SHORE
AQUATIC CENTER

Policies & Procedures

WSMPD

WSMPD | 225 E 5TH ST PORT ANGELES, WA, 98362

Contents

201 Mission, Vision and Core Values 28
Mission Statement 28
Vision Statement 28
Core Values 28
- People Focused 28
- Sustainable Excellence 28
- Integrity 28
- Collaborative 28
- Diversity 28
- Dedication 28
- Fun: 28

205 – Purpose, Definitions and General Provisions 29
Purpose 29
Authority 29
1.1 29
1.2 29
1.3 29
Applicability 29
Revisions 30
Severability 30
Additional Manuals and Guidelines 30
Definitions 30
1.1 30
1.2 30
1.3 30
1.4 30
1.5 30

1.6 31
1.7 31
220 Board and Administration 31
Purpose 31
Scope 31
Policy 31
3.1 Organization of Board of Commissioners 31
3.2 Ad hoc Committees 33
Finance Committee 33
Strategic Planning Committee 33
3.3 Primary Functions of Board of Commissioners 33
3.3.1 33
3.3.2 33
3.3.3 33
3.3.4 33
3.3.5 33
3.4 Meetings of the Board of Commissioners 34
3.4.1 34
3.4.2 34
3.4.3 34
230 Signature Authority 34
1.0 Purpose 34
2.0 Policy Procedures 34
2.1 Contracts resulting from a Resolution 34
2.2 Advertising Contracts 34
2.3 Exclusive Vendor Contracts 35
2.4 Facility Use Contracts 35
2.5 Grants 35

2.6 Interlocal Agreements 35
2.7 Payroll and Digital Time Tracking 35
3.0 Public Works Contracts 35
4.0 Service Contracts 35
5.0 Surplus Property 36
6.0 Vouchers 36
7.0 Exceptions 36
8.0 Other Documents 36
240 Public Records Disclosure 36
1.0 Purpose 36
1.0 Authority and Purpose 37
2.0 Availability of Public Records 38
2.1 Hours for Inspection of Records 38
2.2 Organization of Records 38
2.3 Making a Request for Public Records 38
3.0 Processing of Public Records Requests—General 39
3.1 Providing "Fullest Assistance" 39
3.2 Acknowledging Receipt of Request 39
3.4 Protecting Rights of Others 39
3.5 Records Exempt from Disclosure 39
3.6 Inspection of Records 40
3.7 Providing Copies of Records 40
3.8 Providing Records in Installments 40
3.9 Completion of Inspection 41
3.10 Closing Withdrawn or Abandoned Request 41
3.11 Later Discovered Documents 41
4.0 Costs of Providing Copies of Public Records 41
4.1 Costs for Paper Copies 41

4.2 Costs for Electronic Records 41
4.3 Costs of Mailing....42
4.4 Payment 42
5.0 Review of Denials of Public Records 42
5.1 Petition for Internal Administrative Review of Denial of Access....42
5.2 Consideration of Petition for Review....42
5.3 Judicial Review....42
Attachment A....43
Letter of Response....43
260 ADA Accommodations....44
1.0 Purpose:....44
1.1 Policy: 44
1.2 Definitions 45
1.3 Procedures 45
Attachment A 47
REQUEST FOR ACCOMMODATION....47
Attachment B 48
ADA Complaint Form 48
270 Information Technology Policy 49
1.0 Purpose....49
2.0 Scope....49
3.0 Ownership of Data 50
4.0 Personal Use 50
5.0 Internet/Intranet Usage 51
5.1 51
5.2 51
5.3 51
5.4 51

6.0 Email Usage....52
6.1....52
6.2....52
6.3....52
6.4....53
6.5....53
7.0 Security....53
7.1....53
7.2....53
7.3....53
7.4....54
7.5....54
7.6....54
7.7....54
8.0 Password Policy....54
9.0 Scanning Portable Storage Devices and Email Attachments....55
10.0 Firewall Server Filtering....55
11.0 Training....56
12.0 Employee or Contractor Separation....56
13.0 Cyber Security & Incident response....56
13.1....56
13.2....57
13.3....57
13.4....57
13.5....57
13.6....57
14.0 Data Retention Policy....58
14.1....58

14.2 58
310 Operating Hours and Holiday Closures 58
1.0 Operating Hours 58
2.0 Holiday Closures 59
3.0 Other Closures 59
3.1 59
3.2 59
3.3 60
3.4 60
3.5 60
312 Commercial Use of District Facilities 60
1.0 Purpose 60
2.0 Definition of Commercial Use 60
3.0 Policy 61
4.0 Applications for Commercial Use: 61
4.1 61
4.2 61
4.3 62
4.4 62
315 Facility Rentals 62
1.0 Partial Pool Rental 63
1.1 63
1.2 63
1.3 63
1.4 Crescent School Swim Lessons 63
2.0 Full Facility Rental 63
2.1 Rates 63
2.2 Staffing 64

2.3 Arrangement 64
3.0 Locker Rentals 64
320 Admissions and Refunds 64
1.0 ADMISSIONS 64
1.1 General Single Use Admission 64
1.2 Memberships 65
1.3 Limited Visit Passes 65
1.4 OMC Limited Pass 65
1.5 Annual Pass Paid Monthly 66
1.6 Contracted Use 66
1.7 Active-Duty Military Discounts 66
1.8 Complimentary Annual & Limited Visit Memberships 66
2.0 REFUNDS 67
2.1 Refund Policy 67
2.2 Membership Refunds 67
2.3 Special Circumstances 67
2.4 Free Swim Tokens 67
2.5 Check Return Policy 67
325 Swim Lessons, Aerobics & Yoga 68
1.0 Registration Policy 68
2.0 Refund Policy 68
3.0 Aerobics & Yoga Classes 68
4.0 Class Observation and Viewing 69
330 Gender Equality in Programming 69
1.0 Purpose 69
2.0 Policy 69
3.0 Definitions 69
Community Athletic Programs 69

Sports Facilities 69
4.0 Procedures 70
4.1 70
4.2 70
4.3 70
4.4 70
4.5 70
4.6 70
4.7 70
5.0 Reporting 71
ATTACHMENT A 72
Employees Responsible for Carrying out Compliance 72
335 Head Injury and Concussions 73
1.0 Purpose Statement 73
2.0 Policy 73
ATTACHMENT A 75
Concussion Compliance Release Form 75
Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. 75
Lystedt Law Compliance 76
Signs observed by teammates, parents/guardians, and coaches include: 76
Lystedt Law Compliance 77
If you think your child has suffered a concussion: 77
Attachment B 78
Facility Use Compliance for Youth Sports-Head Injury Form 78
340 Financial Aid/Scholarship Policy 80

1.0 Purpose 80
2.0 Eligibility 80
3.0 Scope of Financial Aid 81
4.0 Other 81
5.0 Application Procedures 81
345 Advertising and Sponsorship 82
1.0 Purpose 82
2.0 Policy 82
3.0 Guidelines 82
350 Facility Use Rules 83
1.0 Purpose 83
2.0 Rules 83
2.1 General Facility Rules 83
2.2 Pool Rules 84
2.3 Dive Tank Rules 85
2.4 Sauna Rules 85
2.5 Swimming Lesson Rules 85
2.6 Lap Swimming Rules 86
2.7 Open Swim Rules 86
2.8 Equipment Rules 87
2.9 Rope Swing Rules 87
355 Sex Offenders 88
1.0 Purpose 88
2.0 Policy 88
3.0 Definitions 88
3.1 88
3.2 89
Attachment A 89

COVERED OFFENDER NOTICE TO VACATE PREMISE....89
In accordance with RCW 9A.44.193, the Shore Metropolitan Park District, as a "Covered Entity" hereby gives written notice that as a "Covered Offender", as defined in RCW 9A.44.190, that: ..89
360 Pool Contamination Guidelines 91
1.0 Introduction....91
2.0 Pool Contamination Guidelines 91
2.1 Decontamination Steps....91
2.2 What do I do about formed stool in the pool?....91
2.3 What do I do about diarrhea in the pool?....92
Attachment A: 93
SMPD Pool Contamination Procedures....93
Attachment: B 95
High Chlorine Dosage Guidelines 95
Attachment C: 97
Contamination Incident Report 97
365 Medical Assistance for Patrons 98
1.0 Purpose....98
2.0 Policy....98
2.1 Printed Policy Statement 98
2.2 98
370 Service Animals....99
1.0 Background 99
2.0 Definition of Service Animal....99
2.1 Examples include: 99
3.0 Guidelines for Staff regarding Service Animals 100
4.0 Staff Training and Service Animals Rules and Guidelines....100
5.0 Removal of a Service Animal 101
6.0 Areas off Limits to Service Animals: 101

375 Comprehensive Facility Maintenance 102
1.0 Purpose 102
2.0 Maintenance and Inspection of Physical Facility 102
2.1 102
2.2 103
2.3 103
2.4 103
2.5 103
3.0 Preventive Maintenance 103
4.0 Corrective Maintenance 104
4.1 Warnings: 105
5.0 Facility Janitorial Services 105
380 Citizen Action Requests 105
1.0 Purpose 105
2.0 Policy 106
2.1 Documentation Form 106
2.2 Tracking 106
2.3 Retention 106
Attachment A 107
Citizen Action Request Form 107
Attachment B 108
Citizen Action Request Log 108
385 Hazardous Chemicals Communication 109
1.0 Purpose 109
2.0 Container Labeling 109
2.1 110
2.2 110
3.0 Material Safety Data Sheets (MSDS) 110

3.1 110
3.2 111
3.3 111
4.0 Employee Information and Training 111
5.0 Hazardous non-routine tasks 112
6.0 Multi-employer workplaces 112
420 Whistleblower Protection 113
1.0 Policy 113
2.0 Definition of Improper Governmental Action 113
3.0 Procedures for Reporting 113
3.1 114
3.2 114
4.0 Protections Against Retaliatory Actions 114
4.1 115
4.2 115
4.3 115
4.4 115
5.0 Responsibilities 116
425 Unlawful Retaliation 116
1.0 Purpose 116
2.0 Personnel Affected 116
3.0 Policy 117
3.1 117
3.2 117
4.0 Retaliation Complaint Procedure 118
430 Criminal Background Checks 118
1.0 Purpose 118
2.0 Definitions 119

Applicant: 119
Business or organization: 119
Conviction record: 119
Crime against children or other persons: 119
Crimes relating to drugs: 120
Crimes relating to financial exploitation: 120
Unsupervised: 120
Vulnerable adult: 120
Agency: 120
3.0 Procedures 120
4.0 Notices on Applications 121
5.0 Obtaining Criminal Record 121
6.0 Screening the Criminal Record 122
7.0 Use Guidelines: 122
7.1 Verification of Background Checks 123
7.2 Adverse Action Notifications 123
7.3 Offer of Employment Process 123
Attachment A 123
Consent to Criminal Background Check 123
435 Employee Reference Protection 124
1.0 Purpose 124
2.0 Guidelines and Process for Providing Work References 124
2.1 125
440 Consumer Report Background Check 125
1.0 Purpose 125
2.0 Procedures 126
2.1 Requirements 126
2.2 Applicants Submission Rights 126

2.3 Adverse Action Decision 126
Attachment A 126
Authorization to Obtain Credit Report 127
Attachment B 128
Notice of Potential Adverse Action 128
Notice of Adverse Action 128
450 WORKPLACE HARASSMENT PREVENTION 129
1.0 Purpose: 129
2.0 Definitions: 130
2.1 130
2.2 130
2.3 130
2.4 131
2.5 131
3.0 Complaint Process 131
Attachment A 134
Shore Metropolitan Park District Harassment Complaint Form 134
451 WORKPLACE VIOLENCE PREVENTION 136
1.0 Purpose 136
2.0 Workplace Violence Prohibition 136
3.0 Definitions 136
4.0 Reporting Violent Conduct 137
5.0 Imminent Danger/Violence Incident Procedure 137
6.0 Security Precautions 137
452 FEDERAL FAMILY MEDICAL LEAVE ACT 138
1.0 Purpose 138
2.0 Requirements for use of FMLA 138
3.0 Rules and Eligibility 138

3.1 Intermittent Leave 138
3.2 Alternative Positions 139
3.3 Birth and Adoptions 139
3.4 Substitution of Paid Leave 139
3.5 Advance Notice and Medical Certifications 139
3.6 Periodic Reporting 140
3.7 Couples Employed by Us 140
3.8 Determining Leave Availability 140
3.9 Leave Related to Pregnancy 140
4.0 Reinstatement Rights 141
4.1 Items Required 141
453 American Disabilities Act 141
1.0 Purpose 141
2.0 Definitions 142
3.0 Request for Accommodations 142
4.0 Review of Accommodations Requests 142
Attachment A 143
Accommodation Request 143
454 Drug-Free Workplace Act 144
1.0 Purpose 144
2.0 Rules and Regulations 144
2.1 144
2.2 144
2.3 144
2.4 144
2.5 144
2.6 145
2.7 145

455 SEXUAL MISCONDUCT & ABUSE AGAINST MINORS 146
1.0 Purpose 146
2.0 Policy 146
3.0 Reporting Procedures 2.1Mandatory Reporting: 146
2.2 Other Reporting: 147
2.3 INVESTIGATION: 147
456 Authorized Unpaid Leave 148
1.0 Policy 148
2.0 Submission of Request 149
2.1 What the written notice must contain 149
2.2 The process for granting or denying the leave 150
2.3 The basis for denying a leave request 150
457 Deferred Compensation 150
1.0 Purpose 150
2.0 Authority 150
3.0 Program Participation 151
4.0 Eligibility 151
4.1 Employment Status 151
4.2 Seasonal and Temporary Employees 151
4.3 Elected & appointed Officials 151
4.4 Independent Contractors 151
4.5 Enrollment Timing 151
4.6 Compliance with State Program Rules 152
5.0 Employee Contributions 152
6.0 Employer Contributions 152
6.1 Discretionary Contributions 152
6.2 Eligibility for Employer Match 152
6.3 Matching Contribution Amount 152

6.4 Conditions on Match 153
6.5 153
6.6 Vesting Reference 153
6.7 Vesting 153
7.0 Administration 154
8.0 Employee Responsibility 154
9.0 Amendments and Termination 155
505 District Treasurer 155
1.0 Purpose 155
2.0 Policy 156
3.0 Role of the Treasurer 156
4.0 Responsibilities of the Treasurer 157
4.1 Receive and document all incoming and outgoing Funds 157
4.2 Follow applicable State and Federal laws 157
4.3 Investment of Funds: 157
4.4 Adhering to the Public Records Requirements 158
4.5 Voided and Missing Warrants and Checks 158
510 Financial Management Policy 159
1.0 Purpose 159
2.0 Objectives 159
3.0 Financial Responsibilities 160
3.1 Financial Responsibilities of the District Board of Commissioners 160
3.2 Financial Responsibilities of the Executive Director 160
3.3 Financial Responsibilities of the Treasurer and/or District Accountant 161
4.0 Financial Planning Process 161
5.0 Fund Policies 161
5.1 Fund Accounting 161
5.2 District Funds 162

6.0 Annual Budget Policies....164
6.1 Budget Priorities....164
6.2 Maintenance and Replacement Schedule....164
6.3 Year-end Surplus Funds....164
7.0 Budgetary Control Policies....165
7.1 Balanced Budget....165
7.2 State of Washington Budgetary Statutes....165
7.3 Budget Monitoring and Reporting....165
7.4 Amending the Budget....165
7.5 Fund Allocation....166
8.0 Revenue Policies....166
8.1 Revenue Sources....166
8.2 Revenue Estimates....166
8.3 Cost Recovery from Programs and Users....166
8.4 Acceptance of Donations....167
9.0 Expense Policies....167
10.0 Accounting and Reporting Policies....167
10.1 State Auditor's Reporting System....167
10.2 District Accountant....167
10.3 Cash and Accrual Basis Accounting....168
10.4Fixed Asset Management....168
10.5 State Audits and Reviews....168
11.0 Debt Management Policies....168
11.1Bond Procedures....169
11.2 Short Term Debt....169
11.3 Long Term Debt....170
11.4 General Obligation Bonds, Limited General Obligation Bonds and Lease Purchase Policies....170

12.0. Capital Improvement and Capital Budget Policies 170
13.0 Cash and Purchasing Policies 171
14.0 Grant Management 171
14.1Funding 171
14.2 Grant Process for New Programs or Capital Improvements 171
15.0 Investment Policy 171
511 Revenue Policy 172
1.0 Purpose: 172
2.0 Background: 172
2.1 Pubic Interest: 172
2.2 Balance of Benefits: 172
2.3 Targeted or Focused Groups: 172
3.0 TYPES OF REVENUES: 173
34.1 Earned Revenue: 173
4.0 OTHER DEFINITIONS USED WITHIN THE POLICY 173
5.0 POLICY 174
5.1 Pricing: 174
5.2 Financial assistance: 175
5.3 Rentals and Contract Use of Facilities: 175
5.4 Reducing, Increasing and Waiving of Fees and Charges: 175
5.5 Review of Pricing: 176
6.0 Interagency Use: 176
512 Capital Improvement Program Plan 176
1.0 Purpose 176
2.0 Areas of Consideration 176
2.1 Long-Range Plans and the CIP 176
2.2 CIP Committee 177
2.3 Establishing CIP Priorities 177

3.0 Scoping and Costing Based on Pre-design Study 178
3.1 CIP Maintenance and Operating Costs 178
3.2 Public Input at All Phases of Projects 178
3.3 Use of Debt in the CIP 178
3.4 Authority to Fund Projects 178
3.5 CIP Plan Update and Amendment 179
4.0 CIP Budget Criteria 179
5.0 Steps in the Capital Improvement Process 179
6.0 Capital Project Criteria 181
513 Investment Policy 181
1.0 Purpose 181
2.0 Governing Authority 182
3.0 Scope 182
4.0 General Objectives 182
4.1 Safety 182
4.2 Liquidity 182
4.3 Return 182
4.4 Public Trust 183
5.0 Standards of Care 183
5.1 Prudence 183
5.2 Ethics and Conflicts of Interest 183
5.3 Delegation of Authority and Responsibilities 184
6.0 Authorized Financial Institutions, Depositories, and Broker/Dealers 185
6.1 Public Deposit Protection Commission (PDPC) 185
6.2 Broker/dealers 185
6.3 Minority, Emerging and Community Financial Institutions 185
6.4 Competitive Transactions 186
7.0 Safekeeping and Custody 186

7.1 Delivery vs. Payment....186
7.2 Third-Party Safekeeping....186
7.23 Internal Controls....187
8.0 Suitable and Authorized Investments....187
8.1 Investment Types and Credit Guidelines....187
8.2 Collateralization....188
8.3 Authorized Collateral....188
9.0 Investment Parameters....188
9.1 Mitigating credit risk in the portfolio....188
9.2 Mitigating market risk in the portfolio....189
10.0 Performance Standards/ Evaluation....190
11.0 Reporting/Disclosure....190
11.1 Methods....190
11.2 Annual reports....190
11.3 Annual Audit....191
12.0 Policy Considerations....191
12.1 Exemption....191
12.2 Amendments....191
13.0 Approval of Investment Policy....191
14.0 Glossary....191
515 Accountability and Reconciling of Financial Accounts....193
1.0 Purpose....193
1.1....193
1.2....193
1.3....193
1.4....193
2.0 Policy....194
2.1 List of Financial Accounts....194

2.2 Reconciliation....194
3.0 Segregation of Duties....195
518 POST-ISSUANCE PROCEDURES FOR TAX-EXEMPT BONDS....196
1.0 Purpose....196
2.0 Responsibility for Monitoring Post-Issuance Tax Compliance....196
3.0 Arbitrage Yield Restriction and Rebate Requirements....196
4.0 Restrictions on Private Business Use and Private Loans....197
5.0 Records to be Maintained for Bonds....198
6.0 Identification and Remediation of Potential Violations of Federal Tax Requirements for Bonds 199
7.0 Education Procedures with Respect to Federal Tax Requirements for Bonds....200
520 Purchasing Policy....200
1.0 Purpose....200
2.0 Purchasing Approval and Payment Procedures....201
2.1 Approval Authority for all Purchases....201
2.2 Batch/Voucher Payment Approvals....202
3.0 Purchased Services....202
4.0 Personal Services....202
5.0 Non-Public Works Open Market Purchases....203
5.1 General Conditions (purchases $40,000 or less)....203
5.2 Purchases less than $40,000....203
5.3 Telephone Quotations....203
5.4 Intergovernmental Cooperative Purchasing Agreements....204
5.5 Waiving the Competitive Bid Requirements for Purchases....204
5.6 Determining the Lowest Responsible Bid.....205
5.7 Award....205
6.0 Purchase/Services Needing Contracts....205
6.1 Written Contract Always Required for Certain Purchases....205

6.2 Written Contract Required for Purchase of Goods and Services Over $50,000 206
6.3 Contracts for Professional Services 206
6.4 Contract Change Order Authority 206
7.0 Small Public Works Purchases/Projects 207
7.1 Public Works Purchases Greater than $20,000 207
7.2 Using a Small Public Works Roster 207
7.3 Using a Limited Publics Works Roster 207
7.4 Consultant Roster.....207
7.5 Using MRSC as the District's Official Small Public Works Rosters 208
7.6 Waiving the Competitive Bid Requirements for Public Works Purchases 208
8.0 Competitive Bidding and Procedures.....209
8.1 Public Notice 209
8.2 Bid Specifications.....209
8.3 Award.....210
8.4 Cancellation 211
8.5 Submittal of Bids 211
8.6 Bid Security.....212
8.7 Insurance.....212
8.8 Records Management.....212
9.0 Unauthorized Purchases.....212
9.1 Definition 212
9.2 Responsibility for Unauthorized Purchases.....212
10.0 Purchasing Cards.....213
10.1 Issuance, Use and Control of Purchasing Cards 213
10.2 Distribution.....213
10.3 Authorization and Control.....213
10.4 Credit Limit 213
10.5 Preferred Uses of Purchasing Card.....213

10.6 Payment of Purchasing Card Bills....214
10.7 Unauthorized Charges and Use....214
10.8 Lost or Stolen Purchasing Cards....218
10.9 Cash Advances....218
10.10 Return of Purchasing Card at Employment Termination....218
521 Code of Ethics for Contracting....219
1.0 Purpose....219
2.0 Policy....219
2.1 Ethics in Public Contracting....219
2.2 Principles....219
2.3 Conflicts of Interest....219
2.4 Gratuities, Kickbacks, and Use of Confidential Information....220
2.5 Prohibition Against Contingent Fees....221
2.6 Sanctions....222
525 Accounts Receivable Policy....222
1.0 Purpose....222
2.0 Policy....222
3.0 Definitions....223
4.0 Designation of A/R Manager....223
5.0 A/R Procedures....223
5.1 Granting of Credit....223
5.2 Collecting Customer Data....223
5.3 Payment Terms....223
5.4 Timeliness of Invoicing....224
5.5 Follow up Statements....224
5.6 Receipt of Payments/Credits....224
5.8 Write Off as Bad Debt....224
526 Accounts Payable Policy....225

1.0 Purpose 225
2.0 Policy 225
3.0 Procedures 225
3.1 Submissions for payment 225
3.2 Supporting Documentation and Purchasing Approvals 225
3.3 Advance Payments to Vendors 226
3.4 Invoice 226
3.5 Documentation for Payment Request 226
3.6 Vendors 227
3.7 Routing of Request for Payments 227
3.8 Payment of District Credit Card Procedures 228
3.9 Travel Reimbursements/Expense Reports 230
3.10 Record Retention 230
530 Cash and Deposit Management 230
1.0 Purpose 230
2.0 Policy Procedures 231
2.1 Receipting 231
2.2 Recording Cash Receipts 231
2.3 Depositing Procedures 231
535 Petty Cash and Imprest Fund Accounts Policy 232
1.0 DEFINITION 232
2.0 PURPOSE 232
3.0 ESTABLISHMENT 232
4.0 PETTY CASH 233
4.1 Use and Documentation of Petty Cash 233
4.2 Prohibited Uses 234
4.3 Petty Cash Replenishment 235
5.0 DISCREPANCIES 235

5.1 Investigation Required 235
5.2 Responsibility for Cash Shortage 235
6.0 SECURITY 235
7.0 CHANGE OF CUSTODIAN 236
8.0 CLOSEOUT 236
540 Refunds and Reimbursements 236
1.0 Purpose 236
2.0 Refunds and Reimbursements to the District 236
2.1 Refund and Reimbursement Procedures 237
550 Budget Changes and Modifications 237
1.0 Purpose 237
2.0 Policy on Budget Changes and Modifications 237
3.0 Budget Change Procedures 237
3.1 Submission and Processing of Budget Changes and Modifications 238
560 Budgeting and Financial Forecasting 238
1.0 Purpose 238
2.0 Predicting Long Term Needs 239
2.1 Revenue Projections 240
2.2 Expenditure Projections 240
2.3 Fund Balance Projections 240
3.0 Summary 241
570 Travel and Reimbursement Policy 241
1.0 Purpose 241
2.0 Policy 242
2.1 Documentation 242
2.2 Meals 242
2.3 Reimbursable Travel Expenses 242
2.4 Travel Report Form (Attachment A) 243

2.5 Non-Travel Reimbursement of Expenses: Reimbursable employee non-travel expenses: 243
2.6 Quasi-Employee Refreshments: 244
2.7 Ceremonies and celebrations: 244
Attachment A 245
Official Travel Report/Reimbursement 245
Transportation 245
590 Capital Asset Policy 246
1.0 Purpose 246
2.0 Definitions 246
2.1 Fixed Assets 246
2.2 Small & Attractive Assets 247
3.0 Capitalization Threshold 247
4.0 Improvement/Repair/Maintenance Expenses 247
5.0 Expected Useful Life of Assets 247
6.0 Revision of Expected Useful Life 247
7.0 Tagging New Assets 248
8.0 Disposal of Surplus Items 248
9.0 Lost, Stolen, or Missing Property 248
ATTACHMENT A 249
AFFIDAVIT OF ASSET DESTRUCTION/DISPOSITION STATE OF WASHINGTON 249

201 Mission, Vision and Core Values

Mission Statement

To provide high-quality, safe, inclusive, and affordable aquatic programs, services, and facilities that enhance the quality of life for all ages, cultures, and abilities, which encourage health, wellness, learning, and fun.

Vision Statement

To ensure a legacy of excellence in providing high quality aquatic recreational facilities, programs and services to serve the needs of our community.

Core Values

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

205 – Purpose, Definitions and General Provisions

Purpose

The Shore Metropolitan Park District (District) administrative policies and procedures are an official publication of the District. They are adopted by the District Board of Commissioners and contain the policies, procedures, and regulations of the District. These policies, procedures, and regulations are established to direct all employees in carrying out their duties and responsibilities and clearly express expectations of consistency, accountability, and predictability to our District citizens and patrons. Violations of any of the policies, procedures, or regulations contained in this manual may be grounds for disciplinary action.

Authority

1.1

The District is governed by numerous statutes of the State of Washington. However, the principal statutory authority is the Metropolitan Park District RCW 35.61, which is a codification of the general law relating to Metropolitan Park Districts in Washington. References to, and excerpts from the RCW 35.61 and other related laws are contained in this Policy Manual.

1.2

The District also has operating requirements from the Washington Administrative Code (WAC) 246-260 for operations of Water Recreation Facilities, which are referenced in the Policy Manual.

1.3

The State of Washington RCW 35.61.130 establishes the authority of the District Board of Commissioners to issue, modify, or approve all policies, procedures, or other directives to operate and manage the District.

Applicability

Unless otherwise stated in a specific policy, District Policies and Procedures apply to all departments, employees, District Officials, and volunteers.

Revisions

The Board of Commissioners may periodically review the policies contained in this Policy Manual and revise or amend them from time to time as it is deemed appropriate at a regular meeting of the Board by a simple majority.

Severability

If any policy or part thereof contained in this Policy Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies.

Additional Manuals and Guidelines

Due to the specialized topic and the need for detailed procedures, the District Executive Director or his/her designee may develop manuals and guidelines to implement the Policies and Procedures established by the Board of Commissioners and shall be considered incorporated and part of this Policy Manual.

Definitions

For the purpose of this Policy Manual, the following terms are defined as given herein:

1.1

"District" is the Shore Metropolitan Park District.

1.2

"Board" is the Board of Commissioners of the Shore Metropolitan Park District.

1.3

“Executive Director" is the Executive Director of the Shore Metropolitan Park District.

1.4

"RCW" is the Revised Code of Washington

1.5

“WAC” is the Washington Administrative Code

1.6

"Policy" is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board. A policy must be formulated and approved by the Board and shall be recorded in the Policy and Procedure Manual.

1.7

"Administrative Procedures" refers to any plan or course of action formulated and implemented by the District staff to facilitate the day-to-day District operations within the respective policy guidelines. Administrative Procedures, when appropriate, will be documented and placed in the District Policy Manual.

For the purpose of this Policy Manual, words in the masculine gender shall include the feminine gender and non-binary individuals, and words in the singular number shall include the plural number and vice versa. Words in the present tense shall include the future tense.

220 Board and Administration

Purpose

The purpose of this policy is to Inform the public and Shore Metropolitan Park District Officials and employees of the legal and administrative requirements relating to the operation of the District by the District Board of Commissioners (Board).

Scope

This policy was developed by the requirements of the following by-laws and Codes:

- By-laws of the Shore Metropolitan Park District as adopted on 8-25-2009.
- Revised Code of Washington (RCW) 35.61 – Metropolitan Park Districts

Policy

3.1 Organization of Board of Commissioners

3.1.1

Government: The government of the District is vested in the Board. The members of the Board constitute the corporate authority.

3.1.2

Number: The Board is comprised of five members. Two City of Port Angeles Council members and two Clallam County Commissioners. The Board selects--by nomination and motion--the fifth Commissioner who is required to be a registered voter living within the District boundaries.

3.1.3

Terms: There are no set terms for the four ex-officio Commissioners. The fifth Commissioner, who is appointed by the other four Commissioners, serves a four-year term and may serve up to two consecutive terms.

3.1.4

Vacancies: Any vacancies shall be filled by the appropriate legislative body.

3.1.5

Compensation: Commissioners shall receive no compensation for their services.

3.1.6

Selection of Board Officers: During the first regular meeting in January the Board will select a President and Clerk of the Board.

3.1.7

President: The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance with the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Vice Chair will preside at the Board Meeting.

3.1.8

Appointed Officers: The Board shall appoint an Attorney to represent the District in all legal matters.

3.1.9

Appointment of Citizen Advisory Committee: The Board will establish a Citizen's Advisory Committee that is comprised of seven members. Terms of the members will be staggered, and each will serve a 3 year term, with a maximum two consecutive terms.

3.2 Ad hoc Committees

The Board may establish ad hoc committees to conduct the affairs of the Board. The President shall nominate the members of the ad hoc committees and appointed by the Board. Ad hoc committees that have been established include:

Finance Committee**:** This committee shall be comprised of at least one Citizen Advisory Committee member, two Board members, the Executive Director, and the District Accountant. The President may nominate other committee members as desired.

Strategic Planning Committee**:** This Committee shall be comprised of at least two Board members, two Citizen Advisory members, the Executive Director, Aquatics Manager, and the District Accountant. The President may nominate other committee members as desired.

3.3 Primary Functions of Board of Commissioners

3.3.1

The board shall have the powers and duties as authorized in RCW 35.61- Metropolitan Park Districts.

3.3.2

The Board shall establish the District's goals and objectives and revise, if necessary, annually.

3.3.3

The Board shall adopt Policies and Rules as necessary for the operation of its facilities.

3.3.4

The Board will approve and certify the District Tax Levy for the upcoming year prior to the date set by the County Assessor.

3.3.5

The Board will approve the Annual Budget no later than December 31st.

3.4 Meetings of the Board of Commissioners

3.4.1

Time and Place: The Board will meet monthly on the fourth Tuesday of the month in the Olympic room at Shore Aquatic and Community Center at 3pm**.**

3.4.2

Quorum: Three Board Commissioners shall be considered a Quorum.

3.4.3

Telephonic/Virtual Attendance: The Commissioners may attend the Board of Commissioners meetings by telephone if necessary.

230 Signature Authority

1.0 Purpose

The Shore Metropolitan Park District Board of Commissioners (Board) has the sole responsibility of approving all financial transactions, entering contracts, interlocal agreements and other types of indebtedness or commitments for the District.

There are times when the Executive Director of the District may be given signature authority to facilitate District business. The purpose of this policy is to identify the specific documents the Board is responsible for signing and what the Executive Director or their designee may sign, and under what conditions.

2.0 Policy Procedures

2.1 Contracts resulting from a Resolution

When the Board approves a resolution, the Executive Director or the Board President may sign any contracts which facilitate the implementation of the resolution on behalf of the Board.

2.2 Advertising Contracts

The Board shall approve all advertising contracts at a regular or special board meeting open to the public.

2.3 Exclusive Vendor Contracts

The Board shall approve all exclusive vendor contracts at a regular or special board meeting open to the public.

2.4 Facility Use Contracts

The Board shall approve all facility use contracts at a regular or special board meeting open to the public. The Executive Director may extend the dates of facility use contracts when applicable without the approval of the Board. A letter signed by the Executive Director, noting the extension of times or days, shall be sent to the user group. A copy of the letter shall be placed in the contract file.

2.5 Grants

The Board shall approve all grant documents if there is an obligation by the District to contractually commit.

2.6 Interlocal Agreements

The Board shall approve all Interlocal Agreements with other non-profit entities at a regular or special board meeting open to the public.

2.7 Payroll and Digital Time Tracking

The Pool Supervisors shall be responsible for authorizing payroll through digital time tracking for his/her subordinates. In the absence of a Supervisor the Director shall have authority to Authorize payroll through digital time tracking.

3.0 Public Works Contracts

The Board shall approve all public works contracts at a regular or special board meeting open to the public. The Board shall approve all change orders which change the overall price of contract. Change orders which do not substantially change the overall purpose or price of the contract can be signed by the Executive Director or designee. The Commissioners shall approve all final acceptance documents.

4.0 Service Contracts

Service contracts shall initially be approved by the Board. Once a service contract has been approved by the Board, the Executive Director or designee has signature

authority to renew the contracts as needed providing the terms of the contracts are not changed.

5.0 Surplus Property

The Board has the responsibility of approving the disposal of surplus property at a regular or special board meeting open to the public. After Board approval, the Executive Director or their designee shall have signature authority for the disposal documents or negotiate the disposal of the surplus property.

6.0 Vouchers

Vouchers for payment shall be approved and signed by the Executive Director or designee and the District Accountant. When neither the Executive Director, designee, nor the District Accountant are available, a Board member shall sign as the replacement for the vouchers for payment.

7.0 Exceptions

Exceptions to any of the aforementioned authorities may be approved by the Board at a regular or special board meeting open to the public.

8.0 Other Documents

The Executive Director or designee shall sign all other routine day-to-day documents that require the level of the Executive Director or designee for approval.

240 Public Records Disclosure

1.0 Purpose

In accordance with RCW 42.56.070, which requires: *(1) each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. (2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency*.

The purpose of these rules is to establish the procedures the Shore Metropolitan Park District (District) will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the District and establish processes for both requestors and District staff that are designed to best assist members of the public in obtaining such access.

The purpose of the act is to provide the public with full access to information concerning the conduct of government, while remaining mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the District will be guided by the provisions of the act describing its purposes and interpretation.

1.0 Authority and Purpose

The District is a metropolitan park district formed pursuant to chapter 35.61 RCW. The District Offices are located at 225 E. 5th St. Port Angeles, WA 98362.

Any person wishing to request access to public records of the District, or seeking assistance in making such a request should contact the Clerk of the Board (Public Records Officer):

Clerk of the Board

Shore Metropolitan Park District

225 E. 5th St.

Port Angeles, WA 98362

Tel: 360-775-2119

Email: info@sacpa.org

Information is also available on the District web site at www.sacpa.org

The Clerk of the Board will oversee compliance with the act, but another District staff member may process the request. Therefore, these rules will refer to the public records officer or designee. The public records officer or designee, and the District, will provide their fullest assistance to requestors; create and maintain--for use by the public and District officials--an index to its public records; ensure that public records are protected

from damage or disorganization; and prevent the task of fulfilling public records requests from causing excessive interference with essential functions of the District.

2.0 Availability of Public Records

2.1 Hours for Inspection of Records

Public records are available for inspection and copying during normal business hours of the District, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the offices of the District.

2.2 Organization of Records

The District will maintain its records in a reasonably organized manner. The District will take reasonable actions to protect records from damage and disorganization. A requestor shall not take District records from District offices without the permission of the public records officer or designee. A majority of public records are available on the District website at sacpa.org. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

2.3 Making a Request for Public Records

Any person wishing to inspect or have copies made of public records of the District should make the request in writing on a District request form, or by letter, fax, or e-mail addressed to the public records officer and including the following information:

- Name of requestor
- Address of requestor
- Other contact information, including telephone number and email address
- Identification of the public records adequate for the public records officer or designee to locate the records, and
- The date and time the request was made.

If the requestor wishes to have copies of the records made, instead of simply inspecting them, the individual should so indicate and make arrangements to pay for copies of the records or a deposit. Photocopies will be provided at $0.15 per page and can be raised as costs for photocopying increase.

A form is available for use by requestors at the office of the public records officer and on-line at www.sacpa.org.

3.0 Processing of Public Records Requests—General

3.1 Providing "Fullest Assistance"

The District is charged by statute with adopting rules which provide for how it will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the agency, provide fullest assistance to requestors, and provide the most timely possible action on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

3.2 Acknowledging Receipt of Request

Within five business days of receipt of the request, the public records officer will do one or more of the following:

1. Make the records available for inspection or copying.
2. If copies are requested and payment of a deposit, for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor.
3. Provide a reasonable estimate of when records will be available.
4. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available, or,
5. Deny the request.

See Attachment A for letter of response.

3.4 Protecting Rights of Others

In the event that the requested records contain information that may affect the rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given to make it possible for those other persons to take action as they deem necessary to protect their interests.

The notice to the affected persons will include a copy of the request.

3.5 Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the public records officer will

state the specific exemption and provide a brief explanation of why the record--or a portion of the record--is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

3.6 Inspection of Records

1. Consistent with other demands, the District shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.
2. The requestor must claim or review the assembled records within thirty days of the Districts' notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

3.7 Providing Copies of Records

After inspection is complete, the public records officer or designee shall make the requested copies.

3.8 Providing Records in Installments

When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

3.9 Completion of Inspection

When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

3.10 Closing Withdrawn or Abandoned Request

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records, or to pay either the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the District has closed the request.

3.11 Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

4.0 Costs of Providing Copies of Public Records

4.1 Costs for Paper Copies

There is no fee for inspecting public records. The District charges $0.15 per page for a photocopy of a record selected by a requestor.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District will not charge sales tax when it makes copies of public records.

4.2 Costs for Electronic Records

The cost of electronic copies of records shall be $1.00 per CD/DVD/USB for information requested on these media types.

4.3 Costs of Mailing

The District may also charge actual costs of mailing, including the cost of the shipping container.

4.4 Payment

Payment may be made by cash, check, or money order to Shore Metropolitan Park District.

5.0 Review of Denials of Public Records

5.1 Petition for Internal Administrative Review of Denial of Access

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the public records officer for a review of that decision. The petition shall include a copy of, or reasonably identify, the written statement by the public records officer or designee denying the request.

5.2 Consideration of Petition for Review

The public records officer shall promptly provide the petition and any other relevant information to the public records officer's supervisor or the Districts' official, designated by the District, to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the Districts' receipt of the petition, or within such other time as the District and the requestor mutually agree to.

5.3 Judicial Review

Any person may obtain court review of denials of public records request pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Attachment A

Letter of Response

Shore Metropolitan Park District

Date: _____

Address: _____

Name: _____

Dear, _____

The Shore Metropolitan Park District is in receipt of your request for public records received in this office on XX/XX/20XX, requesting (Document(s)_____. Below is the determination of our Public Records Coordinator regarding your request.

____ Requested documents are ready for review.

____ Need time to locate documents.

____Estimated date documents will be ready:

____ Denied:
_____Reason for denial:

____ Unable to Locate requested document(s).

If you do not receive a complete response within two weeks, please contact my office at (360) 775-2119.

Sincerely yours, Clerk of the Board

260 ADA Accommodations

1.0 Purpose:

In accordance with ADA title II, the Shore Metropolitan Park District must ensure:

1. Reasonable access to services, programs, and activities.
2. Accommodation of a person with disabilities.
3. Provide for the identification and request resolution of accommodation within a service, program or activity of local government.

1.1 Policy:

The Shore Metropolitan Park District does not discriminate on the basis of disability. It is the policy of the District to assure disabled persons the opportunity to participate in--or benefit from employment in--services, activities, and facilities, where possible. The District, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act and the Washington Law Against Discrimination.

1.2 Definitions

Disabled Individual – an individual (1) with a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) with a record of such an impairment, or (3) who is regarded as having such an impairment.

Reasonable Accommodation – modifications or adjustments that enable an individual with a disability to enjoy equal benefits and privileges as are enjoyed by other individuals without disabilities, without placing an undue hardship on the operation of the District.

1.3 Procedures

1. The Executive Director or his/her designee shall be the Shore Metropolitan Park District ADA Coordinator.
2. Requests for accommodation may first be directed to the individual responsible for the program, activity or service to which access is requested.
3. If access is not accommodated, a formal complaint may be submitted in writing or verbally to the ADA Coordinator within fifteen days after the complainant becomes aware of the alleged violation, or as soon as reasonably possible if the fifteen-day period has passed. Reasonable accommodation to assist in completing the form is available upon request.
4. The complaint must contain the name, address, and telephone number of the individual filing the complaint, briefly describe the alleged violation, and the requested accommodation or resolution.
5. The ADA Coordinator will conduct an informal, but thorough, review, affording the complainant and the affected department(s) an opportunity to submit information relevant to the complaint and potential accommodations/resolution.
6. A written response and description of the accommodation/resolution, if any, will be issued by the ADA Coordinator and sent to the complainant no later than thirty calendar days after the complaint is received, unless the complexities of the complaint require additional time. The accommodation or resolution might not be the same as requested.
7. The complainant may request a reconsideration of the case determination by submitting a request for reconsideration within ten working days following the date the complainant receives the

Coordinator's response.

8. The Board of Commissioners will conduct their review of the complaint and issue their decision to the complainant within twenty working days of receiving the request for reconsideration unless the complexities of the complaint require additional time. The Board of Commissioners' decision is final.
9. The ADA Coordinator will maintain the files and records of the District relating to ADA complaints filed.
10. Use of this grievance is an administrative remedy, the result of which may be appealed to an appropriate court of law or administrative agency. The individual's right to a prompt and equitable solution of the complaint will not be impaired by his/her pursuit of other remedies such as filing an ADA complaint or grievance with the federal department or agency responsible.
11. The above process shall be construed to protect the substantive rights of interested parties, to meet appropriate due process standards, and to comply with the Americans with Disabilities Act, its implementing regulations, and the Washington State Law Against Discrimination.

Attachment A

REQUEST FOR ACCOMMODATION

Name of Individual Requesting Accommodation:_____

Address:_____

Phone:_____

Explain what functional disability you have that limits your ability to participate in a Shore Aquatic Center program or service: (e.g. "I am confined to a wheelchair"):

_____

_____

_____

Describe the program, service or activity you cannot access due to your disability, and what you believe are the barriers to access or participation:

_____

_____

_____

Proposed Accommodation/Resolution:

_____

_____

**********OFFICIAL USE ONLY**********

Date Received:_____ Received By:_____

Date Response Given:

___Approved Accommodation ___Adjusted Accommodation __Forwarded to Coordinator

___Forwarded to Board

Date Coordinator Response Sent: *(if applicable)*

Attachment B

ADA Complaint Form

Name of Individual Requesting Accommodation:_____

Address:_____

Phone:_____

Issue (*Identify the nature of disability and how it impairs a major life function*):

_____

_____

Proposed Accommodation/Resolution:

_____

_____

****************************OFFICIAL USE ONLY****************************

Date Received: Received By:_____

Date Sent to ADA Coordinator:_____

Notes:_____

___Approved Accommodation ___Adjusted Accommodation ___Forwarded to Coordinator

Date Sent to Board: *(if applicable)*

___Approved Accommodation ___Adjusted Accommodation

Notes:_____

270 Information Technology Policy

1.0 Purpose

This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at the Shore Metropolitan Park District (District). The purpose of these policies is to safeguard and protect all technology resources from anything other than authorized and intended use. The main points to remember are:

1. The District provides network, communications systems, equipment and devices (" technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclose the contents of any data files, information and communications created on, stored, transmitted, received, or exchanged via its network, communications systems, equipment, or devices.
2. There is no right to privacy in the use of District technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.
3. Users are expected to act lawfully, ethically, and professionally, and to exercise common sense. Actions that are embarrassing to explain to the public, the Board of Commissioners, Executive Director, or media should be avoided.
4. Users who are granted access to critical data are responsible for its protection.
5. Incidental use for personal needs is allowed, so long as that activity does not interfere with District business or conflict with any District policy or work rule.
6. Use of technology in violation of this policy is subject to disciplinary action up to and including termination.

2.0 Scope

The following policies define appropriate use of the District network, computers, mobile computing devices, smart phones, all related peripherals, software, electronic communications, and Internet access. They apply to the access of the District's network

and use of computing technology resources at any location, from any device, via wired or wireless connection. They apply to all users of District technology resources regardless of employment status. Access to all networks and related resources requires that each user be familiar with these policies and associated work rules. The District authorizes the use of computing and network resources by District staff, contractors, volunteers and others to carry out legitimate District business. All users of District computing and network resources will do so in an ethical, legal, and responsible manner. All use of technology resources must be consistent with the intent and requirements of all District policies and work rules. Technology resources may *not* be used to facilitate operation of a personal business such as sale of cosmetics, consulting, etc.

3.0 Ownership of Data

The District owns all data, files, information, and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment and devices (including email, voicemail, text messages, and internet usage logs, even if such communications reside with a third party provider) and reserves the right to inspect and monitor any and all such communications at any time, for any business purpose and with or without notice to the employee. The District may conduct random and requested audits of employee accounts (including accounts with commercial or other third party providers if used in the course of conducting District business) in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist Departments in evaluating performance issues and concerns, and to identify productivity or related issues that need additional educational focus within the District. Internet, email, voicemail, text message communications, and internet usage logs may be subject to public disclosure and the rules of discovery in the event of a lawsuit. The District's internet connection and usage is subject to monitoring at any time with or without notice to the employee. There is no right to privacy in the use of District technology resources.

4.0 Personal Use

Technology resources may be used for incidental personal needs as long as such use does not result in or subject the District to additional cost or liability, interfere with business, productivity or performance, pose additional risk to security, reliability or privacy, cause or tend to cause damage to the District's reputation or credibility, or conflict with the intent or requirements of any District policy or work rule. Incidental personal usage should generally conform to limits typically associated with personal phone calls. This document does not

attempt to address every possible situation that may arise. Professional judgment, etiquette, and common sense should be exercised while using District technology resources. Please note that any data stored on District systems including but not limited to email, word documents, and photos, may be subject to public disclosure requests.

5.0 Internet/Intranet Usage

5.1

This technology usage agreement outlines appropriate use of the internet/intranet. Usage should be focused on business-related tasks. Incidental personal use is allowed as discussed under this section, but there is no right to privacy in an employee's use of the internet/intranet. Employee internet usage is monitored. Web Usage Reports are provided to Directors to help them monitor their staff's use of the internet.

5.2

Use of the internet, as with use of all technology resources, should conform to all District policies and work rules. Filtering software will be used by the District to preclude access to inappropriate web sites. Attempts to alter or bypass filtering mechanisms are prohibited.

5.3

Except for District-business-related purposes, visiting or otherwise accessing the following types of sites is prohibited:

- "adult" or sexually oriented web sites
- sites associated with hate crimes or violence
- personal dating sites
- gambling sites
- sites that would create discomfort to a reasonable person in the workplace

5.4

The District recognizes that public internet communications technologies are effective tools to promote community and government interaction and that employees want to participate in public communication via blogging, discussion forums, wikis, mashups, social networking, message boards, email groups and other media that are now commonplace tools by which people share ideas and information. However, since activities on public internet communication sites are electronically associated with

District network addresses and accounts that can be easily traced back to the District, the following rules must be followed for participation on these interactive public internet communication sites:

1. When expressing the staff's personal view, make it clear that it does not necessarily represent the views of the District. Opinions or views other than those reflective of District policy must contain the following disclaimer: "The content of this electronic communication does not necessarily reflect the official views of the elected officials or citizens of the District."
2. Always protect the confidentiality, integrity, and availability of all critical information.
3. Employees must not post any material that is obscene, defamatory, profane, libelous,threatening, harassing, abusive, hateful, or embarrassing to or of any other employee, person, and/orentity.
4. To protect the staff's privacy and the privacy of others, phone numbers or email addresses must not be included in the content body.
5. Public internet communications activity should contribute to staff's body of work as an employee of the District and must not interfere with or diminish productivity.

6.0 Email Usage

6.1

Email content must be consistent with the same standards as expected in any other form of written (or verbal) communication occurring in a business setting where documents are subject to public disclosure.

6.2

Users must manage their email in accordance with records retention policies and procedures as defined and identified by the Records Retention Policy.

6.3

Users should be attentive to emails that have unusual or questionable subject lines to mitigate spam, phishing, and script-borne viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing or script-borne viruses in email attachments immediately contact IT Support.

6.4

The use of email to send or solicit the receipt of inappropriate content such as sexually oriented materials, hate mail, content that a reasonable person would view as obscene, harassing, or threatening and having no legitimate or lawful purpose, or content falling within the inappropriate categories for internet usage, is prohibited.

6.5

The incidental personal use of email from a District account to express opinions or views other than those reflective of District policy must contain the following disclaimer: "The contents of this electronic mail message do not necessarily reflect the official views of the elected officials or citizens of the District."

7.0 Security

7.1

The Executive Director or IT Support must authorize all access to central computer systems. Each user is responsible for establishing and maintaining a secure and unique password. The use of another user's account or attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer or logging out of their computer account when leaving their computer unattended. Staff who discover the unauthorized use of their accounts must immediately report it to IT Support.

7.2

The District will take the necessary steps to protect the confidentiality, integrity, and availability of all its critical information. Critical information is defined as information which if released could damage the District financially; put employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include employee health information, social security numbers, credit card holder information, banking information, police crime investigation information, etc.

7.3

Staff with access to critical information are responsible for its protection. Staff must take reasonable steps to ensure the safety of critical information including, avoiding putting

critical data on laptops; encrypting data any time it is electronically transported outside the District network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring inadvertent viewing of information does not take place; and destroying or rendering the information unreadable when done with it.

7.4

Staff should not transport critical District data on unencrypted devices such as thumb drives, CDs, or Smartphones. The District has standards for encrypted USB drives that should be used for this purpose. Information about these standards can be obtained from IT Support.

7.5

The District will restrict access to critical information only to staff who have a legitimate business need-to-know. Each system owner is responsible for keeping an inventory of critical information and ensuring that access to it is limited.

7.6

Staff will be assigned unique user IDs and passwords for network access. Access to systems and applications containing critical information will only be allowed via unique user IDs. Access will be monitored, and actions will be traceable to authorized users.

7.7

Staff are prohibited from sharing their passwords or allowing anyone else to use their network account for any reason.

8.0 Password Policy

This password policy applies to the following:

1. Transaction programs
2. Scheduling programs
3. Access to firewall hardware and software
4. Access to VOIP software and hardware
5. Access to any server-based shared drives or cloud-based storage systems.
6. All computers and portable computers

Passwords shall comply with the following:

- Must be at least six characters in length
- Use both upper- and lower-case letters
- Include one or more numerical digits
- Include special characters, e.g. @, #, $ etc.
- No use of the user's personal information
- No use of passwords that match the format of calendar dates, license plate numbers, telephone numbers, or other common numerical formats
- No use of an Environ password of the following form: consonant, vowel, consonant, consonant, vowel, consonant, number, number (for example pinray45).

Passwords shall be changed if an intrusion has been detected. Employees shall:

- Never share an account or password
- Never tell a password to anyone, including people who claim to be from customer service or security
- Never communicate a password by telephone, email or instant messaging
- Be careful to log off before leaving a computer unattended
- Change passwords whenever there is suspicion that they may have been compromised
- Never use online password-generation tools
- Utilize double authentication feature whenever possible.

Violation of this Password Policy may include progressive sanctions beginning with warnings and ending with possible loss of computer privileges or job termination.

9.0 Scanning Portable Storage Devices and Email Attachments

All computers shall be configured to scan any portable storage devices prior to opening the storage device. MAC computers may install the latest version of “ClamXav” which will automatically scan any portable drives or email attachments prior to opening the device.

10.0 Firewall Server Filtering

The District IT Administrator shall ensure the District firewall does a perimeter filtering of all incoming information, emails, attachments, or files prior to access by anyone of the

external files or information. Updates of the Firewall filtering shall be done on a scheduled basis.

11.0 Training

Training of existing employees shall be done on an as-need basis on our IT policy and security, as deemed by the Director. New employees shall be trained upon hiring.

12.0 Employee or Contractor Separation

Upon separation of any District employee or contractor, all access to any and all computers and programs shall be removed by the Director to ensure no unauthorized access. Removal shall include:

- Transaction programs
- Scheduling programs
- Access to firewall hardware and software
- Access to VOIP software and hardware
- Access to any server based shared drives or cloud-based storage systems.
- All computers and portable computers

13.0 Cyber Security & Incident response

The purpose of this policy is to outline proper and adequate response and protection of district data. This includes but is not limited to staff and patron information. It is of upmost importance to the district to ensure HIPA protected data and other personal and protected information is safeguarded adequately.

13.1

All Shore Aquatic Center computers shall utilize factory antivirus and malware protections. Should the current functional IT team make recommendations regarding the use of alternate protections; these may be utilized at the discretion of the district. It remains the district's perspective that a balance of cost and security be found to ensure proper expenditure of district funds.

13.2

The district will ensure a backup is always plugged into the server. The district's current IT provider shall be responsible for ensuring this backup is updated regularly.

13.3

The district shall always have two backups. One off site, and one plugged directly into the server. One designated employee will be responsible for swapping these drives weekly to ensure a fresh backup is constantly maintained.

13.4

In the event of an incident, the district designee is to immediately contact the current IT provider, WCIA, and WCIA designated cyber security insurance provider. The district will work diligently alongside these coverages and team members to ensure a proper and adequate response from the district.

13.5

The district must work with its current IT provider to perform an annual security audit. This will ensure the district is covered to the best of its ability while balancing reasonability and protection standards. In addition, training for staff handling sensitive data will be provided upon hire. Policy reminders will be brought up at pertinent meetings such as front desk meetings, manager meetings, and other such training times.

13.6

If digital disturbance impacts all devices, Facility is to remain open while our cyber security insurance sorts out what to do; scan cards are to be written down manually on sheets of paper, and the business will remain open on a cash only basis. Lessons will be recorded on paper, and all classes will be done on a first-in-person, first-served basis. We will do our best to honor patrons currently registered for classes; though it is possible, we may need to refund (as applicable) and re-open class registration as in person only. The director, executive director, and management team will supply alternative actions as deemed necessary; thus, should be alerted as soon as possible in the event of a cyber-based incident.

14.0 Data Retention Policy

14.1

For the purposes of future reference, it is imperative that files related to board meetings be stored in an archive on the district website, as well as in the proper folder on the district share drive. These files are to be stored indefinitely in both locations.

14.2

While few other pertinent documents are stored primarily in digital format currently, it is the district's view that digital documents are to remain stored in the current digital storage location for as long as possible. Because digital files take no physical space, they are to remain saved in the share drive, or pertinent location for 10 years, or until no longer accessible.

14.3

If the district switches from share point to another method of mass digital storage, it is imperative that all files are transferred to the new storage method. The current IT provider can help ensure such switches are properly completed as necessary.

310 Operating Hours and Holiday Closures

1.0 Operating Hours

Monday through Thursday: 5:30 A.M. – 8:00 P.M. (extend to 9pm during summer months)

Friday: 5:30 A.M. – 9:00 P.M.

Saturday: 7:00 A.M. - 4:00 P.M. (rental available 4pm - 8pm)

Sunday: 10:00 A.M. - 4:00 P.M. (rental available 4pm - 8pm)

There may be special events or facility rentals scheduled during times when the center is normally closed.

2.0 Holiday Closures

The District facility will be closed for the following days:

New Year's Eve	Open Half Day (5:30am-3:00pm) December 31st.
New Year's Day	Closed January 1st
Independence Day	Closed July 4th
Thanksgiving	Closed 4th Thursday in November
Heritage Day	(8am-8pm) 4th Friday in November
Christmas Eve	Open Half Day (5:30am-3:00pm) December 24th
Christmas Day	Closed December 25th

Full-time employees have the closures listed above included in their benefits. If a closure falls on a weekend, the closest normal workday shall be declared a holiday for full-time employees. Hourly Employees who work Holidays will be paid 1.5x.

3.0 Other Closures

3.1

The Executive Director or the Director have the authority to temporarily close the facility if he/she determines it to be in the best interest of the District for health or safety concerns.

3.2

There will be an annual closure for maintenance each year. The duration and extent will be determined by the Shore Metropolitan Park District Board (Board), executive Director, or Director; and will depend on the amount of maintenance required. Pass holders should be aware of the annual maintenance closure and understand that specific Shore Metropolitan Park District (SMPD) amenities, or the facility will not be available for use at that time.

3.3

Inclement Weather: The Executive Director and the Director have the authority to close or change operating hours for the facility due to inclement weather. Please check our website at: sacpa.org, check your email for closure updates, and follow us on Facebook for the most up-to-date information.

3.4

Closure due to local or national emergency: It is a policy of SMPD to maintain hours of operation, which make the best use of people and resources in serving the needs of the public. Closure of SAC shall be at the discretion of the Executive Director and/or Director after consideration of all the facts presented. The welfare of the public and SMPD employees is of upmost concern.

3.5

If an annual, or monthly-billed annual pass includes the SMPD annual maintenance closure for three weeks or more, the time will be added back on to the pass once the facility re-opens.

312 Commercial Use of District Facilities

1.0 Purpose

It is the policy of the Shore Metropolitan Park District to require a contract or use permit as evidence of entities seeking permission for commercial use of District facilities to show clearly that the applicant has made satisfactory arrangements to meet the various concerns of the District. These concerns include the following:

1. Protection of the facilities
2. Minimized disruption of public use and enjoyment.
3. Avoidance of public safety and health problems.
4. Limiting the District's potential liability exposure.
5. Reimbursement to the Park District for use or damage to District property.

2.0 Definition of Commercial Use

For purposes of this policy "commercial use" is use of District Property to generate income or profit.

3.0 Policy

- No person shall (a) conduct or engage in any private instruction, lesson, class, or similar activity or undertaking or (b) engage in any retail or commercial use at or in any District Facility at any time except as previously approved by the Executive Director or Director. Only District employees may provide instruction, unless otherwise contractually arranged.
- Commercial/Individual applications will be limited to licensed and regulated services that serve the community but whose services cannot be provided by the district.

4.0 Applications for Commercial Use:

People seeking to use District Property for commercial purposes shall apply for a permit for such use on standard forms provided by the district. Applications must be completed in full, and all other documentary evidence required therein must be provided, for consideration to be given to the application. Additional information and assurances may be required, and conditions or restrictions may be placed on the permittee's use, by the district, as appropriate to the application.

4.1

Fees: It is the policy of the district to charge fees for commercial use of District Property. Such fees are not to be considered in any way as a release from responsibility on the part of the permittee for repair and full redress of all damages, injuries or other undesirable effects experienced as a result of the permittee's use of District Property. The fees charged for commercial use of District Property shall be determined by the Board of Commissioners, these fees shall be reviewed periodically by the Board and are subject to change from time to time. The entire fee must be paid prior to commencement of use.

4.2

Waived or Reduced Fees. The District may, in its sole discretion, waive or reduce the required fee with respect to commercial use under the following circumstances:

- Where the use, or product derived or made from such use, is for educational or instructional purposes in District or local school programs; The use furthers (directly or indirectly) or the proceeds from the sale or distribution of the product derived or made

from such use are used in support of public park, recreation or conservation programs or purposes, or other public purposes.

- The use or product of such use is made by a not-for-profit organization which is affiliated with the District, or the majority of whose members are residents of the Park District.
- The user donates or contributes something of at least equal value to the district.

The waiver or reduction of fee is otherwise determined by the Board to be in the best interests of the District.

4.3

Additional Charges. In addition to the foregoing fees, the District will charge for items as applicable, such as electricity, labor for clean-up, required security or supervision, and rental charges for any District equipment required by the permittee, at rates established by the District. Further, depending on the nature/ duration of the proposed use, the District may require a security deposit.

4.4

Certificate of Insurance. Applications must be accompanied by a Certificate of Insurance indicating, which the applicant will have in effect during the entire period for which the permit is sought, public liability insurance of not less than $1 million, and property damage insurance of not less than $1 million. The insurance must be provided by a carrier acceptable to the District. The District (and, if the property is leased by the District, also the lessor) must be named as an additional insured under the policy or policies of insurance.

315 Facility Rentals

All or portions of the SMPD facility are available for rent on an hourly basis. All rental requests should be communicated directly with and approved by the Director. Rentals will depend on availability of staff and mutually agreed upon. No reservations will be confirmed until the rental fee is paid in full. Requests for reservation cancellation refunds will be granted if made two or more working days before scheduled reservation. If the above conditions can be met, the rate shall be as follows:

1.0 Partial Pool Rental

The pool rental includes the use of the facility pool and locker rooms. The rate is based upon availability of the area, amount of space utilized, and level of change in staffing.

1.1

All children under the age of 8 must always have a responsible adult (ages 18 or older) within arm's reach. Youth who cannot swim 15 yards must be always accompanied by an adult in the pool area.

1.2

Port Angeles High School and Port Angeles Swim Club may rent the pool for practice and meets. Times and lanes needed will be determined by the Aquatics manager and/or Director. Fees for swimming teams will be set annually.

1.3

All other swim team rental requests (meets or practice) will need to be presented to the Aquatics manager and/or Director.

1.4 Crescent School Swim Lessons

This allowance of space rental allows them to pay their own instructor and removes the district from all responsibility of organizing their lessons.

2.0 Full Facility Rental

A full facility rental includes the use of the pool, locker rooms and sauna. A waiver and release form must be signed by the individual, group, or company representative renting the premises.

2.1 Rates

Full Facility rental rate is to be dependent upon labor costs. By rule of thumb, facility rental costs should exceed cost of labor (for groups such as Olympic Peninsula Paddlers, Peninsula College, Pewee Football and other groups).

2.2 Staffing

The number of staff required is to be dependent upon rental type and number of people anticipated at the rental. An On-Site supervisor, or manager, is required to be present for such rentals.

2.3 Arrangement

It is required that all full facility rentals be prearranged at a minimum of 3 weeks in advance with the director to allow time to properly staff and schedule. The district reserves the right to refuse rental.

3.0 Locker Rentals

Lockers are available free of charge for daily use only. The lockers are not to be used past closing time. Locks will not be provided. Locks and contents will be removed if left past closing time.

320 Admissions and Refunds

Admission to SMPD is by membership Annual or monthly billed annual, punch pass, general admission, class registration, or complimentary “be our guest” pass. Passes are sold to individuals, families, and businesses.

Memberships and pass-holders will be provided with a scan card. Members and pass-holders are required to present this scan card number to the cashier for inspection to gain admission to the facility. The cashier should examine the scan card and the computer to determine if the holder is the appropriate person and that the membership is in good standing. If a scan card has been lost, there is a $1.00 fee to receive a new one. Special consideration may be given should the card be unusable but not lost.

1.0 ADMISSIONS

1.1 General Single Use Admission

Admission by payment is available on a per visit basis. Patrons who desire to come back the same day must prove that they paid general admission by supplying their receipt. If it is uncertain whether general admission was paid, the patron must re-pay to enter the facility.

The fee varies according to the patron's age. Admission fees are set by the Board and are subject to change.

1.2 Memberships

Membership packages include:

- *Family Membership*: includes two adults 18 years of age and older residing in the same household and 8 children under the age of 18. Due to the same fee structure, youth may be subbed out for Senior or disabled individuals within the same household. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Single parent membership is available for a discount of 25% off the family membership price; or the addition of two eligible youth/senior/disabled individuals. Exchange students may be added to a family pass, additional charges may apply
- *Senior Memberships*: include anyone 60 or older.
- *Veteran/Disabled Memberships*: includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Acceptable proof is Social Security documentation, Handicapped vehicle registration, VA documentation, or doctor's documentation. Any Military ID will satisfy the requirements to receive veteran pricing.
- *Adult Membership*: includes anyone 18 years of age or older.
- *Youth Memberships*: include anyone under the age of 18 years of age.

1.3 Limited Visit Passes

Use passes are for a specific number of visits and are available in each of the above age groupings. The passes can be used for both admission and/or exercise classes. Punch cards are not refundable and do not expire after purchase. No time will be added for maintenance closure. A youth may use an adult punch card, but an adult may not use the youth punch card.

1.4 OMC Limited Pass

This pass is a partnership with OMC to ensure local community members receive physical therapy. A doctor's sheet supplied to OMC must be completed and turned in to receive this membership. This membership lasts 30 days per issued note. The individual may renew this

membership after 30 days if and only if, a new form is completed by the PT and turned in upon renewal. These notes are passed along to the director via the necessary process.

1.5 Annual Pass Paid Monthly

Annual Memberships can be paid two ways. Lump sum payment at time of registration or the patron can sign up for monthly payments.

1.6 Contracted Use

Contractual passes are available for government, companies, and schools. A monthly minimum and maximum charge will be determined at the time of sign-up. Names of approved swimmers should be supplied to the management. SMPD will bill the company/school/military on a monthly basis. Passes will be issued to specific individuals. The contractual passes are not eligible for refunds and passes are non-transferable. Please check current schedule for pass prices and discounts. Rates are subject to change with the approval of Board majority ruling. No additional discounts may apply. No extensions shall be added for time closed for maintenance, less than 3 weeks. Contractual passes are issued at a discounted rate depending on amount and frequency of use.

1.7 Active-Duty Military Discounts

Active-duty military personnel and their dependents shall receive a discount on a membership pass at time of purchase equal to senior/disabled/veteran rate. Military personnel who are deployed may request an extension of their pass. Reinstatement of the pass will be made when the individual has returned and submitted a written request. For all members on a family pass, the expiration date must remain the same. No additional discounts apply. No extensions should be added for time closed for maintenance, less than 3 weeks.

1.8 Complimentary Annual & Limited Visit Memberships

Passes may be exchanged for services rendered to SMPD, subject to government regulations upon the approval of the Executive Director and/or Board of Commissioners.

2.0 REFUNDS

2.1 Refund Policy

THERE ARE NO REFUNDS EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES. There are no extensions for annual maintenance closure except if closure is longer than 3 weeks.

2.2 Membership Refunds

Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. In cases where a refund is warranted, a prorated amount due will be refunded from the date the membership card is surrendered. Membership cards must be returned before receiving a refund. Memberships are not transferable. Memberships may not be extended or transferred for any reason. No refunds shall be issued for daily admission.

2.3 Special Circumstances

Upon written request, the Director will consider amendment or alteration of the terms of unexpired memberships or passes, based upon proof of medical conditions or proof of unusual circumstances. Decisions concerning such requests will be made by the Director, with a right of appeal to the Board of Commissioners.

2.4 Free Swim Tokens

Free Swim Tokens may be given out in lieu of refunds. Free Swim Tokens will sometimes be issued when guests come to our facility to tour the facility because they are thinking of buying a membership. Free Swim Tokens will not expire and may be handed out by individuals authorized by the Director, Executive Director, and/or the Board of Commissioners.

2.5 Check Return Policy

Personal checks will be accepted for Admissions and retail purchases for the amount of purchase only. There will be a $25.00 service charge for all returned checks. No two-party checks will be accepted. No payroll checks will be cashed.

325 Swim Lessons, Aerobics & Yoga

1.0 Registration Policy

To ensure an organized and simple process for class registration the following policy has been approved by the SMPD Board. Questions about this policy can be addressed to the Aquatics Manager or Director.

- Registration will be on a first come, first serve basis
- No registration will be accepted prior to the scheduled registration period.
- Registration must be completed at Shore Aquatic Center, over the phone, or online for applicable activities (e.g. Aerobics & Yoga classes.
- Patrons may register themselves and a maximum of one (1) other person in those classes with limited registration.
- Registration before a class begins is very important to assure participation in the activity of choice. If sufficient registration has not been received by noon the last weekday before a class is scheduled to begin, the class is either canceled or participants are asked to sign up for another class at a different time of day. In the event a class is canceled due to lack of participants, and other arrangements cannot be made, a credit refund will be given.

2.0 Refund Policy

Full refunds will be granted up to noon of the work weekday prior to the start of class. Refunds will be pro-rated from the date the participant comes into the facility to request a refund and only for medical reasons necessitating withdrawal from the class or on the basis that one is moving from the community. Refunds will be made by check, which may take up to thirty days, or credit voucher. Credit vouchers are valid for one year and must be used during that time or forfeited.

3.0 Aerobics & Yoga Classes

- Prospective ongoing class participants may begin to register on the Monday prior to the week of class as space allows.
- Patrons may pay a drop-in fee for fitness classes.
- Entrance to class will not be granted if payment is not current.

4.0 Class Observation and Viewing

Parents and students may use the bleachers and chairs to view classes and instruction.

Photos may not be taken during lessons, as it is a disruption to the class and privacy issues and is against SMPD policy. Photos may be taken at meets and private functions.

Students/Class Attenders shall not enter sauna while waiting for lessons. Children who arrive 5 minutes before the class must wait outside of the pool.

Students/Class Attenders must exit the pool area immediately following lessons. Guardians of young children may pick up their children on the pool deck immediately after the swimming lessons.

330 Gender Equality in Programming

1.0 Purpose

To establish policy and procedure to provide equal access to public community athletic programs and sports facilities by prohibiting discrimination based on gender.

2.0 Policy

The Shore Metropolitan Park District does not discriminate against any person on the basis of gender in the operation, conduct or administration of community athletic programs or sports facilities.

3.0 Definitions

Community Athletic Programs – Any athletic program that is organized for the purpose of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the District.

Sports Facilities – Any property owned, operated or administered by the district for the purpose of training for and/or engaging in athletic activity and competition.

4.0 Procedures

4.1

Community Athletic Programs administered by the district will be operated in a manner that promotes equal opportunities regardless of gender.

4.2

The district will allocate and schedule Sports Facilities in a manner that provides equal access to all Community Athletic Programs.

4.3

This policy will be added as a provision of all leases or use agreements administered by the district.

4.4

The District will not issue a lease or permit for use of any Sports Facility to a third party that discriminates against any person on the basis of gender in the operation, conduct or administration of a Community Athletic Program.

4.5

The policy will be posted on the District website, along with the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy.

4.6

This policy and the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy will be included In all District publications that contain information about athletic programs or facilities operated or administered by the District.

4.7

If discrimination is determined, the district should take the appropriate corrective action.

5.0 Reporting

Any citizen who feels they have been the victim of discriminatory treatment in violation of this policy should report this concern to the District Director or one of the District Supervisors for appropriate investigation. (see Attachment A)

ATTACHMENT A

Employees Responsible for Carrying out Compliance

Steven D. Burke Executive Director

Shore Metropolitan Park District

225 E. 5th St. Port Angeles, WA 98362

(360) 775-2119

Email: steve@scpa.org

Ryan Amiot Director

Shore Metropolitan Park District

225 E. 5th St. Port Angeles, WA 98362

(360) 775-2119

Email: ryan@scpa.org

335 Head Injury and Concussions

1.0 Purpose Statement

A 2009 act requiring the adoption of policies for the management of concussion and head injury in youth sports; amending the Revised Code of Washington 4.24.660 and adding a new section to RCW chapter 28A.600 states, in part, the following:

> Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.
> Private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with this law.

2.0 Policy

Although the law generally directs these instructions to school districts and the Washington Interscholastic Activities Association (WIAA), it also specifies that private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with the law. Shore Metropolitan Park District (District) requires all youth sports activities using District property or facilities to comply with this law.

All programs will have the approved concussion form available as part of the sign up and registration process. No youth users can start a program or lesson until the parents or legal guardians have signed the Concussion Compliance Release Form (see Attachment A).

> All facility use contracts (long term or short term) will incorporate the **Facility Use Compliance for Youth Sports-Head Injury Form** as part of the contract for use (see Attachment B)
> A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain**

damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear.

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The "Zackery Lystedt Law" in Washington requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years: "A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time." "[He or she]...may not return to play until the athlete is evaluated by a licensed health-care provider trained in the evaluation and management of concussion and has received written clearance to return to play from that health care provider. Additional information regarding concussion management is available from the Centers for Disease Control and Prevention (CDC) at: http://www.cdc.gov/ConcussionInYouthSports/.

ATTACHMENT A

Concussion Compliance Release Form

A 2009 act requiring the adoption of policies for the management of concussion and head injury in youth sports; amending the Revised Code of Washington 4.24.660 and adding a new section to RCW chapter 28A.600 states, in part, the following:

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury.

> ***On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.***
>
> ***Private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with this law.***

Although the law generally directs these instructions to school districts and the Washington Interscholastic Activities Association (WIAA), it also specifies that private, nonprofit youth sports associations wanting to use publicly owned playfields are required to comply with the law. [Member name] requires all youth sports activities using [Member] property or facilities to comply with this law.

Please read the information below and affix your signature to indicate that you have read this document. This form must be returned to the Shore Metropolitan Park District and is good only for the current sports season.

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a

"ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Lystedt Law Compliance

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- "Don't feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents/guardians, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays

- Is unsure of game, score, or opponent
- Moves clumsily or displays lack of coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Lystedt Law Compliance

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often underreport symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents/guardians, and athletes is the key for youth athletes' safety.

If you think your child has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The "Zackery Lystedt Law" in Washington requires the consistent and uniform implementation of long and well-established return-to-play concussion guidelines that have been recommended for several years: "A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time." "[He or she]…may not return to play until the athlete is evaluated by a licensed health-care provider trained in the evaluation and

management of concussion and has received written clearance to return to play from that health care provider." You should also inform your child's coach if you think that your child may have a concussion. It is better to miss one game than miss the whole season. And when in doubt, the athlete sits out. Additional information regarding concussion management is available from the Centers for Disease Control and Prevention (CDC) at: http://www.cdc.gov/ConcussionInYouthSports/. By signing below, I indicate that I have reviewed the information regarding concussions outlined in this document.

_____

Athlete Name Printed and Date Athlete Signature

_____ _____

Parent/Guardian Name Printed & Date Parent/Guardian Signature

Attachment B

Facility Use Compliance for Youth Sports-Head Injury Form

(Attach to any building/facility use request form and use Contracts)

_____ requests the use of the Shore Metropolitan Park District Facility located at 225 E. 5th St. Port Angeles, WA 98362, for the following dates:

Date	**Activity**

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by RCW 4.24.660.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least $1,000,000 due to bodily injury or death of one person and at least $2,000,000 due to bodily injury or death of two or more persons.

Signed:_____

Representative of Private Non-Profit Youth Sports Group:_____

_____

Date:_____

Note: Access to (Member) facilities may not be granted until all requirements of this application are complete and approved by the (Member).

340 Financial Aid/Scholarship Policy

1.0 Purpose

The Shore Metropolitan Park District understands that families and individuals due to circumstances beyond their control can experience severe financial problems. For this reason, the Financial Aid/Scholarship Program was created enabling residents to have access to the pool and programs at a reduced fee.

Shore Metropolitan Park District's Financial Aid/Scholarship program exists for the purpose of helping members through periods of financial hardship. Assistance is provided for residents living within the boundaries of the Shore Metropolitan Park taxing District. The amount of financial aid awarded is done through discounts Based on the district approved pricing scale. Eligibility is not automatic as there is limited financial aid available. Families that apply will have to comply with the requirements set forth below. Failure to do so can lead to the termination or lack of eligibility for aid. Any resident interested in this program may stop by Shore Aquatic Center and pick up an application or download from the Shore Aquatic Center website (sacpa.org). If you have any questions, please call 360-775-2119.

The Shore Metropolitan Park District's goal in the Scholarship Policy is to administer a Financial Aid/Scholarship program in which access to the Shore Aquatic Center and programs are available to the entire community regardless of race, skin tone, religion, sex, national origin, age, or disability.

2.0 Eligibility

To be eligible to receive financial assistance, the applicant must meet the following criteria:

- Applicant Must be a resident of the Shore Metropolitan Park District.
- Applicant Must apply for assistance in writing using the financial aid form provided by the District.
- Applicant Must provide written documentation requested by the District.
- Residents must submit a copy of their most recent federal income tax return (Form 1040) and any additional income verification information requested.

3.0 Scope of Financial Aid

The financial aid program is intended to benefit residents in temporary financial need. Financial aid may not be available for all programs or for some direct cost as determined by the District Board. These would include contractual programs, special events and ticket type events. The district offers Financial Aid/Scholarships for Swim Lessons, Passes, and Child Care.

4.0 Other

- All information on the application must be true and accurate. **Financial aid provided is legally recoverable if awarded on the basis of false information.** Any applicant who receives financial aid based upon false information shall pay the entire amount back to the District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs.
- All information received will remain confidential.
- All financial aid shall be awarded solely based upon the individual need of the applicant regardless of race, skin tone, gender, religion or sexual orientation.

5.0 Application Procedures

1. Complete the financial aid application form which is available at the District office or the District website. Return the completed form along with all required documentation to:

   Shore Metropolitan Park District
   Financial Aid Application 255 E. 5th St.
   Port Angeles, WA 98362
2. Upon receipt, the designated district official will review the application and make a decision of approval/disapproval and if approved, the percentage amount of financial aid to be provided. Aid provided will be based on many factors including, but not limited to, family size, family income, other types/amounts of aid received from agencies and other extenuating circumstances. Another consideration shall be the number of applicants for financial aid.
3. Applications for financial aid will be notified within 2 weeks of receipt of completed application, including all necessary documents, as to the grant status.
4. Upon approval, applicants may register for programs through regular District registration procedures.

Financial aid is valid for one calendar year and a new application must be submitted each year.

345 Advertising and Sponsorship

1.0 Purpose

As a public organization, Shore Metropolitan Park District gratefully accepts tax-deductible sponsorships or advertising to support its mission relevant activities. The district will not solicit or accept sponsorships from people or entities whose practices, policies, or operations are deemed unacceptable and contrary to the values implicit in its mission.

2.0 Policy

Shore Metropolitan Park District actively solicits and encourages individuals, the business community, service clubs, and other organizations to become sponsors of District events, programs, and services. The district will enter into sponsorship agreements with sponsors as it is deemed appropriate. Sponsorship agreements may vary by sponsor. This policy is designed to be mindful of the district's status as a public agency receiving tax revenue. The district reserves the right to refuse or decline any offer of sponsorship at its absolute discretion or to negotiate with the sponsor concerning any aspect of proposed sponsorship.

A sponsorship is defined as a mutually beneficial exchange arranged in advance whereby the district obtains support for a specified activity. The sponsor receives acknowledgement in return for cash and/or products and services-in-kind to the district.

Shore Metropolitan Park District will accept advertising proposals which are consistent with its mission. The district will enter advertising contracts as it deems appropriate. Advertising agreements may vary by advertiser. The district reserves the right to refuse or decline any advertising proposal at its discretion or to negotiate with the advertiser concerning any aspect of proposed advertising.

3.0 Guidelines

The district welcomes sponsorship, and advertising offers in support of its organizational efforts, subject to the following guidelines:

- The district will not accept sponsorship that reflects in a negative manner on the organization, does not align with its mission statement, or is not in the best interest of the health and safety of the organization as determined by the District Board.
- The district does not accept corporate sponsorships for certain categories of products and services, including, but not limited to, alcohol products, illegal drugs and drug paraphernalia, weapons, tobacco products or establishments, sexual escort services, gambling opportunities or casinos, weight-loss products or plans, and check cashing services.
- The district does not endorse, directly or by implication, any products, services, or ideas promoted except those sponsored directly by the organization.
- Individual staff should not receive any substantial benefit from association with sponsors. Any commissions, substantial gifts, or other financial benefits should be brought to the attention of a supervisor.
- The district must retain control over any sponsored program and sponsors will not have any input into operational matters relating to a project they have sponsored
- This policy is not applicable to philanthropic contributions, grants, or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists.

These guidelines are intended to provide general guidance. They are not inclusive or exhaustive and are subject to change at the discretion of the district at any time.

350 Facility Use Rules

1.0 Purpose

This policy is to ensure consistent development and application of facility use rules which need to be enforced and obeyed while in the facility of the Shore Metropolitan Park District (District). Lifeguards may use their discretion for rules not listed here but pose safety concerns.

2.0 Rules

2.1 General Facility Rules

- Children 6 and older must use the locker room of their gender. Family changing rooms may be used by parents with older children of a different gender.
- Lifeguards must be on duty before swimmers are allowed in the water.

- The Shore Aquatic Center reserves the right to prohibit or eject any person who may endanger the safety of others or self or cause offense to others.
- Smoking is not allowed in the facility or within 25 feet of any doors, windows, or vents.
- Food and drinks are not allowed in the locker rooms, family-changing room or inside the deck fence.
- Glass containers are not allowed in the facility.
- The Shore Aquatic Center is not responsible for lost or stolen items.
- Lost and found items will be given to charity after 2 weeks.
- No changing on deck.
- People with infections or open wounds are not allowed in the pools.
- Every person must take a shower before entering the pool.
- Appropriate swimwear must be worn.
- Plastic pants with a cloth diaper or swim diapers must be worn by patrons needing protection in the pools. Disposable diapers are not allowed.
- Street shoes must be clean to be allowed on the pool deck.
- Only service animals are allowed in the facility and must remain in the lobby and/or spectator areas.
- Persons under the influence of alcohol or drugs are not allowed in the facility.
- The Family Changing rooms are available to everyone; with preference to individuals with disabilities and families with older children of different genders.
- Private Day Camps must provide one adult per 5 children under 8 years of age.

2.2 Pool Rules

- Children 7 years and under must always be accompanied by an adult that's in the water & within arm's reach regardless of swimming ability.
- Distracting, splashing or disobeying the lifeguards is not allowed.
- Only forward, feet first jumps allowed off the sides of the pools where diving is not allowed.
- No hanging or sitting on lane lines or buoy lines.
- The competitive starting blocks are used only during instructional or competitive swimming program times or in the presence of a coach or other trained instructor.
- Non-swimmers must stay in shallow water of less than chest depth or with an adult who is in water of less than chest depth regardless of whether they are wearing or using a floatation device.
- Patron floats and toys are allowed during swims and must be cleaned and approved by the supervisor before entering the pool.

- Patrons under the age of 13 must pass the swim test and receive a wrist band to utilize the dive tank and its amenities.

2.3 Dive Tank Rules

- The dive tank is off limits for swimming when other amenities in the dive tank are in operation.
- Diving is only allowed in the dive tank when other amenities in the dive tank are closed.
- When diving from the board, leave only forward from the end of the board. Unless supervised by a designated diving instructor.
- Patrons must leave the board & rock wall in a standing position.
- Only one person on the diving board & rock wall at a time.
- Each patron on the diving board or rock wall must wait until the previous patron has reached the pool ladder and is climbing out of the pool before use.
- Patrons must dive or jump straight off the end of the diving board.
- Patrons must swim in a safe and quick manner to the closest pool ladder and climb out of the pool immediately after using diving board, Rockwall, or rope swing.

2.4 Sauna Rules

- The maximum capacity is 10 patrons at any one time.
- Patrons 15 years of age and over may use the sauna.
- Every person must take a shower before and after entering the sauna.
- Pregnant women, elderly persons and patrons suffering from heart disease, diabetes or high blood pressure should use caution and consult their physician before using the sauna.
- Patrons should limit their stay in the sauna to 15 minutes at any one session.
- Exercising is not allowed in the sauna.

2.5 Swimming Lesson Rules

- Students may not enter the water until their instructor begins class.
- Students must always stay with arms reach of their instructor when in the pool or have on hand on the wall. Acceptations may be made at instructor discretion.
- Lifejackets may be used on diving board during swimming lessons.
- Students must get out of the pool when the lessons end. Instructors need to make sure all their students are out before they leave the class area.

- If the pool cancels for any reason, the Aquatics manager will determine a viable option for reimbursement. Solutions include but are not limited to a credit placed on the student's account & optional makeup lessons.
- All pool rules apply.

2.6 Lap Swimming Rules

- All patrons in lap lanes must swim laps. Maximum occupancy is 8 patrons per lane unless otherwise designated, i.e. water walking, swimming lessons, therapy groups. Individuals who do not swim laps will be asked to leave the lap lanes
- When the lap lanes become crowded, patrons will be asked to swim in a circular direction. During this time, patrons will need to swim in a lane that matches their swimming speed.
- Equipment such as pull buoys, masks, fins, snorkels and paddles may be used.
- Open to all ages. Children must be able to swim at the same pace as the slowest swimmer.
- Lap Swimming Etiquette for circle swimming
- Swim to the right of your lane at all times
- When passing another swimmer, pass to the person's left, down the middle of the laneat full speed. Once you have finished passing, swim to the right of the lane again.
- When being passed, slow down until the overtaking swimmer has completely passed you.
- If someone is at your heels, when you reach the wall pause to let that person pass.
- When swimming into the wall, keep to the right (not the middle or the left) so that if a person is passing you at the end of a lane, they will have space to turn.
- When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible to allow space for the incoming swimmers.
- If a problem should arise, be sure to let the lifeguard know.
- If you are swimming faster than others are in your lane, move to a faster lane. If you are swimming slower than others in your lane, move to a slower lane.
    - If you want to stretch out or do other exercises in the water, use the appropriate part of the pool.

2.7 Open Swim Rules

- Maximum occupancy is 234.

- All floatation devices including mats must remain in the activity and wellness pools. Inner tubes must remain in the lazy river.
- Patrons must be able to comfortably swim the width of the shallow end with their face in the water if they wish to go off the diving board or swim in the dive tank.
- No standing on mats or inner tubes, both must be kept at least 3' from the pool edge.
- Soft, inflatable balls and toys may be used at the lifeguards' discretion
- No running.
- Talking to, splashing or distracting the lifeguards is not permitted.
- No chicken fights or shoulder rides.
- No profane or abusive language, fighting, or other offensive behavior. Patrons engaging in these activities will be asked to leave the building.
- Dunking, pushing, spitting or other forms of horseplay are not allowed in the facility.
- Only forward, feet first jumps from the deck are allowed in shallow water. Forward feet first jumps and dives are allowed in the 12' area. Front flips, back flips, and/or back dives are not permitted from the side of the pool.
- Anyone wearing a lifejacket is assumed to be a non-swimmer and must be within arm's reach of an adult at all times.

2.8 Equipment Rules

- Kickboards may not be sat or stood on.
- Lifejackets are available at any swim.
- Children wearing lifejackets must have an adult within arm's reach or stay in water where they can touch while wearing the lifejacket. Adults wearing lifejackets must stay in chest deep water where they can touch while wearing the lifejacket.
- Inflatable equipment will be restricted to the shallow end.
- Standing on, jumping on, or diving on/into the inner tubes or other inflatable equipment will not be allowed.
- If people bring their own toys, they may use them. Toys left unattended may be removed. Squirt guns may be used as long as they are used responsibly.
- Stacking of inner tubes and/or mats is not allowed.
- Inner tubes must be kept at least 3 feet from the edge of the pool.

2.9 Rope Swing Rules

- One person on Platform at a time
- Swing straight out and let go
- Only use with Lifeguard supervision

355 Sex Offenders

1.0 Purpose

In order to protect the patrons using public facilities and especially the minor aged patrons, the Washington State Legislature in 2009 gave authority to public facilities which have minors present to remove any people who are registered sex offender at any level.

2.0 Policy

As a Covered Entity as defined by RCW 9A.44.193, the William Shore Memorial Pool District (District) can legally remove any person(s) who are defined as Covered Offender in RCW 9A.44.190 by issuing a written notice (see attachment A) to the Covered Offender. If the Covered Offender does not leave the premises police can be called to remove the Covered Offender and he/she can be arrested and charged with a felony. The written notice must include the following:

1. *You must leave the legal premises of the Shore Metropolitan Park District facilities and property and may not return without the written permission from the Executive Director of the Shore Metropolitan Park District; and*
2. *If you refuse to leave the legal premises of the Shore Metropolitan Park District, or thereafter return and enter within the legal premises of the Shore Metropolitan Park District without written permission, you may be charged and prosecuted for a felony offense as provided in RCW 9A.44.196.*
3. *You may file a petition with the district court alleging that you do not meet the definition of "covered offender" in RCW 9A.44.190*

3.0 Definitions

3.1

"Covered offender" means a person required to register under RCW 9A.44.130 who is eighteen years of age or older, who is not under the jurisdiction of the juvenile rehabilitation authority or currently serving a special sex offender disposition alternative, whose risk level classification has been assessed at a risk level II or a risk level III pursuant to RCW 72.09.345, and who, at any time, has been convicted of one or more of the following offenses:

a) Rape of a child in the first, second, and third degree; child molestation in the first, second, and third degree; indecent liberties against a child under age fifteen; sexual misconduct with a minor in the first and second degree; incest in the first and second degree; luring with sexual motivation; possession of depictions of minors engaged in sexually explicit conduct; dealing in depictions of minors engaged in sexually explicit conduct; bringing into the state depictions of minors engaged in sexually explicit conduct; sexual exploitation of a minor; communicating with a minor for immoral purposes; *patronizing a juvenile prostitute;
b) Any felony in effect at any time prior to March 20, 2006, that is comparable to an offense listed in (a) of this subsection, including, but not limited to, statutory rape in the first and second degrees [degree] and carnal knowledge;
c) Any felony offense for which:
d) There was a finding that the offense was committed with sexual motivation; and
e) The victim of the offense was less than sixteen years of age at the time of the offense;
f) An attempt, conspiracy, or solicitation to commit any of the offenses listed in (a) through (c) of this subsection;
g) Any conviction from any other jurisdiction which is comparable to any of the offenses listed in (a) through (d) of this subsection.

3.2

“Covered entity" means any public facility or private facility whose primary purpose, at any time, is to provide for the education, care, or recreation of a child or children, including but not limited to community and recreational centers, playgrounds, schools, swimming pools, and state or municipal parks.

Attachment A

COVERED OFFENDER NOTICE TO VACATE PREMISE

In accordance with RCW 9A.44.193, the Shore Metropolitan Park District, as a “Covered Entity” hereby gives written notice that as a “Covered Offender”, as defined in RCW 9A.44.190, that:

1. You must leave the legal premises of the Shore Metropolitan Park District facilities and property and may not return without the written permission from the Executive Director of the Shore Metropolitan Park District; and

2. If you refuse to leave the legal premises of the Shore Metropolitan Park District, or thereafter return and enter within the legal premises of the Shore Metropolitan Park District without written permission, you may be charged and prosecuted for a felony offense as provided in RCW 9A.44.196.
3. You may file a petition with the district court alleging that you do not meet the definition of "covered offender" in RCW 9A.44.190

Definitions:

"Covered offender" means a person required to register under RCW 9A.44.130 who is eighteen years of age or older, who is not under the jurisdiction of the juvenile rehabilitation authority or currently serving a special sex offender disposition alternative, whose risk level classification has been assessed at a risk level II or a risk level III pursuant to RCW 72.09.345, and who, at any time, has been convicted of one or more of the following offenses:

a) Rape of a child in the first, second, and third degree; child molestation in the first, second, and third degree; indecent liberties against a child under age fifteen; sexual misconduct with a minor in the first and second degree; incest in the first and second degree; luring with sexual motivation; possession of depictions of minors engaged in sexually explicit conduct; dealing in depictions of minors engaged in sexually explicit conduct; bringing into the state depictions of minors engaged in sexually explicit conduct; sexual exploitation of a minor; communicating with a minor for immoral purposes; *patronizing a juvenile prostitute;
b) Any felony in effect at any time prior to March 20, 2006, that is comparable to an offense listed in (a) of this subsection, including, but not limited to, statutory rape in the first and second degrees [degree] and carnal knowledge;
c) Any felony offense for which:
d) There was a finding that the offense was committed with sexual motivation; and
e) The victim of the offense was less than sixteen years of age at the time of the offense;
f) An attempt, conspiracy, or solicitation to commit any of the offenses listed in (a) through (c) of this subsection;
g) Any conviction from any other jurisdiction which is comparable to any of the offenses listed in (a) through (d) of this subsection.

“Covered entity" means any public facility or private facility whose primary purpose, at any time, is to provide for the education, care, or recreation of a child or children, including but

not limited to community and recreational centers, playgrounds, schools, swimming pools, and state or municipal parks.

360 Pool Contamination Guidelines

1.0 Introduction

This policy is to outline the required procedures for responding to fecal accidents in chlorinated Water Recreation Facilities, as defined by WAC 246-260. According to the Centers for Disease Control (CDC), a diarrheal fecal accident presents a higher risk than a formed stool accident. With most diarrheal illnesses, the number of infectious germs found in each bowel movement decreases as the diarrhea stops and the person's bowel movements return to normal. Therefore, formed stool is probably less of a risk than a diarrheal accident and the decontamination steps are slightly different.

2.0 Pool Contamination Guidelines

2.1 Decontamination Steps

- For both formed stool and diarrhea accidents, direct everyone to leave the pool. If you have multiple pools that use the same filter, all pools will have to be closed. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.
- Remove as much of the fecal material as possible using a net or scoop and dispose of it in a sanitary manner. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection).
- Spot disinfect the area of land contamination with a small quantity of available disinfectant. A solution of
- 5.25 percent calcium or sodium hypochlorite diluted 1:10 with water may be used for disinfection.

2.2 What do I do about formed stool in the pool?

Formed stools can act as a container for germs. If the fecal matter is solid, removing the feces from the pool without breaking it apart will decrease the likelihood of pool contamination.

- Raise the free available chlorine to a minimum of 4 ppm and ensure the pH is between 7.2 - 7.5. This chlorine concentration was selected because it will kill Giardia in less than 30 minutes, which is the worst scenario according to the CDC
- Backwash the filter thoroughly after reaching the CT value. Where appropriate, replace the filter media.
- Check the level of chlorine again to ensure the concentration is at least 4.0 ppm, and pH 7.2 - 7.5, for an additional 30 minutes.
- Swimmers may be allowed back into the pool after the required CT value has been achieved and the chlorine level has been returned to the normal operating range allowed by WAC 246-260- 999.

Check to make sure chlorine is not more than the test kit can read; use dilution tests. Before reopening the pool, record the accident on the WSMPD Contamination Incident Report and Incident Log.

2.2.1

A certified AFO, CPO, or equivalent shall be informed of any contamination. This certified individual shall assist in ensuring all current contamination protocol is followed.

2.3 What do I do about diarrhea in the pool?

Diarrheal accidents are much more likely to contain germs than formed stool accidents.

1. Raise the free available chlorine concentration to 20 ppm (footnote 2) (mg/L) and maintain the pH between 7.2 and 7.5. This chlorine and pH level should be sufficient to inactivate Cryptosporidium and should be maintained for at least 12.75 hours(footnote 1).
2. Ensure that the filtration system is operating while the pool reaches and maintains the proper chlorine level during disinfection. If necessary, consult an aquatics professional to determine and identify the feasibility, practical methods, and safety considerations before attempting the hyperchlorination of any pool.
3. Backwash the filter thoroughly after reaching the CT value. Where appropriate, replace the filter media.
4. Swimmers may be allowed back into the pool after the required CT value has been achieved and the chlorine level has been returned to the normal operating range allowed by WAC 246-260- 999.
5. Check to make sure chlorine is not more than the test kit can read; use dilution tests (see footnote

Before reopening the pool, record the accident on the SMPD Contamination Incident Report and Incident Log.

NOTE:

- For incidents resulting in vomitus, blood, or other bodily fluids on the pool deck or in the locker rooms, refer to Washington State Department of Labor and Industries for proper bloodborne pathogens precautions and procedures.
- Improper handling of chlorine-based disinfectants could cause injury. Follow proper occupational safety and health requirements when following these recommendations.

If an incident occurs resulting in minor cuts and scrapes to the bather, verify that at the time of the incident the pool's disinfection levels meet the requirements outlined in the water recreation facility guidelines.

Footnote 1 :

CT refers to concentration (C) of free available chlorine in ppm multiplied by time (T) in minutes. If pool operators want to use a different chlorine concentration or inactivation time, they need to ensure that CT values always remain the same (See CDC Web address for examples and additional recommendations: http:// www.cdc.gov/healthyswimming/fecal_response.htm)

Footnote 2 :

Many conventional test kits cannot measure high free available chlorine levels. Use chlorine test strips that can measure free available chlorine in a range that includes 20 ppm (such as those used in the food industry) or make dilutions for use in a standard DPD test kit using chlorine-free water.

2.3.1

A certified AFO, CPO, or equivalent shall be informed of any contamination. This certified individual shall assist in ensuring all current contamination protocol is followed.

Attachment A:

SMPD Pool Contamination Procedures

Feces and Vomitus

Pool and spa operators should be aware that fecal matter (stool) or vomitus in the pool poses a potential health risk for all pool users. If contamination should occur, the following

is a general guide developed for pool operators by the Washington State Department of Health.

Step 1 - Evacuation.

Instruct bathers to exit the pool. Close the pool until all steps in this guideline are completed.

Step 2 - Evaluation.

Determine (if possible) who contaminated the pool.

a) Go to Step 3 if all of these conditions are met: The stool or vomitus is intact, easily picked up, and illness is not suspected.
b) Go to Step 4 if one or more of these conditions is met: The stool is loose, the stool or vomitus is not easily picked up, or illness is suspected.

Step 3 – Removal and Disinfection Procedures for Conditions Listed in Step 2a.

a) Remove as much of the feces or vomitus as possible. Use of leaf catchers or leaf rakes is helpful.
b) Vacuum the remaining visible material.
c) Small material that is floating on the surface and cannot be removed by use of leaf catchers or leaf rakes should be pushed toward the overflow or skimmers until all visible material is removed.
d) Spot disinfect the area of contamination with a small quantity of available disinfectant.
e) Add one ounce of calcium hypochlorite (or 4 to 5 ounces of Calcium or Sodium hypochlorite) which has been mixed in a small bucket of water to the affected area.
f) Brush the walls and bottom of the pool in the contaminated area.
g) Wait approximately 30 minutes to ensure chlorine levels and pH levels meet the requirements outlined in the Water Recreation Facility Regulations, especially in the area where chemicals have been added.
h) Backwash the filter. (Pool operators with vacuum DE [diatomaceous earth] filters may use the Vacuum DE Filter Option on the reverse page.)
i) Reopen the pool.

Step 4 – Removal and Disinfection Procedures for Conditions Listed in Step 2b.

a) Follow all the measures outlined in Steps 3 a, b, and c above.
b) Swimming pools; raise the chlorine to a minimum maintained free chlorine residual of 4 PPM and let the water recirculate for a minimum of 24 hours. (Refer to the High

Chlorine Dosage guidelines if the pool cannot be closed for 24 hours.) Spas and wading pools; it is recommended that spas (and small wading pools) be drained, the sides and bottom brushed with 100 PPM chlorine, refilled and balanced.

c) Backwash the filter.
d) Reopen the pool.

Step 5 – Recordkeeping.

When incidents of contamination occur document what you did to correct the situation. Maintain this record with your daily operating records.

Contamination Report

An example of contamination report is attached for recordkeeping (see attachment c) More current examples may be available upon request.

Blood

If an incident occurs resulting in minor cuts and scrapes to a bather, verify that at the time of the incident the pool's disinfection levels meet the requirements outlined in the water recreation facility regulations.

If there is a serious injury resulting in significant blood loss in the pool, follow the procedures outlined in Steps 1, 3 d, e, and g, and 5.

Note: ***For incidents resulting in feces, vomitus, blood or other bodily fluids on the pool deck or in the locker rooms, refer to Washington State Department of Labor and Industries for proper bloodborne pathogens precautions and procedures.***

Attachment: B

High Chlorine Dosage Guidelines

Use only after contamination of pool by feces or vomits.

CAUTION:

- You are using this worksheet because your pool has been contaminated by feces or vomitus AND the responsible person is ill or suspected to be ill, OR the stool or vomitus is loose or spread into a large area.

- Use this sheet only if the pool cannot be closed for 24 hours (see Step 4b on the other side of this guide).
- Be aware that you will be trying to reach a high chlorine residual. After determining the needed chlorine level, you should contact your swimming pool equipment supplier to ensure this level will not have a harmful effect on the pool or equipment.
- Do not use this procedure unless you are familiar with calculating and reaching high chlorine residuals.
- Do not use this procedure unless you understand how to use your chlorine test kit to accurately read high chlorine residuals.
- Do not use this procedure unless you can quickly lower high free chlorine residuals to less than 6 PPM.

Time and Concentration Calculation:

Use this chart to determine the amount of time you wish to keep the pool closed and the minimum concentration of chlorine necessary for that time to ensure bacteria from the incident are killed. Times different from the chart can be calculated by using the formula: 7,200, T = C or 7,200, Time in minutes = the Concentration of chlorine in PPM.

Time	**4 hrs**	**6 hrs**	**8 hrs**	**10 hrs**	**12 hrs**	**14 hrs**	**16 hrs**	**18 hrs**	**20 hrs**
Hours	**30ppm**	**20ppm**	**15ppm**	**12ppm**	**10ppm**	**9ppm**	**8ppm**	**7ppm**	**6ppm**

Amount of Chlorine Needed:

The amount of chlorine needed to achieve the PPM you have determined will depend on:

1. the volume of water in your pool and,
2. the concentration of the chlorine you are using. Read the product information with the chlorineyou are using or contact your pool equipment supplier. You might consider using chlorine made for shocking which would dissipate quickly. The pool cannot be opened until the free chlorine level is below 6 PPM.

Attachment C:

Contamination Incident Report

Incident Control Log #_____

Date of Occurrence: _____

Material in the pool was: _____

Refer to the SMPD Pool Contamination Procedures and the High Chlorine Dosage Guidelines for specific response and calculations needed for incident.

The person responsible:

( ) had illness symptoms; ( ) had no illness symptoms, ( ) could not be found. Contaminated material in the water was: ( ) Solid ( )Liquid

It was determined to close the pool for _____ hours and the free chlorine level to be maintained was

_____ ppm.

The amount of chlorine added was _____ (lbs, ozs.,qts, gals.) of _____ (type of chlorine added). The pool was closed at _____ ( )AM; ( )PM on ___/___/___.

The pool was reopened at _____ ( )AM; ( )PM on ___/___/___.

The chlorine level at the time of opening was _____ ppm (pools with a free chlorine level above 6ppm cannot be opened)

Signed: _____

Name:_____ Date:_____

Supervisor:_____ Signed:_____

Date:_____

365 Medical Assistance for Patrons

1.0 Purpose

Patron of the Shore Metropolitan Park District (District) recreation programs may suffer from allergic reactions or have medical conditions which require the administering of injections or medications. It is possible that District staff may be requested to administer medications or injections, particularly to minors.

2.0 Policy

District staff should refrain from administering shots or medications of any kind. The District position is that medications and injections should **only** be administered by healthcare professionals who are trained and licensed in the State of Washington.

2.1 Printed Policy Statement

Medical Assistance:

- Our staff is not permitted to administer prescription or non-prescription medication to children. This includes Tylenol, cough medicine, allergy medicine, suntan lotion, etc. If your child takes medication regularly or for a temporary condition, any medication must be in the original container and be clearly labeled with the child's name and description of medication, physician and dosage. The medication form is required and must be completed. Staff cannot hold medications.

2.2

Children must be in possession of their own medication and/or suntan lotion and must be able to administer it themselves.

Giving "assisted injections or medications" should only be done in a life-threatening situation, by personnel certified to perform first aid and CPR. For all medical emergencies, staff should call 911 and provide emergency first aid under the direction of the 911 emergency medical dispatcher.

370 Service Animals

1.0 Background

The Washington Law Against Discrimination (WLAD) broadly defines “service animal” as an animal that is trained for the purpose of assisting or accommodating a person’s sensory, mental or physical disability (WAC 162-26-040).

If an animal meets this broad definition, it is considered a service animal. It does not have to be licensed or certified by a state or local government or a training program. This policy differentiates “service animals” from “pets,” describes types of service animals, provides guidelines for staff and tenants for the acceptance of service animals, and sets behavioral guidelines for service animals.

2.0 Definition of Service Animal

Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. A companion animal with good temperament and disposition, and who has reliable, predictable behavior, may assist a person with a disability as a therapy tool. The animal may be incorporated as an integral part of a treatment process. Service animals are usually dogs but may be any animal designated by the person and his or her treatment provider.

Service animals are not considered to be pets. A person with a disability uses a service animal as an auxiliary aid similar to the use of a cane, crutches or wheelchair.

2.1 Examples include:

- Guide Animal: An animal, trained to serve as a travel tool by a person who is legally blind.
- A hearing animal, trained to alert a person with significant hearing loss or who is deaf when a sound occurs, such as a knock on the door.
- Service Animal: An animal, trained to assist a person who has a mobility or health disability. Duties may include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, emotional support, etc. Service animals sometimes are called assistance animals.
- Seizure Response Animal: An animal, trained to assist a person with a seizure disorder. The animal’s service depends on the person’s needs. The animal may go

for help or may stand guard over the person during a seizure. Some animals have learned to predict a seizure and warn the person.

- A Companion Animal or Emotional Support Animal: An animal that assists persons with psychological disabilities. Emotional support animals can help alleviate symptoms such as depression, anxiety, stress and difficulties regarding social interactions, allowing tenants to live independently and fully use and enjoy their living environment.

3.0 Guidelines for Staff regarding Service Animals

- You may not ask questions about the person's disability. You may ask if he/she needs any accommodations with their disability.
- You may not ask to be shown certification or a special ID card as proof of the animal's training.
- You may not ask a guest with a service animal to use a specific entrance, exit or area of the business, although public identification is not required, most dogs wear some form of visible identification to represent them as Assistance Dogs. You may see equipment such as a tag, vest, coat, harness, or backpack. Dogs can be mixed or purebred and of any size.
- The service animal must be permitted to accompany the individual with a disability to all areas of the facility where customers are normally allowed to go except where animals are specifically prohibited due to safety and health concerns.
- An individual with a service animal may not be segregated from other customers You may not charge a fee for the service animal.

4.0 Staff Training and Service Animals Rules and Guidelines

The District Executive Director or his/her designee will ensure that staff is properly trained in the facility's service animal policies, including the following rules:

- Allow a service animal to accompany the person/handler at all times and everywhere on District property except where animals are specifically prohibited.
- Do not pet or touch a service animal. Petting a service animal when the animal is working distracts the animal from the task at hand.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

- Do not deliberately startle a service animal. Do not separate or attempt to separate a person/handler from her or his service animal. Avoid making noises at the animal (barking, whistling, etc.)
- Avoid initiating conversation about the service animal, the person's disabilities or other service animals one has known. If you are curious you may ask if the person/ handler would like to discuss it but be aware that many persons with disabilities do not care to share personal details.
- Remember, not all disabilities are visible. The nature of the person's disability is a private matter, and you are not entitled to inquire for details.
- If other people complain about the fact that they are not allowed to have a pet and want to know why you have made an exception, simply state that the District complies with the Federal ADA and Washington Law Against Discrimination.
- Service animals do not need to wear any special identifying gear such as tags, harnesses or capes.
- A person may train his or her own service animal and is not required to provide any information about training or the specific tasks the animal performs.
- The animal must be supervised, and the service animal handler must retain full control of the animal at all times.
- Never allow the service animal to defecate on District property. If it happens it is the responsibility of the owner to clean it up.

5.0 Removal of a Service Animal

When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behavior), a District Supervisor or Head Guard may ask a person to remove the animal from the area. If the improper behavior happens repeatedly, the Supervisor may tell the person not

to bring the animal into any area of District property until significant steps have been taken to mitigate the behavior. Mitigation can include refresher training for both the animal and the user.

6.0 Areas off Limits to Service Animals:

The District has designated certain areas off limits to service animals due to health and safety of patrons and the service animal, such as:

- Service animals are not allowed in the water of the swimming pools.

- Service animals are not allowed inside the sauna area
- Any other areas where a significant health or safety hazard may exist.

These areas of restriction do not infringe upon the right of a person with disabilities to fully enjoy the amenities of the community and accommodations can be made to ensure.

375 Comprehensive Facility Maintenance

1.0 Purpose

Aquatic facilities require systematic and comprehensive annual maintenance to be attractive to patrons and functional for their service lives. More importantly, aquatic facility maintenance is intrinsically linked to patron health and safety and is integral to an effective risk management strategy for the Center. Facility maintenance will impact customer satisfaction and will directly impact revenue generation. Aquatic facilities are labor intensive due to high use and extended hours of operation. While maintenance is costly over the life of the pools, a well-executed maintenance program will provide substantial savings, improved customer satisfaction, and sustained revenues.

2.0 Maintenance and Inspection of Physical Facility

2.1

The entire facility including but not limited to walkways, floors, stairs, restrooms and parking lots should be maintained and inspected on a regular basis.

- Provide special attention to these areas during periods of ice or snow or anytime walkways are wet or slippery.
- Remove items such as electrical cords, boxes and other obstructions in the walkways or other paths of travel.
- Promptly repair or otherwise remedy any sudden and unexpected change in floor height, unevenness in floors, tears in carpeting, spills, and other potential tripping or slipping hazards. If repairs cannot be made immediately, place warnings or markings at the location until repairs can be made

2.2

Maintain and inspect tables, chairs, night-drops and equipment used by the public for broken or worn parts and other deficiencies on a regular basis.

2.3

Check automatic doors regularly for proper operation. Doors should not open too quickly or with such force as to have the potential to cause injury. When closing, doors should move smoothly and allow users to clear the doorway.

2.4

If the public uses the facility at night, exterior lighting should be adequate for safe pedestrian use at appropriate entrances, stairs and walkways.

2.5

Exit routes should be unobstructed and clearly marked with adequate emergency lighting.

3.0 Preventive Maintenance

The Shore Metropolitan Park District (District) will provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all systems and equipment in District facilities. The District will implement a comprehensive preventative maintenance program designed to:

- Increase useful life of buildings and equipment;
- Ensure safety of personnel and patients using facilities; Preventive maintenance is conducted to keep equipment working and/or extend the life of the equipment.
- Prevent costly emergency repairs;
- Prevent inconvenience and expense due to unscheduled down time of facilities.

The Preventative Maintenance Plan (PMP) is designed to support a safe, controlled environment of care by establishing programs to help ensure the operational reliability of systems, equipment and assessing and managing the risks associated with the systems and equipment malfunctions and failures. The PMP should include a service/maintenance schedule and inspection schedule component.

Preventive maintenance Plan (PMP) should outline the utilization of planned services, inspections, adjustments and replacements designed to ensure maximum utilization of equipment at minimum cost. Specifically, the PMP should include cleaning, adjustments, lubrication, minor repairs and parts replacement that are performed on scheduled frequencies according to written preventive maintenance standards. The PMP is developed around a complete physical inventory of those mechanical, electrical, life safety, and electronic systems as they are physically located in and around District facilities. This inventory will include all major equipment; major equipment will be identified using control numbers assigned and entered in permanent inventory record. Each identified piece of major equipment will have the following information as part of the inventory record:

- Location of Item
- Quantity of Item
- Purchase Date
- Purchase Cost
- Vendor and Contact
- Life Expectancy
- Preventive Maintenance Schedule

Attachment A includes the service and maintenance areas which should be included in the PMP.

Assigned maintenance personnel will utilize the PMP to inspect and service the various mechanical, electrical, life safety, and electronic systems within and around the facility.

Maintain records that reflect the date of inspection and/or repair, the person conducting the inspection/repair, the findings or conditions noted, action taken if applicable, and further action necessary, if applicable.

Retain records according to the “Washington State Local Governmental General Records Retention Schedule & Records Management Manual” but not less than four years.

4.0 Corrective Maintenance

Corrective maintenance consists of the action(s) taken to restore a failed system to operational status. This usually involves replacing or repairing the component(s) that is responsible for the failure of the overall system. Corrective maintenance is performed at unpredictable intervals because a component's failure time is not known prior.

The objective of corrective maintenance is to restore the system to satisfactory operation within the shortest possible time. Corrective maintenance should be typically carried out in three steps:

1. Diagnosis of the problem:
2. The maintenance personnel must take time to locate the failed parts or otherwise satisfactorily assess the cause of the system failure. Notice of failure could be identified by pool supervisors or the maintenance personnel.
3. Repair and/or replacement of faulty component(s):
4. Once the cause of system failure has been determined, action must be taken to address the cause, usually by replacing or repairing the components that caused the system to fail.
5. Verification of the repair action:
6. Once the components in question have been repaired or replaced, the maintenance technician must verify that the system is again successfully operating.

4.1 Warnings:

Post signs and/or restrict access to the item or area until the deficiency is corrected. If a trip hazard is created by an uneven floor elevation or sidewalk displacement, highlight the area with conspicuous markings such as bright paint or reflective tape until the area is repaired.

5.0 Facility Janitorial Services

Janitorial services are all items that require cleaning on a scheduled basis so the District facilities are clean and presentable. These janitorial service items are not part of the PMP but are scheduled as part of the daily, weekly and monthly cleaning routine of on duty District employees as supervised by the on-duty Pool Supervisor. A Janitorial Job description will be maintained by the District and updated as needed by the Member services Manager.

380 Citizen Action Requests

1.0 Purpose

The District has the responsibility for maintaining an aquatic recreational facility. The general public and District employees often provide the first report of a deficiency or

concern related to the facility. Generally, when this communication occurs, regardless of its source, the District is considered to have received “notice”. When there is no documentation, record or tracking system to show when the District received notice and what actions were taken, a potential liability could occur, and could pose as risk to the safety of users.

2.0 Policy

The District needs to respond to reported concerns/deficiencies within a reasonable time and in an appropriate manner. The Executive Director is responsible for setting up a tracking system capable of being used to ensure an adequate response and documents the history of actions taken.

2.1 Documentation Form

The District utilizes a standardized form so that the information obtained is consistent (see Attachment A)

2.2 Tracking

The Employee who receives the action request shall fill out the form as completely as possible. The form will then be given to the Executive Director for logging and tracking. See (Attachment B).

2.3 Retention

The District will maintain the Action Requests per the Washington State Local Government Retention Schedule, the retention schedule for type of information listed above is at least three (3) Years.

Attachment A

Citizen Action Request Form

FORWARD TO:

	Supervisor: Lessons		Supervisor: Lifeguards		Executive Director

COPIES TO: (1) Clerk of the Board (2) Citizen Communications File

Date of Occurrence: _____Time of Occurrence:

_____(if applicable) Date/Time Report Received:

_____Received By:_____ Name of

Person

Reporting:_____

Address of Person

Reporting_____ Phone

Number of Person Reporting: (Work) _____(Home)_____

SPECIFIC LOCATION OF OCCURRENCE: _____

Name(s) of Person(s) involved	Address	Phone Number

Describe the Condition/Problem in Detail (Attach supplemental documentation if appropriate)

Action Taken (To be Completed by Responding Official)

What corrective measures were taken or assistance given? If none, explain.
COMPLETED BY: **DATE:**

Attachment B

Citizen Action Request Log

Date	Name	Request	Action Taken

385 Hazardous Chemicals Communication

1.0 Purpose

The Shore Metropolitan Park District (District) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the District, the following hazardous chemical communication program has been established.

2.0 Container Labeling

The Director is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

2.1

Keep hazardous materials in their original labeled containers when possible. Manufacturers' labels will include:

- The identity of the hazardous materials in the product.
- Information and warnings about the hazards posed by the materials.

2.2

If hazardous materials are transferred to other containers:

- Make sure the container is appropriate for the material (flammable materials may only be stored in approved containers).
- Label the container with the name of the material and information about the health, fire, and reactivity hazards. "NFPA" labels are used. These are available in the pool office and all staff will be trained in this procedure.

Notify your supervisor if you find a container that has no label or if the label is not legible No containers should be released for use until the above procedures are followed.

3.0 Material Safety Data Sheets (MSDS)

The Director, Aquatics Manager, or designee are responsible for establishing and monitoring the District's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

3.1

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows: Anyone buying or introducing a new chemical is responsible for:

- Obtaining a MSDS.
- Reviewing the hazards posed by the chemical and recommending safe handling procedures.
- Advising the appropriate employees of the hazards.
- The District will regularly include these updates at the in-service trainings.

- Older MSDS will be reviewed annually by the Aquatics Manager to see if they are a chemical still being used and if there have been any significant changes in the MSDS. This updating process will take the form of a review of products still in use and communication with the current supplier asking that they send updated MSDS's asthey come available.

3.2

The Active MSDS Master List for all current hazardous chemicals in use will be kept in the Pool Mechanical Room. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the Director.

3.3

Previous or discontinued hazardous chemical MSDS's as well as active one's will be stored at the Pool Office and will be maintained for a period of 30 years.

4.0 Employee Information and Training

The Director is responsible for the employee-training program. The procedures for how employees will be informed and trained are as follows:

a) The requirements in the WISHA hazard communication standard.
b) Hazardous chemicals present in the workplace.
c) Physical and health risks of the hazardous chemicals.
d) Symptoms of overexposure.
e) How to determine the presence or release of hazardous chemicals.
f) How to reduce exposure to hazardous chemicals through controls, work practices, or personal protective equipment.
g) Steps taken to reduce or control exposure to hazardous chemicals.
h) Procedures to follow for overexposure to hazardous chemicals.
i) How to read labels and MSDS.
j) Location of the MSDS collection and hazard communication program.
k) Labeling procedures.

Training is required when new chemical hazards are introduced. This training must include (c) through (h) above. Training will be done by reviewing this policy and reviewing our MSDS sheets. Staff will have access to labels by contacting the Director. Staff will be able to access the MSDS's any time needed by entering the Pool Mechanical Room. In the case

where a non-routine job is being performed using hazardous chemicals, a planning meeting will be held prior to this work between the Director and those doing the work. During an emergency, staff will contact 911 and then the Director to initiate spill procedures.

The Director will make sure that before starting work, each new employee of the District will have a health and safety orientation as part of the Employee Orientation that includes information and training on the following:

1. An overview of the requirements contained in the Hazardous Chemicals Communication Program. Hazardous chemicals present at his or her workplaces.
2. Physical and health risks of the hazardous chemicals.
3. How to determine the presence or release of hazardous chemicals in his or her work area.
4. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
5. Procedures to follow if employees are overexposed to hazardous chemicals.
6. How to read labels and review MSDSs to obtain hazard information.
7. Location of the MSDS file and written hazard communication program.

5.0 Hazardous non-routine tasks

The District does not perform hazardous non-routine tasks. We do not enter vessels to apply coatings and do not have a respiratory program. All work of this nature is contracted out. All other tasks are routine.

6.0 Multi-employer workplaces

It is the responsibility of Director to provide employers of any other employees at the work site with the following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of Director or designee, to identify and obtain MSDS sheets for the chemicals the contractor is bringing into the workplace.

420 Whistleblower Protection

1.0 Policy

The District (1) encourages reporting by its employees of improper governmental action taken by District officers or employees and (2) protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

2.0 Definition of Improper Governmental Action

Any action by a District officer or employee:

- That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- 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.

Improper governmental 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, alleged violations of labor agreements or reprimands.

3.0 Procedures for Reporting

District employees who become aware of improper governmental actions should first raise the issue with their supervisor or manager. If requested by the supervisor or manager, the employee shall submit a written report to the supervisor or manager, or to some person designated by the supervisor or manager, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor or manager, the employee may raise the issue directly with the Executive Director.

3.1

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 may report the improper governmental action directly to the appropriate government agency 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.

3.2

The Manager or Executive Director, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper governmental action. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting improper governmental 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. District employees may report information about improper governmental 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 governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to reoccur.

District employees who fail to make a good faith attempt to follow the District's procedures in reporting improper governmental action do not receive the protections provided by the District in these procedures.

4.0 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 governmental action in accordance with these policies and procedures.

4.1

Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.

4.2

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their Supervisor or the Executive Director. The Executive Director and/or Supervisor will endeavor to take appropriate action to investigate and address complaints of retaliation.

4.3

If the employee's Supervisor or the Executive Director do 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:

- specifies the alleged retaliatory action and
- specifies the relief requested.

District employees are required to provide a copy of their written notice to the Executive Director. The District will endeavor to respond within 30 days to the charge of retaliatory action.

4.4

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 Executive Director 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.

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:

Office of Administrative Hearings PO Box 42489
Olympia, WA 98504-2489
(360) 753-2531
(800) 583-8271 (Toll-free)
(360) 586-6563 (Fax)

The District will consider any recommendations provided by the administrative law judge.

5.0 Responsibilities

The Executive Director is responsible for implementing the District's policies and procedures for:

- reporting improper governmental action and
- protecting employees against retaliatory actions.

This includes ensuring that this policy and these procedures are:

- posted where employees will have reasonable access to them,
- made available to any employee upon request, and
- provided to all newly hired employees.

Supervisors, Managers, and the Director & Executive Director 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 possible termination.

425 Unlawful Retaliation

1.0 Purpose

To establish and maintain a policy for a workplace free from unlawful retaliation at the Shore Metropolitan Park District.

2.0 Personnel Affected

All personnel, including employees, volunteers, and contractors.

3.0 Policy

The District does not tolerate unlawful retaliation against employees, volunteers, or contractors who engage in protected activities. Retaliation occurs when an employee, volunteer, or contractor suffers employment-related adverse consequences as a result of his/her protected activity.

3.1

Protected activities include, but are not limited to, the following activities:

- Reporting unlawful discrimination, harassment, or retaliation,
- Cooperating in an internal investigation regarding discrimination, harassment, or retaliation,
- Testifying in a legal proceeding regarding discrimination, harassment, or retaliation,
- Requesting reasonable accommodation for a disability or sincerely held religious belief or practice,
- Reporting workplace safety issues,
- Reporting financial irregularities or the mismanagement of public funds,
- Reporting criminal misconduct,
- Filing a worker's compensation claim, or
- Serving on a jury.

Employees, volunteers, and contractors do not receive protection for actions taken in bad faith. Bad faith occurs when the employee, volunteer, or contractor provides false information with knowledge that the information provided is false.

3.2

Adverse employment-related consequences include, but are not limited to, the following:

- Termination of employment,
- Demotion in position, responsibilities, or pay,
- Suspension,
- Other disciplinary action,
- Reassignment to a less desirable position with less desirable duties,
- Shunning or isolating, or
- Harassment.

4.0 Retaliation Complaint Procedure

Any employee, volunteer, or contractor who feels that he/she has been the victim of unlawful retaliation in violation of this policy should report this concern to their supervisor. If the applicant/employee believes the supervisor is involved in the violation, or otherwise does not feel comfortable reporting to this person, the applicant/employee should report this concern to the Executive Director or Director.

- The District will conduct a look into the merits of any allegation reported to it. This may include an investigation by a qualified investigator who is either an employee or a professional employed outside of the District
- If the allegation is found to have merit, the District will take prompt action to correct the unlawful conduct and remedy any violations that have occurred. Such corrective action may include disciplinary action against those employees found to have violated policy.
- Employees, volunteers, and contractors may seek redress at any time though the Washington State Human Rights Commission, the Equal Employment Opportunity Commission, or through a court of law. Employees, volunteers, and contractors should attempt first to exhaust their remedies as outlined in this policy.
- All supervisory employees are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, taking immediate and appropriate corrective action if they witness inappropriate behavior, and notifying the Aquatics Manager if they receive a retaliation complaint. A supervisor's failure to carry out these responsibilities may result in discipline.

430 Criminal Background Checks

1.0 Purpose

Because the Shore Metropolitan Park District provides services to children under the age of 16, developmentally disabled persons and vulnerable adults the District needs adequate information to properly screen prospective employees and/or volunteers who have unsupervised access to these groups.

2.0 Definitions

Applicant: (1) any prospective employee who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the business or organization. (2) any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer children under the age of 12 years of age, (ii) three or fewer children between the age of 12 and 16 years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults.

Business or organization: a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.

Conviction record: "conviction record" information as defined in RCW 10.97.030 and 10.97.050 relating to a crime committed by either an adult or a juvenile. It does not include a conviction for an offense that has been the subject of an expungement, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or a conviction that has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence. It does include convictions for offenses for which the defendant received a deferred or suspended sentence, unless the record has been expunged according to law.

Crime against children or other persons: a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution;

communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

Crimes relating to drugs: a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

Crimes relating to financial exploitation: a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

Unsupervised: not in the presence of (a) another employee or volunteer from the same business or organization as the applicant or, (b) any relative or guardian of any of the children or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

Vulnerable adult: vulnerable adult" as defined in chapter 74.34 RCW, except that for the purposes of requesting and receiving background checks pursuant to RCW 43.43.832, it shall also include adults of any age who lack the functional, mental, or physical ability to care for themselves.

Agency: any person, firm, partnership, association, corporation, or facility which receives, provides services to, houses or otherwise cares for vulnerable adults, juveniles, or children, or which provides child day care, early learning, or early childhood education services.

3.0 Procedures

Under the Child and Adult Abuse Information Act, requests for criminal history records information (CHRI) are limited to businesses or organizations licensed in the state of

Washington; any agency of the state; or other governmental entities that educate, train, treat, supervise, house or provide recreation to developmentally disabled persons, vulnerable adults or children under the age of 16.

4.0 Notices on Applications

The District requires proper screening of all prospective applicants. If the District determines that a particular job or volunteer position requires a clear background check, the District will indicate this as a required qualification on the job description, volunteer assignment documentation, internal job postings, outside advertisements and/or written conditional job offers. In the case of existing employees who seek transfer or promotion to such a job, this same information should be made available to them when interest in changing positions is first discussed. The provision of advance notice will help defend a claim that the background check is being unfairly applied to employees on the basis or race, gender or other factors.

RCW 43.43.834 requires an entity to notify an applicant who may be offered a position as an employee or volunteer that a background check inquiry may be made before the organization actually makes the request for a conviction record to the WSP. A signed authorization to obtain background information should be a part of the employment or volunteer application (see Attachment A). The District must require the applicant to first disclose whether he or she:

a) has been convicted of a crime has had finding made against him or her in any civil adjudicative proceeding as defined in RCW 43.43.830; or
b) has both a conviction under (a) of this subsection and findings made against him or her under (b) of this subsection.

5.0 Obtaining Criminal Record

The District may obtain CHRI from the state patrol in two different ways.

- Access the WSP website at http://www.wsp.wa.gov/crime/crimhist.htm and selecting the Washington Access to Criminal History (WATCH) link. This feature requires either a credit card or a pre-established account. A fee is charged for each name search regardless of the outcome of the results of the search.
- Forms are available through the watch link. Return the completed background form to the WSP through the US Postal Service.

6.0 Screening the Criminal Record

The CHRI should be limited to the subject's conviction record. Upon receipt of the CHRI, the District will screen the conviction record for crimes which would eliminate the candidate from consideration for employment or volunteer positions as outlined RCW 43.43.830. Once the results have been received to the District, a copy of the report must be provided to the applicant within 10 days. All information obtained from a background check should be retained in accordance with the local government retention schedule found on the Secretary of State's archive division on their website.

Under RCW 43.43.834, businesses or organizations shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited except as provided in RCW 28A.320.155. Violating this statute is subject to a civil action for damages.

7.0 Use Guidelines:

- New Hires: Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the hiring manager has verified results of the background check.
- Rehires: A background check is required for all rehires that have been separated for longer than 90 days.
- Employment Contingencies: Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check.
- Authorization by Applicant: The candidate must authorize the background check. This is done by having the applicant complete the Background Check Release Form (Attachment A) form. This form is available to the applicant on the District website and can be sent via e-mail to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the Hiring Manager. All applicants must complete an Application for Employment and the Employment Background Authorization form as this is required to be submitted to the third party administrator conducting the background check.

7.1 Verification of Background Checks

The results of the background check will be sent directly to the hiring manager. The District will review the report. If any discrepancies or criminal history are noted, the District will consult with the Executive Director for final determination. The District reserves the right to consult with the legal council.

7.2 Adverse Action Notifications

The hiring manager will contact the candidate to inform him/her that the District is rescinding its contingent offer of employment and that he/she will receive written notification that the third party administrator will send a summary of the candidate's rights under the Fair Credit Reporting Act. The third party administrator will give the candidate the opportunity to review a copy of the report, which informs him/her of his/her rights to dispute inaccurate information.

7.3 Offer of Employment Process

When verbally making the offer of employment to the successful candidate, the hiring manager must inform the candidate that the offer is contingent upon the successful results of the background check. The hiring manager then conducts any and all applicable background checks on the final candidate.

Attachment A

Consent to Criminal Background Check

[ ] I hereby consent to a criminal background check and authorize the release of any information to William Shore Pool District. I hereby release the company, its divisions, affiliates, and anyone acting on their behalf from any and all claims or liabilities of any nature arising from or related to the preparation and disclosure of the information contained in the criminal background report.

[ ] I do not consent to a criminal background check.

_____ Name (please print)

_____ Signature Date

435 Employee Reference Protection

1.0 Purpose

Washington's state law (RCW 4.24.730) provides protection for an employer who responds to a prospective employer's request for reference information about a current or former employee. The law states that the employer providing the reference is presumed to be acting in good faith and is immune from civil and criminal liability so long as the disclosed information relates to:

- An employee's ability to perform his or her job;
- The diligence, skill, or reliability with which an employee performs or performed his or her job; or,
- Any illegal or wrongful act an employee committed in relation to his or her job duties.

The presumption of good faith can only be effectively challenged if a current or former employee can show by clear and convincing evidence that information the employer disclosed was knowingly false, deliberately misleading, or made with reckless disregard for the truth.

An employing official may decline to respond to a work reference request for a current or former employee. However, if reference information is provided, the law states that a supervisor or manager who provides it should retain a written record in the employee's personnel file of the identity of the person or entity to which reference information is disclosed for a minimum of two years from the date of disclosure. An employee or former employee has a right to inspect the written record upon request.

2.0 Guidelines and Process for Providing Work References

- Only provide a work reference if you have direct knowledge of an employees. Generally, only a supervisor or manager should speak on behalf of the University as

an employer. (e.g. "Would you rehire this person?" could only be accurately answered by the person that would have rehire authority.)

- Restrict your comments to those aspects of the employee's job performance about which you have specific knowledge. Do not guess or rely on hearsay to respond to reference questions.
- Generally, you should avoid providing negative information about an employee's job performance if you did not make the employee aware of the performance problem or behavioral concern. There are possible exceptions, e.g. you only learn about a problem after the employee has left employment but have documentation that the problem did exist.
- You must not disclose medical information even if an employee voluntarily disclosed it to you.
- You should not provide information about an employee that is not directly work related.

2.1

After responding to a reference inquiry, prepare an entry into the employee's personnel file that includes:

- Date of reference
- Name and contact information of person requesting the reference
- Summary of reference
- Name of manager or supervisor giving reference

440 Consumer Report Background Check

1.0 Purpose

As part of its background investigation, Shore Metropolitan Park District (District) may obtain a consumer report from a consumer reporting agency because your credit information is considered job related or is otherwise required by law. The specific job-related reason(s) the District is obtaining credit information is: access to cash, access to checks, access to credit, responsible for receiving and depositing checks, responsible for issuing checks, access to personal data records (including social security #s), unsupervised access to children and/or vulnerable adults

2.0 Procedures

A consumer report may include details or reveal information regarding credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

2.1 Requirements

Authorization allowing the District to obtain a consumer report about the applicant is a condition for further consideration of your application for employment.

The following requirements apply to the District request for consumer reports.

- The District will use the report only for employment purposes.
- Upon written request, the District will provide you with a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."
- Before making any adverse employment decision based, in whole or in part, of the contents of your consumer report, the District will provide you with a copy of your consumer report, and a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."

2.2 Applicants Submission Rights

After receiving your consumer report, the applicant must contact the District within two weeks if they believe that the consumer report contains information that is inaccurate or incomplete. The applicant submission will then be provided to the consumer reporting agency, which will review, consider, and/or investigate the information on the applicant submission before a final decision is made by the District the application.

2.3 Adverse Action Decision

If the District makes an adverse employment decision based, in whole or in part, or the contents of the Applicants consumer report, the District will provide the applicant with a "Notice of Adverse Action" (see Attachment B) informing you that a final decision has been made, along with another copy of a publication entitled "A Summary of Your Rights under the Fair Credit Reporting Act."

Attachment A

Authorization to Obtain Credit Report

As part of its background investigation, the Shore Metropolitan Park District (District) may obtain a consumer report from a consumer reporting agency because your credit information is considered job related or is otherwise required by law. The specific job-related reason(s) the District is obtaining credit information regarding you is

- Access to cash
- Access to checks
- Access to credit
- Responsible for receiving and depositing checks
- Responsible for issuing checks
- Access to personal data records (including social security #s)
- Unsupervised access to children and/or vulnerable adults

Your consumer report may include details or reveal information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

The following requirements apply to the Districts request for your consumer report.

- The District will use the report only for employment purposes
- Upon written request, the District will provide you with a publication entitled “A Summary of Your Rights under the Fair Credit Reporting Act.”

Before making any adverse employment decision based, in whole or in part, of the contents of your consumer report, the District will provide you with a copy of your consumer report, and a publication entitled “A Summary of Your Rights under the Fair Credit Reporting Act.” After receiving your consumer report, you must contact the District within two weeks if you believe that the consumer report contains information that is inaccurate or incomplete. Your submission will then be provided to the consumer reporting agency, which will review, consider, and/or investigate the information on your submission before a final decision is made by the District on your application.

If the District makes an adverse employment decision based, in whole or in part, or the contents of your consumer report, the District will provide you with a “Notice of Adverse Action” informing you that a final decision has been made, along with another copy of a publication entitled “A Summary of Your Rights under the Fair Credit Reporting Act.”.

Your authorization allowing the District to obtain a consumer report about you is a condition for further consideration of your application for employment.

Before the District can obtain a consumer report about you, you must give your consent in writing. Your signature below confirms that you have read the above section completely. Please also complete the section below, in which you give your consent.

I, _____(print name) have read and understand the above

disclosure. Date:_____

Signature:_____

_____

AUTHORIZATION TO OBTAIN A CONSUMER REPORT

Attachment B

Notice of Potential Adverse Action

Dear Applicant:

A decision is currently pending concerning your application for employment at the Shore Metropolitan Park District (District). Enclosed for your information is a copy of the consumer report that you authorized in regard to your application for employment, along with a copy of a publication entitled “A Summary of Your Rights Under the Fair Credit Reporting Act.”

There is information on your consumer report that may result in adverse action on your application. If there is any information on the consumer report that is inaccurate or incomplete, you should contact the Pool Supervisors in writing within two weeks. Your submission will be provided to the consumer reporting agency for review and investigation before a final decision by the District is made on your application.

Notice of Adverse Action

Dear Applicant:

In reference to your application for employment, we regret to inform you that we are unable to further consider you for employment at this time. Our decision, in part, is the result of information obtained through the Consumer Reporting Agency identified below.

The Consumer Reporting Agency did not make the adverse decision and is unable to explain why the decision was made. You have the right to obtain within 60 days a free copy of your consumer report from the Consumer Reporting Agency, as identified below, and from any other consumer reporting agency which compiles and maintains files on consumers on a nationwide basis.

You have the right to contact the Consumer Reporting Agency listed below to dispute any information contained in the report that you believe may be inaccurate or incomplete. A copy of your rights under the "Fair Credit Reporting Act" is enclosed, in a publication entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

By signing below, I, _____, acknowledge that I have read the above document, entitled "FAIR CREDIT REPORTING ACT, Applicant Disclosure and Authorization." I hereby voluntarily authorize the District to obtain a consumer report about me from a consumer reporting agency, which may include information about my credit worthiness, credit standing, credit capacity, or mode of living. I also authorize the District to consider this report when making decisions regarding my employment at the District and that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

I agree that a photocopy or telephonic facsimile of this authorization shall be as valid as the original. Date: _____ Signature: _____

450 WORKPLACE HARASSMENT PREVENTION

1.0 Purpose:

The Shore Metropolitan Park District (District) is committed to insuring that the practices and conduct of all its employees comply with the requirements of federal law and state laws against employment discrimination. To that end, the District expects all employees to work in a manner that respects the feelings and dignity of their co-workers. It is the policy of the District that all employees have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, age, marital status, veterans' status, sexual orientation, disability, or any other protected status or

characteristic. Any such harassment of employees by their co-workers or supervisors will not be tolerated by the District.

2.0 Definitions:

For the purpose of this policy, “sexual harassment” is unwelcome behavior of a sexual nature that affects terms and conditions of employment. Sexual harassment includes (1) sexual advances and other verbal or physical conduct where submission to the advances or conduct is made a term or condition of employment or is used as the basis for employment decisions and (2) unwelcome verbal or physical conduct of a sexual nature that interferes with an employee’s work or creates a hostile, intimidating, or offensive work environment.

Some examples of behavior that could constitute or contribute to sexual harassment include but are not limited to:

2.1

Unwelcome or unwanted flirtations, propositions, or advances; This includes:

patting, pinching, brushing up against, hugging, cornering, kissing, fondling, putting ones’ arm around another, or any other similar physical contact considered unacceptable by another individual.

2.2

Requests or demands for sexual favors; This includes:

subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning an individual’s employment.

2.3

Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual; this includes:

comments about an individual’s body or appearance when such comments go beyond an isolated innocuous compliment; off-color jokes or offensive language; or any other tasteless, sexually oriented comments, innuendoes, or offensive actions, including leering, whistling, or gesturing.

2.4

Participation in fostering a work environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, office décor, suggestions, requests, demands, physical contacts, or attention.

2.5

For the purpose of this policy, “other harassment” (nonsexual) is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of such individual’s protected status or characteristics such as his/her race, color, religion, gender, national origin, age, marital status, sexual orientation, or disability that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
- Otherwise adversely affects an individual’s employment opportunities.

Some examples of behavior that could constitute or contribute to harassment include but are not limited to: using epithets, slurs, or negative stereotypes; threatening, intimidating, or engaging in hostile acts that relate to protected status or characteristics such as those referred to above; jokes or pranks that refer to or denigrate a protected status; or placing on walls, bulletin boards, or elsewhere on the work premises or circulating in the workplace written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

3.0 Complaint Process

An employee who feels harassed should immediately tell the offending individual how they feel and ask them to stop. If that does not work or if the employee is uncomfortable confronting the offending individual, the employee should report the incident promptly. A complaint can be made verbally or in writing to the employee’s supervisor or the employee’s department head (see Attachment A). In addition or in the alternative, as the employee may wish, the complaint may be brought to the attention of the Executive Director.

The complaint form available from the Supervisor or Executive Director (see Attachment A) may be used to file a written complaint hereunder. A harassment complaint will be handled as follows:

- Every complaint is to be reported promptly to the Executive Director either by the complainant or by the person receiving the complaint.
- The complaint will be immediately investigated, normally by the Executive Director. However, choice of investigator, level of formality, and the procedures used in the investigation may vary, depending upon the nature of the allegations and full circumstances of the situation, including the context in which the alleged incidents occurred.
- Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the District need to undertake a full investigation.
- There shall be no retaliation by the District its officers, elected officials, supervisors, or other employees toward any employee bringing a complaint in good faith or cooperating with the investigation of a harassment complaint.
- Where the investigation confirms the allegations, the District will take prompt corrective action and, where appropriate, discipline the offending individual. Discipline may include verbal and written reprimands, professional counseling, reassignment, or other appropriate action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.
- There may be instances in which an employee reporting harassment seeks only to discuss the matter informally and does not wish the District to undertake an investigation or to take further steps. In such situations, the District may arrange some informal mechanism for resolving the issues. However, an individual reporting harassment should be aware that the District may decide it must take action to address the harassment beyond informal means.

The Supervisors shall be responsible for disseminating information on the District Policy Against Workplace Harassment, for developing training programs and guidelines for preventing sexual or other forms of harassment, and for investigating and resolving allegations of harassment.

All officers, supervisors, and managers (generally, “supervisors”) are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, and for taking immediate and appropriate corrective action if they witness inappropriate behavior or receive a complaint.

Supervisors must open and maintain channels of communication to permit employees to raise concerns of sexual or other workplace harassment without fear of retaliation, stop any observed harassment, and treat harassment matters with sensitivity, confidentiality, and objectivity. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including discharge.

Attachment A

Shore Metropolitan Park District Harassment Complaint Form

Name of employee_____

Name of offending employee _____

Please detail below all incidents of improper conduct, including the dates and where each incident of improper conduct occurred (continue on back or separate sheet if necessary):

Other persons present:

What response did you make to the conduct in question?

What action do you want the Shore Metropolitan Park District to take?

Do you believe you can continue to work with this person during an investigation?

_____

This complaint form shall be kept CONFIDENTIAL to the extent practical and consistent with the Shore Metropolitan Park District need to undertake a full investigation.

___/___/____ _____

Date **Signature** ***Print Name***

Please provide this form to your supervisor, the department head or Executive Director. The Shore Metropolitan Park District is firmly committed to preventing sexual or other

harassment in the workplace. If you believe that you are in any way retaliated against or affected in your employment as a result of filing a complaint of sexual or other harassment, please promptly complete another complaint form and submit it to the Shore Metropolitan Park District in the same manner as this form.

451 WORKPLACE VIOLENCE PREVENTION

1.0 Purpose

The Shore Metropolitan Park District (District) is committed to providing a safe workplace for its employees, guests, contractors, vendors and the public. Therefore, in an effort to help prevent or reduce the possibility of violence here in our workplace, the District has implemented this policy on workplace violence for our employees.

2.0 Workplace Violence Prohibition

The District strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace, or otherwise related to employment:

- Bullying or threatening injury or damage against a person or property
- Fighting or threatening to fight with another person
- Threatening to use, or in the possession, custody, storage, or control of a weapon (an instrument or device of any kind which may be used to inflect bodily harm or injury, or to establish fear simply due to its presence on the scene) on the District premises unless the person is engaged in official law enforcement business.
- Abusing or injuring another person
- Abusing or damaging property
- Using obscene or abusive language or gestures in a threatening manner
- Raising voices in a threatening manner

(Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.)

3.0 Definitions

“District Premises" Definition: The term “premises" means all areas within the ownership and/or control of the District, including, but not limited to, buildings, offices, work areas, lounges, parking lots, desks, cabinets, lockers, storage areas, and any other the District owned property on which employees may work. The District *reserves the right to search all facility “premises” when the facility management*

determines that such a search is a reasonable and necessary precaution for workplace safety.

4.0 Reporting Violent Conduct

Any workplace violence incidents or incidents indicating a potential for violence are to be reported by an employee to the supervisor (and/or Department Head) as soon as possible. Incident reports are to be completed, as appropriate. If the District determines that an employee has violated this policy, the employee will be subject to immediate discipline up to and including discharge. Concerns with members of the public or other parties shall be handled by the District as it determines under its policies and procedures.

Employees are encouraged to report the existence of restraining orders and protection orders. Also, in emergency situations, employees should call law enforcement directly.

5.0 Imminent Danger/Violence Incident Procedure

Any employee who reasonably believes that a situation with an aggressive employee, resident, guest, contractor, vendor, or other party (e.g., any person who uses obscene or abusive language or gestures, makes threats or acts in a violent or threatening manner) may immediately become violent, putting the employee or others in imminent danger, the employee should promptly leave the work area and report to his/her supervisor (and/or the Executive Director). No disciplinary action shall be taken against any employee who leaves a work area when the employee has a reasonable belief that an emerging situation with an aggressive person is likely to turn violent at that time. The supervisor should take immediate action and contact the Executive Director as soon as possible for immediate action (e.g., 911 call). The timing and circumstances of possible return by the employee to the area should be coordinated by the on-duty pool supervisor or the Executive Director. The employee, supervisor and/or Department Head will follow the District procedures in response to such events, including incident reporting and appropriate action deemed necessary by facility supervisor.

6.0 Security Precautions

All the District security policies and rules must be adhered to at all times. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge.

452 FEDERAL FAMILY MEDICAL LEAVE ACT

1.0 Purpose

The Shore Metropolitan Park District (District) complies with the federal Family and Medical Leave Act of 1993 ("FMLA") and all applicable state laws (WFLA) related to family and medical leave. The FMLA provides up to 12 weeks of unpaid leave every 12 months to eligible employees for certain family and medical reasons. To be eligible an employee must have worked for the District at least one year, and for 1,250 hours over the previous 12 months.

2.0 Requirements for use of FMLA

Unpaid FMLA leave may be granted for any of the following reasons:

- To care for a child after birth or placement for adoption or foster care.
- To care for an employee's spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes an employee unable to perform the essential functions of his/her job.
- To care for an employee’s spouse, son, daughter, parent or next of kin undergoing medical treatment as a member of the armed forces, National Guard or Reserves.
- For “any qualifying exigency” (as the Secretary of Labor shall by regulation determine) arising out of the call to duty of an employee's spouse, son, daughter or parent.

3.0 Rules and Eligibility

3.1 Intermittent Leave

Under some circumstances, FMLA leave may be taken intermittently -- which means taking leave in blocks of time, or by reducing an employee's normal weekly or daily work schedule -- if medically necessary because of a serious health condition. If an employee is granted intermittent leave or works a reduced schedule, he/she may be required to provide a written certification from his/her health care provider that includes the projected dates and duration of treatment and a statement of the medical necessity for taking intermittent leave or working a reduced schedule.

3.2 Alternative Positions

The District may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced work schedule.

3.3 Birth and Adoptions

If FMLA leave is taken for the birth or placement for adoption or foster care of a child, use of intermittent leave is subject to the District's prior approval. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement

3.4 Substitution of Paid Leave

The District may require an employee to use accrued sick leave or vacation as part of the employee's FMLA entitlement. For example, if an employee wishes to take 12 weeks of FMLA leave due to his/her own serious illness and he/she has accrued two weeks of sick leave and two weeks of vacation, the employee would first take two weeks of sick leave, then two weeks of vacation, in that order, and would then have eight weeks of unpaid FMLA leave available. However, the District will not require an employee to use sick leave if the leave is for a purpose for which sick leave is not normally available, e.g. bonding with a newborn child.

3.5 Advance Notice and Medical Certifications

The District requires that an employee provide the District with advance leave notice, with medical certification of the need for a leave related to a serious health condition, and with medical certification of the employee's fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if the following requirements are not met:

- An employee must give the District at least 30 days' advance notice of his/her request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, then the employee must give the District notice as soon as practicable. If the employee does not give the District 30 days' advance notice, and if the employee is able to foresee the need for the leave and the approximate date of the leave, the District may deny the employee's request for

leave until at least 30 days after the date the employee gives the District such notice.

- The District requires that employees provide a medical certification to support a request for leave because of a serious health condition (the employee's, employee's child's, spouse's or parent's) whenever the leave is expected to extend beyond three consecutive working days or will involve intermittent or part-time leave. The District may require second or third opinions, at the District's option and expense.
- The District requires employees provide a medical certification of fitness for duty to return to work after a medical leave that extends beyond ten consecutive working days, or that involves substance abuse, or where the medical condition and the employee's job are such that the District believes the employee may present a serious risk of injury to the employee or others if the employee is not fit to return to work.

3.6 Periodic Reporting

If an employee takes FMLA leave for more than ten consecutive days, the District requires that the employee report in, to his/her department head or designee, at least every two weeks regarding the employee's status and intent to return to work, unless a different requirement is set by the department head.

3.7 Couples Employed by Us

If both the employee and the employee's spouse work for the District and the employee requests leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to both individuals for those purposes is 12 weeks.

3.8 Determining Leave Availability

FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the "12-month period" is a rolling 12-month period measured backwards from the date the employee uses any FMLA leave.

3.9 Leave Related to Pregnancy

If an employee takes leave for pregnancy disability, the leave taken while the employee is physically unable to work will be in addition to the employee's annual 12-week FMLA leave allowance. For example, if an employee works until her due date and then the physician

certifies a six-week disability period, the employee could take as much as 18 weeks of leave. However, insurance benefits would only be continued at the District's expense for 12 weeks. After that the employee would need to arrange to self- pay benefit premiums.

4.0 Reinstatement Rights

If an employee takes leave under this policy, he/she usually will be able to return to the same or a similar job with equivalent status, pay, and benefits, and one which entails substantially equivalent skill, effort, responsibility and authority. Required Record Keeping

The District must keep the records specified by these regulations for no less than three years and make them available for inspection, copying, and transcription by representatives of the Department of Labor upon request.

4.1 Items Required

- Dates: FMLA leave is taken by FMLA eligible employees (e.g., available from time records, requests for leave, etc., if so designated). Leave must be designated in records as FMLA leave; leave so designated may not include leave required under State law or an employer plan, which is not also covered by FMLA.
- If FMLA leave is taken by eligible employees in increments of less than one full day, the hours of the leave.
- Copies of employee notices of leave furnished to the employer under FMLA.
- Any documents (including written and electronic records) or medical records which were used to qualify employee for FMLA

453 American Disabilities Act

1.0 Purpose

It is the policy of the Shore Metropolitan Park District not to discriminate on the basis of disability against any qualified person. To this end all decisions relating to employment including, but not limited to recruitment, selection, training, assignment, promotion, compensation, and transfer will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation. This policy is applicable to all employment policies and practices.

2.0 Definitions

A reasonable accommodation can be defined as the adjustment to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of an individual, applicant or employee with a disability.

The provision of a reasonable accommodation removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment and upward mobility of a qualified person with a disability. Examples of reasonable accommodation may include but are not limited to: Job restructuring; modifying work schedules; implementing flexible leave policies; reassigning to a vacant position; providing qualified readers or interpreters.

3.0 Request for Accommodations

Any applicant for employment or current employee may request an accommodation by completing a request for accommodation form (See Attachment A) It is the responsibility of the requester to complete in full and submit the form to the Human Resources Department and their manager. Although the responsibility for requesting the reasonable accommodation rests primarily with the applicant or employee, the Supervisors or the Executive Director is available as resources in the preparation, explanation, and dissemination of reasonable accommodation information. In any case, the form must be completed in its entirety prior to being submitted.

4.0 Review of Accommodations Requests

The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the District and the individual with a disability discuss and consider necessary (and reasonable) changes. The District will make a “reasonable effort” to determine the appropriate accommodation. Primary consideration should be given to the preferences of the individual when deciding on accommodation; however, the District has the ultimate discretion to choose between effective accommodations.

If the request is approved, the Supervisor or Executive Director will notify the requester and will make the necessary implementation arrangements. If the request is denied, the requester may appeal to the Executive Director within thirty (30) calendar days.

If a department reviews and approves the request for accommodation, it shall provide the accommodation without undue delay.

Attachment A

Accommodation Request

To: _____ Date of Request: _____

From: _____

I hereby request the following accommodation: _____

Accommodation Needed:

_____

_____

_____

_____

_____

_____

(Signature of employee or job applicant)

454 Drug-Free Workplace Act

1.0 Purpose

In pursuit of the goal to maintain a drug-free workplace and in accordance with the Drug-Free Workplace Act of 1988, the William Shore Memorial Pool District (District) has adopted the following rules and regulations

2.0 Rules and Regulations

2.1

The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace and during work time.

2.2

Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

2.3

As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days other violation, her/his supervisor of any criminal drug statute conviction, they receive. Included in this requirement are convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).

2.4

If an employee receives such a conviction, the District may take appropriate personnel action against the employee, up to and including termination, depending on the relationship to the employee's job.

2.5

The District provides referral to an Employee Assistance Plan for information about drug counseling and treatment.

2.6

The District reserves the right to search and inspect all areas of the workplace and the District premises for the maintenance of a safe and healthy workplace.

2.7

The District will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including termination of employment and referral for prosecution for violations of this policy. Each situation will be looked at on a case-by-case basis.

455 SEXUAL MISCONDUCT & ABUSE AGAINST MINORS

1.0 Purpose

The Shore Metropolitan Park District (District) is committed to providing the safest environment reasonably possible for all District sponsored programs and activities for children. It is the Districts goal to provide programs free from abuse, including sexual abuse or misconduct

2.0 Policy

To that end, the District will not tolerate abuse of children in any form and will take steps to ensure employees and volunteers are trained in recognizing the early warning signs of abuse of children and understand how to respond to suspected abuse or allegations of abuse.

This policy applies to children participating in any District sponsored program or activity and any children employed by the District or children who volunteer in any District sponsored program.

It is also the intent of this policy prohibit and report abuse of children by employees and volunteers working on behalf of the District and who may come into contact with children in the scope of their employment.

For the purpose of this policy, abuse or misconduct means sexual abuse, sexual exploitation, or injury of a child under the age of 18 years by any person under circumstances which cause harm to the child's health, welfare or safety

3.0 Reporting

Procedures

2.1Mandatory

Reporting:

Any employee who learns of or reasonably suspects the abuse, or threat of a child that occurred while the child was

participating in a District sponsored activity, day care or recreational program shall report this in writing to the supervising official for the activity, day care or recreational program and that supervising official shall report it within 48 hours directly to the appropriate law enforcement agency as required by RCW 26.44.030 and send a copy of the report to the District's Executive Director.

2.2 Other Reporting:

In any other circumstance, if an employee or volunteer suspects that a child has been the victim of abuse, verbal and subsequent written notification will promptly be made to the Executive Director. The Director should then contact law enforcement or the Department of Social and Health Services' (DSHS) abuse hotline at 1-866-ENDHARM (363-4276) in order to be connected with the District's local DSHS office. The Director will make and keep a written contemporaneous record of all such reports made to law enforcement. If the report concerns an employee or volunteer of the District as being the suspected abuser, the Director shall immediately forward a copy of the report to the appropriate management official with authority to place the suspected employee or volunteer on leave.

If the suspected abuser is another child enrolled in a District day care or program the Director will immediately send a copy of the report to the supervising official of the program with instructions to suspend the suspected child's participation in the program until the completion of the law enforcement investigation. The District should cooperate with any investigation conducted by DSHS or law enforcement agency.

Due to the sensitive nature of the investigation, employees and/or volunteers who are aware of the investigation should treat the situation as confidential and refrain from discussing the details with anyone not involved. If an employee or volunteer witnesses a child being abused or is advised by a child that they have been abused, notification will immediately be made to the Director. This includes, but is not limited to, allegations or reasonable suspicions that an employee or volunteer of the District abused a child. The Director should then contact local law enforcement regarding the allegations so that an investigation can be started. The Director should ensure that DSHS is contacted either by the law enforcement agency or the District. In all cases written records of all notifications shall be made and preserved by the District employees making said notifications.

2.3 INVESTIGATION:

If any District employee is accused of abuse of a child, the employee will immediately be placed in a position at work where he/she has no contact with children and/or will be

placed on paid leave until law enforcement and/or DSHS have completed their investigation; or until the employee is terminated from employment. If any District volunteer is accused of abuse of a child, the volunteer will immediately be asked to leave and not be allowed to participate as a volunteer in any District programs until the investigation into the allegations has been completed. A sustained allegation shall act to bar the accused Volunteer from any further participation in District sponsored programs for children.

If any child in the District's care is alleged to have abused another child, the District will advise the parents of the accused child that the accused child will not be allowed to participate in the District program until the investigation has been completed. A sustained allegation shall act to bar the accused child from any further participation in District sponsored programs for children.

In addition to the actions cited above, if the allegation of abuse of a child involves a child allegedly abused while in the District's care, the supervising official of the child care program will follow the mandatory reporting requirements to notify the appropriate law enforcement agency of the allegations within 48 hours as required by RCW 26.44.030 .

Even if no specific allegation of abuse has been made, any District employee or volunteer who has good reason to suspect that a child has been the victim of abuse or neglect by any District employee, volunteer, other child enrolled in a District Program, or any other person, shall promptly report their reasonable suspicion to their supervising official and the Executive Director.

456 Authorized Unpaid Leave

1.0 Policy

Under Washington law all employees of the Shore Metropolitan Park District (District) are entitled to up to two unpaid holidays per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday.

Note that a partial day off will count as a full day toward your yearly allotment of two days.

Note also that the law provides for unpaid leave, and there is no provision for substituting paid time off. If you wish to be compensated for the time off, please follow the policies for using accrued vacation leave or compensatory time or other paid time off.

If you seek to take a day off or partial day off under this law, you must submit a written request to the Director, at least two weeks in advance. Untimely requests will only be considered if you can demonstrate that timely notice was not possible under the circumstances.

2.0 Submission of Request

The request should include the following information:

- Name
- The day(s) or partial day(s) requesting off
- A sufficient description of the reason for the leave so that the Aquatics Manager or Executive Director can determine if it is properly granted
- If the request is untimely, the reason why it was not possible to submit the request in a timely manner. You will normally receive a response within 5 days of receipt of your request.

The request may be denied if:

- It was not submitted in a timely fashion, or
- The reason for the requested leave is not appropriate under the law, or
- You have already exhausted your allotment of days off under the law, or
- You are in a public safety position, such as police, fire, or dispatch, and granting the leave would result in the shift falling below necessary staffing levels, or
- Granting the request would cause an undue hardship

2.1 What the written notice must contain

The written notice should include the name of the employee, the date that the employee seeks to take unpaid leave, the amount of unpaid leave (whole shift or partial shift), and a sufficient description of the reason for the leave to assess whether such leave is appropriately taken under the law.

2.2 The process for granting or denying the leave

The Executive Director and/or the Director will be responsible for granting or denying the leave request.

2.3 The basis for denying a leave request

The following are the grounds for denying a leave request:

- If the employee does not follow the policy for requesting leave, either because the request is untimely or the employee does not provide sufficient information to assess whether the request should be granted. If the denial is for insufficient information, the employer should not act until it has first requested additional information or clarification.
- If the employee has already exhausted his allotment of days off under the law.
- If the employee's leave request does not qualify for leave under the terms of the law.
- If granting the request would impose an "undue hardship." It is unclear how "undue hardship" will be defined in this context, though the term generally ·invokes a high standard. It is likely to be interpreted as requiring some form of significant damage to operations if the employee would be absent that day. This is not likely to be a legitimate basis for denying the request in most circumstances. It is prudent to develop policies requiring written advance notice so that any potential hardships caused by the employee's absence can be dealt with in a timely manner.

457 Deferred Compensation

1.0 Purpose

The purpose of this policy is to establish the William Shore Memorial Pool District's participation in the Washington State Deferred Compensation Program (DCP), as approved by December 28th, 2010, resolution No. 13, and to provide eligible employees the opportunity to voluntarily defer a portion of their compensation for retirement savings in accordance with applicable state laws and regulations.

2.0 Authority

This policy is adopted pursuant to:

- RCW 41.50.770
- WAC Chapter 415-501
- Resolution No. 13-2010 of the William Shore Memorial Pool District Board of Commissioners

3.0 Program Participation

The William Shore Memorial Pool District (WSMPD) elects to participate in the Washington State Deferred Compensation Program administered by the Washington State Department of Retirement Systems (DRS).

The District accepts and agrees to comply with all terms, conditions, rules, and amendments of the State of Washington Deferred Compensation Plan.

4.0 Eligibility

Participation in the Washington State Deferred Compensation Program shall be available to the following employees of the William Shore Memorial Pool District:

4.1 Employment Status

All regular full-time and regular part-time employees of the District are eligible to participate.

4.2 Seasonal and Temporary Employees

Seasonal, temporary, and intermittent employees may participate if they receive compensation through the District payroll system and meet eligibility requirements established by the Washington State Deferred Compensation Program.

4.3 Elected & appointed Officials

District elected or appointed officials who receive compensation from the District are eligible to participate in accordance with RCW 41.50.770 and program rules.

4.4 Independent Contractors

Independent contractors, volunteers, and individuals not classified as District employees are not eligible to participate.

4.5 Enrollment Timing

Eligible employees may enroll upon hire or at any time thereafter, subject to enrollment procedures and payroll deadlines established by the Washington State Department of Retirement Systems.

4.6 Compliance with State Program Rules

All eligibility determinations are subject to and governed by the rules, policies, and administrative requirements of the Washington State Deferred Compensation Program. In the event of a conflict, state program rules shall prevail.

5.0 Employee Contributions

Employees may elect to defer a portion of their compensation as allowed by federal and state law.

Contribution limits shall be those established by the Internal Revenue Code and administered by DRS. All deferrals are made on a pre-tax or Roth basis, as permitted by the plan.

6.0 Employer Contributions

Employer contributions to an employee's deferred compensation are permissible; but should follow guidelines and vesting schedule. It is notable that employer contribution is discretionary.

6.1 Discretionary Contributions

Employer contributions to the Washington State Deferred Compensation Program are discretionary and subject to annual authorization by the William Shore Memorial Pool District Board of Commissioners through the budget process or separate Board action. Employer contributions are not guaranteed and may be modified, suspended, or discontinued at any time, subject to applicable law and Washington State Deferred Compensation Program rules.

6.2 Eligibility for Employer Match

To be eligible for an employer matching contribution, an employee must:

- Be a regular full-time employee of the District; and
- Have completed at least twelve (12) consecutive months of continuous service with the District.

Seasonal, temporary, and intermittent employees are not eligible for employer matching contributions unless specifically authorized by the Board and permitted by the Washington State Deferred Compensation Program.

6.3 Matching Contribution Amount

Subject to annual Board approval and program rules, the District may provide an employer matching contribution equal to:

Fifty percent (50%) of the employee's deferred compensation contributions, up to a maximum of three percent (3%) of the employee's base compensation per calendar year.

6.4 Conditions on Match

- Employer matching contributions shall be made only on amounts actually deferred by the employee.
- No employer match shall be provided for employee deferrals in excess of the stated cap.
- Employer matching contributions shall be remitted in accordance with payroll processing requirements and DRS remittance schedules.

6.5 Compliance with Law and Program Rules

All employer contributions shall be made only to the extent permitted by the Internal Revenue Code, RCW 41.50.770, WAC Chapter 415-501, and the Washington State Deferred Compensation Program. In the event of any conflict, state or federal law and program rules shall prevail.

6.6 Vesting Reference

Employer contributions are subject to the vesting schedule described in Section 7 of this policy. Employee contributions are always 100% vested.

6.7 Vesting

6.7.1 Vesting Requirement

Employer contributions to the Washington State Deferred Compensation Program shall be subject to a vesting schedule as permitted by program rules. Employee deferrals are always 100% vested.

6.7.2 Vesting Schedule

Employer contributions shall vest based on an employee's continuous service with the District as follows:

Years of Continuous Service	Vested Percentage
Less than 1 year	0%
1 year	25%
2 years	50%
3 years	75%
4 years or more	100%

6.7.3 Forfeiture of Non-Vested Contributions

If an employee separates from District employment prior to full vesting, the non-vested portion of employer contributions shall be forfeited in accordance with Washington State Deferred Compensation Program rules. Forfeited amounts shall remain within the plan and may be applied to offset future employer contributions or plan administrative expenses, as permitted by law and program requirements.

6.7.4 Administration

Vesting and forfeitures shall be tracked and administered by the Washington State Deferred Compensation Program in accordance with applicable laws, rules, and procedures.

7.0 Administration

The Deferred Compensation Program shall be administered by the Washington State Department of Retirement Systems. All deferred compensation funds are held in trust by the Washington State Investment Board for the exclusive benefit of participating employees and their eligible beneficiaries. The District's responsibilities are limited to payroll deductions, remittance of employee contributions, and compliance with applicable reporting requirements.

8.0 Employee Responsibility

Employees are solely responsible for:

- Enrollment in the program
- Selection of investment options
- Monitoring account performance
- Understanding tax implications and withdrawal rules

The District does not provide financial or investment advice.

9.0 Amendments and Termination

This policy shall automatically conform to any changes in applicable federal or state laws, regulations, or plan provisions.

The District reserves the right to discontinue participation in the Deferred Compensation Program subject to applicable legal requirements. Discontinuation shall not affect the rights of employees to funds already deferred.

505 District Treasurer

1.0 Purpose

In accordance with Washington State Metropolitan Park District RCW 35.61.180, The county treasurer of the county within which all, or the major portion, of the district lies shall be the ex officio treasurer of a metropolitan park district, but shall receive no compensation other than his or her regular salary for receiving and disbursing the funds of a metropolitan park district.

A metropolitan park district may designate someone other than the county treasurer who has experience in financial or fiscal affairs to act as the district treasurer if the board has received the approval of the county treasurer to designate this person. If the board designates someone other than the county treasurer to act as the district treasurer, the board shall purchase a bond from a surety company operating in the state that is sufficient to protect the district from loss.

The District Board of Commissioners (BOC) has two options for appointing the District Treasurer:

- Use the Clallam County Treasurer
- Appoint an independent Treasurer, with Clallam County Treasurer approval.

Regardless of which option the District BOC uses to select a Treasurer, this policy covers the role and responsibilities of the District Treasurer.

The District Treasurer is key in proper financial management and thus, also affects the public's perception, trust, and assurance in the Districts financial management. Therefore, the District should seek desirable qualifications in a Treasurer, such as:

- Financial literacy,
- Public trust and confidence
- Attention to detail
- Timeliness in completing tasks
- Accurate and organized record keeping

While financial management is the primary focus of the Treasurer, the entire District Board of Commissioners (BOC) shares accountability. The Treasurers role is to make sure that the information is accurate, timely and provided to the BOC.

2.0 Policy

The Treasurer shall have the care and custody of all funds of the district under the supervision of the District Board of Commissioners (BOC). The Treasurer shall keep or cause to be kept accurate books of account of all District transactions, which books shall be the property of the District and together with all other of its property in their possession shall be subject at all times to the inspection and control of the BOC. The Treasurer shall deposit or cause to be deposited all funds of the District in such solvent bank or banks as the BOC may from time to time designate.

If an independent District Treasurer is appointed, the BOC shall execute a surety bond in an amount which it is estimated by the BOC shall purchase a bond from a surety company operating in the state that is sufficient to protect the district from loss (RCW 35.61.180) The amount of securities held as investment shall not be used to calculate possible loss exposure to the District.

3.0 Role of the Treasurer

A Treasurer has the primary role of overseeing the management and reporting of the District finances. The District Treasurer has many important duties specific to its role, including:

- Bank account maintenance – Selecting a bank, signing checks, and investing excess funds wisely
- Financial transaction oversight – Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- Budgets – Assist the Executive Director in developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- Financial Policies – Assist the Executive Director in overseeing the development and observation of the organization's financial policies

- Reports – Keeping the District's Board of Commissioners (BOC) informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the BOC.
- Finance Committee– Serving on the BOC Finance Committee

4.0 Responsibilities of the Treasurer

4.1 Receive and document all incoming and outgoing Funds

The Treasurer assumes the role of "banker" for the District, the District Treasurer shall:

- Receipt and deposit revenues.
- Register and pay warrants/checks.
- Pay bond principal and interest payments.
- Coordinate with Clallam County Treasurer for District investments
- Coordinate with Clallam County Treasurer for levy and tax proceeds
- Report condition of the district's finances to the Board of Commissioners each month
- Balance Funds and Accounts
- Provide required information for the bi-annual District audits

4.2 Follow applicable State and Federal laws

The treasurer must adhere to the following for all monies received and expended:

- Washington RCW's
- Washington State Auditor's Office (SAO) principles and procedures
- Washington State SAO Budgeting, Accounting and Reporting System (BARS)
- District's Financial Management Policy (510)

4.3 Investment of Funds:

At any given time there may be substantial monies in the custody of the District Treasurer that are not immediately needed to meet obligations. Rather than allow these monies to remain idle, the District Treasurer's is responsible for all investment of District funds.

If the BOC has chosen to use the Treasurer of Clallam County for any and all investments, the Treasurer will follow the Clallam County rules and policies for investments, as outlined in the Financial Management Policy (510)

If the BOC choses to have the District Treasurer be actively involved in the investment program of District funds, a separate District Policy will be approved by the District BOC prior to any start of the program. The investment policy shall address liquidity, diversification, safety of principal, yield, maturity, quality of the instrument, and capability of investment management.

4.4 Adhering to the Public Records Requirements

Under the provisions in the RCW for Public Records, The District Treasurer is to keep public records open for public inspection for proper purposes, at proper times and a proper manner during all business hours of the day. Public records include, but are not limited to, all documents, any book, paper, photograph, microfilm, computer tape, disk and record, sound recording, or other material regardless of physical form in the custody, control or possession by the District Treasurer.

The District Treasurer has a specific duty to keep and maintain complete records of receipt and expenditure of public funds as provided by law. Unless a longer period is required, a grantee shall retain all records for seven years after the completion of the activity for which it uses funds

4.5 Voided and Missing Warrants and Checks

The District Treasurer shall keep voided warrants/checks and shall be filed in the numerical order of their issuance by fund and by fiscal year in a separate file and shall be sufficiently mutilated to prevent their being cashed but not mutilated as to not be identifiable. The treasurer shall maintain this file.

The Treasurer may issue a second or duplicate check or warrant in lieu of any check or warrant that has been issued and subsequently lost or destroyed. No second or duplicate check or warrant shall be issued until the Treasurer has stopped payment on said item by the payor’s bank or, in the alternative, until an affidavit setting forth the facts as to the loss or destruction of the original check or warrant has been received by the school district from the payee, which affidavit may be received by electronic transmission.

510 Financial Management Policy

1.0 Purpose

The Shore Metropolitan Park District (District) is accountable to its citizens for its use of public money. The establishment and maintenance of wise financial and fiscal policies enables officials of the District to protect the public interest and ensure public trust. This Financial Management Policy gives direction on how the District meets its immediate and long-term service goals and operate in a financially prudent manner. Policies contained herein serve as general guidelines for both financial planning and internal financial management of the District.

This policy ensures that the District is positioned to respond to changes and the economy or new service requirements without an undue amount of financial stress. This policy also enables the District to maintain a good credit rating in the financial community and assure taxpayers that the District is well managed financially and maintained in sound fiscal condition. The District will adhere to the highest accounting and management policies as set by the Government Finance Officers' Association, the Governmental Accounting Standards Board, and other professional standards for financial reporting and budgeting.

Depending on the BOC choice for District Treasurer (see policy 505 District Treasurer), the District Accountant and the District Treasurer can be a dual role by one individual or firm, In the event the BOC has chosen the Clallam County Treasurer as the District Treasurer, the District Accountant will be responsible for the financial management of District funds as outlined in this policy and the District Treasurer policy (505) referenced above. For clarity, the terms District Accountant and District Treasurer can be interchanged if only one person is responsible for both roles.

2.0 Objectives

The objectives of the Financial Management Policy are:

- To guide the BOC, Executive Director and District Accountant for policy decisions having significant fiscal impact;
- To set forth operating principals to minimize the cost of government and limit financial risk;
- To employ balanced and fair revenue policies to provide sufficient funding for desired programs;

- To maintain appropriate financial capacity for bonded indebtedness for present and future needs;
- To promote sound financial management by providing accurate and timely information regarding the District's financial condition;
- To protect the District's credit rating and provide for adequate resources to meet the provisions of the District's debt obligations;
- To ensure the legal use of financial resources through an effective system of internal controls; and
- To promote cooperation and coordination with other governments, non-profits, and the private sector in the financing and delivery of services.

3.0 Financial Responsibilities

3.1 Financial Responsibilities of the District Board of Commissioners

Sound business practice and good government dictates that the BOC establishes policies regarding the fiscal activities of the District in accordance with applicable local, state, and federal laws and regulations.

The District Board of Commissioners (BOC) is responsible for approving:

1. The Annual Operating Budget;
2. Any amended Annual Budgets
3. The Capital Improvement Plan
4. The Strategic Plan, and;
5. Approval of the Financial Management Policy

The BOC financial responsibilities are presented to the BOC and adopted annually during the budget process and semi-annually if any budget amendments are required.

3.2 Financial Responsibilities of the Executive Director

The Executive Director, in collaboration with the District Accountant, is responsible for:

- Maintaining adherence to the approved Annual Budget
- Proposing any changes to the Annual Budget
- Developing programs within the constraints of the Annual Budget
- Develop and propose the Capital Improvement Plan
- Develop and propose the Strategic Plan

The Executive Director presents to the BOC the Annual Budget, Capital Improvement Plan and the Strategic Plan annually during the budget process. A Strategic Plan review is done annually during the beginning of the year.

3.3 Financial Responsibilities of the Treasurer and/or District Accountant

The Treasure and/or District Accountant, herein referred to as District Treasure, duties and responsibilities are outlines in District policy (505-Treasurer Policy). The Treasurer is responsible but not limited to the following:

- Monthly financial condition report to the BOC
- Maintaining adequate cash for approved expenditures
- Provide any information requested by the Executive Director, BOC or State Auditor
- Assist in the budget process as necessary

4.0 Financial Planning Process

The District engages in the financial planning process, which encompasses important policy considerations and provides guidelines for all aspects of the District's financial management strategy, is done during the annual budget process.

5.0 Fund Policies

In accordance with Washington State RCW's, the accounts of the District are organized on the basis of funds, each which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The District's resources are allocated to and accounted for in individual funds depending on their intended purpose

The Board is required to approve any newly established Funds. To be consistent with text contained in the annual budget, the following is a list of District Financial Funds that can be used by the District:

5.1 Fund Accounting

5.1.1 General Fund

The General Fund is the general operating fund of the District. This fund is used to account for all financial resources and expenditures of the District, which are not accounted for in other funds. The General Fund provides general purpose governmental services to the

citizens. This fund is used to account for all general financial resources except those that must be accounted for in a special revenue fund.

5.1.2 Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

5.1.3 Reserve Fund

Use of funds must be authorized by a Resolution of the District Commission.

5.1.4 Debt Service Fund

The Debt Service Fund is used only to account for the accumulation of resources for, and the payment of, long-term debt, principal and interest. This fund contains several types of debt including but not limited to:

- Long term loans greater than one year
- Any type of Bonds issued by the District

5.1.5 Permanent Funds

Permanent Funds are legally restricted so only earnings, not principal, may be used to support the specific government program. The Board will adopt separate policies governing the management of restricted funds such as endowments.

5.1.6 Capital Improvement Funds

Capital improvement funds account for the purchase, construction, replacement, addition, or major repair of public facilities and major equipment. These projects differ from routine maintenance in that their cost is generally greater than $25,000 and they have a useful life of generally ten years or more. Examples may include, but are not limited to buildings, bridges, parks, major trails, and significant pieces of equipment.

5.2 District Funds

5.2.1General Fund (001)

The General Fund is for the District's revenue and operating expenses including expenditures for salaries and wages, benefits, supplies, services, and charges which are

necessary to support primary services. Capital Improvement Debt payments are paid through the Capital Improvement Fund (301)

5.2.2 General Fund Restricted Balance (Reserve)

The General Fund's targeted restricted General Fund balance for reserves will be a minimum of three months of average operational expense that includes current debt payments to a maximum of six months of current operational expense that includes current debt payments, excluding capital expenditures or extraordinary expenses.

An extraordinary expense is an accounting term used to describe expenses that are infrequent, unusual, and material in size.

5.2.3 Use of General Fund Restricted Balance

The restricted General Fund balance is maintained to:

- Offset unanticipated downturns and necessary revisions in any general municipal purpose fund; and
- Provide a sufficient cash flow for daily financial needs at all times.

5.2.4 Capital Improvement Fund (301)

The Capital Improvement Fund is for the District's Capital Improvement expenses, funding the Capital Improvement Plan, Capital Improvement debt, and replacement of old equipment.

5.2.5 Capital Improvement Fund Restricted Balance (Reserve)

The General Fund's targeted restricted General Fund balance for reserves will be sufficient for the replacement of all major mechanical equipment and building components at the end of the effective service life. This is done by an annual payment to the restricted fund balance.

5.2.6 Use of General Fund Restricted Balance

The restricted General Fund balance is maintained to fund the replacement of equipment that has an effective service life. It can also be used also for extraordinary expenses. An extraordinary expense is an accounting term used to describe expenses that are infrequent, unusual, and material in size.

6.0 Annual Budget Policies

The Annual Budget will define the District's annual financial management plan as developed by the District BOC and the Finance Committee. In conjunction with the Capital Plan and the Strategic Plan it establishes the goals and objectives for the ensuing year.

6.1 Budget Priorities

The budget will give first consideration to ongoing mission led programs before the addition of any new programs are added. Budgets associated with any proposed new program should be submitted and reviewed prior to adoption and incorporation into the budget. Additional personnel should be recommended only after the need has been fully substantiated. The District BOC must approve personnel not authorized in the budget.

6.2 Maintenance and Replacement Schedule

A multi-year maintenance and replacement schedule will be maintained by the Executive Director and based upon the District's projections of its future replacement and maintenance needs and funds and be reserved in the Capital Improvement Fund (301) Restricted Fund Balance. The projections will be updated and the schedule revised on an annual basis. The budget will provide sufficient levels of maintenance and replacement funding to ensure that all capital facilities and equipment are properly maintained and that such future costs will be minimized.

6.3 Year-end Surplus Funds

Year-end surpluses in the General Fund may be used for nonrecurring capital expenditures or dedicated to the Capital Improvement Plan funding. The following criteria must be met to qualify any portion of the General Fund surplus for these purposes:

- There are surplus balances remaining after all reserves and fund allocations are made;
- An analysis has occurred assuring that the District has an adequate level of short and long-term resources to support the proposed use of surplus balances; and
- The funds expenditure is approved by the District BOC.

7.0 Budgetary Control Policies

7.1 Balanced Budget

The District will adopt a 12-month balanced calendar year budget. The balanced budget means budgeted expenditures will not exceed the available resources of the beginning fund balance plus new revenues. The adopted budget is for a 12-month fiscal period with annual financial reporting.

7.2 State of Washington Budgetary Statutes

The budget will be developed and administered in compliance with applicable State of Washington budgetary statutes.

7.3 Budget Monitoring and Reporting

The District will maintain a system for monitoring the District's budget performance. Accounting and reporting practices will be maintained to provide accurate and timely monitoring of the District's budget performance. Monthly budget reports will be issued by the District Accountant or his or her designee to report on the actual performance compared to budget estimates to the District BOC.

The system will include provisions for amending the budget during the year in order to address unanticipated needs or emergencies.

7.4 Amending the Budget

Appropriations requested after the original budget is adopted will be approved only after consideration of the current status of revenues. Such appropriations will be approved by the District BOC in accordance with public hearing statutes. The budget may be adjusted or amended during the year in order to address unanticipated needs, emergencies or changes in work plan.

Formal amendment of the budget through a BOC approved resolution amending the expenditure appropriation and the related funding source is required when the balanced budget requirement is not possible (i.e., revenue is not sufficient to cover the budgeted expenses). Adjustments or amendments will occur through a process coordinated by the Executive Director or his or her designee.

7.5 Fund Allocation

The budget is adopted at the fund level with allocations made for administrative control. Reallocation is approved for administrative control of existing appropriation that not change the adopted budget balanced budget “bottom line”. It may become necessary to shift allocations between line items, programs, to meet unanticipated needs, emergencies or changes in work plan. As long as the bottom line is not changed, the adjustment can be done administratively with the authorization of the District Accountant and approval of the Executive Director. The District Accountant and the Executive Director has the authorization for the transfer of funds between funds as part of the adopted budget.

8.0 Revenue Policies

The budget will reflect the projection of all anticipated revenue from all sources including tax revenue. One time or unanticipated revenue will not be included in the Annual Budget but can be accounted for in amended budgets once the revenue has been received. The annual budget revenue will establish the level of programs and services the District will provide to the community.

8.1 Revenue Sources

The District will try to maintain a stable revenue system to protect against short-term fluctuations in any one revenue source. The District depends on the property tax levy passed by the voters in May 2009. Although the District seeks to increase programing and admission revenue to supplement the tax levy revenue, the revenue generated by programming and admissions is not sufficient to maintain the facility or it's programs.

8.2 Revenue Estimates

Because revenues, especially those of the General Fund, are sensitive to local and regional economic conditions, revenue estimates will be conservative and will be made by an objective, analytical process.

8.3 Cost Recovery from Programs and Users

As much as reasonably possible, District programs should be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit. Rate adjustments for services utilizing user fees and charges should be recalculated annually to consider inflation and other costs. The

District should be sensitive to the balance between the need for programs and services and the District's ability to raise fees, charges, and taxes to support those services.

8.4 Acceptance of Donations

The District will occasionally receive requests from individuals or organizations to accept cash donations. These donations should be performed within Civic Rec, the districts point of sale operating system. They are to be rang up as a donation to the corresponding donation item located within the catalog. They will then be coded and deposited with the daily transactions. They will then be deposited as a daily transaction and revenue codes are reconciled with receipt of deposit.

9.0 Expense Policies

The budget will reflect the projection of all anticipated expenditures and reserve requirements necessary. The District will avoid budgetary and accounting practices that balance the current budget at the expense of future budgets. The District will maintain a level of expenditures, which will provide for the Mission, Vision and Values established by the District BOC.

10.0 Accounting and Reporting Policies

The District's accounting and financial reporting will follow the Washington State Auditor's Office prescription for the accounting reporting of local governments in the State of Washington

under RCW 43.09.200.

10.1 State Auditor's Reporting System

The State Auditor's Office provides a standard account classification system through its Budgeting Accounting and Reporting System (BARS). The District is classified as a Special Purpose Governmental District and will maintain its records on a basis consistent with the Category 2 BARS manual.

10.2 District Accountant

The District Accountant will maintain financial systems to monitor expenditures, revenue, and performance of all District programs on an on-going basis. The Board will receive

regular monthly reports that will present a summary of financial activity for the period and the cumulative data for the budget year.

10.3 Cash and Accrual Basis Accounting

For State Auditor Reporting revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense.

Inventory is expensed when purchased. For monthly reporting purposes the District Accountant can use cash basis or accrual basis for reporting to the BOC.

10.4Fixed Asset Management

The Executive Director or his or her designee shall maintain fixed asset records for all capital assets owned by the District. The threshold for capitalization of non-infrastructure assets is $5,000.

10.5 State Audits and Reviews

The State Auditors' Office will perform a financial and compliance audit on a scheduled basis and issue an audit report. Results of the audit will be provided to the BOC and the public. The District will conduct an internal financial review on an annual basis as part of the budgeting process.

11.0 Debt Management Policies

The District will maintain reserve funds sufficient to meet requirements for the guarantee of debt service in compliance with debt agreements The basic objectives of the District's debt management policy are:

- To achieve the lowest possible cost for borrowing;
- If needed, to ensure access to the bond market to adequately provide the capital needed to finance public improvement and other long-term development objectives. Debt can be used as a mechanism to equalize costs of needed improvements to both present and future citizens and as a way to reduce the costs of substantial public improvements;

- To maintain strong and sound credit demonstrated by its commitment to meet all obligations in a timely fashion;
- To maintain a level and structure of outstanding indebtedness that does not lead to excessive debt service requirements, thereby avoiding unnecessary strains on the operating budget; and
- To maintain the confidence of lending markets and the taxpayers.

The District Commissioners approval is required prior to the issuance of debt. The District Accountant or his or her designee has the authority to act as debt manager in the duties of debt issuance and related repayment activities.

11.1Bond Procedures

The District will use the services of legally certified and credible bond counsel in the preparation of all presentations. An independent outside financial advisor may be used to provide the District with objective advice and analysis on debt issuance. The District will generally issue its debt through a competitive process but may use a negotiated process. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided by RCW chapter 43.80 the District will use the fiscal agent appointed by the state. An underwriter will be used for all debt issued in a negotiated or private placement sale method. The underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to the investors. The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life, or a maximum of 20 years. (see Policy 518-Post Issuance Bond Compliance Procedures)

11.2 Short Term Debt

It is the District's policy to avoid the use of short-term indebtedness to the extent possible. Short- term borrowing (one year or less) will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received or to cover temporary cash flow shortages resulting from delay in receipting tax revenues or to finance capital construction.

Interfund loans may be used to meet short-term cash flow needs as an alternative to outside debt instruments. Interfund loans will be permitted only if an analysis of the lending fund indicates excess funds are available and that the use of these funds will not adversely affect current operations.

11.3 Long Term Debt

The District will not use long-term debt to support current operations. Prior to the issuance of debt, the District will prepare revenue projections to ensure there is adequate revenue to make principal and interest payments. The District will confine long-term borrowing to capital improvements that cannot be financed from current revenues.

Refunding bond issues designed to restructure current outstanding debt is an acceptable use of bond proceeds. A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant or restructure debt repayment due to cash flow needs, a debt refunding will attempt to achieve a present value savings of five percent of the principal amount of the refunding debt being issued. The District will maintain communications with bond rating agencies regarding its financial condition. The District will follow a policy of full disclosure on financial reports and bond prospectuses. The District will use bond proceeds pursuant to the bond resolutions, contracts, and Internal Revenue Codes applicable to government bonds. The District will maintain a system of recordkeeping and reporting to meet and satisfy calculations necessary for yield restriction requirements and arbitrage rebate requirements on the District's Tax-exempt bonds.

11.4 General Obligation Bonds, Limited General Obligation Bonds and Lease Purchase Policies

Projects proposed for financing through general obligation debt will be accompanied by an analysis of the future operating and maintenance costs associated with the project. The District shall pay all interest and repay all debt in accordance with the terms of the bond resolutions. Bonds will not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The financing of lease purchases should be done in accordance with (RCW 39.36.020 (2) and RCW 35.42.200).

12.0. Capital Improvement and Capital Budget Policies

It is the District's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction or acquisition of public facilities or major equipment. The District will maintain its physical assets at a level adequate to protect its capital investment and minimize future maintenance and replacement costs. The budget will provide for the orderly replacement of the capital assets from current resources where possible. Long

term borrowing for capital facilities is considered an appropriate method of financing large facilities that benefit more than one generation of users (see Policy 512-Capital Improvement Plan Policy)

13.0 Cash and Purchasing Policies

The Executive Director and the District Accountant will develop, maintain, and constantly seek to improve cash management systems, which ensure the accurate and timely accounting, investment and security of all cash assets. Written cash handling procedures are updated periodically and made available to all staff. Purchase of goods and services will be accomplished by a separate purchasing policy (see policy 520- Purchasing) adopted by the District Board. Payroll costs are authorized by budget adoption. Expenditures will be within current resource projections at the fund level.

14.0 Grant Management

14.1Funding

The District recognizes that grant funding provides significant resources to enhance the District's ability to provide programs and do Capital Improvements. The District will seek grant funding for activities that are determined to further the Strategic Objectives of the District or that provide for programs, which are in the best interests of our citizens. The District will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria.

14.2 Grant Process for New Programs or Capital Improvements

Grant applications to fund new programs or capital improvements with state or federal funds will be reviewed by the Executive Director and the Finance Committee prior to application. Among other issues, consideration will be given to whether grant activities further the District's mission and strategic objectives and whether locally generated revenues will be required to support grant activities when grant funding is no longer available.

15.0 Investment Policy

Funds are managed by the Clallam County Treasurer (see Clallam County Investment Policies).

511 Revenue Policy

1.0 Purpose:

To set a fair and reasoned methodology in setting and developing the District revenue and pricing structure, and any future increases which may be needed.

2.0 Background:

2.1 Pubic Interest:

The public has an interest in the availability of a broad range of organized recreation opportunities that encourage good health, lifelong learning, respect for the environment, and a sense of community.

2.2 Balance of Benefits:

Benefits of participation in recreation, and specifically swimming, accrue to both the participant and to the public and, therefore, it is appropriate that recreation be funded by a balance of participant fees and public resources.

2.3 Targeted or Focused Groups:

The mission and goals for recreation activities and programs by the District apply to all citizens within the District boundaries and interests in particular activities are determined by individual participants. The public interest lies in encouraging participation and reducing barriers to access available recreation opportunities. Hence, cost of service analysis and fee structures need to be expressed in broad demographic groups for which there is particular public interest or for whom there exist significant barriers to participation. These groups are identified as follows:

- Youth: in order to invest in the future of our community.
- Adults: in order to increase the diversity of community participation in public recreation.
- Low income citizens: in order to ensure access and mitigate financial barriers to participation.
- Disabled citizens and seniors: in order to improve opportunities for inclusion and participation.

- Veterans: In order to increase awareness of, and improve access to, recreation programs.

3.0 TYPES OF REVENUES:

Revenues are divided into two groups, Earned Revenue and Non-Earned Revenue. The following is a breakdown of both revenue streams:

34.1 Earned Revenue:

- **Admission Fees:** Fees to enter a District building recreational purposes and special events
- **Rental Fees:** One-time payments made for the privilege of exclusive use of a portion or the entire District facility.
- **Contracted Rental Fees:** Recurring payments made by contracted agreement for the privilege of exclusive use of a portion or the entire District facility
- **Membership Fees:** Fees paid for the unlimited use of the facility and amenities for a set duration of time (i,e,: annual membership)
- **Instructional and Exercise Fees**: Fees for the use of a facility, participation in an activity such as a group program or instructional class.
- **Sales Revenues:** Revenue obtained from the operation of stores, concessions, and from the sale of merchandise and other property.
- Non-Earned Revenue
- **Compulsory Revenues:** Revenue from mandatory payments such as tax revenues or special assessments.
- **Alternative Revenues:** Revenue sources other than compulsory revenues. These revenues may include gifts, sponsorships, donations, grants, fees and charges.

4.0 OTHER DEFINITIONS USED WITHIN THE POLICY

- **Service:** Any program, class, event, activity, sales or rental opportunity provided by the department.
- **Direct Costs:** Those costs that can be directly and exclusively attributed or assigned to a specific service.
- **Indirect Costs:** Those costs that can be attributed to more than one (1) program or service. Examples would include departmental administrative staff salaries, insurance, acquisition/construction depreciation or the costs of operating an activity bus that may be used for several different programs.

- **Cost of Service or Full Costs:** These are both the direct costs and a pro-rated percentage of the indirect costs that can be attributed to a specific service.
- **Bundled or Discounted Fees:** The use of combining fees or extended length of commitment to encourage use and to reduce the costs of fee collection and provide a higher level of convenience to repetitious users. An example is Annual Pass or Membership pass with exercise add on.
- **District Sponsored:** Services that are organized, promoted, and conducted exclusively by County staff and are the responsibility of the District.
- **District Co-Sponsored:** Services that are organized, promoted, and conducted in part by District staff and in-part by an outside agency, organization, or individual(s) and are the negotiated responsibility of both parties as defined by a performance contract. Any fees assessed to the outside group for facility use of staff time shall be established to recover the District's direct costs at minimum. An example would be Senior Games.
- **District Facilitated:** Services that are organized, promoted, and conducted by an outside agency, organization, or individual(s) with limited assistance from District staff. These services are the responsibility of the outside group. District involvement often includes permission to use a District facility or promotional assistance. Normally, these levels of service are defined by the warranties/guarantees of a contract. Any fees assessed to the outside group for facility use or staff time shall be established to recover the County's direct and indirect costs. An example would be the use of the facility by the local swim club or the high school swim team.
- **Director:** The District Executive Director or designee.

5.0 POLICY

5.1 Pricing:

Prices shall be recommended by the District Executive Director to be approved by the District Board of Commissioners. In setting prices, the District fees and charges are evaluated in an identical manner, which includes the following process:

- Determine the direct and indirect costs of providing the service. The hourly rate for volunteer labor has been defined by the IRS or the Washington State Auditor'sOffice.
- Determine the focus of the activity (Section 2.3) and demographics of thetargeted group.
- Identify the market rate or current fee being charged for a similar service.
- Consider inflationary factors for services (Western Washington Consumer Price Index)
- Availability and affordability within the constraints of Annual Budget
- The District priorities as expressed in the current Strategic Plan
- Local economic conditions
- Specific needs of the District community

5.2 Financial assistance:

In addition to pricing, which reflects the item referenced above, the District will seek to ensure affordability of activities through:

- Scholarships,
- Certain free youth activities
- Time-limited price promotions
- Cultivating volunteers and partnerships.

5.3 Rentals and Contract Use of Facilities:

Rentals are available for use by groups and private parties. Pricing should be set to recover 100% of direct costs for rentals during normally open hours. For events during normally closed hours, prices should be set to recover allincremental costs incurred by the District, including staff, maintenance, and utilities

5.4 Reducing, Increasing and Waiving of Fees and Charges:

On occasions, fees and charges may be increased, reduced or waived completely when such action is determined by the Director to be in the best interest of the District and the service applicant. Setting, Increasing, waiving or reducing fees and charges for activities and admissions can be made at the desecration of the District Director for:

- One-time events or activities
- Special promotions or events that last no more than 30 days.
- Instructional classes to ensure cost recovery

The District Board of Commissioners will approve any fee structure for admissions, events, and activities that last in excess of 30 days. The Director may bundle and/or create new pricing structures for admissions and activities in excess of 30 days without Commissioner approval if the overall price does not significantly change the end cost.

5.5 Review of Pricing:

The District Board of Commissioners will review and adjust the fee structures once per year as part of the annual budget process. Any increases will be documented in the annual budget. Contracted use agreements will be reviewed and prices will be set at the time of renewal or during the contract negotiation process.

6.0 Interagency Use:

Services provided to other governmental agencies should recover 100% of their full costs.

512 Capital Improvement Program Plan

1.0 Purpose

A number of important policy considerations need to be considered by the Shore Metropolitan Park District while developing the basis for the Capital Improvement Program (CIP) Plan. These policies provide guidelines for all financial and planning aspects of the CIP, and ultimately affect the project selection process.

2.0 Areas of Consideration

2.1 Long-Range Plans and the CIP

The CIP will be updated annually as part of the District's budget process. The District Board of Commissioners (Board) may amend the CIP Plan at any time as required. The CIP is the document that outlines the long-range plans that have been developed by the Board and District Advisory Council (AC) and staff. This ensures that the District's CIP reflects the input and recommendations of the Board, AC and staff and is responsive to the stated direction of the Board and AC.

2.2 CIP Committee

A Board appointed CIP Committee, to include:

- Two Board members
- Two AC members
- District Executive Director
- District Finance Officer

This Committee may be established each year to review, plan and develop recommendations to the District Executive Director in developing and updating the CIP. The Committee will review proposed capital projects in regard to priority, cost (design, capital, and operating), congruence with District needs and objectives, and prioritize projects by a set of deterministic criteria.

2.3 Establishing CIP Priorities

The District uses the following basic CIP project prioritization and selection process:

1. Each CIP focus area establishes criteria to be used in the prioritization of specific projects submitted for funding. These specific criteria are developed by staff and the AC in conjunction with Board priorities and input from citizens. The District has divided its CIP projects into the following Focus areas: Expansion Project, Exterior Improvement Projects, Accessibility Improvement Projects, Safety Improvement Projects and Interior Improvement Projects.
2. The project expenditure plans must include all capital costs and any applicable maintenance and operation expenditures along with a recommended funding source.
3. The CIP Committee evaluates the various CIP projects and selects those with the highest priority based on input from citizens, project stakeholders, the AC, and Board goals.
4. The District Executive Director develops a preliminary CIP Plan that is recommended to the full Board.
5. The Board reviews the preliminary CIP Plan, holds public hearings, if needed, on the plan, makes their desired alterations, and then officially adopts the CIP and establishes related appropriations as a part of the District's budget.
6. Within the available funding, the highest priority projects are then selected and funded in the CIP.

3.0 Scoping and Costing Based on Pre-design Study

For some projects it is difficult to develop accurate project scopes, cost estimates, and schedules on which no preliminary engineering or community contact work has been done. To address this problem, some projects are initially proposed and funded only for preliminary engineering and planning work. This funding will not provide any monies to develop final plans, specifications, or to construct the projects. Future project costs are refined through the pre-design study process.

3.1 CIP Maintenance and Operating Costs

CIP projects, as approved by the District Board, shall have a funding plan for maintenance and operating costs identified in the project description. These costs will be included in the City's financial planning and budgeting.

3.2 Public Input at All Phases of Projects

The District makes a serious commitment to public, stakeholders and patron involvement. The District's CIP plans will be developed through extensive citizen involvement.

3.3 Use of Debt in the CIP

The CIP is viewed as a long-term program that will continually address future capital requirements . As such, the CIP will include a determination as to the type of financing the projects will utilize. The use of long-term debt will need to be justified in the CIP and to the District Board. The District Accountant monitors CIP cash flow regularly and utilizes fund balances to minimize the amount of borrowing required. Projected financing costs are included within a project in the administrative program area.

3.4 Authority to Fund Projects

The authority to expend or borrow rests solely with the District Board. An approved CIP plan does not infer the authority to incur expenditures or debt. All CIP projects will also need to be part of the annual budget, which is the primary document for revenue and expenditures authorization.

3.5 CIP Plan Update and Amendment

The CIP Plan will be updated at least annually during the budget process. The Board may amend the CIP Plan at any time if a decision must be made and action must be taken before the next CIP review period. All project additions or deletions must be approved by the Board. The CIP is required to be updated at a minimum annually to:

- Make any adjustments in future program years when changes occur in funding or cost.
- Add a year of programming to replace the current year funded.

4.0 CIP Budget Criteria

The CIP and budgeting involves the development of a long term plan for capital expenditures for the District. Capital expenditures include expenditures for buildings, land, major equipment, and other commodities which are of significant value (greater than $10,000) and have a useful life of at least five years.

The CIP lists each proposed capital item to be undertaken, the year in which it will be started, the amount expected to be expended in each year and the proposed method of financing these expenditures. Based on these details, summaries of capital activity in each year can be prepared as well as summaries of financial requirements such as amounts of general obligation bonds to be issued, amounts of general operation funds required and any anticipated intergovernmental support, etc.

The capital improvement budget is enacted annually as part of the District Budget, based on the CIP Plan. It encompasses enacting appropriations for the projects in the first year of the capital improvement plan.

Flexibility is built into the capital improvement plan to allow for delay of projects when financing constraints make it impossible to allow for funding of the entire array of projects and to move future projects forward when financial availability makes it possible.

5.0 Steps in the Capital Improvement Process

The capital improvement process is built around the following eight steps:

1. Establishment of the administrative and policy framework for capital planning and

budgeting. The first step in implementing an effective CIP and budget process is to establish the underlying organizational and policy framework within which the process operates. This is the purpose of this policy.

2. Prepare inventory of existing facilities and systems. This will help to indicate the eventual need for renewal, replacement, expansion or retirement of some of the physical plant. This inventory is part of the Maintenance and Operation documents which are updated on a regular basis. The CIP should use this document for the inventory portion required.
3. Determine by CIP Committee to review the status of previously approved projects. The CIP should report on the status of previously approved projects. The estimated costs of these projects should be reviewed to ensure accuracy and the funding sources which would be needed to finance the completion of the project. This status review also allows Board the opportunity to stay informed of projects approved in previous years.
4. The CIP and Finance Committee should perform financial analysis of each project. Financial analysis involves the determination of the District's financial capability for major expenditures by examining past, present and future revenue, expenditures and municipal debt. This financial planning may need to be reviewed in tandem with the Finance Committee prior to submission to the Board. Some of the important objectives of financial planning include:
    - Stabilizing the levy rate
    - Maintaining a preferred balance of debt service and current expenditures
    - Determination of debt capacity and appropriate debt service levels
    - Maximizing intergovernmental aid relative to local expenditures

    The intent is to come up with a level of capital expenditure by fund, which the District can safely afford over the next several years while maintaining a minimal impact of the levy tax rate and other District revenues.

5. The CIP Committee should compile and evaluate project requests. Once the Finance planning is completed as shown above, the CIP Committee will review and prioritize each project based on the criteria agreed upon by the Board and AC. A draft CIP is then developed and submitted to the CIP and AC Committees for review. The Board then reviews, modifies and adopts the CIP.
6. Adoption of the CIP and budget. The Board, which has been involved in the CIP process from the beginning by its presence on the CIP Committee and establishing policy guidelines under which the CIP was developed, has the final responsibility to adopt the CIP.
7. Monitoring the CIP. The Executive Director is responsible to monitor the actual development and completion of the projects which has been assigned expenditure approval in the approved District Budget.

8. Modifications. Significant changes in project scope, time or costs, requires a CIP amendment by the Board.

6.0 Capital Project Criteria

- **Legal**: State or Federal mandate may require that a particular project be implemented. Court orders and judgments concerning legal requirements that may affect how projects are prioritized.
- **Safety**: The benefit to the environment, safety or public health ofthe community should be evaluated.
- **Project Funds:** The extent to which outside funding is available for the project or purchase should be evaluated.
- **Facility Needs:** The project should alleviate identified problems or deficiencies.
- **Related Projects:** Often projects in one category are essential to the success of those in others.
- **Efficiency:** Projects that substantially improve the quality of service at the same operating cost, or eliminate obsolete and inefficient facilities should be identified using thiscategory.
- **Economic Impact:** A project may affect the local economy. Increases or decreases in property valuations may occur.
- **Public:** Projects are generally more easily implemented if there is public demand and support for them. Such public support should be gauged in terms of its strength and the depth of understanding it represents.

513 Investment Policy

1.0 Purpose

The intent of the Investment Policy of the Shore Metropolitan Park District (District) is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the District's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the District's funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

2.0 Governing Authority

The investment program shall be operated in conformance with federal, state, and other legal requirements, including RCW 39.58 and RCW 39.59.

3.0 Scope

This policy applies to activities of District with regard to investing the financial assets of all funds. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the state of Washington. Except for funds in certain restricted and special funds, the District commingles its funds to maximize investment earnings and to increase efficiency with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

4.0 General Objectives

The primary objectives, in priority order, of investment activities shall be:

4.1 Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

4.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

4.3 Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

4.4 Public Trust

All participants shall act as custodians of the public trust. Investment officials shall recognize that the portfolio is subject to review & devaluation. The programs shall be designed & managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio, it must be recognized that occasional measured losses are inevitable & must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

5.0 Standards of Care

5.1 Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

5.2 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District.

5.3 Delegation of Authority and Responsibilities

5.3.1 Governing Body

The governing body will retain ultimate fiduciary responsibility for the portfolios. The governing body will receive monthly reports, designate investment officers and [annually] review the investment policy making any changes necessary by adoption.

5.3.2 Investment Officers

Authority to manage the investment program is granted to the District Treasurer hereinafter referred to as investment officer. Responsibility for the operation of the investment program is hereby delegated to the Investment Officer who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Officers will prepare monthly investment reports and other special reports as may be deemed necessary. All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

5.3.3 Investment Committee

The District may seek to establish an investment committee to provide guidance to investment officers.

5.3.4 Adviser

The District may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

6.0 Authorized Financial Institutions, Depositories, and Broker/Dealers

6.1 Public Deposit Protection Commission (PDPC)

The PDPC maintains financial institutions and depositories authorized to provide investment services in the State of Washington for public funds. The District will only utilize Financial Institutions that are approved and listed by the PDPC.

6.2 Broker/dealers

A list will be maintained of approved security broker/dealers selected by conducting a process of due diligence. These may include 'primary' dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

Broker Dealers who desire to become qualified for investment transactions must supply the following (as appropriate):

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of FINRA certification
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the District's investment policy.
- Evidence of adequate insurance coverage.

A periodic review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer.

6.3 Minority, Emerging and Community Financial Institutions

From time to time, the investment officer may choose to invest in instruments offered by minority, emerging and community financial institutions. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law.

6.4 Competitive Transactions

6.4.1

The investment officer shall obtain competitive bid information on all purchases of investment instruments purchased on the secondary market. A competitive bid can be executed through a bidding process involving at least three separate brokers/financial institutions or using a nationally recognized trading platform.

6.4.2

If the Entity is offered a security for which there is no readily available competitive offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price.

6.4.3

If the Entity hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide upon request.

7.0 Safekeeping and Custody

7.1 Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the District's safekeeping institution prior to the release of funds.

7.2 Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the District. All securities will be evidenced by safekeeping receipts in the District's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls - Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011)

7.23 Internal Controls

Management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse. Specifics for the internal controls shall be developed and maintained and updated periodically by the Investment Officers.

8.0 Suitable and Authorized Investments

8.1 Investment Types and Credit Guidelines

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable. If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the District until this Policy has been amended and the amended version adopted by the governing body. Typical types of securities include:

- U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest.
- Federal Agency or U.S. government sponsored enterprises (GSE) obligations, participations or other instruments
- Bankers' acceptances;
- Federally insured time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that the amount per institution is limited to the maximum covered under federal insurance;
- Time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with state law
- Negotiable certificates of deposit (NCDs)
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized statistical rating organization;
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Fully collateralized Repurchase agreements collateralized in compliance with this Policy, governed by a SIFMA Master Repurchase Agreement and with a maximum maturity. Capital project funds may be invested in a single flex repurchase

agreement with a maximum stated maturity that shall be matched to the expenditure plan;
- SEC registered money market mutual funds; and
- Local government investment pools.

If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Investment Officer shall evaluate the downgrade on a case-by- case basis to determine if the security should be held or sold. The Investment Officer will apply the general objectives of safety, liquidity, yield and legality to make the decision.

8.2 Collateralization

Where allowed or required by state law and in accordance with full collateralization, all demand deposit accounts are required, including checking accounts and negotiable (as authorized by respective state statutes) and non-negotiable certificates of deposit.

8.3 Authorized Collateral

Acceptable collateral for bank deposits and repurchase agreements shall include only:

- obligations of the U.S. Government, its agencies and GSEs, including mortgage-backed securities obligations of any state, city, county or authority rated at least AA by two nationally recognized statistical rating organizations.

9.0 Investment Parameters

9.1 Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The District shall mitigate credit risk by adopting the following:

9.1.1 Diversification

The investments shall be diversified by:

- limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and

- continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

9.2 Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The District recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The District shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The District further recognizes that certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The District, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The District shall maintain a minimum of three months of budgeted operating expenditure in short-term investments to provide sufficient liquidity for expected disbursements;
- The maximum percent of callable securities in the portfolio shall be 15%;
- The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy; and,
- Liquidity funds will be held in the State Pool or in money market instruments maturing one year and shorter.
- Longer term/Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested in higher quality and liquid securities.
- The duration of the portfolio shall always be approximately equal to the duration (plus or minus 10%) of a Market Benchmark Index selected by the District based on the District's investment objectives, constraints and risk tolerances.

10.0 Performance Standards/ Evaluation

The District's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U.S. Treasury bills, the state investment pool, a money market mutual fund or the average rate of Federal funds. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

11.0 Reporting/Disclosure

11.1 Methods

The investment officer shall prepare an investment report at least quarterly [or monthly], including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter [or month]. This management summary will be prepared in a manner which will allow the District to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the entity's chief administrative officer, the legislative body, the investment committee and any pool participants. The report will include, at a minimum, the following:

- An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate;
- Average maturity of the portfolio and modified duration of the portfolio;
- Maturity distribution of the portfolio;
- Average portfolio credit quality; and,
- Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months, year to date, and since inception compared to the Benchmark Index returns for the same periods; Average weighted yield to maturity of portfolio on investments as compared to applicable Benchmarks
- Distribution by type of investment.

11.2 Annual reports

11.2.1

The investment policy shall be reviewed at least annually within 120 days of the end of the fiscal year to ensure its consistency with the overall objectives of preservation of

principle, liquidity and return, and its relevance to current law and financial and economic trends.

11.2.2

A comprehensive annual report shall be presented in conjunction with the investment policy review.

This report shall include comparisons of District's return to the Benchmark Index return, shall suggest policies and improvements that might enhance the investment program, and shall include an investment plan for the coming year.

11.3 Annual Audit

The Board of Commissioners may establish an annual process of independent review to ensure compliance with internal controls if deemed necessary. Such audit will include tests deemed appropriate by the auditor.

12.0 Policy Considerations

12.1 Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

12.2 Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and the District Board of Commissioners, as well as the individuals charged with maintaining internal controls.

13.0 Approval of Investment Policy

The investment policy and any modifications to that policy shall be formally approved and adopted by the District Board of Commissioners.

14.0 Glossary

US Treasury Obligation: Direct obligations of the United States Treasury whose payment is guaranteed by the United States. (State Statute Note)

GSE – Agency Obligations: US Government Agencies, Government Sponsored Enterprises (GSEs), Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include but are not limited to Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Banks (FHLB), and the Federal Farm Credit Bureau (FFCB). (State Statue)

TLGP Debt Obligations: Senior unsecured debt obligations guaranteed by the Federal Deposit Insurance Corporation under the Temporary Liquidity Guarantee Program (TLGP) or other federal government guaranteed programs; Eligible debt obligations must carry the full faith and credit of the United States Government.

Commercial Paper: Commercial Paper* that is rated A1/P1 and has long term bonds which have a minimum rating of AA- by Standard and Poor's and Aa3 by Moody's

Bankers' acceptances: if the bankers' acceptances are: (i) Guaranteed by, and carried on the books of, a qualified financial institution; (ii) Eligible for discount by the Federal Reserve System; and (iii) Issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category by one or more nationally recognized statistical rating organizations.

Repurchase Agreements: An agreement with an approved broker/dealer that provides for sale and simultaneous purchase of allowable collateral security. The difference in the sales and purchase price is the earning rate on the agreement. A master repurchase agreement must be in place with the approved broker dealer.

Corporate Indebtedness: Corporate Indebtedness that has a minimum long term debt rating of AA rated by Standard and Poor's and a Aa3 rating by Moody's and must be rated on the settlement date P-1 or Aa or better by Moody's Investors Service or A-1 or AA or better by Standard & Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization.

Local Government Investment Pool: State treasurer's local short-term investment fund up to the statutory limit per Washington State statute

Certificates of Deposit/Bank Deposit/ Savings Accounts: Time deposit open accounts, certificates of deposit and savings accounts in insured institutions as defined in RCW 39.58, in credit unions as defined in RCW 39.58 or in federal credit

unions, if the institution or credit union maintains a head office or a branch in this state.

Municipal Obligations: Lawfully issued debt obligations of the agencies and instrumentalities of the State of Washington and its political subdivisions that have a long-term rating of A or an equivalent rating or better or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization.

515 Accountability and Reconciling of Financial Accounts

1.0 Purpose

The purpose of reconciliation and verification of Shore Metropolitan Pool District's financial accounts is to provide an effective internal control environment to ensure that:

1.1

The information transmitted to, contained in, and reported from the District's financial systems is accurate, complete and recorded in a timely manner;

1.2

This information can be relied upon for making accurate financial and administrative decisions; and

1.3

Fraud, theft, compliance violations and other irregularities are quickly detected and reported to the appropriate authorities.

1.4

To fulfill the requirements of RCW 42.24.180 for issuance of warrants or checks before approval by legislative body.

District personnel must comply with the requirements of this policy to ensure that an effective internal control environment is maintained.

2.0 Policy

This policy governs reconciling and verifying financial accounts used by District for the receipt and payment of District funds. Review of financial accounts should be performed on a regular and timely basis and should include the verification, reconciliation and review of:

- Monthly activity statements for all District accounts with the County or in public banking or investment institutions;
- Petty Cash/Imprest Funds
- Payroll accounts; and
- Merchant Accounts (credit card receipts)

Accountability and procedures must be assigned and in place in each department to ensure that inaccuracies or incomplete financial information identified during the reconciliation or verification process are investigated and corrected in a timely manner.

2.1 List of Financial Accounts

The Executive Director, or his designee, will maintain a master list of District financial accounts. This list will show:

- Purpose of financial account
- When the account was established and/or closed
- Responsible person for maintaining the account
- Person responsible for the reconciliation of the account
- Person responsible for verifying and reviewing the reconciliation of the account
- Interval in which the verification and review will occur

2.2 Reconciliation

Reconciliation is the process of comparing information that exists in two systems or locations, analyzing differences and making corrections so that the information is accurate, complete and consistent in both locations. Financial accounts must be reconciled on a periodic and timely basis to verify that all items were correctly posted to the account. All funds within the financial account must be included in the reconciliation unless previous arrangements have been made. Without performing reconciliations, inaccurate recording of transactions may occur that would result in incorrect reporting and could impact resources.

2.2.1Reconciliation Schedule

On a scheduled basis all financial/bank accounts will be reconciled by the District Accountant and reviewed by the Executive Director, or his designee. A Monthly reconciliation will be completed with necessary backup documentation attached. The following is the approved schedule:

a) Bank Accounts: Monthly
b) Petty Cash/Imprest Accounts: When adding funds or Semi-Annually
c) County Treasury Accounts: Monthly
d) Credit Card Merchant Accounts: Monthly

2.2.2Reconciliation Procedures

The District Accountant shall establish and perform the appropriate reconciliation reports and have them available to the Executive Director and the Board.

3.0 Segregation of Duties

Segregation of duties is one of the most important features for financial accountability. The fundamental premise of segregated duties is that an individual or small group of individuals should not be able to initiate, approve, undertake, and review the same action. These are called incompatible duties when performed by the same individual. The minimum segregation of duties is as follows:

1. The signer(s) on any District Accounts at private banking institutions will not be the same person who maintains custody of the checks for those accounts.
2. The District Accountant will be responsible for reconciling all District accounts.
3. One Board member, the District Accountant and either the Executive Director or his designee will approve all expenditures from District accounts with private banks or County Treasury accounts. The Board will certify the expenditures at the following Board meeting.
4. Payroll will be Submitted via hours inputted in When To Work Scheduling software that is updated by managers. The Director will review this and adjust sick or PTO to match employees' available hours in Quick Books. The accountant will receive and verify this report prior to entering it into the Districts payroll software. Payroll is brought to the board for expense ratification monthly.

518 POST-ISSUANCE PROCEDURES FOR TAX-EXEMPT BONDS

1.0 Purpose

The purpose of these procedures for tax-exempt bonds and other tax-exempt obligations ("Bonds") issued by Shore Metropolitan Park District (District) is to facilitate compliance by the District with applicable requirements of the Internal Revenue Code of 1986, as amended (the “Code”) that must be satisfied after the issue date of the Bonds to maintain tax-exempt status.

2.0 Responsibility for Monitoring Post-Issuance Tax Compliance

The District Board of Commissioners (Board) has the overall final responsibility for monitoring whether the District is in compliance with post-issuance federal tax requirements for the Bonds. The Board has delegated the primary operating responsibility to monitor the District's compliance with post-issuance federal tax requirements for the Bonds to the Executive Director of the District or his/her designee.

3.0 Arbitrage Yield Restriction and Rebate Requirements

The Executive Director shall maintain or cause to be maintained records of:

a) Purchases and sales of investments made with Bond proceeds (including amounts treated as "gross proceeds" of Bonds under Section 148 of the Code) and receipts of earnings on those investments;
b) Expenditures made with Bond proceeds (including investment earnings on Bond proceeds) in a timely and diligent manner for the governmental purposes of the Bonds, such as for the costs of purchasing, constructing and/or renovating property and facilities;
c) Information showing, where applicable for a particular calendar year, that the District was eligible to be treated as a "small issuer" in respect of Bonds issued in that calendar year because the District did not reasonably expect to issue more than $5,000,000 of Bonds in that calendar year;
d) Calculations that will be sufficient to demonstrate to the Internal Revenue Service ("IRS") upon an audit of a Bond issue that, where applicable, the District has

complied with an available spending exception to the arbitrage rebate requirement in respect of that Bond issue;

e) Calculations that will be sufficient to demonstrate to the IRS upon an audit of a Bond issue for which no exception to the arbitrage rebate requirement was applicable, that the rebateamount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that Bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS; and

f) Information and records show that investments held in yield-restricted advance refunding or defeasance escrows for Bonds, and investments made with unspent Bond proceeds after the expiration of the applicable temporary period, were not invested in higher-yieldinginvestments.

4.0 Restrictions on Private Business Use and Private Loans

The Executive Director shall adopt procedures that are calculated to educate and inform the principal operating officials of those departments and affiliates of the District ("Users") for which land, buildings, facilities and equipment ("Property") are financed with proceeds of Bonds about the restrictions on private business use that apply to the Property after the Bonds have been issued, and of the restriction on the use of Bond proceeds to make or finance any loan to any person other than a state or local government unit. Following the issuance of Bonds to finance Property, the Executive Director shall provide the Users of the property with a copy of these Compliance Procedures and other appropriate written guidance advising that:

A. "Private business use" means use by any person other than a state or local government unit, including business corporations, partnerships, limited liability companies, associations, nonprofit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency, as a result of ownership of the Property or use of the Property under a lease, management or service contract (except for certain "qualified" management or service contracts), output contract for the purchase of electricity or water, privately sponsored research contract (except for certain "qualified" research contracts), "naming rights" contract, "public-private partnership" arrangement or any similar use arrangement that provides special legal entitlements for the use of the Property;

B. Under Section 141 of the Code, no more than l 0% of the proceeds of any Bond issue (including the Property) may be used for private business use, of which no more than 5% of the proceeds of the Bond issue (including the Property) may be used for any "unrelated" private business use-that is, generally, a private business

use that is not functionally related to the governmental purposes of the Bonds; and no more than the lesser of $5,000,000 or 5% of the proceeds of a Bond issue may be used to make or finance a loan to any person other than a state or local government unit;

C. Before entering into any special use arrangement with a nongovernmental person that involves the use of Property, the User must consult with the Executive Director, provide the Executive Director with a description of the proposed nongovernmental use arrangement, and determine whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the Property;
D. In connection with the evaluation of any proposed nongovernmental use arrangement, the Executive Director should consult with nationally recognized bond counsel to the District as may be necessary to obtain federal tax advice on whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use of the Property, and, if not, whether any "remedial action" permitted under Section 141 of the Code may be taken by the District as a means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the Bonds that financed the Property; and
E. the Executive Director and the User shall maintain records of such nongovernmental uses, if any, of the Property, including copies of the pertinent leases, contracts or other documentation, and the related determination that those nongovernmental uses are not inconsistent with the tax-exempt status of the Bonds that financed the Property.

5.0 Records to be Maintained for Bonds

It is the policy of the District that, unless otherwise permitted by future IRS regulations or other guidance, written records (which may be in electronic form) will be maintained with respect to each Bond issue for as long as those Bonds remain outstanding, plus three years. For this purpose, the Bonds include refunding Bonds that refund the original Bonds and thereby refinance the Property that was financed by the original Bonds. The records to be maintained are to include:

a) The official Transcript of Proceedings for the original issuance of the Bonds
b) Records showing how the Bond proceeds were invested, as described in paragraph 3(A) above;
c) Records showing how the Bond proceeds were spent, as described in paragraphs 3(B) and 4(C) above, including purchase contracts, construction contracts, progress payment requests, invoices, cancelled checks, payment of Bond issuance costs

and records of "allocations" of Bond proceeds to make reimbursement for project expenditures made before the Bonds were actually issued;

d) Information, records and calculations showing that, with respect to each Bond issue, the District was eligible for the "small issuer" exception or one of the spending exceptions to the arbitrage rebate requirement or, if not, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that Bond issue was calculated and timely paid with Form 8038-T timely filed with the IRS, as described in paragraphs 3(C), (D) and (E) above; and

e) Records showing that special use arrangements, if any, affecting Property made by the District with nongovernmental persons, if any, are consistent with applicable restrictions on private business use of Property financed with Bond proceeds and restrictions on the use of Bond proceeds to make or finance loans to any person other than a state or local government unit, as described in paragraph 4 above. The basic purpose of the foregoing record retention policy for the Bonds is to enable the District to readily demonstrate to the IRS upon an audit of any Bond issue that the District has fully complied with all federal tax requirements that must be satisfied after the issue date of the Bonds so that those Bonds continue to be tax -exempt under the Code.

6.0 Identification and Remediation of Potential Violations of Federal Tax Requirements for Bonds

1. So long as any of the District's Bond issues remain outstanding, the Executive Director will consult with the Users of Property at least once a year to review and determine whether current use arrangements involving that Property continue to comply with applicable federaltax requirements as described in these Compliance Procedures. This may be accomplished, for example, by meeting with Users, providing questionnaires to Users about current use arrangements, or adopting other protocols reasonably calculated to ensure compliance with applicable federal tax requirements on a continuing basis. This periodic review may be scheduled, for example, at or before the times that the District is required to file with the Municipal Securities Rulemaking Board the annual financial information and operating data pursuant to the District's undertaking to provide continuing disclosure with respect to outstanding Bond issues, or when the District is undergoing the annual audit of its financial statements.
2. If at any time during the life of a Bond issue, the District discovers that a violation of federal tax requirements applicable to that issue may have occurred, the Executive Director will consult with bond counsel to determine whether any such violation

actually has occurred and, if so, take prompt action to accomplish an available remedial action under applicable IRSregulations or to enter into a closing agreement with the IRS under the Voluntary Closing Agreement Program described under Notice 2008-31 or other future published guidance.

7.0 Education Procedures with Respect to Federal Tax Requirements for Bonds

The Executive Director and his or her staff, as well as the principal operating officials of those departments and affiliates of the District for which Property is financed with Bond proceeds, should be provided with education and training on federal tax requirements applicable to Bonds. The District recognizes that such education and training is vital as a means of helping to ensure that the District remains in compliance with those federal tax requirements in respect of Bonds. The District will enable and encourage those personnel to attend and participate in educational and training programs offered by, among others, the Washington Finance Officers Association regarding the federal tax requirements applicable to Bonds.

520 Purchasing Policy

1.0 Purpose

The Shore Metropolitan Park District (District) Board of Commissioners (Board) is responsible for establishing policy direction for the District under Washington State law (RCW35.61.135). Prudent business practice and good government provides that the Board establish policies regarding the fiscal activities of the District including but not limited to purchasing in accordance with applicable local, state and federal law and regulations. Transferring authority and responsibility to the Executive Director or his or her designee for purchasing requires formal action by the Board. This Purchasing Policy establishes the authority granted to the Executive Director or his or her designee and procedure considerations related to the purchase of goods and/or services for use by District in service and for the benefit to the community.

2.0 Purchasing Approval and Payment Procedures

It shall be the administrative function of the Executive Director or his or her designee to review all District purchases prior to submission for payment. The Executive Director or his/her designee will stamp date and mark “received” and list a chart of account number listed on each invoice or payment request. All stamped purchases or invoices will be considered approved unless noted otherwise. Approval authority documentation will be maintained with each invoice or payment request

2.1 Approval Authority for all Purchases

The following is the level of purchase authority for the District:

2.1.1 Up to $2,500

The Director/designee has the authority to make purchases of up to $2,500 for budgeted items or reoccurring supplies and inventory and chemicals.

2.1.2 More than $2,500 and less than $10,000

The Executive Director or designee for the above purchase levels shall be authorized to sign quotes and review and approve purchases.

2.1.3 More than $10,000 and less than $30,000

The Finance Committee of the Board shall authorize and approve of any purchases of more than $10,000 and less than $30,000. Any required documentation shall be attached to the bid, quote or purchase request. Upon receipt of vendor invoice for items purchased or services rendered, the Executive Director or his/her designee shall approve and submit for payment in accordance with section 2.2.

2.1.4. More than $30,000

The Board shall authorize and approve any purchases more than $30,000. Any required documentation shall be attached to the bid, quote or purchase request. Upon receipt of vendor invoice for items purchased or services rendered, the Executive Director or his/her designee shall approve and submit for payment in accordance with section 2.2.

2.1.5 Exceptions

Reoccurring expenses, such as utilities or chemical purchases, do not need prior approval for purchase or have been specifically identified in the annual budget.

2.1.6 Splitting Purchase Orders, Invoices and Contracts

Splitting of a purchase order, contract or an invoice to avoid seeking and receiving the approval required by this policy and its administrative procedures is prohibited.

2.2 Batch/Voucher Payment Approvals

The Executive Director or his designee shall determine a schedule for approving and submitting batch/voucher payments.

2.2.1 Batch/Voucher Submission Approval

All batch submissions request for payment will be approved for payment by the Aquatics Manager or Executive Director and the District Accountant. The batch request will be done at a frequency to ensure timely payment to all vendors.

2.2.2 Board Review

All batch/voucher payments will be presented to the Board at the following scheduled regular or special meetings for ratification of the voucher payments.

3.0 Purchased Services

Purchased services are those provided by vendors for routine, necessary, and continuing functions of a local government agency, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support the agency's day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision-making. Examples of purchased services include mechanical maintenance, janitorial and landscape services, or repairs services.

Prior to the use of a vendor for a purchased service, like mechanical maintenance, the Executive Director or his or her designee will determine the best vendor for this service by looking at price, expertise and availability, this can be made informally or more formally depending on the cost of services requested. There is no maximum dollar amount threshold for purchased services.

4.0 Personal Services

Personal services are those provided by vendors to provide technical expertise to accomplish a specific study, project, task, or other work statement, not including

professional architecture, engineering, landscape architecture, or surveying services. Examples of purchased services include strategic planning, accounting and legal services.

Prior to the use of a vendor for a personal service, like accounting, the Executive Director or his or her designee will determine the best vendor for this service by looking at price, expertise and availability, this can be made informally or more formally depending on the cost of services requested. There is no maximum dollar amount threshold for purchased services.

5.0 Non-Public Works Open Market Purchases

5.1 General Conditions (purchases $40,000 or less)

In accordance with RCW 35.61.135(3), purchases of supplies, materials and equipment and professional services, costing less than $40,000 may be made on the open market, such as but not limited to sources such as retail stores, catalogs and other locations listing vendors available to provide the above-mentioned items. Purchases greater than $40,000 must be made by bid and contract as outlined in RCW 35.61.135(1).

5.2 Purchases less than $40,000

All open market purchases of less than $40,000 shall be made by securing telephone or written quotations, or both, from three different vendors. Whenever possible, the vendors shall be listed on the City of Port Angeles Vendor List to assure that a competitive price is established, in accordance with RCW 39.04.190. The District uses the City of Port Angeles Vendor List as the District Vendor List as authorized by RCW 39.04.190(4). A purchase awarded pursuant to this section need not be advertised.

5.3 Telephone Quotations

The District shall use the following process to obtain telephone quotations from vendors for the purchase of materials, supplies, or equipment:

- Vendors shall be given a description of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase; A District representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone solicitation quotations from the vendors for the required materials, supplies, or equipment;

- The District representative shall not share telephone quotation from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

5.4 Intergovernmental Cooperative Purchasing Agreements

As an alternative to requirements under Section 2.2 of this policy, the District may contract and/or purchase materials, supplies, or equipment with the suppliers designated on any current state agency, county, city, or town purchasing rosters for the materials, supplies, or equipment, when the roster has been established in accordance with the competitive bidding law for purchases applicable to the state agency, county, city, or town.

RCW 35.61.135(4) allows the District to join with other governmental agencies for the purchase of supplies, equipment, or services by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an interlocal agreement). Prior to making a purchase under such an agreement, the District must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable within the District's purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state's web portal to the notice.

The District may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions. When practical, the District should include language in its solicitations that allow other public agencies to purchase from the District's contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the District. The District Board shall approve all Intergovernmental Cooperative Purchasing Agreements. The District's attorney shall approve all such agreements as to form.

5.5 Waiving the Competitive Bid Requirements for Purchases

Competitive bidding requirements may be waived by the governing body of the municipality as noted in RCW 39.04.280 for:

a) Purchases that are clearly and legitimately limited to a single source of supply;
b) Purchases involving special facilities or market conditions;
c) Purchases in the event of an emergency;

d) Purchases of insurance or bonds; and
e) Public works in the event of an emergency.

If the competitive bid process is waived by reasons listed above, a written documentation of the factual basis for the exception must be filed and be open to public inspection.

If an emergency exists, the Executive Director may declare an emergency exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the District to address the emergency situation. If a purchase or contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Executive Director and duly entered of record no later than two weeks following the award of the contract. When such a purchase is clearly and legitimately limited to a single source or supply, or the materials, supplies, equipment or services are subject to special market conditions, then such purchase may be made without competitive, sealed bid and by negotiation; provided that prior to making of such a purchase, the Executive Director obtains the approval in accordance with section 9.0 of this policy.

5.6 Determining the Lowest Responsible Bid.

In determining the lowest responsible bid, the district shall use RCW 43.19.1911(9) as guidance.

5.7 Award

If the service or purchase was required to use the bidding process, a written record of each vendor's quotations shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

6.0 Purchase/Services Needing Contracts

A written contract may be initiated by the District or by the other party to the agreement. It must be signed by at least one authorized representative from each party. The authorized signature is determined for the district by the dollar amount of the contract.

6.1 Written Contract Always Required for Certain Purchases

A written contract is always required for the following types of purchases.

1. All lease or rental agreements for equipment or real property

2. All intergovernmental agreements
3. All services except for minor services such as repairs.
4. Cooperative purchasing agreements
5. Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)
6. Other contracts/agreements deemed necessary by the Board.

6.2 Written Contract Required for Purchase of Goods and Services Over $50,000

A written contract/bid is required for purchase of goods and services when the purchase of a single item from a single vendor exceeds $50,000 per year. Non-open market purchases, like utilities, are not required to follow this policy.

6.3 Contracts for Professional Services

Contracts for professional architectural, landscape architecture, surveying and engineering services require quality-based selection (QBS) and an advertising and negotiation process in accordance with RCW 39.80.

Contracts for other professional services as defined as activities such as consulting that have a primarily intellectual final product) do not require an advertising and negotiation process. Although the Executive Director shall attempt to secure contracts at the most reasonable rate possible.

6.4 Contract Change Order Authority

The Executive Director shall have authority to approve and sign construction change orders for less than $15,000 on construction contracts if the change order does not substantially change the scope of the project and if the total contract amount as adjusted by the change order is within the amount budgeted for the project. For construction change orders which exceed $15,000 or substantially change the scope of the project or budget approval from the Finance Committee is required.

7.0 Small Public Works Purchases/Projects

7.1 Public Works Purchases Greater than $20,000

All Purchases of public works, where the cost exceeds $20,000 shall be authorized by the Board and made by an advertised call for bids.

7.2 Using a Small Public Works Roster

For all Public Work projects, the District may use a roster system authorized by RCW 36.61.135 for all competitive bidding in excess of $20,000 and not to exceed $300,000 or the current maximum amount authorized by RCW Statute.

7.3 Using a Limited Publics Works Roster

If a work, construction, alteration, repair or improvement project is estimated to cost less than

$35,000 which includes the costs of labor, material, equipment and sales, and/or use taxes as applicable, District may award such a contract using the limited public works process provided under RCW 39.04.155, subsection (3). This small works roster process does not apply to contracts for professional architectural and engineering services, which are regulated by RCW 39.80.

7.4 Consultant Roster

The District will use the Consultant Roster to select engineering, architectural, or other consultants for negotiations and contracts, and will do so in accord with all applicable laws and regulations.

The District shall be independently responsible for its own and the selected consultants' compliance with laws and regulations governing services, including all selection laws, and any other requirements as appropriate. The District also shall be independently responsible for conducting a consultant selection process consistent with applicable statutes, ordinances, and the requirements of the District and to enter into a contract directly with the consultant thus selected.

7.5 Using MRSC as the District's Official Small Public Works Rosters

MRSC maintains the MRSC Rosters as allowed to the District and other Public Agency members by RCW 39.04.155 and Chapter 39.80 RCW, respectively. MRSC maintains the Roster in accordance with all applicable RCW statutes. MRSC maintains a Small Works Roster and a Consultant Roster (including architects, engineers, and other consultants). The District will use both the MRSC Rosters Small Works and Consultant Rosters as their official roster system for the above-mentioned purchases.

7.5.1 MRSC Small Public Works Roster and Roster

The District will use the Small Public Works Roster to select contractors for public work projects up to $300,000 in value or as otherwise limited by statutes, ordinances, and laws applicable to the District. The District shall be responsible for its own and the selected contractors' compliance with all laws and regulations governing purchases, including all selection laws, retainage and bonds, prevailing wages, and any other appropriate requirements. The District also shall be independently responsible for conducting a quotation or bid process consistent with applicable statutes, ordinances, and the requirements of the Public Agency and to enter into a contract directly with the contractor thus selected

7.5.2 Using the MRSC Limited Publics Works Roster

If a work, construction, alteration, repair or improvement project is estimated to cost less than $35,000 which includes the costs of labor, material, equipment and sales, and/or use taxes as applicable, District may award such a contract using the limited public works process provided under RCW 39.04.155, subsection (3). This small works roster process does not apply to contracts for professional architectural and engineering services which are regulated by RCW 39.80

7.6 Waiving the Competitive Bid Requirements for Public Works Purchases

Competitive bidding requirements may be waived by the governing body of the municipality as noted in RCW 39.04.280 for:

(a) Purchases that are clearly and legitimately limited to a single source of supply;
(b) Purchases involving special facilities or market conditions;
(c) Purchases in the event of an emergency;
(d) Purchases of insurance or bonds; and
(e) Public works in the event of an emergency.

If the competitive bid process is waived by reasons listed above, a written documentation of the factual basis for the exception must be filed and be open to public inspection.

If an emergency exists, the Executive Director may declare an emergency exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the District to address the emergency. If a purchase or contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the Executive Director and duly entered of record no later than two weeks following the award of the contract.

When such a purchase is clearly and legitimately limited to a single source or supply, or the materials, supplies, equipment or services are subject to special market conditions, then such purchase may be made without competitive, sealed bid and by negotiation; provided that prior to making of such a purchase, the Executive Director obtains the approval of the Finance Committee or Board depending on the approval authority authorized to approve the amount of purchase.

8.0 Competitive Bidding and Procedures

8.1 Public Notice

While state law does not contain any detailed requirements for public notice, good business practice calls for using a notification process that will reach the most contractors and allow enough time for responsive bids to be prepared. Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Where contract documents (plans, specifications) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a bid bond must accompany the bid
- Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

8.2 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. When it is impractical or uneconomical to make clear and accurate description requirements, a —brand name or equal description may be used. The responsibility of demonstrating to the District's satisfaction that a product is —equal to that specified shall be on the vendor proposing the substitution. Requests for approval of substitutions must be made with sufficient time to allow the District to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The District has no obligation to accept proposed substitutions. Acceptance of a substitute product proposed as an

—equal to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

8.3 Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids. RCW 39.04.350 outlines criteria that a bidder must meet to be considered responsible.

8.3.1 Lowest Responsive Bid Determination

The determination of the lowest responsive bid requires meeting conditions set forth in the invitation for bid and submitting the lowest price.

8.3.2 Lowest Responsible Bidder Determination

In determining the lowest responsible bidder for the purchase of goods and/or services for use by the District, consideration may be given to:

a) Ability/Capacity/Skill: The ability, capacity and skill of the vendor to perform the project or provide the goods and services;
b) Prompt Delivery: The ability of the vendor to perform the project or provide the goods or services promptly or within the time specified, without delay or interference;
c) Experience: The reputation, experience and efficiency of the vendor;
d) Previous Performance/References: The quality of performance on previous contracts or purchases;
e) Compliance with Laws and Regulations: The previous and existing compliance by the vendor with laws and regulations relating to contracts and services;

f) Service Capability: The sufficiency of the financial resources and the ability of the vendor to perform the work or provide the goods or services being purchased; also, the ability of the vendor to provide future maintenance and service for the goods or services purchased;
g) Quantity and Scope of Conditions: The number and scope of conditions attached to the quotation; and
h) Terms/Billing Procedures, Other Charges, and Reliability: The payment terms/billing procedures, quality, delivery times, freight charges, shipping points and the reliability of the vendor.

When a trade-in option exists and is in the District's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid. RCW

39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

8.4 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 Executive Director or his or her designee. The reasons shall be documented and made part of the purchase contract file. Each invitation for bids issued by the District shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties who have been provided with a copy of the invitation. The notice shall identify the invitation for bid and state briefly the reasons for its cancellation.

8.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be date and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time. No District representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected. A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection,

and available by telephone inquiry. Original specifications and the original bid responses will be retained for review and audit as required.

8.6 Bid Security

Bid security shall be required for all competitive bidding for public works contracts and shall be included in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check. Bid security shall be required on bids for materials, supplies, and equipment only if it is determined to be necessary. When the invitation for bids requires submittal of bid security, noncompliance will result in rejection of the bid. If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

8.7 Insurance

Contracts for public works and professional services shall contain requirements for contractor- provided insurance, as deemed necessary by the District's Attorney.

8.8 Records Management

The Executive Director or his designee shall maintain records of all contracts awarded, and all contractor/consultants contacted in the process.

9.0 Unauthorized Purchases

9.1 Definition

No District employee shall 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 Executive Director or his or her designee. Any purchase or contract made contrary to the provisions of this policy shall not be approved by any District officer and the District shall not be bound except as may be required or provided by law.

9.2 Responsibility for Unauthorized Purchases

District employees other than those identified in this policy are not authorized to make purchase agreements binding and obligating the District to a financial commitment. 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.

10.0 Purchasing Cards

10.1 Issuance, Use and Control of Purchasing Cards

The District hereby adopts the following system for the issuance, use and control of purchasing cards by District officials, and employees accordingly. The Executive Director shall implement the following system for managing the distribution, use, control, credit limits and payment of bills related to the use of credit cards by District officials and employees. The Executive Director is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.

10.2 Distribution

The Executive Director may obtain and authorize managers to carry credit cards for use when the purchasing card use would benefit the District.

10.3 Authorization and Control

The Executive Director or his or her designee shall manage the accounting controls to ensure the proper usage of purchasing cards and purchasing card funds.

10.4 Credit Limit

The combined credit limit for the cards issued shall not exceed $20,000 per month.

With the approval of the District Treasurer larger purchases can be made within the budget restraints. Any single purchase is to be made in accordance to Sections 9 & 10 of this policy.

10.5 Preferred Uses of Purchasing Card

The use of a purchasing card will benefit the District when used instead of petty cash and when the purchasing card is used for purchasing of operating supplies, also business related to travel in lieu of using the purchase order process and in accordance with the policies contained within this section.

10.6 Payment of Purchasing Card Bills

The Executive Director will review monthly Credit Card Reconciliations submitted by each card holder. These reconciliations shall include date, Fund (general or childcare), Bars Code, Vendor, and reason for each transaction listed separately. Receipts for each transaction must be attached to the monthly reconciliation form. If a receipt is missing, the purchaser must attempt to obtain a duplicate copy of the receipt. If a duplicate copy is not made available by the vendor, the purchaser must complete a missing receipt form that is to be signed off by their supervisor. In the case of the executive Director, these same steps must be followed. The Treasurer must review and sign off on the corresponding documents. After all transactions are reviewed, BARS adjustments are made, and the appropriate individual has signed off; these reconciliations are submitted to the accountant. The accountant is responsible for entering corresponding BARS codes for individual purchases into the General ledger and making timely payment for the total reconciled amount.

10.7 Unauthorized Charges and Use

No employee of the District shall use the District issued purchasing card for non-District business. Any employee who violates this policy shall be subject to disciplinary action up to and including termination and shall be billed for all charges on the purchasing card. The Executive Director or his or her designee is authorized and directed to make payroll deductions to recover any unauthorized charges. Each employee must sign to acknowledge district credit card use guidelines via the Employee Credit Card use Form below:

Employee Credit Card Use Policy

1. Purpose

The purpose of this policy is to establish clear guidelines for the proper use, documentation, and oversight of credit cards issued by the William Shore Pool District. This policy is intended to protect District funds, ensure transparency, and promote responsible financial management.

2. Scope

This policy applies to all District employees, officers, and officials who are issued or authorized to use a District credit card.

3. Ownership of Credit Cards

All credit cards issued under this policy remain the property of the William Shore Pool District. Cards are issued for District business only and must be returned immediately upon request, termination of employment, or change in job duties that no longer require card use.

4. Authorized Use

District credit cards may be used **only** for legitimate District business expenses, including but not limited to:

- Pool, childcare, and facility supplies
- Maintenance and repair materials
- Approved equipment purchases
- Training, conference registration, or work-related travel (if applicable)
- Emergency purchases necessary for District operations

All purchases must be reasonable, necessary, and directly related to District operations.

5. Prohibited Use

District credit cards **may not** be used for:

- Personal purchases of any kind
- Cash advances or ATM withdrawals
- Alcohol, tobacco, or controlled substances
- Entertainment or meals unless specifically pre-approved for District business
- Purchases that bypass established procurement procedures
- Splitting transactions to avoid spending limits

Any accidental personal charge must be reported immediately and reimbursed to the District without delay.

6. Spending Limits and Authorization

- Credit limits will be established by the District and may vary by cardholder.

- Certain purchases may require prior approval from the District's governing authority or designated supervisor.
- Cardholders are responsible for knowing and complying with applicable spending limits.

7. Receipts and Documentation

- Itemized receipts are required for **all** credit card purchases.
- Receipts must clearly show the vendor name, date, amount, and items purchased.
- Cardholders must submit receipts and required documentation within the timeframe established by the District (e.g., monthly or per billing cycle).
- Missing receipts must be explained in writing and approved by a supervisor or the governing authority.

8. Review and Reconciliation

- Credit card statements will be reviewed and reconciled regularly.
- Supervisors or designated officials will review charges for appropriateness and compliance with this policy.
- The District reserves the right to audit credit card use at any time.

9. Misuse and Disciplinary Action

Misuse of a District credit card may result in:

- Revocation of credit card privileges
- Required reimbursement to the District
- Disciplinary action, up to and including termination
- Possible legal action if misuse involves fraud or theft of public funds

10. Lost or Stolen Cards

Lost or stolen credit cards must be reported immediately to:

1. The credit card issuer, and
2. The appropriate District official

Failure to promptly report a lost or stolen card may result in disciplinary action.

11. Policy Acknowledgment

All cardholders must sign an acknowledgment form indicating they have read, understand, and agree to comply with this policy before being issued a District credit card.

Credit Card Spending Thresholds and Procurement Compliance

Spending Limits and Procurement Requirements

All credit card purchases must comply with the William Shore Pool District Procurement Policy and applicable state and federal regulations. Credit cards are a payment method only and do not override procurement requirements.

Spending thresholds are as follows:

A. Purchases of $5,000 or Less (Micro Purchases)

- Credit card use is permitted.
- No quotes are required.
- Cardholder must determine and document that the price is reasonable.
- To the extent practicable, purchases should be distributed equitably among qualified suppliers.
- Documentation supporting price reasonableness must be retained.

B. Purchases Between $5,000 and $30,000 (Small Purchases)

- Credit card use is permitted only after procurement requirements are met.
- Price or rate quotations must be obtained from three or more qualified sources prior to purchase.
- Quotes and approval documentation must be retained and submitted with the credit card reconciliation.
- Prior supervisory or Executive Director approval is required before the charge is made.

C. Purchases of $30,000 or More (Formal Procurement)

- Credit cards **may not** be used to initiate or bypass formal procurement.
- Purchases must be publicly solicited through sealed bids or requests for proposals in accordance with District policy.
- Credit cards may only be used after contract award, and only if approved by the Executive Director, for allowable payments under an executed contract.

D. Prohibited Transaction Structuring

- Cardholders may not split purchases into multiple transactions to remain below procurement thresholds.
- Any attempt to circumvent procurement requirements may result in disciplinary action.

Name:_____ Date:_____

Position:_____ Signature:_____

10.8 Lost or Stolen Purchasing Cards

The Cardholder will first immediately contact the Card Issuer, and notify the Executive Director or his or her designee.

10.9 Cash Advances

Cash advances on purchasing cards are prohibited except in the case of an emergency.

10.10 Return of Purchasing Card at Employment Termination

The Cardholder must return purchasing card to his or her supervisor upon termination.

521 Code of Ethics for Contracting

1.0 Purpose

The purpose of this policy is to provide guidelines for the selection and administration of contracts.

2.0 Policy

2.1 Ethics in Public Contracting

Ethical standards apply not only to District employees and Contracting Officers but to others with a vested interest in District contracts such as members of the Board of Commissioners, other officials and agents of the authority, and contractors with whom the District does business.

2.2 Principles

Members of the Board of Commissioners, District employees, and any others serving in an official position or acting as an agent of the District (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the District procurement organization and process. Any attempt to realize personal gain through District employment or to serve as an officer or agent of the District through actions inconsistent with the proper discharge of duties is a breach of public trust.

2.3 Conflicts of Interest

Districts must observe the following conflict of interest prohibitions. 1. No District employee, officer, or agent shall participate in the selection, award or administration of a contract supported by State or Federal funds if a conflict of interest, financial or otherwise, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for the award.

2. In addition to any other applicable conflict of interest requirements, neither the District nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project in which any of the following classes of people have an interest, direct or indirect, during his or her tenure or for one year thereafter:

a) Any present or former member or officer of the governing body of the District, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the District or a business entity.
b) Any employee of the District who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.
c) Any public official, member of the local governing body, State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) of the District.)

3. No present or former District employee, officer, or agent shall engage in selling or attempting to sell supplies, services, or construction to the District for one year following the date such employment ceased. The term "sell" means signing a bid or proposal, negotiating a contract, contacting any District employee, officer, or agent for the purpose of obtaining, negotiating, or discussing changes in specifications, price, cost allowances, or other terms of a contract; settling contract disputes; or any other liaison activity with a view toward the ultimate consummation of a sale, although the actual contract is negotiated by another person.

2.4 Gratuities, Kickbacks, and Use of Confidential Information

District solicitations and contracts above the Federal small purchase threshold shall include clauses advising prospective contractors of the prohibitions against gratuities and kickbacks. These rules are designed to protect the integrity of the procurement system and to ensure that contracts are awarded fairly, based on merit, without improper influence.

2.4.1 Gratuities.

District officers, current employees, former employees within one year of employment, or agents shall neither solicit, accept, , or agree to accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements. Districts may set minimum rules where the financial interest is not substantial or the gift is

an unsolicited item of nominal intrinsic value. These rules shall be incorporated in the District's Procurement Policy.

2.4.2 Kickbacks and Anticompetitive Practices.

It is a breach of ethical conduct and prohibited for any payment, gratuity, or offer of employment to be made by, or on behalf of, a contractor or subcontractor under contract to the prime contractor, higher tier subcontractor, or any person associated therewith as an inducement for the award of a subcontractor order. The Contracting Officer shall report to the Executive Director, the HUD Field Office, and the appropriate State and local officials any suspected anticompetitive practices by contractors.

2.4.3 Use of Confidential Information.

Disclosure of confidential information to any person not authorized by the Contracting Officer to receive such information shall be a breach of ethical standards. Confidential information includes but is not necessarily limited to: the contents of a bid (prior to bid opening) or proposal (prior to contract award using competitive proposals), names of individuals or firms that submitted bids (prior to bid opening) or proposals (prior to contract award); District- generated information related to a procurement (including District cost estimates, contractor selection and evaluation plans, specifications [before solicitation is issued]); and any other information the disclosure of which would have a direct bearing upon the contract award or the competitive process. It is a breach of ethical conduct for any current or former employee, officer, or agent to knowingly use confidential information for actual or anticipated personal gain or for actual or anticipated personal gain of any other person.

2.5 Prohibition Against Contingent Fees

It is a breach of ethical conduct for a person to be retained to solicit or secure a District contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for the retention of bona fide employees or a bona fide agency established for the purpose of securing business. This prohibition includes the employment of former District officials and employees on a contingency basis to obtain contracts with the District by a business seeking District contracts. Many States also have specific laws against contingent fees.

2.6 Sanctions

The Executive Director and the Board of Commissioners are responsible for establishing sanctions for violation of the ethical standards. As stated previously, many States have passed laws governing the conduct of officials involved in procurement. All such laws shall be enforced by the Executive Director and, in cases where the State or local government has no such rules, appropriate sanctions for violation of the standards of conduct in this Policy shall be published and imposed.

Civil and administrative remedies should be established for use whenever employees, officials, or agents breach ethical standards. References to State ethics laws, which should be consulted by the District in developing and administering sanctions for misconduct, should be included in the Procurement Policy. In addition, the District may impose one or more of the following:

- Oral or written warnings or reprimands;
- Suspension with or without pay for specified period; Termination of employment; or
- Dismissal from the official or agency position.

The value of anything received by an employee or a non-employee in breach of ethical standards shall be recoverable by the District either by confiscating the items or by charging the violator for any and all gratuities received. All procedures in this Chapter shall be in accordance with due process requirements and existing law. In addition, notice and an opportunity for a hearing shall be provided before imposing any suspension or termination of employment. Remedies against contractors may include suspension and/or debarment.

525 Accounts Receivable Policy

1.0 Purpose

These procedures specify the steps that must be taken to ensure accounts receivable are invoiced, posted and collected in a timely, fair and cost-effective manner.

2.0 Policy

The Shore Metropolitan Park District Monitors A/R to ensure timely and accurate payment by Shore Aquatic Center customers and, as necessary, resolving outstanding invoices.

3.0 Definitions

Accounts Receivable (A/R) - Includes money owed to Shore Metropolitan Park District for goods or services provided to students and/or other parties.

Customer – Any person or organization that utilizes the services or purchases goods from the Shore Metropolitan Park District.

A/R Management System – The District program which tracks and manages all A/R customers.

4.0 Designation of A/R Manager

The Executive Director shall designate a District employee the responsibility of managing the District A/R's and invoicing in accordance with this policy and procedures.

5.0 A/R Procedures

5.1 Granting of Credit

Payment at the time of transaction (when goods are sold, or services are rendered) should be collected whenever possible by cash, check, or debit/credit card. District credit may be granted when the collection of payment at the time of transaction is not practical or when deemed to be in the best interest of the District. In these cases, prudence with respect to the credit risk incurred must be observed at the time of transaction.

5.2 Collecting Customer Data

At a minimum, customer name, address, and telephone number must be obtained prior to granting credit. For businesses, the name of a contact person must be collected. Obtaining a Taxpayer Identification Number (e.g. FEIN, SSN) is not mandatory; however, it is a useful collection tool and should be considered to minimize risk, depending upon your familiarity with the customer, the amount of credit extended, and the nature of your business with them.

5.3 Payment Terms

Implicit in the granting of credit by the District is the intention that payment will be made in full within 30 days of invoicing. The Executive Director must approve any formal arrangements authorizing credit for more than 30 days unless other District policies or regulations exist to the contrary.

5.4 Timeliness of Invoicing

Prompt invoicing is essential for effective management of receivables. The A/R Manager responsible should enter and complete invoices in the accounts receivable A/R Management System as expeditiously as possible, but no later than ten business days after the debt to the District is incurred, unless other guidelines/requirements indicate otherwise, i.e. sponsored program invoices.

5.5 Follow up Statements

Monthly, the District, will issue a current statement of outstanding invoices to any customers with outstanding A/R balances.

5.6 Receipt of Payments/Credits

The A/R manager will post any payments/credits that are received to the A/R Management System and then include the payment with the District's daily deposits to the County Treasure. 5.7 Collection Procedures

Collection of receivables is the responsibility of the A/R Manager. Care will be taken to protect the District's business relationship with the customer and is encouraged to utilize their business relationship to help obtain timely payment of invoices. Account statements, letters, and phone calls will be utilized to collect past due accounts. Accounts that remain past due for an extended period of time will be referred to an outside collection agency. The A/R Manager may agree to payment arrangements under the direction of the Executive Director, in lieu of referral to outside collection. The Executive Director, when appropriate, may authorize litigation to collect any outstanding receivables.

5.8 Write Off as Bad Debt

Bad debt is defined as "payment for actual costs incurred on any given customer that is deemed uncollectible. The District recognizes bad debts arising from A/R after all appropriate internal and external collection efforts have proven unsuccessful. The District Account and the Executive Director will make the determination as to when an outstanding customer A/R balance will be converted to a write-off as bad debt and present a report to the Board for approval for removing the debt off the District books.

526 Accounts Payable Policy

1.0 Purpose

The purpose of Accounts Payable is to ensure that all Shore Metropolitan Park District funds are disbursed and recorded in accordance with generally accepted accounting principles and Washington State regulations and laws. Accounts Payable is responsible for verifying and processing all invoices for payment. Purchasing rules and regulations are covered in policy (520-Purchasing).

2.0 Policy

To ensure the responsible stewardship of District funds is the District's policy to conduct business according to the principles of accountability, completeness, timeliness and accuracy. Guided by these principles, the District shall make timely payment of appropriate invoices in the most efficient manner possible. Further, the District expects all employees of the District and all vendors conducting business with the District to follow this policy. Adherence to a uniform policy assures fair, consistent, equitable, and judicious use of District funds. Expenditures paid by the District shall occur in the furtherance of the District's mission. Therefore, it is incumbent upon each person responsible for making decisions on expenditures to ensure that funds are expended consistently with this policy. This policy pertains to payments to vendors, travel and employee reimbursements.

3.0 Procedures

3.1 Submissions for payment

All supporting documentation including but not limited to invoices, statements, vouchers, contractual agreements, and receiving reports shall be attached to the Check Request Form and reviewed and approved by the Executive Director, or his/her designee. At the following District Board meeting the Commissioners will ratify all Check/Payments.

3.2 Supporting Documentation and Purchasing Approvals

Supporting documentation must accompany each Check/Payment Request Form. It is the duty of the purchaser or person making request for purchase to ensure that all steps in the District's purchasing rules and regulations (520 Purchasing) are followed in a prompt manner with proper authorization for transactions and all supporting documentation for

payment prior to any submission to the Executive Director, or his /her designee. If proper documentation is not included in the request for payment, the District accountant will not process payment, and the documentation will be returned and will be notified to provide proper paperwork. Any documentation without the appropriate signature(s), date, and BARS, will be forwarded back to the originating person for compliance.

3.3 Advance Payments to Vendors

Advance payments shall be avoided whenever possible. It is always a prudent business practice not to pay for goods or services until they have been received and rendered satisfactory. Exceptions to the policy may include but are not limited to:

- Books, periodicals and newspapers, including trade and professional publications
- Maintenance service contracts
- Vendors who offer and demonstrate substantial payment discounts
- Membership dues
- Seminar/Conference registrations

3.4 Invoice

Vendors to whom an advanced payment is to be issued must provide an invoice or written confirmation of total costs, including taxes, freight and/or handling for the full amount of the advance payment prior to the issuance of the advance payment. Advance payments issued to individuals must be supported by documentation indicating the need for advance payment.

Authorized signature(s) by the requesting department must be on all advanced payment requests.

3.5 Documentation for Payment Request

Payment will not be made from anything but an original invoice to prevent duplicate payments. Packing slips and statements should not be submitted for payment. It is the responsibility of the purchaser to provide an original invoice. If for any reason a copy must be submitted, the top of the invoice should be marked "Original Lost". Make sure that the original has not already been submitted for payment before sending a copy of an invoice to the Executive Director for processing.

All authorizations, account coding and purchase order numbers for purchases should be written on the face of the invoice. Approval signatures and account coding should not be made on the remittance portion of the invoice.

3.6 Vendors

All vendors are required to provide their taxpayer identification number (TIN) to Accounts Payable using IRS Form W-9. Payments to vendors failing to meet proper filing requirements may be withheld. New vendors must have all billing information submitted along with the first request for payment.

Independent Contractors must have the following forwarded to Accounts Payable prior to issuing of payment:

- Copy of Contract, if contract has been entered into
- Completed W-9 Form
- Certificate of Insurance, if applicable
- Completed Sole Proprietor Form

3.7 Routing of Request for Payments

The request for payment, regardless of type, involves these steps:

1. **Submit Check/Payment Request:** The request for payment is documented and submitted to the Executive Director or his/her designee in accordance with this policy and the Purchasing Policy for review and approval.
2. **Verification and Initial Approval:** The Executive Director, or his/her designee, ensure proper documentation and budget coding then submits to District Accountant for payment.
3. Payments made by the Treasurer
    a. **Submit Bulk/Voucher Payment Requests:** The District Accountant or his/her designee logs the payment requests for payments that will be paid by theTreasurer. The Executive Director or designee and the District Accountant certifies the completed District Payment Request.
    b. **Submit Bulk/Voucher Payment Request to Treasurer:** The District Accountant or his/her designee submits the District Payment Request to the Treasurer forpayment processing.
4. **Signature Approval:** In accordance with our Financial Accountability Policy (515).
5. **Distribution of Payments:** Once printed and signed, the District Accountant or his/her designee or the Treasurer will distribute the checks.
6. The **Board Ratification:** The District Board of Commissioners will ratify all Payment requests at the next scheduled board meeting. The Board of

Commissioners has the authority to remove any payment Request from the Bulk Payment Request.

3.8 Payment of District Credit Card Procedures

The District policy regarding using District credit cards for purchases is located in Purchasing Policy (520), Section 10. These procedures for documenting credit card purchases and submitting the statement to Accounts Payable for payment are the responsibility of the person assigned to the credit card. The following are the procedures for submitting the monthly credit card statement for payment:

3.8.1 Monthly Card Statement Verified:

District credit card transactions listed on the monthly statement should be checked against the Purchasing Log by the credit card holder and attached documentation for accuracy and completeness. Any errors should be noted on the monthly Credit Card Reconciliation Report.

3.8.2 Paying invoices with Credit Card:

In order to keep track of all invoices, receipts and eliminate double payment to vendors, invoices and receipts paid by credit card will be kept with the credit card reconciliation report.

3.8.3 Reason for Purchase:

The monthly Credit Card Reconciliation Report must include an explanation on the reason for the purchase,the BARS expenditure code, date of purchase, amount, vendor, and designated fund (Childcare or General).

3.8.4 Credit Card Reconciliation Report:

A Credit Card Reconciliation Report covering the Monthly Credit Card Statement along with the original purchase/sales documentation should be attached to the original Credit Card Statement. To support the Account Payable, BARS expenditure codes can be written directly on the statement. This does not eliminate the need for documentation.

3.8.5 Recurring Purchases:

For recurring purchase/sale transactions a District Vendor file should be established, and a copy of the purchase/sale should be placed in the vendor file for future reference.

3.8.6 Submission and Approval:

The monthly credit card statement and the attached Credit Card Reconciliation Report should be signed and submitted to the Executive Director for approval and processing within two business days of statement receival.. If credit card statements and reports are not received in a timely manner card usage will be suspended.

3.8.7 Approval Procedures:

The Executive Director or his/her designee will check the Cardholder's monthly statement and Credit Card Reconciliation Report for the following items:

- Receipts and shipping documents exist for each purchase
- The goods were received or the services performed
- Detailed explanations for purchases are included on the Purchasing Log
- The proper BARS coding is included for each purchase

The approving signature on a Cardholder's monthly Credit Card Reconciliation Report indicates that the Cardholder's purchases are authorized, and that those purchases were made in accordance with applicable procedures. The Executive Director must adhere to these same policies. Their reconciliation and support will be reviewed and approved by the District appointed Treasurer.

3.8.8 Loss of Documentation:

If the Cardholder does not have documentation for a transaction listed on the monthly statement, an explanation should be attached that includes a description of the item(s) purchased, date of purchase, vendor's name and reason for the lack of supporting documentation. This should be submitted for the Executive Director's review and approval. If the Executive Director has lost a receipt, the same process applies and the form must be signed by the treasurer.

3.8.9 Returns/Disputes:

If an item is not satisfactory, the wrong item is received, damaged and/or defective, order is duplicated etc.; the Cardholder must contact the vendor to explain the problem and inquire about return policies. If items purchased using Purchasing Cards are found to be unacceptable, the Cardholder is responsible for obtaining replacement or correction of the item as soon as possible. If the Vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute. The

Cardholder must fill out the “Customer Statement of Disputed Item”. Once the form has been filled out completely, please mail to the credit card company and a copy should be filed in the credit card vendor file. Any fraudulent charges should be reported immediately.

When disputing a charge, note on the monthly Credit Card Reconciliation Report that the item is in dispute prior to submitting it for approval. The item in dispute must be coded ,then credited in the following cycle. If an item has been returned and a credit voucher received, verify this credit is reflected in the monthly statement when it is forwarded to Accounts Payable.

3.8.21 Uncleared Transactions:

If purchased items or credits are not listed on the monthly statement, documentation for these items or credits should be retained by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 30 days after the date of purchase, the Cardholder or Approving Supervisor shall notify the vendor.

3.9 Travel Reimbursements/Expense Reports

The District will reimburse its employees for authorized expenses incurred while fulfilling their responsibilities as employees after proper District procedures are followed. Please see the Travel reimbursement Policy (570 Reimbursement Policy) for greater details. Expense reimbursements should be requested using the Official Travel Expense Report or the Reimbursement Form and completed by following the instructions noted on the bottom of the form. Attach appropriate expenditure receipts to the Expense Report. Expenditures will not be reimbursed without appropriate receipts. Expense Reports are to be submitted no later than 10 days after each trip ends.

3.10 Record Retention

All records shall be kept in compliance with the State of Washington’s written retention schedule.

530 Cash and Deposit Management

1.0 Purpose

Cash, checks and money orders (funds) are received at the Shore Metropolitan Park District (District) facility office at irregular and regular intervals. To make sure the funds are

secured and transmitted timely the following actions shall be followed by District Staff who have the responsibility of processing funds received by District.

2.0 Policy Procedures

2.1 Receipting

Cash or check is received from the customer and the amount is verified. A receipt must be written for all monies received. If a manual receipt book is used the receipt needs to be pre-numbered and used in sequence. The receipt must include the name of the payer, the amount received, the mode of payment (e.g. cash, check or money order), the purpose of the payment (what the payment is for) and the name of the employee preparing the receipt). The District Point of Sale program is used for receipt generation and is sufficient for these requirements. If the Point-of-Sale system is, for some reason, down; this needs to be communicated timely to management and no transactions are to be accepted.

2.2 Recording Cash Receipts

Payments are rung into the District Point of Sale (POS) register as either cash, check or credit card. Funds shall be secured in the cash register until the end of shift. Cash or checks that are held for a later deposit, will be removed from the register at the end of the employee's shift.. The cash, checks and credit card receipts should be put into the deposit bag with the Cash Out Form and placed into the drop safe along with a printout report from the Point-of-Sale register. The Point-of-Sale report should balance with the Cash Out Form. Any deviations are to be noted and not amended by the employee performing their cash-out.

2.3 Depositing Procedures

All cash and checks are deposited to the District's Bank accounts. The District Deposit form will show all cash/checks receipts along with the appropriate account number described in the BARS Manual. The District Deposit should be done at least twice per week or interval as determined by the Treasurer. The total will match on the Cash Out Form total, the POS total and the District Deposit Report Form. The receipt of the Bank Deposit will be attached to the Cash Out Form and the POS Report. The person preparing the District Deposit Form will sign and must have a manager with no account signature authority sign to verify deposit amounts. A manager not counting and depositing the cash must approve and perform necessitated adjustments to address overage/shorts in employee deposits.

The following forms should be attached together for filing:

1. Cash Out Form
2. POS Daily Transaction Report
3. District Deposit Form
4. Bank Deposit Receipt
5. Support for all adjustments to correct overage/shorts

535 Petty Cash and Imprest Fund Accounts Policy

1.0 DEFINITION

This Policy applies to any Self-checking account where a fixed balance is maintained by regular replenishments and used for paying small, routine operating expenses. For purposes of this policy, imprest funds include petty cash funds (whether maintained as cash or revolving checking accounts).

2.0 PURPOSE

Imprest accounts will be established at the discretion of the Shore Metropolitan Park District (District) Executive Director or the District Accountant. The purpose of this policy is to:

- Establish a procedure for authorization of imprest accounts
- Establish organization wide management policies for imprest accounts
- Establish procedures for reporting, investigation, and correction of shortages or overages

3.0 ESTABLISHMENT

A request to the Executive Director or the District Accountant to establish an imprest account or to increase an existing account should include the following information with the request:

1. Name and budget number of the requesting the account
2. Name of custodian who will be responsible for safeguarding and managing the account
3. Proposed amount in the account

4. The justification for the account security procedures to safeguard cash
5. Specific location of fund (building and room number)
6. District Board Approval re-authorizing all existing imprest accounts in the department and establishing the one being requested

All imprest accounts will be established or modified by Executive Director or District Accountant approval that includes the reauthorization of all existing imprest accounts. The District Accountant or the Executive Director can elect to close any Petty Cash accounts not needed.

4.0 PETTY CASH

Petty cash accounts will be maintained as revolving imprest accounts to be used only for small purchases that require an immediate cash payment or to reduce the overhead cost associated with the issuance of multiple small warrants. Petty cash accounts shall not be used to circumvent proper purchasing procedures.

4.1 Use and Documentation of Petty Cash

All expenditure from petty cash funds must comply with the District purchasing ordinance and policy. All expenditures to be reimbursed from petty cash must be approved by the Aquatics Manager (Custodian). Any reimbursement made to the custodian of the petty cash account must be approved by the Aquatics Manager. A receipt is required to support each purchase that is presented to the account for reimbursement.

It is the responsibility of the fund custodian to determine if the purchase meets the requirements set forth in this petty cash policy. At the time reimbursement is made from petty cash, a Petty Cash Disbursement Slip must be prepared showing: the date petty cash was paid; the person to whom payment was made; the amount of the payment; the BARS expenditure coding for the disbursement; and an explanation of the purpose for the purchase. The original receipt documenting the item purchased must be attached to the disbursement slip and must contain the following information:

1. Date of purchase
2. Name of vendor
3. Positive evidence that a payment was made (e.g., a cash register receipt or handwritten receipt on which the word “paid” appears)
4. The amount paid

5. A description of the goods purchased (entered by the vendor if a handwritten receipt is obtained or by the purchaser if a cash register tape is issued)
6. A signature indicating receipt of goods

Receipts should be signed by the custodian, dated with the date paid, and stamped "Paid" to prevent reuse and duplicate payment. At any given time, cash on hand plus receipt documents must equal the authorized amount of the account. It is the responsibility of the fund custodian to maintain a current record of the account's financial status. The custodian for each fund is responsible for ensuring that the petty cash account is counted and reconciled at least annually by someone other than the custodian. Reconciliation shall occur no later than the last day of February of each year.

The cashier till is to be considered a petty cash account. The cashier till is to be reconciled each day.

4.2 Prohibited Uses

An item that would be prohibited for payment through normal disbursement channels is also prohibited from being purchased with petty cash funds. The fund custodian must carefully monitor purchases with petty cash funds since these purchases bypass the Auditor's normal approval channels prior to payment.

Following is a non-exclusive list of items that may not be reimbursed/paid from petty cash:

1. Single purchases in excess of the lesser of $250 or 1/2 of the imprest amount of the account
2. Payment for services (petty cash is for payment for goods only)
3. Expenditures for non-business-related item
4. Cashing personal checks
5. Items purchased more than 30 days prior to request for reimbursement

The Executive Director or the District Accountant may institute additional restrictions as they deem appropriate for their own petty cash accounts. The Auditor's office does not allow reimbursement for prohibited expenditures. Petty cash is not to be used for the receipt of any money other than the original balance or increases authorized by the District Accountant or Executive Director, periodic reimbursements for expenditures, and change received back on a purchase.

4.3 Petty Cash Replenishment

A petty cash account may be reimbursed as frequently as required but must be reimbursed at the end of the year if cash has been disbursed, so that expenditures will be charged to the proper year. The petty cash custodian must prepare a voucher with the supporting petty cash disbursement slips, paid receipts, and the Account Reconciliation Form.

5.0 DISCREPANCIES

5.1 Investigation Required

If an account cannot be balanced by the employee responsible, the Director will attempt to balance the account. If the account cannot be balanced by the Director, the following steps will be performed:

a) Discrepancies $100 or less - Note the discrepancy on the reconciliation sheet. Investigate the overage or underage to determine the cause and circumstances.
b) Discrepancies of more than $101 or - (in addition to the above) If there is a shortage, report the incident to the Port Angeles Police Department and request an investigation. All employees will cooperate with the investigation. A copy of the completed investigation will be forwarded to the District Accountant and the District Board.
c)

The Director and supervisors are required to monitor shortages. Repeated shortages from a particular cash drawer is an indicator of employee misconduct, employee inattention, improper procedures, or lack of training and must be dealt with accordingly.

5.2 Responsibility for Cash Shortage

The imprest or petty cash account custodian is responsible for maintaining proper account of the amounts in the imprest account. Unexplained or unaccounted shortages to the account are the personal responsibility of the custodian.

6.0 SECURITY

Imprest account funds and supporting documentation must be kept in a safe location and must not be comingled with any other funds. The Executive Director or District Board Chairman must be notified immediately if the account is missing and/or theft is suspected. All suspected thefts are to be treated confidentially as an investigation may be ongoing.

Imprest accounts may be audited (unannounced) at random times throughout the year by the Executive Director, District Accountant, County or State Auditor. People declaring themselves as authorized to conduct an audit must be identified before funds or records are relinquished. The custodian should always remain with the auditors to observe the counting of funds and examination of records. As part of the annual financial report each custodian will confirm the amount of the account in his/her custody as of December 31.

7.0 CHANGE OF CUSTODIAN

The Director will notify the Executive Director when a new individual becomes custodian of an existing imprest account on a temporary or permanent basis. The outgoing account custodian must ensure that the account is replenished before it is turned over to a new custodian. The final voucher that replenishes an account at the time of transfer of custodial duties must be signed by both the outgoing and incoming custodians to indicate turnover of the full imprest balance of the account. Undocumented transfer of custody between employees is not permitted.

8.0 CLOSEOUT

When the account is no longer needed as determined by the Director or Executive Director the following steps must be taken:

a) Notification of the Executive Director
b) Submission of final voucher for all remaining receipts
c) Deposit of the entire imprest amount to the District bank accounts

540 Refunds and Reimbursements

1.0 Purpose

The purpose of this policy is to ensure that money received as refunds or reimbursements is available for use and credited to the right expense category and to provide for uniform and consistent procedures for the processing of refunds and reimbursements.

2.0 Refunds and Reimbursements to the District

Refunds and reimbursements of any amount occurring in the same fiscal year as the purchase, will be processed through the budgetary expense account by decreasing the

expenditure in the budget line from which they were paid. Refunds and Reimbursements occurring the following fiscal year from when the purchase was expensed will be processed as Misc. Income.

2.1 Refund and Reimbursement Procedures

All refunds in check or cash form will be sent to the Executive Director or his designee who will ensure the correct BARS coding so the correct expense account will be credited. The BARS code will be the account, which the original expense was taken from. The refund or reimbursement will then be processed with the deposit to the District bank accounts. The BARS code and amount will be entered onto a misc. line on the deposit sheet so the District Accountant can process the refund to the right expense category. Any questions or special circumstances should be addressed to the District Accountant.

550 Budget Changes and Modifications

1.0 Purpose

To establish the criteria necessary for budget changes that are proposed to be considered by the Shore Metropolitan Park District Board of Commissioners (Board) outside the normal, annual budget process, and; to establish a consistent practice for submission and processing of mid-year documents proposing budget changes or modifications.

2.0 Policy on Budget Changes and Modifications

The Executive Director of the Shore Metropolitan Park District and the District Accountant are responsible to adequately plan budgetary needs during the annual budget process to minimize the need for mid-year budget changes. Budget emergencies will be considered only when the proposed expenditure is determined to be necessary to relieve a serious health or public safety issue related to operating the District facilities, or when the additional expenditure of funds is determined to be of great benefit to the citizens of the District and delay of the expenditure would cause significant harm.

3.0 Budget Change Procedures

The Executive Director and the District Accountant will establish a schedule for submission and consideration of budget changes. Normally, budget changes will be considered by the Board during the meeting in July and the meeting in December. Budget

changes outside the published schedule will be reviewed on a case-by-case basis by the District Accountant or Executive Director.

3.1 Submission and Processing of Budget Changes and Modifications

The following process will be used for submission of budget changes as defined in this policy.

1. The Executive Director will forward all budgetary requests to the District Accountant
2. The District Accountant will review the requests and determine the need, and the requests will be forwarded to the Finance Committee for review and approval.
3. The Finance Committee will determine the need for any budgetary changes and forward their recommendation to the District Board.
4. The District Board is required to approve any Budgetary changes made.
5. The Clerk of the Board will complete the necessary notice of public hearing, budget meeting notice, or other documents necessary for publication and will prepare adoption resolutions for budget changes being considered.
6. If adopted by the Board, the Clerk of the Board will distribute a copy of the resolution with the approved Budget Change Form to the Clallam County Budget Director, the Clallam County Treasurer, and District Accountant. The Clallam County Budget Director will modify the County's financial system to reflect the changes made.

560 Budgeting and Financial Forecasting

1.0 Purpose

The Shore Metropolitan Park District (District) is faced with challenges like other urban local governments throughout the Northwest. The task is to continue to provide a high level of services with limited resources. While effort is made to contain costs and increase efficient use of resources the District is faced with tax revenue limitations, rising labor costs, general supply increases and increased market competition for its user fees.

The District financial planning process assesses long-term financial implications of current and proposed policies, programs, and assumptions. The District then develops strategies to achieve the goals. A key component in determining future options, potential problems, and opportunities is the forecast of revenues and expenditures. Revenue and expenditure forecasting can provide the following benefits:

- Provides an understanding of potential funding available;
- Evaluates financial risk;
- Assesses the likelihood that services can be sustained;
- Assesses the level at which capital investments can be made;
- Identifies future commitments and resource demands; and
- Identify the key variables that cause change in the level of revenue.

The District uses a Five-Year Financial Forecast for its financial forecasting and represents a continuing effort to analyze the District's long-term fiscal condition based upon a reasonable set of economic and operational assumptions. It is an important management tool used in identifying fiscal trends and issues that must be addressed early in order to ensure continued financial success. These forecasts are not static documents; to be effective, the forecast must be monitored to allow for corrections to assumptions as they occur.

To improve future forecasting, the variances between previous forecasts and actual amounts should be analyzed. Variance analysis should identify the factors that influence revenue collections, expenditure levels, and forecast assumptions. The forecasts are not a prediction of what will occur. It is a snapshot in time and an approximate view of what could occur in the future if all the assumptions are realized.

2.0 Predicting Long Term Needs

The five year financial forecasting plan is a rolling plan that is continually updated as often as new information and assumptions change. It is used to help formulate a yearly budget with an eye to the future needs of the District. Forecasting is the combined use of:

- Past Financial Performances
- Expert Knowledge and Experience
- Economic Trends both local, state and national

The five-year financial projections do not constitute a multi-year fiscal plan, but they are the first and most important building block in preparing long-term budget plans. Several different techniques are used to generate the projections. The first step in this process involved an attempt to forecast a “constant services” level of expenditures using the current year operating budget as the base year. The projections assume that revenues and expenditures are partially influenced by inflation and legislation, along with supply and demand. After developing the projections based on “how much will it cost us to continue

doing what we are doing now?" estimates of planned capital development and their impact on the operating budget were added into the projections.

2.1 Revenue Projections

Revenue estimates are generated by determining what was needed in any given year to provide the quality of services and programs projected. Property tax revenues are a significant percentage of the District's operating revenue. The amounts projected reflect the activities of the Park District limit in tax revenues and the limitation of levy increase ability.

2.2 Expenditure Projections

The District is committed to providing all district services and operations in a responsive, efficient, and cost-effective manner while retaining the high level of services it provides. Capital expenditures are prioritized and evaluated based upon their effect on operational costs. Expenditure guidelines include increases based on CPI projections and the tax levy limits. The District continues to work with the goal that operating expenditure will not exceed projected revenues. Exceptions to this goal are:

- Planned reduction in fund balance reserves.
- Portion of the fund balance reserves may be used for capital repair and replacement.
- Cover unanticipated drops in revenue or increases in costs.

2.3 Fund Balance Projections

The District continues to work toward the goal of providing a minimum fund balance reserve in the General Fund of approximately three months of operating expenditure. Funds will continue to be accumulated for other capital improvements to enhance future revenue production.

Fund balance is the cumulative difference of all revenues and expenditures from the fund's creation. It is the difference between fund assets and fund liabilities. Fund balance does not refer to cash balance, nor is it the difference between revenues and expenditure. The undesignated portion represents expendable available financial resources that are used to meet contingencies and working capital requirements. An undesignated fund balance is important for the maintenance of a stable tax rate and revenue structure, and for the orderly provision of services to residents.

3.0 Summary

Of critical importance in attempting to maintain fiscal stability is having the growth in revenues match or exceed the growth in expenditures. The impact of inflation in local government costs is often hard to anticipate. It is necessary to accept the fact that uncertainty exists and hedge against it through the development and use of adequate levels of fund balance.

This information helps ensure continuity and improves our ability to develop budget strategies, plan a more predictable tax structure, as well as provide stable services and infrastructure. Avoiding poorly timed projects represents another financial advantage. The validity of the projections for the later years of the forecast must be considered, as the uncertainty of the forecast increases significantly with the length of the period predicted. The environment that affects the Park District's financial situation changes continually and several factors might influence the situation.

570 Travel and Reimbursement Policy

1.0 Purpose

This policy ensures that Shore Metropolitan Park District (District) officials, Board members and employee travel is consistent with the official objectives of the District. It also ensures fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.

Employees are expected to exercise prudent judgment when incurring travel expenses on official District business. The failure of employees to follow this policy, or incur excessive expenses, may be cause for disciplinary action. Nonbusiness-related expenses and/or expenses not made in accordance with this policy would not be approved or reimbursed.

Employees are expected to utilize local training opportunities, where travel is not necessary, as much as possible. The use of local training and other alternatives to travel such as teleconferencing, on-line training, satellite training, and/or train the trainer models is encouraged. The number of employees attending a particular meeting should be the minimum necessary, consistent with the benefit to be derived therefrom.

2.0 Policy

Employees and officials may be reimbursed for normal and reasonable travel and other expenses incurred for a Shore Metropolitan Park District business related purpose. Travel costs are defined as expenses for transportation, lodging, meals and related items incurred by employees who are traveling for District business purposes only.

The District does not reimburse business expenses on a per diem basis. Travel expenses and business expense reimbursement is based on actual expenses incurred. Expenses are reimbursed based on a Travel Report Form filed within 15 days after completion of the trip. Travelers should obtain all receipts or confirmations which support expenses over $25.00.

2.1 Documentation

No claim for reimbursement shall be paid unless it is accompanied by a District Travel Report Form (Attachment A) with attached vendor's receipt for any expenses over $25.00. Should a receipt be lost or not be obtainable, an employee certification signed by the Executive Director 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.

2.2 Meals

Meals may be reimbursed by the District when associated with official business. Payment for table service at a restaurant commonly referred to as a tip, not to exceed 15% (or $1.00 whichever is greater) of the meal price (including sales tax), is reimbursable as a reasonable and necessary cost for such service.

All employees and officials claiming reimbursement for meals consumed while on District business but not on overnight travel must have required receipts and use the District Reimbursement Form not the Travel Report Form.

2.3 Reimbursable Travel Expenses

The District may reimburse the following business expenses:

- **Personal Vehicle:** Expenses shall be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS).
- **Air travel:** The District will reimburse the cost of standard airfare (coach) only. The lowest available discount airfare or customary standard airfare (coach or

equivalent) must be purchased. Reservations should be made in advance to guarantee the ticket is purchased at the lowest available discount fare. Accommodation savings of the traveler may offset additional costs incurred by purchasing the ticket at a higher price.

- **Automobile Rental Expenses:** Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. A receipt must support such expenses. Automobile insurance will not be reimbursed for domestic automobile rental and should be declined. Additional automobile insurance should be purchased when renting an automobile for foreign travel.
- **Alcoholic Beverages:** Alcoholic beverages are not allowed as a reimbursable travel expense.
- **Incidental Expenses:** Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt.
- **Laundry:** Laundry services and valet services which cannot be deferred until completion of the trip may be claimed as a reimbursable expense.
- **Lodging/Meals:** Itemized receipts for all lodging expenses must accompany the Travel Report Form.

Note: *Employees are encouraged to seek out reasonably priced accommodation to minimize the cost to the District. Costs associated with upgrades in accommodation will not be reimbursed unless standard accommodation is not available.*

2.4 Travel Report Form (Attachment A)

The Travel Repot Form should be filled out within 15 days from the end of the travel for all overnight travel. All non-overnight travel should be reimbursed by using the District Reimbursement From. Reimbursement for meals is based on actual expenses. If expenses include the cost of meals for other people, the Travel Report Form must list names of individuals, the purpose, time, place and amount.

The cost of Conferences, seminars, Training Courses, and Classes related to employee training and training materials should not be listed on the Travel Report Form.

2.5 Non-Travel Reimbursement of Expenses: Reimbursable employee non-travel expenses:

- Same day travel and meals consumed by the District employees during meetings and other functions, which conduct official District business or serve to benefit the District are reimbursable to the employee.
- Meetings or functions wherein a District function, public purpose, training or District program is served or furthered and wherein the Executive Director has expressly

approved the meeting as such, the District may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the District.

- All non-travel reimbursements should be made on the District Reimbursement Form. The Travel Report Form should only be used for overnight travel.

2.6 Quasi-Employee Refreshments:

"Quasi-employees" are defined as non-compensated volunteers, advisory committee members, board and commission members and others who are participating in District business but are not on the District's payroll.

- Coffee, utensils and other light refreshments at meetings involving volunteers and other 'quasi- employees" are authorized District expenditures.
- Incidental consumption of refreshments by District employees at meetings involving quasi- employees is allowed.

2.7 Ceremonies and celebrations:

- Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate District expenditures.
- Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate District expenditures.

Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires (1) the existence of a recognizable public or municipal purpose that relates to the purpose of the District's existence, (2) proper authorization from the legislative authority (Board of Commissioners) for such public sponsorship, and (3) a reasonable relationship between the amount of the District's expenditure and the "public" nature of the event.

Attachment A

Official Travel Report/Reimbursement

Name:	Dates of Travel:
Telephone:	Approved by:
Travel Purpose:	Trip Destination:

Transportation

Date	Mode of Transportation	Private Car Mileage	Cost of Transportation	Misc. Transportation Costs	District Credit Card Used Total	Reimbursement Total
				Total		

Lodging/Meals

Date	Lodging/Meals	Cost of Lodging / Meals	Misc. Lodging/Meals Expense	District Credit Card Used Total	Reimbursement Total
			Total		

Grand Total of District Credit Card:		Grand Total Reimbursement:	

I certify the above is a true statement, that the expenses claimed were incurred by me on official District business on the dates shown, and that I have attached the original receipts of any expense of $25.00 or more in accordance with District travel policies.

Travelers Signature:_____Date:_____

Authorizing Signature:_____Date:_____

Please attach receipts for all listed expenses, sign the form and send to the Executive Director for approval.

590 Capital Asset Policy

1.0 Purpose

This policy is established to provide guidelines to ensure adequate stewardship over Shore Metropolitan Park District (District) resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital assets information required for preparation of financial statements in accordance with generally accepted accounting principles.

2.0 Definitions

2.1 Fixed Assets

Fixed assets are tangible, non-consumable items including, but not limited to: land, buildings, machinery, equipment, and vehicles owned by the District valued at $5,000 or more with a life expectancy of over one year. The value of the fixed asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure, and prepare an item for its intended use. The original purchase of a software program is considered a fixed asset if it meets the

$5,000 threshold established above. Improvements to an existing asset that extends the life of the asset are capitalized and depreciated over the remaining useful life of the related asset.

2.2 Small & Attractive Assets

Assets valued at less than $5,000 that are defined as high risk for theft. These assets are not normally consumed within one year. These assets may include items in one or more of the following categories:

a) Portable and marketable, either alone or as a component unit.
b) Assets that can be utilized for personal gain.
c) Assets repeatedly reported as lost and/or stolen within the industry and society.

3.0 Capitalization Threshold

All assets with a cost of $5,000 or more shall be capitalized. Although Small & Attractive Assets (assets costing less than $5,000) do not meet the District's capitalization threshold, they are considered assets for purposes of marking and identification, recordkeeping, and tracking.

4.0 Improvement/Repair/Maintenance Expenses

Routine repair and maintenance costs will be expensed as they are incurred and will not be capitalized. Major repairs will be capitalized if they result in betterments/ improvements to the District's capital assets. To the extent that a project replaces the "old" part of a capital asset, outlays will not be capitalized; and to the extent that the project is betterment/improvement, outlays will be capitalized.

5.0 Expected Useful Life of Assets

The District shall use the IRS Publication *946 Table of Class Lives and Recovery Periods* or as such publication is updated, modified, or amended, to determine the life of acquired assets.

6.0 Revision of Expected Useful Life

The State of Washington Office of State Auditor Accounting Guidance manual, states "As the District uses its capital assets, it may need to revise the expected useful life of some of them. Any such changes should be applied prospectively; that is, the rate should be recalculated based on the remaining useful life at the time of the revision, and the new rate should be applied in the present and future accounting periods. No changes should be made to financial records of previous years for revised estimates."

7.0 Tagging New Assets

All assets fitting descriptions of a fixed asset, small and attractive asset, and/or high-risk asset (other than infrastructure, vehicles, small tools, and computer components) shall be recorded on the District Fixed Asset Log maintained by the Executive Director and District Accountant. All assets that are surpluses or traded-in shall be removed from the fixed asset inventory and the tag listing.

8.0 Disposal of Surplus Items

Before an asset is sold or otherwise disposed of, it must first be determined if the asset had originally been purchased with grant monies. If this is the case, the District must refer to the grant agreement and follow prescribed procedures for disposition. The Board must first declare an asset surplus before it can be sold, or otherwise disposed of. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order and cannot reasonably be repaired for re-sale, the department manager, along with one other member of the management team will properly dispose of the asset. The department manager and witness will sign an Affidavit of Destruction/Disposition (Attachment A). The Executive Director or his/her designee, who shall remove the asset from any listings and cease depreciation if applicable, will retain the Affidavit of Destruction/Disposition.

9.0 Lost, Stolen, or Missing Property

When suspected or known losses of capital assets or small and attractive items occur, staff should conduct a search for the missing property. If the missing property is not found:

- Notify the Executive Director
- Have the individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- The Executive Director shall report known or suspected losses of capital assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report shall be provided to the Board of Commissioners.

ATTACHMENT A

AFFIDAVIT OF ASSET DESTRUCTION/DISPOSITION STATE OF WASHINGTON

Clallam County

Shore Metropolitan Park District

I,_____ , being first duly sworn upon oath, state that I have destroyed/disposed of , asset no. _____, in the proper manner detailed below, and that said destruction/disposition was witnessed by_____ .

Destruction/Disposition Method:

☐ Sale* ☐ Recycled ☐ Thrown Away

☐ Date of Destruction/Disposition: _____

Name of Recycle Service, if applicable:

_____

Any additional pertinent information: If sold through a District sale process or action, provide the following detail:

Auction Business Name: _____

Date Sent: _____

Scheduled Sale Date: _____

Name of Contact: _____

Signed:_____

Subscribed and sworn on this day of_____,_____ .

Affiant Signature:_____

Witness Signature:_____