



## Des Moines Pool Metropolitan Park District

May 26, 2026

7:00 p.m.

Regular "Hybrid" Meeting

*Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 859 2211 2839 ; Passcode: 159022 . Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comment for those who cannot physically attend will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.*

### AGENDA

1. **CALL TO ORDER ROLL CALL**
2. **PLEDGE OF ALLEGIANCE (FLAG)** 3
3. **ADOPTION/MODIFICATIONS OF AGENDA**
4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** 4
  - Proclamation 2026-04, Recognition of Linda Ray Retirement
5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**  
*Hybrid Meeting: If you are unable to physically attend and wish to make written public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, May 26. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting*
6. **CONSENT AGENDA** 8
  - a. EXPENDITURE/REVENUE FOR APRIL 2026
  - b. STAFF/CONTRACTOR/COMMITTEE REPORTS  
District General Manager Report
  - c. ADOPTION OF MINUTES  
April 28, Regular Meeting
  - d. CORRESPONDENCE  
None
  - e. BANK TRANSFERS (MRP REVENUE)
  - f. VOUCHER APPROVAL  
\$19,880.34 was processed in April 2026 for warrant requests.
  - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)  
\$78,800.74 was processed in April 2026 for payroll and payments.

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

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

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

**7. OLD BUSINESS**

- |  |     |
|--|-----|
| a. Emergency (Critical) Repairs            | 41  |
| b. Surge Pit Repairs                       | 46  |
| c. Grants and Future Closures Update       | 47  |
| d. HSD Lease/Portable Update.              | 61  |
| e. Seattle Parks Foundation/Retreat Update | 62  |
| f. Website RFQ (1 <sup>st</sup> touch)     | 63  |
| g. Performance Metrics (pushed)            | 93  |
| h. Q1 2026 Financial Report                | 94  |
| i. 2025 Annual Financial Report (pushed)   | 102 |

**8. NEW BUSINESS**

- |   |     |
|---|-----|
| a. Policy 235, Public Participation in Board Meetings (1 <sup>st</sup> touch) | 128 |
| b. Policy 430, Criminal Background Checks                                     | 135 |
| c. Highline School District Special Education Request                         | 144 |
| d. Summer Family Daily Rates (1 <sup>st</sup> touch)                          | 146 |

**9. GOOD OF THE ORDER**

150

**10. UPCOMING MEETINGS/EVENTS**

- June 23, 2026 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

**ADJOURNMENT**

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

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

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



## **The Pledge of Allegiance**

**I pledge allegiance  
to the Flag  
of the United States  
of America,  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.**



sDes Moines Pool Metropolitan Park District

**AGENDA ITEMS SUMMARY SHEET**

**Agenda Item #:** 4a      **Assigned to:** District G.M.      **Meeting Date:** May 26, 2026

**Under:** Announcements, Proclamations and Presentations      **Attachment:** Yes

**Subject:** Proclamation 2026-04, Recognizing Linda Ray Upon Her Retirement

**Background/Summary:**

Linda Ray has served the Des Moines Pool Metropolitan Park District since 2016 and has played an important role in the development and stability of the District’s administrative operations. During her tenure, Linda helped build many of the core administrative systems that support the District and Mount Rainier Pool today, including finance, payroll, employee benefits, and daily administrative service processes.

Linda also contributed significantly to the review, rewriting, and organization of District policies and procedures. Her work helped strengthen the District’s governance structure, improve consistency in operations, and provide clearer guidance for staff and leadership. She also helped establish key internal resources, including the District’s first employee handbook.

Beyond these formal contributions, Linda has supported staff development, assisted with a wide range of operational needs, and consistently stepped in wherever help was needed. She provided this support while working in a part-time capacity, demonstrating exceptional dedication, flexibility, institutional knowledge, and commitment to the District’s success.

With Linda’s retirement, the Board has the opportunity to formally recognize her years of service and the lasting contributions she has made to the Des Moines Pool Metropolitan Park District, Mount Rainier Pool, staff, and the community served by the District. Staff recommends approval of a proclamation honoring Linda Ray for her service and extending appreciation and best wishes upon her retirement.

**Fiscal Impact:** There is no direct fiscal impact associated with adopting this proclamation. Any promotional activities will be incorporated into existing staff time and current outreach and marketing efforts.

**Proposed Motion**

I move to approve the proclamation recognizing Linda Ray for her years of service to the Des Moines Pool Metropolitan Park District and Mount Rainier Pool, and to express the Board’s appreciation and best wishes upon her retirement.

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

**Three Touch Rule:**

\_\_\_\_\_ **Committee Review**  
May 26, 2026    **First Board Meeting (Informational)**  
\_\_\_\_\_ **Second Board Meeting (Action)**  
N/A

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

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

**Notes:**

- Attachments:

- Proclamation 2026-04, "Recognizing Linda Ray Upon Her Retirement"

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

**PROCLAMATION RECOGNIZING LINDA RAY UPON HER RETIREMENT  
PROCLAMATION 2026-04**

**WHEREAS**, Linda Ray has faithfully served the Des Moines Pool Metropolitan Park District since 2016, providing dedicated administrative leadership and support during an important period of growth and development for the District and Mount Rainier Pool; and

**WHEREAS**, Linda played a central role in building the District's administrative services from the ground up, including helping establish essential finance, payroll, and employee benefit processes that continue to support the District's operations; and

**WHEREAS**, Linda contributed significantly to the review and rewriting of District policies and procedures, helping strengthen the organization's governance, consistency, accountability, and day-to-day operations; and

**WHEREAS**, Linda helped establish daily administrative services for both the District and Mount Rainier Pool, including supporting the development of the District's first employee handbook; and

**WHEREAS**, Linda's work extended far beyond formal job duties, as she supported staff development, assisted with countless operational needs, and consistently stepped forward to do whatever needed to be done; and

**WHEREAS**, Linda's contributions have helped create a stronger administrative foundation for the District and have left a lasting impact on Mount Rainier Pool, its staff, and the public it serves;

**NOW, THEREFORE, BE IT PROCLAIMED** that the Board of Commissioners of the Des Moines Pool Metropolitan Park District hereby recognizes and honors Linda Ray for her years of service, dedication, and many contributions to the District and Mount Rainier Pool.

**BE IT FURTHER PROCLAIMED** that the Board expresses its sincere appreciation and gratitude to Linda for her outstanding service and extends its best wishes to her upon her retirement.

**Adoption:** ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 26th of May 2026, the following Commissioners being present and voting.

---

President Young

---

Clerk of the Board Campbell

---

Commissioner Dusenbury

---

Commissioner Fortine

---

Commissioner Stender

---

District Clerk

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: May 26, 2026

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

- April Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports (April 26-May 21, 2026)

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

- April 28, 2026, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$19,880.34** were approved for payment.

- \$5,329.97 was processed on April 8, 2026
- \$10,044.00 was processed on April 15, 2026
- \$462.49 was processed on April 15, 2026
- \$4,044.58 was processed on April 29, 2026

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$78,800.74** were processed for payment.

- \$1,744.85 was approved for Dept of Revenue (DOR) B&O tax payment on April 11, 2026
- \$34,421.67 was approved for payroll on April 15, 2026
- \$38,634.22 was approved for payroll on April 30, 2026

A total of **\$94,681.08** was processed in **April 2026** under the oversight of the **Clerk of the Board**.

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

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in **April 2026** totaling **\$94,681.08**.

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

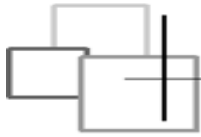
**Two Touch Rule:** \_\_\_\_\_ N/A First Board Meeting (Informational)  
\_\_\_\_\_ N/A Second Board Meeting (Action)

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

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

### Notes:

- Attachments: Various



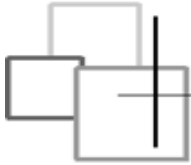
# April 2026 Expenditure

Starting Account Number: 001-000-000-508-91-00-00 Ending Unreserved

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
<b>Administration</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$561.12	\$2,488.24	\$25,000.00	9.95%	\$22,511.76
001-000-000-576-20-10-01	District Manager - Wace	\$8,452.41	\$33,620.82	\$115,000.00	29.24%	\$81,379.18
001-000-000-576-20-21-31	Scholarship Doc Download	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-576-20-22-30	Personal Benefits (DRS) & Taxes (Admin &	\$0.00	\$12,303.10	\$45,000.00	27.34%	\$32,696.90
001-000-000-576-20-22-40	Fringe Benefits (Car. Mileage)	\$149.15	\$531.65	\$2,000.00	26.58%	\$1,468.35
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$37.46	\$0.00		(\$37.46)
001-000-000-576-20-35-01	Computer Equipment & supplies (Non-	\$0.00	\$143.26	\$4,000.00	3.58%	\$3,856.74
001-000-000-576-20-40-10	King County Youth & Amateur Sports Grant	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$2,090.90	\$0.00		(\$2,090.90)
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$206.25	\$1,203.01	\$10,000.00	12.03%	\$8,796.99
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$180.00	\$5,922.00	\$12,000.00	49.35%	\$6,078.00
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$1,543.90	\$4,000.00	38.60%	\$2,456.10
001-000-000-576-20-41-07	District Advertising	\$620.00	\$4,241.67	\$15,000.00	28.28%	\$10,758.33
001-000-000-576-20-41-09	Janitorial Services-District Office	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-20-41-11	State Audit	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$200.00	0.00%	\$200.00
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-576-20-41-15	Website Maintenance	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
001-000-000-576-20-41-16	IT Services Workstations (Router/CMIT)	\$2,164.57	\$8,658.28	\$28,000.00	30.92%	\$19,341.72
001-000-000-576-20-41-20	Social Media Advertising	\$0.00	\$169.70	\$2,000.00	8.49%	\$1,830.30
001-000-000-576-20-41-40	Ad Design	\$0.00	\$0.00	\$450.00	0.00%	\$450.00
001-000-000-576-20-42-00	Warrant Courier Service	\$0.00	\$145.10	\$750.00	19.35%	\$604.90
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$0.00	\$2,205.92	\$0.00		(\$2,205.92)
001-000-000-576-20-42-03	Work Email Accounts (Goole Suite)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$411.00	\$960.00	42.81%	\$549.00
001-000-000-576-20-42-10	Desktop Licenses & MS	\$0.00	\$1,022.89	\$4,100.00	24.95%	\$3,077.11
001-000-000-576-20-43-07	Management Staff Training	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$2,870.00	\$6,500.00	44.15%	\$3,630.00
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$1,200.00	\$4,500.00	26.67%	\$3,300.00
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
001-000-000-576-20-45-05	Meeting Rentl (HSD)	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-576-20-46-00	Insurance (AWC-RMSA)	\$0.00	\$48,469.00	\$49,000.00	98.92%	\$531.00
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$26.75	\$59.25	\$2,000.00	2.96%	\$1,940.75
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$886.52	\$1,250.00	70.92%	\$363.48
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$49.22	\$586.37	\$0.00		(\$586.37)

001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$1,592.11	\$5,000.00	31.84%	\$3,407.89
001-000-000-576-20-51-00	Election Costs	\$0.00	\$21,585.91	\$55,000.00	39.25%	\$33,414.09
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$271.41	\$500.00	54.28%	\$228.59
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$3,664.02	\$5,773.68	\$11,000.00	52.49%	\$5,226.32
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$360.00	\$5,890.61	\$3,750.00	157.08%	(\$2,140.61)
001-000-000-576-20-51-50	Backaround checks	\$256.13	\$1,152.00	\$1,000.00	115.20%	(\$152.00)
<b>Pool Facility</b>						
001-000-000-576-21-10-01	Aquatics Mar -Wage	\$0.00	\$20,964.12	\$106,537.27	19.68%	\$85,573.15
001-000-000-576-21-21-19	Pavroll taxes (Admin & Ops)	\$17,740.29	\$63,312.17	\$242,050.00	26.16%	\$178,737.83
001-000-000-576-21-22-30	Personal Benefits (AWC) & Taxes (Admin &	\$0.00	\$11,647.67	\$72,000.00	16.18%	\$60,352.33
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,221.18	\$20,774.54	\$157,590.00	13.18%	\$136,815.46
001-000-000-576-21-25-04	Asst Aquatics Coordinator	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-25-05	Incentive Pav	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-30-02	Instructors	\$226.45	\$3,448.14	\$0.00		(\$3,448.14)
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-30-04	Lifeguards (PPT. TPT. Instructors)	\$31,882.16	\$113,510.87	\$371,000.00	30.60%	\$257,489.13
001-000-000-576-21-30-05	Water Exercise Instructor	\$1,165.56	\$3,557.65	\$10,300.00	34.54%	\$6,742.35
001-000-000-576-21-30-06	Front Desk Administrator	\$2,492.35	\$15,676.50	\$66,950.00	23.42%	\$51,273.50
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$161.52	\$1,000.00	16.15%	\$838.48
001-000-000-576-21-31-01	Custodial (Quarterly Deep Clean)	\$0.00	\$5,323.85	\$5,000.00	106.48%	(\$323.85)
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$423.73	\$1,117.23	\$3,250.00	34.38%	\$2,132.77
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$10,500.00	0.00%	\$10,500.00
001-000-000-576-21-32-02	Head Lifeguards	\$2,384.38	\$8,794.27	\$64,000.00	13.74%	\$55,205.73
001-000-000-576-21-33-00	Sick Pav	\$2,381.95	\$4,978.75	\$4,800.00	103.72%	(\$178.75)
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$269.34	\$500.00	53.87%	\$230.66
001-000-000-576-21-33-05	Familv Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-576-21-35-02	Janitorial Supplies and Services	\$496.42	\$4,298.94	\$9,500.00	45.25%	\$5,201.06
001-000-000-576-21-35-03	Office Supplies	\$0.00	\$429.48	\$2,000.00	21.47%	\$1,570.52
001-000-000-576-21-35-04	Office Equipment	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$917.05	\$5,000.00	18.34%	\$4,082.95
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
001-000-000-576-21-40-00	Employee Reconition	\$0.00	\$325.00	\$2,500.00	13.00%	\$2,175.00
001-000-000-576-21-40-20	Scholarships	\$0.00	\$1,700.10	\$10,000.00	17.00%	\$8,299.90
001-000-000-576-21-41-14	Remote Meeting Software (Zoom)	\$0.00	\$0.00	\$300.00	0.00%	\$300.00
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,500.00	0.00%	\$4,500.00
001-000-000-576-21-41-21	Artificial Intelliaence	\$0.00	\$41.65	\$1,500.00	2.78%	\$1,458.35
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$622.66	\$2,490.64	\$6,500.00	38.32%	\$4,009.36
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$1,452.69	\$0.00		(\$1,452.69)
001-000-000-576-21-42-03	Recreation Mamt Software (CivicRec)	\$0.00	\$0.00	\$5,750.00	0.00%	\$5,750.00
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$45.00	\$2,500.00	1.80%	\$2,455.00
001-000-000-576-21-42-05	Pavroll/Merchant Fees	\$861.38	\$11,639.65	\$14,500.00	80.27%	\$2,860.35
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$6,000.00	0.00%	\$6,000.00
001-000-000-576-21-42-07	Postage & Mailing	\$0.00	\$308.10	\$500.00	61.62%	\$191.90
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$243.23	\$681.40	\$1,250.00	54.51%	\$568.60
001-000-000-576-21-42-09	Timekeeping	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-576-21-42-14	Elevate Phone Svstem	\$222.47	\$912.30	\$3,000.00	30.41%	\$2,087.70
001-000-000-576-21-42-20	Telephone/Internet Services (Comcast)	\$0.00	\$0.00	\$5,500.00	0.00%	\$5,500.00
001-000-000-576-21-42-30	Work Email Accounts (Gooble Suite)	\$0.00	\$223.70	\$750.00	29.83%	\$526.30
001-000-000-576-21-43-01	Travel Expenses (Lodging. Per Diem)	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$225.00	\$0.00		(\$225.00)

001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$684.00	\$2,500.00	27.36%	\$1,816.00
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$99.80	\$2,000.00	4.99%	\$1,900.20
001-000-000-576-21-43-05	Swim Lesson Licensina (Amer Red Cross)	\$0.00	\$1,000.00	\$4,000.00	25.00%	\$3,000.00
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$38.62	\$2,000.00	1.93%	\$1,961.38
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$1,233.75	\$2,500.00	49.35%	\$1,266.25
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$7.00	\$2,000.00	0.35%	\$1,993.00
001-000-000-576-21-47-00	Electricity/Gas (PSE)	\$0.00	\$51,501.41	\$170,000.00	30.29%	\$118,498.59
001-000-000-576-21-47-02	Water (Highline)	\$905.23	\$3,461.38	\$9,000.00	38.46%	\$5,538.62
001-000-000-576-21-47-03	Garbage/Recyclina (Recoloav)	\$0.00	\$1,752.41	\$7,500.00	23.37%	\$5,747.59
001-000-000-576-21-47-04	Sewer (Midwav)	\$0.00	\$1,867.81	\$5,500.00	33.96%	\$3,632.19
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,202.61	\$61,528.54	\$150,000.00	41.02%	\$88,471.46
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-576-21-48-04	Towina (iPete's Towina)	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$5,394.70	\$10,789.40	\$31,000.00	34.80%	\$20,210.60
001-000-000-576-21-48-11	Water Quality Maint Contract (Aquatic)	\$0.00	\$1,558.00	\$7,200.00	21.64%	\$5,642.00
001-000-000-576-21-49-01	Lifeauard Supplies & Equip	\$0.00	\$1,726.94	\$5,250.00	32.89%	\$3,523.06
001-000-000-576-21-49-10	Printing/Copying (Canon)	\$0.00	\$0.00	\$2,600.00	0.00%	\$2,600.00
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM)	\$368.92	\$1,875.07	\$5,000.00	37.50%	\$3,124.93
<b>Total Pool Facility</b>		<b>\$76,235.67</b>	<b>\$438,351.45</b>	<b>\$1,618,077.27</b>	<b>27.09%</b>	<b>\$1,179,725.82</b>
<b>Total Administration</b>		<b>\$92,925.29</b>	<b>\$605,427.21</b>	<b>\$2,074,037.27</b>	<b>29.19%</b>	<b>\$1,468,610.06</b>
					<b>Target</b>	<b>33%</b>
<b>Capital Expenditures</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$3,500.00	\$5,000.00	70.00%	\$1,500.00
001-000-000-594-76-41-02	Capital - Advertising/Public Notice	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$1,650.75	\$50,000.00	3.30%	\$48,349.25
001-000-000-594-76-41-04	YASG (Strainer Basket, Pipina & Boiler)	\$0.00	\$0.00	\$213,116.72	0.00%	\$213,116.72
001-000-000-594-76-41-05	BS4K Air Handling Unit	\$0.00	\$0.00	\$1,438,100.00	0.00%	\$1,438,100.00
001-000-000-594-76-41-07	Shower Pipina Repairs	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-594-76-42-07	Gate Installation	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-594-76-42-08	Filter Media	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-594-76-42-09	Electric Repairs	\$0.00	\$0.00	\$142,500.00	0.00%	\$142,500.00
001-000-000-594-76-42-11	Facilitv Staff Projects	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
<b>Total Capital Expenditures</b>		<b>\$0.00</b>	<b>\$5,150.75</b>	<b>\$1,853,216.72</b>	<b>0.28%</b>	<b>\$1,848,065.97</b>
					<b>Target</b>	<b>33%</b>
<b>Transfers</b>						
001-000-000-597-76-00-00	Transfer out	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Transfers</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Total General Fund</b>		<b>\$92,925.29</b>	<b>\$610,577.96</b>	<b>\$3,927,253.99</b>	<b>15.55%</b>	<b>\$3,316,676.03</b>
<b>Grand Totals</b>		<b>\$92,925.29</b>	<b>\$610,577.96</b>	<b>\$3,927,253.99</b>	<b>15.55%</b>	<b>\$3,316,676.03</b>
					<b>Target</b>	<b>33%</b>



# April 2026 Revenue

Starting Account Number: 001-000-000-308-80-10-00 District Policy- 3mo M&O Exp

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
<b>Taxes</b>						
001-000-000-311-11-00-00	Property Taxes	\$932,320.17	\$1,038,653.52	\$2,382,412.27	43.60%	\$1,343,758.75
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.03	\$0.00	0.00%	(\$0.03)
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,269.90	\$0.00	N/A	(\$2,269.90)
<b>Total Taxes</b>		<b>\$932,320.17</b>	<b>\$1,040,923.45</b>	<b>\$2,382,412.27</b>	<b>43.69%</b>	<b>\$1,341,488.82</b>
<b>Charges for Goods and Services</b>						
001-000-000-347-60-00-00	Normandy Park - Pool Use Fee	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
<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>\$25,000.00</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest	\$9,533.96	\$40,162.54	\$58,000.00	69.25%	\$17,837.46
001-000-000-367-00-00-01	Contributions/Donations	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
001-000-000-368-81-00-02	Miscellaneous Income	\$0.00	\$16,316.76	\$1,802,216.72	0.91%	\$1,785,899.96
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$19,045.84	\$26,809.05	\$50,000.00	53.62%	\$23,190.95
001-000-000-369-81-00-04	MRP Credit Card Deposits	\$8,100.40	\$56,452.97	\$167,000.00	33.80%	\$110,547.03
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$1,000.00	\$8,000.00	12.50%	\$7,000.00
<b>Total Miscellaneous Revenues</b>		<b>\$36,680.20</b>	<b>\$140,741.32</b>	<b>\$2,085,216.72</b>	<b>6.75%</b>	<b>\$1,944,475.40</b>
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
<b>Total General Fund</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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	\$993,463.73	0.00%	\$993,463.73
<b>Total Capital Projects/Reserve</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$993,463.73</b>	<b>0.00%</b>	<b>\$993,463.73</b>
<b>Grand Totals</b>		<b>\$969,000.37</b>	<b>\$1,181,664.77</b>	<b>\$4,467,628.99</b>	<b>26.45%</b>	<b>\$3,285,964.22</b>
					<b>Target</b>	<b>33%</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, May 22, 2026

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Bi-Monthly Reports to Board Between April 25-May 21, 2026

## SENT THURSDAY, APRIL 30:

### BOARD MEETING WRAP-UP

- Signatures: Angela sent out signatures on Wednesday morning. They were for:
  - Proclamation 2026-03 Community Swimming Month
  - Resolution 2026-08 Public Gifting...City Currents
  - Resolution 2026-09 Public Gifting....Bayside Ball
- Minutes: We will send out the minutes for edits by Wednesday.
- Annual Financial Report: I will also send the Annual Financial Report out for edits at the same time. I will send a deadline out with both documents.
- HSD Meeting: I am meeting with the school district capital planning on Tuesday, May 5.
- Commissioner Stender: Shane met with me on Thursday to go over the materials from Tuesday's meeting.
- Next Meeting: Our next meeting is **Tuesday, May 26 at 7pm**. Since we have one commissioner out, I will contact people the second week of May to do a quorum check.

### STAFF TRANSITIONS

We have gotten confirmations on when new staff will start. We are working on onboarding processes, and will invite them to each of the meetings after they are working.

- Olivia Davis (aquatics coordinator) - starts August 24
- Rachel Loy (aquatics coordinator) - starts May 18
- Mason Gibbs (lead head lifeguard) - started April 27
  - Mason will be working afternoons and evenings, Tuesday through Friday, and daytime on Saturdays. This will help him continue to teach and lead swim lessons.

### SPECIALIZED RECREATION

We are meeting with a representative from the Highline School District on May 11 about potentially hosting specialized recreation courses at the pool for the 2026-2027 school year.

### WEBSITE OUTAGE

We had a website bandwidth issue on Sunday and Monday. I am meeting with the website storage provider next week to discuss increased bandwidth and better response/contact information for these situations.

### VFD CONTROLS ISSUE

We are working with the VFD control and mechanical consultants to setup a meeting. It appears that we may just have to repair a sensor, but it is too early to know if that is the exact repair.

### LIGHTING ISSUES

We are meeting next week with Wood Harbringer on replacing the lights on the pool deck. We hope to get these repairs completed soon. It might cause us to be closed for an afternoon. We will be replacing all the egg drop lights to ensure they are on the same life cycle.

### **SAO LEAN PROCESS**

We had our closeout meeting with SAO on our LEAN process on Tuesday, April 28. We reported better improvement in our processing and less mistakes since making changes. Staff also appreciated the breathing time with the new process and better communication. We discussed after the meeting with SAO at maybe looking at our Registration/POS system this fall.

They are looking at running a feature in their newsletter about our project. We will share it when it runs.

### **AWC-RMSA RENEWAL SURVEY**

I completed our annual insurance survey that went over claim history, cybersecurity, assets, and policies. A copy of the report is on file.

### **MAY EVENTS EMAIL**

We sent out our upcoming events email for May. <https://createsend.com/t/d-E16E7671A93AA7532540EF23F30FEDED>

**UPCOMING EVENTS**

<b>SAT 2</b>	11:30AM 2:30PM	<b>\$1 First Saturday Swim</b> <i>Lap &amp; Family Swim - 11:30AM-1PM</i> <i>Open Swim - 1-2:30PM</i>
<b>TUE 19</b>	STARTS 4:30PM	<b>Current Student Swim Lesson Registration</b> <i>All current students of weekday &amp; weekend swim lessons.</i>
<b>THU 21</b>	RESIDENTS 5PM ALL OTHERS 6:30PM	<b>New Student Swim Lesson Registration</b> <i>Visit <a href="http://mtrainierpool.com">mtrainierpool.com</a> Swim Lessons Page for more info.</i>
<b>SAT 23</b>	OPEN REGULAR HOURS	<b>Wibit Oben Swim</b> <b>Open Swim, 1-3pm (SPECIAL TIME)</b> <i>BIRTHDAY PARTY RENTAL TIME</i> <i>OPEN AFTERWARDS TOO</i>
<b>MON 25</b>	11:45AM 2:30PM	<b>No School Swim Day</b> <i>Special No School Swim, 11:45AM- 2:30PM, \$4.25/student</i> <i>OPEN REGULAR HOURS</i>

## **WIBIT SWIM**

We will host our quarterly Wibit Swim on May 23 from 1-3pm. We will also be opening a rental afterwards for any group that might be interested.

## **APRIL POOL'S DAY**

We had 62 people pre-register for the April Pool's Day event. We had about 45 people attend the event. We have discussed moving the event to May in the future to be closer to summer. I think it is hard for people to link summer skills to the event. We will work to make this change and others.

## **OUTREACH**

- PTSA SWIM: Our final PTSA swim of the 2025-2026 school year will be May 16 with Des Moines Elementary.
- HOLY TRINITY OUTREACH: On May 14th a group of guards will go to Holy Trinity to do a water safety presentation for a group of students aged kindergarten to second grade.

## **PHOTO CONTEST**

We are working on developing a photo/video contest for staff at the pool to get some newer photos. We will share more when we have details put together.

## **TIKTOK**

Emmitt is going to explore adding TikTok for promotions.

## **RENTALS**

- Alaska Airlines rentals on May 1st and 5th,
- WS Water Polo on April 30th and May 14th.

## **INCIDENT AT DISTRICT OFFICE**

We had a safety incident at the district office. It was just before the board meeting on Tuesday. I was upstairs using the restroom when someone came in and tried the door to our office and then came upstairs and tried to get into the bathroom I was using. I called out to the person, but they still tried to open the door. When I came downstairs someone had left the closet and front door open. I spoke with the landlord and we are going to keep the front door locked during business hours, so if you need into the office just knock on the glass or call me at the district office (206) 429-3852.

## **DONATION**

I completed a 3-month family membership pass for Rotary's Top Golf. The event is May 3<sup>rd</sup> and there are still openings. We hadn't donated any passes for a while, and I thought it would be good to promote.

## **RESEARCH**

- Stacking for Success: A New for Community Recreation in Land-Constrained Communities (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/may-2026/page-10>
- Water Safety as Public Health Strategy (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/may-2026/page-15>
- Harassment of Public Employees and Officials: What can local governments do? (MRSC) <https://mrsc.org/stay-informed/mrsc-insight/april-2026/harassment-employees-officials>
- Fraud alert: how scammers are now impersonating city governments (APA) <https://www.planning.org/planning/2026/jan/fraud-alert-how-scammers-are-now-impersonating-city-governments/>

## **SENT WEDNESDAY, MAY 13:**

### **NEXT BOARD MEETING**

Just a reminder that our next board meeting is Tuesday, May 26. Just a reminder that we are already down one board member with Commissioner Dusenbury being out. If you are going to be out too, please contact me, so I can do a quorum check with the remaining board members.

Also, the same goes for the June 23 meeting. Commissioner Campbell will be unavailable.

### **EDITS**

We sent out edits for the April 26 minutes and annual financial report. Please have all edits back by Wednesday, May 20.

### **SWIM LESSON REGISTRATION**

Swim lesson registration is next week. We have a lot more swim lessons and are working to get as many people registered as possible. Emmitt is using the process to also include more upper level swim lessons and private lessons with classes that do not meet minimum capacity.

<https://createsend.com/t/d-ECBD063CE1A25FF82540EF23F30FEDED>

On Thursday, May 14, we will send a follow up email out with exact swim lesson times. Below are the exact times of classes that will be sent out tomorrow.

<https://mtrainierpool.com/wp-content/uploads/Late-Spring-2026-Lessons-For-Website38.pdf>

### **SCHOLARSHIP DEADLINE**

Tuesday, May 12 was our deadline for scholarships. Currently, we have 48 new scholarship applicants and 11 returning applicants for a total of 59. We should know more on how much we have left in the scholarship fund after the registration for Late Spring Swim Lessons, but we estimate over \$5,000 of the budgeted \$10,000. This is in comparison to \$357 in 2025.

<https://createsend.com/t/d-075A86E2ED07D8DB2540EF23F30FEDED>

### **GRANT INFORMATION**

I met with HSD Capital Planning on Thursday, April 30 and Tuesday, May 5. I also met with KC Parks and Best Starts for Kids about the grants. HSD is introducing the grants at their June 18 school board meeting and will discuss action at the next meeting. They also mentioned that we will not have to pay upfront for repairs since we have adequate funds. We will discuss this more at the board meeting on May 26.

### **HOLY TRINITY WATER SAFETY PRESENTATION**

Emmitt and a couple of lifeguards will be making a presentation about water safety at Holy Trinity on Thursday, May 14. We will try to share some information in an upcoming report.

### **LEASE UPDATE**

I met with the school district on Wednesday, May 13. I asked about the lease, and I will share this at the May 26 meeting.

They also stated they do not have the money to pay for their lane rental times and are looking at what they can afford. They will get back to me.

They are also going to start inspection of our facility this summer. We will discuss this more at the board meeting on May 26.

The school district is also breaking out the lease and adding separate partnership agreements for other school groups utilizing the pool.

### **HSD SPECIAL EDUCATION MEETING**

We met with HSD Special Education about potentially providing a P.E. class on Mondays around lunch for the 2026-2027 school year. We may need to subsidize this, so I will put it on the May 26 agenda. We met with them on Monday, May 11, and I had them send the formal request below.

Thank you again for taking the time to meet with us yesterday and for showing us around Mount Rainier Pool. We really appreciated the opportunity to talk through possibilities for next school year and learn more about your programs and accessibility supports.

We would love to set up a consistent weekly time to bring our students beginning in September. We are still working out whether Mondays or Tuesdays would work best with our schedule, but our hope is to attend weekly with a different group of students each visit. Each group would likely include around 15–20 students plus staff.

We are a community transition program through Highline School District, supporting students with disabilities as they work toward their goals for adult life, including recreation and leisure participation in the community. Many of our students do not have many opportunities to have fun in community spaces or build connections in the community, so experiences like this are incredibly meaningful to them. We are really hoping to create more opportunities like this for our students.

Our students have complex support needs, and we would make sure to bring enough staff to support student participation and safety. The main area where we would need assistance would be with the pool lifts.

We also really appreciate you bringing the idea of a discount to the board for consideration. As a Title I school program serving students with significant support needs, cost can be a major barrier for our students and families, so any discount or partnership support would make a huge difference in helping us make this opportunity accessible.

Thank you again for your time and willingness to work with us. We are excited about the possibility of partnering together next year.

### **PTSA SWIM**

Our final PTSA Swim of the school year is Saturday, May 16 after Open Swim. The event will be Des Moines Elementary's second event of the school year.

### **LIFEGUARD PREP COURSE**

The lifeguard prep course starting on May 19 appears to be growing and may be our largest yet. We will let you know how many people we have after the start of classes.

### **PORTABLE**

At the school district meeting we also discussed the portable. They would want an amendment to the lease that would include insurance information, removal from premises at the end of our tenure, and permitting. We were shooting for 2027, as we will need the power to be updated before installation.

Currently, we do not have enough power to turn the air dryers on without turning off the television in that area.

### **SURGE PIT REPAIRS**

I met with the Engineer of Record and he is putting together a packet for electronic bids for the project that we will present to the board on May 26. The school district has requested a copy of the work for the surge pit repairs before moving forward.

### **VFD PUMP CONTROLL REPAIRS**

We are having problems with the Variable Flow Drive (VFD) pump controls when we start the system back from backwashing the filters. Staff backwash to clean the filters, which requires them to change the direction of the flow of water. We usually do this on a Friday afternoon, when there is no eminent programming. The VFD tech showed Emmitt a way to ramp up the pump at a slower rate. This has helped reduce the problem, but we are still working to schedule a meeting with Sunbelt Controls to fully solve the problem. This has taken longer than we would like, but we will keep working on it.

### **LIGHTING REPLACEMENT**

We met on Monday, May 11 to discuss replacement of the lights on the pool deck. We have about 5-6 lights that are out. We are getting a couple of estimates on replacing the bulbs vs. LEDs. Before making any changes, we want to make sure we have enough foot candles to meet DOH requirements. Our preliminary plan is a day or two in late June between swim lessons. UPDATE: It appears all options will be above the foot candles. We are awaiting estimates.

### **CHLORINATOR DOH COMPLIANCE**

We had the chlorinator changes from a couple of years ago checked by DOH. We met compliance and just are working on providing updated data sheets to finalize our compliance. We are awaiting this from the engineer that led us through the inspection.

### **WEBSITE BANDWIDTH ISSUES**

The website went down a couple of weeks ago due to bandwidth issues. I met with a representative from our website host company. Our traffic has gone up substantially since last year. This time of 2025, we were averaging 4.7-7k visits and this has increased to 10-12k visits. There was no hacking or bot activity detected, so we know that it is people viewing our site and downloading PDFs. I had them double the bandwidth, so this should protect us for the next three years. The cost was minimal.

### **STAFF ONBOARDING**

We are working to update our technology for new staff including backing up past staff's data, transitioning licenses, and technology to new staff, setting up new phone systems and apps on phones, and other cybersecurity updates. We will have an updated training for all staff when staff are onboard.

### **OTHER HARDWARE/CYBERSECURITY**

We are using this instance to further bolster our cybersecurity and hardware upgrades to devices. This will be completed in early June.

### **PHONE SYSTEM UPDATE**

Once we get all of the software and hardware items updated, we will be updating the phone system for the new staff. I have temporarily updated the old numbers to new staff, but this is only temporary. We hope to have the phone system updated including programming the desk phones by sometime in June.

## **GAS/ELECTRIC PRICE INCREASES**

PSE sent us an updated bill that included an additional \$18k in rates for gas and electric for the first three months. They stated they had forgotten to increase the rates for 2026. This will project us to be around \$175k to \$190k in these utilities for 2026.

## **SPLASHFORWARD**

I am meeting with SplashForward from Bellevue to get a better understanding of aquatics-based support groups that may be involved in future bonds and levies. We are meeting on Tuesday, May 26.

## **PERFORMANCE METRICS**

Holly, Emmitt and I are meeting on Wednesday, May 21 to continue to work on the performance metrics.

## **EMPLOYMENT APPLICATION COMPLIANCE**

As of July 1, 2026, we will need to remove the section for Criminal Convictions. New state law requires questions about this to be moved until after the decision to be hired. We will still make decisions on this, but after a conditional job offer has been made. See message from Dataquest on this below.

## **\*\*IMPORTANT MESSAGE REGARDING CHANGES TO THE WASHINGTON FAIR CHANCE ACT\*\***

Dear Valued Client,

We want to inform you of important updates to the Washington Fair Chance Act that may impact your hiring and background check processes in Washington State. The updated law is scheduled to take effect July 1, 2026, for employers with 15 or more employees; and January 1, 2027, for employers with fewer than 15 employees.

### **What Employers Should Know**

Under the revised law:

- The law prohibits a criminal background check until after a conditional offer.
- Requires a legitimate business reason for rescinding an offer based on criminal history.
- Requires certain pre- and post-adverse action notices and timing.
- Criminal history may only be considered if it is job-related and consistent with business necessity.
- Employers must conduct and document an individualized assessment before taking adverse action based on criminal records.

As a courtesy to our clients, DataQuest has provided sample documents to help with the process. You can find these helpful resources in the **Document Library** once you are logged into your DataQuest account. We recommend reviewing your hiring policies and consulting with employment counsel to ensure your processes are compliant before July 1, 2026.

### **Reminder for Seattle employers (and/or if you have candidates/employees located in Seattle):**

If your business operates within the City of Seattle, please remember that Seattle's Fair Chance Employment Ordinance is already in effect and may include additional or more specific requirements. Employers in Seattle should ensure they remain compliant with both the Washington Fair Chance Act and the City of Seattle regulations.

You are receiving this notice because you are listed as the primary point of contact for your organization. If others within your organization should receive this information, please feel free to forward this notice to the appropriate parties.

Thank you for your continued partnership.

Kind Regards,

DataQuest Compliance

### **SOFTWARE RESEARCH**

Emmitt met a couple of vendors at the WRPA Conference that he has met with on potential change in systems. We are meeting with another agency in the next couple of weeks.

### **CIVICREC FACILITY SCHEDULE WEBINAR**

Emmitt and I attended a facility scheduling training with CivicRec. They made some changes to the software including adding some modules. We are still hoping they will integrate their facility schedule modules to be able to embed this information into the website. This would help us better communicate schedule changes to users and the community, but their software does not support this at this time.

### **CITY CURRENTS**

The City Currents has been mailed, but it has not been posted online. We had an issue with the schedule that we will post a retraction once the online information is posted. The schedule states that lap swimming is from 6-10am on weekdays, when it is actually 6am-1:15pm.

### **IN-SERVICE**

Our monthly in-service will also be on Saturday, May 16. One of our new aquatics coordinators, Rachel, will be attending the In-Service.

### **MEMORIAL DAY**

The pool will be open regular hour on Memorial Day (Monday, May 25) including water exercise. Just a reminder that all full-time staff will be off for the Federal/State Holiday.

### **UPDATED REGISTRATION PERCENTAGES**

I put our registrations in CivicRec through the system and here are where our patrons with listed addresses come from this year. This does not include most drop-ins.

<b>Community</b>	<b>Unique People</b>	<b>Percent</b>
Des Moines	1,885	57%
Kent	360	11%
Normandy Park	318	10%
Seattle	209	6%
Burien	183	6%
Federal Way	96	3%
Auburn	68	2%
SeaTac	51	2%
Renton	27	1%

### **WIBIT SWIM**

We are going to have our quarterly Wibit Swim on Saturday, May 23 from 1-3pm. We extended the open swim 30 minutes to give people a little more time on the obstacle course.

<https://www.facebook.com/share/1B9RNuzx1Q/>

### FEATURED RESEARCH #1

A resident that attends meetings sent me the following information. Woodinville city council to vote on proposed aquatic facility project.

- Woodinville City Council Votes on Proposed Aquatic Facility Project (Biz Journals) <https://www.bizjournals.com/seattle/news/2026/05/04/woodinville-aquatic-center-project-mou-vote.html>
- Northshore Aquatic Study (NRPSAWA) <https://nprsawa.org/youth-center-study>

### FEATURED RESEARCH #2

The state has made changes to levy lid lifts. See below for more information.

<https://mrsc.org/stay-informed/mrsc-insight/april-2026/levy-lid-lift-changes>

### VALLEY POOLS TOGETHER FACEBOOK IMAGE

Communities should have 5 public pools per 100,000 residents.



The national average is 1.84 pools per 100,000 residents.



King County has 1 pool per 100,000 residents.



#timefornewpools

Statistics from the National Recreation and Parks Association and the Trust for Public Lands

### RESEARCH

- Maximizing Lifeguard Training Time with Lean In-Service Strategies (Aquatics International) <https://www.aquaticsintl.com/lifeguards/lifesavers-maximizing-lifeguard-training-time-with-lean-in-service-strategies>

- Olympia unveils new tools to track city's finances (JOLT News) <https://www.thejoltnews.com/stories/olympia-unveils-new-online-tool-to-track-city-finances,29029>
- Beyond open space: developing industrial districts (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/may-2026/page-36>
- Water safety as a public health strategy (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/may-2026/page-15>
- The evolution of the local pool (Recreation Management) <https://recmanagement.com/articles/155818/evolution-local-pool>
- Tualatin Hills Park and Recreation District Bond Page (Website Page) <https://www.tualatinhillsparks.org/m/newsflash/home/detail/21>
- Resident vs. Non-Resident Page (THPRD) <https://www.thprd.org/activities/am-i-in-district>

### SENT THURSDAY, MAY 21:

#### **BOARD MEETING**

Just a reminder that our next board meeting is on Tuesday, May 25. I will send the agenda packet out sometime tomorrow. We should have a longer meeting. Expect about 60-90 minutes. The meeting will include updates on the lease, portables, grants and other items.

#### **REPAIRS/CLOSURE**

We are working with multiple repair agencies to try to get the pool back up and running. We have issues with the WVD and pump that need to be repaired. We will give an update at Tuesday's meeting. Mason and I will be at the pool on Saturday to be there while one of the technicians is at the pool.

#### **LGIT RENEWAL**

Emmitt has put in a bunch of evenings with the technicians during the closure, and he will also be renewing his LGIT (Lifeguard Instructor Training) certification this Saturday at Mountlake Terrace's pool. This allows him to train lifeguard instructors to teach lifeguard certification classes. This is especially important to train new staff for this summer.

#### **SWIM LESSON REGISTRATION**

We had swim lesson registration and new student registration is this evening. We will give an update on Tuesday.

#### **SCHOLARSHIPS**

For the 2026 budgeted year we have given out \$5294 in scholarships compared to \$595 in 2025.

#### **LIFEGUARD PREP COURSE**

The lifeguard prep course has doubled its size to at least 13. We estimate a couple more before the class starts when we reopen.

#### **BAYSIDE BALL INTERVIEWS**

The Des Moines Legacy Foundation is seeking speakers for a video. I was going to suggest Emmitt Servers and one of the board members. We can discuss this more at the meeting.

Hello Kris and Barb, Scott, AJ, and Kyle. Please plan on Konstantine Komarov, Legacy Board member and professional videographer, to interview someone on your team at your place of business. Please pick a place at your location that helps tell the story of your need!

He will visit the Des Moines Field House to interview Recreation staff, the Food Bank to interview Kris or Barb, and the Mt Rainier Pool to interview pool staff about why and how the Paddle Raise Funds will be used this year!

**Recreation:** You can speak for 3 minutes about Pop and Play - Talk about the importance of the Traveling Playground Program that will visit low-income neighborhood parks to engage our children! Give details such as activity dates, staff support needs, number of kids served, and positive outcomes for kids who don't have the funds or transportation to attend Camp Khaos this summer!

**Des Moines Area Food Bank:** You can speak for 3 minutes about the number of clients being served, the importance of Picnic in the Park, and the number of children in need attending the summer nutrition program serving lunch and snacks to our children in need, Monday-Friday during the summer break, when many children don't get adequate nutrition!

**Mt Rainier Pool, DMPMPD:** You can speak for 3 minutes about the importance of free summer swimming for low-income children, swimming lesson scholarships, and free Lifeguard training for low-income teens, the number of children served, and the importance of saving lives by teaching children to swim!

These videos will be used for the Paddle Raise. Your video representative should attend the Bayside Diamond Ball to talk to attendees about your program needs before the Live Auction. and stand to be recognized for the Paddle Raise.

Please contact Konstantine no later than close of business tomorrow, Thursday, May 21, to confirm your availability for Friday's filming!

Thank you!

## **ONBOARDING NEW STAFF**

We are setting up new staff with emails and phone numbers. We should have an updated contact sheet for you by next week.

## **CONSOLIDATION**

Angela and I sat down and worked on our first post consultant consolidation and reports. The report will be part of the consent agenda.

## **MEMORIAL DAY**

Just a reminder that all full-time staff are off for Monday.

## **RESEARCH**

- Designing for everyone: how modern aquatic facilities balance community access with high performance (Aquatics International) <https://www.aquaticsintl.com/products/designing-for-everyone-how-modern-aquatics-facilities-balance-community-access-and-high-performance>
- Burke discharged from pool district position (MyClallamCounty) <https://www.myclallamcounty.com/2026/05/18/burke-discharged-from-pool-director-position/>

- Building communities one pool at a time (Aquatics International) <https://www.aquaticsintl.com/facilities/building-communities-one-pool-at-a-time-insights-from-a-parks-and-rec-leader>



# Des Moines Pool Metropolitan Park District

April 28, 2026

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7.00 p.m. Also, present were Commissioners, Campbell, Dusenbury, Fortine, District General Manager Deschenes, Clerk Melum, Interim Aquatic Manager Sevores, resident Achziger, and resident Michael. Commissioner Stender was not present.

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

**ADOPTION/MODIFICATIONS OF AGENDA** District GM Deschenes noted a correction motion for AIS for 07d Engineer of Record (EOR) Estimate Update to address an error in the motion language. Commissioner Dusenbury moved to approve the agenda as presented. Commissioner Fortine 2<sup>nd</sup>. The motion passed 4-0.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS –

District GM Deschenes presented Proclamation 2026-03, recognizing May as Community Swimming Month, promoting local public pools, community swim programs and events, etc. Commissioner Campbell moved to approve proclamation 2026-03 May is Community Swimming Month. Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 4-0.

President Young announced that Holy Trinity had the greatest PTA swim event ever in the history of the pool.

**PUBLIC COMMENT** – Resident Achziger asked if pictures had been captured of the PTA event. President Young replied that he would find out and let him know and mentioned positive feedback and excitement about the displayed school banner.

### 6a. CONSENT AGENDA

The total expenditures, including payroll and vendor payments via warrant and electronic transfer were included in the March 2026 consent agenda for board approval. Commissioner Dusenbury moved to approve the consent agenda including vouchers and electronic transfer requests processed in March 2026 totaling **\$126,574.25**. Commissioner Fortine 2<sup>nd</sup>. The motion passed 4-0.

### Old Business

#### 7a. Staff Changes Update

District GM Deschenes provided an update on staffing changes, including the selection of two aquatic coordinators and the promotion of two employees into new roles.

#### 7b Q2 Aquatic Manager Report

**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 –04/28/2026**

Aquatic Manager Sevores reported on the quarter 1 (January 1 – March 31) operations at the Mount Rainier Pool focusing on pool usage, programming numbers, and general admissions. A copy of the report is available in the April 28 agenda packet.

#### **7c. Seattle Parks Foundation/Retreat Update**

District GM Deschenes gave an update on scheduling a meeting with Seattle Parks Foundation and discussed a delay for the retreat until the District can meet with the Seattle Parks Foundation for further guidance.

#### **7d Engineer of Record (EOR) Estimate Update**

District GM Deschenes gave an update on the ongoing grant-funded capital projects and the direct impact on the District's EOR. The District General Manager proposed utilizing the current EOR for priority projects that can proceed independently, including surge pit repairs and preliminary portable structure design work. The District GM and Board discussed timeline coordination considerations for projects requiring School District approval. Commissioner Dusenbury Moved to approve the District General Manager to Utilize the EOR to oversee surge pit repairs & portable placement oversight not to exceed \$50,000. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

#### **7e Employee Handbook Update**

District GM Deschenes gave an update on the employee handbook following edits from Commissioner Stender. District GM Deschenes gave the option to delay approval for one more month to allow Stender to be present. The board did not find that necessary. A copy of the updates to the employee handbook is available in the April 28 agenda packet. Commissioner Campbell moved to approve the updated changes to the employee handbook. Commissioner Fortine 2<sup>nd</sup>. The motion passed 4-0.

#### **7f. Performance Metrics Update**

District GM Deschenes updated the board on the performance metrics project highlighting focus on operations at this time and a future goal for finance next. Commissioner Campbell shared some details of the project. This update was informational only.

#### **7g. Grant Updates**

District GM Deschenes provided an update on current capital projects and programming efforts. He informed the Board that the Highline School District has assumed oversight of grant approvals and discussed the grant submission process. He also reported meeting with other local schools familiar with the process to obtain additional guidance. The District GM and the Board discussed options, and next steps.

#### **7h. Resolution 2026-08 Public Gifting, Des Moines City Currents**

District GM Deschenes presented the board with Resolution 2026-08, Public Gifting, Donation of half-page advertising space in Des Moines City Currents to the Des Moines Legacy Foundation, previously approved at the March 24 regular board meeting. Commissioner Fortine moved to approve Resolution 2028-08 authorizing the allocation of one-half page of the District's City Current's Communication Space to the Des Moines Legacy Foundation as a public gift of outreach and programmatic benefit. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

#### **7i Resolution 2026-09 Public Gifting of Staff Hours for Bayside Ball to DMLF**

District GM Deschenes presented Resolution 2026-09, Public Gifting of Staff Hours for Bayside Ball to DMLF, previously approved at the March 24 regular board meeting. The District and The Board briefly discussed staff training and preparedness for working this event. Commissioner Dusenbury moved to approve Resolution 2026-09 authorizing District lifeguard staff to provide event support at the Des Moines Legacy Foundation Bayside Ball on

**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 holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District General Manager at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org) if you have questions.

## Des Moines Pool Metropolitan Park District

### Meeting Minutes –04/28/2026

June 6, 2026, as a public gift of service and programming benefit, subject to the conditions outlined in the resolution. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

## NEW BUSINESS

### 8a 2025 Annual Financial Report

District GM Deschenes reported on the 2025 Annual Financial Report highlighting status, changes, and additions to the report. He also gave a timeline for report completion, edits, and submission to SAO. A copy of the report is available in the April 28 agenda packet.

### 8b Website RFQ Process

District GM Deschenes presented the Board with information from the District's website consultant regarding the recent website outage over the weekend. Recommendations were provided to update the website to meet bandwidth requirements, including estimated costs for implementation, maintenance, and hosting. He also presented an option for a complete website redesign and reviewed the potential benefits of an updated site. No action was taken at this time.

### 8c Letter of Endorsement – King County Citizens Elections Oversight Committee

District GM Deschenes notified the board of a letter of endorsement he wrote on behalf of Commissioner Dusenbury for an open position on the King County Elections Oversight Committee. The deadline for the submission was before the next board meeting. A copy of the letter is available in the April 28 agenda packet.

## 9. Good of the Order

Commissioner Dusenbury mentioned that he would not be present at the May 26 regular board meeting.

Resident Achziger mentioned the Bayside Brunch has resumed and will be the 1<sup>st</sup> or 2<sup>nd</sup> Sunday in November. He also mentioned the City of Des Moines is looking for candidates to serve on the salary commission and gave requirements for being on the committee.

## Adjournment

With no further business to discuss. The meeting adjourned at 7:59pm.

## UPCOMING MEETINGS

- To Be Determined, Special Meeting\*\*, N/A, Location: Hybrid (DMPMPD Offices and Online)
- May 26, 2026, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

**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 holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District General Manager at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes –04/28/2026**

Des Moines Pool Metropolitan Park District Board of Commissioners

---

Commissioner Young

---

Commissioner Campbell

---

Commissioner Dusenbury

---

Commissioner Stender

---

Commissioner Fortine

---

District Clerk Melum

**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 holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District General Manager at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org) if you have questions.



# Special District Voucher Approval Document

**Scheduled Payment Date:** 04/08/2026

**Total Amount:** \$5,329.97

**Control Total:** 8

**Payment Method:** WARRANT

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260401153231.csv

**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deschenev</i> <small>2E0381507130480</small>	<u>4/2/2026</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>Signed by:</small> <i>Holly Campbell</i> <small>DB1A624CEB2A4D0</small>	<u>4/2/2026</u>
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

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260401153231.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CINTAS CORP			4264162264	03/27/2026	\$195.01	3.27 CINTAS DELIVERY
COLORADO TIME SYSTEMS			2024254-IN	03/31/2026	\$2,244.19	TIMING SYSTEM REPAIR
DATAQUEST			27126	03/31/2026	\$256.13	NEW HIRE BKGD CHKS
HIGHLINE WATER DISTRICT HWD			20260323HWD	03/23/2026	\$905.23	MAR 2026 WATER UTILITY CURRENT CHGS ONLY
MACDONALD MILLER FACILITY SOLUTIONS LLC			SVC380630	03/26/2026	\$683.52	SC# 260310-0166 SINK REPAIR
NW LANDSCAPE			CD50657895	04/01/2026	\$622.66	APR 2026 LANDSCAPE SVC
PRIMO BRANDS BLUE TRITON BRANDS INC.			06C8750207239	03/28/2026	\$243.23	MAR 2026 WATER DELIVERY
SNURE LAW OFFICE PSC			04012026SLO	04/01/2026	\$180.00	APR 2026 PROF. SVC

Initial  
HG



# Special District Voucher Approval Document

**Scheduled Payment Date:** 04/15/2026

**Total Amount:** \$462.49

**Control Total:** 4

**Payment Method:** WARRANT

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260410151114.csv

**Fund #:** 170950010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Angela Melum</u>	Email Address: <u>angela.melum@desmoinespool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
<p>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).</p>		
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :</b>		
<small>DocuSigned by:</small>  <small>2E0381507130480</small>	<u>4/10/2026</u>	<small>Signed by:</small>  <small>DB1A624CEB2AMD0</small>
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

**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

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____



# Special District Voucher Approval Document

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260410151114.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASTRUP LUKE M			20260415LA189	04/15/2026	\$34.02	PAYROLL PE L. ASTRUP
CORTES NADIA			20260415NC143	04/15/2026	\$93.55	PAYROLL PE N. CORTES
DUSENBURY JOSEPH			RTP20260131JD8	01/31/2026	\$122.04	COMM. SUB RETRO JAN SUBS DUSENBURY
SPENCER OWEN			20260415OS184	04/15/2026	\$212.88	PAYROLL PE O. SPENCER

Initial  
HC



# Special District Voucher Approval Document

**Scheduled Payment Date:** 04/15/2026  
**Total Amount:** \$10,044.00  
**Control Total:** 13  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260410145129.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deschenev</i> <small>2E0381507130480</small>	<u>4/10/2026</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>Signed by:</small> <i>Holly Campbell</i> <small>DB1A624CEB2A4D0</small>	<u>4/11/2026</u>
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

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20260410145129.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA PEST CONTROL			369504	03/27/2026	\$274.90	PEST CNT'L - FLIES
CENTRAL WELDING SUPPLY CO INC.			0002652298	03/31/2026	\$313.28	3/2026 CARBON DIOXIDE
CENTRAL WELDING SUPPLY CO INC.			0002657876	03/31/2026	\$110.45	3/2026 CYLINDER RENTAL
CINTAS CORP			4258884202	02/06/2026	\$106.40	2.6.2026 CINTAS DELIVERY
CINTAS CORP			4264922267	04/03/2026	\$195.01	4.3.2026 CINTAS DELIVERY
CITY OF DES MOINES			919	04/01/2026	\$360.00	3/2026 ADMIN SVC
CMIT SOLUTIONS			15359	03/01/2026	\$2,164.57	3/2026 IT WS SUPPORT
CMIT SOLUTIONS			15443	03/25/2026	\$222.47	3/2026 ELEVATE PHONE SYSTEM
COLIBRI NW LLC			381NP	04/06/2026	\$620.00	SPR 2026 CITY SCEN AD
COPIERS NW			INV3164812	03/31/2026	\$49.22	3/2026 CONTRACT CHG
LINDA RAY			LR20260401	04/01/2026	\$206.25	3/2026 BOOKKEEPING/CONSULTING
MACDONALD MILLER FACILITY SOLUTIONS LLC			PM163468	04/01/2026	\$5,394.70	QRTLTY MAINT. BILLING
PAIGE ROBISON			102875126RFD	03/26/2026	\$26.75	10-VP RFD - MEDICAL ISSUE

Initial



# Special District Voucher Approval Document

**Scheduled Payment Date:** 04/29/2026  
**Total Amount:** \$4,044.58  
**Control Total:** 11  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20260422165427.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

**PAYMENT CERTIFICATION**

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Desdunes</i> <small>2E0381507130480...</small>	<u>4/23/2026</u>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date

<small>Signed by:</small> <i>Holly Campbell</i> <small>DB1A624CEB244D0...</small>	<u>4/24/2026</u>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date
<hr/>	<hr/>
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


District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20260422165427.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY INTERNATIONAL ASSI			293313	12/29/2025	\$583.61	VAC REPAIR
AQUATIC SPECIALTY INTERNATIONAL ASSI			304331	04/15/2026	\$27.75	DPD TITRATING POWDER DELIVERY
AWC VIMLY BENEFIT SOLUTIONS			82322	04/18/2026	\$1,150.88	5/2026 EMP BENEFIT TRUST
CANON FINANCIAL SERVICES INC.			4292831	04/11/2026	\$85.56	4/2026 CONTRACT CHG
CINTAS CORP			4265677645	04/10/2026	\$143.84	4.10 CINTAS DELIVERY
CINTAS CORP			4266429912	04/17/2026	\$219.14	4.17 CINTAS DELIVERY
DEPT OF RETIREMENT SYSTEMS OASI			1721824	04/01/2026	\$25.00	ANNUAL OASI BILLING - 2025 TAX YEAR
GRAINGER DEPT. 886785438			9885975228	04/20/2026	\$315.06	DISP. GLOVES
GRAINGER DEPT. 886785438			9886551275	04/20/2026	\$398.84	DISINFECTANT
NW LANDSCAPE			CD50668136	04/21/2026	\$386.40	SEASONAL FLOWER INSTALLATION
SUNBELT CONTROLS INC			210711	04/15/2026	\$708.50	RT SYSTEM REPAIR - LABOR

*Initial*  
HO

# 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 03/31/2026

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	WA Dept. of Revenue (3.31.2026)							
2	Q1 Excise Tax							
3	Conf# 0-051-644-534							
4	Total Tax	170950010			24210			\$ 3,829.02
5	Total Credits	170950010			24210			(\$ 165.00)
6								
7								
8								
9								
10								
<b>Total</b>								\$ 3,664.02

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

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

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

Reference \_\_\_\_\_


**CONTACT INFORMATION** Typed or Printed

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

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


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

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

Signature  Title Clerk of the Board Date 4/11/2026

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

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 04/15/2026

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 4/15/2026							
2								
3	Direct Deposits	170950010			24219			\$ 25,294.27
4								
5	Tax Liabilities	170950010			24219		DS SD	\$ 8,712.16
6								
7	Payroll Billing	170950010			24219			\$ 415.24
8								
9								
10								
<b>Total</b>								<b>\$ 34,421.67</b>

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

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

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

Reference \_\_\_\_\_


**CONTACT INFORMATION** Typed or Printed

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

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


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

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

Signature  Title Clerk of the Board Date 4/11/2026

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

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 04/30/2026

**PAYMENT INFORMATION**

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 4/30/2026							
2								
3	Direct Deposits	170950010			24219			\$ 29,159.95
4								
5	Tax Liabilities	170950010			24219		SD	\$ 9,028.13
6								
7	Payroll Billing	170950010			24219			\$ 446.14
8								
9								
10								
<b>Total</b>								\$ 38,634.22

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

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

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

Reference \_\_\_\_\_


**CONTACT INFORMATION** Typed or Printed

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

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

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

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

Signature  Title Clerk of the Board Date 4/28/2026

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

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: May 26, 2026

Under: Old Business

Attachment: Yes

Subject: Emergency (Critical) Repairs

### Background/Summary:

The Mount Rainier Pool has three emergency (critical) repairs that need to be completed over the next month. All three are required to be repaired to be open.

First, the pool was forced to close on \_\_\_ due to a VFD/pump failure. It appears that we may need to have repairs to both units. We are meeting with a technician on Saturday, May 23. This should give us a better idea of the length of the closure and repairs needed. An update will be sent out on the closure on Monday, May 25, and a full update will be made to the board at this board meeting. This AIS may change depending on this meeting. Any changes will be made at the start of the meeting.

Second, the AHU had a failed heating actuator. The actuator handles the heated air for the pool deck. The air has been cooler than normal and should be repaired as soon as possible. We have the attached estimate from MacDonald Miller.

Third, six of the 20 exterior egg drop lights have gone out. I have a lighting estimate from DF Electric Inc. that was helped by Wood Harbinger in getting an estimate. They have provided two estimates for replacing the halide bulbs only, and another for replacing the bulbs with LEDs. A new LED system would save energy (and money). We are currently above the legally required foot candles, but the bulbs are at the end of their lifecycle.

Any changes will be updated at the board meeting.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

Three Touch Rule:

\_\_\_\_\_ Committee Review  
\_\_\_\_\_ 06/23/2026 First Board Meeting (Informational)  
\_\_\_\_\_ To be determined Second Board Meeting (Action)

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

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

**Notes:**

- MacDonald Miller Field Proposal: 3RTA24
- DF Electric Proposal: 26-7331

05/21/2026

## Field Proposal: 3RTA24

During our most recent visit at, MT RAINIER POOL, the equipment noted below was found with the following deficiency. Please review the results of our diagnosis and provide approval for us to proceed via e-mail response:

**Equipment Tag:**

Ahu-1

**Area Served:**

pool area

**Problem:**

failed heating actuator.

**Cause:**

age

**Consequence of Inaction:**

no heat into pool area.

**Solution:**

replace three way valve and actuator.

<b>Our Price (Parts and Labor)</b>	<b>\$4,386.00</b>
------------------------------------	-------------------

---

Estimated tax	\$456.14
---------------	----------

Estimated Total including Tax	\$4,842.14
-------------------------------	------------

We look forward to your approval to proceed. If you have any questions regarding this repair, please call me directly. Approvals can be forwarded to [service@macmiller.com](mailto:service@macmiller.com).

**Exclusions:**

- Diagnostic labor and material to date
- Mechanical deficiencies that may be found during these repairs

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

Prices quoted are valid for 30 days from the date of this proposal.



# PROPOSAL

5411 63rd Ave NE  
 Olympia, WA 98516-9504  
 253-572-3704  
 andy@dfelectric.net  
 DFELEI\*010D9

TO: Des Moines Pool Metropolitan Park District  
 22722 19th Ave. S  
 Des Moines, WA 98198  
 Attn: Scott Deschenes

PHONE: (206) 429-3852  
 FAX:  
 CELL:  
 EMAIL: [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)

**PROPOSAL #:**

**26- 7331**

**REPLACE LAMPS IN EXISTING LIGHTS SURROUNDING POOL**

DATE: 5/20/2026  
 JOB: Mount Rainier Pool  
 22722 19th Ave. S  
 Des Moines, WA 98198

We hereby submit specifications and estimates for:

A) Provide and install new electrical wiring as per specifications.

B) **INCLUSIONS (Cost includes):**

- 1 ) **OPTION 1 (retrofit metal halide lamps):**
- 2 ) Remove and dispose of twenty-two (22) existing 320W Metal Halide (MH) lamps from existing "egg" style HID lights that
- 3 ) surround the pool.
- 4 ) Provide and install twenty-two (22) new 320W Metal Halide lamps in existing "egg" style HID lights that surround the pool.
- 5 ) Cost is based on replacing lamps only, extra cost will incur if any other components need to be replaced (such as ballast,
- 6 ) capacitors, ignitors, sockets, etc.).
- 7 ) Cost is based on using 19' scissor lift, and working normal business hours.
- 8 ) Cost is based on paying King County prevailing wages.

- 9 ) **OPTION 2 (LED lamps):**
- 10 ) Remove and dispose of twenty-two (22) existing 320W Metal Halide (MH) lamps from existing "egg" style HID lights that
- 11 ) surround the pool.
- 12 ) Provide and install twenty-two (22) new 30W-38W-45W LED ballast bypass lamps in existing "egg" style HID lights that
- 13 ) surround the pool.
- 14 ) Bypass ballast kit in each fixture so that the LED lamps are directly wired to the socket (no ballast needed).
- 15 ) Cost is based on using 19' scissor lift, and working normal business hours.
- 16 ) Cost is based on paying King County prevailing wages.

17 ) <b>COST OPTIONS (choose ONE of the following):</b>		<b>Cost breakdown:</b>
18 ) <b>Option 1: Replace with Metal Halide lamps.</b>		<b>\$5,242.00</b>
19 )	10.4% sales tax:	<b>\$545.17</b>
20 )	Total cost with sales tax:	<b>\$5,787.17</b>
21 ) <b>Option 2: Replace with LED lamps.</b>		
22 )		<b>\$7,905.00</b>
23 )	10.4% sales tax:	<b>\$822.12</b>
24 )	Total cost with sales tax:	<b>\$8,727.12</b>

C) **EXCLUSIONS (Cost does not include):**

- 1 ) Replacing any light fixtures (lamps only).
- 2 ) Any new lighting controls (existing to be reused).

WE PROPOSE hereby to furnish material and labor - complete and accordance with above specifications, for the sum of:

Total cost depends on which option is chosen.

(Plus any applicable taxes)

Payment to be made as follows:

***Progress payments as needed, balance due upon completion.***

If invoice is not paid within 30 days, interest shall accrue at the rate of 1.5% per month.

---

Authorized Signature: \_\_\_\_\_



Note: This proposal may be withdrawn by us if not accepted within 30 days. Price subject to change if not accepted within 45 days.

---

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: \_\_\_\_\_

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

If proposal is accepted, please sign and email or mail a signed copy back to us.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: May 26, 2026

Under: Old Business

Attachment: None

**Subject:** Surge Pit Repairs

**Background/Summary:**

The Des Moines Pool Metropolitan Park District Board of Commissioners approved the Engineer of Record (Schemeta Workshop LLC) to work on the surge pit repairs.

The Engineer of Record is putting together information on this project. If available before the meeting, we will introduce new items. If not, we will push this item to the June 23 board meeting.

The project is estimating a closure in August.

**Fiscal Impact:** N/A

**Proposed Motion:** ADD INFO.

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

**Three Touch Rule:**

_____	<b>Committee Review</b>
<u>05/26/2026</u>	<b>First Board Meeting (Informational)</b>
<u>06/23/2026</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**    Adopted        Rejected        Postponed

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

**Notes:**

- No attachments at this time.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c

Assigned to: District GM

Meeting Date: May 26, 2026

Under: Old Business

Attachment: Yes

**Subject:** Capital Grant and Future Closures Update

### **Background/Summary:**

The Des Moines Pool Metropolitan Park District received three capital projects grants for 2025-2026. The District General Manager was instructed by the Highline School District to have them take over all of the capital projects and to request delays through 2027. To ensure the continued operations, the District General Manager is working with the Highline School District (landlord of the Mount Rainier Pool).

### **CAPITAL PROJECTS (*March 2027? – Still to be determined*)**

KCYAS Sports Facilities Grant (\$213 K): We are aiming for a closure in March 2027 after Highline School swim seasons and the winter swim lessons.

KCYAS Sports Facilities Grant: (\$113 K): This grant covers the electric panels and wiring to modernize and better support the system.

Best Starts for Kids Grant (\$1.438 M): This is for repairs to the two HVAC/AHU systems for the pool. We have a potential meeting the first or second week of May.

*The school district has notified the King County Parks and us that they will be taking over management of all three grants.*

### **NON-CAPITAL PROJECT CLOSURES**

- Lighting Replacement: Replacement of Egg Drop Lights on Pool Deck (1-2 days) Late June.

- Surge Pit Repairs: Repair of leak in Surge Pit (1-2 weeks) Early to Mid-August.

**Fiscal Impact:** Most grants are 75-100% covered by grants, but the district needs to make sure that it has adequate cash flow. Grant projects are covered after the project is completed, which is usually covered by reimbursements. This requires the district to pay for its repairs, which requires adequate cash flow to ensure there is money available.

**Motion:** None. Informational Only.

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

**Two Touch Rule:**

N/A

**Committee Review**

Continuous

**First Board Meeting (Informational)**

\_\_\_\_\_ Continuous \_\_\_\_\_ **Second Board Meeting (Action)**

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

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

**Notes:**

- Email from KC Parks to Points from Highline School District (attached)
- Grant Timeline and Deliverables attachment from email (attached)

**Subject:** Re: Mount Rainier Pool Grants – Agreement legal Review, Risk Items, and Funding Gap Discussion  
**Date:** Monday, May 18, 2026 at 10:51:56 AM Pacific Daylight Time  
**From:** Leano, Ashley  
**To:** Ellie Daneshnia  
**CC:** Sarah Semroc, Maxx Couch, Gavin Deare, Scott Deschenes, Clare Gloede, Philip Crocker, James Schauss, Pan, Sophia  
**Attachments:** Outlook-ttyrkyk3.png, Outlook-1f3r4czd.png, Outlook-vma54zel.png, Outlook-fy5aj1ql.png, Outlook-zhjl4mkv.png, Outlook-jqsk45je.png, Outlook-jp0knars.gif, Activity Timeline & Deliverables .pdf

Hi Ellie,

Thank you for reaching out. Our team has reviewed your inquiries and provided our response below.

Project Name	Grant Type	Award Year	Award amount
Mount Rainier Pool Life Extension	YASG	2024	\$213,016.72
Mount Rainier Pool Electrical System Upgrade	Aquatics	2025	\$113,000.00

Here are the responses for the following highlighted in yellow:

### 1. Grant Recipient / Structure (Page 1)

**Comment:** Recipient needs to be updated to Highline Public Schools; for **district may require lease amendment.**

**Integrated Note:**

- Confirm correct legal entity as Grant Recipient (HPS )

KC Parks Reponse: The recipient of the award is **Des Moines Pool Metropolitan Park District**, however if inclusion of property owner is necessary within the agreement, Highline School District *can* be included as the property owner. This will make the contract a 3-party agreement.

- Confirm whether execution of this agreement triggers a **lease amendment requirement** @Clare Gloede **action item for the district**

KC Parks Reponse: KC Parks did not address, although reference to a lease agreement ahead of time will assist with determining public access / useful life length of the agreements.

## 2. Reimbursement + Front Funding Risk (Page 4)

**Comment:** May require HPS to front-fund improvements.

- Confirm reimbursement timing and process
- Clarify if **upfront expenditures are required prior to reimbursement**
- Confirm whether partial disbursement is available to reduce cash flow burden

KC Parks Reponse: This appears to be a discussion between Highline School District and DMPMPD. King County can provide more details on our reimbursement process if helpful.

## 3. Grant Reporting Requirements (Page 5): Unclear what reporting consists of.

**Comment:**

- Request clarification on:
  - Reporting format
  - Frequency
  - Level of detail required

KC Parks Response: Quarterly reports are required from the Grant Recipient, reporting against Scope of Work/Deliverables identified in the contract.  
**Please see attached: Activity Timeline & Deliverables**

## 4. Lease Implications (Page 6) :Underlying lease will need amendment.

**Comment: linked to #1:**

- Confirm:
  - Specific lease provisions impacted
  - Whether County has standard lease language expectations tied to grants

KC Parks Response: We do not. The County's property use requirements are managed via the Restrictive Covenant language.

## 5. 30-Year Commitment / Use Restriction (Page 7)

- No separate covenant, but requirement effectively exists
- Concern about whether project supports a 30-year obligation

**Comment:**

- Clarify:
  - Applicability of **30-year public use requirement**
  - Flexibility for:
    - Facility replacement
    - Major renovation
    - Early closure scenarios
  - Whether repayment is **full or prorated**

KC Parks Response: Mt Rainier Pool does not currently have a "requirement effectively

exists" Notice of Grant and/or Restrictive Covenant.  
King County Parks is willing to negotiate the length of property use and public access to the useful of life of the work attached the awards.

For example, rather than the Restrictive Covenant requested in our agreements. A Notice of Grant *can* be negotiated and offered with a 20-year expectancy of public access, specifically for this facility site.

## 6. Insurance & Risk Compliance (Page 7 & Exhibit C / Page 18)

**Comment:** @Philip Crockey **could you please review this section for the district?**

- Risk Manager should review Exhibit C
- Internal compliance review needed

KC Parks Response: No review was done.

## 7. Internal Controls / Compliance Sections (Page 7 – Sections 14 & 15) @James

Schaus **please confirm**

Likely compliant but should be reviewed internally.

- Confirm HPS compliance with:
  - Recordkeeping
  - Internal control requirements
- No change requested—internal validation only

KC Parks Response: No review was done.

## 9. Termination Risk (Page 9)

**Comment:** Termination could leave HPS with funding obligations.

- Clarify:
  - Whether costs incurred prior to termination are reimbursable
  - Exposure to unreimbursed commitments (contracts, procurement, etc.)
  -

KC Parks Response: No review was done.

**Below is a summary of the estimated total project costs, inclusive of soft costs (35%) and sales tax (10.2%), which exceed the current grant award amounts, As shown, the total project costs significantly exceed the current grant award amounts, resulting in a funding gap that will need to be addressed:**

KC Parks Response: All KC Parks grants are reimbursable based. Grantee is required to provide funding upfront.

*\*\*If DMPMPD qualifies for advanced payment, they may receive a rolling advanced payment of up to \$20,000.00 although this usually is more helpful toward programmatic grants vs. capital construction.*

## Youth & Amateur Sports Grant

Scope	Grant Amount	Min	Max
Total	\$213,016	\$411,000	\$454,200
Soft Cost / Contingency – 35%		\$143,850	\$158,970
Sales Tax – 10.2%		\$41,922	\$46,328
<b>Total with Soft Cost + Tax</b>		<b>\$596,772</b>	<b>\$659,498</b>

## Parks Levy

Scope	Grant Amount	Min	Max
Total	\$112,569	\$103,400	\$114,300
Soft Cost / Contingency – 35%		\$36,190	\$40,005
Sales Tax – 10.2%		\$10,547	\$11,659
<b>Total with Soft Cost + Tax</b>		<b>\$150,137</b>	<b>\$165,964</b>

### Next steps:

We request updated agreement language that addresses the comments noted above by **May 20<sup>th</sup>**. In addition, please clarify whether there are any additional funding opportunities available through King County or potential contributions from the Pool tenant to support the scope of work associated with these grants. Given the current funding gap between the grant awards and total project costs, clarity on expenditure timelines is critical to ensure alignment with project delivery. We request confirmation of expenditure expectations, including deadlines, flexibility for phased implementation, and availability of extensions if additional funding is required to fully execute the scope.

**Note : We also want to highlight a significant concern regarding the 30-year commitment requirement.** As currently written, this provision presents a substantial barrier and may make it difficult for our leadership to accept the grant under these terms. We would appreciate the opportunity to discuss potential flexibility or alternative approaches that would allow the project to move forward.

---

**From:** Ellie Daneshnia <[ellie.daneshnia@highlineschools.org](mailto:ellie.daneshnia@highlineschools.org)>

**Sent:** Tuesday, May 12, 2026 10:59 AM

**To:** Leano, Ashley <[asleano@kingcounty.gov](mailto:asleano@kingcounty.gov)>; Pan, Sophia <[sopan@kingcounty.gov](mailto:sopan@kingcounty.gov)>;

Clare Gloede <[Clare.Gloede@highlineschools.org](mailto:Clare.Gloede@highlineschools.org)>; Philip Crocker <[O-Phil.Crocker@highlineschools.org](mailto:O-Phil.Crocker@highlineschools.org)>; James Schauss <[james.schauss@highlineschools.org](mailto:james.schauss@highlineschools.org)>

**Cc:** Sarah Semroc <[sarah.semroc@highlineschools.org](mailto:sarah.semroc@highlineschools.org)>; Maxx Couch <[Maxx.Couch@highlineschools.org](mailto:Maxx.Couch@highlineschools.org)>; Gavin Deare <[Gavin.Deare@highlineschools.org](mailto:Gavin.Deare@highlineschools.org)>; Scott Deschenes <[scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)>

**Subject:** RE: Mount Rainier Pool Grants – Agreement legal Review, Risk Items, and Funding Gap Discussion

[EXTERNAL Email Notice! ] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Thank you for the update.

*Ellie Daneshnia*

**Highline Public School**

**Executive Director of Capital Planning & Construction**

[Ellie.daneshnia@highlineschools.org](mailto:Ellie.daneshnia@highlineschools.org)

[17810 8<sup>th</sup> AVE S. BLDG A. Burien, WA 98148](#)

Tel: (206) 631 7575 Cell: (206) 591-9580



---

**From:** Leano, Ashley <[asleano@kingcounty.gov](mailto:asleano@kingcounty.gov)>

**Sent:** Tuesday, May 12, 2026 10:54 AM

**To:** Ellie Daneshnia <[ellie.daneshnia@highlineschools.org](mailto:ellie.daneshnia@highlineschools.org)>; Pan, Sophia <[sopan@kingcounty.gov](mailto:sopan@kingcounty.gov)>; Clare Gloede <[Clare.Gloede@highlineschools.org](mailto:Clare.Gloede@highlineschools.org)>; Philip Crocker <[O-Phil.Crocker@highlineschools.org](mailto:O-Phil.Crocker@highlineschools.org)>; James Schauss <[james.schauss@highlineschools.org](mailto:james.schauss@highlineschools.org)>

**Cc:** Sarah Semroc <[sarah.semroc@highlineschools.org](mailto:sarah.semroc@highlineschools.org)>; Maxx Couch <[Maxx.Couch@highlineschools.org](mailto:Maxx.Couch@highlineschools.org)>; Gavin Deare <[Gavin.Deare@highlineschools.org](mailto:Gavin.Deare@highlineschools.org)>; Scott Deschenes <[scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)>

**Subject:** Re: Mount Rainier Pool Grants – Agreement legal Review, Risk Items, and Funding Gap Discussion

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ellie,

Thank you for reaching out. Just wanted to send this message as confirmation King County Parks has received your request and are working on getting responses this week.

A response to your inquiries will be provided by May 20th.

Thanks again!

Hope to talk soon.

Warm regards,



**ASHLEY LEANO** (*she/her*)  
Grant Manager – Community Investments Section  
King County Department of Natural Resources and Parks (DNRP)  
E: [asleano@kingcounty.gov](mailto:asleano@kingcounty.gov)  
T: (206) 263-8769  
M: (206) 677-5350  
Work Hours: 7 AM – 4 PM PT  
Best Way to Reach Me: Email, Teams chat, Phone #s above



Schedule a meeting with me [here](#).

---

**From:** Ellie Daneshnia <[ellie.daneshnia@highlineschools.org](mailto:ellie.daneshnia@highlineschools.org)>  
**Sent:** Monday, May 4, 2026 5:22 PM  
**To:** Leano, Ashley <[asleano@kingcounty.gov](mailto:asleano@kingcounty.gov)>; Pan, Sophia <[sopan@kingcounty.gov](mailto:sopan@kingcounty.gov)>; Clare Gloede <[Clare.Gloede@highlineschools.org](mailto:Clare.Gloede@highlineschools.org)>; Philip Crocker <[O-Phil.Crocker@highlineschools.org](mailto:O-Phil.Crocker@highlineschools.org)>; James Schauss <[james.schauss@highlineschools.org](mailto:james.schauss@highlineschools.org)>  
**Cc:** Sarah Semroc <[sarah.semroc@highlineschools.org](mailto:sarah.semroc@highlineschools.org)>; Maxx Couch <[Maxx.Couch@highlineschools.org](mailto:Maxx.Couch@highlineschools.org)>; Gavin Deare <[Gavin.Deare@highlineschools.org](mailto:Gavin.Deare@highlineschools.org)>; Scott Deschenes <[scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)>

**Subject:** Mount Rainier Pool Grants – Agreement legal Review, Risk Items, and Funding Gap Discussion

[EXTERNAL Email Notice! ] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Ashley,

Please see below comments per our legal counsel and our capital department for each grant, I also add some internal people that need to confirm some comments from our legal counsel as well ,

Project Name	Grant Type	Award Year	Award amount
Mount Rainier Pool Life Extension	Aquatics	2024	\$213,016.72
Mount Rainier Pool Electrical System Upgrade	Aquatics	2025	\$113,000.00

### 1. Grant Recipient / Structure (Page 1)

**Comment:** Recipient needs to be updated to Highline Public Schools; for **district may require lease amendment.**

#### Integrated Note:

- Confirm correct legal entity as Grant Recipient (HPS )
- Confirm whether execution of this agreement triggers a **lease amendment requirement**  
[@Clare Gloede](#) **action item for the district**

### 2. Reimbursement + Front Funding Risk (Page 4)

**Comment:** May require HPS to front-fund improvements.

- Confirm reimbursement timing and process
- Clarify if **upfront expenditures are required prior to reimbursement**

- Confirm whether partial disbursement is available to reduce cash flow burden

### **3. Grant Reporting Requirements (Page 5):** Unclear what reporting consists of.

#### **Comment:**

- Request clarification on:
  - Reporting format
  - Frequency
  - Level of detail required

### **4. Lease Implications (Page 6) :**Underlying lease will need amendment.

#### **Comment: linked to #1:**

- Confirm:
  - Specific lease provisions impacted
  - Whether County has standard lease language expectations tied to grants

### **5. 30-Year Commitment / Use Restriction (Page 7)**

- No separate covenant, but requirement effectively exists
- Concern about whether project supports a 30-year obligation

#### **Comment:**

- Clarify:
  - Applicability of **30-year public use requirement**
  - Flexibility for:
    - Facility replacement
    - Major renovation
    - Early closure scenarios
  - Whether repayment is **full or prorated**

### **6. Insurance & Risk Compliance (Page 7 & Exhibit C / Page 18)**

#### **Comment: @Philip Crocker could you please review this section for the district?**

- Risk Manager should review Exhibit C
- Internal compliance review needed

**7. Internal Controls / Compliance Sections (Page 7 – Sections 14 & 15) @James Schauss  
please confirm**

Likely compliant but should be reviewed internally.

- Confirm HPS compliance with:
  - Recordkeeping
  - Internal control requirements
- No change requested—internal validation only

**9. Termination Risk (Page 9)**

**Comment:** Termination could leave HPS with funding obligations.

- Clarify:
  - Whether costs incurred prior to termination are reimbursable
  - Exposure to unreimbursed commitments (contracts, procurement, etc.)

**Below is a summary of the estimated total project costs, inclusive of soft costs (35%) and sales tax (10.2%), which exceed the current grant award amounts, As shown, the total project costs significantly exceed the current grant award amounts, resulting in a funding gap that will need to be addressed:**

**Youth & Amateur Sports Grant**

<b>Scope</b>	<b>Grant Amount</b>	<b>Min</b>	<b>Max</b>
Total	\$213,016	\$411,000	\$454,200
Soft Cost / Contingency – 35%		\$143,850	\$158,970
Sales Tax – 10.2%		\$41,922	\$46,328
<b>Total with Soft Cost + Tax</b>		<b>\$596,772</b>	<b>\$659,498</b>

## Parks Levy

Scope	Grant Amount	Min	Max
Total	\$112,569	\$103,400	\$114,300
Soft Cost / Contingency – 35%		\$36,190	\$40,005
Sales Tax – 10.2%		\$10,547	\$11,659
<b>Total with Soft Cost + Tax</b>		<b>\$150,137</b>	<b>\$165,964</b>

### Next steps:

We request updated agreement language that addresses the comments noted above by **May 20<sup>th</sup>**. In addition, please clarify whether there are any additional funding opportunities available through King County or potential contributions from the Pool tenant to support the scope of work associated with these grants. Given the current funding gap between the grant awards and total project costs, clarity on expenditure timelines is critical to ensure alignment with project delivery. We request confirmation of expenditure expectations, including deadlines, flexibility for phased implementation, and availability of extensions if additional funding is required to fully execute the scope.

**Note : We also want to highlight a significant concern regarding the 30-year commitment requirement.** As currently written, this provision presents a substantial barrier and may make it difficult for our leadership to accept the grant under these terms. We would appreciate the opportunity to discuss potential flexibility or alternative approaches that would allow the project to move forward.

Thanks,

*Ellie Daneshnia*

**Highline Public School**

**Executive Director of Capital Planning & Construction**

*Ellie.daneshnia@highlineschools.org*

17810 8<sup>th</sup> AVE S. BLDG A. Burien, WA 98148

Tel: (206) 631 7575 Cell: (206) 591-9580

## Activity Timeline & Deliverables

*\*Can be negotiated with grantee\**

Phase/Task	Deliverables	Activity Description	Date/Timeline
<b>Project Management &amp; Administration</b>	<b>Progress Reports</b>	Progress Reports submitted via Grant Portal	Quarterly
	Project Management Plan	Submit Project Management Plan	Month 202X
<b>Planning Phase</b>	Project Schedule	Submit Project Schedule	Month 202X
<b>Final Design Phase</b>	Final Design Plans	Submit Final Design Plans	Month 202X
<b>Pre-Construction Requirements</b>	Cultural Resource Preservation Requirement	Complete Cultural Resource Preservation Requirements in alignment with requirements outlined in the Grant Agreement	Due prior to any ground disturbing or construction activities
	<b>Property Use Requirement</b>	Complete a public access property use agreement (e.g., Restrictive Covenant) in alignment with requirements outlined in the Grant Agreement	Due prior to distribution of grant funds for construction
	<b>Construction Evidence of Insurance</b>	Submit Builder's Risk and any remaining evidence of insurance in alignment with requirements outlined in the Grant Agreement	Due prior to construction and/or geotechnical activities
<b>Implementation</b>	<b>Share updates via Progress Reports</b>	i.e. "Construction of XXX"	Month 202X or Month – Month 202X
<b>Closeout</b>	<b>Final Report</b>	Complete Final Report upon project completion	Due on contract end date

Des Moines Pool Metropolitan Park District

**AGENDA ITEMS SUMMARY SHEET**

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

Meeting Date: May 26, 2026

Under: Old Business

Attachment: None

**Subject:** HSD Lease/Portable Update

**Background/Summary:**

I met with HSD representatives and will give an update on the lease and portable projects. I will discuss updates at the meeting.

**Fiscal Impact:** N/A

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

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

**Three Touch Rule:**

\_\_\_\_\_ Committee Review  
05/26/2026 First Board Meeting (Informational)  
\_\_\_\_\_ To Be Determined Second Board Meeting (Action)

**Action Taken:** Adopted Rejected Postponed

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

**Notes:**

- No attachments.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM Meeting Date: May 26, 2026

Under: Old Business Attachment: None

**Subject:** Seattle Parks Foundation/Retreat Update

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

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

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

UPDATE: I reached out to the Seattle Parks Foundation, and they mentioned they are busy and will need more time to review our request.

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

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

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

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

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

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

**Notes:** Attachments:  
- No attachments

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f Assigned to: District GM Meeting Date: May 26, 2026

Under: Old Business Attachment: Yes

Subject: Website RFP (first touch)

**Background/Summary:** The district was notified by its website consultant that the website needs to be updated from Divi 5.4 to Divi 5.5. The estimated cost will be over \$5,000.

The website was implemented in 2016 and has only had minor updates over the last decade. Trends have changed including 65-75% using mobile, more intuitive controls, AI, translation services, and new ADA requirements would be beneficial to better serving the community.

The district also has had to make change orders over the past couple of years. A service agreement would help better manage the site and provide better control both of product and budget.

This is to discuss the upcoming project, brainstorm on content, and get direction from the board on the project including costs and timelines.

UPDATE: Attached is the updated RFP with deadlines and a potential agreement. This is a first touch item that will be presented at the June 23 board meeting for final approval.

**Fiscal Impact:** Around \$20k for implementation. Up to \$10k year for maintenance and hosting depending on memory needed. These items are not budgeted.

**Proposed Motion:** No motion at this time. First touch.

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

**Three Touch Rule:**  N/A  Committee Review  
 05/26/2026  First Board Meeting (Informational)  
 06/23/2026  Second Board Meeting (Action)

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

**Follow-up Needed:**    Yes   x          No       

**Report back date:** Monthly

**Notes:** Attachments:

- RFP for Website Services (attached)
- Potential Agreement for Website Services (attached)
- Tualatin Hills Park District (CivicPlus example) [link](#)

# REQUEST FOR PROPOSALS

## Website Redesign, Development, Accessibility, Hosting, and Support Services

### Des Moines Pool Metropolitan Park District

**RFP Release Date:** July 1, 2026

**Questions Due:** July 22, 2026

**Addendum Issued, if needed:** July 29, 2026

**Proposals Due:** August 5, 2026, by 5 p.m.

**Interviews, if conducted:** August 17, 2026

**Anticipated Consultant Selection:** August 31, 2026

**Anticipated Contract Approval:** September 2026

**Anticipated Project Start:** October 2026

**Target Website Launch:** November-December 2026

---

#### SECTION 1 – INVITATION AND PURPOSE

The Des Moines Pool Metropolitan Park District, a Washington municipal corporation (“District”), invites proposals from qualified consultants, firms, or teams to provide professional website redesign, development, accessibility, hosting, maintenance, and related digital services.

The District seeks a modern, mobile-first, accessible, easy-to-manage website that serves as the District’s primary digital front door for residents, customers, families, program participants, employees, community partners, and members of the public. The website should improve access to aquatics programs, registration, scholarships, schedules, governance information, public meeting materials, news, and future District initiatives.

The District intends to select a consultant and enter into a Professional Services Agreement substantially in the form attached to this RFP. The selected consultant will perform the services described in Exhibit A – Scope of Work and any negotiated additions approved by the District.

---

#### SECTION 2 – BACKGROUND

The District operates Mount Rainier Pool and provides aquatics, recreation, swim instruction, water fitness, family swim opportunities, scholarship assistance, lifeguard training, and community programming to residents in the service area.

The District's current website was originally developed in 2016 and is due for a major overhaul. Online use has increased substantially, including online swim lesson registration and scholarship-related activity. The District also relies on its website to provide translation, public information, schedules, governance transparency, and 24/7 access to District services.

The District's existing website environment includes use of WordPress/Divi and integration with CivicRec for registration services. The District desires a website that is easier to maintain internally, reduces reliance on PDFs where feasible, and supports future functionality as public expectations and registration tools evolve.

---

## **SECTION 3 – PROJECT GOALS**

The District's project goals include, but are not limited to, the following:

- 1. Modernize the District Website**  
Replace or substantially redesign the existing website with a professional, reliable, visually appealing, and user-friendly public agency website.
- 2. Improve Mobile Access**  
Design the website with a mobile-first approach recognizing that most users access District information from mobile devices.
- 3. Reduce Customer Friction**  
Organize content around common user questions and tasks such as “I want to register for swim lessons,” “I want to apply for a scholarship,” “I want to view the pool schedule,” or “I want to find meeting materials.”
- 4. Meet Accessibility Expectations**  
Design, develop, and test the website to meet WCAG 2.1 AA or newer standards and support ADA Title II accessibility expectations for public agency websites.
- 5. Improve Multilingual Access**  
Maintain and improve translation functionality, including language tools, multilingual navigation considerations, and a translation disclaimer/information page.
- 6. Integrate with CivicRec and Other Tools**  
Improve pathways between the website and CivicRec registration, scholarship applications, online accounts, schedules, and related customer service tools.
- 7. Improve Governance Transparency**  
Better organize board agendas, packets, minutes, meeting videos, policies, financial information, and other public materials.
- 8. Support Future Growth**  
Build a scalable website that can support future capital project pages, levy information, pool

advisory committee materials, news/media features, performance dashboards, and community engagement features.

#### 9. **Support Internal Maintenance**

Provide an administrative system, documentation, and training that allow District staff to update routine content without excessive consultant dependency.

---

## **SECTION 4 – DESIRED WEBSITE FEATURES**

The District is interested in proposals that address the following desired features. Respondents may recommend alternatives where appropriate.

### **4.1 Mobile-First and Responsive Design**

The website should provide a high-quality experience across phones, tablets, laptops, and desktop computers. Mobile functionality should support quick access to schedules, registration, scholarships, account links, alerts, directions, contact information, and program updates.

### **4.2 User-Centered Navigation**

The website should be organized around customer needs and common tasks. The District is interested in navigation approaches such as:

- “How Do I?”
- “I Want To…”
- Register
- Apply for a Scholarship
- View Today’s Schedule
- Find Swim Lessons
- Join a Program
- Work at the Pool
- Attend a Board Meeting

The District’s goal is for users to reach common services within approximately two to three clicks.

### **4.3 Accessibility and ADA Compliance**

The selected consultant shall design and develop the website to meet WCAG 2.1 AA or newer standards. Accessibility work should include:

- Accessibility planning

- Accessible templates and components
- Screen reader compatibility
- Keyboard navigation
- Color contrast compliance
- Heading structure and semantic markup
- Alt text guidance
- Accessible forms
- Accessible PDFs or PDF alternatives where feasible
- Accessibility testing before launch
- Accessibility remediation process
- Accessibility statement or webpage
- Staff guidance for maintaining accessible content

#### **4.4 Translation and Language Access**

The District currently values translation functionality and desires a website that supports multilingual users. The consultant should propose options for:

- Translation toolbar or language access bar
- Machine translation integration
- Translation disclaimer/information page
- Multilingual labels or buttons for key actions where feasible
- Mobile-friendly language access
- Coordination with the CivicRec registration experience

#### **4.5 CivicRec Registration Integration**

The website should improve the user pathway to CivicRec and related online services. The consultant should address:

- Clear registration buttons and calls to action
- Deep links to registration categories where feasible
- Scholarship application pathways
- Account access links

- Mobile registration flow
- Program page structure that connects content to registration
- Potential future CivicRec enhancements

#### **4.6 Program and Schedule Improvements**

The District seeks a clearer and more interactive approach to schedules and program information, including:

- Easier access to daily and weekly schedules
- Interactive schedule options
- Calendar integration options for mobile users
- Reduced reliance on static PDF schedules where feasible
- Swim lesson information that is easier to navigate
- Clear pathways for rates, memberships, insurance-based programs, and scholarships

#### **4.7 Governance and Public Transparency**

The consultant should recommend a structure for governance materials that is easy for the public and staff to use. This may include:

- Board meeting page structure
- Agendas, packets, minutes, and recordings
- Policy and financial document organization
- Searchable archives where feasible
- Video hosting/storage recommendations
- Public records-friendly organization

#### **4.8 Communications and Homepage Tools**

The website should support timely communication, including:

- Professional homepage banner or alert area
- Ability to schedule banners or announcements
- News or updates section
- Emergency or closure notices
- Event promotion

- Employment and job interest information

#### **4.9 Future-Forward Features**

The website should be designed to support future additions such as:

- Capital projects and levy pages
- Pool Advisory Committee information
- In-the-news section
- Performance measure dashboards
- Community surveys or feedback tools
- Enhanced analytics
- AI-assisted navigation or chatbot tools, if affordable and appropriate

---

### **SECTION 5 – SCOPE OF SERVICES**

The selected consultant shall provide services generally consistent with the following phases. Respondents may propose an alternative approach if it better achieves the District’s goals.

#### **Phase 1 – Project Initiation and Discovery**

- Conduct project kickoff meeting
- Confirm project goals, timeline, roles, and decision-making process
- Review existing website, content, analytics if available, and current technology
- Identify major user groups and priority user journeys
- Review CivicRec integration points
- Review accessibility needs and current barriers
- Develop project plan and communication schedule

#### **Phase 2 – Information Architecture and Content Strategy**

- Develop proposed site map
- Recommend page hierarchy and navigation structure
- Identify high-priority content to migrate, revise, consolidate, or retire
- Recommend strategies to reduce PDF reliance
- Recommend governance document organization

- Develop content templates or page types
- Identify staff responsibilities for content review and migration

### **Phase 3 – Design and User Experience**

- Develop visual design concepts
- Provide wireframes or mockups for key pages
- Include mobile, tablet, and desktop design examples
- Refine design based on District feedback
- Establish design standards for buttons, alerts, forms, cards, program pages, schedule pages, and governance materials
- Ensure accessibility is incorporated into design from the beginning

### **Phase 4 – Development and Configuration**

- Build and configure website platform/CMS
- Develop approved templates and functionality
- Configure navigation, menus, and page structures
- Integrate translation functionality
- Integrate CivicRec links and registration pathways
- Configure schedule and calendar-related functionality where approved
- Configure analytics tools
- Configure security, backups, and administrative permissions
- Configure hosting or coordinate with selected hosting environment

### **Phase 5 – Content Migration and Accessibility Remediation**

- Migrate approved content from the existing website
- Convert or replace PDFs with accessible webpages where feasible
- Organize governance documents and public information
- Support accessible content formatting
- Recommend handling of historical files and meeting videos
- Provide content quality assurance review

### **Phase 6 – Testing and Quality Assurance**

- Conduct cross-browser and cross-device testing
- Conduct mobile usability testing
- Conduct accessibility testing
- Conduct form and link testing
- Conduct performance and page-speed testing
- Test administrative permissions and workflows
- Resolve launch-critical issues before go-live

#### **Phase 7 – Training, Documentation, and Launch**

- Provide staff CMS training
- Provide written administrative documentation
- Provide accessibility maintenance guidance
- Prepare launch checklist
- Support DNS/domain transition as applicable
- Launch website after District approval
- Provide immediate post-launch troubleshooting support

#### **Phase 8 – Post-Launch Support and Optional Maintenance**

The consultant shall describe available post-launch support options, including:

- Minimum 60-day post-launch support
- Monthly maintenance
- Security updates
- Accessibility monitoring
- Hosting support
- Content support
- Analytics reporting
- On-call support options
- Annual review or oversight services

Respondents should address the following in their proposals.

### **6.1 Content Management System**

The website should include an easy-to-use content management system that allows authorized District staff to update routine content, including pages, schedules, notices, news, board materials, images, and links.

### **6.2 Ownership and Portability**

The District shall own website content, design files, work product, and custom work developed for the District upon payment as provided in the Professional Services Agreement. The consultant shall identify any proprietary tools, subscription services, plugins, licenses, or third-party platforms required for continued operation.

### **6.3 Security**

The proposal should describe security practices, including:

- SSL/TLS
- Administrative permissions
- User roles
- Backup strategy
- Update practices
- Malware monitoring
- Incident response support
- Hosting security features

### **6.4 Hosting and Storage**

The proposal should identify hosting recommendations and costs, including:

- Monthly or annual hosting fees
- Storage limits
- Backup retention
- Bandwidth considerations
- Video storage or embedding strategy
- Scalability
- Uptime expectations

- Support availability

## **6.5 Analytics and Reporting**

The website should support analytics and performance reporting, such as:

- Page views and user behavior
- Mobile usage
- Search terms
- Registration pathway analytics where feasible
- Accessibility and performance monitoring

## **6.6 Search Engine Optimization and AI Search Readiness**

The consultant should address basic search engine optimization, including metadata, page titles, redirects, structured content, and content practices that support discoverability through search engines and emerging AI search tools.

---

## **SECTION 7 – PROPOSAL SUBMITTAL REQUIREMENTS**

Proposals shall be clear, concise, and organized in the order below. The District encourages practical, direct proposals that demonstrate understanding of public agency website needs.

### **7.1 Cover Letter**

Include:

- Firm name
- Primary contact
- Address, phone, and email
- Statement of interest
- Signature of authorized representative

### **7.2 Firm Qualifications**

Include:

- Firm overview
- Years in business
- Public agency, parks, recreation, aquatics, or nonprofit website experience
- Relevant certifications or accessibility qualifications

- Key staff and roles
- Subconsultants, if any

### **7.3 Project Understanding and Approach**

Describe:

- Understanding of the District's project goals
- Recommended website strategy
- User experience approach
- Accessibility approach
- Translation approach
- CivicRec/registration integration approach
- Content migration approach
- Hosting and maintenance approach

### **7.4 Proposed Scope of Work**

Provide a detailed scope of services, including tasks, deliverables, assumptions, and exclusions.

### **7.5 Project Schedule**

Provide a proposed schedule showing major milestones from kickoff through launch and post-launch support.

### **7.6 Cost Proposal**

Provide a detailed cost proposal that separates:

- Discovery and planning
- Design
- Development
- Content migration
- Accessibility testing/remediation
- Training
- Launch support
- Hosting
- Maintenance/support

- Optional services
- Hourly rates for additional work

### **7.7 Functional Requirements Response**

Respondents should include a functional requirements matrix or narrative response addressing whether the proposed solution provides each required or desired feature.

Suggested response categories:

- Included
- Included with configuration
- Available as optional add-on
- Requires third-party tool
- Not recommended / alternative proposed

### **7.8 References and Work Samples**

Provide at least three references for similar website projects. Include:

- Client name
- Contact person
- Contact information
- Project description
- Website URL
- Project date
- Project cost range, if available

### **7.9 Exceptions**

Identify any requested exceptions to the District’s Professional Services Agreement or this RFP. Failure to identify exceptions may be treated as acceptance of the District’s terms.

---

## **SECTION 8 – EVALUATION CRITERIA**

The District may evaluate proposals using the following criteria:

Evaluation Criteria	Weight
Understanding of District needs and public agency website goals	20%
Relevant experience and qualifications	20%
Technical approach, CMS, hosting, and security	15%
Accessibility, ADA/WCAG expertise, and testing approach	15%
Mobile-first user experience and navigation strategy	10%
Cost, value, and long-term sustainability	10%
References, past performance, and work samples	10%

The District may request interviews, demonstrations, clarification, or best and final offers. The District is not required to select the lowest-cost proposal.

## SECTION 9 – PROCUREMENT PROCESS AND DISTRICT RIGHTS

The District reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Request clarification or additional information
- Conduct interviews or demonstrations
- Negotiate scope, schedule, and fees
- Select the proposal deemed most advantageous to the District
- Cancel or modify the solicitation
- Award all, part, or none of the work
- Use the services of other consultants for related or separate work

All proposal costs are the responsibility of the respondent.

## SECTION 10 – QUESTIONS AND ADDENDA

Questions regarding this RFP shall be submitted in writing to:

**Scott Deschenes, General Manager**

Des Moines Pool Metropolitan Park District

Email: [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)

Questions must be received by **July 22, 2026**. Responses may be issued by addendum. Oral interpretations or clarifications shall not be binding unless confirmed by written addendum.

---

## SECTION 11 – SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically in PDF format to:

**Scott Deschenes, General Manager**

Des Moines Pool Metropolitan Park District

Email: [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)

Subject line: **Website Redesign RFP Proposal – [Firm Name]**

Proposals must be received no later than **[Insert Date and Time]**.

Late proposals may not be considered.

---

## SECTION 12 – ANTICIPATED BUDGET

The District currently anticipates a website redevelopment budget of approximately **\$20,000**, exclusive of certain potential hosting, storage, video, maintenance, or ongoing support costs.

Respondents should clearly identify:

- One-time project costs
- Annual recurring costs
- Hosting and storage costs
- Video storage costs, if applicable
- Optional support/maintenance packages
- Optional enhancements that may exceed the base budget

The District may negotiate scope and pricing to fit available resources.

---

# ATTACHMENT A – PROFESSIONAL SERVICES AGREEMENT

The selected consultant will be required to enter into a Professional Services Agreement substantially in the District’s standard form. The agreement includes terms related to scope of work, term, payment, ownership of work product, indemnification, insurance, conflicts of interest, warranty, independent contractor status, dispute resolution, notices, and assignment/subcontracting.

The final negotiated scope shall be attached to the agreement as Exhibit A – Scope of Work.

---

## EXHIBIT A – SCOPE OF WORK

### Website Redesign, Development, Accessibility, Hosting, and Support Services

This Exhibit A shall be incorporated into the Professional Services Agreement between the Des Moines Pool Metropolitan Park District (“District”) and the selected consultant (“Consultant”).

#### 1. General Description of Services

Consultant shall provide professional services necessary to plan, design, develop, test, launch, and support a redesigned District website. Services shall be performed at the direction of the District Board of Commissioners and District General Manager.

#### 2. Required Deliverables

Consultant shall provide, at minimum:

1. Project kickoff meeting and project plan
2. Existing website review
3. Recommended site map and information architecture
4. Content migration and content reduction plan
5. Mobile-first design mockups
6. Website design system or style guide
7. Developed website/CMS
8. CivicRec registration pathway integration
9. Translation functionality and language access tools
10. ADA/WCAG accessibility implementation and testing
11. Governance/public meeting materials page structure
12. Schedule and program information page structure

13. Hosting, storage, and security recommendations
14. Staff training
15. Administrative documentation
16. Launch checklist
17. Post-launch support

### **3. Accessibility Requirements**

Consultant shall design and develop the website to meet WCAG 2.1 AA or newer standards and shall provide accessibility testing documentation before launch. Consultant shall also provide staff guidance to help the District maintain accessible content after launch.

### **4. Ownership of Work Product**

All work product developed specifically for and paid for by the District shall become the property of the District in accordance with the Professional Services Agreement. Consultant shall disclose any third-party licenses, subscriptions, plugins, hosted services, or proprietary tools required for ongoing use.

### **5. Schedule**

Consultant shall complete the project according to a mutually agreed project schedule. The District's target launch is October–November 2026.

### **6. Compensation**

Compensation shall be based on the negotiated cost proposal and shall not exceed the amount stated in the Professional Services Agreement unless amended in writing by the parties.

### **7. Post-Launch Support**

Consultant shall provide post-launch support for a minimum of 60 days after launch unless otherwise negotiated. Consultant may also propose optional ongoing maintenance and support services.

---

# ATTACHMENT B – FUNCTIONAL REQUIREMENTS MATRIX

Respondents should complete or substantially respond to the following matrix.

Requirement	Included	Optional	Third-Party Tool	Notes
Mobile-first responsive design				
WCAG 2.1 AA or newer compliance				
Accessibility testing before launch				
Translation toolbar/language access				
Translation disclaimer page				
CivicRec registration links/integration				
Scholarship application pathway				
Interactive or improved schedule pages				
Calendar integration options				
Staff-editable CMS				
Homepage banner/alert scheduling				
News/updates section				
Governance page organization				
Meeting video hosting strategy				
Reduced PDF dependency				

<b>Requirement</b>	<b>Included</b>	<b>Optional</b>	<b>Third-Party Tool</b>	<b>Notes</b>
Analytics/reporting				
SEO and AI-search readiness				
Security and backup features				
Staff training and documentation				
60-day post-launch support				

DRAFT

# ATTACHMENT C – PROPOSAL COST FORM

Respondents should provide costs in a format similar to the following:

Service Category	Cost	Hours/Timeline	Notes
Discovery and project management			
Information architecture/content strategy			
Design and wireframes			
Website development/CMS configuration			
Content migration			
Accessibility testing/remediation			
Translation/language access setup			
CivicRec integration/pathways			
Training and documentation			
Launch and post-launch support			
Hosting/storage			
Maintenance/support			
Optional enhancements			

## ATTACHMENT D – OPTIONAL ENHANCEMENTS

Respondents may separately price optional enhancements such as:

- AI-assisted navigation/chat support
- Performance dashboards
- Expanded video hosting and archive tools
- Advanced calendar/schedule integration
- SMS/email notification integrations
- Online form builder tools
- User testing sessions
- Annual accessibility audits
- Annual content strategy review

DRAFT

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into between Des Moines Pool Metropolitan Park District, a Washington Municipal Corporation (“District”) and [REDACTED], (“Consultant”).

1. Scope of Work. The District retains Consultant to perform the Services designated in **EXHIBIT A** “the Services” together with such other services as requested by the District. All services provided shall be performed at the direction of the District Board of Commissioners and the District **General Manager**. Consultant agrees to use competent and experienced personnel to provide the services necessary to complete the Services in accordance with the agreed project schedule and in a competent and professional manner and to furnish or procure the use of incidental services, equipment, and facilities as necessary for the completion of the Services. The District reserves the right to approve the primary personnel designated by Consultant to perform services under this Agreement. This Agreement is not intended to create a relationship in which the District contracts exclusively with Consultant for similar or related services or in which the Consultant serves the District as its sole client. The District reserves the right to use the services of other Consultants for both general and specific projects at District’s sole discretion.
2. Term. This Agreement shall be for a [REDACTED] term, commencing from [REDACTED], 20 [REDACTED], and shall terminate on [REDACTED], 20 [REDACTED]. Either party may terminate this Agreement at any time upon twenty (20) days written notice to the other party. EFR may terminate this Agreement immediately for any material breach by the Consultant. Upon termination Consultant shall be compensated for Services rendered prior to the date of termination.
3. Payment. Payment for the Services referenced on **EXHIBIT A** shall be made as follows:
  - 3.1. Cost of Services. The total cost for all services, personnel, materials, supplies, and equipment used in performing the Services shall be as set forth on **EXHIBIT XX** but shall not exceed \$ [REDACTED]. In the event Consultant either performs or proposes to perform services or incur expenses to which it believes it should be entitled to compensation in excess of the stated limit either for the total or for one or more itemized tasks, the District shall not be obligated to pay for such services or expenses unless the excess compensation has been negotiated and agreed to in writing between the parties prior to the performance of the services or incurring of the expenses.
  - 3.2. Billing Procedures. The Consultant shall submit invoices for services rendered to the District for approval and payment on a monthly basis. Payment shall be made within 30 days of receipt of the invoice following verification and approval of the invoice by the District. Consultant shall submit complete documentation for the invoices in a form acceptable to the District.
  - 3.3. Full Payment. Payment provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.

3.4. Partial Payment. If any Services covered by this Agreement are suspended or abandoned by District, the Consultant shall be paid for services performed prior to the date that written notification of abandonment is provided to Consultant; provided, however, such payment shall only be owing if Consultant performed such services in a professional and non-negligent manner consistent with the terms of this Agreement.

4. Intellectual Property.

4.1. Ownership of Documents. Ownership of Documents created pursuant to this Agreement shall be determined as follows:

4.1.1. Work Product. As a result of providing the Services to the District, the Consultant will create certain instruments of professional services as a work for hire which will take the form of traditional project documents such as hard copy drawings, designs, mylars, specifications, renderings of surveys, survey data, and like items; these may also take the form of computer-ready data sets such as CADD, word processing, electronic spread sheets and/or databases; in addition, the Consultant's instruments of professional service may be represented in the form of computer programs, software and materials (except for pre-existing intellectual property, all of the foregoing instruments of professional service collectively referred to as "Work Product"). District acknowledges this Work Product as instruments of professional service. However, such Work Product created solely under this Agreement shall become the property of the District on payment in full of all monies due to the Consultant for such Work Product. The District shall own all copyrights to such Work Product, and Consultant agrees to assign all ownership rights to such Work Product to the District. The Consultant cannot guarantee the authenticity, integrity or completeness of Work Product supplied in electronic format ("Electronic Files"). The District shall release, indemnify and hold the Consultant, its officers, employees, consultants and agents harmless from any claims, or damages arising from the use of Electronic Files. Electronic Files will not contain stamps or seals and are not to be used for any purpose other than that for which they were transmitted.

4.1.2. Work Product Modifications. Upon its sole risk, the District may make modification to the Work Product without the prior written authorization of the Consultant. The District agrees to waive any claim against the Consultant arising from the District's reuse or modification of any such Work Product.

4.1.3. Possession of Work Product. The Consultant shall hold on the District's behalf, original reproducible copies of all designs and as-built drawings for a period of three (3) years for the date of substantial completion. Computer-ready data shall be provided to the District, if requested, on a data disk compatible with the District's computer equipment and programs. Consultant may not use Work Product specifically developed for and paid for by the District, for non-District projects, without the prior written authorization of the District upon such terms and conditions imposed by the District.

5. Indemnification. Consultant shall defend, indemnify and hold District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of District.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

6. Insurance.

- 6.1. Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

- 6.2. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

- 6.3. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:

- 6.3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

- 6.3.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. District shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for District using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

- 6.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- 6.3.4. Professional Liability insurance appropriate to the Consultant's profession.

- 6.4. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:
- 6.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  - 6.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
  - 6.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- 6.5. Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect District. Any insurance, self-insurance, or self-insured pool coverage maintained by District shall be excess of the Consultant's insurance and shall not contribute with it.
- 6.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- 6.7. Verification of Coverage. The Consultant shall furnish District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
- 6.8. Notice of Cancellation. The Consultant shall provide District with written notice of any policy cancellation within two business days of their receipt of such notice.
- 6.9. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which District may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to District on demand, or at the sole discretion of District, offset against funds due the Consultant from District.
- 6.10. District Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, District shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to District evidences limits of liability lower than those maintained by the Consultant.
7. Conflicts of Interest. Consultant agrees not to perform similar services, including the design of sewer facilities, for private parties on projects within the District if the performance of such services conflict in any way with the Consultant's performance of the Services for the District.

8. Warranty. Consultant agrees and warrants that the Services shall be performed with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and same or similar locality. When the findings and recommendations of Consultant are based upon information supplied by District and others, Consultant is entitled to rely on such information.
9. Independent Contractor. The Consultant and the District agree the Consultant is an independent contractor with respect to the Services. Nothing in this Agreement shall be considered to create the relationship of employer or employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded to District employees by virtue of the Services provided under this Agreement. The District shall not be responsible for withholding or otherwise deducting federal income tax or social security, or for contributing to the State Industrial Insurance program, or for otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

10. Dispute Resolution.

10.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.

10.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party may submit the dispute to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party in the arbitration, shall be entitled to its reasonable attorney fees and costs including expert witness fees.

10.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the King County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.

10.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the

dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

## 11. Miscellaneous.

- 11.1. Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 11.2. Entire Agreement. This Agreement, and its attachments, contains the entire understanding between District and Consultant relating to the Services. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly set forth herein, are of no force or effect. Subsequent modifications or amendments to this Agreement shall be in writing and shall be signed by the parties to this Agreement. Services to be performed by Consultant for District that are outside the scope of Services under this Agreement shall be performed pursuant to separately negotiated written agreements.
- 11.3. Non-Waiver. Waiver or forbearance by the District of any provision of the Agreement or any time limitation provided for in this Agreement shall be limited to the single instance of waiver or forbearance and shall not constitute an agreement by the District to waive or forbear in the future with respect to similar instances, nor shall any such waiver or forbearance constitute a waiver or forbearance with respect to any other provision of this Agreement.
- 11.4. Savings Clause. If any provision of this Agreement is declared invalid, illegal, or incapable of being enforced by any court of competent jurisdiction, all of the remaining provisions of this Agreement shall continue in full force and effect, and no provisions shall be deemed to depend upon any other provision unless so expressed herein.
- 11.5. Responsibility for Others. Consultant shall be responsible to District for Consultant Services and the services of Consultant subcontractors. Consultant shall not be responsible for the acts or omissions of other parties engaged by District nor for their construction means, methods, techniques, sequences, or procedures, or their health and safety precautions and programs.
- 11.6. Consultant's Work and Risk. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those services. All work shall be done at Consultant's own risk, and Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.



**EXHIBIT A – SCOPE OF WORK**

DRAFT

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g Assigned to: District GM Meeting Date: May 26, 2026

Under: Old Business Attachment: Yes

**Subject:** Performance Metrics (pushed)

**Background/Summary:** Commissioner Campbell met with District GM and Aquatics Manager Servores before the April 28 board meeting. We were going to meet in May, but the District General Manager pushed this item to June to focus on the May closure and other projects. We will focus on this in June.

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

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

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

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

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

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

**Notes:** Attachments:

- No attachments.

# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7h Assigned to: District GM Meeting Date: May 26, 2026

Under: Old Business Attachment: Yes

**Subject:** Quarter 1 Financial Report (January-March 2026)

**Background/Summary:**

The Q1 Financial Report includes Revenue, Expenses and Physical Reports for Quarter 1, January 1 through March 31, 2026.

After reviewing comments from the last meeting, the District GM has added some GL revenue information including daily admissions, pass sales, rentals and insurance passes sold.

**Fiscal Impact:** N/A

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

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

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

**Action Taken:** Adopted        Rejected        Postponed       

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

**Notes:**

- Q1 2026 Physical Report
- Q1 2026 (January 1- March 31) Revenue and Expense Reports

**First Quarter (Q1) 2026 Financial  
Status Report**

**DES MOINES POOL M.P.D./ MOUNT  
RAINIER POOL  
May 26, 2026**

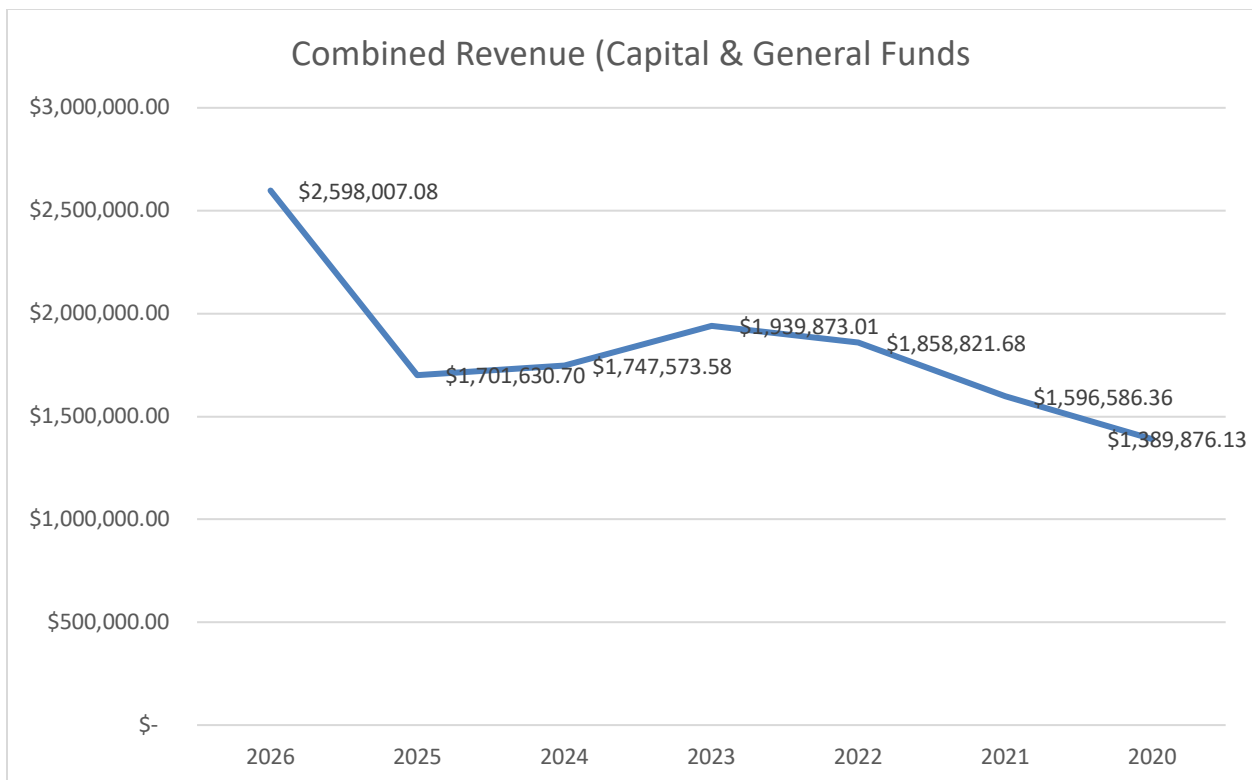
January 1 – March 31, 2026, Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the first quarter results for fiscal year 2026.

The General Fund records all of the activities of the district and the district has a separate Capital Reserve Fund. All of the financial transactions of the district are recorded within General Fund and the balance will fluctuate from month to month, while the reserve account receives its funds on an annual basis in keeping with the districts goal to build up the fund balance for future capital projects.

The balances in each of these funds on March 31, 2025, are:

- General Fund – \$798,896.56
  - Capital Reserve - \$1,799,110.52
- Total Available Funds \$2,598,007.08

The cash flow chart and associated data has been developed to focus on the activity of the “General Fund”, but the combined cash balance reflects the total of both the general fund and the reserve fun



The first quarter analysis is an affirmation of expenditures being on target to be lower than projections and a verification of ending fund balances for the previous fiscal period. As of 5/21/2025, the combined balance is \$2,566,818.12.

## REVENUES

Revenues of the district fall within five categories as reflected in the following chart:

	Budget	YTD	%
Beginning Balance	\$975,000.00	\$1,102,766.33	113%
Taxes	\$2,382,412.27	\$108,603.28	4.56%
Charges for Service	\$25,000.00	\$0.00	0%
Interest	\$58,000.00	\$30,628.58	52.8%
Grant (Capital)*	\$1,651,216.72	\$16,316.76	2%
Over the Counter**	\$225,000.00	\$57,115.78**	25.38%
Transfer from Reserves***	\$993,463.73	\$0.00	0%

\*25% target through March 31, 2026.

\*Capital Grant Projects will be pushed to 2027 per Highline School District's request.

\*\*Behind on billings for swim team, grant, and other revenues. See section below.

\*\*\*Transfers to reserves are made at the final board meeting of each year.

The primary revenue source for the District is the collection of property taxes. The majority of property tax is collected in April/May and then again in October/November. The first quarter results reflect this cash flow cycle with the exception of the beginning fund balance.

The district is behind on collecting revenues for over the counter. The following are revenues the district should collect in 2026 that would normally be included in this report.

Partner Outstanding	Outstanding
2025 Q4 SMAC Usage	\$23,228.90
2026 Q1 SMAC Usage	\$20,067.92
<del>2024-2025 HSD Timing System Usage**</del>	<del>\$800.00</del>
2025-2026 HSD Timing System + Lap Lane Usage	\$36,820.00
<b>Totals Outstanding</b>	<b>\$43,296.82</b>
	<b>\$80,916.82</b>

With full outstanding revenues, the Over the Counter (OTC) Revenues would be \$138,032.60 or 61.35%, but Highline School District has told us they no longer have the availability to pay for the agreed lane rental rates and are working to pay us what they can, with the lost revenue, the new updated rates would be \$100,412.60 or 44.63%.

## EXPENDITURES

The Expenditure report for Quarter 1 reflects the activities of the district, which have been segregated into three categories: administration, operations, and capital. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	<b>Budget</b>	<b>YTD</b>	<b>%</b>
Administration	\$461,810.00	\$150,282.04	32.54%*
Operations	\$1,609,977.27	\$362,074.13	22.49%
Capital	\$2,785,891.72,	\$1,650.75	0.06%
<b>Totals</b>	<b>\$4,867,628.89</b>	<b>\$514,006.92</b>	<b>10.56% (25% Target)</b>

*\*Includes annual insurance payment of \$48,469.00 (32.25%) of current total.*

Each of these categories has an individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 25% for the first quarter.

The total expenditures for the district as of March 31, 2026, are at 10.56% of budget, but for administration and operations it is 24.7%. This is under the anticipated level of 25%.

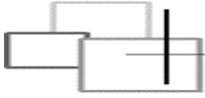
The next quarterly report will be presented to the board at its August 25, 2026, meeting for the second quarter (Q2) of 2026 (April 1 through June 30).

## MORE INFORMATION

As always, please do not hesitate to ask any questions or let me know if you need additional information.

## 2026 1st Quarter REVENUES

Account Number	Reference	Jan 2026	Feb 2026	Mar 2026	YTD Balance	2026 1st Qtr Totals	2026 Budget	Budget Balance	% of Budget
<b>General Fund Taxes</b>									
001-000-000-311-11-00-00	Property Taxes	\$3,683.50	\$21,154.53	\$81,495.32	\$106,333.35	\$106,333.35	\$2,382,412.27	\$2,276,078.92	4.46%
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.03	\$0.03	\$0.03	\$0.00	-\$0.03	0.00%
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,269.90	\$0.00	\$2,269.90	\$2,269.90	\$0.00	-\$2,269.90	0.00%
	<b>Total General Fund</b>	<b>\$3,683.50</b>	<b>\$23,424.43</b>	<b>\$81,495.35</b>	<b>\$108,603.28</b>	<b>\$108,603.28</b>	<b>\$2,382,412.27</b>	<b>\$2,273,808.99</b>	<b>4.56%</b>
<b>Charges for Goods and Services</b>									
001-000-000-347-60-00-00	Normandy PK - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	0.00%
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Miscellaneous Revenues</b>									
001-000-000-361-11-00-00	Investment Interest	\$10,745.47	\$10,305.18	\$9,577.93	\$30,628.58	\$30,628.58	\$58,000.00	\$27,371.42	52.81%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-369-81-00-02	Misc Revenue	\$2,595.36	\$8,723.90	\$4,997.50	\$16,316.76	\$16,316.76	\$1,802,216.72	\$1,785,899.96	0.91%
001-000-000-369-81-00-03	MRP Cash Deposits	\$5,537.46	\$315.50	\$1,910.25	\$7,763.21	\$7,763.21	\$50,000.00	\$42,236.79	15.53%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$11,774.07	\$8,639.25	\$27,939.25	\$48,352.57	\$48,352.57	\$167,000.00	\$118,647.43	28.95%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$790.00	\$210.00	\$1,000.00	\$1,000.00	\$8,000.00	\$7,000.00	12.50%
	<b>Total Revenue</b>	<b>\$30,652.36</b>	<b>\$28,773.83</b>	<b>\$44,634.93</b>	<b>\$104,061.12</b>	<b>\$104,061.12</b>	<b>\$2,085,216.72</b>	<b>\$1,981,155.60</b>	<b>4.99%</b>
<b>Capital Projects/Reserve</b>									
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$982,675.00	\$0.00	0.00%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$982,675.00</b>	<b>\$0.00</b>	<b>0.00%</b>
	<b>Grand Total Revenue</b>	<b>\$34,335.86</b>	<b>\$52,198.26</b>	<b>\$126,130.28</b>	<b>\$212,664.40</b>	<b>\$212,664.40</b>	<b>\$4,492,628.99</b>	<b>\$4,254,964.59</b>	<b>4.73%</b>



## 2026 1st Quarter EXPENDITURES

Beginning 1st Qtr Balance = \$2,901,876.85  
 Ending 1st Qtr Balance = \$2,598,007.08

Category/ Acct #	Reference	Jan 2026	Feb 2026	Mar 2026	2026 1st Qtr Totals	YTD Expense	2026 Budget	Budget Balance as of 3/31/26	% of Budget
<b>Salaries &amp; Wages</b>									
001-000-000-576-20-10-00	Commissioners Subsidies	\$439.11	\$463.48	\$1,024.53	\$1,927.12	\$3,854.24	\$25,000.00	\$21,145.76	15.42%
001-000-000-576-20-10-01	District Manager Salary	\$8,220.49	\$8,473.87	\$8,474.05	\$25,168.41	\$50,336.82	\$115,000.00	\$64,663.18	43.77%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$8,834.10	\$6,866.72	\$5,263.30	\$20,964.12	\$41,928.24	\$106,537.27	\$64,609.03	39.36%
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,077.69	\$5,254.43	\$5,221.24	\$15,553.36	\$31,106.72	\$157,590.00	\$126,483.28	19.74%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$24,237.53	\$32,605.59	\$28,007.28	\$84,850.40	\$169,700.80	\$371,000.00	\$201,299.20	45.74%
001-000-000-576-21-30-05	Water Exercise Instructor	\$750.03	\$851.00	\$791.06	\$2,392.09	\$4,784.18	\$10,300.00	\$5,515.82	46.45%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,468.15	\$4,550.12	\$4,165.88	\$13,184.15	\$26,368.30	\$66,950.00	\$40,581.70	39.39%
001-000-000-576-21-32-02	Head Lifeguards	\$2,419.82	\$1,569.40	\$2,420.67	\$6,409.89	\$12,819.78	\$64,000.00	\$51,180.22	20.03%
	<b>Total Salaries &amp; Wages</b>	<b>\$54,446.92</b>	<b>\$60,634.61</b>	<b>\$55,368.01</b>	<b>\$170,449.54</b>	<b>\$340,899.08</b>	<b>\$916,377.27</b>	<b>\$575,478.19</b>	<b>37.20%</b>
<b>Taxes &amp; Misc</b>									
001-000-000-576-21-21-19	Payroll Taxes	\$10,208.82	\$19,382.40	\$15,980.66	\$45,571.88	\$91,143.76	\$242,050.00	\$150,906.24	37.65%
001-000-000-576-21-33-00	Sick Pay	\$928.94	\$0.00	\$1,667.86	\$2,596.80	\$5,193.60	\$4,800.00	(\$393.60)	108.20%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$269.34	\$0.00	\$269.34	\$538.68	\$500.00	(\$38.68)	107.74%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Taxes &amp; Misc</b>	<b>\$11,137.76</b>	<b>\$19,651.74</b>	<b>\$17,648.52</b>	<b>\$48,438.02</b>	<b>\$96,876.04</b>	<b>\$248,350.00</b>	<b>\$151,473.96</b>	<b>39.01%</b>
<b>Personal Benefits</b>									
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$4,504.62	\$3,992.97	\$3,805.51	\$12,303.10	\$24,606.20	\$45,000.00	\$20,393.80	54.68%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$127.50	\$127.50	\$382.50	\$765.00	\$2,000.00	\$1,235.00	38.25%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$3,054.28	\$6,490.81	\$2,102.58	\$11,647.67	\$23,295.34	\$72,000.00	\$48,704.66	32.35%
	<b>Total Personal Benefits</b>	<b>\$7,686.40</b>	<b>\$10,611.28</b>	<b>\$6,035.59</b>	<b>\$24,333.27</b>	<b>\$48,666.54</b>	<b>\$119,000.00</b>	<b>\$70,333.46</b>	<b>40.90%</b>
<b>Office Supplies</b>									
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$37.46	\$0.00	\$127.50	\$164.96	\$329.92	\$2,500.00	\$2,170.08	13.20%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-capitalized)	\$77.03	\$66.23	\$0.00	\$143.26	\$286.52	\$4,000.00	\$3,713.48	7.16%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$209.11	\$98.00	\$122.37	\$429.48	\$858.96	\$2,000.00	\$1,141.04	42.95%
	<b>Total Office Supplies</b>	<b>\$323.60</b>	<b>\$164.23</b>	<b>\$249.87</b>	<b>\$737.70</b>	<b>\$1,475.40</b>	<b>\$8,500.00</b>	<b>\$7,024.60</b>	<b>17.36%</b>
<b>Maintenance &amp; Repair Supplies</b>									
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$39.66	\$78.78	\$43.08	\$161.52	\$323.04	\$1,000.00	\$676.96	32.30%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$1,659.12	\$1,396.64	\$746.76	\$3,802.52	\$7,605.04	\$9,500.00	\$1,894.96	80.05%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,698.78</b>	<b>\$1,475.42</b>	<b>\$789.84</b>	<b>\$3,964.04</b>	<b>\$7,928.08</b>	<b>\$10,500.00</b>	<b>\$2,571.92</b>	<b>75.51%</b>
<b>Pool Supplies</b>									
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$120.77	\$375.15	\$421.13	\$917.05	\$1,834.10	\$5,000.00	\$3,165.90	36.68%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-40-00	Employee Recognition	\$175.00	\$150.00	\$0.00	\$325.00	\$650.00	\$2,500.00	\$1,850.00	26.00%
001-000-000-576-21-42-00	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$38.62	\$38.62	\$77.24	\$2,000.00	\$1,922.76	3.86%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$112.94	\$744.48	\$869.52	\$1,726.94	\$3,453.88	\$5,250.00	\$1,796.12	65.79%
	<b>Total Pool Supplies</b>	<b>\$408.71</b>	<b>\$1,269.63</b>	<b>\$1,329.27</b>	<b>\$3,007.61</b>	<b>\$6,015.22</b>	<b>\$22,750.00</b>	<b>\$16,734.78</b>	<b>26.44%</b>

Category/ Acct #	Reference	Jan 2026	Feb 2026	Mar 2026	2026 1st Qtr Totals	YTD Expense	2026 Budget	Budget Balance as of 3/31/26	% of Budget
<b>Professional Svcs - Clerical</b>									
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$421.88	\$387.38	\$187.50	\$996.76	\$1,993.52	\$10,000.00	(\$1,484.00)	114.84%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$3,222.00	\$936.00	\$1,584.00	\$5,742.00	\$11,484.00	\$12,000.00	\$8,912.20	25.73%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$1,543.90	\$0.00	\$0.00	\$1,543.90	\$3,087.80	\$4,000.00	\$2,006.48	49.84%
001-000-000-576-20-41-14	IT Server Hosting (CMT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMT)	\$0.00	\$4,329.14	\$2,164.57	\$6,493.71	\$12,987.42	\$28,000.00	\$15,012.58	46.38%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$171.89	\$189.51	\$175.75	\$537.15	\$1,074.30	\$2,600.00	\$1,525.70	41.32%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,750.00	\$5,750.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$45.00	\$0.00	\$0.00	\$45.00	\$90.00	\$2,500.00	\$2,410.00	3.60%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$9,082.63	\$854.60	\$841.04	\$10,778.27	\$21,556.54	\$14,500.00	(\$7,056.54)	148.67%
001-000-000-576-21-42-09	Timekeeping /Scheduling Software	\$705.28	\$353.28	\$394.13	\$1,452.69	\$2,905.38	\$3,000.00	\$94.62	96.85%
	<b>Total Prof Services-Front Offc</b>	<b>\$15,192.58</b>	<b>\$7,049.91</b>	<b>\$5,346.99</b>	<b>\$27,589.48</b>	<b>\$55,178.96</b>	<b>\$89,350.00</b>	<b>\$34,171.04</b>	<b>61.76%</b>
<b>Professional Svcs - Maintenance</b>									
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (MRP)	\$5,323.85	\$0.00	\$0.00	\$5,323.85	\$10,647.70	\$5,000.00	(\$5,647.70)	212.95%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$105.27	\$483.58	\$104.65	\$693.50	\$1,387.00	\$3,250.00	\$1,863.00	42.68%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$10,500.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$1,245.32	\$622.66	\$1,867.98	\$3,735.96	\$6,500.00	\$2,764.04	57.48%
001-000-000-576-21-48-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$163.60	\$68.37	\$206.20	\$438.17	\$876.34	\$1,250.00	\$373.66	70.11%
001-000-000-576-21-48-02	Rekey Services (Bills Locksmith)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$5,394.70	\$0.00	\$0.00	\$5,394.70	\$10,789.40	\$31,000.00	\$20,210.60	34.80%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	(\$244.29)	\$1,162.51	\$639.78	\$1,558.00	\$3,116.00	\$7,200.00	\$4,084.00	43.28%
	<b>Total Prof Services-Maintenance</b>	<b>\$10,743.13</b>	<b>\$2,959.78</b>	<b>\$1,573.29</b>	<b>\$15,276.20</b>	<b>\$30,552.40</b>	<b>\$72,200.00</b>	<b>\$41,647.60</b>	<b>14.88%</b>
<b>Repairs &amp; Maintenance</b>									
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,515.31	\$14,470.62	\$40,340.00	\$58,325.93	\$116,651.86	\$150,000.00	\$33,348.14	77.77%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$3,515.31</b>	<b>\$14,470.62</b>	<b>\$40,340.00</b>	<b>\$58,325.93</b>	<b>\$116,651.86</b>	<b>\$150,000.00</b>	<b>\$33,348.14</b>	<b>77.77%</b>
<b>Communications</b>									
001-000-000-576-20-41-02	Web Design & Maintenance	\$1,073.07	\$678.35	\$339.48	\$2,090.90	\$4,181.80	\$15,000.00	\$10,818.20	27.88%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$1,077.82	\$564.05	\$564.05	\$2,205.92	\$4,411.84	\$5,500.00	\$1,088.16	80.22%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$183.00	\$114.00	\$114.00	\$411.00	\$822.00	\$960.00	\$138.00	85.63%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$597.28	\$211.43	\$214.18	\$1,022.89	\$2,045.78	\$4,100.00	\$2,054.22	49.90%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	\$78.00	\$156.00	\$74.10	\$308.10	\$616.20	\$500.00	(\$116.20)	123.24%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$467.38	\$222.45	\$689.83	\$1,379.66	\$3,000.00	\$1,620.34	45.99%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$111.76	\$55.97	\$55.97	\$223.70	\$447.40	\$750.00	\$302.60	59.65%
001-000-000-576-21-41-21	Artificial Intelligence	\$22.04	\$22.08	(\$2.47)	\$41.65	\$83.30	\$1,500.00	\$1,416.70	5.55%
001-000-000-576-20-42-00	Warrant Courier Service	\$62.70	\$41.40	\$41.00	\$145.10	\$290.20	\$750.00	\$459.80	38.69%
	<b>Total Communications</b>	<b>\$3,205.67</b>	<b>\$2,310.66</b>	<b>\$1,622.76</b>	<b>\$7,139.09</b>	<b>\$14,278.18</b>	<b>\$32,360.00</b>	<b>\$16,205.32</b>	<b>44.12%</b>
<b>Training &amp; Travel</b>									
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$225.00	\$0.00	\$225.00	\$450.00	\$1,500.00	\$1,050.00	30.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$429.00	\$255.00	\$0.00	\$684.00	\$1,368.00	\$2,500.00	\$1,132.00	54.72%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$22.98	\$43.90	\$32.92	\$99.80	\$199.60	\$2,000.00	\$1,800.40	9.98%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$4,000.00	\$2,000.00	50.00%
001-000-000-576-21-43-07	Management Staff Training	\$1,183.75	\$50.00	\$0.00	\$1,233.75	\$2,467.50	\$2,500.00	\$32.50	98.70%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$7.00	\$0.00	\$0.00	\$7.00	\$14.00	\$2,000.00	\$1,986.00	0.70%
	<b>Total Training &amp; Travel</b>	<b>\$2,642.73</b>	<b>\$573.90</b>	<b>\$32.92</b>	<b>\$3,249.55</b>	<b>\$6,499.10</b>	<b>\$17,000.00</b>	<b>\$10,500.90</b>	<b>38.23%</b>
<b>Advertising</b>									
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$2,637.00	\$193.00	\$791.67	\$3,621.67	\$7,243.34	\$15,000.00	\$7,756.66	48.29%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	\$169.70	\$0.00	\$0.00	\$169.70	\$339.40	\$2,000.00	\$1,660.60	16.97%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
	<b>Total Advertising</b>	<b>\$2,806.70</b>	<b>\$193.00</b>	<b>\$791.67</b>	<b>\$3,791.37</b>	<b>\$7,582.74</b>	<b>\$20,150.00</b>	<b>\$12,567.26</b>	<b>37.63%</b>

Category/ Acct #	Reference	Jan 2026	Feb 2026	Mar 2026	2026 1st Qtr Totals	YTD Expense	2026 Budget	Budget Balance as of 3/31/26	% of Budget
<b>Rentals &amp; Leases</b>									
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$1,435.00	\$717.50	\$2,870.00	\$5,740.00	\$6,500.00	\$760.00	88.31%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$600.00	\$300.00	\$300.00	\$1,200.00	\$2,400.00	\$4,500.00	\$2,100.00	53.33%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,317.50</b>	<b>\$1,735.00</b>	<b>\$1,017.50</b>	<b>\$4,070.00</b>	<b>\$8,140.00</b>	<b>\$27,000.00</b>	<b>\$18,860.00</b>	<b>30.15%</b>
<b>Utilities</b>									
001-000-000-576-21-47-00	Electricity (PSE)	\$23,098.41	\$13,877.31	\$14,525.69	\$51,501.41	\$103,002.82	\$170,000.00	\$66,997.18	60.59%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$1,691.70	\$864.45	\$2,556.15	\$5,112.30	\$9,000.00	\$3,887.70	56.80%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$570.05	\$1,182.36	\$1,752.41	\$3,504.82	\$7,500.00	\$3,995.18	46.73%
001-000-000-576-21-47-04	Sewer (Midway)	\$773.82	\$0.00	\$1,093.99	\$1,867.81	\$3,735.62	\$5,500.00	\$1,764.38	67.92%
	<b>Total Utilities</b>	<b>\$23,872.23</b>	<b>\$16,139.06</b>	<b>\$17,666.49</b>	<b>\$57,677.78</b>	<b>\$115,355.56</b>	<b>\$192,000.00</b>	<b>\$76,644.44</b>	<b>60.08%</b>
<b>Insurance</b>									
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$48,469.00	\$0.00	\$0.00	\$48,469.00	\$96,938.00	\$49,000.00	(\$47,938.00)	197.83%
	<b>Total Insurance</b>	<b>\$48,469.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,469.00</b>	<b>\$96,938.00</b>	<b>\$49,000.00</b>	<b>(\$47,938.00)</b>	<b>197.83%</b>
<b>Miscellaneous</b>									
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$27.00	\$5.50	\$0.00	\$32.50	\$65.00	\$2,000.00	\$1,935.00	3.25%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$606.10	\$193.91	\$800.01	\$1,600.02	\$1,250.00	(\$350.02)	128.00%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$1,019.68	\$104.48	\$467.96	\$1,592.12	\$3,184.24	\$5,000.00	\$1,815.76	63.68%
001-000-000-576-20-51-50	Background checks	\$319.58	\$384.19	\$192.10	\$895.87	\$1,791.74	\$1,000.00	(\$791.74)	179.17%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$0.00	\$1,700.10	\$1,700.10	\$3,400.20	\$10,000.00	\$6,599.80	34.00%
	<b>Total Miscellaneous</b>	<b>\$1,366.26</b>	<b>\$1,100.27</b>	<b>\$2,554.07</b>	<b>\$5,020.60</b>	<b>\$10,041.20</b>	<b>\$19,250.00</b>	<b>\$9,208.80</b>	<b>52.16%</b>
<b>Intergovernmental Services</b>									
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-00	Elections	\$0.00	\$0.00	\$21,585.91	\$21,585.91	\$43,171.82	\$55,000.00	\$11,828.18	78.49%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$271.41	\$0.00	\$0.00	\$271.41	\$542.82	\$500.00	(\$42.82)	108.56%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$2,109.66	\$0.00	\$2,109.66	\$4,219.32	\$11,000.00	\$6,780.68	38.36%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$360.00	\$1,260.00	\$3,910.61	\$5,530.61	\$11,061.22	\$3,750.00	(\$7,311.22)	294.97%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$541.57	\$295.21	\$669.37	\$1,506.15	\$3,012.30	\$5,000.00	\$1,987.70	60.25%
	<b>Total Intergov Services</b>	<b>\$1,172.98</b>	<b>\$3,664.87</b>	<b>\$26,165.89</b>	<b>\$31,003.74</b>	<b>\$62,007.48</b>	<b>\$80,250.00</b>	<b>\$18,242.52</b>	<b>77.27%</b>
<b>Capitals</b>									
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Engineers	\$0.00	\$0.00	\$1,650.75	\$1,650.75	\$3,301.50	\$50,000.00	\$46,698.50	6.60%
001-000-000-594-76-41-01	Capital - Architects/Permits	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$7,000.00	\$5,000.00	(\$2,000.00)	140.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
001-000-000-594-76-42-09	Electrical Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142,500.00	\$142,500.00	0.00%
001-000-000-594-76-42-11	Facility Staff Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,650.75</b>	<b>\$1,927.12</b>	<b>\$0.00</b>	<b>\$1,853,216.72</b>	<b>\$1,863,145.44</b>	<b>0.00%</b>
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$993,463.73	\$993,463.73	0.00%
	<b>TOTAL ADMINISTRATION</b>	<b>\$76,350.62</b>	<b>\$26,973.24</b>	<b>\$47,062.28</b>	<b>\$150,386.14</b>	<b>\$150,386.14</b>	<b>\$461,810.00</b>	<b>\$161,245.92</b>	<b>32.56%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$113,655.64</b>	<b>\$117,030.74</b>	<b>\$132,692.68</b>	<b>\$363,379.06</b>	<b>\$363,379.06</b>	<b>\$1,609,977.27</b>	<b>\$885,829.01</b>	<b>22.57%</b>
	<b>TOTAL CAPITAL</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$1,650.75</b>	<b>\$5,150.75</b>	<b>\$5,150.75</b>	<b>\$4,699,897.17</b>	<b>\$1,842,915.22</b>	<b>0.11%</b>
<b>GRAND TOTALS</b>		<b>\$193,506.26</b>	<b>\$144,003.98</b>	<b>\$181,405.71</b>	<b>\$518,915.95</b>	<b>\$518,915.95</b>	<b>\$6,771,684.44</b>	<b>\$2,889,990.15</b>	<b>3.20%</b>

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7i      **Assigned to:** District GM      **Meeting Date:** May 26, 2026

**Under:** Old Business      **Attachment:** Yes

**Subject:** 2025 Annual Financial Report (pushed)

### Background/Summary:

The District is required to report its annual financial report 150 days after the end of the year. The report is a two-part process with the first part being a report filed online with the State Auditor's Office and the second part being a physical report for members of the public to review. In 2026, this report is due at the end of the day on May 30.

Attached is a DRAFT of the 2025 Annual Financial Report as a first touch. The report will be sent out to the board later this week for edits. All edits are due by Tuesday, May 12.

The letter included in the report was presented at the March 24 meeting with a deadline of April 17, 2026. The report was sent out the week of the last board meeting with a deadline of May 20, 2026. There were no edits.

The report is a working draft. Starting after this meeting, staff will be working to enter the information into the State Auditor Office's reporting portal. This may make small alterations to the report.

New information includes a graph for the ending balance of the Capital Reserve Fund.

UPDATE: I am in the process of finalizing the report to SAO and will bring the final results to the June 23. This will ensure the report is posted before the May 30 deadline.

**Fiscal Impact:** This is a report that has minimal financial impact on the district.

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

**Reviewed by Legal Counsel:**      Yes             No             **Date:** N/A

**Two Touch Rule:**      N/A      **Committee Review**  
April 28, 2026      **First Board Meeting (Informational)**  
May 26, 2026      **Second Board Meeting (Action)**

**Action Taken:**      Adopted             Rejected             Postponed       

**Follow-up Needed:**      Yes             No X      **Reporting Back Date:**       

**Notes:** Attachments:





**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**2025 BUDGET**

**Prepared by:**

**Scott Deschenes**

District General Manager

**<WORKING DRAFT>**

**Board of Commissioners**

**Shane Young, President**

**Holly Campbell, Clerk of the Board**

**Joe Dusenbury**

**Ben Fortine**

**Shane Stender**

**Table of Contents**

**Budget Resolution .....3-4**

**Budget Message from District General Manager.....5-11**

**Vision, Mission, Core Objectives and Cultural Values.....12-13**

**District Contact Information.....14**

**Organizational Chart.....15**

**District Funds.....16**

**General Fund Revenue .....17-18**

**General Fund Expenditures.....19**

**Capital Projects and Expenditures for 2025.....20-21**

**Capital Reserve Fund.....22**

**Glossary of Budget Terms.....23-24**

**DRAFT**

**Option C:**  
**\$ .3556/1,000**

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

**RESOLUTION NUMBER 2024-06**

**CERTIFYING PROPERTY TAX LEVY AND  
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2025**

**WHEREAS**, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2024 is \$6,578,494,834 and;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2024, to be collected in 2025 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$2,318,910.76 which includes new construction, any increase in state-assessed property and refunds in the amount of \$20,402.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2023 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:

- A. \$ 1,215,202.24 to the Current Expense Fund of the District
- B. \$ 1,124,110.52 to the Capital Reserve Fund of the District

4. That certified copies of this resolution, together with exhibits, shall be delivered to:

Clerk's Office  
Metropolitan King County Council  
516 Third Avenue  
Room W-1025  
Seattle, WA 98104

Accounting Division  
Department of Assessments  
500 Fourth Avenue  
Room 709  
Seattle, WA 98104

# BUDGET

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 12th day of November 2024.

Signed by:  
*Shane Young* 11/13/2024  
Commissioner Young

Signed by:  
*Joe Dusenbury* 11/15/2024  
Commissioner Dusenbury

Signed by:  
*Holly Campbell* 11/14/2024  
Commissioner Campbell

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

DocuSigned by:  
*Patrice Thorell* 11/13/2024  
Commissioner Thorell

\_\_\_\_\_

DRAFT

## Budget Message

### BUDGET MESSAGE – 2025 ANNUAL FINANCIAL REPORT

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

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

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

### DISTRICT FINANCIAL OVERVIEW

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

### FISCAL STEWARDSHIP

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

### LOOKING BACK: 2025 IN REVIEW

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

### Key Challenges We Are Addressing

#### 1. Financial Sustainability and Levy Degradation

When the Des Moines Pool Metropolitan Park District was formed in 2010, the district had the legal authority to levy up to \$0.75 per \$1,000 of assessed property value. However, Washington State law limits annual property tax increases to 1% without voter approval. Combined with more than a decade of inflation, this restriction has steadily reduced the district’s effective taxing capacity.

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

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

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

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

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

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

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

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

## **3. Aging Infrastructure**

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

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

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

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

## Celebrating 2025 Successes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## BUDGET

### 4. Expanded Access and Service

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

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

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

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

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

### 5. A Pool Open to Everyone

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

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

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

## LOOKING AHEAD: 2026 AND BEYOND

### 2026 Outlook

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

#### 1. Preserving What We Have

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

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

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

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

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

## 2. Limits on Services

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

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

Although the pool continues to operate from 6:00 a.m. to 9 p.m. on weekdays, along with weekend programming, the facility’s size and aging infrastructure limit the district’s ability to fully meet community demand.

## 3. Continued Growth and Expansion of Services

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

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

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

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

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

## 4. Planning for the Next 50 Years

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

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

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

## BUDGET

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

The future of health, safety, and recreation in Des Moines depends on these conversations.

### **Next Five Years (2027-2032)**

The pool district faces several major challenges related to tax law limitations and the aging facility.

#### **1. Levy Degradation**

In 2009, the Mount Rainier Pool levy authority allowed up to \$0.75 per \$1,000 of assessed value, although the ballot measure promised taxpayers a levy of \$0.20 per \$1,000.

Due to Washington's 1% property tax growth limit, the district's effective taxing capacity is projected to fall below \$0.20 per \$1,000 by 2030.

Without sufficient taxing authority, the district may lose the ability to fund capital repairs, borrow funds for improvements, or qualify for certain grants.

To address this challenge, the district will evaluate a potential levy lid lift in the coming years. The goal would not be to significantly raise taxes, but to restore the district's original financial capacity and ensure continued operation of the Mount Rainier Pool.

#### **2. Capital Risk / Highline School District Agreement**

The Des Moines Pool Metropolitan Park District and Highline School District have been operating without an updated facility agreement since 2022.

This delay is largely due to the capital risk associated with long-term operation of the current facility.

Many grant programs require 10- to 30-year operating covenants, which neither party is currently able to guarantee given the age of the facility. As a result, some capital improvement grants have been delayed.

The district remains committed to working with Highline School District to develop a mutually beneficial path forward.

#### **3. Strategic Planning and Pool Advisory Committee**

Over the next several years, the district will begin a strategic planning process focused on the future of aquatics in Des Moines.

This process will include the creation of a Pool Advisory Committee to help guide planning and ensure transparency and community involvement.



## BUDGET

Public participation will be essential as the district works with residents, partners, and stakeholders to develop a long-term vision for aquatic services over the next 50 years.

Community members are encouraged to follow district updates and participate in future planning discussions.

### CONCLUSION

This budget reflects the district’s continued commitment to providing essential aquatic services while planning responsibly for the future.

The district is grateful for the continued support of Des Moines residents, community partners, grant providers, and local organizations whose investment helps sustain this vital community resource.

With continued community engagement and responsible financial stewardship, Mount Rainier Pool will remain a valued resource for health, safety, recreation, and community connection—serving residents today and for generations to come.

Respectfully,

Scott Deschenes

*Scott Deschenes*

District General Manager  
Des Moines Pool Metropolitan Park District

DRAFT

# Vision, Mission, Core Objectives and Cultural Values

## Vision Statement

To create a healthy community by embracing swimming as an essential life skill.

## Mission Statement

The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.

- We provide aquatic programs and services for our constituents, affiliates and the interested public.
  - We value all members of the swimming community, and the staff and volunteers who serve them.
  - We are committed to excellence and the proliferation of swimming.
- We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance.

## Core Objectives

The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically, we seek to:

- Rigorously strive to eliminate implicit bias in swimming
- Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.
- Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.
- Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.

## Cultural Values Operational Principles

The organizational and business culture of the Des Moines Pool Metropolitan Park District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:

- Embrace the responsibilities of leadership and strive for excellence in everything we do.
- Conduct business with integrity, transparency, and a spirit of stewardship – act in the best interests of swimming and our constituents.
- Be service-oriented with our constituents, customers and each other.
- Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.
- Identify clear priorities and allocate our time and resources accordingly.
- Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect.
- Exhibit an entrepreneurial spirit, enthusiasm for expanding access, and a positive “I can do” attitude.
- Encourage environments in which our patrons are safe.
- Eliminate implicit bias and promote the importance of diversity and inclusion.
- Strive to learn and improve, always be open to questions, and maintain a willingness to change.

DRAFT

## District Contact Information

**Des Moines Pool Metropolitan Park District (Administration)**

**&**

**Mount Rainier Pool (Operations)**

**22722 19<sup>th</sup> Avenue So.**

**Des Moines, WA 98198**

**Phone: 206-429-3852**

**Email: [info@mtrainierpool.com](mailto:info@mtrainierpool.com)**

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

**Email Notifications:**

**<https://confirmsubscription.com/h/d/769737A92AD8F874>**

## Organizational Chart

### DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B  
Des Moines, WA 98198  
(206) 429-3852

### BOARD OF COMMISSIONERS

Shane Young  
*President*

Holly Campbell  
*Clerk of the Board*

Joe Dusenbury  
*Commissioner*

Ben Fortine  
*Commissioner*

Shane Stender  
*Commissioner*

### DISTRICT ADMINISTRATION STAFF

Scott Deschenes  
*District General Manager*

Angela Melum  
*Front Desk/Bookkeeping Specialist*

Brian Snure  
*Legal Counsel*

### MOUNT RAINIER POOL STAFF

22722 19<sup>th</sup> Ave S.  
Des Moines, WA 98198  
(206) 824-4722

Emmitt Sevores  
*Interim Aquatics Manager*

Vacant  
*Aquatics Coordinator*

Vacant  
*Aquatics Coordinator*

### District Funds

The accounting rules applicable to the pool district requires the use of “fund accounting,” wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the pool district for a special purpose is spent for the purpose intended. The pool district budget has two major funds:

General Fund – This fund is used to account for the pool district’s ongoing activities. It includes operations (aquatic programming), administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool Metropolitan Park District budget.

Capital Projects/Reserves Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

Fund	2022*	2023	2024	2025	2026 Budget Projections
<b>GENERAL FUND</b>					
Beginning Cash	\$949,064	\$1,352,022	\$1,393,873.01	\$1,202,274.10	\$975,000
Revenues	\$1,371,362	\$1,416,328	\$1,675,544.06	\$2,622,004.54	\$4,495,717.72&
Expenditures	\$1,201,494	\$1,443,209	\$1,454,175.79	\$2,715,354.28	\$4,870,717.72&
Ending Cash	\$1,352,022	\$1,393,873	\$1,202,247.10	\$1,102,766.33	\$675,000
<b>CAPITAL FUND</b>					
Beginning Cash	\$420,000	\$525,000	\$600,000	\$675,000	\$1,799,110.52
Revenues	\$0	\$0	\$0	\$0	\$0
Transfer from General Fund	\$105,000*	\$75,000*	\$75,000*	\$1,124,110.52	\$993,463.70
Expenditures	\$0	\$0	\$0	\$0	\$0
Ending Cash	\$525,000	\$600,000	\$675,000	\$1,124,110.52	\$2,792,574.25

CAPITAL RESERVES

\*The pool district historically allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021-2024.

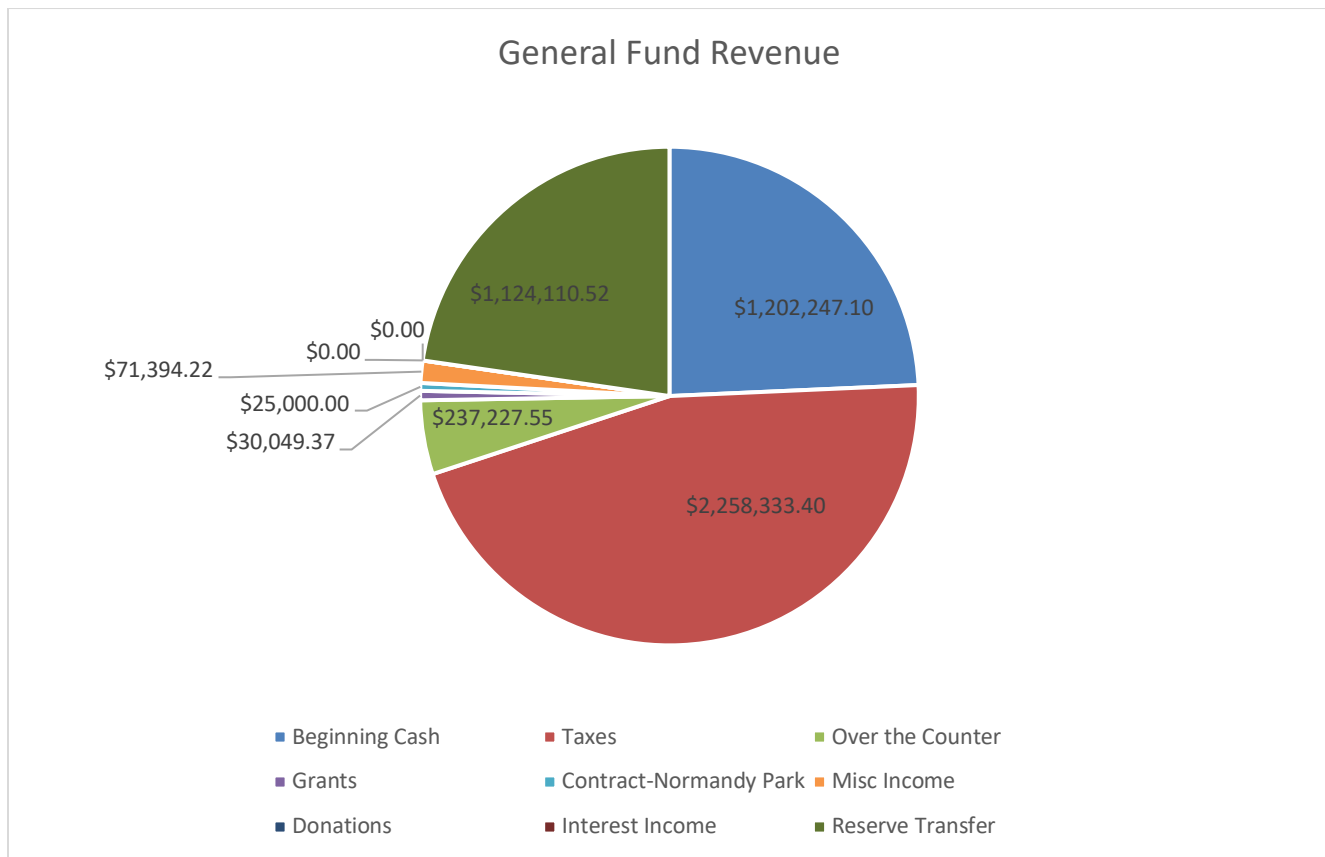
\*\*In 2025 & 2026, the district taxed the maximum amount available and is placing all unused revenues to cover potential overages with grant funded projects, and towards future emergency repairs. This is due to levy degradation and is addressed in the budget message on pages 5-8 of this report.

2026 REVENUES AND EXPENSES

\*\*\*Revenues & Expenses in 2026, include up to \$1,802,216.72 in grants to support capital improvements. Both have been delayed through 2025 and 2026. The School District requested we delay the projects until 2027. This will reduce Revenue and Expenses for 2026 by around \$1,802,216.72.

### General Fund Revenue

The general fund revenues for the Des Moines Pool Metropolitan Park District primarily come from property taxes, intergovernmental grants, charges for services, interlocal agreements, and interest income from investments. The district has also secured \$1,661,216.72 in grants for capital projects and the kids swim free programs in 2025.



**Beginning Cash:** This represents the amount carried forward from the previous fiscal year.

**Property Taxes:** This is the pool district's primary source of revenue.

**Intergovernmental Revenues (Grants):** The 2025 budget does include some capital grants that have been delayed into 2026, and now further delayed into 2027. This will throw both years totals off.

**Charges for Services:** This reflects a contractual agreement between the Des Moines Pool Metropolitan Park District and the City of Normandy Park to support the Mount Rainier Pool.

**Interest and Miscellaneous Income:** Interest and miscellaneous income includes interest earnings from the King County Treasurer's office. Interest rates are higher than initially estimated, which has increased revenues.

**Transfer from Reserves:** This is a transfer from capital reserves for the pool district's capital projects in 2025.

**Over the Counter (Revenues):** This is for all services offered at the Mount Rainier Pool including swim lessons, daily admissions, rentals, special events, product sales, insurance memberships, and all fees collected for services using the pool and its facilities.

BUDGET

General Fund Revenue (Continued)

	2022*	2023	2024	2025	2026 Budget Projections
Beginning Cash	\$1,333,822	\$1,352,022	\$1,339,873.01	\$1,202,247.10	\$975,000.00
Taxes	\$1,081,730	\$1,223,991	\$1,241,952.89	\$2,258,333.40	\$2,385,501.00
Over the Counter	\$251,651*	\$120,027***	\$206,635.17	\$237,227.55	\$225,000
Grants/Intergov't	\$0	\$0****	\$100,000.00	\$30,049.37	\$1,802,216.72****
Contract-NPMPD	\$25,000	\$0**	\$50,000.00**	\$25,000.00	\$25,000.00
Interest Income	\$12,967	\$47,310	\$79,894.52	\$71,394.22	\$58,000.00
Miscellaneous Income	\$109,643	\$10,000	\$2,705.88	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00
Reserve Transfer	\$105,000	\$75,000	\$75,000.00	\$1,124,110.52	\$993,463.73

\*The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance 2021 through 2024.

\*\*The Normandy Park fee was billed late in 2020 due to COVID-19, which pushed the payment into 2021. This delay caused two payments in 2021. The same happened in 2024 with an issue with a communication issue with King County.

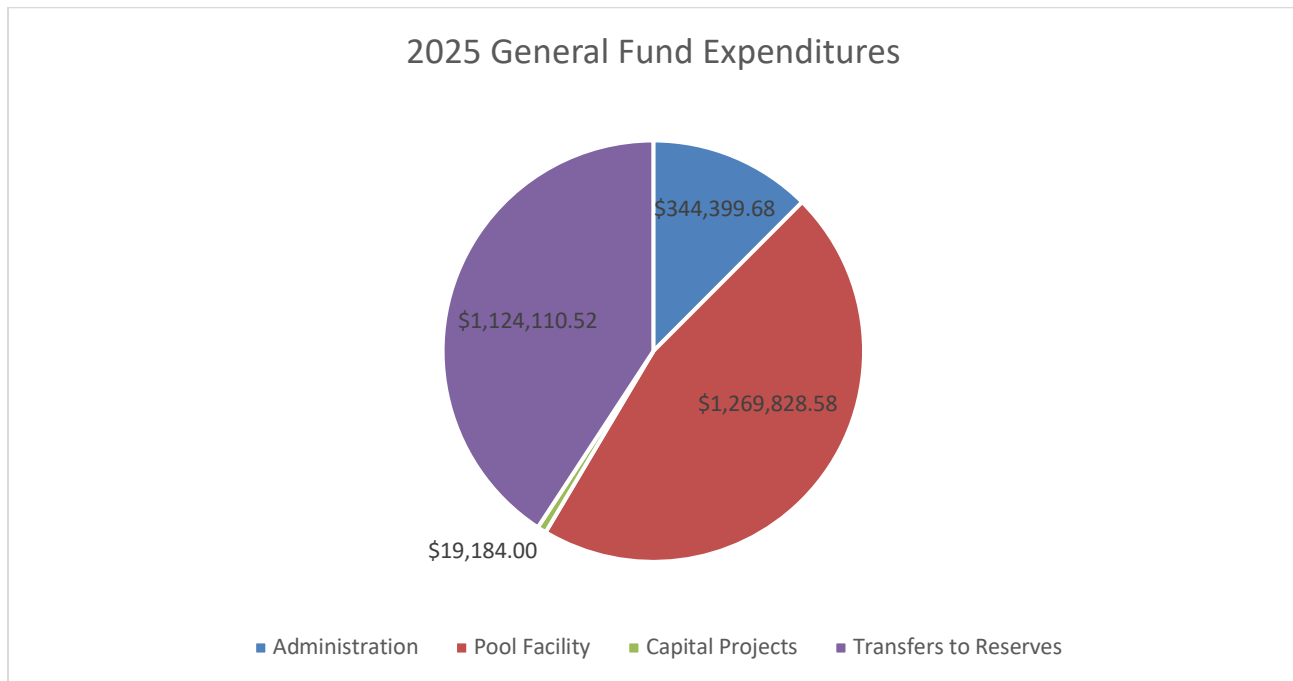
\*\*\*For 2023, \$147,594.61 in late grant fees including \$47,594.61 including revenues to cover over-the-counter fees for swim lessons and lifeguard/swim instructor trainings will be received in 2024.

\*\*\*\*In 2026, Revenues include up to \$1,802,216.72 for grants. All capital grants have been pushed to 2027 due to contractual issues with the grants. At this time, this leaves a \$38,000 lifeguard training grant.



### General Fund Expenditures

The Des Moines Pool Metropolitan Park District uses its general fund expenditures to support regular operations, aquatic programs, facility maintenance, and all other central operations and services. In Spring of the fiscal year 2022, the pool district started reintroducing services that were still affected operations in 2023 and 2024. As we enter 2025, the pool is back up to almost full operations, but may be affected by seasonal staffing, as many employees are school students that move on to university and careers outside of the area. This is due to the lingering effects of COVID-19 on staff applicants' swim aptitude and reduced training opportunities between 2020 and 2022 due to social distancing requirements.



Expenditures by Category	2022	2023	2024	2025	2026 Budget Projection
Administration	\$363,551	\$279,608	\$303,957.56	\$344,399.68	\$358,590.24
Pool Facility	\$846,118	\$1,015,139	\$1,247,110.44	\$1,269,828.58	\$1,379,335.01
Capital Projects*	\$11,826	\$148,462*	\$0.00	\$19,184.00	\$1,802,216.72
Transfers to Reserves	\$105,000**	\$75,000**	\$75,000**	\$1,124,110.52***	\$993,463.73***
Total General Fund	\$1,201,494	\$1,443,209	\$1,551,061.00	\$2,757,522.78	\$4,533,605.70****

\*The Mount Rainier Pool paid for Aquatic Feasibility Study. \$100,000 of these expenses is covered by a King County Aquatic Facilities Grant that was received in January 2024.

\*\* The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.

\*\*\*In 2025 & 2026, the District has raised taxes to cover major capital grant projects that require money upfront, increased maintenance costs and planning towards replacement of the aquatic facility that is over 50 years old.

\*\*\*\*General Fund numbers are high due to capital grant funding combined with capital reserve funds to cover.

## Capital Projects and Expenditures for 2026

The Des Moines Pool Metropolitan Park District and the Highline School District have not renewed their interlocal agreement since 2022. This lack of a current agreement has created significant challenges in long-term planning, including the ability to schedule capital improvements, plan for the future of aquatics in the community, and, most critically, implement grant-funded capital projects.

In 2024 and 2025, the District secured grant funding totaling \$1,763,786 to address three critical infrastructure systems: the HVAC system, boiler water tanks, and electrical systems. While these improvements will not eliminate the risk of future closures, they are expected to address key system vulnerabilities and extend the operational life of the facility. Delaying these repairs increases the likelihood of an extended closure, as many components are outdated and require long lead times for replacement. In addition, failure to proceed could result in the loss of grant funding and require the use of approximately \$1,763,786 in local taxpayer funds to complete these projects.

As the owner of the Mount Rainier Pool, the Highline School District has expressed concern about the long-term capital risk associated with these investments—specifically, the potential requirement to repay grant funds if the 51-year-old facility is unable to remain operational for an additional 30 years. The District continues to work collaboratively with the School District to develop a mutually acceptable path forward.

As of the date of this report, the School District has requested that these grant-funded projects be deferred until 2027. This delay significantly increases the risk of extended facility closure due to system failures.

In addition to the primary capital projects, grant funding also includes replacement of filter media, pool plumbing, and strainer basket systems—all of which are beyond their expected service life and showing signs of deterioration.

Separately, two major non-contracted maintenance projects require immediate attention: surge pit repairs and the addition of on-site office space. The surge pit piping has developed a significant leak and must be repaired prior to August 2026 to maintain safe operations. The District is also working to install portable office units at Mount Rainier Pool, as the current facility has only two offices shared among four full-time staff. Expanding office space would also allow the District General Manager to be located on-site, improving supervision and operational oversight.

Compounding these operational and capital challenges is the continued degradation of the District's levy rate. The declining levy limits access to non-voted (non-councilmanic) debt financing, reducing the District's ability to fund both planned capital improvements and emergency repairs. Without voter approval of a levy lid lift, the District may eventually lack both the financial resources and borrowing capacity necessary to sustain safe operations and complete essential capital work. Current projections indicate that by 2030, the District may no longer have sufficient funding to address critical capital needs, posing a significant risk to the continued operation of the pool repairs.



# BUDGET

Project Name	Project #	Project Budget	Funding Source
Filter Media Replacement/Strainer Basket/	2026-A	\$213,017.00	KCYAS Grant*
Air Handling Unit Repairs	2026-B	\$1,438,199.72	Best Starts for Kids Grant*
Electric System Repairs	2026-C	\$112,569.09	KCYAS Grant**
Surge Pit Repairs	2026-D	\$27,471.00	Non-Contracted Maintenance
Portable On-Site	2026-E	\$15,180.00	Non-Contracted Maintenance***
<b>Total Projects - 2026</b>		<b>\$1,806,436.81</b>	

\* The pool district has received \$1,651,216.72 in grant and has also applied for other capital grants for 2025. If the pool district receives these grants, it can complete these projects in the future.

\*\*The pool district received an additional \$112,569.09 in grants in 2026 to cover repairs to the electrical system All grants are being pushed to 2027.

\*\*\*The board of commissioners has elected to pursue moving administration offices from offsite to a portable onsite.

DRAFT

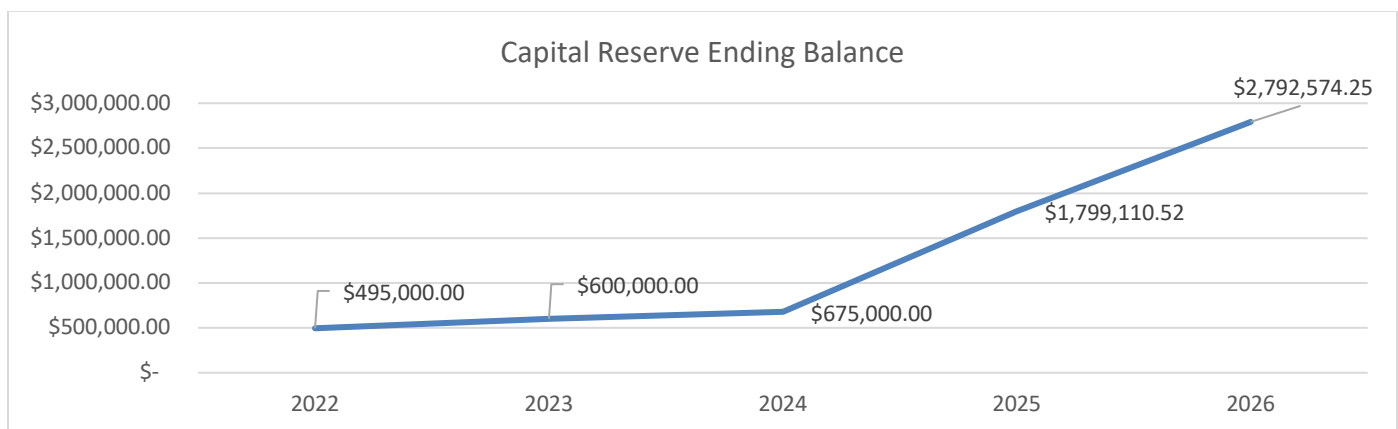
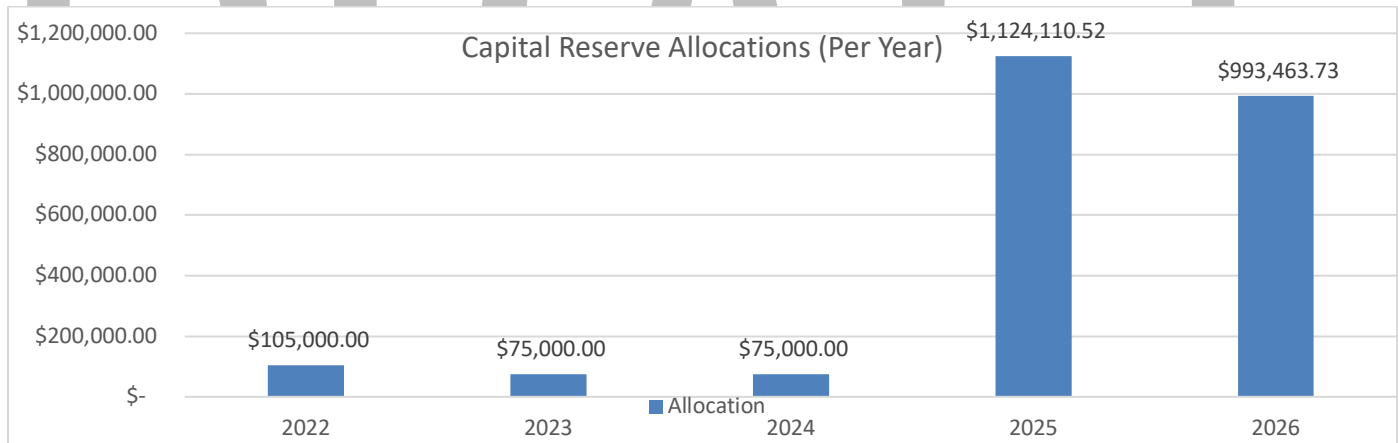
### Capital Reserve Fund

The Pool District committed to strengthening its Capital Reserve Fund to meet the long-term capital needs of its aquatic facility. To support this goal, the District made annual transfers from the General Fund into a dedicated reserve account.

In 2023 and 2024, increasing facility repair needs required the District to utilize all available non-contracted maintenance funds. By May 1, 2024, the entire budget for these expenses had been exhausted. As the Mount Rainier Pool continues to age, these demands have intensified, further straining available resources and contributing to depletion of these funds heading into 2025.

In response, the District has taken steps in 2025 to strengthen its financial position by directing all remaining levy capacity above \$0.20 per \$1,000 of assessed value into the Capital Reserve Fund. This strategy is intended to address rising maintenance costs associated with the aging facility, support large-scale grant-funded projects, and position the District to acquire land and plan for the replacement of the 51-year-old pool—well beyond its originally anticipated lifespan of 25–40 years.

However, due to ongoing levy rate compression (levy degradation), the total amount of revenue available for capital reserves is projected to decline over time. Based on current estimates, by approximately 2030 the District will no longer generate sufficient capital reserve funding to adequately address necessary repairs and maintenance of the facility.



## Glossary of Terms

**APPROPRIATIONS** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**CAPITAL ASSETS** - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond five years.

**CAPITAL PROJECTS/RESERVES FUND** - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

**CAPITAL OUTLAYS** - Expenditures which result in the acquisition of/or addition to capital assets.

**INTERFUND TRANSFERS** - Flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment.

**MAINTENANCE** – Routine, regularly scheduled events which extend the life of a capital item.

**NON-CAPITALIZED ASSETS** – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

**PROJECT MANAGEMENT SYSTEM** – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 was identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.)

## BUDGET

---

**PUBLIC WORK** – To ensure DMPMPD meets the state’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance, the pool district must adhere to elements of the state of Washington’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

**REPAIR** – Corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

**SMALL AND ATTRACTIVE ASSETS** – See definition of “Non-Capitalized Assets.”

**TAX ANTICIPATION NOTES (TANS)** – aka Interfund Loan -- Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

DRAFT

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** District GM      **Meeting Date:** May 26, 2026

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

**Subject:** Policy 235 Public Participation in Board Meetings

### Background/Summary:

The proposed Policy 235 Public Participation in Board Meetings establishes clear, uniform procedures for how members of the public may attend, observe, and provide comment during Des Moines Pool Metropolitan Park District Board of Commissioners meetings. The policy is intended to support transparency, public participation, and orderly meeting conduct while ensuring compliance with the Washington Open Public Meetings Act, Chapter 42.30 RCW, and the Public Records Act, Chapter 42.56 RCW.

The policy applies to regular, special, remote, and hybrid Board meetings. It confirms that Board meetings are open to the public unless an executive session is authorized by law, and it outlines requirements for meeting access, public comment opportunities, written comments, remote participation, and retention of public records such as recordings, chat logs, emails, and submitted comments.

Policy 235 also establishes reasonable, content-neutral rules for public comment, including speaker recognition by the Chair, a standard three-minute speaking limit, procedures for remote participation, and expectations for respectful conduct. The policy authorizes the Chair or designee to maintain order through progressive enforcement measures such as warnings, muting, or removal from the meeting, when necessary, while preserving the public's ability to observe meetings through alternative means when available.

Adopting this policy will help the District provide consistent public participation procedures, reduce confusion during meetings, protect the public's right to engage with the Board, and ensure Board meetings are conducted safely, efficiently, and in compliance with applicable law.

**Fiscal Impact:** This is a report that has minimal financial impact on the district.

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

**Reviewed by Legal Counsel:**      Yes             No             **Date:** N/A

**Two Touch Rule:**      N/A      **Committee Review**  
April 28, 2026      **First Board Meeting (Informational)**  
May 26, 2026      **Second Board Meeting (Action)**

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

Follow-up Needed:      Yes \_\_\_\_\_      No   X        Reporting Back Date: \_\_\_\_\_

**Notes:** Attachments:

- Policy 235 Public Participation in Board Meetings (attached)
- MRSC article on hate speech during meetings ([link](#))
- Below are examples of meetings issues
  - Racist speech in public comment of Tacoma meeting ([link](#))
  - Online Seattle education meeting hacked by white supremacists ([link](#))

---

## **235- PUBLIC PARTICIPATION IN BOARD MEETINGS**

### **1.0 POLICY**

The purpose of this Policy is to establish clear, uniform, and legally compliant procedures governing public participation in meetings of the Board of Commissioners (“Board”).

This Policy ensures:

- Compliance with the Washington Open Public Meetings Act (OPMA), Chapter 42.30 RCW
- Compliance with the Washington Public Records Act (PRA), Chapter 42.56 RCW
- Protection of the public’s right to observe and participate in government processes
- Orderly, safe, and efficient conduct of District meetings

### **2.0 P POLICY STATEMENT**

The Board of Commissioners supports public participation and transparency in governance.

In accordance with RCW 42.30.030, all meetings of the Board shall be open to the public, except as otherwise permitted by law.

The Board may adopt and enforce reasonable, content-neutral rules regulating the time, place, and manner of public comment, consistent with:

- RCW 42.30.240 (Public comment requirements)
- Applicable First Amendment limited public forum standards

### **3.0 SCOPE**

This Policy applies to all:

- Regular meetings
- Special meetings
- Remote or hybrid meetings  
of the Board of Commissioners.

## **4.0 PUBLIC ACCESS TO MEETINGS**

### **4.1 Open Meetings**

All Board meetings shall be open to the public, except for executive sessions authorized under RCW 42.30.110.

### **4.2 Meeting Notice and Access**

Meeting times, locations, and remote access information shall be provided in accordance with:

- RCW 42.30.070 (Regular meetings)
- RCW 42.30.080 (Special meetings)

### **4.3 Remote Participation**

When remote access is provided or required, the District shall ensure the public can attend in real time, consistent with RCW 42.30.230.

### **4.4 Public Records**

The following may constitute public records under RCW 42.56.010 and RCW 42.56.070:

- Audio or video recordings
- Chat logs and electronic communications
- Emails and submitted comments

All such records shall be retained and disclosed in accordance with the Public Records Act.

## **5.0 PUBLIC COMMENT OPPORTUNITIES**

### **5.1 Requirement for Public Comment**

In accordance with RCW 42.30.240(2), the Board shall provide an opportunity for public comment at or before taking final action.

### **5.2 Sign-In and Identification**

Individuals wishing to provide public comment are encouraged to:

- Sign in prior to the meeting
- Provide their name and city or county of residence

Remote participants shall indicate their intent to comment using available platform tools (e.g., “raise hand” feature).

---

## 6.0 PUBLIC COMMENT PROCEDURES

6.1 Speakers shall be recognized by the Chair in the order of sign-in or as otherwise determined by the Chair.

6.2 Speakers are encouraged to state their name for the record prior to commenting.

6.3 Public comment shall be limited to three (3) minutes per speaker.

- The Chair may allow additional time, not to exceed five (5) minutes, for individuals representing an organization.

6.4 The Chair may adjust procedures as necessary to:

- Accommodate the number of speakers
- Maintain orderly proceedings
- Ensure fairness and accessibility

6.5 Public comment is directed to the Board as a whole, not to individual Commissioners, staff, or other members of the public.

## 7.0 STANDARDS OF CONDUCT

Participants shall not engage in conduct that actually disrupts, delays, or interferes with the orderly conduct of the meeting. This includes true threats, incitement to violence, or conduct that prevents others from participating.

### 7.1 Prohibited Conduct

Participants shall not:

- Disrupt, delay, or interfere with the orderly conduct of the meeting
- Exceed established time limits
- Use obscene, threatening, or harassing language
- Engage in behavior that intimidates or prevents others from participating

### 7.2 Remote Participation Conduct

Remote participants shall not:

- Use chat functions, screen names, or virtual backgrounds to display disruptive or inappropriate content
- Engage in repeated or coordinated conduct that interferes with participation

### 7.3 Content Neutrality

All rules shall be enforced in a viewpoint-neutral manner, consistent with constitutional protections.

---

## 8.0 TECHNOLOGY AND COMMUNICATION CONTROLS

- 8.1 The District may disable, limit, or moderate chat or platform features as necessary to maintain order.
- 8.2 Electronic communications during meetings may be retained as public records.
- 8.3 Participants using inappropriate or disruptive identifiers or content may be required to modify such content or may be removed.

## 9.0 ENFORCEMENT

### 9.1 Authority

The Chair, or designee, is authorized to enforce this Policy and maintain order.

### 9.2 Enforcement Actions

Progressive enforcement actions may include:

1. Verbal warning
2. Muting of audio
3. Removal from the meeting

### 9.3 Immediate Removal

Immediate removal may occur in cases involving:

- Severe disruption
- Threats or intimidation
- Unlawful conduct

### 9.4 Continued Observation

Individuals removed from a meeting may continue to observe through alternative means, if available.

## 10.0 WRITTEN PUBLIC COMMENT

A. Written comments may be submitted to: [info@mtrainierpool.com](mailto:info@mtrainierpool.com)

B. Submissions must be received prior to the established deadline to be included in the public record.

6.5.1 Deadlines will be listed on the agenda of each board meeting.

6.5.2 The current deadline for 7:00 pm meetings is noon the day of the meeting.

C. The District may exclude submissions that contain:

- Threats
- Unlawful content
- Material that would substantially disrupt meeting operations

Such exclusions shall be applied only to the extent permitted by law.

### **11.0 SEVERABILITY**

If any provision of this Policy is held invalid, such invalidity shall not affect the remaining provisions.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District GM      **Meeting Date:** May 26, 2026  
**Under:** New Business      **Attachment:** Yes  
**Subject:** Policy 430 Criminal Background Checks

### Background/Summary:

In 2025, the Washington Legislature adopted Engrossed House Bill 1747, Chapter 71, Laws of 2025, expanding protections for applicants and employees under the Washington Fair Chance Act. The amendments change when employers may inquire into or obtain criminal-history information and add new limits on how employers may use criminal-history information in employment decisions. For employers with 15 or more employees, the new requirements apply beginning July 1, 2026; for employers with fewer than 15 employees, they apply beginning January 1, 2027.

Under the amended law, an employer generally may not include criminal-history questions on an employment application, ask orally or in writing about criminal history, receive information through a criminal-history background check, or otherwise obtain criminal-record information until after the employer has determined that the applicant is otherwise qualified and has made a conditional offer of employment. The law also prohibits job postings that discourage applicants with criminal records, such as “no felons” or similar language, and prohibits automatic or categorical exclusion of applicants based on criminal record.

The law also affects post-background-check decision-making. Employers may not take a tangible adverse employment action based on an arrest record or juvenile conviction record, except for certain pending adult arrests. For adult conviction records, an employer may take adverse action only when there is a documented “legitimate business reason,” considering factors such as the seriousness of the conduct, number and type of convictions, time elapsed, rehabilitation or good conduct, work experience, education and training, and the duties and setting of the position. Before taking adverse action, the employer must identify the record being relied upon, hold the position open for at least two business days to allow the applicant or employee to correct or explain the record or provide mitigation information, and then provide a written decision if adverse action is taken.

Metropolitan park districts also have a separate statutory responsibility under RCW 35.61.130. That statute requires metropolitan park districts to establish, by resolution, state and federal record-check requirements for employees, applicants, volunteers, vendors, and independent contractors who may have unsupervised access to children, persons with developmental disabilities, or vulnerable adults, or who may be responsible for collecting or disbursing cash or processing credit/debit card transactions. RCW 35.61.130 also allows conditional employment pending completion of the investigation and requires the District to provide a copy of the record report to the person checked.

The District's current employee handbook language already recognizes the District's background-check obligations under RCW 35.61.130 and states that all District staff positions currently meet the threshold for background checks, so all employees must submit to a background check as a condition of employment. It also allows conditional employment pending completion of the investigation and requires that the record report be provided to the employee, volunteer, or independent contractor if the background-check results are negative.

Staff recommend using the 2026 Fair Chance Act changes as an opportunity to update Policy 430 – Criminal Background Checks and related hiring materials. The recommended update would remove criminal-background questions from employment applications and ensure that criminal-history inquiries and background-check authorization occur only after a conditional offer of employment, except where a specific legal exception applies. The policy update would also clarify that background checks remain required for District positions and assignments covered by RCW 35.61.130, including positions with potential unsupervised access to children or vulnerable adults and positions involving cash handling or credit/debit card processing.

This policy would replace the [current policy](#).

UPDATE: The form has been reviewed by AWC-RMSA but not our legal counsel. Legal counsel will review the document before the June 23 board meeting. The application has been updated on the district's website. This document will be sent out for edits between meetings.

**Fiscal Impact:** This is a report that has minimal financial impact on the district.

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

**Reviewed by Legal Counsel:** Yes  No  **Date:** N/A

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>May 26, 2026</u>	<b>First Board Meeting (Informational)</b>
	<u>June 23, 2026</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:** Adopted  Rejected  Postponed

**Follow-up Needed:** Yes  No  **Reporting Back Date:** \_\_\_\_\_

**Notes:** Attachments:

- DRAFT Policy 430 Criminal Background Checks (attached)
- CURRENT Policy 430 Criminal Background Checks ([link](#))
- Mount Rainier Pool Updated Employment Application (attached)
- Article on Changes to Background Checks ([link](#))

## 430 – Criminal Background Checks

---

### 430 – Criminal Background Checks

#### 1.0 PURPOSE

Because the Des Moines Pool Metropolitan Park District (District) provides services to children under the age of 16, developmentally disabled persons and vulnerable adults the District needs adequate information to properly screen prospective employees, volunteers, and/or independent contractors who have unsupervised access to these groups. Additionally, most District pool employees are responsible for collecting or disbursing cash or processing credit/debit card transactions.

#### 2.0 POLICY

The District requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

1. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a conditional basis pending completion of the investigation.
2. If the prospective employee, volunteer, or independent contractor has had a record check within the previous twelve months, the District may waive the requirement upon receiving a copy of the record.
3. The District will pay the costs associated with the record check for the prospective employee, volunteer, or independent contractor.
4. The District shall provide a copy of the record report to the employee, volunteer, or independent contractor.

#### 3.0 DEFINITIONS

*Applicant:* (1) any prospective employee who is responsible for collecting or disbursing cash or processing credit/debit card transactions or will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the District. (2) any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the District.

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

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

## 430 – Criminal Background Checks

---

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

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

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

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

### 4.0 PROCEDURES

Under the Child and Adult Abuse Information Act, requests for criminal history records information (CHRI) are limited to businesses or organizations licensed in the state of Washington; any agency of the state; or other governmental entities that educate, train, treat, supervise, house or provide recreation to developmentally disabled persons, vulnerable adults or children under the age of 16.

#### 4.1 Notices on Applications

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

RCW 43.43.834 requires an entity to notify an applicant who may be offered a position as an employee or volunteer that a background check inquiry may be made before the organization actually makes the request for a conviction record to the WSP. Therefore, all District job descriptions shall include information on the background check requirement. Also, all employment applications shall include a criminal history form (see Addendum 430-A) which asks the applicant to first disclose whether he or she:

4.1.1 has been convicted of a crime

4.1.2 has had finding made against him or her in any civil adjudicative proceeding as defined in RCW 43.43.830; or

## 430 – Criminal Background Checks

---

4.1.3 has both a conviction under 4.1.1 and findings made against him or her under 4.1.2) of this subsection.

### 4.2 Obtaining Criminal Record

The District will request a Criminal History Record Inquiry (CHRI) through Dataquest which includes criminal background searches on a national, county and state level; federal background search (FBI), national sex offender register check, and civil background searches.

### 4.3 Screening the Criminal Record

The CHRI should be limited to the subject's conviction record. Upon receipt of the CHRI, the District will screen the conviction record for crimes which would eliminate the candidate from consideration for employment or volunteer positions as are outlined RCW 43.43.830 and this policy. Once the results have been received by the District, a copy of the report must be provided to the applicant within 10 days. All information obtained from a background check should be retained in accordance with the current Washington State local government record retention schedule and secured in a locking cabinet.

Under RCW 43.43.834, the District shall use this record only in making the initial employment or engagement decision. Violating this statute could subject the District to a civil action for damages.

### 4.4 Use Guidelines:

**4.4.1 New Hires:** Background checks are required for all new hires. This includes all full-time, part-time, temporary part-time employees and volunteers. The background check may be satisfied pursuant to section 2.2 of this policy.

**4.4.2 Rehires:** A background check is required for all rehires (including volunteers) that have been separated from the District for longer than 90 days. The background check may be waived pursuant to section 2.2 of this policy.

**4.4.3 Eligibility to Start:** New hires or rehires may begin working immediately at the District Pool provided they are closely supervised (i.e. a supervisor has eyes on them and is within arm's distance from them) until their CHRI has returned and cleared them for unsupervised work. This means they are prohibited from the following activities unless they are closely supervised at all times:

- Collecting or disbursing cash or processing credit/debit card transactions
- Working in contact or being alone with children under sixteen years of age, developmentally disabled persons or vulnerable adults

### 4.5 Verification of Background Checks

The results of the background check will be sent directly to the District General Manager or designee who will review the report. If any discrepancies or criminal history are noted, the District General Manager or designee will make the final determination. The District reserves the right to consult with legal counsel.



# Mount Rainier Pool APPLICATION FOR EMPLOYMENT

Governed by the Des Moines Pool Metropolitan Park District

The Mount Rainier Pool/Des Moines Pool Metropolitan Park District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

## INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- A separate original application must be completed for EACH POSITION for which you are applying. We require the original application even if you fax your application to us. *Complete the application thoroughly.*
- Your answers determine whether you will be considered. We will not accept "See Resume." Resumes may be used to supplement an application but may not be used in lieu of completing the application form.
- Applications that are incomplete will not be accepted.
- Be sure to sign your name and enter the date you signed it where the application asks. Original signature is required.
- Keep a copy of your application and any attachments because what you submit will not be returned.
- Only applicants who are interviewed will receive notice of selection.
- If you require a reasonable accommodation to complete the employment application process, please
- Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.
- Do not submit a photo of yourself.

Name (Last)	(First)	(Middle Initial)	(Home Telephone)  ( ) -
Address (Mailing Address)	(City)	(State)	(Zip)  ( ) -
E-Mail Address	Are you authorized to work in the U.S. for DMPMPD? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: If hired, form I-9, Employment Eligibility Verification, must be completed at the start of employment).		

## POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Open
Are you able to per the essential job functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

## EDUCATION AND TRAINING

High School Graduate or General Education (GED) Test Passed?  Yes  No

**High School, Business, Military (Most recent first)**

Name and Location	Type of Hours	Credits Earned	Graduate	Degree	Major or Subject
	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		<input type="checkbox"/> Yes <input type="checkbox"/> No		

## MINIMUM AGE REQUIREMENT

Minimum age requirements for lifeguarding is 15 years old and for swim lesson instructor is 16 years old.

## CURRENT CERTIFICATIONS

Lifeguard Certification	Number	Where Issued
ARC/AED/CPR Certifications	Number	Where Issued
Water Safety Certification	Number	Where Issued
Lifeguard Instructor Certification	Number	Where Issued
Water Safety Instructor Certification	Number	Where Issued
Pool Operator Certification	Number	Where Issued
Other Certificates	Number	Where Issued
Languages Read, Written or Spoken Other Than English		

## VETERAN INFORMATION

Branch of Service	Date of Entry	Date of Discharge
-------------------	---------------	-------------------

**SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)**

--

**WORK EXPERIENCE (Most Recent First)** Include voluntary work and military experience.

Employer	Telephone Number ( ) -	Hours Per Week
Address		
Job Title	Number of Employees Supervised	Supervisor/Title
Specific Duties		How long did you work at this employer (Years and Months)?
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone Number ( ) -	Hours Per Week
Address		
Job Title	Number of Employees Supervised	Supervisor/Title
Specific Duties		How long did you work at this employer (Years and Months)?
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number ( ) -	Hours Per Week
Address		
Job Title	Number of Employees Supervised	Supervisor/Title
Specific Duties		How long did you work at this employer (Years and Months)?
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number ( ) -	Hours Per Week
Address		
Job Title	Number of Employees Supervised	Supervisor/Title
Specific Duties		How long did you work at this employer (Years and Months)?
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number ( ) -	Hours Per Week
Address		
Job Title	Number of Employees Supervised	Supervisor/Title
Specific Duties		How long did you work at this employer (Years and Months)?
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER PROFESSIONAL/VOLUNTEER POSITIONS**

Position	Employer	Length of Employment/Volunteer Term

To the best of my knowledge, the information herein is true and complete. I have read the Job Announcement and Job Description, and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand if I am applying for a position in which I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the Des Moines Pool Metropolitan Park District is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. As part of its background investigation, the District may obtain a consumer report from a consumer reporting agency if your credit information is considered job related. I authorize investigation of all statements in this application.

I certify the information contained in this application is true, correct, and complete. I understand that false statements reported on this application may be considered sufficient cause for disqualification of this application or, if employed, for dismissal.

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

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8c      **Assigned to:** District GM      **Meeting Date:** May 26, 2026  
**Under:** New Business      **Attachment:** None  
**Subject:** Highline School District Specialized Education Request

### Background/Summary:

We met with Highline School District (HSD) Special Education Representatives on Monday, May 11. They discussed usage of the pool for a physical education class on either Monday or Tuesday afternoons. This time is usually reserved for Family Swims and would reduce family swims during the lunch hour from seven to six days a week. We will still have afternoon and evening family swim hours on these days and offer family swims seven days/week.

District staff is recommending a lower rate for participants to ensure quality and diversity of programming.

We are recommending continuing the \$3/student rate that we have historically offered Camp KHAOS to these participants as a way to help make the program affordable for students.

Although we work to include people with special needs into our swim lessons and other programming, this would be our first adaptable programming that we would help support.

#### FROM HSD SPECIAL EDUCATOR:

Thank you again for taking the time to meet with us yesterday and for showing us around Mount Rainier Pool. We really appreciated the opportunity to talk through possibilities for next school year and learn more about your programs and accessibility supports.

We would love to set up a consistent weekly time to bring our students beginning in September. We are still working out whether Mondays or Tuesdays would work best with our schedule, but our hope is to attend weekly with a different group of students each visit. Each group would likely include around 15–20 students plus staff.

We are a community transition program through Highline School District, supporting students with disabilities as they work toward their goals for adult life, including recreation and leisure participation in the community. Many of our students do not have many opportunities to have fun in community spaces or build connections in the community, so experiences like this are incredibly meaningful to them. We are really hoping to create more opportunities like this for our students.

Our students have complex support needs, and we would make sure to bring enough staff to support student participation and safety. The main area where we would need assistance would be with the pool lifts.

We also really appreciate you bringing the idea of a discount to the board for consideration. As a Title I school program serving students with significant support needs, cost can be a major barrier for our students and families, so any discount or partnership support would make a huge difference in helping us make this opportunity accessible.

Thank you again for your time and willingness to work with us. We are excited about the possibility of partnering together next year.

**Fiscal Impact:** This is a report that has minimal financial impact on the district.

**Proposed Motion:** I move to authorize the District General Manager to enter into a partnership with Highline School District to provide a weekly swim opportunity for its Community Transition Program beginning in September 2026, subject to scheduling availability.

I further move to approve a reduced admission rate of **\$3 per participating student**, consistent with the District's historical Camp KHAOS rate.

**Reviewed by Legal Counsel:** Yes  No  Date: N/A

**Two Touch Rule:** N/A **Committee Review**  
May 26, 2026 **First Board Meeting (Informational)**  
June 23, 2026 **Second Board Meeting (Action)**

**Action Taken:** Adopted  Rejected  Postponed

**Follow-up Needed:** Yes  No  **Reporting Back Date:** \_\_\_\_\_

**Notes:** No attachments.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8d      **Assigned to:** District GM      **Meeting Date:** May 26, 2026  
**Under:** New Business      **Attachment:** None  
**Subject:** Summer Family and Open Swim Community Access Rates

### Background/Summary:

An executive summary outlining the proposed Summer Family and Open Swim Community Access Rate is attached for the Board's review and consideration.

Mount Rainier Pool is requesting approval of a temporary reduced daily admission rate for designated Family Swim and Open Swim sessions from June 22 through September 6, aligned with Highline School District's summer break. The proposed rate is intended to provide children, youth, and families with affordable access to a safe, supervised, and productive third place while school is out.

Many public facilities offer summer family or youth memberships to support affordable recreation; however, these programs can have minimal registration if families are unable to pay upfront, are unsure how often they will attend, or face barriers to completing a membership process. By offering a simple daily rate instead of requiring a summer pass or membership, Mount Rainier Pool can better serve more children and families on the days they are able to attend.

As described in the attached executive summary, the proposed rate would be \$3 per child/youth and \$2 per adult caregiver (current swim with your child rate) who is actively swimming with or supervising children. The rate would be valid for the entire day, allowing families to attend more than one eligible Family Swim or Open Swim session on the same date without paying again. Adults attending independently or using the facility for lap swim, fitness swim, rentals, lessons, or other non-eligible programs would continue to pay the regular applicable admission rate.

Because these reduced rates apply to swim sessions that are already scheduled and staffed, the proposal is expected to expand community access without significantly increasing staffing costs. This approach allows the District to use existing operational capacity more effectively while reducing cost barriers, encouraging safe and supervised youth recreation, promoting water safety and drowning prevention, and helping ensure the pool remains an affordable community resource during Highline School District summer break.

**Fiscal Impact:** The proposed Summer Family and Open Swim Community Access Rate supports social equity budgeting by using a targeted subsidy to reduce cost barriers for children, youth, and families during Highline School District summer break. By limiting the reduced rate to Family Swim and Open Swim, the District prioritizes activities with strong public benefit, including

safe recreation, water safety, family engagement, and access to a productive third place, while maintaining regular rates for other uses. Attendance and revenue should be tracked to evaluate the program's impact and guide future equity-based pricing decisions.

---

**Proposed Motion:** I move to approve the temporary Summer Family Swim Community Access Rate for designated sessions at Mount Rainier Pool from June 22 through September 6, during Highline School District summer break. The approved rate shall be \$3 per child/youth per day for the entire day.

**Reviewed by Legal Counsel:** Yes  No  **Date:** N/A

**Two Touch Rule:** N/A **Committee Review**  
May 26, 2026 **First Board Meeting (Informational)**  
N/A **Second Board Meeting (Action)**

**Action Taken:** Adopted  Rejected  Postponed

**Follow-up Needed:** Yes  No  **Reporting Back Date:** \_\_\_\_\_

**Notes:** Attachments.

- Executive Summary: Summer Family and Open Swim Community Access Rate (attached)

# Executive Summary: Summer Family & Open Swim Community Access Rate

Mount Rainier Pool proposes a temporary **Summer Family & Open Swim Community Access Rate** from **June 22 through September 6**, aligned with **Highline School District’s summer break**.

The purpose of the rate is to provide children, youth, and families with affordable access to a safe, supervised, and productive **third place** while school is out. During summer break, many children lose access to structured activities, daily routines, and safe recreational spaces. Mount Rainier Pool can help meet this need by offering a positive environment for physical activity, water safety, family connection, and community engagement.

The proposed rate would apply to designated **Family Swim** and **Open Swim** sessions only and would be valid for the **entire day**, allowing families to attend more than one eligible swim session on the same date without paying again.

## Proposed Summer Rates

Category	Proposed Rate
Child / Youth	<b>\$3 per day</b>
Adult caregiver swimming with or supervising children (Swim with Child Rate)	<b>\$2 per day</b>
Regular adult attending independently	Regular daily admission
Scholarship-eligible participants	Free or reduced rate, as approved by policy

## Eligible Swim Times

Day	Eligible Family / Open Swim Times
<b>Monday / Wednesday</b>	Noon–1:15 p.m.; 7:00–9:00 p.m.

<b>Day</b>	<b>Eligible Family / Open Swim Times</b>
<b>Tuesday / Thursday</b>	Noon–1:15 p.m.; 6:00–7:00 p.m.; 8:00–9:00 p.m.
<b>Friday</b>	Noon–1:15 p.m.; 5:00–9:00 p.m.
<b>Saturday / Sunday</b>	11:30 a.m.–1:00 p.m.; Open Swim 1:00–2:30 p.m.

This proposal supports the District’s public purpose by reducing cost barriers for families during the summer months, promoting water safety and drowning prevention, and providing youth with a healthy alternative to unsupervised or unstructured time. The rate is intentionally simple, affordable, and easy for staff and the public to understand.

**Recommended Board Action**

Approve the temporary **Summer Family & Open Swim Community Access Rate** for **June 22 through September 6**, during **Highline School District summer break**, at **\$3 per child/youth** and **\$2 per adult caregiver**, valid all day for eligible Family Swim and Open Swim sessions.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9      **Assigned to:** President Young      **Meeting Date:** May 26, 2026  
**Under:** Meeting End      **Attachment:** None  
**Subject:** Good of the Order

### Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.
2. Next board meeting (unless special meeting scheduled):
  - June 23, 2026, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
  - (If needed) Special Meeting or Retreat: Determined by Board.
3. Important Future Dates:
  - Bayside Ball: June 6, 2026
4. End of Meeting:

**Fiscal Impact:** \_\_\_\_\_

**Proposed Motion:** No motion necessary.

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

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

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

**Follow-up Needed:**      Yes \_\_\_\_\_      No \_\_\_\_\_      **Reporting Back Date:** \_\_\_\_\_

**Notes:**  
- No attachment.

# Bayside Diamond Ball PARTY

Presented by the  
Des Moines Legacy  
Foundation

## EVENING DIAMOND HIGHLIGHTS

-  CHAMPAGNE WELCOME
-  LIVE ACOUSTIC TRIBUTE  
TO NEIL DIAMOND
-  DJ BUGZY BEATDOWN  
SPINNING PARTY HITS
-  LIVE INTERVIEWS WITH  
STICK LOUNGE PODCAST
-  GOURMET CHARCUTERIE  
& DESSERTS
-  PHOTO OPS, TABLE SERENADES &  
INTERACTIVE ENTERTAINMENT

*Dress to* **DAZZLE**  
- PRIZES FOR BEST LOOKS! ✨

*Alaska*  
AIRLINES

Holland  America

SATURDAY,  
**JUNE 6, 2026**

5:30 PM – 9:00 PM

DES MOINES YACHT CLUB  
• DES MOINES, WA

## AUCTIONS & FUNDRAISING

- ◆ Holland America Cruise Packages
- ◆ Alaska Airlines Tickets
- ◆ Vacation Adventures
- ◆ and Specialty items!

## SUPPORT THE FOUNDATION'S MISSION!

Raise your Paddle to support  
impactful community programs. 

BUY YOUR  
ADMISSION TICKETS  
AND SPONSORSHIPS AT



*Don't miss the*  
**PARTY**  
*of the YEAR!*