



Des Moines Pool Metropolitan Park District

December 9, 2025
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: 849 6809 4434 ; Passcode: 796270. 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. Public comment for those who cannot physically attend will be due by email to 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
5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)
Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, December 9. 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 4
 - a. EXPENDITURE/REVENUE FOR OCTOBER* 5
 - b. STAFF/CONTRACTOR/COMMITTEE REPORTS
District General Manager Report 9
 - c. ADOPTION OF MINUTES
November 11, Regular Meeting/Public Hearing 16
 - d. CORRESPONDENCE
None
 - e. BANK TRANSFERS (MRP REVENUE)
 - f. VOUCHER APPROVAL
\$29,424.26 was processed in November 2025 for warrant requests. 22
 - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)
\$88,285.32 was processed in November 2025 for payroll and payments. 30
**Monthly closeout not completed by King County until 10th of each month.*
7. LEGAL BUSINESS
a. Oath of Office 34

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

22722 19th 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.

8. EXECUTIVE SESSION

- a. Mount Rainier Pool Lease **35**
The Board will be going into executive session pursuant to RCW 42.30.110(1)(i) to discuss with District legal counsel legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the agency.

9. OLD BUSINESS

- a. Q3 Financial Report **36**
- b. Policy 520, Procurement (second touch) **43**
- c. City Currents Partnership **56**
- d. Engineer of Record Agreement (Draft Incomplete Agreement Attached) **65**

10. NEW BUSINESS

- a. Officers and Committees (first touch) **74**
- b. Bylaws Review (first touch) **76**
- c. 2026 Meetings and Format Discussion (first touch) **86**
- d. Resolution 2025-15, Budget Amendment **90**
- e. Mount Rainier Pool Gate (first touch) **93**

11. GOOD OF THE ORDER **94**

12. UPCOMING MEETINGS/EVENTS

- January 27, 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 19th 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.**



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: December 9, 2025

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

- October Expenses and Revenue (*November Pushed to January 27. Before November end-of-month.*)

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports (November 11-December 5)

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

- November 11, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$29,424.26** were approved for payment.

- \$2,598.58 was processed on November 10, 2025
- \$11,701.56 was processed on November 12, 2025
- \$1,531.74 was processed on November 17, 2025
- \$13,592.38 was processed on November 24, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$88,285.32** were processed for payment.

- \$19,217.27 was approved for PSE payment on November 3, 2025
- \$32,270.45 was approved for payroll on November 15, 2025
- \$1,759.82 was approved for Dept of Retirement Systems (DRS) on November 18, 2025
- \$35,037.78 was approved for payroll on November 30, 2025

A total of **\$117,709.58** was processed in **November 2025** under the oversight of the **Clerk of the Board**.

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

Fiscal Impact: Detailed above.

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in **November 2025** totaling **\$117,709.58**.

Reviewed by District Legal Counsel: Yes _____ No x Date: _____

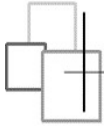
Two Touch Rule: _____ N/A First Board Meeting (Informational)
_____ N/A Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No X Report back date: _____

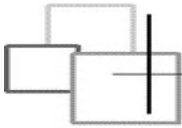
Notes:

- Attachments: Various



October 2025 REVENUES

Account Number	Reference	Oct 2025	YTD Balance	2025 Budget	Budget Balance
General Fund Taxes					
001-000-000-311-11-00-00	Property Taxes	\$892,296.05	\$2,134,870.47	\$2,339,312.76	\$204,442.29
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.03	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$9,713.21	\$0.00	\$0.00
	Total General Fund	\$892,296.05	\$2,144,583.71	\$2,339,312.76	\$194,729.05
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)		\$25,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$8,474.13	\$60,564.80	\$30,000.00	(\$30,564.80)
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$21,435.09	\$1,651,216.72	\$1,629,781.63
001-000-000-369-81-00-03	MRP Cash Deposits	\$855.75	\$11,330.10	\$50,000.00	\$38,669.90
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$6,743.50	\$134,359.37	\$147,500.00	\$13,140.63
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)		\$2,530.50	\$2,500.00	(\$30.50)
	Total Revenue	\$16,073.38	\$261,519.86	\$1,878,716.72	\$1,617,196.86
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
	Grand Total Revenue	\$908,369.43	\$2,829,513.30	\$4,243,029.48	\$1,413,516.18



October 2025 EXPENDITURES

Beginning Monthly Balance = \$2,233,157.10

Ending Monthly Balance = \$2,976,902.63

Category/ Acct #	Reference	Oct 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	\$1,172.80	\$13,683.80	\$20,000.00	\$6,316.20	68.42%
001-000-000-576-20-10-01	District Manager Salary	\$6,714.44	\$63,202.51	\$101,000.00	\$37,797.49	62.58%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,398.15	\$63,825.99	\$103,434.24	\$39,608.25	61.71%
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,065.00	\$52,556.49	\$153,000.00	\$100,443.51	34.35%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$24,033.92	\$285,154.04	\$360,000.00	\$74,845.96	79.21%
001-000-000-576-21-30-05	Water Exercise Instructor	\$811.51	\$6,842.97	\$10,000.00	\$3,157.03	68.43%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,420.57	\$43,455.66	\$65,000.00	\$21,544.34	66.85%
001-000-000-576-21-32-02	Head Lifeguards	\$2,458.09	\$29,001.04	\$70,000.00	\$40,998.96	41.43%
	Total Salaries & Wages	\$51,074.48	\$557,722.50	\$882,434.24	\$324,711.74	63.20%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$16,301.38	\$176,556.28	\$235,000.00	\$58,443.72	75.13%
001-000-000-576-21-33-00	Sick Pay	\$155.10	\$4,362.66	\$3,500.00	(\$862.66)	124.65%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	Total Taxes & Misc	\$16,456.48	\$181,066.18	\$242,000.00	\$60,933.82	74.82%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$5,518.02	\$37,148.81	\$32,000.00	(\$5,148.81)	116.09%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$150.00	\$4,666.77	\$2,000.00	(\$2,666.77)	233.34%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$5,591.04	\$32,091.71	\$55,000.00	\$22,908.29	58.35%
001-000-000-576-21-25-05	Incentive Pay		\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$11,259.06	\$73,907.29	\$89,500.00	\$15,592.71	82.58%
Office Supplies						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)		\$1,077.03	\$3,500.00	\$2,422.97	30.77%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$65.57	\$2,607.10	\$2,500.00	(\$107.10)	104.28%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$87.05	\$1,116.07	\$2,500.00	\$1,383.93	44.64%
	Total Office Supplies	\$152.62	\$4,800.20	\$8,500.00	\$3,699.80	56.47%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$231.36	\$2,995.02	\$1,000.00	(\$1,995.02)	299.50%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$53.36	\$6,553.67	\$8,500.00	\$1,946.33	77.10%
	Total Maintenance & Repair Supplies	\$284.72	\$9,548.69	\$9,500.00	(\$48.69)	100.51%
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$589.31	\$3,881.72	\$5,000.00	\$1,118.28	77.63%
001-000-000-576-21-35-15	Special Pool Events	\$774.96	\$4,074.38	\$1,800.00	(\$2,274.38)	226.35%
001-000-000-576-21-40-00	Employee Recognition	\$175.00	\$848.46	\$2,500.00	\$1,651.54	33.94%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$88.12	\$3,148.17	\$5,000.00	\$1,851.83	62.96%
	Total Pool Supplies	\$1,627.39	\$12,095.91	\$19,300.00	\$7,204.09	62.67%
Professional Svcs - Clerical						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$284.27	\$4,090.39	\$5,000.00	(\$5,616.00)	212.32%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$504.00	\$10,616.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,328.00	\$3,300.00	(\$790.39)	123.95%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$1,800.00	\$2,500.00	\$700.00	72.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT	\$2,164.57	\$19,588.57	\$28,000.00	\$8,411.43	69.96%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$987.12	\$2,061.95	\$2,500.00	\$438.05	82.48%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$7,336.57	\$5,300.00	(\$2,036.57)	138.43%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$45.00	\$809.80	\$1,000.00	\$190.20	80.98%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$1,313.48	\$13,221.43	\$9,000.00	(\$4,221.43)	146.90%
001-000-000-576-21-42-09	Scheduling Software/Timekeeping	\$352.64	\$3,879.04	\$3,000.00	(\$879.04)	129.30%
	Total Prof Services-Front Offc	\$5,366.81	\$64,731.75	\$71,600.00	\$6,868.25	90.41%

Category/ Acct #	Reference	Oct 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Professional Svcs - Maintenance						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$10,601.39	\$4,000.00	(\$6,601.39)	265.03%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$616.67	\$3,195.51	\$2,750.00	(\$445.51)	116.20%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$3,839.92	\$11,991.24	\$6,750.00	(\$5,241.24)	177.65%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$5,880.86	\$10,853.10	\$6,250.00	(\$4,603.10)	173.65%
001-000-000-576-21-48-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$2,668.00	\$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$904.82	\$1,250.00	\$345.18	72.39%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$5,177.75	\$24,330.52	\$30,000.00	\$5,669.48	81.10%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,417.67	\$8,665.03	\$11,000.00	\$2,334.97	78.77%
	Total Prof Services-Maintenance	\$16,932.87	\$70,541.61	\$68,668.00	(\$1,873.61)	16.21%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$49,475.95	\$98,371.88	\$88,500.00	(\$9,871.88)	111.15%
	Total Repairs & Maintenance	\$49,475.95	\$98,371.88	\$88,500.00	(\$9,871.88)	111.15%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,142.34	\$3,000.00	(\$142.34)	104.74%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$513.78	\$5,665.04	\$5,200.00	(\$465.04)	108.94%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$69.00	\$759.00	\$750.00	(\$9.00)	101.20%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$298.64	\$3,391.39	\$3,200.00	(\$191.39)	105.98%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	\$19.30	\$826.45	\$250.00	(\$576.45)	330.58%
001-000-000-576-21-42-14	Elevate Phone System	\$222.44	\$2,225.01	\$3,000.00	\$774.99	74.17%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$55.88	\$603.77	\$600.00	(\$3.77)	100.63%
	Total Communications	\$1,179.04	\$16,613.00	\$16,300.00	(\$313.00)	101.92%
Training & Travel						
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00		\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$305.86	\$305.86	\$1,000.00	\$694.14	30.59%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$376.00	\$3,500.00	\$3,124.00	10.74%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$1,067.48	\$1,178.59	\$2,500.00	\$1,321.41	47.14%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$2,320.00	\$1,750.00	(\$570.00)	132.57%
001-000-000-576-21-43-07	Management Staff Training	\$518.94	\$1,730.44	\$1,750.00	\$19.56	98.88%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$3.00	\$15.00	\$1,250.00	\$1,235.00	1.20%
	Total Training & Travel	\$1,895.28	\$5,925.89	\$16,750.00	\$10,824.11	35.38%
Advertising						
001-000-000-576-20-41-00	Public Outreach Events	0	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$1,898.39	\$11,214.72	\$8,000.00	(\$3,214.72)	140.18%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	\$35.43	\$489.38	\$2,000.00	\$1,510.62	24.47%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$50.00	\$450.00	\$400.00	11.11%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Advertising	\$1,933.82	\$11,754.10	\$19,650.00	\$7,895.90	59.82%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$7,175.00	\$9,000.00	\$1,825.00	79.72%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$3,620.00	\$4,000.00	\$380.00	90.50%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$1,017.50	\$10,795.00	\$16,000.00	\$5,205.00	67.47%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$95,500.24	\$170,000.00	\$74,499.76	56.18%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$8,101.58	\$9,000.00	\$898.42	90.02%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$4,496.64	\$7,250.00	\$2,753.36	62.02%
001-000-000-576-21-47-04	Sewer (Midway)	\$1,879.16	\$7,972.64	\$4,750.00	(\$3,222.64)	167.85%
	Total Utilities	\$1,879.16	\$116,071.10	\$191,000.00	\$74,928.90	60.77%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
	Total Insurance	\$0.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
Miscellaneous						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$1.19	\$9,468.40	\$500.00	(\$8,968.40)	1893.68%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$477.63	\$5,532.20	\$5,000.00	(\$532.20)	110.64%

Category/ Acct #	Reference	Oct 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-50	Background checks	\$232.00	\$754.00	\$1,250.00	\$496.00	60.32%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$1,852.60	\$3,500.00	\$1,647.40	52.93%
	Total Miscellaneous	\$710.82	\$17,825.67	\$11,500.00	(\$6,325.67)	155.01%
Intergovernmental Services						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$5,077.15	\$5,000.00	(\$77.15)	101.54%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$379.40	\$500.00	\$120.60	75.88%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$6,751.18	\$11,000.00	\$4,248.82	61.37%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$270.00	\$2,025.00	\$4,000.00	\$1,975.00	50.63%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$1,841.64	\$14,935.12	\$2,000.00	(\$12,935.12)	746.76%
	Total Intergov Services	\$270.00	\$29,167.85	\$22,500.00	(\$6,667.85)	129.63%
Capitals						
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$9,592.00	\$1,000.00	(\$8,592.00)	959.20%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$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	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$1,124,110.50	\$1,124,110.50	0.00%
	Total Capitals	\$0.00	\$9,592.00	\$2,788,827.22	\$2,779,235.22	0.34%
	TOTAL ADMINISTRATION	\$22,374.35	\$280,824.96	\$353,600.00	\$72,775.04	79.42%
	TOTAL OPERATIONS	\$141,267.56	\$1,053,355.02	\$1,478,102.24	\$424,747.22	71.26%
	TOTAL CAPITAL	\$0.00	\$19,184.00	\$2,788,827.22	\$2,779,235.22	0.69%
GRAND TOTALS		\$163,641.91	\$1,353,363.98	\$4,620,529.46	\$3,276,757.48	29.29%

Target 81.33%

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, December 4, 2025

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Bi-Monthly Reports to Board Between November 11 and December 5

SENT WEDNESDAY, NOVEMBER 27:

CHANGE FOR OATH OF OFFICE FOR NEW AND ELECTED OFFICIALS

I have been notified that the Oath of Office needs to be done in person, as the signatures need to be notarized. I will be reaching out to elected commissioners next week for setting up meetings with Brian to have their oaths. This will be for Commissioners Campbell, Fortine and Young.

OTHER UPDATES

- City Currents Partnership: I received the agreement back from the city. It is a little more expensive than I originally thought, \$15,000. It has been approved by legal and will be on the December 9 agenda.
- Engineer of Record: Legal counsel and the engineer of record's legal are working out the agreement. We hope to have this ready by the December 9 meeting. Once finalized, we will start working on a timeline for the projects. We are also meeting on December 3rd to start discussing laying out a timeline. This is more difficult in that the grants are still on hold. I have reached out to the King County Grants Manager but have not heard back.
- Levy Paperwork: All paperwork has been submitted and received for the 2026 levy to the county. We have also posted the information to the website. There was a small change requested on the Ordinance 2152 that will be presented at the December 9 meeting.
- Rates: Emmitt has entered the rates into the system for 2026. We will post the updated rate sheet just after Thanksgiving to give patrons a full month to see the information.
- Scholarships: We gave out three scholarships to one family the first week. We have also had the website's page updated.
 - <https://mtrainierpool.com/fees/scholarships/>
- Grants: I reached out to King County and the Highline School District about the grants and have not heard back. I also reached out to HSD about the lease and have not heard back too.

HOURS THIS WEEKEND

Below are the special hours for Thanksgiving weekend. An email notification, website schedule page information, and signage posted throughout the facility. It was also posted to social media.

- Thursday, November 27 - Closed All-Day
- Friday, November 28 - Closed All-Day
- Saturday, November 29 - Open Regular Hours including \$1 First Saturday Make-up for November 1 power outage
- Sunday, November 30 - Open Regular Hours

MAINTENANCE

- Tripping Hazard/Concrete Smoothing: We had someone trip on the concrete pavement. I reached out to our project manager, and I contacted a concrete grinding company. We have a meeting scheduled for next week to get an estimate.
- Backflow Preventer Repair: Quentin is working with MacMiller to schedule a repair in December. We will need to close for the day and hope to do it on a swim meet away date (Tuesday or Thursday).
- Exhaust Fan Repair: The parts are still being sourced, and the repair may not be completed until after the December 9 meeting.
- Roof and Gutter Cleaning: The roof and gutters were cleaned. The contractor stated that one downspout was not cleaned because they did not have a key to a gated area. I told them they should have gotten the key to clean it while they were there. I am not going to pay the bill until they come back and clean the downspout. They are working on their end to send someone out to complete the work.

CLOSED SUNDAY, DECEMBER 7

The pool will be closed the entire day on Sunday, December 7 due to a scheduled power outage by Highline School District for the Pacific Middle School. Staff will startup and check equipment that evening once the outage is completed to ensure we can reopen on time on Monday morning.

PUBLIC OUTREACH

- Light Rail Station Opening: The Light Rail Station Opening will be Saturday, December 6 from 10am-3pm. We are partnering with the Des Moines Legacy Foundation and YETI to provide the children's area. Setup will begin at 8am.
 - <https://waterlandblog.com/kent-des-moines-light-rail-station-opening-celebration-set-for-saturday-dec-6/>
- Holiday Tree Lighting: We will also be at the Holiday Tree Lighting from 5:30-7:30pm.
- Burning Boat Event: This event will be held at the marina on December 31. I will be out of town for my anniversary, but we are trying to put together some staff to attend the event from 5-9pm. This is difficult as it is a day we are staffing the pool, and managers are covering a training for the lifeguarding class.
- PTSA Swim Updates: We hosted events for Woodmont and Des Moines Elementary in November. Other booked swims are Parkside on December 13 and Midway on January 10. Other dates are open currently. We will send a notice out in December for remaining 2026 dates.

SWIM PASS NAME CHANGE

We changed the name of the "Disabled" Swim Passes to "Adaptive" Swim Passes.

LIFEGUARD CERTIFICATION COURSES IN DECEMBER

- Lifeguard Recertification Class: Emmitt will be leading a Lifeguard Recertification Course on Sunday, December 14 from 8am-6pm. This class is for renewal of lifeguard certifications.
- Lifeguard Certification Class: Emmitt will also be leading another course, December 29-31 and January 2 from 10am-3pm. This is for new students. He will be filling the classes with applicants and interest list applicants. We will open the class to the remaining participants. The American Red Cross sets one instructor to ten participants.

- **Other Upcoming Trainings:** We have classes listed up to this summer including Lifeguard Certification, Swim Lesson Instructor (WSI) Certification, Lifeguard Instructor (LGI) and Lifeguard Recertification. (Note-I am working on updating the formatting).
 - <https://mtrainierpool.com/employment/>

RIPPLE EFFECTS CONFERENCE

Quentin attended the Ripple Effects Conference in Vancouver BC this week. He came back with ideas for the swim lessons, mental health for staff, and other items from the conference.

FEATURED RESEARCH

Tukwila School District is exploring selling properties including the Tukwila Pool's site.

- <https://www.facebook.com/share/p/1AuaDCC6Wb/>
- <https://seattlemedium.com/tukwila-school-district-budget-crisis/>

RESEARCH

- AI meets parks and recreation (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/december-2025/index.php#/p/34>
- How gamified splash pads unite communities (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/december-2025/index.php#/p/50>
- Ways technology can and will improve your aquatics facility (Aquatics International) <https://www.aquaticsintl.com/facilities/management-operators/ways-technology-can-and-will-improve-your-aquatics-facility>
- More than fun: water-based recreation as critical community infrastructure (PRB Magazine) <https://www.prbplus.com/more-than-fun/>

SENT FRIDAY, NOVEMBER 14:

BOARD MEETING WRAP-UP

- **Resolutions and Levy Signature Documents:** Angela sent out signatures on Wednesday including Resolutions 2025-09, 2025-12, 2025-13 and 2025-14, October 21 minutes, and Ordinance 2152 (President Signature only). **PLEASE SIGN THE RESOLUTIONS ASAP TO ENSURE WE GET THE FORMS IN BEFORE THE RUSH.**
- **Updated Policies Posted:** Both policy 340 and 516 have been posted to the Governance page.
- **Documents for Edit:** I will have the policies for edit out next week. I am meeting with legal on Tuesday and wanted to discuss the procurement policy before sending these out. Also Angela should have minutes for November 11 out around that time too.
- **Next Meeting:** Our next meeting and potentially final meeting of the year will be Tuesday, December 9.

AWC NEW ELECTED OFFICIALS' TRAININGS

Association of Washington Cities (AWC) is offering in-person and online newly elected officials. If you would like me to register you, please let me know. The event is Saturday, December 6 from 8am-3:30pm. The closest in-person location is Covington. I also attached a flyer for this program. Since this is district business, this is eligible for stipend pay.

Following municipal elections every other year, AWC offers its signature Elected Officials Essentials Workshop on a Saturday in early December at multiple locations across the state. The workshop will take place live at AWC's office in Olympia, with a live stream to each satellite location in the morning and on-site legal counsel at each location in the afternoon.

New and seasoned elected and appointed officials alike will benefit from this training event, which explores their most critical legal and functional responsibilities in office.

Do you know your roles and legal responsibilities as city elected officials?

- Learn important ethical considerations to keep you on the right side of the law
- Examine real-world municipal legal scenarios
- Network with other city leaders
- Explore what makes your work at city hall meaningful, and discover how your leadership helps shape your community

This event is for mayors, councilmembers, city managers/administrators, and clerks.

View and share [this flyer](#) with candidates for council and mayor, as well as current city officials, and remember to save the date.

<https://wacities.org/events-education/upcoming-awc-events/events-details?!D=2833>

Note-I was going to take this, but I will be attending the Light Rail Station Opening on that same day.

DECEMBER 9 MEETING

Below is a preliminary outline for December 9's meeting. Other items may be added or removed depending on circumstances.

- OLD BUSINESS
 - Oath of Office (tentative)**
 - Q3 Financial Report
 - Policy 515 Payroll Process (2nd touch)
 - Policy 520 Procurement Update (2nd touch)
 - Policy 532 Fraud (2nd touch)
 - City Currents Partnership
 - Engineer of Record Agreement*
 - Portable Research*
 - Surplus Property Update*
 - Vandalism Update*
- NEW BUSINESS
 - Officers and Committees (1st touch)

- Bylaws Review (1st touch)
- 2026 Meeting Schedule (1st touch)
- Resolution 2025-15 Amendment to Budget (Move Allocation to Capital Reserve Fund)
- 2025 Inventory
- **Dependent on getting information back from sources.*
- ***We are still working out the notary issue with the Oath of Office.*

SCHEDULE UPDATE

On Thursday, we sent out our schedule update for Monday, November 17. We were averaging 1-2 people between 8-9pm, and with age labor laws, and trouble scheduling skills checks; we have decided to close an hour early. We will explore expanding the schedule in 2026. We also rescheduled the \$1 swim that was closed due to a power outage earlier this month. We rescheduled it to November 29. Also the MRHS boys team swim season will start on Monday.

<https://createsend.com/t/d-B27C95FC450A2DC32540EF23F30FEDED>

SCHOOL DISTRICT MEETING

I reached out to the school district last week about the portables, and damage due to the power surge. I have not heard back as of sending this email.

I am meeting with legal counsel on next steps and will report back to the board.

SCHEDULED POWER OUTAGE

We were notified by the Highline School District that we will need to be closed the entire day on Sunday, December 7, so they can make adjustments to the power system that is part of the Pacific Middle School project. We will put a notice out to patrons as we get closer to that date, post signage, and work with staff on restarting protocols after the outage to be open ontime for Monday morning.

PTSA EVENTS

On November 8, we hosted our first, PTSA swim for Des Moines Elementary, and on November 15, we will be hosting our second event for Woodmont. Both schools elected for one swim. I was at the Des Moines Elementary swim for the first hour, and the pool was half full with almost all kids in the shallow end.

<https://www.facebook.com/share/1DSKE4ftCr/>

YETI

Quentin and I met with YETI on Thursday, November 13 at the pool to discuss partnering for afterschool programming. They may host some programs at our pool, and we also discussed promoting youth employment for both organizations. They are looking at afterschool times that may fit nicely into our open times. <https://goyeti.org/>

TRAININGS

Emmitt set the training schedule for the rest of this year through summer of next year. The schedule may need to be altered depending on closures, but we have updated the website to include this information. On the website, we included more information on the trainings. We will also be working over the next couple of months to put the grant training programs for the trainings below, which will include free trainings for all area lifeguards.

Training List for 2025:

Recerts:

- November 16th, 7am – 5pm (Sun)
- December 22nd, 8am – 6pm (Mon)

Certifications:

- December 29th, 30th, 31st, January 2nd, 10am – 3pm (Mon-Wed, Fri)

Training List for 2026:

Recerts:

- February 1st, 8am – 5pm (Sun)
- April 19th, 8am-5pm (Sun)
- July 12th, 8am-5pm (Sun)

Certifications:

- February 13th – 16th, 12pm – 5pm (Fri – Mon)
- April 6th – 9th, 12pm – 5pm (Mon – Thurs)
- June 29th- July 3rd, 8am – 5pm (Mon – Fri)

LGI:

- January 16th - 19th (Fri – Mon)

WSI (Swim Instructor) Training 2026:

- June 22nd – 25th, 11am – 4pm (Mon – Thurs)

STAFF TRAINING UPDATES

Staff have completed all the AWC-RMSA Trainings and all managers have completed the SafeSport Trainings. Staff completed all of their trainings for the anti-harassment for AWC-RMSA. We are now working to develop a plan to have all lifeguards and part-time staff complete their SafeSport trainings. Our goal is to have this completed by the end of the year.

WRPA AQUATICS GROUP

Emmitt and Quentin both attended the monthly WRPA Aquatics Group. They discussed upcoming WAC changes, updates to the MAHC and ways the WRPA Aquatics Group is working on networking for the future.

RIPPLE EFFECTS CONFERENCE

Quentin will be attending the Ripple Effects Conference on November 19 and 20.

IN-SERVICE

Staff will have their monthly in-service this Saturday before public hours. We usually have it after open swim but moved it to earlier to accommodate the Woodmont PTSA swim.

MAINTENANCE

- Pool Heat Issues: MacMiller will come out and repair the heating unit. It will take 5-6 hours, and we will not be able to heat water during this time. We are discussing keeping the pool open but requiring people to shower at home before and after. We will put out plenty of notice and ensure the repair is during a time that has lower usage.
- Burner Controller Repair: We also have a burner control that needs to be replaced. I am attempting to have the repair approved by the Finance Committee, as it is a repaired for safety.
- Backflow Prevention: We are awaiting the parts to complete the repairs. We will be down for about ten hours and will pick a time to reduce impact to pool operations.

- Gutter Cleaning: We are going to clean the gutters and roof on Thursday, November 20. We do this annually after there was damage to the gutter system and leaking water to the facility around the time of the pandemic.

FIRE INSPECTION

We had our annual fire inspection on Thursday, November 13. There were no violations.

PEACHJAR

- Credits: I purchased over \$2,000 worth of credits for future postings in PeachJar. There was a sale that was 15% off the normal fees and should last us through the rest of the school year.
- November ad: I ran an ad in at local public schools that included new scholarship, translatable website, \$2 swim with your kids, and upcoming special swims. It will post Friday.

APPLE BUSINESS CONNECT

Over the holidays, I am going to update our Apple Business Connect information for Apple Maps and other shared services. Lower priority compared to other items, but it needs to be done.

<https://businessconnect.apple.com/>

RESEARCH

- State auditor completes fraud investigation of Shore pool (Myclallamcounty) <https://www.myclallamcounty.com/2025/11/07/state-auditor-alleges-shore-pool-director-committed-fraud/>
- Seattle Parks and Recreation plans public meetings on Green Lake Community Center and pool rebuild (My Ballard) <https://myballard.com/2025/11/04/seattle-parks-plans-public-meetings-on-green-lake-community-center-and-pool-rebuild/>
- Oath of Office (MRSC) <https://mrsc.org/stay-informed/mrsc-insight/october-2025/oath-of-office>
- Procurement Changes (MRSC) <https://mrsc.org/stay-informed/mrsc-insight/november-2025/federal-thresholds>
- Leveraging Ballot Measures (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/november-2025/index.php#/p/44>
- It's important to be important: your budget depends on it (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/november-2025/index.php#/p/22>
- Judge overturns Lake Wenatchee Fire and Rescue Bond (Wenatchee World) https://www.wenatcheeworld.com/news/local/judge-overturns-lake-wenatchee-fire-and-rescue-bond/article_50b96bfe-f934-4c18-aeb2-5ae1546922c3.html



Des Moines Pool Métropolitain Park District

November 11, 2025

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 Thorell, Dusenbury, District General Manager Deschenes, Clerk Melum, Aquatic Manager Knox and Residents Gene Achziger and Ben Fortine. Commissioners Stender and Campbell were not present.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – District GM Deschenes made a modification to the agenda with item 8c Oath of Office for new board Commissioner Ben Fortine. Commissioner Dusenbury moved to approve the modified agenda. Commissioner Thorell 2nd. Motion passed 3-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – There were no announcements, Proclamations, or Presentations.

PUBLIC COMMENT – Resident Ben Fortine mentioned he was having technical difficulties but was trying to join the meeting via his laptop instead of his cell phone.

6a. CONSENT AGENDA

Commissioner Thorell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in July 2025 totaling \$173,323.75. Commissioner Dusenbury 2nd. The motion passed 3-0.

OLD BUSINESS

7a. Aquatic Manager Report Q3

The Aquatic Manager Knox presented the third quarter (Q3), July 1-September 31 for manager report for The Mount Rainier Pool. A copy of the report is included in the November 11 agenda packet.

7b. Policy 340 Financial Aid/Scholarship: Process Changes (2nd touch)

District GM Deschenes presented policy 340 as a second touch, reiterating the purpose of the policy and the process. District GM Deschenes said that The Aquatic Coordinator worked with Commissioner Campbell on finishing details for the scholarship form, and then he showed an example of how the application and portal will look on the website after it is rolled out. District GM Deschenes asked the board to pass policy 340 at this meeting so that the scholarship could be rolled out in time for swim lesson registration at the beginning of December 2025. Commissioner Dusenbury

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

22722 19th 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.

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/11/2025**

moved to approve policy 340 Financial Aid/Scholarship: Process Change. Commissioner Thorell 2nd. Motion passed 3-0.

7c. Policy 516, Overtime Pre-Approval and Pay Rate Documentation (2nd touch)

District GM Deschenes turned the meeting over to District Clerk Melum to present Policy 516, Overtime Pre-Approval and Pay Rate Documentation. District Clerk Melum stated that SAO recommended the district implement policies and procedures that ensured better documentation on district employee overtime, pay rate and other status changes. District Clerk Melum went over the overtime approval process. District Clerk Melum reminded the board that this was the second touch for this policy and asked that the policy be approved. Commissioner Thorell moved to approve Policy 516, Overtime Pre-Approval and Pay Rate Documentation. Commissioner Dusenbury 2nd. Motion passed 3-0.

7d. Resolution 2025-09 Unclaimed Property

District GM Deschenes presented the board with Resolution 2025-09 Unclaimed Property. District GM Deschenes stated that he reported \$210.00 in unclaimed property to the Washington State Department of Revenue prior to October 31st, 2025, deadline. District GM Deschenes also said that he will be sending letters to all the patrons to inform them that they can contact the state to claim their property moving forward. District GM Deschenes let the board know a resolution must be passed to complete this. Commissioner Dusenbury moved to approve Resolution 2025-09 Unclaimed Property. Commissioner Thorell 2nd. Motion passed 3-0.

7e. City Currents Partnership Agreement (first touch)

District GM Deschenes updated the board on his meeting with the City of Des Moines Manager about the potential partnership with the City Currents magazine. District GM Deschenes said this would be a great opportunity for the district to have a permanent media outlet for pool updates, schedules, and special events. District GM Deschenes said he asked for 3-4 pages, but the City Manager negotiated 2-3 pages to allow for other allocated spots. The city will discuss this at their November meeting and will send a final ILA to be approved at our December 9th meeting. Commissioner Dusenbury about the budgeted amount for this agreement. District GM Deschenes said the cost was lower than the budgeted amount, but he allocated for any incidentals. Commissioner Thorell asked how much the district was currently paying for advertising. District GM Deschenes said the district was currently paying around \$9,000 but this was only for 1-2 pages.

7f. Vandalism Effects to the Mount Rainier Pool Systems

District GM Deschenes announced to the board that on October 20th, vandals broke into the Pacific Middle School construction site in attempt to steal copper wiring. The targeted line was a live electrical line that was supplying power to the Mount Rainier Pool through underground connection. This caused a power surge resulting in a loss of power to the pool and the surrounding area. Power was restored, but the surge damaged multiple facility systems including blown fuses, malfunctioning temperature controls, pump control failures, & damaged credit card terminal. Staff is still collaborating with contractors to assess the full extent of damage and obtain repair cost estimates. The district is also tracking all related damages, repairs, and lost revenues. A police report has been filed, and our insurance company has been notified.

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

22722 19th 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 if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/11/2025**

7g. Resolution 2025-12 Declaration of an Emergency Repair, Backflow Preventer

District GM Deschenes stated that the following the annual backflow prevention inspection, the backflow preventer is in critical need of replacement. This is a legal requirement to ensure pool water does not end up in the local drinking water. District GM Deschenes said that he met with the finance committee, and it was decided that the district's contracted maintenance vendor would complete the work for up to \$20,000. District GM Deschenes also mentioned the electrical fan repair that was still incomplete and said a report on both repairs would be made at the December 9th board meeting. District GM Deschenes asked the board to pass Resolution 2025-12 Declaration of an Emergency Repair, Backflow Preventer. Commissioner Dusenbury moved to approve Resolution 2025-12. Commissioner Thorell 2nd. Motion passed 3-0.

7h. District General Manager Wage and Benefit

District GM Deschenes presented the board with the agreement that was made between himself and the board of Commissioners following his annual review. District GM Deschenes went over the breakdown of his 2026 wage scale and benefits package. District GM Deschenes then asked the board to pass three motions approving each section of his wage and benefits package. Motion # 1 is District GM Deschenes wage increase. Commissioner Thorell moved to approve the District General Manager Raise from \$94,280.76 to \$124,276.00. Commissioner Dusenbury 2nd. Motion passed 3-0. Motion #2 is District GM Deschenes Benefits package. Commissioner Thorell moved to cover the District General Manager employee + dependents health benefits. Commissioner Dusenbury 2nd. Motion passed 3-0. Motion # 3 is for the backpay agreement made on August 12, 2024 review. Commissioner Thorell moved to backpay the District General Manager \$15,520.66 for out-of-pocket spouse benefits to June 1, 2024. Commissioner Dusenbury 2nd. Motion passed 3-0.

7i. 2026 Rate Discussion (2nd Touch)

District GM Deschenes presented the proposed 2026 rates which are based on the current (2025) rates at the Tukwila Pool but with a few differences to some of our special swim rates. District GM Deschenes asked that the board pass a motion to approve the 2026 rates. Commissioner Dusenbury moved to approve the 2026 Rates. Commissioner Thorell 2nd. Motion passed 3-0.

7j. 2026 Proposed Wage/Salary Scale (2nd Touch)

District GM Deschenes presented the proposed 2026 wage/salary scale which is based on Washington State minimum wage of \$17.13 as of 2026. District GM Deschenes explained that the district uses the minimum wage as a baseline to set all the other positions in the district. Each position received an increase of 2.88%. District GM Deschenes also explained that this is the process the district has used to determine the wage/salary rates over the last few years. Commissioner Thorell moved to approve the 2026 Wage and Salary Scale. Commissioner Dusenbury 2nd. Motion passed 3-0.

New Business

7k. Policy 520, Procurement (1st Touch)

District GM Deschenes gave the floor to District Clerk Melum. District Clerk Melum presented a draft proposal for updates to Policy 520, Procurement. District Clerk Melum said that SAO recommended this policy better match what we do and be updated to include formal training for all cardholders, better receipting documentation, and cardholder tracking. District Clerk Melum explained the changes to the existing policy which includes a new application for every

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

22722 19th 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 if you have questions.

Des Moines Pool Metropolitan Park District Meeting Minutes –11/11/2025

new cardholder, full training for each cardholder old and new, and a new receipting structure. District Clerk Melum let the board know that no action was necessary at this time as this is a first touch.

8a. Policy 532, Fraud Prevention and Reporting (1st Touch)

District Clerk Melum presented new Policy 532, Fraud Prevention and Reporting, noting that this was the policy's initial introduction to the Board. She explained that the purpose of the policy is aligned with recommendations and incentives from AWC-RMSA. According to AWC-RMSA research, fraud incidents within local governments in recent years have resulted in average losses totaling millions of dollars. To help prevent similar risks within the District, Policy 532 is designed to strengthen internal controls by clearly defining staff roles and responsibilities, implementing dual authorization requirements, ensuring secure management and segregation of duties, providing staff training and periodic reviews, conducting internal audits, and adopting other preventative measures. District General Manager Deschenes added that adoption and compliance with this policy also qualifies the District for a zero-deductible benefit through AWC-RMSA.

8b. Oath of Office and New Board Member Onboarding Process

District GM Deschenes opened this agenda item by thanking Commissioner Thorell for her service and contributions to the Des Moines Pool Metropolitan Park District. He then announced that Commissioner-elect Ben Fortine will assume his position on November 25, 2025, when the November election is certified, and extended congratulations and a welcome on behalf of the District.

GM Deschenes also reported that MRSC has clarified that all elected officials, both newly elected and those continuing their service must formally take the Oath of Office for each new term. As a result, Commissioner-elect Fortine, Commissioner Campbell, and President Young will all need to be sworn in with legal counsel present at the December 9th Board meeting.

Budget and Levy Hearing

President Young opened the Budget Hearing:

"Pursuant to RCW 84.55.120, the Des Moines Pool Metropolitan Park District will now open the public hearing to consider revenue sources for the District's 2026 budget."

Budget and Levy Public Hearing

9a. 2026 Budget (Public Hearing)

The Budget and Levy Certification for 2026 are due on November 30, 2025, which is \$2,074,037.27 into the General Fund and \$2,796,680.45 into the Capital Reserve Fund. The District GM notified the board that the Capital Reserve Fund Budget includes \$1,764, 212.72 in grants and \$993,463.73, which have inflated the budgetary numbers.

9b. Budget and Levy Certification (Public Hearing)

The Budget and Levy Certification for 2026 are due to King County by November 30, 2025. For Resolution 2025-13 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2026, the \$2,457,669, \$1,415,037.27 is for operations, while \$993,463.27 is set for capital. There is also \$9,454 in refunds that will help cover the total.

Ordinance Form 2152 is included with **Resolution 2025-13** and will need to be signed by the President of the Board of Commissioners. It reflects the information that is included in the resolution but is required by King County.

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

22722 19th 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 if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/11/2025**

For **Resolution 2025-14 Property Tax Increase** is for increases to the levy from one year to the next. The amount of levied taxes will be increased \$46,084 (1.97%) from 2025 to 2026.

The District GM did not include a Resolution for Substantial Need, as the resolution was not needed due to the resolution only needed to be completed if the Implicit Price Deflator (IPD) is below 1%. The IPD for 2025 was 2.44%, so the resolution was not submitted.

More Information including **Ordinance 2152, Resolution 2025-13,** and **Resolution 2025-13** can be found in the November 11 board meeting packet online and will be posted on the District's governance page (once signed). Motions moved to AIS 9d.

9c. Public Comment

President Young announced, "Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted. For better public access, public could also have emailed in comments that were provided before the deadline, noon November 11, 2025.

There was no public comment made in-person or by correspondence.

9d. Budget and Levy Motions (Budget and Levy Hearing)

District GM Deschenes moved all the motions from public hearing to their own AIS. The process was set up to better utilize the screens of remote users.

Budget Motions: Certifying Budget

Commissioner Dusenbury moved to approve the 2026 Budget of \$2,074,037.27 in the General Fund and \$2,796,680.45 in Capital Reserve for the calendar year 2026 which includes \$1,764,216.72 in Capital Grants. Commissioner Thorell 2nd. Motion passed 3-0.

Levy Motion 1: Resolution 2025-13 Certifying Property Tax Levy and Adopting an Operating Budget

Commissioner Dusenbury moved to approve Resolution 2025-13 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2026, of \$1,415,037.27 into the General Fund and \$993,463.73 into the Capital Reserve Fund. Commissioner Thorell 2nd. Motion passed 3-0.

Levy Motion 2: Resolution 2025-14 Resolution of Increase

Commissioner Dusenbury moved to approve Resolution 2025-14 to approve Resolution 2025-14 Resolution of Increase for an increase of \$46,084.00 between 2025 and 2026 levy certifications. Commissioner Thorell 2nd. Motion passed 3-0.

Levy Motion 3: Substantial Need

Substantial Need: **Motion Not Needed.** Implicit Price Deflator (IPD) exceeded 1% (2.44%).

10. Good of the Order

President Young circled back to Resident Achziger for a comment. Resident Achziger thanked Commissioner Thorell for her time served on the Board of Commissioners and welcomed Commissioner-elect Ben Fortine. Resident

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

22722 19th 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 if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/11/2025**

Achziger commented that it was pleasant to see such a strong group of individuals work so well together for a common goal stating it was a “breath of fresh air”.

Commissioner Thorell asked District GM Deschenes if he wanted to comment on the opening ceremony for the new light rail station coming up on December 6th. District GM Deschenes spoke a little bit about the event, mentioning that there will be pool staff helping out and thanked Commissioner Thorell for helping to get the pool involved with the event. Commissioner Thorell spoke more about the event including parking, agenda items, funding, etc.

District GM Deschenes stated he would provide a 2026 calendar at the December 9th board meeting to go over future meeting plans. President Young said that was a great idea.

Commissioner Thorell thanked everyone and wished everyone farewell.

Adjournment

With no further business to discuss. The meeting adjourned at 8:02pm.

UPCOMING MEETINGS

- To Be Determined, Special Meeting**, N/A, Location: Hybrid (DMPMPD Offices and Online)
- August 26, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

_____ Commissioner Young	_____ Commissioner Dusenbury
_____ Commissioner Campbell	_____ Commissioner Stender
_____ Commissioner Thorell	_____ District Clerk Melum

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

22722 19th 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 if you have questions.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/05/2025

Total Amount: \$18,357.72

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251030105013.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: _____

Email Address: angela.melum@desmoinespool.org

Deleted to remove the MacMiller Invoice until
MacMiller completes the job & the board once
again approves the final billing. (AM 11.7.2025)

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the claim(s) is/are valid and enforceable 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 payment of an unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim(s).

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 payment of an unpaid obligation against the above-named governmental unit,

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

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251030105013.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INT'L			287841	10/28/2025	\$535.63	OCT 2025 MONTHLY P.M. SVC
CANON FINANCIAL SERVICES, INC.			41955154	10/12/2025	\$85.40	OCT 2025 CONTRACT CHARGE
MACDONALD-MILLER FACILITY SOLUTIONS			JC106002	10/23/2025	\$17,115.16	JOB#73257810 LIGHTING REPL
NORTHWEST LANDSCAPING SERVICES			CD50603095	11/01/2025	\$621.53	NOV 2025 LANDSCAPING SVC



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/12/2025
Total Amount: \$11,701.56
Control Total: 12
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20251106152121.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)) :

<div>DocuSigned by: <i>Scott Deslunes</i> 2E03815D71304B0...</div>	11/6/2025
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

<div>Signed by: <i>Joe Dusenbury</i> 0E8DDA8B09F2474...</div>	11/7/2025
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251106152121.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INT'L			287700	10/29/2025	\$1,465.01	CHEMICAL DELIVERY
CENTRAL WELDING SUPPLY			0002530920	10/31/2025	\$105.27	CYLINDER BILLING OCT 31
CITY OF DES MOINES			837	11/05/2025	\$720.00	OCT 2025 ADMIN SVC
COPIERS NORTHWEST			INV3091059	10/31/2025	\$42.66	OCT 2025 COPIER USAGE
CSD ATTORNEYS AT LAW			132665	09/30/2025	\$2,340.00	REVIEW D&A POLICY; CORRESPOND W/ DGM
HIGHLINE WATER DISTRICT			10222025HWD	10/22/2025	\$1,945.90	SEPT & OCT 2025 WATER UTILITY
LINDA RAY			LR202511-01	11/03/2025	\$400.00	OCT 2025 BOOKKEEPER/CONSULTANT SVC
MACDONALD-MILLER FACILITY SOLUTIONS			SVC361647	10/30/2025	\$1,514.15	SC# 251021-1529 SYS NOT RUNNING/OUTAGE
MIDWAY SEWER DISTRICT			10252025MSD	10/25/2025	\$1,271.96	SEPT & OCT 2025 SEWER UTILITY
PRINT PLACE			36632	11/04/2025	\$44.08	ORANGE LTS GRADE CARDS
RECOLOGY			0005244648	10/20/2025	\$1,145.31	SEPT & OCT 2025 TRASH UTILITY
SUNBELT CONTROLS			164805	10/30/2025	\$707.22	TROUBLESHOOT/REPAIR SYS

Initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/17/2025

Total Amount: \$1,531.74

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251110152044.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>2E03815D713048D...</small>	<u>11/10/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small> Joe Dusenbury <small>6E8DCA8899F2474...</small>	<u>11/11/2025</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_20251110152044.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GREY, VINCENT			20251115VG176	11/15/2025	\$315.41	PAYROLL PE 11.15.2025 V. GREY
NADIA CORTES			20251115NC143	11/15/2025	\$558.51	PAYROLL PE 11.15.2025 N. CORTES
SCHWAB, SOREN			20251115SS178	11/15/2025	\$276.86	PAYROLL PE 11.15.2025 S. SCHWAB
SHIRK, KENNEDI			20251115KS181	11/15/2025	\$380.96	PAYROLL PE 11.15.2025 K. SHIRK

Initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/24/2025

Total Amount: \$13,592.38

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251120134129.csv

Fund #: 170950010

CONTACT INFORMATION

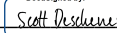
Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org

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>  <small>2E03815D7130480...</small>	<u>11/20/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small>  <small>5E8DDA9899F2474...</small>	<u>11/20/2025</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

KC v2.0


District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251120134129.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INT'L			287841	10/28/2025	\$535.63	OCT 2025 MONTHLY PM SVC VISIT
AWC - VIMLY BENEFIT SOLUTIONS, INC			76446	11/18/2025	\$2,795.52	DEC 2025 EMP BENEFIT
CANON FINANCIAL SERVICES, INC.			41955154	10/12/2025	\$85.40	OCT 2025 CONTRACT CHG
CANON FINANCIAL SERVICES, INC.			42131905	11/11/2025	\$85.40	NOV 2025 CONTRACT CHG
CMIT SOLUTIONS EASTSIDE			14783	10/01/2025	\$2,164.57	OCT 2025 WS SUPPORT
CMIT SOLUTIONS EASTSIDE			14769	10/25/2025	\$222.46	OCT 2025 ELEVATE PHONE
COLIBRI NORTHWEST, LLC			409DM	11/10/2025	\$670.00	WINTER AD DM CITY CURRENT MAG
COLIBRI NORTHWEST, LLC			410DM	11/10/2025	\$945.00	WINTER AD DM CITY CURRENT MAG
CRYSTAL SPRINGS (FORMER MOUNTAIN MIST)			24714034 110525	11/05/2025	\$82.37	NOV 2025 WATER DELIVERY
GRAINGER			9714788537	11/17/2025	\$390.93	DISPOSABLE GLOVES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC362796	11/06/2025	\$720.71	SC#251027-0235 SHUT-OFF HTR PMP
NORTHWEST LANDSCAPING SERVICES			CD50603095	11/01/2025	\$621.53	NOV 2025 LANDSCAPE SVC
US BANK			20251110USB	11/10/2025	\$3,555.36	NOV 2025 US BANK CC BILLING
ZEN 22015, LLC			20251201ZEN	12/01/2025	\$717.50	DEC 2025 DISTRICT OFFICE RENT

Initial
JD

ELECTRONIC PAYMENT REQUEST FORM


King County 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

Payment Settlement Date 11/03/2025**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	PSE Billing for Sept & Oct 2025							
2	Inv# PSE20251022EPRF							
3	Confirm# 4586600802	170950010			24219		SD	\$ 19,217.27
4								
5								
6								
7								
8								
9								
10								
Total								\$ 19,217.27

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 10/29/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


King County 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

Payment Settlement Date 11/15/2025**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 11/15/2025							
2								
3	Direct Deposits	170950010			24219			\$ 23,864.09
4								
5	Tax Liabilities	170950010			24219		SD	\$ 8,059.70
6								
7	Payroll Billing	170950010			24219			\$ 346.66
8								
9								
10								
Total								\$ 32,270.45

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 11/11/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


King County 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

Payment Settlement Date 11/18/2025**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	Dept of Retirement DCP Pmt							
2	Volume 1 (11/18/2025)							
3	EPP-20251111-0000021	170950010			24219			\$ 1,759.82
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,759.82

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 11/19/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


King County 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

Payment Settlement Date 11/30/2025**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 11/30/2025							
2								
3	Direct Deposits	170950010			24219			\$ 25,972.77
4								
5	Tax Liabilities	170950010			24219			\$ 8,693.45
6								
7	Payroll Billing	170950010			24219			\$ 371.56
8								
9								
10								
Total								\$ 35,037.78

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 11/24/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7 Assigned to: District GM Meeting Date: November 11, 2025

Under: Legal Business Attachment: Yes

Subject: Oath of Office and New Board Member Onboarding Process

Background/Summary:

The November 4, 2025, General Elections were certified on November 25, 2025. Below are the results from the three elections:

- Position 3: Shane Young (re-elected)
- Position 4: Holly Campbell (re-elected)
- Position 5: Ben Fortine (effective November 25- filling position)

Both Young and Campbell were re-elected and will continue their terms, effective January 1, 2026. Ben Fortine took control immediately after the election was certified. This is due to Patrice Thorell taking over the position that Gene Achziger vacated. **Thorell's term will end when the election is certified on November 25.**

All three commissioners will need to take their **Oath of Office** before their term starts. I have invited Brian Snure to **swear in all three** at the start of the **December 9 regular meeting**. If a board member cannot attend this meeting, we can setup a meeting for the oath.

I am also reaching out to **Fortine** to start the onboarding process. If the board has any input on the onboarding process, they can speak to the District General Manager.

The New Business Section of this board meeting will also contain first touches on board officials, committees, bylaws and 2026 meeting schedule.

Fiscal Impact: No impact.

Proposed Motion: None. Informational only.

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

Two Touch Rule: N/A **Committee Review**
December 9, 2025 **First Board Meeting (Informational)**
N/A **Second Board Meeting (Action)**

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes: Attachments
- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** President Young **Meeting Date:** December 9, 2025

Under: Executive Session

Attachment: None

Subject: Executive Session: Mount Rainier Pool Lease

Background/Summary:

The Board of Commissioners will meet to review the Mount Rainier Pool Lease.

The Board will be going into executive session pursuant to [RCW 42.30.110\(1\)\(i\)](#) to discuss with District legal counsel legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the agency.

The board president will make a motion at the start of this item to enter executive session, and any action will be announced after the session.

Fiscal Impact: N/A

Chair Announcement: Executive Session (if necessary): We will now go into executive session pursuant to [RCW 42.30.110\(1\)\(i\)](#) to discuss with District legal counsel legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the agency.

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

If no executive session, the board will not go into session.

Motion: If any motions or direction are made, they will be made after the executive session and recorded in the minutes.

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

Two Touch Rule:

<u>N/A</u>	Committee Review
<u>N/A</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

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

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

Notes:

-No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District GM **Meeting Date:** December 9, 2025

Under: Old Business **Attachment:** Yes

Subject: Quarter 3 Financial Report (July 1 – Sept 30 2025)

Background/Summary:

The Q2 Financial Report includes Revenue, Expenses and Physical Reports for Quarter 3 July 1 through September 30, 2025.

This report was pushed back a month due to volume of time-sensitive items approved on November 11 board meeting agenda.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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:

- Q3 2025 Financial Report
- Q3 2025 (July 1- Sept 30) Revenue and Expense Reports

Third Quarter (Q3) 2025 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
December 9, 2025

July 1 – September 30, 2025, 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 third quarter results for fiscal year 2025.

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 September 30, 2025, are:

- General Fund – \$1,658,157.10
 - Capital Reserve - \$ 675,000.00
- Total Available Funds \$2,333,157.10

Balances for the previous three years at this time of year were:

	General Fund	Capital Reserve	Total
2024	\$1,098,267.45	\$600,000.00	\$1,698,267.45
2023	\$1,079,290.70	\$525,000.00	\$1,604,290.70
2022	\$994,166.04	\$420,000.00	\$1,414,176.04

The cash flow chart and associated data have 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 fund. This is just before the first major draw of property taxes that will occur during the second quarter (April-May).

The first quarter analysis is an affirmation of expenditures being on target to meet projections and a verification of ending fund balances for the previous fiscal period.

REVENUES

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

	Budget	YTD	%*
Beginning Balance	\$975,000	\$1,202,247.10	123%
Taxes	\$2,339,312.76	\$1,252,287.66	54%
Charges for Service**	\$25,000	\$25,000.00	100%
Interest	\$30,000	\$52,090.67	174%
Misc/Grant (Capital) ****	\$1,651,216.72	\$31,300.00**	2%

Over the Counter (OTC)***	\$200,000	\$162,055.81	81%
Transfer from Reserves*****	\$1,124,150.52	\$0	0%

**75% target through September 1.*

***Grants covered over-the-counter programs. (If included, at 97%).*

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

*****Grant projects pushed to 2026 due to contractual issues.*

******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 second 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 quarter three that would normally be included in this report.

• KCYAS Kids Swim Free Grant	\$10,000.00
• DMLF Kids Swim Free Grant	\$2,250.25
• Highline School District Fees	\$1,200.00
• Stender Donation	\$4,729.71
Totals	\$18,179.96: \$1,200 (OTC) + \$16,979.96 (MISC/Grant)

If we had received these grants for services and delayed revenue, the cost recovery for over the counter would be 105% at this time.

The grants revenue is pushed back to 2026, which includes the \$1,651,216.72 for grants that will be delayed to 2026. The district has also received an additional \$112,569 in capital projects for electrical repairs, and an additional \$37,800 for lifeguard and swim lesson training for the Mount Rainier Pool and surrounding aquatics venues.

The Expenditure report for September 30 reflects the activities of the district, which have been segregated into categories. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	% (Target 75%)
Administration	\$353,600.00	\$258,450.61	73%
Operations	\$1,478,102.24	\$912,087.46	62%
Capital Reserve*	\$2,788,827.22	\$19,184.00	1%
Transfer to Reserves**	\$1,124,110.52	\$0.00	0%
Totals	\$4,620,529.46	\$1,189,722.07	26%

**Grant expenditures for the Capital Reserve Fund have \$1,651,216.72 for fees that have been delayed to 2026.*

***Transfers to reserves are made at the last regular board meeting of each year. Current estimate is \$1,124,110.52.*

Each of these categories has 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 75% for the third quarter. Variances include continued usage of the district offices past budgeted amount, the effects of inflation on utilities and other services, and increased programming to meet grant generated revenue needs. We are working to adjust these totals in future reports.

The total expenditures for the District as of September 30, 2025, are at 26% of budget with original grants, but with just operations and administration (not including capital allocation or grants), 64%. This is well under the anticipated level of 75%.

The next quarterly report will be presented to the board at its July meeting for the third quarter (Q4) of 2025 (October 1-December 31).

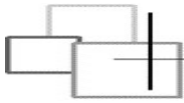
MORE INFORMATION

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



3rd Quarter 2025 REVENUES

Account Number	Reference	Jul 2025	Aug 2025	Sep 2025	3rd Qtr Totals	YTD Totals	2025 Budget	Budget Balance
General Fund Taxes								
001-000-000-311-11-00-00	Property Taxes	\$21,030.42	\$7,973.47	\$39,346.99	\$68,350.88	\$1,242,574.42	\$2,339,312.76	\$1,096,738.34
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	(\$0.03)
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$3,472.84	\$0.00	\$3,472.84	\$9,713.21	\$0.00	(\$9,713.21)
	Total General Fund	\$21,030.42	\$11,446.31	\$39,346.99	\$71,823.72	\$1,252,287.66	\$2,339,312.76	\$1,087,025.100
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$0.00	\$0.00	\$8,947.82	\$8,947.82	\$52,090.67	\$30,000.00	(\$22,090.67)
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
001-000-000-369-81-00-02	Misc Revenue	\$2,123.66	\$9,311.43	\$10,000.00	\$21,435.09	\$21,435.09	\$1,651,216.72	\$1,629,781.63
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,459.00	\$366.75	\$1,111.09	\$2,936.84	\$10,474.35	\$50,000.00	\$39,525.65
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$10,390.83	\$2,359.08	\$21,814.75	\$34,564.66	\$127,615.87	\$147,500.00	\$19,884.13
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$555.00	\$0.00	\$695.50	\$1,250.50	\$2,530.50	\$2,500.00	(\$30.50)
	Total Revenue	\$14,528.49	\$12,037.26	\$42,569.16	\$69,134.91	\$245,446.48	\$1,878,716.72	\$1,633,270.24
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
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
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$375,592.85	\$1,124,110.52	\$784,517.67
	Grand Total Revenue	\$35,558.91	\$48,483.57	\$81,916.15	\$165,958.63	\$1,898,326.99	\$4,243,029.48	\$2,344,702.49



3rd Quarter 2025 EXPENDITURES

Beginning Quarterly Balance = \$2,453,021.90
Ending Quarterly Balance = \$2,233,157.10

Category/ Acct #	Reference	Jul 2025	Aug 2025	Sep 2025	3rd Qtr Totals	YTD Expense	2025 Budget	Budget Balance as of 9/31/2025	% of Budget
Salaries & Wages									
001-000-000-576-20-10-00	Commissioners Subsidies	\$1,313.84	\$1,890.98	\$1,721.45	\$4,926.27	\$12,511.00	\$20,000.00	\$7,489.00	62.56%
001-000-000-576-20-10-01	District Manager Salary	\$6,715.07	\$6,164.08	\$6,697.63	\$19,576.78	\$56,488.07	\$101,000.00	\$44,511.93	55.93%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,394.94	\$6,391.70	\$6,395.73	\$19,182.37	\$57,427.84	\$103,434.24	\$46,006.40	55.52%
001-000-000-576-21-25-01	Aquatic Coordinators	\$4,723.41	\$4,719.36	\$5,493.07	\$14,935.84	\$47,491.49	\$153,000.00	\$105,508.51	31.04%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$36,685.62	\$39,043.50	\$21,333.59	\$97,062.71	\$261,120.12	\$360,000.00	\$98,879.88	72.53%
001-000-000-576-21-30-05	Water Exercise Instructor	\$774.63	\$472.77	\$370.42	\$1,617.82	\$6,031.46	\$10,000.00	\$3,968.54	60.31%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,422.18	\$4,232.40	\$4,420.58	\$13,075.16	\$39,035.09	\$65,000.00	\$25,964.91	60.05%
001-000-000-576-21-32-02	Head Lifeguards	\$2,577.68	\$2,944.98	\$2,333.24	\$7,855.90	\$26,542.95	\$70,000.00	\$43,457.05	37.92%
	Total Salaries & Wages	\$63,607.37	\$65,859.77	\$48,765.71	\$178,232.85	\$506,648.02	\$882,434.24	\$375,786.22	57.41%
Taxes & Misc									
001-000-000-576-21-21-19	Payroll Taxes	\$19,324.47	\$20,295.68	\$15,595.35	\$55,215.50	\$160,254.90	\$235,000.00	\$74,745.10	68.19%
001-000-000-576-21-33-00	Sick Pay	\$65.04	\$600.93	\$517.30	\$1,183.27	\$4,207.56	\$3,500.00	(\$707.56)	120.22%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$0.00	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
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%
	Total Taxes & Misc	\$19,389.51	\$20,896.61	\$16,112.65	\$56,398.77	\$164,609.70	\$242,000.00	\$77,390.30	68.02%
Personal Benefits									
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$5,297.08	\$1,753.09	\$3,468.38	\$10,518.55	\$31,630.79	\$32,000.00	\$369.21	98.85%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$150.00	\$101.27	\$127.50	\$378.77	\$4,516.77	\$2,000.00	(\$2,516.77)	225.84%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$2,795.52		\$2,795.52	\$5,591.04	\$26,500.67	\$55,000.00	\$28,499.33	48.18%
001-000-000-576-21-25-05	Incentive Pay	\$0.00		\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$8,242.60	\$1,854.36	\$6,391.40	\$16,488.36	\$62,648.23	\$89,500.00	\$26,851.77	70.00%
Office Supplies									
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00		\$0.00	\$0.00	\$1,077.03	\$3,500.00	\$2,422.97	30.77%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$0.00		\$217.60	\$217.60	\$2,541.53	\$2,500.00	(\$41.53)	101.66%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$8.00	\$91.00	\$314.60	\$413.60	\$1,029.02	\$2,500.00	\$1,470.98	41.16%
	Total Office Supplies	\$8.00	\$91.00	\$532.20	\$631.20	\$4,647.58	\$8,500.00	\$3,852.42	54.68%
Maintenance & Repair Supplies									
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00		\$2,240.09	\$2,240.09	\$2,763.66	\$1,000.00	(\$1,763.66)	276.37%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$900.00	\$506.99	\$944.67	\$2,351.66	\$6,500.31	\$8,500.00	\$1,999.69	76.47%
	Total Maintenance & Repair Supplies	\$900.00	\$506.99	\$3,184.76	\$4,591.75	\$9,263.97	\$9,500.00	\$236.03	97.52%
Pool Supplies									
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$9.86	\$165.90	\$175.76	\$3,292.41	\$5,000.00	\$1,707.59	65.85%
001-000-000-576-21-35-15	Special Pool Events	\$165.24	\$495.45	\$2,420.91	\$3,081.60	\$3,299.42	\$1,800.00	(\$1,499.42)	183.30%
001-000-000-576-21-40-00	Employee Recognition	\$0.00		\$184.51	\$184.51	\$673.46	\$2,500.00	\$1,826.54	26.94%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00		\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00		\$0.00	\$0.00	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00		\$225.46	\$225.46	\$3,060.05	\$5,000.00	\$1,939.95	61.20%
	Total Pool Supplies	\$165.24	\$505.31	\$2,996.78	\$3,667.33	\$10,468.52	\$19,300.00	\$8,831.48	54.24%
Professional Svcs - Clerical									
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$150.02	\$187.51	\$266.77	\$604.30	\$3,806.12	\$5,000.00	(\$5,112.00)	202.24%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$450.00	\$2,358.00	\$1,008.00	\$3,816.00	\$10,112.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00		\$0.00	\$0.00	\$1,328.00	\$3,300.00	(\$506.12)	115.34%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00		\$0.00	\$0.00	\$1,800.00	\$2,500.00	\$700.00	72.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$0.00	\$4,012.00	\$2,006.00	\$6,018.00	\$17,424.00	\$28,000.00	\$10,576.00	62.23%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$144.77	\$179.75	\$69.59	\$394.11	\$1,074.83	\$2,500.00	\$1,425.17	42.99%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00		\$7,336.57	\$7,336.57	\$7,336.57	\$5,300.00	(\$2,036.57)	138.43%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$89.90		\$138.60	\$228.50	\$764.80	\$1,000.00	\$235.20	76.48%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$1,981.59	\$2,870.25	\$1,361.35	\$6,213.19	\$11,907.95	\$9,000.00	(\$2,907.95)	132.31%
001-000-000-576-21-42-09	Scheduling Software/Timekeeping	\$0.00	\$352.64	\$705.28	\$1,057.92	\$3,526.40	\$3,000.00	(\$526.40)	117.55%
	Total Prof Services-Front Offc	\$25,668.59	\$9,960.15	\$12,892.16	\$48,520.90	\$59,080.67	\$71,600.00	\$12,519.33	82.51%
Professional Svcs - Maintenance									
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00		\$6,485.42	\$6,485.42	\$10,601.39	\$4,000.00	(\$6,601.39)	265.03%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$389.15	\$105.27	\$413.50	\$907.92	\$2,578.84	\$2,750.00	\$171.16	93.78%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$3,839.92		\$471.48	\$4,311.40	\$8,151.32	\$6,750.00	(\$1,401.32)	120.76%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00		\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$621.53	\$621.53	\$1,243.06	\$4,972.24	\$6,250.00	\$1,277.76	79.56%
001-000-000-576-21-48-04	Towing (Pete's Towing)	\$0.00		\$0.00	\$0.00	\$0.00	\$2,668.00	\$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$158.68		\$390.65	\$549.33	\$904.82	\$1,250.00	\$345.18	72.39%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$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)	\$0.00	\$5,177.75	\$0.00	\$5,177.75	\$19,152.77	\$30,000.00	\$10,847.23	63.84%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$268.17	\$1,962.75	\$2,230.92	\$7,247.36	\$11,000.00	\$3,752.64	65.89%
	Total Prof Services-Maintenance	\$4,387.75	\$6,172.72	\$10,345.33	\$20,905.80	\$53,608.74	\$68,668.00	\$15,059.26	16.21%
Repairs & Maintenance									
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$7,226.76	\$12,336.25	\$19,563.01	\$48,895.93	\$88,500.00	\$39,604.07	55.25%
	Total Repairs & Maintenance	\$0.00	\$7,226.76	\$12,336.25	\$19,563.01	\$48,895.93	\$88,500.00	\$39,604.07	55.25%
Communications									
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$820.00	\$0.00	\$820.00	\$3,142.34	\$3,000.00	(\$142.34)	104.74%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$513.72		\$1,027.50	\$1,541.22	\$5,151.26	\$5,200.00	\$48.74	99.06%

Category/ Acct #	Reference	Jul 2025	Aug 2025	Sep 2025	3rd Qtr Totals	YTD Expense	2025 Budget	Budget Balance as of 9/31/2025	% of Budget
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$69.00		\$138.00	\$207.00	\$690.00	\$750.00	\$60.00	92.00%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$298.64		\$597.28	\$895.92	\$3,092.75	\$3,200.00	\$107.25	96.65%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00		\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	\$26.10	\$91.74	\$232.25	\$350.09	\$807.15	\$250.00	(\$557.15)	322.86%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$444.88	\$222.44	\$667.32	\$2,002.57	\$3,000.00	\$997.43	66.75%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$49.27		\$110.06	\$159.33	\$547.89	\$600.00	\$52.11	91.32%
	Total Communications	\$956.73	\$1,356.62	\$2,327.53	\$4,640.88	\$15,433.96	\$16,300.00	\$866.04	94.69%
Training & Travel									
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00		\$0.00	\$0.00		\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00		\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00		\$0.00	\$0.00	\$376.00	\$3,500.00	\$3,124.00	10.74%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00		\$7.70	\$7.70	\$111.11	\$2,500.00	\$2,388.89	4.44%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$235.00	\$0.00	\$235.00	\$2,320.00	\$1,750.00	(\$570.00)	132.57%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$931.50	\$0.00	\$931.50	\$1,211.50	\$1,750.00	\$538.50	69.23%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00		\$12.00	\$12.00	\$12.00	\$1,250.00	\$1,238.00	0.96%
	Total Training & Travel	\$0.00	\$1,166.50	\$19.70	\$1,186.20	\$4,030.61	\$16,750.00	\$12,719.39	24.06%
Advertising									
001-000-000-576-20-41-00	Public Outreach Events	\$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	\$1,782.00	\$181.83	\$1,865.00	\$3,828.83	\$9,316.33	\$8,000.00	(\$1,316.33)	116.45%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00		\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	\$128.21		\$107.95	\$236.16	\$453.95	\$2,000.00	\$1,546.05	22.70%
001-000-000-576-20-41-40	Ad Design	\$0.00		\$0.00	\$0.00	\$50.00	\$450.00	\$400.00	11.11%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00		\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00		\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Advertising	\$1,910.21	\$181.83	\$1,972.95	\$4,064.99	\$9,820.28	\$19,650.00	\$9,829.72	49.98%
Rentals & Leases									
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$717.50	\$1,435.00	\$2,152.50	\$6,457.50	\$9,000.00	\$2,542.50	71.75%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00		\$600.00	\$900.00	\$3,320.00	\$4,000.00	\$680.00	83.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00		\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00		\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$300.00	\$717.50	\$2,035.00	\$3,052.50	\$9,777.50	\$16,000.00	\$6,222.50	61.11%
Utilities									
001-000-000-576-21-47-00	Electricity (PSE)	\$9,020.78	\$8,806.94	\$6,745.00	\$24,572.72	\$95,500.24	\$170,000.00	\$74,499.76	56.18%
001-000-000-576-21-47-02	Water (Highline)	\$1,015.62		\$2,633.72	\$3,649.34	\$8,101.58	\$9,000.00	\$898.42	90.02%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$569.75	\$0.00	\$569.75	\$4,496.64	\$7,250.00	\$2,753.36	62.02%
001-000-000-576-21-47-04	Sewer (Midway)	\$1,193.45		\$1,879.16	\$3,072.61	\$6,093.48	\$4,750.00	(\$1,343.48)	128.28%
	Total Utilities	\$11,229.85	\$9,376.69	\$11,257.88	\$31,864.42	\$114,191.94	\$191,000.00	\$76,808.06	59.79%
Insurance									
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$18,963.00	\$0.00	\$18,963.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
	Total Insurance	\$0.00	\$18,963.00	\$0.00	\$18,963.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
Miscellaneous									
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$20.22		\$4,511.28	\$4,531.50	\$9,467.21	\$500.00	(\$8,967.21)	1893.44%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00		\$0.00	\$0.00	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$720.86	\$875.00	\$347.37	\$1,943.23	\$5,054.57	\$5,000.00	(\$54.57)	101.09%
001-000-000-576-20-51-50	Background checks	\$232.00	\$116.00	\$0.00	\$348.00	\$522.00	\$1,250.00	\$728.00	41.76%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$119.00		\$654.50	\$773.50	\$1,852.60	\$3,500.00	\$1,647.40	52.93%
	Total Miscellaneous	\$1,092.08	\$991.00	\$5,513.15	\$7,596.23	\$17,114.85	\$11,500.00	(\$5,614.85)	148.82%
Intergovernmental Services									
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$5,077.15	\$0.00	\$5,077.15	\$5,077.15	\$5,000.00	(\$77.15)	101.54%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$220.40	\$0.00	\$220.40	\$379.40	\$500.00	\$120.60	75.88%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00		\$2,087.01	\$2,087.01	\$6,751.18	\$11,000.00	\$4,248.82	61.37%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$270.00	\$360.00	\$0.00	\$630.00	\$1,755.00	\$4,000.00	\$2,245.00	43.88%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM	\$4,986.31	\$2,328.20	\$957.81	\$8,272.32	\$13,093.48	\$2,000.00	(\$11,093.48)	654.67%
	Total Intergov Services	\$5,256.31	\$7,985.75	\$3,044.82	\$16,286.88	\$27,056.21	\$22,500.00	(\$4,556.21)	120.25%
Capitals									
001-000-000-594-76-41-02	Capital - Advertising	\$0.00		\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$4,553.00	\$2,475.00	\$2,564.00	\$9,592.00	\$9,592.00	\$1,000.00	(\$8,592.00)	959.20%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$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	\$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	\$12,000.00	\$12,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00		\$0.00	\$0.00	\$0.00	\$1,124,110.50	\$1,124,110.50	0.00%
	Total Capitals	\$4,553.00	\$2,475.00	\$2,564.00	\$9,592.00	\$9,592.00	\$2,788,827.22	\$2,779,235.22	0.34%
	TOTAL ADMINISTRATION	\$18,555.43	\$43,977.56	\$28,409.37	\$90,942.36	\$258,450.61	\$353,600.00	\$95,149.39	73.09%
	TOTAL OPERATIONS	\$101,706.50	\$109,835.00	\$111,318.90	\$322,860.40	\$912,087.46	\$1,478,102.24	\$566,014.78	61.71%
	TOTAL CAPITAL	\$4,553.00	\$2,475.00	\$2,564.00	\$9,592.00	\$19,184.00	\$2,788,827.22	\$2,779,235.22	0.69%
GRAND TOTALS		\$124,814.93	\$156,287.56	\$142,292.27	\$423,394.76	\$1,189,722.07	\$4,620,529.46	\$3,440,399.39	25.7%

Target 75%

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District GM **Meeting Date:** December 9, 2025

Under: Old Business **Attachment:** Yes

Subject: Policy 520, Procurement (2nd touch)

Background/Summary:

The Des Moines Pool Metropolitan Park District was audited by the Washington State Auditor's Office (SAO). SAO made recommendations to help the district improve its processes.

Attached is Policy 520, Procurement. The policy includes:

- 2025 procurement law updates
- Increased spending levels for District General Manager and Finance Committee,
- purchasing/credit card usage including attachments: credit card application forms and credit card usage agreements.

The credit card section includes oversight requested by the State of Washington State Auditor's Office (SAO).

The document was sent out to the board and legal for editing and a final document will be presented at the December 9 regular board meeting.

Fiscal Impact: To be determined.

Proposed Motion:

No Changes:

I move to approve the changes made Policy 520 Procurement.

Changes:

I move to approve the "amended" changes made Policy 520 Procurement.

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

Two Touch Rule:

<u>To Be Determined</u>	<u>Committee Review</u>
<u>11/21/2025</u>	<u>First Board Meeting (Informational)</u>
<u>12/09/2025</u>	<u>Second Board Meeting (Action)</u>

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

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

Notes: Attachment

- Proposed DRAFT Policy 520, Procurement
- Current Policy 520, Procurement ([click here](#))

520 -- Procurement Policy

1.0 PURPOSE

This Procurement Policy establishes approval procedures for purchases by employees of the Des Moines Pool Metropolitan Park District (District), establishes purchasing authority levels, purchasing procedures and reporting requirements.

2.0 GENERAL RESPONSIBILITIES

- 2.1. Board of Commissioners.** The Board is responsible for establishing policy direction for the District under Washington State law (RCW 35.61.135).
- 2.2. District General Manager or Board Designee.** The District General Manager or Board Designee has the limited authority delegated pursuant to this Policy.

3.0 DEFINITIONS

- 3.1. Budget.** The formally adopted annual expense/revenue plan of the District
- 3.2. Emergency.** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 3.3. Designated Purchasing Cooperatives.** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
 - 3.3.1. KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public-school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
 - 3.3.2. State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
 - 3.3.3. Washington Department of Information Services.** The Washington Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Washington Department of Information Services complies with the statutory bidding and procurement requirements.
- 3.4. Bid Exemptions.** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and 3) Purchases and Public Works in the event of an emergency. See 4.4 under Purchasing Authority.
- 3.5. Responsible Bidder.** In determining whether the bidder is a responsible bidder, the agency must consider the following elements:
 - 3.5.1. Equipment, Materials and Supplies Purchases.**

- (a). The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b). The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c). Whether the bidder can perform the contract within the time specified;
- (d). The quality of performance of previous contracts or services;
- (e). The previous and existing compliance by the bidder with laws relating to the contract or services; and
- (f). Such other information as may be secured having a bearing on the decision to award the contract.

3.5.2. Public Works Projects.

- (a). Contractor must have valid certificate of registration.
- (b). Contractor must have valid State UBI number.
- (c). Contractor must maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- (d). Contractor cannot have been disqualified from bidding on any previous public works contract.
- (e). Contractor cannot have violated the state apprenticeship utilization requirements on any public works project during the one-year period prior to the District's Project.
- (f). Contractor must meet the statutory public works training requirements under RCW 39.04.350.
- (g). Contractor must not be subject to a revocation of a minor work permit under RCW 49.12.390(4).

3.5.3. The previous and existing compliance of the bidder with laws relating to public works; and

3.5.4. Such other information related to the performance of the contract as the bid solicitation deems advisable.

3.6. **Public Work.** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

3.7. **Small Works Roster** A process authorized by RCW 39.04.155 that allows the District to publish and maintain a roster of contractors available to perform public works contracts. The District can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.

3.8. **Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing from a bid that another municipal corporation has awarded.

Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

4.0 PURCHASING AUTHORITY

- 4.1. **Board of Commissioners.** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual expenditures in excess of \$20,000.00. The Board shall also review and approve all vouchers on at least a monthly basis.
- 4.2. **District General Manager or Board Designee.** The District General Manager or Board Designee shall have authority to make expenditures within the specified budgetary line-item limits adopted by the Board. Provided, however, the District General Manager or Board Designee shall obtain advance Finance Committee or Board approval prior to making any specific expenditure that exceeds \$5,000.00 in value.
- 4.3. **Finance Committee.** The Finance Committee shall have authority to approve expenditures within the specified budgetary line-item limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.
- 4.4. **Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. **Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. **Emergency Purchases.** In the event of an emergency the District General Manager or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. The Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

5.0 PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES

- 5.1. **Purchases under \$40,000.** No statutory process requirements. Staff shall use commercially reasonable means to make such purchases. Staff is encouraged to obtain multiple quotes for purchases to document that the District is receiving the best possible price.
- 5.2. **Purchases over \$40,000 and under \$50,000.** Purchases must be made by using a Vendor List procedure, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.
- 5.3. **Purchases over \$50,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption.

6.0 PUBLIC WORKS

- 6.1. Public Works projects under \$20,000.** No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such limited public works projects (RCW 35.61.135).
- 6.2. Public Works projects from \$20,000 - \$350,000.** The District shall establish and use the MRSC Rosters Small Works Roster or a Formal Sealed bidding procedure.
- 6.3. Public Works projects over \$350,000.** Formal Sealed bidding shall be used except in case of an emergency.
- 6.4. Direct Contracting under the Small Works Roster for projects estimated to cost under \$150,000:**

6.4.1. The District may seek quotes from all eligible contractors that have expressed interest in working in the District's geographical area. **Or**

6.4.2. Use Direct Contracting.

- (a).** The District shall follow its Small Business Utilization Plan when using Direct Contracting.
- (b).** If there are six or more contractors meeting the definition of small, minority, women or veteran owned businesses on the roster, the District may directly contract with one of those small businesses that have indicated interest in performing work in the District's geographical area.
- (c).** The District shall rotate through the eligible contractors and shall, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, use different contractors on different projects.
- (d).** If there are five or less contractors meeting the definition of small business on the roster, the District may direct contract with any of those small businesses that have indicated interest in performing work in your geographical area.
- (e).** Under both of the above procedures the District shall notify all small, minority, women or veteran owned businesses on the District's roster you the District is using direct contracting.

7.0 SERVICES – Architect and Engineer.

The District is a member of the MRSC Rosters consultant roster and shall use the Statements of Qualifications submitted to MRSC Rosters to select a qualified architect, engineer or land surveyor.

8.0 SERVICES – Telecommunications and Data Processing.

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

9.0 PURCHASING RECREATION SERVICES FROM INDEPENDENT CONTRACTORS.

Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a District sponsored program have unique characteristics. Customer preference, teaching method, personality of the instructor, teacher or artist

greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$50,000 in a calendar year.

10.0 SERVICES – OTHER

No statutory procedures are required. District staff shall use commercially reasonable means to identify and contract with service providers.

11.0 FORMAL SEALED BIDDING PROCEDURES.

- 11.1. Notice.** Written Notice for competitively bid contracts and purchases shall be published in a general circulation newspaper within the District at least 13 days in advance of the bid opening. Advertisements for bids should include the following minimum items:
 - 11.1.1.** Title of the project.
 - 11.1.2.** Nature and scope of the work.
 - 11.1.3.** Where contract documents (plans, specifications) may be obtained.
 - 11.1.4.** Cost to obtain a set of contract documents.
 - 11.1.5.** Place, date, and time that bids are due.
 - 11.1.6.** District contact information.
 - 11.1.7.** Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- 11.2. Instructions to Bidders.** Instructions to Bidders shall include a complete description of the legal requirements to submit a bid.
- 11.3. Bid Specifications.** Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition but should be designed to meet the needs of the District.
- 11.4. Award.** The contract should be awarded to the lowest responsive and Lowest Responsible Bidder whose bid meets the requirements and criteria included in the invitation for bids and bid specifications.
- 11.5. Cancellation.** An invitation for bids may be cancelled. Additionally, the District (at its sole discretion) may choose to reject any or all bids, in whole or in part. An invitation for bids may be canceled at the discretion of the District General Manager or Board Designee.

12.0 WRITTEN CONTRACTS / WHEN REQUIRED

- 12.1.** A written contract is required for the following types of purchases.
 - 12.1.1.** All lease or rental agreements for equipment or real property
 - 12.1.2.** All intergovernmental agreements
 - 12.1.3.** All services with the exception of minor services such as repairs, etc., where academic credentials or professional expertise are not required
 - 12.1.4.** Cooperative purchasing agreements
 - 12.1.5.** Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)
 - 12.1.6.** Written Contract Required for Purchase of Equipment, Materials and Supplies with a cost over \$20,000
 - 12.1.7.** Other contracts/agreements deemed necessary by the Board.

13.0 RECORDS MANAGEMENT.

- 13.1.** The District General Manager or his or designee shall maintain records of all contracts awarded and all contractor/consultants contacted in the process.

14.0 UNAUTHORIZED PURCHASES.

- 14.1.** No District employee should purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through

the District General Manager or Board Designee. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee and may terminate employment.

15.0 ISSUANCE, USE AND CONTROL OF CREDIT CARDS

- 15.1.** The District has the authority under RCW 42.24.115 and RCW 43.09.2855, to establish a credit card account and the issuance of credit cards. The credit limit per card shall be established by the issuing bank, and shall not exceed \$5,000 per card.
- 15.2.** The District recognizes that the responsible use of credit cards is a customary and an efficient means of purchasing goods and services for official District business. Credit cards provide a convenient tool for timely purchases, especially for travel, training, emergency repairs, and online transactions where vendor billing is impractical.
- 15.3.** Administration and Oversight
- 15.3.1.** District General Manager (DGM): The District General Manager is responsible for implementing and enforcing this policy, approving the issuance of all credit cards, and authorizing purchasing limits.
- 15.3.2.** District Clerk (Credit Card Administrator): The District Clerk shall serve as the Credit Card Administrator, responsible for:
- Maintaining account records and documentation for all cardholders.
 - Reconciling statements and preparing monthly payment packets.
 - Conducting annual card inventory and ensuring all active cards are accounted for.
 - Providing an annual report to the General Manager and Board on card activity, limits, and compliance.
- 15.4.** Issuance and Application Process - Employees requiring a District credit card must
- Complete a District Credit Card Application (Exhibit A) and User Agreement (Exhibit B)
 - Obtain approval from their supervisor and the District General Manager
 - Return the signed application to the District Clerk for processing with the issuing bank.
 - Activate and safeguard the card upon receipt.

The District Clerk shall retain a copy of all applications and user agreements in the District's files. .

- 15.5.** Authorized Uses – District credit cards may be used only for official District business, consistent with adopted budgets and purchasing policies. Authorized uses include, but are not limited to:
- Registration fees, training, or conference expenses.
 - Lodging and travel expenses (consistent with the District's travel policy).
 - Online or emergency purchases of supplies, parts, and materials.
 - Equipment and service expenses related to pool operations.
 - Utility, subscription, or membership payments approved by the General Manager.

All purchases must be within budgeted appropriations and supported by itemized receipts identifying the goods or services purchased.

- 15.6.** Disallowed Uses – District credit cards shall not be used for:
- Personal or non-District expenditures.
 - Cash advances or ATM withdrawals.
 - Alcoholic beverages, gift cards, or gratuities unrelated to District business.

- Capital equipment purchases without prior District GM approval.
- Vendor charges lacking itemized receipts or sufficient documentation.

15.7. If an employee inadvertently makes an unauthorized charge, reimbursement must be made immediately by check or payroll deduction together with any interest accrued on the charge. Repeated misuse may result in card revocation and disciplinary action up to and including termination.

15.8. Credit Limits - Credit limits shall be set by the District General Manager according to operational needs. Temporary limit increases for specific purchases or travel may be approved in writing by the General Manager and documented by the District Clerk. The District Clerk will maintain a current list of all cardholders and authorized limits.

15.9. Receipt and Reconciliation – Cardholders must:

- Retain all original, itemized receipts and supporting documentation.
- Submit a completed Credit Card Expense Report with receipts by the 5th of each month to the District Clerk. (This includes any online passes?)
- Verify the accuracy of posted transactions and immediately report discrepancies.

The District Clerk shall review all submissions for accuracy and completeness prior to processing monthly payment to the issuing bank. No interest or late fees shall accrue; all balances must be paid in full monthly.

15.10. Card security and Lost or Stolen Cards - Cardholders are personally responsible for the physical security of their card. If a card is lost or stolen, the cardholder shall immediately notify:

- The issuing bank (U.S. Bank Customer Service – 1-800-344-5696)
- The District Clerk (Credit Card Administrator)
- The District General Manager

A replacement card will be issued following confirmation of cancellation. Cardholders remain responsible for all charges incurred until the loss is reported.

15.11. Separation of Employment or Extended Leave - All District credit cards must be returned to the District Clerk upon:

- Termination, resignation, or reassignment of the employee.
- Extended leave or suspension from purchasing duties.

Failure to return a card promptly may result in disciplinary action or payroll deduction for any unauthorized charges.

15.12. Auditing and Enforcement – All credit card transactions are subject to audit by the District Clerk, District General Manager, and the State Auditor's Office. Violations of this policy may result in:

- Revocation of credit card privileges.
- Disciplinary action, up to and including termination.
- Legal action for recovery of misused funds.

The District General Manager may suspend or cancel any credit card for non-compliance or for failure to submit complete reconciliations on time.

15.13. Annual Reporting and Review - The District Clerk shall provide an annual report to the Board of Commissioners summarizing:

- Total number of active cards and assigned limits.
- Total annual spending by category.
- Any instances of misuse or loss.
- Results of annual physical inventory and reconciliation.

This policy shall be reviewed at least once every three years or sooner if required by law or auditor recommendation.

15.14. References:

- RCW 43.09.2855 – Local government use of credit cards.
- RCW 42.24.115 – Municipal officer's authority to use charge cards.
- SAO BARS Manual 3.8.5 – Purchasing Cards.
- District Policy #230 – Signature Authority.
- District Policy #320 – Admissions and Refunds

Exhibit A – Credit Card Application Form**Employee Information**

Name: _____

Position Title: _____

Department/Program Area: _____

Work Phone: _____

Email: _____

Card Request Information

Monthly Credit Limit: _____

Single Transaction Limit: _____

Purpose of Card Usage:☐ Operational Purchases ☐ Travel/Training ☐ Supplies ☐ Emergency Use☐ Other (describe): _____

Acknowledgments

1. I have read and understand **Policy #355 – Credit Card Use and Administration**.
 2. I agree to use the District's credit card solely for **official business purposes** in accordance with the policy.
 3. I understand that misuse of the card may result in **disciplinary action, repayment of unauthorized charges, and/or termination**.
 4. I agree to **return the card immediately** upon termination, transfer, or at the request of the District General Manager or District Clerk.
-

Applicant Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

General Manager Approval: _____ Date: _____

For Administrative Use Only

Credit Card Administrator (District Clerk)	Date Processed	Card Number (Last 4)	Activation Date

Exhibit B – Credit Card User Agreement

Employee Responsibilities

As a Des Moines Pool Metropolitan Park District cardholder, I understand and agree to the following:

1. **Official Use Only:**

The District credit card is to be used **only for authorized District business**. Personal use is strictly prohibited.

2. **Accountability:**

I am the **sole authorized user** of the card assigned to me. I will safeguard the card and all related account information.

3. **Documentation:**

I will obtain **itemized receipts** for all purchases, reconcile my account monthly, and submit all receipts and reports to the District Clerk by the 5th of each month.

4. **Security:**

I will keep the card in a secure location and **report any loss or theft immediately** to U.S. Bank (1-800-344-5696) and the District Clerk.

5. **Unauthorized Charges:**

I understand that any unapproved or personal charges are my financial responsibility and must be reimbursed immediately by personal check or payroll deduction.

6. **Audit and Compliance:**

I agree to cooperate fully with any internal or external audit and to produce the card, receipts, or other documentation when requested.

7. **Termination or Reassignment:**

Upon separation from the District or change in duties, I will return the card to the **District Clerk** immediately. I understand that failure to do so may result in payroll deduction for any outstanding or disputed charges.

8. **Policy Violations:**

Misuse of the card may result in **revocation of privileges, disciplinary action (up to termination), and/or legal action** for recovery of misused funds.

Acknowledgment and Agreement

By signing below, I acknowledge that I have read and understand **Policy #355 – Credit Card Use and Administration**, and agree to abide by its provisions and all related District procedures.

Cardholder Name (Print): _____

Signature: _____ Date: _____

Card Number (Last 4 Digits): _____

District Clerk (Administrator): _____ **Date Issued:** _____

Return this signed form to the District Clerk prior to card issuance.

DRAFT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c **Assigned to:** District GM **Meeting Date:** December 9, 2025

Under: Old Business **Attachment:** Yes

Subject: City Currents Partnership Agreement (2nd touch)

Background/Summary:

The Des Moines Pool Metropolitan Park District allocates money towards a post card each year to put out district business to constituents. Although the district has not completed this process, it is a goal that district staff is working towards.

In 2025, the City of Des Moines is looking at reducing the City Currents magazine from 26 to 12 pages, and no advertisements. The magazine is sent to all households in the City of Des Moines, posted on their website, sent out by email, and available throughout the community.

The District General Manager met with the City Manager and Director of Administrative Services on Thursday, October 23 to discuss partnering on purchasing 3-4 pages.

The City of Des Moines sent the proposed agreement on November 20 for 3 pages of the total 12 pages of the magazine. The total comes out to \$15,000.

I have attached a couple of ideas that are talking points for three pages of content for the Winter edition. We have not received a deadline, but the deadline for content will probably be before the next board meeting on January 27, 2026.

Suggested next steps is for board or public outreach committee to meet and discuss content for three pages.

Fiscal Impact: Budgeted \$15,000 (Updated) for this to cover one quarter of the cost of the magazine.

Proposed Motion: I move to approve the 2026 agreement for the City Currents with the City of Des Moines.

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

<u>Two Touch Rule:</u>	<u>To Be Determined</u>	Committee Review
	<u>10/21/2025</u>	First Board Meeting (Informational)
	<u>12/09/2025.</u>	Second Board Meeting (Action)

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

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

Notes:

- Proposed City Currents Agreement for 2026
- Winter 2026 Sample Content for Discussion

1. PURPOSE

The purpose of this Agreement is to set forth the terms and conditions under which the City of Des Moines ("City") will provide publication space to the [Des Moines](#) Pool Metropolitan Park District ("District") in *City Currents* and the District will reimburse the City for its proportionate share of production costs.

2. TERM

This Agreement shall become effective on _____, 2026, and shall remain in effect until terminated in accordance with Section 8 of this Agreement.

3. RESPONSIBILITIES OF THE CITY

The City shall:

- a. Produce and distribute the *City Currents* publication approximately 4 times per year;
- b. Allocate up to three (3) pages per issue for District-provided content;
- c. Provide design and layout services consistent with the overall publication format; and
- d. Invoice the District for its share of publication costs as described in Section 5.

4. RESPONSIBILITIES OF THE DISTRICT

The District shall:

- a. Provide print-ready content and images for its allotted pages by the deadlines established by the City;
- b. Review and approve page proofs prior to publication; and
- c. Remit payment to the City for its proportionate share of publication costs as described in Section 5.

5. COST SHARING AND PAYMENT

- a. The estimated total cost to produce each issue of *City Currents* is approximately **\$15,000**, subject to adjustment based on actual costs.
- b. The District's share shall be based on the proportion of pages used (3 of 12 pages, or 25% of total production costs).
- c. The City will invoice the District following publication, and payment shall be due within thirty (30) days of receipt of invoice.
- d. The Parties may adjust the cost allocation by mutual written agreement if actual costs differ substantially from the estimate.

6. OWNERSHIP AND USE OF CONTENT

Each Party retains ownership of its respective content. The City reserves the right to make reasonable editorial adjustments to maintain consistency with publication standards.

7. LIABILITY AND INDEMNIFICATION

Each Party shall be responsible for its own acts and omissions, and the acts and omissions of its officers, employees, and agents. To the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party from any claims arising out of its own negligent acts or omissions in connection with this Agreement.

8. TERMINATION

Either Party may terminate this Agreement by providing sixty (60) days' written notice to the other Party. In the event of termination, the District shall pay for any costs incurred up to the effective date of termination.

9. ADMINISTRATION

The City's designee for administration of this Agreement shall be the City Manager or their designee. The District's designee shall be the District Manager or their designee.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and supersedes any prior discussions or agreements, oral or written, concerning the subject matter herein.

11. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Interlocal Agreement as of the dates written below.

CITY OF DES MOINES

By: _____

Name: _____

Title: _____

Date: _____

DES MOINES POOL METROPOLITAN PARK DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

WINTER CITY CURRENTS INFORMATION

The Des Moines Pool Metropolitan Park District will begin publishing information in the Winter 2026 guide. The District will receive three pages. Below is a summary of recommendations on the content.

- Page 1 – What is an MPD?
- Page 2 – 50th Anniversary Summary w/ QR Code to Video of the Event
- Page 3 – Schedule and Programming Information

PAGE 1

One of Two Options-

Option #1:

Draft Introductory Letter to the Community – City Currents

Dive Into Your Community Pool this Year!

For more than 50 years, the Mount Rainier Pool has been a place where our community learns, plays, and connects. Whether you are brand new to the water or a longtime swimmer, we invite you to rediscover your neighborhood pool and all it has to offer this season.

One of the easiest—and most affordable—ways to try the pool is through our \$1 First Saturday Swims, offered the first Saturday of each month from 11:30am–2pm. These swims are designed for families, beginners, and anyone who simply wants to enjoy the water without a big cost barrier. If you’ve been wanting to visit the pool, this is a great place to start.

We are also excited to continue our partnership with local schools. Each elementary school in the Des Moines and Normandy Park area is eligible for one free PTSA-sponsored swim event per school year. These gatherings give families a welcoming space to enjoy water time together—many for the very first time—and support our shared goal of building a stronger, safer swimming community.

Looking ahead to 2026, the District will launch free Lifeguard and Water Safety Instructor (WSI) training and certification courses for youth ages 15–24. These programs are designed to open doors for teens and young adults who may not have swimming experience yet but want to build water confidence, learn valuable job skills, and explore future employment opportunities in aquatics or public service. With the ongoing regional demand for trained lifeguards, this is an excellent pathway to a first job, community involvement, and long-term career development.

No matter your age, ability, or swimming background, the Mount Rainier Pool is here for you. We take pride in keeping the facility clean, safe, and welcoming—because every member of our community deserves access to the water. We hope to see you, your family, and your neighbors at the pool soon.

For schedules, upcoming events, or scholarship information, visit www.mtrainierpool.com or call (206) 824-4722.

Thank you for being part of our community—and we look forward to seeing you at the pool!

Option #2:

Dear Des Moines and Highline Community,

As we continue our partnership with the City of Des Moines to share updates on planning, capital projects, and community programming, we want to begin with something foundational: **What exactly is the Des Moines Pool Metropolitan Park District, and how does it serve you?**

Many residents hear our name but may not realize how Metropolitan Park Districts (MPDs) work—or why they play such an important role in keeping essential community facilities open, safe, and accessible. Below is a quick guide to help you understand the purpose and value of your MPD.

What Is a Metropolitan Park District?

Metropolitan Park Districts are **special-purpose local governments** created under **RCW 35.61**. Their sole mission is to maintain, operate, and preserve community parks, recreation facilities, and open spaces that improve public health and community well-being.

Unlike a city or school district, which must balance many competing services, an MPD is focused entirely on **recreation, safety, and long-term facility stewardship**.

Why MPDs Exist

MPDs were established to ensure communities can maintain public recreation facilities—even during times of economic or budget pressure. Their core purposes include:

- Keeping essential facilities—like public pools—**open, safe, and staffed**
- Providing recreation opportunities for **families, youth, and older adults**
- Maintaining aging facilities so they remain viable for **future generations**
- Ensuring **stable funding** when cities or school districts cannot take on the cost of operating pools and recreation sites

For our community, this means the Mount Rainier Pool continues to operate year-round, serving thousands of swimmers from Des Moines, Normandy Park, and surrounding Highline neighborhoods.

How MPDs Differ From Cities & School Districts

- **Cities** manage many responsibilities—roads, utilities, police, permitting—so parks often compete for limited funding.
- **School districts** focus on education and cannot use public school funds to run community recreation programs.
- **MPDs**, however, devote 100% of their mission and resources to parks and recreation.

This focused approach allows MPDs to prioritize safety, access, maintenance, and long-term planning in a way that other governments often cannot.

How MPDs Are Funded

Your MPD uses a **blend of community-supported funding sources**:

- Local property taxes approved by voters
- User fees such as lessons, daily admission, passes, and facility rentals
- County, state, and federal grants
- Partnerships with cities, schools, and nonprofits

These funds support essential operations including lifeguard staffing, utilities, insurance, maintenance, repairs, and major facility upgrades.

Transparent, Local Governance

The Des Moines Pool Metropolitan Park District is governed by a **locally elected Board of Commissioners** who are accountable directly to you. All business is conducted under Washington State transparency laws, including:

- **Open Public Meetings Act (OPMA)** – meetings are open to the public
- **Public Records Act (PRA)** – records are accessible to the community
- **Public budgeting** – agendas, minutes, and financial documents are posted and available

This makes MPDs one of the most transparent and community-driven forms of local government in Washington.

What Your MPD Provides

Every MPD's services reflect the needs of its residents. Here in Des Moines, your MPD provides:

- A **safe, year-round public aquatic facility**
 - Swim lessons for infants through adults
 - Water fitness and wellness programs
 - Lifeguard certification, youth training, and job pathways
 - **Affordable access**, including 90% scholarships for residents
 - School partnerships and community events
 - Stewardship of a pool that has served the Highline area for nearly **50 years**
-

Did You Know?

- MPDs can partner with schools, nonprofits, cities, and community groups to expand services.
- MPDs must follow strict laws that ensure public access and transparency.
- Many public pools in Washington are operated by MPDs—not cities—because of the specialized funding and expertise required.

Stay Connected

To learn more, get involved, or view upcoming meetings, please visit: www.mtrainierpool.com

Thank you for supporting local parks and recreation. Your engagement helps ensure that facilities like the Mount Rainier Pool remain strong, accessible, and available for the next generation.

Warm regards,

Des Moines Pool Metropolitan Park District Board of Commissioners

Mount Rainier Pool

PAGE 2

From the First Splash to the Next Wave: Celebrating 50 Years of the Mount Rainier Pool

On September 21, 2025, the community gathered to celebrate a milestone five decades in the making: the **50th Anniversary of the Mount Rainier Pool**. What began as a visionary Forward Thrust project in the 1970s has grown into one of South King County's most treasured community assets—supporting generations of families, students, athletes, and neighbors.

The celebration brought together residents, alumni, school partners, elected officials, and longtime supporters to honor the pool's past while looking ahead to its promising future. A special commemorative plaque recognizing *James R. Ellis*—the civic leader behind Forward Thrust and one of the most influential voices for public facilities in our region—was unveiled as part of the ceremony.

Guests enjoyed remarks from community leaders including City Manager **Katherine Caffrey**, regional historian **David Kappler**, and current and former board members of the Des Moines Pool Metropolitan Park District. Many shared heartfelt stories: first swim lessons, championship meets, senior exercise classes, lifeguard memories, and the countless ways the pool has shaped the lives of Highline families since 1975.

After the formal program, the celebration continued with a **free community swim**, music, history displays, and the debut of the “**50th Anniversary Duck**”—a playful nod to the pool's mascot that delighted kids and adults alike.

Throughout the day, one theme echoed clearly: the Mount Rainier Pool is much more than a building—**it is a place where community happens**. It is a third place. A gathering space. A launching point for confidence, safety, health, and lifelong memories.

As the Des Moines Pool Metropolitan Park District begins its next chapter, the focus remains on access, equity, stewardship, and strengthening partnerships with local schools, cities, and nonprofits. The future includes expanded scholarships, improved facilities, and continued investment in youth lifeguard training and community wellness.

Thank you to every resident, swimmer, staff member, volunteer, and partner who helped make the last 50 years extraordinary. Your support ensures that the next wave of swimmers, families, and future lifeguards will have a safe and welcoming home right here in Des Moines.

Relive the Celebration!

Scan the QR code below to watch the highlight video from the 50th Anniversary Event.

PAGE 3

Coming Soon. Page with link to programming.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9d **Assigned to:** District GM **Meeting Date:** December 9, 2025

Under: Old Business

Attachment: . Yes

Subject: *Engineer (Architect) of Record Agreement (Second Touch)*

Background/Summary:

The Des Moines Pool Metropolitan Park District currently does not have an Engineer of Record, and this need has become increasingly urgent as the Mount Rainier Pool experiences more emergency repairs due to the facility being beyond its functional lifespan. Several systems and components also require evaluation, repair, or life-extension planning to ensure continued safe operation.

As a small district that relies heavily on contractors for both administrative and maintenance functions, having an Engineer of Record will improve our ability to respond quickly and effectively to repairs. This position will also support long-term strategic planning and provide essential technical guidance for the future of the pool and the district.

Additionally, more than \$1.76 million in grant-funded projects are anticipated in the coming year. These projects will require engineering support for scoping, design, bidding, contractor coordination, and quality assurance. An Engineer of Record can perform these services directly or assist the District in procuring specialized expertise as needed.

The District General Manager received an agreement template that has been approved in concept by both parties. The GM is currently working with Schemeta and legal counsel to finalize an agreement that omits a full scope of work until individual projects can be fully vetted. A revised agreement, including exhibits, is expected to be ready for consideration at the December 9, 2025, Board meeting.

Although the Highline School District and King County Parks have not yet formally approved the required lien associated with grant funding, it is essential to begin planning now. Many of the upcoming projects require lengthy timelines for engineering, bidding, selection, and procurement of materials. Any delay increases the risk of impacting the 2026 fall swim schedule—or, in the worst case, forfeiting the grant funding altogether.

Fiscal Impact: A portion of the funds for this work should be covered by the \$1.438 million Best Starts for Kids Grant, an additional \$213 thousand for the KC Parks Aquatic Facilities Grant, and an additional \$113K for another KC Parks Facilities Grant. Most 2026 project fees for this grant project for the engineer of record will be covered.

Proposed Motion:

(If not complete)

I move that the Board authorize the General Manager to finalize and execute an agreement for Engineer of Record services with Schemeta Engineers, in a form approved by District legal counsel, to support upcoming capital projects and ongoing facility needs.

(If updated agreement available by meeting.)

I move that the Board approve the updated Engineer of Record agreement with Schemeta Engineers, including the attached Exhibits, and authorize the General Manager to execute the agreement in a form approved by District legal counsel, in an amount not to exceed \$____.

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

Three Touch Rule:

 N/A Committee Review
10/21/2025 First Board Meeting (Informational)
12/09/2025 Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes X No _____ Report back date: N/A

Notes: Attachments:

- DRAFT – Engineer of Record Agreement (Awaiting NTE and Exhibits A & B)

**DES MOINES POOL METROPOLITAN PARK DISTRICT
CONSULTANT AGREEMENT
FOR THE DISTRICT'S ARCHITECT/ENGINEER OF RECORD**

THIS AGREEMENT is made and entered into between DES MOINES POOL METROPOLITAN PARK DISTRICT, of King County, Washington ("District") and Schemata Workshop ("Consultant").

1. Scope of Services. 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 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 **three-year term**, commencing from **20**, and shall terminate on **20**; provided, however, either party may terminate this Agreement at any time upon twenty (20) days written notice to the other party by certified mail, return receipt requested, to the other party's business office.
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 A & B** but shall not exceed \$ **200,000**.
 - 3.2. Additional Services. Consultant shall be entitled to compensation for Additional Services if Consultant provides services not identified in Exhibit A. Compensation for additional services will be at the rates provided in Exhibit B. Additional Services may include, but are not limited to: construction administration, consulting and permitting fees, multiple/additional preliminary designs, and energy efficient design alternative. 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.
 - 3.3. 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.

- 3.4. 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.
- 3.5. 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. Ownership of Documents. Ownership of Documents created pursuant to this Agreement shall be determined as follows:
 - 4.1. Work Product. All drawings, specifications and other instruments of service, including those in electronic form, prepared by Consultant or its employees, agents or subconsultants are for use solely for the purposes of Consultant's work under this Agreement. Consultant shall retain all intellectual property rights, without reservation, in the instruments of service. Consultant grants the District a non-exclusive license to utilize the instruments of service solely for the purpose of constructing and maintaining the project(s) governed by this Agreement, for as long as Consultant remains Architect of Record for the project(s), and provided that Consultant has been paid all amounts due and owing under the Agreement. Any other use of the instruments of service or attempt to assign the rights granted by this section must be agreed to in writing by Consultant. Provided however, the District may use the instruments of service with respect to another project if (a) Owner engages Consult to perform services with respect to the project at a reduced fee to be negotiated, or (b) District engages another licensed engineer with respect to the project and agrees to hold Consultant harmless and indemnify Consultant from any claims arising out of Owner's subsequent use of the instruments of service. In the event the Owner uses the instruments of service without retaining the Consultant, the District agrees to defend and indemnify Consultant, its employees, agents or subconsultants, from any and all claims, damages or liabilities arising out of the unauthorized use of Consultant's instruments of service, subject to the restrictions in RCW 4.24.115. Consultant shall have the right to use any and all work product or instruments of service generated by Consultant for publicity and marketing. As a result of providing the Services to the District, the 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.
 - 4.2. 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 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 negligent or intentional 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 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. Standard of Care. Consultant shall perform its Services 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. Special Services. Special services may be required in conjunction with the Services that are outside the professional expertise of Consultant. When, in the opinion of the Consultant, such expertise is required to complete the Services, the Consultant shall so advise the District. The District may directly obtain such special professional expertise and pay the cost thereof or, the District and Consultant may agree that Consultant will retain such special expertise and pay the cost thereof, subject to reimbursement by District plus ten percent (10%) for administration, taxes and insurance.
11. Compliance With Laws. The Consultant shall, in performing the Services, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the Services.
12. Assignment of Contract/Subcontractors. Consultant shall not assign this contract or assign or subcontract all or any portion of the work of any Services without prior District approval.
13. Dispute Resolution.
 - 13.1. 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.
 - 13.2. 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.

- 13.3. 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.

- 13.4. 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.

14. Miscellaneous.

- 14.1. Attorney Fees. In the event of any claims, disputes, or other matters in controversy between District and Consultant arising out of or in any way related to this Agreement, each party shall bear its own attorney's fees, expert witness fees, and costs incurred in any dispute resolution procedure, including mediation, arbitration, and/or litigation and appeal.

- 14.2. 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.

- 14.3. 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.

14.4. Law/Venue. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Washington. Any litigation arising out of or in connection with this Agreement shall be filed and conducted in King County Superior Court.

14.5. 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.

14.6. 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.

14.7. Consequential Damages. Neither Party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits, incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

Dated: _____

Dated: _____

DES MOINES POOL METROPOLITAN PARK DISTRICT

Scott Deschenes

By: _____
General Manager

By: _____

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10a Assigned to: District GM

Meeting Date: January 23, 2024

Under: Old Business

Attachment: Yes

Subject: Officers and Board Committees

Background/Summary:

The Board will need to formally elect the officers in 2026. In 2025, the board elected. For full duties of each position, please see attachment 8b Bylaws.

- **Board President** - Shane Young
- **Clerk of the Board** – Joe Dusenbury

The Board will also need to appoint committees for 2026. In 2025 the following committees existed:

- **Capital and Contacts** –Dusenbury and **Thorell (vacated)**
- **Finance** – Campbell and Young
- **Policy/Risk Management** – Campbell and Young
- **Public Outreach/Pool Advisory Committee** –Stender and **Thorell (vacated)**

The District GM will be preparing Resolution 2026-01 memorializing board officers, and Resolution 2026-02 memorializing committee appointments for the 2026 calendar year.

Fiscal Impact: N/A

Proposed Motion:

No motion. Will be presented at first regular board meeting of 2026.

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

<u>Three Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>12/09/2025</u>	First Board Meeting (Informational)
	<u>01/27/2026</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes _____ No _____ x Report back date: _____

Notes:

- Outline of board officers and committees for discussion.

2026 Board Officers and Committees

For Discussion

Officers

During the first regular meeting in January, the Board shall accept nominations and elect from its members a President and Clerk of the Board, which will fulfill the role of President and Clerk in accordance with RCW 35.61.120, and other officers as it may determine it requires who shall hold office until their successors have been duly elected. *(From Bylaws, Article 5)*

President. The President shall be the presiding officer at meetings of the Board and will assure that an agenda is provided for each meeting and that the meeting will be conducted in accordance with the agenda. The President shall act as a spokesperson for the Board, and can sign all resolutions, contracts, and other instruments on behalf of the Board and as authorized by the Board. The President may make or second motions and may vote on any issue that comes before the Board.

2025	2026
Shane Young	

Clerk of the Board. The Clerk of the Board shall assume the responsibilities and duties of the President in the absence or disability of the President. In accordance with RCW 42.24.180(3), the Clerk of the Board shall also oversee the approval of all checks or warrants issued in payment of claims.

2025	2026
Joe Dusenbury	

Committees

Generally, the Board acts as a committee of the whole. The President may recommend the creation of *ad hoc* committees to facilitate the conduct of the Board's affairs. Members of *ad hoc* committees will be nominated by the President and appointed by the Board. *(From Bylaws, Article 8)*

	2025	2026
Capital and Contracts	Dusenbury/Thorell	
Finance	Campbell/Young	
Policy/Risk Management	Campbell/Young	
Public Outreach/Pool Advisory Committee	Stender/Thorell	
Other?		

Both will be formally voted upon and passed by resolution at the first regular board meeting in January.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10b **Assigned to:** District GM **Meeting Date:** December 9, 2025

Under: New Business **Attachment:** Yes

Subject: Policy 101 Bylaws, 2025 Review (first touch)

Background/Summary:

Each year the Des Moines Pool Metropolitan Park District's Board of Commissioners updates their Bylaws to ensure they match the operations of the district. Attached is a working copy that will be sent out to all board members.

The goal is to have the Bylaws match current processes. Please notify the District GM if you have any questions or concerns.

The District GM will send out the current bylaws for review on December 10, with edits due by Tuesday, January 6 for review.

If no edits are requested, the Bylaws will not be updated, and we will follow the current bylaws.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Bylaws are current.

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

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>12/09/25</u>	First Board Meeting (Informational)
	<u>1/27/26</u>	Second Board Meeting (Action)

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

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

Attachments:

- Current, Policy 101 Bylaws (Approved February 25, 2025)

DES MOINES POOL METROPOLITAN PARK DISTRICT BYLAWS

ARTICLE 1 NAMES

The name of this Metropolitan Park District is the Des Moines Pool Metropolitan Park District ("District" or "DMPMPD"). The name of the governing Board is the Des Moines Pool Metropolitan Park District Board of Commissioners ("Board"). All actions of the DMPMPD may be performed using the name "DMPMPD".

ARTICLE 2 ROLE AND PURPOSE

The Role and Purpose of the DMPMPD is to discharge its responsibilities for providing pool facilities as a public service to the residents of the geographic areas included within the City of Des Moines.

ARTICLE 3 ORGANIZATION

The DMPMPD is organized as a Special Purpose District under and in conformity with the constitution and laws of the State of Washington, specifically Chapter 35.61 RCW (Metropolitan Park Districts) as now enacted or as it may hereafter be amended.

ARTICLE 4 GOVERNING BODY

- 4.1 Board Membership.** The Board shall consist of FIVE (5) voting members who shall be elected per RCW 35.61.050 (2). The DMPMPD Board positions shall be determined by the election laws governing Metropolitan Park districts.
- 4.2 Vacancies.** In the event of a vacancy, the Board shall fill the vacancy in the manner provided by statute (RCW 35.61.050 and RCW 42.12.070).
- 4.3 Compensation.** Commissioners shall receive compensation pursuant to RCW 35.61.150 for each day or portion of a day in actual attendance at official Board meetings or in performance of their official services or duties on behalf of the District (Resolution No. 2009-04)
 - 4.3.1 Stipend Waiver.** Board members can elect to waive their stipend in writing in advance of the meeting at which the stipend would be earned.
 - 4.3b Stipend Donations.** If a board member elects to donate their stipend, they must receive the stipend and donate it to the scholarship fund.

4.4 Open Government Trainings Act. The Open Government Trainings Act requires all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.

4.4.1 Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.

4.4.2 Officials required to complete training under this section may complete their training before assuming office but must:

- Complete training no later than ninety (90) calendar days after the date the official:
 - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
 - Otherwise assumes his or her duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as he or she holds office.
- Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
- Training may be completed remotely with technology including but not limited to internet-based training.

ARTICLE 5 ELECTED OFFICERS

5.1 Officers. During the first regular meeting in January, the Board shall accept nominations and elect from its members a President and Clerk of the Board, which will fulfill the role of President and Clerk in accordance with RCW 35.61.120, and other officers as it may determine it requires who shall hold office until their successors have been duly elected.

5.2 President. The President shall be the presiding officer at meetings of the Board and will assure that an agenda is provided for each meeting and that the meeting will be conducted in accordance with the agenda. The President shall act as a spokesperson for the Board, and can sign all resolutions, contracts, and other instruments on behalf of the Board and as authorized by the Board. The President may make or second motions and may vote on any issue that comes before the Board.

5.3 Clerk of the Board. The Clerk of the Board shall assume the responsibilities and duties of the President in the absence or disability of the President. In accordance with RCW 42.24.180(3), the Clerk of the Board shall also oversee the approval of all checks or warrants issued in payment of claims.

ARTICLE 6 APPOINTED OFFICERS

- 6.1 Attorney.** The Board shall appoint, at a regular meeting, an attorney who shall advise the Board and its appointed officers on legal matters and represent the District in all such matters.
- 6.2 Treasurer.** The King County Treasurer shall serve as the ex-officio Treasurer of the Board pursuant to RCW 35.61.180. The Board may appoint, at a regular meeting, a District Treasurer who shall advise the Board and its appointed officers on financial matters including investing the financial assets of the District with the County Treasurer's approval per RCW 35.61.18.

ARTICLE 7 POWERS AND DUTIES OF THE BOARD

- 7.1 POWERS AND DUTIES.** The Board shall have all the powers and duties as authorized by the Washington State Constitution and the laws of the State of Washington including, but not limited to chapter 35.61 RCW.
- 7.2 DISTRICT GOALS AND OBJECTIVES.** The Board shall establish Goals and Objectives which will establish a long-range plan in relation to the District's facility needs. In addition to the facility, the plan/goals and objectives should consider programs and the financing necessary to achieve these goals. The Goals and Objectives shall be reviewed annually and modified by the Board to reflect changes in the District and community's environment and needs. Goals and objectives will be presented to the board at the first retreat of each year.
- 7.3 DISTRICT POLICIES AND RULES.** The Board shall adopt policies and rules as necessary for the operation of the District and its facilities. These policies may include the following:
- a. Rules of conduct for patrons of the District's facilities.
 - b. The relationship of the District General Manager ("DGM") to the Board and the responsibilities of the DGM and District operation.
 - c. Policies concerning the administration of District personnel.
 - d. Programs offered to the district's patrons' hours of operation, maintenance and closures.
 - e. The financial policy of the District, an annual budget, tax levies and rates for the use of District facilities.

ARTICLE 8 COMMITTEES

GENERAL PROVISIONS. Generally, the Board acts as a committee of the whole. The President may recommend the creation of *ad hoc* committees to facilitate the conduct of the Board's affairs. Members of *ad hoc* committees will be nominated by the President and appointed by the Board.

ARTICLE 9 MEETINGS OF THE BOARD OF COMMISSIONERS

9.1 GENERAL PROVISIONS. The DMPMPD is a Washington Municipal Corporation, and is subject to RCW Chapter 42.30, The Open Public Meetings Act, RCW Chapter 42.23, the Code of Ethics for Municipal Officers, and RCW Chapter 42.56, the Public Record Act. as each is now enacted or as it may hereafter be amended.

9.2 REGULAR MEETINGS. Regular business meetings of the Board will be held on the fourth Tuesday of each month at 7:00 PM between January and October and the second Tuesday of each month between November and December at the Des Moines Pool Metropolitan Park District Administration Offices (22015 Marine View Dr. S. #2B).

9.2.1 Holidays. If a regular Council meeting falls upon a legal (state/federal) holiday, the meeting will be held the subsequent business day. See [RCW 1.16.050](#) for more information.

9.2.2 Hybrid Meetings. All District meetings are currently being held where patrons and members of the community can attend virtually. This allows members of the community, staff and board members to attend all meetings by phone or virtually (computer) link for members of the community to view or participate in the meeting. For efficiency the board will request public members to email their remote questions or comments by noon on the day of the meeting, if they cannot attend in-person.

9.2.2.a In-Person. Members of the community and board members should notify the District General Manager (DGM) if they wish to attend the meeting in-person. Please notify the DGM by noon of the day of the meeting.

9.2.3 Consent Agenda. Each regular board meeting will include a consent agenda. The consent agenda will include routine/"housekeeping" items including minutes from previous meetings, vouchers and district reports. Commissioners have the ability to modify the consent agenda during the Adoption/Modification phase of the meeting. A majority of the board must vote to modify the consent agenda, Voting consists of accepting the consent agenda and voting on the vouchers.

9.2.4 Reports. A financial report and aquatics manager report will be presented quarterly. Below is a list of tentative dates reports will be produced. A minimum of a month of preparation time is included for reports to be properly produced.

9.2.4a Aquatics Manager Reports:

- Quarter 1 (January-March) – April board meeting
- Quarter 2 (April-June) – July board meeting
- Quarter 3 (July-September) – October board meeting

Deleted: This notification is due to the Mount Rainier High School (meeting location) being a secure building after hours. This allows staff to be prepared to grant access to the building. A sign with a contact phone number will be posted at the front door.

- Quarter 4 (October-December) – January board meeting

9.2.4b District Financial Reports:

- Quarter 1 (January-March) – May board meeting
- Quarter 2 (April-June) – August board meeting
- Quarter 3 (July-September) – November board meeting
- Quarter 4 (October-December) – February board meeting

9.2.5 Public Hearing. A budget and levy certification hearing will be held the second Tuesday of November at 7:00pm. This is to allow ample time to send in signed levy and budget certification documents to King County.

9.2.6 Minutes. Minutes will be sent to board members for their review as soon as they are completed by the District Clerk. Minutes will be voted on at the next month's regular board meeting.

9.3. PROHIBITED CONDUCT- Commissioners Shall Not:

- 9.3.1.** Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the District's duties.
- 9.3.2.** Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the the commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- 9.3.3.** Use the commissioner's position to secure special privileges or exemptions for the commissioner, or others.
- 9.3.4.** Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the commissioner's services unless provided for by law.
- 9.3.5.** Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner, or be considered as part of a reward for action or inaction.
- 9.3.6.** Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- 9.3.7.** Shall not disclose confidential information or otherwise use such information for the commissioner's personal gain or benefit.
- 9.3.8.** Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such assistance is, or to a reasonable person would appear to be, enhanced or affected by the commissioner's position.
- 9.3.9.** Employ or use any District employee or other person, District funds or money, or District property under the commissioner's official control or

direction, or in the commissioner's official custody, for the private benefit or gain of the commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or the commissioner's duties, or otherwise allowed by law.

- 9.3.10. Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.
- 9.3.11. Participate, by voting or otherwise, in any issue that comes before the Board of commissioners, when the commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- 9.3.12. Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of the District, if concurrently serving on the Board.

9.4. RECOMMENDED CONDUCT - At All times a commissioner Should:

- 9.4.1. Respect and comply with the law.
- 9.4.2. Act at all times in a manner that promotes public confidence in District.
- 9.4.3. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- 9.4.4. Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- 9.4.5. Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- 9.4.6. Have the courage to do what is right and stand up for those without power or authority.
- 9.4.7. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- 9.4.8. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- 9.4.9. Lead by example.
- 9.4.10. Never forget that public office requires public trust and confidence.

9.5. EXCEPTIONS.

- 9.5.1. A commissioner is allowed by state statute to be financially involved in a contract (excluding sales contracts or leases) with the District, so long as payment to the commissioner or his/her business does not exceed \$3,000.00 in any calendar month, provided that such commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- 9.5.2. A commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).

9.5.3. A commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee or commissioner consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a commissioner who attempts to influence, or does influence other district officers with respect to entering into the contract.

9.6 ABSENCES. Board members will inform the District Clerk if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

9.6.1 Remote Participation. Remote includes virtual (online) or by phone. A commissioner may participate remotely. The District Clerk will note in the meeting minutes the remote participation of a commissioner.

9.7 SPECIAL MEETINGS. Special meetings may be called according to the provisions of RCW 42.30.080 as now enacted or as it may hereafter be amended.

9.7.1 Public hearings. Local media will be provided written notice of public hearings two business days before the hearing.

9.8 EXECUTIVE SESSIONS. The Board may hold Executive Sessions for all purposes authorized by RCW 42.30.110 as now enacted or as it may hereafter be amended. The statutory basis and purpose of the executive session as well as the starting and ending time shall be announced prior to going into executive session and shall be stated in the meeting minutes.

9.9 QUORUM. A majority of the members of the Board will constitute a quorum.

9.10 TWO TOUCH RULE. In order to allow the Board adequate time to consider issues prior to final decisions, the District Board and Staff should abide by the "Two Touch Rule".

- a. First meeting informational
- b. Second meeting for approval/denial

9.11 PARLIAMENTARY PROCEDURE. Deliberations of the Board shall be guided by the rules of procedure for small boards established in the latest edition of *Roberts Rules of Order, Newly Revised* where those rules are not inconsistent with State law or these Bylaws.

9.12 AGENDA PACKETS. Commissioners will be emailed a copy of their packets, the Thursday before each meeting. If staff needs additional time, they will notify the board by email. The agenda packet will be posted online, while paper copies of the agenda will be posted at the Mount Rainier Pool and District Offices. Board members may personally retrieve their agenda packets from the Mount Rainier Pool front desk. Board members should alert the District General Manager at least 2-business days before they pick up their packet.

**ARTICLE 10
AMENDMENTS**

These Bylaws may be amended by resolution of the Board at a regular meeting. Bylaws will be reviewed at the final regular board meeting at the end of each year in order for the Board to review processes and adopt new ones if needed.

Adopted this 23 day of January 2024.

DES MOINES POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Shane Young
President and Commissioner

Joe Dusenbury
Clerk and Commissioner

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10c Assigned to: District GM

Meeting Date: 12/09/2025

Under: New Business

Attachment: Yes

Subject: 2026 Board Meeting Schedule and Format Discussion

Background/Summary:

The District schedules its meeting each year for communications, scheduling and better transparency.

DATE AND TIME

The District GM is recommending moving meetings to the fourth Tuesday of each month from January through October. The District has met the second Tuesday of November and December in 2025. This was to avoid holiday weeks. The District GM is throwing out the option of either the second or third Tuesday of each month. Does the pool district want to continue this on the second Tuesday or move it to the Third Tuesday or another day?

FORMAT

The board meets hybrid with a staff member present at the district offices, 22015 Marine View Dr. South. This is in line with current legislation, and helps the board have high attendance, while working around travel.

OTHER

If you have any other recommended changes, please bring them to the December 9, 2025 meeting.

This is information only and the motion will be passed at the January 27, 2026 (Fourth Tuesday) meeting as a resolution to memorialize the schedule. The resolution will be written once the schedule is formalized, but it will follow the same format as the [resolution for 2025's meeting times and locations](#).

ADDED MEETINGS

Any meetings added to the calendar will be posted to the Governance Page of the Mount Rainier Pool website. All additions will be also posted at the district office and pool and will follow all OPMA and PRA regulations.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only. (first touch)

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

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:

- Proposed 2026 Board Meeting Business Calendar

2026 BUSINESS CALENDAR

DES MOINES POOL METROPOLITAN PARK DISTRICT/MOUNT RAINIER POOL

REGULAR BOARD MEETINGS - FOURTH TUESDAY OF EACH MONTH*** – 7:00PM
LOCATION**: DES MOINES POOL MPD ADMIN OFFICE (22015 Marine View Drive So.)

*Any changes of location will be listed on Mount Rainier Pool's Governance page and meeting's agenda.

**All meetings are hybrid that allow remote attendance by board and public.

***November and December meetings moved to Second Tuesday to avoid holiday conflicts.

REGULAR BOARD MEETINGS/PUBLIC HEARINGS

January	27	7:00pm	Regular Board Meeting (@MRHS Library) <ul style="list-style-type: none"> • Elect Officials (A): Resolution 2026-01 • Appoint Committees (A): Resolution 2026-02 • Approve Meeting Schedule (A): Resolution 2026-03 • District Bylaws Review (A) • 2025 Q4 Aquatics Manager Report • March Closure Contractor Selection <i>Night board meeting dates and locations being voted on for change.</i>
February	24	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2025 Q4 Financial Report • Employee Handbook Update • March Closure Update
March	24	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • Policy and Procedural Review (I)
April	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2026 Q1 Aquatics Manager Report • Policy and Procedural Review (A) • 2025 Financial Report to State (I)
May	26	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2026 Q1 Financial Report • 2025 Financial Report to State (A)
June	23	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • August Closure (I)
July	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2026 Q2 Aquatics Manager Report • August Closure (A)
August	25	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • Start of Budget Process (I) • 2026 Q2 Financial Report • Surplus Property: Resolution 2026-??

September	22	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 5-Year Capital and Equipment Replacement (I)
October	27	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2026 Q3 Aquatics Manager Report • Preview Preliminary Budget (I) • Levy Certification Estimate (I) • Unclaimed Property: Resolution 2026-??
November (Public Hearing)	10 or 17?*	7:00pm	Regular Board Meeting/ Budget Public Hearing <ul style="list-style-type: none"> • 2025 Q3 Financial Report • Budget and Levy Certification Process <ul style="list-style-type: none"> ○ Adopt 2026 Budget (A) ○ 2026 Levy Certification: Resolution 2026-??(A) ○ 2026 Levy Increase Certification: Resolution 2026-??(A) ○ Substantial Need Ordinance (if needed)
December	8 or 15?*	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • Budget Amendments: Resolution 2026-??(A) • Proposed 2027 Meeting Calendar (I) • 2027 Officers and Committees (I)

Notes:

Most decisions made by District will be a two-touch rule (unless there is an emergency):

1. (I) Informational: Information will be given to the Board of Commissioners to develop viewpoints and questions. All questions will be referred to Committees.
2. (A) Action: The District will act on items after the first two steps have properly helped vet the decision. In an emergency, the District may elect to process a decision to help safeguard the District and its constituents.

If there is not a (I) or (A) next to the item, there is no decision to be made, or it may be a routine business item that happens annually. These items are not subject to the two-touch rule and are usually information for the board and the public. Committee meetings may be scheduled by the direction of the board or the District GM.

Board meetings were moved to the Fourth Tuesday of each month to better financials, move reports up to being the month before, and overall better process management from the District. The final two meetings of the year (November and December) are moved to the second Tuesday to avoid holidays. Monthly financials will be delayed one month as they will not be reconciled for those two months' meetings.

The items listed on the calendar are estimated, but the business may change depending on priorities and urgency of other items that may pop up throughout the year.

Finally, the District Board of Commissioners and Staff will do their best to plan ahead, but items that cannot be adequately prepared may arise. The District will act and properly try to take these items into account for future business calendars. The District will ensure that all notifications meet all legal and best practice requirements.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10d **Assigned to:** District GM **Meeting Date:** December 09, 2025

Under: Old Business **Attachment:** Yes

Subject: Resolution 2025-15 Amendment to 2025 Budget

Background/Summary:

The district transfers monies from its General Fund to its Capital Reserve Fund. The Capital Reserve Fund is used for equipment replacement, larger projects, land acquisition and an emergency repair fund on a facility that is 50 years old.

The District will allocate \$1,124,110.52 from the General Fund to the Capital Reserve Fund.

This is very important in 2026, when the District will receive \$1.76 million in capital grants. These grants are only reimbursable after the fees have been paid. The money allocated towards the capital reserve are paramount to completing these projects.

The ending Capital Reserve allocation for 2024 was \$675,000, and the ending for 2025 will be \$1,799,110.52.

Fiscal Impact: This is in line with what was budgeted for in 2025.

Proposed Motion: I move to approve Resolution 2025-15 Amendment to 2025 Budget to transfer allocation of \$1,124,110.52 to the Capital Reserve Fund.

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:

- Resolution 2025-15 Amendment to 2025 Budget

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

RESOLUTION NUMBER 2025 – 15

AMENDMENT TO FISCAL YEAR 2025 OPERATING BUDGET

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

WHEREAS, modifying the 2025 Fiscal Year Budget is in the overall interest of the District and;

WHEREAS, the Board has historically contributed \$75,000 of its Operating Fund into a Capital Reserve Fund before 2018,

WHEREAS, as a result of expenditures for critical repairs, the reserve fund requires additional funds from unused Maintenance and Repairs;

WHEREAS, at the end of the Fiscal Year 2024, the Capital Reserve Fund will be \$675,000;

WHEREAS, the Mount Rainier Pool is over 50 years old, has over \$1.76 million in grant repairs in 2026, and many facility end-of-life repairs that are showing outside of conditions assessment plans;

WHEREAS, an additional \$1,124,110.52 shall be transferred from the Des Moines Pool Metropolitan Park Department General Fund to the Capital Reserve fund for 2025 shall be made, now:

WHEREAS, at the end of the Fiscal Year 2025, the Capital Reserve Fund will be \$1,799,110.52.

NOW THEREFORE BE IT RESOLVED that the amount to be transferred from the Des Moines Pool Metropolitan Park District General Fund into the Des Moines Pool Metropolitan Park District Capital Reserve Fund be increased by \$1,124,110.52 and direct that the District Clerk be directed to affect the total transfer prior to December 31, 2025.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 9th of December 2025, the following Commissioner being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

DRAFT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10e **Assigned to:** District G.M. **Meeting Date:** December 9, 2025

Under: New Business **Attachment:** Yes

Subject: Parking Lot Gate Storage (first touch)

Background/Summary:

During Covid-10 closures, the district received a grant from Washington Cities Insurance Agency (WCIA) to install a gate at both parking lot entrances for the fire lane. This was due to increased crime and vagrancy during the pandemic. Over time the crime at the pool after hours has dramatically decreased, and the gates may no longer be needed.

When the gates were purchased, the installation was thought to be much cheaper than originally estimated. Although the grant covered the majority of the fees, there would be an additional fees for vacuation and installation.

The gates had been stored at the City of Des Moines marina, but the City needs to remove it and other items to make space for the Marina Steps project. The gates need to be removed by December 31, 2025.

The District GM is going to work to have options presented at a future meeting including installation and operation of the gates, storage costs, and the possibility/legality of selling the grant-funded gates.

Fiscal Impact: To be determined. Financial implications will be presented at a future meeting.

Proposed Motion: None at this time. First touch.

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

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>12/09/2025</u>	First Board Meeting (Informational)
	<u>To be determined.</u>	Second Board Meeting (Action)

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

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 11 **Assigned to:** President Young **Meeting Date:** December 9, 2025

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):
 - January 27, 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:
 - None at this time.
4. End of Meeting:

Fiscal Impact:

Proposed Motion: No motion necessary.

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

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 _____ **Reporting Back Date:** _____

Notes:

- No attachment.