

ASOTIN COUNTY PUBLIC FACILITIES DISTRICT

RESOLUTION NO. 14-22

A RESOLUTION OF THE BOARD OF DIRECTORS OF ASOTIN COUNTY PUBLIC FACILITIES DISTRICT, ESTABLISHING NON-BOARD OFFICER POSITIONS AND ESTABLISHING ADDITIONAL POSITIONS AT THE ASOTIN COUNTY FAMILY AQUATIC CENTER FOR EMPLOYMENT WITH AND BY THE DISTRICT.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE ASOTIN COUNTY PUBLIC FACILITIES DISTRICT, AS FOLLOWS:

Section 1. There is hereby created the following non-Board officer position:

- A. **TREASURER.** Pursuant to RCW 36.100.100 and District Resolution 14-17(1) - Governance Policy VII. The Treasurer of Asotin County must be the ex officio Treasurer of the District. Such Treasurer possesses all of the powers, responsibilities and duties of, and is subject to the same restrictions as provided by law for, a County Treasurer with regard to District financial matters. Such Treasurer must be bonded for not less than \$100,000.
- B. **AUDITOR/ASSISTANT SECRETARY/ADMINISTRATIVE ASSISTANT.** Duties of the Auditor for the District shall be substantially as established for a County Auditor under Chapter 36.22 as it pertains to the District functions. Full Time, salaried. FLSA exempt.
 - 1. Auditor
 - a. Shall keep an account current with the District treasurer, charge all money received as shown by receipts issued and credit all disbursements paid out according to the record of settlement of the treasurer with the legislative authority;
 - b. Shall make out and transmit to the state auditor a statement of the state fund account with the District in accordance with standards developed by the state auditor. The statement must be available to the public;
 - c. Shall make available a complete exhibit of the prior-year finances of the District including, but not limited to, a statement of financial condition and financial operation in accordance with standards developed by the state auditor. This exhibit shall be made available after the financial records are closed for the prior year;

- d. Shall make out a register of all warrants legally authorized and directed to be issued by the legislative body at any regular or special meeting. The auditor shall make the data available to the District treasurer. The auditor shall retain the original of the register of warrants for future reference;
- e. As clerk of the board of Directors shall:
 - Record all of the proceedings of the legislative authority;
 - Make full entries of all of their resolutions and decisions on all questions concerning the raising of money for and the allowance of accounts against the county;
 - Record the vote of each member on any question upon which there is a division or at the request of any member present;
 - Counter sign with the President all orders made and warrants issued by order of the legislative authority for the payment of money;
 - Record the reports of the county treasurer of the receipts and disbursements of the county;
 - Preserve and file all accounts acted upon by the legislative authority;
 - Preserve and file all petitions and applications for franchises and record the action of the legislative authority thereon;
 - Record all orders levying taxes;
 - Perform all other duties required by any rule or order of the legislative authority.
- f. Publisher of legislative authority proceedings - Custodian of District seal. It shall be the duty of the District auditor, within fifteen days after the adjournment of each regular session, to publish a summary of the proceedings of the legislative authority at such term, in any newspaper published in the county or having a general circulation therein, or the auditor may post copies of such proceedings in three of the most public places in the county. The seal of the District Board of Directors, used by the District auditor as clerk to attest the proceedings of the legislative authority, shall be and remain in the custody of

the District auditor, and the auditor is hereby authorized to use such seal in attestation of all official acts, whether as clerk of the legislative authority exemplifications of records or other acts performed as District auditor, certified under the seal of the District, pursuant to this section, in this state, shall be as valid and legally bindings as though attested by a seal of office of the county auditor.

- g. Duty to audit claims against District. The District auditor shall audit all claims, demands, and accounts against the District which by law are chargeable to the District, except such cost or fee bills as are by law to be examined or approved by some other judicial tribunal or officer. Such claims as it is his or her duty to audit shall be presented to the Board of Directors via the Board Audit Committee.
- h. Issuance of warrants - Multiple warrants. For claims allowed by the Board of Directors, and also for cost bills and other lawful claims duly approved by the competent tribunal designated by law for their allowance, he or she shall draw a warrant on the District treasurer, made payable to the claimant or his or her order, bearing date from the time of and regularly numbered in the order of their issue. If there is not sufficient cash in the county treasury to cover such claims or cost bills, or if a claimant requests, the auditor may issue a number of smaller warrants, the total principal amounts of which shall equal the amount of said claim or cost bill.
- i. Record of warrants. The auditor shall maintain a record of when a warrant is issued. The record shall include the warrant number, date, name of payee, amount, nature of claims, or services provided.
- j. Original claims to be retained.
 - 1. The auditor shall also retain all original bills and indorse thereon claimant's name, nature of claim, the action had, and if a warrant was issued, date and number the voucher or claim the same as the warrant.
 - 2. The auditor may retain all claims, bills and associated records referenced in subsection (a) of this section in an electronic format sufficient for the conduct of official business.

3. For the purposes of this section, "claims" shall exclude claims filed against the county in accordance with the provisions of Chapter 4.96 RCW.
- k. Cancellation of unclaimed warrants. Registered or interest bearing county warrants not presented within one year of the date of their call, and all other county warrants not presented within one year of the date of their issue shall be canceled by the legislative authority of the District and the auditor and treasurer of the District shall cancel all record of such warrants, so as to leave the funds as if such warrants had never been drawn.
- l. Auditor cannot act as attorney or lobbyist. The person holding the office of District auditor, or deputy, or performing its duties shall not practice as an attorney or represent any person who is making any claim against the District, or who is seeking to procure any legislative or other action by the board of county commissioners.
- m. Temporary clerk may be appointed. In case the auditor is unable to attend to the duties of his or her office during any session of the board of county commissioners, and has no deputy by him or her appointed in attendance, the board may temporarily appoint a suitable person not by law disqualified from acting as such to perform the auditor's duties.
- n. Duty of retiring auditor or his or her representative in case of death. Each auditor, on retiring from office, shall deliver to his or her successor the seal of office and all the books, records, and instruments of writing belonging to the office, and take his or her receipt therefor. In case of the death of the auditor, his or her legal representatives shall deliver over the seal, books, records and papers.
2. Assistant Secretary. To the extent those duties are not assigned as auditor, they shall be assigned hereunder for and at the direction of secretary of the corporation. Said secretary shall on behalf of the secretary help aid and assist the secretary in performing those duties assigned in Resolution 14-17, VI, Section 3(c) 1 through 7, and also such other duties as may be assigned.
3. Administrative Assistant.
 - a. Position Description. Performs professional level clerical and administrative work in answering phones, typing, filing,

receiving the public, providing customer assistant, cashiering, data processing, and bookkeeping.

Supervision Received: Works under the supervision of the President/CEO according to an established work routine.

b. Essential Duties and Responsibilities:

Assist in the preparation for Board meetings and as directed attend regular and special meetings of the Public Facilities District.

Maintain familiarity with state and local resources to communicate these to new or existing firms including tax policies, financing, business assistance programs, incentives and available properties.

Respond to requests from individuals or firms interested in Public Facilities properties, seek to locate them in Public Facilities District facilities or assist in finding other suitable space or land.

Screen leads, follow-up by phone and when needed visit those leads with potential to bring development to our area.

Maintain effective communication and participation with all governmental entities having jurisdiction over Public Facilities District activities, as well as, community **advisory committees established to secure community input.**

Work within the context of the Public Facilities District's management team, establishes standard policies, procedures and documentation for the management and operation of the Public Facilities District's economic development efforts.

Research and preparation of applications and administration of government grants for economic development activities and programs.

Establish and maintain business contacts locally and outside the community.

Maintain appropriate contact with local, state, and federal elected officials, agencies, and staff to ensure information exchange on economic development issues.

Maintain effective working relationship with real estate brokers, developers, appraisers and other industrial and commercial development interests in Asotin County.

Maintain an awareness, record of, and participation in local, state and federal legislative issues as they may relate to the Public Facilities District's business development and marketing programs.

Establish and maintain an information base regarding economic development, employment, demographics and business climate of the Public Facilities District's service area.

Represent the Public Facilities District during community projects and at public, social and business gatherings. Advise management of community relation projects and activities.

Seek out and apply for external funding assistance to help implement the Public Facilities District's marketing and business development strategy.

Represent the Public Facilities District at public hearings on such topics as rezoning, plan updates, new facility development and redevelopment, growth management and environmental regulations.

Develop long and short range marketing goals, strategies, and budgets.

Assist in the Public Facilities District's community relations program that includes an annual newsletter, press releases, photo files and interface with local community interests.

Regularly visit local industries to enhance Public Facilities District understanding of local business needs as well as promote the services of the Public Facilities District.

Attend meetings/seminars pertinent to economic development.

Responsible for coordinating and promotional hosting of Public Facilities District customers and potential Public Facilities District customers.

Develops and maintains office forms and procedures, and assists with administrative tasks. May work with confidential information from time to time.

Maintains strict confidentiality.

May prepare agendas and supporting materials; record and transcribe minutes; prepare and distributes minutes and reports. Attend Board meetings and record minutes. May occasionally attend other evening meetings and record minutes.

Serves as backup to Auditor receipting of tenant rent payments as well as other payments. Post monies to appropriate accounts. Answer central telephone system and take messages if required. May assume some duties currently performed by the Auditor to improve internal controls.

Receive the public and answer questions; respond to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

c. Operates office machines as required.

May prepare invoices, statements and correspondence.

d. At the Direction of legal counsel, composes, types, edits correspondence, reports, memoranda, resolutions and other material requiring judgment as to content, accuracy, and completeness, on counsel's behalf.

e. Works with and aids the Aquatic Center Director in performance of the functions including the promotion and development of membership.

f. This position is fixed hour salaried SSLA exempt. The salary shall be fixed by Board of Directors by separate resolution after appointment.

Section 2. There are hereby created the following Asotin County Family Aquatic Center positions:

A. **AQUATICS MANAGER.** Salaried. FSLA exempt. The Aquatics Manager is responsible for maintaining day to day operations of the Asotin County Family Aquatic Center. The Aquatics Manager is responsible for planning and development as well as implementation of various facility and staff policies

and programs under the direction of the President, is responsible for coordinating use of the aquatic facility as well as assisting in supervision of the facility. Over sees facility staff to ensure safe, successful operations. Leads, directs, and trains aquatic employees and volunteers, oversees pool and facility maintenance. With the administrative team participates in budget development and management.

This is not a new position, this is a current position. That the current occupant shall continue in this position and at the existing salary until further established by a salary schedule or other action of the Board. FSLA exempt.

- B. **PROGRAM COORDINATOR.** Full-time hourly. The Program Coordinator, under the Aquatics Manager, is responsible for maintaining day to day program operations of the Asotin County Family Aquatic Center. Plans, develops and implements various program and staff policies. Oversees program staff. Oversees and maintains program equipment. Participates in budget development and management.

This is not a new position, this is a current position. That the current occupant shall continue in this position and at the existing salary until further established by a salary schedule or other action of the Board. FSLA exempt.

Develop and submit to the Aquatics Manager Center programs and special events including innovative aquatic and recreation programming to serve the needs of the community. Implement programs and special events as approved.

Establish and maintain standards for all programs and special events.

Coordinate the booking and administration of facility bookings such as rentals and birthday parties.

Directly supervise all Aquatic Center programs and special events requiring additional manpower or support beyond regular-duty staff. Provide direction and support to supervisory-level staff in administration of programs such as swim lessons, water aerobics, senior events, etc.

Serve in a public relations capacity by providing information , enforcing rules and regulations and performing community outreach/education.

Participate in and help conduct staff orientations, in-service training and the teaching of various certification courses.

Assist the Aquatics Manager in establishment of standards for facility programs and special events. Oversee the implementation and enforcement of program standards.

Serve in a public relations capacity by providing information and enforcing rules and regulations. Provide excellent customer service. Handle complaints, questions, and concerns related to the programs, special events and facility within the scope of responsible and report them to the Aquatics Manager.

Provide input to in development of marketing, advertising, and publicity functions to maximize program attendance and facility usage.

Represent the Aquatic Center at various public events, as assigned.

Provide program management by preparing program schedules for the facility and staff.

Order and/or procure necessary supplies, as assigned, while adhering to ACPFD procurement policies.

Conduct internal staff and program audits to ensure customer satisfaction, program efficiency and safety.

Assist in budget development and management.

Act in a Lifeguard/Water safety Instructor/Pool Supervisor/Aerobics Instructor capacity as needed.

All additional duties as assigned by the Aquatics Manager, or Executive Director.

- C. **MAINTENANCE TECHNICIAN.** Under Aquatics Manager, performs semi-skilled maintenance work as a lead worker, and/or as specialist performing work in areas such as carpentry, plumbing, boiler care, and electrical. Assists in the planning, assignment and review of the work of contract workers performing a variety of semi-skilled tasks in the repair and maintenance of Asotin County Family Aquatic Center buildings and equipment. Maintains swimming pool care and water chemistry. Performs other work as required, Must be able to work independently and to work a flexible schedule including

weekends evenings and holidays, as the job demands. Hours may vary subject to conditions.

This is not a new position, this is a current position. That the current occupant shall continue in this position and at the existing salary until further established by a salary schedule or other action of the Board. FSLA exempt.

Tests water in swimming pool continuously for such conditions as PH, chlorine level, alkalinity, temperature, water hardness and clarify; takes appropriate action to correct problems; maintains records on tests and chemical usage.

Maintains pumps and filters; back washes filters as needed; oils pumps.

Operates a variety of standard hand tools and equipment used in pool and facility maintenance and repair activities on a regular basis.

Assists with the development of the District Facility Maintenance Plan.

Performs preventive maintenance on facility and equipment as well as makes repairs to pumps, boilers, valves, piping and electrical fixtures in accordance with the Facility Maintenance Plan.

Assures the cleanliness of the facility; assures proper sanitation and safe conditions; supervises regular cleaning of the pool according to health department standards.

Performs facility improvements to include building, painting, plumbing and electrical.

Keeps abreast of new codes, regulations and maintenance practices related to swimming pools.

Provides training and technical assistance to other staff in areas of expertise.

Inventories and maintains necessary supplies; orders materials and supplies as needed.

All additional duties as assigned by the Aquatics Manager or Executive Director.

D. **JANITORIAL/CUSTODIAN.** Full-time hourly.

QUALIFICATIONS:

Required:

High School diploma or equivalent.

Experience as a custodian in school or similar buildings.

Demonstrated ability to work harmoniously with colleagues, supervisors, teaching staff, parents and citizens, and students in the age group served by the school for which the application is made.

Demonstrated ability to perform job duties satisfactorily without direct supervision.

No physical limitations that would prevent the applicant from satisfactorily performing job duties, including lifting, climbing ladders, etc., within recognized standards and limits.

Satisfactory history of safe, efficient and effective use of custodial products and equipment.

No record of any conviction for an illegal activity, which is considered to be incompatible with the operation of a public school system.

Hold and maintain a current industrial first aid card at the first opportunity provided by the District

Desired:

Successful completion of training in basic and advanced custodial subjects.

Satisfactory performance in a school with the same age group students as that for which application is made.

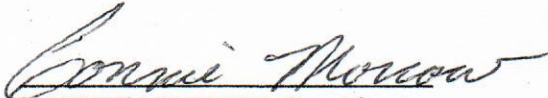
Reports to: Asotin County Family Aquatic Center.

Job Requirements: For all items listed below the employee will be required to follow established cleaning procedures.

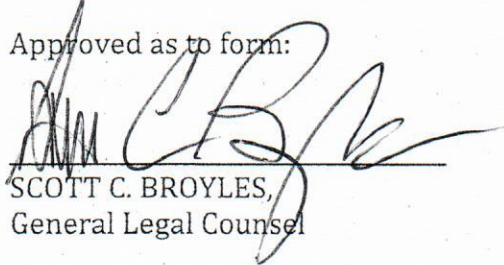
Reserved.

ADOPTED BY THE Board of Directors of Asotin County Public Facilities District at special open public meeting called in accordance with RCW 42.30 thereof this 9 day of November, 2014.

ATTEST: AMANDA ARMEL, Clerk


CONNIE MORROW, President

Approved as to form:


SCOTT C. BROYLES,
General Legal Counsel

ASOTIN COUNTY PUBLIC FACILITIES DISTRICT

RESOLUTION NO. 14-23

A RESOLUTION of the Board of Directors of the Asotin County Public Facilities District, enacting a Management and Administrative Policies and Procedures Manual regulating the management, financial and administrative operations of the District.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ASOTIN COUNTY PUBLIC FACILITIES DISTRICT, as follows:

**ASOTIN COUNTY
PUBLIC FACILITIES DISTRICT**

**MANAGEMENT
and
ADMINISTRATIVE
POLICIES and PROCEDURES**

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CHAPTER 1

GENERAL

1.1 PURPOSE

These policies and procedures constitute the rules and guidelines for the management and administration of the Asotin County Public Utility District ("District"). The District President or designee may issue procedures implementing these rules periodically. Management and Administrative Policies are based on those rules, regulations and statutes, by Federal, State and Local jurisdictions, as they existed at the time of the enactment or as subsequently altered, amended or changed by the enacting jurisdiction.

1.2 DEFINITIONS OF TERMS

Board. "Board" shall mean the Board of Directors of the District.

District. "District" shall mean Asotin County Public Facilities District, Washington.

District Office. "District Office" shall mean the office of the District, presently located at 1603 Dustan Loop, Clarkston, Washington, 99403, with regular business hours of _____ a.m. to _____ p.m., Monday through Friday.

Person. "Person" shall mean any individual, company, association, society, corporation or group.

Resolution. "This resolution" shall mean this resolution and any amendments or additions hereto made by the Board.

Treasurer. "Treasurer" shall mean the financial officer of the District. RCW 36.100.

CHAPTER 2

PUBLIC RECORDS

2.1 REQUEST FOR RECORDS

All persons desiring to inspect or receive a copy of any public record of the District must make their request to the President, or his/her designee, on forms specified by the District.

2.2 RESPONSE TO REQUEST

- 2.2.1 Responses to requests for records will be made within five business days. An employee of the District shall provide all assistance necessary to help the requester. The giving of such assistance shall not unreasonably disrupt the operation of the District or the other duties of assisting employees. If the written request includes a request for copies, a payment in accordance with the District's fee schedule shall be paid.
- 2.2.2 Whenever a member of the public has requested to inspect an identifiable public record and that request has been denied, such a person may submit a written request and have such denial reviewed by the Board of Directors. The review of the denial shall be as prompt as possible.

2.3 INFORMATION EXEMPT FROM PUBLIC RECORD

The following shall be exempt from public inspection and copying:

- 2.3.1 Personal information and any files maintained for employees, appointees or elected officials to the extent the disclosure would violate their right to privacy.
- 2.3.2 Personal information required of any customer of the District to the extent the disclosure would violate their right to privacy.
- 2.3.3 Except as provided by Chapter 8.26 RCW, the contents of any real estate appraisals made for or by any agency, including the District, relative to the acquisition of property by the District until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the date of appraisal.
- 2.3.4 Valuable formulas, designs drawings and research data obtained or produced by the District, its officers, employees and agents.
- 2.3.5 Preliminary drafts, notes, recommendations and intra-agency memorandums in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.
- 2.3.6 Records which are relevant to a controversy to which the District or any of its officers, employees or agents is a party, but which records would not be available to another party under the rules of pretrial discovery for causes pending in superior courts.

- 2.3.7 Applications for employment, including name of applicant, resume and other related material submitted with respect to an applicant.

The exemptions of this section shall be inapplicable to the extent that the information, the disclosure of which would violate personal privacy or vital governmental interests, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.

2.4 DISCLOSURE PROHIBITED

The District shall not be required to permit public inspection and/or copying of any record to the extent public disclosure is prohibited, restricted or limited by state or federal laws.

2.5 RECORD COPY CHARGE

Payment for the costs associated with the reproduction of disclosable public record shall be made to the District upon approval of request and reproduction of the public record. Where the cost is for a certified copy, there shall be an additional charge to cover the additional expense and time required for certification.

- 2.5.1 Costs associated with the reproduction of disclosable public record shall be as follows:

- | | |
|---|------------------|
| A. Standard Copies | \$ 0.15 per page |
| B. Non-standard Copies
other assistance as to fulfill request. | Actual Cost |
| C. Other services such as photographic
reproduction, postage, computer usage, etc. | Actual Cost |

2.6 **PUBLIC RECORD REQUEST FORM**

REQUEST for PUBLIC RECORD

Pursuant to the Revised Code of Washington RCW 42.17.260, I hereby request to examine and/or copy the following public records.

Requestor Information

Name: _____ Phone Number: _____

Representing: _____

Address: _____

Nature of Request: To Inspect Records ☐ To Obtain a Copy ☐

Requestor's Signature: _____ Date: _____

District Response

Request Granted: Yes ☐ No ☐ Partial ☐ Total Cost: \$ _____

Legal Review Required: Yes ☐ No ☐ Counsel: _____ Date: _____

Request Denied for the Following Reasons: _____

President: _____ Date: _____

CHAPTER 3

FIXED ASSETS

3.1 PURPOSE

To establish procedures for property management to account for fixed assets.

3.2 DEFINITION OF FIXED ASSETS

Fixed assets are defined as items costing \$1,000 or more and having a useful life of more than three (3) years. Items of lesser value, which are considered "attractive assets" will be inventoried and managed by a designated Asset Custodian. "Attractive assets" may include but are not limited to cameras, video recoding equipment, television sets, copy machines, printers, fax machines, handheld devices and portable computers.

3.3 CUSTODIAN OF ASSETS

The District will identify key personnel as being a Custodian of Assets. The Auditor/Assistant Secretary/Administrative Assistant will be designated as the custodian of office furniture and equipment and other items used by administrative personnel. The Aquatic Center Director will be designated as custodian of assets used in field operations and maintenance.

Custodians are responsible for the management, safekeeping and annual inventory of assets under their designation. Custodians are responsible for reporting issues related to asset control to the Treasurer and/or President. Custodians are responsible for keeping complete records of assets under their supervision.

3.4 CLASSIFICATION AND USEFUL LIFE OF ASSETS

Classification is used to determine the dollar limits for inclusion and the corresponding useful life of the asset in the property management system.

3.4.1 Land – Nondepreciable

Includes all land parcels acquired for building sites and District use.

3.4.2 Structures & Improvements – 50 years

Includes all buildings. Permanently attached fixtures installed during Construction is considered a part of the building. The subsequent addition of equipment will be recorded as Structures and Improvements. Major improvements, such as additions to buildings, should be added when completed.

3.4.3 Office Furniture & Equipment – 5 years

Includes all office furniture and equipment where the unit cost exceeds \$1,000.

3.4.4 Computer Software – 5 years

Includes all special purpose computer software where the unit cost exceeds \$1,000.

3.4.5 Vehicles – 6 years

Includes all fleet vehicles, trucks and backhoes.

3.4.6 Small Tools & Equipment – 5 years

Includes all tools & equipment, both in the shop and in District vehicles, which are used by operations and maintenance personnel.

3.4.7 Power Operated Equipment – 5 years

Includes large power operated tools & equipment, such as, cut-off saws, generators, pumps and other large items used by operations and maintenance personnel.

3.4.8 Communication Equipment – 5 years

Includes radios, base radio station, radio towers and antennas and telemetry units used in monitoring and controlling pumps, reservoirs and other equipment.

3.4.9 Other Equipment – 5 years

Includes equipment that does not fit the descriptions of other classifications where the unit cost exceeds \$1,000.

3.5 **RECORDING OF ASSETS**

The Treasurer or designee will be responsible for recording fixed asset costs and other relevant data from the invoices or supporting documents. Information regarding assets should include but are not limited to; account description, manufacturer's serial number, work order number, vendor, date acquired, method of acquisition, purchase price or value and location of data.

3.6 **DISPOSAL OF ASSETS**

When the District no longer uses a fixed asset, either because it is in poor condition or because needs have changed, consideration should be given to disposing of the asset. The status of the asset should be observed during the

annual inventory and unused items and items in poor condition should be noted. Items in these categories should be called to the attention of the Treasurer. Disposition must be in compliance with state law and procedures adopted by the District.

3.7 TAGGING OF ASSETS

The Treasurer will be responsible for numbering and tagging items to aid in the management and inventory of fixed assets. Numbering of items will be sequential based on fixed asset management software designation. All items, with the exception of land, buildings, large equipment and operation tools, will have a District tag affixed. Other exceptions may preclude the affixation of tags. Tag numbers should be included in each custodian's records of assets as well as, the Treasurer's database of fixed assets.

3.8 FIXED ASSET INVENTORY

The existence and condition of all fixed assets owned by the District should be verified annually.

- 3.8.1 At the designated time each Asset Custodian will be furnished a list of all assets under their supervision.
- 3.8.2 The location and condition of each item should be verified. Note any items that could not be located. The Treasurer and/or President may do spot verification.
- 3.8.3 The condition and use of buildings and land improvements owned by the District will be checked and the records updated.
- 3.8.4 Search for any item not accounted for during the inventory. Any items not located, should be followed up on and recorded as lost and removed from the inventory.
- 3.8.5 Add any items not currently on the inventory list.

CHAPTER 4

IDENTITY THEFT PREVENTION PROGRAM

4.1 PURPOSE

The goal of this policy is to prevent identity theft. The District recognizes the responsibility to safeguard personal customer information within the workplace. The purpose of this policy is to create an Identity Theft Prevention Program,

hereinafter referred to as "Program", utilizing guidelines set forth in the Fair and Accurate Credit Transaction Act, FACT Act, of 2003.

4.2 **SCOPE OF PROGRAM**

This policy applies to management and all personnel of the District. The following text represents a policy for the development of an Identity Theft Prevention Program. The District may already have policies written and developed, which can be incorporated into the Program. This does not replace, but rather supplements current policies.

4.3 **RESPONSIBILITY OF THE DISTRICT**

The District must protect customer data and implement policies and procedures that meet standards established by the Federal Trade Commission on or before November 1, 2008 in compliance with FACT Act of 2003. After November 1, 2008, the District shall update its policies and procedures and providing ongoing training to District staff to ensure its Program meets or exceeds existing standards.

4.4 **PROGRAM DEFINITIONS**

Confirmed Address – An address that the District has reasonably confirmed to be accurate for a customer about whom the District has requested a consumer report following receipt of a Notice of Address Discrepancy.

Covered Account – An account that the District offers or maintains, primarily for personal, family, or household purposes, that involves, or is designed to permit multiple payments or transactions, and any other account that the District offers or maintains for which there is a reasonably foreseeable risk to the customers or the safety and soundness of the District from identity theft, including financial, operational, compliance, reputation or litigation.

IT – Information Technology

Identity Theft - Financial identity theft occurs when someone uses another consumer's personal information (name, social security number, etc.) with the intent of conducting multiple transactions to commit fraud that results in substantial harm or inconvenience to the victim. This fraudulent activity may include opening deposit accounts with counterfeit checks, establishing credit card accounts, establishing line of credit, or gaining access to the victim's accounts with the intent of depleting the balances.

Red Flag – A patterned, particular, and specific activity that indicates the possible risk of identity theft.

- C. Other information on the identification is not consistent with the information provided by the person opening a new Covered Account.
- D. Other information on the Identification is not consistent with information this is on file with District, such as signature, account information, name, address, or other personally identifying information.
- E. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.
- F. The Presentation of Suspicious Personal Identifying Information, such as a Suspicious address or responsible party change:
 - 1. Personal identifying information provided is inconsistent when compared against internal and/or external information sources used by the District.
 - 2. Personal identifying information is not consistent with other personal information provided, such as name, address, date of birth, or other information.
 - 3. Personal information in provided that is associated with know fraudulent activity as indicated by internal or third part sources available to the District.
 - 4. Personal identifying information is the same as that provided by other customers.
 - 5. All required personal identifying information required on the application is not provided
 - 6. Information provided is not consistent with information on file with the District.
- G. The unusual use of, or other suspicious activity related to a covered account:
 - 1. After receiving a notice of change of address or establishing a new service for a Covered Account, the District receives a request for a new or different billing address or responsible party.
 - 2. Payment is received from parties other than the customer.
 - 3. The district receives a request that the invoice be sent to an address or individual other than the service address.
 - 4. A covered Account activity is inconsistent with the typical patterns of activity on the account.
 - 5. Mail or correspondence is returned, re-routed or not connected or undeliverable although transactions continue to be conducted in connection with the Covered Account.
 - 6. The District is notified that the Covered Account holder is not receiving account statements or other information.

7. The District is notified of unauthorized charges or use in connection with a Covered Account.
- H. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with Covered Accounts held by the District.

4.7 **DETECTION, PREVENTION AND MITIGATION**

4.7.1 Detection

In an effort to ensure proper detection of any Red Flags, all customers must provide the following information or documentation before any new Covered Account will be opened:

- A. A full name for billing purposes.
- B. Service address.
- C. Billing Address.
- D. Identification number (Example: valid driver's license, social security number, or other government issued identification number).
- E. A working telephone number.

The District prefers to obtain additional personal identifying information and alternative contact information, including spouse's information, employer information, or other alternate contact information.

Whenever it is discovered that the required information is not on file with the District, Customer Service Representatives or other District staff will contact the customer within a reasonable time to obtain the necessary information.

To assist in the detection of Red Flags, the District will continue to implement appropriate information technology, internal controls and industry best practices that are relevant the District's size and scope of business, which enhance customer service, meet security needs, authenticate customer information, monitor Covered Account activity, and otherwise protect the District's interests and the interests of the District's customers.

In order to protect the interest of the District and the District's customers, and detailed list of the information technologies, internal controls and best practices will not be listed in this policy.

4.7.2 Preventing and Mitigating Identity Theft

In the event a Red Flag is detected, the District is committed to preventing the occurrence of identity theft and taking appropriate action to mitigate any harm caused. In order to respond appropriately to the detection of the Red Flag, the District will consider the circumstances that might heighten the risk of identity theft. After assessing the degree of risk, the District will respond to the Red Flag in an appropriate manner, which may include, but shall not be limited to:

- A. Monitoring the Covered Account.
- B. Contact the customer or Covered Account holder.
- C. Changing IT Passwords, security codes, and security measures that may limit access to a Covered Account or other sensitive information.
- D. Reopening a Covered Account with a new account number.
- E. Not opening a new Covered Account.
- F. Closing a Covered Account.
- G. Not attempting to collect on a Covered Account.
- H. Notifying Law Enforcement.
- I. Determining the no response is warranted under the given circumstances.

To assist in preventing and mitigating Red Flags, the District will continue to implement appropriate information technology, internal controls and industry best practices that are relevant to the District's size and scope of business, which enhance customer service, meet security needs, authenticate customer information, monitor Covered Account activity, and otherwise protect the District's interests and the interests of the District's customers.

In order to protect the interest of the District and the District's customers, a detailed list of the District's information technologies, internal controls and best practices will not be listed in this policy.

For the protection of the District's customers, all service providers hired by the District to perform activities or services in connection with covered accounts must also take appropriate steps to prevent identity theft.

4.8 **PROGRAM UPDATES**

The District is committed to maintaining an Identity Theft Prevention Program that is current and updated, and that addresses the changes in the risks to the District and its customers. Therefore, the District will reassess the Program on a regular basis and evaluate the need for further Red Flags, as well as appropriate detection, prevention and mitigation efforts.

Any changes to the program will be made only after careful consideration by the Privacy Committee of relevant information, including the following:

- 4.8.1 The District's past experience with Identity Theft.
- 4.8.2 Changes in the method of Identity Theft.
- 4.8.3 Changes in detection, prevention, and mitigation processes.
- 4.8.4 Changes in the District's operations, including the types of Covered Accounts that the District maintains.
- 4.8.5 Changes to business arrangements by District service providers.

4.9 PROGRAM ADMINISTRATION

4.9.1 Privacy Committee

The District's Identity Theft Prevention Program shall become effective immediately upon approval by the District Board of Directors. The Privacy Committee shall be formed by the District's President, and/or person the President delegates to coordinate the implementation, monitoring, and updating of the Program. The Privacy Committee will consist of the following personnel:

- A. Privacy Officer (Appointed by the Board of Directors).
- B. President
- C. President of the Board of Directors
- D. Privacy Program Supervisor (Customer Service Representative).

4.9.2 Employee Training

Designated employees will be trained on a need-to-know basis according to job responsibilities. Privacy Committee members will participate in a two and one half hour professional association Identity Theft Prevention Program workshop covering principles of needs assessment, program design, development, implementation and evaluation. Committee members unable to attend will receive one-on-one training by a workshop attendee. Employees will receive an initial training session regarding the safeguarding and securing of information.

New employees to the District will receive initial training by a designated employee within two weeks of their initial employment. If training is not complete within the specified time, the Privacy Officer will be notified. The Privacy Officer will determine the earliest possible time for the initial training and waive the time requirement for initial training if appropriate. When rescheduling of training exceeds four weeks, the Privacy committee will be notified of the waiver.

Annual updates will be provided to all designated employees. Refresher training will include, but not be limited to:

- A. Patterns of Identity Theft incidents.
- B. Changes in Information Technology.
- C. Changes in Identity Theft methods.
- D. Employee input for Enhancement of the District's Identity Theft Prevention Program.

4.9.3 Reporting Suspected Identity Theft

When a District customer suspects Identity Theft, he/she must notify the District in writing by completing the Federal Trade Commission Affidavit and returning it to the District's office. When the affidavit is received, a District representative will:

- A. Request for a copy of the police report to be attached to the Affidavit.
- B. Make a copy of the customer's government issued photo ID.
- C. Record the receipt of the document on the District Notice of Identity Theft form.
- D. Submit the copies of the Affidavit, Police report, and photo ID to the Privacy Officer.
- E. Take actions to mitigate damage to the customer by taking the appropriate steps, which may include, but are not limited to following the steps outlined in section 4.7.2.

4.9.4 Conducting IT Audits to monitor risk of Identity Theft

The District will continue to work with service providers to insure that all Information Technology solutions that pertain to the District's size and scope of business are utilized to detect, prevent and mitigate damage to the District and its customers due to Identity Theft. The District will:

- A. Design a pattern for inspections of electronic access to Information Systems
- B. Verify via facility walkthrough that computer hardware is inventoried.
- C. Maintain Audit records of System Security Checks on a monthly basis.
- D. Recommend actions to reduce risk of Identity Theft to the privacy committee for review.

4.9.5 Red Flag Documentation and Reporting

All occurrences of Red Flags will be documented on the District's Red Flag Log. A copy the log will be attached to the District's Identity Theft Prevention Program Incident Report, and forwarded to the Privacy Committee on or before the second Tuesday of May, each year.

An annual Identity Theft Prevention Program Incident Report will be compiled and submitted to the District's Board of Directors on or before the second Tuesday of November of each year.

CHAPTER 5

BILLING PROCEDURES, ACCOUNT ADJUSTMENTS AND VOIDS

5.1 PURPOSE

The goal of this policy is to establish procedures for billing, customer account adjustments and voiding of receipt transactions. This policy outlines billing procedures for staff for adjustments, voids and the printing and mailing of billing statements. The District recognizes that at times a customer's account will need to be adjusted due to unforeseen issues. This policy outlines the issues that constitute an adjustment and provides direction regarding the steps necessary to adjust an account. Errors occasionally occur in the daily processing of payments which require the voiding of transactions and reentering of the payment. This policy outlines the procedures necessary to approve and process voids.

5.2 BILLING

5.2.1 All billings will be made monthly.

5.2.2 All District bills shall be due and payable within twenty-five (25) days from the billing date. The billing becomes past due and delinquent on the thirtieth day following the date of the billing. Delinquent account charges will be assessed on an account that becomes past due

Payment of District bills shall be made at the District office or at other approved payment agencies. Payments made to the District by mail after an order of disconnection is made shall not prevent disconnection of the water service to the premises having a delinquent account unless such payments are received at the District office prior to the date of scheduled disconnection as stated on the disconnection order.

5.2.3 Any customer wanting their account balances paid through electronic withdrawal from their individual bank account to the District's bank account must complete and sign an Auto Debit authorization form submitting it to the District for consideration along with a voided check, which provides bank transit and bank account information. Customers may choose to make equal monthly payments or payments based upon their actual billing statement for the month. Customers choosing equal monthly payments are subject to the policy guidelines for Budget Billing. Customers whose payment is returned for non-sufficient funds will be removed from the Auto Debit program. Customers who choose to

Notice of Address Discrepancy – Any notice received by the District from a Credit Reporting Agency that informs the District of a substantial difference between the address provided by the District for the purpose of a Credit Report and the address in the Credit Reporting Agencies file for the customer.

4.5 INCORPORATION OF EXISTING POLICIES AND PROCEDURES

The Following Policies and Procedures already in effect at the District are specifically incorporated into the Identity Theft Prevention Program and will continue to operate in conjunction with and as part of the Program. These include but are not limited to:

1. Management and Administrative Policies and Procedures
2. Personnel Policies and Procedures
3. Water Administrative Code Policies and Procedures

4.6 IDENTIFICATION OF RELEVANT RED FLAGS

After careful consideration of Covered Accounts, including methods by which the District and its customers open and access Covered Accounts, the Districts past inexperience with identity theft, and industry standard practices, the following events/occurrences are identified as Red Flags for the purpose of the Program.

4.6.1 Alerts, Notifications, or other warnings received from Consumer Reporting Agencies or service providers, such as Fraud Detection Services:

- A. A Fraud or Active Duty Alert included with a consumer report received by the District.
- B. A Credit Reporting Agency notifies the District of a Credit Freeze in response to a request by the district for a Credit Report
- C. A Credit Reporting Agency provides notice of an address discrepancy.
- D. A consumer report received by the District indicates a pattern of activity that is inconsistent with the account history and unusual pattern of activity of an applicant or customer.
- E. A report or alert provided to the District by a customer or law enforcement agency.

4.6.2 The Presentation of Suspicious Documents:

- A. Documents provided for Identification appear to have been altered or forged.
- B. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer providing the identification.

discontinue electronic withdrawal shall provide the District with written notification requesting termination from the Auto Debit program.

5.3 BILLING AND CUSTOMER ACCOUNT ADJUSTMENTS

Billing and customer account adjustments may be made by the President or their representative(s) upon application by the customer for whose account adjustment is sought or by District staff who find an issue regarding a customer billing or other issue during review of the customer's account.

5.4 VOIDING OF TRANSACTIONS

Voiding of account transactions may be made by the President or their representative(s) upon notification by customer service staff that an error has occurred during a payment transaction.

CHAPTER 6

RECORDS MANAGEMENT

**6.1 PURPOSE
(RESERVED)**

CHAPTER 7

FINANCIAL MANAGEMENT

**7.1 PURPOSE
(RESERVED)**

CHAPTER 8

INFORMATION TECHNOLOGY

**8.1 PURPOSE
(RESERVED)**

CHAPTER 9

EMERGENCY PREPAREDNESS

**9.1 PURPOSE
(RESERVED)**

CHAPTER 10

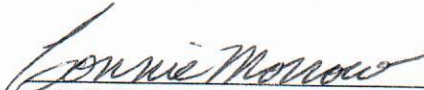
OTHER ADMINISTRATIVE PROCEDURES

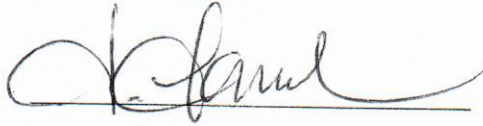
10.1 Refreshments and Snacks

Refreshments and snacks may be provided at meetings and gatherings of the District Board of Directors, District staff, and at conferences, educational meetings and meetings between District staff and other individuals, businesses and agencies. Refreshments and snacks include but are not limited to coffee, tea, soft drinks, juice or milk, popcorn, candy, doughnuts, sweet rolls, fruit and cheese. Refreshments and snacks will be authorized by the District President or their designee.

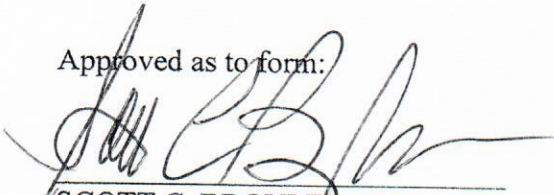
ADOPTED BY THE Board of Directors of Asotin County Public Facilities
District at special open public meeting called in accordance with RCW 42.30
thereof this 19 day of November, 2014.

ATTEST: AMANDA ARMEL,
Clerk


CONNIE MORROW, President



Approved as to form:


SCOTT C. BROYLES,
General Legal Counsel

