

## ASOTIN COUNTY PUBLIC FACILITIES DISTRICT

### RESOLUTION NO. 15-29

A RESOLUTION OF THE BOARD OF DIRECTORS OF ASOTIN COUNTY PUBLIC FACILITIES DISTRICT, AMENDING RESOLUTION #14-22, ESTABLISHING NON-BOARD OFFICER POSITIONS AND ESTABLISHING ADDITIONAL POSITIONS FOR THE DISTRICT AND FOR THE ASOTIN COUNTY FAMILY AQUATIC CENTER FOR EMPLOYMENT WITH AND BY THE DISTRICT.

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.** 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. The Auditor's position may be filled by a contracted employee or by An interlocal agreement with some other Washington agency.

C. **ADMINISTRATIVE ASSISTANT.**

1. 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.

2. Job Duties:

- Prepare, maintain and reconcile Accounts Payable/Receivable records. Prepare and verify accuracy and completeness, and make necessary corrections of vouchers.
- *Generate* General and distribute invoices for services at the Asotin County Family Aquatic Center, file necessary usage claims with various Medicare reimbursed programs, properly receipt and deposit associated funds.
- Receive and properly distribute mail received by the District and Aquatic Center.
- Prepare and reconcile daily cash receipt and deposit funds into bank account, report necessary paperwork to the County Treasurer's Office. Advise the Asotin County Family Aquatic Center Director of significant and relevant discrepancies so corrective and/or disciplinary action can be taken.
- Perform accrual accounting entries using generally accepted bookkeeping practices and principles.
- Monitor payroll by preparing timesheets for approval, reconciling hours worked, and overtime. Submit proper documentation to the Director in a timely fashion.
- Maintain and prepare various payroll records such as deduction forms, automatic bank deposits authorizations, payroll journals and ledgers; makes required adjustments through established procedure.
- Keep all records required by the State of Washington regarding payroll, maintain a monthly account as to the eligibility of each employee for Public Employee Retirement System, and maintain all employee benefit records.
- Perform all Human Resource functions including the enrollment of new full-time employees in Asotin County benefit programs, maintain employee files, make necessary changes to personnel files as needed and ensure the Asotin County Auditor's office has up-to-date information regarding changes to employee records.
- Handle as custody change fund, ACH, petty cash and district impress fund account(s). Reconcile records and balances.
- Report monthly sales and use tax collections to State Department of Revenue and report necessary paperwork to County Treasurer's Office.
- Prepare and distribute Board of Directors meeting agendas.

- Record minutes of Board of Directors meetings. Properly maintain files of District records including minutes, resolutions, contracts and agreements, etc.
- Receive and properly distribute correspondence to the Board of Directors and Director, mail approved District correspondence on behalf of the Board of Directors and Aquatic Center Director.
- Receive and respond to requests for public records.
- Report all State required financial reports and tax disbursements.
- Develop and present monthly financial statements and other reports representing the current activity of the respective programs and services within the District.
- Works sometimes at the direction and often in coordination with the Asotin County Family Aquatics Center Director.

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

**A. ASOTIN COUNTY FAMILY AQUATICS CENTER DIRECTOR.**

This position is full-time salaried, FSLA exempt.

This position is responsible for planning, implementing and supervising operations at the Asotin County Aquatics Center located in Clarkston, Washington, and is responsible for managing all aspects of the facility, including advertising, promotion recruitment, training, supervising facility staff, overseeing daily operations, financial reports, budgeting, forecasting and overseeing maintenance and operation of all mechanical systems. This position reports directly to the President and the Board of Directors of the Asotin County Public Facilities District.

The Aquatics Center Director is responsible for maintaining day to day operations of the Asotin County Family Aquatic Center. The Aquatics Center Director is responsible for planning and development as well as implementation of various facility and staff policies and programs under the direction of the President and Board, 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.



**B. PROGRAM COORDINATOR.**

Salaried full-time, FSLA exempt.

1. The Program Coordinator, under the Aquatics Center Director, 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.

The Program Coordinator is second in command of the Asotin County Family Aquatics Center.

2. Develop and submit to the Asotin County Family Aquatic Center Director 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 Asotin County Family Aquatic Center Director 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 Asotin County Family Aquatic Center Director.

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 Asotin County Family Aquatic Center Director, or Executive Director.

**C. MAINTENANCE TECHNICIAN.**

Full-time, hourly.

1. Under Asotin County Family Aquatic Center Director, 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.
2. Job Duties:



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 Asotin County Family Aquatic Center Director or Executive Director.

**D. JANITORIAL/CUSTODIAN.**

Part-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 Director.

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

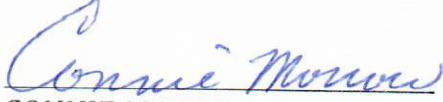
Reserved.

Section 3. Attached hereto as Exhibit A and incorporated herein by reference and adopted is the Asotin County Public Facilities District Table of Organization.



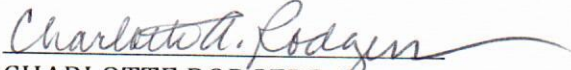
ADOPTED BY THE Board of Directors of Asotin County Public Facilities District at regular open public meeting thereof this 10 day of January, 2015.

ATTEST: AMANDA ARMEL, Clerk




CONNIE MORROW, President /CEO

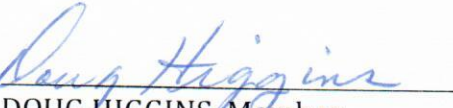




CHARLOTTE RODGERS, Secretary

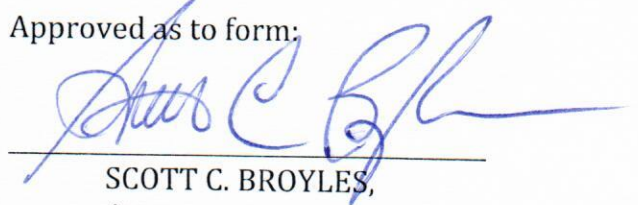


MARY SHANNON, Member




DOUG HIGGINS, Member

Approved as to form:



SCOTT C. BROYLES,  
Attorney



ED AUSMAN, Member

# BOARD OF DIRECTORS

