



## Des Moines Pool Metropolitan Park District

March 28, 2023  
7:00 p.m.  
Regular "Hybrid" Meeting

*\*NEW LOCATION: Meetings are being held remotely using Zoom and in-person at the Des Moines Pool MPD District Offices (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468 Meeting ID: 824 5844 1464 Passcode: 153489. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comments will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. This is due to the hybrid format of the meetings.*

### AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:01 2. PLEDGE OF ALLEGIANCE

7:03 3. ADOPTION/MODIFICATIONS OF AGENDA

7:04 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

a. Announcement: PDC F-1 Form Deadline (April 17, 2023)

7:05 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)

*Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, March 28th. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting. (Note-MRHS has strict security, please call 206-429-3852, if you need physical access to the meeting.)*

7:10 6. CONSENT AGENDA

a. EXPENDITURE/REVENUE SUMMARY JANUARY

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

February 28, 2023

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$39,262.07 was processed in February for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$55,494.16 was processed in February for payroll

7. EXECUTIVE SESSION

a. HSD Lease Update

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are being held hybrid including remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager, 206.429.3852.

## **8. OLD BUSINESS**

- 7:15                    a. District Clerk Search Update
- 7:20                    b. Aquatic Feasibility Study Update

## **9. NEW BUSINESS**

- 7:25                    a. Annual Financial Report – District GM Letter
- 7:30                    b. June Closure Discussion
- 7:40                    c. Budget Amendments

## **UPCOMING MEETINGS**

- April 25, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Offices (22015 Marine Drive So. #2B, Des Moines, WA)
- May 23, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Offices (22015 Marine Drive So. #2B, Des Moines, WA)
- No Retreats are scheduled at this time

## **ADJOURNMENT**

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** District GM      **Meeting Date:** March 28, 2023

**Under:** Consent Agenda      **Attachment:** Yes

**Subject:** Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

**Expenditures** February 2023: Total **\$95,943.51**

Admin Expenditures = \$13,675.75 Ops Expenditures = \$72,729.51 Capital Expenditures = \$9,538.25

**Revenue** February 2023: Total **\$23,275.39**

Property Tax & Int = \$15,849.79 Misc. Revenue = \$250.00 MRP Revenue = \$3,239.00 Transfer to Cap = \$00.00

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- February 28, 2023, Regular Board Meeting

Item 6d: Correspondence – None

Item 6e: Bank Transfers (MRP Revenue) reported above

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$39,262.07** were approved for payment

- \$10,882.35 was processed on February 7, 2023
- \$2,932.64 was processed on February 13, 2023
- \$21,050.49 was processed on February 23, 2023
- \$4,396.59 was processed on February 28, 2023

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$55,494.16** were processed for payment

- \$26,992.89 was approved for payroll on February 14, 2023
- \$28,501.27 was approved for payroll on February 28, 2023

A total of **\$94,756.23** was processed in February 2023 under the oversight of the Clerk of the Board.

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

**Fiscal Impact:** Detailed above

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in February 2023 totaling **\$94,756.23**.

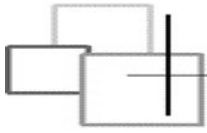
**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

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

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

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

**Notes:**



## 2023 EXPENDITURES - February 2023

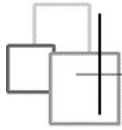
Beginning Monthly Balance = \$1,638,410.19

Ending Monthly Balance = \$1,565,682.74

Category/ Acct #	Reference	Feb 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,054.00	\$2,345.05	\$24,000.00	\$21,654.95	9.77%
001-000-000-576-20-10-01	District Manager - Wage	\$6,258.19	\$12,444.53	\$105,000.00	\$92,555.47	11.85%
001-000-000-576-20-10-02	District Clerk -Wage	\$0.00	\$3,409.98	\$37,377.60	\$33,967.62	9.12%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,710.90	\$10,923.41	\$91,582.40	\$80,658.99	11.93%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,753.57	\$9,094.19	\$74,755.20	\$65,661.01	12.17%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$4,462.98	\$4,462.98	\$100,713.60	\$96,250.62	4.43%
001-000-000-576-21-30-02	Instructors	\$8,949.26	\$18,023.45	\$90,000.00	\$71,976.55	20.03%
001-000-000-576-21-32-02	Head Lifeguards	\$2,631.96	\$6,420.32	\$35,000.00	\$28,579.68	18.34%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$7,573.83	\$14,375.50	\$195,000.00	\$180,624.50	7.37%
001-000-000-576-21-30-05	Water Exercise Instructor	\$1,121.12	\$1,121.12	\$12,500.00	\$11,378.88	8.97%
	<b>Total Salaries &amp; Wages</b>	<b>\$42,515.81</b>	<b>\$82,620.53</b>	<b>\$817,180.00</b>	<b>\$734,559.47</b>	<b>10.11%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$13,724.83	\$25,666.66	\$200,000.00	\$174,333.34	12.83%
001-000-000-576-21-33-04	Overtime (OT)	1879.65	\$1,879.65	\$5,000.00	\$3,120.35	37.59%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$73.34	\$3,500.00	\$3,426.66	2.10%
	<b>Total Taxes &amp; Misc</b>	<b>\$15,604.48</b>	<b>\$27,619.65</b>	<b>\$1,843,360.00</b>	<b>\$1,650,499.29</b>	<b>1.50%</b>
<b>Personal Benefits</b>						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$3,935.36	\$8,454.21	\$76,000.00	\$67,545.79	11.12%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$270.00	\$2,000.00	\$1,730.00	13.50%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
	<b>Total Personal Benefits</b>	<b>\$4,070.36</b>	<b>\$8,724.21</b>	<b>\$78,000.00</b>	<b>\$69,275.79</b>	<b>11.18%</b>
<b>Office Supplies</b>						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$71.30	\$87.00	\$2,000.00	\$1,913.00	4.35%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$46.50	\$112.50	\$6,000.00	\$5,887.50	1.88%
	<b>Total Office Supplies</b>	<b>\$117.80</b>	<b>\$199.50</b>	<b>\$10,500.00</b>	<b>\$10,300.50</b>	<b>1.90%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$106.50	\$337.49	\$3,500.00	\$3,162.51	9.64%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$0.00	\$496.00	\$7,700.00	\$7,204.00	6.44%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$106.50</b>	<b>\$833.49</b>	<b>\$11,200.00</b>	<b>\$10,366.51</b>	<b>7.44%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-40-00	Employee Recognition	\$15.00	\$160.00	\$2,000.00	\$1,840.00	8.00%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$43.21	\$43.21	\$2,500.00	\$2,456.79	1.73%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$149.93	\$4,066.88	\$5,000.00	\$933.12	81.34%
	<b>Total Pool Supplies</b>	<b>\$208.14</b>	<b>\$4,270.09</b>	<b>\$19,500.00</b>	<b>\$15,229.91</b>	<b>21.90%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$41.65	\$6,000.00	\$5,958.35	0.69%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$41.65</b>	<b>\$6,000.00</b>	<b>\$5,958.35</b>	<b>0.69%</b>
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$990.00	\$1,600.50	\$5,000.00	\$3,399.50	32.01%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$770.00	\$2,351.25	\$14,000.00	\$11,648.75	16.79%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$4,248.00	\$25,000.00	\$20,752.00	16.99%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$227.35	\$4,000.00	\$3,772.65	5.68%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$73.92	\$146.30	\$460.00	\$313.70	31.80%

Category/ Acct #	Reference	Feb 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
001-000-000-576-21-49-10	Printing/Copying (Canon)	\$62.88	\$157.20	\$2,000.00	\$1,842.80	7.86%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$65.50	\$179.60	\$2,000.00	\$1,820.40	8.98%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$491.68	\$1,084.14	\$6,000.00	\$4,915.86	18.07%
001-000-000-576-21-42-09	Timekeeping	639.24	\$1,167.74	\$2,500.00	\$1,332.26	46.71%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
	<b>Total Prof Services-Front Offc</b>	<b>\$4,509.22</b>	<b>\$11,162.08</b>	<b>\$84,960.00</b>	<b>\$73,797.92</b>	<b>13.14%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$180.00	\$0.00	(\$180.00)	#DIV/0!
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$298.39	\$947.46	\$5,000.00	\$4,052.54	18.95%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$615.91	\$615.91	\$3,000.00	\$2,384.09	20.53%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$1,813.02	\$8,000.00	\$6,186.98	22.66%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$62.42	\$62.42	\$1,750.00	\$1,687.58	3.57%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$4,782.74	\$27,500.00	\$22,717.26	17.39%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$2,883.37	\$16,000.00	\$13,116.63	18.02%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,066.72</b>	<b>\$11,284.92</b>	<b>\$81,250.00</b>	<b>\$69,965.08</b>	<b>12.58%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$14,013.53	\$15,599.69	\$75,000.00	\$59,400.31	20.80%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$14,013.53</b>	<b>\$15,599.69</b>	<b>\$77,500.00</b>	<b>\$61,900.31</b>	<b>20.13%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$1,404.00	\$1,448.00	\$3,000.00	\$1,552.00	48.27%
001-000-000-576-21-42-10	Desktop Licenses (MS & Misc)	\$336.91	\$860.99	\$4,800.00	\$3,939.01	17.94%
001-000-000-576-21-42-07	Postage and Mailing	\$151.93	\$243.78	\$750.00	\$506.22	32.50%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$447.35	\$1,946.32	\$3,500.00	\$1,553.68	55.61%
001-000-000-576-21-42-14	Elevate Phone System	\$228.68	\$456.03	\$5,000.00	\$4,543.97	9.12%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$46.24	\$138.72	\$800.00	\$661.28	17.34%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$26.78	\$80.32	\$1,000.00	\$919.68	8.03%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$177.00	\$1,000.00	\$823.00	17.70%
	<b>Total Communications</b>	<b>\$2,700.89</b>	<b>\$5,351.16</b>	<b>\$19,850.00</b>	<b>\$14,498.84</b>	<b>26.96%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$420.00	\$3,000.00	\$2,580.00	14.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$23.68	\$2,500.00	\$2,476.32	0.95%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$135.00	\$5,000.00	\$4,865.00	2.70%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$578.68</b>	<b>\$22,500.00</b>	<b>\$21,921.32</b>	<b>2.57%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$0.00	\$5,226.89	\$10,000.00	\$4,773.11	52.27%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$37.99	\$75.98	\$500.00	\$424.02	15.20%
	<b>Total Advertising</b>	<b>\$37.99</b>	<b>\$5,302.87</b>	<b>\$17,500.00</b>	<b>\$12,197.13</b>	<b>30.30%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$2,152.50	\$0.00	(\$2,152.50)	#DIV/0!
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$825.00	\$5,000.00	\$4,175.00	16.50%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.45	\$0.45	\$1,000.00	\$999.55	0.05%
	<b>Total Rentals &amp; Leases</b>	<b>\$992.95</b>	<b>\$2,977.95</b>	<b>\$11,000.00</b>	<b>\$8,022.05</b>	<b>27.07%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$40,049.24	\$180,000.00	\$139,950.76	22.25%
001-000-000-576-21-47-02	Water (Highline)	\$112.67	\$710.32	\$9,900.00	\$9,189.68	7.17%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$814.19	\$6,000.00	\$5,185.81	13.57%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$26.31	\$5,000.00	\$4,973.69	0.53%
	<b>Total Utilities</b>	<b>\$112.67</b>	<b>\$41,600.06</b>	<b>\$200,900.00</b>	<b>\$159,299.94</b>	<b>20.71%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%

Category/ Acct #	Reference	Feb 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$38,234.00</b>	<b>\$31,000.00</b>	<b>(\$7,234.00)</b>	<b>123.34%</b>
<b><u>Miscellaneous</u></b>						
001-000-000-576-21-40-20	Scholarships	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$13.20	\$1,333.39	\$2,000.00	\$666.61	66.67%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-334-05-10-01	SEEK Grant	\$80.00	\$956.50	\$80,000.00	\$79,043.50	1.20%
001-000-000-576-20-51-50	Background checks	\$335.00	\$393.00	\$2,500.00	\$2,107.00	15.72%
	<b>Total Miscellaneous</b>	<b>\$428.20</b>	<b>\$2,682.89</b>	<b>\$107,750.00</b>	<b>\$105,067.11</b>	<b>2.49%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$792.86	\$7,500.00	\$6,707.14	10.57%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$225.00	\$2,000.00	\$1,775.00	11.25%
	<b>Total Intergov Services</b>	<b>\$0.00</b>	<b>\$1,017.86</b>	<b>\$21,000.00</b>	<b>\$19,982.14</b>	<b>4.85%</b>
<b>Capital *</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$9,538.25	\$25,284.50	\$137,500.00	\$112,215.50	18.39%
001-000-000-594-76-41-06	Gate Installation	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	<b>Total Capitals</b>	<b>\$9,538.25</b>	<b>\$25,284.50</b>	<b>\$234,500.00</b>	<b>\$209,215.50</b>	<b>10.78%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$13,675.75</b>	<b>\$77,994.53</b>	<b>\$333,587.60</b>	<b>\$255,593.07</b>	<b>23.38%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$72,729.51</b>	<b>\$182,106.75</b>	<b>\$1,405,502.40</b>	<b>\$1,224,352.15</b>	<b>12.96%</b>
	<b>TOTAL CAPITAL</b>	<b>\$9,538.25</b>	<b>\$25,284.50</b>	<b>\$234,500.00</b>	<b>\$209,215.50</b>	<b>10.78%</b>
<b>GRAND TOTALS</b>		<b>\$95,943.51</b>	<b>\$285,385.78</b>	<b>\$1,973,590.00</b>	<b>\$1,689,160.72</b>	<b>14.46%</b>



## 2023 FEBRUARY REVENUES

Account #	Reference	Feb 2023	YTD Balance	2023 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$14,351.37	\$17,779.80	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,498.42	\$1,624.23	\$0.00	-\$125.81
	<b>Total General Fund</b>	<b>\$15,849.79</b>	<b>\$19,404.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00		\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$2,889.01	\$5,852.88	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$250.00	\$250.00	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$984.24	\$2,715.99	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$2,967.25	\$12,388.40	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$335.00	\$490.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$7,425.50</b>	<b>\$21,697.27</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Capital Projects/Reserve</b>		<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>
	<b>Grand Total Revenue</b>	<b>\$23,275.29</b>	<b>\$41,101.30</b>	<b>\$100,000.00</b>	<b>\$75,000.00</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Thursday, March 23, 2023

**To:** District Board Commissioners

**From:** Scott Deschenes, District General Manager

**Subject:** Week Ending February 23 through Week Ending March 16, 2023

## WEEK ENDING FEBRUARY 23:

### **BOARD MEETING FOR TUESDAY (FEBRUARY 28)**

Just a reminder that our board meeting is Tuesday, February 28. It will continue to be held as a hybrid, but the physical location will be the district offices.

- Packet: The packet came out earlier today. It is pretty long. We used the finance committee for approval four times over the last month to avoid an emergency meeting. I only list the procurement policy on the first item, 8c Land Survey. There are links on the AIS to see the policy on the other three instances. (This saved us 15 pages 😊). It is now 106 pages.
- Meeting Owl: I will be using the meeting owl for the first time, so the screen might look a little different.
- Copies: If you show up in person, the copier might not be working. We can scan, but the copier requires a part that has been ordered.

### **FEBRUARY 17 CLOSURE PROJECTS**

- Air in System: The repairs were completed on time on Friday and Quentin was able to invite SMAC to swim for the evening hours. There was a strainer issue that was detected (see below). This did not affect any other day's hours.
- Moss Removal: There was a lot of moss, and NLS needed to come back on Sunday to remove the rest. Quentin took the pictures below.  
ADD PHOTOS
- Next Closure: Our next closure will be our annual closure in June. We will complete the thermostat mixing valves with MacMiller, and we may have Aquatic Specialties replace the strainer system (depending on quote).

### **MANAGEMENT TEAM MEETING**

We are having **weekly** meetings on planning reintroduction of programs/upcoming changes. Next week, we will finalize information and implementation of Spring Swim lessons including scholarships and refunds. It got moved back a week due to weather. Topics in the next couple of weeks will include rentals, spring schedule, summer schedule and programming and more. This Spring will have been a full year without the effects of Covid-19, so we feel we have a pretty good grasp to update content.

### **RENTAL PAGE UPDATES**

I am making changes to our services as we reintroduce them after the pandemic. The next change will be the rental page, mainly birthday parties information. Our plan is to start birthday parties back up in April, and we will start advertising in mid-March. This is once page and processes are updated and we have adequately communicated this to staff. In addition, we are going to start slowly by offering rentals one Saturday a month after open swim. To best accomplish this, we will reduce the open swim time to hopefully be able to accommodate more parties in the future. Currently, we offer family and open swim times available on Saturdays. There should be adequate time to accommodate this, as it is the most

requested service that we do not currently offer. We will not be renting the Wibit out until Fall, since all of those Saturdays are taken up.

- Website Updates – I am looking at implementing some of the format changes before we RFQ a new website. I am hoping this will help test content before the RFQ process for a new website. If you have any suggestion on this page or others, please let me know.
- UPDATE -We will not start in May, as Midway has requested another swim. We will be renting the first available event in April. We will rent it to them to allow for more time to plan the events.

### SERVER

I was notified by our IT contractor that the software we currently use on our server would no longer be serviced by Microsoft. They gave an estimate of \$2,100 for software and another \$1,200 for service. I have requested that they look at migrating the information and give us an estimate including the lifetime spending on the current server along with when and how much it would cost to replace. At this time, I am awaiting a response.

### GRANT WEBINAR

Gene Achziger and I attended (online) on Wednesday, February 22. The webinar was two parts. The first part was on infrastructure grants that do not affect us, but the second part had some good information on how to best execute grants.

## #3 Paint A Picture

- ➔ Don't state statistics.

*The 2021 hurricane damaged 72 homes in the area.*

Versus

*The devastating 2021 hurricane wrecked 72 homes in the area, causing millions of dollars in damage and displacing 50 families.*

- ➔ Use active verbs and adjectives.



### MARITIME ROBOTICS CLUB

Add info.

### WRPA AQUATICS NETWORK

Attached is the February newsletter from the WRPA Aquatics Network. There is information in the bottom left about updates to the Model of Aquatic Health Code (MAHC) and inflatable equipment,

which both could affect us. (See attached newsletter for more information.) I have a link in research on the MAHC to see what it entails.

- 2023 Model of Aquatic Health Code Now Available (Aqua Magazine)  
- <https://www.aquamagazine.com/news/safety/article/15306508/2023-model-aquatic-health-code-now-available>

### **SHORELINE AQUATIC AND COMMUNITY CENTER FEASIBILITY STUDY**

I was looking at what other Forward Thrust Pools are doing with their birthday parties for our updated rentals page, when I came across this. It is information about what the City of Shoreline was trying to get passed (but failed) at their STA station that should be completed in the next couple of years. <https://www.shorelinewa.gov/government/projects-initiatives/aquatics-community-center> (Note-just some good information to look at for future steps in planning aquatics in the community and region.)

### **RESEARCH**

- Child dies at pool after drowning 3:1 (swim) lesson (Korea Herald)  
- <https://www.koreaherald.com/view.php?ud=20230216000545>
  - Note-why we lifeguard swim lessons.
- Parents demand changes after newly released police report sheds light on child's drowning (KSDK News) - <https://www.ksdk.com/article/news/local/newly-released-police-report-kennedy-recreation-center-drowning/63-a01a1c64-b8d8-44a1-95e5-1f4d2cb5ec1a>
- Complete your team (Aqua Magazine)  
- <https://www.aquamagazine.com/retail/article/15305805/complete-your-team>
- Private lives of public employees: the PRA implications of working for the government (MRSC)  
- <https://mrsc.org/stay-informed/mrsc-insight/february-2023/pr-implications-of-working-for-the-government>
- Rep Adam Smith introduces three bills to support aviation impacted communities (Waterland Blog) - <https://waterlandblog.com/2023/02/21/rep-adam-smith-introduces-3-bills-to-support-aviation-impacted-communities/>

### **WEEK ENDING MARCH 2:**

#### **BOARD MEETING WRAPUP**

- Signatures – I will send signatures out for the January 17 minutes on Friday, March 3<sup>rd</sup>.
- Minutes – I will be sending out minutes for the February 28 meeting tomorrow (Friday, March 3<sup>rd</sup>).
- Financial Policy – I have feedback that we can increase the spending limits in the procurement policy. Brian also has some other suggestions. We will add this to the March 28 board agenda.
- Subsidy Math – I put the subsidy into an inflation calculator and this is what came up for last year. (2023 is not available yet). I will start working on this after the more pressing items are taken care of.

## AIER Cost of Living Calculator

Choose Years:	Enter Value:
<input type="text" value="2011"/>	<input type="text" value="25000"/>
<input type="text" value="2022"/>	<input type="button" value="Calculate"/>
Result: <b>\$32525.48</b>	

### PDC FILING

Just a heads up that I sent the following email on Thursday, March 2<sup>nd</sup>.

President Young reminded me that each of you need to complete your **F-1 financial statements** to the Public Disclosure Commission **before April 15, 2023**. Below is the information from the website, and a link.

## F-1 Personal Financial Affairs Statement

### Purpose

Personal financial information is disclosed by candidates at the start of the campaign and annually by elected officials, state boards and commissions members, state agency directors, and legislative and gubernatorial professional staff. Allows the public to assess whether state officials may have conflicts of interest. **RCW 42.17A.710\***

Reports are required to be filed using the efilg system. You may request a hardship exemption if you are unable to file electronically. Email your request to **[pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov)**.

### Due Date

- State, local, and judicial candidates file within two weeks of first raising or spending money for the campaign, reserving space or purchasing advertising to promote candidacy, authorizing someone else to do any of these activities, publicly announcing candidacy, or filing the declaration of candidacy. Reporting period = 12 months prior to the start of the campaign.
- Individuals appointed to finish an unexpired term or appointed to a covered state position file within two weeks of the appointment. Reporting period = 12 months prior to the appointment.

- Annual reports are due April 15 and cover the previous calendar year.

Note: Only one F-1 report per person per year is required.

FILE NOW BUTTON LINK: <https://apollo.pdc.wa.gov/financial-affairs/my-submissions>

WEBPAGE THIS IS LOCATED: <https://www.pdc.wa.gov/registration-reporting/forms-reports-directory>

If you have already completed this process, please disregard this email, as it is only due once annually.

Thank you,

#### **AQUATIC FEASIBILITY STUDY UPDATE**

Stemper notified me that Terane will be wrapping up the land survey next week. We are meeting Tuesday at 3pm to discuss updating the project timeline.

#### **LIFEGUARD CLASS**

We had seven of eight people pass the lifeguard class. The remaining student has been offered an accommodation to take the test over. Our next class will be April 3-6. We have one registered at this time, but we just had a class. I am going to post it on Facebook.

#### **HEALTH INSPECTOR VISIT**

No major violations, but we need to post our EAP booklet in a more prominent location, we need to record days that we are closed on chemical tracking sheets, and we were going to need to have King County forms injury reports in the office. (Formerly, we had our own form, and all injuries were reported to the DGM, who notified King County (with their form) and the insurance carrier.) Again, no major violations, and all recommendations have been addressed.

#### **SWIM LESSON PLANNING**

We met earlier this week and have a plan for the Spring. The email will come out next Wednesday, March 8, and the registration dates will be the dates presented at the board meeting.

#### **PTSA EVENTS**

- March 25 – Marvista PTSA: We met with them on Thursday, March 2 to confirm the event and times.
- April – No event – April Pool's Day event – no free PTSA event, but...

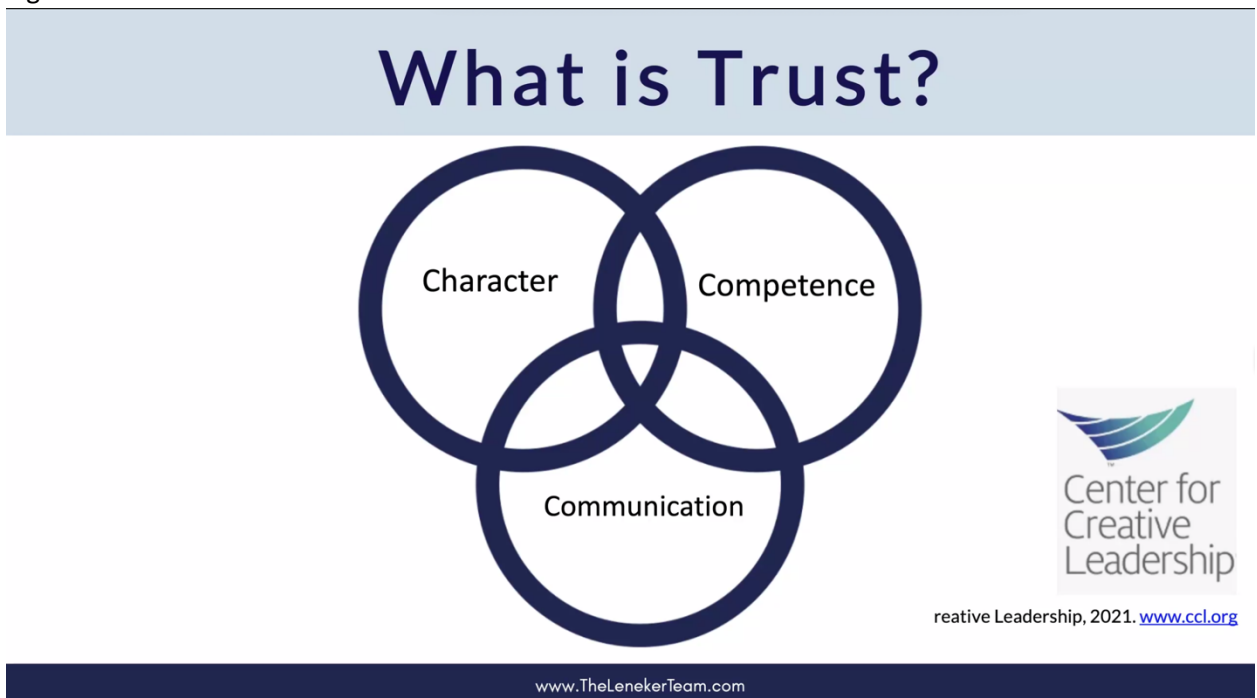
- Midway (K-2) – This would be the second event for Midway, so we are working to charge them. I am working up the paperwork this week. The event will either be April 29. We are still working on the exact time, as we are awaiting availability from staff.

## RENTALS

- Maritime – We received confirmed rental dates from Maritime, and Quentin is working with them to confirm their dates. We will use a standard rental agreement to confirm their usage.

## WEBINARS

- Building and Repairing Trust at Work (MRSC) – I signed up for a webinar on building trust at work a while back, and I think this can be a great tool to work with our younger staff. I think this could have good life lessons for their future professional work as for many this is their first job of their careers. It also discussed how speed of innovation and the financial benefits of having a high trust team.



- SAO Financial Reporting – Just a heads up that I will be attending this class next Tuesday, March 7 from 9am-Noon.

## WCIA

We are completing our workman hours for estimated for 2024, which is required, and I will summarize our annual review in next week's report.

## RUNNING FOR OFFICE ARTICLE (MRSC)

I saw this article on MRSC about running for office that I would recommend all board members read. <https://mrsc.org/stay-informed/mrsc-insight/march-2023/municipal-elections-running-for-office>

## RESEARCH

- Addressing Aquatics Staffing Shortages (NRPA Aquatics Guide)  
- <https://www.nxtbook.com/nrpa/ParkRecreationMagazineSupplements/AquaticsGuide2023/index.php#/p/4>
- A Roadmap to Dealing with the Government's Workforce Crisis (Governing)  
- <https://www.governing.com/work/a-road-map-for-dealing-with-governments-workforce-crisis>
- Ramping Up Diversity to Reduce Drowning Deaths (NRPA Aquatics Guide)  
- <https://www.nxtbook.com/nrpa/ParkRecreationMagazineSupplements/AquaticsGuide2023/index.php#/p/10>
- From Lifeguard to First Responder (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2023/march/from-lifeguard-to-first-responder/>
- The Science of Ethical Missteps (ICMA) - <https://icma.org/articles/pm-magazine/science-ethical-missteps>
- Hidden Costs of Understaffing (Fast Company)  
- <https://www.fastcompany.com/90845698/hidden-costs-chronic-understaffing>

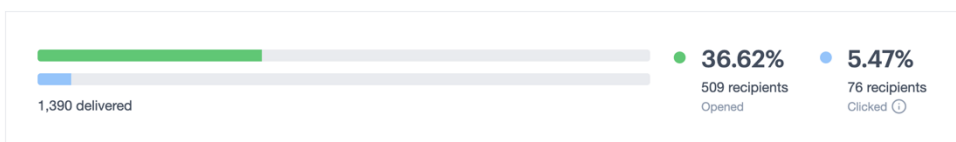
## WEEK ENDING MARCH 9:

### SWIM LESSON UPDATE

On Wednesday, March 8<sup>th</sup>, we sent out the updated [swim lesson information](#) that included an update to our swim lesson page. I waited until 4pm to post to social media to allow staff to adequately field questions from our email notification followers (around 1,400). With limited availability, I am focusing on working through the Des Moines Community Group and our PTSA partners. Below is responses we received from our first couple of hours of the email notification being out.

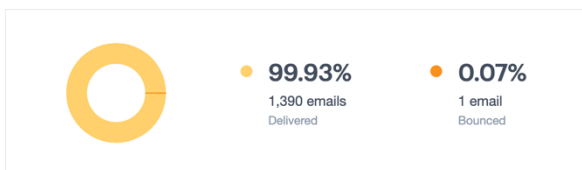
- Email Blast - <https://createsend.com/t/d-F42ACFB5D86B8EBE2540EF23F30FEDED>

#### Engagement

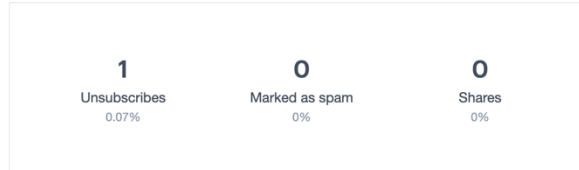


Open rates are only estimates.  
[Learn more](#) about email engagement.

#### Delivery summary



#### Reactions



### SCHOLARSHIP PAGE UPDATE

We also updated our [scholarship page](#) for the new process. If you have any suggested edits, please let me know.

### GOVERNANCE PAGE UPDATES

Add info. (I need to get info from Linda's computer before updating this.)

### SCHEDULE EXTENSION

As Quentin mentioned in his presentation at the Tuesday, February 28 regular board meeting, we will be extending our schedule until April 15 instead of making a number of smaller schedule changes until

- ## FEASIBILITY STUDY UPDATE

- 50% off Group Training (Up to \$3k)– This is available for anti-bias and other communication trainings.
- Notice – We discussed the current assessment and leaving the pool. There is a one-year clause. I am working on this on the side, but once we hire a District Clerk, I will make this top priority.
- Hours for 2023 – ADD INFO.

## DISTRICT CLERK RECRUITMENT UPDATE

I launched a two-campaign approach to fill the clerk position. I am working with a temp agency and also posting information again on Indeed. I am going to keep the job open for one week. If this does not work, I will have a really busy April. I will keep you posted.

- AARP Pledge – I also signed a pledge, as an employer for AARP to hopefully use their services to also look for older adults.

## WEBINARS

- Model of Aquatic Health Code (MAHC) – On Friday, March 3<sup>rd</sup> I attended the Model of Aquatic Health Code (MAHC) webinar. The MAHC, which is managed by the CDC, is being incorporated by more and more states, and looks like it will be adopted by the State of Washington soon. The webinar was about updates made for the Fourth edition updates and change request process.
  - MAHC Website - <https://www.cdc.gov/mahc/index.html>
- Annual Financial Report Training (SAO) – I attended the webinar to make sure there were not any changes or other items that could affect us.

## Annual Reporting Requirements



BARS Section 4.1.6

Statements and Schedules	Special Purpose Districts		
	No Financial Activity (see caution)	With annual revenue of \$2 million or more	With annual revenue of less than \$2 million
C-4 Fund Resources and Uses Arising from Cash Transactions	See caution	X	See caution
C-5 Fiduciary Fund Resources and Uses Arising from Cash Transactions	See caution	X	See caution
01 Revenues/Expenditures/Expenses	X	X	X
09 Liabilities	N/A	X	X
15 Expenditures of State Financial Assistance	N/A	X	X
16 Expenditures of Federal Awards	N/A	X	X
19 Labor Relations Consultant(s)	N/A	X	X
21 Risk Management	N/A	X	X
22 Assessment Questionnaire <sup>1</sup>	See footnote 2.	See footnote 1.	See footnote 1.
X	Required to be prepared by special purpose districts and other entities and submitted to SAO.		
N/A	Not applicable; <u>not</u> required to be prepared by special purpose districts.		

## ANNUAL REPORT

Besides the training, I started working on the annual financial report. I have a draft of the letter, and am working on other parts.

## RENTALS

We had Alaskan Airlines in to host their water safety on Monday, March 6<sup>th</sup>. There were no rescues.

## WRPA AQUATICS NETWORK MEETING

Add info.

### COLIBRI ADS

- Des Moines City Currents: I showed you the two ads running in the Des Moines City Currents. Gene mentioned that the Des Moines Legacy Foundation. See below.



- Normandy Park City Scene: Gene is putting together an ad. We are going to focus on lifeguarding, as most Normandy Park residents use their outdoor pools during the late spring and summer. We do not want to compete.

### RESEARCH

- Inclusive Aquatics Environments Start with You (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/march/inclusive-aquatics-environments-start-with-you/>
- Civic Education Article (Governing) - [https://www.governing.com/now/civic-education-is-having-a-moment-this-is-what-that-means?utm\\_campaign=Newsletter%20-%20GOV%20-%20Daily&utm\\_medium=email&hsmi=248556442&hsenc=p2ANqtz-xohOFzeOVPeN7Ejya7tT81jTVdmTLS-XS\\_kxvH77Ythh6Yk4I9J6QYZcXfcVEWjQHof6QBN9DF4iTyLyAawZkBr5\\_DptpmkRganiAFDbwMcBoDco&utm\\_content=248556442&utm\\_source=hs\\_email](https://www.governing.com/now/civic-education-is-having-a-moment-this-is-what-that-means?utm_campaign=Newsletter%20-%20GOV%20-%20Daily&utm_medium=email&hsmi=248556442&hsenc=p2ANqtz-xohOFzeOVPeN7Ejya7tT81jTVdmTLS-XS_kxvH77Ythh6Yk4I9J6QYZcXfcVEWjQHof6QBN9DF4iTyLyAawZkBr5_DptpmkRganiAFDbwMcBoDco&utm_content=248556442&utm_source=hs_email)
- Parks and recreation is an engine of economic activity (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/march/parks-and-recreation-is-an-engine-of-economic-activity/>

- Its sunshine week somewhere (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/march-2023/it-s-sunshine-week-somewhere>
- Bromine vs. Chlorine in Pools (Aqua Magazine) - <https://www.aquamagazine.com/service/article/15118973/bromine-in-swimming-pools>

### **WEEK ENDING MARCH 16:**

#### **REGULAR BOARD MEETING (MARCH 28)**

Just a reminder that our next board meeting will be on Tuesday, March 28. Our tentative outline is:

- District Clerk Search Update
- Aquatic Feasibility Study Update
- Annual Financial Report Letter – First Draft
- June Closure Discussion
- Budget Amendments

If you have an item to be added, if you want it on the agenda, notify me by Tuesday, May 21, or you can bring it up to the board at the start of the meeting.

I believe it is more transparent to place items on the agenda, unless something comes up after the fact, so please email me by the deadline to develop and AIS and alter the agenda. For accuracy this takes about a day or two.

#### **EMPLOYEE HANDBOOK**

I originally had the employee handbook to be on the March 28 agenda, but Heartland has not been responsive. I keep getting passed around, but their subsidiary ZenDesk is supposed to review it and make recommendations. I hope to add this to the April 25 agenda.

#### **MESSAGE FROM PDC ON F-1 FORMS**

For 50 years, the Public Disclosure Commission has been your partner in ensuring public confidence in government and the political process. We strongly believe, as the authors of Initiative 276 articulated in 1972, that “full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to the sound governance of a free society.” We know that public servants across the state share this value.

One of the key ways I-276 (which created much of the state’s disclosure regime as well as the PDC) sought to safeguard the public’s trust was by requiring the disclosure of elected and appointed officials’ private financial dealings.

You probably know this requirement as [the personal financial affairs disclosure](#), or F-1.

As the Chair of the Public Disclosure Commission, I preside over cases in which F-1 reporting requirements have not been met. While our underlying approach is to provide a path to compliance for those who have not yet met their obligations to the public, we do act when these obligations are not met. In 2022, we assessed \$145,250 in fines associated with F-1 violations.

I’d love nothing more than for that number to be zero in 2023.

As we approach the F-1 deadline of April 17, we will be sending reminders to the email addresses provided to us when your staff last updated your officials list with the PDC. I am asking for your continued assistance as leaders of jurisdictions and organizations. Please reach out to your elected officials, both those currently serving and those who left office last year, to ensure that they are aware of their reporting requirements and prepared to meet the deadline.

If you discover new contact information, just want to check to make sure what we have is accurate, or know of someone who needs our help, commission staff are ready and available to assist. Reach out to them at [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) or visit our website for [filing instructions and timelines](#).

As a former school board, city council member, legislator, and now appointed official, I know how hard you and your elected officials work daily to support our communities. I also know, as someone who has completed the F-1 for many years in those roles, that it is just but one of the items on elected officials' lengthy to-do lists. We stand ready to assist you in building a strong relationship with the public through transparency. Please let us know how we can help.

#### **SWIM LESSON REGISTRATION UPDATE**

Swim lesson registration for spring lessons starts this Saturday (March 18). We are offering three lesson options: Saturday, Monday and Wednesday. People that are residents and currently in lessons will be able to register on each of the days they are registered. If a person wishes to switch days they participate on, they will need to wait until the non-current registration dates. See information. We did get one family that has a new address in Des Moines, but they have a different last name on the bill. We are researching a better way to track this for the summer. (If you see anyone that has a good process, please let me know.)

<https://mtrainierpool.com/swimlessons/#introduction>

Emmitt has entered all of the lessons into the system and we should be ready to go on Saturday morning.

#### **DISTRICT CLERK UPDATE**

We are interviewing an applicant through Volt staffing services on Thursday afternoon (4:15pm). I also am closing the job in Indeed on Friday.

I am hoping to have someone in place soon. More information to come in next week's report.

#### **LIFEGUARD CLASS**

Des Moines Legacy Foundation is only going to support scholarships for staff that are willing to work at the Mount Rainier Pool. We had a meeting internally and discussed how staff from outside Des Moines did not commit to working at the pool, but came back after the summer to work with us. We have low registration for the Spring Break lifeguard class and are going to test free training for non-residents. The class fees will be similar if we teach the class for three or ten people, so it is not a total waste of money. We are going to bring this up during budget adjustments at the March 28 meeting, but we need to get people registered now. We also posted a Facebook/Twitter message on first responder classes.



## Mount Rainier Pool

Published by Scott Deschenes · 2m ·

WHY LIFEGUARDING? Below is an article/podcast featuring a person that leveraged lifeguarding into a job as a first-responder (fire fighter). Click link below to read the article, "How Lifeguarding Provided a Foundation for a First Responder."

<https://www.nrpa.org/.../how-lifeguarding-provided-a.../>

Also, just a reminder that we have a Lifeguarding Class coming up from April 3-6. This class is free to people willing to work in Des Moines and Normandy Park. If you are interested, please call Emmitt at 206.824.4722.



If you know of anyone interested in taking the class, please have them contact Emmitt Sevores, Lead Head Lifeguard, at 206.824.4722 or [emmitt.sevores@mtrainierpool.com](mailto:emmitt.sevores@mtrainierpool.com).

Below is the email notification, we sent out last Thursday.

<https://createsend.com/t/d-91AE224BADC4DC122540EF23F30FEDED>

### MARVISTA PTSA SWIM

Marvista could not get enough volunteers for their March 25 swim, so they are putting the event on hold until Fall 2023. We already have Midway and Marvista requesting times for the Fall, and will take all new requests for Winter and Spring 2024. We are also working with Midway on a second swim on April 29. I will confirm everything next week.

### SWIM-A-THON

The pool will be busy on Monday. Besides swim lesson registration and the final day of Monday lessons, SMAC will be using the pool for a swim-a-thon to raise money. We will put the overflow lot information out to use MRHS's lot.

### WIBIT OPEN SWIM

We are going to keep the Wibit Open Swim on Saturday, March 25 from 1-2:30pm. We advertised this as part of the \$1 swim and will keep it the same.

## APRIL POOL'S DAY

Staff met this Tuesday, and drew up a plan for the event. We will put a flyer our next week to local schools for Peach Jar, social media and the website starting next week. We will also message swim lesson parents before the event. I am still working on the flyer, but here is a working copy.





# APRIL **FREE** POOL'S DAY

## 4/15, 1-3pm



**WATER SAFETY EDUCATION**



**OPEN SWIM W/ WATER WALK**



**DRAWING FOR FREE SUMMER FAMILY PASS**

## Why Water Safety?

Swim lessons are a great way to prevent drowning, but there are other hidden dangers. This event will educate children how to know the water, know their limits and proper usage of a life jacket. This will help your children be safer in other aquatic environments. The last hour of the event will include a free open swim for participants and their families.

## Event Schedule

- 1-2pm Water Safety Stations
- 2-3pm Open Swim
  - Includes Diving and Water Walk
- 2:50pm Drawing Announcement

**CONTACT US:**  
**206.824.4722**

[www.mtrainierpool.com](http://www.mtrainierpool.com)

## MARCH 23 "NO SHOWERS"

We are getting complaints about the shower temperature, and will have the thermostatic mixing valves repaired the morning of Thursday, March 23. It should be repaired by our evening hours. We should only have water walkers, physically therapy and lap swimmers. We are going to request people shower before they use the pool, and shower at home afterwards. There is no water aerobics that morning, so there should be minimum impact. Quentin will post signage before that day and may call frequent Thursday morning viewers. We are legally required to request people shower before they use the pool, but they do not necessarily need to shower at the facility.

## CAPITAL & CONTRACTS COMMITTEE

We met on Friday and discussed the land survey and if the board had any questions.

## PUBLIC OUTREACH COMMITTEE

I am trying to schedule a public outreach committee meeting next week, as discussed at the last meeting.

### **COLIBRI AD**

Gene is working on an ad for Normandy Park's City Scene (half page). It should be completed next week. I will include a copy in the next **weekly** report.

### **RENTALS/GROUPS**

- Scuba Classes – Quentin is working with a scuba group to setup rentals during the closure times.
- Maritime – Quentin is sending the agreement to Maritime to solidify their rental.
- No More Under – Quentin and Jared met with a group called "No More Under", on Thursday afternoon. I will include more information in next week's report. Click link below for more information.
  - <https://www.nomoreunder.org>

### **INSURANCE PAPERWORK**

I am working on completing information to Enduris for our insurance. I should hopefully have this done in April.

### **EMAIL SCAMS**

We have been getting an unusual amount of email scams, including a spear phishing scam. We are putting emails and education out to staff on these potential issues.

### **100 MAINTENANCE TIPS**

At the aquatics network meeting. There was a presentation on the 100 maintenance tips. Here is a link to the information.

[https://docs.google.com/presentation/d/12rNMotOGC8nToP3LM7u1O\\_qm2gbgPSCE/edit?usp=sharing&ouid=117257020264285288480&rtpof=true&sd=true](https://docs.google.com/presentation/d/12rNMotOGC8nToP3LM7u1O_qm2gbgPSCE/edit?usp=sharing&ouid=117257020264285288480&rtpof=true&sd=true)

### **WEBINARS**

- King County Elections Jurisdictional Workshop– On Monday I attended the Jurisdictional Workshop that went over regular election processes, and also the process for setting a ballot measure.

## Candidate filing

- May 15-19, 2023
- Jurisdiction administrators are not active participants in this process
- No jurisdiction resources should be used to assist an elected official or candidate to file for office
- Candidates are responsible for submitting their own materials

- King County Finance – King County updated its financial processes. Since we do not currently have a District Clerk. It was a short webinar that went over the new processes.

### RESEARCH

- How lifeguarding provided a foundation for a first responder (NRPA Blog/Podcast)  
- <https://www.nrpa.org/blog/how-lifeguarding-provided-a-foundation-for-a-first-responder-march-bonus-episode/>
- Can an expired contract, come back to life (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/march-2023/can-an-expired-contract-come-back-to-life>
- Time to slow down and focus (Aquatics International)  
- [https://www.aquaticsintl.com/lifeguards/time-to-slow-down-and-focus\\_o](https://www.aquaticsintl.com/lifeguards/time-to-slow-down-and-focus_o)
- A duty to all is a duty to no one: understanding the public duty doctrine (MRSC Insight Blog)  
- <https://mrsc.org/stay-informed/mrsc-insight/march-2023/understanding-the-public-duty-doctrine>
- The problem with teens no longer working part-time jobs (Good Life Family Magazine)  
- <https://goodlifefamilymag.com/2021/05/03/the-problem-with-teens-no-longer-working-part-time-jobs/>
- Step Into Swim awards grant funding to the Michael Phelps Foundation (Pool Magazine)  
- <https://www.poolmagazine.com/news/step-into-swim-awards-grant-funding-to-the-michael-phelps-foundation/>
- What students are saying about having a part-time job (NY Times)  
- <https://www.nytimes.com/2022/09/29/learning/what-students-are-saying-about-having-a-part-time-job-while-in-school.html>



# Des Moines Pool Metropolitan Park District

February 28, 2023

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:01 p.m. Also present were Commissioners Dusenbury, Stender, and Achziger; District General Manager Deschenes and Aquatics Manager, Quentin Knox. Commissioner Campbell had technical difficulties and logged in at 7:05pm during announcements, proclamations, and presentations.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – The agenda was approved unanimously as presented.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – Commissioner Achziger announced that he applied for another \$14,999 for the King County Park Levy and Des Moines Legacy Foundation has agreed to raise an additional \$10,000 for a total of just under \$25,000 for swim lessons. He stated that current grants should cover all youth lessons until July 1<sup>st</sup>, and he is exploring additional grants for after the current sessions end. The District GM added that the District still has an additional \$5,000 from the KCYAS My Backyard grant that can be added for this summer. Commissioner Achziger added that there are opportunities for the Aquatic Facilities grant through King County Parks and hopes to utilize it towards inflation costs for the current aquatic feasibility study that he is working on. The District GM said he would work with him to get updated costs.

**PUBLIC COMMENT** - None

### CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in November totaling \$189,538.70. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

### Executive Session Business

#### 7a. Executive Session

The District GM notified the board there would be no executive session on the Mount Rainier Pool lease. He asked for an update for the representative at the school district but did not receive a response by the meeting. He did also notify the board that the DGM authorized the staff to give the Maritime Robotics Club free usage of the pool but informed Maritime there will be a \$40 (\$20/hour) fee for not communicating no shows. This is to cover the cost of assigned staff and its effect on district resources.

### OLD BUSINESS

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

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

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

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

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 2/28/2023**

**8a. Aquatics Manager Q4 Report**

Aquatics Manager, Quentin Knox, presented the Fourth Quarter (October-December) report, which included attendance, swim lessons, staffing, trainings, maintenance, and other pool operation items. He also gave an update on the upcoming Spring schedule, rental opportunities, and swim lesson offerings. A copy of the report is included in the agenda packet.

**8b. Q4 Financial Report**

The District GM reported the Fourth Quarter revenue and expenses, which included a physical report and PowerPoint summary. A copy of the report is included in the agenda packet.

**8c. Land Survey (Aquatic Feasibility Study)**

The District GM notified the board of enacting section 4.3 of Policy 520 that requires the DGM to have all expenditures approved between \$5,000 and \$20,000 approved by the finance committee and presented at the next regular board meeting. He stated the estimated cost was less than half of what was estimated by the architect (\$26,000), \$10,850 + taxes and an additional \$487.50 (if needed).

The DGM also notified the board that he had the utilities marked for free by using DigSafe WA and notified the board Terrane was out last week (February 22 and 23) to perform their land surveying duties. The DGM then updated the Board about the public records request made to Highline School District. The DGM stated the goal of the aquatic feasibility study is to give the board actionable information for the 2024 budget cycle.

**8d. District Clerk Update**

The District GM reported that there were 85 people that applied for the District Clerk position, and of those 85, only 6 met the job requirements, and of those 6 only 4 formally interviewed, and of the 4, no one was a good fit. The DGM presented a plan to break up the job into a financial management analyst for oversight and a clerk to process the internal records, payments, payroll, and other processes. This information is available in the agenda packet.

Commissioner Campbell recommended the District look at outsourcing due to the size of the District and the scope of the services. President Young stated that this should be the top priority and that staffing should fall under the DGM, as coming back to the board is slowing the process. President Young also stated he wants to ensure tasks are getting completed and we are not falling behind.

**NEW BUSINESS**

**9a. Policy 220 Board and Administration**

The District GM reported that the District needed to update section 3.3.1 of Policy 220 Board and Administration to reflect the new meeting location and schedule. Commissioner Achziger moved that the board approve the changes to Policy 220 Board and Administration as amended. Commissioner Dusenbury 2<sup>nd</sup>. The Motion Passed 5-0.

**9b. Moss Removal Agreement**

The District GM notified the board of enacting section 4.3 of Policy 520 that requires the District GM to have all expenditures approved between \$5,000 and \$20,000 approved by the finance committee and presented at the next

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## **Des Moines Pool Metropolitan Park District Meeting Minutes – 2/28/2023**

regular board meeting. The District GM stated that there was excessive moss in the parking lot and concrete walking areas that were slipping hazards and that he contracted Northwest Landscaping Services to pressure wash. The estimated came out to \$4,950 + tax, which is over the DGM's limits. The DGM chose to have the finance committee approve this, as the closure was before the next regular board meeting. The pressure washing was completed on February 17 and 19.

### **9c. Normandy Park Subsidy**

The District GM reported that he saw the Normandy Park City Council meeting where subsidy to another Interlocal Agreement (ILA) agency was discussed. The DGM was also contacted by the City of Normandy Park, Parks Manager that also mentioned the ILA discussion in conversation. The DGM put a presentation together to give historical background and how it affects both partners. Commissioner Achziger expressed concern that their subsidy had not gone up over the last twelve years even though taxes and inflation had increased. Commissioner Dusenbury suggested adding an escalation clause that included a reference to the CPI (Consumer Price Index) or a periodic renegotiation term. Commissioner Campbell confirmed negotiating the agreement was a good idea. President Young said we should look into looking at an increase. It was agreed that the Public Outreach Committee would lead working on this project. Commissioner Stender recommended including "effective cost per user." The report is part of the agenda packet.

### **9d. Colibri Northwest Agreements**

The District GM notified the board of enacting section 4.3 of Policy 520 that requires the District GM to have all expenditures approved between \$5,000 and \$20,000 approved by the finance committee and presented at the next regular board meeting. The District GM stated that Colibri Northwest contacted him about the 2023 advertisement agreements after the January 17 meeting, and both agreements were time sensitive to get information in before the March 3 deadline. The total cost of the estimated agreements was \$7,940. This agreement is a standard agreement the District has been renewed annually with Colibri Northwest for almost a decade.

### **9f. WCIA INSURANCE COMPACT**

The District GM notified the board before discussing the COMPACT that he had already received information from two potential insurance companies for quotes and that he working to compile information. The DGM mentioned that the annual COMPACT included a review that was being held on Monday, March 6 at 1:15pm at the Mount Rainier Pool. He stated that normally they pick a risk liability topic, but being short-staffed this year, he is just having a standard review performed. Commissioner Achziger asked if WCIA had responded to any of the discrepancies between our organization and Tukwila Pool MPD's. Board President Young responded that WCIA's response was not adequate, and the District is exploring alternatives. Commissioner Achziger stated that the Des Moines Legacy Foundation had to pay \$1,200 in fees for the last grant to cover insurance costs, and that those administration fees would be factored into the next grant. The DGM mentioned that he reached out to WCIA, but that they did not cover third parties. The DGM also stated it probably would be good now that we are working together with the Des Moines Legacy Foundation more regularly to have a formal, written agreement, and that he would start working on it for a future meeting.

### **9g. Plumbing Repair**

The District GM notified the board of enacting section 4.3 of Policy 520 that requires the District GM to have all expenditures approved between \$5,000 and \$20,000 approved by the finance committee and presented at the next regular board meeting. The DGM told the board that he was notified the Thursday before the Friday, February 17

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

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 2/28/2023**

pool closure that Aquatic Specialty Services to fix air and leak issues with the plumbing. The need for the finance committee approval was that with the new plumber they hired, since the estimated cost of the repair went from 8 to 12 contracted hours that increased the original estimate from \$3,694, which was within the DGM's authority to \$5,291, which was outside of his approval authority. Commissioner Campbell suggested raising procurement policy amounts to match inflation. The District GM stated that he would do some research and check with legal, and present updates at the March 28 regular board meeting.

**GOOD OF THE ORDER**

Commissioner Achziger questioned the board if they were interested in putting "swag bags" together for the Farmer's Market. The District GM recommended having a Public Outreach meeting to go over the Farmer's Market and other outreach opportunities including the Waterland Parade and bring back recommendations to the board at a future meeting. The board verbally agreed that was a good approach.

**ADJOURNMENT**

With no further business the meeting was adjourned at 8:10pm.

**UPCOMING MEETINGS**

- February 28, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- March 28, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

\_\_\_\_\_  
Commissioner Young

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

\_\_\_\_\_  
Commissioner Campbell

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

\_\_\_\_\_  
Commissioner Achziger

\_\_\_\_\_  
Lauryne Thurmond, District Clerk

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/07/2023

Total Amount: \$10,882.35

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230202150328.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

2/2/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

2/2/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230202150328.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			RN01232536	01/31/2023	\$80.92	750 LB BEVCARB LIQ
DEPARTMENT OF RETIREMENT SYSTEMS			DRS2_022023	02/01/2023	\$1,587.29	DOR - DESCHENES, KNOX, WOLD
HIGHLINE WATER DISTRICT			20230124HWD	01/24/2023	\$112.67	WATER UTILIY 12/19 TO 1/23/
LINDA RAY			22030201	02/01/2023	\$990.00	CONSULTING SERVICES - JAN 2023
MACDONALD-MILLER FACILITY SOLUTIONS			SVC252090	01/30/2023	\$2,442.02	WOMEN'S SHOWER _MRP
NORTHWEST LANDSCAPING SERVICES			CD50277486	01/27/2023	\$4,899.45	WO #141821 - CLEAR BRUSH, CLEANUP _MRP
SNURE LAW OFFICE			20230201BS	02/01/2023	\$770.00	PROFESSIONAL SERVICES - JAN 2023



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/13/2023

Total Amount: \$2,932.64

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230209153853.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

2/9/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

2/9/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20230209153853.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1105	02/07/2023	\$1,404.00	WEBSITE UPDATES
ABS			18525	02/01/2023	\$90.00	DMP JANITORIAL SERVICE -FEB 2023
CHLOE SOTHERON			20230207CS108	02/07/2023	\$243.60	PAYROLL PE 01/25/2023
COPIERS NORTHWEST			Inv2599587	02/07/2023	\$73.92	COPIERS OVERAGE CHG 1/6/ TO 2/6/2023
SYDNEY M SEARS			059	02/02/2023	\$1,121.12	LIFEGUARD TRAINING



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/23/2023

Total Amount: \$21,050.49

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230216135545.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

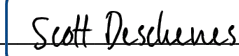
## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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


DocuSigned by:


 2/16/2023  
 Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

DocuSigned by:


 2/16/2023  
 Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

## KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230216135545.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			29987013	02/09/2023	\$62.88	COPIER LEASE - FEB 2023
CENTRAL WELDING SUPPLY			CG124198	02/13/2023	\$217.47	CARB DIOX
CMIT SOLUTIONS EASTSIDE			11311	01/31/2023	\$1,416.00	IT SUPPORT - JAN 2023
CMIT SOLUTIONS EASTSIDE			111383	01/31/2023	\$228.68	PHONES SUPPORT - 12/22/2022 TO 1/22/2023
COMCAST			20230112CB_MRP	01/12/2023	\$208.14	TELEPHONE/INTERNET - 1/22 TO 2/21/2023
DATAQUEST, LLC			20201	12/31/2022	\$161.00	BKGROUND CHECKS_MRP
DATAQUEST, LLC			20382	01/31/2023	\$174.00	BKGROUND CHECKS_MRP
DEPARTMENT OF RETIREMENT SYSTEMS			DRS2_022023	02/16/2023	\$1,592.09	DOR-DESCHENES, KNOX, WOLD
MACDONALD-MILLER FACILITY SOLUTIONS			SVC253438	02/14/2023	\$6,672.06	PROPOSAL# 2023-009-LT, RESTRM MIXING VALVES
MOUNTAIN MIST			20230131MtM	01/31/2023	\$62.42	COFFEE/WATER_MRP
STEMPER ARCHITECTURE			22203	02/05/2023	\$9,538.25	COMP ASSESST & FEAS STUDY- TASK ORD #3
ZEN 22015, LLC			20230301ZEN	02/16/2023	\$717.50	DISTRICT RENT - MAR 2023



# Special District Voucher Approval Document

Req#57051886

KC v2.0

Scheduled Payment Date: 02/28/2023

Total Amount: \$4,396.59

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230223135701.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes 2/23/2023  
 Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Shane Young 2/23/2023  
 Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
 Attn: Special Districts  
 401 5th Avenue, Room 323  
 Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
 Fax: (206) 263-3767

## KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20230223135701.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			41382_20230218	02/18/2023	\$755.98	EMP TRUST MED BENEFIT- J KNOX
CHLOE SOTHERON			20230222CS108	02/28/2023	\$179.72	PAYROLL PE 2/10/2023
COMCAST			202320212CB_MRP	02/12/2023	\$447.35	TELEPHONE/INTERNET_MRP - 2/22 TO 3/21/23
JOE DUSENBURY			20230222JD08	02/28/2023	\$117.38	COMMISSIONER SUBSIDY - JAN 2023
SHANE STENDER			20230222SS77	02/28/2023	\$117.36	COMMISSIONER SUBSIDY - JAN 2023
US BANK			20230210USB	02/10/2023	\$2,778.80	BKCARDS - DESCHENES, KNOX, WOLD

## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 02/14/2023

**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 02-10-2023	170950010			24219			26,992.89
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 26,992.89

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_  
 Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

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

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

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

Signature Joe Dusenberry Title Clerk of the Board Date 2/9/2023  
 Print Name Joe Dusenberry Phone # (206) 429-3852 Email mypeggysue@me.com

## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 02/28/2023

**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 02-25-2023	170950010			24219			28,501.27
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 28,501.27

DocuSigned by:

Scott Deschenes 2/23/2023

2E03815D71304B0...

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

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

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

Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

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

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

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

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

Signature  Title President of the Board Date 2/24/2023

Print Name Shane Young Phone # (206) 429-3852 Email shaneyoung44@yahoo.com

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Legal Meeting Date: 3/28/2023

Under: Executive Session Business

Attachment: None

Subject: HSD Lease Extension

#### Background/Summary:

At the January 18, 2022, regular meeting, the board of commissioners directed the District General Manager to reach out to the Highline School District about the lease extension, which a letter to renew was due by April 30, 2022.

At the March 15 regular meeting, the board directed the District GM to send a letter to extend the Mount Rainier Pool lease. This letter was sent and confirmed to be received from the Highline School District before the deadline. The District General Manager and Highline School District have met and will continue to meet on the lease extension.

Since this is a contract negotiation, the District GM is notifying the board of progress, but no proposed agreement will be presented. This is to ensure the District GM negotiations reflect the direction of the board.

At the July 19 Regular Board Meeting, it was requested that all board members make comments and edits by August 2, 2022. The District GM met with the Capital and Contracts Committee on August 3 to go over all edits for recommendations to the full board. The board will go over the proposed edits at the meeting to go back to the school district for negotiations.

UPDATE: Last message from HSD was that they are meeting with legal on the lease. No further updates have been given at this time.

Fiscal Impact: N/A

**Chair Announcement:** Executive Session: We will now go into executive session pursuant to RCW 42.30.110(1)(b) to meet with legal counsel to discuss to consider the lease of real property.

- The executive session will be for \_\_\_\_\_ minutes until \_\_\_\_:\_\_\_\_.
- Any direction made by the board will be in open session and noted in the minutes.

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

#### Two Touch Rule:

<u>8/03/22</u>	Committee Review
<u>3/15/22</u>	First Board Meeting (Informational)
<u>To be determined</u>	Second Board Meeting (Action)

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

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

#### Notes:

- No attachments.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM

Meeting Date: 3/28/23

Under: Old Business

Attachment: Yes

Subject: District Clerk Update

#### Background/Summary:

The District Clerk position had 85 applicants; of those only 7 had qualifications, and of those only 4 interviewed. None of the interviewed would be a good long-term solution for the position.

After interviews, it was clear that we needed to restructure the position to be a clerk with a consultant providing financial management oversight. This is how district finances used to be offered, but past boards elected to rely on the financial software. The financial software offers structure but does not provide the oversight needed. Attached is the updated clerk position description along with a breakdown of information that will be negotiated with these firms. \$10,000 has been budgeted toward this position.

The District GM is working to negotiate a contract to be brought back to the board. Our goal is to have everything resolved including a new clerk by the end of March.

The District GM took a two-pronged approach on recruiting the District Clerk: open applications and using a temporary employment firm. The job was re-opened on Indeed, and there were minimal applications. The District GM also reached out to two temporary employment firm: Manpower and Volt. Volt was the firm that had resources to perform the service and the District had an existing contract with the firm. At the time we wrote this, we have been scheduling interviews.

The District GM has decided to push off hiring a financial management firm until after tax season, when he feels there will be a better chance of recruiting the firm.

(3/25/23 UPDATE): The District is going to work with Volt Staffing Services. If the candidate works, the District will work to hire the person on as it did a past District Clerk. A staffing fee will be adjusted in Agenda Item 9c. See message from Volt representative below.

*We have what we call a "retail no contract" in place with you all. This was put in place in 2017. We would honor the same rates we had in place when we filled the role before. I apologize if I did not communicate this part properly in our first meeting.*

*The Markup rate for our last hire was 62%. I submitted Shannon at \$34/hr pay rate. Bill rate would be \$55.08/hr.*

**Fiscal Impact:** Adjustments will need to be made to accommodate this position. This is covered in agenda item 9c Budget Adjustments of March 23, 2023, Board Meeting.

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

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

**Two Touch Rule:**                              N/A           **Committee Review**  
             Various           **First Board Meeting (Informational)**  
             To Be Determined           **Second Board Meeting**

**Action Taken:**    Adopted                               Rejected                               Postponed           

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

**Notes:**  
- 2017 Volt Agreement Terms (Passed by Board in 2017)

# TERMS AND CONDITIONS FOR FURNISHING TEMPORARY EMPLOYEES



Volt Management Corp. ("Volt") agrees to furnish temporary employees (each a "Volt assigned employee") on assignment to Customer ("Services") to perform work as directed by Customer pursuant to the terms and conditions stated herein unless otherwise agreed in writing between Volt and Customer. Customer's acceptance of Services shall be construed by Volt as evidence of Customer's acceptance of Volt's terms and conditions as follows:

1. **Rate for Services.** Customer shall be charged for straight time, overtime and double time hours (as determined by applicable federal and state law) worked by Volt assigned employees, at rates confirmed in a writing to Customer, as well as any expenses incurred as a direct result of Volt assigned employees' performance of duties and responsibilities for Customer. Volt shall have the right to pass through rate increases to the extent caused by or resulting from increased costs associated with mandatory/statutory benefits, such as increases in Workers' Compensation, Unemployment Insurance, health benefits, and federal, state and/or local taxes upon written notice to Customer.
2. **Time Records.** Each Volt assigned employee will report work hours on assignment to Customer and submit a weekly time record to Customer which Customer's authorized representative shall promptly approve, certifying the accuracy of the reported work hours. Customer shall have responsibility to retain a copy of the time record to verify hours billed on Volt invoices.
3. **Invoicing and Payment Terms.** Customer shall pay for the hours worked by Volt assigned employees reported on each approved time record and for any expenses for which Volt is required to reimburse the Volt assigned employee under applicable law. Invoices shall be sent by Volt weekly dated as of Volt's workweek end date (Sunday) which shall be due upon receipt and deemed overdue if not paid within thirty (30) days of the invoice date. Volt shall be entitled to collect all costs incurred by Volt including reasonable attorney's fees in the event that collection proceedings are initiated.
4. **Operation of Motor Vehicles.** Volt assigned employees are not authorized to operate motor vehicles on assignment; Customer will not allow Volt assigned employees to operate Volt assigned employee's or Customer's owned, non-owned and/or leased motor vehicles without Volt's prior written consent; Customer accepts full responsibility for any and all claims, losses and/or damages, including defense of same, sustained or incurred by any person or entity as a result of any Volt assigned employee operating a motor vehicle in connection with his/her assignment to Customer.
5. **Cash/Valuables/Sensitive Data.** Volt assumes no responsibility if a Volt assigned employee handles cash, securities or other valuables or sensitive data including but not limited to Private Health Information or Personal Information even if Volt has consented to such a job assignment and Volt will not be responsible for any losses or damages to Customer or third parties arising of such handling by Volt assigned employees.
6. **Responsibilities of the Parties**
  - 6.1 Volt shall:
    - (a) direct Volt assigned employees to perform their duties in accordance with Customer's direction and instructions, and to comply with all rules, policies and procedures of Customer, including fire prevention, safety and security;
    - (b) require Volt assigned employees to execute any Customer generated document related to performance of the assignment which shall not contain provisions in conflict with these terms and conditions;
    - (c) obtain a background check if so directed by Customer pursuant to Customer's express instructions;
    - (d) remove any employee from assignment to Customer for any lawful reason at Customer's request;
    - (e) pay the Volt assigned employee's remuneration (including withholding of income taxes and social security taxes), in accordance with the work hours reported by Volt assigned employees and approved by Customer; and
    - (f) maintain in effect General Liability, Worker's Compensation and disability insurance and legally mandated benefits for Volt assigned employees.
  - 6.2 Customer shall:
    - (a) assign tasks and monitor performance by Volt assigned employees while on assignment to Customer;
    - (b) furnish a safe and appropriate place to work and all tools and other materials required for Volt assigned employees to perform their duties;
    - (c) immediately notify Volt if performance of a Volt assigned employee is not satisfactory;
    - (d) provide Volt assigned employees with meal periods and rest breaks as required by applicable law; and
    - (e) furnish to Volt any document or other agreements Customer desires Volt assigned employees to execute as a condition of the assignment.
7. **Job Description.** Volt assigned employees are provided on the basis of a particular job description and Customer shall have no authority to change Volt assigned employee's job duties without Volt's prior written approval. Customer shall indemnify, defend and hold Volt harmless from claims, loss and expenses, which may be made against Volt related to, arising out of and/or resulting from work performed by any Volt assigned employee whose job duties are changed without Volt's prior written approval including worker's compensation claims by Volt assigned employees.
8. **Professional Licenses.** A Volt assigned employee is prohibited from rendering a professional opinion or service for which a license is required, and has no authority to sign their name or the Volt name to any tax return, legal or financial opinion/statement or architectural or engineering plan.
9. **Job Site.** Customer's work site shall comply with all OSHA and other applicable laws, rules and regulations. Customer shall perform regular safety inspections, on Volt's behalf, of all work areas where Volt assigned employees work and will promptly share this information with Volt, as well as at any time upon Volt's request. Customer will indemnify, defend and hold Volt harmless from all claims, losses and expenses in the event that any OSHA citations are issued or violations are found. Customer warrants that Volt assigned employees shall be included in all Customers' safety programs and given site specific safety training for the position assigned as appropriate.
10. **Non-Solicit.** The Services which Volt renders are made possible only by a substantial investment in advertising, recruiting, testing and training a large staff of personnel. Customer shall not solicit nor employ any Volt assigned employee directly or through another company within 90 days after the termination of such employee's assignment by Volt to Customer. Should Customer employ a Volt assigned employee, directly or indirectly, before this time period has elapsed, unless otherwise agreed by both parties in writing, Customer shall pay to Volt a fee of twenty-five (25%) percent of the Volt assigned employee's annual salary.
11. **Compliance With Law.** Volt and Customer shall each comply with any and all applicable state, federal and local employment laws, statutes, ordinances, rules, regulations, codes and orders, including but not limited to the Fair Labor Standards Act, Occupational Safety and Health Act, Americans with Disabilities Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Older Workers' Benefit Protection Act, Immigration Reform and Controls Act, Family and Medical Leave Act, Uniformed Services Employment and Re-employment Rights Act and all such other similar laws. Customer shall procure all required licenses, permits, certificates, approvals and inspections related to the work to be performed by Volt assigned employees. Customer shall notify Volt of any and all applicable labor and employment obligations, affirmative action, wage and hour exceptions or requirements, benefits and any other laws which are or subsequently become applicable to the performance of Services and/or assignment of Volt assigned employees.
12. **Agreement to Arbitrate Disputes.** Except for collection actions for non-payment of Services which may be brought in any court with jurisdiction, disputes arising out of or in connection with these terms and conditions or a breach hereof shall be resolved by final and binding arbitration in accordance with the Commercial Rules of the American Arbitration Association ([www.adr.org](http://www.adr.org)) in the venue of Orange, CA.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District GM

**Meeting Date:** 03/28/23

**Under:** Old Business

**Attachment:** Yes

**Subject:** Aquatic Feasibility Study Update

**Background/Summary:**

The District is working towards completing an aquatic feasibility study. Since the February 28 board meeting, the District GM has met with Stemper and the Capital and Contracts Committee.

The completed land survey will be attached to the overall aquatic feasibility study and used by the architect to the jurisdiction to see what is possible with the current site. The District GM has approved the architect to move forward with this step.

A discussion at the February 28 meeting included approaching King County about applying for this year's grants for inflation costs. The District GM approached King County and was notified that this was not also possible. There were also discussions at the Capital and Contracts Committee meeting about applying for grants for equipment and/or additional studies. It was determined that it was not a good decision at this time.

The goal of the plan is still to have actionable information by the fall of 2023, to help decision making for the 2024 and beyond budgeting. An updated timeline is attached.

**Fiscal Impact:** Up to \$137,000 minus \$100,000 grant.

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

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

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

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

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

**Notes:**

- Land Survey – MRP Overview
- Updated Timeline

## LEGAL DESCRIPTION

PER LEASE AGREEMENT RECORDING #7403140379

THAT PORTION OF THE NORTHWEST 1/4 OF SECTION 16, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1, BLOCK 6, THUNDERBIRD ESTATES DIVISION NO. 3, AS RECORDED IN VOLUME 57 OF PLATS ON PAGES 37 AND 38, RECORDS OF KING COUNTY, WASHINGTON; THENCE NORTH 1°11'48" EAST ALONG THE EAST MARGIN OF 19TH AVENUE SOUTH 292.68 FEET; THENCE SOUTH 88°03'32" EAST PARALLEL WITH THE NORTH LINE OF SAID BLOCK 6, 315.35 FEET; THENCE SOUTH 1°11'48" WEST 292.68 FEET; THENCE NORTH 88°03'32" WEST ALONG THE NORTH LINE OF SAID BLOCK 6, 315.35 FEET TO THE POINT OF BEGINNING;

TOGETHER WITH AN EASEMENT CONSISTING OF A STRIP OF LAND TEN (10) FEET IN WIDTH FOR DRAINAGE AND UTILITIES, HEREINAFTER CALLED THE EASEMENT, OVER, UNDER AND ACROSS THE FOLLOWING DESCRIBED TRACT OF LAND, ALSO SITUATED IN KING COUNTY, STATE OF WASHINGTON:

BEGINNING AT THE NORTHEAST CORNER OF LOT 3, BLOCK 6, THUNDERBIRD ESTATES DIVISION NO. 3 AS RECORDED IN VOLUME 57 OF PLATS ON PAGES 37 AND 38, RECORDS OF KING COUNTY, WASHINGTON; THENCE SOUTH 88°03'32" EAST 16.02 FEET; THENCE SOUTH 19°15'14" WEST PARALLEL WITH THE EAST LINE OF SAID LOT 3 TO THE NORTHERLY MARGIN OF SOUTH 229TH STREET; THENCE WESTERLY ALONG SAID MARGIN TO THE SOUTH-EAST CORNER OF SAID LOT 3; THENCE NORTH 1°11'14" EAST 110.71 FEET TO THE POINT OF BEGINNING.

## BASIS OF BEARINGS

ACCEPTED THE BEARING OF N 01°15'09" E BETWEEN MONUMENTS FOUND ALONG THE CENTERLINE OF 19TH AVE S, PER REFERENCE NO. 1.

## REFERENCES

- R1. CITY OF DES MOINES LOT LINE ADJUSTMENT NO. LUA2004-023, VOL. 182, PG. 62, RECORDS OF KING COUNTY, WASHINGTON.
- R2. TSUBOI ADDITION, VOL. 131 OF PLATS, PG. 96, RECORDS OF KING COUNTY, WASHINGTON.

## VERTICAL DATUM

NAVD 88 PER GPS OBSERVATIONS

## SURVEYOR'S NOTES

1. THE TOPOGRAPHIC SURVEY SHOWN HEREON WAS PERFORMED IN FEBRUARY OF 2023. THE FIELD DATA WAS COLLECTED AND RECORDED ON MAGNETIC MEDIA THROUGH AN ELECTRONIC THEODOLITE. THE DATA FILE IS ARCHIVED ON DISC OR CD. WRITTEN FIELD NOTES MAY NOT EXIST. CONTOURS ARE SHOWN FOR CONVENIENCE ONLY. DESIGN SHOULD RELY ON SPOT ELEVATIONS.
2. ALL MONUMENTS SHOWN HEREON WERE LOCATED DURING THE COURSE OF THIS SURVEY UNLESS OTHERWISE NOTED.
3. THE TYPES AND LOCATIONS OF ANY UTILITIES SHOWN ON THIS DRAWING ARE BASED ON INFORMATION PROVIDED TO US, BY OTHERS OR GENERAL INFORMATION READILY AVAILABLE IN THE PUBLIC DOMAIN INCLUDING, AS APPLICABLE, IDENTIFYING MARKINGS PLACED BY UTILITY LOCATE SERVICES AND OBSERVED BY TERRANE IN THE FIELD. AS SUCH, THE UTILITY INFORMATION SHOWN ON THESE DRAWINGS ARE FOR INFORMATIONAL PURPOSES ONLY AND SHOULD NOT BE RELIED ON FOR DESIGN OR CONSTRUCTION PURPOSES; TERRANE IS NOT RESPONSIBLE OR LIABLE FOR THE ACCURACY OR COMPLETENESS OF THIS UTILITY INFORMATION. FOR THE ACCURATE LOCATION AND TYPE OF UTILITIES NECESSARY FOR DESIGN AND CONSTRUCTION, PLEASE CONTACT THE SITE OWNER AND THE LOCAL UTILITY LOCATE SERVICE (800-424-5555).
4. SUBJECT PROPERTY TAX PARCEL NO. 1622049005
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT. EASEMENTS AND OTHER ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON. THE EASEMENTS SHOWN ARE PER R1 SURVEY.
6. EXISTING STRUCTURE(S) LOCATION AND DIMENSIONS ARE MEASURED FROM THE FACE OF THE SIDING UNLESS OTHERWISE NOTED.
7. FIELD DATA FOR THIS SURVEY WAS OBTAINED BY DIRECT FIELD MEASUREMENTS WITH A CALIBRATED ELECTRONIC 5-SECOND TOTAL STATION AND/OR SURVEY GRADE GPS OBSERVATIONS. ALL ANGULAR AND LINEAR RELATIONSHIPS ARE ACCURATE AND MEET THE STANDARDS SET BY WAC 332-130-090.

## LEGEND

	ASPHALT SURFACE		UTILITY LINE
	BOLLARD		WATER LINE
	BRICK SURFACE		WATER METER
	BUILDING		WATER VALVE
	CENTERLINE ROW		BUILDING
	CLEANOUT		CENTER CHANNEL
	CONCRETE SURFACE		CALCULATED
	CULVERT PIPE		CATCH BASIN
	FENCE LINE (CHAIN LINK)		CHAIN LINK FENCE
	FENCE LINE (WOOD)		CITY OF SEATTLE
	FIRE HYDRANT		CONCRETE
	GAS LINE		CORNER
	GAS METER		DECIDUOUS
	INLET (TYPE 1)		ELEVATION
	LIGHT POLE		EVERGREEN
	MAILBOX (RESIDENTIAL)		FINISH FLOOR
	MONUMENT (IN CASE, FOUND)		GAS
	PARKING SPACES		MEASURED
	POST		MONUMENT
	POWER (UNDERGROUND)		PROPERTY
	POWER METER		SERVICE DRAIN
	POWER TRANSFORMER		SANITARY SEWER MANHOLE
	PROPERTY LINE (SUBJECT)		SQUARE FEET
	RETAINING WALL		
	RIGHT-OF-WAY LINES		
	SEWER LINE		
	SEWER MANHOLE		
	SIGN (AS NOTED)		
	STORM DRAIN LINE		
	STORM MANHOLE		
	TELEPHONE SENTRY		
	SIZE TYPE		
	TREE (AS NOTED)		

## TOPOGRAPHIC &amp; BOUNDARY SURVEY

## NOTE:

UNLESS OTHERWISE INDICATED, ALL UNDERGROUND GAS, WATER, POWER, AND TELECOMMUNICATIONS ARE PER PAINT MARKS BY PROFESSIONAL LOCATES.

## NOTE:

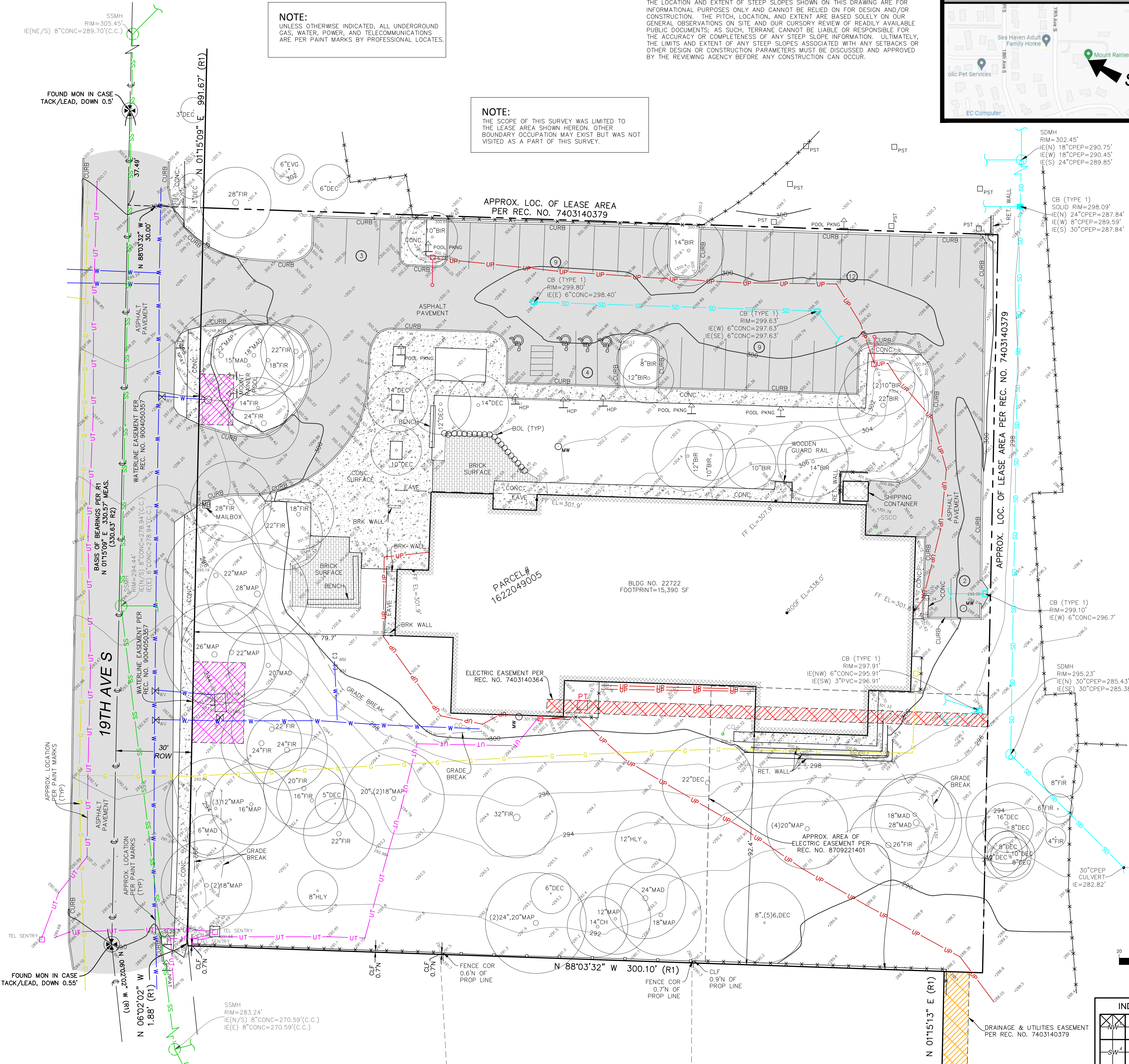
THE SCOPE OF THIS SURVEY WAS LIMITED TO THE LEASE AREA SHOWN HEREON. OTHER BOUNDARY OCCUPATION MAY EXIST BUT WAS NOT VISITED AS A PART OF THIS SURVEY.

## STEEP SLOPE/BUFFER DISCLAIMER:

THE LOCATION AND EXTENT OF STEEP SLOPES SHOWN ON THIS DRAWING ARE FOR INFORMATIONAL PURPOSES ONLY AND CANNOT BE RELIED ON FOR DESIGN AND/OR CONSTRUCTION. THE PITCH, LOCATION, AND EXTENT ARE BASED SOLELY ON OUR GENERAL OBSERVATIONS ON SITE AND OUR CURSORY REVIEW OF READILY AVAILABLE PUBLIC DOCUMENTS; AS SUCH, TERRANE CANNOT BE LIABLE OR RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ANY STEEP SLOPE INFORMATION. ULTIMATELY, THE LIMITS AND EXTENT OF ANY STEEP SLOPES ASSOCIATED WITH ANY SETBACKS OR OTHER DESIGN OR CONSTRUCTION PARAMETERS MUST BE DISCUSSED AND APPROVED BY THE REVIEWING AGENCY BEFORE ANY CONSTRUCTION CAN OCCUR.

## VICINITY MAP

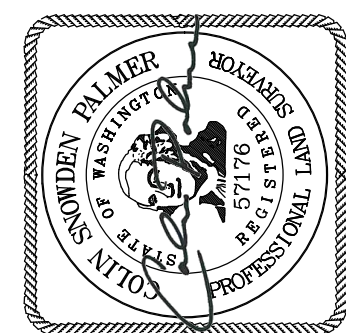
N.T.S.



TOPOGRAPHIC &amp; BOUNDARY SURVEY

PARCEL NO. 1622049005

MT. RAINIER POOL

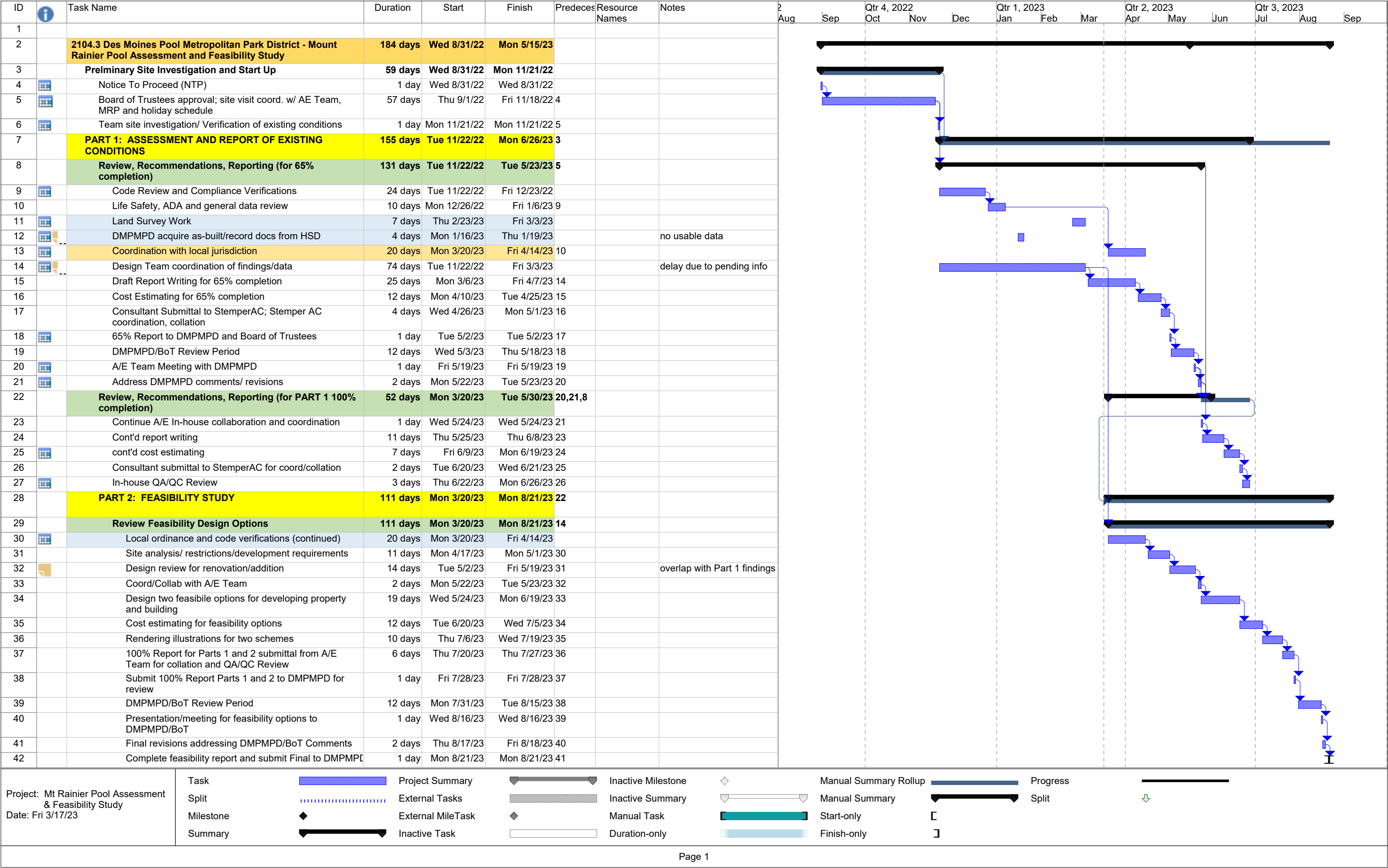
22722 19TH AVE S  
DES MOINES, WA 98198

TERRANE

10801 Main Street, Suite 102  
Bellevue, WA 98004  
p: 425-458-4488 | e: info@terrane.net

JOB NUMBER: 230087  
DATE: 03/03/23  
DRAFTED BY: TDB  
CHECKED BY: CSP  
SCALE: 1" = 20'

## REVISION HISTORY



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a      **Assigned to:** District GM      **Meeting Date:** March 28, 2023

**Under:** New Business      **Attachment:** Yes

**Subject:** 2022 Annual Financial Report - Letter

**Background/Summary:** The annual financial report is to update the board on the financial status of the District and to give a brief analysis of the 2022 financial conditions. Attached is the letter to be attached to the report.

This letter contains a summary of issues from 2022, and items that will affect budgeting 2023.

This is the financial report contains a report made to the state, and a physical report available for inspection by the public on the website. Staff is also working to send in the final report to the State Auditor's Office, which is an annual requirement. The report is due on May 30, 2022.

A first draft of the full report (including the attached letter) will be made at the April 25 regular board meeting, and a final draft will be made at the May 23 meeting. The report will be sent to SAO and posted on the website by May 30, 2023 (as long as we get signatures in a timely manner).

Please have all edits to the District GM by April 11, 2023, so edits can be compiled and entered into the full report before putting the packet out for the following meeting.

**Fiscal Impact:** N/A

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

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

<b>Three Touch Rule:</b>	<u>  N/A  </u>	<b>Committee Review</b>
	<u>  4/25/23  </u>	<b>First Board Meeting (Informational)</b>
	<u>  5/23/23  </u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:** Attachments:  
- 2022 Annual Financial Report – District General Manager Message

**DATE:** Monday, March 20, 2023

**TO:** DMPMPD Board of Commissioners

**FROM:** Scott Deschenes, District GM

**RE:** 2022 Financial Report – Budget Message

## **Budget Message**

It is my pleasure to present the district budget for the 2023 fiscal year.

The district's budget serves three primary purposes:

- Formation of public policy
- Control of spending
- A written financial plan that reflects the district's ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion

### *2022 Issues/Accomplishments*

The continued effects of COVID-19 caused 2022 to be a challenging year with COVID-19. The district dealt with several issues but still was able to serve the community.

First, the first quarter had omicron outbreaks throughout the area and the country that forced us to push back the implementation of programs including swim lessons during the first quarter of 2022. I am proud to report that the Mount Rainier Pool experienced no public outbreaks of COVID-19 while offering programming throughout the pandemic. The diligence of our staff and public cooperation enabled us to provide a safe environment.

Second, even as many public facilities were closed due to staffing issues caused by the pandemic, Mount Rainier Pool has been able to recover more quickly than most public pools, while not having to cut corners on safety. The District received a \$10,000 training grant for free lifeguard and swim instructors for not only Mount Rainier Pool, but the community. In 2022, the district had 43 of 48 pass lifeguarding, swim instructor and recertification courses. In addition, the district is working to have more lifeguard and swim instructor staff to not only help the Mount Rainier Pool, but also other local pools. This should help have more guards to help the Mount Rainier Pool (and other local aquatics organizations) have more capacity to not only lifeguard, but also offer swim lessons and other aquatic-based services.

Third, the District, with a grant from the Office of the Superintendent of Public Instruction (OSPI), was able to offer free and reduced swim lessons from April through December of 2022.

As part of the grant, the District was also able to give out free swim packets that included suits, towels, bags, and goggles to help reduce barriers for local swimmers.

Fourth, the district changed its focus on service back to residents of Des Moines and Normandy Park. When the Mount Rainier Pool was originally built back in 1975, the pool was able to provide regional services that included parts of Des Moines, Burien, Kent, Normandy Park and parts of unincorporate West Hill. In 2023, just the City of Des Moines grew from 3.7k to 33k, and many other areas have been incorporated by other cities. These other cities beyond the City of Des Moines and City of Normandy Park (subsidy) help support the operations of the Mount Rainier Pool. The district has focused on giving registration priority to residents of these communities along with scholarships and other benefits. This will hopefully help residents get the most of their support for the pool.

Fifth, the Mount Rainier Pool is working to reintroduce programs based on their impact on the community. The district has focused on staffing evening programming over early morning hours, and PTSA events over private rentals to focus the reduced staffing capacity on serving the most members of the community. Private swimming and private rentals are planned to be reintroduced, but not until the District can meet its community-based programming to ensure community water safety, fitness opportunities, and swim lesson opportunities are covered by adequate staffing. This includes following all Washington State DOH, OSHA, minor work, and Labor and Industries guidelines.

Sixth, thanks to a grant from King County Parks, the District was able to continue to fund two community-based swim programs outside of swim lessons. During the pandemic, King County Parks helped fund the start and continuing development of the MRP Swim Club and the Lifeguard Prep Course. Both are great opportunities for youth to explore continuing aquatics past swim lessons, including competitive swim team opportunities and the chance to work as a lifeguard through school. The lifeguard program is great in that it helps develop lifeguards from the community that can have a job to help train them in work skills that can be scheduled around their academics and other school activities. It is also an opportunity where some may use their first-responder skills to have a career as a police officer, firefighter, or paramedic, which lifeguarding will help them develop a strong foundation.

Finally, the district was able to get the levy back to .2000/1,000 in 2022 and was able to keep it at this level for 2023. The district has worked diligently to get the levy down from its highest point of \$.34/1,000 in 2018.

### *2023 Outlook*

In 2023, the district should have its first full-year of operations without the effects of Covid-19, or mechanical closure.

Second, the Mount Rainier Pool is in its 48<sup>th</sup> year of operations, and many of its equipment is beyond its useful life. Although our staff and contractors strive in taking care of the equipment, we must plan for the next steps. The District has received a grant of \$100,000 from King County Parks to perform an Aquatic Feasibility Study. The District has contracted with Stemper

Architects of Seattle as its Engineer of Record. Stemper has an extensive background that includes a comprehensive study of the City of Seattle's seven Forward Thrust pools and an Americans with Disabilities Act study of their community centers. The District hopes to work with Stemper to modernize Mount Rainier Pool or develop alternatives for the future of aquatics in the Des Moines area. The goal is to see what can be done at the Mount Rainier Pool site. The District hopes to have actionable information from the study for its 2024 budget cycle this Fall.

Third, the district continues to partner with King County Parks and the Des Moines Legacy Foundation (DMLF) to offer free swim lessons. Swim lessons have been covered through July 1, 2023, by a grant, and DMLF has applied for another grant at the time of putting this report together to hopefully continue on past July 1. The District has also received a My Backyard grant through King County that it will also apply to swim programming. All these grants cover youth programming, but the District has also simplified its scholarship program of \$15,000 to cover 90% of programming for not only adult swim lessons, but also water exercise and passes.

Fourth, the District continues to work on partnering and awareness of water safety for the community. In the Fall of 2022, the District reinstituted Parent-Teacher Service Agency free swims to Des Moines and Normandy Park grade schools. It has also plans on bringing back free water safety programming including April Pool's Day and Summer Splashtacular. For free and reduced usage, it offers \$1 First Saturday swims, Free Senior Thursdays and acceptance of insurance memberships. This is in addition to the free lifeguard and swim instructor certifications the District offers to help staff the Mount Rainier Pool and other local aquatics areas residents may use.

Fifth, the district decided in 2023 to keep its District offices as not only a meeting and office space, but also a place to hold internal trainings, as we focus on offering training and certification classes. In previous years, the District was forced to utilize the pool's lobby during public hours. The added space will not eliminate this due to its location, but it should give the District more flexibility and options for trainings and other meetings.

Sixth, the District has been preparing for the Model of Aquatic Health Code to be adopted in the future. This new code will have impacts in staffing, equipment maintenance and create a higher standard of safety. There is no timetable at this time, but we plan to have a smooth transition when it is implemented.

Finally, the district continues to work toward enhancing pre-pandemic service levels of service, as the aquatic industry as a whole struggle to meet the needs of their communities. Most agencies had trouble during the pandemic, as there was almost a two-year gap between trainings. Most pools rely on youth that compromise most of their workforces, as most work an average of 2-3 years, and move onto college, military, or other higher paying, benefitted jobs. Although the District has been innovative in our approach, we still are seeing the effects of other competing employers paying higher wages, benefits, and taking on free trainings and certifications. At the end of the year, the board voted to add a Lead Head Lifeguard and two daytime positions. All three positions will receive benefits, which should help us better fill out

our morning shifts. At this time, these positions are focusing on helping ensure we have high-capacity swim lessons and adequate training programs to continue to grow our capacity for our free swim lessons. The main challenge is that there are not enough qualified swimmers in our community, but staff has taken the extra step of training people to pass the lifeguard requirements and other swimming skills. Through our swim lessons, which should increase the total number of future staff that have the skills to lifeguard and teach swim lessons, but this will take years to have an impact. We will continue to try innovative approaches to build our staff.

Respectfully,

*Scott Deschenes*

Scott Deschenes  
District General Manager  
Des Moines Pool Metropolitan Park District

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District G.M.

Meeting Date: 03/28/23

Under: New Business

Attachment: Yes

Subject: Proposed June Closure

#### Background/Summary:

The District is planning on executing the annual pool closure to June 17-July 2. The Mount Rainier Pool annually closes its pool for two weeks to complete a deep clean of the facility and schedule maintenance projects.

In 2022, we moved the closure to the last two weeks of June. This proved to be successful as it allowed us to offer certifications for lifeguards, recertifications and swim instructor trainings before executing the bulk of summer programming.

The closures are important to create scheduled closures for critical maintenance items, which could create unforeseen, emergency closures in the future that might be prolonged due to the scarcity of some parts and services.

It is also important to perform a deep clean at least annually. Although staff clean the facility daily, it is also important to deep clean the facility that includes high areas, and steam cleaning and vacuuming some areas to reduce slip and fall issues.

Finally, the District is increasing its staff. Over the past couple of months, the staff has grown, and a swim lesson instructor training is scheduled for June 17-July 2. It would be good to have staff focused on the swim lesson instructor training, but training as a team, and understanding the SOPs and EAPs for the Mount Rainier Pool.

Fiscal Impact: N/A

Proposed Motion: Information Only!

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

Two Touch Rule:

<u>N/A</u>	Committee Review
<u>3/28/23</u>	First Board Meeting (Informational)
<u>4/25/23</u>	Second Board Meeting (Action)

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

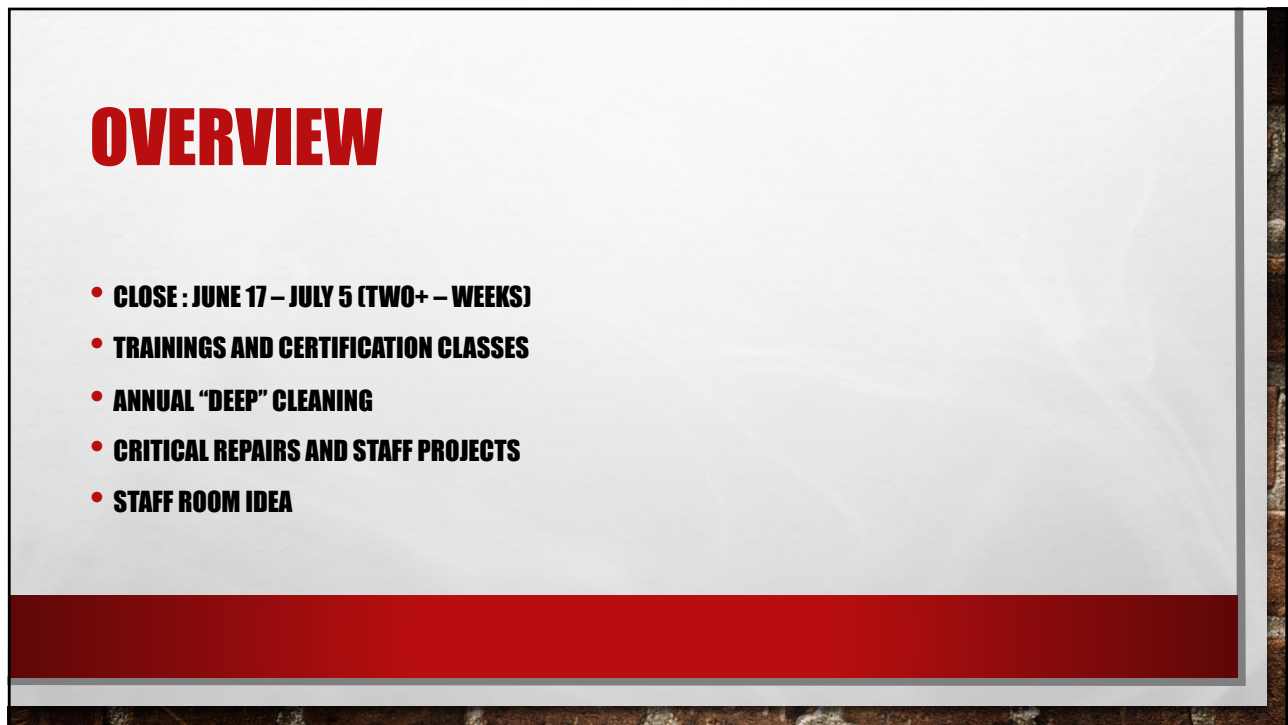
Follow-up Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

#### Notes:

- Presentation on June Closure



1



2

# TRAININGS

- **LIFEGUARD TRAININGS**
- **LIFEGUARD RECERTIFICATIONS**
- **SWIM INSTRUCTOR TRAININGS**
- **NEW "SUMMER" STAFF ORIENTATIONS**

3

# ONSITE PROJECTS

- **STRAINER REPLACEMENT (AQUATIC SPECIALTY SERVICES)**
- **PARKING LOT GATE INSTALLATION (BIDS)**
- ~~**THERMOSTATIC MIXING VALVE REPAIR — MOVED TO MARCH 23**~~
- **BENCHES IN STANDS (OVER TIME)**
- **DOOR PAINTING**
- **SIDEWALK CRACK FILLING**
- **DEEP CLEANING**

4

# OFFSITE PROJECTS

- **STORAGE CLEANOUT**
- **ITEMS NOT USED FOR YEARS**
  - **AT ONE POINT - DID NOT KNOW VALUE OR IF NEEDED TO BE USED**
  - **NOW – YEARS OF NON-USE = STORAGE COSTS**
- **INVENTORY & MOVEMENT TO SURPLUS**
- **IF TIME AVAILABLE**

5

# STAFF ROOM

- **OVERVIEW:**
  - **SPACE FOR STAFF TO CALL HOME**
  - **HELP WITH RECRUITMENT**
- **POOL COVERS/RACK**
  - **TAKE ONE HOUR/MINIMUM TWO STAFF PER DAY 6-10 HRS/WEEK**
  - **TAKE UP POOL DECK SPACE**
  - **SAFETY - COULD MOVE CHEMICALS FROM PUMP ROOM TO EXTERNAL STORAGE**
- **EASIER ACCESS TO EQUIPMENT**
  - **BETTER SERVED BY HAVING STORAGE FOR WIBIT**

6



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c Assigned to: District G.M.

Meeting Date: 03/28/23

Under: New Business

Attachment: Yes

Subject: Resolution 2023-04, 2023 Budget Amendments

#### Background/Summary:

The District has made a couple of operational changes since the budget was adopted in November 2022. This includes continuing operations of the district offices, and changeover of the district clerk position. For good governance, we are recommending the following budget line items and monies to the overall budget. The district had surplus from 2022 that will be used to cover these costs and for the board to oversee cost controls.

Attached is a breakdown of the budget adjustments (resolution attachment), presentation and resolution 2023-04 'Amendments to Fiscal Year 2023 Operating Budget'.

The changes will be made and presented starting with the March Revenues and Expenses.

(UPDATED 3/25/23) This AIS, Report and Resolution were updated on March 25, 2023 to support management fees that are detailed in AIS 8a District Clerk Update. The management fees should not affect the budgeted amount for the District Clerk's budget line item.

Fiscal Impact: \$40,996.00 will be added to the 2023 budget.

Proposed Motion: I move to approve 2023-04 Amendments to Fiscal Year 2023 Operating Budget (as amended).

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

**Two Touch Rule:** N/A **Committee Review**  
3/28/23 **First Board Meeting (Informational)**  
Time-sensitive **Second Board Meeting (Action)**

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

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

#### Notes:

- PowerPoint Presentation on Budget Adjustments
- Resolution 2023-04 Amendments to Fiscal Year 2023 Operating Budget



1



2

## Office Adjustments

The district looked at consolidating the office and meeting remotely.

In late 2022, not feasible to use MRHS.

Use offices for trainings too (currently use lobby).

BARS Code	Reference	Budgeted	Adjustment	Total
001-000-000-576-20-41-09	District Janitorial Services	\$ -	\$ 1,200.00	\$ 1,200.00
001-000-000-576-20-45-00	District Office Rental (Zen)	\$ -	\$ 9,000.00	\$ 9,000.00
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$ 3,500.00	\$ 3,500.00	\$ 7,000.00
Subtotal			\$ 13,700.00	

3

## District Clerk Adjustments

The district's clerk left the organization in November.

Utilize temp firm to fill position, which includes overhead.

Also have additional funds for training from retired clerk (Clerk Services Contract).

Added cost of a computer for remote work (need to keep current clerk computer at office).

DISTRICT CLERK RELATED EXPENSES				
BARS Code	Reference	Budgeted	Adjustment	Total
001-000-000-576-20-10-02	District Clerk	\$ 37,377.60	\$ -	\$ -
ADD BARS CODE	Clerk Services Contract	\$ -	\$ 25,296.00	\$ 25,296.00
001-000-000-576-20-35-01	Computer Equipment (Non-capitaliz	\$ 6,000.00	\$ 2,000.00	\$ 8,000.00
Subtotal			\$ 27,296.00	

4

# Training Adjustments

DMLF no longer covering Normandy Park residents

Staff feels we will lose some people, but that many come back and work at the pool

Test in April and June trainings and see effects for 2024 budget

Will not use all of scholarships, thanks to free grants provided by KC Parks & DMLF

Just allocating \$5,000 of \$15,000 towards scholarships

BARS Code	Reference	Budgeted	Adjustment	Total
001-000-000-576-21-40-20	Scholarship (Programs)	\$ 15,000.00	\$ (5,000.00)	\$ 10,000.00
001-000-000-576-21-40-20B	Scholarship (Trainings)	\$ -	\$ 5,000.00	\$ 5,000.00
Subtotal			\$ -	

5

# Totals

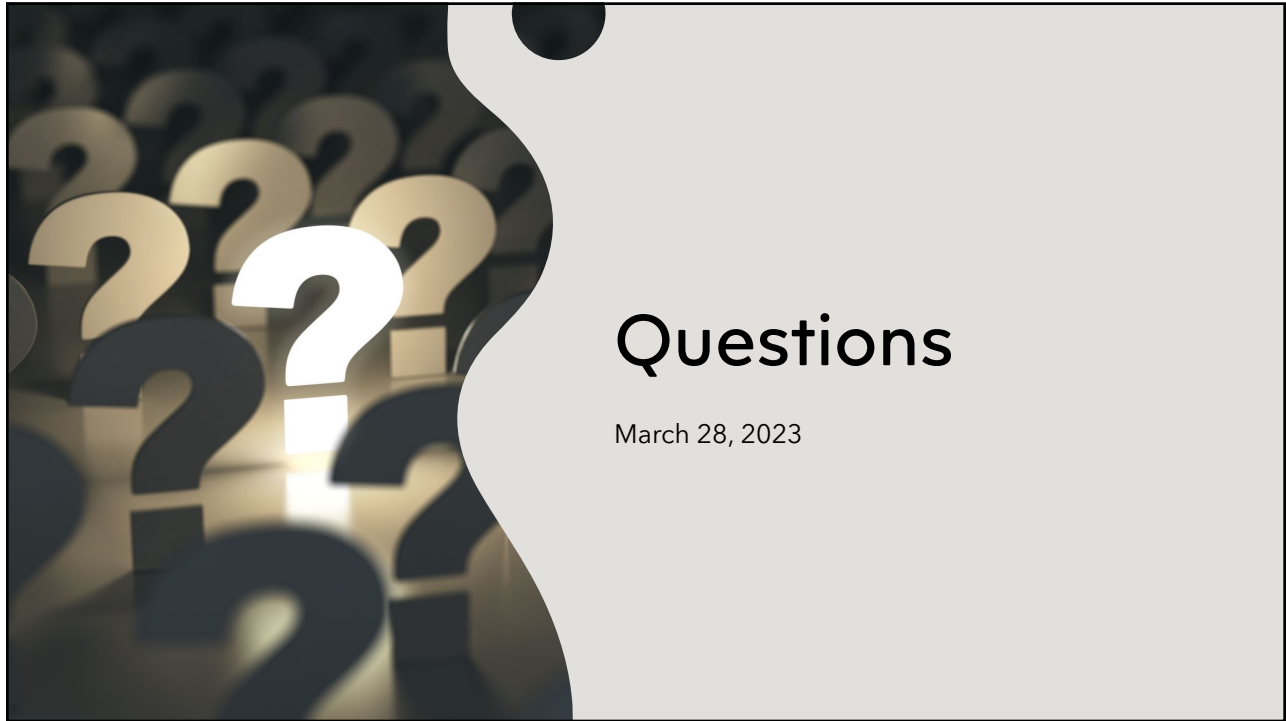
Budget Adjustment of \$40,996.00

Surplus of \$333,822 from end of 2022

Total Budget Increased to \$1,975,366.00

Subtotal Area	Adjustment
Office	\$13,700.00
Clerk Position	\$27,296.00
Scholarships	\$0.00
Totals	\$40,996.00

6



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

**RESOLUTION NUMBER 2023 – 04**

**AMENDMENTS TO FISCAL YEAR 2023 OPERATING BUDGET**

**WHEREAS**, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for adopting a Budget for Operations during any given Fiscal Year and;

**WHEREAS**, modifying the 2023 Fiscal Year Budget is in the overall interest of the District and;

**WHEREAS**, the Board adopted its Budget in November 2022;

**WHEREAS**, the District had a surplus of \$40,996.00 at the end of 2022 due to the effects of Covid-19;

**WHEREAS**, the Board is reacting to changes made after the 2023 budget was adopted to better track and communicate additional funds being allocated to non-budgeted items including District Office Continued Usage, District Clerk Changes and Funding of Non-Committed Staff to Certification Courses;

**WHEREAS**, an additional \$40,996.00 shall be transferred within the District's General Fund to the line-items presented in on March 28, 2023, to the board, now:

**WHEREAS**, at the end of the Fiscal Year 2023, the Capital Reserve Fund will be \$1,975,366.00.

**NOW THEREFORE BE IT RESOLVED** that the amount to be added to the Des Moines Pool Metropolitan Park District General Fund and direct that the District Clerk be directed to add \$40,996.00 to the overall budget and redistribute the BARS codes to the attached line items. (See Attachment 1)

**Adoption:** ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 28<sup>th</sup> of March 2023, the following Commissioner being present and voting.

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Commissioner

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Commissioner

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Commissioner

---

Commissioner

---

Commissioner

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District Clerk

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

**ATTACHMENT 1 - RESOLUTION NUMBER 2023 – 04**

**AMENDMENTS TO FISCAL YEAR 2023 OPERATING BUDGET**

**OFFICE RELATED EXPENSES**

BARS Code	Reference	Budgeted	Adjustment	New Total
001-000-000-576-20-41-09	District Janitorial Services	\$ -	\$ 1,200.00	\$ 1,200.00
001-000-000-576-20-45-00	District Office Rental (Zen)	\$ -	\$ 9,000.00	\$ 9,000.00
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$ 3,500.00	\$ 3,500.00	\$ 7,000.00
<b>Subtotal</b>			<b>\$ 13,700.00</b>	

**DISTRICT CLERK RELATED EXPENSES**

BARS Code	Reference	Budgeted	Adjustment	Total
001-000-000-576-20-10-02	District Clerk	\$ 37,377.60	\$ 0	\$ 0
<b>ADD BARS CODE**</b>	Clerk Services Contract	\$ -	\$ 25,296.00	\$ 25,296.00
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$ 6,000.00	\$ 2,000.00	\$ 8,000.00
<b>Subtotal</b>			<b>\$ 27,296.00</b>	

**STAFF TRAINING RELATED EXPENSES\***

BARS Code	Reference	Budgeted	Adjustment	Total
001-000-000-576-21-40-20	Scholarship (Programs)	\$ 15,000.00	\$ (5,000.00)	\$ 10,000.00
001-000-000-576-21-40-20B	Scholarship (Trainings)	\$ -	\$ 5,000.00	\$ 5,000.00
<b>Subtotal</b>			<b>\$ -</b>	

*\*Grants have reduced the number of scholarships requested.*

**\*\*Will add exact bars code at a later time.**