



## Des Moines Pool Metropolitan Park District

March 24, 2026  
7:00 p.m.  
Regular "Hybrid" Meeting

*Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 819 0553 7905; Passcode: 272643. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comment for those who cannot physically attend will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.*

### AGENDA

1. CALL TO ORDER ROLL CALL
2. PLEDGE OF ALLEGIANCE (FLAG) 3
3. ADOPTION/MODIFICATIONS OF AGENDA
4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS 4  
Proclamation 2026-02 "April is Water Safety and Readiness Month"
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](mailto:info@mtrainierpool.com) by Noon on Tuesday, March 24. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting*
6. CONSENT AGENDA 8
  - a. EXPENDITURE/REVENUE FOR JANUARY & FEBRUARY 9
  - b. STAFF/CONTRACTOR/COMMITTEE REPORTS 17  
District General Manager Report
  - c. ADOPTION OF MINUTES 24  
February 24, Regular Meeting/Public Hearing
  - d. CORRESPONDENCE  
None
  - e. BANK TRANSFERS (MRP REVENUE)
  - f. VOUCHER APPROVAL 29  
\$93,856.48 was processed in February 2026 for warrant requests.
  - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES) 41  
\$89,529.16 was processed in February 2026 for payroll and payments.

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

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

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

**7. OLD BUSINESS**

- a. Aquatics Coordinator Recruitment Update **46**
- b. Seattle Parks Foundation Meeting/Strategic Planning **50**
- c. Policy 520 Procurement (2<sup>nd</sup> touch) **56**
- d. Employee Handbook (1<sup>st</sup> touch) **69**
- e. Engineer of Record Work (1<sup>st</sup> touch) **154**

**8. NEW BUSINESS**

- a. April Pool's Day Event **157**
- b. Performance Metrics Dashboard (first touch) **161**
- c. 2025 Annual Financial Report Letter (first touch) **165**
- d. Des Moines Legacy Foundation Request (first touch) **175**

**9. GOOD OF THE ORDER **176****

**10. UPCOMING MEETINGS/EVENTS**

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

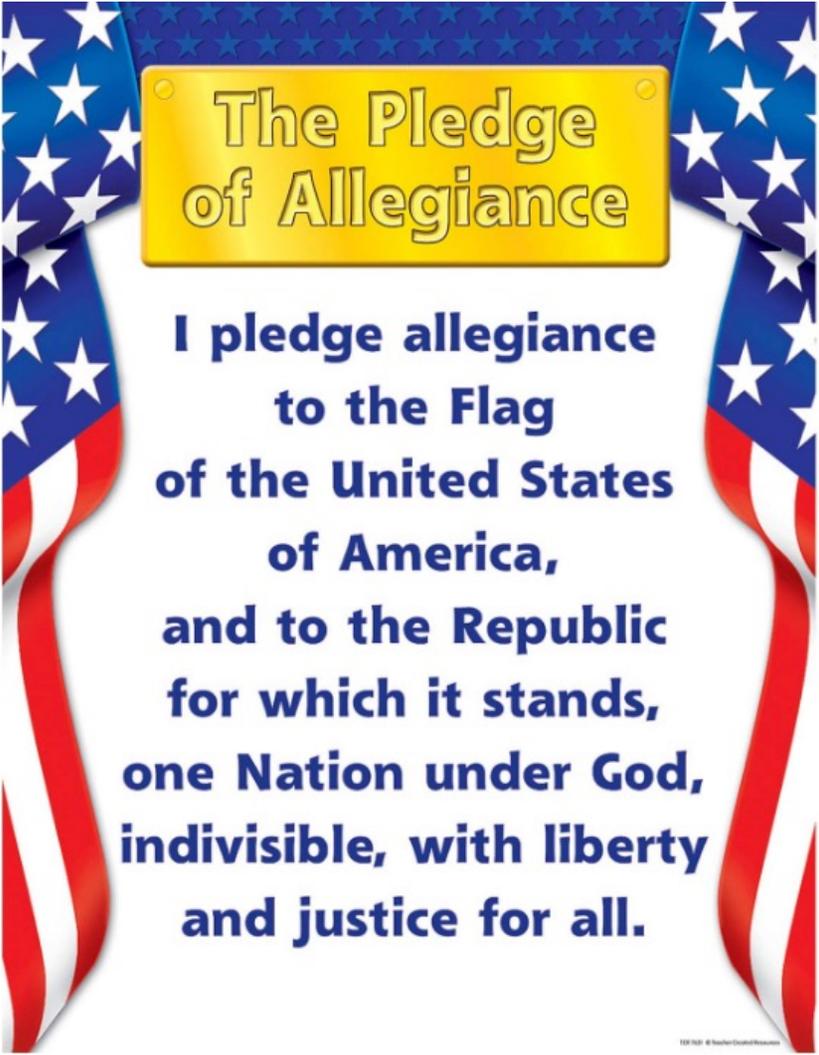
For other future meetings, [click here](#) to visit our website's governance page.

**ADJOURNMENT**

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

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## 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 #: 4a

Assigned to: District G.M.

Meeting Date: March 24, 2026

Under: Announcements, Proclamations and Presentations

Attachment: Yes

**Subject:** Proclamation 2026-02, April is Water Safety and Readiness Month

**Background/Summary:**

Drowning remains one of the leading causes of accidental injury and death for children and is a significant public health concern nationwide. Public aquatic facilities play an important role in reducing these risks by providing swim instruction, water safety education, and professionally trained lifeguard supervision. In Washington State, park and recreation districts are authorized to provide recreational and safety services that benefit public health and community well-being under **RCW 35.61** and related statutes governing park and recreation districts.

The Des Moines Pool Metropolitan Park District operates Mount Rainier Pool as a regional aquatic facility serving residents of Des Moines, Highline, and surrounding Southwest King County communities. In addition to recreational swimming opportunities, the facility provides essential community safety services including swim lessons, water safety instruction, lifeguard training, and aquatic emergency preparedness.

Each April, aquatic organizations across the country promote **April Pools Day**, a national campaign led by the Association of Aquatic Professionals and supported by water safety organizations to raise awareness about drowning prevention, water safety skills, and emergency readiness. In alignment with this effort, Mount Rainier Pool promotes **Water Safety and Readiness Month** by highlighting community education and preparedness initiatives.

Mount Rainier Pool supports community safety through a range of programs and partnerships including: **free PTSA community swims, youth swim instruction opportunities, lifeguard preparedness classes, and free American Red Cross certifications for lifeguards and Water Safety Instructors.** The facility also serves as a regional training location supporting aquatic staff development for Mount Rainier Pool and other aquatic facilities in Southwest King County.

Operational preparedness is a key component of aquatic safety. Mount Rainier Pool maintains a **highly trained staff through regular in-service trainings, fitness preparedness, skill evaluations, and emergency response drills.** Staff routinely review **Emergency Action Plans (EAPs), Safety Data Sheets (SDS), and operational procedures to ensure readiness for a wide range of situations including water rescues, medical emergencies, and facility incidents.**

Recognizing April as **Water Safety and Readiness Month** highlights the District's commitment to drowning prevention, professional lifeguard readiness, and ensuring that the community has access to lifesaving swimming and water safety skills.

**Fiscal Impact:** None. The proclamation highlights water safety initiatives and preparedness activities that are already incorporated into the District’s annual operating budget and staff training programs.

**Proposed Motion**

I move that the Board of Commissioners of the Des Moines Pool Metropolitan Park District adopt the proclamation designating “**April is Water Safety and Readiness Month**”.

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

**Three Touch Rule:**

_____	<b>Committee Review</b>
<u>  March 24, 2026  </u>	<b>First Board Meeting (Informational)</b>
<u>  N/A  </u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

- Attachments:
  - Proclamation 2026-02, “April is Water Safety and Readiness Month”

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

**APRIL IS WATER SAFETY AND READINESS MONTH  
PROCLAMATION 2026-02**

**WHEREAS**, the Des Moines Pool Metropolitan Park District is a municipal corporation of the State of Washington, formed pursuant to RCW 35.61, with authority to acquire, construct, maintain, and operate swimming pools and other recreational facilities for the health, safety, and welfare of the public; and

**WHEREAS**, under RCW 35.61.210, metropolitan park districts are authorized to manage and control park and recreation facilities as essential public services that promote community well-being; and

**WHEREAS**, the Mount Rainier Pool has served the Des Moines and Southwest King County community since 1975 as a publicly operated aquatic facility dedicated to water safety, drowning prevention, emergency preparedness, and workforce development; and

**WHEREAS**, drowning remains a leading cause of preventable injury and death, and access to swim instruction, lifeguard training, and water safety education is a direct public safety intervention that strengthens community resilience; and

**WHEREAS**, the Mount Rainier Pool serves as a regional training center supporting Southwest King County aquatic facilities, swim areas, and water-related programs by preparing certified lifeguards, Water Safety Instructors, and aquatic professionals; and

**WHEREAS**, through grant-funded initiatives, the District removes financial barriers by providing free lifeguard and Water Safety Instructor certifications, Lifeguard Preparedness classes, and equitable access programming to build a strong, locally trained emergency response workforce; and

**WHEREAS**, the District partners with the Youth Experiential Training Institute (YETI) and local schools to expand aquatic leadership development, career readiness, and youth workforce pathways connected to first response, healthcare, military service, education, and other public-serving professions; and

**WHEREAS**, the District provides free PTSA swims and comprehensive swim lesson programming to ensure that children and families across Des Moines and Normandy Park have access to life-saving skills regardless of income; and

**WHEREAS**, April Pool's Day is nationally recognized as a time to elevate water safety awareness prior to peak aquatic seasons, reinforcing safe behaviors and emergency preparedness in and around water; and

**WHEREAS**, the Mount Rainier Pool maintains rigorous operational readiness standards, including regular lifeguard in-services, skills competency evaluations, fitness preparedness, scenario-based

emergency drills, and ongoing review of Emergency Action Plans, Safety Data Sheets (SDS) manuals, and safety protocols to ensure preparedness for any situation; and

**WHEREAS**, the Des Moines Pool Metropolitan Park District recognizes that aquatic safety services are not merely recreational offerings, but integral public safety infrastructure that protects lives, prepares youth for employment, and strengthens community readiness;

**NOW, THEREFORE, BE IT PROCLAIMED** that the Board of Commissioners of the Des Moines Pool Metropolitan Park District hereby declares April as Water Safety and Readiness Month, affirming the Mount Rainier Pool’s essential role in community safety, emergency preparedness, and public health; and

**BE IT FURTHER PROCLAIMED** that the District encourages all residents to:

- Participate in April Pool’s Day activities
- Enroll in swim lessons
- Support lifeguard and aquatic workforce development programs
- Review family water safety plans
- Practice safe behaviors in and around water

**Adoption:** ADOPTED by the **Board of Commissioners** of the **Des Moines Pool Metropolitan Park District** at an open meeting of such Board on the **24th of March 2026**, the following Commissioners being present and voting.

\_\_\_\_\_  
President Young

\_\_\_\_\_  
Clerk of the Board Campbell

\_\_\_\_\_  
Commissioner Dusenbury

\_\_\_\_\_  
Commissioner Fortine

\_\_\_\_\_  
Commissioner Stender

\_\_\_\_\_  
District Clerk

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: March 24, 2026

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

- January and February Expenses and Revenue Reports

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports (February 21-March 20, 2026)

Item 6c: Adoption of Minutes (from previous month)

- February 24, 2026, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$43,388.42** were approved for payment.

- \$10,579.88 was processed on February 2, 2026
- \$590.30 was processed on February 2, 2026
- \$5,147.83 was processed on February 11, 2026
- \$337.74 was processed on February 18, 2026
- \$10,627.54 was processed on February 18, 2026
- \$16,105.13 was processed on February 25, 2026

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$86,443.54** were processed for payment.

- \$2,109.66 was approved for Dept of Revenue Q4 B&O Tax payment on January 30, 2026
- \$2,002.57 was approved for Dept of Retirement Systems (DRS) payment on February 3, 2026
- \$39,602.09 was approved for payroll on February 15, 2026
- \$1,990.40 was approved for Dept of Retirement Systems (DRS) on February 17, 2026
- \$40,738.32 was approved for payroll on February 28, 2026

A total of **\$129,831.96** was processed in **February 2026** under the oversight of the **Clerk of the Board**.

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

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in **February 2026** totaling **\$129,831.96**.

**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

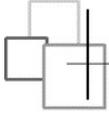
**Two Touch Rule:** \_\_\_\_\_ N/A First Board Meeting (Informational)  
\_\_\_\_\_ N/A Second Board Meeting (Action)

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

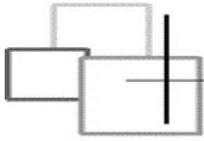
### Notes:

- Attachments: Various



## January 2026 REVENUES

Account Number	Reference	Jan-26	YTD Balance	2026 Budget	Budget Balance	% of Budget
<b>General Fund Taxes</b>						
001-000-000-311-11-00-00	Property Taxes	\$3,683.50	\$3,683.50	\$2,382,412.27	\$0.00	1.5%
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	0%
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>Total General Fund</b>	<b>\$3,683.50</b>	<b>\$3,683.50</b>	<b>\$2,382,412.27</b>	<b>\$0.00</b>	<b>1.5%</b>
<b>Charges for Goods and Services</b>						
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00	0%
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest	\$10,745.47	\$10,745.47	\$58,000.00	\$47,254.53	18.53%
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	0%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	0%
001-000-000-369-81-00-02	Misc Revenue	\$2,595.36	\$2,595.36	\$1,802,216.72	\$1,799,621.36	0.1%
001-000-000-369-81-00-03	MRP Cash Deposits	\$5,537.46	\$5,537.46	\$50,000.00	\$44,462.54	11.07%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$11,774.07	\$11,774.07	\$167,000.00	\$155,225.93	7.1%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0%
	<b>Total Revenue</b>	<b>\$30,652.36</b>	<b>\$30,652.36</b>	<b>\$2,085,216.72</b>	<b>\$2,054,564.36</b>	<b>1.50%</b>
<b>Capital Projects/Reserve</b>						
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$982,675.00	\$982,675.00	0%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$982,675.00</b>	<b>\$982,675.00</b>	<b>0%</b>
	<b>Grand Total Revenue</b>	<b>\$34,335.86</b>	<b>\$34,335.86</b>	<b>\$4,492,628.99</b>	<b>\$4,458,293.99</b>	<b>0.1%</b>



# January 2026 EXPENDITURES

Beginning Monthly Balance = \$2,901,876.85

Ending Monthly Balance = \$2,741,014.78

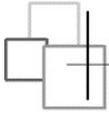
Category/ Acct #	Reference	Jan 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners Subsidies	\$439.11	\$439.11	\$25,000.00	\$24,560.89	1.76%
001-000-000-576-20-10-01	District Manager Salary	\$8,220.49	\$8,220.49	\$115,000.00	\$106,779.51	7.15%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$8,834.10	\$8,834.10	\$106,537.27	\$97,703.17	8.29%
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,077.69	\$5,077.69	\$157,590.00	\$152,512.31	3.22%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$24,237.53	\$24,237.53	\$371,000.00	\$346,762.47	6.53%
001-000-000-576-21-30-05	Water Exercise Instructor	\$750.03	\$750.03	\$10,300.00	\$9,549.97	7.28%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,468.15	\$4,468.15	\$66,950.00	\$62,481.85	6.67%
001-000-000-576-21-32-02	Head Lifeguards	\$2,419.82	\$2,419.82	\$64,000.00	\$61,580.18	3.78%
	<b>Total Salaries &amp; Wages</b>	<b>\$54,446.92</b>	<b>\$54,446.92</b>	<b>\$916,377.27</b>	<b>\$861,930.35</b>	<b>5.94%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$10,208.82	\$10,208.82	\$242,050.00	\$231,841.18	4.22%
001-000-000-576-21-33-00	Sick Pay	\$928.94	\$928.94	\$4,800.00	\$3,871.06	19.35%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Taxes &amp; Misc</b>	<b>\$11,137.76</b>	<b>\$11,137.76</b>	<b>\$248,350.00</b>	<b>\$237,212.24</b>	<b>4.48%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$4,504.62	\$4,504.62	\$45,000.00	\$40,495.38	10.01%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$127.50	\$2,000.00	\$1,872.50	6.38%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$3,054.28	\$3,054.28	\$72,000.00	\$68,945.72	4.24%
	<b>Total Personal Benefits</b>	<b>\$7,686.40</b>	<b>\$7,686.40</b>	<b>\$119,000.00</b>	<b>\$111,313.60</b>	<b>6.46%</b>
<b>Office Supplies</b>						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$37.46	\$37.46	\$2,500.00	\$2,462.54	1.50%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$77.03	\$77.03	\$4,000.00	\$3,922.97	1.93%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$209.11	\$209.11	\$2,000.00	\$1,790.89	10.46%
	<b>Total Office Supplies</b>	<b>\$323.60</b>	<b>\$323.60</b>	<b>\$8,500.00</b>	<b>\$8,176.40</b>	<b>3.81%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$39.66	\$39.66	\$1,000.00	\$960.34	3.97%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$1,659.12	\$1,659.12	\$9,500.00	\$7,840.88	17.46%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,698.78</b>	<b>\$1,698.78</b>	<b>\$10,500.00</b>	<b>\$8,801.22</b>	<b>16.18%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$120.77	\$120.77	\$5,000.00	\$4,879.23	2.42%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-40-00	Employee Recognition	\$175.00	\$175.00	\$2,500.00	\$2,325.00	7.00%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$112.94	\$112.94	\$5,250.00	\$5,137.06	2.15%
	<b>Total Pool Supplies</b>	<b>\$408.71</b>	<b>\$408.71</b>	<b>\$22,750.00</b>	<b>\$22,341.29</b>	<b>1.80%</b>

Category/ Acct #	Reference	Jan 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$421.88	\$421.88	\$10,000.00	\$6,778.00	32.22%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$3,222.00	\$3,222.00	\$12,000.00	\$10,456.10	12.87%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$1,543.90	\$1,543.90	\$4,000.00	\$3,578.12	10.55%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$0.00	\$0.00	\$28,000.00	\$28,000.00	0.00%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$171.89	\$171.89	\$2,600.00	\$2,428.11	6.61%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,750.00	\$5,750.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$45.00	\$45.00	\$2,500.00	\$2,455.00	1.80%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$9,082.63	\$9,082.63	\$14,500.00	\$5,417.37	62.64%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$705.28	\$705.28	\$3,000.00	\$2,294.72	23.51%
	<b>Total Prof Services-Front Offc</b>	<b>\$15,192.58</b>	<b>\$15,192.58</b>	<b>\$89,350.00</b>	<b>\$74,157.42</b>	<b>17.00%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$5,323.85	\$5,323.85	\$5,000.00	(\$323.85)	106.48%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$105.27	\$105.27	\$3,250.00	\$3,144.73	3.24%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$10,500.00	\$10,500.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
001-000-000-576-21-48-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$163.60	\$163.60	\$1,250.00	\$1,086.40	13.09%
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)	\$5,394.70	\$5,394.70	\$31,000.00	\$25,605.30	17.40%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	(\$244.29)	(\$244.29)	\$7,200.00	\$7,444.29	-3.39%
	<b>Total Prof Services-Maintenance</b>	<b>\$10,743.13</b>	<b>\$10,743.13</b>	<b>\$72,200.00</b>	<b>\$61,456.87</b>	<b>14.88%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,515.31	\$3,515.31	\$150,000.00	\$146,484.69	2.34%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$3,515.31</b>	<b>\$3,515.31</b>	<b>\$150,000.00</b>	<b>\$146,484.69</b>	<b>2.34%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$1,073.07	\$1,073.07	\$15,000.00	\$13,926.93	7.15%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$1,077.82	\$1,077.82	\$5,500.00	\$4,422.18	19.60%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$183.00	\$183.00	\$960.00	\$777.00	19.06%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$597.28	\$597.28	\$4,100.00	\$3,502.72	14.57%
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	\$78.00	\$78.00	\$500.00	\$422.00	15.60%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$111.76	\$111.76	\$750.00	\$638.24	14.90%
001-000-000-576-21-41-21	Artificial Intelligence	\$22.04	\$22.04	\$1,500.00	\$1,477.96	1.47%
001-000-000-576-20-42-00	Warrant Courier Service	\$62.70	\$62.70	\$750.00	\$687.30	8.36%
	<b>Total Communications</b>	<b>\$3,205.67</b>	<b>\$3,205.67</b>	<b>\$32,360.00</b>	<b>\$26,989.07</b>	<b>9.91%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$429.00	\$429.00	\$2,500.00	\$2,071.00	17.16%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$22.98	\$22.98	\$2,000.00	\$1,977.02	1.15%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$1,000.00	\$1,000.00	\$4,000.00	\$3,000.00	25.00%
001-000-000-576-21-43-07	Management Staff Training	\$1,183.75	\$1,183.75	\$2,500.00	\$1,316.25	47.35%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$7.00	\$7.00	\$2,000.00	\$1,993.00	0.35%
	<b>Total Training &amp; Travel</b>	<b>\$2,642.73</b>	<b>\$2,642.73</b>	<b>\$17,000.00</b>	<b>\$14,357.27</b>	<b>15.55%</b>
<b>Advertising</b>						
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$2,637.00	\$2,637.00	\$15,000.00	\$12,363.00	17.58%
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	\$169.70	\$169.70	\$2,000.00	\$1,830.30	8.49%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
	<b>Total Advertising</b>	<b>\$2,806.70</b>	<b>\$2,806.70</b>	<b>\$20,150.00</b>	<b>\$17,343.30</b>	<b>13.93%</b>

Category/ Acct #	Reference	Jan 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$717.50	\$6,500.00	\$5,782.50	11.04%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$600.00	\$600.00	\$4,500.00	\$3,900.00	13.33%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,317.50</b>	<b>\$1,317.50</b>	<b>\$27,000.00</b>	<b>\$25,682.50</b>	<b>4.88%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$23,098.41	\$23,098.41	\$170,000.00	\$146,901.59	13.59%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
001-000-000-576-21-47-04	Sewer (Midway)	\$773.82	\$773.82	\$5,500.00	\$4,726.18	14.07%
	<b>Total Utilities</b>	<b>\$23,872.23</b>	<b>\$23,872.23</b>	<b>\$192,000.00</b>	<b>\$168,127.77</b>	<b>12.43%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$48,469.00	\$48,469.00	\$49,000.00	\$531.00	98.92%
	<b>Total Insurance</b>	<b>\$48,469.00</b>	<b>\$48,469.00</b>	<b>\$49,000.00</b>	<b>\$531.00</b>	<b>98.92%</b>
<b>Miscellaneous</b>						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$27.00	\$27.00	\$2,000.00	\$1,973.00	1.35%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$1,019.68	\$1,019.68	\$5,000.00	\$3,980.32	20.39%
001-000-000-576-20-51-50	Background checks	\$319.58	\$319.58	\$1,000.00	\$680.42	31.96%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	<b>Total Miscellaneous</b>	<b>\$1,366.26</b>	<b>\$1,366.26</b>	<b>\$19,250.00</b>	<b>\$17,883.74</b>	<b>7.10%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-00	Elections	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$271.41	\$271.41	\$500.00	\$228.59	54.28%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$360.00	\$360.00	\$3,750.00	\$3,390.00	9.60%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$541.57	\$541.57	\$5,000.00	\$4,458.43	10.83%
	<b>Total Intergov Services</b>	<b>\$1,172.98</b>	<b>\$1,172.98</b>	<b>\$80,250.00</b>	<b>\$79,077.02</b>	<b>1.46%</b>
<b>Capitals</b>						
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Engineers	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
001-000-000-594-76-41-01	Capital - Architects/Permits	\$3,500.00	\$3,500.00	\$5,000.00	\$1,500.00	70.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	\$0.00	\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
001-000-000-594-76-42-09	Electrical Repairs	\$0.00	\$0.00	\$142,500.00	\$142,500.00	0.00%
001-000-000-594-76-42-11	Facility Staff Projects	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,853,216.72</b>	<b>\$1,933,252.17</b>	<b>0.00%</b>
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$993,463.73	\$993,463.73	0.00%
	<b>TOTAL ADMINISTRATION</b>	<b>\$76,350.62</b>	<b>\$76,350.62</b>	<b>\$461,810.00</b>	<b>\$385,522.08</b>	<b>16.52%*</b>
	<b>TOTAL OPERATIONS</b>	<b>\$113,655.64</b>	<b>\$113,655.64</b>	<b>\$1,609,977.27</b>	<b>\$1,496,343.67</b>	<b>7.06%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,785,897.72</b>	<b>\$2,785,897.72</b>	<b>0.00%</b>
<b>GRAND TOTALS</b>		<b>\$190,006.26</b>	<b>\$190,006.26</b>	<b>\$4,857,684.99</b>	<b>\$4,667,678.73</b>	<b>3.91%</b>

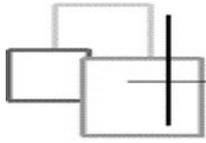
Target 8.33%

\*Administration includes annual insurance payment.



## February 2026 REVENUES

Account Number	Reference	Feb-26	YTD Balance	2026 Budget	Budget Balance	% of Budget
<b>General Fund Taxes</b>						
001-000-000-311-11-00-00	Property Taxes	\$21,154.53	\$24,838.03	\$2,382,412.27	\$2,357,574.24	1.04%
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	N/A
001-000-000-317-20-00-00	Leasehold Excise Tax	\$2,269.90	\$2,269.90	\$0.00	(\$2,269.00)	N/A
	<b>Total General Fund</b>	<b>\$23,424.43</b>	<b>\$27,107.93</b>	<b>\$2,382,412.27</b>	<b>\$2,355,304.34</b>	<b>1.1%</b>
<b>Charges for Goods and Services</b>						
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest	\$10,305.18	\$21,050.65	58,000.00	\$36,949.35	36.3%
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	0%
001-000-000-369-81-00-02	Misc Revenue	\$8,723.90	\$11,319.26	\$1,802,216.72	\$1,790,897.46	0.63%
001-000-000-369-81-00-03	MRP Cash Deposits	\$315.50	\$5,852.96	\$50,000.00	\$44,147.04	11.7%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$8,639.25	\$20,413.32	\$167,000.00	\$146,586.68	12.2%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$790.00	\$790.00	\$8,000.00	\$7,210.00	1%
	<b>Total Revenue</b>	<b>\$28,773.83</b>	<b>\$59,426.19</b>	<b>\$2,085,216.72</b>	<b>\$2,025,790.53</b>	<b>2.8%</b>
<b>Capital Projects/Reserve</b>						
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$982,675.00	\$982,675.00	0.00%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$982,675.00</b>	<b>\$982,675.00</b>	<b>0.00%</b>
	<b>Grand Total Revenue</b>	<b>\$52,198.26</b>	<b>\$86,534.12</b>	<b>\$4,492,628.99</b>	<b>\$4,406,094.87</b>	<b>2%</b>



# February 2026 EXPENDITURES

**Beginning Monthly Balance = \$2,741,014.78**

**Ending Monthly Balance = \$2,646,121.09**

Category/ Acct #	Reference	Feb 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners Subsidies	\$463.48	\$902.59	\$25,000.00	\$24,097.41	3.61%
001-000-000-576-20-10-01	District Manager Salary	\$8,473.87	\$16,694.36	\$115,000.00	\$98,305.64	14.52%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,866.72	\$15,700.82	\$106,537.27	\$90,836.45	14.74%
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,254.43	\$10,332.12	\$157,590.00	\$147,257.88	6.56%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$32,605.59	\$56,843.12	\$371,000.00	\$314,156.88	15.32%
001-000-000-576-21-30-05	Water Exercise Instructor	\$851.00	\$1,601.03	\$10,300.00	\$8,698.97	15.54%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,550.12	\$9,018.27	\$66,950.00	\$57,931.73	13.47%
001-000-000-576-21-32-02	Head Lifeguards	\$1,569.40	\$3,989.22	\$64,000.00	\$60,010.78	6.23%
	<b>Total Salaries &amp; Wages</b>	<b>\$60,634.61</b>	<b>\$115,081.53</b>	<b>\$916,377.27</b>	<b>\$801,295.74</b>	<b>12.56%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$19,382.40	\$29,591.22	\$242,050.00	\$212,458.78	12.23%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$928.94	\$4,800.00	\$3,871.06	19.35%
001-000-000-576-21-33-04	Overtime (OT)	\$269.34	\$269.34	\$500.00	\$230.66	53.87%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Taxes &amp; Misc</b>	<b>\$19,651.74</b>	<b>\$30,789.50</b>	<b>\$248,350.00</b>	<b>\$217,560.50</b>	<b>12.40%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$3,992.97	\$8,497.59	\$45,000.00	\$36,502.41	18.88%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$255.00	\$2,000.00	\$1,745.00	12.75%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$6,490.81	\$9,545.09	\$72,000.00	\$62,454.91	13.26%
	<b>Total Personal Benefits</b>	<b>\$10,611.28</b>	<b>\$18,297.68</b>	<b>\$119,000.00</b>	<b>\$100,702.32</b>	<b>15.38%</b>
<b>Office Supplies</b>						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$37.46	\$2,500.00	\$2,462.54	1.50%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$66.23	\$143.26	\$4,000.00	\$3,856.74	3.58%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$98.00	\$307.11	\$2,000.00	\$1,692.89	15.36%
	<b>Total Office Supplies</b>	<b>\$164.23</b>	<b>\$487.83</b>	<b>\$8,500.00</b>	<b>\$8,012.17</b>	<b>5.74%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$78.78	\$118.44	\$1,000.00	\$881.56	11.84%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$1,396.64	\$3,055.76	\$9,500.00	\$6,444.24	32.17%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,475.42</b>	<b>\$3,174.20</b>	<b>\$10,500.00</b>	<b>\$7,325.80</b>	<b>30.23%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$375.15	\$495.92	\$5,000.00	\$4,504.08	9.92%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-40-00	Employee Recognition	\$150.00	\$325.00	\$2,500.00	\$2,175.00	13.00%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$744.48	\$857.42	\$5,250.00	\$4,392.58	16.33%
	<b>Total Pool Supplies</b>	<b>\$1,269.63</b>	<b>\$1,678.34</b>	<b>\$22,750.00</b>	<b>\$21,071.66</b>	<b>7.38%</b>

Category/ Acct #	Reference	Feb 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$387.38	\$809.26	\$10,000.00	\$5,842.00	41.58%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$936.00	\$4,158.00	\$12,000.00	\$10,456.10	12.87%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,543.90	\$4,000.00	\$3,190.74	20.23%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$4,329.14	\$4,329.14	\$28,000.00	\$23,670.86	15.46%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$189.51	\$361.40	\$2,600.00	\$2,238.60	13.90%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,750.00	\$5,750.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$45.00	\$2,500.00	\$2,455.00	1.80%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$854.60	\$9,937.23	\$14,500.00	\$4,562.77	68.53%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$353.28	\$1,058.56	\$3,000.00	\$1,941.44	35.29%
	<b>Total Prof Services-Front Offc</b>	<b>\$7,049.91</b>	<b>\$22,242.49</b>	<b>\$89,350.00</b>	<b>\$67,107.51</b>	<b>24.89%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$5,323.85	\$5,000.00	(\$323.85)	106.48%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$483.58	\$588.85	\$3,250.00	\$2,661.15	18.12%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$10,500.00	\$10,500.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$1,245.32	\$1,245.32	\$6,500.00	\$5,254.68	19.16%
001-000-000-576-21-48-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$68.37	\$231.97	\$1,250.00	\$1,018.03	18.56%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$5,394.70	\$31,000.00	\$25,605.30	17.40%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,162.51	\$918.22	\$7,200.00	\$6,281.78	12.75%
	<b>Total Prof Services-Maintenance</b>	<b>\$2,959.78</b>	<b>\$13,702.91</b>	<b>\$72,200.00</b>	<b>\$58,497.09</b>	<b>14.88%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$14,470.62	\$17,985.93	\$150,000.00	\$132,014.07	11.99%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$14,470.62</b>	<b>\$17,985.93</b>	<b>\$150,000.00</b>	<b>\$132,014.07</b>	<b>11.99%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$678.35	\$1,751.42	\$15,000.00	\$13,248.58	11.68%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$564.05	\$1,641.87	\$5,500.00	\$3,858.13	29.85%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$114.00	\$297.00	\$960.00	\$663.00	30.94%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$211.43	\$808.71	\$4,100.00	\$3,291.29	19.72%
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	\$156.00	\$234.00	\$500.00	\$266.00	46.80%
001-000-000-576-21-42-14	Elevate Phone System	\$467.38	\$467.38	\$3,000.00	\$2,532.62	15.58%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$55.97	\$167.73	\$750.00	\$582.27	22.36%
001-000-000-576-21-41-21	Artificial Intelligence	\$22.08	\$44.12	\$1,500.00	\$1,455.88	2.94%
001-000-000-576-20-42-00	Warrant Courier Service	\$41.40	\$104.10	\$750.00	\$645.90	13.88%
	<b>Total Communications</b>	<b>\$2,310.66</b>	<b>\$5,516.33</b>	<b>\$32,360.00</b>	<b>\$24,741.89</b>	<b>17.05%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$225.00	\$225.00	\$1,500.00	\$1,275.00	15.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$255.00	\$684.00	\$2,500.00	\$1,816.00	27.36%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$43.90	\$66.88	\$2,000.00	\$1,933.12	3.34%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$1,000.00	\$4,000.00	\$3,000.00	25.00%
001-000-000-576-21-43-07	Management Staff Training	\$50.00	\$1,233.75	\$2,500.00	\$1,266.25	49.35%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$7.00	\$2,000.00	\$1,993.00	0.35%
	<b>Total Training &amp; Travel</b>	<b>\$573.90</b>	<b>\$3,216.63</b>	<b>\$17,000.00</b>	<b>\$13,783.37</b>	<b>18.92%</b>
<b>Advertising</b>						
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$193.00	\$2,830.00	\$15,000.00	\$12,170.00	18.87%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	\$0.00	\$169.70	\$2,000.00	\$1,830.30	8.49%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
	<b>Total Advertising</b>	<b>\$193.00</b>	<b>\$2,999.70</b>	<b>\$20,150.00</b>	<b>\$17,150.30</b>	<b>14.89%</b>

Category/ Acct #	Reference	Feb 2026	YTD Expense	2026 Budget	Budget Balance	% of Budget
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$2,152.50	\$6,500.00	\$4,347.50	33.12%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$900.00	\$4,500.00	\$3,600.00	20.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,735.00</b>	<b>\$3,052.50</b>	<b>\$27,000.00</b>	<b>\$23,947.50</b>	<b>11.31%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$13,877.31	\$36,975.72	\$170,000.00	\$133,024.28	21.75%
001-000-000-576-21-47-02	Water (Highline)	\$1,691.70	\$1,691.70	\$9,000.00	\$7,308.30	18.80%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$570.05	\$570.05	\$7,500.00	\$6,929.95	7.60%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$773.82	\$5,500.00	\$4,726.18	14.07%
	<b>Total Utilities</b>	<b>\$16,139.06</b>	<b>\$40,011.29</b>	<b>\$192,000.00</b>	<b>\$151,988.71</b>	<b>20.84%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$48,469.00	\$49,000.00	\$531.00	98.92%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$48,469.00</b>	<b>\$49,000.00</b>	<b>\$531.00</b>	<b>98.92%</b>
<b>Miscellaneous</b>						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$5.50	\$32.50	\$2,000.00	\$1,967.50	1.63%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$606.10	\$606.10	\$1,250.00	\$643.90	48.49%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$104.48	\$1,124.16	\$5,000.00	\$3,875.84	22.48%
001-000-000-576-20-51-50	Background checks	\$384.19	\$703.77	\$1,000.00	\$296.23	70.38%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	<b>Total Miscellaneous</b>	<b>\$1,100.27</b>	<b>\$2,466.53</b>	<b>\$19,250.00</b>	<b>\$16,783.47</b>	<b>12.81%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-00	Elections	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$271.41	\$500.00	\$228.59	54.28%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$2,109.66	\$2,109.66	\$11,000.00	\$8,890.34	19.18%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$1,260.00	\$1,620.00	\$3,750.00	\$2,130.00	43.20%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$295.21	\$836.78	\$5,000.00	\$4,163.22	16.74%
	<b>Total Intergov Services</b>	<b>\$3,664.87</b>	<b>\$4,837.85</b>	<b>\$80,250.00</b>	<b>\$75,412.15</b>	<b>6.03%</b>
<b>Capitals</b>						
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Engineers	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
001-000-000-594-76-41-01	Capital - Architects/Permits	\$0.00	\$3,500.00	\$5,000.00	\$1,500.00	70.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	\$0.00	\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
001-000-000-594-76-42-09	Electrical Repairs	\$0.00	\$0.00	\$142,500.00	\$142,500.00	0.00%
001-000-000-594-76-42-11	Facility Staff Projects	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,853,216.72</b>	<b>\$1,929,292.09</b>	<b>0.00%</b>
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$993,463.73	\$993,463.73	0.00%
	<b>TOTAL ADMINISTRATION</b>	<b>\$26,973.24</b>	<b>\$103,219.76</b>	<b>\$461,810.00</b>	<b>\$358,590.24</b>	<b>22.35%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$117,030.74</b>	<b>\$230,642.26</b>	<b>\$1,609,977.27</b>	<b>\$1,379,335.01</b>	<b>14.33%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,785,897.72</b>	<b>\$2,785,897.72</b>	<b>0.00%</b>
<b>GRAND TOTALS</b>		<b>\$144,003.98</b>	<b>\$333,862.02</b>	<b>\$4,857,684.99</b>	<b>\$4,523,822.97</b>	<b>6.87%</b>
					<b>Target</b>	<b>16.67%</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, March 20, 2026

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Bi-Monthly Reports to Board Between February 21, 2026, and March 20, 2026

## SENT MONDAY, MARCH 9:

### SCHEDULE UPDATE

On Sunday, March 8, we will instill the new expanded schedule. Click links below for more information.

- E-Blast: <https://createsend.com/t/d-D9BE76C181D340A32540EF23F30FEDED>
- Schedule Page: <https://mtrainierpool.com/schedule-2/>

### RENTALS

- Kennedy Catholic HS Water Polo has been renting the deep end of the pool during the break between swim lessons (weekdays, 4-5pm).
- West Seattle Water Polo is renting the following dates starting in March. We will need to close the pool on these days at 8pm.
  - Monday, May 4
  - Thursdays: March 5, 12, 19, 26; April 2, 9, 23, 30; May 7, 14
  - Fridays: May 20 & 27
- Y.E.T.I. (Youth Experimental Training Unit) Afterschool Water Safety Clubs) Select days 3-4:30pm: (They are exploring further future days).
  - March 18
  - April 1
- Hydroplane Capsule Trainings, : Sunday, March 15 & Sunday, April 12
  - Lap swim limited to three lanes from 8:00 AM–12:00 PM

### PTSA SWIM UPDATE

We have booked Parkside for March 7 and Des Moines Elementary on May 16. Holy Trinity is unable to meet on March 21, so Emmitt has scheduled an in-service training for that date.

### OUTREACH

Met with KC Councilmember Steffanie Fain, Seattle Parks Foundation and Normandy Park, Parks Manager, Aimee Lloyd last week. Also attended the KC Parks and Recreation Directors meeting on Friday. We will update you about these at a future meeting.

I am also meeting with all local Forward Thrust Pool managers the week of March 23.

### SWIM LESSON REGISTRATION

We start swim lesson registration the week of March 16. Current student registration will be Tuesday, March 17, and new student registration will be March 19. We will put out information this week.

They also handed out surveys for the most recent swim lessons. This will be included in Emmitt's next aquatics manager report.

## **SCHOLARSHIPS**

The scholarship deadline will be March 10. There have been 29 scholarships and \$3,031 allocated so far this year. This is much higher than past years.

## **INSPECTION**

The health department will be out on March 18 to inspect our chlorine feeding system.

## **ADVERTISING**

Below is a link to the Des Moines City Currents.

<https://digbk.com/DesMoines/34873/>

Also, the end of the week is the deadline for the Normandy Park City Scene. It should be out by the end of March.

## **BROKEN GLASS INCIDENT**

There was a broken glass on Saturday that luckily broken on deck and did not get into the water. Staff is working on identifying and ensuring there is no glass on the deck or pool area.

## **RESEARCH**

- Healing waters (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/march-2026/page-20>
- Swim lessons for adults and older adults (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/march-2026/page-16>
- Puyallup School District closes pool (Tacoma News Tribune) <https://www.thenewstribune.com/news/local/community/puyallup-herald/ph-news/article314902614.html>
- Evergreen State College to close pool among budget challenges (the JOLT) <https://www.thejoltnews.com/stories/the-evergreen-state-college-to-close-pool-amid-budget-challenges,28364>

## **SENT FRIDAY, MARCH 20:**

### **NEXT BOARD MEETING/AGENDA PACKET**

The next board meeting will be Tuesday, March 24. I will have the agenda packet out later today.

### **INCLEMENT WEATHER**

On Friday, March 13 and Saturday, March 14, we had inclement weather that affected operations. The pool opened as regularly scheduled on Friday, March 13, but the snow picked up during the morning hours with no warming up. At around noon, we went out and checked road conditions. The conditions did not improve, and there was visible slush on the road. Knowing that would freeze in the evening hours and not knowing if the roads would be cleared, we made the decision to close after No School Days Swim at 2:30pm.

On Saturday, March 14, staff came in and opened the pool on time. We did not contact the swim team, which did not show, so we will not charge them for their reservation. The pool remained open regular hours that day.

Both days had minimal usage due to the weather.

## **SWIM LESSON REGISTRATION**

We had swim lesson registration this week including current and non-current students.

- Current Student Registration: We had current student registration on Tuesday, March 19. Registration went well, but we continue to fill the Level 3-6 on Saturdays. Overall, we had 141 transactions that day, which was mostly for swim lessons.
- New Student Registration: New student registration went well. We had 157 transactions for a busy afternoon. The only complaint we received was from a parent that thought they should be able to register as a current student, even though they were on a waitlist. Below is a summary of the open spots.
- Overall: As of Friday morning, we have 217 of 223 youth spots filled with 14 or 20 adult spots filled. We should be close to full in all classes by mid-next week.
- Expansion Coming Next Session: With WSI trainings and swim lesson assistants, we will be expanding lessons next session to not only include Monday and Wednesday, Tuesday and Thursday, and Saturday options, but with more instructors to meet the capacity demands.

## **SCHOLARSHIP UPDATE**

This 2025-2026 school year, we have allocated 39 scholarships for \$3,549.82 has been utilized. This is dramatically up from last year (2024-2025) at this point when we gave out \$1,248 in scholarships between September 1, 2024, and March 20, 2025.

## **COMMUNITY LIFEGUARD GRANT**

We have also already utilized \$1,800 of \$38,000 for the lifeguard grant to cover youth taking free certification classes. We have not itemized the free training that has seven youth participating. We will provide information on this in the future. Our next class will be April 6-9 for lifeguard certification and April 19 for the lifeguard recertification.

## **KIDS SWIM FREE PROGRAM**

I put an application together for King County for the Get Active, Stay Active Grant. To extend the program request, I also reached out to Des Moines Legacy Foundation (DMLF). Last year, DMLF helped extend the program another couple of months. I wanted to see if we could do a joint application to help promote the program for both agencies and ensure continuity of communication throughout the year.

## **SCHOOLS DAY OUT SWIMS**

We had minimal participation due to the weather. Our next days will be during HSD's Spring Break, April 6-10. We should get a better picture of usage during this week.

## **SCHEDULE CHANGE**

The schedule changed on March 8. Staff report that people are happy with the new schedule.

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

## **CLOSED EASTER**

We chose to close on Sunday, April 5 for Easter. Most staff have family holidays this day.

## **APRIL POOL'S DAY**

We will go over the April Pool's Day event at the next board meeting at our board meeting. I am sending this out as one of our free flyers for PeachJar. We get one per quarter.



# April Pool's Day!

## FREE Family Event!

**Saturday, April 25: 1:00–3:00 p.m.**  
**Event Highlights:**

<b>1-2:15pm -Educational Stations:</b> <ul style="list-style-type: none"><li>• Proper Life Jacket Fit &amp; Use</li><li>• Reach and throw, Don't Qo</li><li>• Survival Strokes</li></ul>	<b>2:15-3pm - Free Family Open Swim</b> <ul style="list-style-type: none"><li>• Toys and Floaties in Shallow End</li><li>• Diving and Water Walk in Deep End</li><li>• Pre-Register: 93 Swimmer Limit</li></ul>
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**Prizes & Free Drawing: goody bag + 3-month family membership**  
Mount Rainier Pool | 22722 19 Ave S | mtrainierpool.com | 206.824.4722

Get More Information or Register



### PEACHJAR

I have been having trouble with the free community fliers lately and will have to probably pay. I got rejected twice as they felt we were using it to attract new members. I sent an email explaining our position in the community and water safety, but they would not approve it. I will post it next week to PeachJar and pay for it.

### OUTREACH

- Holy Trinity reached back out to us for Emmitt and staff to come speak about water safety at their school.
- I am meeting with pool management of Evergreen and Tukwila on Monday, March 23.

### CAMP KHAOS

Emmitt met with the City of Des Moines Coordinator in charge of Camp KHAOS. They are increasing their numbers to 120, which we will be splitting into 2 one-hour swims for up to sixty swimmers plus staff. They cannot do the swim lessons this year, but they left it open for future years.

Emmitt also talked to them about the Waterland Festival, Egg Hunt and speaking about Water Safety at Camp KHAOS.

## NEW WATER EXERCISE CLASS

We started a water exercise class last week, but the instructor was out ill. We were able to have a substitute teach the class, but the numbers were low. We are hoping the numbers will increase once the instructor is back. We will keep an eye on this situation.

## YETI KAYAK TRAINING

YETI brought out kids from one of the local school groups from Tukwila to learn kayaking in the pool on Wednesday, March 18. We opened the deep end and let them navigate the pool. They worked on navigating and what to do if the boat capsized. They are going to send some pictures that I will share in a future report.



## FIRST WATER POLO MATCH

On Wednesday, March 18, we also hosted our first water polo match of the season. The water polo team that has been practicing had their first match after 8pm. Water Polo teams are having difficulty finding places to practice and have meets. Emmitt has pictures of the first match that we will share in a future report.

## MAINTENANCE UPDATES

- Chlorine Feeder Inspection: Our meeting got rescheduled to April 15 at 10:30am.
- Report of Cloudy Water: A member reported the water was a little cloudier than usual. This is usually after larger usage including swim teams and water exercise. The swimmer that complained swims after both programs. Emmitt is talking to ASSI to see if there is anything we can do until our new filter media is installed. When this is installed, it should reduce the issue. We will also work to remind people to shower before they use the pool, which we have signage for, but people do not always read.
- Report of Water Issues for Locker Rooms: We also received a color of water in the showers and toilets. We think this was due to the contractor turning the water off and on, while making repairs. Staff ran water through the system, and the water was reported being back to normal.
- Air Fresheners for Locker Rooms and Staff Areas: Emmitt is having Cintas install some air fresheners that should help balance the smells.

- Pest Control: Emmitt is having pest control come out to take care of drain flies that have appeared.

## ADVERTISING

- Normandy Park City Scene: Gene put this ad together for Normandy Park. We discussed what programs their residents may use that have the most space.

**JUMP IN PARENTS**  
Come bond with your child

**NEW**  
**Lunchtime family swims**

- 11:45<sup>am</sup> - 1:15<sup>pm</sup>
- Great for homeschoolers

- Available during Family Swim, Open Swim, Lap Swim
- Pay just \$2 per parent when you swim with your child
- Kids pay the regular daily admission

**mrp**  
mount rainier pool

22722 19<sup>th</sup> Ave S, Des Moines • 206.824.4722 • MtRainierPool.com

- PeachJar: We put Spring information together for local grade schools and junior highs. We are focusing on the expansion of the next swim lessons, no school days, the schedule, and translation/scholarships. We plan on sending this out next week.

## MANAGEMENT/LEADERSHIP

- In-Service: Emmitt moved the in-service to Saturday, March 21. None of the PTAs took this date, so we are replacing it with an in-service.
- Shift Reports: Emmitt is instituting a shift report to help improve reporting and communication from Headguards to the aquatics manager.
- Aquatics Coordinator Recruitment: We have some good applicants that we are going to schedule remote interviews next week. We will discuss this more at the board meeting.

## RESEARCH

- Des Moines City Council Strategic Plan (JC Harris for Des Moines) [https://jcharrisfordesmoines.com/des-moines-city-council-strategic-planning-workshops-february-26-27-2026-beach-park-auditorium/?fbclid=IwY2xjawQhBhtleHRuA2FlbQlxMQBzcnRjBmFwcF9pZBAyMjlwMzkxNzg4MjAwODkyAAEeGfrUJ3Tw1Eq6ohvM23\\_kemj23f4W7sR-ch2DwGl2VO4HI9RgJvogO8UsNhs\\_aem\\_5NVekzgmZclyB2HclW33xw](https://jcharrisfordesmoines.com/des-moines-city-council-strategic-planning-workshops-february-26-27-2026-beach-park-auditorium/?fbclid=IwY2xjawQhBhtleHRuA2FlbQlxMQBzcnRjBmFwcF9pZBAyMjlwMzkxNzg4MjAwODkyAAEeGfrUJ3Tw1Eq6ohvM23_kemj23f4W7sR-ch2DwGl2VO4HI9RgJvogO8UsNhs_aem_5NVekzgmZclyB2HclW33xw)
- Lifeguard Trauma Group Partners with AOAP (Aquatics International) <https://www.aquaticsintl.com/article/lifeguard-trauma-recovery-group-forms-partnership-with-aoap>
- DEI Policies Advocate (Aquatics International) <https://www.aquaticsintl.com/awards/from-policies-to-practice-kate-connell-on-embedding-equity-into-aquatics-operations>
- The Lifeguard Supervisor Checklist (Aquatics International) <https://www.aquaticsintl.com/lifeguards/the-lifeguard-supervisor-checklist>
- NRPA Invests in Sports Access (Aquatics International) <https://www.aquaticsintl.com/news/nrpa-invests-in-sports-access>



# Des Moines Pool Métropolitain Park District

February 24, 2026

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 7:00 p.m. Also, present were Commissioners, Dusenbury and Stender, District General Manager Deschenes, Clerk Melum, and resident Achziger. Commissioner Fortine logged on at 7:08 p.m. Commissioners Campbell was not present.

**PLEDGE OF ALLEGIANCE** – Commissioner Dusenbury led the flag salute.

**ADOPTION/MODIFICATIONS OF AGENDA** There were no to the agenda. Commissioner Stender moved to approve the agenda. Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 3-0.

Commissioner Fortine logged on at 7:08 p.m.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – District GM Deschenes announced and presented Proclamation 2026-01, March is Lifeguard, Instructor, and Aquatic Workforce Month. Celebrating the growth of the Mount Rainier Pool and the District, which has helped showcase how important and rewarding it is to have a career in aquatics. Commissioner Stender moved to approve Proclamation 2026-01 March is Lifeguard, Instructor, and Aquatics Workforce Month. Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 4-0.

District Deschenes also announced that the Seattle Parks foundation meeting has been pushed back again. They are looking at a possible meeting in mid to late March.

**PUBLIC COMMENT** – Resident Achziger announced that a Nonprofits and City Groups Summit will be held at the Activity Center on March 7 at 10:00 a.m. President Young requested clarification regarding the date, and Resident Achziger confirmed the March 7 date and noted additional information is available in the most recent Des Moines City Manager's Report. President Young also asked about the Legacy Foundation Ball, which Resident Achziger stated will take place on June 6. Resident Achziger further announced several July events, including the Children's Festival, Shark in the Park, a fishing derby, and a dedication ceremony for the Redondo Pier.

### 6a. CONSENT AGENDA

District GM Deschenes reported that the January financial reports will be presented at the March meeting due to staff unavailability. The January total expenditures, including payroll and vendor payments via warrant and electronic transfer were included in the consent agenda for board approval. Commissioner Dusenbury moved to approve the consent agenda including vouchers and electronic transfer requests processed in January 2026 totaling **\$183,353.64**. Commissioner Stender 2<sup>nd</sup>. The motion passed 4-0.

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

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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

## Des Moines Pool Metropolitan Park District

### Meeting Minutes –02/24/2026

Commissioner Fortine joined the meeting at 7:08pm.

#### Old Business

##### 7a. Schedule Update (March 8, 2026)

District GM Deschenes presented the March 2026 schedule for Mount Rainier Pool, effective March 8. Updates include earlier Sunday, Tuesday, and Thursday openings, an additional Tuesday and Thursday morning water exercise class, adjusted weekend family swim hours (1:00–2:30 p.m.), and the addition of evening water polo practices. Commissioner Stender asked about the water polo age group. Interim Aquatics Manager Sevores joined the meeting at 7:13 p.m. and reported the program will serve ages 14–18, with the possibility of including a junior varsity team.

##### 7b Surge Pit Repairs

District GM Deschenes announced the possibility of some surge pit repairs in May. District GM Deschenes shared photos of the areas of focus for the repairs and stated that he may also have the parts inspected prior to repair. Lastly, District GM Deschenes stated he would be making some calls to get estimates, and the goal date will be during the May closure.

##### 7c. Emergency Repairs Update

District GM Deschenes presented a consolidated summary of emergency repair projects, including expenditures compared to amounts previously authorized by the Board at the request of Commissioner Dusenbury in Q4 2025. He noted that two projects are awaiting final billing, and the Board will be updated once the invoicing process is complete. District GM Deschenes also reviewed anticipated reimbursements related to the power surge repairs for the Pacific Middle School vandalism. President Young inquired whether Board action was required; District GM Deschenes confirmed the item was for informational purposes only.

##### 7d Grants and Engineer of Record

District GM Deschenes reported that he reviewed District archives and located a covenant containing language related to facility grant processes. He is coordinating with King County Parks regarding next steps. He also shared that, following a meeting with King County Parks and Highline School District, it was determined that the School District will resume responsibility for grant administration. Additionally, District GM Deschenes noted that he has consulted with other pool districts further along in the process and provided a brief overview of the process.

Board Commissioners asked clarifying questions and expressed concerns regarding the school district's decision to resume responsibility for grant administration, particularly in light of the facility's aging and critical systems. Following discussion with the District General Manager, including updates related to the Engineer of Record and associated work, the Board thanked the District General Manager for the information and agreed to revisit the matter at a later time.

##### 7e Y.E.T.I. Partnership, Resolution, 2026-07 Public Gifting

District GM Deschenes presented Resolution 2026-07 Y.E.T.I. Partnership, Public Gifting and discussed the details of the program and the Y.E.T.I. non-profit organization. District GM Deschenes asked the board to pass the resolution which would authorize program space for the Y.E.T.I program during specific times of day and up to 24 hours per school year. Commissioner Dusenbury moved to approve Resolution 2026-07 Y.E.T.I. Partnership, Public Gifting. Commissioner Stender 2<sup>nd</sup>. Motion passed 4-0.

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

### **Meeting Minutes –02/24/2026**

#### **7f. Resolution 2025-11 Public Gifting for Second PTSA Swim**

District GM Deschenes presented the board with an update to the current Resolution 2025-11 Public Gifting for PTSA Swims. General discussions occurred regarding the specific wording for the update to ensure each school had a fair opportunity to participate in the program. Commissioner Stender moved to approve two event motion for PTSA Swims for the 2025-2026 school year only. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

#### **7g. Q4 Financial Report**

District GM Deschenes presented the Q4 financial report. A copy of the report is available in the February 24 agenda packet. Commissioner Stender asked whether further action was required. District GM Deschenes clarified that this item was for information purposes only.

#### **7h. Policy 520, Procurement (first touch) UPDATED**

District GM Deschenes presented updates to Policy 520, Procurement, including revised spending limits for management tiers, public bidding requirements, and other procurement authorities based on guidance from the State Auditor's Office (SAO). The draft policy will be circulated to Board members for review and is expected to be on the agenda for action at the March 24 meeting.

### **NEW BUSINESS**

#### **8a Second Aquatics Coordinator Recruitment**

District GM Deschenes outlined an action plan to recruit a new Aquatics Coordinator and discussed recruitment methods, timeline, and related considerations. District GM Deschenes stated the Aquatic Coordinator position would be posted beginning in March and would remain posted until the position is filled.

#### **8b Employee Handbook Review**

District GM Deschenes outlined an action plan to update the employee handbook and discussed a timeline, meetings with board committees, and some potential changes. District GM Deschenes stated he plans to have all updates completed and include in the March 24 agenda for first touch, then the draft policy will be reviewed by the board and included in the April 28 agenda for second touch.

#### **8c Policy 391 Disaster Preparedness and Emergency Response (first touch)**

District GM Deschenes presented Policy 391, Disaster preparedness and Emergency Response policy and discussed what the policy was, it's purpose. District GM Deschenes encouraged the board to read through the policy and gave the option to have this policy be a first touch or the board could pass the policy immediately since legal and the insurance provider has already approved it and since the policy was an insurance requirement. With no further discussions or questions from the board. Commissioner Stender moved to approve the adoption of Policy 391 – Disaster Preparedness and Emergency Response Policy (Mount Rainier Pool). Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 4-0.

#### **8d Sunbelt Control Agreement Renewal**

District GM Deschenes presented a renewal agreement for services at the Mount Rainier Pool through Sunbelt Controls and discussed the purpose of this agreement, the cost, and positive impact it has for the District. The renewal is valid from 2/1/2026 – 1/31/2027. Commissioner Dusenbury asked if the cost for this service was in the budget. District GM Deschenes clarified that the cost was in the budget. Commissioner Dusenbury moved to approve motion Sunbelt Controls Service Agreement Renewal. Commissioner Stender 2<sup>nd</sup>. Motion passed 4-0.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –02/24/2026**

**8e City Currents Content & 50<sup>th</sup> Anniversary Video**

District GM Deschenes shared pages from the Winter 2026 *City Currents* magazine featuring Mount Rainier Pool, the first issue to include content from the District as part of a new partnership. The article included a 2025 pool review and a link to the District's YouTube page with a video from the September 2025 50th anniversary event.

**9a Executive Session #1 Performance of a Public Employee**

At 7:45p.m., President Young announced the Board would enter Executive Session pursuant to RCW 42.30.140(1)(b) to discuss the performance of a public employee. The session was expected to last approximately 15 minutes.

At 8:00 p.m. the Board returned to open session.

**9b Executive Session #2 Mount Rainier Pool Lease**

At 8:00 p.m., President Young announced the Board would enter Executive Session regarding the Mount Rainier Pool lease. The session was expected to last approximately 5 minutes. The Executive Session was extended 10 minutes.

At 8:15 p.m., the Board returned to open session.

No motions or directions were made by the board after the executive sessions.

**11. Good of the Order**

President Young asked if anyone had anything for Good of the Order. President Young mentioned the upcoming Bayside Ball on June 6, 2026, and then reminded the board of the regular board meeting on March 24, 2026. Everyone said goodnight.

**Adjournment**

With no further business to discuss. The meeting adjourned at 8:16pm.

**UPCOMING MEETINGS**

- March 24, 2026, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –02/24/2026**

Des Moines Pool Metropolitan Park District Board of Commissioners

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President Young

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Clerk of the Board Campbell

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Commissioner Dusenbury

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Commissioner Fortine

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Commissioner Stender

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District Clerk Melum

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# Special District Voucher Approval Document

**Scheduled Payment Date:** 02/02/2026  
**Total Amount:** \$10,579.88  
**Control Total:** 8  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260127133508.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deschamps</i> <small>2E0381507130480...</small>	<u>1/27/2026</u>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date

<small>Signed by:</small> <b>Joe Dusenbury</b> <small>5E8DDA8899F2474...</small>	<u>1/27/2026</u>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date

**SUBMIT SIGNED DOCUMENT TO:**

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Attn: Special Districts  
401 5th Avenue, Room 323  
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Fax: (206) 263-3767

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# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260127133508.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC VIMLY BENEFIT SOLUTIONS			78851	01/18/2026	\$3,054.28	FEB 2026 EMP BENEFIT TRUST
CINTAS CORP			4256611330	01/16/2026	\$106.40	JAN 16 CINTAS DELIVERY
CINTAS CORP			4257397208	01/23/2026	\$195.01	JAN 23 CINTAS DELIVERY
HIGHLINE WATER DISTRICT HWD			01212026HWD	01/21/2026	\$1,691.70	JAN 2026 WATER UTILITY
MACDONALD MILLER FACILITY SOLUTIONS LLC			SVC372168	01/21/2026	\$3,638.84	SC#260107-0199 SHOWER REPAIR
PRINT PLACE			36912	01/14/2026	\$606.10	LFG INSTRUCTOR MANUALS & BINDERS
RECOLOGY KING COUNTY			8551003978549	12/31/2025	\$570.05	DEC 2025 TRASH/RECYCLE UTILITY
ZEN 22015 INC			20260201ZEN	02/01/2026	\$717.50	FEB 2026 OFFICE RENT

Initial  
**JD**



# Special District Voucher Approval Document

**Scheduled Payment Date:** 02/02/2026

**Total Amount:** \$590.30

**Control Total:** 6

**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260127141211.csv

**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Desdunes</i> <small>2E03815D71304B0...</small>	_____	1/27/2026	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	

<small>Signed by:</small> <b>Joe Dusenbury</b> <small>5E1DDA9899F2474...</small>	_____	1/27/2026	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	

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# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260127141211.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORTES NADIA			20260131NC143	01/31/2026	\$36.71	PAYROLL PE 1.31.2026 N. CORTES
DEVER CYLIE			20260131CD186	01/31/2026	\$24.81	PAYROLL PE 1.31.2026 C. DEVER
DUSENBURY JOSEPH			20260131JD8	01/31/2026	\$24.40	PAYROLL PE 1.31.2026 J. DUSENBURY
SHIRK KENNEDI			20260131KS181	01/31/2026	\$406.57	PAYROLL PE 1.31.2026 K. SHIRK
SPENCER OWEN			20260131OS184	01/31/2026	\$85.05	PAYROLL PE 1.31.2026 O. SPENCER
TOLKICH CAMDEN			20260131CT190	01/31/2026	\$12.76	PAYROLL PE 1.31.2026 C. TOLKICH

Initial  
**JD**





# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20260205153851.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY INTERNATIONAL ASSI			296041	01/28/2026	\$439.77	JAN 2026 MTHLY PM SERVICE
AQUATIC SPECIALTY INTERNATIONAL ASSI			295967	01/30/2026	\$722.74	JAN 2026 CHEM DELIVERY
AWC VIMLY BENEFIT SOLUTIONS			167378	01/01/2026	\$382.25	2026 AWC ANNUAL ASSESSMENT DUES
CENTRAL WELDING SUPPLY CO INC.			0002605718	01/31/2026	\$110.45	JAN 31 BILL CYLINDER RENT FAC/HAZ
CINTAS CORP			4258098915	01/30/2026	\$106.40	JAN 30TH CINTAS DELIVERY
COPIERS NW			INV3135017	01/31/2026	\$103.95	JAN 2026 COPIER USAGE
CRYSTAL SPRINGS			24714034 012826	01/28/2026	\$68.37	JAN 2026 WATER DELIVERY
DATAQUEST			26801	01/31/2026	\$384.19	BKGD CHKS FOR NEW HIRES MULTIPLE
GRAINGER DEPT. 886785438			9790794318	01/30/2026	\$106.91	BLEACH
GRAINGER DEPT. 886785438			9790794300	01/30/2026	\$154.10	DEODORIZER
LINDA RAY			LR20260203	02/03/2026	\$387.38	BOOKKEEPING/CONSULTING
NW LANDSCAPE			CD50624889	01/01/2026	\$622.66	JAN 2026 LANDSCAPING SVC
NW LANDSCAPE			CD50634749	02/01/2026	\$622.66	FEB 2026 LANDSCAPING SVC
SNURE LAW OFFICE PSC			02022026SLO	02/02/2026	\$936.00	JAN 2026 PROF. SERVICES

Initial



# Special District Voucher Approval Document

**Scheduled Payment Date:** 02/18/2026

**Total Amount:** \$337.74

**Control Total:** 4

**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260211091928.csv

**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deschaves</i> <small>2E03815D7130480</small>	<u>2/12/2026</u>	<small>Signed by:</small> <i>Holly Campbell</i> <small>0B1A624CE82A4D0</small>	<u>2/15/2026</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260211091928.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASTRUP LUKE M			20260215LA189	02/15/2026	\$18.83	PAYROLL PE 2.15 L. ASTRUP
CORTES NADIA			20260215NC143	02/15/2026	\$93.55	PAYROLL PE 2.15 N. CORTES
SHIRK KENNEDI			20260215KS181	02/15/2026	\$136.07	PAYROLL PE 2.15 K. SHIRK
SPENCER OWEN			20260215OS184	02/15/2026	\$89.29	PAYROLL PE 2.15 O. SPENCER

Initial  
HC





# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260211120050.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES INC.			42643326	02/09/2026	\$85.56	FEB 2026 CONTRACT CHG
CENTRAL WELDING SUPPLY CO INC.			0002609742	02/04/2026	\$373.13	FEB 2026 BILL CARBON DIOXIDE
CINTAS CORP			4252129992	12/05/2025	\$194.66	12.5 CINTAS DELIVERY LT PMT
CINTAS CORP			4252921489	12/12/2025	\$194.66	12.12 CINTAS DELIVERY LT PMT
CINTAS CORP			4253596560	12/18/2025	\$194.66	12.18 CINTAS DELIVERY LT PMT
CITY OF DES MOINES			883	02/10/2026	\$1,260.00	JAN 2026 DM POOL ADMIN SERVICE
CMIT SOLUTIONS			15004	12/01/2025	\$2,164.57	DEC 2025 WS SUPPORT LT PMT
CMIT SOLUTIONS			15101	12/25/2025	\$244.93	DEC 2025 ELEVATE LT PMT
CMIT SOLUTIONS			15127	01/01/2026	\$2,164.57	JAN 2026 WS SUPPORT
CMIT SOLUTIONS			15208	01/25/2026	\$222.45	JAN 2026 ELEVATE
US BANK CORPORATE PAYMENT SYSTEMS			20260210USB	02/10/2026	\$3,528.35	FEB 2026 USB CC BILLING

Initial  
HC





# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260219162612.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC.			1250	02/19/2026	\$678.35	WEBSITE TECH UPDATES
ACCESS NEWSWIRE INC			INV7102057	02/13/2026	\$193.00	NEWS DISTRIBUTION - US ONLINE
AWC VIMLY BENEFIT SOLUTIONS			80072	02/19/2026	\$3,054.28	MAR 2026 EMP BENEFIT TRUST
CINTAS CORP			4259628585	02/13/2026	\$143.84	2.13.2026 CINTAS DELIVERY
MACDONALD MILLER FACILITY SOLUTIONS LLC			SVC372735	01/26/2026	\$4,499.85	SC# 260109 0137 GUTTER REPIPE
MACDONALD MILLER FACILITY SOLUTIONS LLC			SVC374464	02/04/2026	\$6,331.93	SC# 260116 0073 EXP TANK REPL
ORIGINAL WATERMEN INC			503596	02/16/2026	\$486.38	6-MESH EXOTUBES + S&H
ZEN 22015 INC			20260301ZEN	03/01/2026	\$717.50	MAR 2026 DISTRICT OFFICE RENT



# ELECTRONIC PAYMENT REQUEST FORM



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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 01/30/2026

**PAYMENT INFORMATION**

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
  ACH Debt Pay Code (COLXX) \_\_\_\_\_
  Automatic Withdrawal

Book Transfer (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Revenue of WA							
2	Q4 Excise Tax (Trc# End: 447417)							
3	Eff Date: 1.29.2026	170950010			24219		<i>HL</i>	\$ 2,109.66
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 2,109.66

**PAYEE INFORMATION**

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

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

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

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  \_\_\_\_\_ Title Clerk of the Board Date 2/5/2026

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

# ELECTRONIC PAYMENT REQUEST FORM



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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 02/03/2026

<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____			<input type="radio"/> ACH Debt Pay Code (COLXX) _____			<input checked="" type="radio"/> Automatic Withdrawal		
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____			<input type="radio"/> Wire Repetitive Wire Code _____					

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 2 (2.3.2026							
3	EPP-20260129-0000150	170950010			24219		SD	\$ 2,002.57
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 2,002.57

**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 1/31/2026

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

# ELECTRONIC PAYMENT REQUEST FORM



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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 02/15/2026

<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____			<input type="radio"/> ACH Debt Pay Code (COLXX) _____			<input checked="" type="radio"/> Automatic Withdrawal		
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____			<input type="radio"/> 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 2/15/2026							
2								
3	Direct Deposits	170950010			24219			\$ 29,628.57
4								
5	Tax Liabilities	170950010			24219		DS SD	\$ 9,558.28
6								
7	Payroll Billing	170950010			24219			\$ 415.24
8								
9								
10								
<b>Total</b>								<b>\$ 39,602.09</b>

**PAYEE INFORMATION**

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

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

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

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 2/15/2026

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

# ELECTRONIC PAYMENT REQUEST FORM



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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 02/17/2026

<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____			<input type="radio"/> ACH Debt Pay Code (COLXX) _____			<input checked="" type="radio"/> Automatic Withdrawal		
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____			<input type="radio"/> Wire Repetitive Wire Code _____					

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 1 (2.17.2026)							
3	EPP-0260212-0000158	170950010			24219		SD	\$ 1,990.40
4	Inv DRS202602V1							
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 1,990.40

**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 2/19/2026

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

# ELECTRONIC PAYMENT REQUEST FORM



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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 02/28/2026

<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____			<input type="radio"/> ACH Debt Pay Code (COLXX) _____			<input checked="" type="radio"/> Automatic Withdrawal		
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____			<input type="radio"/> 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 2/28/2026							
2								
3	Direct Deposits	170950010			24219			\$ 30,474.84
4								
5	Tax Liabilities	170950010			24219		SD	\$ 9,824.12
6								
7	Payroll Billing	170950010			24219			\$ 439.36
8								
9								
10								
<b>Total</b>								<b>\$ 40,738.32</b>

**PAYEE INFORMATION**

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

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

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

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 2/24/2026

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

Des Moines Pool Métropolitain Park District

**AGENDA ITEMS SUMMARY SHEET**

Agenda Item #: 7a Assigned to: District GM Meeting Date: March 24, 2026

Under: Old Business Attachment: Yes

**Subject:** Aquatics Coordinator Recruitment Update

**Background/Summary:**

The District GM will give an update on the recruitment process for the next aquatics coordinators, and temporary staffing plans during the transition.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion. Informational only.

Reviewed by District Legal Counsel: Yes ADD No \_\_\_\_\_ Date: ADD

**Two Touch Rule:** N/A Committee Review  
02/24/2026 First Board Meeting (Informational)  
03/24/2026 Second Board Meeting (Action)

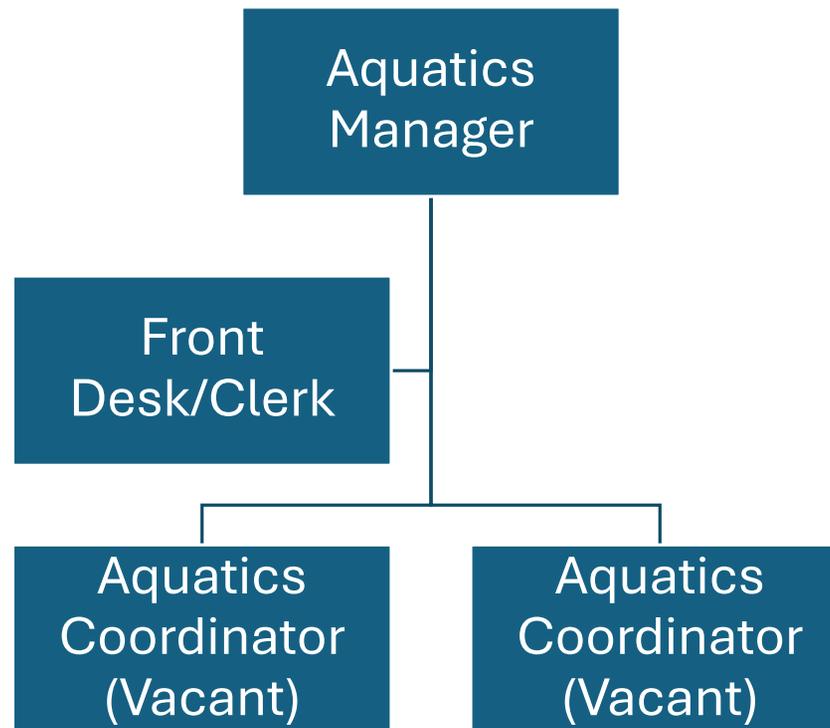
**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

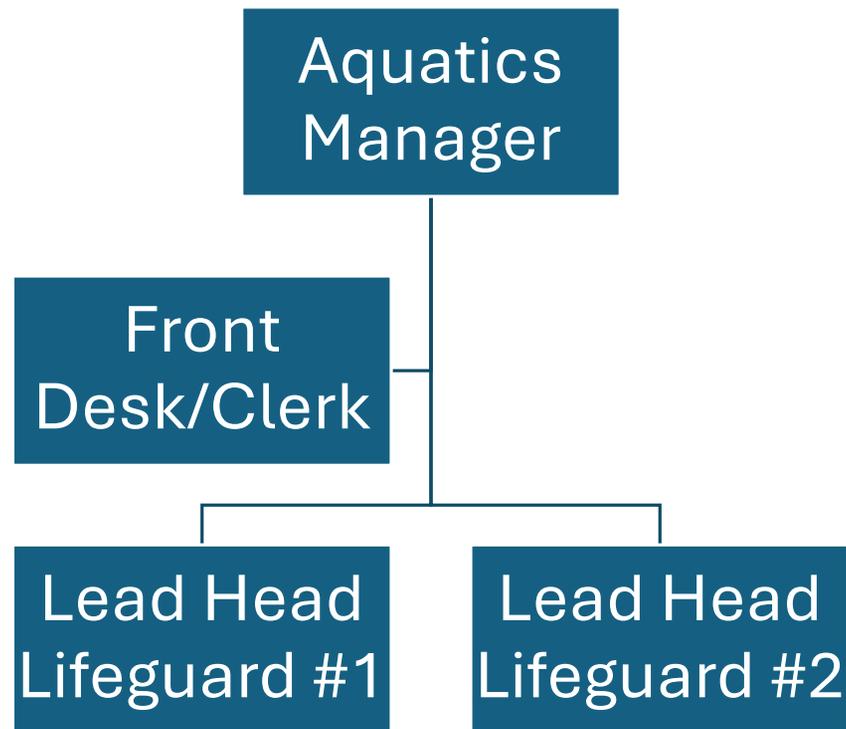
**Notes:**

- Staffing Hierarchy Examples for Discussion (attached)

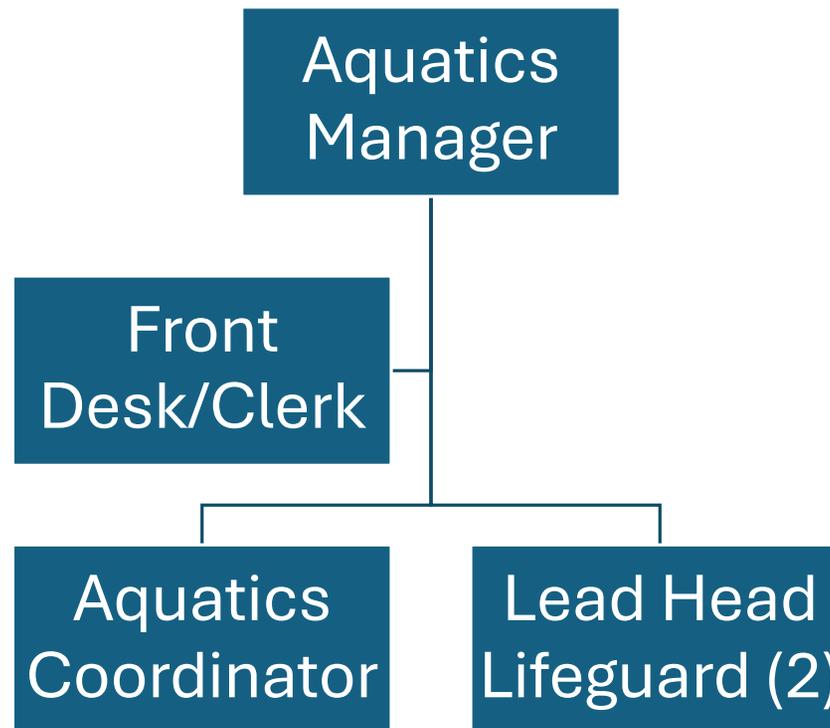
# Current Pool Hierarchy



# Hierarchy Until Positions Filled



# Preferred Approach (Balanced)



# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM Meeting Date: March 24, 2026

Under: Old Business Attachment: Yes

Subject: Seattle Parks Foundation Meeting/Strategic Planning

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

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

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

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

**Proposed Motion:** No motion. Information only.

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

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

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

**Notes:** Attachments:  
- Levy Lid Lift and New Facility Initiative Plan (attached)

## **Introduction and Rationale**

The district has not committed to a specific facility size or funding structure at this time. This plan is intended to stay flexible and work under several possible scenarios. Those could include upgrading the current pool, building a full aquatic and recreation center, or even developing a regional facility if community support and partnerships make that possible.

The same flexibility applies to funding. A multi-year levy lid lift is referenced throughout as a likely option, but the Board of Commissioners will make the final decision after reviewing community input, financial analysis, and feasibility results.

This document outlines a process, key milestones, and proven approaches so the board can make well informed decisions by mid to late 2027.

## **Existing facility challenges and urgency**

The 2023 Mount Rainier Pool assessment highlights issues common to many aging aquatic facilities. Systems installed in 1975 are reaching or exceeding their useful life, resulting in more frequent closures and increasing maintenance costs. The current site cannot accommodate expansion, and demand already exceeds capacity.

The assessment concluded that renovation or expansion is not practical and recommended pursuing a replacement facility along with land acquisition. Similar situations have occurred in other communities such as Kirkland and Si View Park District, where outdated pools led to long wait lists and limited access.

## **Levy lid lift as a funding tool**

Washington State law limits annual property tax increases to 1 percent, which gradually reduces purchasing power. A levy lid lift allows voters to approve a higher rate.

A single year lid lift resets the base rate once, after which increases return to the 1 percent limit. A multi-year lid lift allows increases each year for up to six years. Ballot measures must clearly state the initial tax rate and, for multi-year lifts, the duration and annual increase factor.

Because this project includes planning, land acquisition, design, and eventual operations, a multi-year approach may be appropriate. That said, the board may choose a different structure depending on community feedback.

## **Election timing considerations**

Multi-year lid lifts can only appear on primary or general election ballots. To meet filing requirements, the board must adopt a final resolution by late July 2028. All planning activities need to be scheduled backward from that deadline.

## **Guiding Principles from Other Agencies**

Experiences from other communities offer several important lessons.

### **Kirkland Parks and Aquatics Proposition 1 (2023)**

Formed a large and diverse community advisory group to guide decisions. Completed feasibility studies, cost analysis, and multiple surveys before placing a measure on the ballot. After the measure did not pass, the city used additional surveys and focus groups to reassess direction rather than rushing a revised proposal.

### **Si View Metropolitan Park District**

Made several attempts to fund a new pool. Provided clear descriptions of facility features and estimated costs for homeowners. Although proposals received majority support, bond measures did not meet the higher approval threshold. This highlighted the importance of broad community support and clear communication.

### **Research Suggestion**

I recommend having Public Outreach Committee meet with these two agencies and the City of Bellevue, who also most recently moved forward with an aquatic center. I also recommend meeting with SplashForward and Valley Pool Together to better understand citizen support groups.

### **Key takeaways across all examples**

Early feasibility work is critical. Advisory groups should reflect the full community. Surveys should be repeated and varied. Cost information must be clear and easy to understand. Even unsuccessful ballot measures provide valuable direction.

## **Proposed Process and Timeline**

This plan outlines a step-by-step path toward a potential November 2028 ballot measure. It assumes a multi-year levy may be appropriate but keeps options open.

Because the district plans to apply for a King County Aquatic Facilities Grant in Fall 2026, the timeline has been adjusted slightly to allow for that process without compressing later work.

### **1. King County Aquatic Facilities Grant**

#### **Q1 through Q3 2026**

Begin with early preparation by reviewing grant requirements and meeting with county staff. Develop a strong application that includes facility concepts, cost estimates, potential sites, and letters of support.

Submit the application in Fall 2026. Expect a decision by mid 2027 so any awarded funding can be incorporated into the financial plan.

**Deliverable:** Completed application and award notification by Q3 2026.

## **2. Facility Assessment and Feasibility Study**

### **Q2 through Q4 2026**

Hire a qualified consultant team through a competitive process. Evaluate the current facility, assess future demand, and analyze site options.

Develop several facility concepts ranging from a basic pool to a larger recreation center. Each option should include estimated costs, operational impacts, and potential revenue.

Present findings to the board and community.

**Deliverable:** Final feasibility study by early 2027.

## **3. Pool Advisory Committee**

### **Late 2026 through mid 2027 (2026-2027 School Year)**

Form a committee representing a broad cross section of the community, including families, seniors, youth, local organizations, and partner agencies.

The committee will review study results, help shape survey questions, and provide recommendations on facility options and funding strategies.

**Deliverable:** Final recommendation report by third quarter 2027.

## **4. Community Surveys and Engagement**

### **Early 2027 through mid 2028**

Start with a statistically valid survey to measure community priorities and willingness to support funding options. Follow with open surveys and targeted focus groups.

Use the results to refine facility options and funding scenarios. Continue engagement through open houses, presentations, and regular updates.

**Deliverable:** Survey summaries and public feedback reports by late 2027.

## **5. Financial Planning and Levy Design**

### **Mid 2027 through early 2028**

Determine the total funding need and develop several levy scenarios with different tax rates and project scopes.

Evaluate options such as a multi-year levy for planning and early costs, combined with bonds for construction. Ensure all proposals meet legal requirements and clearly communicate cost impacts to residents.

Identify additional funding sources such as grants and partnerships.

**Deliverable:** Draft financial plan and ballot options by early 2028.

## **6. Board Decision and Levy Resolution**

### **Late 2027 through mid 2028**

Hold public workshops to review all findings. Select a preferred facility option and funding approach.

Adopt a formal resolution placing the measure on the ballot by July 2028. Prepare required voter pamphlet materials and ensure compliance with all election laws.

**Deliverable:** Final ballot resolution filed by July 2028.

## **7. Community Education and Campaign**

### **Early 2028 through November 2028**

Provide clear, factual information about the project, including costs, benefits, and timeline. Host public meetings and maintain consistent communication.

An independent community group should lead advocacy efforts such as outreach and fundraising.

Monitor public feedback and address misinformation promptly.

**Deliverable:** Coordinated public information effort and active community campaign.

## **8. Post Election Actions**

### **Late 2028 and beyond**

If the measure passes, move into design, land acquisition, and financing. Begin design work in 2029 with the goal of construction in the following years.

If the measure does not pass, review feedback, adjust the approach, and consider next steps while maintaining the existing facility.

## **Risk Considerations**

Several risks should be monitored throughout the process. These include competing ballot measures, economic conditions, construction cost increases, site availability, and community opposition.

These risks can be reduced through early planning, clear communication, and ongoing engagement.

## **Conclusion**

A successful project will depend on a clear process, strong community involvement, and transparent decision making. By starting early, gathering meaningful input, and staying flexible, the district can develop a plan that reflects community priorities and builds support for long term investment.

The experiences of other communities show that persistence, clarity, and broad engagement are essential. With careful planning, the district can position itself to deliver a modern aquatic facility that serves residents for decades.



---

## 520 -- Procurement Policy

### 1.0 PURPOSE

This Procurement Policy establishes approval procedures for purchases by employees of the Des Moines Pool Metropolitan Park District (District), establishes purchasing authority levels, purchasing procedures and reporting requirements.

### 2.0 GENERAL RESPONSIBILITIES

- 2.1. **Board of Commissioners.** The Board is responsible for establishing policy direction for the District under Washington State law (RCW 35.61.135).
- 2.2. **District General Manager or Board Designee.** The District General Manager or Board Designee has the limited authority delegated pursuant to this Policy.

### 3.0 DEFINITIONS

- 3.1. **Budget.** The formally adopted annual expense/revenue plan of the District
- 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)).
- 3.3. **Designated Purchasing Cooperatives.** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
  - 3.3.1. **KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public-school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
  - 3.3.2. **State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
  - 3.3.3. **Washington Department of Information Services.** The Washington Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Washington Department of Information Services complies with the statutory bidding and procurement requirements.
- 3.4. **Bid Exemptions.** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and 3) Purchases and Public Works in the event of an emergency. See 4.4 under Purchasing Authority.
- 3.5. **Responsible Bidder.** In determining whether the bidder is a responsible bidder, the agency must consider the following elements:
  - 3.5.1. Equipment, Materials and Supplies Purchases.

- (a). The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b). The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c). Whether the bidder can perform the contract within the time specified;
- (d). The quality of performance of previous contracts or services;
- (e). The previous and existing compliance by the bidder with laws relating to the contract or services; and
- (f). Such other information as may be secured having a bearing on the decision to award the contract.

### 3.5.2. Public Works Projects.

- (a). Contractor must have valid certificate of registration.
- (b). Contractor must have valid State UBI number.
- (c). Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- (d). Contractor cannot have been disqualified from bidding on any previous public works contract.
- (e). Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
- (f). Contractor must meet the statutory public works training requirements under RCW 39.04.350.
- (g). Contractor must not be subject to a revocation of a minor work permit under RCW 49.12.390(4).

3.5.3. The previous and existing compliance of the bidder with laws relating to public works; and

3.5.4. Such other information related to the performance of the contract as the bid solicitation deems advisable.

3.6. **Public Work.** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

3.7. **Small Works Roster.** A process authorized by RCW 39.04.155 that allows the District to publish and maintain a roster of contractors available to perform public works contracts. The District can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.

## 520- Procurement Policy

- 3.8. Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing from a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

### 4.0 PURCHASING AUTHORITY

- 4.1. Board of Commissioners.** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual expenditures in excess of \$50,000.00. The Board shall also review and approve all vouchers and electronic transfers on at least a monthly basis.
- 4.2. District General Manager or Board Designee.** The District General Manager or Board Designee shall have authority to make expenditures within the specified budgetary line-item limits adopted by the Board. Provided, however, the District General Manager or Board Designee shall obtain advance Finance Committee or Board approval prior to making any specific expenditure that exceeds \$20,000.00 in value.
- 4.3. Finance Committee.** The Finance Committee shall have authority to approve expenditures within the specified budgetary line-item limits adopted by the Board with a total cost of over \$20,000.00 and under \$50,000.00.
- 4.4. Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. Emergency Purchases.** In the event of an emergency the District General Manager or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. The Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

### 5.0 PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES

- 5.1. Purchases under \$40,000.** No statutory process requirements. Staff shall use commercially reasonable means to make such purchases. Staff is encouraged to obtain multiple quotes for purchases to document that the District is receiving the best possible price.
- 5.2. Purchases over \$40,000 and under \$50,000.** Purchases must be made by using a Vendor List procedure, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.
- 5.3. Purchases over \$50,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption.

## 520- Procurement Policy

### 6.0 PUBLIC WORKS

- 6.1. **Public Works projects under \$20,000.** No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such limited public works projects (RCW 35.61.135).
- 6.2. **Public Works projects from \$20,000 - \$350,000.** The District shall establish and use the MRSC Rosters Small Works Roster or a Formal Sealed bidding procedure.
- 6.3. **Public Works projects over \$350,000.** Formal Sealed bidding shall be used except in case of an emergency.
- 6.4. **Direct Contracting under the Small Works Roster for projects estimated to cost under \$150,000:**

6.4.1. The District may seek quotes from all eligible contractors that have expressed interest in working in the District's geographical area. **Or**

6.4.2. Use Direct Contracting.

- (a). The District shall follow its Small Business Utilization Plan when using Direct Contracting.
- (b). If there are six or more contractors meeting the definition of small, minority, women or veteran owned businesses on the roster, the District may directly contract with one of those small businesses that have indicated interest in performing work in the District's geographical area.
- (c). The District shall rotate through the eligible contractors and shall, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, use different contractors on different projects.
- (d). If there are five or less contractors meeting the definition of small business on the roster, the District may direct contract with any of those small businesses that have indicated interest in performing work in your geographical area.
- (e). Under both of the above procedures the District shall notify all small, minority, women or veteran owned businesses on the District's roster you the District is using direct contracting.

### 7.0 SERVICES – Architect and Engineer.

The District is a member of the MRSC Rosters consultant roster and shall use the Statements of Qualifications submitted to MRSC Rosters to select a qualified architect, engineer or land surveyor.

### 8.0 SERVICES – Telecommunications and Data Processing.

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

### 9.0 PURCHASING RECREATION SERVICES FROM INDEPENDENT CONTRACTORS.

Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a District sponsored program have unique characteristics. Customer preference, teaching method, personality of the instructor, teacher or artist

## 520- Procurement Policy

greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$50,000 in a calendar year.

### 10.0 SERVICES – OTHER

No statutory procedures are required. District staff shall use commercially reasonable means to identify and contract with service providers.

### 11.0 FORMAL SEALED BIDDING PROCEDURES.

- 11.1. **Notice.** Written Notice for competitively bid contracts and purchases shall be published in a general circulation newspaper within the District at least 13 days in advance of the bid opening. Advertisements for bids should include the following minimum items:
  - 11.1.1. Title of the project.
  - 11.1.2. Nature and scope of the work.
  - 11.1.3. Where contract documents (plans, specifications) may be obtained.
  - 11.1.4. Cost to obtain a set of contract documents.
  - 11.1.5. Place, date, and time that bids are due.
  - 11.1.6. District contact information.
  - 11.1.7. Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- 11.2. **Instructions to Bidders.** Instructions to Bidders shall include a complete description of the legal requirements to submit a bid.
- 11.3. **Bid Specifications.** Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition but should be designed to meet the needs of the District.
- 11.4. **Award.** The contract should be awarded to the lowest responsive and Lowest Responsible Bidder whose bid meets the requirements and criteria included in the invitation for bids and bid specifications.
- 11.5. **Cancellation.** An invitation for bids may be cancelled. Additionally, the District (at its sole discretion) may choose to reject any or all bids, in whole or in part. An invitation for bids may be canceled at the discretion of the District General Manager or Board Designee.

### 12.0 WRITTEN CONTRACTS / WHEN REQUIRED

- 12.1. A written contract is required for the following types of purchases.
  - 12.1.1. All lease or rental agreements for equipment or real property
  - 12.1.2. All intergovernmental agreements
  - 12.1.3. All services with the exception of minor services such as repairs, etc., where academic credentials or professional expertise are not required
  - 12.1.4. Cooperative purchasing agreements
  - 12.1.5. Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)
  - 12.1.6. Written Contract Required for Purchase of Equipment, Materials and Supplies with a cost over \$20,000
  - 12.1.7. Other contracts/agreements deemed necessary by the Board.

### 13.0 RECORDS MANAGEMENT.

- 13.1. The District General Manager or his or designee shall maintain records of all contracts awarded and all contractor/consultants contacted in the process.

### 14.0 UNAUTHORIZED PURCHASES.

- 14.1. No District employee should purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through

the District General Manager or Board Designee. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee and may terminate employment.

## 15.0 ISSUANCE, USE AND CONTROL OF CREDIT CARDS

- 15.1.** The District has the authority under RCW 42.24.115 and RCW 43.09.2855, to establish a credit card account and the issuance of credit cards. The credit limit per card shall be established by the issuing bank and shall not exceed \$5,000 per card.
- 15.2.** The District recognizes that the responsible use of credit cards is a customary and an efficient means of purchasing goods and services for official District business. Credit cards provide a convenient tool for timely purchases, especially for travel, training, emergency repairs, and online transactions where vendor billing is impractical.
- 15.3.** Administration and Oversight
- 15.3.1.** District General Manager (DGM): The District General Manager is responsible for implementing and enforcing this policy, approving the issuance of all credit cards, and authorizing purchasing limits.
- 15.3.2.** District Clerk (Credit Card Administrator): The District Clerk shall serve as the Credit Card Administrator, responsible for:
- Maintaining account records and documentation for all cardholders.
  - Reconciling statements and preparing monthly payment packets.
  - Conducting annual card inventory and ensuring all active cards are accounted for.
  - Providing an annual report to the General Manager and Board on card activity, limits, and compliance.
- 15.4.** Issuance and Application Process - Employees requiring a District credit card must
- Complete a District Credit Card Application (Exhibit A) and User Agreement (Exhibit B)
  - Obtain approval from their supervisor and the District General Manager
  - Return the signed application to the District Clerk for processing with the issuing bank.
  - Activate and safeguard the card upon receipt.

The District Clerk shall retain a copy of all applications and user agreements in the District's files.

- 15.5.** Authorized Uses – District credit cards may be used only for official District business, consistent with adopted budgets and purchasing policies. Authorized uses include, but are not limited to:
- Registration fees, training, or conference expenses.
  - Lodging and travel expenses (consistent with the District's travel policy).
  - Online or emergency purchases of supplies, parts, and materials.
  - Equipment and service expenses related to pool operations.
  - Utility, subscription, or membership payments approved by the General Manager.

All purchases must be within budgeted appropriations and supported by itemized receipts identifying the goods or services purchased.

- 15.6.** Disallowed Uses – District credit cards shall not be used for:
- Personal or non-District expenditures.
  - Cash advances or ATM withdrawals.
  - Alcoholic beverages, gift cards, or gratuities unrelated to District business.

## 520- Procurement Policy

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- Capital equipment purchases without prior District GM approval.
- Vendor charges lacking itemized receipts or sufficient documentation.

**15.7.** If an employee inadvertently makes an unauthorized charge, reimbursement must be made immediately by check or payroll deduction together with any interest accrued on the charge. Repeated misuse may result in card revocation and disciplinary action up to and including termination.

**15.8.** Credit Limits - Credit limits shall be set by the District General Manager for limits set below \$5,000 (see 15.1). Temporary limit increases for specific purchases or travel may be approved in writing by the District General Manager and documented by the District Clerk. The District Clerk will maintain a current list of all cardholders and authorized limits.

**15.9.** Receipt and Reconciliation – Cardholders must:

- Retain all original, itemized receipts and supporting documentation.
- Submit a completed Credit Card Expense Report with receipts by the 5th of each month to the District Clerk.
- Verify the accuracy of posted transactions and immediately report discrepancies.

The District Clerk shall review all submissions for accuracy and completeness prior to processing monthly payment to the issuing bank. No interest or late fees shall accrue; all balances must be paid in full monthly.

**15.10.** Card security and Lost or Stolen Cards - Cardholders are personally responsible for the physical security of their card. If a card is lost or stolen, the cardholder shall immediately notify:

- The issuing bank (U.S. Bank Customer Service – 1-800-344-5696)
- The District Clerk (Credit Card Administrator)
- The District General Manager

A replacement card will be issued following confirmation of cancellation. Cardholders remain responsible for all charges incurred until the loss is reported.

**15.11.** Separation of Employment or Extended Leave - All District credit cards must be returned to the District Clerk upon:

- Termination, resignation, or reassignment of the employee.
- Extended leave or suspension from purchasing duties.

Failure to return a card promptly may result in disciplinary action or payroll deduction for any unauthorized charges.

**15.12.** Auditing and Enforcement – All credit card transactions are subject to audit by the District Clerk, District General Manager, and the State Auditor’s Office. Violations of this policy may result in:

- Revocation of credit card privileges.
- Disciplinary action, up to and including termination.
- Legal action for recovery of misused funds.

The District General Manager may suspend or cancel any credit card for non-compliance or for failure to submit complete reconciliations on time.

**15.13. Annual Reporting and Review** - The District Clerk shall provide an annual report to the Board of Commissioners summarizing:

- Total number of active cards and assigned limits.
- Total annual spending by category.
- Any instances of misuse or loss.
- Results of annual physical inventory and reconciliation.

This policy shall be reviewed at least once every three years or sooner if required by law or auditor recommendation.

**15.14. References:**

- RCW 43.09.2855 – Local government use of credit cards.
- RCW 42.24.115 – Municipal officer’s authority to use charge cards.
- SAO BARS Manual 3.8.5 – Purchasing Cards.
- District Policy #230 – Signature Authority.
- District Policy #320 – Admissions and Refunds

---

## Exhibit A – Credit Card Application Form

### Employee Information

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department/Program Area: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

---

### Card Request Information

Monthly Credit Limit: \_\_\_\_\_

Single Transaction Limit: \_\_\_\_\_

**Purpose of Card Usage:**

Operational Purchases    Travel/Training    Supplies    Emergency Use

Other (describe): \_\_\_\_\_

---

### Acknowledgments

1. I have read and understand **Policy #355 – Credit Card Use and Administration**.
  2. I agree to use the District’s credit card solely for **official business purposes** in accordance with the policy.
  3. I understand that misuse of the card may result in **disciplinary action, repayment of unauthorized charges, and/or termination**.
  4. I agree to **return the card immediately** upon termination, transfer, or at the request of the District General Manager or District Clerk.
-

**520- Procurement Policy**

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**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**General Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**For Administrative Use Only**

<b>Credit Card Administrator (District Clerk)</b>	<b>Date Processed</b>	<b>Card Number (Last 4)</b>	<b>Activation Date</b>

---

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## Exhibit B – Credit Card User Agreement

### Employee Responsibilities

As a Des Moines Pool Metropolitan Park District cardholder, I understand and agree to the following:

1. **Official Use Only:**

The District credit card is to be used **only for authorized District business**. Personal use is strictly prohibited.

2. **Accountability:**

I am the **sole authorized user** of the card assigned to me. I will safeguard the card and all related account information.

3. **Documentation:**

I will obtain **itemized receipts** for all purchases, reconcile my account monthly, and submit all receipts and reports to the District Clerk by the 5th of each month.

4. **Security:**

I will keep the card in a secure location and **report any loss or theft immediately** to U.S. Bank (1-800-344-5696) and the District Clerk.

5. **Unauthorized Charges:**

I understand that any unapproved or personal charges are my financial responsibility and must be reimbursed immediately by personal check or payroll deduction.

6. **Audit and Compliance:**

I agree to cooperate fully with any internal or external audit and to produce the card, receipts, or other documentation when requested.

7. **Termination or Reassignment:**

Upon separation from the District or change in duties, I will return the card to the **District Clerk** immediately. I understand that failure to do so may result in payroll deduction for any outstanding or disputed charges.

8. **Policy Violations:**

Misuse of the card may result in **revocation of privileges, disciplinary action (up to termination), and/or legal action** for recovery of misused funds.

### Acknowledgment and Agreement

By signing below, I acknowledge that I have read and understand **Policy #355 – Credit Card Use and Administration**, and agree to abide by its provisions and all related District procedures.

**Cardholder Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Card Number (Last 4 Digits):** \_\_\_\_\_

---

**District Clerk (Administrator):** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

---

**Return this signed form to the District Clerk prior to card issuance.**

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DRAFT

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: March 24, 2026

Under: Old Business

Attachment: Yes

Subject: Employee Handbook (first touch)

### Background/Summary:

The Des Moines Pool Metropolitan Park District updates its employee handbook annually. This year we have made some updates to further better match our policy and procedures, meet insurance requirements and follow legal updates that affect our managing employees.

Below is a summary of changes:

- 1.3 Updated Mission, Values and Values to better match policy 201
- 1.3 (2) Also updated references to other policies updated in the employee handbook
- 1.8.8 Affirm requirement that all staff take harassment training
- 1.10.5 Conflict of Interest on Procurement Policy 520
- 2.5.7 Employees with illness should not report to work statement
- 2.6 Telecommuting to match Policy 272
- 4.6 Travel and Expense Reimbursement to match Policy 550
- 5.2.6 Harassment Prevention and SafeSport Training
- 8.5.1 Gifts and Vendor Relations
- 8.14.5 Compliance with Workplace Safety Laws
- 8.14.6 Workplace Notices and Postings
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- 8.14.8 Communicable Illness and Public Health Practices
- 8.16 Duty to Report Safety Concerns and Misconduct
- 8.19 Compliance with Technology, Policy 270
- 11.2 Financial Responsibility and Cash Handling to match Policies 532 and 535
- 11.3.10 Relationship to Social Media Policy 250

Items that still need to be updated:

- Table of Contents will be updated once content is finalized
- Formatting needs to be updated and uniform
- May elect to add Appendix E including job descriptions for the April 28 update

The handbook will be sent out for edits on Wednesday, March 24. Please have edits back by Tuesday, April 14.

Fiscal Impact: N/A

### Proposed Motion:

No motion. First touch.

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: 03/17/26



Des Moines Pool  
Metropolitan Park  
District  
Employee Handbook

Passed at the March 24, 2026 Board Meeting

**Deleted:** May

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Des Moines Pool Metropolitan Park District  
Employee Policies & Procedures

Employee Handbook  
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Commented [SD1]: Table of Contents will be updated in final draft to be presented at the April 28 regular board meeting. SD

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**Commented [SD2]:** We could add an Appendix E with job descriptions for each position. Other districts provide this, but it will add 20-30 pages.

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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

1.3.1. The District’s Mission, Vision, and Values are established by the Board of Commissioners and are intended to guide all District operations, programs, and services.

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

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

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Des Moines Pool Metropolitan Park District  
Employee Policies & Procedures

1.3.4. Organizational Values. *The District's organizational values are adopted by the Board of Commissioners and serve as guiding principles for employee conduct, decision-making, and service delivery. Employees are expected to conduct themselves in a manner consistent with these values at all times while representing the District.*

1.3.5. Relationship to Board Policy. *The official Mission, Vision, and Values of the District are defined in Board Policy 201.*

*(a). In the event of any inconsistency between this handbook and Board Policy policy shall control.*

*(b). The District may update its Mission, Vision, and Values from time to time through Board action, and such updates shall apply to employees without requiring formal amendment to this handbook.*

*(c). 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.mtrainierpool.com](http://www.mtrainierpool.com).

- 1.2.1. 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.
- 1.2.2. 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.
- 1.2.3. These policies apply to all District employees.
- 1.2.4. These provisions replace all previous policies and may not be changed or added to without the express approval of the District Board of Commissioners.

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

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

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~~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. Values are:  
do.  
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.

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~~Des Moinespool.org~~

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~~May 27, 2025~~

Des Moines Pool Metropolitan Park District  
Employee Policies & Procedures

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

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

(a). [Technology Usage \(Policy 270\)](#)

(b). [Text Messaging and Electronic Communications \(Policy 275\)](#)

(c). [Social Media \(Policy 250\)](#)

(d). [Travel and Expense Reimbursement \(Policy 550\)](#)

(e). [Fraud Prevention \(Policy 532\)](#)

(f). [Cash Handling \(Policy 535\)](#)

(g). [Crisis Communication Plan \(Policy 392\)](#)

(h). [Telecommuting \(Policy 272\)](#)

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

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

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

1.4. *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.

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

1.6. *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

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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.

1.6.1. 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.

1.6.2. 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.

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1.6.3. 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.

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(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.

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- (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.

1.7. *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.

1.7.1. 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.

1.7.2. 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:

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

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

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(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.

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(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.

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(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.

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

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.

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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.

**1.10.5 Procurement Ethics and Conflicts of Interest**

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

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

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

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

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

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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 or including termination of employment. Good customer service requires the following action on the part of the District staff:

- 1.11.1. Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.
- 1.11.2. Customer complaints are listened to respectfully and reasonable action is taken immediately to remedy the situation while the customer is still present. If the customer must leave before the complaint is remedied, the staff should try to collect the customer's contact information.
- 1.11.3. If the cause of the complaint cannot be remedied immediately, the staff member receiving the complaint must communicate the complaint to the management and/or District General Manager as quickly as possible, including the customer's contact information.

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- 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 conversion to regular employee status.

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

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Facility closures and reduced hours are posted on the Mt. Rainier Pool's website, [www.mtrainierpool.com](http://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](http://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

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- (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.

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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.

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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.

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

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

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

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**2.6.1 Approval Requirements** All telecommuting arrangements must be preapproved in accordance with the following structure:

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

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

(c). **All Other Employees:** Must receive approval from the Aquatics Manager or Aquatics Coordinator.

**2.6.2 Documentation Requirement** All telecommuting approvals must be documented in writing.

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

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

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

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(a). Timekeeping and work hours requirements

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(b). Confidentiality and data security standards

(c). Use of District equipment and technology

(d). Professional conduct and communication expectations

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**2.6.4 Work Availability and Performance**

(a). Employees must remain available during scheduled work hours and be responsive to supervisors and coworkers.

(b). Employees are expected to maintain productivity and performance standards equivalent to on-site work.

(c). The District may require employees to report to the worksite as needed to meet operational requirements.

**2.6.5 Relationship to Board Policy** Telecommuting arrangements are governed by the District's Telecommuting Policy as adopted by the Board of Commissioners.

(a). In the event of any conflict between this handbook and the Board-adopted Telecommuting Policy, the Board policy shall control.

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

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

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

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

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

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

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

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

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(g). In the event of any inconsistency between this handbook and the District's Crisis Communication Plan (Policy 392), the Board policy shall control.

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2.7. *Emergency or Maintenance Closure.* The Mt. Rainier Pool will be open and in operation during established facility hours as posted on [www.mtrainierpool.com](http://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.

2.7.1. 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.

2.8. *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):

2.8.1. 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.

2.8.2. 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.

2.8.3. 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.

2.8.4. 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.

2.8.5. 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.

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- 2.8.6. 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.
- 2.9. *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.
- 2.9.1. 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.)
- 2.9.2. 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.
- 2.10. *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.
- 2.10.1. Each employee is responsible for following the procedure for recording their time as required.
- 2.10.2. 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.
- 2.10.3. Supervisors are responsible for reviewing time records for accuracy.
- 2.10.4. Falsification of time records is grounds for disciplinary action, up to and including possible termination.
- 2.11. *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

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consent. Any requests for references should be referred to the Aquatics Manager or the District General Manager.

2.12. *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.

2.13. *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.

2.13.1. 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.

2.13.2. 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.

2.13.3. 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

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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.

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- 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, on-going communication, professional development and general guidance and leadership. Supervisors are accountable for the performance of each employee they work with and are encouraged to give each employee their best effort, providing help whenever necessary.
- 3.5. *Promotions, Demotions and Transfers.* All employees are eligible for promotion, transfer to another equivalent position, and voluntary or involuntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position unless the management determines that waiving those requirements is in the best interest of the Mt. Rainier Pool Metropolitan Park District.
- 3.5.1. The District encourages current employees to work toward increasing their capabilities through education, skill building and achievement of job-related certifications. Employees are also encouraged to apply for vacant positions for which they are qualified. Promotions are based on past performance, the supervisor's recommendation, qualifications or requirements, evaluations, job descriptions and related requirements and are given solely at the discretion of the District to administrative employees and by the Mt. Rainier Pool to pool employees. The amount of any pay increase and/or specific responsibilities are decided by the District.

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- 3.5.2. A promoted employee may be demoted or terminated from a new position at the sole discretion of the District General Manager or the Aquatic Manager if it is determined that the employee is not satisfactorily performing in the new position.
- 3.5.3. The District and/or Mt. Rainier Pool in its sole discretion, may fill a vacant position by transferring a qualified employee to the position. An employee may request a transfer to a vacant position by notifying the District General Manager or Aquatics Manager in writing.
- 3.6. *Change in Workforce.* Nothing contained in these personnel policies, the pay plan or the District's past practices or customs shall prevent the District from reducing its workforce, laying off, promoting, demoting, reclassifying or removing employees, modifying the pay plan or otherwise managing and directing the operation of the District and its workforce as deemed necessary and proper.
- 3.6.1. In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Prior to such action, the District may endeavor to place affected employees into another available position for which they are qualified, as determined by the District.
- 3.6.2. Prior to a layoff, the District will try to provide affected employees with at least two weeks' notice of the pending layoff.
- 3.6.3. During the 12-month period following a layoff, the District or the Mt. Rainier Pool may rehire a laid off employee if a suitable position becomes available for which the employee is qualified and the former employee has requested, in writing, to be considered for re-hire.

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

3.7.1. 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

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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

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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.

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- 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](#))

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

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

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

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

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

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

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

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

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

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

4.5. *Paycheck Errors.* The District does its best to provide employees with proper pay for all hours worked. Should there be an error in your pay or an improper deduction, please

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

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4.6.1 Pre-Approval Requirement

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

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(b). Expenses incurred without prior approval may be denied reimbursement.

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4.6.2 Reimbursement Standards

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

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

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4.6.3 Submission Requirements and Timeline

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(a). All requests for reimbursement must be submitted using the District's approved reimbursement form.

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

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

4.6.4 Receipt Requirements

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

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

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

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

4.6.5 Eligible Expenses The District may approve reimbursement for the following business-related expenses:

(a). Materials, supplies, or other items used for District purposes

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

(c). Meals associated with approved District business, including reasonable gratuity, when pre-approved

(d). Conference, training, or registration fees related to approved professional development

(e). Lodging expenses when necessary for travel outside the District

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

(g). Reasonable incidental expenses associated with approved travel

4.6.6 Non-Reimbursable Expenses

(a). Alcoholic beverages are not a reimbursable expense under any circumstance.

(b). Personal expenses not directly related to District business are not eligible for reimbursement.

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

4.6.7 Compliance with Board Policy

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

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

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):

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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. ¶

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. ¶ The District may approve reimbursement for the following business expenses: ¶

(a). Materials, supplies or other items used for District business purposes. ¶ 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. ¶ 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.

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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.

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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.

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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.

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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:

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- (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).

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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.

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

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- (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.

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(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.

**5.2.6 Harassment Prevention and SafeSport Training**

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

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

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

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

**(iii). Training Content:** Training will include, but is not limited to:

- Recognition and prevention of workplace harassment and discrimination
- Examples of prohibited conduct
- Bystander intervention strategies
- Reporting procedures and responsibilities
- Protections against retaliation

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**(b) Supervisory Training Requirements:** Employees in supervisory or management roles are required to complete additional training specific to their responsibilities.

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**(i).** Supervisors must complete harassment prevention training that includes:

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- Legal responsibilities under federal, state, and local law
- Proper handling of complaints and investigations
- Duty to report and respond to inappropriate conduct
- Creating and maintaining a respectful workplace environment

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

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

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

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- Aquatics Managers and Coordinators

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- Lifeguards
- Swim instructors
- Head lifeguards and supervisors
- Any employee assigned to youth programs or activities

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

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

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

- Abuse prevention and awareness
- Maintaining appropriate professional boundaries
- Recognizing signs of abuse or misconduct
- Mandatory reporting responsibilities

**(d) Documentation and Compliance;**

**(i).** Completion of all required training shall be documented and maintained in the employee's personnel file.

**(ii).** Employees are responsible for completing required training within designated timeframes.

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

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

5.3. *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.

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5.3.1. The District, through the budgeting process, will select what fees and dues it might pay for its employees' membership in technical and professional societies. For any organization for which the District pays the dues, the District address should be used on all mail. All magazines and publications received as a part of that membership should be made available for all employees to use.

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

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## 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.

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- 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

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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.

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- 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.

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- 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 25<sup>th</sup> (Christmas Day)
- January 1<sup>st</sup> (New Years Day)

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- Easter Sunday
- Independence Day (July 4<sup>th</sup>)

6.7.1. Additionally, the pool closes early at 1:00pm on December 24<sup>th</sup> and December 31<sup>st</sup>; however, staff will be required to work a full day or take vacation, if benefit eligible.

6.7.2. Exempt (salaried) employees are not expected to work on days when the pool is closed for holidays but will be compensated in the usual manner. If required to work due to low staffing, management will work to provide compensatory time off.

(a) Exempt employees may observe the following state holidays where the pool is open for business:

- President' Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Labor Day
- Family Day (day after Thanksgiving)

6.7.3. Benefits-eligible non-exempt employees will not be scheduled to work when the pool is closed for holidays and will have the option of taking vacation leave (see Section 6.6) as compensation on "legal holidays", with approval, when the pool is open for business. If, due to an emergency, they are required to report to work, non-exempt employees will be compensated at double their usual hourly rate for the time worked.

6.8. *Washington State Family Care.* In accordance with the Washington Family Care Act, employees may use any accrued time off, including sick leave, that they have available on their own to use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

6.8.1. An employee may use available time off to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).

6.8.2. An employee may use time off when a spouse, registered domestic-partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition," which are conditions:

- (a) Requiring an overnight stay in hospital or another medical care facility;
- (b) Resulting in a period of incapacity or treatment or recovery following inpatient care

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- (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).

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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

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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.

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- (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

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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

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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

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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.

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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.

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- (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.

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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

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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.

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(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.

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- (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.

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- (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.

#### **8.5.1 Gifts and Vendor Relationships**

(a). Employees are prohibited from accepting gifts, gratuities, or anything of value from vendors, contractors, or parties seeking to do business with the District when such acceptance could influence or appear to influence official actions.

(b). This restriction applies particularly to employees involved in purchasing, contracting, or vendor selection.

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

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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.

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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:

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- (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.

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- (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

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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.

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- (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.

#### **8.14.5 Compliance with Workplace Safety Laws**

The District complies with all applicable workplace safety laws and regulations, including the Washington Industrial Safety and Health Act (WISHA) as administered by the Washington State Department of Labor & Industries (L&I).

- (a). The District will make reasonable efforts to provide a safe and healthful workplace for all employees and patrons.
- (b). Employees are expected to comply with all safety rules, procedures, and training requirements established by the District and applicable regulatory agencies.

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(c). Employees are required to immediately report any unsafe condition, hazard, injury, illness, or incident to their supervisor.

(d). Failure to follow safety policies or to report safety concerns may result in disciplinary action, up to and including termination.

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**8.14.6 Workplace Notices and Postings**

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The District complies with all federal and Washington State labor law posting requirements.

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(a). Required workplace notices, including those issued by the Washington State Department of Labor & Industries (L&I), Equal Employment Opportunity Commission (EEOC), and other applicable agencies, will be displayed in a location accessible to employees at the worksite and/or made available electronically.

(b). Employees are encouraged to review these postings and may request copies from management at any time.

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**8.14.7 Safety Training Requirements**

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Employees are required to participate in all safety-related training as a condition of employment.

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(a). Required training may include, but is not limited to:

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(i). Emergency procedures and response protocols

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(ii). Incident and accident reporting procedures

(iii). Job-specific safety practices and hazard awareness

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(b). Employees are responsible for completing required training within designated timeframes.

(c). Failure to complete required safety training may result in removal from assigned duties or disciplinary action, up to and including termination.

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**8.14.8 Communicable Illness and Public Health Practices**

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The District is committed to maintaining a safe and healthy environment for employees and patrons by reducing the risk of communicable illness in the workplace.

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(a). The District will follow applicable guidance from public health authorities, including the Centers for Disease Control and Prevention (CDC), Washington State

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Department of Health, and other relevant agencies, as appropriate to workplace conditions.

(b). Employees who are ill, experiencing symptoms of a contagious illness, or have been advised by a medical provider or public health authority to remain home, are expected to notify their supervisor as soon as possible and should not report to work if doing so may pose a risk to others.

(c). The District may implement temporary health and safety measures in response to workplace conditions or public health guidance, which may include, but are not limited to:

(i). Modified work practices or schedules

(ii). Temporary exclusion from the workplace

(iii). Enhanced cleaning or sanitation procedures

(iv). Use of personal protective equipment (PPE), when appropriate

(d). Employees are expected to comply with all workplace health and safety measures implemented by the District.

(e). The District may adjust operations, staffing, or service levels as necessary to maintain a safe environment during periods of increased illness or public health concern.

(f). Nothing in this policy alters employee rights or obligations under applicable leave laws, including sick leave, Washington Paid Family and Medical Leave, or other protected leave provisions.

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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;

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- (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 Duty to Report Safety Concerns and Misconduct. All employees share responsibility for maintaining a safe and respectful environment,~~

~~(a). Employees are required to immediately report:~~

~~(i). Unsafe conditions or hazards~~

~~(ii). Workplace injuries or incidents~~

~~(iii). Violations of District policy~~

~~(iv). Suspected misconduct, including harassment or inappropriate behavior~~

~~(b). Employees working with or around minors must report any suspected abuse, neglect, or misconduct in accordance with District policy and applicable law.~~

~~(c). Reports may be made to a supervisor, the District General Manager, or other designated authority as appropriate.~~

~~(d). No employee will be subject to retaliation for making a good faith report or participating in an investigation.~~

~~(e). Failure to report known safety concerns or misconduct may result in disciplinary action, up to and including termination.~~

*8.17 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.

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The supervisor will then discuss the idea with the appropriate person or group and the District General Manager or designee.

8.17.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the District General Manager at any time.

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8.17.2. 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.

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8.17.3. 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.

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8.18. *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.

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8.19. Compliance with Technology Policy

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(a). Employee use of District technology, including computers, phones, networks, and electronic systems, must comply with District Policy 270 (Technology Usage).

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(b). Employees are expected to use District technology primarily for business purposes and in accordance with all applicable policies, procedures, and security requirements.

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

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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

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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.

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- 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.

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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,

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- (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

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- 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

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- 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 Financial Responsibility and Cash Handling Employees are responsible for safeguarding District funds, property, and financial resources and must comply with all applicable District policies related to financial management and internal controls.

11.2.1 Prohibition on Misuse of Funds

- (a) Employees shall not misuse, misappropriate, or intentionally mishandle District funds, cash, or financial resources.
- (b) Theft, fraud, embezzlement, or unauthorized use of District funds or property is strictly prohibited and may result in disciplinary action, up to and including termination, and may also result in criminal prosecution.

11.2.2 Cash Handling Requirements

- (a) Employees who handle cash, payments, or financial transactions must follow all District-established cash handling procedures.
- (b) Cash handling procedures are established in District Policy 535 and related administrative procedures.
- (c) Employees are required to follow all controls related to receipting, deposits, reconciliation, and separation of duties, as applicable to their position.
- (d) Failure to follow required cash handling procedures may result in disciplinary action, up to and including termination.

11.2.3 Fraud Prevention and Reporting

- (a) Employees must act in a manner that supports the prevention, detection, and reporting of fraud or financial misconduct.

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(b). Any suspected fraud, theft, or financial irregularity must be reported immediately to a supervisor, the District General Manager, or other designated authority.

(c). Reports of suspected fraud will be handled in accordance with District Policy 532 (Fraud Prevention).

(d). No employee will be subject to retaliation for making a good faith report of suspected fraud or financial misconduct.

11.2.4 Accountability and Compliance

(a). Employees are responsible for understanding and complying with all applicable District financial policies, including but not limited to Policy 532 (Fraud Prevention) and Policy 535 (Cash Handling).

(b). Violations of financial policies or internal control procedures may result in disciplinary action, up to and including termination.

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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

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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.

11.3.10. Relationship to District Social Media Policy: Employee use of social media, including both personal and professional activity, is subject to the District’s Social Media Policy as adopted by the Board of Commissioners.

(a). Employees may not represent themselves as speaking on behalf of the District unless expressly authorized to do so.

(b). Only employees designated by the District General Manager or Board of Commissioners may make official statements, post content, or otherwise communicate on behalf of the District through social media or other public platforms.

(c). Employees must comply with all requirements outlined in the District’s Social Media Policy (Policy 250), including expectations related to professional conduct, confidentiality, and public communications.

(d). In the event of any inconsistency between this handbook and the Board-adopted Social Media Policy, the Board policy shall control.

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APPENDIX A – FAMILY MEDICAL LEAVE ACT

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The screenshot shows the Washington State Department of Labor & Industries website. The main heading is "Family Leave Act". The page explains that the federal Family and Medical Leave Act (FMLA) provides up to 12 weeks of protected leave in a 12-month period for eligible employees. It lists three circumstances under which the FMLA applies: 1. Pregnancy, 2. Care for a registered domestic partner with a serious health condition, and 3. Exigency leave. A callout box titled "More worker rights coming in 2019-20" states that starting in 2020, Washington will be the fifth state to offer paid family and medical leave benefits. The page also includes a "For more information" section with links to Family Leave laws, Q&A, and a table of protected leave laws. A footer navigation bar contains links for "Find a Law (RCW) or Rule (WAC)", "Get a Form or Publication", "Report Fraud", "About L&I", "For Business", "For Workers", and "For Medical Providers".

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## APPENDIX B– MT. RAINIER POOL RULES & REGULATIONS

### RULES AND REGULATIONS

#### Des Moines Pool Metropolitan Park District

#### MOUNT RAINIER POOL

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

#### Check in Procedure

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

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

#### Pool Rules

**Make your visit a fun and safe experience.**

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

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

**In case of Emergency: Call 911**

#### Diving Board Rules

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

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

**Rules are subject to change. To be alerted when rules change, please sign up for our email notification system on the main page of our website at [mtrainierpool.com](http://mtrainierpool.com).**

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APPENDIX C- SALARY AND WAGE SCHEDULE

Des Moines Pool Metropolitan Park District 2026 Proposed Wage/Salary Matrix							
	Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade 1*	14.56	15.14	15.75	16.38	17.03	17.72	Asst. (15 Year Old Position)
Min Wage Rate	17.13	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
Grade 2	18.92	19.67	20.46	21.28	22.13	23.01	Lifeguard
Grade 3	20.24	21.05	21.89	22.77	23.68	24.62	
Grade 4	21.66	22.52	23.42	24.36	25.33	26.35	Water Exercise/Daytime Guard
Grade 5	23.17	24.10	25.06	26.07	27.11	28.19	Head Lifeguard
Grade 6	24.79	25.79	26.82	27.89	29.01	30.17	Lead Head Lifeguard
Grade 7	26.53	27.59	28.69	29.84	31.04	32.28	
Grade 8	28.39	29.52	30.70	31.93	33.21	34.54	
Grade 9	30.37	31.59	32.85	34.17	35.53	36.95	Front Desk/Clerk Specialist
Grade 10	32.50	33.80	35.15	36.56	38.02	39.54	
Grade 11	34.77	36.17	37.61	39.12	40.68	42.31	Aquatics Coordinators
Grade 12	37.21	38.70	40.25	41.85	43.53	45.27	
Grade 13	39.81	41.41	43.06	44.78	46.58	48.44	
Grade 14	42.60	44.30	46.08	47.92	49.84	51.83	Aquatics Manager
Grade 15	45.58	47.41	49.30	51.27	53.33	55.46	

District GM. - Negotiation with District Board.

Salary Matrix Notes

- \* Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- \* Each salary grades 2 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 matrices

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.

Des Moines 2025			
	Step A	Step B	Step C
Grade 1*	14.16	14.73	15.3
Min Wage Rate	16.66	N/A	N/A
Grade 2	18.40	19.13	19.9
Grade 3	19.68	20.47	21.2
Grade 4	21.06	21.90	22.7
Grade 5	22.54	23.44	24.3
Grade 6	24.11	25.08	26.0
Grade 7	25.80	26.83	27.9
Grade 8	27.61	28.71	29.8
Grade 9	29.54	30.72	31.9
Grade 10	31.61	32.87	34.1
Grade 11	33.82	35.17	36.5
Grade 12	36.19	37.64	39.1
Grade 13	38.72	40.27	41.8
Grade 14	41.43	43.09	44.8
Grade 15	44.33	46.11	47.9

District GM. - Negotiation with District Board.

Salary Matrix Notes

- \* Grade 1 is below minimum wage. Only for 15 years of age
- \* Each salary grades 2 thru 15 are separated by 7%
- \* Each salary steps A thru F are separated by 4% , most a satisfactory performance evaluations be advanced to
- \* Grade separations of 7% and Step separations of 4%

Bonus/Incentives

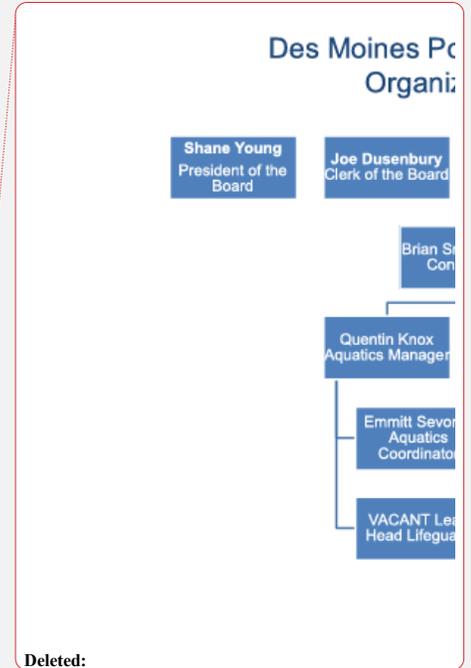
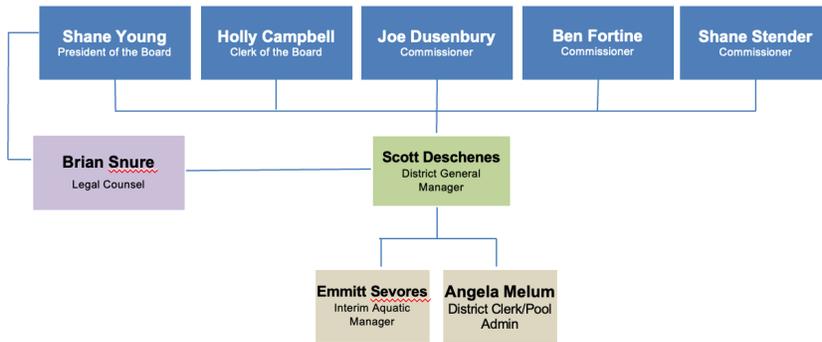
- \* WSI Certified Instructors get \$.50/hour for lifeguarding
- \* Early Morning Guards (Before 8:00am), Fridays and S
- \* Swim Lesson Instruction \$4/hour.

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APPENDIX D – DISTRICT ORGANIZATIONAL CHART

### Des Moines Pool Metropolitan Park District Organizational Chart - 2026



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

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## 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](http://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.*

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### 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](http://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](http://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.

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### 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.

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### What hours are teens under 18 allowed to work in non-agricultural jobs?

	Hours per day	Hours per week	Days per week	Begin	Quit
<b>14–15 year-olds</b>					
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)
<b>16–17 year-olds</b>					
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](http://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](http://www.youthrules.dol.gov)  
[www.osha.gov/youngworkers/](http://www.osha.gov/youngworkers/)  
206-398-8039

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Des Moines Pool Metropolitan Park District

## Employee Handbook Acknowledgement

I acknowledge receipt of the Des Moines Pool Metropolitan Park District employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the District.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee, and my employment can be terminated at any time, with or without cause and with or without prior notice either by the District or myself and without reference to or compliance with any disciplinary policies adopted by the District.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the District. I also understand that neither the handbook nor any policy of the District is a guarantee or promise of employment or continuing employment. I am aware that District policy requires employees to be hired at-will, and this policy cannot be changed by any oral modifications. My at-will employment status with the District has been fully explained and I have been given an opportunity to ask questions regarding District policies and my at-will employment status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: March 24, 2026

Under: Old Business

Attachment: Yes

Subject: Engineer of Record Work

### Background/Summary:

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

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

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

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

Fiscal Impact: N/A

**Proposed Motion:** I move to authorize the District General Manager to utilize the Engineer of Record to develop design concepts and cost estimates for the surge pit repairs and portable installation, and to return to the Board for further approval prior to construction.

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

### Three Touch Rule:

_____	<b>Committee Review</b>
<u>03/24/2026</u>	<b>First Board Meeting (Informational)</b>
<u>N/A</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:** Adopted Rejected Postponed

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

### Notes:

- Engineer of Record (EOR) Work: Board Direction Requested (Attached)

# Engineer of Record (EOR) Work: Board Direction Requested

The District has experienced delays in grant-funded projects due to uncertainty in the School District's timelines and level of project ownership. Similar situations have occurred in the past, resulting in shifting direction and project delays.

Recruiting and onboarding a new Engineer of Record (EOR) at this time would further delay progress.

## **REQUEST:**

The District General Manager is requesting Board direction on assigning interim work to the current Engineer of Record over the next several months, until the School District provides clear timelines and responsibilities for grant-funded projects.

## **POTENTIAL PROJECTS**

The General Manager recommends utilizing the EOR for the following priority projects:

### **1. Surge Pit Repairs**

- Removal of existing heating coil and associated connections
- Structural and leak assessment of the surge pit
- Evaluation of potential impacts to the pool shell integrity

### **2. Portable Installation (Future Use Space)**

- Design of a concrete slab at the southwest corner of the facility (behind the lobby)

- Site grading considerations due to slope
- Electrical design for power access
- Full design required prior to installation

## **TIMELINE**

- **April 28** – Staff returns with project cost estimates for Board review
- **May 26** – Board action on project approval and associated timelines
- **June 23 (if needed)** – Additional Board discussion or clarification
- **August 6–23** – Potential construction/repair window

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: March 24, 2026

Under: New Business Attachment: Yes

Subject: April Pool's Day (April 25, 2026)

### Background/Summary:

April Pools Day is a national water safety awareness campaign focused on drowning prevention and safe aquatic practices. It began in 1989 through a partnership between the Association of Pool & Spa Professionals (now the Pool & Hot Tub Alliance) and the American Red Cross. The campaign was created to encourage communities to promote water safety education before the start of the summer swimming season.

The event is typically held on the third Saturday in April and is hosted by aquatic facilities, parks departments, swim schools, and community organizations across the United States. Activities often include free or low-cost swim lessons, water safety demonstrations, lifejacket education, CPR demonstrations, and lifeguard skill showcases. To better support regional participation and avoid scheduling conflicts with other local aquatic facilities, our organization hosts its April Pools Day activities on the fourth Saturday in April (April 25).

April Pools Day aims to reduce drowning and aquatic injuries by increasing awareness and giving families practical tools to stay safe around water. Many public pools use the event to introduce community members to swim lessons, highlight lifeguard training opportunities, and strengthen partnerships with schools, health agencies, and local safety organizations.

**Fiscal Impact:** No fiscal impact. All items budgeted.

**Proposed Motion:** No motion necessary. Informational Only!

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

**Two Touch Rule:** To Be Determined Committee Review  
Annual Event First Board Meeting (Informational)  
3/24/2026 Second Board Meeting (Action)

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

### Notes: Attachment

- PSA for April Pool's Day (Local Papers & Eblasts) - Attached
- Flyer for Event (PeachJar Posting) - Attached

# April Pool's Day!

**FREE Family Event!**

**Saturday, April 25: 1:00–3:00 p.m.**

## Event Highlights:

### 1-2:15pm -Educational Stations:

- Proper Life Jacket Fit & Use
- Reach and throw, Don't Go
- Survival Strokes

### 2:15-3pm - Free Family Open Swim

- Toys and Floaties in Shallow End
- Diving and Water Walk in Deep End
- Pre-Register: 93 Swimmer Limit

**Prizes & Free Drawing: goody bag + 3-month family membership**

Mount Rainier Pool | 22722 19 Ave S | [mtrainierpool.com](http://mtrainierpool.com) | 206.824.4722

Get More  
Information  
or Register





# Des Moines Pool Metropolitan Park District

## PRESS RELEASE

### FOR IMMEDIATE RELEASE

#### Mount Rainier Pool Hosts Free “April Pool’s Day” Event to Promote Water Safety

Des Moines, WA – Mount Rainier Pool is excited to announce its annual “April Pool’s Day” event, dedicated to enhancing water safety awareness among children and families. This **FREE** event will take place on **Saturday, April 25, from 1:00 to 3:00 p.m.** at Mount Rainier Pool, located at 22722 S 19th Ave, Des Moines, WA 98198.

#### Event Highlights:

- **Educational Stations:** Participants will rotate through four 15-minute interactive stations focusing on:
  - Cold Water and Hypothermia
  - Reach and Throw, Don’t Go
  - Proper Life Jacket Use
  - Survival Strokes
- **Open Swim Session:** Following the educational activities, families can enjoy a free open swim from 2:15 to 3:00 p.m.
- **Prizes and Raffles:** Participants who complete all stations will receive a goody bag. Additionally, there will be a raffle for a **3-month family membership** during the open swim session.

#### Registration Details:

Pre-registration is now open. Families can register:

- **Online:** [Click here to register](#)
- **By Phone:** Call 206.824.4722 during office hours:
  - Monday–Friday: 9:30 a.m.–1:00 p.m. & 4:00 p.m.–8:30 p.m.
  - Saturday: 9:00 a.m.–2:30 p.m.
  - Sunday: 8:00 a.m.–2:30 p.m.
- **In-Person:** Visit the Mount Rainier Pool Front Desk at 22722 S 19th Ave, Des Moines, WA 98198.

#### Additional Information:

Participants are encouraged to arrive at **12:45 p.m.** for check-in. The event will begin promptly at 1:00 p.m. For more details, including a downloadable event flyer and instructions on setting up a CivicRec account for registration, please visit [www.mtrainierpool.com](http://www.mtrainierpool.com).

*“April Pool’s Day” is part of Mount Rainier Pool’s commitment to promoting water safety and equipping families with the knowledge and skills necessary to enjoy aquatic activities safely.*

22722 19<sup>th</sup> Avenue So. - Des Moines WA 98198

Our vision is to create a health community by embracing swimming as an essential life skill.

April Pool's Day (Water Safety Event), Saturday, April 25, 1-3 PM

March 24, 2026

Page 2

**About Mount Rainier Pool:**

Governed by the Des Moines Pool Metropolitan Park District, Mount Rainier Pool aims to create a healthy community by embracing swimming as an essential life skill. The facility offers a variety of programs, including swim lessons, fitness classes, and community events.

For media inquiries, please contact: Scott Deschenes, District General Manager, 206.429.3852, [Info@MtRainierPool.com](mailto:Info@MtRainierPool.com)

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: March 24, 2026

Under: New Business Attachment: Yes

Subject: Performance Metrics (first touch)

**Background/Summary:** The Des Moines Pool Metropolitan Park District staff are suggesting implementing performance metrics to help communicate operational and financial gains in an easy-to-follow dashboard. The goal is to create performance metrics for aquatics operations, survey data, usage, etc. The district also wants to create financial, risk mitigation and other metrics to help with administration.

With growth since COVID-19, the pool has three years of stable growth that should help give more accurate information.

The overall goal is to create a system to help the community follow the growth and success of the district. This should help with community outreach, the pool advisory committee and telling our story in future levy and bond planning.

**Fiscal Impact:** Minimal. Just the time to track and create graphs.

**Proposed Motion:** No motion. First touch.

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

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

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

**Notes:** Attachments:

- Executive Summary on Metrics (attached)
- North Port Florida Metrics Page ([link](#))

# Executive Summary: Recommended Metrics for Mount Rainier Pool

The goal is to develop metrics to help show progress with the programs and services that the district is growing, the stewardship of resources, and the need for future growth of the district. This will be used to communicate progress, limitations and the possibilities of future services. This will be important when leading the Pool Advisory Committee.

## AQUATICS OPERATIONS

The Mount Rainier Pool, operated by the Des Moines Pool Metropolitan Park District, aims to enhance the community's quality of life by providing access to aquatics programs. Designing a **performance dashboard** that tracks the right metrics helps management and elected officials evaluate success, allocate resources and demonstrate accountability. The metrics below are recommended to give a balanced view of operations and outcomes.

**Participation & Capacity:** Monitor overall visits and program participation, including lap swim, community swims, swim lessons, water exercise, team practices and rentals. Track the percentage of available seats filled in each class and the number of people wait-listed. Measuring facility utilization by calculating the ratio of booked hours to available hours shows how efficiently the pool's time is used. The Q1 2024 Aquatics Manager report already reports participants served, class capacity percentages and wait-lists; expanding this to all programs will provide a comprehensive view.

**Program Outcomes & Progression:** Track attendance and pass rates for each swim-lesson level, as well as churn (percentage of students not returning to the next session). Monitor progression of participants through swim levels and onto swim teams and count scholarships or free lessons to assess equity. The Mount Rainier Pool currently records attendance and pass rates in detail for each level; adding retention metrics will illustrate how effectively the program moves people from entry-level classes to higher levels.

**Financial & Operational Efficiency:** Calculate revenue per operating hour or per square foot to assess space utilization and determine which activities generate the greatest return. Track cost recovery by comparing operating revenues to operating expenses and measure profit margin by program. Record average revenue per participant and monitor membership/season-pass growth and retention. These metrics correspond to best-practice financial KPIs for sports facilities, such as revenue per square foot, membership growth rate, operating expense ratio and cost per acquisition.

**Customer Experience & Community Engagement:** Conduct periodic satisfaction surveys or Net Promoter Score assessments to gauge patrons' perceptions of facility cleanliness, water quality, customer service and value. Monitor online reviews and social-media feedback, and track attendance at community events, swim meets and partnerships with schools or clubs. These measures align with industry guidance to gauge community engagement through memberships, visitor counts and Google reviews.

**Safety & Compliance:** Record the number of safety incidents (rescues, injuries, medical responses) per 1,000 visits to assess the effectiveness of safety protocols. Track monthly lifeguard in-service training hours and maintain records of staff certifications; industry standards recommend two to four hours of in-service training each month. Monitor water-quality test results and chemical usage to ensure compliance with health regulations and to identify cost-saving opportunities.

**Workforce & Resource Utilization:** Track staffing levels and instructor utilization by comparing instructor hours to scheduled class hours. Monitor turnover and conduct staff satisfaction surveys. Measure maintenance turnaround time—the average time required to resolve reported issues—and track energy and water usage per program to identify high-cost activities.

**Environmental & Sustainability Metrics:** Track energy and water consumption per activity and monitor chemical usage and costs. Implement waste-reduction initiatives and measure recycling. These metrics support sustainable operations and help manage operating expenses.

By adopting these metrics, the Mount Rainier Pool can build a balanced performance dashboard that reflects its mission and helps the board and staff make data-driven decisions. The recommended measures cover participation, program quality, financial sustainability, customer experience, safety, workforce utilization and environmental impact, providing a comprehensive view of the facility's performance.

**Key Sources:** Board reports and community surveys from the Mount Rainier Pool; Washington Department of Health guidance; Model Aquatic Health Code; and industry resources on swim-school and sports-facility metrics.

**Examples:**

- North Port Florida – Aquatics Metrics:  
[https://stories.opengov.com/northportfl/published/C\\_3oWqERd](https://stories.opengov.com/northportfl/published/C_3oWqERd)

## DISTRICT/ADMINISTRATION OPERATIONS

The below financial indicators alongside operational metrics, the district can provide stakeholders with a clear picture of its fiscal health, stewardship of resources, and readiness for future growth. This integrated dashboard will support transparent communication with the Pool Advisory Committee and the broader community about both the progress achieved and the limitations faced in delivering aquatic services.

**Revenue composition:** Track the percentage of revenue from property taxes versus user fees. This will highlight the district's reliance on the tax base and help explain any levy-rate changes.

**Cost-recovery ratio:** Compare operating revenue to total expenses. Given that most indoor pools recover **less than 30%** of costs (operations), this metric sets realistic expectations and illustrates the subsidy required.

**Expense breakdown:** Monitor the share of expenses dedicated to personnel and utilities; industry benchmarks are **50–70 % for personnel** and **≈15 % for utilities**. Tracking these ratios over time helps identify efficiency gains or rising costs.

**Operating fund balance:** Report the ending fund balance as a percentage of annual operating expenses (e.g., days of cash on hand). Maintaining at least 45–60 days of expenses is recommended for public funds.

**Capital-reserve contributions & balance:** Show annual contributions and ending balance relative to projected capital-replacement needs. This demonstrates stewardship and readiness for unplanned breakdowns.

**Budget variance:** Compare actual revenues and expenditures against the adopted budget to highlight over- or under-spending and inform future forecasts.

**Future debt-service capacity:** For planning purposes, calculate the potential debt-service ratio (annual payment ÷ total revenue) for anticipated projects. Even without current debt, understanding how future payments might impact operations will aid discussions with the Pool Advisory Committee and voters.

### Examples:

- Jefferson County PUD – Performance Dashboard: <https://www.jeffpud.org/dashboard-pages/>
- Benton PUD – PuMP Dashboard: <https://www.bentonpud.org/about-benton-pud/fast-facts?tab=Customers>

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM Meeting Date: March 24, 2026

Under: New Business Attachment: Yes

Subject: 2025 Annual Financial Report Letter

**Background/Summary:** The annual financial report is to update the board on the financial status of the district and to give a brief analysis of the 2025 financial conditions. Attached is the letter to be attached to the report.

This letter contains a summary of good and bad issues from 2025, and items that will affect budgeting 2026. I utilized the information that was included in the 2026 Winter City Currents and updates to better align with the

This is the financial report contains a report made to the state, and a physical report available for inspection by the public on the website. Staff is also working to send in the final report to the State Auditor's Office, which is an annual requirement. The report is due on May 30, 2026 (150 days).

A first draft of the full report (including the attached letter) will be made at the April 28 regular board meeting, and a final draft will be made at the May 26 meeting. The report will be sent to SAO and posted on the website by May 30, 2026 (as long as we get signatures in a timely manner).

Please have all letter edits to the District GM by April 14, 2026, so edits can be compiled and entered into the full report before putting the packet out for the following meeting.

Fiscal Impact: N/A

**Proposed Motion:** No motion at this time. The full report will be introduced at the April 28 board meeting for a first touch, and the May 26 board meeting

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

**Three Touch Rule:** N/A Committee Review  
04/28/2026 First Board Meeting (Informational)  
05/26/2026 Second Board Meeting (Action)

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

**Notes:** Attachments:  
- 2025 Annual Financial Report Letter

## **BUDGET MESSAGE – 2025 ANNUAL FINANCIAL REPORT**

It is my pleasure to present the Des Moines Pool Metropolitan Park District’s budget for the 2025 fiscal year.

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

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

### **District Financial Overview**

In 2025, the district maintained a balanced operating budget while continuing to prioritize affordable community access to aquatic programs. Property tax revenues remained the district’s primary funding source, supplemented by program fees, facility rentals, and grant funding. Careful financial management allowed the district to maintain stable operations while continuing to address critical maintenance needs and invest in the long-term sustainability of Mount Rainier Pool.

### **Fiscal Stewardship**

The district remains committed to prudent financial management and responsible use of public resources. Maintaining adequate operating reserves, pursuing grant funding opportunities, and carefully prioritizing capital investments are essential strategies that help protect the long-term sustainability of Mount Rainier Pool and ensure continued service to the community.

## **LOOKING BACK: 2025 IN REVIEW**

2025 marked a year of steady progress as the Mount Rainier Pool continued rebuilding programming, strengthening operations, and serving a growing population in a post-pandemic environment. Ensuring a safe environment for swimmers, staff, and visitors remains the district’s highest operational priority as we continue expanding programs and services.

### **Key Challenges We Are Addressing**

#### **1. Financial Sustainability and Levy Degradation**

When the Des Moines Pool Metropolitan Park District was formed in 2010, the district had the legal authority to levy up to \$0.75 per \$1,000 of assessed property value. However, Washington

State law limits annual property tax increases to 1% without voter approval. Combined with more than a decade of inflation, this restriction has steadily reduced the district's effective taxing capacity.

Although the district initially promised taxpayers that the levy would remain at or below \$0.20 per \$1,000, updated financial modeling shows that this rate will no longer be sustainable.

In 2024, the Board commissioned a Property Tax Levy Analysis and Sustainability Report from FCS Group. The report projects that by 2030 the district's levy rate will fall below \$0.20 per \$1,000 and continue declining unless corrective action is taken.

This degradation affects both day-to-day operations and the district's ability to issue non-voted bonds, which are commonly used to fund major facility repairs and improvements. Without sufficient taxing authority, the district cannot meet borrowing thresholds needed for capital investments.

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

## **2. Programming Demand vs. Facility Limitations**

Demand for aquatic programming—particularly swim lessons—remains extremely high. However, the Mount Rainier Pool's existing schedule and facility size limit our ability to expand programming.

In addition, agreements with the Highline School District, including exclusive daytime access during portions of the school year, reduce the number of hours available for community programming.

The district continues working collaboratively with the school district to explore solutions that benefit both students and the broader community while maximizing use of the facility.

## **3. Aging Infrastructure**

While the facility continues to operate reliably, many building systems are now approaching the end of their useful life.

Recent upgrades to plumbing infrastructure have significantly reduced emergency closures and improved operational reliability. However, other critical systems are beginning to fail. The locker room and shower plumbing are deteriorating, and portions of the facility's electrical system require replacement to maintain safe operations.

In addition, the pool's original surge pit, which plays a critical role in regulating water levels and heating efficiency, is showing structural degradation. Failure of this system would severely impact the facility's ability to remain operational and comply with health and safety codes.

Addressing these infrastructure challenges remains one of the district's highest priorities.

## **Celebrating 2025 Successes**

Despite these challenges, the district achieved several important milestones during the year.

### **1. 50th Anniversary: A Community Resource Today and for the Future**

In 2025, Mount Rainier Pool celebrated its 50th anniversary.

For five decades, the pool has been a cornerstone of the Des Moines community—supporting water safety, recreation, and lifelong fitness. From the first residents who entered the water in 1975 to today's families, swimmers, and athletes, the pool continues to create lasting connections throughout the community.

Strong community support and continued investment ensure that this important resource remains available for future generations.

### **2. Strengthening a Community Asset**

In 2025, Mount Rainier Pool secured more than \$1.76 million in grant funding for critical building improvements.

These investments will support upgrades to the air handling system, hot water tanks, pool piping, and electrical infrastructure.

Although construction is currently scheduled for 2026, securing this funding represents a major step forward. For a facility originally opened in 1975, these improvements will significantly strengthen reliability and extend the pool's ability to serve the community.

### **3. A Trusted Space for Kids and Families**

Mount Rainier Pool continues to serve as a welcoming community space where youth and families can gather, stay active, and learn essential water safety skills.

More than 2,500 youth participated in free swimming opportunities thanks to \$13,000 in grants from King County Parks and the Des Moines Legacy Foundation supporting daily youth swims.

Affordable programming remains a priority. Initiatives such as the \$2 “Swim With Your Kid” rate, \$1 First Saturday Swims, free water safety events, and PTSA-sponsored swims for local elementary schools help ensure that families across the community can participate.

The district also continues to maintain some of the lowest admission rates in the region, supporting equitable access to aquatic recreation.

#### **4. Expanded Access and Service**

Despite the challenges of an aging facility, Mount Rainier Pool maintained an extensive schedule in 2025.

The pool remained open nearly every day of the year, offering early morning lap swims, evening hours until 9:00 p.m., and weekend programming.

Programs included swim lessons for all ages, water exercise classes, open swim sessions, and private rentals.

The facility also served as a regional center for lifeguard and swim instructor training, hosting programs for emergency responders, airline personnel, swim teams, school groups, and community organizations.

Recruiting and training lifeguards and instructors remains a top priority. Supporting and growing our lifeguard and swim instructor team ensures the pool remains safe while allowing us to expand programs as staffing levels increase.

#### **5. A Pool Open to Everyone**

Making the pool accessible to everyone remains at the heart of our mission. The district believes that every resident should have the opportunity to learn water safety skills and enjoy the benefits of aquatic recreation.

In 2025, the district improved language access by launching a fully translatable website, along with multilingual online registration and scholarship applications. These improvements make it easier for all families to participate in programs and access financial assistance.

To further reduce barriers, many required staff certifications are funded through grant support, allowing community members to obtain professional training and employment opportunities regardless of financial circumstances.

## **LOOKING AHEAD: 2026 AND BEYOND**

### **2026 Outlook**

2026 represents another pivotal year for the district. Growing demand, limited facility space, aging infrastructure, and evolving financial realities require careful planning and responsible stewardship.

#### **1. Preserving What We Have**

The district is working to schedule major repairs in a coordinated way that minimizes disruptions to community programming.

However, capital projects funded through recent grants are being delayed due to the capital risk associated with investing in a facility that is now eleven years beyond its expected lifecycle.\*

Updated timelines will be shared on the district website so community members can plan ahead.

The pool is also preparing to launch a regional workforce development program designed to help address the nationwide shortage of lifeguards. The program will offer free lifeguard certification and swim-skill development, helping expand water safety across the region.

\* Most swimming pools have a typical lifecycle of 25–40 years. Mount Rainier Pool opened in 1975.

#### **2. Limits on Services**

Mount Rainier Pool was built when the population of Des Moines was approximately 3,700 residents—about one-eighth of today’s population.

Historic planning documents indicate the facility was expected to be replaced within 25–40 years. That replacement was intended to expand water space, modernize equipment, and improve energy efficiency to meet the community’s growing needs.

Although the pool continues to operate from 6:00 a.m. to 8:30 p.m. on weekdays, along with weekend programming, the facility’s size and aging infrastructure limit the district’s ability to fully meet community demand.

#### **3. Continued Growth and Expansion of Services**

Despite these constraints, the district continues expanding programming whenever possible.

This includes additional early morning swims, extended evening hours, and expanded weekend programming.

Mount Rainier Pool is also strengthening its role as a regional aquatic training center, offering lifeguard training, swim instructor certification, and professional aquatic education.

In 2026, the district received additional grant funding to train staff and support nontraditional workforce participants, helping create new career pathways in aquatics while improving regional water safety.

The district is also exploring expanded facility rentals, including water polo programs, additional birthday parties, and increased free PTSA community swim events.

#### **4. Planning for the Next 50 Years**

Mount Rainier Pool has served the community for 50 years, but Des Moines has grown significantly since the facility was built.

Demand for modern aquatic facilities continues to increase as families seek swim lessons, seniors look for low-impact fitness programs, and athletes need training space.

While the current pool remains safe, clean, and well maintained, it is no longer large enough to fully support the growing demand for aquatic programs.

Over the coming year, the district will begin exploring long-term planning options for aquatics in Des Moines. Community members will have opportunities to help shape the future of aquatic services in the city.

The future of health, safety, and recreation in Des Moines depends on these conversations.

#### **Next Five Years (2027-2032)**

The pool district faces several major challenges related to tax law limitations and the aging facility.

##### **1. Levy Degradation**

In 2009, the Mount Rainier Pool levy authority allowed up to \$0.75 per \$1,000 of assessed value, although the ballot measure promised taxpayers a levy of \$0.20 per \$1,000.

Due to Washington's 1% property tax growth limit, the district's effective taxing capacity is projected to fall below \$0.20 per \$1,000 by 2030.

Without sufficient taxing authority, the district may lose the ability to fund capital repairs, borrow funds for improvements, or qualify for certain grants.

To address this challenge, the district will evaluate a potential levy lid lift in the coming years. The goal would not be to significantly raise taxes, but to restore the district's original financial capacity and ensure continued operation of the Mount Rainier Pool.

## **2. Capital Risk / Highline School District Agreement**

The Des Moines Pool Metropolitan Park District and Highline School District have been operating without an updated facility agreement since 2022.

This delay is largely due to the capital risk associated with long-term operation of the current facility.

Many grant programs require 10- to 30-year operating covenants, which neither party is currently able to guarantee given the age of the facility. As a result, some capital improvement grants have been delayed.

The district remains committed to working with Highline School District to develop a mutually beneficial path forward.

## **3. Strategic Planning and Pool Advisory Committee**

Over the next several years, the district will begin a strategic planning process focused on the future of aquatics in Des Moines.

This process will include the creation of a Pool Advisory Committee to help guide planning and ensure transparency and community involvement.

Public participation will be essential as the district works with residents, partners, and stakeholders to develop a long-term vision for aquatic services over the next 50 years.

Community members are encouraged to follow district updates and participate in future planning discussions.

## **CONCLUSION**

This budget reflects the district's continued commitment to providing essential aquatic services while planning responsibly for the future.

The district is grateful for the continued support of Des Moines residents, community partners, grant providers, and local organizations whose investment helps sustain this vital community resource.

With continued community engagement and responsible financial stewardship, Mount Rainier Pool will remain a valued resource for health, safety, recreation, and community connection—serving residents today and for generations to come.

Respectfully,

Scott Deschenes

*Scott Deschenes*

District General Manager

Des Moines Pool Metropolitan Park District

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM Meeting Date: March 24, 2026

Under: New Business Attachment: Yes

Subject: Des Moines Legacy Foundation Request (first touch)

**Background/Summary:** A representative of the Des Moines Legacy Foundation has requested having lifeguards work the Bayside Ball on Saturday, June 6. The lifeguards would dress in their lifeguarding shirts and work the event as server. In 2025, the event went from 6-10pm.

In 2025, this event raised around \$4,000 for scholarships for swim lessons. They have also donated to lifeguard certifications, kids swim free program and other swim lesson grants.

Staff is looking for direction from the board.

- Would the board support paying the lifeguards to work as servers at the event?
- If need more information, what information would the board like to see before making a decision?

If the board elects to support having lifeguards work as servers at the Bayside Ball, a Resolution of Public Gifting will be presented at the April 28 board meeting. This will allow adequate time to recruit lifeguards to work the event.

**Fiscal Impact:** Unknown at this time. Dependent on number of guards needed with time needed.

**Proposed Motion:** No motion. First touch.

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

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

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

**Notes:** Attachments:  
- No attachments.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9      **Assigned to:** President Young      **Meeting Date:** March 24, 2026

**Under:** Meeting End      **Attachment:** None

**Subject:** Good of the Order

### Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.
2. Next board meeting (unless special meeting scheduled):
  - April 28, 2026, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
  - (If needed) Special Meeting or Retreat: Determined by Board.
3. Important Future Dates:
  - Bayside Ball: June 6, 2026
4. End of Meeting:

**Fiscal Impact:** \_\_\_\_\_

**Proposed Motion:** No motion necessary.

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

<b>Two Touch Rule:</b>	_____	<b>Committee Review</b>
	_____	<b>First Board Meeting (Informational)</b>
	_____	<b>Second Board Meeting (Action)</b>

**Action Taken:**      Adopted \_\_\_\_\_      Rejected \_\_\_\_\_      Postponed \_\_\_\_\_

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

**Notes:**  
- No attachment.