivers, and the board determines an appropriate risk tolerance for the Pool. Monitoring the pool's net position in relation to this range provides the board with valuable insight into the financial health of the organization. The board has set targets for the Pool's net position to withstand a 'black swan' type of event. The pool's financial position continues to strengthen ensuring members can continue to rely on Enduris well into the future.

The pool continued to feel the effects of a hard market seeing both liability and property reinsurance rates rise for yet another year. While these increases could be detrimental if passed directly on to members, the pool is able to absorb these types of fluctuations and insulate members from the swings of the market. To help combat the historically hard property market, Enduris renewed their property policy with an increased Self-Insured Retention (SIR) of \$500,000. Leveraging the pool's healthy net position to retain more of its own risk, Enduris can reduce the number of claims ceded to reinsurance and help improve property renewals in the future.

Enduris exists to serve its members, and their satisfaction is always top of mind. In 2023 Enduris conducted a member satisfaction survey to gain insight into how our members were using and benefiting from our services. The results of the survey were very positive and highlighted the staff's dedication to our membership.

Looking ahead to the next year, Enduris is well positioned to tackle whatever challenges it is sure to bring. With a clear vision for the health of the pool, a strong financial position, and growing member engagement that helps us all reduce our collective risk, Enduris looks forward to serving our members in the years to come.

WE ARE RELIABILITY IN A RISKY WORLD

Enduris is a joint self-insurance program authorized by RCW 48.62 to serve local government entities for their property and liability coverage needs.



By jointly self-insuring or 'pooling' their resources, members are able to reduce cost, increase services, and have a voice in the direction of Enduris. Lead by a board of directors elected from the membership, Enduris is able to meet the unique needs of the special purpose district which it serves better than other traditional coverage options.

Enduris is able to offer limits that would otherwise be cost prohibitive of individual members; Blending the exposures of a diverse membership spreads risk amongst different types of operations and geographically across the state, combining the overall total insured value of the membership's property gives Enduris greater purchasing power, and self-insuring claims at higher limits allows Enduris to secure broad coverage through the reinsurance market that passes value along to individual members.

Enduris Washington offers its members government risk specialists that have a passion for serving those that serve our communities. Enduris manages claims in-house and provides a broad array of in-depth loss control services, training, and risk consultation. Enduris is widely recognized as the leading risk pool for special purpose districts in Washington State.



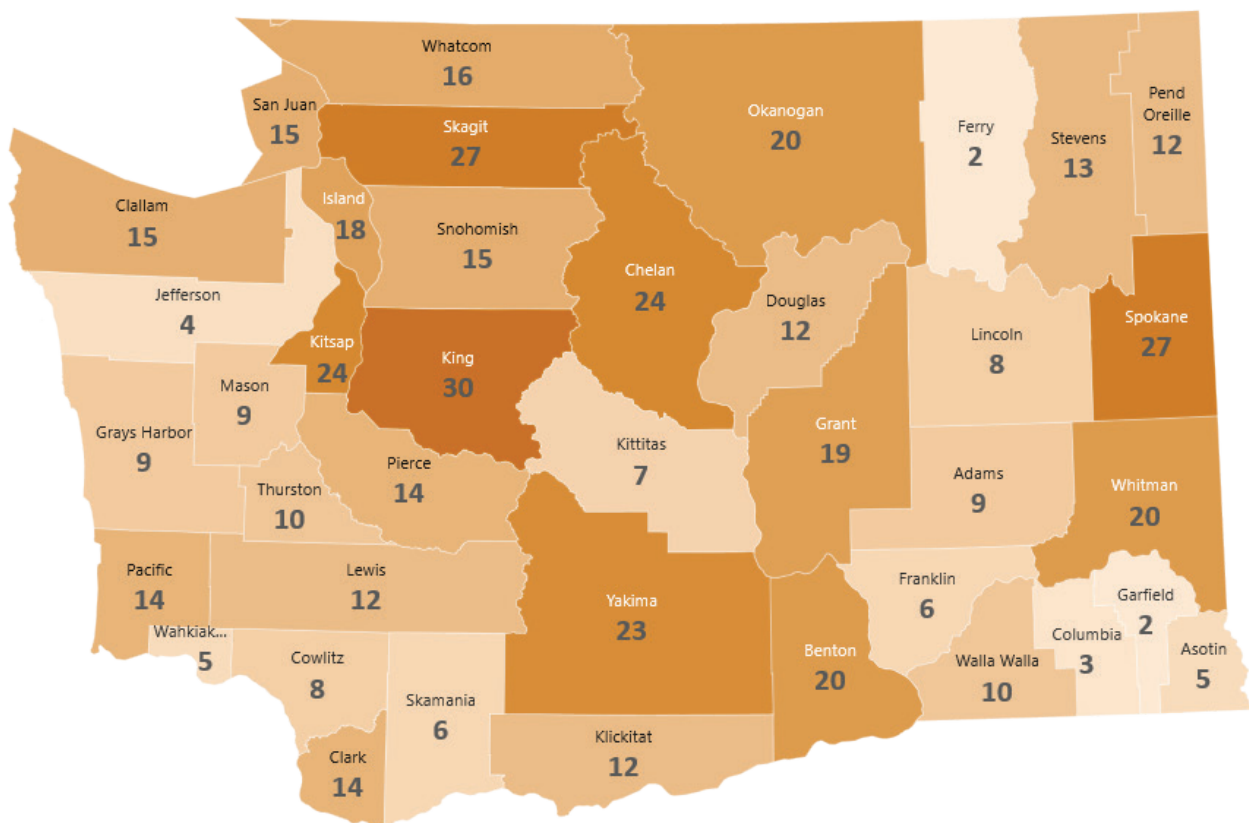
Membership

In Policy Year 2023 Enduris had **519 members**. These members represent **17** different types of public entities and are spread across all **39** counties of Washington State.

Membership diversity is a key element to the long-term success of Enduris. Diversity in the types of entities and their geographic location ensures the membership as a whole is protected from any unexpected losses contributed to a single type of exposure or location.

All Enduris members provide vital services to our communities, From Fire Protection Districts to Water Districts, and from Public Health districts to Library Districts, Enduris is proud to serve those that serve our communities.

**MEMBERSHIP
DIVERSITY IS A
KEY ELEMENT
TO THE LONG-
TERM SUCCESS
OF ENDURIS.**



Coverage

The Enduris' program provides for various forms of joint self-insurance and reinsurance coverage for its members. All coverages (with the exception of pollution coverage) are written on a "occurrence" form which provides coverage for members for any claims that occur during the policy period, even if the claim is made after the policy is ended or the member is no longer part of the pool.

Enduris directly pays for covered losses that fall within its Self-Insured Retention (SIR). For claims that exceed the Pool's SIR, Enduris purchases excess and reinsurance policies that provide coverage up to the policy limits. Detail tables of the Pool's SIR, reinsurance limits and member deductibles/co-pays by coverage type can be found in the Pool's fiscal 2023 Financial Statements with the Washington State Auditor's Office (SAO) Audit Reports on our website.



LIABILITY COVERAGE:

Enduris includes General, Automobile, Public Officials' Errors and Omissions, Terrorism and Employment Practices in their liability program. Enduris self-insures liability losses up to \$1 million and procures reinsurance for losses up to their liability policy limit of \$20 million. Generally, members have a \$1,000 deductible though other deductible options are available.



PROPERTY COVERAGE:

Enduris includes Building and Contents, Mobile Equipment, Boiler and Machinery, Business Interruption/Extra Expense, Automobile Physical Damage (APD), and Cyber coverage in their property program. Enduris provides a broad and specialized property form for members under the Alliant Property Insurance Program (APIP), the largest public entity property program in the world. Members deductibles are generally \$1,000 for basic property and \$250 for APD though other deductible options are available.



OTHER COVERAGES:

Enduris offers other coverages designed to meet the unique needs of the public entities which it serves. **Identity Fraud Expense Reimbursement** coverage is provided for members' full time employees with no deductible and a \$25,000 limit per member. Fire district members have access to a \$25,000 in the **Line of Duty Accident and Health** coverage.

Enduris can also assist members in procuring specialty policies. Specialty coverages are not part of the pool and procured by Enduris agent of record. Specialty policies include Airport Liability, Marina Operators Legal Liability, Pollution Liability, Railroad Liability, Notary Bonds and more.

Special event coverage is available for short-term, third party users for events held at a member location.



113

**IN-PERSON
MEMBER VISITS**

21

**ENDURIS TRAINING
SEMINARS**

1277

**TRAINING
ATTENDANCE FOR
ENDURIS-PROVIDED
TRAININGS**

89

**PRE-DEFENSE
INQUIRIES HANDLED
BY ENDURIS**

1852

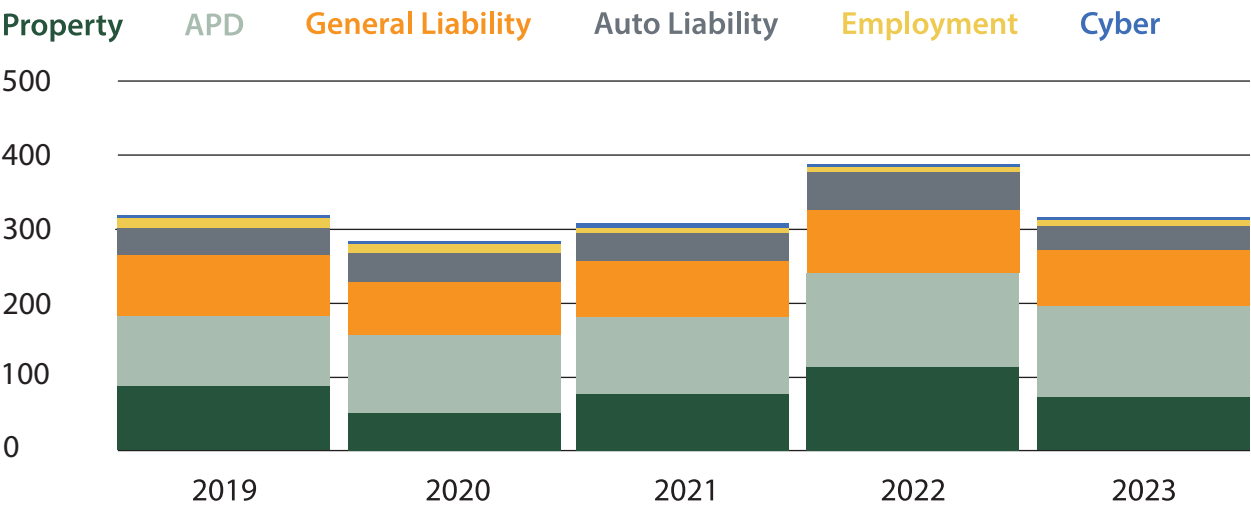
**LOCAL GOVU
COURSE COMPLETED**

Claims

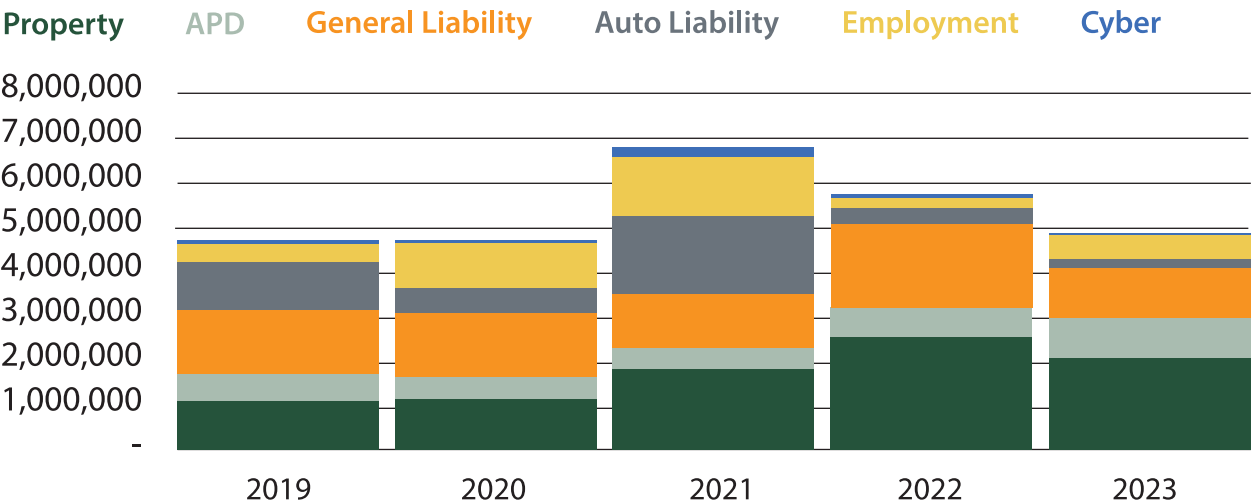
The Enduris claims team works diligently with members to ensure that claims are addressed accurately and fairly. Claims decisions are made locally and managed by Enduris staff. Members' claim satisfaction survey results are consistently above 90%.

There were 311 claims reported in policy year 2023, slightly lower than the five year average of 316. These claims represent approximately \$4.8 million in claim costs to the Pool. For policy year 2023 the Pool's actuary projects the ultimate claim costs to be \$8.7 million.

NUMBER OF CLAIMS REPORTED IN POLICY YEAR 2023



COST OF CLAIMS REPORTED IN PY 2023





\$4.8B

COMBINED
PROPERTY AND
VEHICLE TIV

6.7M

REPORTED L&I
HOURS

181K

REPORTED FIRE/
EMS RUNS

311

CLAIMS OPENED

\$4.8M

COST OF REPORTED
CLAIMS

\$8.7M

PROJECTED
ULTIMATE LOSS FOR
POLICY YEAR 2023

Financial Overview

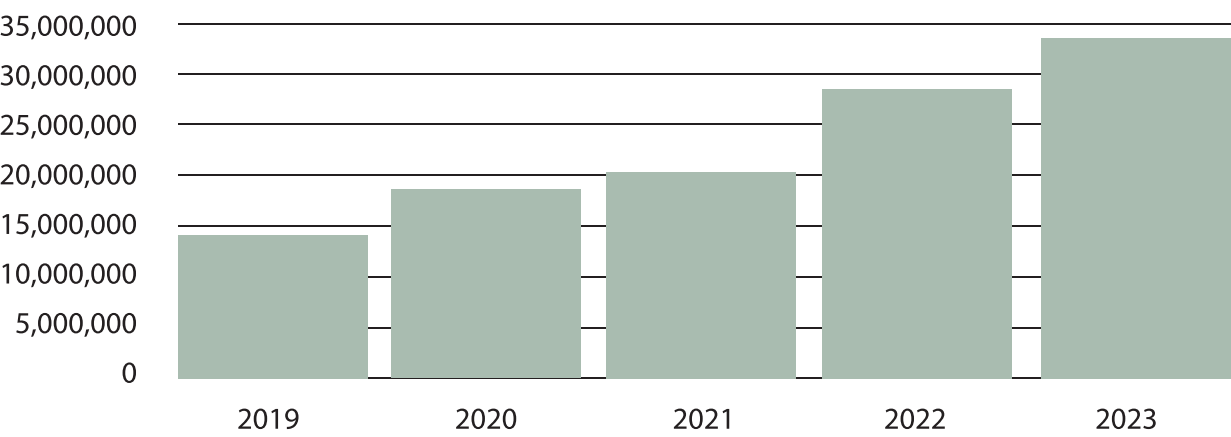
Enduris provides financial protection to its members by maintaining a strong net position with reserves ready to pay claims and insulate members from the volatile nature of the reinsurance market.

Like our members, Enduris is a public entity. We do not operate with commissions and any funds in excess of expenses stay within the program to keep rates as low as possible and ensure Enduris

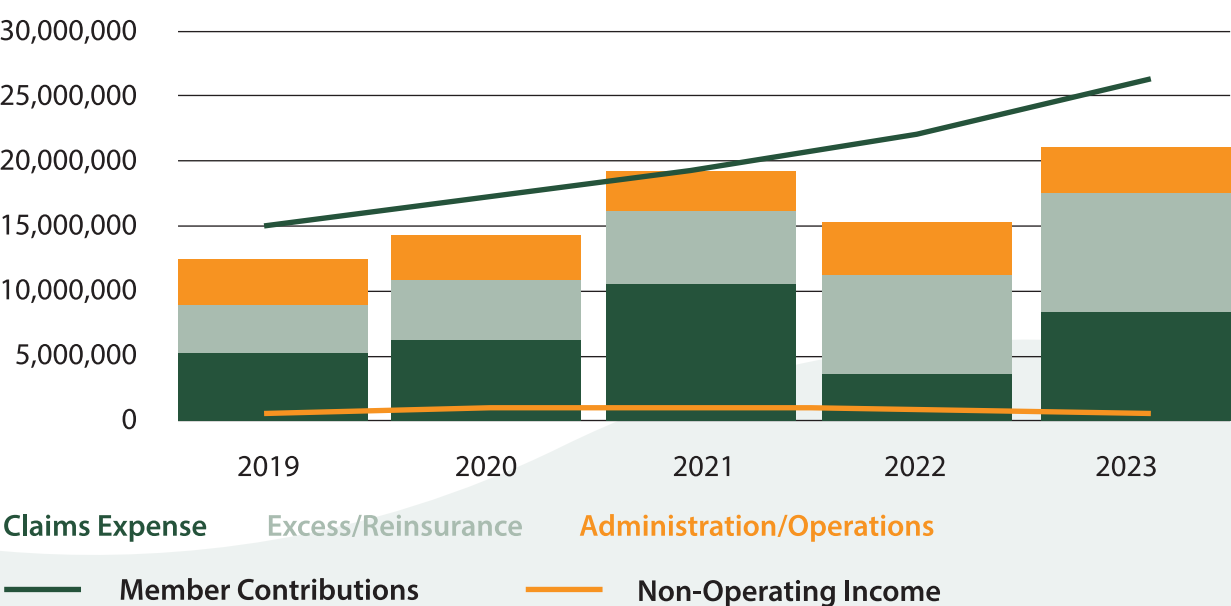
will remain positioned to provide broad coverage to our members far into the future.

In policy year 2023 Enduris’ net position grew by \$5.1 million, to a total net position of \$32.6 million. While growing, the Pool’s net position is still slightly below the bottom range of the Capital Target Range set by the board and the Pool’s actuary, currently set at \$35 million.

NET POSITION



REVENUES & EXPENSES





\$5.1M

INCREASE TO NET
POSITION

\$32.6M

TOTAL NET POSITION

\$25.8M

MEMBER
CONTRIBUTIONS

\$13.6M

CLAIMS LOSSES
PAID IN POLICY
YEAR 2023

\$18.2M

TOTAL CLAIM
RESERVES PROJECTED
BY ACTUARY

Financial Summary

FOR FISCAL YEARS ENDED

AUGUST 31, 2023, 2022 & 2021

The summary Financial information at August 31, 2023 has been derived from the Financial Statements with the Washington State Auditor's Office (SAO) Audit Reports for the Fiscal Years Ended August 31, 2023, 2022 and 2021. These reports are readily available on the Enduris website and on the SAO website at <https://sao.wa.gov/reports-data/audit-reports/>

The Enduris Financial Statements with the SAO's Audit Report are also filed with the Washington State Risk Manager at the Department of Enterprise Services, Office of Risk Management for Local Government and Self Insurance Programs.



*Scan for Washington State Auditor's
Office (SAO) Audit Reports*

This summary financial information is unaudited and does not contain all the disclosures, Management's Discussion and Analysis, and other required supplementary information required by generally accepted accounting principles as established by the Governmental Accounting Standards Board who considers that such information an essential part of financial reporting for placing basic financial statements in an appropriate operational, economic or historical context. Reading the Summary Financial Information at August 31, 2023, therefore, is not a substitute for reading the Financial Statements with the State Auditor's Report for the Fiscal Years Ended August 31, 2023, 2022 and 2021.



CONDENSED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

For the Fiscal Years ended August 31st – Dollars in Millions

	2023	2022	2021
OPERATING REVENUES:			
Member Contributions	\$25.8	\$22.0	\$19.4
Operating Revenues	\$25.8	\$22.0	\$19.4
OPERATING EXPENSES:			
Claims Expense	\$8.4	\$3.7	\$10.5
Excess/Reinsurance	9.2	7.5	5.7
General & Administrative	3.7	4.2	2.8
Total Operating Expenses	\$21.3	\$15.4	\$19.0
Operating Income	\$4.5	\$6.6	\$0.4
NON OPERATING INCOME (LOSS):			
Interest Income (Expense)	\$1.0	\$0.4	\$0.4
Change in Equity In GEM	\$(0.5)	\$0.4	\$0.6
Other Non-Operating Income (Loss)	0.1	0.1	0.1
Non Operating Income	\$0.6	\$0.9	\$1.1
Change in Net Position	\$5.1	\$7.5	\$1.5
Net Position beginning of year	27.5	20.0	18.5
Net Position end of year	\$ 32.6	\$27.5	\$20.0

CONDENSED STATEMENT OF NET POSITION

As of August 31st – Dollars in Millions

	2023	2022	2021
ASSETS AND DEFERRED OUTFLOWS:			
Cash and Cash Equivalents	\$52.2	\$44.8	\$38.1
Receivables	2.2	-	0.1
Prepaid Excess/Reinsurance	10.4	7.6	6.2
Other Current Assets	-	0.2	0.2
Capital Assets, net	5.0	4.6	5.4
Investment in GEM	3.1	3.6	3.2
Lease Receivable	2.4	2.5	2.6
Pension Asset	0.6	0.6	1.6
Deferred Outflow related to Pensions	0.5	0.6	0.2
Total Assets & Deferred Outflows	\$76.4	\$64.5	\$57.6
LIABILITIES AND DEFERRED INFLOWS:			
Unearned Member Contributions	\$21.4	\$16.1	\$14.0
Claims Reserves-Current	6.2	4.8	6.5
Claims Reserves-Non-Current	12.0	12.2	12.3
Other Current Liabilities	0.7	0.3	0.3
Other Non-Current Liabilities	0.8	0.6	0.2
Deferred Inflow related to Pensions	0.4	0.6	1.7
Deferred Inflow related to Leases	2.3	2.4	2.6
Total Liabilities & Deferred Inflows	\$43.8	\$37.0	\$37.6
NET POSITION:			
Investment in Capital Assets	5.0	\$4.6	\$5.4
Restricted Net Position related to Pensions	0.8	0.8	0.2
Unrestricted Net Position	26.8	22.3	14.4
Total Net Position	\$32.6	\$27.5	\$20.0

Board of Directors



Noel Hardin

DIRECTOR
Asotin County Fire District #1



Vicki Carter

SECRETARY/TREASURER
Spokane Conservation District



Sara Young

DIRECTOR
Port of Skagit



Donna Watts

DIRECTOR
Port of Pasco



Bijay Adams

VICE-CHAIR
Liberty Lake Sewer and
Water District



Kelly Williquette

DIRECTOR
Spokane Water District #3



Matt Schanz

CHAIR
Northeast Tri County
Health District



Sheryl Brandt

EX-OFFICIO
Enduris

The Board of Directors is comprised of 7 members elected from the Enduris Membership. Board members represent a variety of member types from across the state, bringing diverse perspectives and coming together for the good of their fellow members. The Board sets the direction and organizational goals for the Pool and works closely with the Executive Director to serve the members.

Staff

The Enduris staff is here to serve the membership in a variety of ways. The **Administration and Operations Team** at Enduris oversees the general administration and operations of the risk pool. The **Member Relations & Risk Management Team** works directly with members to provide risk management resources, meet with members, maintain policies and answer member questions. The **Claims Team** at Enduris is responsible for working with members when they experience a loss and managing all aspects of member claims. The **Finance Team** provides support to the other Enduris teams assisting with member contributions, claim payments, billing and budgeting. Together the Enduris staff works as a single team focused on serving the members.

MEMBER RELATIONS & RISK MANAGEMENT



Mitch Eadon
RISK MANAGER



Eric Swagerty
MEMBER RELATIONS
REPRESENTATIVE



Joe Davis
DIRECTOR OF RISK
MANAGEMENT AND
MEMBER RELATIONS



Kathy Johns
MEMBER RELATIONS
ASSOCIATE



Sindy Joseph
MEMBER RELATIONS
COORDINATOR

FINANCE



Alana Holmes
FINANCIAL ACCOUNTANT



Brittney Desjardins
FINANCIAL ANALYST



Kimberly Millikan
DIRECTOR OF FINANCE

ADMIN/ OPERATIONS



Alric Balka
DIRECTOR OF OPERATIONS



Shawna Masterton
EXECUTIVE ASSISTANT



Sheryl Brandt
EXECUTIVE DIRECTOR

CLAIMS



Ryan Wilson
TECHNOLOGY/BUSINESS
SYSTEMS COORDINATOR



Holly Nelson
DIRECTOR OF CLAIMS



Kim Lewis
CLAIMS ASSOCIATE



Lisa McMeekin
CLAIMS ANALYST



Cassie Sneddon
CLAIMS ANALYST



Karen Easterday
CLAIMS ANALYST



Kelly Allen
LEGAL COUNSEL

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: May 27, 2025

Under: Old Business

Attachment: Yes

Subject: Employee Handbook (in progress)

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.

Attached is an updated version of the employee handbook. The District General Manager sent out an editable document, the morning of Wednesday, March 26. All edits were returned the District General Manager by Wednesday, April 14 at noon.

The District GM suggest pushing this item to the May 27 meeting to ensure all edits have been properly reviewed by the policy and procedure committee and legal. It would also be good to properly format the document.

UPDATE: The District GM received edits from Commissioner Stender about the drug free workplace. The changes are updated in the attached handbook. We will also be presenting a **Policy 454 Drug Free Workplace** (see AIS 8a), later in this meeting as a first touch.

Fiscal Impact: N/A

Proposed Motion:

I move to approve the updated changes to the Employee Handbook.

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

Three Touch Rule:

	Committee Review
<u>02/25/2025</u>	First Board Meeting (Informational)
<u>05/27/2025</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

- 2025 Employee Handbook – Final for Approval

Handbook

Policies & Procedures for
Des Moines Pool
Metropolitan
Park District Employees

DRAFT AMENDED VER. 3 – 5/06/2025
w/ HC, SD & BS edits

Final Approved: 10/15/2019

Employee Handbook
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1. General Employment Policies

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

1.1.1. 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.

- 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.DesMoinespool.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.

- 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 than 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 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, www.mtrainierpool.com. 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 www.mtrainierpool.com.
- 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 Coordinator, Aquatics Manager, or designee. WhenIWork software and a downloadable staff listing are available to help staff find replacements. If no acceptable substitute is found, the employee must work the shift or risk disciplinary action up to and including termination. (See 2.4.1 and 2.4.3 regarding illness)
- 2.2.6. 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.

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

2.3.1. Submitting Availability and Scheduling Procedures

- (a) Staff are notified of upcoming schedule periods during the most recent in-service training or staff meeting. Employees are expected to submit their availability using WhenIWork by the posted deadline. Schedules are developed based on this availability but are subject to staffing needs and safety requirements.
- (b) All shifts are assigned on a first-come, first-serve basis through WhenIWork. However, management reserves the right to modify assignments based on what is in the best interest of the District's operations and patron safety. This may include reassigning or denying shifts if it ensures better overall coverage or compliance with certification requirements.
- (c) Once the schedule is finalized
 - Managers will post the schedule in WhenIWork, typically at least one week in advance.
 - Any unassigned or open shifts will be clearly marked in WhenIWork and may also be announced via direct contact or internal communication.
 - Managers may reach out to staff directly to fill open shifts if necessary.
- (d) Staff are responsible for reviewing their schedules promptly after posting and communicating with their supervisor if there are any concerns or conflicts.
- (e) Employees are expected to
 - Keep their availability up to date in WhenIWork at least two weeks in advance.
 - Check their schedules regularly to confirm assigned shifts.
 - Request shift trades or covers through WhenIWork in a timely and professional manner.
 - Confirm shift trades are approved by a supervisor before assuming they are accepted.

2.3.2 Schedules are typically posted at least one week in advance, and while the District strives for consistency, shifts may change based on operational needs.

Management reserves the right to adjust or reassign shifts as needed to ensure coverage and service quality.

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

2.3.4 Employees are responsible for:

- Showing up on time and ready to work for all scheduled shifts.
- Reporting any discrepancies in the schedule to their supervisor immediately.

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

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

2.4.1. 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.

2.4.2. 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.

2.4.3. 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.

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

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

- 2.5.1. 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.
- 2.5.2. While the District makes an effort to maintain stability and consistency in scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The District provides a scheduling system (WhenIWork.com) that allows each employee to check their schedule online, report their availability to work, request others to cover their shifts, and trade shifts online. Employees are asked to report their availability at least two weeks in advance. All shifts are filled in a first-come, first-serve basis, but management reserves the right to approve requests that best serve the pool’s effectiveness. Shifts are scheduled at least one week in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee reports that they are available and is scheduled and then fails to appear for work, they will be subject to disciplinary action, up to and including termination.
- 2.5.3. 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.
- 2.5.4. 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.
- 2.5.5. **Illness Notification and Shift Coverage.** Employees who become aware that they are ill and unable to work are required to notify the shift supervisor as soon as possible, regardless of the timing relative to their scheduled shift. Early notification allows for better planning and minimizes disruptions to operations. In addition to notifying the supervisor, employees are expected to make reasonable efforts to find

a qualified replacement for their shift. This proactive approach helps maintain service continuity and supports team collaboration. If a replacement is found, the employee must inform the supervisor of the arrangement to ensure proper scheduling and communication

- 2.5.6. Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave). Management will make a decision as to opening without compromising the safety of employees and patrons which will be posted on social media and internally via email to the employees.
- 2.6. *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.
- 2.6.1. 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.
- 2.7. *Breaks and Meal Periods.* Employees are required to take breaks and meal periods in keeping with Washington State Department of Labor & Industries (see APPENDIX E):
- 2.7.1. Employees aged 14 and 15 may not work more than 4 hours without a 30-minute meal break. In addition, these employees must be provided with a paid 10-minute break for every 2 hours worked.
- 2.7.2. Employees aged 16 and 17 may not work for more than 5 hours without a 30-minute meal break. Meal break periods must start no less than 2 hours and no more than 5 hours from the beginning of their shift. In addition, these employees must be provided with a paid 10-minute break every 3 hours for every 4 hours worked.
- 2.7.3. Except as stated above, employees working 5+ hours in a single workday must take a 30-meal break. If they are not available to work during that period, they must record as off the clock for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay on the clock during the meal break.
- 2.7.4. Except as stated above, any employee who works 10+ hours in a day is required to take a second 30-minute unpaid meal period around the middle of the second 5-

hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked-in during the meal break.

- 2.7.5. 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.
- 2.7.6. 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.
- 2.8. *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.
 - 2.8.1. 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.)
 - 2.8.2. 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.
- 2.9. *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.
 - 2.9.1. Each employee is responsible for following the procedure for recording their time as required.
 - 2.9.2. 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.

- 2.9.3. Supervisors are responsible for reviewing time records for accuracy.
- 2.9.4. Falsification of time records is grounds for disciplinary action, up to and including possible termination.
- 2.10. *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.
- 2.11. *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.
- 2.12. *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.
- 2.12.1. 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.
- 2.12.2. 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.
- 2.12.3. 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. *Conditional Employment Period.* All newly hired employees of the District are subject to a Conditional Employment Period, which serves as an introductory and evaluative timeframe to determine suitability for the position.

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

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

3.3.3. During the Conditional Period

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

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

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

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

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.

- 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. Employee Resignation

- (a) Non-Exempt Employees: Non-exempt employees are encouraged to provide at least two weeks (14 days) written notice prior to resignation. The District may choose to waive the notice period and release the employee earlier, with or without cause.
- (b) Exempt Employees: Exempt employees are encouraged to provide 30 days written notice prior to resignation. This allows for appropriate transition planning. However, exempt employees may choose to resign with less notice, consistent with the at-will nature of their employment..

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

- (a) Termination without cause
 - Non-Exempt Employees: The District may provide two weeks' notice, when feasible.
 - Exempt Employees: The District may provide up to 30 days' notice, when feasible
- (b) These notice periods are not guaranteed and may be shortened or waived at the District's discretion
- (c) Termination With Cause: For serious misconduct or performance violations, any employee—exempt or non-exempt—may be immediately terminated without prior notice.

3.7.3 Conditional Employment Period:

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

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.
 - 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 APPENDIX C) which is adopted each year as part of the annual budget process. The District Board of Commissioners may revise the salary and wage schedule from time to time.

4.1. *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 15th 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 26th through the 10th of the following month (usually distributed on the 15th) and the other covers the 11th through the 25th (usually distributed on the last day of the month). This distribution schedule is subject to change and staff will be notified of any changes.

4.3. *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.
 - (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, job-related educational opportunities. Outside training approval is granted at the discretion of the District General Manager. Approval must be granted prior to program registration, otherwise the District is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:

- (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 **passing grade** in order to receive reimbursement.

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

5.2.5. 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.

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.

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

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

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 6.6 Sick Leave 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. *Sick Leave.*

- 6.6.1. Salaried Employee Accrual. The accrual rate for exempt salaried 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. Hourly Employee Accrual. The accrual rate for 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.
- (a) .Eligibility and Usage: Accrued paid sick leave may be used by part-time employees beginning on the 90th calendar day after the start of employment. Sick leave may be used for:
- The employee's own illness or health condition
 - Preventive medical care or treatment
 - Care for a qualifying family member with an illness or medical need
 - Closure of the employee's workplace or a child's school/place of care due to public health emergencies
- (b) Call-In Procedure. Employees reporting an absence due to illness must follow the notification procedures outlined in Section 2.4 – Attendance, including calling the shift supervisor as soon as possible and no later than 30 minutes before the scheduled shift. A follow-up email is required to document the exact dates for which the sick leave will be applied.
- (c) Medical Verification: If a part-time employee is absent for three (3) or more consecutive days, the District may request a doctor's note or other documentation verifying the need for continued leave.
- 6.6.5. Sick leave may not be combined with vacation leave to extend that vacation leave.
- 6.6.6. Unused sick leave will not be paid out to an employee upon separation.
- 6.6.7. Paid sick leave does not count as hours worked for the purposes of overtime or additional accrual calculations
- 6.6.8. Shift Coverage Responsibility. Employees are encouraged to follow Section 2.4.6 regarding illness notification and to make reasonable efforts to find qualified coverage for missed shifts, subject to supervisor approval
- 6.7. *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 1st (New Years Day)
 - Easter Sunday
 - Independence Day (July 4th)

- 6.7.1. Additionally, the pool closes early at 1:00pm on December 24th and December 31st; however staff will be required to work a full day or take vacation, if benefit-eligible.
- 6.7.2. 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 Act (Exempt and Part-time employees).*

- 6.9.1. Purpose. The purpose of this Policy is to summarize Employee rights under the Washington Paid Family Medical Leave Act (PFMLA), the Federal Family Medical Leave Act (FMLA) and the Pregnancy Disability Leave rules set forth in WAC 162.30.020 (PDL). The Washington Family Leave Act (PFMLA) provides for paid leave through the Washington State Employment Security Department for specified family and medical reasons. PFMLA leave runs concurrently with, the leave under the Federal Family Medical Leave Act (FMLA), and also provides for additional leave for a disability due to pregnancy and for leave to care for registered domestic partners. With the adoption of paid leave under the WFMLA, the rules and regulations of the PFMLA will govern most employee family and medical leave requests. In situations where the FMLA provides greater benefits or options, the employee is entitled to the most protective benefit.
- 6.9.2. Unpaid Leave. The paid PFMLA leave benefits set forth below require a seven-day waiting period. The District will grant employees eligible for PFMLA leave under this policy with seven days of unpaid leave during this waiting period. Employees shall have the option of using available sick or vacation leave for all or a portion of the seven-day unpaid leave period.
- 6.9.3. Paid Benefits. The paid Financial benefits under the PFMLA are managed by the Washington State Employment Security Department and governed by Employment Security rules and regulations. This Policy is focused primarily on Employee's right to take leave from work with the District.
- 6.9.4. Definitions.
- (a) Employee shall include all part-time paid and full-time paid employees of the District and elected or appointed commissioners that have worked 820 hours in the first four of the last five or the last four quarters of employment (for any Washington employer).
- 6.9.5. PFMLA Leave Availability. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to a pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the

birth/placement of the employee's child. PFML leave may be taken for the following reasons:

- (a) 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.
- (b) 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.
- (c) 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

6.9.6. 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)

6.9.7. Eligibility for Leave.

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

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

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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

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

6.9.9. Notice Requirements

- (a) Unless otherwise provided herein, notices of the need for PFMLA leave shall be in writing and shall be directed to the District General Manager or Designee. The notice must set forth the reason for the leave, the anticipated duration of the leave, and the anticipated start of the leave. When initial verbal notice is permitted, it shall be followed by written notice as soon as practicable, which generally shall be within the next business day.
- (b) 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.
- (c) When the time for the need for PFMLA leave is not foreseeable, such as in an emergency, the Employee must provide notice of the need for PFMLA leave as soon as practicable. Initial notice may be verbal, and in the case of an Employee's serious health condition or when the employee is otherwise unavailable, may be made by a representative of the employee.

6.9.10. Confirmation of Leave.

- (a) PFMLA claims in accordance with state requirements, and employees shall be required to cooperate with the District's process.
- (b) The District may require that requests for PFMLA leave be supported by certification issued by a health care provider. Such certification shall be provided to the District General Manager or designee within 15 days of the date it is requested, unless it is not practicable to do so under the circumstances. Failure to provide certification may result in a delay or denial of PFMLA protected leave.
- (c) It will be the District's responsibility to advise the Employee whether medical certification will be required when the employee requests leave.

- (d) It will be the Employee's responsibility to provide the medical certification in a timely manner as requested by the District.
- (e) 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.
- (f) 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.
- (g) 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.

6.9.11 Reemployment/Job Protection.

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

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

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 Free Workplace

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

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

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

7.2. Responsibilities:

7.2.1. 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 District General Manager (or designee) 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 not 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 self-employment that does not cause a conflict of interest may do so provided they obtain prior approval from the management. Any employee engaged in outside employment which is found to be in conflict with the requirements of this policy 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- and Smoke-Free Workplace.* For health and safety considerations and in accordance with state law, the District prohibits the use of any tobacco products, vaping devices, or electronic smoking devices in or near District buildings and property. Tobacco-Free Workplace. For health and safety considerations and in accordance with State law, the District prohibits the use of any tobacco product in or near the District building and property. .

8.8.1. Employees who use tobacco products, vaping devices, or electronic smoking devices outside the building in accordance with this policy are requested to remove or cover their Mt. Rainier Pool uniform or any item that identifies them as a District employee or choose a location out of public view.

8.9. *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 through 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 work-related 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 work-related 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.

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.
- 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 self-improvement. We expect that if a performance issue is brought to an employee's attention, they will want to solve it immediately. Therefore, our approach is to use communication, confidence and trust as tools to achieve mutually desirable goals. Those who consistently make no reasonable or meaningful effort to improve 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
- 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.

APPENDIX A – FAMILY MEDICAL LEAVE ACT

The screenshot shows the Washington State Department of Labor & Industries website. The main navigation bar includes links for Home, Español, Contact, Search L&I, A-Z Index, Help, and My L&I. Below this is a secondary navigation bar with categories: Safety & Health, Claims & Insurance, Workplace Rights, and Trades & Licensing. The breadcrumb trail indicates the path: Home > Workplace Rights > Leave & Benefits > Leave from Work > Family Leave Act.

Family Leave Act

Like the federal Family and Medical Leave Act (FMLA), Washington's Family Leave Act (FLA) provides up to 12 weeks of protected leave in a 12-month period for eligible employees. To be eligible, an employee must be employed at least 12 months with the employer and must have worked 1,250 hours in the 12-month period preceding the requested leave. In most cases, the FLA will run concurrently with the FMLA and the enforcement rights are under the federal law. Workers may enforce their rights under the FLA in the following three circumstances:

1. In the case of a pregnancy, when a woman works for an employer who has 50 or more employees within 75 miles of the pregnant woman's worksite, she will qualify for 12 weeks of FLA in addition to the pregnancy disability leave ordered by her health care provider. This will give her more total protected leave from work than her 12-week entitlement under the FMLA because, in most cases, her pregnancy disability leave will count against her 12 weeks of FMLA but not against her FLA. The FLA does not run during pregnancy disability leave. Instead, the 12 weeks of FLA will begin to run when the woman's doctor releases her to work following the birth of her child, usually six to eight weeks after the date of birth.
2. In a case when an employee qualifies for FMLA (50 employees within 75 miles, one year or more tenure, and having worked 1,250 hours in the past 12 months) and the employee needs leave to care for a registered domestic partner with a serious health condition, the employee can use up to 12 weeks of FLA for this purpose. Only the FLA will run, and the employee will still have 12 weeks of FMLA available for FMLA-qualifying purposes.
3. If a qualifying employee exhausts all or part of his or her FMLA entitlement because of qualifying exigency leave, the employee may still have access to all 12 weeks of state FLA. This is because certain military exigencies are not covered under the FLA and certain covered servicemembers do not meet the definition of family member under the FLA. In such cases, the FLA will not run when the FMLA is running for those purposes.

More worker rights coming in 2019-20

Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits to workers. The program will be funded by premiums paid by both employees and many employers, and will be administered by the **Employment Security Department (ESD)**. This [insurance program](#) will allow workers to take necessary time off when they welcome a new child into their family, are struck by a serious illness or injury, or need to take care of an ill or ailing relative. As directed by the Legislature, premium payments begin on Jan. 1, 2019 and benefits can be taken starting Jan. 1, 2020.

For more information, see [Paid Family and Medical Leave \(PFML\)](#) (www.esd.wa.gov).

For information about qualifying exigency leave under the FMLA, see: [Military Family Leave Provisions of the FMLA Frequently Asked Questions](#).

If your situation does not fit into any of the three circumstances described above, the FMLA supersedes the FLA and you must enforce your rights under the federal law.

For more information:

- Family Leave – RCW 49.78.010 through 49.78.904 (apps.leg.wa.gov)
- [Washington State Family Leave Act Q&A](#) (122 KB PDF).
- [Table of Protected Leave Laws](#) (131 KB PDF) Provides a comparison of state and federal laws regarding leave for pregnancy and other family care issues.
- [File a Protected Leave Complaint](#) (F700-144-000).

Find a Law (RCW) or Rule (WAC)

Get a Form or Publication

Report Fraud

About L&I

- News & Data Center
- Find a Job at L&I
- Language Services
- Office Locations
- Online Self-Service Center
- Site Feedback

For Business

- What to do if your employees are injured
- Find a safety rule
- File a Quarterly Report
- Find safety training materials
- Permits and inspections
- Check L&I business requirements
- Help for small business owners

[More For Business](#)

For Workers

- Workers' comp claims
- Find out about breaks
- Learn workplace safety requirements
- Understanding overtime pay
- Minimum wage
- How to file a workplace safety complaint
- Find a Doctor

[More For Workers](#)

For Medical Providers

- Become an L&I Provider
- Fee schedules
- Get authorization
- Treating patients
- Check claim status
- Provider billing & payment
- Medical treatment guidelines

[More For Medical Providers](#)

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APPENDIX B– MT. RAINIER POOL RULES & REGULATIONS

RULES AND REGULATIONS

Des Moines Pool Metropolitan Park District

MOUNT RAINIER POOL

The Mount Rainier Pool is a 213,000-gallon pool governed by the Des Moines Pool Metropolitan Park District, and operated by Aquatics Management Group (AMG). It is a public facility and does not require membership or have any joining fees. There are many admission options including single use, punch cards or three-month and annual pass choices.

Check in Procedure

- Pool users new to the facility must show ID and sign in at the front desk on the provided sign in sheet.
- Returning users must check in by marking their zip code of residence on the tally sheet provided. This includes all who enter the building regardless of entry into the water. This information will provide the Des Moines Park and Metropolitan Pools District demographic information about our pool users which may be useful for future pool funding.

PLEASE SECURE ALL YOUR BELONGINGS. YOU MAY BRING A PADLOCK TO USE ON A LOCKER.

Pool Rules

Make your visit a fun and safe experience.

Please observe all rules. These are for your safety. Individuals who interfere with the staff's ability to perform their duties may be asked to leave.

1. Pool staff is authorized to enforce rules and supervise the public's use of the pool facility. Please obey them.
2. Adult supervision: Children younger than six (6) years of age or less than 48 inches in height must be directly supervised by an adult in the water and must be within arm's length distance at all times.
3. Non-swimmers cannot go beyond shoulder-depth water. Pool staff may ask anyone in the pool to perform a swim test before using the diving board or deep-water area.
4. No diving in shallow water. Diving is only allowed from the deck in designated areas unless under direct supervision. (Diving area is marked by yellow line and red line at the pool's edge marks non-diving area.)
5. If you have a communicable disease that can be transmitted by water or have been ill with diarrhea or vomiting in the last two weeks, do not use the pool. Bathers with seizure, heart or circulatory problems are advised to swim with a buddy.
6. Do not use the pool when under the influence of alcohol or drugs.
7. Food and drink in designated areas only. No gum or glass containers.
8. Spectators are welcome in the designated areas.
9. All swimmers must shower before entering the pool.
10. Running, horseplay or pushing is not allowed.
11. Masks, fins, snorkels, floating devices, and any other swim aids must be approved by pool staff.
12. Bathers wearing diapers must have tight-fitting protective covers. Diapers must be changed in the locker rooms or restrooms.
13. Report all accidents and incidents immediately to the pool staff.
14. Additional rules may be required where necessary for the safety and enjoyment of users.
15. Persons failing to obey facility rules or facility staff are subject to removal from the premises.

In case of Emergency: Call 911

Diving Board Rules

1. One person on diving board at a time.
2. One bounce only. Jump or drive straight off the board and quickly swim out of the area.
3. No swinging on the ladder or diving board hand railing.
4. Wait until diving area is clear before jumping or diving.
5. No catching or spotting people from the diving board.

If you have any questions about appropriate diving, please ask pool staff.

Rules are subject to change. To be alerted when rules change, please sign up for our email notification system on the main page of our website at mtrainierpool.com.

APPENDIX C– SALARY AND WAGE SCHEDULE

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

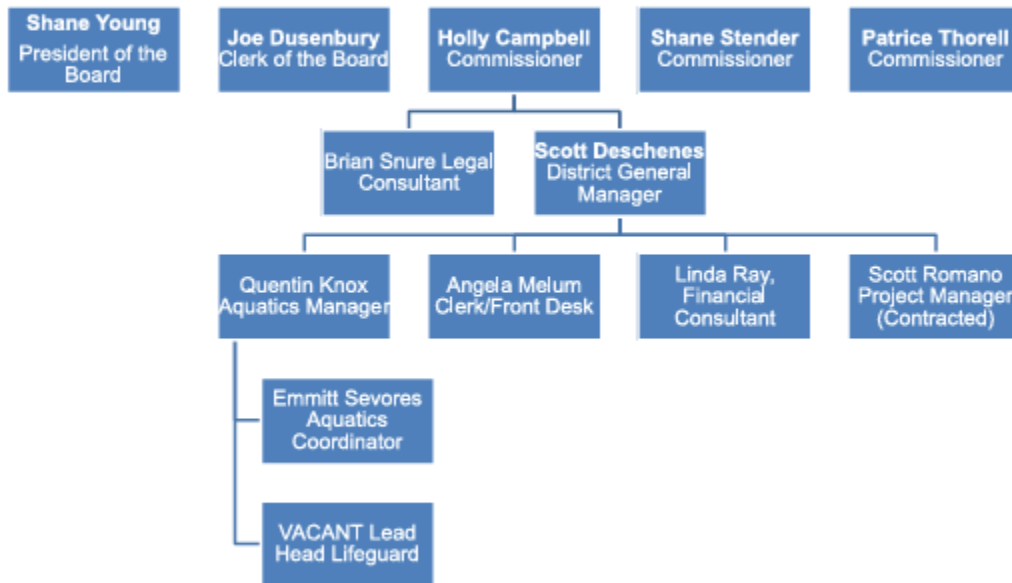
- * Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- * Each salary grades 2 thru 15 are separated by 7%
- * Each salary steps A thru F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F" at the completion of five years of tenure
- * Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

Bonus/Incentives

- * WSI Certified Instructors get \$.50/hour for lifeguarding.
- * Early Morning Guards (Before 8:00am), Fridays and Saturdays after 5pm, and Sundays, get \$2.00/hour.
- * Swim Lesson Instruction \$4/hour.

APPENDIX D – DISTRICT ORGANIZATIONAL CHART

Des Moines Pool Metropolitan Park District
Organizational Chart - 2025



APPENDIX D – WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES
EMPLOYMENT STANDARDS FOR TEEN WORKERS

Teens at Work: Facts for Employers, Parents and Teens

This brochure covers all industries other than agriculture.



This brochure answers many questions employers, teen workers and parents have about non-agricultural work rules, permits and conditions for working minors, including teens working in their family's non-agricultural business.

What does an employer have to do to hire minors?

Post a current Minor Work Permit endorsement

Employers need a Minor Work Permit endorsement on their business license for each work site where they employ minors. They can apply to get one with the business license application through the Department of Revenue's Business Licensing Services (www.dor.wa.gov/manage-business/state-endorsements/minor-work-permit) or any L&I office. The business license with current Minor Work Permit endorsement must be posted and renewed every year.

Keep specific information on file for each minor worker

An employer must have the information below about each minor worker on file at the minor's work site and maintain these records for three years from the last date of the minor's employment:

Proof of age

The date of birth must be supported by proof:

- Driver's license.
- Birth certificate.
- Passport.
- Baptismal record.
- Notarized statement of a parent or guardian.

Job description

The job description must include a complete description of duties.

A Parent/School Authorization form

If the student is working during the school year, a *Parent/School Authorization* form must be completed by the employer and kept on file at the minor's work site. The employer must complete this form before obtaining signatures from the employee, parent/guardian and school representative. The employer needs to renew this form every school year by Sept. 30, or when the minor's schedule changes. If the minor has their General Education Diploma (GED) or high school diploma or is home schooled, parents may certify this on the form.

Parents and schools may adjust the minor's work schedule if academic performance or attendance is suffering due to working too many hours.

A *Parent Authorization for Summer Work* form is required for minors who are hired during summer break only.

What is the minimum age to work?

Youth must be 14 years old to work at non-agricultural jobs. A child younger than 14 can work if the employer completes the *Court Form Granting Permission* and *Employer Petition to the Court* forms (available from L&I) and has them signed by a superior court judge in the county where the minor lives.



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.

PUBLICATION F700-022-000 [10-2018]

Employer checklist

Here's a checklist of what an employer needs when hiring a minor:

- ☐ A Minor Work Permit endorsement
- ☐ A signed *Parent/School Authorization* form or *Parent Authorization for Summer Work*
- ☐ Proof of minor's age
- ☐ Personal data and employment description

For more information

www.Lni.wa.gov/TeenWorkers

TeenSafety@Lni.wa.gov

1-866-219-7321

Federal laws

(U.S. Department of Labor, Wage and Hour Division):

www.youthrules.dol.gov

www.osha.gov/youngworkers/

206-398-8039

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f **Assigned to:** District GM **Meeting Date:** May 27, 2025

Under: Old Business **Attachment:** Yes

Subject: Policy 353, Facility Access (second touch)

Background/Summary:

In 2016, the district adopted Policy 353, Transgender which covered restroom access for locker rooms at the Mount Rainier Pool.

Earlier this year, there was a discussion as part of the WRPA Aquatic Group revolving around access to the locker and restrooms. After reviewing our policy, the district general manager with help from legal decided to update the policy.

Attached is the proposed policy that will rescind the current policy. The object of this with any policy is to provide a more inclusive environment, and the hopes of this policy update.

Rationale:

This updated policy broadens the focus to provide inclusive and equitable access to restrooms, locker rooms, and other gendered facilities for all individuals, in alignment with Washington State law (RCW 49.60 and WAC 162-32) and best practices. The name and content change reflect the district's commitment to dignity, privacy, and access for all patrons and staff—without singling out any one group—while still maintaining strong protections for transgender and nonbinary individuals.

Updated:

There were no edits received from the board by the deadline. Attached is the new facility access policy that will replace the old policy. Staff will be updated on the new policy and discuss situational responses to ensure everyone feels welcome at the pool.

Fiscal Impact: N/A

Proposed Motion:

I move that the Board of Commissioners of the Des Moines Pool Metropolitan Park District approve the replacement of **Policy 353: Transgender** with the updated and renamed **Policy 353: Facility Access**, as presented.

Reviewed by District Legal Counsel: **Yes** X **No** _____ **Date:** 4/15/25

Two Touch Rule:

<u>N/A</u>	Committee Review
<u>N/A</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

Attachments:

- (Proposed) Policy 353, Facility Access
- (Current) Policy 353, Transgender (To be replaced)

353: Facility Access Policy

1.0 Purpose

The Mount Rainier Pool and Des Moines Pool Metropolitan Park District is committed to fostering an inclusive and welcoming environment for all individuals, regardless of ability, gender identity, nationality, language, socioeconomic status, religion, or any other factor. This policy ensures equitable access to all district-operated facilities, programs, and services while actively removing barriers to participation, in compliance with applicable Washington State laws.

2.0 Policy

The Des Moines Pool Metropolitan Park District is committed to operating a discrimination free facility in compliance with state and federal laws against discrimination. The District shall, in compliance with state law, allow individuals the use of the District's facilities without regard to an individual's race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as such terms are defined, modified, restricted or expanded in chapter 49.60 RCW.

3.0 Procedures

Restroom, Locker Room and Dressing Room Accessibility

Individuals using the District's pool facilities will be allowed to use the restroom, locker room and dressing room that corresponds to the individual's gender identity and gender expression. No individual will be required to use a restroom, locker room or dressing room that conflicts with his or her gender identity or gender expression. The District also provides single occupant restrooms that can be used by any gender.

If an individual expresses concern or discomfort about a person who uses a restroom, locker room or dressing room that is consistent with the person's gender expression or gender identity, the person expressing discomfort shall be directed to a separate or gender neutral facility.

Participation in District programs

The District will provide all program participants the opportunity to participate in District programs in a manner consistent with this policy.

353: Transgender Policy

1.0 Purpose

To establish policy and procedure to provide equal access to public community athletic programs and sports facilities.

2.0 Policy

The Des Moines Pool Metropolitan Park District is committed to operating a discrimination free facility in compliance with state and federal laws against discrimination. The District shall, in compliance with state law, allow individuals the use of the District's gender-segregated restrooms, locker rooms and dressing rooms, consistent with the individual's gender expression or gender identity.

3.0 Definitions

Gender Expression and Gender Identity: Means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

4.0 Procedures

Restroom, Locker Room and Dressing Room Accessibility

Individuals using the District's pool facilities will be allowed to use the restroom, locker room and dressing room that corresponds to the individual's gender identity and gender expression. No individual will be required to use a restroom, locker room or dressing room that conflicts with his or her gender identity or gender expression.

The District also provides single occupant restrooms that can be used by any gender.

If an individual expresses concern or discomfort about a person who uses a restroom, locker room or dressing room that is consistent with the person's gender expression or gender identity, the person expressing discomfort shall be directed to a separate or gender neutral facility.

Participation in District programs

The District will provide all program participants the opportunity to participate in District programs in a manner that is consistent with their gender expression and gender identity.

5.0 Staff Responsibility

This policy does not protect behavior that is criminal or inappropriate. If Pool District staff have legitimate concerns about the safety or privacy of individuals as related to other individual's use of the restroom, locker room or dressing room, staff shall immediately bring these concerns to Ken Spencer, Aquatics Management Group President, shall communicate with the individuals involved to determine the appropriate course of action. Such privacy or safety issues should be immediate and reasonably foreseeable, not speculative. Anyone, regardless of their transgender status, who is behaving inappropriately in a restroom or locker room, can be required to leave. Additionally, law enforcement should be called whenever criminal behavior is observed or suspected.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: May 27, 2025

Under: Old Business

Attachment: Yes

Subject: 50th Anniversary Celebration (Date to Be Determined)

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 a date to be determined. This would allow ample time away from the start of school when less participation occurs.

First, for scheduling please email the District GM **Saturdays you will be available September 20 through October 25**. It might be good to push the event back past school opening and look at other scheduling conflicts in the Fall. This will help develop maximum participation and public outreach.

Second, the District GM has included a **rough outline** developed through feedback with the Public Outreach Committee. Please email the District General Manager any feedback or if you wish to work/volunteer on any items for the event.

Finally, Gene Achziger created the following 50th Anniversary Logo. I will start using it on all documents, starting with our June 1, schedule update. If anyone has a good **tagline**, it might be good to post below the logo.

Fiscal Impact: N/A

Proposed Motion:

No motion. Informational only.

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

Three Touch Rule:

_____	Committee Review
<u>Continuous</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

- DRAFT Outline for the Event
- Proposed 50th Anniversary Logo

50th Anniversary Celebration (PUBLIC IDEAS)

- **Saturday, ADD DATE, Noon-4pm**
 - Timeline:
 - Festivities start at Noon with dedication 12-12:30pm
 - Swims and other festivities 12:30-4pm
 - DEDICATION:
 - Local dignitaries, former board members and current board
 - Programs:
 - Plaque dedication
 - Proclamation
 - Recognize past employees and board members
 - Lobby Decorations/Setup
 - 1970s themed
 - History Timeline on Wall 1975 to today
 - Use to sell the age of the pool to people, and what the district has done
 - Photo wall with historical photos
 - Sharing portal
 - Invite public to share memorabilia
 - Use TV to post pictures
 - Community testimonials – video?
 - Other Setup:
 - Local Food Truck(s) – if possible
 - 50th Anniversary Duck Giveaway – 500 ducks to dignitaries, swimmers, etc.
 - Cake or cookie setup commemorating anniversary
 - Programming:
 - Throwback Swim - \$.50 entry fee (free for past staff and families): price pool charged when opened in 1975 (Theme, 1970s or through the decades?)

- Station 1 (Swim): 12:30-1:30p First Swim, 1:45-2:45p Second Swim, 3-4pm Third Swim (if needed)
 - Play 1975 Throwback music
 - pool games with staff
- Station 2 (Food/Games/Lobby):
 - After Swim: Lobby and Outside (weather)
 - Handout ducks on way out
 - Food trucks (if possible)
 - Face painting (definitely after swim)
 - A couple of games (centered around 1970s)?
 - A station to highlight the pools needs to better serve a growing community with adequate water space (Stender feedback)
- Throughout month (non-attendees): Not everyone will be able to attend.
 - 50 laps for a prize?
 - Attend 5 water exercise classes (punch card)
 - Start using “Anniversary logo”



50th Anniversary Celebration (PLANNING IDEAS/FEEDBACK)

Feedback from Shane Stender:

1. Draft communication plan between now and launch.
2. Develop strategic ways to work in the future, “Celebrating 50 years of history and planning for the next 50 years.”
 - a. A station to highlight the pools needs to better serve a growing community with adequate water space
 - b. A signup to stay informed
 - c. A petition like signup to support improvements and more water space
 - d. Any speaking includes subtle but firm nods to telling school district and city you value aquatic, rec sports, etc.

Feedback from Patrice Thorell:

- Use Waterland Festival and Parade to promote the event.

Send your feedback to the District General Manager.



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District G.M.

Meeting Date: May 27, 2025

Under: New Business

Attachment: Yes

Subject: Policy 454 Drug Free Workplace (first touch)

Background/Summary:

The Mount Rainier Pool is in the process of approving its updated **employee handbook (see AIS 7d)**. As part of the employee handbook. A commissioner recommended that we better **adopt/document a drug free workplace**, and the change was incorporated into the handbook. Legal provided the following policy to be added the district's policy and procedures.

The District General Manager is **recommending approving Policy 454 Drug Free Workplace on a first touch since the board is approving the employee handbook**. Normally the district has a two-touch rule, but the District General Manager believes there should not be any issues with passing this policy.

The only changes would be to implement the format to match the other policy and procedures, but if approved there would be no update to the content.

Fiscal Impact: N/A

Proposed Motion:

I move to adopt Policy 454: Drug-Free Workplace as presented and direct staff to incorporate it into the District's Policy and Procedures Manual in accordance with Washington State laws and best practices for public agencies.

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

Three Touch Rule:

_____	Committee Review
<u>Continuous</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

- DRAFT Policy 454 Drug Free Workplace

454: Drug Free Workplace Policy

1.0 Purpose

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

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.

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.

This policy provides for post-incident, reasonable suspicion, “return-to-duty” and “follow-up” drug and alcohol testing for all employees.

2.0 Definitions

- A. **ACCIDENT:** Any incident in which an employee was involved in that results in injury or harm to the employee, other individuals, equipment, or property.
- B. **CFR:** Code of Federal Regulations.
- C. **GENERAL MANAGER’S DESIGNEE:** a representative appointed by the General Manager.
- D. **DOT:** Federal Department of Transportation.
- E. **DRUG:** amphetamines, cocaine, opiates, marijuana (THC), phencyclidine (PCP) or other substances including alcohol, the use of which impairs an employee's ability to perform a job or duty or poses a threat to the safety of an individual or others.
- F. **DRUG AND ALCOHOL ABUSE PROFESSIONAL (SAP):** licensed physician with knowledge of drug and alcohol abuse disorders.
- G. **DRUG TEST:** a blood, breath, hair follicle and/or urinalysis test (as appropriate) for the presence of drugs or alcohol.

- H. **EMPLOYEE:** any full-time, part-time, volunteer, probationary or temporary member of the District.
- I. **FAILING A DRUG TEST:** a test result, as determined by the District's MRO, documenting positive evidence of the presence of any alcohol at a level greater than 0.04 in an employee's system or the presence of a drug or drug metabolite that is at or above the determined threshold cutoff level. Failing a drug test shall be referred to as "testing positive."
- J. **IMPAIRED:** a diminishing or worsening of an employee's mental or physical condition, which is the result of using alcohol or drugs.
- K. **MEDICAL REVIEW OFFICER (MRO):** a licensed physician with knowledge of substance abuse disorders and appropriate medical training as designated by the District.
- L. **ON THE JOB:** an employee is considered "on the job" whenever employee is: either on duty or on district property, driving a district vehicle or whenever employee is working for the District or conducting district business.
- M. **PASSING A DRUG TEST:** a test result, as determined by the District's MRO, documenting no evidence of the presence of any alcohol at a level of 0.04 or greater in the employee's system, or no presence of a drug or drug metabolite that is at or above a pre-determined threshold cutoff level.
- N. **PROPER MEDICAL AUTHORIZATION:** a prescription or other written approval from a licensed practitioner/physician or dentist for the use of a drug in the course of medical treatment, which must include the name of the substance, the period of authorization, and whether the prescribed drug may impair job performance.
- O. **REASONABLE SUSPICION:** A belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol to the extent that the employee is unable to safely and efficiently perform a job or duties or poses a threat to the safety of the employee or others.
- P. **SAMHSA:** Substance Abuse and Mental Health Services Administration
- Q. **UNDER THE INFLUENCE:** Condition, which is the result of using drugs or alcohol, the result of which limits an individual employee's ability to safely and efficiently perform a job or duties or poses a threat to the safety of the employee or others.

3.0 Responsibilities

- A. The Board of Commissioners: The Board of Commissioners is responsible for:
- i. Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
 - ii. Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
 - iii. Providing 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.

- B. Management: The General Manager or designee is responsible for:
- i. Implementing and enforcing this policy and applicable procedures.
 - ii. Ensuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance.
- C. Employees: Employees shall comply with this policy as a condition of employment. Employees are responsible for:
- i. Not reporting to duty while under the influence of drugs or alcohol.
 - ii. Not being under the influence of drugs or alcohol while On The Job.
 - iii. Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
 - iv. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
 - v. Cooperating and complying with applicable testing procedures established in this policy.
 - vi. 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 General Manager then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

4.0 Testing

- A. Reasonable Suspicion Testing: When reasonable suspicion exists to believe that an employee may be under the influence or impaired by alcohol or drugs, the following procedure shall be followed:
- i. The employee shall be informed of reasonable suspicion, removed from assignment (active duty) and placed on paid administrative leave status pending results of interview and/or testing.
 - ii. A supervisor assigned by the District and a witness, at the discretion of the employee in question, shall accompany said employee at all times during the interviewing and testing procedure.
 - iii. If a questionable substance is present, an appropriate sample shall be secured.
 - iv. Immediate notification of the General Manager or designee.
 - v. The supervisor assigned shall, if circumstances permit, interview the employee to verify that a reasonable suspicion exists.
 - vi. If, after interview, reasonable suspicion still exists:
 - a. A supervisor shall transport the employee to the testing facility and the appropriate testing procedures will be implemented.
 - b. The employee (or parent or guardian if under 18) will be required to sign a consent form for the testing.
 - c. Following the test a supervisor shall transport the employee to the employee's residence.
 - d. If test results are positive, the time off will be charged to the employee's earned/accrued time off bank.
 - e. If test results are negative, the time off will be charged to paid administrative leave.
 - vii. If, after interview, a determination is made that the employee is impaired but not in violation of this policy, implement sick leave procedures.
 - viii. If a determination is made that there is no violation or impairment, for any reason, this process shall be immediately discontinued and all operations returned to original status. Furthermore, all documentation and records of the event shall immediately be destroyed.
- B. Post-Accident Testing: Employees shall be subject to post-accident testing if they are involved in an Accident, while on the job. The following procedure shall be followed:
- i. The employee shall be tested as soon as possible, but not more than eight hours after the accident for alcohol

testing and 32 hours for drug testing after the time of the accident.

- ii. Employees involved in accidents shall refrain from alcohol or drug use following the accident or until a drug test is administered.
- iii. Employees who leave the scene of an accident without appropriate authorization prior to the testing shall be considered to have refused the test and shall be subject to disciplinary action, up to, and including termination.
- iv. If a post-accident alcohol test is not administered within two hours following an Accident, the supervisor at the scene of the Accident shall document the reasons why the test was not administered within two hours. If the post-accident alcohol test is not administered within eight hours after the Accident, the supervisor at the scene shall cease efforts to test and document the reasons the test was not conducted. In both cases, the documentation shall be forwarded to the General Manager or designee.

C. Follow-up/Return to Duty Testing: As part of a follow-up to counseling or rehabilitation for drug or alcohol use, an employee may be required to submit to a drug test. The following Procedure shall be followed:

- i. If an employee has been placed on leave through use of counseling or rehabilitation services, the employee will not be permitted to return to work until the employee has passed a drug test as documented by the SAP, has the approval of the appropriate rehabilitation program coordinator, medical review officer, and the concurrence that the General Manager or designee determines that the employee is fit to return to duty.
- ii. Such employees may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP.

D. Voluntary Request For Treatment: The District shall not discipline employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem. No disciplinary action will be taken against an employee unless the employee refuses the opportunity for rehabilitation and/or fails to comply with the Follow-up/Return to Duty procedures.

E. Post Treatment: If, after an initial positive test in violation of this policy or voluntarily entering a treatment program, an employee again violates this policy he/she will be terminated.

5.0 Methodology

A. General: To ensure the accuracy and fairness of the testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration SAMHSA/DOT guidelines where applicable and will, at a minimum include using SMHSA certified laboratories, chain of custody procedures, and equipment. Testing procedures may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

B. Positive Test Results. All positive test results shall first be reviewed by the District Medical Review Officer (MRO). The MRO shall review the employee's medical history and afford the employee with an opportunity to offer any clarifying information that would explain the positive test.

C. Compliance with Testing: Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately pending further investigation. Refusal can include an inability to provide a specimen or breath sample without a valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and recorded as a positive test when considering appropriate disciplinary action.

D. Re-Tests and Observed Tests. Any employee who tests positive for drugs may request, within 72 hours of

notification, a test of the split sample, as all specimens are split and the untested portion stored for a period of time. The employee must notify the MRO of his/her request, and the employee will be responsible for the cost of the split sample test. There are certain situations that may require the employee to provide, at the collection site, another urine or breath sample, e.g., when insufficient volume or breath provides an inadequate sample or the technician has reason to suspect tampering with the sample. Under the latter circumstances, a second collection may be under observed conditions.

- E. Marijuana Testing. Reasonable suspicion and post-accident testing for Marijuana use may, if such test results can be obtained in a timely manner, be based on the Washington State Patrol testing method/s and limits to measure active impairment in place at the time of testing.

6.0 Search Notice and Conditions

- A. When a supervisor or the General Manager or designee has reasonable suspicion to believe that an employee possesses drugs or alcohol in violation of this policy, the employee will be required, at the General Manager or designee's direction, to submit to a search of any room, desk, file, locker or other container provided by the District, law enforcement may be used. Any search conducted beyond these parameters shall be conducted in accordance with applicable state or federal laws.
- B. Any drugs or alcohol discovered on District premises in violation of this policy will be confiscated and the District will coordinate with appropriate law enforcement officials as necessary. Before any search may be conducted, except in an emergency situation, there must be concurrence by a supervisor and the General Manager or designee that there is reasonable suspicion of the presence of drugs or alcohol in violation of this policy. Prior to the search occurring, the employee shall be informed of the suspected situation with an explanation of reasonable suspicion at that time.

7.0 Disciplinary Action

- A. Violations of this policy will be grounds for appropriate disciplinary action on a case-by-case basis, up to and including, termination. Additionally, law enforcement authorities will be notified in appropriate situations. Employees who fail to cooperate and voluntarily participate in such provided programs shall be considered as testing positive and in violation of this policy.

8.0 Reporting Violations

- A. An employee who has reasonable suspicion of drugs or alcohol on District property or in District vehicles, or observes or has knowledge of another employee who either (1) violates this policy; or (2) is in a condition which might impair that employee's ability to perform job duties or which poses a hazard to the safety and welfare of others, shall promptly report the situation to his or her supervisor. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.
- B. If an employee has reasonable suspicion that the General Manager or designee is violating this policy, the employee shall report this to the Chairperson of the Board of Commissioners. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.

9.0 Rehabilitation Program

- A. Any employee who tests positive for drugs or alcohol shall be medically evaluated, counseled and treated for rehabilitation as recommended by the SAP. Employees who complete a rehabilitation program may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP. An employee may voluntarily enter a rehabilitation program without prior testing. The all or a portion of the treatment and rehabilitation may be paid for by the employee's health insurance

program if available. Employees will be allowed to use their accrued and earned leave for the necessary time off involved in the rehabilitation program. If an employee does not have available insurance or have available accrued or earned leave, the District will not be responsible for any costs associated with treatment or loss of wages from missed work.

10.0 Privacy

- A. Confidentiality shall be maintained throughout the testing process. Records of test results of employees receiving treatment for chemical dependency or of employees or applicants involved in other situations related to this policy will be maintained and used by the District with the maximum respect for individual confidentiality and privacy. The District shall retain such records relating to the sample collection process and positive test results. The District shall retain positive test results for at least (1) year. Only the General Manager, the Human Resources Manager, and the employee's immediate supervisor will be made aware of the test results. Such information will not be released to a third party without specific written authorization by the individual, or upon court order. The District shall maintain records and reports as required by appropriate government authorities.

11.0 Policy Commitment, Notice and Training

- A. All employees shall receive a copy of this Policy. The District shall make training available for Employees to help prevent drug and alcohol abuse problem situations and appropriately deal with such problems should they occur.

12.0 Right of Appeal

- A. The employee has the right to appeal the results of the drug or alcohol tests. To initiate an appeal, the employee must fill out and sign the attached "Drug Test Appeal" (Appendix C) form within 5 business days of being notified of a positive test result. The appeal process will be conducted without cost to the employee. The employee will be scheduled to meet with the General Manager or designee or the MRO within 14 calendar days to review the appeal. Following the meeting the General Manager, designee or MRO will issue a written report of findings and conclusions.

13.0 Conflict with Other Laws

- A. This Policy is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State, or Local statutes.

APPENDIX

Appendix A: Pre-employment Drug Testing Consent Form

Appendix B: Employee Drug and Alcohol Testing Consent Form

Appendix C: Drug Test Appeal Form

Appendix A

Des Moines Pool Metropolitan Park District

Applicant Consent Form And Authorization For Specimen Collection, Substance Testing, And Release Of Information

I, _____ as a public safety position job applicant, voluntarily consent to provide a urine specimen at the designated Drug testing services provider, or any other site designated by Des Moines Pool Metropolitan Park District. I understand that the urine specimen will be tested for the presence of drugs or controlled substances prohibited by Des Moines Pool Metropolitan Park District's Drug & Alcohol-Free Workplace Policy. I give my consent for the release of such test results to Des Moines Pool Metropolitan Park District's Medical Review Officer, who shall interpret such results for Des Moines Pool Metropolitan Park District's General Manager and/or the General Manager's designee. I further authorize Des Moines Pool Metropolitan Park District and its management to use this information as necessary in considering my application for employment. I understand that I may not be hired if I test positive for drugs or controlled substances prohibited by this policy. Upon request, Des Moines Pool Metropolitan Park District shall give me a copy of written test results it receives.

Applicant Signature

Date

Witness

Date

Parent/Guardian Consent (for applicants under 18 years of age)

I, _____, as the parent or legal guardian of the applicant named above, acknowledge that I have read and understand this consent form. I hereby voluntarily give permission for my child to provide a specimen for drug or controlled substance testing as required by the Des Moines Pool Metropolitan Park District's Drug & Alcohol-Free Workplace Policy. I understand that the results of this test will be provided to the District's Medical Review Officer and may be used in evaluating my child's application for employment.

I understand that if my child tests positive for drugs or controlled substances prohibited by this policy, they may not be hired.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Relationship to Applicant

Appendix B

Des Moines Pool Metropolitan Park District

CONSENT AND RELEASE FORM FOR DRUG/ALCOHOL TEST PROGRAM

I acknowledge that I have received a copy of, have been duly informed, and understand the District's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the tests can determine, and the consequence of testing positive for drug use. I give consent for the release of such test results to the General Manager or his designee.

I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Substance Abuse Program I will not be disciplined by Des Moines Pool Metropolitan Park District.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Officer. I understand that the MRO will review and interpret any positive test results, and that I will have the opportunity to be interviewed by the MRO to review my status, my medical history, and any relevant biomedical factors prior to the District being informed whether I passed or failed the test. The District will maintain the findings in a confidential manner and will not divulge the information to any outside source without the consent of the employee.

I understand that a confirmed positive drug or alcohol test will result in my referral to a Drug and Alcohol Substance Abuse Professional. Provided I have come forward voluntarily, I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within one (1) year of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the District.

Printed or typed name of employee

Signature of employee

Date

Parent/Guardian Consent (for employees under 18 years of age)

I, _____, as the parent or legal guardian of the employee named above, acknowledge that I have read and understand the District's drug and alcohol testing policy and this consent form.

I voluntarily give permission for my child to participate in the District's drug and alcohol testing program, including the collection and testing of specimens, as described in the policy. I understand that the results of any tests will be provided to the District's General Manager or designee, and that my child may be referred to a Substance Abuse Professional if a positive result occurs.

I further understand that the District will keep all information confidential and will not disclose it to outside sources without written consent, except as required by law.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Relationship to Employee

DRAFT

APPENDIX C
Des Moines Pool Metropolitan Park District
Drug Test Appeal Form

If you disagree with the accuracy of a positive test result to a test that you have submitted to you may file an appeal by completing this form and filing it with the General Manager or designee within five business days of your receipt of your test results.

Name _____

Date Sample Provided _____

Location Sample Provided _____

What are the reasons for your appeal (please be specific)

DRAFT

Date: _____

Signature _____

Print Name _____

Parent/Guardian Consent (for employees under 18 years of age)

I, _____, as the parent or legal guardian of the employee named above, acknowledge that I have read and understand this appeal form. I support my child's decision to appeal the positive drug or alcohol test result and authorize the District to review the appeal in accordance with its policy.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 5/27/2025

Under: New Business **Attachment:** Yes

Subject: Surge Pit Emergency Repair – Finance Committee Approval & Approval of
Emergency Agreement

Background/Summary:

This AIS will serve to notify the board of an on-going issue with the surge pit that required immediate action including contracting an engineering firm. This issue is on-going, and this is an update on the process including approval of an agreement for engineering services.

Below is the definition of an emergency according to [Procurement Policy \(520\)](#).

3.2. Emergency. Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

On Tuesday, May 6, the Mount Rainier Pool's staff had an emergency meeting about leaks that had occurred from the surge pit. The largest leak is an increasing drip that started and has been increasing from the entry point of the heating coils that heat water in the surge pit to be circulated around the pool. There is also other cracking throughout the outside of the unit, and concerns about equipment that is affixed to the surge pit might need to have new support systems that do not place pressure on the unit.

Aquatic Specialties, whom the district has a preventative maintenance was out of the area on projects, invited MLA engineers. MLA engineers is a local firm that specializes in pools and aquarium tanks. We had a discussion about the project, and the District GM notified MLA that he would need to get committee/board approval before any agreement could be setup.

The District GM notified the finance committee, in case there needed to be an immediate structural contract work and repair. The surge pit is an integral part of pool operations and without these repairs, the pool could suffer material losses.

The attached agreement will need to be approved by the board. The District GM does not recommend going out to bid, since the repairs should not be delayed, as it could force a long-term closure, and also needs to be addressed before other plumbing work of \$213k that is grant supported, needs to get done before the MRHS swim seasons.

The Finance Committee was contacted and approved the repair on Thursday, May 8. Both commissioners agreed the repairs were timely and the item is being posted on the agenda for information for the rest of the board.

Below is the Estimated Structural Engineering Scope of Services...

- **Structural Evaluation Report**

- Conduct an on-site assessment of current conditions.
- Evaluate visible cracks, concrete deterioration, and active pipe leaks.
- Deliver a written report with findings and recommendations.
- **Design of Critical Repairs**
 - Develop detailed repair drawings for:
 - Leaking pipe penetrations.
 - Structural concrete deficiencies identified during evaluation.
- **Support for Mechanical/Piping Project**
 - Review and assess proposed piping changes.
 - Provide structural detailing for:
 - New pipe penetrations.
 - Pipe supports and anchors connecting to the surge pit.
- **Remaining Service Life Assessment**
 - Estimate the remaining lifespan of the surge pit tank.
 - Recommend repairs, modifications, or treatments to extend service life.

The District General Manager suggests approving the agreement with a not to exceed (NTE) \$_____.*

** MLA's delay has caused us to wait for a NTE. This will be added at the May 27 board meeting.*

From here, MLA Engineering, the District and Aquatic Specialties will work on an estimate for the repairs. The goal of the repairs is to have the system fixed before the summer swim lessons, which are our busiest time of the year. If the school district is able to work the lien issue out with King County/Highline School District, our goal is to schedule the granted repairs in August. For some of those repairs to be accomplished, it is important to have the surge pit system repaired.

We will work with the Finance Committee for approval of any updates. If things change, we will try to schedule a special meeting. Per policy any changes will be reported at a public board meeting within 30 days.

UPDATE: MLA notified the District General Manager that they needed the weekend to put their proposal together. The packet will be mailed to board members when received.

Fiscal Impact: There may be additional repairs done in the future, but we do not have full information at the time of posting the May 27 agenda packet.

Proposed Motion: I move that the Board of Commissioners of the Des Moines Pool Metropolitan Park District authorize the District General Manager to enter into an emergency professional services agreement with MLA Engineering for structural engineering services related to urgent repairs of the Mount Rainier Pool surge pit, in an amount **not to exceed** \$_____.

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

Two Touch Rule: 5/8/2025 **Committee Review**
5/27/2025 **First Board Meeting (Informational)**

To Be Determined

Second Board Meeting (Action)

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

Follow-up Needed: **Yes** _____ **No** _____ **Reporting Back Date:** _____

Notes: Attachments:

- Proposed MLA Agreement (Delayed – Hope to have it by 5/27 meeting)
- MLA Engineering – MRSC Rosters Qualification Sheet
- Link to MLA Engineering Website: <https://www.mlaengineering.com/>

Statement of Qualifications presented to MRSC Public Agencies



www.mlaengineering.com

April 2025



MLA
ENGINEERING

Consulting Structural Engineering Firm

MLA Engineering, LLC
1109 First Avenue, Suite 300
Seattle, WA 98101 | T. 206.264.2727
www.mlaengineering.com

C O N T E N T S

LETTER OF INTEREST

FIRM PROFILE

PROJECT EXPERIENCE

KEY STAFF RESUMES

REFERENCES



April 30, 2025

MRSC Public Agency Participant
c/o MRSCroster.org

Subject: MRSC Consultant Roster - Structural Engineering Services

Dear Agency Representative:

We respectfully submit MLA Engineering's (MLA) qualifications for structural engineering consulting and design services through the MRSC Consultant Roster.

King County SCS Certified #312
Federal SBE Certified #S000025704

MLA understands that the needs of municipalities and local agencies can vary greatly between projects; we deliver structural engineering services that are appropriate for the type and scale of work unique to each job. Our experience with structural evaluations, seismic improvements and design for a variety of new and existing building types and structures provides the know-how and creativity by offering solid economical design solutions. MLA has a focus on serving local agencies. We welcome the opportunity to apply our experience and skills to produce reliable design and to help you save on construction cost.

MLA's qualifications include:

- Evaluating, retrofitting, seismic rehabilitation, concrete repairs and parking garages, and designing buildings;
- Industrial/infrastructure/Transit modifications such as maintenance shops and community buildings;
- Design for art sculptures, tension cable structures, and other unique non-building types of construction;
- Managing multi-discipline teams for public facilities design and renovation.

As a small business, we are called upon to produce quality responsive services within limited budgets and strict schedules. Our attached statement of qualifications (SOQ) documents MLA Engineering's experience and describes the solutions we have provided to municipalities and local agencies throughout Western Washington. An abbreviated matrix of projects, included in our SOQ, provide an overview of some of our public project experience.

Thank you for reviewing our qualifications and proposed services. MLA will provide excellent response and engineering services for your projects. We look forward to hearing from you.

Sincerely,

MLA Engineering, LLC

A handwritten signature in black ink that reads "Michael S. Leonard". The signature is written in a cursive, flowing style.

Michael S. Leonard, PE, SE
Principal

OUR LOCATION

1109 First Avenue, Suite 300
Seattle Washington 98101

T. 206.264.2727
info@mlaengineering.com
www.mlaengineering.com

OUR STRUCTURAL SERVICES

- New Building Design
- Facility Assessments & Existing Building Improvements
- Seismic Assessment & Retrofits
- Concrete Repair
- Value Engineering & Constructability Reviews

OUR CLIENTS & OWNERS

- City of Seattle
- City of Bellevue, Kent, Edmonds
- Northwest Kidney Center
- Group Health Cooperative
- The Polyclinic
- Swedish Medical Center

OUR PEOPLE

- Michael Leonard, P.E, S.E.
Principal
- John Bearden, P.E.
Associate Principal
- Serena Baxter, P.E, S.E.
Associate/Sr. Engineer
- Aaron Eversman, P.E, S.E.
Associate Principal
- Myles Parrish, P.E.
Associate Principal
- James Stephens, P.E, S.E.
Associate/Sr. Engineer
- Fermin Bautista, P.E.
Engineer
- Allan Bongolan
REVIT/BIM Manager
- Wendy Hussey
Sr Administrative Assistant

OUR CERTIFICATIONS

- SBE Certified: #S000025704
- SCS #312

OUR FIRM

Since its inception in 1999, MLA Engineering, LLC (MLA) has built a productive company culture by developing strong employee and client professional relationships. Our repeat business is earned by providing quality, thorough and responsive structural engineering for regional and national projects.

We have the expertise to advise on projects having a variety of structural materials, types, and issues. MLA's understanding of materials and construction cost bring value early in design, as we provide and compare design alternatives for owner reviews. Our professional staff excels at proactively communicating with clients, listening to owner objectives, developing creative solutions, and responding to fast-paced schedules. MLA delivers on our commitment of great service with a diverse and inspired staff that includes women and minority professionals.

OUR PROJECTS

PARKING GARAGES & TRANSIT

- | | |
|--|---------------|
| ▪ Cherry Street Parking Garage Repairs | Seattle, WA |
| ▪ Captain Cook Parking Garage Repairs | Anchorage, AK |
| ▪ Pierce Transit Bus Maintenance Facility Seismic Assessment | Lakewood, WA |
| ▪ Pierce Transit Base Fuel & Wash Building | Lakewood, WA |
| ▪ Pierce Transit Bus Rapid Transit – Shelter Design | Tacoma, WA |
| ▪ King County Metro Transit Police Tenant Improvement | Seattle, WA |
| ▪ KC Metro Transit Component Supply Center Tenant Improvement | Tukwila, WA |
| ▪ Metro Transit WO - Gate and Fence Redesign | Seattle, WA |
| ▪ Metro Transit WO – Van Parking Expansion | Bellevue, WA |
| ▪ Metro Transit WO – Yesler Trolley Service Evaluation | Seattle, WA |
| ▪ ST Tacoma Trestle Track & Signal Project -Second Platform Design | Tacoma, WA |
| ▪ Sound Transit East Link–Construction Services for Judkins Park | Seattle, WA |

NEW BUILDINGS, EVALUATIONS AND TENANT IMPROVEMENTS

- | | |
|---|-------------------|
| ▪ Pierce Transit Bus Base Maintenance Facility | Tacoma, WA |
| ▪ KidsQuest Children's Museum Adaptive Re-Use | Bellevue, WA |
| ▪ King County Buildings B, D, H Renovations | Seattle, WA |
| ▪ UW Golf Practice Facility Tenant Improvement | Seattle, WA |
| ▪ Propstra Swimming Pool Renovation | Vancouver, WA |
| ▪ Kent Courthouse Evaluations and Modifications | City of Kent |
| ▪ SeaTac Fire Station #46 and Headquarters Building Design | City of SeaTac |
| ▪ Port of Seattle Seaport Police Headquarters-Adaptive Re-Use | Port of Seattle |
| ▪ Silverdale Dental Clinic | Silverdale, WA |
| ▪ Fresno Chaffee Zoo African Safari Exhibit | Fresno, CA |
| ▪ Woodland Park Zoo Asian Tigers & Bears Exhibit | Seattle, WA |
| ▪ Birch Aquarium Little Blue Penguins Exhibit | San Diego, CA |
| ▪ Lewis Creek Visitor's Center | Bellevue, City of |
| ▪ Springwood Recreation Center | Kent, WA |
| ▪ Five King County Library Facilities | King County |
| ▪ East Howe Steps Apartments | Seattle, WA |
| ▪ School Street Apartments | New York City, NY |
| ▪ McKinley Chalet Resort Restaurant & Site Features | Healy, AK |
| ▪ Morrill Meadows Park YMCA Complex | City of Kent |

OUR STRUCTURAL SERVICES – TRANSIT PROJECTS

PIERCE TRANSIT MAINTENANCE AND OPERATIONS BASE IMPROVEMENTS PROJECT

Pierce Transit, Lakewood, WA | (2019-Present)

WORKPERFORMED: MLA Engineering (MLA) is currently performing structural engineering services for the planned improvements to the Pierce Transit Maintenance and Operations Base in Lakewood, Washington. The scope of work includes an addition and seismic retrofit to the existing Bus Maintenance Building, a new Fuel and Wash Facility, a new charging canopy for the Electric Bus Fleet, and a new office and storage building. The design and construction work is anticipated to be ongoing over the next four years, extensive coordination will be completed to ensure that the campus continues to function efficiently through the planned growth.



SOUND TRANSIT: EAST LINK EXTENSION

Sound Transit, King County, WA | (2018-2023)

WORKPERFORMED: MLA is assisting WSP with engineering and construction administration for the Sound Transit Mercer Island Station and the Judkin's Park Station, which serve the new Light Rail line that crosses the I-90 Bridge to Bellevue. MLA's scope of work includes designing roof diaphragms on both the Judkin's Park East and West Head House, resolving field conflicts and constructability issues, and reviewing Contractor requests for proposed changes to the original design. In providing these services, MLA adheres to Sound Transit's Quality Control requirements and has become known for using our experience and practical approach in responding quickly and accurately to fast-paced construction schedules.



SOUND TRANSIT: TACOMA TRESTLE TRACK AND SIGNAL PROJECT – SECOND PLATFORM

Sound Transit, Tacoma, WA | (2015-2018)

WORKPERFORMED: MLA was responsible for structural design of a new second platform opposite the existing platform for the Amtrak Station relocation to the Freight House Square building in Tacoma. MLA designed the concrete platform, soldier pile retaining wall, MSE ramp wall and steel canopy structures, solving the property-line retaining wall condition by using soldier piles that reduced the risk of disturbing the adjacent hillside and structures next to the project site.

Unique challenges included meeting an aggressive design/construction schedule, coordinating with multiple transit agencies, and applying multiple design standards. MLA applied Sound Transit's Quality Control procedures and in-house checking procedures, which facilitated construction by reducing RFIs and change orders.

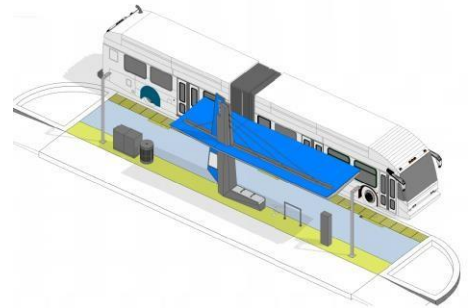


OUR STRUCTURAL SERVICES – TRANSIT PROJECTS

PACIFIC AVENUE / SR7 BRT DESIGN

Pierce Transit, Tacoma, WA | (2018-2024)

WORKPERFORMED: MLA provided structural design for Pierce Transit's Bus Rapid Ride station shelters. By collaborating with the architect in developing multiple conceptual station designs and structural framing options, a cost effective and aesthetic solution was reached. The final design documents provided three transit canopy station designs in various sizes that can be located at multiple sites along the transit corridor.



SR520 I/C MONTALKE TO LAKE WASHINGTON – LANDSCAPE STRUCTURES AND TRANSIT CANOPIES

WSDOT, Seattle, WA | (2019-2024)

WORKPERFORMED: MLA Engineering worked with the design-build team and performed the structural engineering for all the landscape structures including smaller retaining walls, seat benches, stone features, railing and signs and coordinated with the architectural team for the design of all transit new canopies on the project. Work required extensive coordination with multiple design consultants and agencies.



SOUND TRANSIT WORK ORDER – SOUNDER PIMS PROJECT

Sound Transit, King & Pierce County WA | (2020-2022)

WORKPERFORMED: MLA Engineering initially worked with Sound Transit to review the feasibility/constructability of installing new electronic informational signage at ten Sound Transit stations. Following the evaluation phase, MLA developed the structural calculations, permit and construction documents for attachment of the new signs to existing infrastructure, including the analysis of attaching existing poles and designing new signage supports.

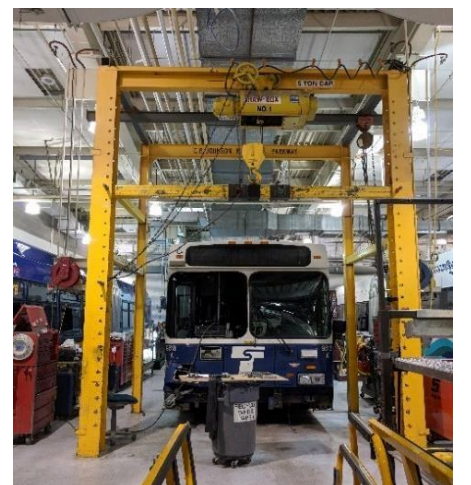
The final phase of work will be construction support services, scheduled for 2022.



KING COUNTY METRO: COMPONENT SUPPLY CENTER: FRAME RACK DESIGN

King County Metro, Seattle, WA | (2020-2021)

WORKPERFORMED: MLA Engineering reviewed the layout, the loading, and designed the anchorage for a specific vendor-supplied Frame Rack that is used to repair coaches damaged in vehicular accidents. The frame racks are in the Component Supply Center on King County Metro's South Base. MLA assessed the building slab in multiple bays and coordinated with mechanical and electrical components to power the new Frame Racks. In addition, MLA assisted King County in sizing the Frame Rack winch and interpreted the Rack Frame loading.



OUR STRUCTURAL SERVICES – TRANSIT PROJECTS

KING COUNTY METRO WO#7 YESLER TROLLEY

King County Metro, Seattle, WA | (2018)

WORKPERFORMED: MLA provided the structural portion of a feasibility report reviewing the feasibility of adding trolley wires from James Street to Yesler street. The work required contracting WSDOT to determine feasibility attaching wires to I-5 bridge, studying Metro's typical trolley support details, and walking the site with other team members, reviewing pole placement, and determining potential conflicts with existing site features.



KING COUNTY METRO WO#10 TRANSIT ROUTE 245 IMPROVEMENTS PROJECT

King County Metro, King County, WA | (2018)

WORKPERFORMED: MLA Engineering (MLA) was retained by Studio Meng Strazzara, Inc. to provide third-party structural review for two sections of cast-in-place concrete retaining walls included in the Metro Transit Route 245 Improvements project. The submitted design of the retaining wall details were based on the King County Metro Transit, Transit Passenger Facilities Improvements Standard Details. Based on MLA's findings, the retaining wall design was modified from the originally submitted design due to a potential conflict with existing fiber optic conduits running parallel with the roadway alignment.



METRO TRANSIT POLICE STATION - TENANT IMPROVEMENT

King County Metro, Seattle, WA | (2015)

WORKPERFORMED: MLA Engineering provided structural review of the existing roof structure for the installation of new mechanical units as well as the associated connection details. As part of the tenant improvement, MLA reviewed the structural feasibility of new openings in the concrete walls and floors of the existing building.



OUR STRUCTURAL SERVICES – TRANSIT PROJECTS

WSDOT FREIGHTHOUSE SQUARE BUILDING – ADAPTIVE RE-USE FOR AMTRAK STATION

WSDOT Rail Division, Tacoma, WA | (2014-2016)

WORKPERFORMED: MLA Engineering (MLA) was retained as a subconsultant by Parsons-Brinckerhoff, Inc. to provide a condition assessment of the Freighthouse Square building, located at 2501 East D Street, Tacoma, Washington. This 1920s building, originally designed as a warehouse where materials could be loaded onto freight trains, is a timber post and beam structure. MLA's assessment and evaluation focused on the structural issues and extent of construction associated with re-using portions of the existing wood-framed superstructure and concrete foundations for supporting a significantly reconfigured building that would function as an Amtrak station.



METRO TRANSIT COMPONENT SUPPLY CENTER T IMPROVEMENTS (E00051E06, WO#11)

King County Metro, Seattle, WA | (2008)

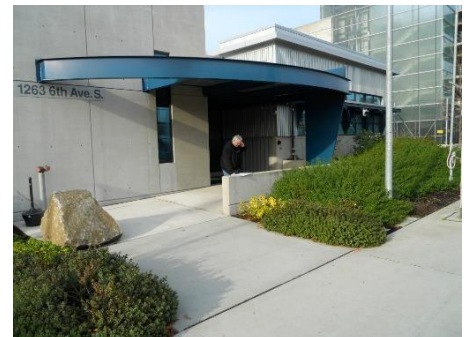
WORKPERFORMED: MLA provided structural services for the conversion and update of the existing lunchroom of the supply center into a smaller lunch area and new conference/training room along with the expansion of office areas. Design considered operational requirements during construction and the integration of overhead cranes in designing for the building modifications.



METRO TRANSIT COMMUNICATIONS CENTER-FRONT GATE & FENCE (CONTRACT #E00051E06, WO#06)

King County Metro, Seattle, WA | (2008)

WORKPERFORMED: MLA provided the structural design and re-design for the installation of a perimeter gate, entrance canopy, and the extension of the existing front fence line at the Communication Center. The design was to meet the security, access and aesthetic requirements of the County



OLYMPIA TRANSIT MAINTENANCE FACILITY

City of Olympia Public Works Dept, Olympia, WA | (2008)

WORKPERFORMED: MLA provided the structural assessment and seismic review of the existing 40,000 sf maintenance facility per ASCE 31. In addition, MLA also provided a report of its finding and structural recommendations for the main maintenance facility building and the onsite fuel station shelter.





OUR STRUCTURAL SERVICES – TRANSIT PROJECTS

BELLEVUE SERVICE CENTER EVALUATION & IMPROVEMENTS

City of Bellevue; Finance Dept, Bellevue WA | (2005)

WORKPERFORMED: Seismic analysis was performed and local strengthening of the lateral system was designed to compensate for new truck door openings and other tenant improvements to an existing 147,000 SF municipal maintenance facility. The facility remained open during the course of construction. MLA met tenant's and owner's needs by working closely with architect, owner, tenants, and contractor from pre-design through completion of construction



STRUCTURAL SERVICES – WATER & WASTEWATER PROJECTS

SOUTH PLANT – IPS SESIMIC IMPROVEMENT PROJECT

King County WTD, Renton, WA | (2020-2024)

WORKPERFORMED: Providing structural assessment and analysis of the existing precast concrete IPS building at the WTP south plant site using ASCE 41-17. Work also included assessment of the seismic restraint of all nonstructural items within the building.



WEST POINT TREATMENT PLANT – SECONDARY TREATMENT SYSTEM REHABILITATION

King County WTD, Seattle, WA | (2020-2024)

WORKPERFORMED: Provided structural assessments, evaluations of the pipe support and seismic support of all existing pipes in the Secondary Treatment System. Work required as-building the existing seismic bracing and pipe joints, running structural analysis to determine existing anchorage loads. In addition to providing assessment report, MLA provided the conceptual seismic retrofit plan and details as well as quantities for cost estimating.



KING COUNTY WTD WORK ORDERS (E00346E14)

King County WTD, King County, WA | (2015-2019)

WORKPERFORMED: Provided various structural assessments, evaluations, and designs for smaller work order projects. Projects included:

WO#29 - Brightwater Skylight Evaluation – Assessed the leaking skylights in the Brightwater Education and Community Center entrance and provided a letter with observations and recommendations.

WO#25 - Brightwater Caustic Tank Anchorage Design – Provided the structural anchorage design and structural permit calculations for the new caustic tank.

WO#27 - Chelan SCO Building Modifications – Provided the structural drawings and structural calculations for the retrofit of the existing structure's roof to allow for a removeable opening and the installation of a new gate.



STRUCTURAL SERVICES – WATER & WASTEWATER PROJECTS

SOUTH TREATMENT PLANT PIPE REPLACEMENT AND STRUCTURAL UPGRADES PROJECT

King County DNRP/WTD, Renton, WA | (2017-2020)

WORKPERFORMED: This project included the replacement of the original C2 and C3 pile lines in the Aeration Gallery with newer pipes and valves. As part of this project the very congested pipe racks which carry the C2 and C3 lines were evaluated for both gravity loads, and seismic loads. MLA performed the analysis as well as developed the construction drawings for the upgrade of the racks and bracing to meet the increased demand. Because of the level of congestion, the project required extensive collaboration to come up with a solution that was constructable (allowing access to the pipes) without disrupting other pipelines, and which re-used as much of the existing rack support infrastructure to save costs.



VASHON TREATMENT PLANT - (WO CONTRACT E00296E13)

King County WTD, Vashon, WA | (2014-2017)

WORKPERFORMED: This project consisted of designing the CMU building for housing the new UV disinfection system at the Vashon Treatment Plant. Project was designed by King County WTD with MLA supporting the structural effort. MLA performed the structural engineering for the concrete foundation, concrete walls and roof of the new open air structure as well as anchorage calculations for the equipment. MLA's work included permit drawings, calculations and specifications and MLA continued to provide structural support services during construction.



BEULAH FILTERS ROOF -- (WO CONTRACT E00415E16)

King County DNRP/WTD, Vashon Island, WA | (2016-2017)

WORKPERFORMED: This project consisted of adding a roof over the stand filters at the Beulah ark and Cove Wastewater Treatment System on Vashon Island. MLA provided structural design calculations, drawings and specs for the mono-sloped roof to meet WTD's needs, and the insurer FM Global's requirements.



WEST POINT TREATMENT PLANT SEDIMENTATION Z-BEAM ROOF SEISMIC EVALUATION (E0028E06) #6

King County DNRP/WTD, Seattle, WA | (2010)

WORKPERFORMED: MLA performed a seismic vulnerability assessment to determine the seismic resisting capacity of the primary treatment tank roof structure (Z-beams, longitudinal beams and support columns). Conducted on-site observations, reviewed King County record drawings, and provided analytical evaluation of seismic vulnerabilities of the existing precast, pre-stressed concrete roof. Developed a report summarizing observations, condition assessment, seismic analysis, and recommendations for next steps.



STRUCTURAL SERVICES – WATER & WASTEWATER PROJECTS

SOUTH PLANT ODOR MODIFICATION (E00190E, WO #11)

King County DNRP/WTD, Renton, WA | (2008)

WORKPERFORMED: MLA Engineering provided structural plans and specifications for a construction contract for the installation of the new chemical storage tanks and associated piping and controls. The facility remained in operation throughout the construction. The design accommodated the limited construction space in the existing operating facility and the design schedule was tightly constrained due to the leaks in the existing pipe.



TACOMA CENTRAL TREATMENT PLANT FOUNDATION OPTIONS STUDY

City of Tacoma, Tacoma, WA | (2013)

WORKPERFORMED: MLA Engineering participated in a study to develop and present feasible foundation options for an existing 4,300 SF building at the facility being considered as a potential site for an operations and control room.



SOUTH PLANT WASTE GAS BURNER (WGB) REPLACEMENT (E00190E, WO #7)

King County DNRP/WTD, Renton, WA | (2011)

WORKPERFORMED: The condensate drip traps for the new waste gas burners at South Plant needed to be rerouted from the existing floor discharge to a sump pump to be constructed on the south side of the building. Provided a detailed survey of the WGB building interior flooring and design for the new concrete floor reinforcing and tie into the existing structure. Details (Auto-CAD format) and call-outs (notes) for the new floor slab included reinforcing, doweling into the existing slab and equipment pads, preparation of existing concrete surfaces and vertical cold joints. MLA also reviewed draft specifications and provided input compatible with the structural design.



SOUTH TREATMENT PLANT EQUIPMENT PAD DESIGN REVIEW , (E00028E06, WO #33)

King County DNRP/WTD, Renton, WA | (2011)

WORKPERFORMED: Provided a review of the structural design of the housekeeping/equipment pads for the new waste gas burners. Calculations provided to show that pads had been designed properly.



STRUCTURAL SERVICES – WATER & WASTEWATER PROJECTS

**SOUTH PLANT ODOR CONTROL CHEMICAL STORAGE PROJECT
(E00028E06, WO #27)**

King County DNRP/WTD, Renton, WA | (2008)

WORKPERFORMED: Provided structural engineering and permit documents for foundations and containment system at odor control chemical storage site. Also, provided services during bid, construction, closeout and conversion of structural as-builts drawings to record drawings.



**WEST POINT HEATING/COOLING LOOP MODIFICATIONS (E00028E06,
WO #25)**

King County DNRP/WTD, Seattle, WA | (2008)

WORKPERFORMED: Construction of the heating/cooling loop modifications required removal of a column in an existing structure. The poor condition of the original installation discovered during removal necessitated an engineered solution to column replacement. Support was provided by temporary shoring and vehicle traffic in a driveway above the structure was restricted. MLA performed a review of documents and related materials and provided written recommendations and design. Project was on a very tight time frame for a prompt response due to need to restore vehicle traffic.



**SOUTH PLANT WASTEWATER TREATMENT FACILITY, SANTLER & EPS
SEISMIC IMPROVEMENT (E13059E)**

King County DNRP/WTD, Renton, WA | (2005)

WORKPERFORMED MLA Engineering provided calculations, analysis, design review, structural designs and services during bidding and construction for the project. Provided a FEMA 310/356 seismic rehabilitation evaluation and design for repairs. Met with King County and assisted client with evaluating cost and benefits of seismic repair options.





MLA Engineering – LEED Project Examples

(LEED-1)

Russia's Grizzly Coast Education Event Center, Apple Valley, MN [2008]

Minnesota Zoo

Michael was the Engineer of Record and Structural Engineer in Charge for the Minnesota Zoo Russian's Grizzly Coast project and the Central Plaza addition. Among the many structures and buildings included in the Zoo's project, was the Education Event Center which serves as a meeting space. It is the Zoo's first LEED certified building. A few of the many features of this **LEED Gold**, wood-framed structure includes a vegetative roof, geothermal heat pump system, locally sourced products, and natural and non-mechanical ventilation systems.

(LEED-2)

Bow Lake Recycling and Transfer Station, Tukwila, WA [2013]

King County/DNRP/SWD

Michael was the Engineer of Record and Structural Engineer in Charge for MLA, who provided structural engineering design and consulting services through construction for the superstructures of the new Bow Lake Recycling and Transfer Station. The project includes a 100,600 SF long-span steel-framed transfer building and steel-braced frame operations building, other structures include a 880 SF steel-framed recycling building, a 750 SF light-gage steel scale building, a concrete facility for four truck scales, and a steel tension cable structure that supports suspended art pieces. The facility's importance to the community following a natural disaster required that the structures comply with FEMA-based design criteria for essential buildings. A combination of sustainable design features of the project uses 63% less than ASHRAE standard for energy-efficient buildings. The project was awarded **LEED Platinum Certification** by the USGBC.

(LEED-3)

Springwood Youth Center, Kent WA [2006]

King County Housing Authority

Michael was the Engineer of Record and Structural Engineer in Charge for the design of a two-story, wood-framed structure designed to provide natural light into the gymnasium using a clerestory running the perimeter for the area. Project combines structural wood, steel and masonry to provide architectural features. The Youth Center, which includes a gymnasium, won the Editor's Choice Award for Innovative Architecture and Design from Recreation Management Magazine as well as an Award of Merit and an Award of Excellence from NAHRO. The Center also earned **LEED Silver Certification**.

MLA Engineering- REFERENCES

Owner: King County, Department of Natural Resources & Parks/ Wastewater Treatment Division
Contact: Susan Hildreth, P.E., Project Manager
Phone: 206.477.5537
Project(s): South Treatment Plant Odor Control Modifications

Owner: King County, Department of Natural Resources & Parks/Solid Waste Division
Contact: Dwin Ugwoaba, Project Manager
Phone: 206.477.5238
Project(s): Enumclaw Transfer Station Seismic Improvements: Phase II

Client: KPG, Inc.
Contact: DJ Dean, Project Manager
Phone: 206.910.6110
Project(s): King County Bldgs BDH

Owner: Northwest Kidney Centers
Contact: Randy Thompson, Director of Facilities
Phone: 206.720.3765
Project(s): Northwest Kidney Center Tenant Improvements (multiple locations in Western Washington)

Client: The Portico Group
Contact: Johanna Schorr, Principal, AIA
Phone: 206.621.2196 x 663
Project(s): Fresno Chaffee Zoo, Gulfarium, Woodland Park Zoo, Sea Lion Cove Exhibit, Utah Hogle Zoo, Seattle Parks Dragonfly Pavilion, McKinley Resort Chalet (C. Mayes); New York Aquarium Ocean Wonders: Sharks Exhibit

Owner: City of Bellevue, Civic Services
Contact: Marina Stefanovic, Capital Projects Project Manager
Phone: 425.452.4486
Project(s): Bellevue Service Center Evaluation, Seismic Improvements and Tenant Improvements

Owner: City of Federal Way, Parks & Recreation Commission
Contact: Steve Ikerd, Parks & Facilities Manager
Phone: 253.835.6911
Project(s): Sacajawea Park Light Pole Evaluation, Kinetic Art Foundation

Client: Burke Electric, LLC
Contact: E. James Long, Project Manager; Mark Undseth
Phone: 425.644.0351 (Office); 206.396.3735 (Cell); 425.747.5977
Project(s): Snoqualmie Falls Seismic Support of Electrical Equipment (J. Long); Bonneville Powerhouse Seismic Supports and Bracing (M. Undseth)



JOHN BEARDEN, P.E.

Senior Associate Engineer

EXPERIENCE

John is an experienced structural engineer and project manager, dedicated to fostering functional and financial success for his teams. He takes a collaborative approach, emphasizing open communication, to help guide and increase efficiency on complex, multidisciplinary efforts. Providing oversight for all types and scales of projects, John specializes in structural feasibility, design and analysis, procurement, and installation planning. His advanced knowledge of construction and fabrication techniques and standards, supply chain logistics, and asset control demonstrate the benefit of his 25 years in the industry and counting.

John's prior work notably includes serving as the project management director, lead designer, and signing professional engineer on all phases of design and construction for the LED lighting, horizontal lifelines, and custom catwalks for the arched roofs of the Seattle Mariners' T-Mobile Park.

RELEVANT PROJECT EXPERIENCE

BUILDING DESIGNS & TENANT IMPROVEMENTS/ADDITIONS

- Eileen Fisher Tenant Improvement *Seattle, WA*
- McClintock-Lent Garage *Bainbridge Island, WA*
- Ray Williamson Pool Improvements *Bainbridge Island, WA*

INFRASTRUCTURE DESIGNS

- Black River Pump Station Improvements *Renton, WA*

ZOOS & AQUARIUMS

- Nashville Zoo – Orangutan-Borneo Exhibit *Nashville, TN*
- Great Plains Zoo – Aquarium and Butterfly House *Sioux Falls, SD*
- Brevard Aquarium *Melbourne, FL*

PRIOR TO MLA

- T-Mobile Park – Truss Lighting and Roof Access System *Seattle, WA*
- Port of Seattle – Seatac IAF Fall Protection Assessment *Seattle, WA*
- Chief Joseph Dam – Bridge Crane Fall Protection Systems *Bridgeport, WA*
- Sammamish City Hall, CWU & MOC Building – Fall Protection *Sammamish, WA*
- National Gallery of Art – Laylight Fall Protection Systems *Washington, DC*

EXPERTISE

- Structural Design and Analysis
- Existing Building Improvements
- New Building Design
- Fall Protection Leadership
- Value Engineering

EDUCATION

- B.S. Architectural Engineering
The University of Texas at Austin

REGISTRATIONS

- Professional Structural Engineer:
WA-51996, TX-92544,
NC-040205, DC-PE909246,
MA-55921, FL-90341, MT-91424
- NCEES Record: MLSE 36498
- Construction Quality Manager
(CQM), 2023-2027
- OSHA 30 Certification
- LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

- Structural Engineers Association of Washington (SEAW)
- American Institute of Steel Construction (AISC)

CONTACT

Jbearden@mlaengineering.com
206-264-2727



AARON EVERSMAN P.E., S.E.

Associate Senior Engineer

EXPERIENCE

Aaron Eversman has over sixteen years of technical design and project engineering experience on structures in a wide range of industries. He has a comprehensive knowledge of design standards and codes, and extensive experience designing in high seismic regions with steel, concrete, wood, and masonry. Market sectors including airports, commercial and municipal, healthcare, education, renewable energy, and military facilities.

Aaron excels at critical thinking, research, and problem solving while determining cost-effective constructible solutions to design challenges. Aaron has engineered structures for municipal, commercial, residential, and institutional sectors.

RELEVANT PROJECT EXPERIENCE

TRANSIT PROJECTS

- Pierce Transit Base Fuel & Wash Building (under construction) *Tacoma, WA*
- Pierce Transit Bus Base Maintenance Facility (in design) *Tacoma, WA*
- Pierce Transit Bus Rapid Transit @Pacific Ave/SR7 *Tacoma, WA*
- WSDOT SR520 Mountlake Structural features *Seattle, WA*
- Sound Transit East Link @ Judkin's Park Final Design *Bellevue, WA*
- Sound Transit On-Call Projects *Seattle, WA*

INFRASTRUCTURE DESIGNS

- King County Police Precinct 4 TI *Burien, WA*
- VA Office Building TI's *Seattle, WA*
- Seattle Fire Department Feasibility Study *Seattle, WA*
- Eva Creek Wind Farm Wind Turbine Generator Foundations *Healy, AK*
- Maleng Regional Justice Center (MRJC) Improvements *Kent, WA*
- SeaTac City Hall and Public Works Seismic Assessment *SeaTac, WA*
- King County South Pump Plant Seismic Assessment *Renton, WA*
- Omni Logistics 737 Hangar @ Fairbanks International Airport *Fairbanks, AK*
- Valdez Marine Terminal Facility Building Assessments and Repairs *Valdez, AK*
- Compost Facility Designs *Redmond, WA & Encinitas, CA*

BUILDING DESIGNS

- Aquarium at the Boardwalk *Branson, MO*
- St Louis Aquarium at Union Square *St. Louis, MO*
- Jameson/ARC Weld Building Design *Renton, WA*
- Ryan Middle School Replacement *Fairbanks, AK*
- Tanana Chiefs Conference Medial Health Clinic *Fairbanks, AK*
- University of Alaska Fairbanks Engineering Facility *Fairbanks, AK*

EXPERTISE

- New Building Design
- Existing Building Improvements
- Seismic & Facility Assessment
- Concrete Repair & Design

EDUCATION

- BSCE, Civil
University of Alaska - Fairbanks
- MSCE, Structural
North Carolina State University

REGISTRATIONS

- Professional Structural Engineer in Washington (#51297), Alaska (#13528), and Hawaii (#15769)

PROFESSIONAL AFFILIATIONS

- Structural Engineering Association of Washington (SEAW)
- American Society of Civil Engineers (ASCE)
- American Institute of Steel Construction (AISC)

CONTACT

aeversman@mlaengineering.com
206-264-2727



JAMES STEPHENS P.E., S.E.

Senior Associate Engineer

EXPERIENCE

James has over 14 years of experience as an integral team member on a variety of projects, including convention centers, hospitals, building retrofits and aquariums and zoo facilities. He combines his excellent communication skills with an intuitive and sound approach to engineering. The passion James has for his work is demonstrated by the creative, responsive, and efficient designs he develops in achieving project goals.

James uses his engineering judgment and proficiency with a variety of software tools to develop high quality design solutions. His extensive work in construction administration has given him the foresight to mitigate and avoid potential design setbacks, proactively resolving the issues while the project is in the early, flexible stages of design.

RELEVANT PROJECT EXPERIENCE

ZOOS & AQUARIUMS

- | | |
|--|----------------------|
| ▪ Houston Zoo – Wombat & Insectarium Exhibit Building | <i>Houston, TX</i> |
| ▪ New York Aquarium - Ocean Wonders: Shark Exhibit | <i>Brooklyn, NY</i> |
| ▪ Nashville Zoo Entry Path & Leopard Exhibit (in design) | <i>Nashville, TN</i> |
| ▪ Cheyenne Mountain Zoo - Encounter Africa Exhibit | <i>Cheyenne, CO</i> |
| ▪ Fresno Chaffee Zoo - Seals & Sea Lion Exhibits | <i>Fresno, CA</i> |
| ▪ Tampa Zoo - Bonobo Exhibit Concept Design | <i>Tampa, FL</i> |
| ▪ Houston Zoo – Gorillas | <i>Houston, TX</i> |

BUILDING DESIGNS & TENANT IMPROVEMENTS/ADDITIONS

- | | |
|--|----------------------|
| ▪ UW Bill & Melinda Gates Center Building | <i>Seattle, WA</i> |
| ▪ Kent Police Headquarters Expansion | <i>Kent, WA</i> |
| ▪ Private Residence Concept Design for Expansion | <i>Seattle, WA</i> |
| ▪ 8 th & Warren Apartment Building | <i>Bremerton, WA</i> |
| ▪ Washington State Convention Center Addition | <i>Seattle, WA</i> |
| ▪ BC Children's and Women's hospital | <i>Vancouver, BC</i> |
| ▪ Epic Systems Campus 5, Oz Building | <i>Verona, WI</i> |

INFRASTRUCTURE DESIGNS

- | | |
|---|--------------------|
| ▪ Sound Transit On-Call Structural Services | <i>Seattle, WA</i> |
| ▪ Bow Lake Transfer Station | <i>Tukwila, WA</i> |

EXPERTISE

- New Building Design
- Existing Building Improvements
- Seismic & Facility Assessment
- Concrete Repair
- Zoo Facility Design Elements

EDUCATION

- BSCE, Structural
University of Washington – Seattle

REGISTRATIONS

- Professional Structural Engineer in Washington (#48241)

PROFESSIONAL AFFILIATIONS

- Structural Engineers Association of Washington (SEAW)
- American Institute of Steel Construction (AISC)

CONTACT

Jstephens@mlaengineering.com
206-264-2727



MICHAEL S. LEONARD P.E., S.E.

Principal-In-Charge

EXPERIENCE

Michael's broad structural engineering experience designing, evaluating, and renovating public buildings and structures includes projects for the Port of Seattle and Port of Edmonds. He has provided design, inspection, seismic upgrading and construction phase services on wood, concrete, steel, and masonry structures. Structural solutions that are cost-effective, constructible, and well-integrated with architecture, mechanical, and electrical systems are carefully considered in Mr. Leonard's designs.

Michael provides creative designs by considering multi-discipline requirements, cost-effectiveness, durability, and constructability – all key factors in developing successful projects for owners and stakeholders.

RELEVANT PROJECT EXPERIENCE

BUILDING DESIGNS

▪ Pierce Transit Base Fuel & Wash Building (under construction)	<i>Tacoma, WA</i>
▪ Pierce Transit Bus Base Maintenance Facility (in design)	<i>Tacoma, WA</i>
▪ Bow Lake Recycling & Transfer Station	<i>Tukwila, WA</i>
▪ SeaTac Fire Station #46 and Headquarters	<i>SeaTac, WA</i>
▪ Kent Family Center	<i>Kent, WA</i>
▪ Lewis & Clark Visitor Center	<i>Bellevue, WA</i>
▪ Five King County Library Facilities	<i>King County, WA</i>

RENOVATIONS AND ADDITIONS

▪ Port of Seattle Seaport Police Headquarters Adaptive Re-Use	<i>Seattle, WA</i>
▪ Port of Edmonds Harbor Square Office Building Repairs	<i>Edmonds, WA</i>
▪ Port of Seattle Marine Maintenance Building Mezzanine Addition	<i>Seattle, WA</i>
▪ Port of Seattle Maintenance Building Warehouse Canopy Addition	<i>Seattle, WA</i>
▪ Sea-Tac Airport Train Tunnel	<i>Seattle, WA</i>
▪ Port of Seattle Maintenance Warehouse Repairs (Precast Concrete)	<i>Seattle, WA</i>
▪ Boeing Boiler Building Mezzanine extension	<i>Renton, WA</i>
▪ Boeing MAX Offices Tenant Improvement	<i>Renton, WA</i>
▪ Boeing Fuel Farm Frame Design	<i>King County, WA</i>
▪ Kent Courthouse Evaluations and Modifications	<i>Kent, WA</i>
▪ Monroe Public Works Facility	<i>Monroe, WA</i>
▪ Bellevue Maintenance Service Center Tenant Improvements	<i>Bellevue, WA</i>
▪ King County Maintenance Buildings B& D Renovations	<i>Auburn, WA</i>
▪ Kent Police Headquarters	<i>Kent, WA</i>

INFRASTRUCTURE DESIGNS

▪ Sound Transit Tacoma Dome South Platform	<i>Tacoma, WA</i>
▪ WSDOT Freight-house Square Building Assessment	<i>Tacoma, WA</i>
▪ On-call Sound Transit Projects: Security Structure	<i>Seattle, WA</i>

EXPERTISE

- New Building Design
- Existing Building Improvements
- Seismic & Facility Assessment
- Concrete Repair
- Value Engineering & Constructability Reviews

EDUCATION

- BSCE, Structural
University of Washington – Seattle
- MSCE, Structural
University of California - Berkley

REGISTRATIONS

- Professional Structural Engineer in Washington (P.E., S.E. 20751)
- Professional Civil Engineer in AK, CA, CO, FL, HI, IL, MN, MO, NY, OK, OR, TN, TX)

PROFESSIONAL AFFILIATIONS

- American Council of Engineering Companies (ACEC)
- American Inst. of Steel Construction
- American Concrete Institute (ACI)
- American Society of Civil Engineers
- Structural Engineering Association of Washington (SEAW)

CONTACT

mleonard@mlaengineering.com
206-264-2727



MYLES PARRISH P.E.

Associate Senior Engineer

EXPERIENCE

Myles Parrish has over twenty years of structural engineering experience, covering a wide array of project types including building, industrial, transit, airport, and sea-port facilities. He brings value to projects by combining his excellent technical design skills with his experience in project planning, permitting, design, evaluation, retrofit, project management, cost estimates, and construction support.

Myles approaches each project with a critical eye on detail and thoroughness; owners, clients and team members value the benefit and success this provides.

EXPERTISE

- Concrete Repair
- Existing Building Improvements
- Seismic & Facility Assessment
- New Building Design
- Constructability Reviews

EDUCATION

- BSCE, Structural
Utah State University – Logan
- MSCE, Structural
University of Washington - Seattle

REGISTRATIONS

- Professional Civil Engineer in Washington (#248000)
- Professional Structural Engineer in Utah (#368648-2203)

PROFESSIONAL AFFILIATIONS

- Structural Engineering Association of Washington (SEAW)
- American Society of Civil Engineers (ASCE)

CONTACT

mparrish@MLAengineering.com
206-264-2727

RELEVANT PROJECT EXPERIENCE

WATER HOLDING STRUCTURES & CONCRETE REPAIR

- | | |
|---|-----------------------------|
| ▪ Vancouver Public Schools - Propstra Pool Deepening | <i>Vancouver, WA</i> |
| ▪ Aquatic Center Renovation & Repairs | <i>Enumclaw, WA</i> |
| ▪ City of Seattle Water Feature Design | <i>Seattle, WA</i> |
| ▪ Point Defiance Zoo & Aquarium Lagoon Pool Evaluation | <i>Tacoma, WA</i> |
| ▪ City of Bellevue Water Reservoir Repair & Stabilization | <i>Bellevue, WA</i> |
| ▪ New York Aquarium Glovers Reef Exhibit Eval & Repairs | <i>Brooklyn, NY</i> |
| ▪ Confidential Aquarium Design Project | <i>United Arab Emirates</i> |

INFRASTRUCTURE & BUILDING DESIGNS

- | | |
|--|------------------------------|
| ▪ Seattle Monorail Conc Major Maintenance Project | <i>Seattle, WA</i> |
| ▪ USAID Rebuild Project, 39 schools, 12 health clinics | <i>Tacloban, Philippines</i> |
| ▪ WSDOT Eagle Harbor Maintenance Facility Eval & Retrofit | <i>Bainbridge Island, WA</i> |
| ▪ Seattle DOT Intelligent Transportation Systems | <i>Seattle, WA</i> |
| ▪ Sound Transit East Link Final Design | <i>Seattle/Bellevue, WA</i> |
| ▪ Port of Anchorage Airport Facilities | <i>Anchorage, AK</i> |
| ▪ Boeing/Renton Airport Bridge/Taxiway over Cedar River | <i>Renton, WA</i> |
| ▪ Joint Base Lewis McChord Brigade Facility Complex | <i>Fort Lewis, WA</i> |
| ▪ Naval Base Kitsap Production & Storage Complex | <i>Bremerton, WA</i> |
| ▪ Oakland Airport BRT Connector Superstructure Eval & Design | <i>Oakland, CA</i> |
| ▪ Port of Seattle Concourse Projects at SeaTac Int'l Airport | <i>Seattle, WA</i> |



SERENA BAXTER P.E., S.E.

Associate Senior Engineer

EXPERIENCE

Serena Baxter is an effective communicator and leader who works closely with our team to develop effective designs for our clients. Serena's broad range of technical skills capitalizes on her experience designing new buildings, seismic improvements, remodels, and transit facilities. Her work extends to design of both public and private clients, for whom she has engineered municipal, commercial, residential, and institutional structures.

Serena provides responsive, practical consulting through the design and construction phases of projects.

EXPERTISE

- New Building Design
- Existing Building Improvements
- Seismic & Facility Assessment
- Concrete Structures

EDUCATION

- BSCE, Civil
University of Alaska – Fairbanks
- MSCE, Structural
University of Texas - Austin

REGISTRATIONS

- Professional Structural & Civil Engineer in Washington (#45751), and Professional Civil Engineer in California (#71191)

PROFESSIONAL AFFILIATIONS

- Structural Engineering Association of Washington (SEAW)
- American Institute of Steel Construction (AISC)

CONTACT

sbaxter@mlaengineering.com
206-264-2727

RELEVANT PROJECT EXPERIENCE

PIERCE TRANSIT PROJECTS

- | | |
|---|--------------|
| ▪ Pierce Transit Base Fuel & Wash Building (under construction) | Lakewood, WA |
| ▪ Pierce Transit Bus Base Maintenance Facility (in design) | Lakewood, WA |
| ▪ Pierce Transit Bus Rapid Transit – Shelter Design (in design) | Tacoma, WA |

KING COUNTY METRO TRANSIT PROJECTS

- | | |
|--|-------------|
| ▪ Metro Transit WO – Yesler Trolley Service Evaluation | Seattle, WA |
| ▪ Metro Transit WO – Component Supply Center Rack Frame Design | Tukwila, WA |

SOUND TRANSIT PROJECTS

- | | |
|--|-------------|
| ▪ Tacoma Trestle Track & Signal Project -Second Platform | Tacoma, WA |
| ▪ East Link – Construction Services (Judkins Park Station) | Seattle, WA |
| ▪ On-call Sound Transit Projects: Security Structure | Seattle, WA |
| ▪ On-call Sound Transit Projects: PIMS Sign Structural Support | Puget Sound |
| ▪ On-call Sound Transit Projects: Signage Manual Support | Puget Sound |

WASHINGTON DEPARTMENT OF TRANSPORTATION PROJECTS

- | | |
|---|-------------|
| ▪ Amtrak Cascades Station – Construction Admin Services | Tacoma, WA |
| ▪ SR 520 Montlake Project- Specialty Landscape Structures | Seattle, WA |

KING COUNTY WASTEWATER TREATMENT DIVISION PROJECTS

- | | |
|--|-----------------|
| ▪ KC WTD (E00293E13) WO#30A –Spalled Concrete Assessment | Woodinville, WA |
| ▪ KC WTD (E00293E13) WO#30A –Maintenance Shop Doorway | Woodinville, WA |
| ▪ KC WTD (E00346E14) WO#27 - Chelan SCO Building Modifications | Seattle, WA |
| ▪ South Treatment Plant Pipe Replacement and Structural Upgrades | Seattle, WA |
| ▪ Vashon Treatment Plant UV disinfection Building | Vashon, WA |

KING COUNTY ROADS AND MAINTANCE PROJECTS

- | | |
|---|------------|
| ▪ King County Maintenance Buildings B & D Renovations | Auburn, WA |
|---|------------|

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District G.M.

Meeting Date: May 27, 2025

Under: New Business

Attachment: Yes

Subject: Stakeholder Homework (From May 20 Special Meeting)

Background/Summary:

At the May 20 special meeting, the board had strategic planning towards the future. It was mentioned that the District General Manager should put together a list of stakeholders that board Commissioner Stender recommended.

This document will be **mailed out on Wednesday, May 28 for editing.**

Please have **all comments back** to the District General Manager by **Monday, June 16 at noon**. This will help him compile the edits and have the **Public Outreach Committee review the results**.

The updated list will be presented at the June 24 regular board meeting.

Fiscal Impact: N/A

Proposed Motion:

No motion necessary. Informational Only! The board may elect to table the item until a future date.

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

Three Touch Rule:

	Committee Review
<u>5/20/2025.</u>	First Board Meeting (Informational)
<u>6/24/2025</u>	Second Board Meeting (Action)

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

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

Notes:

- Stakeholder Homework

Stakeholder Prioritization Worksheet

This worksheet is designed to help board members review, prioritize, and explore potential partnerships with local organizations. Please use the fields below to assess each stakeholder's prioritization with engagement tiers, and suggest future opportunities. Please follow the three steps below. All steps are color-coded. **All forms are due by Monday, June 16 at noon.**

Step 1: Stakeholder Identification (Green) - Please list potential stakeholders in the community that should be considered for engagement. Please include a contact info. (See page 6).

Step 2: Stakeholder Prioritization (Yellow) - Please assign each stakeholder a priority level based on their impact, influence, or alignment with the Mount Rainier Pool's mission. Use the following criteria to guide your ranking:

- **A - High Priority Stakeholders**
 - Have a **direct influence** on funding, operations, or long-term planning.
 - Represent **underserved or high-impact user groups** (e.g., youth, seniors, marginalized communities).
 - Are critical to the **success of upcoming initiatives** (e.g., levy lid lift, capital projects).
 - May offer **valuable resources**, such as media reach, facilities, or technical expertise.
- **B - Medium Priority Stakeholders**
 - Provide **community visibility** or engagement opportunities.
 - Can **strengthen outreach** to specific demographics (e.g., parents, faith communities).
 - May serve as **partners in specific programs**, events, or promotional efforts.
 - Represent groups who are **potentially interested** but not currently engaged.
- **C - Low Priority Stakeholders**
 - Have **limited engagement history** but may grow in importance.
 - Offer **niche or seasonal support** (e.g., senior housing, walking groups).
 - Represent **future partners** or outreach audiences to cultivate over time.
- **X – Not a Stakeholder**
 - If you do not believe the group is a stakeholder, please mark with an X. If you have time, please use the notes section for reasoning of decision. Examples are:
 - “This organization is outside of our service area,”
 - “They do not currently engage with or influence pool operations,”
 - “Their mission does not align with ours.

Step 3: Potential Partnership Opportunities (Grey) - In this section, consider how the Mount Rainier Pool could create a **mutually beneficial relationship** with each stakeholder. Think about:

- What programs, services, or events might interest this group?
- How could a partnership help them achieve their goals or mission?
- Are there outreach or engagement opportunities that would resonate with their audience or members?

See next page to start the process...

STEP 1: Stakeholder Identification.			Step 2: Stakeholder Priority*	Step 3: Potential Partnership Opportunities (What would benefit them?)
Stakeholder/ Group Name	Contact Info	Affiliation (e.g., civic group, user group, agency)		
LOCAL GOVERNMENT AGENCIES				
City of Des Moines	Coming Later	Local Government		
City of Normandy Park	Coming Later	Local Government		
City of SeaTac	Coming Later	Local Government		
City of Kent (West Hill)	Coming Later	Local Government		
Federal Way Public Schools	Coming Later	School District		
King County	Coming Later	Local Government		
Port of Seattle	Coming Later	Government Agency		
Highline College	Coming Later	Higher Education		
Highline Public Schools	Coming Later	School District		
STATE/COUNTY REPRESENTATIVES				
Senator Tina Orwall		33 rd Leg Dist		
Rep Edwin Obras		Legislative, Position 1		
Rep Mia Gregerson		Legislative, Position 2		
De'Sean Quinn		King County Council, Dist 5		
LOCAL CHURCHES				
North Hill Christian Church	Coming Later	Church		
Des Moines Gospel Chapel	Coming Later	Church		
Grace Lutheran Church	Coming Later	Church		

Des Moines United Methodist Church	Coming Later	Church		
Hope Church	Coming Later	Church		
Gospel Russian Baptist Church	Coming Later	Church		
Mountain Church	Coming Later	Church		
Holy Trinity Lutheran Church	Coming Later	Church		
Midway Covenant	Coming Later	Church		
Samoan Christian Church	Coming Later	Church		
World Covenant Church	Coming Later	Church		
Saltwater Unitarian Church	Coming Later	Church		
St. Philomena Catholic Church	Coming Later	Church		
LOCAL SERVICE ORGANIZATIONS AND NON-PROFITS				
Des Moines Legacy Foundation	Coming Later	Nonprofit/ Foundation		
Destination Des Moines	Coming Later	Civic Organization		
Rotary Club of Des Moines & Normandy Park	Coming Later	Service Club		
Exchange Club of Highline	Coming Later	Service Club		
Des Moines Lions Club	Coming Later	Service Club		
Des Moines Area Food Bank	Coming Later	Nonprofit/Social Services		
Des Moines Waterland Walking Group	Coming Later	Social/Wellness Group		
Des Moines Mamas Group	Coming Later	Social Group		

Des Moines Community Group	Coming Later	Community Network		
LOCAL POOLS (PUBLIC AND PRIVATE)				
Evergreen Aquatic Center	Coming Later	Aquatic Facility		
Tukwila Pool	Coming Later	Aquatic Facility		
Weyerhaeuser King County Aquatic Center	Coming Later	Aquatic Facility		
Normandy Park Swim Club	Coming Later	Private Swim Club		
Olympic View Swim and Tennis Club	Coming Later	Private Club		
LOCAL SWIM AND DIVE TEAMS (INCLUDING WATER POLO)				
Seattle Metropolitan Aquatic Club (SMAC)	Coming Later	Swim Team		
KING Aquatic Club	Coming Later	Swim Team		
Rain City Polo <i>(mentioned by Stender on 5/20)</i>	Coming Later	Youth Sports/Swim Group		
Alpha Dive	Coming Later	Dive Team		
Master Swim Group				Adult swimming groups that practice and compete. Need more water space to add.
LOCAL PARENT-TEACHER GROUPS				
Des Moines Elementary PTSA	Coming Later	PTSA		
Parkside Elementary PTA	Coming Later	PTA		
Woodmont K-8 PTA	Coming Later	PTA		
Marvista Elementary PTSA	Coming Later	PTSA		
Madrona Elementary PTA	Coming Later	PTA		

Bow Lake Elementary PTA	Coming Later	PTA		
McMicken Heights Elementary PTA	Coming Later	PTA		
East Hill Elementary PTA	Coming Later	PTA		
Kent-Meridian High School PTSA	Coming Later	PTSA		
Kent Area PTSA Council 9.7	Coming Later	Council PTSA		
St Philomena PTA	Coming Later	PTSA		
Valley View PTA	Coming Later	PTSA		
LOCAL ORGANIZATIONS (MISC)				
Kent Community Foundation	Coming Later	Nonprofit/Foundation		
MRHS Alumni Group	Coming Later	Alumni/Community Network		
LOCAL SENIOR ORGANIZATIONS				
Judson Park	Coming Later	Senior Center in Des Moines		
Wesley	Coming Later	Senior Center in Des Moines		
Solstice Senior Living	Coming Later	Senior Center in Normandy Park		
Normandy Park Senior Living	Coming Later	Senior Center in Normandy Park		
LOCAL APARTMENT COMPLEXES				
Waterview Crossing	Coming Later	Local Apt Complex		
Emerald Court	Coming Later	Local Apt Complex		
Des Moines Station	Coming Later	Local Apt Complex		
Bay Club	Coming Later	Local Apt Complex		

Creekwood	Coming Later	Local Apt Complex		
MT RAINIER POOL SWIM GROUPS (May need assistance in organizing).				
Water Exercise	Coming Later	User group at Mt Rainier Pool		
Water Walking	Coming Later	User group at Mt Rainier Pool		
Lap Swimmers	Coming Later	User group at Mt Rainier Pool		
Swim Lesson Parents	Coming Later	User group at Mt Rainier Pool		
RENTAL GROUPS OR POTENTIAL RENTAL GROUPS AT MT RAINIER POOL				
Alaska Airlines	Coming Later	Corporate Rental		
Eight Diving	Coming Later	Scuba Business		
TL Sea Diving	Coming Later	Scuba Business		
King County Search and Rescue	Coming Later	King County Sheriff Division		
South King and Fire	Coming Later	King County Special District		
Hydroplane Safety	Coming Later	Private Business		
BOARD SUGGESTED PARTNERS				

Add sheet, if you have other potential stakeholders.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9 Assigned to: Board President

Meeting Date: May 27, 2025

Under: Executive Session

Attachment: None

Subject: Review of a Public Employee

Background/Summary:

The Board of Commissioners will meet to discuss evaluation of the District General Manager.

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The board president will make a motion at the start of this item to enter executive session, and any action will be announced after the session.

Fiscal Impact: N/A

Chair Announcement: Executive Session (if necessary): We will now go into executive session pursuant to RCW 42.30.140(1)(b) to review the performance of a public employee.

- The executive session will be for _____ minutes until ____:____.
- Any direction made by the board will be in open session and noted in the minutes.

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

Two Touch Rule:

N/A Committee Review
N/A First Board Meeting (Informational)
N/A Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

-No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** District GM **Meeting Date:** May 27, 2025

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.

2. Next board meeting (unless special meeting scheduled):

- *SAO Audit, Exit Interview (To Be Determined)*
- *June 24, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*
- *July 18 & 19, 2025, Waterland Days Festivities: More information coming soon.*

3. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No _____ **Reporting Back Date:** _____

Notes:

- No attachments.